

RN-BSN

BACHELOR of SCIENCE in NURSING
FOR REGISTERED NURSES



2021-2022
Student Handbook

SCHOOL OF NURSING

A SUPPLEMENT TO THE KING UNIVERSITY
STUDENT HANDBOOK AND ACADEMIC CATALOGUE

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WELCOME

On behalf of the faculty and staff, it is my great pleasure to congratulate you on your acceptance to King University's School of Nursing! We recognize you have many options for obtaining a BSN and we are honored and thrilled that you have chosen King's RN to BSN program! Our Pillars of *integrity, commitment, service, accountability, civility, and compassion* guide our behaviors and decisions in preparing and delivering your program of study. It is our desire that you feel supported, valued, and transformed by this journey.

Your success is our top priority, and we are committed to providing you with evidence-based, student-centered learning experiences. This is a learning partnership and will require your commitment to maintaining a growth mindset, effective time management, frequent and open communication with your faculty, and a self-directed approach to your learning. There are many resources and support services available to you as a KUSON student and we encourage you to make the most of these! We, as your faculty team, recognize our own accountability in your success, consistently striving to improve and enhance our own competencies as educators.

This handbook contains essential information that will serve as a guide and resource throughout this current program of study. It is expected that you will carefully read the entire handbook and ask questions if/when you need clarifications. All learners are responsible for abiding by all policies and procedures. We are an evidence-based practice which means we are continually seeking ways to improve our processes and policies to reflect current best practices in nursing academia. This handbook serves as a "living document" and will be updated as needed to reflect any revisions. Students will be notified of revisions in a timely manner.

We recognize this is a strange and chaotic time in healthcare with unprecedented challenges and opportunities in both practice and academia requiring flexibility, adaptability, and grace. Please know that we are praying that you remain safe and healthy during this time and beyond. I am readily available to you and welcome your questions and/or comments.

Again, congratulations, welcome, and best wishes for a wonderful and successful year!

Tese Stephens

Teresa "Tese" Maggard Stephens, PhD, MSN, RN, CNE
Professor and Interim Dean

SECTION 1: SON OVERVIEW

History

King University (formerly King College) is a private, independent, Liberal Arts University dedicated to the integration of rigorous academic programming and the exploration of faith. King University is located in Bristol, Tennessee in the foothills of the Appalachian Mountains. The 135-acre hilltop campus is two miles from the center of Bristol, a city of 45,000 residents. King also maintains satellite campus locations in Kingsport, Tennessee and Knoxville, Tennessee. King University was founded in 1867 by local Presbyterians who found themselves without a regional church college after the Civil War; King's purpose was to elevate the standard of classical and scientific instruction in East Tennessee. In fulfillment of its mission, King seeks to prepare students in our Christian academic community to excel as thoughtful, resourceful, and responsible citizens with a passion for serving God, the Church, and the world. The institution accomplishes this through excellent teaching, high expectations, worthwhile example, and fidelity to our Presbyterian heritage.

The School of Nursing began in 1999 with the introduction of the traditional pre-licensure BSN program. The RN-BSN program was added in 2003 as a program for working adults and has grown to provide academic progression opportunities for both experienced and novice Registered Nurses. King University School of Nursing also offers MSN, post-MSN, and DNP programs, with tracks specific to education, administration, and advanced practice.

The RN to BSN Program is offered fully online with two options for delivery: asynchronous or synchronous. Learners may choose to enroll as full-time (3 semesters) or part-time (6 semesters).

Approval and Accreditation

All School of Nursing programs have maintained approval through the Tennessee Board of Nursing (TBON) since the inception of the programs.

The baccalaureate degree program, master's degree program, Doctor of Nursing Practice program, and post-graduate certificate program at King University are accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

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.

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

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.

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:

develops 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.

KUSON and University Handbooks

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.

SECTION II: RN TO BSN PROGRAM

To meet the requirements of the RN-BSN curriculum, registered nurse students are expected to have successfully completed 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 credits 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 will be advised by their Student Success Specialist (SSS) in selecting the appropriate courses to fulfill the general education and/or elective credit requirements.

RN to BSN 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.

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.

SECTION III: POLICIES & GUIDELINES

Email

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>
- 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, they 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. 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 in the King nursing program.

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. 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.

Continuing Compliance

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 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 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 Admissions)

Students are required to have all documents and drug screen results completed by the fourth week of the first semester of class. 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.
- **Students with a Fall Admission: July 1st** (this is prior to the start of your first semester in the nursing program).
- **Students with a Spring Admission: November 1st** (this is prior to the start of your first semester in the nursing program).
- **Students with a Summer Admission: April 1st** (this is prior to the start of your first semester in the 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 and Retention Policies

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)

Readmission into Nursing Program

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/Readmission Committee for review. The student will then be notified via email and letter of readmission decision.

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</i> |
| A- = 90 – 94 | <i>majors</i>) |
| B+ = 88 – 89 | C- = 70 – 74 |
| B = 85 – 87 | D = 65 - 69 |
| B- = 80 – 84 | F = 64 or below |
| C+ = 78 - 79 | |

King University Honor Code

On my honor, I pledge to abide by the King University 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 University courses and students.*

Incomplete Coursework

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.

Grade 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 Expectations

In an accelerated learning model, interaction is foundational to synergy. Therefore, for the model of experiential learning to work, attendance at all class sessions is highly encouraged. We recognize there are always unexpected life events that may occur during your educational program. We ask you to notify your faculty as soon as possible if you are unable to attend class. Faculty may require students to make-up missed class sessions. 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 faculty and make arrangements to make up any missed work. If a student is excessively absent 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. Excessive absences may be grounds for course failure and/or administrative withdrawal from the program. Attendance requirements are listed on all course syllabi.

Cancellation Due to Weather

If King University campus is closed or classes are cancelled due to weather, all online classes will continue as scheduled unless you are notified otherwise by faculty. All students are expected to remain apprised of class status by checking their King University email and Canvas announcements. 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/>

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/>

Nursing Fees

Nursing students are charged a one-time non-refundable fee of \$75.00 at the time of enrollment 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, library resources, liability insurance, and a Castlebranch account (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.

NURS 4990 Comprehensive Assessment

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.

Each RN to BSN learner will develop an ePortfolio to demonstrate successful achievement of essential (core) competencies as described in *The Essentials of Baccalaureate Education for Professional Nursing Practice* (2008) and the School of Nursing Professional Pillars.

SECTION IV: STUDENT LIFE

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 be asked to identify a class representative to serve as a liaison between students and the School of Nursing Community. Student input is an essential component of our systematic evaluation plan and ongoing quality improvement. We value your input and feedback.

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 (virtual). 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 share information gathered at faculty meetings to the peers
- 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. 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.

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.

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.

Canvas support did not fix your issue? Email helpdesk@king.edu for further assistance from King's Learning Commons team.

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.