



Student Handbook

North Carolina Wesleyan University does not discriminate on the basis of race, religion, creed, national or ethnic origin, age, sex, marital status or disability.

WELCOME FROM THE DIRECTOR

Welcome and congratulations on your acceptance into the RN to BSN program at North Carolina Wesleyan University! Your choice to advance your nursing career represents a significant commitment to life-long learning. We hope that you find your studies positive and life enriching.

As nursing becomes more complex, a BSN can move your career forward. This program will expand on the RN competencies needed to drive change that will positively affect healthcare, as well as prepare you for graduate studies. As a professional nurse, your role will not only be to function within the health system, but to work towards transforming it for the betterment of those receiving your services.

As a member of the nursing profession, you are recognized as one of the most trusted professionals in the workforce. Nurses have a responsibility to be knowledgeable and highly competent in the care they deliver. In this program, professional baccalaureate nursing practice will focus on population health, nursing leadership and management, informatics, healthcare policy and evidence-based research opportunities that will facilitate professional growth and enrich your educational experience.

Our program has highly-qualified masters and doctoral-prepared faculty members who will guide your learning experiences. As an RN to BSN student, you will be required to complete 100 clinical practice experience hours throughout the program. The purpose of the clinical practice experience is for you to translate new nursing knowledge into daily practice. The clinical practice experiences in the program will provide you an exciting opportunity to analyze, evaluate and create dynamics in healthcare that align with your career goals.

I encourage you to take part in the learning opportunities offered by Wesleyan and its community. The faculty and staff stand ready to help you succeed and to cheer you on throughout this journey in your nursing career.

Best wishes for a successful program of study. The future of advancing the nursing profession is in your hands— make us Bishop Proud!

Sincerely,



Brittany Bass, DNP, MSN, RN
Director of the RN to BSN Program/Assistant Professor
North Carolina Wesleyan University

May he give you the desire of your heart and make all your plans succeed - Psalm 20-4

About this handbook:

This *Student Handbook* is designed to help you throughout the Program, by providing helpful information and resources about the RN to BSN Program at NCWU. In addition to this handbook, students should also be familiar with the content and policies in the NCWU Catalog.

Any program revisions made within the current academic year will be announced to students through University email and/or courses.

Always feel free to come to the faculty and/or your advisor with any additional questions you may have.

North Carolina Wesleyan University
Statement of RN to BSN Student Handbook Receipt

I, _____, have been given a copy of the RN to BSN program policies and information as set forth in the Nursing Student Handbook of North Carolina Wesleyan University. I have read these policies and information myself in their entirety and have had my questions answered. I understand and agree that, as a student in the RN to BSN program of North Carolina Wesleyan University, I am bound and responsible to comply with all these policies. I also understand and agree that I am subject to all requirements, provisions, and procedures contained in these polices.

Printed Name: _____

Student Signature & Date: _____

North Carolina Wesleyan University
RN to BSN Program
INFORMATION RELEASE CONSENT FORM

I hereby give my consent to allow North Carolina Wesleyan University to disclose information included in my criminal background check, immunization status and drug screening to the North Carolina Board of Nursing and clinical agencies under contract with North Carolina Wesleyan University RN to BSN Program. The information requested will be used only to comply with clinical agency policy and the North Carolina Board of Nursing practice laws and regulations and will be considered confidential. I understand that it is my responsibility to report to North Carolina Wesleyan University any pending legal action or conviction occurring while enrolled as a student in the RN to BSN Program.

Printed Name: _____

Student Signature & Date: _____

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North Carolina Wesleyan University RN to BSN Program

About

The RN to BSN Program is an integral part of North Carolina Wesleyan University (NCWU). The RN to BSN Program mission, vision, philosophy and outcomes are congruent with and support the value statements of NCWU. The RN to BSN Program and NCWU is committed to providing advanced education grounded in the Liberal Arts to prepare graduates for professional advancement, life-long learning and serve as community collaborators.

Mission

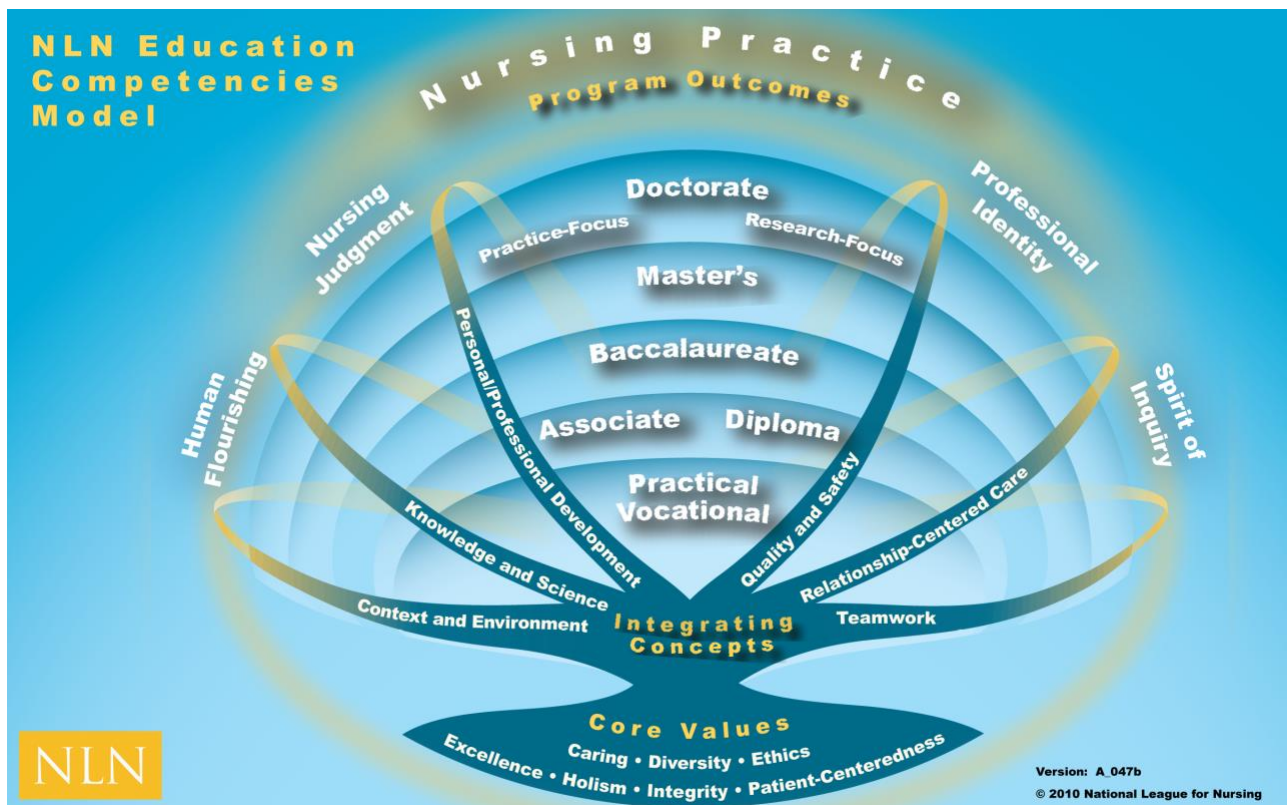
The mission of the RN to BSN Program at NCWU will prepare the undergraduate nurse to engage in efforts that will drive quality health care by collaborating and engaging with diverse communities and promoting the advancement of the nursing profession by exemplifying altruistic leadership. The degree will emphasize the articulation and implementation of professional baccalaureate nursing practice encompassing the focus on population health, nursing leadership and management, informatics, healthcare policy and evidence-based research.

Vision

The RN to BSN program at NCWU will reflect the global community served by preparing excellent health care providers and leaders to facilitate an innovative collaboration between the ever-evolving health care delivery system and the needs of a diverse population across the lifespan.

Philosophy

The RN to BSN Program at NCWU prepares the graduate according to the National League of Nurses (NLN) Education Competencies Model and its values of caring, diversity, ethics, excellence, holism, integrity and patient centeredness. The faculty respect and support diversity amongst the student population and enable students to **flourish** as they work to improve the health of our communities and engage in continual lifelong learning to achieve professional goals. As a life-long learner, the **professional identity** of the nurse continues to develop by way of exemplifying a **spirit of inquiry** and thus improving **nursing judgment** and patient outcomes. The six integrating concepts of the NLN Framework Model are context and environment, knowledge and science, personal and professional development, quality and safety, relationship-centered care, and teamwork. The integrated concepts provide the structure and guidance that lead from the core values to program outcomes.



(National League of Nursing. (2010). NLN education competencies model [Graphic]. Retrieved from http://www.nln.org/docs/default-source/professional-development-programs/comp_model_final.pdf?sfvrsn=4), as well as an acknowledgement that it is included with permission of the National League for Nursing, Washington D.C.

