MOUNT ST. JOSEPH
UNIVERSITY

RN-BSN Student Handbook

Applies to students beginning their program in 2019

Table of Contents (CNTRL + CLICK on Page Numbers)

Section I: Introduction to Mount St. Joseph University 3
Letter from Faculty and Staff 3
Early Beginnings/Preparing for the Future 4
Accreditation and Approvals 6
The Caring Moment 6
Change Notice 7
Section II: Description of the Department of Nursing 8
Mission 8
Philosophy 8
Organizing Framework 8
Department of Nursing Organizational Chart 10
Section III: Description of the RN-BSN Program 11
Mount St. Joseph University RN to BSN (RN-BSN) Model Program 11
Program Outcomes 12
Course Descriptions 12
Section IV: Academic Policies and Requirements 14
Opportunities for Credentialing of Prior Learning for Registered Nurses 14
Full Admission to the MSJ RN-BSN Program 14
Provisional Admission to the MSJ RN-BSN Program 14
Progression in the MSJ RN-BSN Program 15
Licensure 15
Notification to Students of Unsatisfactory Work 15
Withdrawal or Dismissal from the MSJ RN-BSN Program 16
Graduation Requirements 16
Graduation with Honors 16
MSJ RN-BSN Program Grading Policy 16
Student Fee, Expenses, and Refunds 16
MSJ RN-BSN Synchronous Meeting Attendance Policy 17
MSJ RN-BSN Online Attendance Policy 17
Section VI: Professional Role Development 18
Statement of Professionalism 18
Opportunities for Developing the Professional Role in Nursing Students 18

Section VII: Responsibilities of MSJ RN-BSN Students 19
Orientation 19
Communications: Messages for Students and Faculty 19
Academic Advising and Course Registration 19
Academic Honesty – Shared Trust of Faculty and Students 19
Guidelines for Practicum and/or Practice Application Experiences 20
Guidelines for Requesting Letters of Reference and Completion of Scholarship Applications 20
Department of Nursing Policy on Diversity 21
Technology Requirements 21
Department of Nursing Social Media Policy 22
Section VIII: Student Awards and Scholarships 24
Leadership and Academic Awards 24
Sr. Vincentia Rettig, S.C. Award 24
Scholarships Available for Nursing Students 26
Section IX: Professional Nursing Organization Affiliation 27
Section X: MSJ Department of Nursing RN-BSN/RN-MSN Committee 28
Appendix A: Criminal Background and Drug Screen Policy 29
Appendix B: RN-BSN Student Handbook Signature Page 33
Purpose of the Student Handbook and Student Verification 33

Section I: Introduction to Mount St. Joseph University

Letter from Faculty and Staff

Welcome to the RN to BSN (RN-BSN) Program at Mount St. Joseph University (MSJU)!

The Faculty and Staff of the RN-BSN Program have prepared this Student Handbook as a guide to assist you through the successful completion of your program of studies. We encourage you to become thoroughly familiar with the contents of the RN-BSN Student Handbook. Your academic advisor and our staff are available to explain any policies, procedures or regulations in the Student Handbook and how they may apply to you.

The RN-BSN program offers an opportunity to earn a Bachelor's Degree in Nursing by enrolling in specially designed classes that meet the needs of the working learner. Accelerated classes are intense learning experiences that cover course content as thoroughly as traditional courses but follow a different teaching methodology.

Due to accelerated classes typically lasting seven to eight weeks, it is essential from the start that the emphasis is placed on learning. To maximize learning, instructors often provide a pre-assignment in advance of the first class start date. Pre-assignments are generally available one month prior to the start of each term. Students are expected to have purchased books and completed pre-assignments before the course start date.

From time to time, it is necessary to introduce new policies and revisions to the present policies and procedures operative in the School of Health Sciences' RN-BSN Program. New policies and revisions are posted on the Learning Management System (Blackboard). It is your responsibility to periodically check the RN-BSN Handbook for notices and changes that may affect you.

You are about to begin your studies in nursing at Mount St. Joseph University during one of the most challenging and important times in nursing's history. We trust you will enjoy your program of study. We especially encourage you to interact with Faculty and your fellow students, as we continue to create the culture of caring, compassion, quality and competence for the practice of nursing in the global community.

Our very best wishes for success in your educational endeavors.

Faculty and Staff

Department of Nursing

Mount St. Joseph University

Early Beginnings/Preparing for the Future

In 1920, the College of Mount St. Joseph (moved to Mount St. Joseph University on July 1, 2014) became the first Catholic college for women in the State of Ohio to offer baccalaureate degrees. Contrary to the tradition of the day, which encouraged only men to receive a College education, the mission of the college served women by providing them with the opportunity for a college education so their contributions to the community and to society could also be recognized and applauded.

Consistent with this mission, in 1926 the Mount initiated a Bachelor of Science degree to graduates of diploma nursing programs, the third such program in the State of Ohio. This program was initiated in collaboration with the Good Samaritan Hospital School of Nursing, another Sisters of Charity of Cincinnati sponsored institution. In the late 1930's the collegiate program was further refined and offered registered nurses the Bachelor of Science in Nursing Education (BSNE) degree, in keeping with the national trend in higher education in nursing throughout the United States at that time.

In 1949, in further response to the call of the community and the nursing profession, the Mount initiated one of the first Bachelor of Science in Nursing programs (BSN) for students seeking their first nursing degree. While most nursing programs at the time were heavily directed toward preparing graduates for roles in traditional acute care settings, the Mount, keeping in mind its commitment to the community, added a community health component. The emphasis on community health remains the cornerstone of the curriculum to this day.

The 1970's saw the beginning of evening classes and a track for RN students which incorporated their previous nursing experience. In 1987, the Mount implemented the Weekend College Nursing Track in response to the growing numbers of registered nurses seeking the Bachelor of Science in Nursing Degree. The Mount was the first in the Midwest to offer RN-BSN education exclusively in the weekend time frame.

PREPARING FOR THE FUTURE

1994 marked the creation of the Nursing Honor Society at the Mount. The Mount is proud of current nursing students and alumni who have graduated and entered the health care arena as caring practitioners, competent providers, and visionary leaders. The Honor Society has a mechanism to formally recognize their superior achievement, leadership, and creativity. The Mount's chapter expanded in 1996 when it joined with the Honor Society at Xavier University to apply for Sigma Theta Tau International membership. Omicron Omicron Chapter at Large received its charter as an honorary nursing organization on April 26, 1998. In April 2017, Good Samaritan College joined the Omicron Omicron Chapter at Large.

In 1996, the Mount developed a community program to recognize leaders in nursing. The Leadership in Nursing Awards Program was initiated as the first awards program in the Tristate area of Ohio, Kentucky and Indiana designed to recognize significant achievements of distinguished leaders in nursing administration, nursing education, nursing research and lifetime achievement in nursing. In 2000, a new award, the Alumni Nurse Leader, was added to honor a Mount nursing graduate who has a history of exemplary leadership in the nursing profession. Awards are presented each year following an extensive nomination and selection process and proceeds from the event generate scholarships to promote leadership in nursing students.

The 2001 – 2002 academic year marked the 75th anniversary of the Nursing Program at the Mount. Numerous events were held to celebrate our history and the contributions of our nursing alumni.

The Nursing Department went through an organizational restructuring in 2002 involving three health related programs. Nursing joined Athletic Training and Physical Therapy to create an expanded Department of Health Sciences which was soon changed to Division of Health Sciences.

In 2004, the Department of Nursing began its first graduate program with the Master of Nursing Program. This program is now called MSN-MAGELIN (Master's Graduate Entry-Level into Nursing) and awards the MSN degree. This is an innovative pre-licensure program for individuals with bachelor's degree in disciplines other than nursing, who are interested in pursuing a nursing career.

The Department of Nursing responded to the growing need for more graduate programs in the Tri-state area and in 2012 implemented a post-licensure Master of Science in Nursing program with two tracks: education and health care administration. In 2013 the Department added a third track: the Clinical Nurse Leader. The Department also implemented a Doctor of Nursing Practice program in 2012 with two tracks: health care administration and advanced practice. This DNP program evolved into a new, single track: Health Systems Leadership, and the DNP program was granted full accreditation by the Commission on Collegiate Nursing Education (CCNE) in 2015.

