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Welcome RN to BSN student!

Congratulations on your next step in advancing your nursing degree! All of us here at Bearcat Nation are excited that you have chosen to continue your educational journey with us. We would like to take this opportunity to tell you about the RN to BSN program that we have established here at the institution.

High standards are in place to promote quality-nursing education. The RN to BSN curriculum is designed in a way to foster academic success for those committed to achieving their educational goal. This handbook, in conjunction with the curriculum plan and quality educators, will help us to achieve our mutual goals.

The nursing department faculty and staff have developed this handbook as a guide for reference throughout the nursing curriculum. If you have questions or are in need of clarification on any of the information contained in this document, please do not hesitate to contact the nursing program. This handbook is an addition to published policies and procedures of the University. While the nursing student handbook references specific entities of the nursing program, the student should also be familiar with the Northwest student handbook for specific questions Northwest Student Handbook.

Our goal is to prepare you to provide nursing leadership, understand unique perspectives, apply respect and integrity, integrate scholarship and life-long learning practices, uphold excellence in our field, and ultimately ensure success! This statement outlines the values of the RN to BSN program using the acronym NURSES. You can find out more about the program’s mission, vision, values, and philosophy later in this document.

We wish you the best of luck through your courses here at Northwest! Please let us know if we can be of any further assistance. Go Bearcats!!

Brooke McAtee, MSN, RN
Director of Nursing

Revised August 2019
Nursing Program Faculty and Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
<th>Email</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darci Wray</td>
<td>Nursing Program Secretary</td>
<td><a href="mailto:dwray@nwmissouri.edu">dwray@nwmissouri.edu</a></td>
<td>660-562-1973</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brooke McAtee, MSN, RN</td>
<td>Director of Nursing</td>
<td><a href="mailto:bmcatee@nwmissouri.edu">bmcatee@nwmissouri.edu</a></td>
<td>660-562-1195</td>
<td></td>
<td>B.S.N. University of Missouri-Columbia</td>
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<td></td>
<td>M.S.N. University of Phoenix</td>
</tr>
<tr>
<td>Karen Albright, MSN, RN</td>
<td>Nurse Educator</td>
<td><a href="mailto:kalbright@nwmissouri.edu">kalbright@nwmissouri.edu</a></td>
<td>660-562-1194</td>
<td></td>
<td>B.S.N Graceland College</td>
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<td></td>
<td></td>
<td></td>
<td>M.S.N/WHNP University of Missouri-Kansas City</td>
</tr>
<tr>
<td>Dr. Machelle Skinner, DNP</td>
<td>Nurse Educator</td>
<td><a href="mailto:skinner@nwmissouri.edu">skinner@nwmissouri.edu</a></td>
<td></td>
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<td>B.S.N. Missouri Western State University</td>
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<td>DNP University of Missouri-Kansas City</td>
</tr>
<tr>
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<td>Adjunct Nursing Educator</td>
<td><a href="mailto:aventura@nwmissouri.edu">aventura@nwmissouri.edu</a></td>
<td></td>
<td></td>
<td>B.S.N University of North Carolina-Pembroke</td>
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<td>Ph.D. East Carolina University</td>
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</tbody>
</table>

Our offices are located in the Administration Building, Room 305 on the Northwest campus in Maryville, MO. While all of your courses are offered in an online environment, if you find yourself on campus, please do not hesitate to come by and visit! We encourage you to engage in physical campus activities throughout your educational journey.

Revised August 2019
Northwest Missouri State University RN to BSN Completion Program

“The Northwest Missouri State University Bachelor of Science in Nursing (RN-BSN), distance, program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.”

Program Description

This curriculum allows active nurses to complete a Bachelor of Science in Nursing degree. As a liberal arts degree, the program includes The Northwest Core and Institutional Requirements, as well as upper-division nursing courses. Successful completion of the program results in the conferral of the Bachelor of Science in Nursing degree.

Mission, Vision and Philosophy

The RN to BSN program’s mission, vision, philosophy, and values align with the School of Health Science and Wellness mission and vision along with the University mission, vision, and values.