Program Goals

1. Prepare students for professional nursing practice that is focused on leading and improving the health and well-being of those served (individual, family, community or population) through the use of: 1) evidence-based research, 2) patient centered care approaches and 3) innovation.
2. The RN to BSN program will provide a holistic structure for professional nursing practice that will serve as the foundation towards further professional advancement and leadership.

End of Program Learning Outcomes

Students will be able to

1. Apply theories and concepts from the liberal arts, humanities and sciences as the foundation for professional nursing practice.
2. Demonstrate knowledge and utilization of quality improvement and safety management concepts to provide competent professional nursing care.
3. Translate credible nursing research into evidence-based nursing practice.
4. Manage information technology in the delivery of providing enhanced innovative quality patient care in various healthcare settings.
5. Integrate knowledge of healthcare policy, financial concepts and regulatory requirements that influence the delivery of healthcare.
6. Facilitate effective communication and collaboration to improve health outcomes and minimize risks to improve practice.
7. Apply and analyze principles of prevention and health promotion at both the individual and population level, across the lifespan.
8. Demonstrate professional values, ethics, morals and legal conduct, as well as, accountability for personal and professional behavior.
9. Demonstrate a spirit of inquiry and scholarship that supports professional growth and lifelong learning in a profession with diverse evolving societal needs.

Professional Standards

The content of the curriculum for the RN to BSN Program at NCWU was guided by the following professional standards during its developments:

1. The American Association of Colleges of Nursing (AACN) *Essentials of Baccalaureate Education for Professional Nursing Practice*.
2. The Institute of Medicine (IOM) *Core Competencies for Health Professionals from Health Professions Education: A Bridge to Quality*.
3. The Quality and Safety Education for Nursing (QSEN) *Quality and Safety in Nursing: A Competency Approach to Improving Outcomes*.
4. The National League for Nursing (NLN) *Outcomes and Competencies for Graduates of Baccalaureate Programs in Nursing*.

Program Accreditation

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accredited the RN to BSN Program in 2020.

The baccalaureate degree program in nursing at North Carolina Wesleyan University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

State Authorization

State Authorization and Reciprocity Agreement (SARA):

The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts, and territories in the United States, which establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to simplify the process of taking online courses for credit offered by post-secondary institutions based in another state. SARA is overseen by a national council (NC-SARA) and administered by four regional education compacts. North Carolina Wesleyan University has been approved to participate in NC-SARA and was accepted as a SARA institution on March 21st, 2017. For more information on SARA, please visit <https://ncwc.edu/adult/online/>.

SARA's policies help protect students and provide benefits to both states and institutions carrying out distance education in multiple states. <https://nc-sara.org/about-nc-sara>

RN to BSN Program Contact Information

RN to BSN Program

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Undergraduate Nursing Program Academic Policies

Student Standards of Conduct

Each student is required, prior to beginning classes, to read and live up to the NCWU Honor Pledge. The Honor Pledge states “I pledge to conduct myself as an honorable member of this community. I will not lie, cheat or steal and I will obey the rules and regulations of the University. I further agree to report others who violate this Pledge and understand that I will be held responsible for my failure to act. I understand that if at any time, in the judgment of the Honor Board of the University, I have violated this Pledge, that I could be removed from the University community”.

NCWU is a community that promotes and fosters a learning environment; any behaviors that are inconsistent with that are goal are unacceptable. Irresponsible behaviors, including alcohol, or drug abuse and the use of violence against people or property, undermine the educational climate by threatening the physical and mental health of members of the community. Individual misconduct reflects upon the practices, values, integrity and reputation of the nursing profession.

A nursing student is expected to maintain a high standard of behavior by adhering to the NCWU code of conduct, <https://ncwc.edu/campus-life/resources/> and respecting the rights of others.

In addition, nursing students and nursing faculty of NCWU RN to BSN program subscribe to the American Nurses Association (ANA) Code of Ethics; whereby, all students and faculty are expected to be honest and honorable in all academic and professional endeavors. It is further expected that they will refrain from any activity, which might impair the image of the university, school, or the nursing profession.

Academic Integrity-Plagiarism and Cheating

The RN to BSN Program students will follow policies and procedures as outlined in the NCWU catalog.

The University and faculty guarantee the integrity of the academic process. Since cheating and plagiarism are threats to their integrity, all members of the University community must work together to prevent their occurrence.

The instructor in any course assumes the responsibility for fair evaluation of academic progress and is obligated to explain at the beginning of each course how the Universities policy on cheating and plagiarism applies to that particular course. Students are expected to perform honestly and to work in every way possible to eliminate cheating by any member of a class. When a faculty member believes an academic integrity violation has occurred in his or her class, the faculty member will discuss with the student the reasons for his or her suspicion of an

academic integrity violation. The student will be given the opportunity to respond and to explain any circumstances that he or she believes the faculty member needs to consider with regard to the situation.

Following this discussion, the faculty member makes a decision as to whether the student committed a violation. If an instructor determines a student is guilty of the cheating or plagiarism, the instructor will submit a written report of the incident to the Office of the Registrar with copies to the student. The report will be filed in the student's permanent folder. No student may drop a course or withdraw from the University prior to resolving an Academic Integrity Charge. The penalties for cheating and plagiarism will apply as noted in the NCWU catalog.

ANA CODE OF ETHICS FOR NURSES WITH INTERPRETIVE STATEMENTS

As stated in the preface of Code of Ethics for Nurses with Interpretive Statements (2015) The Code of Ethics for Nurses with Interpretive Statements (the Code) establishes the ethical standard for the profession and provides a guide for nurses to use in ethical analysis and decision-making. The Code is nonnegotiable in any setting. It may be revised or amended only by formal processes established by the American Nurses Association (ANA). The Code arises from the long, distinguished, and enduring moral tradition of modern nursing in the United States. It is foundational to nursing theory, practice, and praxis in its expression of the values, virtues, and obligations that shape, guide, and inform nursing as a profession.

Nursing encompasses the protection, promotion, and restoration of health and wellbeing; the prevention of illness and injury; and the alleviation of suffering, in the care of individuals, families, groups, communities, and populations. All of this is reflected, in part, in nursing's persisting commitment both to the welfare of the sick, injured, and vulnerable in society, and to social justice.

Nurses act to change those aspects of social structures that detract from health and well-being. Individuals who become nurses, as well as the professional organizations that represent them, are expected not only to adhere to the values, moral norms, and ideals of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics makes explicit the primary obligations, values, and ideals of the profession. In fact, it informs every aspect of the nurse's life.

Provision 1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimum care. 13

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.

Provision 6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environments of the work setting and conditions of employment that are conducive to safe, quality health care.

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.

Provision 8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9. The professional 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.

American Nurses Association. (2015). Code of ethics for nurse with interpretive statements, Silver Spring, MD; author

Equal Opportunity, Diversity and Unlawful Harassment

The RN to BSN program students follow the policies and procedures related to Equal Opportunity, Diversity and Unlawful Harassment as outlined in the NCWU handbook and catalog-<https://ncwc.edu/campus-life/resources/>.

Civility Statement:

NCWU is dedicated to creating and maintaining a civil community that embraces and supports respectful discourse and openness to differing perspectives.

Statement of American Nurses Association Position:

ANA's Code of Ethics for Nurses with Interpretive Statements states that nurses are required to "create an ethical environment and culture 14 of civility and kindness, treating colleagues, co-workers, employees, students, and others with dignity and respect." Similarly, nurses must be afforded the same level of respect and dignity as others (ANA, 2015a). Thus, the nursing profession will no longer tolerate violence of any kind from any source. All registered nurses and employers in all settings, including practice, academia, and research must collaborate to create a culture of respect, free of incivility, bullying, and workplace violence. Best practice strategies based on evidence must be implemented to prevent and mitigate incivility, bullying, and workplace violence; to promote the health, safety, and wellness of registered nurses; and to ensure optimal outcomes across the health care continuum. This position statement, although written specifically for registered nurses and employers, is also relevant to other health care professionals and stakeholders who collaborate to create and sustain a safe and healthy interprofessional work environment. Stakeholders who have a relationship with the worksite have a responsibility to address incivility, bullying, and workplace violence.

Conflict Resolution:

If a student encounters any concerns or conflict in a nursing major course or clinical practice experience, the student must first notify the faculty member involved in the major course or clinical practice experience. If the concern or conflict is left unresolved, the student should follow the hierarchical chain below:

1. Course Faculty
2. Advisor
3. Director of the RN to BSN Program
4. Associate Dean of Adult Professional Studies
5. Provost

Students are expected to consult a faculty member when encountering ethical questions or concerns in practice.

