
School of Nursing

RN-BSN Student Handbook



The School of Nursing RN-BSN Student Handbook policies supersede all previous policies.

Effective for all starts on or after August 23, 2026

Education with a Christian Purpose



*we believe.
you belong here.*

**COMPASSION
EXCELLENCE
INTEGRITY**

TABLE OF CONTENTS

SCHOOL OF NURSING PROGRAM FOUNDATION	4
HISTORY OF THE NURSING PROGRAM	4
ACCREDITATION	5
MISSION, VISION, VALUES, PHILOSOPHY	5
SCHOOL OF NURSING GOALS	5
RN-BSN PROGRAM OUTCOMES	6
PREVIOUS RN-BSN PROGRAM OUTCOMES	6
BENCHMARK ASSIGNMENTS	7
GRADUATION REQUIREMENTS	7
PROGRAM EVALUATION	8
ALUMNI SURVEY	8
DEGREE REQUIREMENTS AND PROGRAM PLAN	8
COURSE DESCRIPTIONS	9
ACADEMIC PLAN OF STUDY – DEGREE CHECKLIST	9
TRANSFER CREDIT POLICY	9
ADMISSIONS, PROGRESSION, AND RETENTION POLICIES	10
ADMISSION REQUIREMENTS AND POLICIES	10
ADMISSION TO THE RN-BSN TRACK	10
STUDENT REQUIREMENTS	10
DIPLOMA PROGRAM GRADUATE	10
READMISSION POLICY FOLLOWING POSITIVE DRUG SCREENING	11
PROGRESSION AND RETENTION AND ACADEMIC POLICIES	11
NURSING COURSE PROGRESSION POLICY	11
GRADE APPEALS	12
ACADEMIC POLICY APPEALS	12
GRIEVANCE POLICY	12
SCHOOL OF NURSING PROCEDURE	12
ACADEMIC PROBLEM-SOLVING CHAIN OF COMMAND	13
TEACHING/LEARNING PRACTICES	13
DIGITAL LITERACY SKILLS REQUIRED	13
TECHNOLOGY REQUIREMENTS	14
GENERAL RN-BSN COURSE INFORMATION	14
NURSING GRADING SCALE	14
PRIOR LEARNING CREDIT	15
MODIFICATION OF SYLLABUS	16
COURSE AND DISCUSSION FORUM INFORMATION	16
ONLINE COURSE WEEK – START AND END DATES	16
ASSIGNMENTS	16
LATE WORK POLICY – NURSING	16
EXTRA CREDIT	17
COURSE ACTIVITIES	17
DISCUSSION REQUIREMENTS	17
DISCUSSION FORUM CODE OF CONDUCT	17

PROFESSIONALISM	18
CODE OF PROFESSIONAL CONDUCT	18
PROFESSIONAL CONDUCT AND EXPECTATIONS	18
PROFESSIONAL ATTRIBUTES	18
SANCTIONS AND DUE PROCESS FOR VIOLATIONS OF PROFESSIONALISM	20
ETHICS/PLAGIARISM	20
ARTIFICIAL INTELLIGENCE (AI)	21
TURNITIN (TII) POLICY	21
KALTURA	22
PROPRIETARY TRADEMARK	22
CLINICAL POLICIES AND INFORMATION	23
CLINICAL GUIDELINES	23
CLINICAL COMPLIANCE	23
DRUG SCREENING POLICY	24
“FOR CAUSE” DRUG SCREENING	24
CRIMINAL BACKGROUND CHECKS	25
SAFETY GUIDELINES FOR CLINICAL SETTINGS	25
STUDENT EXPECTATIONS IN THE CLINICAL SETTING	26
CONFIDENTIALITY	26
PATIENT INFORMATION IN THE CLINICAL SETTING	26
PRIVACY AND CONFIDENTIALITY UNDER THE THEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1995 (HIPAA)	26
STUDENT UNIFORM	27
HEALTH INSURANCE	27
LIABILITY INSURANCE	27
ACADEMIC SUPPORT SERVICES	28
DISABILITY SUPPORT SERVICES	28
BENNER LIBRARY	28
APA GUIDANCE	28
TURNITIN TUTORIALS	29
EDUCATION RESOURCES	29
FAITH INTEGRATION	29
HEALTH AND WELL-BEING	29
SHARED GOVERNANCE AND STUDENT ORGANIZATIONS	30
SIGMA THETA TAU	30
ADDITIONAL POLICIES AND INFORMATION	31
EMAIL ETIQUETTE	31
TELEPHONE DIRECTORY	32
AMERICAN NURSES ASSOCIATION	33
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	34

NURSING PROGRAM FOUNDATION

History of the Nursing Program

The vision for a baccalaureate nursing program at Olivet Nazarene College began in 1959 but was initially deemed unfeasible. Renewed interest in 1966, following the closure of St. Mary's Hospital diploma program, led the Board of Trustees to approve development of the program. Faye Riley was appointed as the first chair, and the inaugural class enrolled in fall 1967.

Early classes met in various campus buildings until a generous gift from Mr. and Mrs. Gerett Wisner and a federal grant funded construction of Wisner Hall for Nursing Education, which was dedicated in February 1970 and first used for classes in 1971. Wisner Hall provided four classrooms, a student lounge, a resource center, and the Evelyn Witthoff - Geraldine Chappell auditorium. Wisner Hall has received progressive advancements in technology and equipment, including a Virtual Learning Center (VLC), high fidelity simulation manikins, and 50 computer stations for testing and study. In 2020, due to the generosity of Mr. and Mrs. Rick Dykhouse, Wisner underwent major renovations including an entirely updated VLC, student lounge, auditorium, and reconfigured classrooms.

The Department of Nursing became a Division in 1977, earning National League for Nursing approval in 1979 and later CCNE accreditation in 2002. Program growth included the RN-BSN track (1991) and the launch of a Master of Science in Nursing program (2000), which expanded to include tracks in leadership (2007), education (2007), family nurse practitioner (2011), and a post-graduate APRN certificate (2013). Accelerated BSN and combined degree options were introduced between 2012 and 2016, though some were later closed due to enrollment trends.

The Kappa Sigma Chapter of Sigma Theta Tau International, the Nursing Honor Society, was established on May 12, 1984. This was through the hard work and dedication of the first Chapter President, Sue Davison, and the Executive Board Members, VP-Margaret Frogge, Treasurer-Marvina Eckert, Secretary-Brenda Johnson, and Faculty Advisors-Leann Eaton and Amy Golyshko. Organizational restructuring shifted nursing from a department to a school in 2020 under the College of Professional Studies. Recent developments include new certificate offerings and a pivot in 2025 toward a Master's in Nursing Education and Leadership and post-BSN certificate, reflecting ongoing commitment to innovation and excellence in nursing education.



The RN-BSN track in the School of Nursing at Olivet Nazarene University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

ACCREDITATION HISTORY

The Division of Nursing received full approval from the National League for Nursing in 1979, which remained in effect until June 2002. The program applied to the Commission for Collegiate Nursing Education (CCNE) in 1997, achieving preliminary approval that year and accreditation in 2002.

In May 2005, the MSN program's Continuous Improvement Progress Report was approved and in November 2006, the MSN program underwent a CCNE review, resulting in accreditation.

In Fall 2016, the Department of Nursing hosted an on-site visit, earning initial accreditation for the Post-Graduate APRN Certificate and reaffirming full accreditation for both the Baccalaureate and Master's programs. The next scheduled site visit is planned for Fall 2026.

SCHOOL OF NURSING (SON) MISSION:

The mission of the School of Nursing is to provide nursing education that cultivates Christ-centered nurses. We are committed to equipping our students to be practice-ready, empowering them with the knowledge, skills, values, and attitudes necessary to care for diverse populations across the lifespan and navigate complex healthcare environments with compassion, integrity, and excellence.

SON VISION:

The vision of the School of Nursing is to prepare practice-ready nurses that exhibit Christ-like characteristics in all interactions and environments. Graduates will be equipped to expand their sphere of service and influence. We seek to develop leaders that will continue personal and professional development, serve their communities, and advance the profession of nursing.

SON VALUES:

- Compassion - (Compassion for self and others!)
- Excellence - (Engaging in Excellence)
- Integrity - (Consistently honest, ethical and trustworthy)

SON PHILOSOPHY:

Through our holistic approach to education, the philosophy of the School of Nursing is to collaboratively work with students to attain identified nursing competencies. Our aim is to foster a stimulating learning environment that promotes intellectual curiosity, student engagement, innovative thinking, and a commitment to personal, professional, and spiritual development.

