



RN to BS in Nursing Program
Eastern Illinois University
Student Handbook
2018-20

Welcome!

It is a pleasure to welcome you to the RN to BS in Nursing Program at Eastern Illinois University. Our program is designed for registered nurses or select pre-license nursing students who want to earn a baccalaureate degree in nursing. Motivations for completing a baccalaureate include: to improve clinical practice, broaden career opportunities, move into leadership positions, and/or prepare for graduate school. Our curriculum builds on your existing knowledge base and experience, integrating previous learning with program learning outcomes.

Our program goal is to provide a high quality, accessible, affordable and flexible educational experience in a supportive, student focused learning environment. Our director, faculty members and staff look forward to working with you to help meet your academic and professional goals.

Introduction

This handbook is written for students in the RN to BS in Nursing Program at Eastern Illinois University. It provides information about the major policies and procedures of the Program. Each RN to BS student must adhere to the policies and procedures contained in this handbook. In addition, the student should read and abide by the policies and procedures outlined in the Eastern Illinois University Undergraduate Catalog <http://catalog.eiu.edu/index.php>. Any questions about the information in this handbook can be answered by the program director. Our website is <http://www.eiu.edu/nursing> for further information about the program and updates on the policies contained in this handbook. Students are required to complete the online orientation course to prepare for successful participation in the RN-BS in Nursing program.

Mission Statement (Revised 8-8-2017)

The Nursing Program at Eastern Illinois University is committed to offering superior, flexible, and accessible undergraduate education for registered nurses pursuing a Bachelor of Science degree with a major in nursing. Guided by a faculty committed to excellence in teaching, research, and service, students build upon existing knowledge and experience to expand their use of nursing knowledge, values, theory, and research to form excellent evidence-based, safe, and holistic nursing practice.

Through online active learning experiences, students integrate knowledge gained from general and liberal studies, the sciences, and nursing courses to think critically and make ethical and reasoned clinical decisions. The program prepares students to meet the complex health care needs of individuals, groups, families, communities, and populations across the lifespan and in a variety of healthcare settings.

A student-centered academic environment encourages reflective thinking, the development of accountability, responsibility for lifelong learning and professional development. Nursing students communicate clearly to enhance professional interactions, collaboration, coordination and management of care, and development of leadership roles in an evolving health care system.

Philosophy Statement (Revised 8-8-2017)

The faculty of the Nursing Program believe in continuing education, career mobility, and professional development of nurses. Consistent with this belief and the mission of Eastern Illinois University, the Nursing Program offers superior, flexible, and accessible undergraduate nursing education for registered nurses pursuing a baccalaureate degree with a major in nursing. The Nursing faculty defines the **concepts of person, environment, and health** to form the framework for nursing practice. A student-centered system facilitates the professional growth and development of the student. To meet the needs of learners and the larger community, the faculty pursues excellence in teaching, research, and service.

A **person** is a unique individual with human needs. The uniqueness of a person is influenced by environmental and genetic factors. Human needs are requirements for well-being. When needs are unmet, homeostasis is threatened. Health problems result from these threats. Because persons are open systems, they can adapt through change, growth, and development.

The **environment** is dynamic and includes all the conditions surrounding and affecting the person. As part of the environment, the family impacts the well-being of the individual. Social, culture, community, health care system and the world are all parts of the environment. The health of the individual can be promoted or impaired by the environment.

Health is a dynamic state of physical, mental, and social well-being. A holistic view of health allows the nurse to assess the health status of individuals as well as the influence of the environment on health.

The practice of **Nursing** requires advanced knowledge and skills. The focus of nursing is the client, which can be an individual, group, family, population, or community. Nurses meet health care needs through health promotion, disease prevention, illness and disease management, restoration, and end-of-life interventions in a variety of settings.

There are three primary nursing roles: provider of care, designer/manager/coordinator of care, and member of the nursing profession. As **providers of care**, nurses integrate theory, research and knowledge from the sciences, liberal arts and nursing as a foundation for evidence-based practice. This foundational information is dynamic and constantly changing, requiring nurses to engage in lifelong learning. In the role of **designer/manager/coordinator of care**, the nurse applies leadership skills to the provision of nursing care as a collaborative member of an interdisciplinary health care team within a complex health care system. As a **member of the profession**, the nurse implements care based on professional standards and values, works to improve care through professional organizations, seeks to influence the health care system through health policy, and strives for professional development.

Baccalaureate nursing education builds upon the students' existing foundation of knowledge and experiences using various learning resources and modalities to address the unique learning needs of adult students. Faculty members serve as facilitators of learning, helping students expand knowledge and competencies, as well as further develop professional roles and values. The faculty have developed and update the curriculum and student learning/program outcomes based on the following standards and guidelines: Illinois Nurse Practice Act, the American Nurses Association, (ANA) Nursing scope and standards of care (2015), The American Association of Colleges of Nursing, Essentials of Baccalaureate Education, (2008).