<table>
<thead>
<tr>
<th>Mission, Vision, Values</th>
<th>University Statements</th>
<th>School of Health Science and Wellness Statements</th>
<th>Nursing Program Statements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Statements</td>
<td>Northwest Missouri State University focuses on student success – every student, every day.</td>
<td>The mission of the School of Health Science and Wellness is to collaboratively educate diverse health and wellness professionals through excellence in student-focused education, and profession-based experiences centered on the science of lifespan health and active living.</td>
<td>The RN to BSN program will provide an innovative, student-centered nursing education curriculum that prepares professional nurses with the ability to lead, care, and collaborate to meet the needs of a diverse population.</td>
</tr>
<tr>
<td>Vision Statements</td>
<td>We will be THE university of choice for a comprehensive, exceptional student experience.</td>
<td>The School of Health Science and Wellness will be the top choice for students seeking cutting-edge educational opportunities in the pre-professional and professional fields in Health Science and Wellness.</td>
<td>We will be the top education choice for nurses with the region and the nation seeking an innovative, student-centered educational opportunity.</td>
</tr>
<tr>
<td>Values</td>
<td>• Student success</td>
<td></td>
<td>Philosophy Statement and Values</td>
</tr>
</tbody>
</table>

Revised August 2019
We believe that the nursing profession is based on caring. We recognize that the nursing profession involves a patient-centered approach that involves recognizing diversity, evidenced-based practice, and collaboration. The nursing profession is ever evolving; nurses must be accountable for their own practice, be committed to a role of lifelong learning, and be prepared to integrate evidence-based practice initiatives.

The philosophy of the nursing program aligns with the institutional mission, vision, and values. While the philosophy is rooted in ensuring a learning environment that prepares students for the role of a nurse, the faculty also believes that other values are vital to a nursing student’s success; therefore, the program has formulated core values that provide a guide for program success and further alignment with the institution. We use the acronym NURSES to identify those values most important to our program.

<table>
<thead>
<tr>
<th>N- Nursing Leadership</th>
<th>We provide students with a way to obtain their role in the nursing profession. Faculty and staff encourage students to develop critical thinking and leadership qualities that can aid in personal and professional success.</th>
</tr>
</thead>
<tbody>
<tr>
<td>U- Unique and Diverse Perspectives</td>
<td>We provide students with the opportunity of advancing their education in a profession that highlights the importance of diversity. Faculty will provide a support system comprised of diverse backgrounds and skill sets and will utilize unique</td>
</tr>
</tbody>
</table>
teaching strategies to ensure students are prepared
to care for diverse patient needs.

R - Respect and Integrity
We ensure students adhere to the values of respect and integrity both in the classroom and in their professional roles.

S - Scholarship and Lifelong Learning
We encourage students to continue their pursuits of advanced education to enhance the nursing profession. Faculty and staff provide students with opportunities to develop a habit of lifelong learning.

E - Excellence
We pride ourselves on delivering an exemplary program that provides students with a high level of education with a student-centered focus.

S - Student Success
We are dedicated to seeing our students succeed and grow into safe and competent nursing professionals.
Expected Student Learning Outcomes and Curricular Program

Outcomes

The Northwest RN-to-BSN program used several key concepts from the mission statement in selecting the student learning outcomes and the developing the expected curricular outcomes. These key concepts are bolded in the mission statement below:
The RN to BSN program will provide an innovative, student-centered, nursing education curriculum that prepares professional nurses with the ability to lead, care, and collaborate to meet the needs of a diverse population.

Northwest Missouri State University RN to BSN expected student learning outcomes are derived from the Quality and Safety Education for Nurses (QSEN Competencies). The curricular program outcomes are identified below each QSEN competency and aligned with American Association of Colleges of Nursing Essentials of Baccalaureate Education for Professional Nursing Practice (BSN Essentials) and the National League for Nursing (NLN) Core Values. Upon successful completion of the RN to BSN program the student will meet the following outcomes.

Patient-Centered Care
The student will recognize the patient or designee as the full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.