SON GOALS:

1. Design, implement, and continuously evaluate an innovative curriculum that integrates biblical principles, essential nursing competencies, data-driven insights, evidence-based practices, and is structured to meet or exceed current accreditation standards.

2. Prepare students to be practice-ready; equipped with comprehensive knowledge and critical thinking skills to meet professional competencies, while enabling them to excel in diverse settings and engage in lifelong learning.
3. Foster the development of Christ-like attributes, grounded in compassion, humility, integrity, excellence, and servant leadership modeling these qualities in all professional interactions.
4. Create an engaging, collaborative learning environment that stimulates intellectual curiosity and critical thinking, promotes reflective practice and interprofessional collaboration, and provides expanded opportunities to serve God and humanity through service learning and community engagement.
5. Structure educational opportunities to strengthen professional and leadership competencies, equipping students to navigate and influence complex and dynamic healthcare environments.

RN-BSN PROGRAM OUTCOMES (Beginning August 23, 2026):

Graduates are prepared to be practice-ready nurses and contributing members of the discipline, to promote, maintain, and restore the health of clients in a variety of settings.

- I. Serve God and humanity in various nursing roles and settings with compassion, excellence, and integrity. (AACN Domains: 2, 9, 10)
- II. Integrate ethical principles into nursing practice by advocating for all persons using moral courage, Christ-centered compassion, and respect. (AACN Domains: 1, 2, 6, 9, 10)
- III. Engage in personal, professional, and leadership development. (AACN Domains: 1, 4, 6, 7, 9, 10)
- IV. Implement the required knowledge, skills, values, and attitudes from nursing and the liberal arts to competently provide care for diverse individuals and populations across the lifespan. (AACN Domains: 1, 2, 3, 4, 5, 7, 8, 9, 10)
- V. Navigate complex healthcare systems by proactively coordinating resources to provide safe, quality, and equitable care to diverse populations. (AACN Domains: 3, 5, 6, 7, 8, 9)
- VI. Prioritize safe nursing care and quality improvement using clinical judgment and evidence-based principles to promote health, reduce risk potential, and optimize outcomes. (AACN Domains: 1, 2, 3, 4, 5, 6, 8)
- VII. Collaborate through effective communication with individuals and the interprofessional team through verbal and written modalities, using current and innovative technologies. (AACN Domains: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10)

PREVIOUS PROGRAM OUTCOMES (Effective for core starts Fall 2025 & Spring 2026):

The goals of the RNBSN nursing major are to prepare graduates to:

- I. Serve God and humanity in diverse roles and settings with respect and compassion. (AACN Domains: 2, 9, 10)
- II. Integrate Christian faith through ethical nursing practice. (AACN Domains: 1, 2, 5, 9, 10)
- III. Articulate the value of professional development and evidence-based practice while preparing to be a lifelong learner. (AACN Domains: 1, 4, 6, 7, 9, 10)
- IV. Assimilate knowledge, skills, and attitudes from the liberal arts into nursing practice to competently care for diverse populations. (AACN Domains: 1, 2, 3, 6, 9, 10)

- V. Demonstrate the development of leadership skills as a professional, accountable, collaborative change agent within a multifaceted health care environment. (AACN Domains: 1, 4, 6, 8, 9, 10)
- VI. Utilize nursing judgment to advance nursing practice. (AACN Domains: 1, 2, 5)
- VII. Communicate effectively through verbal and written modalities, using current and innovative technologies. (AACN Domains: 4, 8, 9, 10)

BENCHMARK ASSIGNMENTS (To be determined)

Throughout the RN-BSN track, we recommend students maintain a record of their benchmark assignments. These assignments may be beneficial to students when interviewing for jobs. We highly recommend that students edit these assignments after receiving instructor feedback before adding them to their portfolio in Project Concert.

RN-BSN Program Outcome Alignment to Benchmark Assignments

Program Outcomes	Benchmark Assignment	Related Course
	To be determined	

GRADUATION REQUIREMENTS

Baccalaureate degrees offered by the university are awarded upon successful completion of the appropriate curriculum and general education courses, and other graduation requirements. The following requirements apply to the RN-BSN degree:

- A minimum cumulative grade point average of 2.75.
- A minimum of 30 hours of credit in upper-division courses (courses numbered 300 or above).
- Completion of the General Education studies required by the University.
- Completion of the RN-BSN core curriculum as specified by the School of Nursing.
- Completion of supporting courses as specified by the School of Nursing.
- Students must meet all minimum requirements for graduation, including 120 total hours and 30 upper-division (300-400 level) hours.
- The student must file an application for the BSN degree with the Registrar six months prior to the expected date of graduation.
- Students completing their program by August 15 in a given year will be automatically enrolled in a graduation course for commencement in May of **that** year.
 - Students completing their program after August 15 will be eligible to attend the commencement ceremony **the following May**. Students will automatically be enrolled in a graduation course.
 - For further clarification or questions, contact your advisor.
- Other University requirements (i.e., financial).

PROGRAM EVALUATION

Assessment is a vital component of the teaching-learning process and reflects our commitment to excellence, integrity, and continuous improvement. Grounded in our program's mission and values, assessment is used not only to measure student achievement but also to foster personal, professional, and spiritual growth.

The assessment process involves the intentional observation and evaluation of each student's academic performance based on clearly defined criteria outlined in each course syllabi. Faculty feedback plays a critical role in this process, offering students meaningful insights that support reflection, development, and lifelong learning.

Program-level assessment provides evidence of effectiveness to faculty, stakeholders, and the broader community. Achievement of program outcomes is evaluated through multiple measures, including course-based assessments, standardized examinations, and student feedback on learning experiences. These data are analyzed in aggregate to inform curriculum development, ensure alignment with program outcomes, and uphold the highest standards of academic quality and student success.

POST GRADUATION ALUMNI SURVEY

Graduates can expect to receive a nursing alumni survey by email six months and one-year post-graduation. Information obtained will be used in program evaluation and to update files. Participation is strongly encouraged.

DEGREE REQUIREMENTS AND PROGRAM PLAN

The material contained in this section is informational only and does not constitute a contract between the student and the University. At the time of publication, the information is complete and accurate to the best of our knowledge. However, the School of Nursing reserves the right to revise information, requirements, or policies; amend rules; alter regulations; and change financial charges at any time in accordance with the best interests of the institution.

The School of Nursing and Graduate and Continuing Studies team also reserves the right to determine the acceptable number of students in each course. *If an insufficient number of students enroll in a course, the Graduate and Continuing Studies team reserves the right to cancel the course, change the start date of the course, and/or assign a different professor.*

The nursing curriculum builds on a broad liberal arts foundation and is supported by behavioral and life science courses. Nursing students progress from professional identity as a baccalaureate nurse to self-care to hospice and palliative care and address individuals, families, and communities as clients. Admission to general education courses can be made every 8 weeks, subject to course availability. Enrollment in the core program can be accomplished in the Spring and Fall each year.

NURSING COURSE DESCRIPTIONS

The RN-BSN Course Descriptions are available in the Catalog at catalog.olivet.edu > Course Descriptions-Graduate & Online Undergraduate

ACADEMIC PLAN OF STUDY (RN-BSN Degree Check-list)