EXAMPLE COURSE OF STUDY:

RN to BS Curriculum Degree: Bachelor of Science Major: Nursing (Revised 9/24/2018)

	FALL 2 - 2018	SP 1 - 2019	SP 2 - 2019	SU - 2019	FALL 1 - 2019	FALL 2 - 2019	SP 1 2020	SP 2 2020	SU 2020	FALL 1 2020	FALL 2 2020
START 1 - Full Time 14 Months	NUR 4203 Nursing, Health Care, Policies & Politics CR3	NUR 3103 Theoretical Foundations of Professional Nursing Practice CR3	NUR 4508 Public Health Nursing CR3	NUR 3303 Advanced Nursing Health Assessment CR3	EIU 41XXG EIU Senior Seminar CR3	NUR 4604 Professional Seminar CR4					
	NUR 3608 Pharmacogenomics CR4	NUR 4108 Leadership and Management in Nursing CR3	NUR 3703 Research in Professional Nursing CR3	HST CR3	OPD CR3						
START 1 - Part Time 24 Months	NUR 4203 Nursing, Health Care, Policies & Politics CR3	NUR 3103 Theoretical Found of Nursing Practice CR3	NUR 3608 Pharmacogenomics CR4	NUR 3303 Advanced Nursing Health Assessment CR3	NUR 4108 Leadership and Management in Nursing CR3	NUR 3703 Research in Professional Nursing CR3	OPD CR3	NUR 4508 Public Health Nursing CR3	EIU 41XXG EIU Senior Seminar CR3	HST CR3	NUR 4604 Professional Seminar CR4

Catalog Descriptions

NUR 3103 Theoretical Foundations of Professional Nursing Practice (3-0-3)

An overview of the development, structure, and function of professional nursing practice is provided. Role transition and professional socialization are enhanced through analysis of nursing conceptual foundations. Critical thinking, inquiry, information literacy and communication are emphasized.

NUR 3303 Advanced Nursing Health Assessment (2-2-3)

Students build upon basic assessment skills to perform comprehensive nursing health assessment of individuals. History taking, including risk assessment, as well as physical and psychosocial assessment will be practiced. The development of sound clinical judgments based on accurate assessments will be applied.

NUR 3608 Pharmacogenomics in Nursing. (4-0-4)

This course presents essential and foundational knowledge of genetics and the application of these principles in human health. Attention is given to the interplay of genetics in optimizing drug therapy and patient care.

NUR 3703 Research in Professional Nursing (3-0-3)

The role of research in nursing, the research process, design of nursing research, ethical principles, and research methodologies are examined. The use of critical thinking in evaluating and critiquing research studies and the application of research findings to evidence-based practice are emphasized. Prerequisites: Prior and/or concurrent enrollment in MATH 2250G or equivalent with a grade of 'C' or better.

NUR 4108 Leadership and Management (3-0-3)

This course focuses on theories and concepts related to management and leadership in the healthcare field. Strategies for managing quality of care, safety, and outcome issues, caseloads of patients, professional and support personnel, data analysis, finance and budgeting, and collaboration are addressed.

NUR 4203 Nursing, Health Care, Policies, and Politics (3-0-3)

A systematic overview of the structure and function of the American health care system is offered. The historical development, emerging directions, issues, and major forces influencing the health care system are discussed. The role of professional nursing in health care organizations, planning, and policy formation is explored.

NUR 4300 Independent Study in Nursing (1-6 credits)

Guided individual student study on a topic specific to the discipline of nursing selected by the student with input from a faculty member. An outline of the student proposed work to be approved by the faculty and director of the nursing program. May be repeated once for a maximum of six credits.

NUR 4508 Public Health Nursing. (3-0-3)

This course presents an overview of evidence-based public health nursing practice. Principles of epidemiology and community-based health data are explored. The application of intervention strategies for effective population health are used in a culturally informed context.

NUR 4604 Professional Seminar (4-0-4)

This course focuses on the professional development of nurses and issues affecting contemporary nursing practice. Professional development through participation in professional organizations, planning a career trajectory, and personal change are addressed. Students synthesize program

outcomes through a capstone project. Prerequisites: NUR 3103 with prior or concurrent enrollment in NUR 3303, NUR 3608 (or NUR 3604 if applicable), NUR 3703, NUR 4108 (or NUR 4105 if applicable), NUR 4203, and NUR 4506.

Program Goals and Intended Learning Outcomes (Revised 12-20-10)

Program Goals

The goals of the RN to BSN Program are to:

1. Prepare professional nurses to provide care to individuals, families, groups, communities, and populations.
2. Use general and liberal education courses and nursing knowledge to support clinical decision-making, evidence-based practice and evaluative nursing practice.
3. Expand the skills of nurses to include participation as a collaborative member of the health care team, a manager, leader and coordinator of care, and one who participates in professional activities.
4. Foster accountability and responsibility for professional development and life-long learning.
5. Advance the development of an ethical value system for informed nursing practice.
6. Provide a framework by which nurses can serve clients in a variety of settings with diverse needs.
7. Support communication with clients, nursing colleagues, and other members of the health care team.
8. Foster the use of knowledge and research to form an inquiry-based practice.

