RN-to-BSN
Student Handbook
Fall 2024

If we're growing, we're always going to be out of our comfort zone. John Maxwell

APPROVED BY: CURRICULUM, RESOURCE, AND TEXTBOOK COMMITTEE, SUMMER 2019

UPDATED: JULY 2024

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RN-to-BSN

Student Handbook

Introduction

The San Jacinto College Nursing department developed the *RN-to-BSN Nursing Student Handbook* for use by students enrolled in the program and faculty teaching in the program. The handbook is designed to provide information relating to the policies associated with the nursing program including, acceptance, progression, and completion. This handbook accompanies the San Jacinto College Student Handbook and catalog. Students should be familiar with all components of the handbook and must submit written documentation regarding its receipt.

San Jacinto College Vision

San Jacinto College will advance the social and economic mobility of all members of our community. We will be known for our excellence in teaching and learning, our intentional student-centered support, and our commitment to every student. We will be the preferred workforce and economic development partner in the region and a champion for lifelong learning. San Jacinto College will inspire students to explore opportunities, define their educational and career paths, and achieve their goals and dreams.

San Jacinto College Mission

San Jacinto College is focused on student success, academic progress, university transfer, and employment. We are committed to opportunities that enrich the quality of life in the communities we serve.

Shared Values with the College

Integrity, Inclusivity, Collaboration, Innovation, Accountability, Sense of Community, Excellence

RN-to-BSN Mission Statement

Our mission is to promote academic progress, student success, and professional advancement by preparing the working registered nurse for advancement within the nursing profession. We are committed to preparing self-directed learners who are committed to excellence in nursing practice.

SJC IMMUNIZATION STATEMENT

Students enrolling in San Jacinto College programs with external learning experiences (i.e., clinical, practicum, externship, cooperative, etc.) will be required to comply with the immunization requirements and policies of the clinical/external learning sites to engage in all clinical/external learning experiences. Vaccination requirements at clinical/external learning sites are implemented pursuant to the independent authority of such facilities and are not mandated by San Jacinto College. Failure to meet the immunization requirements mandated by clinical/external learning sites may limit a student's ability to complete the program and/or may

delay the student's graduation date. San Jacinto College does not process exemptions, and students should address potential vaccination exemptions directly with the clinical/external learning site.

Statement of Philosophy and Purpose

The RN-to-BSN program adheres to the philosophy of San Jacinto College as defined in the College's Vision, Mission, and Values: https://www.sanjac.edu/about-san-jac/overview/our-vision-mission-and-values. The faculty believes all students should have access to affordable and high-quality education and be led by nurse educators who foster personal growth through self-directed learning and appreciative inquiry. The College established the RN-to-BSN program in fulfillment of the College's mission to meet the educational needs of the surrounding communities. The RN-to-BSN operates within the structure of the College, benefiting from its strengths and resources as well as contributing to them.

The philosophy of the RN-to-BSN program reflects the faculty belief that nursing education facilitates a process of acquiring changes in knowledge, skills, and attitudes that is provided by unique learning opportunities that may originate with the nursing students. The nursing faculty believes that nursing education promotes a lifetime process of educational growth.

The nursing faculty believe that the teaching-learning nursing experience is an individual, active, and continuous process, which proceeds from simple to complex in theoretical, clinical, and distance learning environments. Faculty members function as mentors and facilitators, utilizing a variety of teaching strategies while demonstrating genuine interest in students as individuals. The faculty support a learner-centered environment, student engagement, self-directed learning, appreciative inquiring, and the task of providing opportunities for students to use new knowledge with existing knowledge to solve complex problems.

The nursing faculty believe that nursing involves four primary roles in the delivery of holistic health care to patient/clients, families, and communities. The conceptual model guides the incorporation of these four roles throughout the nursing curriculum. These four roles are: (1) Member of the Profession, (2) Provider of Patient-centered Care, (3) Patient Safety Advocate, and (4) Member of the Health Care Team as identified and defined in the *Differentiated Essential Competencies of Graduates of Texas Nursing Programs* (DECs) by the Texas Board of Nursing (TBON) (2020).

Organizing Framework

The organizing framework of the College's RN-to-BSN program addresses the dynamic, ongoing interaction between the nurse and the patient/client as depicted in the conceptual model. The faculty follow the program's philosophy within the organizing framework that identifies common threads to be incorporated in the development of course objectives. The common threads are woven concepts in the organizing framework from the program's nursing philosophy through the course objectives to the student learning outcomes, class sequencing, internal/external learning experiences, and innovative teaching modalities.