BSN Degree Evaluation Sheet - 2026

General Education Requirements	Gen Ed Requirements Continued												
<u>Spiritual Literacy – 11-12 hours</u> Christianity – 9 hours ___ THEO 110 Intro to Christianity* (3) ___ BLIT 210 Christian Scriptures (3) ___ CMIN 310 Christian Living (3) *Students transferring in 45+ hours do not have to take this course Stewardship – 2-3 hours ___ FAC 126 Nutrition (3) <u>Scientific Literacy – 9 hours</u> Math – 3 hours ___ MATH 103 Math for Liberal Arts (3) ___ MATH 117 Finite Math w/Business Application (3) ___ MATH 120 Intro to Statistics (3) ___ MATH 147 Calculus I (3) Natural Sciences – 6 hours <u>Biological Science:</u> ___ BIO 356 Microbiology & Lab (4) <u>Physical Science:</u> ___ CHM 101 Chemistry & Lab (4) <u>Communication Literacy – 9 hours</u> Writing – 6 hours ___ ENG 109 College Writing I (3) ___ ENG 200 College Writing II (3) Speaking – 3 hours ___ COM 105 Oral Communication (3) <u>Cultural Literacy – 12 hours</u> Humanities – 6 hours (3 hours from 2 areas) <u>Fine Arts</u> ___ ART 110 Humanities Through Art (3) <u>Literature</u> ___ LIT 105 Literature Appreciation (3)	<u>Cultural Literacy Cont.</u> Social Sciences – 6 hours <u>History</u> ___ HIS 210 Western Civilization (3) <u>Sociology</u> ___ SOC 120 Introduction to Sociology (3) Intercultural Understanding – 3 hours Met through core curriculum requirements with NRSRG 471 Population Health												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Core Curriculum</th> </tr> </thead> <tbody> <tr><td>___ NRSRG 302 Intro to Bacc. Nursing Practice (3)</td></tr> <tr><td>___ NRSRG 354 Self-Care for the Individual & Diverse Populations (3)</td></tr> <tr><td>___ NRSRG 364 Palliative & End of Life Care (3)</td></tr> <tr><td>___ NRSRG 374 Evidence-Based Practice (3)</td></tr> <tr><td>___ NRSRG 402 Foundational Leadership (3)</td></tr> <tr><td>___ NRSRG 471 Population Health (3)</td></tr> <tr><td>___ NRSRG 502 Healthcare Innovation: Technology, Systems, & Policy (3)</td></tr> <tr><td>___ NRSRG 512 Advancing Patient Safety through Informatics & Quality Improvement (3)</td></tr> </tbody> </table>	Core Curriculum	___ NRSRG 302 Intro to Bacc. Nursing Practice (3)	___ NRSRG 354 Self-Care for the Individual & Diverse Populations (3)	___ NRSRG 364 Palliative & End of Life Care (3)	___ NRSRG 374 Evidence-Based Practice (3)	___ NRSRG 402 Foundational Leadership (3)	___ NRSRG 471 Population Health (3)	___ NRSRG 502 Healthcare Innovation: Technology, Systems, & Policy (3)	___ NRSRG 512 Advancing Patient Safety through Informatics & Quality Improvement (3)			
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TRANSFER OF CREDIT POLICY

There is no maximum number of credit hours accepted in transfer. While ONU transfers coursework with a D- or better, only courses with a grade of C or better will meet program requirements for nursing prerequisite courses. Courses similar to the core curriculum are not eligible for transfer.

ADMISSION, PROGRESSION, AND RETENTION POLICIES

ADMISSION REQUIREMENTS AND POLICIES

Students must be formally admitted by Olivet Nazarene University officials prior to attending classes.

ADMISSION TO THE RN-BSN TRACK

Admission to the RN-BSN track requires a copy of the student's unencumbered* RN license, transcripts from previous college(s), and a cumulative GPA of 2.75 or better. *Students can be conditionally admitted to Olivet to begin general education courses without their RN license. However, they must have taken the NCLEX prior to starting NRSG 302 and provide proof of passing and a copy of their RN license to online admissions by the end of NRSG 302 before moving forward in the program. If the student does not submit proof of passing the NCLEX and their RN License by the end of NRSG 302 or does not pass the NCLEX, they may not continue in the RN-BSN track until they have met this requirement.*

Student Requirements:

- All students enrolled in the RN-BSN program must keep their RN license current/active and unencumbered*.
- All students entering the RN-BSN program are required to take Olivet's BLIT 210 Christian Scriptures and CMIN 310 Christian Living prior to graduation.
 - If a student has less than 45 transfer credits, they are also required to take THEO 110 Intro to Christianity.
- Students are strongly encouraged to participate in the online orientation course, which includes a Canvas training section.
- Students must demonstrate the ability to write in a format consistent with undergraduate level work and professional standards (current APA format).
- Students must hold a minimum 2.75 cumulative grade point average (GPA) on a 4.0 scale to start the core program (NRSG 302) and maintain the minimum GPA throughout the program.
- The use of a personal computer is an integral component of Olivet's RNBSN program. Specific technology requirements are listed on the Resource page in this handbook or check the Olivet IT [page](#). It is not a requirement, but having your own computer will increase your success. Sharing your computer with children and other household members can make it difficult to meet course deadlines.

*An unencumbered nursing license is an active, unrestricted license free from any disciplinary action, limitations, or probationary conditions imposed by a state board of nursing.

DIPLOMA PROGRAM GRADUATE

As a diploma graduate, the following documents must be submitted *at the time of application* to the program:

1. Letter from immediate supervisor

2. Current curriculum vitae or resume

The RNBSN Program Director will make the definitive decision on acceptance into the program. A maximum of 30 credit hours may be accepted. A fee will be assessed for this opportunity.

READMISSION FOLLOWING A POSITIVE DRUG SCREENING

Positive drug screen results prohibit students from practicing in the Practicum/Project environment for six months from the drug screen date; thus, you are hereby disenrolled from your nursing courses.

In six months, you may reapply by submitting a letter requesting consideration for readmission into the nursing program to the RNBSN Program Director. Your request will be forwarded to the Associate Dean of the School of Nursing and Dean of the College of Professional Studies for consideration. Your readmission application will require you to submit:

1. Urine drug screen results to the ONU School of Nursing.
2. Documentation from a therapist specializing in addiction behaviors indicating a status of recovery and rehabilitation related to the substance used or abused.
3. If readmitted, the student will be subjected to random drug screening and/or to “for cause” drug screening at the student’s expense for the duration of his or her studies in the nursing program.
4. If the student has positive results on a drug screening after readmission to the nursing program, the student will be dismissed from the nursing program with no option for readmission to the program.

Readmission into the program will be effective at the start of the next course.

PROGRESSION AND RETENTION POLICIES

Nursing Course Progression Policy:

Students are limited to withdrawing (dropping) or failing a total of 2 courses with an NRSG prefix. A student may not enroll in any nursing course more than two times.

To progress to the next course, all students must earn a grade of C or higher in the current nursing course. If a course is failed (final grade is C- or lower), the student must finish the present course, then repeat the failed course before moving forward in the RN-BSN academic plan. Students must maintain a cumulative grade point average of 2.75 (4.0 scale) to progress through the program. Failure to demonstrate any of the above will result in student withdrawal by the RNBSN Program Director. Students will then have to petition to re-enter the program.

In all courses, student participation is required each week to successfully complete the course.

APPEALS/GRIEVANCE PROCEDURE

The university has Grade Appeal, Academic Policy Appeal, and Grievance Policies. Full policies can be located in the University Catalog (catalog.olivet.edu > Academic Regulations). The following are definitions of each policy:

GRADE APPEALS

An appeal of a grade occurs at the conclusion of a course and is based on a student's belief that their final grade is incorrect. Students may not appeal grades for individual assignments while a course is in progress but should contact the instructor if they believe a grade for any assignment is incorrect.

ACADEMIC POLICY APPEALS

Students have the right to petition for exceptions to any academic policy. The Academic Standards Committee is chaired by the University Registrar and includes four faculty appointed by the Steering Committee and two students appointed by the Associated Student Council. Most requests for exception are institutional in nature such as requests to overload, requests for substitutions, and similar items. The committee's responsibility is to balance the academic integrity of the institution with legitimate hardships students face. All requests for exceptions to institutional policy are made in writing at the Office of the Registrar.

In some cases, departments have internal policies unique to their programs. Students may request an exception to those policies through whatever internal process is in place in that department. If those requests are not approved, students may appeal to the Academic Standards Committee. In reviewing such cases it is essential to have faculty from the department involved in making decisions about exceptions; it is also necessary to have faculty from outside the department to ensure consistency across the university and to prevent conflicts of interest.

GRIEVANCE POLICY

Students may file a grievance when they believe their student rights, as outlined in written university policy, were violated or there was a lack of due process as defined by university policy. Students must file their grievance within 30 calendar days of the alleged incident. If the concern is regarding a final grade, the student should follow the grade appeal process. If the student is requesting an exception, they should follow the process for exceptions to departmental policy. If the student is alleging sexual discrimination or harassment, they should file an incident report with the Title IX coordinator.

SCHOOL OF NURSING PROCEDURE

Grade appeals and Grievances will follow the university policy from the beginning. Academic policy appeals will start with the School of Nursing through our own informal process:

If a student wishes to appeal a nursing policy, the informal process is the first mechanism for resolution. This process involves documented conferences progressing sequentially between:

1. The student(s) and involved instructor.

2. The student and a shared meeting with the RN-BSN Program Director and the Associate Dean of Nursing

The informal process should be initiated by the student no later than 10 school* days after the policy was applied to the student (contact the RN-BSN Program Director for the form). If a satisfactory conclusion is not attained by the completion of step 2 of the informal process, the student may then initiate the formal process by appealing to the Academic Standards Committee as outlined in the Academic Policy Appeals procedure.

*School = days when the university is in session and excludes all holidays, weekends, and designated breaks.

