



EASTERN KENTUCKY UNIVERSITY

COLLEGE OF HEALTH SCIENCES

DEPARTMENT OF BACCALAUREATE &
GRADUATE NURSING

RN - BSN NURSING PROGRAM

STUDENT HANDBOOK

2017-2018

TABLE OF CONTENTS

Introduction	3
Curriculum Information	4-7
Mission Statement & Preamble	4
Philosophy of the Baccalaureate & Graduate Nursing Programs	5
Baccalaureate & Graduate Nursing Education	6-7
Professional Nursing Practice Outcomes	7
Curriculum Organization	8-12
Curriculum Organization Framework	8
Specific Organizing Concepts	9
Professionalism, Leadership and Ethical/Legal Practice	9
Evidence-based Nursing Practice	9-10
Systems	10
Professional Standards of BSN Program and Executive Summary	11-12
Admission Information	13-15
RN-BSN Application	13
Advisor/Advisement	13-14
Nursing License	14
Part-time of Full-time options	14-15
Progression and Readmission Information	15-21
Annual License Verification	15
EKU Student RN to BSN ID Badge	15-16
Course Descriptions	16-17
General Education Requirements	18
Curriculum Progression Plans	19-20
Readmission	20-21
Academic Information	22-26
Academic Standards	22
Attendance, Grading, Disability Policy, Sources of Financial Aid	22-23
Complaints and Appeals	24-25
Graduation Information	26
Legal & Ethical Responsibilities	27-36
ANA Code of Ethics	27
EKU Academic Integrity Policy	28-35
Mechanisms for Protection of Rights	35-36

INTRODUCTION

Welcome to the RN to BSN program at Eastern Kentucky University! This handbook is for students who are interested in enrolling or those enrolled in Eastern Kentucky University's RN to BSN Program. Our program is designed for the working RN who wants to complete his or her BSN. Our program is rigorous, challenging, and most importantly useful in helping students reach their professional and educational goals. This fully on-line program will prepare students for nursing leadership roles and graduate nursing education.

This handbook is to assist the student in gaining an understanding of the program and other matters that affect one's status as a nursing student. This handbook is a supplement to two other documents: The **Undergraduate Catalog** and the **University Handbook for Students, which are available for viewing online (www.eku.edu)**. From time to time during your years in college, you will find it necessary to consult one or all of these documents.

This handbook is not intended to replace the Undergraduate Catalog and the University Handbook for Students, but is provided for informational purposes to assist students' entry into the completion of the RN to BSN program in nursing. Students should always consult with the Assistant Online Coordinator Advisor to obtain the latest information, answers to their particular questions, or clarification on their particular circumstances.

All statements in this hand book are announcements of present policy only and are subject to change without prior notice. Nothing contained in this publication is intended to create nor shall be construed as creating a contract, either express or implied, or guarantee for any term or for any specific procedures. The department reserves the right to make changes in its policies, procedures, handbook, academic curricula, informational and printed materials, and all other items whenever needed to fulfill and properly exercise its educational responsibilities and objectives in ensuring a quality educational program.

Handbook formally reviewed by department Student Support Committee
Updated summer 2014

CURRICULUM INFORMATION

EASTERN KENTUCKY UNIVERSITY

COLLEGE OF HEALTH SCIENCES

DEPARTMENT OF BACCALAUREATE & GRADUATE NURSING

MISSION STATEMENT

The mission of the department of baccalaureate and graduate nursing *“is to prepare professional nurses at all levels who work in interprofessional environments to promote health and well-being for diverse populations across the Commonwealth, country and world”*.^{*} This mission is congruent with the mission of the college and university.

PREAMBLE

Eastern Kentucky University’s Baccalaureate Nursing Program was organized in 1971. In the same year, the Meditation Chapel was dedicated and its influence can be seen in the B.S.N. cap and pin. The program became part of the newly established College of Allied Health and Nursing in 1975. In 1995, the Masters of Science in Nursing Program was approved and implemented. The department name was changed to Department of Baccalaureate and Graduate Nursing. In 1999, the college name was changed to the College of Health Sciences.

The beliefs of the faculty and students relevant to nursing and health care are set forth in the statement of philosophy. The philosophy guides the educational program and learning environment. The philosophy mandates that faculty, students, and graduates adapt to the dynamics of nursing, health care systems, and society.

The Department of Baccalaureate and Graduate Nursing within the College of Health Sciences functions as an autonomous educational unit deriving the broad outlines of its aims and functions from the core values of Eastern Kentucky University. The College of Health Sciences affirms the University’s core values of intellectual ability, sense of community, diversity, stewardship in place, accountability and excellence.^{**} The foundations of professional nursing education are congruent with the purposes of the University and the College of Health Sciences. Graduate Nursing education builds on baccalaureate nursing education and reaffirms the core values of Eastern Kentucky University and the College of Health Sciences.

^{*}Revised and approved by faculty organizations September 25, 2016

^{**}Eastern Kentucky University Bulletin, General Catalog
(Revised and Approved by Faculty Organizations May 9, 2011)

PHILOSOPHY OF THE BACCALAUREATE & GRADUATE NURSING PROGRAM

Consistent with the core values of Eastern Kentucky University and the College of Health Sciences, the faculty of the Department of Baccalaureate and Graduate Nursing embrace the following beliefs about patient, environment, health, nursing, professional nursing practice, baccalaureate nursing education, and graduate nursing education.

PATIENT

Patients include individuals, families, groups, communities, and populations. Each patient is unique and merits respect, support, and dignity. Patients develop and adapt in recognizable phases and patterns. Patients continually seek meaning and purpose. Through participation in life's experiences, patients grow, assume responsibility and develop across the lifespan. Patients are holistic beings integrating biological, psychological, socio-cultural, and spiritual dimensions. The term "client" may be used interchangeably with "patient".

ENVIRONMENT

Environment is the aggregate of all objects, conditions, forces, and ideas that interact with patients. The elements of the environment include the physical, biological, sociocultural, and organizational systems. A health promoting environment facilitates movement toward wellness.

HEALTH

Health is a dynamic process between the patient and environment. Optimal health includes biological, environmental, psychological, sociocultural, spiritual, and organizational influences. Health reflects a patient's ability, willingness, and resources to engage the environment in a manner that maximizes wellness.

NURSING

Nursing is an autonomous and caring profession. Nursing is an art and science that promotes health through patient-centered care. While respecting patients' rights to self-determination, nursing provides holistic care during health, illness, and death.

BACCALAUREATE NURSING EDUCATION

Preparation for professional nursing requires liberal and professional baccalaureate education. Baccalaureate nursing education develops critical thinking, collaboration, and decision making. Baccalaureate graduates are prepared to function as providers of patient-centered care, designers/managers/coordinators of care, and members of a profession who are proactive in a changing health care system. Baccalaureate graduates must be professional, responsible, and accountable for evidence-based practice.

Baccalaureate nursing education is a transformative process for students and faculty and is a process of reciprocal accountability and responsibility. Teaching is a cooperative, collaborative venture. Students and faculty share responsibility for the integration of experience, knowledge and skills. Faculty serve as role models and facilitators. Graduates are prepared to pursue lifelong learning, function in a variety of health care settings, and delivery models, as well as specialize at the graduate level.

(Revision Approved: August 19, 2009; Reviewed & Updated: February 5, 2010)

GRADUATE NURSING EDUCATION

Preparation for advanced nursing roles is obtained through graduate education in nursing. Graduate education in nursing further develops the intellectual skills of critical thinking, analytic inquiry, and problem solving which were initiated in baccalaureate nursing education. Building upon the foundations laid by baccalaureate education, the faculty recognizes the need for additional knowledge to prepare graduates for specialty practice and for advanced roles. The evaluation of theory and research in nursing and related fields is imperative for graduates to incorporate evidence-based practice into their advanced nursing roles. A higher level of synthesis, analysis, and application of advanced nursing knowledge is essential for performance of advanced nursing roles. The integration of the additional knowledge, theory, and skills is obtained through graduate education in nursing. The graduate develops professional concepts and behaviors in order to function in an advanced role.

