

RN-BSN

BACHELOR of SCIENCE in NURSING
FOR REGISTERED NURSES



2020-21 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 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* and the 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, **NURS 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 <https://www.king.edu/academics/catalog-and-curriculum/academic-catalog/> and the King University Student Handbook which can be accessed at <https://www.king.edu/student-life/resources-for-students/student-handbook/>

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

We prepare students for professional nursing practice from the generalist level to advanced nursing practice in a Christian environment with academic rigor, while preparing professionals who are resourceful, accountable, and with a passion for serving God, community and society.

VISION STATEMENT

The vision of the school of nursing is to be recognized as a regionally respected, student-centric nursing program, steadfast in Christian commitment focused on academic excellence and graduating successful nursing professionals who will serve their communities.

PHILOSOPHY

The philosophy of the School of Nursing reflects our beliefs about the role and the education of the professional nurse at all levels, whether it is a generalist preparation at the baccalaureate level, the specialist focus at the master's level, or the nurse who translates research into practice at the doctorate level. Our philosophy of nursing culminates from a comprehensive blend of nursing theories. 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, and with consideration of each individual or population.

In an uncertain and rapidly changing world, the professional nurse is a partner, provider, leader, 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 inter-disciplinary edification which together integrate academic and practice components. The professional nurse functions in a variety of roles addressing the incorporation of cultural, physical, spiritual, and intellectual dimensions of personhood and their influence on health, wellness, and illness prevention. The nurse contributes a unique blend of knowledge, skills, and holistic care tailored to individual or population need. The professional nurse adheres to the code of ethics and laws that direct professional standards of nursing practice. Through planned learning experiences at all levels, students are set on a path for professional nursing practice.

BELIEFS ABOUT EDUCATION, NURSING EDUCATION, AND CONTINUING EDUCATION

The mission and vision statements at King University are clear. The mission is to prepare students in a Christian academic community to excel as thoughtful, resourceful, and responsible citizens with a passion for serving God, the Church, and the world. The vision of the University is to aim to be the preeminent small to medium-sized Christian university in the Upper South, with a reputation earned there and beyond as a school serious about its Christian commitment, focused on student success, dedicated to academic excellence, and successful in producing graduates who excel wherever they live, work, and serve. 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 that is rooted in practice-based competency outcomes, effective interactive learning strategies, and performance-based outcomes assessment (evaluation) methods.

The faculty believe 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 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.

Faculty cultivates the development of attitudes, behaviors, knowledge and skills necessary for students' personal and professional achievement. In selected courses, they use web-enhanced methods as a strategy to promote learning and assist students in preparation for developing a meaningful and successful career in nursing. Faculty encourages development of lifelong learning habits to promote ongoing competency that can be permanently woven into the fabric of being a nurse.

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.

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 and to meet the AANC Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008). The AACN Essentials of Baccalaureate Education for Professional Nursing Practice are:

- I. Liberal Education for Baccalaureate Generalist Nursing Practice
- II. Basic Organizational and Systems Leadership for Quality Care and Patient Safety
- III. Scholarship for Evidence-based Practice
- IV. Information Management and Application of Patient Care Technology
- V. Healthcare Policy, Finance and Regulatory Environments
- VI. Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
- VII. Clinical Prevention and Population Health
- VIII. Professionalism and Professional Values
- IX. Baccalaureate Generalist Nursing Practice

EXPECTED STUDENT OUTCOMES

1. Provide safe, holistic, effective patient-centered care through utilization of liberal arts preparation, including nursing sciences, life sciences, social sciences, and humanities.
2. Utilize leadership skills and effective communication to ensure health promotion and wellness needs are met for diverse cultures across the health care continuum.
3. Integrate evidence-based research into practice for quality improvement of patient care.
4. Demonstrate knowledge of informatics, including patient monitoring equipment, electronic health records, and workflow processes to provide patient-centered care.
5. Apply basic knowledge of health care policy and finance to manage the complex needs of a variety of patients.
6. Utilize inter- and intra-professional collaboration to deliver safe, patient-centered care.
7. Maintain a safe environment for the patient and health care workers by utilizing methods of health promotion and injury prevention in patient care.
8. Adhere to the ethical and professional values of a nurse, as outlined in the nursing code of ethics and standards of professional practice.
9. Demonstrate skills and critical thinking consistent with the role of the generalist nurse while providing safe, holistic, and competent care.

