Sullivan University College of Nursing

RN-BSN Student Handbook
2026

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RN-BSN Program Accreditation

Effective May 16, 2025, the RN-BSN program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on May 15, 2027.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
View our program status on the ACEN website.

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

Welcome to the Sullivan University RN-BSN Program!

There is increased demand for nurses with a bachelor's degree as a result of the complexities of the healthcare system. Sullivan University offers the RN to BSN Program that allows registered nurses who possess an associate degree to pursue a Bachelor of Science in Nursing degree and acquire the additional knowledge and skills necessary to excel and advance in today's healthcare industry.

The Bachelor of Science in Nursing (BSN) curriculum includes general studies, some of which may have been completed during the pre-licensure nursing courses leading to eligibility for licensure as a registered nurse, as well as theoretical courses in upper division nursing.

Didactic courses in this program are offered in an online format. Practicum coursework may be arranged in the student's workplace or home community.

Statement of Philosophy

The philosophy of the RN-BSN program is rooted in the belief that nursing is both a science and a humanitarian art—one that requires continual growth, ethical grounding, and holistic care built on the following core philosophical foundations:

Core Philosophical Foundations

- **Human Flourishing & Holism** Nursing is viewed as a profession that promotes optimal health and healing across the lifespan, emphasizing caring for the whole person—body, mind, and spirit—within diverse cultural and social contexts.
- **Caring & Communication** Caring is a central value. Nurses are taught to foster healing environments through respectful, empathetic, and culturally sensitive interactions. Communication—verbal, nonverbal, and digital—is key to building therapeutic relationships.
- **Professional Identity & Ethics** The program encourages the development of a strong professional identity grounded in integrity, accountability, and ethical practice. Legal and regulatory frameworks are integrated into the curriculum to guide responsible decision-making.
- **Evidence-Based Practice & Inquiry** Students are expected to synthesize knowledge from nursing theory, research, and the humanities to inform practice. Critical thinking and inquiry are essential for safe, competent care.
- **Patient-Centeredness & Safety** The philosophy prioritizes patient-centered care and safety above all. Graduates are expected to deliver high-quality, cost-effective systems-based care in diverse settings for the improvement of equitable health outcomes for individuals, families, groups, and populations.
- **Systems-Based Leadership & High-Tech Healthcare** BSN level nurses are prepared to provide leadership across healthcare settings while demonstrating confidence in the use of informatics and healthcare technologies leading to the improvement of patient safety, interdisciplinary communication, and healthcare outcomes.

- **Lifelong Learning & Collaboration** Education is seen as a dynamic, lifelong process. The program emphasizes multidisciplinary collaboration and prepares nurses to adapt to evolving healthcare environments.

Nursing online education is an interactive process that demands the engagement of both the learner and the teacher in a mutually respectful relationship. Faculty is committed to facilitating student learning in a caring environment. The nurse educator is a mentor and a role model for students while guiding the development of critical thinking skills and related practicum judgments that form the basis for advancing nursing practice. Students are responsible and accountable for demonstrating achievement of course and program outcomes through excellent time management and communication skills.

Program Mission Statement

The mission of the RN-BSN Program is to empower registered nurses through student-focused, high-quality education that expands clinical judgment, leadership, and cultural responsiveness. We engage students in meaningful collaboration with community partners to improve health, promote equity, and strengthen the well-being of the populations we serve.

Program Outcomes

Program outcomes will be measured just prior to graduation and/or within six (6) to twelve (12) months of graduation. The outcomes are:

Outcome Measure	Outcome	Outcome Timeline
Graduation Rate	A minimum of 75% of students will complete the program within 100% of the length of the curriculum.	FT Students: 4 quarters PT Students: 8 quarters
Employment Rate	A minimum of 85% of graduates will: 1. Have been promoted to or be working in a position that requires a BSN degree 2. Have earned a specialty certification: RNC, CCRN, etc. 3. Be enrolled in or have earned a MSN degree	Within six (6) to twelve (12) months post-graduation