ACADEMIC PROBLEM-SOLVING CHAIN OF COMMAND

Issues are best resolved at the level on which they occur. If you are having an issue in one of your courses, communicate with the course instructor (e-mail, phone call, or virtually) within 48 hours. The instructor will want to hear your views and concerns and will welcome the opportunity to talk with you individually. Please do not call on “behalf” of the class or other students. Each student should reach out about their own academic issues and concerns. Most academic issues can be resolved at this level. If the issue cannot be resolved with the instructor, then the issue should be taken to the RN-BSN Program Director (e-mail, phone call, or virtually). Should the issue remain unresolved after meeting with the RN-BSN Program Director, a meeting will be scheduled with the student and the Associate Dean of the School of Nursing. It is important to follow this chain of command in resolving issues. It is important to respect the organizational structure so that issues can be resolved at the level on which they occur.

TEACHING/LEARNING PRACTICES

Expert faculty have intentionally designed online 7-week courses to guide students through the learning process. This format enables students to complete academic work in a flexible manner. Textbook information, articles, and access to Canvas will be made available to the student. In the RN-BSN track, learning will come from the following (not an exhaustive list): individual and collaborative learning activities in the form of case scenarios, discussions, evaluations, faculty feedback, experiential learning, papers, peer review, presentations, projects, readings, videos, etc.

DIGITAL LITERACY SKILLS REQUIRED

Students must be able to:

- Use/navigate our Learning Management System (Canvas)
- Use Olivet’s email platform for communication (Outlook)
- Create and submit files using Microsoft Word
- Access/navigate online libraries and databases to search for and obtain evidence-based, peer-reviewed scholarly sources
- Students will complete assignments that require use/engagement with technology, such as writing scholarly papers, creating/presenting PowerPoint presentations, using Microsoft Excel, Microsoft Teams, or BigBlue Button (to join virtual chat rooms, complete group work, or attend office hours/live instructional sessions), creating videos, etc.

- Possibly use apps on digital devices (Canvas Student app, DocuSign, etc.)

TECHNOLOGY REQUIREMENTS

All students are responsible for their own Internet and Computer Access. Please see Olivet's Information Technology website for the most up to date recommendations.

Required:

Laptops running either MacOS or Microsoft Windows are required. Chromebooks are not recommended due to their device restrictions.

Laptops should be able to perform these basic tasks:

- The ability to participate in our online learning environment, including uploading and downloading content.
- Video conferencing - the ability to communicate effectively (with video and audio) using services like [Microsoft Teams](#).
- **Microsoft Office 365 (Free as an Olivet Student)** - the ability to produce and submit work for class using these products.

Educational discounts - Using your student status can get you discounts on hardware and software. We primarily purchase Dell and Apple Devices, and will include their educational links below.

[Apple Education](#)

[Dell University](#)

GENERAL RN-BSN COURSE INFORMATION

NURSING GRADE SCALE

Grade evaluation criteria differ among programs at Olivet.

<i>Grades are not rounded</i>			
A	=	95-100	Passing scores
A-	=	92-94.9	
B+	=	89-91.9	
B	=	86-88.9	
B-	=	83-85.9	
C+	=	80-82.9	
C	=	77-79.9	Non-passing scores
C-	=	74-76.9	
D+	=	71-73.9	
D	=	68-70.9	

D-	=	65-67.9	
F	=	<65	

PRIOR LEARNING CREDIT

In the School of Nursing, Prior Learning Credit is achieved through prior learning assessment, including professional training, licenses, certifications, and/or through certain proficiency exams. Students are charged \$50/credit hour for PLC. Prior Learning Credit is noted on the student's transcript. Only the following instances apply:

Students may request Prior Learning Credit if they can demonstrate competency through:

- Active professional licensure or certification (per policy)*
 - **RN-BSN Students for NRSG 364 Palliative & End of Life Care only:** *If a student has worked as an RN in Hospice and Palliative Care for at least 1 year (within the past five years) OR holds a current CHPN (Certified Hospice and Palliative Nurse certification) recognized by HPCC (Hospice and Palliative Nurses Association Credentialing Center)/ABSNC Accredited Organization.*

PROCESS OVERVIEW

Step 1: Student Requests Submission

The student submits a Course Transfer or Prior Learning Credit Request Form via online link (ask advisor for link). The student must indicate which program/track in which they are applying and submit requirements as indicated.

Step 2: Admissions or Advisor Review

Admissions (for new/transfer students) or Advisor (for current/returning students) will review the request for:

- Completeness of documentation - Incomplete requests are returned to the student with specific guidance and asked to resubmit.

Step 3: Initial Administrative Review

Registrar reviews the requests for confirmation:

- Completeness of documentation
- Eligibility based on institutional and program policies
- Appropriate routing (transfer vs. prior learning credit)

Step 4: Faculty Evaluation

- The request is forwarded to: Program Director or Designated Faculty Reviewer
- For **Prior Learning Credit:**
 - Program Director/Faculty assesses:
 - If a student has worked as an RN in Hospice and Palliative Care for at least 1 year (within the past five years)
 - OR**

- holds a current CHPN (Certified Hospice and Palliative Nurse certification) recognized by HPCC (Hospice and Palliative Nurses Association Credentialing Center)/ABSNC Accredited Organization.

Outcome options:

- Accepted
- Denied
- Additional Information is required

If the criteria are met and approved, the student will be eligible to receive Prior Learning Credit (PLC) for this course. To receive the PLCs the student must pay a tuition fee of \$50 per credit hour.

MODIFICATION OF THE SYLLABUS

The course syllabus is tentative. The RN-BSN Program Director reserves the right to modify the syllabus based on unforeseen circumstances. If it becomes necessary to modify the syllabus, the program director will provide notification as quickly as possible.

COURSE AND DISCUSSION FORUM INFORMATION

To be considered present in online classes, the student must log in and post at least one substantive discussion forum post or assignment during the week.

ONLINE COURSE WEEK

Course Week – Start and End Dates

- The course week consists of seven days: Day 1, Day 2, Day 3, etc.
- Courses start on Day 1 (Monday) of Week 1 at 12:01 a.m. CST.
- Day 7 (Sunday) is considered the last day of the week and ends at 11:59 p.m. CST.

Submission Times

- A day is comprised of the timeframe between 12:01 a.m. and 11:59 p.m.
- Any coursework (assignments, discussion forums, etc.) due on a given day must be submitted within this timeframe to be considered submitted on time.
- No course work will be accepted after Day 7 (Sunday) of the last week of a course, unless approved by the instructor.

ASSIGNMENTS

Points will be awarded for activities, discussions, and assignments guided by grading rubrics in each course. Rubrics are available in Canvas and/or Project Concert for every assignment. Students should use the rubric to ensure the assignment objectives are met. Faculty will include the rubric on graded assignments with comments and rationale for points awarded.

LATE WORK POLICY – NURSING

Late work is highly discouraged; however, in the event you choose to submit an assignment past the due date and time, 10% per day will be deducted from your assignment grade. After the third day, you will receive a zero for your assignment grade. All pass/fail assignments will receive a zero one day after the due date.

If the student has significant life issues (this does not include vacations/honeymoons/work schedules, etc.) that impede completion of assignments in a timely manner, they must contact the instructor for that course 24 hours prior to the due date to make other arrangements.

EXTRA CREDIT

No extra credit will be offered.

COURSE ACTIVITIES

All components of the course must be completed by 11:59 p.m. CST on the due date to receive credit for the activity or assignment. Students must receive a satisfactory/complete grade for non-graded assignments/projects. Only one assignment submission is allowed in the Final Submission area and must be turned in by the due date. Resubmission of assignments for regrading is not permitted unless otherwise directed by the instructor. All written assignments, including discussion postings, should utilize the 7th edition Publication Manual of the American Psychological Association.

DISCUSSION REQUIREMENTS

You are required to submit your discussion posts as instructed in the course syllabus. All posts must follow APA format.

Weekly discussions begin on Monday, Day 1, at 12:01 a.m. and end on Sunday, Day 7, at 11:59 p.m. Initial postings are due by Day 3, 11:59 p.m.; peer feedback posts are due by Day 6, 11:59 p.m.; feedback response posts are due by Day 7, 11:59 p.m., unless otherwise stated in the course syllabus **Discussions posted after the week has been completed will receive a zero.**

DISCUSSION FORUM CODE OF CONDUCT

Discussion forums are vital for effective online learning. Students are expected to project a scholastic demeanor and to interactively respond to class activities. Be aware, however, that online discussions remove the visual and verbal cues of language, requiring even greater clarity in your writing and further attention to how your writing may be misread and/or misunderstood. There is also a sense of false anonymity present with online writing/discussions, and this can lead to the temptation to say something you would never say in a face-to-face discussion. Students are expected to be respectful of their peers, the institution, its facilities, and its personnel at all times. Demeaning comments, inappropriate, inflammatory, derogatory language, and/or ethnic, racial, or gender-based comments, suggestions or undercurrents will not be tolerated. Discussions are a time of professional, not personal, communication.

