

RN-BSN

BACHELOR of SCIENCE in NURSING
FOR REGISTERED NURSES



2016-17 STUDENT HANDBOOK

SCHOOL OF NURSING

A SUPPLEMENT TO THE KING UNIVERSITY
STUDENT HANDBOOK AND ACADEMIC CATALOGUE

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WELCOME AND INTRODUCTION

Dear Student,

Welcome to the School of Nursing at King University. Our faculty and staff are delighted to have all registered nurse students in the program and we will do our best to assist you to achieve your professional goals. We want you to enjoy the learning process. Our goal is to engage you in an interactive learning experience so you will gain the knowledge necessary to practice as a baccalaureate nurse. However, your success in either the campus or online courses depends on your willingness to maintain a positive attitude, your motivation, and your willingness to engage in the requirements of the courses. You must challenge yourself to study and accept personal responsibility for your learning by adhering to the rigorous schedule of an accelerated course of study. If you honor your commitment to study, plan realistic strategies, use time efficiently and effectively, and maintain a balance in life activities, you can enjoy the challenge of the educational education experience and achieve your personal goals.

Nursing is where the future lies and it is crucial for nursing to position itself in its most visible stance ever in the healthcare marketplace. We take pleasure in the many job opportunities and diversified roles that have evolved. Likewise, King University is committed to increasing the number of baccalaureate nurses for our area. Our programs are consistent with the recommendations from the *Institute of Medicine's* report on the *Future of Nursing, Leading Change, Advancing Health* (IOM, 2010) to base education on relevant, innovative strategies such as the pioneering work of the *Quality and Safety Education for Nurses (QSEN)* project (Cronenwett et al., 2007) and the adoption by the American Association of Colleges of Nursing of the QSEN quality improvement competencies in *The Essentials of Baccalaureate Education* (AACN, 2008). We congratulate you for choosing to share this learning experience with us at King University. It is you, our students, who make this a great place to be. We care about you and your learning, and we look forward to working with you to make this a most memorable and outstanding learning experience.

While the registered nurse (RN-BSN) program is housed within the Graduate and Professional Studies (GPS) adult-oriented degree programs, the academic program is under the direction of the School of Nursing. The RN-BSN program for the main campus, satellite campuses, and online are fully approved by the TN Board of Nursing and accredited by the Commission on Collegiate Nursing Education (CCNE).

This handbook provides information about major policies, procedures, and guidelines for all campus and online RN students in the School of Nursing. Specific instructions related to some policies, such as submission of assignments in a timely fashion or class participation, may be appended on individual course syllabi; therefore, all are required to read and become familiar with the handbook and syllabi. Also, all are reminded the handbook or syllabi is not a substitute for advising available through faculty or the Student Success Specialists (SSS). Likewise, this handbook does not negate a student's responsibility to be familiar with the University Catalogue and or the King University Student handbook.

King University holds all students accountable for achieving the competency outcomes in their course of study listed in each course syllabi along with graduation requirements, **KING 4990** Comprehensive Assessment and the Outcomes Assessment at King (OAK). Remember, we are here to help you succeed. We hope you will keep active, keep involved, and keep in touch. Our warmest regards for academic and personal success.

Sincerely,

The School of Nursing Dean and Faculty

PROFESSIONAL PILLAR DEFINITIONS AND SCRIPTURE SELECTIONS

SCHOOL OF NURSING GUIDING SCRIPTURE

Let the word of Christ dwell in you richly in all wisdom, teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord. And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by him.

COLOSSIANS 3: 16-17

INTEGRITY

SON Definition: The ability to walk morally upright in all actions and communications.

Scripture Selection: Let integrity and uprightness preserve me; for I wait on thee.

PSALMS 25:21

COMMITMENT

SON Definition: The dedication and service to patients, the profession, collaboration, and continued learning while holding oneself to the highest standards of performance and accountability.

Scripture Selection: Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.

PHILIPPIANS 4:8

SERVICE

SON Definition: Committing oneself to assist others to serve others and glorify God. Placing others' needs before thy own. Intentional actions that demonstrate a love for others in response to our love for God.

Scripture Selection: Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms.

1 PETER 4:10

ACCOUNTABILITY

SON Definition: Making a decision based upon a knowledgeable understanding of the circumstances, acting on that decision, supporting the decision with evidence-based rationale and reason, and accepting responsibility for the outcome.

Scripture Selection: Create in me a clean heart, O God; and renew a right spirit within me.

PSALM 51:10

CIVILITY

SON Definition: Polite, respectful, and purposefully kind verbal and non-verbal interpersonal communication and behavior.

Scripture Selection: And as ye would that men should do to you, do ye also to them likewise".

LUKE 6:31

COMPASSION

SON Definition: The feeling of deep sympathy or sorrow for another who is experiencing perceived or actual challenges or suffering, with the desire to alleviate the suffering.

Scripture Selection: And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you.

EPHESIANS 4:32

NURSING AT KING UNIVERSITY

DISCLOSURE STATEMENT

This handbook provides expectations, policies and procedures, information, and guidance to the student and the faculty related to the RN-BSN Program. RN-BSN students must abide by student policies as listed in the King University Academic Catalogue, this RN-BSN Student Handbook and the King University Student Handbook (in that order of precedence). The School of Nursing policies are subject to and consistent with King University policies. The University and School of Nursing reserve the right to make changes in course offerings, faculty members, instructors, preceptors, and degree requirements as educational and financial considerations require. Policies introduced during the academic year or that change from written policy in the School of Nursing RN-BSN Student Handbook will be distributed via email to the **student's King University email address**.

Additional sources of information related to student policies are the King University Catalogue which can be accessed at <http://www.king.edu/registrar/catalog> and the King University Student Handbook which can be accessed at <http://studenthandbook.king.edu>.

Course-specific policies may also be found in individual course syllabi. In circumstances where there is conflicting information, the student should seek clarification from the faculty. The RN-BSN Student Handbook is applicable to all students in the RN-BSN Program.

MISSION STATEMENT

To educate students for professional nursing practice by integrating learning, living, and faith in a collegiate environment of academic rigor and Christian nurture and to prepare students for lifelong learning with a theoretical foundation based on Judeo-Christian principles, and the liberal arts and sciences.

VISION STATEMENT

The vision of the school of nursing is to be the most academically respected, student focused, Christ-centered nursing program in the region. King University graduates will promote nursing science and reflect the Christian value of serving our communities with excellence and compassion.

PHILOSOPHY OF NURSING AND EDUCATION

The philosophy of the School of Nursing reflects our beliefs about the role and the education of the professional nurse and represents a comprehensive blend of nursing theories. The King University nursing faculty believes nursing serves society through the competent and compassionate delivery of direct and indirect healthcare services to individuals, families and communities, guided by Christian values.

Nursing is both an art and a science. The art of nursing includes the theories related to caring that promotes respectful relationships and individual worth. The science of nursing is based upon evidence obtained through research as well as effective interventions gained through experience. Nursing equates the importance of interpersonal (art) and technological (science) aspects of one's practice.