Conceptual Model

The conceptual model for the RN-to-BSN program depicts the dynamic, ongoing nurse-patient/family/community interaction. The nurse brings to the patient/family/community the knowledge, clinical behaviors, judgements, and reasoning encompassed in the four primary roles of nurses.
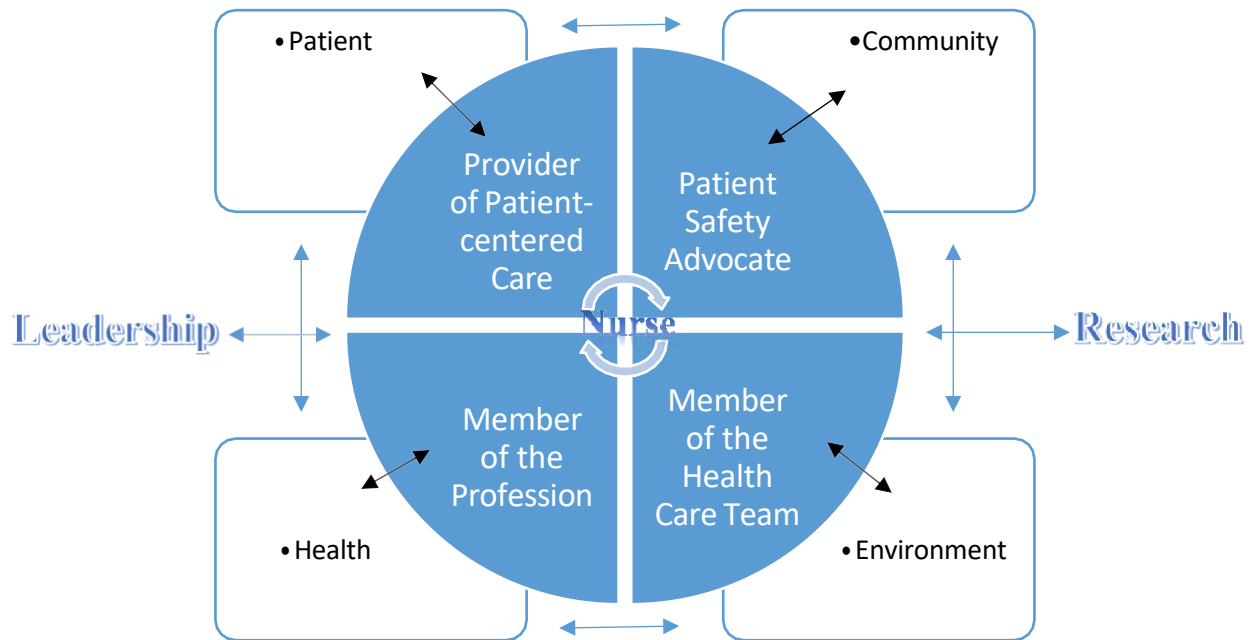
Significant definitions within the conceptual model include:

Nurse/Nursing: Nursing is a patient-centered, dynamic, caring, professional practice that recognizes the inherent worth of human life and the intrinsic value of each individual throughout the lifespan. The nurse incorporates the holistic approach to patient care based on the four primary roles of nurses.

Member of the Profession:

- The nurse practices in accordance with the Texas Nurse Practice Act and TBON rules as well as federal, state, and local regulations.
- The nurse assumes responsibility and accountability for the quality of nursing care provided to patients, families, populations, and communities.
- The nurse promotes the practice of professional nursing through leadership activities and advocacy.
- The nurse demonstrates responsibility for continued competence in nursing practice and develops insight through reflection, self-analysis, self-care, and lifelong learning.

Provider of Patient-centered Care:

- The nurse uses clinical reasoning, knowledge, evidence-based practice, and research as the basis for decision-making and comprehensive patient care.
- The nurse determines the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients, families, populations, and communities based upon interpretation of comprehensive health assessment findings.
- The nurse synthesizes comprehensive assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients, families, populations, and communities.
- The nurse provides safe, compassionate, comprehensive nursing care to patients, families, populations, and communities through a broad array of health care services.

Patient Safety Advocate:

- The nurse promotes safety by practicing in accordance with the Texas Nurse Practice Act and TBON rules and regulations as well as federal, state, and local regulations, and advocates on behalf of patients, families, and communities.
- The nurse implements measures to promote quality and a safe environment for patients, self, and others.
- The nurse formulates goals and outcomes using evidence-based and theoretical analysis to reduce patient and community risks.
- The nurse obtains instruction, supervision, or training as needed to promote safety.
- The nurse accepts, makes, and delegates assignments based on patient safety and organizational policy.

Member of the Health Care Team:

- The nurse coordinates, collaborates, and communicates with patients, families, populations, communities and the interdisciplinary health care team to plan, deliver, and evaluate care in a timely fashion to maintain optimal health status.
- The nurse serves as a health care advocate in monitoring and promoting quality and access to health care for patients, families, populations, and communities.
- The nurse uses multiple referral resources in the provision of quality care.

Patient:

- Defined as an individual or family on the health continuum.

Community:

- Defined as a group of individuals, population, or community on the health continuum.

Health:

- A dynamic state of wellness and illness that moves along a continuum throughout the lifespan.
- May indicate health promotion, disease, or wellness.

Environment:

- Conditions, circumstances, and influences surrounding and affecting the development and behaviors of the patient, family, population, or community.
- The environment has both internal and external variables.

Leadership:

- Defined as a dynamic process influencing others towards a common goal by promoting shared vision, empowerment, innovation, and inspiration.
- The nurse leader understands the large overall picture while also appreciating the unique needs of patients, families, and communities who are integrated in the complex health care system.

Research:

- Defined as a systematic method of rigor to evaluate quality outcomes to support clinical decision-making.
- Research guides the implementation of evidence-based practice.

Program of Study

To meet the demands of an evolving health care system, the College grounded the curriculum in the sciences and arts, which ensures broad exposure to a variety of disciplines to provide opportunities for students to practice clinical reasoning in a diverse health care system. The curriculum supports the conceptual model by preparing nurses at the baccalaureate degree to learn, through appreciative inquiry, the skill sets required by the 21st century nurse.