End-of-Program Student Learning Outcomes
1. Students will demonstrate clinical judgment founded on a broad knowledge base from nursing, the arts, humanities, and other sciences.
2. Students will provide holistic, individualized, just, and compassionate person-centered care that respects diversity, differences, preferences, values, needs, resources, and the determinants of health unique to the individual.
3. Students will demonstrate evidence-based, collaborative care of populations across the healthcare delivery continuum.
4. Students will participate in the process of application, translation, and implementation of best evidence into clinical decision-making in person-, group-, and population-based care.
5. Students will employ established and emerging principles of safety and improvement science to provide safe, quality care of persons, groups, and populations.
6. Students will demonstrate intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.
7. Students will coordinate resources effectively and proactively to provide safe, quality, and equitable care to diverse populations.
8. Students will utilize information and communication technologies and informatics tools in their direct and indirect delivery of quality patient care across diverse care settings.
9. Students will demonstrate an ongoing development of a sustainable professional identity, including accountability, perspective, collaborative disposition, and comportment, that reflects nursing's characteristics and values.
10. Students will participate in activities and self-reflection that foster personal health, resilience, and well-being; contribute to lifelong learning; and support the acquisition of nursing expertise and the assertion of leadership.

Contact List

Dean of Nursing, RN-BSN Program Director
Nancy Barnum, PhD, RN, CNE
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Nursing Administrative Assistant
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University Policies of Interest to RN-BSN Students

Please consult the Sullivan University Catalog and Addendum Errata at
https://www.sullivan.edu/accreditation for the following policies:

- Academic Computer Requirement
- Accommodations for the Disabled
- Academic Integrity
- Add/Drop Policy
- Administrative Drop, Class Repeat Requirements/Policy, Incomplete Grades, Grade Challenge
- Admission to the University
- Behavior and Responsibilities
- Census/Freeze Date Policy
- Disciplinary Procedures
- Financial Assistance
- Financial Information
- General Admission Policy
- Graduation Information
- Grievance/Official Complaint Procedure
- Name Change Policy
- Satisfactory Academic Progress Policy
- Scholarships and Grants
- Student Counseling Program

RN-BSN Program Policies

Program Admission Policy

For admission to the BSN Program, the applicant must:
- Meet admission requirements to Sullivan University,
- Submit official transcript(s) from all previous college course work,
- Submit an official transcript documenting successful completion of an associate degree in nursing.
  - The transcript must indicate the date of graduation,
  - All nursing courses from the applicant's pre-licensure nursing program must have been completed with a minimum of a "C" grade, and

o The applicant's cumulative GPA in the associate degree program must be a minimum of 2.0.
- Hold a current unencumbered state or multistate Registered Nurse License.

Length of RN-BSN Program

The 300- and 400-level NUR courses required for the BSN degree can be completed in 12 months full-time or 24 months part-time. Transfer credits, or lack thereof, may reduce or extend the time required for completion.

Class and Practicum Credit Hour Ratio

Class: The ratio of clock hours to credit hours is 50 minutes: 1 credit hour. For each credit hour enrolled the student is expected to spend one 50-minute hour per week in online classroom.

Practicum: The ratio of clock hours to credit hours is 3:1. Three 60-minute practicum hours are equivalent to one credit hour. For example, NUR419 Senior Seminar and Practicum experience is a two-credit hour portion of the course. For these two (2) practicum credits, the student spends three 60-minute hours per week in the practicum setting (total of 66 practicum hours for the course: 2 credits X 3 hours/credit X 11 weeks= 66 hours).

Criminal Background Check Policy

Rationale:
- To enhance the safety and wellbeing of patients.
- To minimize the liability of Sullivan University College of Nursing and practicum facilities.
- To determine if there are any background issues that would make the applicant ineligible for practicum experiences.

Administrative Guidelines
- As part of the application process, the institution collects consent to conduct a criminal background check . All applicants must consent, submit to, and satisfactorily provide all necessary information for the check by completing all application paperwork and signing a Consent Form.
- Once the Criminal Background Check is completed, a report of the results is forwarded along with the complete application to the RN-BSN Program Director. If the information reported is deemed acceptable by the Dean of Nursing, the applicant will be accepted into the Sullivan University College of Nursing RN-BSN Program.
- An applicant's omission of required information, including the failure to sign a Consent Form, or submission of false or misleading information will result in an applicant being denied acceptance into the RN-BSN Program at Sullivan University by the Dean of Nursing.
- The Criminal Background Check forms and reports are maintained in the students' files along with the complete application.

Information Available in Criminal Background Checks
- The Criminal Background Check will include all criminal charges, which include traffic offenses, misdemeanors, or felonies and whether the charges are dismissed or convicted.

Types of Criminal Background Checks
- **Social Security Number Search:** A search to help confirm the applicant's identifying information such as name, aliases, addresses, social security number, and to determine areas of prior residence.
- **County Criminal Records Search:** A direct search of county courthouse records for any felony or misdemeanor criminal history. All records are researched to help ensure positive identification.
- **Statewide Criminal Records Search:** A search conducted through statewide criminal record repositories or court systems for any felony or misdemeanor criminal history.

