



University of Providence

RN-BSN

2020-2021

Student Handbook



UP RN-BSN Student Handbook

Contents

UNIVERSITY OF PROVIDENCE	4
ACCREDITATION AND AFFILIATION	4
BACHELOR of SCIENCE in NURSING (BSN) For Licensed Registered Nurses	4
NURSING PROGRAM PURPOSE	5
BSN PROGRAM THEMES	5
Compassion Ethics and Spirituality	5
Population and Community Health.....	5
Inter-Professional Collaboration	5
Patient and Family Centered Care.....	5
Transforming healthcare	5
Reflective Practice and Lifelong Development	5
Leadership and Effective Advocacy.....	5
Safety and Quality Outcomes.....	5
Evidence Based Practice.....	5
Professional Accountability.....	5
BSN PROGRAM OUTCOMES	5
RN-BSN Program Format	6
University of Providence Bachelor’s Degree Core Requirements	6
RN-BSN NURSING COURSES	6
Pre-Requisite Courses	6
BSN Courses	6
PROGRAM COSTS	7
Financial Aid	7
Grants	7
Payment Plans.....	8
Refunds.....	8
ADMISSION and ENROLLMENT	8
Application to University of Providence.....	8
Academic Advisors	8
Nursing Program Application Requirements:	9
Technical Standards for Admission, Academic Progression, and Graduation	9
Registration for Courses.....	9
Student Participation in Governance	10
ACADEMIC POLICIES	10
BSN Grading Requirements and Grading Scale.....	10
Minimum Grade for Progression in Nursing Courses.....	10
Unsatisfactory Student Performance.....	10
University Academic Warning, Probation, and Suspension.....	11
University Academic Appeal Process	11
Nursing Program Appeals and Reinstatement to the Nursing Program	11
Withdrawal from the Nursing Program and Scholarship Funds.....	12
Graduation	12
Use of the University Logo for Professional Nursing Posters and/or other Publications	12
Student Concerns Process.....	12
STUDENT RESPONSIBILITIES	12
Contact Information.....	12
Computer Proficiency Requirements.....	12
Email.....	12

UP RN-BSN Student Handbook

Software	13
Textbooks	13
Cell Phones	13
Moodle	13
Class Attendance	13
Professional Behavior Expectations	13
APPENDIX A: Course Descriptions for either January or August Start	15
SEMESTER 1: January (Spring) or August (Fall)	15
NRS 402 Evidence Based Practice (3 credits, 2nd 8 weeks): Evidence Based Practice is an introduction and exploration into the basic understanding of the processes of theory, research, database evaluation, and evidence-based practice in nursing. The focus is on the use of evidence based practice within a context of caring to provide the highest quality patient care.	15
NRS 407 Public Health: Nursing Care of Populations (3 credits, 2nd 8 weeks): This course prepares the nurse for designing, delivering, and evaluating care for groups, communities, and populations. It incorporates essential concepts from public health: epidemiology, surveillance, and disaster management. Key aspects of health care finance are introduced. Central to the course are the themes of social justice, human rights, resource management, and cultural aspects of health and illness. This course prepares nurses for effective population-focused care from global health care to bedside practice.	15
SEMESTER 2: May (Summer) or January (Spring)	15
SEMESTER 3: August (Fall) or May (Summer)	16

UP RN-BSN Student Handbook

UNIVERSITY OF PROVIDENCE

The Bachelor of Science in Nursing (BSN) Program aligns curricular and learning activities with the [Mission of University of Providence](#) (UP).

The University continually and responsibly evaluates its operation and programs; the BSN program participates in this evaluation process. The University offers students a foundation for actively implementing UP values and the teachings within the Catholic tradition; it serves students of all beliefs who wish to take advantage of its programs. The faculty and staff of the UP join with students in a cooperative and enthusiastic search for truth, so that students may develop:

- Character - have a positive impact on the world and to the communities in which they live and work, particularly by recognizing and accepting personal accountability to themselves, to society, and to God;
- Competence - further their ability to live full and rewarding lives by becoming competent working members of society who know the basics of their professional field and have access to future learning;
- Commitment - find meaning in life which enables them to participate effectively in society while transcending its limitations, by living according to their moral and religious convictions, as well as respecting the dignity and beliefs of other people.