Confidentiality Statement

Students in the RN-BSN program will maintain all patient information confidential according to the HIPAA Privacy Act (**Appendix A**). This includes all case study work in the program. Students will discuss patients or virtual patients using de-identified data. Patient protected health information (PHI) is not to be shared. PHI includes data described in the HIPAA guidelines- <https://www.hhs.gov/hipaa/for-professionals/security/laws-regulations/index.html>.

As a student assigned to a clinical agency via Contractual Agreement or Memorandum of Understanding between NCWU and the agency, you are allowed access to patient records. Patient information from any source and in any form, including paper records, oral communication, audio recording, and electronic display, is strictly confidential. Access to confidential patient information is permitted only on a need-to-know basis.

It is the policy of the RN to BSN program that students, faculty, and staff of the school shall respect and preserve privacy and confidentiality of patient information, regardless of the agency to which the student or faculty is assigned. Violations of this policy include, but are not limited to:

- accessing information that is not within the scope of one's assignment;
- misusing, disclosing without proper authorization, or altering patient or personnel information;
- disclosing to another person one's sign-on code and password for accessing electronic or computerized records;
- using another person's sign-on code and password for accessing electronic or computerized records;
- leaving a secured application unattended while signed on; and
- attempting to access a secured application without proper authorization.

Violation of this policy by students, faculty or staff to any agency with which the RN to BSN Program at NCWU has a Contractual Agreement or Memorandum of Understanding, may constitute grounds for corrective action up to and including loss of agency privileges, dismissal or termination from the school in accordance with applicable agency, school, or college procedures. Violation of this policy by any member of the school's student body, faculty or staff may constitute grounds for termination of the contractual relationship or other terms of affiliation between the school and the agency. Unauthorized release of confidential information may also result in personal, civil, and/or criminal liability and legal penalties.

Class Attendance Policy

Attendance Policy: Adult and Professional Studies

APS classes are accelerated classes offered in 7-week. Students must attend every class session. Missing any class adversely impacts student learning and performance.

In online classes, a posted introduction in the discussion forum is required by the end of the day on Wednesday during week 1 of the course.

Unexcused absences first class: Instructors record electronic attendance. If the instructor records an unexcused absence for the first-class meeting, the student will be administratively removed from the course. An email will be sent from the Adult Studies Office to the student as notification of the administrative removal. Should the student wish to remain in class, the student must reply to the email from Adult Studies and state an intent to continue in the class. Students are advised to reply immediately upon receipt of this email. Replies must be received no later than 9:00 a.m. the second Tuesday of the term if the student wishes to remain in the class.

Course drop policy: Drop the class by completing a Drop/Add form with an APS advisor.

- **Drop without academic or financial penalty:** Complete the drop/add form within the first 7 days of the eight-week term. After the first 7 days, the class must be paid for and financial aid will be charged.
- **Withdrawal:** Students may withdraw from a class after the first 7 days through the 4th class meeting. The student receives a non-punitive grade of a “W.” After the 4th class, withdrawals will not be processed and the student will receive the grade earned in the course.

In the event of an unavoidable absence after the first night, the student must notify the instructor prior to class and follow the instructor’s course of action for dealing with the missed class.

If a student misses’ class, does not return, and does nothing, a grade of “F” or “XF” will be assigned. The student remains responsible for the tuition. Financial Aid will not pay for classes in which a grade of “XF” is assigned (failure due to absences).

An instructor may fail any student who misses more than twenty-percent of a course (6 hours in the 8-week course). Ultimately, the instructor decides how to handle absences.

Social Media/Electronic Communication

North Carolina Wesleyan University is a supporter of responsible social media communication. The guidelines below and resources should help facilitate an understanding of appropriate use of technology in communication and networking by nursing students to ensure confidentiality and professionalism:

1. As a student of NCWU RN to BSN Program be conscious of how you present yourself as this is a direct reflection of the college, program and nursing profession. Ensure thoughtful intention with social media language, pictures and videos posted, as these could be misinterpreted by the cyber audience.
2. Adhere to professional standards of conduct by NCWU and the program. Adhere and uphold policies and guidelines to maintain patient confidentiality and HIPAA.

NOTE: Do not post, on any social media site, patient or clinical practice site information-even without identification (badges, etc.).

According to the ANA:

The patient's well-being could be jeopardized and the fundamental trust between patient and nurse be destroyed by unnecessary access to data or by the inappropriate disclosure of identifiable patient information. The rights, wellbeing, and safety of the individual patient should be the primary factors in arriving at any professional judgment concerning the disposition of confidential information received from or about the patient, whether oral, written, or electronic.

Due to the serious nature of maintaining and upholding HIPAA and confidentiality policies/guidelines any infractions and inappropriate social media communications may result in dismissal from the program.

The Program Faculty will maintain a professional relationship with NCWU RN to BSN students. Faculty are to communicate with students via the NCWU email addresses, as this is the preferred method of communication. The faculty will usually respond to your message/email within 48 hours. However, faculty contact numbers are noted in the course syllabi. Faculty are to utilize discretion when communicating with students via personal cell phones.

Resources:

White Paper: A Nurse's Guide to the Use of Social Media

https://www.ncsbn.org/Social_Media.pdf

Social Networking and Nurses: NCBON

<https://www.ncbon.com/vdownloads/course-bulletin-offerings-articles/bulletin-article-fall-2013-social-networking-and-nurses.pdf>

American Nurses Association (ANA) 6 Tips for Nurses Using Social Media

https://www.nursingworld.org/~4af5ec/globalassets/docs/ana/ethics/6_tips_for_nurses_using_social_media_card_web.pdf

Netiquette Guidelines

NCWU RN to BSN Program has netiquette guidelines for on-line courses within the RN to BSN Program which align with the social medial/electronic communication policy.

1. Think twice before posting
 - a. Remember there is a real live person at the other end reading your posts and emails.
 - b. Think about what you have written before you submit it.
2. Strive for Accuracy
 - a. Ensure materials posted in the online environment are factual.
 - b. Be conscious of spelling and grammar.
 - c. It is not acceptable for the work or ideas of another author be presented in a message as your own work and ideas. Ensure to follow APA guidelines on citations.
3. Be Respectful
 - a. All posted responses and comments should be respectful and considerate.
 - b. Behave as you would in a face to face classroom.
 - c. Tone is often misunderstood in the online environment, reread your message before posting/sending.
 - d. Writing in ALL CAPITAL LETTERS is equivalent to yelling and is unacceptable.
 - e. Foul language, insults and/or harassment are not tolerated and will result in disciplinary action.

Technical Standards Policy

NCWU's RN to BSN program has academic as well as technical standards that must be met by students in order to successfully progress in and graduate from its program. The standards are not requirements of admission into the program and the examples are not all-inclusive. NCWU's RN to BSN program provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008.

A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the nursing program.

To be eligible for accommodations, a student must have a documented disability of (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or, (c) be regarded as having such a condition.

NCWU's RN to BSN program provides the following description/examples of technical standards to inform prospective and enrolled students of a sampling of technical standards required in completing their nursing curriculum. Individuals interested in applying for admission to the programs should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required to successfully complete the programs.

1. **Motor Abilities:** Sufficient motor ability to include strength, endurance and agility to move independently throughout the clinical practice setting.

Examples (Not Inclusive):

- a. Perform CPR.
- b. Safe move/transfer assist of clients.
- c. Lift and/or carry objects weight 25 pounds.

2. **Sensory Abilities:** Sufficient auditory, visual and tactile ability to monitor and assess client's conditions and gather information from digital analog for oral presentations, demonstrations and observations.

Examples (Not Inclusive):

- a. Identify/detect changes in client and environment via chart review, assessment and/or other health parameters.
- b. Monitor and Assess health needs of a client or population.
- c. Sufficient ability to perform nursing interventions in the clinical practice setting to include: obtaining diagnostic specimens and information to determine a client's condition.

3. Communication Abilities: Sufficient communication abilities in English for written (printed and typed), verbal (direct and telecommunications) and non-verbal communication with clients to include patients/families/other healthcare disciplines in the clinical practice setting.

Examples (Not Inclusive):

- a. Retrieve, understand and utilize information (care plans, diagnostic reports, progression reports) to communicate effectively with others to include, the patient/family and other healthcare disciplines.
- b. Utilize informatics appropriately within the college and/or clinical practice setting.
- c. Communicate professionally and competently with clients from a variety of social and cultural backgrounds.

4. Behavioral/Social Skills: The student must possess the emotional health required to adapt to ever-changing environments by displaying flexibility and effective functioning in high stress circumstances within the clinical practice settings involving clients.

Examples (Not Inclusive):

- a. Establish rapport and participate effectively with client, other healthcare disciplines and faculty/preceptor.
- b. Manage demanding workloads and emotional stress.
- c. Exercise good judgment and complete all client care responsibilities promptly.

5. Cognitive: Student must be able to measure, prioritize, analyze, integrate and synthesize information and respond with integrity and competence. Student must sustain attention and memory to patient safety.