In 2014, the College of Mount St Joseph made an exciting change to convert to a University due to the growing number of graduate programs. The Division of Health Sciences became the School of Health Sciences. The Departments of Athletic Training, Physical Therapy and Nursing remained within the new School. In 2018, the School of Health Sciences added the Physician Assistant (PA) Department; the first graduate PA program in Southwest Ohio.

In 2015, 2016 and again in 2018, the Department of Nursing was awarded a total of over $480,000 to offer the Nurse Faculty Loan Program (NFLP), funded by the Health Resources and Services Administration (HRSA). The NFLP covers the cost of tuition, fees, and other reasonable education costs for eligible students. Up to 85% of the loan can be forgiven for those who complete the degree program and teach full time in an accredited school of nursing. The Mount has a rich history of providing innovative, high-quality nursing education. The NFLP will allow the Mount to expand the MSN and DNP programs and support students who want to educate nurses.

The School of Health Sciences faces the uncertainty of dramatic changes in education, health care, and technology. The Department of Nursing will confront these challenges with the same spirit and confidence that has been demonstrated since the program's inception in 1926.

Accreditation and Approvals

Mount St. Joseph University is authorized to offer nursing degrees at the baccalaureate, masters and doctorate levels by the Ohio Department of Higher Education (ODHE) and the Higher Learning Commission (HLC).

The BSN and MSN MAGELIN programs at Mount St. Joseph University are approved by the Ohio Board of Nursing.

The BSN, MSN and DNP programs are accredited by the Commission on Collegiate Nursing Education. The achievement of accreditation of a nursing program indicates to the general public and the educational community that a nursing program has clear and appropriate educational mission and goals and is providing the conditions under which its mission and goals can be fulfilled. Questions or comments can be directly forwarded to:

Commission on Collegiate Nursing Education
655 K Street, NW, Suite 750
Washington, DC 20001
P: (202) 887-6791
F: (202) 887-8476
Website:www.aacn.nche.edu

The Caring Moment

"The most important medicine is tender love and care"

--Mother Teresa

In the fall of 1994, the Senior BSN class designated "the caring moment" as their class theme. The class embraced Dr. Jean Watson's nursing theory "Human Science and Human Care" as guiding their nursing practice. Student and faculty enthusiasm for the caring theory grew. One student wrote a poem (see below) about the importance of caring and the Chairperson of the Department of Nursing designed a lapel pin to symbolize the essential nature of caring in the high-tech, often fragmented health care delivery system today.

In the spring of 1995, the Senior BSN students were presented with a "Caring Moment" lapel pin and a tradition was born. This lapel pin has the words "the caring moment – MSJ nursing" wrapped around a center stone. The color of the stone symbolizes the centrality of the mission of the Mount and the specific degree that the graduate earned. BSN and MSN MAGLEIN graduates receive a lapel pin with a sapphire blue center stone, MSN students receive a pin with a gold colored stone and DNP graduates receive a caring moment pin with a clear crystal stone. The simple phrase is to remind Mount graduates that a caring compassionate attitude is as important, perhaps even more so, than any skill learned while in school.

Change Notice

The Department of Nursing, School of Health Sciences reserves the right to make changes in policies, procedures and regulations subsequent to the publication of this STUDENT HANDBOOK. Notice of changes, revisions, or any additions to the RN-BSN STUDENT HANDBOOK will be posted on the RN-BSN Hub located in Blackboard. Students will receive an automatically generated email to their MSJ email account notifying students of the change/update/addition.

Section II: Description of the Department of Nursing

Mission

The Department of Nursing's mission is to prepare women and men as professional nurses who integrate the liberal arts and sciences with the knowledge and skills essential for patient centered nursing practice. Graduates are caring, ethical health care providers who support the dignity of others and promote holistic, evidence- based practice in a variety of settings.

Philosophy

Nursing education is an interactive and applied learning experience among faculty, students and colleagues of other disciplines in partnership with clients in need of nursing and healthcare. Faculty, staff, and students in the Department of Nursing share responsibility for creating a learning environment where mutual respect, accountability, leadership and self-direction are nurtured. Effective learning in nursing occurs when intellectual debate and inquiry are encouraged, and varied learning styles, values, and experiences are acknowledged and respected. The educational foundation for nursing practice is the synthesis, integration and application of information gleaned from: theories and research; liberal arts and sciences, technology; religious studies; and the life experiences of culturally and socio-economically diverse peoples.

Developing partnerships and empowering clients to assume responsibility for making decisions that promote their optimum health is essential. We believe every person is a unique creation of God, holistic in being, and possesses self-direction in the pursuit of individual, family, and community goals.

As educators and practitioners of nursing, we believe nursing is the art and science of caring which should be universally accessible, and practiced in partnership with clients and colleagues from other disciplines. Nursing's professional and social accountability is exercised through a commitment to evidence-based practice, the principles of planned change, quality improvement, life long learning, cultural sensitivity, and participation in professional, social, and political arenas.

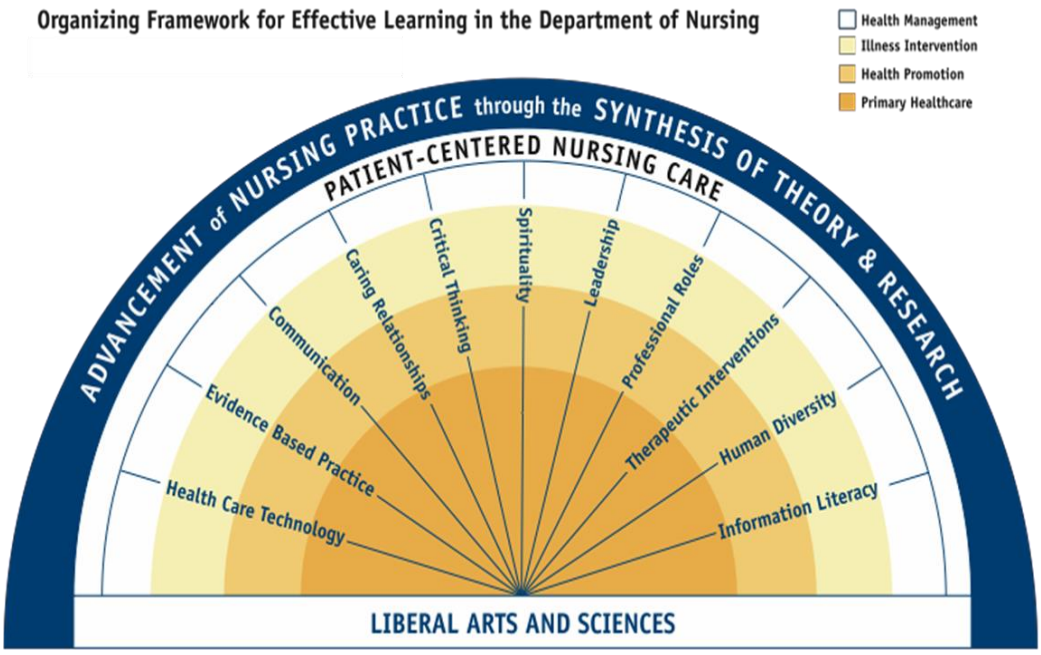
Organizing Framework

The organizing framework of the Departments of Nursing illustrates the systematic and incremental placement of selected concepts designed to provide effective learning opportunities for students as they integrate, synthesize and apply information gleaned from theories and research, liberal arts and sciences, technology, and religious studies.