PROGRAM OUTCOMES

- A. Students will demonstrate readiness to practice professional nursing at the baccalaureate level as evidenced by achievement of essential baccalaureate-level student learning outcomes.
- B. Students will be able to perform a comprehensive health assessment in order to identify actual and potential health risks
- C. Students will be able to analyze evidence presented in research literature in order to identify best nursing care practices.
- D. Students will develop a foundational philosophy of Christian principles for personal and professional growth that will serve to enhance both the student and society.

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 2015); *Code of Ethics for Nurses with Interpretive Statements* (ANA, 2015); *TN Law Regulating the Practice of Nursing* (2019, rev.) & the *Laws Governing the Practice of Nursing and Health Professions in General Code of Virginia* (2018).

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. Written assignments may be channeled through an online academic integrity and plagiarism detection/assessment program. Students who violate campus policies may be subject to disciplinary action through the Student Conduct Process. 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, RN-BSN Program Coordinator, 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.

STUDENT RIGHT TO KNOW ACT-APPROVAL AND ACCREDITATION

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 baccalaureate program in nursing at King University is fully 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, the baccalaureate degree in nursing at King University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>); the accrediting board affiliated with the Commission on Collegiate Nursing Education. 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>

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) or an Associate of Applied Science degree requirements in accordance to the King University Transfer Agreement. The RN-BSN program will also accept graduates of diploma programs and a degree completion plan for these students will be developed based on individual student need. A total number of 48 semester hours is required at King University to fulfill residency hour requirements, The RN-BSN program contains a total of 36 nursing major semester hours and the additional residency required hours will be completed with general education or elective credit hours. If students transfer fewer than 76 semester hours of credit in their associate degree or diploma program, 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 38 semester hours in the general education core (liberal arts). Students transferring in less than 38 hours will be required to take additional courses from the liberal arts. All general education requirements are outlined in the King University Academic Catalog. Students should speak with their Student Success Specialist (SSS) to discuss ways of earning additional credits.

The Liberal Arts and general education components for RN students

The Quest (Liberal Arts) 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. Instructors are normally King faculty members who specialize in a Humanities field like English, History, or Religion. Students may complete the Quest courses as fulfillment of general education and/or elective credit requirements.

Students may choose from one of four (4) Quest courses:

LIBS 3000 The Quest for Self-Knowledge*
 LIBS 3400 The Quest for Community and Ordered Society**
 LIBS 3600 Quest for Stewardship and Ethical Responsibility
 LIBS 4000 Quest for Career and Vocation
 * Satisfies the general education Human Creative Products requirement
 ** Satisfies the general education Citizenship requirement

Students complete RELG 1001 Foundations of Christian Thought and Practice (4 s.h.) which is required for a bachelor's degree from King University. The RELG 1001 course provides a general survey of Christian thought and practice utilizing both the Biblical text and human witness.

Nursing students may also take TCOM 2410 Writing for Healthcare Professionals to fulfill the general education requirement for English Composition II.

NURSING MAJOR REQUIREMENTS

NURS 3005

Pathophysiology4 s.h

NURS 3310

Dimensions of Professional Nursing4 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 4330

Community and Population Health4 s.h.

NURS 4410

Principles of Leadership/Management..... 4 s.h.

NURS 4990

Comprehensive Assessment 0 s.h

Total Nursing Major hours36 s.h.

Total Hours to receive Bachelor of Science in Nursing.....124 s.h.

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 being the last course in the series.

NURSING COURSE DESCRIPTIONS

NURS 3005 Pathophysiology. This course uses a concept-based approach to examine pathophysiology and disruptions in normal body functioning in individuals across the lifespan. Objective and subjective manifestations of common health problems resulting from environmental, genetic, and stress-related mal-adaptions are assessed and analyzed. Assessment findings, diagnostic testing, and interventions for specific health problems are discussed. Pharmacologic treatments for specific health problems are explored.....4 s.h

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 inter-professional nursing 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 inter-professional team to evaluate health, wellness, and illness to provide and communicate positive patient outcomes across the lifespan..... 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 inter-professional health care 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, inter-professional 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 4330 Community and Population Health. In this course, the student will learn about population health, public health issues, epidemiology, and the promotion of community preventive health programs with a focus on local, regional, national, and global public health challenges that affect individuals, groups, and populations. This course is both community-based and community-focused, reflecting today's changing societal needs and the role environment plays in the health of communities. The course addresses the assessment and care of communities and target populations as the student learns to view health needs from a population health perspective.....4 s.h.