Professional Behavior Expectations

To assist the student in professional growth and to promote a positive learning environment, professional behavior is always required of all students. This behavior includes positive attitude, respect for others, flexibility, receptive and adaptive to change, honesty, openness, maintenance of professional relationships, proactive communication, and follow-through on instructions and commitments.

Conversely, the following behaviors will not be tolerated and may lead to disciplinary action:

- Negative attitudes
- Disrespect
- Impulsive, unprofessional, or inappropriate behavior
- Non-productive criticism
- Inappropriate verbal or written confrontations including email and phone communication
- Use of unacceptable language
- Insubordination
- Lack of communication with faculty and peers

These undesirable behaviors are grounds for disciplinary action, including being placed on a behavior contract, or dismissal from the nursing program and/or university.

See Sullivan University Catalog for more information.

Communication:

Developing good, positive, effective verbal and non-verbal communication skills is a vital part of the nursing profession. Interpersonal relations such as team building and mastering language barriers are ongoing while the student must strive to work on individual goals for accuracy in speech articulation and tone. This ensures communication will be understood from the receiver's perspective in healthcare settings where noise interferes with these messages from the sender.

A poor unproductive, negative attitude, disrespect, unacceptable verbal language, insubordination, inappropriate verbal confrontations, meddling in other's affairs, spreading private or inaccurate information (gossip) are all roadblocks to communication. If a student has a problem, the student should speak calmly and quietly at an appropriate time with his/her instructor. Should a student not receive an adequate resolution, the student can make an appointment to see the RN-BSN Program Director, then Dean of Nursing. The online classroom environment, with the student's peers present, will not be made into a forum for discussion of personal issues with the Instructor, RN-BSN Program Director, Dean of Nursing, program, or institution. The student should make an appointment to discuss these matters privately.

If a student's phone number or address changes, the student must immediately inform the Nursing Administrative Assistant and Office of the Registrar. We must be kept informed of how to contact students. A Student Change of Information Form can be obtained and submitted to the Nursing Department Office. **Failure to provide current information can result in failure to receive critical information, for which the student is held accountable.**

Sullivan University E-mail Address
Students are expected to check their SU e-mails daily for time-sensitive information and communication from the University or their instructor. All email communication will be through Sullivan University email unless otherwise indicated by course faculty.

Student Representation
The College of Nursing affirms the belief in the process of shared governance with faculty, staff and students having a voice in policy making and program development. Therefore, student representation is expected during faculty and curriculum meetings within the College of Nursing. Students in the RN-BSN program may participate physically or virtually during these meetings. Interested students should contact the Nursing Administrative Assistant for information. Faculty meetings are held monthly, and curriculum meetings are held quarterly. Date and time of meetings will be posted in Blackboard Announcement. The College of Nursing values student input regarding the program and curriculum. Students are encouraged to share information and feedback during the meetings.

Graduation Criteria
In order to graduate from RN-BSN Program, students must:
1. Pass all nursing classes with a minimum grade of "C" (70%)
2. Have not repeated more than two (2) 300-400-level NUR-prefix Nursing Courses or have not taken an individual 300-400-level NUR-prefix course more than twice*.
3. Successfully complete the Senior Synthesis Practicum experience.

*Exceptions to this may be granted by the College of Nursing Dean

> <u>Note</u>: **All students are invited and encouraged to participate in the college graduation exercises after completing their program.**

Satisfactory Progress

Students will be evaluated and receive grades on a quarterly basis. If assignments are rated as satisfactory or unsatisfactory, all assignments must be completed with a satisfactory rating in order to pass the course. If not completed, an "F" will be recorded. All courses must be completed with a minimum grade of "C" or better in theory, a "satisfactory" grade in the Senior Seminar and Practicum (NUR419). In NUR419, the senior seminar must be passed with a grade of C or higher and the senior practicum experience must be graded as satisfactory to pass the course.

Grading Policy for Evaluation
A student must achieve an average grade of 70%.

> **Grading Scale:**
> A = 90 – 100
> B = 80 – 89
> C = 70 – 79
> D = 60 – 69
> F = 59 and below

Both D and F grades are considered failing.