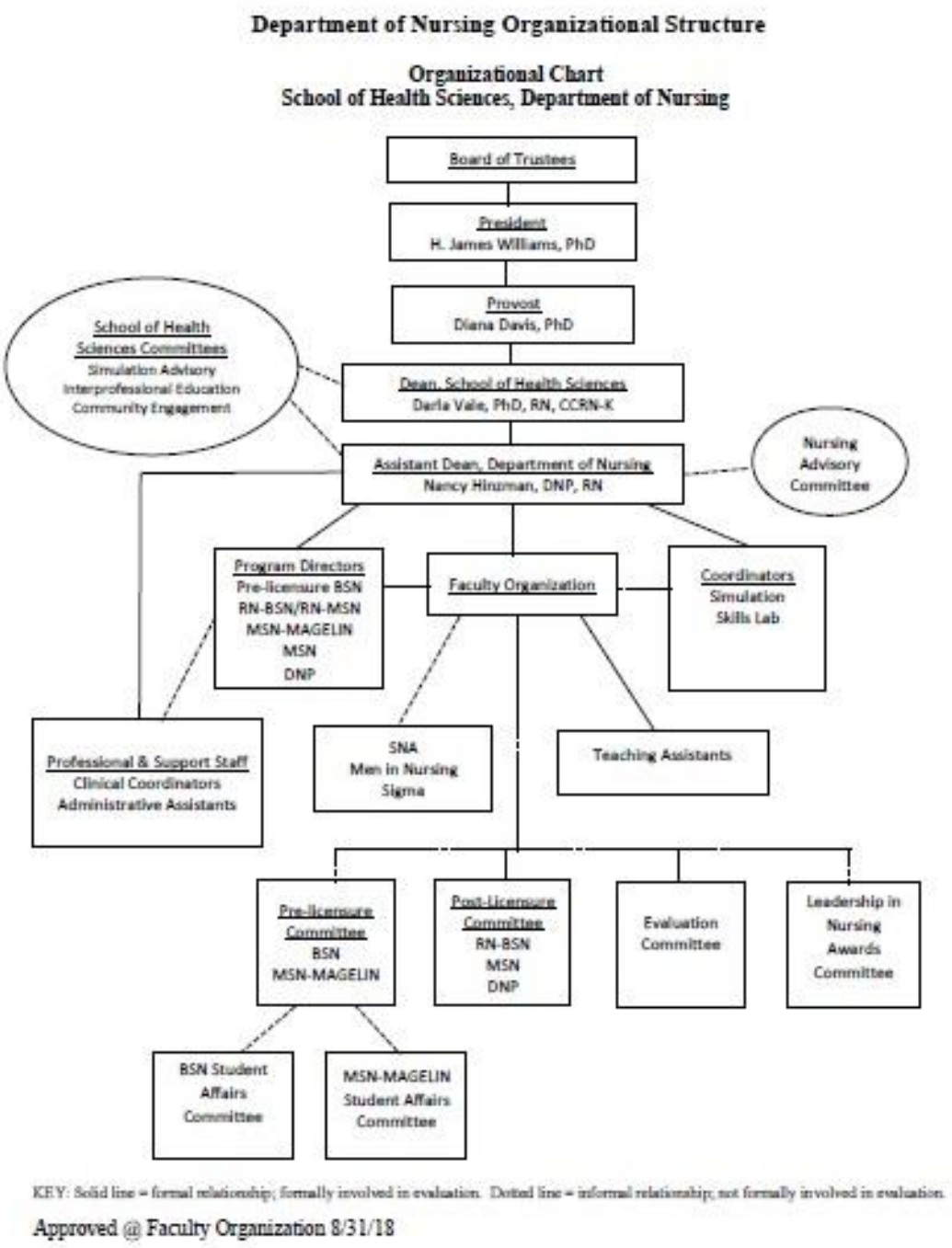
The framework supports the Department's Mission and Philosophy. Preparation of graduates from the pre-licensure programs, and from the post-licensure RN-BSN program is built on the liberal arts and sciences. The levels of primary health care, specifically, health promotion, illness intervention and health management serve as the means to organize content in order to facilitate interactive and applied learning experiences for students. The increasing width of the bands of the developmental levels illustrate the progressive learning experiences of students as they assimilate an increasing complex body of information and experiences in their achievement of selected competencies, course, and program outcomes.

Transecting the four developmental levels are eleven progressive concepts which are integrated throughout the students' learning experiences. These broad concepts are health care technology, evidence-based practice, communication, caring relationships, critical thinking, spirituality, leadership, professional role, therapeutic interventions, human diversity, and information literacy. Integrated concurrently with these progressive concepts are concepts and competencies acquired through learning experiences appropriate for students at a variety of education and practice levels. This affirms the Mission of the University and its commitment to provide a learning environment and process that fosters liberal education with a career orientation for all students with varying levels of preparation, experiences, and education.

The outward directional thrusts of eleven progressive concepts lead to patient-centered nursing practice. Preparation of graduates from the Master of Science in Nursing programs as specialists in education, health care administration and clinical leadership contributes to the synthesis of theory and research and the advancement of nursing practice. Preparation of graduates from the DNP programs as expert nurse clinicians and administrators contributes to diverse leadership at the highest clinical and executive levels. The presence of a continuous feedback loop illustrates the holistic, interactive relationship between faculty, students and colleagues of other disciplines in partnership with clients in need of nursing and healthcare.



Department of Nursing Organizational Chart



Section III: Description of the RN-BSN Program

Mount St. Joseph University RN to BSN (RN-BSN) Model Program

Planned Semester*	Course/Number/Credits	Semester Taken	Grade*	Transfer: Credit/Title/Year/Institution
Semester 1	NUR318 Professional Nursing: Concepts and Issues (3)			
	NUR 319: Nursing Informatics (3)			
Semester 2	Pathophysiology: BIO 301 (4)			
	Statistics (Code CMA): MTH 174/176 (3)			
Semester 3	Healthcare Ethics: ETH:REL252 or ETH:PHI 250 (3)			
	NUR 431 Foundations of Nursing Research and Evidence Based Practice (3)			
Semester 4	NUR 416 Health Promotion with Vulnerable Populations (4)			
	NUR 415 Health Care Policy (3)			
Semester 5 - Half (First 7 weeks only)	NUR419 Leading and Managing within a Clinical Microsystem (4)			
**Semester sequence may vary based upon course scheduling* ***Last 30 of 37 credits need to be from MSJ (residency requirement)* ****Grades: All major (NUR) and cognate (ETH, Patho, MTH) courses must achieve "C" or better, can retake courses twice, financial considerations may apply. Final GPA minimum of 2.0 to graduate.* *****Honors: Cumulative GPA of 3.5 or higher with last 42 credits from MSJ*				**Total Program Credits:** (should equal a minimum of 30 credits) ****Total Graduation Credits:** (should equal a minimum of 120 credits)

Core Courses if Needed:

• The following courses are only taken if needed, based on prior learning and accepted transfer credits after analysis of student's transcript is complete.

• The following courses can be taken before, during or after the completion of the above RN-BSN Program Courses.

Speech Core Requirement (Code C):COM 100: The Spoken Word (3) Philosophy Core Requirement (Code CP): PHIXXX (3)

Justice and the Common Good Core Requirement: JCGXXX (3)

Art or Music Core Requirement (Code CAM):ARTXXX or MUSXXX (3) Religion Core Requirement (Code CR):RELXXX (3)

Literature Core Requirement (Code CL): LITXXX or ENGXXX (3) # History Core Requirement (Code CH): HISXXX (3) #

University Capstone Core Requirement (Code: CC): Course number varies based on availability (3) ±

Program Outcomes

The graduate of the RN-BSN program is able to:

1. Apply theoretical concepts from various disciplines to competently assess, plan, implement, and evaluate nursing care
2. Communicate effectively with individuals, groups, institutions, and populations
3. Use critical thinking skills to examine situations, determine potential solutions, and implement creative responses
4. Develop caring relationships with individuals and groups from diverse populations to promote empowerment
5. Apply principles of leadership to effectively advocate for others, contribute to positive management practices and promote quality health care delivery
6. Exercise professional, legal, ethical, social and political responsibilities as a nurse and a citizen
7. Use information literacy skills to advance evidence-based nursing practice

Course Descriptions

BIO 301: Pathophysiology (4 credit hours): Discussion of alterations in biological processes which affect the body's dynamic equilibrium (homeostasis). A conceptual approach presented by body systems, designed to integrate knowledge from both basic and clinical sciences. Discussion of causes of pathogenesis and compensatory mechanisms for disease states.