The faculty believes that in an uncertain and rapidly changing world, the professional nurse is both a partner and an advocate for consumers of health care in an increasingly diverse and aging population. As a professional discipline, nursing is based on a strong foundation of knowledge from the humanities, arts and sciences, and from nursing and health-related disciplines, which together integrate academic and practice components. The professional nurse functions in the role of provider of care by focusing on the integration of the physical, spiritual and intellectual dimensions of personhood and their influence on health; the nurse contributes a unique blend of knowledge, skills, and holistic caring. The professional nurse functions in the role of coordinator of care with the knowledge and authority to assign nursing tasks to other health care personnel and to manage and affect patient care outcomes. This role requires assessment and interventions, communication, critical thinking, teaching, management, and leadership skills. The professional nurse complies with the code of ethics and laws that direct professional standards of nursing practice. By fulfilling each of these roles the professional nurse acknowledges personal responsibility for lifelong learning.

Students progressively develop these roles through planned didactic and clinical learning experiences throughout the curriculum. To encourage development of values that support community service and consistent with the Christian orientation of King University, care is provided in and across various community and congregational settings. Culturally competent care is provided to individuals, families and communities within their environments. Care of the physical, psychosocial and spiritual needs is vital to promotion, maintenance and/or restoration of health.

The faculty believes that this program of learning and experience prepares nurses for three broad dimensions of responsibility for future practice. They are to: (1) implement existing knowledge and contribute to the

expansion of nursing knowledge about health, illness and the healing experience; (2) appraise the influence of the environment and health care systems on health and

BELIEFS ABOUT EDUCATION, NURSING EDUCATION, AND CONTINUING EDUCATION

The mission and vision statements at King University are clear. The mission is to educate students in an academically rigorous and collegiate setting that integrates Christian faith, scholarship, service and career, leading to meaningful lives of achievement and cultural transformation in Christ. The vision of the college is to continually grow as a Christian comprehensive college with pre-professional and professional schools. This wisdom guides the School of Nursing in expressing its core values to educate nurses who exemplify Christ-like caring behaviors in their personal and professional lives. With intention, the nursing faculty aspire to create a climate that will make a difference in meeting the educational needs of the next generation of nurses, for that reason, faculty are committed to contemporary nursing education in a program that is rooted in practice-based competency outcomes, effective interactive learning strategies, and performance-based outcomes assessment (evaluation) methods. A collaborative process among faculty, students, and the learning environment (including online experiences) facilitates role development. With its own goals and priorities to demonstrate the enduring worth of a liberal arts education as delivered through the Quest series of courses, the school of nursing philosophy underscores the responsibility to act with moral integrity, to accept social responsibility to seek social justice, accept diversity, and to mature spiritually with commitment and devotion to the service of nursing.

Courses and clinical projects are planned throughout the curriculum beginning with health assessment demonstrations, community teaching and change projects. Further, faculty cultivates the development of attitudes, behaviors, knowledge and skills necessary for students' personal and professional achievement; they encourage development of lifelong learning habits to promote ongoing competency that can be permanently woven into the fabric of being a nurse.

In order to graduate with a BSN degree, students are required to accrue a minimum of 124 semester credit hours (s. h.) of study. Upon graduation from King University, all baccalaureate graduates are prepared as generalists ready to embrace professional nursing roles in a variety of hospital or community settings and all have an adequate foundation for graduate study.

PROGRAM OUTCOMES

Upon successful completion of the program, all graduates are prepared for professional nursing practice in a variety of hospital or community settings, and they have been provided with an adequate foundation for graduate study. RN-BSN program graduates will be prepared to meet the following competency outcomes:

illness; and (3) influence and promote the use of human-technology links for those receiving and providing health care or using technology for other purposes.

1. Manage nursing care that is competent and culturally sensitive.
2. Promote, maintain, or restore health for clients of all ages and with diverse needs.
3. Apply core nursing competencies of assessment and therapeutic intervention, communication, critical thinking, human caring, teaching, management and leadership, and knowledge integration from the arts and sciences, nursing and related health sciences.
4. Collaborate, communicate and negotiate with nurses, other health care providers, religious congregations, and community agencies to promote, maintain, or restore health and evaluate nursing care outcomes.
5. Incorporate relevant, contemporary technology to promote effective health and function of clients, employers, communities, self, and the profession.
6. Engage in continued learning and development to improve the quality of professional and personal competence and accountability.
7. Engage in activities to promote respectful citizenship, Christian values, and the positive health and well-being for clients by advocating for them and allocating and managing physical, fiscal, and human resources.

EXPECTED STUDENT OUTCOMES

The competency outcomes for the RN-BSN program will demonstrate that each of the graduates can successfully:

1. Embrace new roles in professional nursing practice.
2. Administer and manage safe and culturally sensitive nursing care to clients with diverse needs across the lifespan and in a variety of settings, to promote, maintain or restore health by integrating the following core nursing competencies: assessment and therapeutic intervention skills; communication skills; critical thinking skills; human caring relationships; teaching skills; management skills; leadership skills; and, knowledge integration skills (arts and sciences, nursing and related health sciences).
3. Collaborate with nurses, other healthcare providers, religious congregations, and community agencies to promote, maintain or restore health and achieve quality health outcomes.
4. Incorporate relevant evidence, and contemporary technology to promote effective health and function of clients, employers, communities, self, and the profession.
5. Implement professional, legal, ethical, and social standards, with responsibility and accountability for quality care and safety for to clients, employer, profession, society, and self.
6. Engage in continued learning and development to improve the quality of professional and personal competence and accountability.

7. Engage in activities to promote respectful citizenship, Christian values, and the positive health and wellbeing of those in diverse communities.

King University's "expected student outcomes" are congruent with the definition of American Association of Colleges of Nursing's (AACN 2008) Essentials of Baccalaureate Education which are:

1. Holistic, patient centered care.
2. EBP/Ethics/Cultural Diversity
3. Quality Improvement/Safety Approaches
4. Technical Skills/Technology Informatics
5. Genetics to Genomics
6. Critical Thinking/Clinical Reasoning
7. Inter-professionalism/Communication Collaboration
8. Globalization of Care/Lifespan Care

Students will incorporate the professional role development responsibilities as provider of care, manager, and coordinator/designer of care.

Essential Concepts from the Expected Student Outcomes

Manage Nursing Care

- Assessment/intervention is ability to identify a person's actual and potential patterns/problems/needs and partnering with that person to specify measurable outcomes and realistic goals.
- Communication requires the effective use of therapeutic techniques to establish positive rapport with clients including the integration of core helping skills such as empathy, respect, presence, genuine concern, understanding and willingness to listen; it involves knowing, understanding and effectively using verbal, nonverbal and written communication skills.
- Critical thinking involves the ability to integrate pertinent data from multiple sources in planning care; it involves problem solving and diagnostic reasoning. Critical thinking is also the ability to make decisions, to use reflective judgment, and the ability to prioritize. Critical thinking is scientific inquiry, innovation, invention and creating alternatives.
- Human caring relationship skills: "caring-healing relationships" are fostered when the nurse brings his/her whole self into relationship to the whole self of significant beings, which reinforces the meaning and experience of oneness and unity.
- Management involves administration, organization, planning, delegation and supervision of others. It involves respecting human and material resources. It is being accountable and responsible; it involves performance appraisal and quality improvement.
- Leadership is collaboration, negotiation as well as creativity, vision and wisdom. It involves the

ability to be assertive and persuasive coupled with a willingness to be a 'risk-taker' and holding true to one's convictions. Leadership involves planning, anticipating and supporting with evidence.

- Teaching involves developing skills to work with individuals and groups for the purposes of instructing on activities such as health promotion, health restoration and ways to develop lifestyle changes to affirm positive outcomes and improve health and wholeness.
- Knowledge integration of theory and principles related to humanities, sciences, nursing and allied health disciplines.