The University's Bachelor of Science Degree in Nursing (BSN) program ***RN-BSN track*** was developed in response to an initiative of and in partnership with Providence St. Joseph's Health Care (PSJH). Academic policies and procedures of the University of Providence are in effect as program policies and procedures unless otherwise stated*.

This Undergraduate RN-BSN Student Handbook is an official communication, and as such, serves as an extension of the academic policies and procedures of the University of Providence found in the catalog and UP student handbook

ACCREDITATION AND AFFILIATION

[Northwest Commission on Colleges and Universities Accreditation](#): UP is a private, Catholic university, incorporated under the laws of the State of Montana. The University has been empowered to grant diplomas and confer academic honors and collegiate degrees since 1932. The University is sponsored by the Sisters of Providence and operates within the jurisdiction of the Catholic bishop of Great Falls- Billings. UP is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the United States Department of Education.

[Commission on Collegiate Nursing Education](#): The BSN program at UP is accredited by the Commission on Collegiate Nursing Education (<http://directory.ccnecommunity.org/reports/newapps.asp>).

[Montana Board of Nursing](#): UP has full approval to offer a bachelor of science in nursing (BSN).

BACHELOR of SCIENCE in NURSING (BSN) For Licensed Registered Nurses

The ***Bachelor of Science in Nursing for RNs*** is a Bachelor of Science in Nursing Degree Completion Program offered to licensed, practicing Registered Nurses. The RN to BSN completion program prepares graduates to be leaders in healthcare. The program is designed for working RNs, offering the 30-credit program over three semesters.

UP RN-BSN Student Handbook

NURSING PROGRAM PURPOSE

In the tradition of the visionary Sisters of Providence; the University of Providence and Providence St. Joseph Health (PSJH) created a partnership to develop and implement the BSN Pre-licensure program. This collaborative team process united expert University and Providence faculty, state-of-the-art academic university resources, nurse educators, and a professional consultant who specializes in baccalaureate curriculum development to support students in attainment of a BSN.

This partnership between an academic institution and a healthcare system significantly impacts the education the student will receive and prepares each student for innovative nursing practice which is grounded in the mission of PSJH: *As expressions of God's healing love, witnessed through the ministry of Jesus, we are steadfast in serving all, especially those who are poor and vulnerable.* The students are also grounded in the PSJH values of: *Compassion, Dignity, Justice, Excellence, Integrity* and with the vision of *health for better world.*

BSN PROGRAM THEMES

Compassion Ethics and Spirituality	Population and Community Health	Inter-Professional Collaboration
Patient and Family Centered Care	Transforming healthcare	Reflective Practice and Lifelong Development
Leadership and Effective Advocacy	Safety and Quality Outcomes	Evidence Based Practice
	Professional Accountability	

BSN PROGRAM OUTCOMES

A graduate of the BSN program will be a leader in healthcare. Graduates will be excellent communicators, clinicians and leaders of change. A graduate is a life-long learner and will enhance the nursing profession by providing evidence-based nursing practice that is population centered, as well as grounded in spiritual, ethical and compassionate care. UP's nursing curriculum is built to respond to the rapidly changing health care system, as well as to student's needs. The graduate of the Bachelor of Science in Nursing Program of UP is prepared to:

1. Integrate a compassionate and ethical understanding of the human experience into nursing practice using the foundations of a liberal arts education.
2. Apply leadership concepts, skills, and decision-making to engage healthcare teams in creating, promoting, and managing safety and quality outcomes.
3. Apply nursing practices that are informed by research, evidence-based practice and innovation to optimize health.
4. Utilize information technology to communicate, mitigate errors, and make improved clinical decisions related to the care of diverse populations.
5. Advocate to influence change in legal, political, social, and economic factors that transform healthcare delivery.
6. Collaborate with the inter-professional team to improve patient/family outcomes and the work environment.
7. Provide compassionate, spiritual, ethical, and culturally appropriate care across the lifespan and the continuum of care.
8. Practice preventive care, health promotion, and disease intervention across care settings for self, individuals, families, the community, and populations.
9. Assume professional accountability to uphold the standards of nursing practice as defined by the Nurse Practice Act (in the state in which the nurse practices) and the ANA Code of Ethics.
10. Demonstrate reflective nursing practice.