Nurses prepared at the graduate level must collaborate with other health disciplines in providing innovative health care delivery. They do so as full partners, sharing the responsibility for delineating society's health goals and developing health care policy. In addition, they function as advocates for the health care consumer who has a right to health care, regardless of social class or ethnic background.

The faculty recognizes the University's rural geographic setting which creates unique health care concerns. The faculty is committed to the education of nurses prepared at the graduate level who will contribute to the general health of the region's rural population. The educational process at the graduate level is collegial in nature and promotes independent, self-directed learning and self-evaluation. Students are required to communicate the results of their discovery, analysis, and

synthesis of advanced knowledge both orally and in writing to prepare them for their increased responsibility in making contributions to the knowledge base of the discipline of nursing. Graduate education stimulates the learner to a lifetime of personal and professional development. As baccalaureate education serves as the foundation for professional nursing practice and for graduate study in nursing, graduate education in nursing prepares the nurse for more specialized and advanced roles in nursing. Graduate education in nursing prepares nurses to serve as advanced practice nurses, to serve in roles requiring other types of advanced nursing knowledge, and to serve as leaders in the health care system.

Revision Approved 10/23/2009

BSN PROFESSIONAL NURSING PRACTICE OUTCOMES

Upon completion of the baccalaureate nursing program, the B.S.N. graduate:

1. Treats patients as holistic, unique and self-directive with the right to make decisions for themselves concerning health matters.
2. Uses the nursing process to provide, manage, and evaluate culturally competent primary, secondary, and tertiary prevention for diverse clients across the life span in a variety of settings.
3. Uses evidence-based nursing practice, critical thinking, research methodologies, informatics, and healthcare technology to provide therapeutic interventions, predict outcomes, and influence the delivery of health care.
4. Assumes a leadership role in health care by communicating and collaborating with patients, health care professionals, and health care systems.
5. Supports safe, quality, responsible, and economic interdisciplinary health care as a consumer and sociopolitical advocate within multiple health care systems.
6. Promotes the ethical and legal practice of professional nursing.
7. Demonstrates self-care, professionalism, accountability, and competence in nursing practice, with a commitment to advancing the profession of nursing.

Revised 9/26/09

CURRICULUM ORGANIZATION

EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF BACCALAUREATE & GRADUATE NURSING

CURRICULUM ORGANIZATION FRAMEWORK

The major philosophical concepts provide direction for curriculum organization and outcomes. These concepts are derived from professional nursing education and practice, and environmental factors which include a rapidly changing health care delivery system. In an effort to develop a curriculum responsive to a dynamic health care delivery system, the faculty re-conceptualized the curriculum schemata.

Professional nurses must have the ability to define and conceptualize population parameters, and the health care needs of that population. Also, nurses must be able to recognize and predict shifts in health care needs to develop effective nursing practice interventions. Thus, as individual client's or population aggregate's healthcare needs shift, individual courses can be adapted within the overall program framework.

All Clinical courses (NSC 442C and NSC 486C) are also on-line, and do not require a nursing student to find a preceptor or agency. The clinical courses provide students with on-line opportunities and assignments to:

- 1.) Examine health and selected health care problems of defined populations,
- 2.) Explore the epidemiology of the selected health care problems,
- 3.) Examine care management issues across the levels of prevention, with a focus on appropriate therapeutic nursing interventions and essential competencies required for safe practice,
- 4.) Analyze case management approaches to health care, with a focus on functioning as a member of an interdisciplinary health care team
- 5.) Demonstrate knowledge and role-appropriate skills

The health assessment course provides the knowledge and foundation necessary for making clinically effective decisions with clients in a variety of settings. The research course enhances critical thinking, problem solving, and decision making skills.

The leadership and role transition courses offer opportunities to synthesize nursing competencies for systems management and to critically analyze factors which shape nursing practice and effect change in the health care delivery system.

I. Professionalism

- A. Leadership
- B. Ethical/Legal Practice

II. Evidence-based Nursing Practice

- A. Nursing Process
- B. Research
- C. Informatics & healthcare technology
- D. Communication
- E. Collaboration
- F. Critical thinking

III. Systems

- A. Patients/client system (individual, family, communities, populations)
- B. Health care systems

Revised October 2, 2009

I. Professionalism

“Professionalism is defined as the consistent demonstration of core values evidenced by nurses working...to achieve optimal health and wellness outcomes in patients...by wisely applying principles of altruism, excellence, caring, ethics, respect, communication, and accountability (Inter-professional Professionalism Measurement Group, 2008). Professionalism also involves accountability for one’s self and nursing practice, including continuous professional engagement and lifelong learning” (AACN Essentials 2009, p. 26)

- A. Leadership: is the ability to apply learned skills by which nurses influence the direction of health care, the nursing profession, and the quality of health care for patients. Effective leaders are innovative, flexible, and foster inter/intra-disciplinary collaboration and communication.
- B. Ethical/Legal Practice: is the implementation of moral principles, standards governing conduct, and adherence to the laws and regulations governing nursing.

II. Evidence-based Nursing Practice

Evidence-based Practice: “Care that integrates the best research with clinical expertise and patient values for optimum care” (IOM, 2003b). Evidence-based nursing practice is the delivery of safe and effective patient-centered care across the lifespan.

- A. Nursing Process is a problem solving method which includes assessment analysis, planning, implementation, and evaluation. Critical elements of the nursing process include levels of

- prevention, safety, cultural sensitivity, and quality management in health care.
- B. Research is a systematic, scientific inquiry into phenomena relevant to evidence-based nursing practice for the purpose of validating and developing knowledge of the profession.
 - C. Informatics & Health Care Technology is the use of electronic systems to gather, monitor, and analyze data in the provision and improvement of patient care.
 - D. Communication is a goal directed dynamic, written, verbal, nonverbal, and electronic interactive process. Communication involves contextual transmission, analysis, interpretation and evaluation of messages. Communication skills promote interpersonal, therapeutic, group, and professional relationships.
 - E. Collaboration is a process of working toward mutual goals to improve patient outcomes. Collaboration involves collegial relationships with other members of the health care team, including patients.
 - F. Critical Thinking is the process of questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity (AACN, 1998; as cited in AACN, 2008, p. 36). Critical thinking underlies independent and interdependent decision making. (AACN, 2008, p. 36)

III. Systems

The concepts of systems theory are integral to professional nursing practice. Systems function through interdependent, interacting components. All systems are part of a larger system.

The patient/client system includes the individual, family, communities, and populations.

- A. The individual is an integration of biological, psychological, sociocultural, and spiritual spheres. Although composed of similar systems and subsystems, individuals are considered across the life span in relation to their human diversity, genetics, and growth and development.
- B. The family is an open system that continually interacts with its members and the environment. Family is defined by the individual.
- C. The community is either a geopolitical or phenomenological group of people with shared interests, goals, identity, and/or physical boundaries.
- D. Population is any group with a common characteristic.

Health care systems are systems of delivery of health care to individuals, families, communities, and populations. These systems operate within the context of local, national, and global societies and processes. They are formed by policies that affect health outcomes. The nursing profession interacts with health care systems to advance safe, compassionate, quality, cost effective, scientific, and ethical care among diverse populations.

Reviewed & Updated: February 5, 2010

PROFESSIONAL STANDARDS OF BSN PROGRAM

The Essentials of Baccalaureate Education for Professional Nursing Practice, published by the American Association of Colleges of Nursing in 2008, has been adopted as the professional standard to guide the undergraduate curriculum. The document specifies the essentials which are essential for all baccalaureate nursing programs. These essentials are congruent with the curriculum organizing concepts and are integrated into the baccalaureate curriculum.