Role Development brings together the roles of provider, manager, coordinator/designer of care (characteristically described as communicator, problem solver, facilitator, nurturer, teacher, leader/manager, and health care advocate with the development of professional values and evidenced by being a member of the profession).

- Provider, manager coordinator/designer of care are the roles assumed by the nurse for the purpose of maintaining professional accountability for effective nursing practice and the advancement of the profession.
- Values a collaborative practice model in nursing within a changing health care delivery system.

Core professional values/Christian values develop when one integrates knowledge from the humanities, arts and sciences with Christian values.

- Ethical, Moral, Legal codes are foundational to providing care that maintains the human dignity of every person. These codes of practice emphasize the importance of the caring relationship and its impact on the sense of unity, which builds in the need for a true connection between and among human beings; it integrates the caring principles of trust, presence, empathy and concern.
- Professional standards require the nurse to know and understand the laws, scope of practice, and meanings of regulations on practice. Christian values exist when the person assumes responsibility for thoughts, feelings, and actions while aspiring toward eternal happiness with God.
- Cultural competence involves the planning of care consistent with cultural background, health beliefs, values, preferences, specific health differences and cultural practices of the person being served.
- Life-long learning goals involve establishing a desire for continual learning that is enhanced when personal objectives are compatible with life experiences.

PROFESSIONAL STANDARDS OF NURSING PRACTICE

All nursing courses are designed to meet the standards as outlined in *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008); *Nursing Scope & Standards of Practice* (ANA 2010); *Code of Ethics for Nurses with Interpretive Statements* (ANA, 2015); *TN Law Regulating the Practice of Nursing* (2010, rev.) & the *Laws Governing the Practice of Nursing and Health Professions in General Code of Virginia* (2016).

ACADEMIC AND PROFESSIONAL INTEGRITY

High standards of integrity are expected of all nursing students in their academic studies and in professional practice within the clinical setting. The behavioral standards that are expected for one's personal life and the meaning of academic dishonesty are outlined in the King University Student Handbook. Additionally, integrity within a holistic framework of care requires that one display respect for oneself and others. Nursing students must maintain high professional standards, including being physically, intellectually, emotionally, and academically prepared for each classroom and clinical experience. Students must demonstrate professional, ethical and legal conduct at all times.

Faculty and students alike have a responsibility to take appropriate action when they detect any form of professional dishonesty. Cheating, plagiarism, forgery or other forms of academic misconduct are not tolerated. Each student has the responsibility to ensure that personal study and participation in the academic process is honestly conducted so that the student's integrity is not questioned. Faculty members will conduct courses that foster academic integrity. For course work, unless specifically exempted, examinations, quizzes, skills lab practice, case studies, papers, projects, and other assignments must be the work of the individual student.

Unauthorized communication or use of unauthorized materials during exams, quizzes or other assignments constitutes academic misconduct and is considered an Honor Code violation. Students are encouraged to cooperate and assist in prevention of cheating and plagiarism by reporting misconduct. Condoning such activity is equally damaging to the School and students, and is a violation of the Honor Code. Cheating and/or plagiarism will result in disciplinary action as deemed appropriate, including academic sanctions imposed by faculty, suspension, and/or expulsion from the RN-BSN program.

If a student becomes aware of any violation, he/she should bring the incident to the attention of the faculty, Associate Dean of Undergraduate Studies School of Nursing, or Dean of School of Nursing. Behavior that is deemed unethical or unprofessional by the Dean of Nursing may result in a student being dismissed from the program.

APPROVAL AND ACCREDITATION

The baccalaureate program in nursing at King University is approved by the Tennessee Board of Nursing. The Board of Nursing reviews the program on an annual basis and conducts an onsite evaluation at the school at least once every eight years. Additionally, King University is accredited by the Commission on Collegiate Nursing Education (CCNE); the accrediting board affiliated with the Commission on Collegiate Nursing Education.

PROGRAM OF STUDY **RN-BSN REQUIREMENTS**

To meet the requirements of the RN-BSN curriculum, registered nurse students are expected to successfully complete the Associate of Science degree (ASN) requirements in accordance to the King University Transfer Agreement. The total number of hours required at King University to complete the RNBSN degree is 48 semester hours. If students transfer fewer than 76 semester hours of credit in their ASN, they are expected to earn additional credit to complete the required 124 total semester hours in order to graduate with a Bachelor of Science degree in Nursing. As per University requirements, all undergraduate students must complete at least 30 semester hours in the general education core (liberal arts). Students transferring in less than 30 hours will be required to take additional courses from the liberal arts.

Students should speak with their Student Success Specialist (SSS) to discuss ways of earning additional credits

The Liberal Arts component for RN students is met through the Quest courses

All RN-BSN students are required to take 8 s.h. of Liberal Studies (LIBS) courses called the Quest. The Quest program is an interdisciplinary and integrated series of courses that revolve around a group of essential themes in the Humanities. The goal is to examine the elements that figure into the development of character and to provoke students to more serious consideration of their own character and its impact on their vocations. Each course normally requires a certain amount of reading, writing, and class discussion. LIBS courses are offered one time per semester in a 15-week format. Instructors are normally King faculty members who specialize in a Humanities field like English, History, or Religion.

All RN-BSN students are required to take a health-related science course (4sh), two liberal arts courses through the Quest Program (8 s.h.), which has been designed so that nursing students can earn the credits in the liberal arts that are required for a bachelor's degree from King University. Writing for the Healthcare Profession (4 s.h.) is required for all RN-BSN students during the first

semester. The schedule for these courses is:

Semester #1	TCOM 2410 Writing for the Healthcare Profession
Semester #2	ONE of the following science courses: NURS 3005 Pathophysiology HCAD 3004 Human Diseases HCAD 3110 Epidemiology HCAD 3130 Population Health
Semester #3	ONE of the following: LIBS 3600 Quest for Stewardship & Ethical Responsibility LIBS 4000 Quest for Career & Vocation
Semester #4	ONE of the Following: LIBS 3600 Quest for Stewardship and Ethical Responsibility LIBS 4000 Quest for Career and Vocation

All of these courses are usually offered in Quest format where each course is delivered in five modules. Each module is three weeks long. The courses meet once every three weeks over the entire 15-week semester (face-to-face courses only) and are also available online.

NURS 4990
Comprehensive Assessment 0 s.h

NURSING MAJOR REQUIREMENTS FOR STUDENTS ENTERING THE PROGRAM PRIOR TO FALL 2016

- NURS 3310**
Dimensions of Professional Nursing 4 s.h.
- NURS 3320**
Research Methods for Nurses 4 s.h.
- NURS 3410**
Health and Physical Assessment 4 s.h.
- NURS 3420**
Spiritual/Cultural Considerations in Nsg...4 s.h.
- NURS 4310**
Nursing Ethics 4 s.h.
- NURS 4320**
Community/Public Hlth Theory/Practice ...4 s.h.
- NURS 4410**
Principles of Leadership/Management..... 4 s.h.
- NURS 4420**
Capstone for Registered Nurses..... 4 s.h

NURSING MAJOR REQUIREMENTS FOR STUDENTS ENTERING THE PROGRAM FALL 2016

- NURS 3310**
Dimensions of Professional Nursing 4 s.h.
- NURS 3315**
Introduction to Healthcare Informatics.....4 s.h.