ETH:REL 252 or ETH:PHI 250: Healthcare Ethics (3 credit hours): This course offers students an introduction to the study of health care ethics from the Catholic theological perspective. We begin by exploring foundational topics such as the relationship between faith and reason and the moral principles that govern the patient-professional relationship. We then focus on ethical challenges concerning particular health care topics. These topics include-but are not limited to-determining when human life begins (and its associated implications for medicine), treatment for critically ill newborns, genetic screening/testing, and the duties of health care professionals with regard to end of life care. The course seeks to help students, and in turn the patients for whom they will care, formulate appropriate responses to the many ethical challenges they will face in the health care field.

MTH 174-176: Statistics (3 credit hours): Introductory level college statistics course; Topics will include data collection; graphical representation; measurements and interpretation of univariate and bivariate data; basic concepts of probability; continuous distributions; hypothesis testing; Technology will be used.

NUR 318: Professional Nursing: Concepts and Issues (3 credit hours): Students become immersed in professional nursing, and examine the opportunities and challenges facing the professional nurse in today's health care arena. Theory, research, evidence-based practice, and professional abilities and

values are discussed as the basis for providing patient-centered nursing care. Current and future issues and trends in nursing are analyzed in terms of promoting positive patient outcomes and growth of the profession.

NUR 319: Nursing Informatics (3 credit hours): Students will have the opportunity to expand their knowledge of computer use including the functions of word processing, spreadsheets, and presentational software. Opportunities to practice searching for, analyzing, and applying electronic resources to improve evidence-based practice and patient-centered care will be incorporated. This course will also assess and analyze current technology used in the health care setting for the ethical and legal implications, including confidentiality.

NUR 415: Health Care Policy (3 credit hours): Students examine multiple perspectives on the health care system in the United States. Students will compare and contrast the key features of the U.S. health care system with the key features of the health care systems of other developed countries. The topics of health care delivery, health care policies, health care finance, and health care reform are discussed with an emphasis on the ways nurses can positively influence health care system changes. Areas of exploration include determinants of health, vulnerable populations, and health disparities. This course will also explore the need for nurses to develop cultural competence if they are to become effective advocates of equitable health policies and practices.

NUR 416: Health Promotion with Vulnerable Populations (4 credit hours): This course provides an opportunity for the student to grow in personal cultural competence, apply community assessment processes, and demonstrate synthesis and application of population-based health promotion concepts. Content and learning strategies focus on caring for vulnerable populations within the community by applying concepts from nursing, related health disciplines, and the liberal arts and sciences. The course has two clinical components: 1) with faculty guidance, the student determines an area in which personal growth in cultural competence is needed and addresses that need through the Diverse Communities Project; and 2) the student partners with a community agency to assess healthcare needs, plan a health promotion program for an at-risk population, implement the program, and evaluate it.

NUR 419: Leading and Managing within a Clinical Microsystem (4 credit hours): This course focuses on providing learners with the tools to establish their professional nursing foundation. Learners explore how the integration of ethical core values and knowledge from a variety of disciplines inform decision-making in the provision of high quality nursing care within interprofessional teams in various clinical microsystems. Learners examine leadership and organizational theories, and the management skills applicable to the nursing profession. This course includes practice experiences where the RN student applies course concepts into clinical microsystem environments.

NUR 431: Foundations of Nursing Research and Evidence-Based Practice (3 credit hours): Evidence-based practice in nursing focuses on the interaction of the components of the research process with application to the theory and practice of healthcare. This course emphasizes the critical appraisal and utilization of health-related research including selected theories and ethical considerations. Critical and reflective thinking, as a nurse who provides evidence-based practice, will be emphasized.

Section IV: Academic Policies and Requirements

The Mount St. Joseph University (MSJ) RN-BSN program is designed for individuals who seek to advance their degree to a Bachelor of Science in Nursing (BSN). Students may be admitted at either the "Full Admission" or "Provisional Admission" level. Details for both types of admission to the RN-BSN program are below.

Opportunities for Credentialing of Prior Learning for Registered Nurses

In compliance with the policies of MSJ on credentialing of prior learning, the Department of Nursing has established policies and guidelines, which recognize academic and experiential learning of RNs, and graduates of diploma and ADN programs who wish to earn the BSN. Please see MSJ Policies and Guidelines on Credit for Experiential Learning and CLEP tests, or contact your Academic Advisor for additional information about these options. RN students graduating from diploma programs can receive up to 35 credits for previous coursework in nursing.

Full Admission to the MSJ RN-BSN Program

Full Admission to the RN-BSN program is designed for those individuals who have previously completed an associate degree or diploma in nursing and are licensed Registered Nurses (RN). Full admission status allows students to begin nursing courses within the RN-BSN program. To gain Full Admission to the RN-BSN program, potential students must meet the following requirements:

- Possess a Diploma or Associate Degree in Nursing (ADN) from a Regionally Accredited Institution and an accredited nursing program (ACEN).
- Hold an active RN license with no restrictions from any state within the United States.
- Have a cumulative GPA of 2.50 in previous nursing program and college course work.
- Submit an MSJ Undergraduate Application with required transcripts.

* *Note*: An interview may be requested upon review of your application.

Provisional Admission to the MSJ RN-BSN Program

Provisional Admission status may be granted for students currently enrolled in an associate degree program and/or not licensed as an RN. After analysis of transcripts, students who are admitted with Provisional Admission status may take non-Nursing MSJ courses at the discretion of the student's MSJ Academic Advisor. Students admitted with Provisional Admission status may not attend nursing courses until all Full Admission requirements have been met (see Full Admission requirements above). Students admitted with Provisional Admission status will be reviewed regularly for satisfactory progress within their ADN program and the process of obtaining their RN license. Provisional Admission status may be subject to a time limit depending on current RN-BSN student enrollment. To gain and/or maintain Provisional Admission to the RN-BSN program, potential students must meet the following requirements:

- Be enrolled in an Associate Degree in Nursing (ADN) program and actively taking classes within the last or second-to-last semester of the ADN program.
- Have a cumulative GPA of 2.50 in previous college course work.
- Maintain a cumulative GPA of 2.50 in current ADN course work.

- Submit an MSJU Undergraduate Application with required transcripts.
- Submission of additional documentation may be requested to gain and/or maintain Provisional Admission status (e.g., NCLEX-RN Authorization To Test (ATT), grade reports, etc.).

**Note:* An interview may be requested upon review of your application.

Progression in the MSJ RN-BSN Program

Students who have gained Full Admission to the MSJU RN-BSN program can matriculate to the next course within the provided curriculum sequence if the following requirements are met:

- Maintenance of a cumulative 2.0 GPA or higher.
- Achievement of a "C" or better in all nursing and cognate courses upon course completion.
- Adherence to all MSJU student policies

Licensure

All fully admitted students must hold an active United States registered nursing license with no restrictions. Students who elect to complete practicum hour requirements in another state must be licensed to practice as a registered nurse in that state. It is the student's responsibility to obtain and maintain licensure and certification. The Department of Nursing will verify licensure through the state board of nursing. It is the student's responsibility to notify the Department of Nursing of any restrictions that are placed on any license during the program. This may result in dismissal.

Notification to Students of Unsatisfactory Work

Faculty use a variety of methods to evaluate student progress in a course whether class, lab or clinical. These include quizzes, tests, exams and assignments. Faculty may use the University Progress Reporting system to inform students of unsatisfactory work at any time throughout the semester. Conferences may also be initiated by the faculty with individual students to identify issues problems affecting academic progress and to develop a plan for success.

Students who receive a progress report should look at the recommendations suggested for improvement and talk with his/her faculty.