Student Intended Learning Outcomes

The graduate will:

1. Provide care to individuals, families, groups, communities, and populations.
2. Integrate general and liberal education into nursing knowledge to support clinical decision making, evidence-based practice and evaluative nursing practice.
3. Become a collaborative member of the health care team, a manager, leader and coordinator of care, and one who participates in professional activities.
4. Be accountable and responsible for professional development and life-long learning.
5. Build an ethical value system for informed nursing practice.
6. Be prepared to serve clients in a variety of settings with diverse needs.
7. Communicate effectively with clients, colleagues, and other members of the health care team.
8. Use knowledge and research to form an inquiry-based practice.

Advisement and Registration

Academic Advising

Each student admitted to the RN to BS in Nursing Program is assigned to an academic advisor who is the director or a faculty member in the Program. Students are provided with the

name of their advisor upon admission to the Program. The advisor will counsel the student throughout the time enrolled in the Nursing Program.

Students are enrolled in an online program orientation upon admission. Students must complete the orientation to the program modules on the learning management system prior to advising. Advisement consists of professional counseling as well as planning the academic program of the student. It is the student's responsibility to contact the advisor for an appointment before or during the registration period and to be aware of University and Program requirements. Prior to the appointment with the advisor, the student should review the requirements for the Program, general education, and graduation so that the appointment is most productive.

DEGREE AUDIT (DARS)

Degree audits detail students' progress toward their degree, showing students and advisors how coursework, credits, and hours fulfill requirements for general education, the major, minor, and graduation. In addition, specialized audits show how students completed and planned transfer coursework will apply, whether they have met special admission requirements for selected majors, and how changing majors may affect their degree progress.

All RN-BS in nursing students are required to review degree audit periodically particularly during the advising period. The DARS system is accessed with the student's official PAWS login and password. More information about the DARS system can be found on the website: <http://castle.eiu.edu/acaffair/DARS/index.php>

Registration on PAWS

Step by step directions to register

1. Go to the PAWS website by opening the EIU homepage (www.eiu.edu) and clicking on "PAWS" in the menu on the left side of the screen.
2. Click "Search the Class Schedule" to find courses that meet your needs. To find nursing courses, click "Nursing" under the subject section and all of the nursing courses will be available for review.
3. Note the Course Number (including the section number) and the CRN (the 5 digit number following the course title). It is helpful to jot these down.
4. When you have listed all of your courses with the numbers, return to the PAWS homepage and click "Log in to PAWS."
5. Click "Student" as needed and then "Registration." Verify your address. If correct, click "Addresses are Correct."
6. On the Registration page, select "Add or Drop Classes."
7. Select appropriate term.
8. Add the CRN numbers for the courses you selected.
9. If a course is waitlisted, it may say that there has been an error. Make sure that the "Action Box" says waitlisted. Keep watching the schedule to see if you have been rolled into any waitlisted courses.
10. Click "Submit Changes" at the bottom left of the screen.

11. To double check your status, go back to the option of “Registration” and click on “Student Detail Schedule.” Read and print all of the information.

Application for Graduation

Students must complete an application for graduation after earning 60 credit hours and **well in advance** of the semester in which graduation is planned. The application for graduation form is available on the PAWS system under the “Student” menu. Students are encouraged to do this in their first semester in the program.

Electronic Writing Portfolio (EWP)

(A GRADUATION REQUIREMENT for Undergraduate Students ONLY, not required for Post-Baccalaureate students) (www.eiu.edu/~assess/ewpmain.php)

What is the purpose of the Electronic Writing Portfolio?

Effective writing is a goal of Eastern’s undergraduate programs, and the EWP allows the University to assure that its students are effective writers. The EWP gathers authentic artifacts of student writing to document that Eastern’s students are meeting this goal. Completing the EWP is a graduation requirement of all undergraduate students.

What does Eastern consider effective writing?

Competent writing at Eastern Illinois University displays the following skills: establishing and maintaining focus and appropriate voice; organization that enhances presentation of material/ideas; development of ideas supported by details; use of effective sentence structure, syntax, and diction; and the use of correct mechanics.

What courses are eligible for paper submissions?

Submissions may come from any writing-centered or writing-intensive course, or from any other undergraduate course for which you have completed an appropriate writing assignment (see below). Before you submit from any course, it is a good idea to discuss your plan to submit with your instructor.

What kind of papers may be submitted?

The paper must be at least 750 words in length (approximately 3 pages).

It must be written in standard English.

It must be developed in a manner consistent with the demands of the discipline for which it was written. It must contain a coherent writing sample that connects ideas within and between paragraphs. Therefore, lists, lesson plans, and other such documents may not be submitted. Submissions may not be creative pieces, such as poems, short stories, or plays.

When do I need to submit?

All papers must be submitted the semester a student is enrolled in a course. Students may not submit papers for courses after the semester ends. If you fail to submit a paper from a course from which you planned to submit, you will need to choose a new course for your EWP submission.