Executive Summary from “*The Essentials of Baccalaureate Education for Professional Nursing Practice*” (AACN, 2008 p. 3-4)

This Essentials document serves to transform baccalaureate nursing education by providing the curricular elements and framework for building the baccalaureate nursing curriculum for the 21st century. These Essentials address the key stakeholders’ recommendations and landmark documents such as the IOM’s recommendations for the core knowledge required of all healthcare professionals. This document emphasizes such concepts as patient-centered care, inter-professional teams, evidence-based practice, quality improvement, patient safety, informatics, clinical reasoning/critical thinking, genetics and genomics, cultural sensitivity, professionalism, and practice across the lifespan in an ever changing and complex healthcare environment.

Essentials I-IX delineate the outcomes expected of graduates of baccalaureate nursing programs. Achievement of these outcomes will enable graduates to practice within complex healthcare systems and assume the roles: provider of care; designer/manager/coordinator of care; and member of a profession. Essential IX describes generalist nursing practice at the completion of baccalaureate nursing education. This Essential includes practice-focused outcomes that integrate the knowledge, skills, and attitudes delineated in Essentials I-VIII. The time needed to accomplish each Essential will vary, and each Essential does not require a separate course for achievement of the outcomes.

The nine Essentials are:

Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice

- *A solid base in liberal education provides the cornerstone for the practice and education of nurses.*

Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety

- *Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality care.*

Essential III: Scholarship for Evidence Based Practice

- *Professional nursing practice is grounded in the translation of current evidence into one’s practice.*

Essential IV: Information Management and Application of Patient Care Technology

- *Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.*

Essential V: Health Care Policy, finance, and Regulatory Environments

- *Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.*

Essential VI: Inter-professional Communication and Collaboration for Improving Patient Health Outcomes

- *Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.*

Essential VII: Clinical Prevention and Population Health

- *Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.*

Essential VIII: Professionalism and Professional Values

- *Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.*

Essential IX: Baccalaureate Generalist Nursing Practice

- *The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.*
- *The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.*

Learning opportunities, including direct clinical experiences, must be sufficient in breadth and depth to ensure the baccalaureate graduate attains these practice-focused outcomes and integrates the delineated knowledge and skills into the graduate's professional nursing practice. Clinical learning is focused on developing and refining the knowledge and skills necessary to manage care as part of an inter-professional team. Simulation experiences augment clinical learning and are complementary to direct care opportunities essential to assuming the role of the professional nurse. A clinical immersion experience provides the opportunities for building clinical reasoning, management, and evaluation skills (AACN, 2008 p. 3-4).

CURRICULUM ADMISSION

EASTERN KENTUCKY UNIVERSITY

COLLEGE OF HEALTH SCIENCES

DEPARTMENT OF BACCALAUREATE & GRADUATE NURSING

Registered nursing students apply for admission to the University in the same manner as other transfer students through the university website: <http://admissions.eku.edu/apply>.

Students must also fill out an RN-BSN Departmental application at <http://onlinenursingprograms.eku.edu/application-enroll-eku-online-rn-bsn-nursing-program>

The application requirements for the RN-BSN program are:

- Associate's degree in nursing from a regionally accredited program
- An RN license from an approved state that is free and unrestricted, meaning that it has not been subject to reprimand, revocation, probation, suspension, restriction, limitation, disciplinary action, discretionary review/hearing or encumbrance nor had any type of complaint filed against it.
- Minimum grade equivalent of a 2.5 (C) or the previous nursing program's passing grade in any nursing or support course to be transferred.

Students applying for admission to the University must have official copies of all non-EKU transcripts sent to the Admissions office. Evaluation of all transfer courses for equivalency with required major, support, or pre-requisite courses must be completed before the student undertakes course work within the curriculum.

Diploma Prepared Registered Nurses, (Registered Nurses with a diploma instead of an Associate degree) will receive individualized evaluation to determine which transfer courses can receive college credit.

ACADEMIC ADVISEMENT AND REGISTRATION

After transcripts have been evaluated, each student is assigned an academic advisor who will work with the student to plan a course of study which will permit the student to successfully complete the baccalaureate nursing program in the most expeditious manner.

Students will receive communication from their academic advisors at least one time per semester to review and plan for the upcoming semester. Advisors will generally send out a reminder via email for students to set-up advisement which can occur through on-line technology or by phone. Additional meetings or phone calls may be held if deemed necessary by the advisee (student), advisor or both. **Under ordinary circumstances, the academic advisor will give the student the Registration Access**

Code (RAC number) needed to register online. Academic Advisors are not available on weekends, during holiday breaks, or when the University is closed. Students are encouraged to schedule appointments with advisors during the university scheduled advising periods.

Schedule changes will be needed when a student has received a grade below C (75% or 2.0) in any nursing course or required course or when the student's cumulative grade-point average has fallen below a 2.0. Students who receive a grade below "2.0" (C) in any nursing or support course or who interrupt their program after admission to the major for any reason, must apply for readmission to the nursing sequence. Once interrupted in the nursing sequence, there is no guarantee that a student will be readmitted to the major.

Students are responsible for their own education. Each student is given a curriculum plan which clearly outlines the requirements of the program, semester by semester. Additional pertinent information is provided in the **Student Handbook**. It is the responsibility of the student to know and to follow the requirements, policies and procedures contained in this **Handbook**. As new policies and procedures are adopted by faculty, students will be provided this information in writing.

It is very important that students consult with their advisor if they are deviating from the suggested curriculum progression plan under which they were admitted or if they are experiencing any academic difficulties.

REGISTERED NURSING LICENSE

Students applying to the program are required to submit a Registered Nursing license that is free of disciplinary action (must be currently free and unencumbered) and must maintain this status while enrolled in the program. Students must update their Registered Nursing license every year through the Blackboard Student portal. Failure to submit a new verification, or with an expired verification will be dismissed from the program (even if it is the first or final semester).

TRADITIONAL PATH OR 1-YEAR PATH

Students may apply for the traditional path (part-time status), or accelerated 1-year path (full-time status). When considering these two options keep in mind that this is a rigorous on-line program.

Traditional Path: Most students who need to balance work, family, and school enroll in the traditional path. The traditional path takes approximately 21-24 months to complete and allows students to focus on one 8 week course at a time (except those semesters with clinical courses).

Accelerated 1-Year Path: We have found that if a student is working full time it is very challenging to complete the RN-BSN program in the accelerated 1-year (full-time) option; which at times will require the student to take 2 to 3 nursing courses (8 credit hours) in an 8 week session; translating into 4 to 6

courses a semester (12-15 credit hours)! Therefore, additional criteria for admission into the accelerated 1-year path are in place.

The criteria to be accepted in the 1-year path is as follows:

- A qualifying statistics course with a grade of “C” or better must be complete,
- GPA of 3.0 or higher, and
- Summer curriculum start only

We recommend that students not work full-time if completing the accelerated 1-year path, but this is not a requirement. A copy of the curriculum progression plans can be seen on page 19 & 20 of this document.

CURRICULUM PROGRESSION

**EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF BACCALAUREATE & GRADUATE NURSING**

ANNUAL LICENSURE VERIFICATION

Each year in October, every nursing student must upload verification of their continued license status in the on-line Blackboard RN to BSN Portal. Students are expected to maintain an RN license from an approved state that is free and unrestricted, meaning that it has not been subject to reprimand, revocation, probation, suspension, restriction, limitation, disciplinary action, discretionary review/hearing or encumbrance nor had any type of complaint filed against it. Failure to upload on-going license verification will impact student’s ability to progress in the program.

EKU STUDENT IDENTIFICATION (ID) BADGE

During this RN to BSN program students will be engaged in clinical practice experiences within the Public Health Clinical course (486C) and the Complex Health System Clinical course (442C). These clinical practice experiences and learning activities are designed to be completed within the student’s own community (students will not be assigned to a specific healthcare agency for patient care). Some of the practice experiences may require students to visit a local agency or interact with individuals within a community to obtain information needed for an assigned clinical learning activity.

Any time a student engages with the public or an agency, in the capacity of a student, they must have an identification (ID) badge acknowledging them as an ECU RN to BSN student; even if this is at their own place of work.