At the end of a nursing course, faculty will notify the RN-BSN Program Director and the student's Academic Advisor of any student whose achievement is below a 2.00 GPA (75%). If a student is registered for sequential nursing courses, the student must consult with his/her Academic Advisor to withdraw from the courses. It is to the student's benefit to withdraw promptly from a sequential course in order to obtain appropriate reimbursement of tuition. Students may repeat courses within the RN-BSN program up to two times if needed and at the discretion of the student's Academic Advisor and/or the RN-BSN Program Director. Students repeating a course within the RN-BSN program must communicate with their Academic Advisor and/or the RN-BSN Program Director for academic counseling.

Withdrawal or Dismissal from the MSJ RN-BSN Program

Students who have repeated a course twice within the RN-BSN program and have not obtained a “C” or better, will be dismissed from the program. Students withdrawing or dismissed from the nursing program must meet with their Academic Advisor and/or the RN-BSN Program Director for academic counseling and completion of the appropriate forms.

Graduation Requirements

Graduation requirements follow the general University requirements for the bachelor's degree.

Graduation with Honors

The BSN degree may be conferred with special honors on students who have fulfilled the University residency requirement and whose final academic cumulative GPA is 3.50 or above. In addition to the GPA criteria, students must complete a minimum of 42 credits in Mount coursework earning letter grades by the end of the final semester or term of courses/credits required for the degree. Courses earning a Pass/Fail grade or credits earned through experiential learning options do not apply toward the 42 hour minimum. Official graduation honors are noted on the student's diploma and academic record.

MSJ RN-BSN Program Grading Policy

All nursing courses use the following grading scale:

A = 93 - 100

B = 85 - 92

C = 75 - 84

D = 70 - 74

F = 0 - 69

Student Fee, Expenses, and Refunds

Students in the RN-BSN Program are required to follow the University policies and procedures related to fees, expenses, and refunds. Each semester updated fees and expenses can be found in the course schedule. Some courses may have additional lab, clinical, or testing fees which are noted on the semester course schedule. A nonrefundable general fee will be charged to all registered students. The fee covers student activities, technology, counseling, student and academic support services, and logistical services. A graduation fee is charged the final semester of the program.

MSJ RN-BSN Synchronous Meeting Attendance Policy

Due to the limited number of synchronous class meetings within Nursing (NUR) courses, attendance is mandatory. Synchronous meetings can be attended remotely (online) or face-to-face (F2F). The instructor understands that at times learners become ill or have personal or family emergencies that preclude them from attending class. If an emergency arises where the learner is unable to attend class, please notify the instructor prior to the class meeting. Additionally, the learner is responsible for obtaining the information/notes/handouts from a classmate in the event the synchronous meeting is not recorded and posted on the course Blackboard. If the absence is considered unexcused, the learner's final course grade will be dropped by 5% for each unexcused absence. This grade deduction does not include any grade deductions that may occur if student assignments/posters/presentations, etc. are scheduled during the synchronous meeting.

MSJ RN-BSN Online Attendance Policy

Learners taking blended/mixed participation courses are expected to attend each online week of the course. Online attendance is defined as participating in an academic activity in the online classroom. Academic activities are defined as posting in a graded discussion forum; submitting a written assignment, quiz, or exam; and submitting a journal activity related to a course assignment as defined in the course syllabus.

Postings not related to graded discussion forums or written assignments and journal entries not related to course assignments may be disqualified for attendance purposes. For example, postings to the General Course Questions, Learner Introductions and Small Talk and Conversation or Coffee House Forums do not qualify for attendance purposes.

A learner is recorded either absent or present each day based on participation in an academic activity. All recorded time stamps for assignment submissions, quiz/exam submissions, discussion board posts, journal entries and attendance records will reflect Eastern Time Zone.

Learners who do not participate in an academic activity at least once in the first five day period will be reported as a "no show" to the registrar's office, and automatically dropped from the class. Please refer to the drop policy when not meeting attendance requirements.

Section VI: Professional Role Development

Statement of Professionalism

To be a professional requires a commitment to those values shared by the profession. For nursing, those values include an orientation to the service of others based on nursing's body of knowledge and the Nurses' Code of Ethics. The autonomy to practice nursing and control nursing practice is supported by nursing's body of knowledge. The authority to practice is derived from the Nurse Practice Acts legislated in each state. Professional nurses must take responsibility for protecting autonomy and for maintaining authority through active participation in the organizations of the profession.

As professional practitioners of nursing, nurses are responsible and accountable for providing quality and competent nursing care to clients and families in a variety of community settings according to the ANA Standards of Clinical Nursing Practice and other defined standards of practice. Professional practice of nursing requires sensitivity to the special characteristics, values and health care needs of multi-cultural and diverse groups. The nurse-client relationship is built through credibility, trust and confidentiality.

There is a responsibility to establish collegial and interdisciplinary relationships with fellow professionals. Responsibility and accountability are also demonstrated through one's commitment to continuing education as a lifelong process. Ongoing learning is necessary to maintain competency and currency in an ever-changing world. In addition, a professional demonstrates personal integrity through appearance, behaviors, communication, dependability, punctuality and a respect for both self and others.

The Faculty in the Department of Nursing are committed to the values of professionalism in nursing and actively facilitate the students' understanding, development and appreciation of these values. Nursing Faculty prepare students to be professional practitioners of nursing. During the learning process, students are considered adults and are expected to take on the behaviors of a professional nurse. Nursing students are responsible for self-growth, self-learning, conduct and appearance that reflects well on Mount St. Joseph University. Students will be held accountable for their behavior in these areas. As members of the Mount St. Joseph University community, it is the students' responsibility to support the Philosophy and Outcomes of the Department of Nursing and to practice nursing within that framework.

Opportunities for Developing the Professional Role in Nursing Students

Due to the offsite and/or online nature of the RN-BSN program, student involvement in on-campus committees can be limited. Students are given opportunities to participate in governance through University administered Course Feedback forms and the Nursing Course Termination data as well as personal communication with faculty and staff.

Section VII: Responsibilities of MSJ RN-BSN Students

It is the student's responsibility to become familiar with the RN-BSN Student Handbook, the Mount St. Joseph University Student Handbook, and the University Undergraduate Catalog. Notice of changes, revisions, additions, etc. to the RN-BSN Student Handbook will be posted on Blackboard.

Orientation

RN-BSN students participating in offsite cohorts will attend orientation at the offsite cohort location. For specific information, contact the RN-BSN Program Director. Registered nurse students participating in the online program can access an orientation module online. For specific information, contact the RN-BSN Program Director.

Communications: Messages for Students and Faculty

Upon admission into the MSJ RN-BSN program, it is imperative that students understand how and when to check for program and/or course information. There will be frequent Blackboard postings and emails sent to students from MSJ Faculty and Staff. It is the student's responsibility to check Blackboard and MSJ email on a regular basis, (daily, during the semester) for announcements or messages. Technical issues retrieving emails and/or Blackboard communication must be reported to the MSJU ISS Help Desk at 513-244-4357 or ISS.HelpDesk@msj.edu.

Academic Advising and Course Registration

Mount St. Joseph University provides academic advising to all degree-seeking students. All students are encouraged to consult with their academic advisor on a monthly basis and when selecting courses or adjusting their course schedule. However, the final responsibility for meeting all program/degree requirements and being informed of University regulations and procedures rests with the student.

Prior approval (Advisor's Signature) for all changes in registration also applies to the use of the Add/Drop Form and registration for courses taken through the Consortium and at other colleges and universities.

The RN-BSN Student Handbook contains a copy of the RN-BSN Model Program. It is the student's responsibility to become familiar with these requirements and to direct questions to his/her advisor. It is also important for the student to confirm with his/her advisor if the courses selected are appropriate to fulfill the general education requirements. A course carrying the departmental code letters is not sufficient to guarantee it as satisfying the general education requirement. A student desiring more information can refer to the University catalog for academic regulations regarding progression and graduation

Academic Honesty – Shared Trust of Faculty and Students

The School of Health Sciences values intellectual and moral integrity. Faculty and students have the responsibility of behaving honestly in whatever ways and by whatever means they use and share information. Honesty is a characteristic trait that underlies how we communicate in written, spoken, artistic, scientific, symbolic, and cybernetic ways. Violations of academic honesty includes cheating on tests, plagiarism, falsification of records of assignments, or unprofessional/unethical conduct which brings disrepute or disgrace upon the student, the Department of Nursing, or the nursing profession. Academic dishonesty will not be tolerated by the Department of Nursing. The Mount St. Joseph University Catalog defines in detail the Academic Honesty Policy including the procedures for Restitution

and Discipline. It is the students' responsibility to be aware of these standards and conduct themselves accordingly.