Students are expected to act professionally at all times as indicated in the Professionalism policy below. The grading for discussion activities is outlined in the course-grading rubric.

- Students are required to:
 - support their discussions with citations published within the last 5 years unless otherwise directed.
 - write following current APA rules, with APA formatted citations and references (following the required APA Checklist).

- provide a reference list at the bottom of their posting.
- Participation points are based on the discussion postings.
- Due to limitations with LMS, spacing (single vs. double and hanging indentation for references) will *not* be considered in the grading.
- Make sure that you allow enough time for computer problems to ensure that you post on time.
- No edits or additions to original discussion posts will be accepted unless you have faculty approval prior to the due date.

PROFESSIONALISM

The SON trusts students to demonstrate professionalism in all interactions with diverse individuals (i.e., administration, faculty, preceptors, university staff members, and any stakeholders) while enrolled as a student within a nursing program or track. This will ensure an inviting, positive, and safe learning environment. Violating one or more professional attributes is incompatible with the goals and objectives of the RN-BSN track and the SON. Such violations can reflect poorly on the student, the RN-BSN track, the School of Nursing (SON), and the University.

CODE OF PROFESSIONAL CONDUCT

All students of the university are required to comply with the ONU student handbook. Additionally, students seeking to enter and successfully complete the ONU nursing degree must also comply with the following School of Nursing code of interpersonal professional agreement.

PROFESSIONAL CONDUCT AND EXPECTATIONS

Professionalism is essential for success in the Olivet Nazarene University nursing program. Students must demonstrate respect, accountability, and empathy in all settings, including classrooms, labs, and practicum/clinical environments. This includes listening respectfully, refraining from disruptive behaviors, and taking responsibility for one's actions. While clinical skills are vital, professional behavior is equally important. Incidents of unprofessional conduct may result in course failure, clinical/practicum removal, or loss of honors, such as leadership roles or society invitations. Faculty and clinical supervisors (e.g., instructors and preceptors) hold the discretion to assess and address professional conduct on an individual basis. Students must embody the values of respect, compassion, and integrity as they represent both the university and the nursing profession.

The SON reserves the right to dismiss a student at any time based on actions or behaviors the University may deem inappropriate and/or unprofessional. Each student, by admission to the graduate and post-graduate nursing program tracks in the SON, recognizes this right of the University. Circumstances may arise during a student's course of study that call into question the capacity or commitment of the student to maintain this academic standard. The University and the SON have the responsibility and authority to determine a student's fitness to continue in their program of study.

PROFESSIONAL ATTRIBUTES

Professionalism is demonstrated by these definitions provided below. All indicators are to be carried out in a culturally sensitive and competent manner, as defined under Key Terms.

Collaborative: Demonstrates teamwork and respect by working well with others, is coachable, promotes consensus through inclusion, acknowledges and proactively seeks to address conflict, shares information and resources, offers feedback to others, and receives feedback. Works collaboratively, while employing a participatory approach with individuals in various roles. The student supports, encourages, and empowers others.

Commitment to Excellence: Commits to personal, professional, and spiritual development and lifelong learning. Displays intellectual curiosity, maintains a growth mindset, asks questions, identifies/investigates problems, is solution-oriented, utilizes resources, evaluates potential impact, acts decisively, and demonstrates sound judgment.

Communication: Communicates in a manner that facilitates partnerships, compassion, empathy, and seeks understanding and resolution in all forms of communication (i.e., written, verbal, & nonverbal).

- Verbal Communication: Speaks clearly and effectively.
- Written Communication: Writes in a clear and concise manner; thoughts are well expressed and unambiguous. All students must follow the Email Etiquette Guidelines (included below). Emails are a reflection of the individual and part of student record; email communication can be misconstrued.
- Nonverbal Communication: Students will be respectful, use open body language and facial expressions, and display active listening.

Please note: Students are responsible for checking and utilizing their Olivet email address when communicating with faculty, administration, or staff.

Conscientiousness: Displays empathy while considering others' thoughts and feelings; shows kindness and patience. Demonstrates intellectual curiosity in all academic endeavors and illustrates conscientiousness by being appropriately prepared and engaged with their education.

Conduct: Complies with professional standards and guidelines (e.g., American Nurses Association's (ANA) Code of Ethics, ANA's Scope and Standards of Nursing Practice, etc.), including relevant laws, policies, and regulations while incorporating an ethical comportment to decision-making. Seeks corrective feedback, asks for help, accepts guidance, and incorporates others' expertise to improve self. Is well-groomed, clean, and properly identifies status and position appropriately as an Olivet nursing student while in clinical/practicum/virtual meetings.

Integrity/Honesty/Trustworthiness: Gains the confidence and trust of others, supports the university mission and values, is loyal, dependable, credible, and transparent. Exhibits forthrightness and truthfulness; is trustworthy, follows instructions, is reliable, follows through on promises, and displays honesty at all times. Assumes good intentions, exhibits grace, and prioritizes understanding the viewpoints of others.

Respect: Is welcoming, sensitive, and hospitable to all people and seeks to treat diverse individuals as people created in the image of God. Respects the rights, privacy, and personal space of others. Respects others' time, is punctual, meets deadlines, and provides timely response(s) to others. Demonstrates appropriate concern for others.

Responsibility: Demonstrates accountability to the individual, society, and to the profession of nursing. Follows through on commitments, avoids blame, admits and learns from errors/mistakes (if they occur), is accountable for one's own actions, and attempts to correct issues/problems.

SANCTIONS AND DUE PROCESS FOR VIOLATIONS OF PROFESSIONALISM

Faculty and staff are obligated to address any violation of professionalism (Professional Behavioral Performance Indicators, excluding Academic Integrity violations- See GCS policy). Consistent with the university's mission, the sanctions are typically progressive in nature. Any violation of professionalism will be addressed by the university personnel involved in the violation.

All violations will be documented and become a permanent part of the student's record. The seriousness of the offense is also taken into consideration when determining an appropriate sanction. This includes minor infractions, excluding graded course components. A minor infraction is defined as an unintentional mistake and is seen as a teachable moment. Students have five business days to respond to university personnel indicating acceptance of the determined sanction. University personnel will review the response and make a final decision in consultation with the Program Director within an additional five business days. The final decision will be communicated in writing to the student, the Program Director, and the Associate Dean of the School of Nursing.

Any student who violates an attribute of professionalism is subject to the following consequences:

1. For a minor infraction, Olivet personnel will email the student a written reprimand in the form of an email and the incident is reported through submission of a Student Performance Alert (SPA).
2. For a student who receives a minimum of three SPA alerts related to Professionalism, the Program Director will investigate and meet virtually with the student. Depending on the situation, sanction(s) may be applied. An email summary of the call will be completed by the Program Director and will be included in the student's file as a permanent record.

Upon further infractions of professionalism or if any infraction represents an egregious, flagrant violation of the policy, the Program Director, and Associate Dean of the School of Nursing will issue one of the following administrative sanctions at their discretion:

1. An administrative grade of "F" or "U" in the course or courses the student is currently enrolled
2. Dismissal from the university
3. Permanent expulsion from the university without the opportunity to reapply

ACADEMIC INTEGRITY AND PROFESSIONAL BEHAVIOR

Please see the University catalog for the Statement of Academic Integrity (catalog.olivet.edu > Academic Regulations).

ETHICS/ PLAGIARISM

Preparation for a professional career includes responsibility and accountability for one's work and decisions. Assignments are expected to reflect the effort and thoughts of the individual student, except as indicated by the use of proper documentation. Failure to properly credit the work of another will result in a grade of zero (0) for the assignment. Plagiarism is defined as the use of intellectual material produced by another person without acknowledging the source. For example:

- Wholesale copying of passages from works of others, including third-party sites, into an assignment, paper, posting, or thesis without acknowledgement.
- Using the views, opinions, or insights of another without acknowledgement, including third-party sites.
- Paraphrasing another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgment.
 - A final Turnitin score over 25% is evidence of using too many resources other than your own thoughts and ideas, excluding journal, care plan, or concept map templates, and will result in a (0) zero for the assignment. Students can submit to Turnitin multiple times before the final submission to ensure a score of 25% or less. Note that a score higher than 25% can strongly indicate plagiarism. However, a lower score does not mean the student doesn't have any plagiarism within the assignment. The Final Turnitin report will be assessed for plagiarism.
- Paraphrasing inadequately – without changing the words and sentence structure from the original source.
- Self-plagiarism is the use of the student's work from a previous class and is highly discouraged. Should the student's previous work be used, it must be cited as such.
- The APA title page must be included with all written assignments, unless otherwise instructed. The APA title page is not considered as part of the exclusionary templates listed above.