Expected Curricular Program Outcomes
1. Apply nursing theories and concepts toward the role of a professional nurse (Essential I and Essential IX) (Value of Integrity and Value of Holism).
2. Evaluate principles of prevention and health promotion when providing care to individuals, families, and communities (Essential VII and Essential IX) (Value of Caring and Value of Excellence).

Teamwork and Collaboration
The student will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Expected Curricular Program Outcomes
3. Demonstrate effective professional communication and collaboration to provide quality client care (Essential VI and Essential IX) (Value of Caring, Value of Integrity and Value of Diversity).

Evidence-Based Practice
The student will integrate best current evidence with clinical expertise and participate in lifelong learning for delivery of optimal health care.

Expected Curricular Program Outcomes
4. Analyze research findings that influence evidence-based practice nursing (Essential III) (Value of Excellence).

Revised August 2019
5. Apply a process of lifelong learning in the development of one's self, nursing practice, and the profession (Essential VIII and Essential IX) (Value of Integrity and Value of Excellence).

Quality Improvement
The student will use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems.

Expected Curricular Program Outcomes
6. Analyze quality improvement processes and suggest changes based on research processes. (Essential II, Essential III and Essential IV) (Value of Excellence).

Safety
The student will minimize the risk of harm to patients and providers through both system effectiveness and individual performance.

Expected Curricular Program Outcomes
7. Use leadership skills and knowledge of healthcare policy, fiduciary responsibility, and regulatory systems to advance high quality, safe, professional practice (Essential II, Essential V, and Essential IX) (Value of Integrity and Excellence).

8. Integrate professional values, ethical, and legal aspects of nursing into one's professional practice (Essential VIII and Essential IX) (Value of Integrity and Value of Excellence).

Informatics
The student will use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

Expected Curricular Program Outcomes
9. Integrate health information technology into nursing practice to deliver quality client care (Essential IV and Essential IX) (Value of Excellence and Value of Diversity).

Nursing Coursework

The following courses comprise the 30 credit hours of nursing program requirements for RN to BSN students. Additional courses may be required to meet the institution’s bachelor’s degree requirements. Nursing courses are not included in Northwest’s textbook rental program because the program utilizes textbooks in courses across the curriculum. In addition, as a professional nurse textbooks and resources utilized can serve as an ongoing reference in your professional practice.

In addition to the nursing courses, students in Northwest Missouri State University's RN to BSN program are able to complete their Nurse Manager Certification through Sigma Theta Tau International modules integrated within their courses. Some textbooks are used in other courses.

Revised August 2019
Those resources are starred below to identify a reuse of the product. All courses will require an APA reference. You may utilize Northwest library APA resources or purchase the APA manual. APA formatting criteria are based on:

NURS 01-301 Theories and Models of Nursing (3 credit hours)
This course examines the theoretical foundation of the professional nursing practice. Emphasis is placed on the exploration of various nursing theories, models, and philosophies that can aid the professional nurse in effectively promoting health and making sound nursing decisions. Focus will be on the role expectation(s) for theoretical evidence-based professional nursing practice. Concepts and models for professional nursing practice are presented.

NURS 01-302 Professional Role Transitions (3 credit hours)
This course challenges the RN to BSN student to broaden their perspectives of their professional nursing role. Emphasis is placed on the student’s critical thinking skills and the importance of their personal and professional growth throughout this educational journey.
  Paperback ISBN: 9780133801316  
  eBook ISBN: 9780133595598

NURS 01-303 Nursing Law and Ethics (3 credit hours)
The course will examine and evaluate personal and ethical factors that influence a professional nursing career. Emphasis is placed on the legalities and ethical situations facing the nursing profession.
  ISBN 978-0-323-32892-0

NURS 01-311 Health Care Delivery Systems (3 credit hours)
This course focuses on the health care delivery system, how those systems affect nursing practice and the consumers of health care. Emphasis is placed on quality, safety, policy, insurance issues, technological resources, budgeting and the future of the nursing profession. This course seeks to enhance the administration and effectiveness of health care services.
Required Textbooks:
NURS 01-401 Leadership and Management in Nursing (4 credit hours)
This course focuses on the importance of leadership and management for the BSN level nurse. Emphasis is placed on the role of the nurse leader in various areas of health care. This course is designed to provide the professional nurse with the essential information and key skills that nurses must learn to succeed in today's healthcare environment.
***Includes an experiential learning experience- An application-based practice experience is required and may be completed in the workplace.