Type of Requirement	Semester Credit Hours
Associate Degree Nursing (RNSG)	34
General Education	45
Prescribed Electives	10
Upper Division, Major Requirement (NURS)	31
Total	**120**

Associate Degree Nursing (RNSG), 34 semester credit hours

Students admitted to the BSN program will have previously completed a pre-licensure Associate Degree Nursing (ADN) program. The College will apply up to 34 semester credit hours (SCH) of lower-division ADN (RNSG courses) to the 120 SCH hour BSN program.

Course	Semester Credit Hours
RNSG 1105 Nursing Skills I	1
RNSG 1160 Clinical Nursing Introduction	1
RNSG 1215 Health Assessment	2
RNSG 1261 Clinical Nursing Common Concepts for Adult Health	2
RNSG 1301 Pharmacology	3
RNSG 1341 Common Concepts of Adult Health	3
RNSG 1413 Foundations for Nursing Practice	4
RNSG 2121 Professional Nursing: Leadership and Management	1
RNSG 2201 Care of Children and Families	2
RNSG 2208 Maternal/Newborn Nursing and Women's Health	2
RNSG 2213 Mental Health Nursing	2
RNSG 2260 Clinical Registered Nursing	2
RNSG 2261 Clinical Mental Health Nursing	2
RNSG 2262 Clinical Nursing Care of Children and Families	2
RNSG 2263 Clinical Registered Nursing	2
RNSG 2332 Enhanced Concepts of Adult Health	3
Total	**34**

Articulation and Transfer: Students with course rubrics different from the chart above should speak to the Department Chair for individual review of nursing transfer courses. [OBJ]

General Education, 45 semester credit hours

Students admitted to the BSN program will have previously completed a pre-licensure ADN program that will often have included at least 15 SCH of general education courses; the College will apply previously completed general education courses to the College's core curriculum.

Students admitted to the program must complete the portion of the 42 SCH core curriculum not completed as part of their previously completed ADN program.

Students must also take an additional three SCH of Life and Physical Science to include CHEM 1305/1105 Introductory Chemistry I (shown below) or CHEM 1305/1105 General Chemistry I (not listed below but could be taken instead of CHEM 1305/1105).

Core Curriculum Requirement (SCH)	Course Requirement	Semester Credit Hours
Communications (6)	ENGL 1301 Composition I	3
	ENGL 1302 Composition II	3
Mathematics (3)	MATH 1342 Elementary Statistical Methods*/**	3
Life and Physical Science (6)	BIOL 2301 Human Anatomy & Physiology I, Lecture	3
	BIOL 2302 Human Anatomy & Physiology II, Lecture	3
	CHEM 1305 Introductory Chemistry I, Lecture*/**	3
Language Philosophy Culture (3)	PHIL 2306 Introduction to Ethics	3
Creative Arts (3)	ARTS 1301 Art Appreciation**	3
History (6)	HIST 1301 United States History I**	3
	HIST 1302 United States History II**	3
Government/Political Science (6)	GOVT 2305 Federal Government	3
	GOVT 2306 Texas Government	3
Social/Behavioral Science (3)	PSYC 2301 General Psychology	3
Component Area Option (6)	BIOL 2101 Human Anatomy & Physiology I, Lab	1
	BIOL 2102 Human Anatomy & Physiology II, Lab	1
	CHEM 1105 Introductory Chemistry I, Lab*/**	1
	SPCH 1315 Public Speaking**	3
	Total	**45**

*MATH 1342 and CHEM 1305/CHEM 1105 are prerequisites to the BSN program. Students must complete these courses before entering into the program. **See catalog for multiple options to meet course requirement.*

Prescribed Electives, 10 semester credit hours

Students admitted to the BSN program will have previously completed a pre-licensure ADN program that may have included at least seven hours of additional prescribed electives that the College will apply to the BSN program. In addition, the College will require students admitted to the BSN program to complete BIOL 1322, as a prescribed elective, prior to entering the program.

Course Requirement	Semester Credit Hours
BIOL 2120 Microbiology for Health Science Majors, Lab (ADN)	1
BIOL 2320 Microbiology for Health Science Majors, Lecture (ADN)	3
PSYC 2314 Lifespan Growth and Development (ADN)	3
BIOL 1322 Nutrition and Diet Therapy (BSN)	3
Total	**10**

Upper-division Major Requirement (NURS), 31 semester credit hours

The upper-level nursing courses include specific content related to the differentiated essential competencies for the baccalaureate degree nurse (Texas Board of Nursing, 2010). The courses are learner centered, focusing on a) student engagement, b) self-directed learning, c) appreciative inquiry, and d) opportunities for the student to use new knowledge with existing knowledge to solve complex problems. The curriculum will cover key topics related to baccalaureate-level nursing education to include, 1) community, 2) leadership, and 3) research. In addition to these key topics, the program will also focus on informatics and global/public health policy.

To meet the unique needs of the working RN, the College designed the curriculum to be taught via online learning delivery which may include the following: online anytime and online on a schedule through Blackboard, the learning management system (LMS) for the College. The program teaches all courses over eight weeks, unless otherwise noted.

The College will require students admitted to the BSN program to complete 31 SCH of upper-division, major courses focused on the Nursing discipline.

