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PROGRAM OVERVIEW

General Overview

The RN-BSN Program is based on the American Association of Colleges of Nursing’s Essentials of Baccalaureate Nursing Education. Students come to this program with a foundation in liberal arts. Some students come in with a strong clinical background, while others come from their community college or are still in basic training. The RN-BSN program is designed to increase the registered nurse’s knowledge and skills in seven areas: leadership, quality improvement, evidence-based nursing practice, nursing informatics, population-focused health promotion and disease prevention, interdisciplinary collaboration, and professionalism. Graduates of the program are prepared to assume roles in leadership positions, in the management of complex clinical care coordination, and in community/public health. Completion of the RN-BSN Program provides the academic foundation for graduate study. The goal of the program is the preparation of a professional nurse who provides competent and compassionate care that is grounded in scientific evidence and serves as the link between the patient (as individual, family, or community/population) and the health care environment across the lifespan.

Mission

In keeping with the mission of Frostburg State University, the RN-BSN Program provides a pathway for success to registered nurses in Maryland and surrounding regions. The program provides student-centered learning experiences in a supportive community to prepare registered nurses to assume leadership positions, manage complex clinical care, and improve the health and welfare of the citizens within their community and across the nation. The RN-BSN program fosters life-long personal and professional development, promotes involvement in the community, and offers a variety of experiential learning opportunities to link student learning to the reality of today’s health care system.

Vision

The RN-BSN Program at Frostburg State University strives to be the program of choice for nurses in Maryland and the surrounding region who choose to pursue a Bachelor’s Degree in Nursing. Its graduates will demonstrate critical thinking, collaboration with other health care professionals, and willingness to engage individuals, families, and communities in making decisions about their health.
Goals and Objectives

The RN-BSN Program prepares the registered nurse to be a professional health care practitioner who provides compassionate care that is based on scientific evidence and who serves as the link between the patient (individual, family, community or population) and the health care environment across the lifespan. A graduate of the program will be able to:

- Utilize critical thinking and creativity to address professional practice and patient care issues.
- Apply leadership concepts and collaborative strategies to the process of nursing care delivery.
- Utilize quality improvement and safety management principles in clinical nursing practice.
- Identify and understand basic elements of nursing research.
- Integrate scientific evidence with clinical judgment and patient preference to improve patient outcomes.
- Safely use information technology to improve patient care.
- Describe the ethical, legal, political, and financial influences on the delivery of patient care.
- Demonstrate interpersonal communication skills and collaborative strategies that support the delivery of interdisciplinary, patient-centered care.
- Provide evidence-based preventative health care to families, communities, and vulnerable populations in community-based settings.
- Demonstrate the knowledge, skills, and attributes of professional nursing practice.

Philosophy

In keeping with the mission of Frostburg State University, students in the RN-BSN Program are guided and nurtured as they acquire nursing knowledge. The concept of caring as a moral idea and a transpersonal process that result in the satisfaction of human needs (Watson, 1996) is central to the program. Caring, with its concern for human dignity, is exhibited in the individual attention provided to students and in the design of mastery-based learning experiences. Caring is the concept that drives the program’s commitment to create a learning environment that supports each student’s individualized development across the curriculum. Students in the RN-BSN Program are adult learners. As such, students are viewed as self-directed, active learners who can identify their needs for knowledge, select the strategies that best facilitate their learning, link new knowledge with their current knowledge and utilize faculty feedback to improve their learning.

The RN-BSN program subscribes to the American Nurses Association Scope and Standards of Practice (2004) which includes six standards of practice (assessment, diagnosis, outcomes identification, planning, implementation, and evaluation) and nine standards of professional performance (quality of practice, education, evaluation of professional practice, collegiality, collaboration, ethics, research, resource utilization, and leadership)
Values

The RN-BSN program is built on a foundation of values including:

