



Lancaster General  
College of Nursing  
& Health Sciences

## *Division of Nursing*

# *Bachelor of Science in Nursing (RN to BSN) Program Handbook*

This document is an addendum to the College Student Handbook. The handbook is reviewed annually and revised as necessary. Students will be notified via email of any additions or revisions.

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# **LANCASTER GENERAL COLLEGE OF NURSING AND HEALTH SCIENCES**

## ***Division of Nursing Mission Statement***

*The mission of the Division of Nursing is to prepare nurses at the associate and baccalaureate levels, who are competent, caring, and socially responsive to current and future healthcare demands of individuals, groups, and communities. This mission is accomplished through nursing education, scholarship, and service.*

## ***Division of Nursing Philosophy***

The faculty of the Division of Nursing ascribe to the mission and educational policies of the Lancaster General College of Nursing and Health Sciences. The Division of Nursing makes evident, through its educational programs, the mission of the College to develop competent, caring, socially responsible healthcare practitioners. The nursing curriculum is influenced by beliefs held by the faculty about the nursing metaparadigm of client, health, nursing, and environment. The curriculum reflects the integration of these beliefs and their application in professional practice. The conceptualization of the metaparadigm and beliefs about nursing education serves as the organizing framework of the curriculum.

### **Client**

A client is an individual, group or community. Viewed across the lifespan, the client is unique and culturally diverse. Dimensions specific to the client include physiological, psychological, emotional, sociocultural and spiritual. The client interacts with the environment, is a collaborator in health care, and is responsible for personal life decisions affecting health and wellness.

### **Health**

Health is a dynamic state of physical, psychological, emotional, sociocultural and spiritual well-being that fluctuates throughout the lifespan. Health is influenced by personal values, beliefs, and interactions between the client and the environment.

## **Environment**

Environment is all the tangible and intangible conditions, circumstances and influences surrounding and affecting the life, development, behavior, and health of clients. Clients interact with, are influenced by, and affect a continually changing environment.

## **Nursing**

Nursing is a caring profession and a discipline that focuses on the client. Nursing continually evolves through the processes of discovery, creation, development, and refinement of knowledge from nursing theory, research, and other disciplines. It is a humanistic and holistic profession that uses intellectual curiosity, critical thinking, and the nursing process to identify and meet client needs. Nurses treat the human response to health and illness. Nurses creatively assist clients with health promotion, disease prevention, and restoration and maintenance of health as clients interact within their environment. Nurses aspire to promote the profession of nursing and its contribution to society. Nurses assume leadership roles in nursing practice, education, and research.

### **Beliefs about Learning and Nursing Education**

#### **Learning**

Learning is a dynamic, life-long process of self-discovery, knowledge attainment, self-reflection, and growth. It occurs through intellectual curiosity, student motivation, and facilitator guidance. Learning requires active participation and should be self-directed. Learning is enhanced by the variety of educator and learner life experiences. Learning builds upon previous knowledge and supports a change in attitudes, values, beliefs, and behaviors.

#### **Nursing Education**

The Division of Nursing recognizes the unique learning styles of students and strives to develop curricula that incorporate a variety of instructional modalities and draw from other disciplines including the humanities, social sciences, sciences, and mathematics/computer sciences. The nurse educator recognizes, values, and incorporates the students' diversity, past experiences, and previous knowledge into the educational process. The nurse educator plans learning activities that cultivate critical thinking, creative thinking, and problem-solving. Nurse educators are facilitators of learning who foster positive learning environments. Nursing students gain proficiency in nursing practice through exposure to theoretical knowledge and clinical application. Nursing education encourages intellectual curiosity, creativity, and desire for life-long learning.

The Division of Nursing faculty acknowledges that students have diverse educational aspirations and is supportive of educational mobility. The programs within the Division of Nursing are the Associate in Science in Nursing (ASN) Degree and the Bachelor of Science in Nursing (RN to BSN) Degree.