Course Requirement	Semester Credit Hours
Fall Start Date	
First Semester	
NURS 3350 Transition to Baccalaureate Nursing	3
NURS 4314 Theoretical Principles of Nursing	3
NURS 3244 Issues and Trends in Nursing	2
NURS 4341 Health Promotion Across the Lifespan (BSN)	3
Second Semester	
NURS 3351 Research and Evidence-Based Nursing Practice	3
NURS 3353 Informatics and Technology in Healthcare	3
NURS 3432 Community Health Nursing	4
NURS 4358 Public and Global Health Policy	3
Third Semester	
NURS 4326 Legal and Ethical Considerations in Nursing	3
NURS 4457 Leadership and Management	4
Total	**31**

Course Requirement	Semester Credit Hours
Spring Start Date	
First Semester	
NURS 3350 Transition to Baccalaureate Nursing	3
NURS 4314 Theoretical Principles of Nursing	3
NURS 3244 Issues and Trends in Nursing	2
NURS 4341 Health Promotion Across the Lifespan (BSN)	3
Second Semester	
NURS 3351 Research and Evidence-Based Nursing Practice	3
NURS 3353 Informatics and Technology in Healthcare	3

Third Semester	
NURS 3432 Community Health Nursing	4
NURS 4358 Public and Global Health Policy	3
NURS 4326 Legal and Ethical Considerations in Nursing	3
NURS 4457 Leadership and Management	4
Total	**31**

Students must complete all nursing courses with a C, or higher. Upon successful completion of all coursework (120 SCH), the student will be eligible to graduate with a Bachelor of Science degree in Nursing (BSN).

San Jacinto College utilizes Blackboard Learn to support online delivery of content for all courses and Blackboard Learn is the institutional course delivery system for online learning.

End-of-Program Student Learning Outcomes

Graduates from the RN-to-BSN program should be able to participate as a member of the health care team as a competent practitioner in the roles of Member of the Profession, Provider of Patient-centered Care, Patient Safety Advocate, and Member of the Health Care Team. The graduates should be able to demonstrate the following:

- Promote the practice of professional nursing through advocacy and leadership activities while functioning within the nurse's legal and ethical scope of practice.

- Synthesize comprehensive assessment data to identify problems, formulate goals, and develop a plan(s) of care for patients, families, populations, and communities using evidence-based practice and published research.

- Formulate goals and outcomes using an evidenced-based and theoretical analysis of available data to reduce patient and community risk.

- Integrate the use of multiple referral resources and technology in monitoring and promoting quality health care by considering cost, effectiveness, and efficiency of care, continuity and continuum of care, and health promotion, maintenance, and restoration.

Admission Requirements for the RN-to-BSN Program

To be considered for admission, prospective students should:

- Apply and be accepted to San Jacinto College. Students with foreign transcripts must

have transcripts evaluated, at the student's expense, on a course-by-course basis by an approved evaluating company. Students should work with the Educational Planning, Counseling, and Completion Office for assistance.

- Complete an Associate of Applied Science (AAS) in Nursing degree from an accredited institution. Students graduating from San Jacinto College or living within the College's geographical area will have priority consideration for admission into the program.
- Hold an unencumbered, Texas RN license. The license must be valid throughout the program duration.
- Be currently employed as a professional nurse (employment verification required).
- Maintain a cumulative GPA of 2.5 on a 4.0 scale.
- Reflect a grade of C in all previous nursing transfer courses.
- Submit one recommendation letter from the employer (supervisor) or former nursing faculty.

Application Process

Students must submit the following information:

- RN-to-BSN Nursing Application (Appendix A).

- Proof of San Jacinto College graduate documentation (unofficial transcript).

- Unofficial transcripts supporting course work and cumulative GPA.

- One recommendation letter.

- Employment verification.

- Proof of current immunization status (Appendix B).

- Current American Heart Association Health Care Provider CPR (BLS) or Advanced Cardiac Life Support (ACLS) certification. Students must submit a front and back copy of the CPR card. *Students must submit a renewed card if the CPR certification expires during the program.*

- Create a Castlebranch account and submit all required documents by the first day of class The College requires applicants accepted into the program to register with a third-party vendor, Castle Branch, to upload updated immunizations and CPR certificate and to schedule a drug screen. The applicant must pass the drug screen to enroll in the program. The College will notify applicants failing to pass the drug screen in writing that the College has rescinded their admission to the program. Applicants who fail to pass the drug screen are ineligible to reapply to the program for one calendar year

The application can be accessed at www.sanjac.edu/BSN. Students should submit all information via the portal noted on the BSN application website.

Selection Process

The College will post the application session dates on the San Jacinto College website. The

department will accept 30 applicants based on the highest score on the Admissions Rubric.

Admissions Rubric

Criteria	Eligible Points	Points Received
San Jacinto College graduate OR Living within College's service district	20 10	
Cumulative GPA 3.5 – 4.0	25	
Cumulative GPA 3.0 – 3.49	20	
Cumulative GPA 2.5 – 2.99	15	
Completed ALL academic coursework	25	
BIOL 1322 grade	A = 15 B = 10 C = 5	
CHEM 1305 grade, lecture	A = 15 B = 10 C = 5	
Total Points	Max Total = 100	

Applicants accepted into the RN-to-BSN program will receive an official acceptance letter via email. The letter will include the class schedule with registration information, start dates for courses, textbook lists and other information.

Applicants not accepted into the RN-to-BSN program will receive an official denial letter via email and may schedule a meeting with the Department Chair. The College will shred all application packets after day seven, no exceptions, for applicants not admitted into the program.

Progression

The curriculum builds from simple to complex. The College expects students to complete the coursework in the designated sequence, as described above. The department has designated certain courses as prerequisite courses within the curriculum that students must complete in a specific order.