- NURS 3330**
Introduction to Evidence-based Practice.... 4 s.h.
- NURS 3410**
Health and Physical Assessment 4 s.h.
- NURS 3420**
Spiritual/Cultural Considerations in Nsg...4 s.h.
- NURS 4310**
Nursing Ethics 4 s.h.
- NURS 4410**
Principles of Leadership/Management..... 4 s.h.
- NURS 4420**
Capstone for Registered Nurses..... 4 s.h

Residency requirement to earn Bachelor of Science in Nursing48 s.h.

NURSING COURSE DESCRIPTIONS

NURS 3310 Dimensions of Professional Nursing. This course introduces the student to the scope of professional practice, which builds on personal strengths and prior nursing knowledge acquired in lower-division nursing courses. The course also focuses on self-awareness and the transformation experience, which socializes the returning RN into the role of the baccalaureate nurse. This course will focus on the quest for self-knowledge, personal planning and career advancement, and unending issues in practice aiming to sharpen critical thinking skills and to strengthen conceptual and theoretical nursing knowledge..... 4 s.h.

NURS 3315 Introduction to Healthcare Informatics
This course introduces the basic concepts relevant to health care informatics and the use of computerized information systems in health care organizations. The main focus is to discover how computerized applications aid the health care team to evaluate health, wellness, and illness to provide and communicate positive patient outcomes across the lifespan..... 4 s.h.

NURS 3320 Research Methods for Nurses. The focus of this course is on the research critique and the use of evidence-based findings in clinical practice. Qualitative and quantitative methods, sampling procedures including human subjects' considerations, data collection methods and interpretation of results will be discussed in the context of research utilization. This course will also devote time to discuss the application of statistical methods to health care data in evaluating research reports. 4 s.h.

NURS 3330 Introduction to Evidence-based Practice
This course provides a basic understanding of how reliable evidence is used to form practice guidelines. Emphasis is placed on effectively evaluating and utilizing research to promote evidence-based practice within the interdisciplinary team to improve patient outcomes across the lifespan.....4 s.h

NURS 3410 Health and Physical Assessment. This course is designed to improve and build upon health assessment skills the RN-BSN students are already familiar with. Through didactic and practice sessions, the students will build upon their knowledge of history taking and physical assessment. The focus is on the assessment of adults who are healthy or have commonly occurring deviations from health. Skills taught and practiced include interview techniques, the use of standard assessment instruments, data analysis, documentation, and interventions to promote and/or maintain health. Skills related to knowledge integration, communication, and decision-making for a culturally diverse population will be emphasized 4 s.h.

NURS 3420 Spiritual and Cultural Considerations in Nursing. This course promotes the provision of nursing care within a spiritual and cultural framework. Emphasis is placed on the importance of understanding human behavior and promoting, maintaining and restoring the holistic health of individuals, families and communities within their cultural, socioeconomic and religious contexts. Additional emphasis is placed on how cultural and spiritual beliefs influence a person’s health care practice.....4 s.h.

NURS 4310 Nursing Ethics. In this course, students will examine nursing care at the end of life. Topics covered include: palliative care in the hospital and long term care setting, hospice care, pain management, symptom management, the meaning of illness, the meaning of hope in the dying, public policy dealing with end-of-life care issues, and an overview of the international perspective of end-of-life care. This course will require students to demonstrate a competency in caring for the body, mind, and spirit of the individual, family, and community. The process of exploring end-of-life nursing care will allow students to grapple with the ethical principles of freedom from exploitation, freedom from harm, the right to fair treatment, the right to privacy, the right to self-determination..... 4 s.h.

NURS 4320 Community/Public Health Theory and Practice. In this course the student will learn about caring for the public’s community health problems, epidemiology, and the promotion of community preventive health programs with a focus on local, state, federal, and international health policy issues that impact individuals, families and groups. This course is both community-based and community-focused, reflecting today’s changing societal needs; the course addresses the assessment and care of communities and target populations 4 s.h.

NURS 4410 Principles of Leadership and Management. This course provides registered nurse students with the opportunity to synthesize previous learning and experiences related to the role of

professional nurse as leader and a manager in providing for the delivery of health care in the ever-changing health care market. RN-BSN students will investigate and further develop their own professional role as managers of patient care, as leaders in health care policy-making, as advocates for patient’s rights, as educators of patients, the public, and of other health care professionals, and as coordinators and collaborators of various aggregates of clients both trans-culturally and across the life-span. This course integrates change theory, organizational behavior and health and social policy in discussions and assignments 4 s.h.

NURS 4420 Capstone for Registered Nurses. This course requires students to use knowledge from previous nursing courses particularly leadership, ethics and community based learning, in relation to class/blackboard discussions and the course change project. Patricia Benner’s philosophical view of nursing practice – how the knowledge of practice is acquired and how it develops over time – will serve as the starting point for blackboard debate. Additionally, students are expected to engage in activities that focus on professional role development such as writing and publishing in nursing. Small group work is used throughout the course to facilitate the design of a service learning project, the choice of a site for the project, and to critique writing styles..... 4 s.h.

NURS 4990 Comprehensive Assessment Registered Nurse students address, in a reflection paper, the standards found in *The Essentials of Baccalaureate Education for Professional Nursing Practice* (2008). The specific assignment parameters are thoroughly delineated in the “Demonstrating Achievement of Core Competencies for the Registered Nurse” document. Students will use self-reflection to describe specific moments in clinical practice that were enhanced by the learning experience in the nursing or Quest courses and link these moments to one or more of the *Essentials*.

ACADEMIC RESOURCES AND SERVICES

Many college resources and activities are available to nursing students. Please refer to the Academic Center for Excellence for a list of resources.

E. W. King Library

The E.W. King Library is the main campus library and serves the University through the acquisition and provision of access to a substantial amount of information resources to support the educational curriculum, research needs, and interests of students, faculty, and staff. The King Library also provides and coordinates library services for students enrolled in King University’s offsite campuses and online programs.

The E. W. King Library provides students and faculty access to many electronic databases that provide full-text access to thousands of periodical titles, covering a wide variety of academic disciplines. In addition, the Library’s

web site serves as a pathfinder for students to locate and utilize Internet resources. Most of the databases to which the Library provides access are available off-campus through a proxy server. Various aids to using these resources are available both in print and from the Library's web site.

For more information about the E.W. King Library, please visit the Library's web site at <http://www.king.edu/library> or call 423-652-4716.

Offsite Campus Library Support

The Kingsport Campus Library and the Knoxville Campus Library support the BSN, RN-BSN, and MBA programs offered at the offsite campuses. These satellite libraries are an extension of the services offered at the main campus. The libraries are open 36 hours a week when classes are in session and are staffed by a full-time Information Services Specialist and a full-time Electronic Resources Librarian. Hours are posted on the library's website.

The Offsite Campus Library is open year-round. Hours are modified during academic recesses, summer academic terms, and for holidays. The collection consists of a select group of nursing and business reference books, circulating books, and periodicals. Students have access to a computer lab and audiovisual equipment. Access to the library's electronic resources is available through a proxy server to students at the offsite campuses. Additionally, students have access to interlibrary loan, inter-campus loan, course reserves, and reference and instructional services on-site during office hours and other times by appointment. Moreover, additional reference services are available by telephone during the main campus library operating hours, by email, or through instant messaging services.

Library Services to Students at Off-Campus Locations.

