Utah State University
Department of Nursing
RN to BSN Program
Student Handbook

2023-2024

Welcome

Welcome to the RN to BSN Program in nursing at Utah State University. What a tremendous accomplishment to have gained acceptance to this program! You have good reason to feel proud of yourself.

The information in the student handbook has been written to provide you with program guidelines and helpful information. Understanding your responsibilities and observing policies will be an important component of your success in achieving your nursing educational goals.

May this experience, and your achievement, begin the continuation of a long and satisfying professional career.

Table of Contents

Contents

UTAH STATE UNIVERSITY NURSING PROGRAM

Utah State University (USU) is committed to the highest standards of instruction and learning. The University community educates and assists students with their social, physical, intellectual, cultural and emotional development, and is committed to respond to the educational needs of the communities it serves.

The nursing program embraces the University's mission and goals, and also the mission and values of the Emma Eccles Jones College of Education and Human Services (CEHS). The Department of Nursing seeks to provide a quality education for nursing students, thereby improving health services for individuals, families and communities in Utah. Nursing joins other CEHS disciplines in a commitment to *doing good work that benefits others.*

The USU RN to BSN Program provides nurses with the opportunity to continue their education in an online environment. Nursing faculty respect individuality and personal aspirations, and respond to student and community needs by employing a variety of innovative teaching approaches. Input is valued and incorporated into ongoing evaluation and improvement of the program.

USU NURSING PROGRAM MISSION AND VALUES

Mission:
USU nursing programs enrich regional, national and global communities through evidence-based nursing education. Our curriculum, which reflects the core values, prepares students to demonstrate professionalism while providing holistic care.

Core Values:
- Caring
- Nursing judgement
- Holistic care
- Professionalism
- Safety and quality

RN to BSN CURRICULUM

In USU's RN to BSN curriculum, students solve problems, work through cases, situations and questions. Students utilize discussion boards and teach one another as the teacher coaches and facilitates student learning. Learning is about taking responsibility and consists of changing behavior in order to meet essential program outcomes that educate safe and effective BSN nurses.

USU nursing faculty evaluate the RN to BSN curriculum regularly. The following course outline and Program Student Learning Outcomes are the result of extensive analyses of current literature, best educational practices, student needs, the complex and changing healthcare environment and the influence of technology in nursing education. Courses are designed to provide students rich opportunities to learn and apply important concepts and skills needed to be excellent nurses and leaders in the profession.

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the RN to BSN Program, students are expect to:

1. Integrate reliable evidence from multiple perspectives to inform safe nursing practice and make reasonable clinical decisions. (*Outcome Area: Critical Thinking*)

2. Synthesize knowledge from nursing and a liberal education in the planning and provision of holistic nursing care across the lifespan and continuum of health care environments. (*Outcome Area: Holism*)

3. Employ the nursing process and patient care technologies and information systems to support safe nursing practice. (*Outcome Area: Nursing Process and Safety*)

4. Utilize interpersonal and inter-professional communication in collaboration for the promotion of optimal health for individuals, families, communities and populations. (*Outcome Area: Communication*)

5. Apply ethical and legal standards of professional nursing including professional accountability and responsibility in the provision of professional nursing care. (*Outcome Area: Ethics*)

6. Integrate leadership and management skills, knowledge of health care policy, regulatory processes and cost-effectiveness for the improvement of quality care and patient safety. (*Outcome Area: Advocacy and Leadership*)

7. Incorporate principles of health education, promotion and disease prevention in the professional nursing care of individuals, families, communities and populations. (*Outcome Area: Education and Health Promotion*)

8. Value caring, respect, dignity, hope and the human spirit in the provision of professional nursing care. (*Outcome Area: Respectful Care*)