Withdrawals: To promote a timely completion of the degree, a student may only withdraw from two (2) courses during the program. Students desiring to withdraw must submit an email to the Department Chair to schedule an advisory meeting to withdraw from the program/course. Students failing to submit an email to the Department Chair may forfeit the ability to return to the program.

Course grades below 70: Students may repeat only two (2) courses throughout the curriculum.

Students must complete all coursework within two (2) years of the start of the program.

Graduation

Upon successful completion of all components of the RN-to-BSN program, the student will be eligible for graduation with a Bachelor of Science in Nursing degree (BSN). The student is required to contact the Education Planning Counseling and Completion (EPCC) department for instructions for applying for graduation. https://www.sanjac.edu/apply-graduation

Program Dismissal DEC

The College will hold students accountable for following the progression guidelines for the program and expect students to complete the program in the designated time-period. The College requires students to adhere to professional guidelines and may dismiss students for the following infractions:

- Failing to abide by San Jacinto College's Code of Student Conduct Policy;
- Receiving sanctions against nursing license from the Texas Board of Nursing;
- Receiving a conviction for criminal behavior impacting nurse licensure;
- Failing to demonstrate Fitness to Practice, according to Texas Board of Nursing Rule 213.29;
- Demonstrating unprofessional conduct—students are expected to adhere to the College's Values at all times; and
- Failing to abide by the Texas Board of Nursing's Good Professional Character guidelines (TAC 213.27).

Students subject to dismissal will meet with the Department Chair to discuss the situation and withdraw from the program. Students may meet with the Dean to discuss the situation relating to the dismissal and must schedule a meeting within five (5) business days of the rendered decision. The Dean, or designee, will schedule an appointment to meet with the student within five (5) days of the notification. The Dean will render a decision within five (5) days from the student meeting.

Attendance

Students are encouraged to participate actively in online and classroom experiences. Students may not miss more than 8.33% of the course. Faculty members monitor online discussions and activities for attendance. Students should notify faculty, in advance, of expected absences. Faculty may, at their discretion and dependent upon student learning outcomes, assign make-up work. Students will have one week to submit any make-up work. The student may receive a penalty, as outlined in the syllabus/course handout, for the make-up work. The Community Assessment log must be submitted with the required hours to receive credit for the course. Failure to complete the required hours, or submit the final log, may constitute a grade of D earned for the course. Students are expected to community with the faculty member as soon as possible regarding a concern in meeting the required hours.

The College's Academic Calendar lists all holidays. The College does not permit students on campus during College closures. Course calendars will reflect the anticipated holidays for the term.

Grade Determination

Faculty may measure the student's achievement of the learning outcomes by a variety of methods including, but not limited to, assignments, discussion boards, individual/group presentations, and unit examinations. Faculty will clearly communicate the grade determinations in the syllabus. It is the student's responsibility to seek clarification regarding assignments and due dates. Faculty will post grades for all assignments in Blackboard. Students must seek clarification on all posted grades within one week of faculty posting grades. The grading distribution will follow San Jacinto College's guidelines:

A   90 – 100

B   80 – 89

C   70 – 79

D   60 – 69

F   Below 60

The department encourages students to familiarize themselves with the College guidelines relating to Student Grades and Records recorded in the College catalog: https://publications.sanjac.edu/general-information/student-information/student-grades-records/

Grade Appeals

Students who would like to review assessment grades should meet with the faculty member within one week of the grade posting to Blackboard. The department does not permit students to

discuss concerns relating to the grade after the designated time period for the grade posting. Should students choose to appeal the course grades, the student should follow the College's Procedure 6-8: Student Grade Appeal process. Students may appeal the final grade and should initiate the process, according to the posted guidelines recorded on the College website: https://www.sanjac.edu/procedure-v5001ca-student-final-grade-appeal-process

Academic Advising

The RN-to-BSN program promotes a learner-focused learning environment. The department encourages students to maintain open communication lines with faculty throughout the course and program. Faculty may initiate discussions relating to academic performance. Faculty will record documentation of the discussions relating to advising sessions on the RN-to-BSN Academic Advising Form. The department encourages students to meet with faculty at the earliest sign of academic difficulty. Faculty may also refer the student to the Department Chair/Retention Specialist.

The College's Educational Planning, Counseling, and Completion office provides comprehensive services to help students with educational planning, career and personal development, and short-term personal counseling. The purpose of Educational Planning is to create a collaborative learning experience that empowers students to maximize their potential while completing their educational goals. This process involves a series of ongoing and intentional conversations between the student and an Educational Planner that establishes a pathway to student success and the realization of educational, career, and life goals.

Retention Specialist

While the RN-to-BSN is a post-licensure program, the nurse leaders recognize students may have difficulty with complex topics that may interfere with successful completion of the course/program. The College has a dedicated master's prepared nurse educator as the Retention Specialist to assist nursing students in the successful completion of the program. Faculty may refer students to the Retention Specialist, or students may initiate the referral process. Faculty will provide students with contact information for the Retention Specialist during the first day of class. Students should email the Retention Specialist for direct consultation. Students may schedule the consultation via face-to-face or telephone conference, based on the student's preference. The Retention Specialist will provide the student with available resources. The department will maintain any referral forms/documentation of meeting sessions in the student's educational record.

> **Ramos, Carliss**
> 2023-11-20 18:48:00
> --------------------
> We need to discuss this and post in orientation how to access this retention specialist resource

Course Requirements

Faculty will provide students with a course syllabus, handout, and calendar for each course. To maintain continuity throughout the curriculum, the department has established guidelines relating to unit assignments, discussion boards, and exams.