The ASN program provides an initial exposure to the collegiate and practice environments by providing the student with the education needed for entry into the profession of nursing at a beginning level of competency. Courses in the humanities, social sciences, sciences, mathematics/computer sciences, and nursing provide the educational foundation for entering the nursing profession. These courses lay the groundwork for critical thinking and problem solving. Students are introduced to the interdisciplinary healthcare team and challenges of the global community. Graduates are accountable for their practice, utilize nursing process to provide care, collaborate with healthcare professionals, and practice in a variety of settings. They are responsible for intellectual growth and life-long learning.

The RN-BSN program provides an increased depth and breath of liberal arts and nursing education which contributes to a higher level of critical thinking, problem solving, and autonomy. Students strengthen their ability to articulate ideas in written and spoken forms. This program enhances students' knowledge of healthcare systems and prepares them to assume formal and informal leadership roles in nursing. Students are introduced to the research process in order to analyze and incorporate evidence-based findings into professional nursing practice. Students are challenged to assimilate diverse theories and perspectives to provide culturally competent care. Graduates value lifelong learning and are prepared for professional and educational advancement.

### ***Bachelor of Science in Nursing (RN to BSN) Educational Outcomes***

Upon completion of the Bachelor of Science in Nursing (RN to BSN) program, the graduate will:

1. Integrate theoretical and empirical knowledge from the humanities, social sciences, sciences, and mathematics/computer sciences into the practice of nursing.
2. Provide culturally competent care that upholds legal and ethical principles.
3. Demonstrate professional communication through effective writing, speaking, and the use of technology.
4. Demonstrate leadership and professionalism in the practice of nursing.
5. Analyze research that enhances the practice of nursing.
6. Demonstrate an understanding of human, fiscal, and material management in the delivery of health care.
7. Value the importance of lifelong learning for personal and professional development.

# *Faculty*

## **Core Faculty**

### **Chair, RN to BSN Program**

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## **Dean**

### **Dean, Division of Nursing**

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## ***RN to BSN Program Features***

### **Accelerated Program**

This program is offered in an accelerated format and is specifically designed to meet the needs of adult learners with work, family, and other commitments. Prior and newly acquired knowledge, skills, and experiences are incorporated into course activities. Classes meet one day a week for four hours, with completion of the curriculum in less than two years. This program allows students to achieve educational outcomes, become efficient learners, and utilize learned skills and knowledge in their current practice environments. A majority of courses in the RN to BSN curriculum are offered in an accelerated format. Additional general education courses will be offered in either accelerated or traditional formats. Students may complete general education course requirements at their own pace.

### **Cohort Model**

All RN to BSN students are a part of a small cohort group who take courses together throughout the curriculum. By learning in a cohort environment, students experience collaboration and cooperation with peers, are exposed to diverse perspectives, and develop a support system.

### **Nursing Capstone Project**

RN to BSN students must complete a Nursing Capstone project as part of the nursing curriculum. Students will be introduced to the capstone project in *NUR 302 Introduction to Nursing Capstone*. This course prepares the student to explore the meaning, benefits, and elements of service learning. Students will explore potential ideas for development of a service learning project. Prior to this introductory course, students will be assigned a nursing faculty advisor who will guide the development and implementation of the service learning project. Throughout the curriculum, students perform a minimum of 30 hours of service learning. In addition, students integrate principles, theories, and methods learned in previous courses as they analyze, synthesize, and evaluate the knowledge gained through the capstone project. In the final nursing course, *NUR 450 Nursing Capstone*, students complete a synthesis paper and presentation.