NURS 4310 Nursing Ethics. In this course, students will explore ethical considerations in contemporary nursing. Topics covered include: historical forces influencing the development of nursing, ethical theory and principles, values clarification, ethical decision-making, legal issues, inter-professional relationship issues, practice issues related to technology, patients' right to self-determination, palliative care and end-of-life issues., scholarship economic., social, and gender issues, and global. This course will require students to demonstrate a competency in caring for the body, mind, and spirit of the individual, family, and community, while exploring their own ethical and values systems. 4 s.h.

NURS 4410 Principles of Leadership and Management. This course provides registered nurse students with the opportunity to synthesize knowledge, learning and experiences related to the role of professional nurse as leader and a manager in order to provide quality health care in an ever-changing health care environment. RN-BSN students will investigate and further develop their own professional role as managers of patient care and leaders in health care settings. Leadership and management areas, such as health care policy, advocacy, collaboration, teamwork, and education. Coursework integrates change theory, organizational structure, delegation skills, negotiation tactics, effective communication, conflict resolution, workplace culture, and includes a quality improvement project..... 4 s.h.

NURS 4990 Comprehensive Assessment Registered Nurse students address, in a portfolio, the standards found in *The Essentials of Baccalaureate Education for Professional Nursing Practice* (2008). Other 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 and/or general education courses and link these moments to one or more of the *Essentials*.

A full description of the portfolio is outlined at the end of this handbook and in each course syllabus and resources are available in each course Canvas site.

APPLICATION FOR DEGREE AND GRADUATION FEE

Candidates for a degree must complete an *Intent to Graduate* form notifying the registrar of their intent to graduate based on the intended graduation date. Deadlines for form submission are listed in the Academic Catalog "Intent to Graduate" policy. A one-time fee is required of all graduates (fee amounts are available in the King University Catalog). Non-participation in the graduation ceremony does not waive the fee. All financial obligations must be settled in full before the degree will be conferred or transcripts released.

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 <https://www.king.edu/academics/king-university-libraries/> or call 423-652-4716.

Offsite Campus Library Support

The Kingsport Campus Library and the Knoxville Campus Library support all 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. Hours are posted on the library's website.

The Offsite Campus Libraries are 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. 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.

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 AGS 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 faith and values page of the King website at <https://www.king.edu/faith-and-values/> for information about chapel and convocation services or to view the chapel and convocation recordings.

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.

CLASS REPRESENTATIVE TO THE SCHOOL OF NURSING

Each RN-BSN cohort will have the opportunity to have a student representative. These representatives will act as a liaison between students and the School of Nursing Community. The representative may serve in this role until graduation or if the representative is unwilling or unable to serve in this role in subsequent semesters, a new representative will be selected.

Responsibilities:

- Conduct regular meetings or solicit information via email, in order to provide students a forum to communicate and define issues within the School of Nursing or the University (NOT individual course concerns). It remains the responsibility of individual students to address their own course concerns with the lead faculty of the course.

- Attend School of Nursing RN-BSN Faculty meetings in person or via Zoom (optional). Representative may also elect to provide information directly to the RN-BSN Program coordinator to present at faculty meetings.
 - To provide feedback and/or suggestions from students to faculty or Program Coordinator
 - To disclose information gathered at faculty meetings to the representative's class
- Represent the class, as requested by the Dean or Program Coordinator, at various events both on campus and in the community.

PINNING CEREMONY

The School of Nursing conducts two Pinning Ceremonies per year in conjunction with University commencement exercises in Spring and Fall semesters. Pinning ceremonies are typically conducted during the week prior to commencement. Students may participate in the pinning ceremony upon completion of all NURS courses and if all requirements are completed at the end of the subsequent semester. Pinning ceremonies are conducted at the Bristol and Knoxville campuses with locations to be announced each semester. Students may choose which location they wish to attend. The School of Nursing will provide information regarding ordering the King University School of Nursing BSN pin. The Pinning Ceremony is in addition to and does not replace commencement exercises.