Unit Content and Assignments: The courses are not self-paced. Faculty will make each of the units, assignments, and discussions available and due based on the course calendar. Select unit materials will open 0800 on Monday morning and will close at 0759 the following Monday. Unit assignments, according to the course calendar, will be due at this time. After 0759 on Monday, all links to take or submit assignments will be unavailable, and students will not be able to submit the assignment. As such, the department encourages students to manage and budget their time throughout the week to complete each week's assignments successfully on time. The department recommends that students print the course calendar and keep it handy, as this will determine their success in the course. The department designed the course and program outcomes to build from simple to complex at the baccalaureate degree level. The faculty developed a presentation rubric for assessing specific outcomes associated with individual and/or group outcomes.

Unit Discussion Boards: Each unit of this course will have one, or more, associated discussion board. For discussion boards, you are required to post an initial entry and respond to at least one classmate's post. Your response to a classmate should be a detailed response, more than just simply stating "I agree". Each discussion board will have a grading rubric attached, so you will know what is expected of you and how your assignment will be graded. Discussion posts will become available on Mondays at 0800 with the initial posting due by 0800 on Wednesdays of the same week. Student replies to their peers are due between 0800 Thursday through 0800 Monday of the following week. Each discussion board must contain a citation from the text and one other resource, using APA format.

Accessibility Services

The College has Accessibility Services counselors to assist with student success. The counselors will meet with students to determine the type of accommodation needed to assist students in completing their coursework. Students must follow the College's guidelines relating to Accessibility Services, recorded in the Catalog and online at https://www.sanjac.edu/student-services/student-support/educational-planning-counseling-completion/accessibility-services

Complaints and Grievances

San Jacinto College and the RN-to-BSN program celebrate the diversity of ideas and cultures and are committed to equal opportunity for all students, employees, and applicants. The College has designated an equal opportunity compliance officer to ensure compliance to equal opportunity for everyone. Students should follow the Complaint Procedure: Discrimination, Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking process recorded in the College Student Handbook, catalog, and website: https://publications.sanjac.edu/student-handbook/complaint-procedures/

The College encourages students to discuss complaints, concerns, and grievances relating to courses to the faculty member. If the faculty member is unable to resolve the issues, the department recommends that students speak to the Department Chair of the RN-to-BSN program.

Cheating, Plagiarism, and Collusion

The RN-to-BSN program adheres to the College guidelines relating to cheating, plagiarism, and collusion as recorded in the College Student Handbook, catalog, and website: https://publications.sanjac.edu/student-handbook/cheating-plagiarism-collusion-fabrication/policy-cheating-plagiarism-collusion/.

San Jacinto College ID Badge and Program Dress Standards

Students are required to wear a San Jacinto College ID badge when on campus and in the community completing coursework. The RN-to-BSN program does not require specific uniform, however when on-campus or in clinical, professional business casual attire with closed toe shoes is required. The department expects students to dress professionally at all times when conducting community assessments and interviews. If applicable, students should cover tattoos and ensure that no body piercing is visible while in the community. *Remember, you are representing the trusted profession of nursing.*

The department expects students who are attending an observation site secured by the College to meet the learning outcomes to follow the guidelines below:

- Wear professional clothes, business casual with closed toe-shoes.

- Wear the San Jacinto College ID badge at all times.

- Do not engage in patient care or medication administration. This is an observation experience.

- Follow Confidentiality/HIPPA guidelines, per institutional protocol.

Clients with Communicable Disease

Students will be completing community assessment and activities that may expose them to a communicable disease, which is an occupational/professional challenge in nursing and direct patient care. As Registered Nurses, students should follow standard protocols and procedures to reduce the risk of acquiring an infection or communicable disease. However, all areas of health care practice have inherent risks, and no area is completely risk free. Students are responsible for all costs associated with direct, or potential, exposure and should contact their health care provider with any concerns.

Confidentiality/HIPPA

While the RN-to-BSN program does not involve clinical rotations in hospitals or other settings, students are still required to follow confidentiality and HIPAA requirements. Students will be

assessing communities, which may involve meeting with individuals within the community. Clients have the right to confidentiality of all records and communications, written or verbal, between patient and health care providers.

1. Student nurses will not reveal (to anyone other than their faculty member) any confidential information that may come to their knowledge in the course of their work/studies.

2. Student nurses will hold in confidence all personal matters and all family affairs of which the student becomes aware during the course of caring for the individual clients.

3. Students may be dismissed from the program for breach of confidentiality.

Social Media

As Registered Nurses, students will be held accountable to the Texas Board of Nursing professional standards relating to social media and professional boundaries. Any posting on social media related to patients, communities, or the program may result in dismissal from the program. Students may find information relating to professional conduct, boundaries, and social media, as outlined by the Texas Board of Nursing on the website: https://www.bon.texas.gov/practice_bon_position_statements_content.asp#15.29

Student Evaluations of Community and Leadership Capstone

Faculty will evaluate students on mastery of content associated with the community and leadership courses, based on the course syllabi and learning objectives. The students will track their weekly assessment findings on the project log form for each course and relate the information to concepts learned throughout the program. While the RN-to-BSN program does not require students to participate in designated clinical rotations, the assessment rubrics clearly note the skills and objectives relating to the two courses requiring practical experience and/or observations.

Student Feedback

The RN-to-BSN program values student feedback and will provide opportunities for students to evaluate courses at the conclusion of each course throughout the program. The office of Institutional Research & Effectiveness initiates anonymous feedback about courses.