To obtain an official ECU RN to BSN student badge, students will be required to apply for the badge through the RN to BSN Portal during their first semester in the program. An official ECU ID badge must have the student's picture on it, so your academic advisor will be assisting you through the process of uploading an appropriate jpeg picture (headshot) into the ECU RN to BSN Portal. If a student would like to have a different first name, such as your middle name or nickname, placed on the official ID badge, there will be a place to request that within the RN to BSN portal when students go through the application process for the official badge. If a student has an official/formal change in their last name and have not updated their current last name within the ECU system, the student will need to complete that through the registrar's office before we can officially change the student's last name on the ID badge.

The cost of the badge is \$16.50 and this will be added to your ECU student account. If a student loses the badge, a replacement badge will cost an additional \$30.00, so keep the badge in a safe place.

COMPLETING THE NURSING MAJOR

Registered nursing students, like all other baccalaureate nursing students, must successfully complete a minimum of 120 hours for graduation. While many of these hours can be transferred from other academic institutions, a minimum of 30 hours must be completed at ECU to graduate. All required courses can be obtained online through ECU. Nursing major courses must be completed with a grade of 75% (C) or better. Changes do occur in the curriculum at times, therefore students are responsible for maintaining contact with their advisors and keeping informed on changes.

Registered Nurse (RN) students are required to complete the following nursing major courses:

NSC 340: Health Assessment for the RN

(2 hours) A. Prerequisite(s): RN status and admission to the RN-BSN option.

Enhancement of physical assessment skills for RNs with application to clients throughout the lifespan.

NSC 381: Perspectives in Professional Nursing I

(3 hours) A. Prerequisite(s): RN status and admission to the RN-BSN option.

Transition to the professional nursing role for the RN student emphasizing foundational concepts of professional nursing practice.

NSC 383: Perspectives in Professional Nursing II

(3 hours) Prerequisite(s): NSC 381.

Transition to the professional nursing role for the RN student emphasizing the knowledge development of concepts and theories essential for professional practice.

NSC 385: Perspectives in Professional Nursing III

(4 hours) A. Prerequisite(s): NSC 381 and 383.

Advanced concepts and skill for professional nursing practice.

NSC 390W: Research for EBNP

(2 hours) I, II, A. Prerequisite(s): STA 215 or 270 (4), or SOC 232; or other approved statistic courses with a grade of “C” or better.

Translates research for evidence-based nursing practice (EBNP).

Completion of an approved statistics course or substitute is a prerequisite to enrollment in NSC 390W.

NSC 390W must be completed before enrollment in NSC 486: Public Health Nursing. The University Writing Intensive course requirement can be fulfilled through NSC 390W.

NSC 440: Leadership and Management

(3 hours) A. Prerequisite(s): RN status and admission to the RN-BSN option.

An overview of leadership and management theory in health care explores the leadership role of nursing. Strategies for facing challenges, promoting cost-effective health care, and promoting leadership success in the dynamic health care system.

NSC 442/442C: Complex Health Systems

(5 hours) A. Prerequisite(s): NSC 440 and NSC 486 or department approval.

Synthesis of professional nursing competencies and concepts to address human diversity and manage care in today’s complex health. (NSC 442C is the clinical component, which comprises 2 hours.)

NSC 445: RN Professional Role Transitions

(2 hours) A. Prerequisite(s): RN status and admission to the RN-BSN option.

Role development seminar for RNs. Critical analysis of trends which shape professional nursing practice. Analysis of strategies for instituting change in various health care delivery systems.

NSC 486/486C: RN Public Health Nursing

(5 hours) I, II. Prerequisite(s): NSC 385 or NSC 392 and 396 or departmental approval.

Synthesizes nursing concepts and applies the nursing process to develop practice partnerships with communities and their subsystems. (NSC 486C is the clinical component, which comprises 2 hours.)

GENERAL EDUCATION REQUIREMENTS

EKU's RN to BSN program is a "2 plus 2 program", which is considered a degree completer program that permits students to earn credit for experiential learning. Eastern Kentucky University will consider all RN-BSN applicants, who are currently licensed nurses with professional work experience, as General Education certified based on the following standards:

- Applicants will have completed an associate degree (ADN) for which they have earned a minimum of fifteen (15) General Education credit hours.
- Applicants will have taken and passed the NCLEX RN license exam. Competencies demonstrated by this exam are sufficient to satisfy certain General Education competencies.
- Applicants have practical experiential learning (professional work experience) that can be applied to the General Education competencies.

University General Education Courses – students will need to have completed at least 15 credit hours of the following options:

Element 1: Communication (9 hours)

- A: Written Communication (3)
- B: Written Communication (3)
- C: Oral Communication (3)

Element 2: Mathematics (3 hours)

Element 3: Arts and Humanities (6 hours)

- A: Arts (3)
- B: Humanities (3)

Element 4: Natural Sciences (6 hours)

Element 5: Social Behavioral Sciences (6 hours)

- A: Historical Science (3)
- B: Social & Behavioral Science (3)

Element 6: Diversity of Perspectives & Experiences (6 hours)

Note: Students must have a total of 120 credit hours to complete a BSN degree.

UNIVERSITY WRITING REQUIREMENT

Writing Intensive Courses

Students should refer to the EKU *Undergraduate Catalog* for the policy on writing requirements. Beginning Spring 2012, the required course NSC 390W will fulfill the requirement for a writing intensive course.

NOTE: A beginning Statistics course must be completed with a "C" or better before enrolling in NSC 390W.

EKU ONLINE RN-BSN EXAMPLE CURRICULUM PROGRESSION PLANS

*Based on a curricular start option and individual plan needs, the timing of some courses may be altered slightly. Your academic advisor will help determine the best plan for you.

Fall Start: Traditional Path Part-Time Option

Semester	Fall A	Fall B	Spring A	Spring B	Summer
Year 1	NSC 381 (3hr)	NSC 383 (3hr)	NSC 385 (4hr)	Statistics (3hr) or NSC 390W* (2hr - if stats completed)	NSC 340 (2hr) NSC 390W* (2hr-if not taken)
Year 2	NSC 486 (3hr) NSC 486C (2hr-16wk across A & B terms)	NSC 440 (3hr)	NSC 442 (3hr) NSC 442C (2hr-16wk across A & B terms)	NSC 445 (2hr)	

Spring Start: Traditional Path Part-Time Option

Semester	Spring A	Spring B	Summer	Fall A	Fall B
Year 1		Statistics (3hr) or NSC 390W* (2hr – if stats completed)	NSC 340 (2hr)	NSC 381 (3hr)	NSC 383 (3hr)
Year 2	NSC 385 (4hr)	NSC 390W* (2hr – if not taken) or NSC 445* (2hr)	NSC 390W* (2hr – if needed, or summer off)	NSC 486 (3hr) NSC 486C (2hr-16wk across A & B terms)	NSC 440 (3hr)
Year 3	NSC 442 (3hr) NSC 442C (2hr-16wk across A & B terms)	NSC 445* (2hr – if not taken)			

Summer Start: Traditional Path Part-Time Option

Semester	Summer	Fall A	Fall B	Spring A	Spring B
Year 1	NSC 340 (2hr)	NSC 381 (3hr)	NSC 383 (3hr)	NSC 385 (4hr)	Statistics (3hr-if needed) or NSC 390W* (2hr) or NSC 445* (2hr)
Year 2	NSC 390W* (2hr-if not completed)	NSC 486 (3hr) NSC 486C (2hr-16wk across A & B terms)	NSC 440 (3hr)	NSC 442 (3hr) NSC 442C (2hr-16wk across A & B terms)	NSC 445* (2hr –if not completed)

Summer Start: Accelerated 1-Year Full Time Option (Must have statistics course complete, a GPA of 3.0 or higher, and starting in the summer session)

Semester	Summer	Fall A	Fall B	Spring A	Spring B
Year 1	NSC 340 (2hr) NSC 390W* (2hr)	NSC 381 (3hr) NSC 486 (3hr) NSC 486C (2hr-16wk across A & B terms)	NSC 383 (3hr) NSC 440 (3hr)	NSC 385 (4hr) NSC 442 (3hr) NSC 442C (2hr-16wk across A & B terms)	NSC 445 (2hr)

READMISSION INFORMATION

Students meeting any of the following criteria must apply for Readmission to the RN to BSN program:

- 1) Inactive with the RN to BSN program and/or EKU for two or more semesters
- 2) Final grade equivalent below 75% (C) in any required course
- 3) Unsatisfactory grade in clinical course
- 4) EKU and/or Cumulative GPA dropped below 2.0

Procedure for Reapplying to the RN to BSN Program*:

Submit the online RN to BSN Application for Readmission with all required documentation, including:

- 1) Copy of up-to-date Degree Audit from Degree Works
- 2) Copy of active, unencumbered nursing license verification
- 3) Brief explanation of why the student should be considered for readmission
- 4) A list of three specific changes the student will make to ensure future success if approved for readmission (if reapplying due to an unsatisfactory grade)

The Application for Readmission is accessible through:

<http://onlinenursingprograms.eku.edu/rn-bsn-application-readmission>.