Examples: (Not Inclusive):

- a. Collect, analyze and prioritize data.
- b. Synthesize and apply theory to client needs.

It is the responsibility of the student with disabilities to request reasonable accommodations if needed to meet the essential requirements. If accommodation is requested, the student must provide documentation of his/her limitation and specify his/her request for accommodation.

Academic Advising

Statement from the NCWU catalog “**The responsibility for meeting all academic requirements for a selected program rests with the student**”.

To facilitate effective advisement and degree completion, students should take the following steps:

1. Check NCWU email daily to receive information from faculty and advisors, as well as, notification of upcoming events and deadlines.
2. Communicate with their academic advisor on a weekly basis to maintain progress toward degree completion.
3. Run the Degree Audit Worksheet (through their my.NCWU portal) following each semester to plan and monitor degree completion.
4. Remain aware of college policies, deadlines, and degree requirements as stated in the catalog, the college website and RN to BSN program Student Handbook.

Recommended Nursing Major Academic Plan

Semester 1		Semester 2		Semester 3	
Term A	Term B	Term A	Term B	Term A	Term B
NUR 301	NUR 304	NUR 330 (WI)	NUR 345	NUR 400 (WI)	NUR 410
NUR 310	NUR 300	NUR 335	NUR 350	NUR 410 (WI)	*elective if needed
<i>Semester 1 Credit Hours Total: 12</i>		<i>Semester 2 Credit Hours Total: 12</i>		<i>Semester 3 Credit Hours Total: 10-13</i>	

- Program Notes: Typically, students entering NUR may fulfill General Education and/or Major requirements with previously completed coursework; speak with an adviser to have transcripts evaluated.
- Academic Advising Notes: The following courses DO NOT have Pre-Requisites: NUR 301, NUR 310, NUR 304 and NUR 300. **However, it's highly recommended the courses be taken in the order noted in the chart above.**
- NUR 301, NUR 310, NUR 304, NUR 300 and students must have completed all general education requirements, as these are the pre-requisites for NUR 330.
- NUR 301, NUR 310, NUR 304, NUR 300 and students must have completed all general education requirements, as these are the pre-requisites for NUR 335.
- NUR 330 is a pre-requisite for NUR 345.
- NUR 330 is a pre-requisite for NUR 350.
- NUR 350 is a pre-requisite for NUR 400.
- NUR 350 and student must have completed all elective requirements as these are the pre-requisites for NUR 410.
- A cumulative GPA average of C+ (2.3) and a minimum of 77% average in ALL the major courses noted above in chart.
- WI is the code used to designate courses that satisfy the College's Writing Intensive Course requirement.

NUR 301- Principles of Health Education (3)

NUR 310- Introduction to Public Health (3)

NUR 304- Epidemiology for Healthcare Providers (3)

NUR 300- Legal and Ethical Issues in Healthcare (3)

NUR 330- Promoting Quality, Safety and Cultural Awareness in Healthcare (3)

NUR 335- Health Care Policy and Information Management (3)

NUR 345- Transition to Professional Baccalaureate Nursing Practice (3)

NUR 350- Nursing Leadership, Management and Finance (3)

NUR 400- Professional Nursing Research and Evidence Based Practice (4)

NUR 410- BSN Professional Capstone (6)

General Education-Degree Requirements

FOUNDATIONS (12 SEMESTER HOURS)	REQUIRED
CRITICAL THINKING AND WRITING (6 Semester Hours)	
ENG111 Writing I	3 sem. hrs.
ENG112 Writing II (<i>ENG 111 with a C or better</i>)	3 sem. hrs.
ANALYTICAL REASONING (3 Semester Hours)	
MAT 105, MAT 111, MAT 113, MAT 115, MAT 121, MAT 122, MAT 213	3 sem. hrs.
RELIGIOUS FOUNDATIONS (3 Semester Hours)	
REL 101 or REL 115	3 sem. hrs.
EXPLORATIONS (29 SEMESTER HOURS)	
ARTISTIC & INTERPRETATIVE INQUIRIES (6 Semester Hours)	
Literature: ENG 115, ENG 201, ENG 202, ENG 203, ENG 204, ENG 205, ENG 206, ENG 207, 208, ENG 215 (<i>ENG 112 with a C or better</i>)	3 sem. hrs.
Art, Music, Entertainment, and Theater: ART 101, MUS 101, THR 115, HUM 101 or three consecutive semesters of MUS 171	3 sem. hrs.
CIVIC ENGAGEMENT & SOCIAL JUSTICE (6 Semester Hours)	
Criminal Justice, History, Political Science, or Communication: Choose TWO courses from the following: HIS 101, HIS 102, HIS 111, HIS 112; JUS 111; POL 112, POL 201, COM 200	3 sem. hrs.
	3 sem. hrs.
STUDIES IN HUMAN BEHAVIOR (3 Semester Hours)	
Economics, Psychology, or Sociology: ANT/SOC 210; ECO 211, ECO 212; PSY 111, SOC 101, SOC 111	3 sem. hrs.
GLOBAL PERSPECTIVE & ETHICS (6 Semester Hours)	
International Studies: ENG 230; GEO 101; HIS 360, HIS 405; HSP 111, HSP 211, HSP 212; POL 313; REL 220, REL 235	3 sem. hrs.
Ethics: BIO 224, BIO 330; PHI 202, PHI 342; REL 340, REL 342, REL 401	3 sem. hrs.
NATURAL SCIENTIFIC INVESTIGATIONS (8 Semester Hours)	
Biology with Lab: BIO 101, BIO 102, BIO 123, BIO 222 <i>*Waived for BSN Students</i>	4 sem. hrs.
Earth Science with Lab: CHM 101/102, CHM 111/112	4 sem. hrs.
MAJOR REQUIREMENTS: NURSING (34 Semester Hours)	
NUR 300 Legal and Ethical Issues in Healthcare	3 sem. hrs.
NUR 301 Principles of Health Education	3 sem. hrs.
NUR 304 Epidemiology for Healthcare Providers	3 sem. hrs.
NUR 310 Introduction to Public Health	3 sem. hrs.
NUR 330 Promoting Quality, Safety and Cultural Awareness in Healthcare (<i>WI</i>) (<i>NUR 300, 301, 304, 310</i>) <i>*Students must have completed all general education requirements</i>	3 sem. hrs.
NUR 335 Healthcare Policy and Information Management (<i>NUR 300, 301, 304, 310</i>) <i>*Students must have completed all general education requirements</i>	3 sem. hrs.
NUR 345 Transition to Professional Baccalaureate Nursing Practice (<i>NUR 330</i>)	3 sem. hrs.
NUR 350 Nursing Leadership, Management and Finance (<i>NUR 330</i>)	3 sem. hrs.
NUR 400 Professional Nur. Research and Evidence Based Practice (<i>WI</i>) (<i>NUR 350</i>)	4 sem. hrs.
NUR 410 BSN Professional Capstone (<i>WI</i>) (<i>NUR 350</i>) <i>*Students must have completed all elective requirements</i>	6 sem. hrs.
MINIMUM SEMETER HOURS REQUIRED FOR GRADUATION	120 sem. hrs.

Worksheet: BS in Nursing: Non-nursing courses which were completed more than ten years ago, will be evaluated individually by the registrar and faculty for currency, content, and credit.

Clinical Practice Experiences

The RN to BSN Program at North Carolina Wesleyan University (NCWU) is currently seeking national accreditation through the Commission on Collegiate Nursing Education (CCNE), which endorses programs of nursing for high standards in quality and integrity.

For each degree level of nursing the CCNE requires “Clinical Practice Experiences” that allow the student to integrate new knowledge and skills into nursing practice.

The American Association of Colleges of Nursing (2012) defines nursing and the achievement of baccalaureate standards as follows:

“Nursing is a practice discipline that includes both direct and indirect care activities that impact health outcomes. Baccalaureate programs provide opportunities for practice experiences designed to assist graduates to achieve *The Essentials of Baccalaureate Education for Professional Nursing Practice*. All baccalaureate programs, including RN to BSN programs, must provide practice experiences for students to bridge to baccalaureate level professional nursing practice” (AACN, 2012).

The Clinical Practice Experiences are guided by the course faculty through application-based learning assignments/virtual simulation/quality and/or community projects.

The Clinical Practice Experience assignments will be identified by course faculty in NUR 330, 335, 345, 350, 400, 410 and noted on the course syllabi with *CPE by the corresponding assignment. The students are responsible for uploading these assignments into Typhon and Jenzabar.

Examples of Clinical Practice Experiences: Expectations per the RN to Baccalaureate Curriculum White Paper (AACN) -

<https://www.aacnnursing.org/Portals/42/News/Whitehttps://www.aacnnursing.org/Portals/42/News/White-Papers/RN-BSN-Expectations-White-Paper.pdf>

The evaluation method for the clinical practice experiences utilizes rubrics and evaluation forms via Typhon. The planned clinical practice experiences are evaluated based upon written assignments from the student and evaluations by the student’s audience, when applicable.