In addition to this College-wide course evaluation process, the department will provide students the opportunity to submit evaluations/recommendations about courses and/or the program through various methods. Opportunities include, but are not limited to, participation in advisory councils or committee meetings, Department Chair meetings, and Dean Talks (informal meetings with the Dean).

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Appendix A
RN-to-BSN Program

Application

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Current Application Session: Dates/Times

Closing Application Date: _____

Thank you for your interest in our RN-to-BSN nursing program. We are excited about the opportunity to offer a baccalaureate degree in nursing (BSN) in our local area.

Applicants must fill out the application and checklist out completely and submit the application to the RN-to-BSN Program by the closing of the application session. The office must receive all items by 4:00 PM of the last date of the application session. Students who mail the application must allow enough time to ensure the office will receive the application by the last day of the application period. The student is responsible for confirming that the RN-to-BSN nursing office has received and accepted the application. The department will not accept incomplete application submission packets.

Address for submissions:

RN-to-BSN Nursing Program
San Jacinto College, Central
8060 Spencer Highway, Bldg. 11, Office C-11.1051
Pasadena, TX 77505
Email: SanJacBSN@sjcd.edu

Students who apply to the RN-to-BSN Program must meet the following expectations:

- Apply and be accepted to San Jacinto College. Students with foreign transcripts must have transcripts evaluated, at the student's expense, on a course-by-course basis by an approved evaluating company. Please work with the Educational Planning, Counseling, and Completion Office for assistance
- Complete an Associate of Applied Science (AAS) in Nursing degree from an accredited institution. Students graduating from San Jacinto College or living within the College's geographical area will have priority consideration for admission into the program
- Hold an unencumbered, Texas RN license. License must be valid through the program duration
- Be currently employed as a professional nurse (employment verification required).
- Maintain a cumulative GPA 2.5 on a 4.0 scale
- Reflect a grade of C in all previous nursing transfer courses
- Submit one recommendation letter from employer (supervisor) or former nursing faculty.
- Pass a drug screen (upon admission); complete a background check through CastleBranch, submit proof of Health Insurance and a Physical Examination (using the approved Physical Exam Form)
- Prove current status of all immunizations
- Prove current American Heart Association Health Care Provider CPR (BLS) or Advanced Cardiac Life Support (ACLS) certification
- Completed prerequisite course work: MATH 1314 or higher; CHEM 1305/1105 or CHEM 1311/1111 and BIOL 1322

Application Process

Students must submit the following information:

- RN-to-BSN Nursing Application (Appendix A).

- Proof of San Jacinto College (or other College) graduate documentation (unofficial transcript).

- Unofficial transcripts supporting course work and cumulative GPA.

- One recommendation letter.

- Employment verification.

- Proof of current immunization status (Appendix B). Accepted applicants will upload information to Castle Branch.

- Current AHA CPR (BLS) or (ACLS) certification. Students must submit a front and back copy of the CPR card. *Students must submit a renewed card if the CPR certification expires during the program.* Accepted applicants will upload information to Castle Branch.

Date: _____   **Application for:** _____

Name: _____   **SSN:** _____

G #: _____   **RN Licensure:** _____

Address: _____

Homes Phone #: _____   **Cell #:** _____

Active Email: _____

Place of Employment: _____
Students must maintain employment for duration of program.

Colleges attended (including San Jacinto College). Please include unofficial transcripts.

Name of College/University Attended	Major/Courses	Courses in Progress

Completed All Academic Coursework   YES   NO

Submitted Proof of Employment (paystub or letter)**:**   YES   NO

Submitted all Required Documents: YES   NO

I acknowledge that the information submitted in this application packet is accurate to the best of my knowledge. I also acknowledge that I will be required to attend limited offline learning opportunities, according to course calendars, along with completing community assessment hours, service-learning hours, and a Capstone Project.

Signature: _____ Date: _____

Program of Study

To meet the demands of an evolving healthcare system, the curriculum integrates the sciences and arts, and ensures broad exposure to a variety of disciplines in order to provide opportunity for students to practice clinical reasoning in a diverse healthcare system. The curriculum supports the conceptual model by preparing nurses at the baccalaureate degree to learn, through appreciative inquiry, the skillsets required by the 21-st century nurse.

The Bachelor of Science in Nursing (BSN) program will include 120 semester credit hours (SCH).

NURS 3432 Community Health Nursing (4:3-7);

Course Description: This course introduces the registered nurse to concepts of community health utilizing the population-focused nursing process. Includes levels of disease prevention, principles of epidemiology, community assessment, environmental health, disaster preparedness, and professional nursing roles and interprofessional collaboration in various community settings. Emphasis is on health promotion, risk reduction, and disease management across the lifespan in selected community settings. Practice experience is required and can be completed in the community.

Focus: The course is designed to allow students the opportunity to explore concepts relating to community health and includes a combination of didactic and practical applications. The course includes 160 contact hours (4:3-7) online, and practical learning opportunities. The course is designed to build from simple to complex and emphasizes health promotion, risk reduction, and disease management across the lifespan in selected community settings. Students will be required to travel to designated communities to complete the practical learning for this course and are required to maintain a log of activities throughout the course. The students will be expected to attend class on campus at the start of the semester for course orientation and again at the end of the semester to present community assessment findings to peers. Group presentation required for this course.