Course Procedures
1. At the beginning of each quarter, each instructor will distribute a course syllabus. Students should consistently consult this document so they will know what is to be covered each week/unit and when assignments are due.
2. Each student is responsible for reading the course syllabus carefully to know the expectations for passing the course and will sign a statement to that effect for each course.
3. Weekly discussion forums: the students' posted response to the topic or question(s) are due by 2359 on Wednesday each week. Students are then required to reply to classmates' posts by 2359 on Sunday each week. The number of replies to classmates' posts will be determined and communicated to the students by the faculty member of each course via the course syllabus. Failure to follow faculty instructions regarding discussion forum expectations may result in a lower grade or a zero on that week's forum grade. Course faculty may, at their discretion, change this policy based on course outcomes or requirements.
   a. Posts and responses to any course discussion forum will be answered in a professional manner (no slang, swearing, or demeaning language will be accepted) with professional sources cited.
4. All other assignments are due no later than 2359 on Sunday night of the week they are due. Course faculty may, at their discretion, change this policy based on course outcomes or requirements.

Written Assignments
All assignments must follow current APA style, 7th edition. All assignments are to be turned in on or

before the assigned time. Late assignments may be penalized. Unless otherwise determined by faculty, written assignments must be typewritten.

Evaluations
Evaluation methods of class content will be determined by the respective professor of that course and will appear on the course syllabus. Practicum evaluations will be an integral part of NUR 419 and mid-term and final conferences will be mutually arranged between student, preceptor, and professor. Student evaluations of faculty will follow established protocol of Sullivan University.

Academic Integrity/Plagiarism
Students must not claim anyone else's work as their own. Any information that is not the student's original thought or is not public knowledge must be cited appropriately using APA format, latest edition. The use of Artificial Intelligence (AI) sources (permitted/non-permitted) will be stated in each course policy statement and each faculty member's preference related to AI must be followed. Any disciplinary action taken for students who plagiarize on one or more assignments will follow that described in the Sullivan University Catalog.

Learning Assistance
Learning assistance is available in-person, virtually, or via phone through several campus services.

Course Faculty should be your first contact for learning assistance. They are the experts for their courses and are available and willing to assist students to learn and apply course content.

Student Success Center (Louisville Main Campus): Assistance for all students is available on an individual basis through the office of Student Success.

Literature Search and Research Assistance: Library staff, along with your course faculty, are available to assist students to hone their skills in literature searches, professional writing techniques, APA format, and other research methods, as needed.

Drop/Add/Withdrawal Policy
See the Sullivan University Catalog for definitions, dates, and reimbursement policies related to drop/add and course withdrawal.

Re-entry After Withdrawal or First Course Failure
Students seeking re-entry following a program withdrawal or first course failure should work with Admissions as soon as the student knows when they would like to return. A student's ability to re-enter will depend on availability of space within the admission cohort for the quarter the student wishes to re-enter.

A student is **NOT** eligible for re-entry if:
- The student fails more than two RN-BSN NUR Courses.
- The student fails the same RN-BSN NUR course twice.

- The student has been dismissed from the program for the above reasons.
- The student's RN license is no longer active and/or carries certain disciplinary action by the State Board of Nursing.
- The student is terminated from the program for cheating/plagiarizing on any assignment.
- The student is terminated from the program for unprofessional, inappropriate, or bullying behaviors and/or violence towards faculty, staff, or other students.

Audit Policy

At the discretion of the Dean of Nursing or Program Director of Nursing, students allowed re-entry after a six (6) month absence from the nursing program must audit all nursing courses that have been successfully completed in previous terms. The required coursework for audit credit is determined by the Dean of the College of Nursing and/or the director of the RN-BSN. Courses audited are assigned a grade of AU. However, the student must achieve an average grade of 78% in audited courses. If the grade average is below 78% the student will be required to repeat the audited course (s).

See Sullivan University Catalog for additional information on auditing courses.

Program Dismissal from the RN-BSN Program

Program Dismissal is a permanent dismissal from the nursing program. Therefore, the student is not permitted to return to the program. A student is subject to termination from their chosen nursing program if:

1. They cheat or plagiarize on assignments.
2. They demonstrate unprofessional, inappropriate, or bullying behaviors and/or violence towards faculty, staff, or other students.
3. They attend practicum under the influence of drugs or alcohol.
4. They fail to adhere to HIPAA confidentiality guidelines during practicum.
5. They fail two or more RN-BSN courses.
6. They fail the same RN-BSN course twice.
7. Their RN license is no longer active and/or carries certain disciplinary action by the State Board of Nursing.