UP RN-BSN Student Handbook

RN-BSN Program Format

- Three semesters for a total of 12 months
- Online program with mandatory live video conference classes one day every other week
- Face-to-face Program Orientation prior to the start of the program
- Cohort model - students gain a sense of community and individual attention as they progress through the program with the same group of students
- New Cohorts begin in January and August each year

University of Providence Bachelor's Degree Core Requirements

Students with an associate's degree may not have to complete university core courses. Students with a Bachelor's degree in another field do not have to complete the university core. Students with a Diploma degree in nursing may be required to complete CORE course work in addition to the courses listed. The Registrar reviews all transcripts and will make that determination.

Students and applicants are encouraged to work with a BSN nursing advisor to determine outstanding Core Requirements. Core requirements for the baccalaureate can be reviewed here:

<https://www.uprovidence.edu/explore-programs/undergraduate/bachelor-degree-requirements/>.

RN-BSN NURSING COURSES

Pre-Requisite Courses

These courses must be completed before starting the NRS courses in the RN-BSN program.

- Anatomy and Physiology with Labs (total of 8 semester credits)
- Microbiology (3 semester credits)

*Students who have previously obtained an associate's or bachelor's degree in any field other than nursing are waived from the requirement to complete the University Core curriculum. Post Baccalaureate applicants must still complete the prerequisites prior to beginning the nursing program.

BSN Courses

After acceptance into the BSN program, the student will progress, with a cohort, to graduation in three semesters. Each class must be completed successfully in order to progress in the curriculum. **Courses are offered in an 8-week format, with 2 classes in each 8-week block.**

UP RN-BSN Student Handbook

Table 1. RN-BSN courses showing spring or fall start program of study

Start/Course	CourseTitle	Link to Program Outcomes	Didactic Credits	Direct Practice Experiences
SPRING OR FALL: SEMESTER #1 1st 8 weeks				
NRS 301	Research Methods and Statistics	3, 4, 9, 10	3	
ENG (300-319)	Any upper level English for university core	n/a	3	
SPRING or FALL: SEMESTER #1 2ND 8 weeks				
NRS 402	Evidence Based Practice	1, 2, 3, 4, 5, 6, 7, 8, 10	3	
NRS 407	Public Health: Nursing Care of Populations	1, 3, 4, 5, 7, 8	3	X
SUMMER or SPRING: SEMESTER #2 1st 8 weeks				
ILC 355	University CORE course: Integrated Learning Community	n/a	4	
NRS 419	Quality & Safety in Nursing Leadership	2, 3, 6	3	
SUMMER or SPRING: SEMESTER #2 2nd 8 weeks				
NRS 405	Pathophysiology and Pharmacology Concepts	1, 2, 6, 7, 8, 10	3	X
NRS 403	Nursing Ethics and Spirituality in Nursing Care	1, 5, 7, 10	3	
FALL or SUMMER: SEMESTER #3 1st 8 weeks				
NRS 420	Advanced Issues in Nursing Leadership	1, 3, 5, 6, 7, 8, 10	3	
NRS 408	Health Promotion in Nursing	5, 6, 7, 8	3	
SUMMER or SPRING: SEMESTER #2 2nd 8 weeks				
NRS 418	Global Perspectives in Healthcare	1, 2, 3, 5, 7, 8, 10	3	
NRS 494	Nursing Capstone	1, 2, 3, 4, 9, 10	3	

PROGRAM COSTS

Tuition and fees information are updated regularly and are available on the [School of Health Profession's website](#).

In addition, students in the BSN will need to purchase/obtain other educational requisites including:

- Computers and Educational Computer Software
- Course Texts
- Health Insurance

Tuition each semester is due no later than the first day of classes for that semester. Students must pay the balance on their accounts or have made arrangements to pay their tuition by the first day of classes. For additional information, contact the [Student Accounts and Financial Aid Office](#): (406) 791-5202.

Financial Aid

Students interested in applying for federal student aid will need to complete the Free Application for Federal Student Aid form (FAFSA), available at <https://www.fafsa.ed.gov>. The required school code for the University of Providence is 002527. A student is eligible for financial aid when enrolled in six or more credits. For additional information about UP financial aid, contact the [Financial Aid office](#) at (406) 791-5202.

Grants

Eligible students can apply for grants either independently or through the [University's Financial Aid Office](#) (406) 791-5202. Examples of grants include:

- Federal Pell Grant is a grant for undergraduate students. Pell Grants generally will be paid for fall and spring semesters only. For students enrolled less than half time, awards are made contingent

UP RN-BSN Student Handbook

on Federal funding.