Submit the application for readmission no later than two weeks prior to the beginning of the desired term for readmission. Completed applications (those including all required documentation) will be evaluated by the RN to BSN Faculty Readmission Committee. Readmission is not guaranteed.

Questions may be directed to the RN to BSN Graduation Advisor:

Clay Arnold
Clay.Arnold@eku.edu
 (859) 622-2516

Students who have been inactive with Eastern Kentucky University for two or more academic years may first need to reapply to the university in order to have their file reactivated. It will be impossible to complete the RNBSN readmission application with an inactive EKU student account. Contact the

EKU Office of the Registrar at (859) 622-3000 if this status is in-question. If it is determined that a new university application for admission is required *in addition* to the RNBSN readmission application, be certain to follow the additional instructions found at the link above and allow an additional 4-6 weeks for processing.

How is a Decision Made:

The RN to BSN committee will consider multiple factors and performance in previous courses.

Recommendations will be based upon:

- a. Complete record of academic performance, including grade point average and performance in the course for which readmission is sought.
- b. The number of times the student has repeated other courses.
- c. The nature of any documented deficiencies (academic, clinical, moral, & ethical) and whether they lend themselves to further successful progression in Baccalaureate Nursing.
- d. Evidence that the student has sought or will seek ways to correct deficient areas specifically defined on their readmission application if applicable.

Notification of Decision:

Applicants will be notified of Committee recommendations through the official university email address provided on the application within (10) days following the meeting. The student's advisor and appropriate course faculty will receive a copy of the committee's recommendation. Students approved for readmission must contact the RN to BSN Academic Advisor to facilitate course placement and scheduling.

Appeals Process:

A written appeals process is available to students not recommended for readmission. The appeal process should begin with the RN to BSN Faculty Readmission Committee and progress, if denied at any level, according to the following sequence:

An appeal of the committee's decision can be made in writing in the following sequence:

1. First to the RN to BSN Admission/Readmission Committee via email to the program administrative assistant Angie Wheeler at angie.wheeler@eku.edu
2. Chairperson, Department of Baccalaureate and Graduate Nursing
3. Dean/Associate Dean College of Health Sciences
4. Admission/Progression Committee, College of Health Sciences

ACADEMIC INFORMATION
EASTERN KENTUCKY UNIVERSITY
DEPARTMENT OF BACCALAUREATE & GRADUATE NURSING
GENERAL INFORMATION

ACADEMIC STANDARDS

- A. A student may be asked to leave the nursing sequence regardless of academic grade if any of the following conditions exist:
1. Failure to exhibit behaviors of:
 - a. Integrity
 - b. Accountability
 - c. Concern for human and societal needs
 - d. Respect for all persons
 - e. Professional and civil communication, including all correspondence in e-mails, Virtual Office, Class Lounge, and Discussion Boards
 2. Failure to conform to the legal and ethical standards of the nursing profession
 3. Failure to maintain and submit the required documentation for participation in clinical experiences.
 4. On-going failure to complete assignments on time. See departmental/university policy on attendance/participation.
- B. A student is required to maintain a grade equivalent of 2.0/C (75%) or better in all NSC courses in order to continue uninterrupted in the nursing major.
- C. An NSC course may not be repeated without permission. All requests to repeat NSC courses must be made through the RN to BSN Admission/Readmission Committee. A student may not repeat any course with an NSC designation more than one time. **Readmission to a nursing course is not guaranteed to any student.**

ATTENDANCE

Evidence supports students who regularly participate in class are more likely to succeed. Regular class and clinical attendance is expected of all students in order to meet the objectives of the program. Students are expected to complete and participate in all weekly activities and assignments as scheduled. Failure to do so may result in a grade reduction.

Per the University's policy, the ECU Registrar's Office must be notified of any student who does not attend the first day of class for administrative withdrawal in the course. In the on-line environment this means that if students do not complete the first graded assignment (in many courses this will be an on-line syllabus quiz) by the scheduled due date, the primary course leader will drop the student from the course. If there is any reason a student is unable to complete the first graded assignment by the scheduled due date in week one, prior approval must be obtained to avoid faculty/administrative withdrawal.

The Attendance Policy of the Department of Baccalaureate and Graduate Nursing is consistent with Eastern Kentucky University Regulation 4.1.6R. Per this regulation, examples of excused absences or requests for assignment extensions include: verifiable medical or family emergencies, University approved activities (accompanied by a University excuse), illness (yours or an immediate family member's), and other absences as outlined in the University's "Student Absence from Class" policy. Please refer to this Regulation for more complete information on compliance at: ([http://policies.eku.edu/sites/policies.eku.edu/files/policies/4.1.6 student absence adopted 12.1.14.pdf](http://policies.eku.edu/sites/policies.eku.edu/files/policies/4.1.6%20student%20absence%20adopted%2012.1.14.pdf)).

It is the professional expectation that all assignments will be submitted on time. Late assignments, which meets University's criteria for participation/attendance, must be approved by the Faculty of Record prior to the due date (unless emergency situation prohibited notification). Late assignments without prior approval may not be accepted. For Adobe Connect sessions, listed as mandatory in the syllabus, attendance of all students is expected. The student should refer to the course syllabus for more specific requirements.

Students should be prepared to document the reasons for any absence or need for assignment extension. Students whose absences are not excused will receive a zero for any assignments, tests or class activities missed. Students who anticipate having multiple *excused* absences/missed assignments should contact their instructor as soon as the situation arises so that they can make arrangements for how to handle missed learning activity time.

Students who are unable to resolve an absence/missing assignment issue with the instructor may appeal to the Department Chair. The Department Chair's decision is final.

GRADING

The grading scale is given in each NSC course syllabus. Please refer to course syllabi and the ECU undergraduate catalog for information on grading. It is the department policy in all NSC courses that grades are truncated, and not rounded.

Students may obtain mid-term and final grades on-line. Under no circumstance should the student contact the administrative staff of the department requesting grade information.

EKU DISABILITY POLICY

For the current ECU Disability/Accessibility Policy, please refer to the following link: <http://accessibility.eku.edu/>

SOURCES OF FINANCIAL AID

Scholarships may be available to students from Kentucky Board of Nursing, hospitals, and from ECU. Please check with the ECU Office of Student Financial Assistance (859-622-2361); the office is located

in Student Services Building room 251, the KBN website, and various hospitals and employing agencies for additional information and eligibility requirements.

The Robert R. Martin Student Emergency Loan Fund (S.E.L.F.) is a source of short term, emergency loans to students who have been admitted into their major in the College of Health Sciences. The loan may be made for up to \$150 for a maximum of 90 days. Application can be made through the HSLRC.

Some limited scholarship opportunities are available for nursing students who meet the specific criteria for the scholarships as established by those funding the scholarships and/or the department. Please see the department secretary staff or advisor for more specific information on these opportunities.

STUDENT COMPLAINTS AND APPEALS

Students who believe they have not been treated appropriately by a university official may file a complaint or grievance following the procedures listed in the ECU Student Handbook (<http://studentsuccess.ecu.edu/studenthandbook>). Please note that grade appeals and readmission appeals follow a separate policy and process.