## BACHELOR OF SCIENCE IN NURSING (RN to BSN) CURRICULUM REQUIREMENTS

<b>Accelerated Courses</b>		
ECO 150	Survey of Economics	3
ECO 310	American Healthcare System	3
ENG 300	Advanced Composition for Healthcare Professionals	3
MAT 260	Statistics	3
PHI 300	Ethical Issues in Nursing	3
NUR 301	Conceptual Foundations of Nursing Practice	3
NUR 302	Introduction to Nursing Capstone	1
NUR 310	Human Diversity and Healthcare	3
NUR 321	Health and Physical Assessment	3
NUR 322	Teaching and Learning for the Nursing Professional	3
NUR 401	Nursing Research	3
NUR 410	Issues and Trends in Nursing	3
NUR 420	Nursing Leadership and Management	3
NUR 430	Nursing in a Global Society	3
NUR 450	Nursing Capstone	3

### **Additional General Education Requirements** All of the following must be completed prior to graduation.

Course	Credits
<b>Sciences</b> <span style="float: right;">14 credits</span>	
BIO 175	Anatomy & Physiology I <span style="float: right;">3-4</span>
BIO 176	Anatomy & Physiology II <span style="float: right;">3-4</span>
BIO 185	Microbiology <span style="float: right;">3-4</span>
BIO 250	Nutrition <span style="float: right;">3</span>
<b>Social Sciences</b> <span style="float: right;">6 credits</span>	
PSY	Psychology <span style="float: right;">3</span>
SOC	Sociology <span style="float: right;">3</span>
<b>Math or Computer Science</b> <span style="float: right;">3 credits</span>	
MAT 100 level or greater	College Math
Note: Students who have taken an approved statistics course may meet this requirement by taking any 3 credit college level math or computer science course.	
<b>Humanities</b> <span style="float: right;">6 credits</span>	
ENG 100	English Composition <span style="float: right;">3</span>
Elective	Any humanities course <span style="float: right;">3</span>
<b>General Electives</b> <span style="float: right;">9 credits</span>	
Electives	Nine credits from any discipline; three credits must be a 300-400 level course <span style="float: right;">9</span>

*Students may complete general education requirements through course transfer or completion at their own pace.*

**LANCASTER GENERAL COLLEGE OF NURSING AND HEALTH SCIENCES**  
**Bachelor of Science in Nursing (RN to BSN)**  
**Program Policies and Guidelines**

The policies listed below are unique to the RN to BSN Program or believed by the faculty to require special prominence in this handbook  
For additional policies, see LGCNHS Student Handbook.

**Academic Integrity**

The promotion of academic integrity, which is the pursuit of scholarly activity free from fraud and deception, is essential to the establishment of an optimal learning environment. The concept of academic integrity extends beyond the classroom setting to encompass all aspects of student and faculty activities and academic endeavors. Please refer to the College Student Handbook for the Ethical Standards policy.

**Academic Progression**

A student must complete the following courses with a grade of “C” or above: NUR 301, NUR 302, NUR 310, NUR 321, NUR 322, NUR 401, NUR 410, NUR 420, NUR 430, and NUR 450. Students who receive a grade of less than “C” may repeat the course one time. Students may continue with the prescribed curriculum unless the course is a prerequisite for another course. The course must be repeated prior to graduation. Students may not get a grade less than “C” in more than 4 courses in the major (required NUR courses). With a 5<sup>th</sup> grade less than “C”, the student will be dismissed from the program.

Completion of 120 credits is required for graduation. A minimum overall GPA of 2.0 is required to meet the requirements for graduation.

Students who have taken courses at LGCNHS and earned a grade below the required level must repeat the course at LGCNHS. In addition, students must achieve a grade at or above the required level in order to earn course credit toward graduation. The newly earned grade will become the grade of record for the purposes of transcripts, GPA computations, determination of academic progression, etc. No course with a grade below the required level may be repeated more than once under any circumstance. CLEP or course challenges are not acceptable replacements for repeating courses completed without a required passing grade. Please refer to the College Student Handbook for the complete policy.

**Advisement**

Each student will be assigned an academic advisor who will assist the student with course selection, academic concerns, and/or career planning. The advisor guides the student through the development and implementation of the service learning activity.

**Attendance Policy**

Students are expected to attend all classes and participate in classroom and on-line discussions. Attendance will be taken at every class. Students may not miss more than four 4 hours during any accelerated course. After an absence, student must contact the

course faculty member to discuss make-up of missed material. More than four hours of absence will result in a grade of Failure (“F”) for the course and no opportunity for makeup will be permitted. Students are requested to notify the course faculty member of any planned absences.