- Federal Supplemental Educational Opportunity Grant (SEOG) is a grant for exceptionally needy undergraduate students. Funding is limited and Pell eligible students will receive first consideration to the extent that funding is available.
- Montana Higher Education Grant (MTEDUC) award is made through joint funding from the State of Montana and the Federal government. Awards are based on need and made only to Montana residents.

Payment Plans

To review options for a payment plan, students should the [Student Accounts and Financial Aid Office](#) (406) 791-5202 for more information on the University's partnership with Professional Accounts Receivable Management (PARM).

Refunds

The refund schedule for tuition is listed in the academic calendar for each semester. University fees are non-refundable. Please refer to the University's undergraduate catalog for additional information.

ADMISSION and ENROLLMENT

Application to University of Providence

Admission to the Baccalaureate in Nursing Program of Study **requires [application and admission to the University of Providence first](#)**, as well as completion of nursing pre-requisite course work. Admission to the University does not equate to acceptance to the nursing program.

As a first step, persons interested in a baccalaureate degree in Nursing should [contact the School of Health Professions](#) and begin working with an academic advisor.

To facilitate transcript evaluation and advisement, a student must [Apply to the University of Providence](#) and indicate their major as **pre-RN-BSN**. Students are considered **pre-nursing** until they have:

- 1) completed the required pre-requisites,
 - 2) applied to the Nursing Program;
 - 3) and have received placement in the upper division BSN "NRS" portion of the program of study
- Students who have not been formally accepted to the BSN program, may not take NRS designation courses.
 - Students may transfer in credits from other higher educational institutions that would apply to the pre-requisite and some of the UP required Core Curriculum courses. *Transfer equivalency is determined by the [UP Registrar's Office](#).*
 - Students should work closely with a pre-nursing advisor to ensure courses will transfer in as equivalent before attempting the course. Students will receive a Core evaluation audit sheet for the nursing program. This document will be used by the student to develop a degree completion plan.

Academic Advisors

The Program Coordinator for Nursing and Health programs is assigned as the initial advisor for each student. Students will then be assigned a Faculty Advisor. This advisor works with the student until

UP RN-BSN Student Handbook

graduation. Communication between the advisor and student can occur face-to-face, via the telephone, and/or email. Students are highly encouraged to confer with the nursing advisor if any academic problem, conflict, or concerns arise. The nursing advisor also consults with the Division Chair for Undergraduate Nursing to work individually with students needing consultation.

Nursing Program Application Requirements:

- Graduate of an Associate or Diploma Degree program in Nursing
- Active and unencumbered Registered Nurse License
- Completion of BSN program pre-requisites with a grade of “C” or better, including Anatomy/Physiology and Microbiology
- Completion of the Application for Admission as a “pre RN-BSN student”: www.uprovidence.edu
- Submission of transcripts—to the registrar’s office-- ***for every college or university attended*** (exception: University of Providence course work)
 - Once the student is ready to formally apply for placement, official transcripts are required; failure to submit official transcripts from every college or university attended may result in the application not being processed for review
 - Pre-requisite course work taken at any College or University other than at University of Providence requires approval from the UP Registrar for transfer equivalency
 - The Nursing Program Coordinator or individual Nursing Advisor will assist students in the transfer equivalency approval processes

Technical Standards for Admission, Academic Progression, and Graduation

Any applicant or student who seeks accommodations prior to or immediately after enrolling in the nursing programs must also request an assessment of the types of reasonable accommodations needed.

If you have questions or concerns about your ability to meet the technical standards with or without accommodations, or if you would like to arrange reasonable accommodations please contact UP [Disability Services](#).

Applicants who disclose a disability are considered for admission if they are otherwise qualified so long as such accommodation does not significantly alter the essential requirements of the curriculum.

Registration for Courses

Once students are accepted to the RN-BSN program, they may register for their BSN courses each semester. Once registered for classes, tuition and fees are assessed and students will receive an invoice. Students are responsible for paying each semester's tuition and fees or making an approved payment arrangement by the due date. Students are also responsible for completing all required documents and actions to accept financial aid to apply toward each semester's charges. All outstanding amounts resulting from nonpayment of tuition and fees are the responsibility of the student. Withdrawal from school, officially or unofficially will not cancel any financial obligation already incurred. Additionally, failure to pay all financial obligations may result in debts being turned over to a collection agency. Collection costs, including attorney fees and other charges necessary for collection of any amount due, will be added to the student's account balance.