COMPARISON OF BEGINNING AND END-OF-PROGRAM STUDENT LEARNING OUTCOMES

Outcome Area	Beginning of RN to BSN Program	End of RN to BSN Program
Critical Thinking	Demonstrate proficiency in performing advanced nursing skills while applying critical thinking and evidence-based practice when making complex nursing judgements.	Integrate reliable evidence from multiple perspectives to inform safe nursing practice and make reasonable clinical decisions.
Holism	Evaluate and incorporate holistic principles while caring for individuals, families, communities and populations with complex health care needs across the lifespan.	Synthesize knowledge from nursing and a liberal education in the planning and provision of holistic nursing care across the lifespan and continuum of health care environments.
Nursing Process & Safety	Establish priorities and ensure safe, quality care while utilizing the nursing process and nursing informatics in caring for individuals, families, communities and populations with complex health care needs across the lifespan.	Employ the nursing process and patient care technologies and information systems to support safe nursing practice.
Communication	Integrate effective communication processes and collaboration when caring for individuals, families, communities and populations.	Utilize interpersonal and inter-professional communication in collaboration for the promotion of optimal health for individuals, families, communities and populations.
Ethics	Model accountability and responsibility in nursing practice while caring for individuals, families, communities and populations with complex health care needs.	Apply ethical and legal standards of professional nursing including professional accountability and responsibility in the provision of professional nursing care.
Advocacy & Leadership	Incorporate leadership, management and advocacy skills when caring for individuals, families, communities and populations.	Integrate leadership and management skills, knowledge of health care policy, regulatory processes, and cost effectiveness for the improvement of quality care and patient safety.
Education and Health Promotion	Develop, implement, and evaluate teaching, health promotion, and disease prevention for individuals, families, communities, and populations in a variety of settings.	Incorporate principles of health education, promotion and disease prevention in the professional nursing care of individuals, families, communities and populations.
Respectful Care	Exemplify caring and respectful advocacy in promoting hope, health, and healing, while preserving human dignity.	Value caring, respect, dignity, hope and the human spirit in the provision of professional nursing care.

USU NURSING WRITING EXPECTATIONS AND APA FORMATTING

The ability to write clearly and persuasively is an important attribute of the Bachelor's-prepared nurse. Academic writing has its own standards and guidelines, and the American Psychological Association (APA) style provides a standard format for students to effectively organize their writing, support ideas and assist the reader to locate citations. APA formatting should be used for all writing assignments unless otherwise indicated by the instructor.

Students are expected to purchase a copy of the *Publication Manual of the American Psychological Association*, Seventh Edition (ISBN 978-1-4338-3215-4) and consult the Purdue Owl website for instructions and examples.

ACCREDITATION & APPROVAL

The USU RN to BSN Program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
http://www.acenursing.org

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

USU nursing follows and abides by the FERPA Policy.

TUITION, BOOKS & FEE PAYMENTS

Each student is responsible to meet payment deadlines for tuition and fees. Required textbooks are listed in each course syllabus. It is up to the student to purchase the required textbooks and have them available by the first day of class.

Nursing program personnel are not responsible if fees are not paid or books not purchased at the specified times. Students being funded by an agency such as vocational rehabilitation, Workforce Services, Bureau of Indian Affairs (BIA) or Veterans Administration (VA) are responsible to obtain the necessary approvals and forms from the agency.

SCHOLARSHIPS & FINANCIAL AID

Financial aid is available and is awarded on need as well as the availability of resources. Application must be made to receive financial aid, a scholarship or other. Students are responsible to contact and follow instructions provided by Financial Aid and the scholarship office. Scholarships are available on a limited basis. Visit the nursing website for scholarship information.

NURSING PROGRAM PRACTICUM/CAPSTONE REQUIREMENTS

The RN to BSN program includes two required practicum courses which include additional hours completed outside the online environment. Additional information about these hours will be provided by the instructor.

LICENSURE

An active and unencumbered RN license is required prior to applying to the RN to BSN Program. The RN license must be kept active throughout your RN to BSN program experience.

STUDENT RECORDS

A cumulative electronic record is securely kept on file for each student who has entered the RN to BSN Program. This record contains the admission application, midterm evaluations, student contract, and other pertinent information. Students must submit transcripts showing completion of all non-USU classes each semester. This information is confidential and may be released only through a students' written request and permission from college administration. Files of students are kept for five years and then archived electronically.

STUDENT HEALTH

As a student, you should strive to maintain optimum health in order to complete your RN to BSN Program in a timely manner.

Requirements: The following requirements are necessary to function in the hospital and community health settings, and required for admission to the USU RN to BSN program:
- Communication: Able to communicate in both verbal and written formats, and interact with clients, staff and faculty supervisors.
- Emotional: Sufficient emotional control to manage emotions and stressors, interact professionally with others and care safely for patients.