ARTIFICIAL INTELLIGENCE (AI)/ STUDENT USE OF ARTIFICIAL INTELLIGENCE (AI)

Artificial intelligence (AI) tools may be used to help generate topics, ideas, and outlines and to revise the learner's original work in this course. Any other use of AI to generate content is prohibited. Note that the use of AI tools may impact the quality and accuracy of the assignment. It is the learner's responsibility to disclose and/or document any use of AI; failure to do so and/or the use of generative AI tools to create content are violations of academic integrity. See <https://catalog.olivet.edu> > Academic Regulations > Academic Integrity.

TURNITIN (TII) POLICY

Turnitin, an internet-based plagiarism detection service, is available within Canvas to assess for evidence of plagiarism. Students use the service to detect, change, and avoid plagiarism for any course assignments before submission for grading. Faculty will monitor for evidence of plagiarism for only the Final submission. Students are required to submit at least one draft of their assignment to TII prior to their final submission. If not, the student will receive a grade of zero for the Final assignment until the student submits their draft to TII. To resolve the issue the student must submit to TII, make any necessary revisions, and then submit the Final assignment for grading once the revisions are completed. If the student does not resubmit their revised Final assignment, the grade of zero will remain.

Faculty reserve the right to apply the late policy for draft TII submissions after the Final assignment due date.

Students should review any words highlighted in green, yellow, orange, and/or red within the report. The *Match Overview* report should be reviewed for evidence of plagiarism or inadvertent plagiarism, excluding any enclosed and correctly cited quotations, prior to submitting the final submission.

Ways to reduce Match Overview/Similarity Score:

- Avoid more than three direct quotations.
- Effectively paraphrase, and to avoid plagiarism, one must change two things. First, change the words used – find synonyms, being careful in using a thesaurus, as all words may not be appropriate, or change the sentence structure. If both the words and the sentence structure have been changed, then check the paraphrasing to ensure it remains an accurate representation of what the original source stated. Make sure you cite and reference in APA format any areas paraphrased. Improper paraphrasing is plagiarism. Please see the APA Style Blog for more information about paraphrasing: <https://blog.apastyle.org/apastyle/paraphrasing/>

If plagiarism is found in the final submission, the student is subject to an academic integrity violation. Any plagiaristic violation requires faculty to follow the Academic Integrity Process. Violations will become a permanent record in the student's file.

Students are encouraged but not required to submit discussion posts through the optional TII link located in the Getting Started Module within the course. As a rule, graduate writing should include no more than three direct quotations within a written paper. For more information on Academic Integrity and related Due Process See <https://catalog.olivet.edu> > Academic Regulations > Academic Integrity.

Using TURNITIN

After completing the draft of a written assignment with Turnitin, the submission to the Canvas FINAL submission site is considered the FINAL submission of the written assignment, and no further revisions will be allowed. This FINAL submission will be the only grade for that assignment. Students who are repeating a course must complete all course activities for the course they are repeating and submit new work for all assignments unless otherwise documented by the course professor.

KALTURA

Kaltura is a FERPA- and HIPAA-compliant internet storage site for submission of videos during the RN-BSN track. If it becomes known a student has posted a video of the assignment done during one of the ONU courses on an internet site, other than an ONU-approved site, such as Kaltura, the student will be removed from the RN-BSN program. This applies even if the 'client' is one of the student's family or friends, and not an actual patient.

PROPRIETARY TRADEMARK

The University has an exclusive proprietary trademark interest in its name, logos, and branding. The University must ensure the continued viability of its valuable trademark

rights and will not permit unauthorized use of its name or logos to dilute these rights. No one may, without prior permission from the Office of Marketing, use the University's name or logos for commercial purposes, on social media posts, or in any way that might confuse or mislead observers to attribute the use to the University.

CLINICAL POLICIES AND INFORMATION

CLINICAL GUIDELINES

As part of the program, you will complete 60 hours of clinical experience, providing valuable opportunities to apply your learning in real-world settings. These clinical experiences are not in a hospital setting but rather in a community, with hands-on, direct and indirect care. Below is a short overview of the RN-BSN clinical experiences.

- **NRSG 364: Palliative & End-of-Life Care:** The 15 hours of clinical experience in this course will be focused on hospice care. The hours will include working with a hospice nurse to provide high-quality end-of-life and/or palliative care to a patient.
- **NRSG 471: Population Health:** The 45 hours of clinical experience in this course will be both direct and indirect care. Students from all nursing programs (Pre-licensure, RN-BSN, & MSN) will work together to create a health education presentation for a community population. All students will participate in virtual group work, and RN-BSN students will complete background work such as researching the community online, making phone calls, and other tasks that can be done virtually (30 hours). You will provide direct care to adults by conducting medication reconciliations and medication education as needed (15 hours).

Students are expected to attend all clinical hours, be on time, be prepared, and to actively participate. All missed clinical hours must be made up within the course timeframe unless other accommodations have been made with the preceptor, instructor, and/or Program Director. **Students will receive an incomplete grade for the course until all required clinical hours are completed.** Students must notify the clinical preceptor prior to any absence, if appropriate.

CLINICAL COMPLIANCE

Students are responsible for ordering and completing all required screenings and submitting all requested documentation by the deadlines established. Failure to complete or maintain required compliance items may delay or prevent participation in clinical experiences, which may affect progression in the program. The student must complete all required compliance prior to starting their clinical and are expected to remain in compliance throughout the entire clinical experience (NRSG 364 and NRSG 471).

Students are required to complete the background check and drug screening requirements through **Verified Credentials QualifiedFirst**, the University's designated compliance management system. Verified Credentials QualifiedFirst provides a secure, centralized

platform for submitting and tracking clinical requirements. All items will be verified by Project Concert.

Please note: clinical sites may require more than what Olivet requires.

ALL students are required to complete the following clinical compliance. Additional fees may apply at the student's expense.

- Background check and drug screening through Verified Credentials QualifiedFirst
 - It is the responsibility of the student to pay the fee for the background check and drug screening directly to Verified Credentials QualifiedFirst.
 - You will receive a link to Verified Credentials QualifiedFirst and instructions in an email prior to the first clinical course.
- Tdap immunization* - Submit documentation of one of the following:
 - Tdap vaccine administered within the past 10 years **OR**
 - Tdap vaccine administered within your lifetime **AND** TD booster (s) administered within the past 10 years
- Tuberculosis Test (TB, Mantoux)* - One of the following completed within the past 12 months:
 - 2-step TB skin test (administered 1-3 weeks apart) **OR**
 - 2-step TB skin test **AND** (if test is older than 12 months) an annual 1-step TB skin test each year thereafter within 12 months **OR**
 - QuantiFERON blood test (lab report required)
- Proof of current American Heart Association BLS for Healthcare Providers certification*
- Proof of current personal health insurance*
- Any other specific clinical site requirements

*these items are submitted in Project Concert

DRUG SCREENING POLICY

In compliance with both federal and Illinois law, the use, possession, and distribution of alcohol or illegal drugs, including marijuana, which remains illegal under federal law, or the misuse of prescription drugs, on Olivet's campus (or other Olivet property) or as any part of its activities, including in the classroom, clinical, or laboratory setting, is strictly prohibited.

Nursing students must have a cleared urine drug screen prior to the start of NRS 364; this drug screen includes a screen for marijuana (THC). Drug testing is done at the student's expense. If the drug screen is positive, the student will be withdrawn from the course and must follow the readmission process below.

"FOR CAUSE" DRUG SCREENING

Olivet Nazarene University reserves the right to require that any student submit to a physical examination or clinical testing designated to detect the presence of drugs or

alcohol, to include but not limited to blood, urine, or hair follicle, when reasonable suspicion exists that the student is under the influence of or is improperly using drugs or alcohol in violation of this policy. Reasonable suspicion for testing is to be determined by the sole discretion of university officials.