Students may request an incomplete in a course and will be bound by the University's policies about completing the course. Students who have an incomplete in a course and wish to register for a course that requires the incomplete course as a pre-requisite, must finish and receive a final grade for the course before they will be allowed to register for sequential nursing courses.

UP RN-BSN Student Handbook

Student Participation in Governance

Once accepted to the BSN program, students have the opportunity to participate in governance through the Student Affairs Committee. A faculty representative from each BSN track is available as a liaison between the students and faculty; student representatives from each track represent their programs. Meetings occur in each semester and on an as needed basis. The faculty representatives will arrange for a Collaborate Ultra[®] or Skype[®] meeting for the students on an agreed upon time/date in those months. A standing agenda for each meeting includes these topics:

- Clinical
- Classroom
- Course delivery
- Policy
- Pinning Ceremony
- Curricular Outcomes
- Orientation
- Recruitment and Retention
- Other topics as determined by student or faculty representatives

ACADEMIC POLICIES

Academic Policies of the University of Providence can be found in the University of Providence catalog: <https://www.uprovidence.edu/academics/academic-policies/>

BSN Grading Requirements and Grading Scale

Final grades for each course can be obtained by the students one week after the last day of the semester. Grading timeline for each course will follow the University's grading schedule. Please contact the registrar's office for additional information. In order to pass a course with a clinical component, students must have a passing grade in both the clinical and the didactic portion of the course. Students who fail either element will not pass the course.

The grading scale to be followed by the faculty for each BSN course is:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59%-below

Minimum Grade for Progression in Nursing Courses

- 1) A minimum grade of "C" is required in all required *pre-requisite* and *co-requisite* courses.
- 2) A minimum grade of "C" is required in all *nursing* courses.

Unsatisfactory Student Performance

Students should exhibit high standards of academic conduct. All acts of dishonesty in academic work constitute academic misconduct. Such acts include:

Cheating: use or attempted use of unauthorized material or the work of another student in any academic assignment, paper, or examination.

Plagiarism: representation of another's work as one's own. This includes the unauthorized and unacknowledged use of the phrases, sentences, paragraphs, ideas, illustrations, drawings, photographs, or computer programs of another whether by using exact or nearly exact words without quotation

UP RN-BSN Student Handbook

marks or by omitting citations or both.

The course instructor is the initial judge of whether a student is guilty of academic misconduct. Should a student disagree with an instructor's judgment, the student may appeal the instructor's decision by following the "Academic Related Appeals Process."

The minimum penalty for an act of academic misconduct shall be a grade of "F" (failure) on the paper, assignment, or examination involved. More severe penalties may be enforced by individual instructors, provided that such penalties are identified in the course syllabus. The maximum penalty for plagiarism that may be levied is a grade of "F" (failure) for the course. Copies of plagiarized work will be placed on file with the Coordinator of Student Faculty Relations. Severe or repeated instances of academic misconduct will result in more severe sanctions up to and including expulsion.

University Academic Warning, Probation, and Suspension

Undergraduate students will be evaluated at the end of each semester or upon attempting a minimum of nine (9) semester credits, to ensure they are making satisfactory academic progress toward their degrees.

In order to make satisfactory academic progress and remain in good academic standing, students must maintain a semester and cumulative GPA of at least 2.0 and must pass each clinical course in order to pass the entire course.

Students should work closely with their faculty in each course, as well as their faculty advisor to facilitate success.

University Academic Appeal Process

An Academic Suspension may be appealed for extenuating circumstances only. Consideration will be given to extenuating circumstances beyond the student's control (e.g., serious personal illness, injury, the death of an immediate family member, or other extreme duress). To appeal a suspension, the student is required to prepare a clearly written statement describing the circumstances leading to suspension and the student's plan for success in future semesters. Documentation to support the appeal, such as a letter from a physician, obituary notice, etc. must accompany the written statement. The appeal will be reviewed by the appeal committee. The student will be notified in writing of the committee's decision. The decision of the committee is final. The process for this appeal can be found in the [UP Student Handbook](#).