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. If you have any difficulty accessing your account, contact the HELP DESK at 423.652.6019; or helpdesk@king.edu

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:

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 an unrestricted Tennessee RN License or RN license from a compact state with privileges to practice in the state of Tennessee

It is the policy of King University School of Nursing to accept only registered nurses holding an unrestricted RN license into the Bachelor of Science in Nursing for Registered Nursing (RN-BSN). If the student is a new graduate from an associate degree or diploma program, he/she may be accepted on provisional status for one academic semester to obtain and submit an RN license to the School of Nursing. Students who fail to obtain and submit an RN license to the School of Nursing prior to the start of the second semester will be unable to attend nursing classes but may continue in general education courses (MATH, TCOM, LIBS, RELG, etc.) until an RN license is obtained and submitted to the School of Nursing.

All applicants and continuing students may not be on probation with the Board of Nursing and must report any past or current discipline taken by a State Board of Nursing by means of a scheduled meeting with the Dean of the School of Nursing.

Students are required to be certified in cardiopulmonary resuscitation (CPR) **for health professionals to include adult, infant, and child** by the American Heart Association prior to enrolling in the first course. Online courses are not acceptable unless they include 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 admission requirement for the RN-BSN program, you will be asked to provide the Admissions Committee with a 2-3 page Personal Statement including a personal narrative describing your goals and aspirations for pursuing additional education into the King nursing program.

MSN PROGRAM GUARANTEED ADMISSION

Students completing the BSN degree from King University may apply for guaranteed admission to an MSN program during the final semester of the BSN program. Students applying for guaranteed admission must meet the following admission criteria in addition to

those listed above:

- cumulative undergraduate GPA of 3.5 or higher
- **Three** letters of recommendation: Two academic and one professional.
- Received no academic sanctions during BSN program (MSN admission committee will check this)
- Guaranteed admission is contingent on time of application and seats available per semester.

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 for Registered Nurses to obtain elective credit through proficiency validation by Licensure.

Awarding academic credit is accomplished through successful completion of a validation process which should be completed prior to the final semester of the program. To be eligible for the advanced placement credit, the student must successfully complete a minimum of 12 semester hours at King University, hold an Associate's degree or diploma in nursing, hold an unrestricted RN license and submit advanced placement paperwork to the School of Nursing. A maximum of 30 semester hours of elective credit may be awarded by advanced placement credit. Refer the King Catalog for the entire Prior Learning Assessment – Advanced Placement credit policy.

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. 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.
15. Failure of drug screen or non-compliance with drug screen policy.
16. Non-compliance with School of Nursing requirements (as required to be maintained in Castlebranch document tracking system)

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. 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". Students will submit an essay outlining "Why you feel you would be able to successfully complete the program if readmitted". 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 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 may be required to demonstrate mastery of assessment skills to a nursing faculty in a clinical simulation laboratory. Seldom are transfer courses evaluated for substitution of NURS 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 and degree completion plans. SSS information is available on the Student Portal system. 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 a course. Advice and information are also available to each student from the RN-BSN Program Coordinator, Dean's and the Registrar's Offices. In summary, students have the following responsibilities to:

1. Become acquainted with your SSS and seek help before problems arise.
2. Take the initiative to contact the SSS each semester to discuss your degree completion plan. An initial discussion should take place during the first semester enrolled.
3. Review degree audit after matriculation to King University. Discuss any concerns 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, degree completion plans 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, and an overall GPA

of **2.75/4.0 scale**. If more than two grades of 2.3 (C+) or lower are earned in NURS courses, 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	C = 75 – 77 (<i>failing for Nursing majors</i>)
A- = 90 – 94	C- = 70 – 74
B+ = 88 – 89	D = 65 – 69
B = 85 – 87	F = 64 or below
B- = 80 – 84	
C+ = 78 – 79	

KING UNIVERSITY HONOR CODE

On my honor, I pledge to abide by the King University Honor Code. I understand that students of King 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/RN-BSN Program Coordinator, 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 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 to all class sessions is highly encouraged** to promote success in the program. We recognize there is always unexpected events 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 a 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. Refer to course syllabi/outline/Canvas for additional information on due dates and grading criteria.