NUR 419 Senior Seminar and Practicum Expectations

See also NUR 419 Preceptor Packet

Leadership Practicum Guideline

Practicum time is a vital component of the RN-BSN education. Every effort is made to provide practicum experiences to enhance the professional growth of the student and prepare them for advancing in the workforce.

All practicum assignments are subject to change. Regardless, it is the student's responsibility to provide transportation to and from any of these facilities.

All students will not have the same practicum experiences but should share experiences in NUR 419 senior seminar.

Practicum preceptors are chosen as a collaborative activity between the student and NUR 419 practicum faculty/coordinator. All efforts will be made for the student to complete the practicum within their own workplace, allowing them to learn more about how nurse leaders operate where the student works.

Confidentiality

Information regarding patients, former patients, and some leadership activities is **CONFIDENTIAL** and is to be used only for practicum purposes. The student must agree to **PERMANENTLY** maintain the confidentiality of all patient information obtained during the practicum experience. **Failure to adhere to confidentiality guidelines is grounds for immediate dismissal from the program.** All students must have HIPAA training prior to the student's first scheduled practicum experience/rotation.

General Statement of Liability

See Sullivan University Catalog – "General Statement of Liability"

Student Professional Liability Insurance

Students are required to have professional liability/malpractice insurance throughout the practicum experience in NUR419. Students will not be permitted to engage in practicum experiences without submitting proof of professional liability/malpractice insurance by the end of week one of NUR419.

Injury/Illness Expense Policy

Sullivan University and the CON are committed to operating a reasonably safe and secure educational facility on behalf of faculty, staff, students, and guests. This includes taking precautions to minimize exposure to injury and/or illness. However, from time to time, accidents do happen and, therefore, this policy and explanation of procedures has been developed to clarify the institution's responsibility and response to occasions of injury or illness.

Students must always maintain their own private health insurance and carry their health insurance identification card with them.

Neither Sullivan University nor the CON act as an insurer and generally do not provide medical coverage for illness or injury sustained while at Sullivan University or the CON or while engaged in NUR419 practicum experiences. In no instance will Sullivan University or the CON guarantee payment to any third-party provider for any type of medical care.

All safety and security incidents involving a student at NUR419 Practicum experiences must be reported to the NUR419 course faculty member. Examples of such incidents include but are not limited

to assaults, car breakins, accidents to and from a site.

Students experiencing a medical emergency during the period of authorized presence at NUR419 practicum experiences should use initial medical treatment offered at site for injuries or illness. The practicum site shall not be liable for costs of treatment. Students are to notify their NUR419 faculty member of related injury or illness.

Students should follow the policy and procedures outlined by the sites. The NUR419 faculty member will assist the student to complete a site-specific and Sullivan University Incident Report and obtain a copy of the site incident report to be maintained in the student's academic file. SU CON assumes responsibility for cost associated with Post-Exposure Prophylaxis.

Student Responsibility & Immunizations

Under no circumstances will a student be allowed in the practicum site if immunizations are not current and verified by the College of Nursing. All documents must be submitted to the Nursing Department Administrative Assistant. **It is the students' responsibility to obtain the needed documents and submit to the Nursing Department.**

The student is also responsible for:
1. Keeping the influenza vaccine, TB testing, and BLS CPR current.
2. Having a current copy of these documents available at all times.

Note: Any student whose CPR, PPD or Immunizations have expired will not be allowed to attend practicum. Any time missed in practicum due to this situation will be counted as an Unsatisfactory and the student will receive a 5% deduction off their final course grade. A second practicum absence due to this situation will result in failure of the course (See practicum/lab absence policy).

Practicum Expectations
- Students are expected to arrive at the practicum site prior to the scheduled start time so that they are reporting to their preceptor on time.
- Appropriate practicum dress will be discussed and decided on by the student, preceptor, and practicum faculty member. In most cases, it will be similar to that of your preceptor.
- A student who arrives inappropriately dressed will be sent home. These hours will count as an absence, a "U" will be recorded for the day.
- Due date and time of practicum paperwork (see NUR 419 syllabus for specifics) is due at the beginning of the next practicum of the following week.
- Students are not permitted to leave the practicum area for any reason without the permission of the practicum instructor.
- At all times, students are to conduct themselves in a professional manner, including using a professional tone of voice, words, and gestures.
- **Smoking is prohibited in the practicum setting. This also includes the use of smokeless tobacco and e-cigarettes.**
- Practicum and skills lab evaluations are "Pass/Fail". This means the student must receive a

"Satisfactory" (S) and a "C" or better in the seminar portion of the class to pass the course. A student receiving an "Unsatisfactory" (U) for the final grade of the practicum will fail the practicum.