You must submit your first two papers by the time you have earned (transferred) 60 credit hours. If you do not, a **registration hold will be placed on your record at 75 hours.**

The third and final submission must be submitted by the time you have earned (transferred) 105 hours. **A registration hold will be placed if this deadline is not met.**

Governance

Student Participation in Program Governance

The Nursing Council is the governing body of the EIU RN to BS in Nursing Program. Standing Committees that comprise the Nursing Council include the Curriculum Committee, Committee on Student Affairs, Quality Assurance and Improvement Committee, Committee on Faculty Affairs, Informatics & Technology Committee, and the Grants and Research Committee.

The Nursing Council conducts the work of the program and meets regularly for decision-making and discussion on relevant issues. Student input is invited. The Nursing Council Bylaws, as well as other information about each of the committees, is available upon request. If a student has issues, ideas, or concerns that he/she would like the Nursing Council to consider, he/she may contact the program director or any faculty member. Additionally, students are welcome to attend Nursing Council or any committee meeting as appropriate. Students will be surveyed at least once a semester for input. Contact the program office for meeting dates.

Students have opportunity to serve on the College of Health and Human Services Student Advisory Board. If interested in serving, contact the Nursing Program office. Student participation in Nursing Program governance is offered during the academic year in an online venue.

Policies and Procedures

Admission, Progression, and Graduation Policy and Procedure (Revised 8-8-2017)

Criteria for Admission to the Major:

1. Unconditional admission to the University
2. Completed online application for the RN to BS in Nursing Program
3. Achievement of a cumulative GPA of 2.0 or higher
4. RN license from state of residence
5. Completion of the following courses or their equivalents is recommended with a grade of 'C' or better:
 - BIO 2001G -Human Physiology. Credits: 4 and BIO 2220 -Anatomy and Physiology II. Credits: 4 or
 - BIO 2210 -Anatomy and Physiology I. Credits: 4 and BIO 2220 Anatomy and Physiology II. Credits: 4
 - ENG 1001G -College Composition I: Critical Reading & Source -Based Writing. Credits: 3
 - ENG 1002G -College Composition II: Argument & Critical Inquiry. Credits: 3
 - FCS 1800 -Lifespan Human Development. Credits: 3
 - PSY 1879G -Introductory Psychology. Credits: 3
 - SOC 1838G-Introductory Sociology. Credits: 3

AND one of the following 3 or 4 credit course(s) (or its equivalent):

- CHM 1040G -The World of Chemistry. Credits: 4
- CHM 3025G -The Chemistry in Your Life. Credits: 3
- CHM 1310G -General Chemistry I. Credits: 3 AND CHM 1315G -General Chemistry Laboratory I. Credits: 1
- PHY 1051G -Physics of the Modern World. Credits: 3
- PHY 1052G -Adventures in Physics. Credits: 3 AND PHY 1053G -Adventures in Physics Laboratory Credits: 1
- PHY 1151G -Principles of Physics I. Credits: 3 AND PHY 1152G -Principles of Physics I Laboratory. Credits: 1
- PHY 3050G -Excursions in Physics. Credits: 3

Application Process:

Applications are processed thru the MyEIU link:

<https://learnonline.eiu.edu/programs/rn-to-bsn.aspx>

Advising for registration will occur after admission to the program.

General Education Requirements:

Foundational Courses (Writing-6, Speaking-3, Math 3) 12 hours

Quantitative Reasoning in Natural Sciences 7 hours

Citizenship in Social and Behavioral Sciences 9 hours

Communication in Humanities and Fine Arts 9 hours

Senior Seminar or Study Abroad Capstone 3 hours

Total 40 hours

Major Requirements:

Semester Hours required for the Major: 42 semester hours

The major in Nursing comprises:

- BIO 1004G -Practical Microbiology. Credits: 3
- MAT 2250G -Elementary Statistics. Credits: 4
- NUR 3103 -Theoretical Foundations of Professional Nursing Practice. Credits: 3
- NUR 3303 -Advanced Nursing Health Assessment. Credits: 3
- NUR 3608-Pharmacogenomics in Nursing. Credits: 4
- NUR 3703 -Research in Professional Nursing. Credits: 3
- NUR 4108 -Leadership and Management in Nursing. Credits: 3
- NUR 4203 -Nursing, Health Care, Policies, and Politics. Credits: 3
- NUR 4508 -Public Health Nursing. Credits: 3
- NUR 4604 -Professional Seminar. Credits: 4

OPD Interdisciplinary Dyad

Select one of the following courses to complete OPD interdisciplinary dyad. Director approval required for other OPD selections with rationale. Credits: 3

- OPD 4700 -Leadership in Organizations. Credits: 3
- OPD 4835 -Supervision in Organizations. Credits: 3
- OPD 4865 -Diversity in Organizations. Credits: 3

HST Interdisciplinary Dyad

Select one of the following courses to complete HST interdisciplinary dyad. Director approval required for other HST selections with rationale. Credits: 3