Guidelines for Practicum and/or Practice Application Experiences

CLINICAL AGENCY POLICY

RN-BSN students are expected to adhere to the policies, procedures and health requirements of each agency used for a learning experience. A criminal background check and drug screen may be required prior to clinical experiences depending on the clinical agency. See Appendix A for the Criminal Background and Drug Screen Policy.

STUDENT CONDUCT IN PRACTICUM SETTING

Students should adhere to the Statement of Professionalism as stated in the handbook. Failure to comply with this statement may result in dismissal from the program. Also, a student will be removed from the clinical setting by a faculty member or preceptor if his/her behavior indicates the student may not be capable of providing safe care, or if the student fails to comply with agency specific requirements.

Guidelines for Requesting Letters of Reference and Completion of Scholarship Applications

The Department of Nursing has a responsibility to prepare appropriate letters of reference and other documents for nursing students and graduates of the Nursing Program.

In order to assure that requests for letters of reference, completion of scholarship applications and other official documents are completed in a timely manner and in keeping with professional standards, the following guidelines are to be followed:

- Requests for letters of reference and completion of applications for scholarships must be submitted in writing 15 working days before the date they are due to the requesting agency. Requests will be accepted by e-mail, but not by telephone. Letters of request must clearly state the purpose for the request.
- It is the student's/graduate's responsibility to submit full details with his/her written request. These details include the following:
    - Full name, title and credentials of the designated person receiving the letter/application
    - Full and correct name of the agency/organization
    - Complete address including city, state and zip code
- No requests will be fulfilled until complete information is provided. The Department of Nursing assumes no responsibility in securing the required information as described in #2 above. Failure to provide complete information may result in unfulfilled requests.
- Copies of applications and notifications of scholarships and awards are requested for historical purposes.

Department of Nursing Policy on Diversity

Students are to show respect for the interest, preferences, and opinions of others (clients, students, faculty, staff, etc.) There will be zero tolerance for displays of prejudice, discrimination, or hostility based on differences such as race, gender, sexual orientation, national origin, religion, disability, age, or health status. Any student who violates this policy will be referred to the Dean of Students.

Technology Requirements

Access and understanding of technology is essential for blended learning courses. Students must have access to a reliable computer and Internet connection on regular basis. Please ensure your computer meets the following system and technology requirements for the online component of the program. The following minimum system configuration and software are required:

- Platforms: Mac OS X 10.2 or higher or Windows 2000, NT, XP or higher;
- Hardware: 256 MB RAM, CD-ROM, and 1 GB free disk space;
- Productivity Software: Microsoft Word, PowerPoint, Excel, and Adobe Acrobat;
- Web Browser: Firefox 3.0 or higher, Internet Explorer 8.0 or higher, Safari 4.0 or higher, Chrome;
- Networking: 56k dialup modem, DSL, or cable modem;
- Email: Outlook, Outlook Express, Mac Mail, Eudora, Entourage, or Yahoo/Hotmail/Google mail;
- Newest version of Java

If you choose to attend Required Synchronous Meetings remotely, the following must be adhered to the following requirements; this is to ensure the quality of your learning experience during the web conference:

- You must use an external headset with both headphone and microphone
- Your computer must have a functioning webcam
- You must attend the meeting from a quiet place with stable high-speed internet connection;
- You must book a practice session with the Blackboard support team prior to the first synchronous meeting OR review the tutorials below:
    - Email blackboard@msj.edu to book your practice session with the Blackboard support team.
    - Review the tutorials:
        - Guide on joining the meeting from a web browser
        - Guide on joining the meeting from a mobile device

Department of Nursing Social Media Policy

Policy Overview

The social media policy is designed to encourage the judicious use of technology for mass communication purposes. The definition of social media used by the national student nurses association states that, "social media is defined as web-based and mobile platforms for user generated content that create interactive and highly accessible, and often public, dialogues. As social media continues to be part of mainstream communication channels, nursing students must be aware of the risks associated with social media and their participation in a nursing curriculum. Laws govern what may and may not be shared in the public domain, and students must be aware of their liability for breach of privacy and/or confidentiality

Use of Social Media

Grounded in both the School mission, which is to "prepare students for professional careers in selected health disciplines" and in accordance with the University Mission to "educate students through professional curricula emphasizing values, integrity, and social responsibility," it is the duty of the university to ensure the highest quality practice and to uphold the integrity of University programs.

The social media policy does not seek to control a student's right to personal communications on his or her own time; publishing and engaging in conversations on the internet via a social media site may however, affect the student, the University, and/or the clinical agency where a student is engaged in a clinical experience.

The American Nurses Association and the National Student Nurses' Association are both committed to maintaining the professional image of nursing through appropriate use of social media. The recommendations for social media usage, maintaining privacy, confidentiality and professionalism by the national student nurses' association is linked below.
https://www.ncsbn.org/NSNA_Social_Media_Recommendations.pdf

The American Nurses Association provides the following social media recommendations and can be used by students as a guide for proper use of social media.

1. The standards of professional behavior are the same online as they are in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship. This applies to social media and to other forms of electronic media.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary. Maintain a high level of professionalism at all times.
4. Do not make disparaging remarks about patients, faculty members, clinical agencies, co-workers, preceptors, and/or other students even if they are not identified.
5. Do not take photos or recordings of a patient or any part of his/her medical record even if it is for learning purposes. Do not take photos of your peers in the classroom or any other learning environment. If it is necessary to take a photo or recording, discuss the situation with your faculty member to ensure the proper authorization and release forms are completed prior to recording or photo.
6. Promptly report any breach of confidentiality or privacy to your faculty member.

7. Do not share protected health information (HIPAA). If you have questions, review the HIPAA resources.

Source: https://www.nursingworld.org/~4af5ec/globalassets/docs/ana/ethics/poster_-_6_tips_for_nurses_using_social_media_card_web.pdf

Types of Social Media

Social media includes but is not limited to the following:

- Blogging – Blogger, LiveJournal,
- Microblogging – Dailybooth, Foursquare, Google, Tumblr, Twitter
- Podcasting – Blubrry
- Social networking – Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut, Instagram
- Social news sharing – Digg, Reddit
- Social bookmarking/social tagging – Delicious, Diigo, StumbleUpon
- Video hosting – Vimeo, You Tube

Other

Cyberbullying and cyberstalking will not be tolerated at the Mount. Cyberbullying is defined as the intimidation or harassment that causes a reasonable student to fear for his or her person, safety and property. Cyberbullying includes but is not limited to the use of computers, websites, internet, cell phones, text messaging, chat rooms, and instant messages to ridicule, harass, intimidate, humiliate or otherwise bully another individual (student/patient).

Cyberstalking is defined as sending repeated unwanted online messages that often include threats that make some victims fear for their personal safety.

Violations of Social Media Policy

Violations of the social media policy will be handled as a violation of professional behavior. See student handbook for procedures related to professional behavior misconduct.

Section VIII: Student Awards and Scholarships

Leadership and Academic Awards

A variety of leadership and academic awards are presented to students each year. Criteria for the specific award is consistent with its purposes as explained on the accompanying pages.

Sr. Vincentia Rettig, S.C. Award

In addition to University-wide awards, which can be found in the Undergraduate Catalog, the RN-BSN Program sponsors a student award: the Sr. Vincentia Rettig, S.C. Award for RN-BSN nursing students. The criteria for this award is found below.

PURPOSE: The purpose of this award is to recognize a senior nursing student who is a registered nurse and an active practitioner of nursing. The recipient exemplifies the qualities of leadership in his/her nursing practice and embodies those values inherent in the philosophy of the Nursing Department of Mount St. Joseph University.