The King Library aspires to provide equitable library services and resources to meet the information needs of students and faculty regardless of location. Students at offsite locations have access to the King Library's collections via the library's website. From the website, students may access the HAL catalog, the library's electronic resources via a proxy server, and instructional handouts and tutorials. Librarians are available to assist students with their information needs by phone, email, or instant messaging services. In GPS programs including those online, librarian assistance is embedded within the course for easy access by the students. Faculty may also request on-site instruction in the use of library resources for their classes at offsite locations.

King University students may borrow materials at any Holston Associated Library location with their King University ID. In addition, the King Library maintains borrowing agreements with local libraries near offsite campuses to provide additional access to resources. Often, faculty may place items on course reserve or request

library orientations to these libraries. For more information about specific services at each offsite location, students and faculty should contact the library at 423-652-4716 or library@king.edu.

Chapel, Convocation and Services

Chapel, Convocation, and Service (CCS) are important essential ways of partially fulfilling the core values of the University: educating persons to be intellectually proficient and disciplined, spiritually astute and mature, vocationally focused and adaptive, socially confident and compassionate, life-long learners, and transformers of culture. Registered Nurse students are encouraged but not required to visit the chaplain's corner on the website at <http://chapel.king.edu/> and listen to the chapel recordings.

STUDENT RIGHT TO KNOW ACT

King University adheres to the "Student Right to Know" Act and will disclose all required information upon request, including completion or graduation rates of degree-seeking full time students. The status of accreditation through the Commission on Collegiate Nursing Education (CCNE) is posted on the college website and can be viewed at <http://www.aacn.nche.edu/ccne/reports/accprog.asp>

SIGMA THETA TAU INTERNATIONAL- EPSILON SIGMA CHAPTER-AT-LARGE

Epsilon Sigma chapter became an at-large chapter of Sigma Theta Tau, International in 2014, accepting into its membership qualified individuals from area schools of nursing and qualified community nurse leaders. Member schools are East Tennessee State University, King University, Lincoln Memorial University and Milligan College. The honor society recognizes superior achievement, research, leadership, high professional standards, creative work, and commitment to the high ideals of the nursing profession among nursing students and community members. Membership is open to qualified BSN, MSN and DNP students at King University. Membership is an honor conferred on students by invitation following a committee review of the student's qualifications.

Sigma Theta Tau International supports the Virginia Henderson Research Library and provides major resources annually in the form of research grants, conferences, publications, films, exhibits and awards to its members on a competitive basis.

GUIDELINES AND POLICIES FOR THE SCHOOL OF NURSING RN-BSN PROGRAM

King University Faculty and Students are

required to use their King University email for all King University business correspondence. This requirement includes electronic correspondence with King University personnel and students. The use of personal or work email accounts for University related business is not permitted. Students should check their King University email daily for updates and/or announcements and respond to all emails within 48 hours.

PROTECTION OF STUDENT PRIVACY OF ACADEMIC RECORDS

King University adheres to the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA). King University will disclose personally identifiable information from a student's educational record only with the written consent of the student. Exceptions to this policy are those established by law and are outlined in the King University Student Handbook.

ADMISSION REQUIREMENTS FOR RN-BSN

The School of Nursing uses a cohort-based learning module for the RN-BSN completion program. Adult RN learners share the academic experience as a cohesive group participating in active learning to enhance cognitive skills, including application of nursing knowledge, synthesis, and evaluation. All courses are independent and stand-alone courses; however, faculty require NURS3310 Dimensions of Professional Practice be the first course and, NURS 4410 Principles of Leadership and Management and NURS4420 Capstone for Registered Nurses be taken at the end of the program with Capstone the last course in the series. Specific requirements for admission include:

- A completed, online application at <http://apply.king.edu>
- A \$25 application fee
- Submission of official transcripts of all college level work
- Submit a copy of current CPR Card
- Submit a copy of an unrestricted RN License

Students are required to be certified in cardiopulmonary resuscitation (CPR) *for health professionals to include adult, infant, and child* by the American Heart Association or American Red Cross prior to enrolling in the first course. Online courses are not acceptable unless they include a face-to-face skills validation component and verification of this is indicated on the CPR card. Maintenance of this certification is a requirement throughout the remainder of the program.

If your cumulative GPA falls below the requirement for the undergraduate program, will you be asked to provide the following additional item for the Admissions Committee:

Personal Statement - Submit a 2-3 page, personal narrative describing your goals and aspirations for pursuing the nursing program.

RN-BSN ADVANCED PLACEMENT

In an attempt to minimize barriers to entry into the baccalaureate level of education for registered nurses, and with the intent to encourage educational mobility for the diploma or associate degree nurse, the King School of Nursing offers an opportunity to validate demonstrated competence beyond that which has been verified through previous academic achievement.

Awarding academic credit is accomplished through successful completion of a validation process which will be completed during the first semester of enrollment. To be eligible for the advanced placement credit, the student's file must show evidence of:

1. Graduation from an NLNAC accredited diploma or associate degree program,
2. Completed nursing courses with a "C" grade or higher,
3. Current and valid registered nurse license,
4. Current work experience as a registered nurse (resume),
5. Validation of clinical competency (current employer performance evaluation), and
6. Two letters of reference documenting the potential to succeed in the RN-BSN track. One must be from a professor who

Throughout the program of study in nursing, students may be asked to present evidence of satisfactory physical, emotional or mental well-being. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of disability

PROGRESSION/ RETENTION IN NURSING

Nursing students must achieve a grade of "C+" or better in each required nursing course. An overall GPA of 2.75/4.0 must be maintained in the nursing major in order to progress to the next level. A grade of "C" constitutes a failure in a required nursing course. The student must repeat the failed course. Nursing courses may be repeated only once and on a space available basis. If a grade of "C" or below is recorded for two nursing courses, or if a grade of "C" or below is recorded for a nursing course that is repeated, the student will be dismissed from the nursing major.

If a student's grade point average falls below the minimum standard, the student will be placed on

academic warning from the School of Nursing for one semester during which time the grade point average must be brought up to the minimum 2.75/4.0. Students on academic warning from the School of Nursing may not register for more than 12 credits in that semester. If the student fails to attain the minimum GPA, the student will be dismissed from the nursing program but may continue to enroll in other courses of study at King University. A student may be on a warning status only one semester; a student accumulating a grade point average of less than 2.75/4.0 for a second semester will be dismissed from the nursing program.

DISMISSAL FROM NURSING PROGRAM

A student who fails to demonstrate performance consistent with professional nursing is subject to review and to possible dismissal by the School of Nursing. The following are examples of behavior that are considered serious and can lead to dismissal from the clinical site and/or from the nursing program, but this list is not exclusive:

1. Failure to meet course objectives/project requirements.
2. Students who fail to act professionally and violate public law.
3. Students who are unable to relate appropriately with others, including faculty and classmates. Verbal abuse (profane language, threats, etc.) directed toward another student(s), college employee, clinical site staff/preceptors, peers, or clients. This also includes abusive/inconsiderate online written communication.
4. Students who are unable to perform in a professional manner and who cannot accept supervision and/or constructive criticism related to course work.
5. Students who are unable to use professional judgment, including seeking help for personal problems which interfere with educational success, completing course requirements.
6. Students who are consistently unable to demonstrate knowledge, values, and skills necessary for generalist nursing practice.
7. Failure to comply with confidentiality regulations such as HIPAA.
8. Failure to respect the rights of others as evidenced by verbal, physical or mental abuse of others, harassment of any kind, assault, or any action which endangers the rights of others.
9. Failure to abide by federal, state, and local laws which prohibit the use, possession, and sale of illegal substances.
10. Willful destruction of University property or clinical site property.
11. The possession, use, or impairment of a student from illegally obtained drugs and/or alcohol while participating in a King University program (classroom or online).
12. The abuse of prescription drugs or alcohol.
13. Failure to undergo criminal background check.