Sources of stress identified by nursing students: While faculty will work with you to make reasonable accommodations in the online environment, there are clinical practice conditions that occur in the community and hospital environment that are beyond faculty control. Additional skills and abilities are required to perform patient care in the clinical settings in order to pass nursing course objectives and requirements. These skills and abilities can be developed and improved while in the nursing program. Following are realistic stressors nursing students must be able to manage.
- Large amounts of information must be learned and retained. The student must be able to apply critical thinking and clinical reasoning in order to recall, articulate and demonstrate concepts and skills in a timely manner in hospitals and clinics to prevent delay in patient care.
- In addition to developing the extensive knowledge base and applying it in a timely manner, students must have sufficient emotional stability to perform under stress. Stress is produced by both academic study and performing nursing care in real patient situations while being observed by the instructors, other health care professionals and patients.
- Students must be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (e.g., ambiguous directions, ambivalent communications),

emergent demands, and a distracting environment (e.g., high-noise levels, crowding and complex visual stimuli).
- Time requirements and time management skills are necessary for success in the RN to BSN program. Students will spend time outside the online environment as outlined in the syllabi for the practicum courses.
- Nursing students must be prepared to deal with individuals having a range of moods and behaviors in a tactful, congenial and personal manner so as not to alienate or antagonize them.
- The nursing student "promotes, advocates for and strives to protect the health, safety and rights of the patient" (ANA Code of Ethics, 2010). HIPAA guidelines include keeping information, clinical facilities and fellow student information undisclosed in personal and professional writings, social media and general communications.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires accommodations, he/she should contact the USU Disability Resource Center (DRC) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric or physical disabilities or chronic health disorders.

ADA accommodations do not alter the academic performance requirements or the requirement to demonstrate professional competence in required skills. Students can contact the USU Disability Resource Center (DRC) if they are not certain whether a medical condition and/or disability qualifies.

Students with a disability requiring accommodations to fulfill nursing program requirements should contact the USU DRC prior to beginning the nursing program. "Although students are encouraged to state their needs for accommodation early in the semester…accommodations are not retroactive. While a student may request accommodations at any point in the semester the accommodation is only implemented from that point forward" (USU Accommodations Policy).

USU Disability Resource Center Website
Application or call for further information: (435) 797-2444

CRIMINAL BACKGROUND CHECK & DRUG SCREEN REQUIREMENTS

The RN to BSN Program expects students to comply with various government and healthcare agencies concerning criminal activity, prohibited substance use, or behaviors. If credible information is brought forth that would prove otherwise, the student may be dismissed from the program and will not be entitled to any refunds of tuition dollars and other fees. Refer to policy Policy #7: Suspected Drug & Alcohol Abuse later in this handbook under Nursing Program Policies & Resources.

GUIDELINES FOR USE OF SOCIAL MEDIA

Use of social media is prevalent among students. Students should be aware that unwise or inappropriate use of social media can negatively impact educational and career opportunities. To avoid these negative impacts, students should consider the following:

- Post content that reflects positively on you, Utah State University and the USU nursing programs. Be aware not only of the content you post, but of any content that you host (e.g., comments posted by others on your site).
- Though you may only intend a small group to see what you post, a much larger group may actually see your post. Be aware that your statements may be offensive to others, including classmates or faculty members who may read what you post.
- Employers and others may use social media to evaluate applicants. Choosing to post distasteful, immature or offensive content may eliminate job or other opportunities.
- Once you have posted on social media, it is out of your control. Others may see it, repost it, save it, forward to others, etc. Retracting content after you have posted is practically impossible.
- If you post content concerning USU, make it clear that you do not represent the University and that the content you are posting does not represent the views of the University.
- Make sure the content you post is in harmony with the ethical or other codes of your program and field. In certain circumstances, your program may have made these codes binding on you, and violations (of HIPAA, for example) may result in action against you. The University may take action against you for disclosures of confidential information.
- Inappropriate posts by nurses have resulted in licensure and legal repercussions. The National Council for State Boards of Nursing (NCSBN) has developed guidelines for nurses and nursing students for using social media responsibly.
- Realize that you may be subject to action by the University for posting or promoting content that substantially disrupts or materially interferes with University activities or that might lead University authorities to reasonably foresee substantial disruption for material interference with University activities. This action may be taken based on behavioral misconduct, academic performance, academic misconduct or professional misconduct. Action may range from a reprimand or failing grade to dismissal from a program or the University.
- For additional information, please refer to the USU social media guidelines.