- HST 3700 -Community Health Behavior Methods. Credits: 3
- HST 3750 -Health Care Delivery Systems. Credits: 3
- HST 4250 -Planning Health Programs. Credits: 3

Progression Requirements:

1. Students enrolled in the RN to BS in Nursing Program must earn a 'C' or better in all major requirement courses to progress in the program.
2. Students must maintain a cumulative grade point average of at least 2.00 throughout their enrollment in the RN to BS in Nursing Program.
3. A nursing course in which a student failed to earn a grade of 'C' or better may be repeated by the student only one time. Failure to receive a grade of 'C' or better for a second time of any nursing course will result in dismissal from the program.
4. Students may only drop and retake a course one time. Extenuating circumstances will be considered by the director.

Footnotes:

1. This major does not require the completion of a foreign language through high school or college work as a graduation requirement.
2. Of the 120 semester hours required to complete the degree, **at least 25 semester hours** earned at EIU must be included.
3. Major GPA based on all nursing courses taken at EIU.

PROVISIONAL ADMISSION REQUIREMENTS

Criteria for Admission to the Major:

1. Unconditional admission to the University
2. Completed online application for the RN to BS in Nursing Program
3. Achievement of a cumulative GPA of 2.0 or higher
4. In the last year of the AD in Nursing Program
5. Completion of the following courses or their equivalents is recommended with a grade of 'C' or better:
 - BIO 2001G -Human Physiology. Credits: 4 and BIO 2220 -Anatomy and Physiology II. Credits: 4 or
 - BIO 2210 -Anatomy and Physiology I. Credits: 4 and BIO 2220 Anatomy and Physiology II. Credits: 4
 - ENG 1001G -College Composition I: Critical Reading & Source -Based Writing. Credits: 3
 - ENG 1002G -College Composition II: Argument & Critical Inquiry. Credits: 3
 - FCS 1800 -Lifespan Human Development. Credits: 3
 - PSY 1879G -Introductory Psychology. Credits: 3
 - SOC 1838G-Introductory Sociology. Credits: 3

AND one of the following 3 or 4 credit course(s) (or its equivalent):

 - CHM 1040G -The World of Chemistry. Credits: 4
 - CHM 3025G -The Chemistry in Your Life. Credits: 3

- CHM 1310G -General Chemistry I. Credits: 3 AND CHM 1315G -General Chemistry Laboratory I. Credits: 1
- PHY 1051G -Physics of the Modern World. Credits: 3
- PHY 1052G -Adventures in Physics. Credits: 3 AND PHY 1053G -Adventures in Physics Laboratory Credits: 1
- PHY 1151G -Principles of Physics I. Credits: 3 AND PHY 1152G -Principles of Physics I Laboratory. Credits: 1
- PHY 3050G -Excursions in Physics. Credits: 3

EIU MAJOR COURSES *CONCURRENT* WITH THE ASSOCIATE DEGREE

- NUR 3103 Professional Nursing Practice (Credits: 3)
 NUR 3303 Advanced Health Assessment (Credits: 3) MAT 2250G Elementary Statistics or an introductory statistics class at a community college (Credits: 4)
 NUR 3608 Pharmacogenomics (Credits: 4)
 NUR 4203 Nursing and Health Care (Credits: 3)

PROVISIONAL ADMISSION REQUIREMENTS MAJOR COURSES AFTER COMPLETION OF ASSOCIATES DEGREE

(Continuation is **contingent** on current RN licensure and an overall GPA of 2.0)

- NUR 3703 Nursing Research (Credits: 3)
 NUR 4108 Leadership and Management (Credits: 3)
 NUR 4508 Nursing and the Community (Credits: 3)
 NUR 4604 Professional Seminar (Credits: 4)

Progression Requirements:

1. Students enrolled in the RN to BS in Nursing Program must earn a 'C' or better in all major requirement courses to progress in the program.
2. Students must maintain a cumulative grade point average of at least 2.0 throughout enrollment in the RN to BS in Nursing Program.
3. A nursing course in which a student failed to earn a grade of 'C' or better may be repeated by the student one time. Failure to receive a grade of 'C' or better for a second time of any nursing course will result in dismissal from the program.
4. Failure to earn a 'C' or better in any two nursing courses within the RN to BS in Nursing curriculum will result in dismissal from the program.
5. An incomplete grade in a nursing course **must be cleared before enrollment** in other nursing courses.

Requirements for the BS in Nursing Degree:

To graduate from Eastern Illinois University with a Bachelor of Science in Nursing degree, the student must:

1. Successfully complete all general education requirements

2. Complete all nursing courses with 2.0 gpa minimum in each course.
3. Complete a minimum of 40 credit hours in upper division courses (3000-4000 level courses)
4. Earn a minimum of 25 credit hours at EIU
5. Successfully compete a minimum of 120 credit hours with CGPA of 2.0 in all courses attempted.
6. Successful completion the electronic writing portfolio for true undergraduate students (**not** required for post-baccalaureate students)
7. Earn 42 credit hours in senior (4 year) institutions with at least 25 hours at EIU.
8. **For Graduation with Distinction:** 40 hours of Upper Division Classes minimum required for graduation; 56 hours from a senior institution with at least 25 hours from EIU **AND** a GPA of 3.6 or better.