NURS 01-411 Health Assessment (4 credit hours)
This course reviews a systematic approach to the assessment of individuals and groups of all ages. Emphasis is placed on the pathophysiology and nutrition impact on each system, the cultural needs of clients, analysis and synthesis of data to differentiate between normal and abnormal states of health, health risk prevention strategies, and health promotion.
***Includes an experiential learning experience- An application-based practice experience is required and may be completed in the workplace.

NURS 01-421 Community Nursing (4 credit hours)
This course applies nursing concepts to the community environment. This course explores community epidemiology in relation to the environment. Emphasis is placed on the identification of resources that facilitate health promotion and illness prevention.
***Includes an experiential learning experience- An application-based practice experience is required and may be completed in the workplace.

NURS 01-481 Evidence-Based Nursing Practice (3 credit hours)
This course introduces evidence-based nursing practice and research methods used by professional nurses. Emphasis is placed on the evaluation of nursing research studies and the need for ethical research. Students will apply their knowledge of research to an evidence-based practice initiative.
• Students are required to purchase access to the EBR tool. The cost is $10 for 1-year of full access. Access is purchased by going to the website and following the instructions for creating an account. Website Link: The EBR Tool Homepage

NURS 01-454 Nursing Informatics (3 credit hours)
This course identifies the importance of information technology in nursing practice advancements and the influence those concepts have on health care outcomes. Emphasis is placed on learning how to
access information technology records and identifying current and future technological needs within the nursing field.

  o This course will utilize the Sherpath interactive learning program from Elsevier.  
  Students must purchase the Sherpath package to complete the course. Purchasing this item will provide access to the course content, the eBook and student resources.


**ATI- Sigma Theta Tau International (STTI) Nurse Manager Certification**

Our program researched ways to incorporate certification within our program curriculum. We found that the STTI Nurse Manager Certificate aligned with our program outcomes and those required skills of RN to BSN leaders in the field. For more information you may visit: [STTI information](#)  
Students will complete 16 modules that are integrated throughout the nursing coursework. Module assignments will be designated to a course within the nursing curriculum and grades will be assessed within that course for the completion of the assigned modules. Upon completion of the 16 modules, students will receive a nurse manager certification that does not require continuing education credits and does not have an expiration date. Students are obligated to pay $195 fee for the module access upon sign up.  
Students must register with ATI before completing a Nurse Manager Certification module. Please get this completed in your first 2 weeks of entering your first course. The instructions to complete this sign up process is located in you Northwest Nursing Canvas site and within the first few nursing courses.
Quality Nursing Education

The RN to BSN program was approved by the Board of Regents in 2017. The nursing program is accredited by the Higher Learning Commission and is pursuing nursing accreditation. The RN to BSN program was granted pre-accreditation status by the Commission for Nursing Education Accreditation (CNEA) February 2019. Dependent on the student’s future educational plans, a degree from a nursing accredited program may be required. Please discuss future educational pursuits with an RN to BSN advisor to develop a plan that benefits your future goals! Faculty and staff have worked diligently to create an RN to BSN program that fulfills the educational needs of professional nurses. We pride ourselves on student success by helping each student meet their goals!

RN to BSN Program Curriculum Plans

The following courses comprise the 30 credit hours of nursing program requirements for RN to BSN students. Additional courses required to obtain a bachelor’s degree in nursing from Northwest are identified below.

In addition to the nursing courses, students in Northwest Missouri State University’s RN to BSN program are able to complete their Nurse Manager Certification through Sigma Theta Tau International modules integrated within their courses.