If the complaint involves an academic affairs area, it is noted in the ECU Student Handbook Chapter One, under the academic affairs area.

“Academic Affairs Area”: Complaints involving a particular class or instructor should be communicated to the instructor or faculty member directly involved. If a resolution is not reached, a complaint or grievance should be filed, in writing, with the Department Chair of the class where you are having a problem. If you are not satisfied with the Department chair’s explanation, an appeal, in writing should be sent to the Dean of the College. If you are not satisfied with the College Dean’s explanation, the final appeal of the complaint or grievance procedure should be made in writing to the Provost and Vice President for Academic Affairs, Coates Room 108.

Complaints involving other areas than Academic Affairs should follow the procedures in the ECU Student Handbook. Any concerns involving discrimination or harassment should be directed to the Equity and Inclusion Office, Jones Building, Room 106. Complete information is given in the ECU Student Handbook.

If the concern is related to a **Grade Appeal or Readmission**, those policies should be followed specifically. The readmission policy is given in detail in this Baccalaureate Nursing Student Handbook. The policy for appeal of a grade is given in the ECU Policy 4.1.15P and in the ECU Student Handbook as follows, with additional information specific to Baccalaureate & Graduate Nursing as given below.

“Grade Appeal”

If a student wishes to appeal a course grade, the procedure below should be followed:

- The student should consult with the instructor, seeking a satisfactory explanation. [Note: In the Department of Baccalaureate & Graduate Nursing, if the instructor is not the coordinator of the course, the student should also consult with the course coordinator].
- If, after consulting with the instructor, the student believes that a grievance exists, the student may present a complaint in writing outlining the basis of the grievance to the department chair within 30 days after the beginning of the next semester, exclusive of summer session.
- The department chair shall consider the matter in consultation with the instructor and the student and exercise influence towards mediation.
- If the grievance remains unsettled, the department chair shall as soon as practicable refer the matter to the departmental committee on academic practices composed of the department chair, two members of the department elected by the faculty thereof (with one alternate member to serve in the event that one of the regular members is the person against whom the complaint has been lodged), and one student member chosen by the department chair. All members of the committee shall have voting privileges.
- Meetings of the departmental academic practices committee shall be scheduled at a mutually agreed upon time, when all relevant parties can reasonably be expected to participate. A student who has agreed to a time for a meeting of the departmental academic practices committee and who does not appear at that meeting may forfeit the right to present evidence beyond that furnished in the original letter of appeal.
- After considering the evidence and any rebuttals submitted by the student and/or the instructor, the committee shall make a decision which shall be binding. All parties shall be informed of this decision within ten working days.
- Appeals from the committee’s decision may be made on procedural grounds only and must be made within 20 days following notification of the departmental committee decision. Such an appeal should be made to the dean of the college in which the course is offered and, if necessary, then to the Provost and the Vice-President for Academic Affairs.

As noted above, appeals to the committee’s decision can be made on **procedural grounds only**. Procedural violations would be a deviation from the above listed procedures. An example would be If the meeting was not scheduled at a mutually agreed upon time when all relevant parties could reasonably be expected to participate.

GRADUATION

Students are required to satisfy all University requirements for graduation. A minimum overall GPA of 2.0 or higher is required for graduation. Specific requirements are listed in the University catalog. In order to receive a degree, all students must pay the required fee and submit an application for graduation to the office of the Dean of the College of Health Sciences.

UNIVERSITY GRADUATION REQUIREMENTS

- General Education*(Satisfied by experiential learning which includes completion of an Associate Degree, NCLEX and RN License, and professional work experience).....**36 hours**
- Student Success Seminar (HSO 100; waived for transfers with 30+ hrs.).....**1 hour**
- Writing Intensive Course – RN to BSN 390W will fulfill this requirement (credit hours are incorporated into major requirements below).
- Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
- ACCT- R.N. to B.S.N. majors will fulfill ACCT with NSC 442 (credit hours are incorporated into major requirements below).

Total Hours University Graduation Requirements.....37 hours

MAJOR REQUIREMENTS

Core Courses.....48 hours

NSC 340(2), 381(3), 383(3), 385**(4), 390W(2), 440(3), 442(3), 442C(2), 445(2), 486(3), 486C(2).

**Upon successful completion of NSC 385, the RN is granted credit for NSC 380, 380C, 386, 386C, 484, and 484C (19 hrs).

Supporting Requirements.....3-4 hours

SOC 232(3) OR STA 215(3) or STA 270(4)

Free Electives.....32-33 hours

TOTAL HOURS TO COMPLETE DEGREE.....120 hours

*Any previously unmet general education courses will be satisfied through experiential learning upon admission to the RN to BSN “2+2 program”. Any general education courses completed at another accredited college or university may be transferred to EKU. All general education courses are officially evaluated by the Office of Transfer Advising upon admission to EKU. Once a student has been admitted to the university, an EKU Degree Works report will be available to the student on-line. Each student should review this report for specific information on general education and other requirements for degree completion.

EASTERN KENTUCKY UNIVERSITY
DEPARTMENT OF BACCALAUREATE & GRADUATE NURSING
GENERAL INFORMATION

LEGAL AND ETHICAL RESPONSIBILITIES

Students are expected to conform to the legal and ethical standards of the nursing profession. All persons, whether registered nurses, students, aids, or laymen, are at all times legally liable for their actions. Student status does not make one exempt.

The student must act as a reasonably prudent person. The amount of experience and education along with past performance and academic record are some of the criteria that are considered in determining the expectations for “reasonably prudent”. Responsibility increases as the student progresses in knowledge and experience. It is the responsibility of the student to inform the clinical instructor when a client’s need for an intervention is one in which the student has not been taught or is contrary to the student’s knowledge. It is important to note that anyone who undertakes to act as a nurse has a responsibility to meet the needs of the client. Interventions or tasks incorrectly performed and/or failure to perform interventions or tasks needed by the client constitutes negligence. Failure to act as a reasonably prudent student is unsafe practice. Students need to familiarize themselves with the laws of the state in which they practice. The Department of Baccalaureate and Graduate Nursing assumes no responsibility for students’ activities as an employee of an agency. Students are personally responsible and liable for any activity they participate in while employed.

AMERICAN NURSES ASSOCIATION CODE OF ETHICS

The ANA House of Delegates approved nine provisions for the *Code of Ethics for Nurses* at its June 30, 2001 meeting in Washington DC. In July, 2001, The Congress of Nursing Practice and Economics voted to accept the new language of the interpretive statements resulting in a fully approved revised *Code of Ethics for Nurses with Interpretive Statements*. Students are directed to the following web site to view the provisions and the interpretive statements. Instructions are as follows.

The link for the 2015 ANA Code of Ethics is:

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

Once prompted, students can then click “No” to wanting additional information about the Code and then it opens right to the Code.



Integrity Matters

EKU Academic Integrity Policy

Preamble

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity. These standards are embodied in this policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic

Integrity Policy, the University community affirms that it will not tolerate academic dishonesty. This policy defines the various forms of academic dishonesty, and it outlines the consequences for each. Additionally, this policy gives the method for appealing an instructor's belief that some form of academic dishonesty has in fact occurred.

Statement

Academic Integrity (AI) is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that academic dishonesty and incidents of academic dishonesty will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

Pledge: Signing the Eastern Kentucky University Honor Code.

The AI Pledge, below, is administered through the Terms of Usage for ECU Direct and content related to plagiarism will be acknowledged within each on-line course.

"I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky University Honor Code and Academic Integrity Policy".

Procedures for Dealing with Academic Integrity Cases

Step 1 - When a Violation is Suspected:

If an incident of alleged violation of the AI Policy is suspected, any member of the EKU community can initiate the process of review by reporting the incident, directly to the responsible faculty/staff member. The responsible faculty/staff member may elect to conduct his/her own review of the allegations (Option A) or may elect for the matter to be referred to the Academic Integrity Office (Option B). Prior to selecting either option, the faculty/staff member should (1) contact the AI Office to determine if the student has a prior violation, and (2) inform the appropriate Department Chair of the incident.