14. Indication of criminal behavior evidenced by criminal background check/legal criminal charges or convictions.

VIOLATION OF COLLEGE POLICY/CRIMES NOTIFICATION

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Tennessee Code Annotated § 49-7-2207-Reporting of Students and § 49-7-2203-Reporting of Crime Statistics), King University faculty and staff members are required to report alleged criminal incidents to the campus security department and the Student Affairs office. Also, Tennessee Code Annotated § 10-7-504-Confidential Records, Section 4 (F) requires King University to disclose to a parent or legal guardian of a student information regarding any violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records if the student is under the age of twenty-one (21) and the institution determines that the student has committed a disciplinary violation with respect to such use or possession. Pursuant to these requirements nursing faculty and staff members will immediately notify King University Security and the Associate Dean of Students of any King University policy violations and/or criminal offenses committed by any student.

Violations of local, state, and federal laws and/or violation of the King University Honor Code, or the campus policies it upholds, will be referred to the appropriate law enforcement agency and/or Student Affairs Office. The King University Student Handbook and King University Catalogue contain information pertaining to campus policies

READMISSION INTO NURSING

A student who has been dismissed or absent from the nursing program for any reason (including voluntary withdrawal/failure to attend/participate in an online course) and who wishes to re-enter the program must meet all of the admission/progression requirements in place at that time and may be required to reapply to the School of Nursing. Readmission to the School of Nursing occurs only rarely and will be considered on an individual basis. Applicants for readmissions compete with the entire pool of candidates for admission to the School.

Students wishing to apply for readmission will reapply at apply.king.edu and complete the "RN-BSN Program Application for Readmission". An Enrollment Counselor will follow-up with student and forward information to the RN-BSN Program Coordinator for review. The student will then be notified via email and letter of readmission decision. **Reapplication and readmission may occur one time only.**

TRANSFER STUDENTS

Students wishing to transfer a nursing course(s) completed at another college or university, as a substitute for a King University required course, must provide a course syllabi to be evaluated by the nursing faculty for equivalence in the theoretical and clinical content. The Dean of Nursing has the final decision on the equivalence of a course. In addition to a review of the course syllabus, students must demonstrate mastery of assessment skills to a nursing faculty in a clinical simulation laboratory. Seldom are transfer courses evaluated for substitution of NURS or LIBS courses since the curriculum is specifically designed based on the 48 s.h. of credit needed to meet residency requirements.

STUDENT ADVISEMENT

All RN-BSN nursing students are assigned a Student Success Specialist (SSS) who will assist students to understand specific program requirements. The SSS will provide guidance by helping students to be in touch with University departments/offices as needs indicate. Students should seek their SSS assistance with course registrations and fulfillment of graduation requirements, interpretation of institutional policies and procedures, and any situation that interferes with academic success. Individual course faculty are available to assist students in clarifying course requirements and meeting course outcomes; however, final responsibility for the completion of academic requirements rests with the students. It is the responsibility of each student to monitor his or her academic progress at King University and to meet course deadlines when enrolled in an online course. Advice and information are also available to each student from the Dean's and the Registrar's Office. In summary, students have the following responsibilities to:

1. Take the initiative to contact the SSS each semester.
2. Become acquainted with your SSS and seek help before problems arise.
3. Clarify your pertinent personal values and goals in advance of the sessions with the SSS
4. Prepare a list of questions prior to the advising session.
5. Accept responsibility for academic and personal decisions.
6. Keep personal copies of schedules and other important information regarding academic progress (e.g. grade reports).
7. Keep track of your own program requirements, courses completed, and seek a degree audit from the registrar, prior to your last semester to ensure sufficient time to complete all required courses.

GRADING POLICIES

The King University grading format for nursing is listed in the college catalogue will be followed. The official recorded grades will be A, A-, B+, B, B-, C+, C, C-, D, or F. Nursing Majors are expected to maintain a **C+ or**

better in all NURS courses, a C- in all other required program courses. and an overall GPA of **2.75/4.0 scale**. If more than two grades of 2.3 (C+) or lower are earned, despite the student maintaining a 2.75 GPA, the student will be dismissed from the program. All grades in school of nursing courses are recorded in the electronic learning management system. The numerical values for the nursing department grading scale are:

A = 95 - 100	
A- = 90 - 94	C = 75 - 77 (<i>failing for Nursing majors</i>)
B+ = 88 - 89	C- = 70 - 74
B = 85 - 87	D = 65 - 69
B- = 80 - 84	F = 64 or below
C+ = 78 - 79	

KING UNIVERSITY HONOR CODE

On my honor, I pledge to abide by the King University policies described in the Student Handbook. I understand that students of King University are to be honest in words and actions, in particular, not to lie, cheat, plagiarize, or steal. I pledge to conduct myself in a manner based on Christian values and to require the same of fellow students. I understand that a violation of this Honor Code may result in my appearance before the Honor Council.

**Academic Dishonesty and Academic Sanctions are addressed in detail in the King University Student Handbook. These sections are applicable to all King College courses and students.*

INCOMPLETE

Course work that is incomplete is assigned a grade of "I". Incomplete can mean the student did not have enough time to complete the assignment due to unforeseen life events or the faculty member or preceptor believes the course work is not appropriate for baccalaureate level work. Incomplete grades must receive approval from the course faculty and the Registrar. To remove the "I" from the student's record, the student is expected to sign a contract (available in the Office of Registration and Records) with the course faculty clearly indicating the reason for the incomplete grade, the steps to be taken to meet the course requirements and the date for completion of the work, which can be no later than six weeks from the date the course ends. Copies of the contract should be forwarded to the student's advisor and the Dean of the School of Nursing. Contracts are a binding agreement between the faculty member, preceptor and student.

When the work is submitted and if it is determined to be satisfactory, the grade will be changed in the Registrar's office by the course faculty. Incomplete grades that are not resolved by the end of the six weeks after the last day of the course in which it was assigned will automatically be assigned the grade of "F".

Note: Until an incomplete grade is removed, it is calculated as an “F” in the semester grade point average. This will sometimes cause a student to be suspended, placed on academic probation, or dismissed. This could also impact financial aid or scholarship assistance. At the time the incomplete grade is removed the academic standards committee will reevaluate the student’s status.

GRADING DISPUTES

Students reasonably expect fairness in grading, explanation of how course components are graded, and understanding of how grades are determined. Faculty members determine which course components are graded and the weight of each assignment in determining the final grade. Faculty members assign grades using the school of nursing’s grading scale. Faculty members provide course syllabi that specify grading components. If a student believes a grade was not fairly assigned, the student may appeal. Students must first schedule an appointment with the course faculty member, bring the assignment in question to the faculty’s attention, and request an explanation of how the grade was determined. If an agreeable decision cannot be reached between faculty and student, the student may appeal to the Associate Dean of Undergraduate Studies School of Nursing. If an agreeable decision cannot be reached, the student may appeal to the Dean of the School of Nursing. If no resolution is reached after discussing the issue with the Dean, the student may then submit a written petition to the Academic Standards Committee (ASC). The complete Academic Appeals policy is located in the King University Catalogue and should be consulted for information as to process and procedure. Contact the Office of Academic Affairs for questions regarding process and procedure. Appeals of final course grades **must be** made within six weeks of the conclusion of the term in which the grade was received. Appeals received after six weeks will only be heard with the approval of the University.