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, or 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 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 are to be off. Instructors may require that all phones, smart watches, pagers or other technology are off and put away for any class. Instructors may seize phones and or ask students to leave class if students violate cell phone policy. If an emergency does arise unexpectedly, families may call the nursing office or King Security 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 Canvas 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 <https://www.king.edu/student-life/right-to-know/inclement-weather-policy/>

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

Additional Student Right to Know information can be obtained at <https://www.king.edu/student-life/right-to-know/>

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:

Nursing students are charged a one-time non-refundable fee of \$75.00 at the time of enrollment in NURS 3410 to cover fees associated with the nursing program. These fees include but are not limited to health assessment supplies, program surveys and program evaluation reports. RN-BSN Nursing students will also be charged \$12 per semester for library research resources, \$40 for liability insurance and \$75 for a Castlebranch account for uploading School of Nursing required documents and a urine drug screen.

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 OR COMMUNITY FACILITY

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.

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.

STUDENTS WITH DISABILITIES

King University School of Nursing will provide reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. Reasonable accommodations will be made for students with disabilities who request accommodations, while recognizing that students should be able to perform in a reasonably independent manner and exercise independent judgement.

A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the nursing program. To be eligible for accommodations, a student must have a documented disability of (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or, (c) be regarded as having such a condition.

Accommodations for nursing students with physical disabilities will be coordinated by the Office of Learning and Disability Services and the School of Nursing, working in conjunction with other campus offices as appropriate. Students with disabilities who need academic accommodations or other disability-related support services must submit written documentation to the Office of Learning and Disability Services at least two weeks in advance of needing accommodations, or as soon as the documentation is complete. These requests should be completed as much in advance of the needed accommodation as possible. For more information, please contact the Director of Learning and Disability Services by emailing disability@king.edu or calling (423) 652-4303. The King University Student Disabilities policy can be located in the Student Handbook in its entirety.

Technical Support

King's IT Support

Email helpdesk@king.edu for assistance with your King email, portal log in, and similar issues.

Canvas Support:

To the left of your page in Canvas, click the blue "help" button for support. Live chat, email or calling 1 (833) 274-1662 is available 24/7. Please be prepared to describe your issue in detail including the course and specific assignment or area you are having issues with.

GRADUATION REQUIREMENT

NURS 4990 Comprehensive Assessment Registered Nurse students address, in a portfolio, 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*.

NURS 4990 COMPREHENSIVE ASSESSMENT

Demonstrating Core Competencies for the RN-BSN Program at King University

All students graduating from King University, regardless of major, must demonstrate competency in their major field of study prior to graduation. Successful completion of this graduation requirement will be reflected on your official King University transcript as NURS 4990 Comprehensive Assessment. This requirement is fully defined in the King University catalogue. Students may also contact their Student Success Specialist, Academic Advisor, or the RN-BSN Program Coordinator for information about this requirement.

In the RN-BSN program, *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) serve as the program outcomes and therefore the final competency will require the student to demonstrate competency in these *Essentials*. In addition, the final competency will include demonstration of the School of Nursing (SON) Professional Pillars (located in RN-BSN handbook).

The King University School of Nursing has chosen to have Registered Nurse students fulfill this mandated graduation requirement by creating an electronic portfolio including detailed narrative and exemplar assignments that address *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) and the six SON Professional Pillars.

The process of electronic portfolio development will begin in the NURS 3310 Dimensions of Professional Nursing course and will be created in the online website builder WIX. The assignment will be completed during the final semester and will be submitted during week three of the final NURS course for final grading. Students will continue to work on this assignment throughout the entire program and will upload exemplar assignments to the portfolio each semester and submit to the instructor for viewing.

The portfolio will consist of a detailed narrative reflection of how students achieve competency in each of the nine *Essentials* and six SON Professional Pillars. The narrative reflection should outline the student's commitment to nursing, the Professional Pillars, show growth as a professional nurse, and growth in learning throughout the RN-BSN program. Within the narrative, the student should identify specific example assignments completed throughout the RN-BSN curriculum which have facilitated growth or achievement in each competency area (see rubric for details).

The portfolio will provide a depository for students to place example assignments which correlate to each *Essential* and Professional Pillars. Students will have the ability to upload assignments, from each course, throughout the program for each competency area.

The narrative may be written in first person as students use self-reflection to detail moments in their personal clinical practices that were enhanced or affected by the RN-BSN learning experience. Students are asked to link these practice moments with specific SON Professional Pillars, *Essentials*, and individual nursing, religion and/or Quest courses in descriptive exemplars and reflective narratives. Students will address the six Professional Pillars and all nine *Essentials* in the assignment. Students may use an exemplar assignment to address more than one *Essential* and more than one nursing, religion, and/or Quest course may also be identified in the reflection of each *Essential*.