- If faculty or preceptor observes a student behaving in a manner that is consistent with the use or misuse of alcohol, illegal drugs, or drugs which impair judgment, affecting either the classroom, clinical or laboratory setting, the student will be removed from the educational setting and required to submit to an appropriate screening immediately.
- If the behavior is noted in the clinical setting, the student will be removed from patient care. The student will have to submit to the agencies' and/or track's drug screening and results will be shared with the program director.
- If the drug screening result is negative, the student shall meet with the program director to discuss the circumstances surrounding the impaired behavior. Based on the information provided and further medical evaluation, if warranted, the program director will make a decision regarding return to the clinical setting.
- If the drug screen is positive, the student will be administratively withdrawn from the track.
- The student will pay the costs associated with the "for cause" drug screening.
- A student's failure to comply with any aspect of the "For Cause" Drug Screening Requirement will result in the student's withdrawal from the Nursing Program without option for readmission.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING

A cleared background check and drug screen **must be completed prior to the beginning of the NRS 364 Palliative & End of Life Care which will be sufficient for all clinical hours for one year.** Students will receive an email during or following NRS 302 with instructions on completing the process. We are contractually obligated to report flagged backgrounds to clinical sites. Clinical sites will then determine whether the student can be placed/accepted at the site.

In compliance with both federal and Illinois law, the use, possession, and distribution of alcohol or illegal drugs, including marijuana which remains illegal under federal law, or the misuse of prescription drugs, on Olivet's campus (or other Olivet property) or as any part of its activities, including in the clinical setting, is strictly prohibited. If the drug screen is positive, the student will be withdrawn from all current courses with the opportunity to reapply. If withdrawn, follow the Reapplication for Entry after Positive Drug Screen process.

SAFETY GUIDELINES FOR CLINICAL SETTINGS

- Listen to your intuition. If you perceive that you are in an unsafe environment, leave that environment as soon as possible and seek safety.
- Report any unusual occurrences to your instructor immediately.
- Park in the institution's parking facility and in well-lit areas.
- Before entering an elevator or stairwell, evaluate the area. Don't enter if you feel it is unsafe.
- Carry phone numbers with you; instructor's contact number and the School of Nursing phone number.

STUDENT EXPECTATIONS IN THE CLINICAL SETTING

CONFIDENTIALITY

Patient confidentiality and the confidentiality of patient information are critical. Clinical agencies have guidelines for confidentiality as well as consequences of failure to comply. Students may be sent home from the clinical setting if compliance is not maintained, and will not be eligible to return to the clinical site. This will result in failure of the clinical component and subsequent failure of the course.

PATIENT INFORMATION IN THE CLINICAL SETTING

In compliance with HIPAA regulations, no Electronic Medical Records (EMR) may be removed from the clinical setting. Records may be generated by the preceptor for use by students in the clinical setting only and must be placed in the appropriate receptacle for shredding before leaving the premises. Use only the patient's initials on the clinical papers.

PRIVACY AND CONFIDENTIALITY UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1995 (HIPAA)

To ensure your written course assignments comply with the 1996, *Health Insurance Portability and Accountability Act*, please never name:

- Your employer
- A patient
- A co-worker

Breaking a HIPAA privacy rule may jeopardize the clinical affiliation agreement between ONU and the health care institution and may result in the student's removal from the clinical site and/or nursing program. Criminal penalties for wrongful disclosure can include not only large fines but also prison time. The criminal penalties increase as the seriousness of the offense increases. These penalties can be as high as fines of \$250,000 or prison sentences of up to 10 years. A modification to HIPAA is the HITECH (Health Information Technology) Act.

To be eligible for American Recovery and Reinvestment Act (2009) funding, healthcare facilities must prove they are HIPAA compliant. The HITECH Act defines and enforces compliance standards, rules, and penalties related to the electronic exchange of the electronic medical or health record (EMR, EHR) programs and Patient Health Information (PHI).

In gross summary, HITECH requires:

1. **Enforced HIPAA compliance** - willful neglect may result in up to a fine of \$250,000 for a single violation and repeated violations may be fined up to \$1.5 million. Anyone can initiate a complaint regarding non-compliance.
2. **Access to EMR** - all health records must be available as an EMR and/or shared (by patient permission) as an encrypted PHI (ePHI) record.
3. **Accountability of Business Associates** - health care business associates and providers must ALL adhere to privacy/security requirements, or EVERYONE is culpable (Compliance Compatibility Security Rule).
4. **Notification of Data Breach** - it is mandatory to notify a patient of a data breach of any unsecured information, meaning that it was shared with a

business associate using an unencrypted format or without patient permission.

5. **Additional Requirements** - HITECH defines additional requirements to address patient privacy in electronic marketing and accounting practices.

For the latest information regarding HIPAA, go to <https://www.edocscan.com/hitech-act-hipaa-compliance-regulations>

STUDENT UNIFORM

Basic Uniform:

General Professional Clinical Appearance: Please follow the dress code for the nurse(s) who work at your chosen clinical site. If there is no specific dress code, please do not wear jeans, wear business professional attire. Clothes must be of proportionate fit (not too loose, tight, or short), clean and pressed without wrinkles, and without frays, holes, or tears. Pants must not drag on the floor. Shoes must be clean and have enclosed heels (no clogs) and toes, with heels no higher than 1 ½ inches. No more than one piercing stud per ear. No other visible jewelry (other than a wedding ring) or body piercings are allowed.

Identification (ID) Badge: You will receive information by email from online advising regarding obtaining an Olivet ID badge at no charge to you. Please follow the instructions so you can receive your ID badge before starting clinical hours. The ID badge should be worn while at the clinical site.

Hair: Neatly secured, away from face, and off the collar.

Tattoos: All tattoos must be covered with band aids or tattoo concealer makeup during all clinical experiences.

Beards/Mustaches: Clean, short, and neatly trimmed. Males without full beards must be clean-shaven (no “five o’clock shadow”) when at the clinical site. If a student has a mustache and/or goatee, the remainder of facial hair must be clean-shaven.

Nails: Nails are to be clipped to fingertip length. The wearing of acrylic/gel overlay, or “false nails” is not permitted during clinical. No nail polish is allowed.

HEALTH INSURANCE

Students are required to maintain their own health insurance.

LIABILITY INSURANCE

The responsibility for the student is assumed by the University for all full-time students.

ACADEMIC SUPPORT SERVICES

DISABILITY SUPPORT SERVICES

It is the policy of Olivet Nazarene University to accommodate students with disabilities in accordance with federal and state laws. Students with documented disabilities can register for accommodations at aim.olivet.edu. Please direct any questions about disability services to Accessibility and Disability Resources at ADR@olivet.edu. NOTE: Students with approved ADR documentation must still work with the professor to coordinate academic accommodations appropriate for each course.

BENNER LIBRARY

Nursing students have access to several health-related online article databases, which include *CINAHL*, *Medline*, and *Health Source: Nursing, PsycInfo, PsycArticles*, and *ERIC*. Should other library resources be needed, Olivet students can request materials from any other library in CARLI, a consortium of 76 Illinois academic libraries. In addition, ONU nursing students have access to libraries at many of the clinical/practicum agencies. Articles not available in full text may be ordered through Benner's Interlibrary Loan service.

Access Benner Library's home page at <https://library.olivet.edu> for the most current information about the library's resources and services, including specific information for off-campus students. The nursing home page can be accessed at <https://library.olivet.edu/subjectguides/nursing/index.php>.

The Benner Library also has tutorials related to Technology help for Microsoft Word, Excel, Outlook, typing skills, Adobe and Apple products, and how to recognize and avoid plagiarism.

Benner Library designates a librarian for nursing students. This librarian can assist in finding needed references/sources. Contact the librarian via email, ONULibrary@olivet.edu, or phone, 815-928-5418.

APA GUIDANCE

Olivet Nazarene University requires that all written work of students adheres to 7th edition APA formatting. For help with APA, see: <http://library.olivet.edu> → Help → APA. The *APA Style guide to Electronic Resources* is clickable, taking one directly to the correct reference for any given resource.

For more information on how to recognize and avoid plagiarism see: library.olivet.edu > Help > Avoid Plagiarism under Citation Help. Additional APA resources such as APA Style Formatting Guidelines, Tutorials and Webinars, Handouts and Guides, and Sample Papers are available through <https://apastyle.apa.org/>.

- APA Template
 - The RN-BSN program requires students to use the ONU APA 7 Student Paper (Title page/Template) for all written submissions. The certification of authorship must be digitally signed on the title page of all written work. Title pages are not required on discussion posts. To

access the template, please visit the [Benner Library APA resource page](#).

- APA Checklist
 - Students are required to use the RN-BSN APA checklist as a guide in writing and evaluating assignments which is found in each course. Faculty will use this APA Checklist as a guide and reference in grading and providing feedback.