CIVILITY

The Utah State University nursing programs adhere to the USU Student Code civility statement, Section II-1, and believes nursing is a caring and compassionate profession that is deeply rooted in personal and professional accountability. Treating others with value, respect, dignity, justice and quality is essential to our mission in creating a culture of civility. Civility matters and belongs in the realm of ethical behavior. Faculty, staff and students are considered equal and active members of our learning community. The professionalism and civility guidelines of the USU nursing programs are consistent with the USU Student Code of Conduct, American Nurses Association (ANA) Code of Ethics and Utah Nurse Practice Act Standards of Professional Accountability.

As USU nursing students and registered nurses, you are held to the highest ethical standards in and out of the clinical setting. Any form of incivility is unacceptable in the USU nursing program. Incivility is defined as disruptive, ill-mannered or offensive behavior contrary to the well-being of the learning community. This includes any and all forms of disrespect or disregard for instruction, the instructor, staff or a fellow student.

Professional behavior is an expectation of the nursing program. Up to a 10% grade deduction from the final grade may be applied for behaviors inconsistent with professionalism.

Professionalism in nursing and civility are closely linked. Examples of *unprofessionalism* include:
- Failure to respond to instructor communication
- Consistent disregard for assignment expectations
- Social network postings that include information about faculty, peers and/or preceptors
- Disruptive behavior of any kind in discussion boards
- Failure to prepare for online learning activities
- Failure to attend scheduled required examinations

Examples of *incivility* include:
- Covert or overt negative communication (e.g., snide remarks, withholding information, assumptions, abrupt responses, blaming, emails in all caps, uncontrolled emotion)
- Undermining activities (e.g., not available to help, turning away when asked for help)
- Sabotage (e.g., deliberately setting up a negative situation)
- Bickering among peers
- Scapegoating (e.g., assigning blame to one person when things go wrong)
- Backstabbing (e.g., complaining to others about an individual)
- Failure to respect the privacy of others (e.g., gossip/talking about others without their permission)
- Broken commitments and/or broken confidences (e.g., repeating something that was meant to be or should be kept confidential)

As faculty, staff and students we strive to incorporate the guidelines of the **RESPECT*** acronym into our interactions with others, regardless of medium.

> **R**: Recognize that every opinion is valuable
> **E**: Express and receive feedback without making it personal
> **S**: Stop collusion, direct the issue back to the owner
> **P**: Practice authentic listening
> **E**: Encourage discussion of ideas and issues, not people
> **C**: Celebrate each other's successes
> **T**: Treat others as they wish to be treated

*Adapted from University of Kansas RESPECT initiative

In addition to RESPECT, other guidelines for our interactions with each other are:
- Manage emotions so that oral and written communication can be clear and neutral (or positive)
- Accept personal responsibility for choices such as insufficient study, poor test scores and submission of late assignments
- Offer a reasonable solution when registering a complaint or requesting a change

NETIQUETTE

The online learning environment is no exception to proper and respectful etiquette also known as netiquette. The following guidelines have been established to provide a positive online experience for students and faculty. Additional guidelines can be found at:
http://www.albion.com/netiquette/corerules.html

It can be difficult to express the tone of your message in an email or discussion board. Avoid typing in all caps and be certain to re-read your message and eliminate sarcasm or other expressions that may be interpreted incorrectly before sending or posting.

The majority of communication will be in written form. Please utilize spell check tools to maintain professional grammar.

The instructors have added detailed instructions to assignments, syllabi and communications. While we encourage you to ask questions, and it may be your first impulse to email the instructor, please utilize your resources before doing so. These resources may include, but are not limited to, reviewing syllabi, rereading instructions, checking FAQs, reviewing course announcements, etc.

ONLINE EXPECTATIONS

Once admitted to the RN to BSN Program you will be required to complete an online orientation prior to beginning courses.