Appeal Policy and Procedure for Admission, Progression, and Graduation Decisions (Revised 8-8-2017)

The Admission, Progression, and Graduation Policy and Procedure is designed to assure that only well-prepared and knowledgeable nurses are admitted to the Nursing Program, progress through the Program, and graduate from Eastern Illinois University with a Bachelor of Science in Nursing. The faculty is willing to consider appeals of decisions related to this policy and procedure.

If this is a **grade appeal**, refer to EIU's Internal Governing Policy (IGC) #45, "Grade Appeals" and follow that procedure (<http://castle.eiu.edu/auditing/045.php>).

For other appeals related to admission, progression and graduation decisions, follow these steps:

1. A student who wishes to appeal decisions made in relation to the Nursing Program Admission, Progression, and/or Graduation Policy and Procedure may do so by completing the Appeal of Admission, Progression, and Graduation Decisions Form which is available on the EIU nursing website.
2. The completed petition must be submitted to the Chair of the Committee on Student Affairs (CSA) within one semester of the admission, progression, or graduation decision in question.
3. The Chair of the CSA will schedule a hearing on the agenda of the next CSA meeting and notify the student of the date and time of the meeting.
4. The student may make a presentation in person to the CSA clarifying and expanding on the reasons for the petition and to answer questions.
5. The CSA may consult with relevant faculty members and consider factors such as the student's academic record and progression to date, attendance, tutoring and other special assistance, extenuating individual circumstances, options for remediation, and resources available in deciding the matter.
6. The CSA will rule on the petition and notify the student and the Director of the Program of the decision within ten days of the meeting in which the decision is made. A copy of the completed and signed Appeal of Admission, Progression, and Graduation Decisions Form will be placed in the student's file.

7. If the student remains dissatisfied with the decision of the CSA and wishes to pursue the formal appeal process for Eastern Illinois University, he or she may consult the EIU Internal Governing Policy (IGP) most closely related to the nature of the appeal. For example, the student who is dismissed from the Program due to low grades, might, after pursuing the appeal with the CSA, review and follow the IGP on Grade Appeals. The University IGPs are located on the EIU website.
8. This Nursing Program policy and procedure is related to the decisions regarding Nursing Program Admission, Progression, and Graduation Policy and is designed to be congruent with EIU policies. Students are responsible for being knowledgeable of University policies and formal grievance procedures.

Late Assignments

Assignments are due by the date determined by the faculty. All assignments are required to pass the course. Late assignments may be accepted by faculty if prior arrangements are made. Late assignments may be accepted with a deduction in points. The decision to accept late work with points deducted is at the discretion of the faculty.

Faculty will accept late work without prior arrangement in cases of unplanned circumstances such as, hospitalization, childbirth, injury, or bereavement. It is the responsibility of the student to notify faculty as soon as possible to arrange for submitting late work.

Incomplete Grades:

For the policy on incomplete grades, refer to EIU's Internal Governing Policy (IGC) #46, "Grades" and follow that procedure (<http://castle.eiu.edu/auditing/046.php>).

Computer Competencies Required (Reviewed 8-8-2017)

Nurses must have informatics skills, including use of a computer, to safely practice in today's health care environment. To participate fully in the curriculum, students entering the Program must have basic equipment and computer competencies. Nursing students must have regular access to a recent model computer, printer, and reliable high-speed internet. Minimum computer competencies on entry include:

Computer Skills	Microsoft Word Skills
Save files to desktop	Open new documents
Save files to an external drive/device	Change margins
Access and play online videos	Insert headers and page numbers
Locate microphone and speaker jacks	Use spell check, grammar check and thesaurus
Access speaker volume	Change font and size

Computer Skills	Microsoft Word Skills
Access computer hard drive	Bold, italicize and underline
Access programs	Change line spacing and center text

It is also expected that you are familiar with your internet service provider (ISP) and your browser of choice (Internet Explorer, Chrome, Firefox, or Safari to name a few). Students are expected to complete the online orientation course. In this course, instruction will be provided on the university Learning Platform and other important aspects of the program.

In addition, course assignments may require the use of components of the Microsoft Office Suite including spreadsheet, data management, publishing, or presentation software.

Disability Policy Statement (Approved 12-20-10)

If you are a student with a documented disability in need of accommodations, please contact the Office of Disability Services (ODS). All accommodations must be approved through ODS, see:

<http://www.eiu.edu/disabltly/>

Phone: (217) 581-6583

Fax: (217) 581-7208

Email: studentdisability@eiu.edu

Ethics Policy and Procedure for Nursing Students (Revised 8-8-2017)

The Nursing Student Ethics Policy is supplementary and complementary to the EIU Student Conduct Code.