NOTE: It is the student’s responsibility to meet the requirements set for by any agencies the student may be completing a clinical practice experience, including but not limited to affiliation agreement securement, immunizations, tuberculin skin testing, criminal background check and drug screening.

Typhon

Typhon is the software the students will be utilizing to address social problems, collaboration, patient education and program learning outcomes with each Clinical Practice Experience Assignments, as noted on the syllabi. The evaluation method for the courses will be conducted via Typhon (Course Evaluations). Typhon will also contribute to the development of the students Professional Portfolio throughout the entire program to include the clinical practice experiences designated on each course syllabi.

NOTE: *The cost of Typhon is covered in student fees upon registering for NUR 301.*

Faculty: are responsible for supervising/guiding the clinical practice experience application-based learning assignments with the student and setting (when appropriate) to ensure the student is meeting the course learning objectives, as well as, helping students identify an appropriate Capstone Project to demonstrate application of new knowledge and skills into practice areas of research, leadership and population health.

Field Extender: may be in the practice setting to serve as an *additional* resource by facilitating and supporting the student during NUR 400 and NUR 410 as the student develops their Clinical Practice Project. The Field Extender must meet the following criteria:

- Preferably Hold a Bachelor's degree or higher *or* professional experience commensurate with the student's Clinical Practice Project needs (Example: Associates Degree Prepared/Diploma RN with significant supervisory experience/community-population health experience).
- May not be a relative or personal friend of the RN to BSN student.
- Availability to serve as a resource to the student during NUR 400 and NUR 410.

Academic Success

Curriculum Requirements

All coursework submitted for grading must adhere to the guidelines in the latest edition of the Publication Manual of the American Psychological Association (APA Formatting).

- APA - <http://www.apastyle.org/>

- Purdue Online Writing Lab: <http://owl.english.purdue.edu/owl/resource/560/>

Definition of Grades

For undergraduate nursing students, the grades of A, A-, B+, B, B-, C+, C, C-, D, and F indicate a graduation in quality from excellence to failure and are assigned by the following grading scale.

Faculty assigned to the course are responsible for grading all coursework.

Grade	RN to BSN Program Grading Scale	Grade Point Average Scale
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	60-66	1.0
F	≤ 59.4	0

All Major Coursework requires a minimum of 77% to be considered passing for the Nursing Program Major ONLY

*NOTE: Coursework outside of the MAJOR Coursework may adhere to an alternate grading scale.

Nursing Course Rounding Policy

Purpose: Provide a standardized consistent method of calculating individual grades utilizing standard rounding practices that is equitable and fair for all students in the Nursing Major Coursework.

Syllabus Statement:

A student must achieve a minimum final course grade of 77% for successful completion of all major coursework. Grades will be rounded from the tenth only.

NOTE: Final grade will be rounded to the closest whole number using the 0.5 rule.

For example, an 85.489 is an 85. An 85.844 is an 86. An 85.500 is an 86.

Grades will be rounded from the tenth only.

Nursing Course Late Submission Policy

All assignments are due by the date/time as indicated in the syllabus and coursework tab of my.ncwc.edu. Assignments submitted after the indicated due dates are at the discretion of the assigned course faculty, as outlined in the syllabus. Technical issues are not valid excuses for late work unless the problem stems from NCWU servers/platforms. Exceptions to this policy are at the discretion of the assigned course faculty.

Time limits regarding completion of the RN to BSN Program

The RN to BSN program should be completed within a five-calendar year period or less. If longer than five years university and program requirements may have changed and will result in dismissal from the RN to BSN Program.

Appealing a Grade

A student may appeal a final grade in a course for any one of the three reasons.

1. The instructor made a calculation error in determining the grade.
2. The instructor failed to follow the grading policy described in the syllabus.
3. The instructor did not follow one or more of the college policies.

Refer to the NCWC catalog for the steps in appealing a course grade.

RN to BSN Progression Policies

1. The minimum grade of a C+/ 77%/GPA 2.3 is required for all nursing courses.
2. Maintain an overall GPA of 2.0.
3. A student is allowed to repeat a max of three different nursing courses one time due to failure. Failure of the repeat course or a fourth nursing course will result in dismissal from the program.
4. All nursing courses must be taken at NCWU.

Academic Performance Counseling

The student, faculty, or Director of the RN to BSN program may initiate a counseling conference when a student is in jeopardy of not meeting course objectives. The purpose of a counseling conference is to provide an opportunity for the student, instructor, or Director to discuss areas of concern.

New Student Adult Professional Studies Orientation

Students will meet individually with their academic advisor to complete their New Student Orientation. During this meeting, advisors will register the student for their first semester, review University policies, procedures, academic requirements of the nursing program.

Formal Complaint Policy and Procedures:

<https://ncwc.edu/adult/online/>

Dismissal from the RN to BSN Program

NCWU will dismiss any student from the program who fails to meet academic and/or non-academic behavioral, ethical and/or practice standards. Students who present physical or emotional problems that interfere with providing safe essential nursing practice and do not respond to appropriate treatment or counseling within a justifiable timeframe will be dismissed from the RN to BSN Program. Also, any student that demonstrates a threat to the public health and safety of others will be dismissed. Unsatisfactory behavior can consist of a pattern of behavior/performance or a single incident. Dismissal can occur at any point in the program/course, to include immediate dismissal if necessary.

Readmission to the college and program

Students who previously attended Wesleyan and wish to return must apply for readmission. An application for Readmission of Former Students can be obtained from the Office of Admissions at any of the Universities locations. If the applicant has attended another post-secondary institution during the absence, an official transcript from each institution must be submitted. Students who have been academically or socially suspended may be required to submit additional materials for review by the University and RN to BSN Program Director before a decision is made concerning their formal readmission into the college and program. Students approved for readmission into the University must successfully pass a criminal background check.

Adult Studies Drop/Withdrawal Policy

Week 1: Tuition Refund/Course Removed from Transcript

Students who drop a course within the first seven business days (second Tuesday) of a term, may drop with a full tuition refund for the course. The drop/add form must be received on or before the close of business on the second Tuesday of the term. Courses dropped during this time will not be included in the student's academic record. Students must complete Add/Drop form and submit it to their academic advisor before the drop is official.

Week 2-4: NO Tuition Refund/W on Transcript

Students who withdraw after the second Tuesday of a term, will be responsible for the full tuition of the course. Students withdrawing prior to the fourth week of a term will receive a non-punitive grade of "W" (withdraw) for the course, which will not impact the student's grade point average (GPA). Students must complete the Add/Drop form and submit it to their academic advisor.

Weeks 5-8: NO Tuition Refund/WF on Transcript

Students withdrawing from a course after the fourth course meeting, will receive a punitive grade of "WF" and will be held financially responsible for the full tuition of the course. For online courses, students must withdraw by the fourth Friday. Students must complete an Add/Drop form and submit it to their academic advisor.

Medical Withdrawal: NO Tuition Refund/W on Transcript

Students who need to withdraw after the drop period due to medical issues can request a medical withdrawal by submitting the appropriate form and documentation. A medical withdrawal removes the student from the entire term and cannot be used to partially withdraw. Students will be responsible for the full tuition incurred but will receive a non-punitive grade of "W" on their transcript, regardless of the week it is processed. The Medical Withdrawal Request Form and supporting documentation must be submitted to the student's academic advisor no later than the last day of the term. The provost will determine if the medical withdrawal will be granted.

Financial Aid Impact of Dropping Courses

Dropping or medically withdrawing from a course will potentially have a negative impact on a student's financial aid and can result in a balance due. Students should check with their financial aid advisor to determine how a drop or medical withdraw will affect their aid. Students must confer with an academic advisor and complete the appropriate paperwork to drop or medically withdraw from a course.

Graduation Requirements and Application Process

Requirements for Graduation from the RN to BSN Program:

- Successful completion of all coursework within the RN to BSN Program (34 Credits).
- A minimum of 120 credit hours.
- Maintain an overall grade point average (GPA) of a 2.0 or higher.
- All NUR coursework must meet minimum program grade standards with a percentage grade of 77% or higher; a C+ or better in the standard grade distribution for the coursework.

Graduation Application Process:

Students should apply for graduation for a given semester only if he or she is enrolled in all courses necessary to complete the degree requirements including the GPA requirements, by the end of the academic semester in which they are applying for graduation. Graduation fee's and additional information in the application process is noted in the NCWU student handbook.