The RN to BSN program courses are housed in a platform called Canvas. Canvas allows the instructor to present the course expectations, course material, assignments, projects, quizzes and exams to the student. The student should access those resources, interact with peers through discussion, and submit coursework for grading. If you are new to Canvas, please visit the Canvas student orientation materials.

Online education requires self-motivation and dedication for success. According to USU Online, you should plan to spend 3 hours per week on coursework for every one (1) course credit. For example, in a full semester 3-credit course you should plan 3 hours per week reading content and participating in discussions plus an additional 6 hours outside of the course working on homework, reading textbooks and studying. Please refer to the USU online student handbook for more information on online programs.

TECHNOLOGY REQUIREMENTS

In order to have a successful online experience, you will need a personal computer and a minimum of the following technology requirements as outlined by USU Online.

- A reliable internet connection (preferably high speed)
- The latest version of Chrome, Microsoft Edge, Mozilla Firefox or Safari
- A PDF reader
- A word processor (Google Docs, Microsoft Word, Open Office, etc.)
- Speakers or headphones
- Webcam and microphone (built in or as an accessory)

Technology issues are common and can be frustrating. It is the students' responsibility to ensure all assignments are saved in a reliable format and in an accessible electronic location. In the unfortunate event of a technological failure, the student remains responsible for meeting due dates for assignments, quizzes, exams and all other course requirements.

STUDENT RESOURCES

Our online students have access to the same resources available to students located on campus. Please visit USU's Thrive website to access resources that may be specific to your situation in addition to the items listed below. The USU Online Resources website has more information.

Academic Success Center (ASC)
Disability Resource Center (DRC)
IT Service Desk
USU Online Library
Veterans Resource Office
Other online resources

COMMENCEMENT

Commencement is held every May at the Utah State University Logan campus. All RN to BSN graduates are invited and encouraged to attend.

NURSING PROGRAM POLICIES & RESOURCES

General

1. USU library resources are available online for student and faculty research.
2. Nursing program personnel will not accept or be responsible for conveying personal messages to students, except in the case of emergencies.
3. All course assignments must be completed in order to pass nursing courses. End of semester grades are submitted directly into Banner as recorded in Canvas, and are not rounded up or down.
4. Policy changes will be clearly and consistently communicated to students in a timely manner in written form, for example, email notification.
5. The University reserves all rights afforded to it under applicable law. Nothing in this policy or related policies, procedures, and practices of the University or the University's governing institutions shall be read to offer or constitute a legal agreement or be subject to legal jurisdiction of the law courts of any kind. The University's policies, procedures, and practices are subject to change at any time.

Policy #1: STUDENT CONDUCT

The USU nursing programs comply with the Utah State Nurse Practice Act and the Nurse Practice Act Rule and its governing organization's policies and procedures regarding unlawful and unprofessional conduct. Students are strongly encouraged to read and be familiar with the Nurse Practice Act and the Nurse Practice Act Rules.

Student learning improvement contracts are used in the USU RN to BSN Program to assist students in improving substandard performance in any area of responsibility. Faculty will meet electronically with the student to discuss the necessary learning improvement, the expected outcome, timeframe in which the outcome is to be met and consequences if the outcome is not met.

Policy #2: TRANSFER STUDENTS

A nursing course from another institution may be transferred to USU if approved by the nursing program director and the course meets the following requirements:
- The institution is accredited by ACEN or CCNE
- Course content is comparable to the course offered at USU and can be documented by the course syllabus.
- Student complies with the USU Transfer Student Admission and Transfer Credit policy.

Policy #3: WITHDRAWAL

The USU nursing programs comply with the USU Withdrawal Policy found in the General Catalog.

Policy #4: STUDENT GRADE APPEAL PROCEDURE OR STUDENT GRIEVANCE PROCEDURE

The USU nursing programs comply with USU Policy Section VII-2 Procedures for Grievances not Relating to Discrimination or Harassment found in the Code of Policies and Procedures for students at USU.

Policy #5: DISMISSAL

Students will be dismissed from a USU nursing program if:

1. The student fails to maintain a **B-** grade in each required course for the nursing program. Courses must be successfully completed in sequence when enrolled in the nursing program.
2. The student is in violation of The Code of Policies and Procedures for students at Utah State University or for unlawful and/or unprofessional conduct (Utah State Nurse Practice Act).
3. Deemed appropriate for violation of any other applicable USU or nursing policy.