Nurses have long been respected for acting ethically in professional interactions. For the good of the profession and patient care, students in the RN to BS in Nursing Program at Eastern Illinois University are expected to maintain high ethical and legal standards of conduct. Professional expectations of students include:

Modeling integrity, altruism, caring, and respect for human dignity.

Promotion of social justice and patient autonomy.

Maintenance of privacy and confidentiality of patient communications and records.

Demonstration of professional demeanor, attire, and appearance.

Reporting of errors in patient care.

Adherence to the ANA Code of Ethics.

Respectful behavior in all professional interactions.

Demonstration of lifelong learning.

Correctly citing the professional work of others in academic papers and presentations.

Academic honesty.

Course instructors who identify violations of the Nursing Student Ethics Policy may institute sanctions including reduced grades on related assignments and exams. Course grades also may be reduced. Serious breaches of the Nursing Student Ethics Policy will be reviewed by the Nursing Council and may result in sanctions including dismissal from the RN to BS in Nursing Program. For more information, see the code of student conduct including academic integrity see: <http://www.eiu.edu/judicial/studentconductcode.php>

Writing and Submission of Papers (Revised 8-8-2017)

The professional nurse must communicate effectively. The RN to BS in Nursing Program integrates communication, including academic writing, throughout the curriculum. Unless instructed otherwise by the specific course faculty, students use the current APA Publication Manual as the style guide for written papers submitted as assignments in the Program. All written assignments should be word processed in Microsoft Word (available for download to all students) and submitted in a digital format designated by your instructor. Assignments will be evaluated and returned electronically. Papers must be formatted using American Psychological Association (APA) guidelines, most recent iteration.

Effective academic writing is an outcome of this program. Plagiarism is the reproduction of the words or ideas of another party without proper citation of the source of the information. Avoid copying the words from another source for your assignments. Any assignment submitted with plagiarized contents will receive a grade of zero and result in a filing of a Notification of Academic Misconduct form with the Office of Student Standards.

The nursing program requires that students submit a culminating portfolio of specific assignments. Students are strongly encouraged to back up all written work and retain graded assignments for inclusion in this NUR 4604 Professional Seminar portfolio. Saving an electronic copy helps assure that the assignment is available for inclusion in the portfolio. The portfolio is submitted in an electronic format.

Grading Policy and Procedure (Reviewed 8-8-2017)

Grading Scale

The grading scale for nursing courses and for advanced placement examinations is:

A = 92 – 100

B = 83 – 91

C = 75 – 82

D = 68 – 74

F = below 67

Health Policy for Nursing Students (Revised 8-8-2017)

Students are responsible for all personal health-related expenses. Information about the University's Student Health Insurance program can be obtained by contacting the Student Insurance Office located in the Office of Financial Aid <http://www.eiu.edu/studentinsurance/>.

Nursing Course Challenge Policy and Procedure (Revised 9/24/2018)

The purpose of the Nursing Course Challenge process is to provide experienced registered nurses with an opportunity to demonstrate achievement of course learning outcomes for selected nursing courses in the EIU RN to BS in Nursing Program. The Nursing Course Challenge process is available to all students who are admitted to the RN to BS in Nursing Program and are planning to register for the course to be challenged. To receive credit for the course, the student must enroll in and pay for the course.

A maximum of 6 credit hours can be earned through the Nursing Course Challenge process. Two nursing courses, NUR 3303 Advanced Nursing Health Assessment, and NUR 4108 Leadership and Management in Nursing, can be challenged.

Students who desire to challenge a nursing course must plan to register for the course and contact the course faculty for more information **well before** the class start date.

The nursing course faculty member will evaluate the documentation, assignments, and testing according to predetermined requirements and determine the number of hours of credit and type of credit granted and assign a grade for the course, if applicable. Students who successfully challenge a course will receive a grade for the course at the end of the semester. Students may attempt to challenge a specific nursing course only **one** time.

Nursing Course Challenge Requirements

NUR 3303 Advanced Nursing Health Assessment

Challenge of NUR 3303 consists of **three** components: written documentation, demonstration of health assessment skills, and a comprehensive examination.

Written documentation **could** include at faculty discretion:

1. Professional resume that includes professional experience and education.
2. Table that lists the course learning outcomes and how the student has met each specific outcome.
3. Documentation of formal learning experiences related to the course learning outcomes, if applicable.
4. Transcripts of previously earned credit related to the course learning outcomes.
5. Course syllabi for related courses.
6. List of continuing education units earned, staff development programs, or certificates of attendance for programs or conferences attended related to health assessment.