Honorary Societies

ALPHA SIGMA LAMBDA: NCWC has a charter with Alpha Sigma Lambda honor society under the chapter Nu Zeta Sigma. Alpha Sigma Lambda honor society is for adult learners in higher education. At the May graduations we will hold an induction ceremony for those selected to join the honor society. Selection criteria are as follows:

1. Students must have earned a minimum of 50 semester hours with NCWU.
2. Students must have completed 12 or more credits in the liberal arts/sciences. (This is completed through general education classes).
3. Top 20% of the graduating class
4. GPA of 3.5 or higher.

Student Resources

Library and Learning Resources

Pearsall Library is located on the main campus in Rocky Mount. The library's mission is "to serve the North Carolina Wesleyan University community at all campus locations, stimulating academic research and learning by providing access to appropriate resources, effective instruction, and inviting learning environments." In addition to serving students in Rocky Mount, the Library also supports programs at eight off-campus sites; two are free-standing campuses and the other six are partnerships with community colleges. The Library accomplishes its service mission by providing access to materials in a variety of formats, including print, electronic, and audiovisual media; by linking users to a wide range of electronic resources; and by providing instruction and online guides and tutorials to help users navigate the world of information, effectively.

Students will primarily use the Library's Online Catalog (OPAC), online electronic databases (e-Databases) to retrieve e-journal, e-magazine, and e-newspaper articles, electronic books (eBooks), online educational and documentary streaming videos, and other online materials. The students will be provided information and orientation to various library services and these materials will be readily available on the library's website at: <https://ncwc.edu/academics/library/> and also via the RN to BSN research guide Libguide at: <https://ncwc.libguides.com/Nursing>. Online electronic databases, e-books, and educational streaming videos, etc., are available via the full suite of the North Carolina Libraries for Virtual Education (NC LIVE) resources and some subject-specific resources that the library provides.

The library provides asynchronous online library video tutorials using Articulate Storyline 360 software that covers many helpful materials from locating peer-reviewed journal articles and citing sources properly to accessing databases on and off campus. The library's website includes a section with subject-specific research guides (Libguides). This section provides online instructional materials/handouts, including information about the research process - assessing/evaluating the credibility of websites and other online materials and much more. The Instructional librarians maintain constant rapport with the teaching faculty to further help update library research guides and tutorials for course contents and assignments within instructor's online course shells on the Universities learning management system – Jenzabar to ease delivery to the students. Also, the instructional librarians have continuously developed communication techniques to reach all students via Social Media Channels (Instagram, Facebook, Twitter), the use of Google Drive, and YouTube videos platforms. The students are able to link to the library and librarians via any mobile device with Internet connection.

Online students can also call the library directly to work through library related issue(s) and research needs. Well-qualified librarians offer assistance in person, non-personal services via telephone or e-mail, or via Virtual Reference Services, using Libraryh3lp virtual reference platform. Pearsall librarians and Libraryh3lp chat staff provide close to 24/7 online/virtual reference desk services. The virtual reference desk allows the students or users to ask questions,

online, and are able to instant message the librarians, via a desktop, laptop, and any mobile device with Internet connection. The students or users are able to email transcripts of their online chat dialogues/transactions with librarians for further review, as needed, using the envelope icon on the chat widget (chat box) at the bottom left corner of the library's website at: <https://ncwc.edu/academics/library/> or at the bottom left corner of the RN to BSN research guide (Libguide) at: <https://ncwc.libguides.com/Nursing>.

Librarians are present at the library 7 days a week during library hours and the reference desk is manned while the library is open (105-1/2 hours a week, except holidays, during the fall and spring semesters and 61 hours a week, except holidays, during summer sessions). During the weekend hours, library coverage is provided by a highly skilled library paraprofessional or by a librarian. Librarians check their email and voice messages from home during closed hours and reply to messages by or before the next business day. Contact information and library hours are available on the library's website at: <https://ncwc.libguides.com/libraryhours>. When students or faculty members need materials that they are not able to access through the databases or in the campus collection, the library offers interlibrary loan services, free of charge.

Elizabeth Braswell Pearsall Library

Phone: 252-985-5350

Email: reference@ncwc.edu

Pearsall Library Collections

- ✚ Print volumes in the library
- ✚ Electronic books, including both reference sources such as Oxford and Credo Reference and general monograph collections from eBook Central, eBooks on EBSCOhost, ABC-CLIO, Gale Virtual Reference Library, RB Digital, Open Library and Home Grown eBooks.
- ✚ Popular and educational DVDs in the library
- ✚ Educational and documentary streaming videos accessible online
- ✚ Access to online full-text articles from periodicals, newspapers, and journals. The library has subscriptions to about 20 titles in print for browsing. We subscribe to few print magazines, newspapers, and journals because users can access magazine and journal articles much more readily online.
- ✚ Electronic resources are made available to library users through 121 different online databases.

All students are able to gain access to the library's online resources using their NC Wesleyan Universities login name and password via an authentication page. To facilitate this process, instructions for off-campus access are provided on the library website as well as contact information for getting help from the library staff, as needed. Note that the library has made a deliberate decision to provide a wide array of electronic resources because these books, journal, magazine, and newspaper articles and videos are accessible to all students and faculty at the main campus and site locations at any time of the day or night, via the library's website. This accessibility is especially important for adult learners who often juggle academic demands with the needs of career and family and for students and faculty at off-campus site locations.

To supplement the resources Pearsall Library provides students at NC Wesleyan University, the library has a reciprocal agreement with local academic libraries at Nash Community College in Rocky Mount, NC and East Carolina University in Greenville, NC. The reciprocal agreement assures “the mutual access of the faculty, staff, and students of our educational institutions to the resources of our respective libraries.” Copies of the reciprocal agreements are attached (ECU Agreement, 2018 and Nash Community College agreement, 2019).

The NCWU Writing Center Pearsall Library, Room 146

<https://ncwc.edu/writing-center/>

The writing center provides one-on-one meetings with trained peer-consultants who can help you with a variety of writing concerns:

- Understanding the assignment
- Generating ideas
- Drafting introductions and conclusions
- Organizing
- Finding sources
- Incorporating and citing sources
- Understanding genre conventions
- Polishing the final draft

Scheduling an appointment with the NCWU Writing Center:

Walk-in visitors are accepted; however, scheduled appointments are given priority.

To make an appointment visit:

ncwc.mywconline.com

First, you need to “Register for an Account”. This asks you questions about your e-mail, name, status and major. It also prompts you to create a password.

Once you are registered, you can log into the scheduling system.

White blocks on the schedule are open appointment times. Click the block that corresponds to your desired date and time; fill out the appointment form; and click “Save Appointment” to make an appointment.

If you have a longer paper (5+ pages), please schedule an HOUR appointment.

A confirmation will be sent to the email you used to register for the system.

FAQ’s for the NCWU Writing Center:

- Can I schedule an online appointment?
 - Yes. Follow the instructions from the previous section. When you reach the appointment form, click the drop-down menu next to “Meet online?” and change it to “Yes- Schedule Online Appointment”.
 - You may attach your document at this stage or upload it on the day of the appointment.
 - To begin your appointment, you will return to this form and click on “Start on Join Online Consultation”.
- What should I do on the day of the appointment?

- Arrive on time: We will hold your appointment for 5 minutes after the scheduled time, but then we will need to help other students.
- Bring copies of your writing and the assignment sheet: Having a copy of the assignment sheet will help put your writing in context and allow the consultant to make sure you are meeting all of the teacher's requirements.
- Prepare a few specific questions or concerns before you arrive: to help the consultant focus on feedback that will be useful to you.
- Engage with the consultant: Read along with them. Ask questions. Take notes. A consultation should feel more like a conversation than a lecture.
- Don't expect an editor: Consultants will not "fix" your paper for you. Like any tutor, our job is to help you learn. If your biggest concern is grammar, we can teach you how to identify your patterns of error and how to correct them.

Tutoring

While all students can visit the Rocky Mount campus to receive tutoring services but RN-to-BSN students will most likely take advantage of the online Smarthinking tutoring service.

Smarthinking has become the premier provider of research based, research proven, online tutoring to help institutions of higher education increase student achievement, boost retention, and enhance learning. Services include live online tutoring, an online writing lab for students to submit papers for feedback, and tutorial programs in Microsoft Office and other subjects. Smarthinking is available to all students.

Whether NC Wesleyan students take advantage of tutoring in person or online, they are served by highly accessible and well-qualified tutors. See attached documentation on our Smarthinking service (Smarthinking Usage Report and Smarthinking Handout, Appendix B, C and D).

Technology Requirements

Reviewing the following link for suggested technology requirements for online coursework- <https://ncwc.edu/about/departments/information-systems/technology-requirements/>

Textbook Procurement

Textbooks are identified for each online course and the student is responsible to secure textbooks prior to the start of the course. Books may be secured from the NCWU bookstore website or via any other online book retailer.