Exposure to Elements in the Practicum Environment

Environmentally, students are expected to tolerate the following:
- Occasional exposure to blood/body fluids as required for invasive procedures and treatments
- Frequent exposure to infectious agents
- Frequent exposure to chemical compounds of medications and treatments
- Continuous exposure to hazardous chemicals such as disinfectants, cleansers, soap, etc.
- Continuous exposure to latex, tyvex, plastic and/or materials which are used for personal protective equipment
- Occasional exposure to loud and unpleasant noises, as well as bodily injury due to unpredictable behavior of patients.
- Seasonal exposure to heat, cold, and humidity due to patient and agency options to control their environment.

Practicum and Skills Grades

Integration of the theory component with an on-hands experience of a practicum setting is the goal of nursing education. The practicum setting will be graded on a satisfactory or unsatisfactory basis as listed in the practicum evaluation tool.

A student must receive a satisfactory in the practicum rating to receive the grade earned in the theory portion. **Therefore, if a student receives an unsatisfactory practicum rating, the course grade will be recorded as an "F".**

A student not following policy will not be allowed to return to the practicum facility, which will result in a practicum/class failure.

To successfully complete a course, the student must pass all components in the course (didactic, skills lab and practicum) of the course as follows:
- Achieve a "C" or higher in the didactic portion
- Achieve a "Satisfactory" skills lab evaluation
- Achieve a "Satisfactory" practicum evaluation

Failure to achieve any one of these components results in failure of the course and therefore all components required in the course must be repeated (didactic, skills lab and practicum).

Practicum & Skills Lab Absence Policy (College of Nursing)

Practicum absence is only permitted for extenuating circumstances such as death in the family; illness of self or dependent with documentation from a medical doctor, physician's assistant, or nurse practitioner; hospital admission of self or dependent with documentation from a medical doctor, physician's assistant, or nurse practitioner; natural cataclysmic event; signs of infectious disease,

including temperature over 101°, vomiting, diarrhea, positive influenza, COVID-19, or strep throat test with documentation; mandated court appearance; military orders; or as determined appropriate by the practicum coordinator and program director. In the event of an extenuating circumstance occurrence the student is required to notify both their preceptor and practicum instructor by phone call, text, or email one hour, if possible, or as soon as possible prior to the designated start time. A no call/no show will result in an unexcused absence. If documentation of an extenuating circumstance can be provided, then a student's absence will be deemed excused. For the first excused absence, students will be required to make up the missed practicum time but no deduction in overall course grade will occur.

If documented extenuating circumstances cannot be provided, the absence will be considered "unexcused." Also, if students arrive at practicum inappropriately dressed, they will be sent home and the absence will be considered "unexcused." The first unexcused absence will result in a 5% deduction in the students' overall course grade at the end of the quarter and will require make-up of the missed practicum.

The missed practicum time must be made up with a practicum instructor at the practicum site or by completing an extensive assignment equaling the number of hours missed, as designated by the practicum coordinator. The student is responsible for scheduling and completing the make-up shift/assignment, since participating in all required practicum hours is necessary to be successful in the course and program. If the missed practicum shift is not made up, the student will fail the practicum experience, resulting in failure of NUR 419. The course will then need to be repeated in its entirety.

Upon the second practicum absence (excused or unexcused), the student will be removed from the practicum experience, resulting in failure ("F") for NUR 419 That course will then need to be repeated in its entirety.

Arriving Tardy to Practicum
For the purposes of this policy, "tardiness" is defined as arriving at the practicum site more than five (5) minutes but less than thirty (30) minutes past the designated start time. If a student is more than 30 minutes late to a practicum shift, they will be sent home and the missed practicum shift will be considered an absence.

If a student knows they are going to be late to practicum, they must call, text, or email both their preceptor and practicum instructor prior to the practicum start time. If a last-minute event occurs that keeps the student from arriving to their practicum on time, they must call, text, or email both their preceptor and practicum instructor as soon as is possible following this event. In either case, it is the student's responsibility to follow up until they receive confirmation from the instructor of receipt of their message.

Upon the first incidence of practicum tardiness, the student will receive a warning from their practicum instructor that a second, and any subsequent, practicum tardy will result in a 5% deduction in the student's overall course grade at the end of the quarter for each tardy past the first in that practicum. If a student compiles more than 3 practicum tardies in one course, they will fail the

practicum experience for unprofessionalism, resulting in failure of that course. That course will then need to be repeated in its entirety.