If a mid-term or final grade is to be reported to the University during the pendency of the academic integrity procedures, the responsible faculty member shall report an "incomplete" for the involved student until the final resolution of the matter.

Option A: The Faculty/Staff Member Conducts Review

If the responsible faculty/staff member chooses to continue the review of the allegations autonomously, the faculty/staff member should obtain and assess the applicable information in determining whether a violation of the AI policy has occurred. If the faculty/staff member determines that an AI policy violation has occurred, a notification of the violation must be made to the Office of Academic Integrity for record keeping within 10 academic days of the alleged violation. At this point, the faculty/staff also notifies the student in writing of the allegation, the sanction, AND the right to contest the allegation and sanction according to the AI Policy procedure. If the student accepts responsibility for the violation and the sanction in writing, the case is closed. There is no appeal from this decision. Upon determination of responsibility, the Assistant Director for Student Rights and Responsibilities, for Academic Integrity (Assistant Director for AI) will enter the reported data in the database.

Note: The faculty/staff involved in Step 1 should request information from the Assistant Director for AI regarding the student's previous violations of the AI Policy prior to determining a sanction in this particular case.

If the student does not accept responsibility and chooses to contest the allegation and/or sanction, the faculty/staff member will refer the case to the AI Office, within five academic days of the meeting. The Assistant Director for AI will meet with the student to discuss the charge and/or sanctions and the right to contest these. If the student chooses not to contest the charge and sanction, the case is closed. There is no appeal from this decision. Notification of the violation is made by the AI Office into the database for record keeping. If the student contests the allegation and/or sanction, the AI Office will schedule a hearing, as soon as practicable, with the specific College Academic Integrity Committee from which the incident occurred.

Option B: Faculty/Staff Member Refers the Case to AI Office

If a faculty/staff member chooses to refer the case directly to the AI Office, the faculty/staff member will send all information concerning the matter to the AI Office and the Assistant Director for AI will meet with the student to discuss the alleged violation. If the student chooses not to contest the allegation and sanction, the sanction is imposed; the case is closed. There is no appeal from this decision. If the student contests the allegation and/or sanction, the AI Office will schedule a hearing, as soon as practicable, with the specific College Academic Integrity Committee from which the incident occurred.

Step 2 - College Academic Integrity Committee Hearing

At the College AI Hearing, both the student and the faculty/staff member will present their information. Both the student and faculty/staff member are permitted to bring witnesses with relevant testimony to the hearing in person. At the College AI Hearing the faculty/staff member will only function as a witness and shall not serve in an adversarial capacity. The committee members will review all of the information presented and then deliberate in private. At the discretion of the Chair of the Committee, the proceeding may be extended to an additional meeting. At this level of hearing and continuing throughout the process, the student has the option of having a Peer Advisor present. Absent exceptional circumstances beyond the control of the student as determined by the Chair of the Committee, if the student who has been notified of the hearing fails to appear, the proceeding may take place in his or her absence; the Committee's decision will be binding. If the Committee determines that the student has violated the AI Policy, before the sanctioning stage of the hearing, the Assistant Director for AI will provide the Committee information regarding whether the student has any previous AI Policy violations recorded or sanctions imposed. The Committee will deliberate again in private in order to determine the appropriate sanction for this violation. The Chair will announce the decision of the Committee, within five academic days, after the close of the hearing.

Step 3 - Appealing the Decision of the College Academic Integrity Committee

A student can appeal the decision of the College AI Committee to the University AI Committee. This appeal can only be made based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation. The student will notify, in writing, the AI Office of their request to appeal to the University AI Committee within five academic days of the College AI Committee's decision, and a meeting of the University AI Committee will be scheduled as soon as practicable.

Step 4 - University Academic Integrity Committee Hearing

At the University AI Committee appeal review meeting, the Committee members will consider all the written information supplied by the student, and the material considered by the College AI Committee, including any response from the faculty/staff member. The Committee can modify or set aside the applied response including sanction, refer the case back to the College AI Committee, or uphold the decision. The decision of the University AI Committee is final, unless the Committee

determines that suspension or expulsion is the appropriate sanction to be imposed. The Chair will announce the decision of the committee, within five academic days, after the close of the hearing.

Steps 5 through 8

The following steps will ONLY be necessary if it is determined that the student may face the sanctions of suspension or expulsion for the alleged AI Policy violation. According to KRS 164.370, the Eastern Kentucky University Board of Regents may delegate its authority to suspend or expel a student. The Board has designated the Student Disciplinary Council as the only body authorized to suspend or expel a student. See Board of Regent's minutes October 7, 1978).

KRS 164.370 provides that: "Each Board of Regents may invest the faculty or a committee of the faculty and students with the power to suspend or expel any student for disobedience to its rules, or for any other contumacy, insubordination, or immoral conduct. In every case of suspension or expulsion of a student the person suspended or expelled may appeal to the Board of Regents. The Board of Regents shall prescribe the manner and the mode of procedure on appeal. The decision of the Board of Regents shall be final."

Step 5 - Suspension, Expulsion, or "FX" Grade Recommendation

If the College AI Committee or University AI Committee or Assistant Director for AI recommends that the sanction of suspension or expulsion is appropriate or if the "FX" grade is recommended as a sanction for an AI Policy violation, the matter must be referred to the Student Disciplinary Council. As soon as practicable, the AI Office will schedule a hearing before the Student Disciplinary Council.

Step 6 - Student Disciplinary Council Hearing

At the Student Disciplinary Council hearing, both the student and the faculty/staff member will present their information. At the Student Disciplinary Council hearing, the faculty/staff member will function only as a witness and shall not serve in any adversarial capacity. The Council will review all of the information presented and then deliberate in private. Absent exceptional circumstances beyond the control of the student as determined by the Chair of the Council, if the student who has been notified of the hearing fails to appear, the proceeding may take place in his or her absence, and the Committee's decision will be binding.

If the Council determines that the student has violated the AI policy, before the sanctioning stage of the meeting, the Assistant Director for AI will provide the Council information whether the student has any previous AI policy violations recorded and sanctions imposed. The Council will deliberate again in private in order to determine the appropriate sanction for this violation. The Chair will announce the decision of the Council to those present at the conclusion of the hearing.

Step 7 - Appealing the Decision of the Student Disciplinary Council

If the student chooses to contest the allegation and/or sanction, the student can appeal to the Provost. The student will notify, in writing, the Office of the Provost of his or her request and grounds

for such request, within five academic days of the Student Disciplinary Council's decision. An appeal to the Provost can only be based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation. The Provost will render a decision, in writing, within ten academic days of receipt of the appeal.

Step 8 - Appealing the Decision of the Provost

If the Provost upholds the decision of the Student Disciplinary Council, and if the student chooses to contest the allegation and/or sanction, the student can appeal to the Board of Regents. The student will notify, in writing, the AI Office of his or her request and grounds for such request, within five academic days of the Provost's decision. As soon as practicable, the AI Office will submit the appeal to the Board secretary. An appeal to the Board of Regents can only be based upon irregularities in procedure, new evidence not available at the first hearing, or punishment not consistent with the violation; the decision of the Board of Regents is final.

Definitions:

Assistant Director for Student Rights and Responsibilities (Assistant Director for AI): a faculty member who coordinates the implementation of the ECU Academic Integrity Policy. The Assistant Director for AI does not take part in any actual hearings, but is available to answer procedural questions.

Cheating: is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise. Cheating includes, but is not limited to, the following:

- Giving or receiving assistance not authorized by the instructor or university representative
- Participating in unauthorized collaboration on an academic exercise
- Using unapproved or misusing electronic devices or aids during an academic exercise
- Turning in substantial similar papers/assignments as other student(s)

College Academic Integrity Committee: is comprised of 5 members (1 faculty from the department where the incident arose, 2 faculty from the college at large, and 2 students from the college at large but not from the department where the incident arose.) If this case involves a graduate student, at least one of the students on the Committee will be a graduate student. One member, elected by the Committee, will serve as Chair. The College may form a standing committee for this purpose.