Nursing Program Appeals and Reinstatement to the Nursing Program

The nursing program policies found in this handbook are an extension of the university academic policies and student handbook. If an appeal is not upheld, students may not continue in the program and must submit a written request to be reinstated to the nursing program. The request for reinstatement should be addressed to the Division Chair of Undergraduate Nursing Programs. A review of the student's records, scholarship eligibility, and any other pertinent information will be conducted. Students submitting a letter requesting reinstatement must show a clear plan for success in the program, fully addressing issues which caused the withdrawal/ failure.

If approval for re-instatement is made, the student will resume the program at the point of entry which allows for smooth progression to the next sequence as determined by the Division Chair of the Undergraduate Nursing Programs. Decisions are made in part with consideration of student-to-faculty ratios and program resources to offer courses. A statement of the student's problems/reasons for withdrawing or being suspended and the solution for correcting these problems will be signed both by the student and the Division Chair of Undergraduate Nursing Programs prior to the student resuming

UP RN-BSN Student Handbook

classes.

Withdrawal from the Nursing Program and Scholarship Funds

A student who withdraws (for any reason) from a nursing semester must follow university policy ([link](#)). Because the nursing program courses are sequential, the student wishing to re-enter the program will be required to apply for placement in the next cohort. Although every effort will be made to accommodate students re-entering the program, placement in the next cohort may not be possible due to limited clinical capacity.

Withdrawing from a semester also has potential implications related to scholarship awards. Students who withdraw must also pay close attention to the university catalog for dates related to the tuition refund schedule. If a nursing student withdraws after the date in which tuition is nonrefundable, the student will be responsible for paying for the semester in which they return to the program.

Graduation

Information related to graduation, including graduating with honors, can be found on the [registrar graduation website](#). If students need further information, they may [contact the registrar by email](#) or at 406-791-5202.

Use of the University Logo for Professional Nursing Posters and/or other Publications

All nursing students must submit a request to the Division Chair for Undergraduate Nursing for approval prior to using the University logo on any materials.

Student Concerns Process

Students at the University of Providence who have a concern regarding the University's online courses or programs can submit a comment or follow the appeals process located in the [student handbook](#). Concerns must follow the University of Providence customary resolution procedure prior to being referred to the Montana University System and NC-SARA procedures. Grade appeals and student conduct appeals are not allowed under SARA guidelines. University of Providence Concerns – For more information on submitting a concern, please visit the [student concerns page](#) for further links to aid in this process.

STUDENT RESPONSIBILITIES

Contact Information

It is the student's responsibility to keep his/her email, phone and street address current and available in the School of Nursing. The student should notify the Administrative Assistant at their campus and should also update [ARGO](#) whenever there are changes in his/her status and name.

Computer Proficiency Requirements

It is the student's responsibility to have access to a computer and the internet. Students are required to routinely check electronic course materials to meet course requirements. During the program, students will be required to know and use Microsoft Word, Power Point and Excel programs. Students must have a personal laptop for the online nursing program.

Email

All students will be assigned a University email account with the expectation that students will check their email at least every 48 hours. Faculty will primarily communicate with students via email and Moodle, the e-learning environment used by the University for online courses.

UP RN-BSN Student Handbook

Software

Students will be required to have access to a computer and internet for all online courses. Students will be required to use Microsoft Office software to complete assignments (this includes Word, PowerPoint, and Excel). Other software may be required for some courses.

Textbooks

Each course syllabus includes the list of required and recommended textbooks for each course. Students may order textbooks from the UP online bookstore, or a student may choose to purchase the textbooks locally or online through a different vendor.

Cell Phones

Cell phones must be 'silenced' during online class time or during clinical practice experiences to promote a positive learning environment for all students and patient privacy.

Moodle

Moodle® is the learning management system which supports the interactive video class meetings via Collaborate Ultra®. Nursing students are automatically enrolled in Moodle when they are registered for classes at the University. Students will receive a Moodle account upon registration. Students are expected to log into Moodle **at least 2-3 times/ week** or more to obtain course information, materials, and assignments. Students will be required to submit assignments in a timely manner according to the instructor's syllabus and instructions.

Class Attendance

The nursing program is offered in an interactive, synchronized video distance learning format using Collaborate Ultra®. Students are required to follow the University of Providence Attendance Policy (found in the [academic catalog](#)) as well as the BSN course attendance policies described in this student handbook and in course syllabi.

In order to meet course student learning outcomes, students are expected to be present and engaged in all scheduled video conferencing class times. Engagement may be exhibited by verbally participating or by messaging with pertinent, substantive comments during the face-to-face time.