Office of Counseling & Disability Services

The office of Counseling and Disability Services (CDS) is located in the Student Success Center at the Pearsall Classroom Building on the Rocky Mount Campus. The mission of CDS is to provide equal access opportunities including the establishment and coordination of academic accommodations, auxiliary aids and programs to qualified students in accordance with Section 504 of Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990. The office of CDS exercises a reasonably good faith effort to coordinate accommodations to enable students with disabilities to maximize their educational potential.

North Carolina Wesleyan University Accommodation Policy

Your Rights

In the administration of its admission or recruitment policies, North Carolina Wesleyan University does not discriminate against students with disabilities. NCWU complies with the ADA and Section 504 of the Rehabilitation Act of 1973, which mandates that no otherwise qualified handicapped individual in the United States shall be *denied the benefits of, or be subjected to*, discrimination under any program or activity receiving federal financial assistance.

What Are Accommodations

A reasonable accommodation is a modification or adjustment to a course, program, service, job, activity or facility that enables equal access to programs and services to otherwise qualified students with disabilities. In turn, equal opportunity refers to the opportunity to attain equal benefits and privileges on a par to similar students without a disability. The Office of CDS establishes the final determination of appropriate accommodations.

Types of Disabilities

Examples of Disabilities that may warrant accommodations:

AD(H)(D)

Learning Disabilities

Physical

Psychological

Possible Academic Accommodations

Accommodations vary from student to student depending on the type and severity of the disability. Examples of common accommodations include:

- Disability Support Advising in collaboration with the Director of Counseling and Disability Services and Academic Advisor.
- Testing Accommodations (extended time, separate and quiet location, reader and/or scribe)
- Note-Taking Assistance
- Textbooks in Alternate Format
- Housing Accommodations (where applicable)

Note: Extended time on out-of-class assignments and flexibility in the course attendance policy are typically at the discretion of the Instructor.

How to register with the Office of Counseling and Disability Services (CDS):

- Contact the Director of Counseling and Disability Services (CDS) located in the Hardee's Building, Rocky Mount Campus.
 - Phone 252-985-5178 (Student Affairs main) 252-985-5216 (direct)
 - Provide current and comprehensive documentation to the Office of CDS of a temporary or permanent disability that requires accommodation. Specific documentation guidelines categorized by disability are outline on the CDS website.
 - The director of Counseling and Disability Services will review the documentation. It is the student's responsibility to obtain additional information or testing when requested. A prior history of accommodations, without demonstration of current need, does not, in and of itself, warrant the provision of a like accommodation.
 - Visit <http://www.ncwc.edu/student-affairs/success/counseling-disability/disability> for information regarding appropriate documentation.

- An Individualized Education Plan (IEP), 504 plan, or Disability Accommodations at a previous institution are not considered sufficient documentation, but it can be submitted as supporting information in addition to a comprehensive assessment.

Appendix A-HIPAA Privacy Act

The Health Insurance Portability and Accountability Act (HIPAA) was passed in 1996 and went into effect April, 2003. The act includes several provisions. The one we are concerned with here is the Privacy Rule.

HIPAA's privacy rule is designed to ensure "that individuals' health information is properly protected while allowing the flow of health information needed" to provide good care. HIPAA concerns all personal patient/client information, referred to as Protected Health Information (PHI). Protected health information:

1. is any information that can identify an individual which is used or held by a health care Provider
2. covers information stored on paper, in electronic records and oral communications.
3. protects patients/client from having their personal information disclosed to others without their consent.

What does this Act mean to you as nursing students?

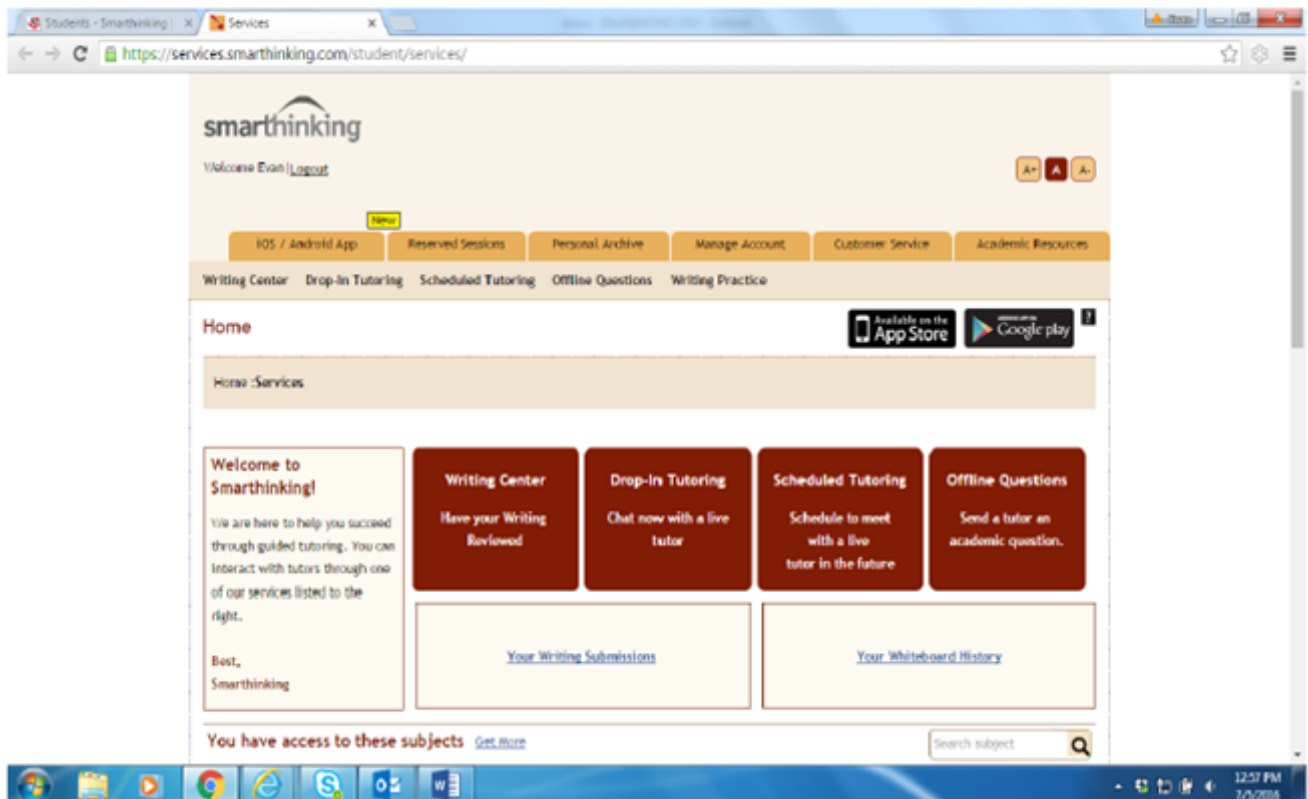
Privacy in the context of medical care holds that no one should have access to private health care information without the client's consent and that clients should have access to records containing his or her own information. Confidentiality relates primarily to the protection of information. Protecting clients' privacy and maintaining the confidentiality of client information have always been core nursing values and are discussed in the American Nurses Association Code of Ethics. Nurses have a "duty of confidentiality", which means they must protect their clients' privacy. When nurses learn personal information about a client, they are ethically and legally required not to disclose it to any person or any agency other than those involved in the client's care or other designated person or agency.

Examples of breaches of confidentiality and privacy include, but are not limited to, the following:

1. Discussing client information in any public area where those who have no need to know the information can overhear. Find a private room or area when discussing treatments and administering procedures. Do not discuss clients in elevators, cafeteria, or hallways.
2. Improperly accessing, reviewing, and/or releasing client identifiable information:
 - a. Name
 - b. Address
 - c. All Dates (DOB, Admission/Discharge Dates)
 - d. Telephone numbers
 - e. Fax numbers
 - f. Electronic mail addresses
 - g. Social Security Numbers
 - h. Medical Record Numbers
 - i. Health Plan Beneficiary Numbers
 - j. Medical Status or diagnosis

4. Improperly accessing, reviewing, and/or releasing client medical information. Access to client information must be limited to what you as a student needs to know to care for assigned clients. It should be obvious that you don't need information about clients you are not caring for. The basic rule to follow when determining appropriate use of PHI is "what is the least amount of information I need in order to do my job?"
5. Discussing client information with people not entitled to the information. If asked about personal client information by a friend, another student or staff member who is not involved in that client's care, you must not share that information.
6. Pressing the client for information not necessary for care planning.
7. Leaving client medical information in a public area.
8. Discarding copies of client information in non-secured trash cans. Dispose of PHI in the proper bins or shred it.
9. Displaying information on a screen (handheld computers etc.) that is viewed by unauthorized users.
10. Leaving a computer unattended in an accessible area with medical record information unsecured.
11. Failing to log off computer terminal.
12. Sharing or exposing password.
13. Preparing written or oral class assignments about clients without concealing their identity.
14. Interacting with the client's family in ways not authorized by the client.