### **Computer Recommendations**

Accelerated courses require the use of a computer and therefore the student must be able to utilize a computer to create, save, attach, retrieve, download, and print documents. Students should be able to navigate the Internet and use search engines such as Google, EBSCOhost, and others. Even though students have access to three computer labs at LGCNHS and technical support from the college IS department, it is strongly recommended that they own a personal computer with a reliable high speed Internet connection (not dial-up), sound card, and printer. Necessary software include Microsoft Office (Word, Excel and Power Point – version 2007) and Adobe Acrobat Reader (available free from <http://get.adobe.com/reader/>).

### **Course Offerings and Dates**

The College reserves the right to change the sequence and dates of course offerings.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights & Privacy Act (FERPA) is a federal regulation that is in place to protect student rights. These rights allow student review of educational files as well as give written permission to others (parents, spouse, etc.) to review those files. Another regulation within FERPA allows the College to provide others (prospective employers, etc.) information such as when College was attended, when graduation occurred, the degree earned, etc. The student has the right, in this situation, to provide written notification that the College is not to provide this information. Please refer to the College Student Handbook for the complete policy.

### **Health and Safety**

**Pennsylvania Criminal History Record Information Report (CHRI), Pennsylvania Child Abuse Clearance and Public Welfare Clearance.** Reports must have been issued less than 6 months prior to NUR 302. The reports will be kept in a confidential file to meet regulatory requirements. You should submit the original reports; copies will be made and the original reports will be returned to the student.

**Pre-entrance examination** form completed by a physician, nurse practitioner, or physician’s assistant and submitted to Employee and Student Health Services. The Health Assessment Form, immunizations, and/or titers should be sent directly to the Employee/Student Health Nurse at LGH, PO Box 3555, Lancaster, PA 17604. The main number for Employee/Student Health is 544-5984 ( or extension 45984).

This must include must include history, examination and documentation of:

- Varicella, mumps, rubeola, and rubella antibody screening by lab testing within the last five years.
- Date of last diphtheria/tetanus (dT). Date must be within the last ten (10) years.
- Hepatitis B vaccine. The first of the three hepatitis inoculations must be administered prior to the start of the semester. Students should arrange for

the 2 subsequent inoculations with their physician and proof of completion of the series should be forwarded to the Coordinator, Counseling and Health Services. Any student who does not choose to receive the series must sign a waiver accepting responsibility for potential exposure to hepatitis B. Students who cannot provide dates of hepatitis B vaccination must have a hepatitis B surface antigen test as proof of immunity.

- Results of PPD (TB) testing. Date must be within the last year. A chest x-ray is required if there is a past history of a positive PPD.
- **Urine drug screening.** This screening will be conducted by the Employee/Student Health Nurse.

Further information on student health and drug screening can be found in the College Student Handbook.

### **ID badges**

Students are expected to display their ID badges at all times. ID badges should be worn above the waist and be visible. If a student forgets his/her ID badge, a temporary badge should be obtained from the Security Office.

### **Special Accommodations**

Reasonable accommodations may be made for some disabilities. Any student requiring accommodation for a physical or learning disability is encouraged to disclose this to the ADA/504 Coordinator of the College (Employee/Student Health Nurse) following enrollment.

### **Inclement Weather**

Due to the accelerated nature of the RN to BSN program, students must make up class time missed due to inclement weather. Students will be notified of accommodations for make-up by the course faculty.

### **Late Assignments**

Late assignments will be penalized by 5% per day for a maximum of 7 days. After 7 days, the student will receive a grade of zero (0). All assignments must be submitted in order for the student to complete the course.

### **Non-Registered Persons in Class**

Children, parents, or other non-registered parties may not accompany students to class or any course-related activities.

### **Refund Policy**

The Refund Policy will be applied to each student as appropriate and will be compliant with federal and state guidelines under which financial aid is offered. When a student drops classes or completely withdraws from the College, tuition and fee charges are based on the date of the withdrawal. To determine how much credit a student will receive upon withdrawing from a class or the College, see the tables below.