Student Illness or Injury in the Practicum Facility

1. **Student Illness:** If a student becomes ill in the practicum facility, the Practicum Instructor should be notified at once. **DO NOT** leave the area without the instructor's permission. The instructor will evaluate the situation and take appropriate action. If the instructor determines it is in the best interest of staff/patient safety or the student's health to have the student leave the practicum area, the student must leave the practicum facility. If an ambulance or other transportation must be called, **it is the student's financial responsibility.**

2. A student with a temperature of 101 degrees or above, nausea and/or vomiting, diarrhea or any other condition classified as contagious may not attend practicum. **Any hours missed must be made up.**

3. **Student Injury:** If a student is injured while in the practicum facility, the student must first notify the Practicum Instructor immediately. The Practicum Instructor will evaluate the injury and decide if the student should be seen on an emergent basis. If the student is deemed to require emergency assistance, the student shall be sent to the nearest emergency room (by ambulance, if needed) for evaluation and treatment. The Practicum Instructor will then notify the Practicum Coordinator of the incident. If the Practicum Instructor is unable to reach the Practicum Coordinator, they will then notify the Program Director of Nursing. The Practicum Instructor will obtain an incident report and return it to the school with all of the requested information within twenty-four (24) hours of the incident.

RN-BSN Full-Time and Part-Time Program Planners

Quarter	Course	Course Name	Credit Hours	Theory	Lab	Clinical	Total Clock Hours
Bachelor of Science Degree Nursing Program / Full-Time Course Sequence & Credits RN-BSN Completion Program							
Length: 18 months (6 quarters) Credit Hours: 180 Clock Hours: 1430							
General Education and Supporting Courses for ASN Degree							
	BIO103	Human Anatomy & Physiology	4	44	**0**	**0**	44
	BIO103L	Human Anatomy & Phys Lab	2	0	44	**0**	44
	BIO201	Medical Microbiology	4	44	0	**0**	44
	BIO201L	Med Microbiology Lab	2	0	44	**0**	44
	CHM211	Into to Gen, Org, & Bio Chem	6	44	44	**0**	88
	ENG101	Composition I	4	44	**0**	**0**	44
	ENG102	Composition II	4	44	**0**	**0**	44
	MTH101	College Mathematics	4	44	**0**	**0**	44
	PSY214	Intro to Psychology	4	44	**0**	**0**	44
	SOC214	Intro to Sociology	4	44	**0**	**0**	44
ASN Degree Program Block Credits			60				
		Total	**98**	**352**	**132**	**0**	**484**
RN-BSN Nursing Credits							
1st	MTH202	Intro to Statistics	4	44	0	0	44
	PSY274	Developmental Psychology	4	44	0	0	44
	Elective	Free Elective	4	44	0	0	44
		Total:	**12**	**132**	**0**	**0**	**132**
2nd	GEC220	Essential Strats for Applied Comm	4	44	0	0	44
	PHL344	Bioethics	4	44	0	0	44
	Elective	Free Electives	8	88	0	0	88
		Total:	**16**	**176**	**0**	**0**	**176**
3rd	NUR 310	Transition to BSN: Roles & Issues in Nursing (Module 1)	4	44	0		44
	NUR 311	Professionalism and Professional Identity (Module 2)	4	44	0	0	44
	NUR 312	Adv. Health & Physical Assessment (Module 1 & 2)	4	44	**0**	0	44
		Total:	**12**	**132**	**0**	**0**	**132**
4th	NUR 313	Person-Centered, Transcultural Healthcare (Mod 1)	4	44	0	0	44
	NUR 314	Quality Care and Patient Safety (Mod 2)	4	44	0	0	44
	NUR 319	Evidence-Based Nursing (Mod 1 & 2)	6	66	0	0	66
		Total	**14**	**154**	**0**	**0**	**154**
5th	NUR 412	Interprofessional Communication & Collab (Mod 1)	4	44	**0**	0	44
	NUR 415	Healthcare Technologies & Informatics (Mod 2)	4	44	**0**	0	44
	NUR 416	Systems-Based Management & Leadership (Mod 1 & 2)	6	66	0	0	66
		Total:	**14**	**154**	**0**	**0**	**154**
6th	NUR 417	Population Health (Mod 1)	4	44	0	0	44
	NUR 418	Nursing in Complex Healthcare Systems	4	44	0	0	44