Day: refers to days within an academic term. If the academic day occurs on a weekend, holiday, or University break or if the University is closed due to inclement weather, an action required within a specified number of academic days shall be due on the first day practicable on which University is open during an academic term.

Fabrication: is a form of deception and occurs when a student misrepresents written or verbal information in an academic exercise. Fabrication includes, but is not limited to, the following:

- Citation of information not taken from the source indicated. This may include the incorrect

documentation of secondary source materials.

- Listing sources in a bibliography not directly used in the academic exercise
- Submission in a paper, thesis, lab report, practicum log, or other academic exercise of falsified, invented, or fictitious data or evidence or deliberate and knowing concealment or distortion of the true nature origin or function of such data or evidence.
- Submitting as your own any academic exercise (verbal, written, electronic, or artistic work) prepared totally or in part by another person

"FX" Notation: "FX" grade denotes failure in the course due to academic dishonesty.

Peer Advisor: an accused student has the right to have another willing student act as his or her advisor/advocate and to assist the student throughout the process, beginning at step 2 and continuing through step 8. The student can be any presently enrolled EKU student.

Plagiarism: occurs when a student represents work taken from another source as his or her own. It is imperative that a student give credit to information, words, ideas, and images that are integrated into his or her own work. Acknowledgement of a source of information in any form should consist of complete, accurate, and specific references and, if verbatim statements are included, quotation marks as well. Examples of plagiarism include, but are not limited to, the following:

- Using words, ideas, or images from another source (including the Internet), whether in quotation marks or not, without giving credit to that source in the form a bibliographic citation
- Using facts, statistics, or other supporting materials that are not clearly common knowledge without acknowledgement of the source

Provost: refers to the Provost and Vice President for Academic Affairs or the Associate Provost for Academic and Faculty Affairs.

Silent Advisor: an accused student has the right to have an attorney present at any proceeding at Step 2 and continuing through Step 8. The attorney is not permitted to speak in any hearing through this process.

Student Disciplinary Council: is comprised of seven members, one faculty from each of the Colleges, and two students (one undergraduate and one graduate student) named by the President of the University. One member, elected by the Council, serves as Chair.

Triviality: a case may be dismissed if it is found to be trivial. A trivial case is one with no possible consequences to a matter of legitimate concern of the academic community or one with no tendency to undermine trust within the community.

University Academic Integrity Committee: is comprised of six members. At the beginning of the academic year, there will be two names (1 faculty, 1 student) from each college and one name (faculty/staff) from the Library submitted to the President's office for appointment to the Committee. For each AI hearing, the College from which the incident arose will have both the faculty and student

serve as members of this specific Committee. The remaining members of the Committee will be randomly drawn from two separate categories in order for the make-up of the Committee to be three faculty and three students. One member, elected by the Committee, will serve as Chair. An appeal to this Committee can only be based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation.

University: Eastern Kentucky University

Responsibilities:

Assistant Director for Academic Integrity

The Assistant Director for AI is responsible for maintaining all records of all incidents involving the ECU AI policy.

College Academic Integrity Committee

The Committee is responsible for determining the facts, and, if the student is found to have violated the AI policy, the Committee must determine the appropriate sanction. A minimum of 3 Committee members must be present. To determine that a violation has occurred, 3 of the 5 Committee members must agree. To determine the sanction, 3 of the 5 Committee members must agree.

University Academic Integrity Committee

The Committee is responsible for hearing appeals from the College AI Committee of AI policy sanctions. It can modify or set aside the applied sanction, refer the case back to the College AI Committee, or uphold the decision. A minimum of 4 Committee members must be present. To determine that a violation has/has not occurred, 4 of the 6 Committee members must agree. To determine the sanction, 4 of the 6 Committee members must agree. The decision of the University AI Committee is final, unless the Committee determines suspension or expulsion or the awarding of the "FX" grade is the appropriate sanction to be imposed.

Violations of the Policy:

Minimum Sanction: The standard minimum sanction for an AI Policy violation shall be the assignment of an "F" for the test, assignment or activity in which an incident of academic dishonesty occurred. At the discretion of the faculty member, the student may be allowed to retake or rewrite the test, assignment or activity. A student assigned an "F" for the course will not be permitted to drop or withdraw from the course. Successful completion of the Academic Integrity Education Program 1 on Blackboard.

Sanctions: In addition to the minimum sanctions for an AI Policy violation, other appropriate educational sanctions may be assigned; these sanctions may be given even if this is the first violation of the AI Policy. Such sanctions could include, but are not limited to, the following:

- Removal from the course
- Educational sanctions
- Community service
- Precluded from graduating with Honors
- An assigned "F" for the course
- "FX" notation on transcript*
- Suspension**
- Expulsion**

* Note: Per the Academic Integrity Policy 4.1.3, Eastern Kentucky University's Student Disciplinary Council is the only body authorized to make a permanent "FX" notation on transcript.

** Note: In accordance with KRS 164.370, the Board of Regents of Eastern Kentucky University has delegated authority to the Student Disciplinary Council as the only body authorized to suspend or expel a student.

"FX" Notation

The "FX" grade is a final and permanent notation on the student's transcript. The "FX" grade can only be imposed by the Student Disciplinary Council. Upon exhaustion of the appeals process set forth in the Academic Integrity Policy, 4.1.3, the notation cannot be removed. A student may retake the course where the "FX" notation is applied, and the new grade will replace the "FX" in the calculation of the student's GPA. The "FX" notation, however, will remain on the student's transcript.

MECHANISMS FOR PROTECTION OF RIGHTS

If at any time faculty within the ECU's Baccalaureate and Graduate Nursing Department conducts any academic research that would include students from the RN to BSN program, students will be notified and informed consent will be obtained.

Assurance-Informed Consent

To safeguard the basic human rights of self-determination, consent to participate in research or unusual clinical activities must be obtained from the prospective subject or his legal representative. Free and informed consent is expected to incorporate the following entities: an explanation of the study, the procedures to be followed and their purposes; a description of physical risk or discomfort, any invasion of privacy, and any threat to dignity; and the methods used to protect anonymity and to insure confidentiality. The subject needs also to receive a description of any benefits to the subject and/or to the development of new knowledge that potentially might be expected. In instances in which control groups are utilized and therapeutic measures, such as drugs are withheld, appropriate alternative procedures that might be advantageous for the subject need to be discussed with him

In addition to making available explicit information, an offer to discuss or answer additional questions must be made. The investigator also must inform the subject that one is free to discontinue participation in the activity at any time that the subject wishes to do so. If subjects are patients of other practitioners, the investigator had an obligation to discuss the proposed study with that individual prior to its inception and to negotiate support for its successful completions.

Subsequent to having all of the above information, the person's consent must be voluntarily given without overt or covert coercion being used and without deception being practiced upon the subject. Should research design require some degree of concealment of the true purpose of methodology of the study, the design must also provide for subsequent disclosure of the nature of the concealment and the rationale for incorporating secrecy as part of the procedure.

On some occasions, a research design involves procedures or possible outcomes that may impinge upon the rights of someone related to the subject, such as a spouse or parent. In such cases the informed consent of that individual must also be obtained.

The informed consent of parents or legal guardians must be obtained for investigations that involve minors or individuals judged to be legally incompetent to handle their own affairs. In instances in which these subjects have the capacity to comprehend the implications of the proposed activity they should also be asked to give their consent. In this case, consent supplements rather than supplants that of the parents or other legal agent.

As part of any study protocol, documentation of the procedures to be followed in obtaining informed consent is expected. If written consent is not to be obtained, justification of the omission must be provided. Since the investigator carries the major responsibility for insuring that the rights of subject are protected, the investigator must throughout the course of the investigation and thereafter scrupulously adhere in the mutual agreement (whether oral or written) contracted with each subject.