### **15 week courses (Fall and Spring Semesters)**

100%	Prior to the 1 <sup>st</sup> day of the <u>semester</u> as defined by the academic calendar.
90%	first week of the semester
80%	second week of the semester
70%	third week of the semester
60%	fourth week of the semester

**NO refunds will be issued after the fourth week.**

### **5-12 week courses (includes Summer)**

100%	prior to the start of the first class
75%	if dropped within seven days of the start date of the course

**NO refunds will be issued after the seventh day of the start date of the course.**

### **Courses less than 5 weeks**

100%	prior to the start of the first class
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**NO refunds will be issued thereafter.**

For students who receive Federal Title IV financial aid, please see the College policy.

### **Request for Change of Cohort**

Students must submit a written request for change of cohort to the Chair, RN to BSN program. Changes will be granted based on seat availability.

### **Service Learning Requirements**

Prior to participating in any service learning hours students must complete and submit the following to their faculty advisor:

- **Agreement**  
A service learning agreement must be submitted to faculty advisor prior to participating in any service learning hours. In order to receive credit for service learning hours this agreement must be on file with the advisor.
- **Liability/Malpractice Insurance**  
While in the RN to BSN program, students must maintain liability/malpractice (Professional Liability) insurance with a minimum of \$1,000,000 per claim and \$3,000,000 per aggregate. Students may purchase liability/malpractice insurance from any provider. Information on liability/malpractice insurance can be found at the following websites: [www.nso.com](http://www.nso.com), [www.proliability.com](http://www.proliability.com), or [www.medmal4.com](http://www.medmal4.com). A copy of liability/malpractice insurance must be submitted to **academic advisor prior to participating in any service learning hours**. Students must maintain this insurance until all 30 hours of service learning are complete.
- **Certification in cardiopulmonary resuscitation (CPR)**  
Students must submit proof of a health care provider course offered by the American Heart Association prior to the start of any service learning hours. Students must maintain CPR until all 30 hours of service learning are complete.

Note: failure to submit any required paperwork (physical, background checks, CPR, liability insurance, service learning agreement, etc. as required will result in a “hold” placed on the student’s registration and ability to process in the program.

### **Transfer Credits**

Students entering the RN to BSN program will have their transcripts reviewed to determine credits to be awarded for previous learning regardless of the time since completion. Transfer credits will not be accepted where a grade of less than “C” was earned for a course. Required general education courses taken in diploma programs will be awarded credit. Any college credits earned from Lancaster General Nursing Programs will be applied to the program of study. Upon acceptance into the RN to BSN Program, students must complete a minimum of 34 credits of instruction at LGCNHS. After admission into the College, no more than six credits may be transferred from other colleges.

After matriculation, students may not transfer more than 6 credits from other institutions for lower division courses (100 and 200 level courses) and an additional 3 credits for upper division courses (300 and 400 level courses). This is over and above credits earned by alternative method (ie challenge exams).

### **Transfer Credit for Nursing Courses Policy**

Students may transfer only six RN to BSN nursing course credits into the program. Transfer credits will be granted when an equivalent course, taken at another accredited college or university, is approved by the Chair of the RN to BSN program and/or appropriate faculty. Course syllabi may be required to determine if the course content is equivalent to LGCNHS curriculum and credit. Nursing 302 *Introduction to Nursing Capstone* and Nursing 450 *Nursing Capstone* must be taken at LGCNHS.

## RN to BSN Student Handbook Signature Page

**Student Name (Please print)** \_\_\_\_\_

**Receipt of RN to BSN Student Handbook**

I have received the Lancaster General College of Nursing and Health Sciences RN to BSN Student Handbook. My signature on this document indicates that I have read, understand, and agree to abide by the policies outlined therein.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**The above signature is in effect while the student is affiliated with the Lancaster General College of Nursing and Health Science.**

Note: Student must submit the *Signature Page* for the RN to BSN Student Handbook and the *Signature Page* from the College Student Handbook to nursing faculty prior to NUR 302.