Appendix B-SmartThinking Service



Appendix C- SmartThinking Usage Report

Dashboard

From : January 1, 2019 To : December 4, 2019

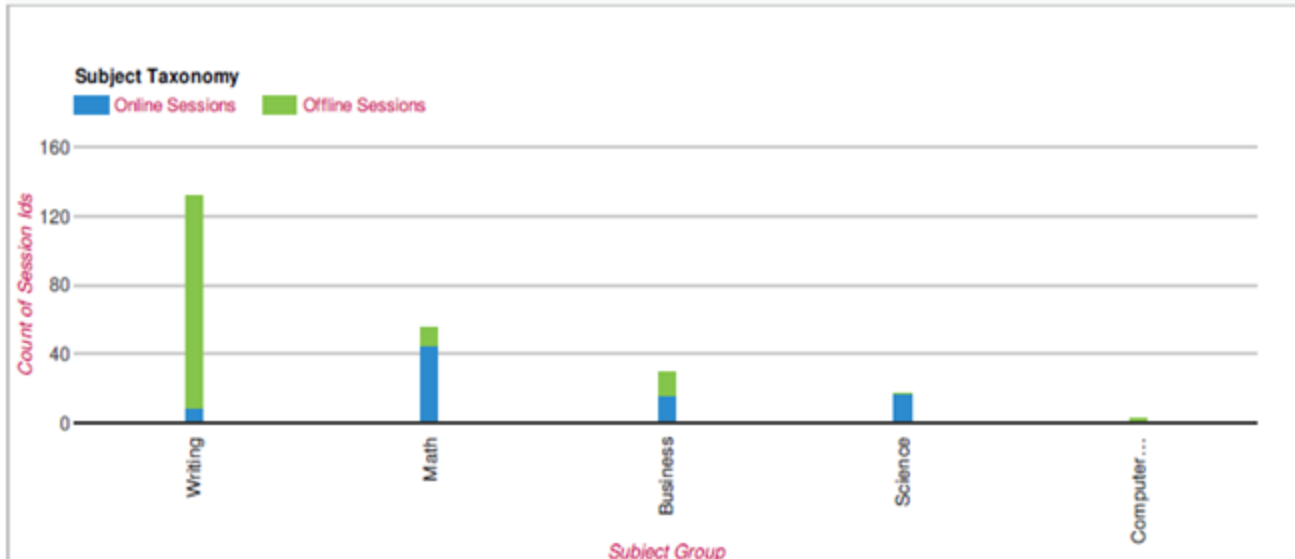
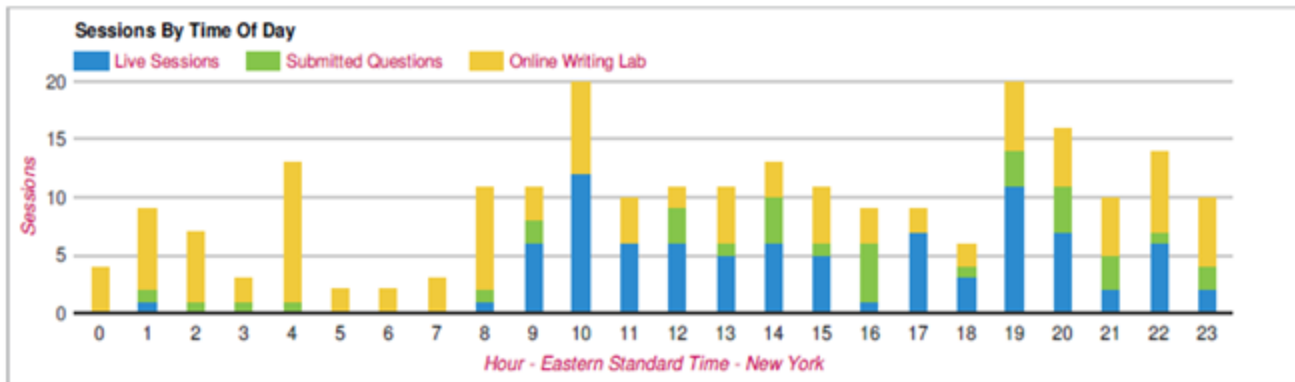
Organization	Remaining hours
North Carolina Wesleyan College	218.53

Survey	Percentage
Survey Response Rate	29%
Would you recommend Smarthinking to a friend ?	88%

By Interaction type

Interaction Type	Sessions	Total Time (minutes)	Total Time (Hours)
Live Sessions	87	2,627	43.78
Online Writing Lab	113	4,589	76.48
Submitted Questions	35	672	11.20
Total	235	7,888	131.46

Registration	Total
Distinct Users During Period	84
New Registrations During Period	201



Appendix D-SmartThinking Handout



Free Online Tutoring:
Anywhere, Anytime!!

Math - Science - Business - Writing

Connect With a Tutor and interact in real time.

Submit your Writing for any class to our Online Writing Lab.

Submit a Question and receive a reply from a tutor.

Follow these steps to get started:

1. Logon to My.NCWC.Edu
2. Select the Student tab
3. Click the Smarthinking Link on left hand column
4. Click the Smarthinking logo in the page to be taken directly into your account

Log into your SMARTHINKING account whenever you need help!



Technology Requirements and Troubleshooting

- Enable Cookies/Javascript (install Java here <http://www.java.com>)
- Disable all popup blockers
- Refer to our full list of the most up to date settings here <http://services.smarthinking.com/static/customerSupport/technicalRequirementsFAQ/>

Need help using SMARTHINKING?

Click on the **SMARTHINKING Student Handbook** in the scrolling menu at the bottom of your SMARTHINKING homepage!
You may also contact Customer Support at support@smarthinking.com or (888) 430-7429 ext. 1 (Mon-Fri, 8am – 6pm ET)



An Overview of How to use SMARTHINKING

Once you are logged in, you will find various tabs on the left-hand side of the page or along the top:

- my home page - brings you back to your SMARTHINKING home page.
- about me - opens the form completed at registration and allows you to change your personal information and time zone
- my account - provides access to information about your use of SMARTHINKING
- cust. support & FAQ - provides access to information that will help you solve any problems that arise when you are using SMARTHINKING
- academic resources - provides access to the SMARTHINKING Writer's and ESL Writer's Handbooks, an Accounting Glossary, a Study Guide Handbook, and links to other sites that provide support for students studying mathematics.
- Log out - allows you to log out of your account when you are finished using SMARTHINKING.



In the center of the screen, your options for tutoring are displayed:

- connect with an e-structor now! Is used when you want live tutoring right away.
- submit your writing is used to send an essay or paper draft to an e-structor for review.
- schedule a personal session is used when you want to make an appointment for future tutoring. **If you know that you cannot make a scheduled session, you MUST CANCEL IT WITHIN 48 HOURS OF THE APPOINTMENT TIME IN ORDER TO NOT BE CHARGED FOR IT**
- submit a question is used when you would rather wait for a response to your question then take the time for a live session.



connect with an e-structor now!

Select an active subject and message an e-structor for a private session. [Tell Me How](#)

Select a Subject



submit your writing

Submit your essays or course writing. Get the e-structor's comments from your inbox, you'll receive 24 hours. [Tell Me How](#)

Select a Subject



schedule a personal session

Pre-schedule a live session with an e-structor of your choice. [Tell Me How](#)

Select a Subject

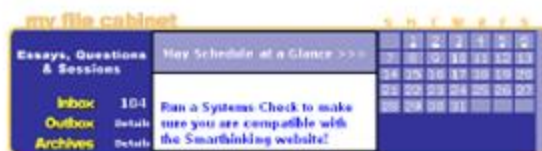


submit a question

Choose a subject below and submit your question. Get the e-structor's response from your inbox, usually within 24 hours. [Tell Me How](#)

Select a Subject

Near the bottom of the screen, you will find my file cabinet. Your SMARTHINKING file cabinet contains transcripts of your online sessions, copies of responses to questions you have submitted, and reviews/critiques of papers and essays submitted to the Essay Center.



There is a more detailed handbook of these steps inside your account. Simply click on the **SMARTHINKING Student Handbook** in the scrolling menu at the bottom of your SMARTHINKING homepage! You may also contact Customer Support at support@smarthinking.com or (888) 430-7429 ext. 1 (Mon-Fri, 8am – 6pm ET)

Statement of RN to BSN Student Handbook Receipt

I, _____, have been given a copy of the RN to BSN Student Handbook to include policies and information as set forth by North Carolina Wesleyan University. I have read these policies and information myself in their entirety and have had my questions answered. I understand and agree that, as a student in the RN to BSN program of North Carolina Wesleyan University, I am bound and responsible to comply with all these policies. I also understand and agree that I am subject to all requirements, provisions, and procedures contained in these polices.

Printed Name: _____

Student Signature & Date: _____