Removal of any student from the client care responsibility due to a threat related to client safety may be a reason for suspension or dismissal from the program.

Policy #6: READMISSION OF STUDENTS

USU nursing faculty and administration value the success of our students. We want to help all students be successful and become nurses. Sometimes the path to graduation has stops and starts rather than being one straight path. This policy is written to help students who might need to take a longer route towards graduation.

Returning after Military Duty or Health Issue
Students who have left the program due to military duty or health issues need to keep the nursing program director informed of their situation or desire to return. Students who are returning due to these issues do not need to complete the application forms. These students are required to send the nursing program director a Letter of Intent explaining the desire and timeline to return at least three months prior to the planned return date. For those wanting to continue their nursing education during the fall semester, the nursing program director should receive letters by May 1st of that year. Those who would like to return in the spring semester should submit their Letter of Intent by October 1st.

Returning after Dismissal

Students who have been dismissed due to grades, conduct or other related circumstances from the nursing program and desire readmission must submit a reapplication form and meet admission application deadlines. Please contact the nursing department for readmission application forms. Readmission will be based on space available. Candidates will be notified by email of acceptance or non-acceptance at least one month prior to the start of the semester.

Students are limited to one readmission after dismissal for failure. If a student is readmitted after dismissal for failure and again fails a nursing course, he/she will be permanently dismissed from all USU nursing programs and is not eligible for readmission.

In order to be readmitted after dismissal from the nursing program:
- Students must show evidence of an increased level of functioning through further education, counseling, employment or other criteria depending upon the reasons for withdrawal from the program. Students should write a letter explaining what they have done to prepare themselves for success. Nursing faculty consensus is required for readmission to the nursing program.
- Students must have completed each prerequisite and co-requisite courses before reentering the nursing program with a minimum of a **B-** grade.
- Students may be required to take all the nursing courses for the semester they re-enter the program, or in certain cases, all nursing courses for the program. This decision is made in consultation with the faculty. Students must complete each nursing course with a minimum of a **B-** grade. If a student completes an entire semester of the nursing program, but has to drop for any reason (except a call to "active duty" military service) the student has one academic year to compete the rest of the program. Otherwise, the student will need to retake all nursing courses.

Policy #7: SUSPECTED DRUG & ALCOHOL ABUSE

To maintain the integrity of the nursing program and ensure safe client care, and in accordance with USU policy (Section V-3 University Standards of Student Conduct) students must abstain from the use of alcohol or drugs/medications which affect safe and appropriate functioning. Referrals to alcohol and drug treatment agencies are available through USU Student Affairs.

While other medical conditions may cause some of the following, behaviors and signs suggestive of substance use include, but are not limited to:
- Slowed thinking processes or very impulsive thinking
- Immobilization or panic
- Unpredictable behavior
- Inappropriate or bizarre response/laughter
- Irritable, restless manner
- Blurred vision, dilated or constricted pupils, bloodshot eyes
- Slurred or unusual speech patterns
- Possessing, using or transferring any narcotic, hallucinogen, stimulant, sedative or similar drug other than in accordance with licensed health care providers order

Policy #8: SEXUAL HARASSMENT

Students and faculty in the nursing programs will comply with the [USU Sexual Harassment Policy #339](.).

Policy #9: EMPLOYMENT

Students must assess their own ability to handle employment and the course of study in nursing.

Policy #10: GRADING

10.1 Grading
A minimum grade of **B-** is mandatory in all required courses. A student cannot receive a **C+** grade or lower in prerequisite/support courses and remain in the USU nursing program. Courses must be completed in sequence when enrolled in the nursing program.

Passing Grades:		Grades resulting in dismissal from a USU nursing program	
Letter Grade	Percentage	Letter Grade	Percentage
A	93-100	C+	77-79
A-	90-92	C	73-76
B+	87-89	C-	70-72
B	83-86	D	60-69
B-	80-82	F	Below 60

10.2 Written Work
Homework assignments, term papers, clinical written assignments, workbook assignments and reports must be submitted electronically through Canvas. Assignments submitted by email, in person or in a format not recognized by Canvas may not be accepted. Grading typically includes neatness, spelling, sentence structure and content. Points may be deducted for poor grammar, spelling, appearance, lack of proper APA format or failing to include student name on the paper. Course syllabi will include point values assigned to these requirements.