The following should be noted:

- Students are expected to have addressed the concern with the professor of the course in question, the Associate Dean of Undergraduate Studies, and the Dean of the School of Nursing before pursuing any appeal with the Office of Academic Affairs
- The ASC conducts its reviews based on the documents received. Therefore, any letter or documentation of appeal should specifically detail the reasons for which he/she believes the committee should overturn, modify, or amend decisions of the professor, Associate Dean, and/or school dean.
- Normally, the ASC will be concerned with grades, course policies, and institutional academic procedure. Normally, the committee

will not hear appeals of procedure particular to schools or departments. The committee should only hear appeals with regard to school or departmental policies and procedures when it is determined that the appeal relates to unfair or inconsistent application of a policy or procedure.

- If deemed necessary, the Office of Academic Affairs will convene a meeting of the ASC at a mutually convenient time to all members of the committee.
- The committee may then render a decision based on its review of the submitted documents.
- Review by the Office of Academic Affairs and/or the ASC is the final forum for appeals of the nature noted above.
- Normally, the Academic Standards Committee process should render a decision to the student within 30 days of receipt of a written appeal. In the event that the process will extend beyond 30 days, the student should be notified in writing of the delay, the reason(s) for the delay, and the anticipated completion date.

UNDERGRADUATE STUDENT GRIEVANCE PROCEDURE

There are a variety of situations that are not related to grades that may occur in the educational process. An undergraduate student enrolled in the School of Nursing who believes he/she has a grievance involving unfair treatment or an injustice of substantial proportions involving academic affairs with the School of Nursing may file a grievance. Please refer to the King University student handbook for guidance.

ATTENDANCE CAMPUS AND ONLINE COURSES

In an accelerated learning model, interaction is foundational to synergy. Therefore, for the model of experiential learning to work, **attendance must be mandatory**. We recognize there is always the unexpected in the midst of adult life. Faculty recognizes emergencies, prolonged illness, injury or family tragedy can occur. Thus, students are expected to notify faculty if such incidences lead one to be absent from class.

Faculty may require students to make-up missed class sessions at their discretion. A student who is absent from class is responsible for the content covered as well as for knowledge of any announcements that may have been given that day. In the case of an anticipated prolonged absence for illness or injury, the student or a family member should notify the Dean, School of Nursing and Student Success Specialist. Unanticipated prolonged absence should be reported to the Dean as soon as possible. Documentation may be required in the case of prolonged absence and withdrawal from courses may be necessary.

If any assignments, quizzes or exams are missed, it is the individual student's responsibility to contact the faculty involved and make arrangements to make up missed work. If a student is excessively absent from or late to class, the faculty will evaluate with the student whether that student is likely to meet the course competency requirements. In such cases, the student should discuss withdrawing with his/her course faculty and SSS. **More than one absence per course or excessive absences in the program may be grounds for course failure and/or administrative withdrawal from the program.** Attendance requirements are listed on all course syllabi.

PARTICIPATION DURING ONLINE COURSES

Participation in an online course is derived from the learner completing course assignments not limited to weekly discussions, weekly assignments, tests, individual and/or group projects, etc. (*Non-participation in this course can and will affect the learner's final grade.*)

DISCUSSION BOARDS FOR ONLINE PROGRAM

Students are expected to actively participate in the discussion board each week. ALL students are required to post an initial minimum 250 word response to the Discussion Board prompt(s) no later than Wednesday at 11:59 PM of the current week's discussion board. Then, each student must respond to the initial postings of at least two classmates with a minimum of 150 words each by Sunday at 11:59 PM each week. In the online program, non-participation in discussion board within the established week counts as an absence.

LATE/LOST PAPERS OR ASSIGNMENTS

Students are responsible for submitting papers, projects, assignments, and reports by specified dates. Faculty is not obligated to extend deadlines or accept late papers. It is the student's responsibility to ensure all work submitted has been duly received by the instructor. Papers submitted electronically, left under the office door or with someone else **may not be considered "received"** by the instructor. No one but the student is responsible for submitting a paper or assignment. A prudent student keeps a copy of all work submitted including a back-up copy of electronic papers in case of computer crash. If in doubt the assignment has been received, always verify with the instructor. There are no excuses for late assignments. Computer, printer, disc, or any other outside force problem is NOT an excuse for late assignments. If a student has a legitimate excuse for a late assignment (family emergency, death, serious illness) the student must notify the instructor as soon as possible and request an extension. All arrangements must be made directly with the course instructor. Faculty members decide the consequences for submitting papers or other assignments after the due date in their individual courses. Consequences for late submissions for individual courses will be outlined in each course syllabus. Written verification may be required when an extension is requested or prior to granting an extension. Faculty

members may award a grade of zero for any late assignment.

Faculty members have the right to set grading requirements associated with assignments turned in late due to an absence particularly when the need for absence is not negotiated in advance of the absence. For example, 5 points may be deducted for each day (including weekends) that is after the test date or paper submission date unless the student has written documentation of a personal medical problem, family medical problem, or death of an immediate family member.

CLASS VISITORS

For campus classroom courses, **children are not permitted to attend classes or physical assessment lab sessions under any circumstances.** Children who serve as "patient" during a physical assessment testing period, should be accompanied by an adult who is not the student in the class; children should leave the classroom setting as soon as the physical exam is complete. Children should never be left unattended or without supervision in any area of the college. Visitors are not permitted in classes except with prior approval of the classroom faculty. This policy applies to all classes taught on the King University main campus or at offsite teaching locations owned, leased or used by the college.

CELL PHONES

Cell phones and are not generally allowed in class. If students must have a cell phone on because of a possible family emergency, they are asked to have the phone on "vibrate" and they are asked to sit near the door for easy exit. At all other times, phones and are to be off. If an emergency does arise unexpectedly, families may call the nursing office and every attempt will be made to locate the student.

CANCELLATION DUE TO WEATHER CONDITIONS

If classes are cancelled by the University, the announcement will be posted on the University website and may be heard on radio and TV stations. In the event that any King University campus is closed or classes are cancelled due to weather, all online classes will continue as scheduled. All classes that normally meet in person are expected to continue via online assignments, web video conferencing, extra assignments, and/or individual conferences. These determinations are made at the discretion of individual faculty members. Students are responsible for checking their King email and/or Blackboard announcements to receive direction from the instructor on how the disruption of instructional time will be addressed. All students are expected to remain apprised of class status in case of inclement weather by checking their King University email. Students may also sign up for Emergency Notifications via text message or view the current King University Inclement Weather Policy by going to www.king.edu/security

Note: Be aware of **campus specific differences** in schedule changes and cancellation of classes as announced by King University Campus Security for inclement weather.

STUDENT RIGHTS*

Students have a right to a sound education:

- a right to and a responsibility for having a creative educational opportunity;
- a right to and a responsibility for having the highest quality practitioner-teacher;
- a right to and a responsibility for achieving input into curriculum planning;
- a right to and a responsibility for achieving self-directed learning;
- a right to and a responsibility for achieving equal participation in all areas of clinical practice;
- a right to and a responsibility for participating in interdisciplinary activities;
- a right to due process;
- a right to and a responsibility for insuring peer review and self-evaluation;
- a right and the privilege of participating in an internal governance;
- a right to and a responsibility to organize and participate in an organization directed toward achieving professional goals;
- a right to and a responsibility for facilitating change in health care delivery through various channels;
- a right to and responsibility for assembling and exploring fundamental and current professional issues and concerns;
- a right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
- a right to and a responsibility for fostering a better correlation between nursing education and practice.