### Required Nursing Courses (30 Hours)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NURS 01-301</td>
<td>Theories and Models of Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-302</td>
<td>Professional Role Transitions</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-303</td>
<td>Nursing Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-311</td>
<td>Health Care Delivery Systems</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-401</td>
<td>Leadership and Management in Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NURS 01-411</td>
<td>Health Assessment</td>
<td>4</td>
</tr>
<tr>
<td>NURS 01-421</td>
<td>Community Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NURS 01-454</td>
<td>Nursing Informatics</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-481</td>
<td>Evidence Based Nursing Practice</td>
<td>3</td>
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</tbody>
</table>

### Northwest Core Requirements (44 Hours)

<table>
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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>BIOL 04-102</td>
<td>Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 04-103</td>
<td>Biology Lab</td>
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<tr>
<td>PSYC 08-103</td>
<td>General Psychology</td>
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<tr>
<td>ENGL 10-111</td>
<td>Composition I: Literacy</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 10-112</td>
<td>Composition II: Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 10-220</td>
<td>Intro to Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 17-114</td>
<td>General Stats</td>
<td>3</td>
</tr>
<tr>
<td>COM 29-102</td>
<td>Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>HIST 33-155</td>
<td>The United States to 1877</td>
<td>3</td>
</tr>
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<td>POLS 34-102</td>
<td>Intro to American Government</td>
<td>3</td>
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<tr>
<td>PHIL 39-276</td>
<td>Biomedical Ethics</td>
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</tr>
<tr>
<td>SOC 35-101</td>
<td>Sociology</td>
<td>3</td>
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</table>

Revised August 2019
The courses listed above are not the only courses that satisfy the requirements for the Northwest core courses required for a bachelor's degree; however, the courses listed are offered in the online 7-week format.

Please check here for additional Northwest Core Course Requirements Northwest Missouri State University - Northwest Core - Knowledge Areas and Courses **Students may meet these requirements utilizing other transfer courses taken at other institutions.

### Institutional Requirement (3 Hours)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS 44-130</td>
<td>Computers &amp; Info Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

### Nursing Course Credit (43 Hours)

Each college has varying credit hours in their associate degree nursing programs; therefore, Northwest will award students with nursing course credit for providing their registered nursing license. Proof of licensure must be provided to the admissions office by the end of their first semester.

Registered Nursing License 43

### Total Credit Hours for BSN degree: 120

**Advisement Process**

You are assigned an advisor in the nursing department. The advisor will reach out to you to set up an advisement time to discuss your degree plan. The RN to BSN curriculum offers seven-week courses. You must complete the 30 credit hours of nursing courses, in addition to the Northwest core and institutional courses established by the University to meet bachelor's degree requirements. Therefore, your degree plan is personalized to meet your needs. The program may be completed in 12 months for a full-time enrolled student. If you are a part-time student you may complete coursework in two years. If you have questions regarding registration please see the Northwest Nursing Canvas course or contact the nursing program advisor.

When a student is preparing to graduate the university will send an email identifying that they need to apply. It is the student’s responsibility to ensure the graduation checklist is completed Graduation Checklist

Revised August 2019
Academic Standards

Grading in Nursing Courses
A minimum grade of "C" is required for all courses codes NURS courses in the nursing program curriculum to advance to the next course.

Nursing Grading Scale

Northwest Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>68 and below</td>
</tr>
</tbody>
</table>

Students must achieve a C or above in NURS course codes to ensure student outcomes are met. Students must pass with a D in all other course work to satisfy Northwest bachelor’s degree requirements. If courses are not passed with the required grade please see repeating courses information below.

All grades are calculated and will NOT be rounded.

Superseding Grades/ Repeating Courses
A student who has received a grade of “C”, “D” or “F” in a course may repeat a course in an effort to raise the grade, provided in the meantime the student has not completed a more advanced course for which the repeated course is a prerequisite. A student may supersede a given class at most two times, providing up to three opportunities to complete the given class. When a course is repeated, all of the grades will appear on the student’s record, but only the highest grade earned will be used in determining the cumulative grade point average. A petition for superseding, available online through CatPAWS, must be completed online prior to registration for the course. Students will register for superseding courses during the normal registration period.