NURS 4457 Leadership & Management (4:3-1);
Course Description: This course explores leadership and management theories, resource allocation, the nurse as a change agent, member of the profession, communication, and quality improvement in the healthcare setting.

Focus: This course is uniquely designed to allow the student to apply previous knowledge obtained from the associate degree nursing course to the new content associated with the broadened scope of practice, according to the differentiated essential competencies for the baccalaureate degree nurse (Texas Board of Nursing, 2010). This course includes 64 hours and an online, and a capstone project. The students will meet the first week of class to discuss leadership as a BSN, according to the DECs, and the focus of the course. Students will incorporate the information they have learned during the year as they assess their local places of employment, consider best practices, and develop a Change Management Capstone Project. The students will track their weekly assessment findings on the project log form and relate the information to concepts learned throughout the program. Students will be required to prepare an abstract on their Change Management Project and provide a poster presentation to their peers the last week of the class. Should a student not have a location to meet the course objectives at the time he or she takes NURS 4457, San Jacinto College has secured observation sites to meet the Leadership and Management Course Guidelines. Students must submit an email to the Department Chair 60 days prior to taking the course to assure placement by the start date for the course. Students failing to provide the 60-day notice may forfeit timely completion of the course. It is the student's responsibility to notify the faculty member and Department Chair if he or she needs assistance in meeting the course objectives.

My signature below acknowledges I have read the practical and field requirements to meet the RN-to-BSN program objectives.

_____
Printed Name

_____   _____
Signature   Date

Appendix B
Proof of Immunization Status & Required Documents

Students must show proof of current immunizations or titers. Students must upload documents to Castle Branch by Week 8 of the first term. Students are responsible for updating Castle Branch, as necessary. If the immunization (TB screening, Flu vaccine, Tdap) is set to expire in the next semester, students must update the immunization prior to the end of the current semester. Failure to do so will result in the department not allowing the student to enroll in the next term.

Required immunizations and titers:

1. Varicella Immunization #1, #2 and a positive titer
2. Hepatitis B series and a positive titer; or TWINRIX series completed and a positive titer
3. Hepatitis C titer (negative titer);
4. Measles, Mumps, and Rubella (MMR) Immunizations #1, #2 and a positive titer
5. Tdap (Tetanus, Diphtheria and Pertussis) within the last 5 years
6. Current flu vaccination
7. Background Check
8. Urine Drug Screen (during the application period)
9. Current AHA CPR
10. Health Insurance
11. Physical
12. TB Skin Test (within 12 months); Chest X-Ray (if applicable) or the QuantiFERON Gold Test
    a) The Texas Administrative Code Rule 97.64 states that enrolled students may not participate in course work activities, including direct patient contact, until full vaccination series have been completed.
    b) Titers for MMR, Varicella, and Hepatitis B are required to be on file in the student's record by week eight of the first semester of the RN-to-BSN program.

My signature below acknowledges I have read and understand the immunization requirements.

_____
Printed Name

_____   _____
Signature   Date

Appendix C

Handbook Acknowledgement and Signature Page

I have read the San Jacinto College Student Handbook and the RN-to-BSN Student Handbook.

I am aware of the progression requirements associated with this program.

I have an understanding of the curriculum requirements and graduation requirements of the RN-to-BSN Program. Graduation

Print Name: _____

G#: _____

_____   _____
Signature   Date

Appendix D
HIPAA & Bloodborne Pathogen Information
Acknowledgement Form

Student Confidentiality Agreement

IMPORTANT: Please read all sections. If you have any questions, please ask before signing.

1. **Confidentiality of Patient Information**
   I understand and acknowledge that: (i) services provided to patients are private and confidential; (ii) to enable such services to be performed, patients provide personal information with the expectation that it will be kept confidential and used only by authorized persons as necessary; (iii) all personally identifiable information provided by patients or regarding medical services provided to patients, in whatever form such information may exist, including oral, written, printed, photographic and electronic formats (collectively, the "Confidential Information") is strictly confidential and is protected by federal and state laws and regulations that prohibit its unauthorized use or disclosure; and (iv) in the course of my association with San Jacinto College RN-to-BSN Program, I may be given access to certain Confidential Information.

2. **Disclosure, Use and Access**
   I agree that, except as authorized in connection with my assigned duties, I will not at any time use, access or disclose any Confidential Information to any person (including but not limited to co-workers, friends and family members). I understand that this obligation remains in full force during the entire term of my employment and continues in effect after such association terminates.

3. **Confidential Policy**
   I agree that I will comply with confidentiality policies that apply to me as a result of my association.

4. **Return of Confidential Information**
   Upon the termination of my association for any reason, or at any other time upon request, I agree to promptly return to San Jacinto College RN-to-BSN Program all copies of Confidential Information then in my possession or control (including all printed and electronic copies).

5. **Periodic Certification**
   I understand that I am required to certify each year that I have complied in all respects with this Agreement.

6. **Remedies**

I understand and acknowledge that: (i) the restrictions and obligations I have accepted under this Agreement are reasonable and necessary in order to protect the interests of patients and San Jacinto College RN-to-BSN Program. I therefore understand that San Jacinto College RN-to-BSN Program may prevent me from violating this Agreement by any legal means available, in addition to corrective measures, which may result in accordance with applicable policies.

By signing below, I agree that I have read and understand HIPAA and Bloodborne Pathogen information provided by San Jacinto College RN-to-BSN Program and agree to follow all HIPAA and Bloodborne Pathogen safety rules.

Printed Name: _____

Signature: _____

Date: _____