Assignments must be completed before being submitted. A five percent (5%) grade reduction on the assignment is implemented for each day late, including weekends. A score of zero (0%) is given after seven days.

10.3 Grading papers, quizzes, group presentations, and projects
Students are expected to submit college-level work. Therefore, faculty may grade papers for both content and structure such as grammar and spelling.

Papers will be graded according to grading criteria for each assignment.

Students must complete and submit all course assignments/requirements in order to pass the course.
- All assignments must be completed and submitted on or before the due date. Requests for late submission must be made before 9PM the previous day. A five percent (5%) grade reduction on the assignment is implemented for each day late, including weekends. A core of zero (0) is given after seven days.
- Students must submit assignments electronically in Canvas. Assignments are to be computer-generated, unless a legible, handwritten assignment using ink or other media has been specified. Lack of computer access, disc incompatibility and other such problems may not excuse

late assignments, presentations or clinical papers. Although an ill student has notified the instructor, the assignment may still be due at the required deadline.

RN to BSN program online learning focus on the application of both content and concepts. Quizzes may be used to identify competency of those applications, and may constitute a portion of the students' grade in any course. At the end of the semester, quiz percentages are averaged to determine the overall quiz grade.

Policy #11 ACADEMIC INTEGRITY

When taking material or ideas directly from other sources, direct quotations and references must be appropriately provided. Work that has not been properly references constitutes plagiarism and will be penalized. "The penalties for plagiarism are severe and include warning or reprimand, grade adjustment…expulsion." (Student Code of Conduct, Article 6)

The student may be asked to submit a copy of any referenced articles, as long as such copying does not violate any copyright laws or are prohibited by the author and the publisher of the article.

Research papers and annotated bibliographies must be completed in APA format. It is the student's responsibility to find APA guidelines and use them correctly.

The student is responsible for composing their own original work. The BSN program utilizes Turnitin, a software program for plagiarism detection that has the capability to also identify Artificial Intelligence-generated submissions, for example, ChatGPT and similar tools. Turnitin scans documents submitted to Canvas, and provides an originality report that assists students in maintaining academic integrity. By submitting an assignment, students agree to the anti-plagiarism clause included with every Canvas submission. Submissions that contain greater than 25% plagiarized or Artificial Intelligence-generated work will receive a zero grade on the assignment. On a case-by-case basis, faculty may allow a resubmission with a reduced percentage of the possible grade.

ChatGPT and similar Artificial Intelligence (AI) tools, though useful in many contexts, are inappropriate for some assignments in this course. An important outcome of this course, particularly as a future nurse, is to strengthen your own abilities as a thinker and communicator, and this is best done with your own work.

Unless otherwise instructed, you are permitted to use ChatGPT and other AI tools to assist you in gathering information, writing drafts, and revising your writing. However, you are expected to include a disclosure statement at the end of your assignment describing which AI tool you used and how you used it. For example, "*ChatGPT was used to draft about 25 percent of this paper and to provide revision assistance. AI-produced content was edited for accuracy and style.*"

When you are instructed not to use ChatGPT and other AI tools, assignment submissions can be checked for possible AI use using AI detectors. Unauthorized use may result in a failing grade or a request to resubmit.

Students may not use, possess, share or distribute previous assignments, exams or quizzes from a USU nursing program, nor use any other student's written work. This is considered cheating (see USU Student Code of Conduct). Students must complete assignments and testing with academic integrity.

Use of illegally obtained test content, sharing of information and working with other students without permission is considered academic dishonesty and may lead to student dismissal from the USU nursing program.

Utah State University Department of Nursing

RN to BSN Student Handbook Acknowledgement Form

I, (please print) _____, have read the policies in the RN to BSN

Nursing Student Handbook and understand that I am responsible for the policies and procedures

stipulated in this handbook.

I understand that, as a student in this program, if I need further clarification of the policies, I am

free to ask the BSN Programs Director and faculty throughout the year.

I understand that any deviation from the standards in the handbook is cause for counseling

procedures and/or dismissal procedures.

I shall abide by the policies as a student in the program.

_____
Signature

_____
Print Name

_____
Date