TURNITIN TUTORIALS

- [Click here](#) for tutorials from Turnitin.
- [Click here](#) for a Plagiarism Checker Guide from Scribbr

EDUCATION RESOURCES

Student Video Tutorials are available to assist students in use of Canvas, Microsoft Office (Outlook-Olivet's email system, Microsoft Word and Excel, Skype, OneDrive (saving documents), and Kaltura (creating videos, screen captures, etc.)). To access these resources, follow these steps:

my.olivet.edu > open Menu on the left-hand part of the screen > Choose Olivet Resources > Technology Training Materials > Student Video Tutorials can be found under the main screen.

Students also have access to additional resources (APA Formatting Resources, Canvas Tutorials, Turnitin Plagiarism Checker) in each Canvas course in the Getting Started Module, under the Discover heading and Tutor.com, which can be found on the left-hand side of your Canvas screen.

FAITH INTEGRATION

As a faith-based institution, students can expect to see faith integrated throughout the curriculum and within each course. This may come in various forms such as devotions, devotional thoughts, or prayers from faculty in the course announcements section, Biblical principles within the weekly overviews, or through encouraging bible verses connected to the weekly content. For more information on Faith Integration, see [Spiritual Life & Faith Integration](#) on the My.Olivet site. Chapel recordings from campus are available at: [Olivet Chapel](#).

HEALTH AND WELL-BEING

At Olivet Nazarene University we recognize that the demands of graduate school can be experienced as an added pressure and this may evoke a heightened sensitivity to stressors. When this occurs, students are encouraged to access their available resources such as mental health providers, primary care providers, employee assistance programs, and the clergy. Your health and well-being are important to us. If you require a Leave of Absence for health reasons (physical or emotional), you should contact the Online Advising Team at onlineadvising@olivet.edu or call 877-465-4838.

SHARED GOVERNANCE AND STUDENT ORGANIZATIONS/ACTIVITIES

KAPPA SIGMA - SIGMA THETA TAU INTERNATIONAL – Olivet's Nursing Honor's Society

Sigma Theta Tau International is a worldwide honor society for nurses established in 1922. Sigma's mission is to advance world health and celebrate nursing excellence in scholarship, leadership, and service. Sigma's vision is to be the global organization of choice for nursing. Kappa Sigma is the local chapter of Olivet Nazarene University.

Kappa Sigma invites nursing juniors and seniors with a grade point average of at least 3.0 who demonstrate academic excellence, leadership potential, and a desire to advance the nursing profession. The top 35% of each class may be eligible for membership in Sigma. Invitations to be inducted are extended by the chapter faculty counselors in the spring. Sigma's mission is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. Sigma's vision is to be the global organization of choice for nursing.

If a student chooses to join the student may purchase their cords or stole from the [Sigma Marketplace](#) which may be worn at commencement. Olivet does not have a separate graduate nursing honors recognition during graduation.

ADDITIONAL POLICIES

Please consult the Catalog for more GCS policies, such as General Policies-GCS, Academic Regulations, Financial Information, and other student policies, which can be accessed at catalog.olivet.edu.

Email Etiquette



SUBJECT LINE

1-3 Words at most! *Purpose of your email.*

GREETING

Always include a greeting. Use titles for faculty/administration (Dr., Professor, etc.). Avoid using instructor's first name unless you have been told it is okay.

BODY OF EMAIL

Situation/Problem, Background, Action, Expected Outcome
Include an introduction and context of the situation or request. If you have a problem - how you've addressed/corrected. Bring a solution(s)! Include any prior investigative work.

CLOSING SALUTATION

Thanks
FOR EVERYTHING



Thank you!

Email Read Back

TOP 5

1. Did you identify yourself?
2. Is your email professional?
3. Is your email more like a letter vs. a text?
4. Were you respectful and polite?
5. Did you use correct spelling, grammar, punctuation?

Be Polite

Request not Demand

Be Concise

Consider your tone

Avoid red font

Avoid ALL CAPS

Avoid sarcasm

Avoid slang & abbreviations

TIPS TO REMEMBER

Check your Olivet email often!
Consider chain of command.
If upset, allow a cool down time.
Expressing concerns - use "I feel like" statements.
Email is a reflection of you!
Expect a 24-48 hour turnaround time.
Use one email thread to the same person to avoid confusion.

TELEPHONE DIRECTORY

Position Title	Name	Email	Phone #
RN-BSN Program Director	Dr. Susan Enfield	senfield@olivet.edu preferred mode of contact	815.939.5029
Online Advising Team		onlineadvising@olivet.edu	877.4.OLIVET (877.465.4838) Option 2
Benner Library Assistance/Research	Pam Greenlee	pgreenle@olivet.edu	815.928.5439
Additional Contact Information			
Canvas Support		Chat with Canvas Support	815.614.4357
Information Technology (IT) Help Desk		it@olivet.edu	815.939.5302
Registrar (e.g., commencement, transcripts)		registrar@olivet.edu	815.939.5201
Student Financial Services		studentfinance@olivet.edu	815.939.5245
Verified Credentials		clientservices@verifiedcredentials.com Live Chat is linked within the QualifiedFrist (Student) Portal	800.938.6090

AMERICAN NURSES ASSOCIATION

2025 Code of Ethics for Nurses

“The Code of Ethics for Nurses (Code) establishes the ethical standard for the profession and provides a guide for nurses to use in ethical practice and decision- making without dictating a specific framework or method. The Code is a nonnegotiable moral standard of nursing practice for all settings. ... The Code is revised and amended periodically through formal processes established by the American Nurses Association (ANA).” (ANA, 2025, Preface para 1)

“The revised 2025 Code of Ethics for Nurses (Code) kept what was current and changed what was necessary from the 2015 Code. The nine provisions of the 2015 Code have been retained and edited, with both additions and deletions. A tenth provision has been added to focus on ethical issues for nursing that are global in nature. ... The structure of this revision also retains interpretive statements for each provision that provide more specific guidance for practice, illuminate the current context of nursing, and situate nursing’s concerns in relation to health. Together, the provisions and interpretive statements constitute the Code of Ethics for Nurses”. (ANA, 2025, Introduction, para 6).

Provision 1	Nurses must practice with compassion and respect for the inherent dignity, worth, and unique attributes of every person. 1.1 Respect for Human Dignity 1.2 Relationships with Patients and recipients of Care 1.3 The Nature of Health 1.4 The Right to Self-Determination
Provision 2	The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population. 2.1 Primary Commitment to Recipients of Nursing Care 2.2 Conflicts of Interest and Conflicts of Commitment in Nursing 2.3 Professional Boundaries 2.4 Issues of Safety in the Nurse-Patient Relationship
Provision 3	The nurse promotes, advocates for, and protects the rights, health, and safety of the patient. 3.1 Privacy and Confidentiality 3.2 Advocating for Persons Who Receive Nursing Care 3.3 Responsibility in Promoting a Culture of Safety
Provision 4	The nurse has the authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care. 4.1 Responsibility and Accountability for nursing Practice 4.2 Addressing Barriers to Exercising Nursing Practice Authority 4.3 Ethical Awareness, Discernment, and Judgment 4.4 Assignment and Delegation
Provision 5	The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth. 5.1 Personal Health and Safety 5.2 Wholeness of Character 5.3 Integrity 5.4 Professional Competence 5.5 Human Flourishing
Provision 6	The nurse, through continual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care. 6.1 The Environment and Virtue 6.2 The Environment and Ethical Obligation

	6.3 Responsibility for the Healthcare Environment
Provision 7	The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy. 7.1 Contributions through Knowledge Development, Research, and Scholarly Inquiry 7.2 Protection of Human Participants in Empirical Research 7.3 Contributions through Developing, Maintaining, and Implementing Professional Practice Standards 7.4 Contributions through Nursing, Health, and Social Policy Development 7.5 Considerations Related to Ethics, Technology, and Policy
Provision 8	The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities. 8.1 Collaboration Imperative 8.2 Collaboration to Uphold Human Rights, Mitigate Health Disparities, and Achieve Health Equity 8.3 Partnership and Collaboration in Complex, Extreme, or Extraordinary Practice Settings
Provision 9	The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy. 9.1 Assertion of Nursing Values 9.2 Commitment to Society 9.3 Advancing the Nursing Vision of a Good and Healthy Society
Provision 10	Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing. 10.1 Global Nursing Community 10.2 Global Nursing Practice 10.3 Nursing Vision for Global Health 10.4 Global Nursing Solidarity 10.5 Global Nursing Health Diplomacy
American Nurses Association. (2025). <i>Code of ethics for nurses with interpretive statements</i>. Silver Spring, MD: American Nurses Publishing. https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/	

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school corrects records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the

record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
- School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address: Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920