- Video cameras should be on at all times
- Microphones should be muted except when speaking

Attendance and participation are taken into consideration when determining the final grade for the course. If circumstances prohibit a student from attending a class session, they must contact the course instructor prior to the class. In the event that a technical issues interferes with the delivery of live class time, a backup video of the session may be available.

Students are required to communicate with their professor about both excused and unexcused absences. Students are also required to follow the classroom conduct policies as described in the [University of Providence catalog](#) and the [University of Providence Student Handbook](#)

Professional Behavior Expectations

In accordance with the American Association of Colleges of Nursing (AACN) Baccalaureate Essentials (2008) and the American Nurses Association (ANA) Scope and Standards of Practice and Code of Ethics, University of Providence BSN Program students will:

- 1) Accept responsibility for one's own actions and attitudes.
- 2) Demonstrate the ability to develop and maintain therapeutic relationships and appropriate personal

UP RN-BSN Student Handbook

boundaries.

- 3) Demonstrate a respectful, sensitive, and non-judgmental manner when communicating with others. In this policy, 'others' refers to peers, faculty, clients, families and facility and school staff.
- 4) Provide prior notification to appropriate faculty when he/she is unable to meet commitments or requirements, detailing how and when he/she will make up requirements.
- 5) Participate in course activities as scheduled throughout the nursing program.
- 6) Report for scheduled activities on time and well-rested.
- 7) Complete assignments and tests as required and scheduled.
- 8) Demonstrate professional appearance, conduct, and professional presentation in course meetings.
- 9) Demonstrate personal and professional ethics, honesty and integrity.
- 10) Demonstrate the ability to use good judgment in decision making.
- 11) Demonstrate accountability in preparation course activities, such as presentations.
- 12) Respect others during course activities (i.e., no talking while others are talking, cell phones are silenced, and no inappropriate use of electronic devices).
- 13) Demonstrate respect to all individuals regardless of culture, ethnicity, religion, work experience, gender, age and sexual orientation.
- 14) Communicate with others with respect, sensitivity and care in all forms (including verbal, nonverbal, written, and electronic).
- 15) Maintain Standards of confidentiality, for example regarding a fellow student's presentation.

APPENDIX A: Course Descriptions for either January or August Start

SEMESTER 1: January (Spring) or August (Fall)

First 8 Week Block:

NRS 301 Research Methods and Statistics (3 credits for the first 8 weeks): This course provides a thorough grounding in research methods and statistical practices, especially as applied in the health care setting. Concepts, principles, and methods of statistics from two perspectives, descriptive and inferential, are presented. Statistical topics include describing and displaying data, measures of central tendency and dispersion, correlation, simple-linear regression, mean comparisons, analysis of variance, and chi-square. Nurses use statistical skills in developing basic proficiency in analysis of scientific literature. By the end of the course, nurses are prepared for basic analysis of data, statistical interpretation and evaluation of scientific publications and evidence.

ENG (300-319) Upper level English for university core requirements (3 credits, 1st 8 weeks): Students may take any upper level English course in the 300-319 course number range to fulfill university CORE.

Second 8 Week:

NRS 402 Evidence Based Practice (3 credits, 2nd 8 weeks): Evidence Based Practice is an introduction and exploration into the basic understanding of the processes of theory, research, database evaluation, and evidence-based practice in nursing. The focus is on the use of evidence based practice within a context of caring to provide the highest quality patient care.

NRS 407 Public Health: Nursing Care of Populations (3 credits, 2nd 8 weeks): This course prepares the nurse for designing, delivering, and evaluating care for groups, communities, and populations. It incorporates essential concepts from public health: epidemiology, surveillance, and disaster management. Key aspects of health care finance are introduced. Central to the course are the themes of social justice, human rights, resource management, and cultural aspects of health and illness. This course prepares nurses for effective population-focused care from global health care to bedside practice.

SEMESTER 2: May (Summer) or January (Spring)

First 8 Week Block:

NRS 419 Organizational Leadership in Quality and Safety (3 credits, 1st 8 weeks): This course focuses on leadership in a variety of healthcare settings related to quality and safety. Content includes regulatory requirements, creating a culture of safety and caring and identifying tools and resources that are available to the nurse leader to improve processes and systems. These best practices and strategies use an intraprofessional team approach to influence change across the organization.