* Adapted from the National Student Nurses' Association, Inc. Bill of Rights & Responsibilities for Students 1991 and the Bylaws amended April 1999; amended 2006

FACULTY RIGHTS AND RESPONSIBILITIES

Faculty have the right to determine:

- which course requirements will be graded
- the percentage of the grade that will be given to each required assignment or exam
- due dates for assignments and examinations
- the final grade
- opportunities and requirements for making up missed work
- whether to accept late work

Faculty has the responsibility to grade students consistently using the grading process as listed in the King University Academic Catalogue. He/she is also expected to provide a syllabus for each course, specifying all course requirements including policies that apply to clinical assignments, progression or retention in the nursing program. The School of Nursing has an established numerical grading scale that defines the letter grade. This scale is published in the course syllabi.

NURSING FEES

Nursing students are assessed fees for:

One Time Non-refundable Fee: Nursing students are charged a one-time non-refundable fee of \$75.00 at the time of the first course to cover all fees associated with the nursing program. These fees include but are not limited to health assessment supplies, standardized testing materials, program surveys and program evaluation reports.

Liability Insurance: \$40.00 fee for professional liability insurance. This coverage is required of all nursing students participating in campus and online programs. The college carries a group policy that covers all students throughout their program of study; all students are assessed for this coverage which is included in the one-time non-refundable fee. This insurance covers the student only for activities directly related to the King University nursing courses; it does not cover a registered nurse student in their employment setting. For campus students, this group policy insurance does not cover accidental injury to a student that may occur before, during, or after class activities. Students are not covered by this policy when they travel to and from their class location in private automobiles. Students also need to be aware that this insurance only provides coverage for liability while practicing as a student in King University's School of Nursing activities. A student may carry additional liability insurance coverage, at his/her option and expense, but this will not replace the coverage purchased through the University. King assumes no responsibility for students' employment or volunteer activities.

SUDDEN ILLNESS AND/OR ACCIDENT AT A CLINICAL FACILITY/PREGNANCY

All students in the King University School of Nursing program are financially responsible for any necessary emergency treatment provided to them during their program of study. The financial responsibility for medical treatment provided to a student must be assumed by the student, spouse, parent, or guardian.

Pregnant students are responsible for their own health care. Pregnant students are required to inform the School of Nursing of the pregnancy and to obtain a physician's verification of their ability to continue in the Nursing

Program and to complete any course assignment. Pregnant students will not be discriminated against in any manner.

STUDENTS WITH DISABILITIES

In keeping with its mission and goals and compliance with Section 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act, King University School of Nursing promotes an environment of respect for and support of persons with disabilities. Reasonable accommodations will be made for students with disabilities who request accommodations.

GRADUATION REQUIREMENT

DEMONSTRATING ACHIEVEMENT OF CORE COMPETENCIES (CAPSTONE KING 4010 REQUIREMENT):

All students graduating from King University, regardless of major, must demonstrate competency in their major field prior to graduation.

To fulfill this college mandated **graduation requirement**, the School of Nursing chose to have Registered Nurse students address, in a reflection paper, the standards found in *The Essentials of Baccalaureate Education for Professional Nursing Practice* (2008). The specific assignment parameters are thoroughly delineated in the “Demonstrating Achievement of Core Competencies for the Registered Nurse” document.

This professional APA 6th edition format paper will be **no less than 2 and no more than 5** pages in length. Students will use self-reflection to describe specific moments in clinical practice that were enhanced by the learning experience in the nursing or Quest courses and link these moments to one or more of the *Essentials*.

The paper will be rated per an evaluation rubric. Papers that use examples to illustrate three or more of the *Essentials* (total) within one example will be highly rated per the grading rubric.

The rating will not affect the Capstone course grade.

The completed paper is due by the end of **WEEK THREE** of the **Capstone** course. Capstone faculty will review the paper against the grading rubric, then forward to the School of Nursing. **The completed paper is a graduation requirement.** The above information needed to demonstrate achievement of Core Competencies is also posted on Blackboard under GPS and NURS 4990 Competency.

KING UNIVERSITY SCHOOL OF NURSING

RN TO BSN STUDENT REQUIREMENTS AND CHECKLIST

(Please go to your student portal for actual forms and submission of items)

Outlined below are the requirements you must have in place **BY THE DEADLINES NOTED BELOW**. All completed forms, documents and requirements must be submitted to King University School of Nursing – **Main Bristol Campus** by the deadline stated. Please keep a copy for your records. (Please call your faculty advisor or administrative assistant if you have any questions 423-652-6312).

YEAR ONE REQUIREMENTS (New Admission Students):

DEADLINE:

- **Students with a Fall Admission: July 1st** no later (this is prior to the start of your first semester in the nursing program).
 - **Students with a Spring Admission: November 1st** no later (this is prior to the start of your first semester in the nursing program).
 - **Students with a Summer Admission:** no later (this is prior to the start of your first semester in the nursing program).
 - These requirements are considered LATE, if you have not submitted them by this deadline.
- CPR Certification:** Documentation of current CPR certification. AHA BLS for Healthcare Providers (CPR and AED) preferred. Course *must* include certification for adult, child and infant. The student is responsible for maintaining current certification status with a copy on file in the nursing office at all times.
 - RN License:** Documentation of current RN license. The student is responsible for maintaining a current RN license with a copy on file in the nursing office at all times.
 - KU RN to BSN Student Handbook:** After reading the handbook for the current academic year in its entirety – **sign** the Acknowledgment Page/Review of Nursing Student Handbook and return the original.

ANNUAL REQUIREMENTS (Continuing Students – based on your admission semester):

DEADLINE:

- **CPR Certification Requirement and RN License Requirement** **no less than 45 days prior to their expiration date.**
 - **Handbook requirement must be received:**
 - **Students with a Fall Admission: July 1st** no later (this is prior to the start of your first semester in the nursing program).
 - **Students with a Spring Admission: November 1st** no later (this is prior to the start of your first semester in the nursing program).
 - **Students with a Summer Admission:** no later (this is prior to the start of your first semester in the nursing program).
 - These requirements are considered LATE, if you have not submitted by this deadline.
- CPR Certification:** Documentation of current CPR certification. AHA BLS for Healthcare Providers (CPR and AED) preferred. Course *must* include certification for adult, child and infant. The student is responsible for maintaining current certification status with a copy on file in the nursing office at all times.
 - RN License:** Documentation of current RN license. The student is responsible for maintaining a current RN license with a copy on file in the nursing office at all times.
 - KU RN to BSN Student Handbook:** After reading the handbook for the current academic year in its entirety – **sign** the Acknowledgment Page/Review of Nursing Student Handbook and return the original.

ACKNOWLEDGEMENT PAGE

REVIEW OF
NURSING STUDENT HANDBOOK

Print this page, list which program you are in, sign and date, and turn into the Bristol Campus Nursing Office. This is a required reading and ensures to the School of Nursing that you have reviewed the current handbook for that semester/academic year.

Please Mark “X” beside the program you are in:

Undergraduate - Traditional BSN Program

RN to BSN Program

Master’s Program

DNP Program

Signature _____

Date _____

Print Name: _____