Portfolio guidelines:

- Students will create the online portfolio using the instructions provided.
- Provide exemplar course assignments for each *Essential* and one for each *SON Pillar* (see rubric for details).
- Include detailed narrative reflection for each *Essential* and Pillar.

The final competency portfolio will be rated using an evaluation rubric. A score of 85% signifies achievement of the Core Competency. If a student's final competency score is **84% or below**, the student will be asked to revise the portfolio and it will be reviewed and graded by a second faculty member. If a successful score is not achieved on the second attempt, the student must meet with a faculty advisor to discuss deficiencies and a means to correct deficiencies. The student will then be allowed to resubmit the final competency to the RN-BSN coordinator for review.

The completed portfolio is due on **FRIDAY of WEEK THREE** of the final NURS course. Students will share the portfolio with the instructor by 11:59 PM on the FRIDAY of Week Three. The instructor will review the portfolio against the grading rubric, then forward

the rubric to the School of Nursing. The Final Competency is a University graduation requirement and is not a course requirement, therefore, the final rubric rating of the Core Competency portfolio will not affect course grade.

KING UNIVERSITY SCHOOL OF NURSING **RN TO BSN STUDENT REQUIREMENTS AND CHECKLIST**

Outlined below are the requirements you must have in place BY THE 4TH WEEK OF THE FIRST CLASS. All completed forms, documents and requirements must be submitted to the Castlebranch Clinical Document System by the fourth week of class. Please keep a copy for your records. (Please call the School of Nursing administrative assistant if you have any questions 423-652-6312).

Students must access the CastleBranch Clinical Document System that contains all the needed student clinical forms. Students will be provided account information, access codes/PIN Number and instructions during or prior to the first week of class. Students will follow the instructions to create the student account. There is a one-time fee of \$75 for a Castlebranch account, which includes a urine drug screen. This fee is included in the student fees upon admission to the program.

YEAR ONE REQUIREMENTS (New Admission Students):

DEADLINE:

- **Students are required to have all documents and drug screen results completed by the fourth week of the first semester of class.**
- **These requirements are considered LATE, if you have not submitted them by this deadline. Failure to submit all items by dates indicated may result in failure of a course or dismissal from the program.**

- ☐ **CPR Certification:** Documentation of current CPR certification. AHA BLS for Healthcare Providers (CPR and AED). Course *must* include certification for adult, child and infant.
- ☐ **RN License:** Documentation of current RN license (TN or enhanced licensure compact state with privilege to practice in the state of TN).
- ☐ **KU RN-BSN Student Handbook:** After reading the handbook for the current academic year in its entirety – **sign** the Acknowledgment /Review of Nursing Student Handbook in the Castlebranch system.
- ☐ **Drug Screen:** Students are required to submit and pass (clear) a drug screen upon entry to the nursing program. Students will complete the drug screen through the Castlebranch system.

ANNUAL REQUIREMENTS (Continuing Students if program of study more than 12 months – due date based on your admission semester):

- ☐ **CPR Certification Requirement and RN License Requirement** prior to expiration – The student is responsible for maintaining current certification and licensure throughout program of study.
- ☐ **KU RN to BSN Student Handbook:** After reading the handbook for the current academic year in its entirety – **sign** the Acknowledgment /Review of Nursing Student Handbook located in Castlebranch.
 - a. **Students with a Fall Admission: July 1st** (this is prior to the start of your first semester in the nursing program).
 - b. **Students with a Spring Admission: November 1st** (this is prior to the start of your first semester in the nursing program).
 - c. **Students with a Summer Admission: April 1st** (this is prior to the start of your first semester in the nursing program).



**Drug Screen Policy
June 11, 2020**

General Information/Process/Cost

- King University requires students to meet guidelines regarding drug-free environments and to ensure a safe clinical environment for both students and the public. Students should be aware that clinical facilities have the right to preclude students who do not meet drug screening requirements from any facility.

Failure to undergo the drug screen will result in withdrawal or failure of the clinical nursing course and may result in dismissal from the nursing program.