CRITERIA:

- **Demonstrates consistent high academic achievement**
  - Minimum GPA of 3.25
  - Integrates new knowledge and best practices into nursing roles
- **Implements critical thinking to make effective decisions**
  - Applies theoretical concepts and evidence based approaches
  - Incorporates legal and ethical considerations
  - Supports creativity in determining solutions
- **Serves as a positive role model of a nurse leader**
  - Integrates accountability into practice
  - Promotes collaboration and participative decision-making
  - Values lifelong learning
  - Articulates a professional philosophy
- **Demonstrates strong commitment to Judeo-Christian values**
  - Safeguards the dignity and uniqueness of individuals
  - Develops caring relationships with diverse populations
  - Promotes action which supports social justice

SELECTION PROCESS:

1. A list of academically eligible students will be compiled in the beginning of last semester of the award semester.

2. Students and faculty may nominate students by submitting a student's name to the RN-BSN Program Director.

3. The nominees will be notified via the RN-BSN Program Director and will request the student write a brief essay (1-2 pages) explaining how he/she demonstrates Criteria A-D above.

4. Nominee essays are compiled and selection of the award recipient will require an absolute majority of votes of fulltime, pro-rata, and adjunct nursing faculty and professional staff involved in the RN-BSN Program.

5. Ordinarily, one award per cohort will be presented; however, this practice may be modified at the discretion of the RN-BSN Program faculty.

RECIPIENT RECOGNITION:

1. The award will be presented to the recipient at the Nursing Convocation, if applicable. At this event, the recipient will present an acceptance response, if applicable.

2. The recipient's name will be engraved on a plaque and also identified in the Commencement Program.

HISTORICAL BACKGROUND:

This award was established in 1986 by the Nursing Department and named in honor of S. Vincentia Rettig (1911-2000), an alumna and faculty member. A graduate of Notre Dame Academy in Park Hills, KY she attended the College of Mount St. Joseph on scholarship and received a BSN in 1934. She entered the Sisters of Charity of Cincinnati congregation in 1941 and earned a MSN in 1950 from Catholic University of America in Washington, DC.

Her nursing career included private duty, supervision and administration, and education positions in Colorado, Michigan, and Ohio. She served as President of the Colorado State Board of Nurse Examiners and the Nursing Education section of the Ohio College Association. In addition she was an active member of the American Nurses Association, the National League for Nursing, the Catholic Nurses Association, and the Western Interstate Council on Higher Education in Nursing.

At the College of Mount St. Joseph, S. Vincentia was a beloved teacher and administrator who mentored many nursing students, developed a technology-assisted instruction laboratory, and published articles in professional journals. Her strong commitment to social justice and disenfranchised populations was evident in the nursing practicum she created to address the cultural healthcare needs of the Navajo Indians in Colorado.

In 1991 S. Vincentia reflected on her years as a nurse and a Sister of Charity identifying that she valued "the opportunity to do what my heart always wanted to do—care for the sick and dying; promote healthcare through teaching and administration; participate in nursing organizations; and continue my development in spirituality."

Scholarships Available for Nursing Students

Scholarships available through Student Administrative Services

THE RUTH MOLLOY SCHOLARSHIP: The award will be made to a nursing student based on financial need.

THE WAYNE BETZ NURSING SCHOLARSHIP: This scholarship is available to Registered Nurses pursuing a Bachelor of Science in Nursing degree. The qualified applicant for this award will be an RN who has completed 9 credit hours at the Mount and has been admitted to the Nursing Program to begin clinical nursing courses. Additionally, the student must intend to complete a minimum of 12 credits per year, must not be eligible for need-based government grants, and must not receive 50% or greater financial reimbursement from an employer.

THE ROSEMARY MCDEVITT HARRIS SCHOLARSHIP: The Rosemary McDevitt Harris Scholarship has been given to the University for the use of the Carmelite Sisters. The Fund will pay the full tuition and any other costs incurred from the University, such as books, laboratory fees, room and board (if so chosen) and any other such items and fees involved in the nursing education of the Sister(s) chosen by the Carmelite sisters to be the recipient of the Scholarship.

Scholarship available through Nursing Program:

THE LEADERSHIP IN NURSING AWARDS SCHOLARSHIP: The Leadership In Nursing Award Scholarship is to recognize a Senior level RN-BSN student, who has demonstrated academic achievement, leadership and service to the campus and/or community. Department of Nursing Faculty select the recipients of this scholarship.

Scholarships available through Outside Agencies:

Numerous health care agencies and organizations have scholarships available to nursing students. When the Department of Nursing receives notifications, they are posted on the Blackboard RN-BSN HUB and/or sent via email to current RN-BSN students.

Section IX: Professional Nursing Organization Affiliation

OMICRON OMICRON CHAPTER AT LARGE SIGMA THETA TAU INTERNATIONAL

Sigma Theta Tau International is the honor society of nursing and it exists to promote the development, dissemination, and utilization of nursing knowledge. Sigma Theta Tau International is committed to improving the health of people worldwide through increasing the scientific base of nursing practice. In support of this mission, the society advances nursing leadership and scholarship and furthers the utilization of nursing research in health care delivery as well as in public policy.

Omicron Omicron Chapter at Large received its charter as an honorary nursing organization on April 26, 1998. Omicron Omicron had its roots in two separate nursing honor societies at Mount St. Joseph University and Xavier University. The two honor societies began collaborating in 1996 to begin the process of joining their financial and membership resources to form an International Chapter at Large.

Based on a commitment to strengthen nursing and nursing scholarship, Sigma Theta Tau International has established guidelines to qualify for membership. Students must have completed at least 50% of the nursing credits in a baccalaureate program, be in the upper 35% of their class with a minimum Grade Point Average (GPA) of 3.0, and receive two endorsements. Students are notified of their eligibility and invited to join the Honor Society. Community leaders are also eligible if they have a BSN and have demonstrated significant contributions to the nursing profession.

Sigma Theta Tau International members form a worldwide community of scholars recognizable within the profession and by the public. Members act to sustain and support nursing's development and to provide vision for the future both of the discipline and of health care.

Section X: MSJ Department of Nursing RN-BSN/RN-MSN Committee

Below is the description of the purpose and functions of the MSJ RN-BSN/RN-MSN Committee. This committee serves as the shared governance structure within the Department of Nursing representing the RN-BSN and RN-MSN programs.

Purpose:

1. Oversee the RN-BSN Nursing Program and the RN-MSN Pathway, and make recommendations to Faculty Organization.
2. Monitor policies that affect the RN-BSN and RN-MSN students and make recommendations to Faculty Organization.
3. Serve as a channel of communication between the RN-BSN and RN-MSN students and the Department of Nursing in matters that relate to the RN-BSN Program and the RN-MSN Pathway.

Functions:

1. Plan, implement, and evaluate the RN-BSN and RN-MSN curricula and the Department of Nursing Systematic Evaluation Plan.
2. Monitor student recruitment, admission and progression.
3. Coordinate student events, activities, and program publications including but not limited to Convocation, Student Handbook(s), and the S.Vincentia Rettig Award.
4. Communicate activities and services within the Department of Nursing and the University to the RN-BSN and RN-MSN students.
5. Foster relationships between the Department of Nursing and the University with contracted hospitals and community agencies.

Membership:

1. The Assistant Dean, the RN-BSN/RN-MSN Program Director, and appointed Faculty.

Voting:

1. All committee members have equal voting privileges.

Appendix A: Criminal Background and Drug Screen Policy

Criminal Background and Drug Screen Policy

School of Health Sciences

Purpose

The Criminal Background and Drug Screening Policy of Mount St. Joseph University (University), School of Health Sciences (School) is grounded in the School's mission to "prepare students for professional careers in selected health disciplines" and in accordance with the University Mission to "educate students through… professional curricula emphasizing values, integrity and social responsibility." The purposes of this policy are to:

- Encourage students to make decisions with integrity and place value on their own health and well-being as current or future health care providers;
- Uphold our shared social responsibility to protect the public, including patients and clients; and
- Comply with the requirements of regulatory bodies and affiliated clinical facilities and/or their authorized agents and representatives in the health disciplines.