			Credit Hours	Theory	Clock Hours Lab	Clinical	Total Clock Hours
		(Mod 2)					
	NUR 419	Senior Seminar & Practicum (Mod 1 & 2)	6	44	0	66	110
		Total:	**14**	**154**	**0**	**66**	**198**
		BSN Courses Total Hours:	**82**	**902**	**0**	**66**	**946**
		Program Total Hours:	**180***	**1254**	**132**	**66**	**1430**

*180 quarter credits equal 120 semester credits

Bachelor of Science Degree Nursing Program
Part-Time Course Sequence & Credits
RN-BSN Completion Program

Length: 24 months (8 quarters)		Credit Hours: 180		Clock Hours: 1430			
Quarter	Course	Course Name	Credit Hours	Theory	Clock Hours Lab	Clinical	Total Clock Hours
General Education and Supporting Courses							
	BIO103	Human Anatomy & Physiology	4	44			44
	BIO103L	Human Anatomy & Phys Lab	2		44		44
	BIO201	Medical Microbiology	4	44			44
	BIO201L	Med Microbiology Lab	2		44		44
	CHM211	Into to Gen, Org, & Bio Chem	6	44	44		88
	ENG101	Composition I	4	44			44
	ENG102	Composition II	4	44			44
	MTH101	College Mathematics	4	44			44
	PSY214	Intro to Psychology	4	44			44
	SOC214	Intro to Sociology	4	44			44
		Total	**38**	**352**	**132**	**0**	**484**
Associate Degree Nursing Block Credits			**60**				
1	MTH202	Intro to Statistics	4	44			44
	PSY274	Developmental Psychology	4	44			44
		Total	**8**	**88**	**0**	**0**	**88**
2	GEC220	Essential Strategies for Applied Comm	4	44			44
	Electives	Free Electives	4	44			44
		Total	**8**	**88**	**0**	**0**	**88**
3	PHL344	Bioethics	4	44			44
	Electives	Free Electives	4	44			44
		Total	**8**	**88**	**0**	**0**	**88**
4	NUR310	Transition to BSN: Roles & Issues in Nursing (Module 1)	4	44			44
	NUR311	Professionalism and Professional Identity (Module 2)	4	44			44
		Total	**8**	**88**			**88**
5	NUR312	Adv. Health & Physical Assessment (Module 1 & 2)	4	44			44
	Electives	Free Electives	4	44			44
		Total:	**8**	**88**			**88**
6	NUR313	Person-Centered, Transcultural Healthcare (Mod 1)	4	44			44
	NUR314	Quality Care and Patient Safety (Mod 2)	4	44			44
		Total	**8**	**88**			**88**
7	NUR319	Evidence-Based Nursing (Mod 1 & 2)	6	66			66
		Total	**6**	**66**			**66**
8	NUR412	Interprofessional Communication & Collab (Mod 1)	4	44			44
	NUR415	Healthcare Technologies & Informatics (Mod 2)	4	44			44
		Total	**8**	**88**			**88**

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9	NUR416	Systems-Based Management & Leadership (Mod 1 & 2)	6	66			66
		Total:	**6**	**66**			**66**
10	NUR417	Population Health (Mod 1)	4	44			44
	NUR418	Nursing in Complex Healthcare Systems (Mod 2)	4	44			44
		Total	**8**	**88**			**88**
11	NUR419	Senior Seminar & Practicum (Mod 1 & 2)	6	44		66	110
		Total:	**6**	**44**		**66**	**110**
		BSN Courses Total Hours:	**82**	**880**	**0**	**66**	**946**
		Program Total Hours:	**180***	**1232**	**132**	**66**	**1430**

*180 quarter credits equal 120 semester credits

Statement of Understanding

       I have received a copy of the RN-BSN Student Handbook and have read it in its entirety. I have been given the opportunity to ask questions and have my questions answered to my satisfaction. I understand that the RN-BSN Nursing Handbook is also a part of the syllabi for any course in the nursing program.

       I understand it is my responsibility to read the Handbook and be <u>accountable</u> for its contents.

Signature: _____

Printed Name: _____

Student ID #:   _____

Date: _____

I have read and understand the plagiarism policy as outlined in the Sullivan University Catalog. I certify that I will not cheat or plagiarize in the process of completing any assignments. If it is found that cheating and/or plagiarism did take place in completing an assignment, I understand the consequences of the act/s, which could include expulsion from Sullivan University College of Nursing.

Signature: _____

Printed Name: _____

Date: _____