- Drug screening is required by King School of Nursing upon admission to the program however, some clinical agencies may require additional screenings. All drug screens will be coordinated/ordered through Castlebranch. The initial drug screen cost is included in student fees upon admission. The typical cost for an additional drug screen is \$40 for a standard 10-panel drug screen which is accepted by most clinical agencies. The cost of the drug screen may vary based on the specific requirements of the clinical agency. Students must comply with clinical agency requirements. All drug screen costs are the responsibility of the student.
- Any student requiring a drug screen who attends class or clinical without a completed and cleared drug screen may be dismissed from the School of Nursing.
- Standard urine drug screens will be performed however, King University reserves the right to drug screen students via standard urine drug screen, hair follicle screening, or nail clipping screening.
- Students may be requested to present for drug screening at any time during enrollment in the School of Nursing.

I. Drug Screen Process

1. The student will be given Castlebranch account information, access code/PIN number and instructions prior to or during the first week of class.
2. The student will register the account and enter the PIN Number information required for the drug screen.
3. Castlebranch will provide a registration form to the student via the MyCB account or email along with a list of approved testing locations.
4. The student will need to provide a valid photo ID to the testing center at the time the sample is given.
5. All required drug screens must be completed by the fourth week of class or as required by clinical agencies. Students will not be allowed in a clinical setting until drug screening is complete and clear.
6. In the event a student refuses to comply with the requirement of the drug screen or for the release of the drug screen results, the student:
 - a. will be immediately be denied access to the clinical agency
 - b. will be removed from the School of Nursing via administrative withdrawal and/or prohibited to enroll in School of Nursing courses until the screening is completed and cleared.
 - c. who refuses to comply, may withdraw from all clinical courses or receive a failing grade for the clinical course(s)
 - d. will be referred to the student conduct process (Student Affairs)

If a student is required additional testing by a clinical agency, the School of Nursing will provide instructions for the additional testing.

II. Drug Screen Result of Negative or Cleared

- a. The results will post to the student Castlebranch roster as “clear”.
- b. No further action is required by the nursing student.

III. Process for Findings of Drug Screen Result of Positive

Upon notification that a student’s drug screen results were positive the following will occur:

1. The Castlebranch Medical Review Officer (MRO) is provided the specimen.
2. The MRO will contact the student and complete a short interview to request any prescriptions.
 - a. If a valid prescription is given to the MRO, the results will post to the student Castlebranch roster as “clear”.
 - b. If a valid prescription is received but the results show the drug levels are out of range, the results will be reported as “positive” and will be reported to the SON Dean and Director of Safety and Security. This positive result will be processed as “positive” – see below.
 - c. If no valid prescription is obtained, the positive results will be sent to the Dean SON and the Director of Safety and Security. This positive result will be processed as “positive” – see below.
 - d. Failure to follow up with the MRO within 1 week of positive test results may result in dismissal from the School of Nursing.

IV. Follow-up for Findings of Drug Screen Result of Positive with No Valid Prescription

1. The Security Department will:
 - a. Notify appropriate law enforcement, as required by law
 - b. Notify Dean of Students
 - c. Notify the Head Athletic Trainer if student is an athlete
2. The School of Nursing will:
 - a. Notify the student the drug screen result is positive
 - b. Notify the clinical instructor the student is not clear for clinical.
 - c. Notify the student of the drug screen results and to withdraw from all clinical courses. Students who refuse to withdraw from a clinical course will receive an “F” for the clinical due to the inability to complete the required clinical hours.
3. For students who currently have a Tennessee RN license:
 - a. The Security Department or SON will report the results to the Tennessee Professional Assistance Program at <http://www.tnpap.org/referral.htm>

V. Process for Findings of a Drug Screen Result of Diluted Sample

- a. The SON will notify the student of the results
- b. The student will have the option of:
 - i. Completion of a hair follicle sample drug screen
 1. Student will contact Castlebranch to arrange hair follicle drug screening
 - ii. Completion of fingernail clipping drug screen
 1. Student will contact the School of Nursing to arrange fingernail clipping drug screen
 - iii. Withdrawal from School of Nursing
- c. Student will be unable to complete any clinical hours or attend class until results of additional drug screening are processed and “clear”

VI. Religious Accommodation

King recognizes that certain religious beliefs and practices may make certain forms of drug screening more appropriate than others. At the time of drug screening, the student requesting a specific form of testing due to a religious accommodation should identify that request to the SON **prior to** appearing at the testing site. Please note that every effort will be made to accommodate religious beliefs by use of an acceptable form of screening, however, there can be **no** exemption from all forms of drug screening.

Students should refer to the King University Student Handbook for additional university policies