Experiential Learning Experiences
You will complete experiential learning experiences in the courses of Health Assessment, Community Nursing, and Leadership in Management. The American Association of Colleges of Nursing (AACN) RN to BSN task force acknowledged the importance of experiential learning in its 2012 white paper (AACN, 2012). Described as those that are cognitively complex and transition students to higher levels of proficiency, experiential learning activities are appropriate for “organization/systems understanding, leadership development, evidence-based practice, information management and integration of technologies into practice, inter-professional collaboration and communication, clinical prevention and population health, comprehensive assessment, and quality improvement strategies (AACN, 2012, p.2).

Benefits of Experiential Learning
Through experiential learning, faculty can provide students with authentic learning experiences that measure the achievement of key student outcomes in a manner consistent with real-world practice. These activities typically emulate real-world encounters and include baccalaureate skills prepared nurses need to incorporate into practice. In addition, experiential learning tends to improve student
engagement with course content, promote faculty-student interaction, and deepen student learning (Hill, 2017). Experiential learning allows students to assume a new professional role, improve autonomy (Rodríguez-García, Medina-Moya, González-Pascual, J.L., & Cardenete-Reyes, 2018), increase knowledge, and grow confidence, all of which lead to more informed decision making (Gilbert, Banks, Houser, Rhodes, & Lees, 2014).

If you would like to read more about the research and added benefits of experiential learning experiences within an RN to BSN program, please see the experiential learning experience article found in the documents area of the Northwest Nursing Canvas course.

As an RN to BSN students, you will be asked to complete experiential learning experiences that promote the application of information learned to care for clients and promoting leadership in the field. Students can accomplish these experiential learning experiences through various strategies; however, if a student would like to utilize a healthcare organization for experiential learning experiences, articulation agreements with that institution may be required. It is the responsibility of the student to ensure this document is in place before completing a learning experience at the institution.

- Students who choose to utilize a healthcare organization to complete learning experiences may be required to submit additional documentation including background and drug screening. The cost of the background and drug screening is the responsibility of the student. The registration information for the screening is included in your nursing orientation module and will not be required until the semester before a learning experience course (Health Assessment, Community in Nursing, and Nursing Leadership).
- Students who choose to utilize a healthcare organization to complete learning experiences may be required to provide additional documentation such as: a signed HIPPA form provided by the facility and/or verification of immunization status.

Affordable Tuition

RN to BSN program tuition rate

Financial Assistance

Student Program and Institutional Responsibility

Northwest RN to BSN students must:

- Ensure you have completed the health form for the University wellness, the Health History form is here.

Submit the health form using the following information. 800 University Drive Maryville, MO 64468; fax: 660.562.1585
Email: health@nwmissouri.edu or call 660.562.1348 with questions

- Ensure your RN license is current and unencumbered during your coursework here at Northwest.
- Students must have proof of their Registered Nursing license at the end of their first semester of nursing coursework. – please email your nursing license number to NWNursing@nwmissouri.edu
- Review the Northwest Policy Library webpage for important information Welcome | Policy Library | Northwest
- Review the policies on p. 14-15 of the student handbook

Revised August 2019
• Sign and return the student handbook page identifying that you have read and understood the material within this document.

**Getting Started**

• You have access to the following orientation courses approximately a week before courses start.
  o Review the modules in the **Northwest Nursing E-Lounge** course site in Canvas. This course site is where the program will update you on any new policies procedures and answer questions you have regarding the program.
  o Complete the Module titled: Required Tutorials
  o Review the modules in the **Welcome to Northwest Online Orientation** course site in Canvas. This course site reviews tools that Northwest offers online students.
  o Don’t worry; we do not expect you to remember everything in these modules. They are provided so that you can refer back to them along your journey.

• Study and devote time and energy to learning the information that will be pertinent to your profession
• Reach out to the instructors if you have questions or concerns (We are here for you!)
• Enjoy Learning!