Circumstances

Criminal background checks and/or drug screens may be required of the School of Health Sciences students for reasons, including but not limited to, the following:

- As a requirement for enrollment into the professional phase of the curricula;
- As a requirement of applicable regulatory bodies or assigned affiliated clinical facilities and/or their authorized agents and representatives;
- As a periodic random sampling of the student body; and
- Under reasonable suspicion, documented by at least two University faculty and/or staff if the student is on campus, or a representative of the clinical facility if the student is in clinical at an off campus location.

Reasonable suspicion suggests that the student has demonstrated affect, behavior, or physical appearance that may indicate chemical substance abuse or criminal behavior. Behaviors that would be regarded as suspicious must be documented by two University faculty or staff if the student is on campus, or a representative of the clinical facility if the student is off-campus. These behaviors include, but are not limited to, the following: slurred speech, decreased coordination, drowsiness, pinpoint or dilated pupils, reddened eyes, forgetfulness, difficulty concentrating, impaired judgment, sedation, decreased inhibitions, euphoria, incomplete, sloppy or inaccurate documentation, or repeatedly being late to clinical area. Reasonable suspicion also includes documentation of the above behaviors by any form of media, law enforcement, and/or other public records, as well as investigation into or conviction of a crime.

Regardless of the reason for a criminal background check or drug screen, the cost of any such tests will be the *sole* responsibility of the student.

Providers

In the case of reasonable suspicion, students *must* utilize the School's preferred provider for criminal background checks and drug screens, and place an order, complete the required steps and provide any required urine sample in accordance with established testing protocols within 24 hours of the notification to the student of the documented reasonable suspicion.

In cases where the criminal background check or drug screen is being requested for a reason other than reasonable suspicion, students are also required to utilize the School's preferred provider for criminal background checks and drug screens. Students who are required to complete a criminal background check or drug screen must produce evidence of a placed order with the preferred provider within one week of the notification to the student of such a requirement. Failure to complete these requirements will, at the very least, delay the student's progression in the program and may result in disciplinary actions, up to and including possible dismissal from the program. Classroom and/or lab attendance is subject to the discretion of the course instructor while awaiting results of a test, but the student will not be allowed in any clinical setting.

Review Process

Each academic program in the School of Health Sciences shall have a representative assigned to review criminal background checks and drug screen results. In the case of a non-negative result, this person may consult with the Program Director, Department Chair, Assistant Dean of Nursing, and Dean of the School of Health Sciences.

Non-negative Criminal Background Check Results

In the case of a non-negative criminal background check, the program's representative shall evaluate whether the non-negative result may be detrimental to the student's potential for matriculation in the program or eventual licensure. This determination will be made in consultation with:

- Ohio Revised Code, or any similar law of Ohio or another state; and/or
- Applicable state practice acts, state boards, rules, laws, or statutes of any state in which the student intends to complete a clinical rotation or practice.

If a student's criminal background check result is determined by the School, in its sole discretion, to be detrimental to his or her potential for progression through the program or eventual licensure and/or certification, the student may be dismissed from the program.

In some cases the program's representative may be unable to definitively determine whether or not a past criminal offense may prove detrimental to the student's matriculation in the program or eventual licensure and/or certification. Students accept full responsibility for any time or financial investment in their education made despite the presence of a criminal background or non-negative drug screen results and the potential that it may adversely affect the student's ability to graduate or obtain required licensures and/or certifications.

Non-negative Drug Screen Results

In the case of a non-negative drug screen, the student will have one week from the notification to the student by the School to offer explanation for the non-negative result. Drug screens that result in dilute negative results are considered a non-negative result and need to be repeated. The student may remain

enrolled in classroom classes and/or labs during the consideration of an explanation, but will not be allowed in any clinical setting.

If the student's explanation is not accepted as valid by the School, in its sole discretion, the student may be dismissed from the program.

Additional Consequences

A non-negative criminal background check, drug screen, and related processes may be cause to delay or disqualify a student's matriculation into the professional or clinical phases of education. Ultimately a non-negative criminal background check, drug screen, and related processes may delay or disqualify a student from graduation due to inability to complete program requirements.

The School will uphold and support the decisions of affiliated clinical facilities and the consequences of any non-negative criminal background check or drug screen required by a clinical facility – up to and including cancellation of the clinical rotation. In the case of cancellation, the faculty will determine future clinical placements on a case-by-case basis per program policy and procedures.

Refund of the tuition of a student dismissed from a School of Health Sciences program is determined based on the University tuition refund schedule. Course fees are not reduced or refunded once classes begin (see Semester Policies and Procedures, posted on MyMount).

Appeals

A student may appeal the outcome and consequences of a non-negative criminal background check or drug screen result. Appeals must be made to the Dean of the School of Health Sciences in writing within 72 hours of notification to the student of an initial decision by the program's appointed representative. A hearing will be scheduled at which the student may appear. Appeals will be heard by a panel including:

- Two faculty members from the student's program;
- One faculty member from another Health Sciences department selected by the Dean of Health Sciences

Such hearings are not criminal or civil proceedings; formal rules of evidence are not applicable. Legal counsel may not be present at the appeal hearing. However, the referred student may bring an advisor who is a full-time faculty or staff member to the hearing for support and consultation. The advisor may not speak on behalf of the student.

After hearing an appeal, the panel shall recommend a decision to overturn or uphold the initial outcome within one week. The Health Sciences faculty from outside the student's department will serve as the Chair of the Committee and report the findings of the committee to the School of Health Sciences Dean. The Dean will then notify the student of the decision. This decision will be final with no further right to appeal.

Classroom and/or lab attendance is subject to the discretion of the course instructor while awaiting outcome of the appeal, but the student will not be allowed in any clinical setting during the appeals process.

Reinstatement

To the extent allowed by applicable law and program policy, students dismissed from a program due to a non-negative criminal background check or drug screen may petition the School Dean and program faculty for reinstatement no sooner than 12 months following the effective date of the dismissal. Students are not automatically afforded the opportunity for reinstatement. Each petition for reinstatement will be decided by the School of Health Sciences in its sole discretion on a case by case basis according to the particulars of the dismissal and steps taken by the student since the dismissal.

Reinstatement with non-negative criminal background check results determined to be detrimental to his or her potential for matriculation or eventual licensure will only be considered if a change has been made during the interim to applicable rules, laws and procedures such as:

- Ohio Revised Code, or any similar law of Ohio or another state; and/or
- Applicable state practice acts, state boards, rules, laws, or statutes of any state in which the student intends to complete a clinical rotation or practice.

To the extent applicable to law and program policy, reinstatement with a non-negative drug screen result will be considered based on the relevant circumstances including but not limited to documented proof:

- Demonstrating participation in a substance abuse education and rehabilitation program; and/or
- Passage of two random drug screens with negative results, two weeks apart and 30 days prior to reinstatement.

Appendix B: RN-BSN Student Handbook Signature Page

Purpose of the Student Handbook and Student Verification

This Student Handbook provides necessary information regarding policies, procedures and regulations for all students in the RN-BSN Program at Mount St. Joseph University. Students are accountable and responsible for all information contained in this Student Handbook. In addition to the policies and procedures contained in this Student Handbook, students are also responsible for policies and procedures outlined in the Mount St. Joseph University Undergraduate Catalog and Student Handbook.

Please sign this form electronically on your program Blackboard HUB* indicating the following:

- You are aware that the School of Health Sciences, Department of Nursing RN-BSN STUDENT HANDBOOK is on the My Mount web site.
- You have read and understand the RN-BSN Student Handbook.
- You acknowledge that you are responsible for complying with the policies and procedures outlined in the Department of Nursing RN-BSN STUDENT HANDBOOK, Mount St. Joseph University Undergraduate Catalog and Student Handbook.

***Blackboard HUB** can be located by logging into Blackboard.msj.edu, opening your assigned program specific "Blackboard HUB" course, and clicking the link "Student Handbook"