7. Copy of certification card or certificate in any nursing specialty that requires assessment skills.
8. Test blueprint for certification examinations that indicate health assessment as part of the examination.
9. Documentation of clinical experience in health assessment.
10. Letters from supervisors
11. Relevant position descriptions
12. Copies of projects related to health assessment
13. Other relevant materials the student believes support the achievement of the course learning outcomes.
14. Demonstration of health assessment skills through online assessments
15. Submission of a complete written health history.
16. Comprehensive examination (online)

Guidelines and grading rubrics for the health history, head-to-toe physical examination, and write up of the findings of the physical examination will be provided by the course instructor. The comprehensive examination will be equivalent to the final examination for the course and consist of a random selection of text questions based on the course textbook. The grade for the theory portion of the course, if successfully challenged, will be based on the score earned on the comprehensive examination.

NUR 4108 Leadership and Management in Nursing

Challenge of NUR 4108 consists of **two** components: written documentation and a comprehensive examination.

Written documentation **could** include at faculty discretion:

1. Professional resume that includes professional experience and education.
2. Table that lists the course learning outcomes and how the student has met each specific outcome.
3. Documentation of formal learning experiences related to the course learning outcomes, if applicable.
4. Transcripts of previously earned credit related to the course learning outcomes.
5. Course syllabi for related courses.
6. List of continuing education units earned, staff development programs, or certificates of attendance for programs or conferences attended related to leadership and management.
7. Copy of certification card or certificate in any nursing specialty that requires leadership and management skills.
8. Test blueprint for certification examinations that indicate leadership and management as part of the examination.
9. Documentation of clinical experience in health assessment.
10. Letters from supervisors
11. Relevant position descriptions
12. Copies of projects relate to leadership and management
13. Other relevant materials the student believes support the achievement of the course learning outcomes.

14. Comprehensive examination (online)

The syllabus and clinical evaluation tool for NUR 4108 will be provided by the course instructor. The comprehensive examination will be equivalent to the final examination for the course and consist of a random selection of text questions based on the course textbook. The grade for the course, if successfully challenged, will be based on the score earned on the comprehensive examination.

Nursing Scholarship Policy and Procedure

(Reviewed 9/24/018)

Scholarships at EIU are administered through Academics Works:
<https://eiu.academicworks.com/> Filter “NURSING” to find scholarships.

RN to BS in Nursing Completion Portfolio Policy and Procedure

(Revised 9/24/2018)

The NUR 4604 professional portfolio consists of a collection of materials used to evaluate achievement of student and program outcomes. The portfolio is an important part of both student and program assessment. Every student is required to complete the professional portfolio on or before the due date specified in NUR 4604. The portfolio will be a component of the course grade for NUR 4604. Students are responsible for retaining electronic copies of the following documents. The completion portfolio will consist of the following items:

NUR 3103

Philosophy of nursing paper

Nursing Ethical/Evidenced Based Practice Paper and evaluation rubric

NUR 3303

Geriatric history and physical

NUR 3608

Pharmacogenomics paper

NUR 3703

Research/Evidence based practice paper and evaluation

NUR 4108

Leadership paper and evaluation

NUR 4203

Political Action Paper and evaluation

NUR 4508

Community health assessment paper and evaluation

NUR 4604

Evidence-based practice critique with evaluation

Grade summary/transcript/DARS

Resume, cover letter, and references

Reflective responses to learning objectives from selected courses

***Students have the primary responsibility to maintain their own copies of the required artifacts from each nursing course.**

Student Grievance Policy and Procedure (Revised 9/24/2018)

Eastern Illinois University has established policies and procedures for various student appeal/grievance situations. If a student has a grievance that is addressed by University policy, the relevant policy and procedure is to be followed. Many of the EIU policies that specify an appeal/ grievance process are listed at the end of this document. Students are responsible for being knowledgeable of University policies and formal grievance procedures.

The Nursing Program has an established policy and procedure for the appeal of admission, progression, and graduation decisions by the Program. If a student wishes to make such an appeal, the relevant policy and procedure is to be followed. The Appeal Policy and Procedure for Admission, Progression, and Graduation Decisions is available in the *Student Handbook*, or from the Nursing Office.

The Nursing Program's Student Grievance Policy and Procedure is designed to be congruent with and complement EIU policies. It is to be followed for any grievance that is not addressed by University or other Nursing Program policies. Students are encouraged to attempt to resolve issues, concerns, or complaints informally when possible.

The Nursing Program's Student Grievance Form provides documentation of the grievance process within the Nursing Program when the grievance is not covered by EIU policies. These forms will be kept in a separate locked file in the nursing office. They will not be part of, nor included in, the student's file.

Student Affairs Office: www.eiu.edu/~stuaff

Policies and Procedures: <http://www.eiu.edu/~stuaff/policies.php/index.php>

Student Standards, including the Student Conduct Code: <http://www.eiu.edu/judicial/>

Office of Civil Rights and Diversity: <http://www.eiu.edu/~civil/>

EIU Internal Governing Policies: <http://castle.eiu.edu/auditing/igplisting.php>
http://castle.eiu.edu/auditing/index_alpha.php

Services for Students with Disabilities: <http://castle.eiu.edu/auditing/062.php>

Student Withdrawal: <http://castle.eiu.edu/auditing/065.php>

Transcripts: <http://castle.eiu.edu/auditing/066.php>