**Student Resources**

The Northwest RN to BSN program offers various resources to aid in your educational success. Table 1 identifies various resources you may utilize during your journey. If there is an area not identified that you need, please contact our office. **The nursing program requires written and verbal communication in English.** **If you are an English as a Second Language (ESL) Student and believe that this could hinder program success, please contact the nursing program Director immediately.**

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<th>Table 1: Student Services</th>
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**Policies**

Revised August 2019
It is important for you to be aware of the nursing program policies and policies used throughout the University. Below is information regarding the Nursing program policies and links to University policies. Policy changes within the RN to BSN program will be communicated to students within 30 days of the policy implementation via the Nursing e-lounge and student email. Your signature on the handbook page acknowledges your review of the policy information.

Nursing Program Policies

Grading

A minimum grade of “C” is required for all NURS courses in the nursing program curriculum to advance to the next course. A student may supersede a given class at most two times, providing up to three opportunities to complete the given class. If a “C” is not achieved after the third opportunity, the student will be unable to progress with program requirements.

When a course is repeated, all of the grades will appear on the student’s record, but only the highest grade earned will be used in determining the cumulative grade point average. A petition for superseding, available online through CatPAWS, must be completed online prior to registration for the course. Students will register for superseding courses during the normal registration period.

All grades are calculated and will NOT be rounded. The student must complete course work with a 2.0 GPA or higher to meet the University’s graduation requirements.

Licensure

All current and former nursing licenses must be unencumbered/unrestricted at the time of application and remain unencumbered/unrestricted until graduation from the RN-BSN program. If your license becomes encumbered, it is your responsibility to notify the nursing program. The student will be unable to continue NURS coded courses until the student is able to provide documentation of an unrestricted/unencumbered license.

Students enrolled in the NURS 01-411 Health Assessment and NURS 01-401 Leadership and Management in Nursing courses are required to submit a copy of their NURSYS license report to the nursing program to continue enrollment. Please follow the directions below. The program must have verification of an unencumbered license in the states that the nurse is licensed to practice within the first week of each course. If the license is not sent to the program within the designated period, students may be unable to continue coursework and may be dismissed from the program.

Reminder: An unencumbered RN license is required for students to continue coursework and graduate from the nursing program.

2. Click: I agree
3. Provide the information requested- Last name or license number- make sure that state is identified in the report.
4. Click view report

Click to email report: Enter the email: NWnursing@nwmissouri.edu

Health Form

If the student has a scheduled experiential learning experience with a healthcare facility the student may meet the guidelines set by the organization regarding immunization requirements.

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HIPAA
Students may be asked to sign a HIPPA agreement for experiential learning experiences per facility request.

Background and Drug Screening
Students may be asked to complete a background check and drug screening prior to an experiential learning experience per facility request. The nursing program has access to Castlebranch at the student’s request.

Policy Change Communication
Policy changes within the RN to BSN program will be communicated to students within 30 days of the policy implementation.

Communication
Course Communication Policy
Communication throughout the nursing courses will be conducted through postings in the announcement section of the Northwest online site as well as through email. It is the expectation that students in the course check their announcements and emails on a daily basis. Students must communicate using their Northwest email account. Nursing courses will enable students to ask questions through the Ask your Instructor discussion area. In addition, the nurse educator may provide zoom meetings to allow students opportunity to ask questions about the course. Instructors will respond to student questions within 48 hours.

Course Communication Guidelines (Netiquette)
“Netiquette” is network etiquette, the do's and don'ts of online communication. Netiquette covers both common courtesy online and the informal "rules of the road" of cyberspace. The welcome to Northwest Online Orientation canvas course has an area that identifies the elements of netiquette. For more information, a link is provided on the core rules of participation in an online class.
http://www.albion.com/netiquette/corerules.html

Additional Policy Information
Northwest Missouri State University house all University specific policies at the website within the University Policy Library https://www.nwmissouri.edu/policies/ Students are able to perform a policy search in this area or they can click on a particular category of the policy. The following are only a few of those policies referenced. While the nursing program has made efforts to align policies with the institution there have been some areas identified where program requirements exceed college policies. A table is provided in the Nursing E-lounge that identifies policy differences between the university and the nursing program. The table shows the college policies, nursing policy, and the rationale for exceptions.