ILC 355 University Core Course (4 credits, 1st 8 weeks): This course explores the nature of Christian theology as an academic discipline and as a reflection on faith, as well as the philosophical foundations for helping students to develop their understanding of human nature. It examines the elements of theological method and sources as developed over time, placing theology within the context of human reasoning in conversation with related ways of searching for truth. It also introduces to students to fundamental philosophical How do humans relate together in society? What is the nature of the human soul? Are we free to be the authors of our own choices, or determined to act by factors beyond our control? What is the relation between faith and reason? Throughout the process of addressing these questions, an aim of this course is to better students' logical and critical thinking skills, namely being able to (1) identify arguments, (2) construct good arguments, and (3) analyze others' arguments.

Second 8 Week Block:

NRS 405 Pathophysiology and Pharmacology Concepts (3 credits, 2nd 8 weeks): This course prepares the nurse to integrate and apply clinically advanced pathophysiologic and pharmacologic concepts with diverse patient populations across the lifespan, using holistic frameworks. This course emphasizes essential aspects of nursing care with both acute and chronic illness of the following human systems: cellular and immune system, integumentary, musculoskeletal, genitourinary, gastrointestinal, and the HEENT. This course prepares the nurse to integrate current concepts and science in genetics and bioethics. Ultimately, this course prepares the professional nurse to systematically analyze and manage the patient with a holistic assessment that incorporates the sciences of genetics,

UP RN-BSN Student Handbook

pathophysiology, and pharmacology.

NRS 403 Ethics and Spirituality in Nursing Care (3 credits, 2nd 8 weeks): This course introduces nurses to leading ethical theories that underlie moral judgment, and helps nurses to develop their capacities for decision-making in patient care and advocacy. Attention is also paid to the role spirituality can play in helping nurses confront issues of death and human suffering. Nurses are exposed to the American Nurses Association (2015) Code of Ethics and ethics related to transcultural nursing. Major course themes include: introduction to utilitarian, Kantian, and natural law moral principles, with special attention to how these principles apply to nursing practice. An introduction to the elements of Christian spirituality, with an ecumenical emphasis on processing and discerning appropriate responses to challenging and traumatic experiences related to pain, suffering, and end of life care are included.

SEMESTER 3: August (Fall) or May (Summer)

First 8 Week Block of Semester 3:

NRS 408 Health Promotion and Disease Prevention (3 credits, 1st 8 weeks): This course prepares the nurse to evaluate the impact of health promotion and chronic illness on the patient, family, and community. It emphasizes essential aspects of care of illnesses within the family and community of the following human systems: Cardiovascular, pulmonary, neurologic, endocrine, and renal systems. This course emphasizes the health and development issues found in the pediatric and geriatric populations. This course focuses on health promotion, education, illness prevention and cultural care of the individual, family and community.

NRS 420 Advanced Issues in Nursing Leadership (3 credits, 1st 8 weeks): This course builds on NRS 419 “Organizational Leadership in Quality & Safety” by examining strategic and administrative aspects of health care delivery in complex organizations. The nurse is prepared to enact the leader role in an interdisciplinary context, with emphasis on ethical behavior. Major course themes are strategic planning and resource management (people, money, information, time, and clinical outcomes management). The nurse applies course content at an administrative level in a complex healthcare delivery setting.

Second 8 Week Block of Semester 3:

NRS 418 Global Perspectives in Healthcare (3 credits, 2nd 8 weeks): The development of a global perspective on healthcare is the focus of this course. Students will explore the social determinants of health including local, national, and international trends. Frameworks that emphasize the meanings of health and healthcare; prevention and management; and related ethical, economic, and social justice concerns are introduced. Students explore global healthcare topics of interest to understand health and illness beliefs, identify barriers to healthcare access, and integrate the historical, social, political, and economic forces that impact healthcare.

NRS 494 Nursing Capstone Course (3 credits, 2nd 8 weeks): This course is an opportunity for the nursing student to analyze and apply the accumulated learning in the RN-BSN Completion Program to an identified healthcare issue. This class work will demonstrate the student's ability to synthesize as well as relate cumulative knowledge, skills, and attitudes acquired in the academic program to current workplace issues. The class assignments affirm the student's ability to identify key issues, think critically, and innovatively to solve healthcare related issues in an ethical, compassionate manner.