Online Learning Policy
Non-Discrimination and Anti-Harassment Policy and Procedures
Northwest Grievance Policy
Code of Academic Integrity- Cheating and Plagiarism

Revised August 2019
Student Conduct
What students need to know about FERPA
FERPA Guidelines
Referral Letter Requests- you must fill one out for faculty or staff to give a reference
Special Accommodations Policy
***Additional University policies may be found in the University Policy Library

Graduation

Every student must apply for graduation. The student may apply for graduation up to two semesters prior to the graduation date identified on the student’s academic plan. If you unsure of your anticipated graduation date, please contact your advisor. Please visit the graduation checklist area of the website to ensure all steps of the graduation process is completed. Graduation Checklist

Northwest Student Involvement

As an online student, we want you to be aware of the role you play at Northwest Missouri State University. We encourage you to be as active in student life at Northwest as you desire. We have included a link to the student calendar for any upcoming events or important dates Northwest Missouri State University Calendar

We encourage you to attend Northwest athletic and performing arts events if you are close to campus.

We also encourage students to be involved in student governance. Here is a link to the Northwest website to find out more. Student Senate Although student senate meets on the Northwest campus, you will have access to the recorded senate meetings at their Facebook page Northwest Senate Facebook page. This information is also accessible in your Northwest Nursing Canvas course.

Nursing Program Involvement

Nursing Program Meetings:
The nursing program holds monthly department meetings. Students are welcome to send agenda items to a member of the nursing faculty and staff. Students can request to attend the program meetings to obtain information. Meeting minutes of the program meetings will be shared with students with the redaction of personal student information on the Northwest Nursing Canvas course.

Advisory Committee Meetings:
The nursing program also holds advisory committee meetings with members of various healthcare and educational institutions three times a year (July, November, and March). All students are invited to participate in these meetings; however, if students are unable to attend, minutes will be placed in the Northwest Nursing Canvas course.

QI Team:

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As a student in the RN to BSN program, you are a member of the nursing programs continuous quality improvement team! As nurses, you should understand the importance of continuous quality improvement (CQI), this element of CQI also exists within nursing education. Throughout your time at Northwest, you will be asked to suggest a quality improvement initiative for the program. We want to hear from students on what we can do better. Students will share their ideas with the faculty and staff regarding quality improvement ideas in the Northwest Nursing Canvas course.

As you progress through your courses take note of what could have helped you along your journey. We seek to be the best RN to BSN program nationwide; however, we must have your help to accomplish this goal! The RN to BSN program utilizes the P-D-S-A model to aid in quality improvement initiatives. Updates to quality improvement initiatives will be posted in the Northwest Nursing Canvas course.

Follow Us on Social Media
Northwest RN to BSN program on Facebook: https://www.facebook.com/NWMSURNTOBASN/
Northwest RN to BSN on Twitter: https://twitter.com/NWMSUNursing
School of Health Science and Wellness on Facebook: https://www.facebook.com/nwmsuhsaw/
Northwest Facebook: https://www.facebook.com/nwmissouri/
Northwest Instagram: nwmostate
Northwest Twitter: https://twitter.com/NWMOSTATE

References


Revised August 2019
Verification of Understanding

I, ___________________________________________, hereby certify that I have read the Student Nursing Handbook and College Catalog for the academic year of 2018-2019. I realize my signature indicates that I understand that I am responsible for and will be held accountable to the standards and guidelines therein. I understand the process and have had the opportunity to ask questions for clarification. Failure to comply with the policies/guidelines may result in disciplinary action and/or dismissal from the program.

_______________________________________________
Applicant Signature

_______________________________________________
Date

RN License Number: __________________________

State Issued: ________________________________

**You may use a digital signature but the signature sheet must be sent from your Northwest student email account to NWNursing@nwmissouri.edu**