- caring and concern for human dignity
- respect for students as autonomous adult learners
- support for a nurturing, supportive learning environment
- sensitivity to self and others
## Administrative Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph Hoffman, Dean CLAS</td>
<td>301-687-4120</td>
<td>Compton 241</td>
</tr>
<tr>
<td>Heather Gable, Nursing Coordinator &amp; Dept. Chair</td>
<td>301-687-4894</td>
<td>Lowndes 210-3</td>
</tr>
<tr>
<td>Kara Platt, Faculty</td>
<td>301-687-4791</td>
<td>Lowndes 216-2</td>
</tr>
<tr>
<td>Mary Beth McCloud, Faculty</td>
<td>301-687-7096</td>
<td>Lowndes 203</td>
</tr>
<tr>
<td>Stefanie Hay, Faculty</td>
<td>301-687-3213</td>
<td>Lowndes 216-1</td>
</tr>
<tr>
<td>Ronna Schrum, Faculty</td>
<td>301-687-3413</td>
<td>Lowndes 205-A</td>
</tr>
<tr>
<td>Kelly Rock, Faculty</td>
<td>301-687-4893</td>
<td>Lowndes 205-B</td>
</tr>
<tr>
<td>Jill Buterbaugh, Faculty</td>
<td>301-687-3417</td>
<td>Lowndes 205-C</td>
</tr>
<tr>
<td>Nursing Administrative Assistant</td>
<td>301-687-3233</td>
<td>Lowndes 210-2</td>
</tr>
<tr>
<td>Roxanne Weighley, Program Management Specialist</td>
<td>301-687-4141</td>
<td>Lowndes 218</td>
</tr>
<tr>
<td>Daniel Saunders, Associates to Bachelors (ATB) Coordinator</td>
<td>301-687-3418</td>
<td>Lowndes 219</td>
</tr>
<tr>
<td>Adjunct Faculty Office (Various Instructors)</td>
<td>N/A</td>
<td>Lowndes 208</td>
</tr>
<tr>
<td>Admissions</td>
<td>301-687-4346</td>
<td>Pullen 114</td>
</tr>
<tr>
<td>Registrar</td>
<td>301-687-4346</td>
<td>Pullen 144</td>
</tr>
<tr>
<td>Bookstore</td>
<td>301-687-4341</td>
<td>Lane Center</td>
</tr>
<tr>
<td>Billing Office</td>
<td>301-687-4321</td>
<td>Pullen 148</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>301-687-4301</td>
<td>Pullen 140</td>
</tr>
<tr>
<td>Help Desk</td>
<td>301-687-7777</td>
<td>Pullen 150</td>
</tr>
<tr>
<td>Lewis J. Ort Library</td>
<td>301-687-4395</td>
<td></td>
</tr>
</tbody>
</table>
**RN Licensure**

Nursing students are given 30 credits for having a valid RN licensure in good standing in the state of Maryland or other compact state. The student must maintain an active RN license throughout the course of the program.

As registered nurses, RN-BSN Students are expected to adhere to the Maryland Board of Nursing Standards of Professional Performance or other compact state board in regards to quality of care, performance appraisal, education, collegiality, ethics, collaboration, research, resource utilization, assignment, delegation and supervision, and refusal. (Taken from COMAR 10.27.09.03 of the Nurse Practice Act of Maryland.)

**Tuition and Fees**

Please refer to the 2017-2019 FSU undergraduate catalogue for all tuition and fee information.

**Scholarships**

**FSU Institutional and Departmental Scholarships**

Frostburg State University offers a variety of institutional and departmental scholarships. The amounts of these awards vary, and each has its own set of requirements that a student must meet in order to be eligible.

The requirements for institutional and departmental scholarships may include one or more of the following: academic performance, financial need, specific curriculum requirements, etc. To be considered for institutional and departmental awards, students must apply using the following link: [https://frostburg.academicworks.com/](https://frostburg.academicworks.com/)

New students must be admitted to Frostburg State University before applying. After students are admitted, they will receive a welcome letter from the Financial Aid Office detailing log in information into the academic works online system. Current students will use their current username and password used to access PAWS to log into the system.

There are nursing-specific scholarships available through FSU that are included in the departmental scholarship list. Refer to the link above, for a complete list of FSU scholarships available university-wide, institutional, departmental, external and international levels.
MHEC (Maryland Higher Education Commission) Grants

The Hal and Jo Cohen Graduate Nursing Faculty Scholarship (GNF)

https://nursesupport.org/nurse-support-program-ii/grants/statewide-initiatives/hal-and-jo-cohen-gnf/
An individual must be a Maryland resident and be fully admitted and enrolled at a Maryland college or university as a full-time or part-time graduate student in a Masters of Science in Nursing (MSN, MS) program, post-graduate certificate program in nursing education, Doctorate (PhD, DNP, EdD) program or another graduate-level nursing program required to prepare individuals to become nursing faculty. Students who are conditionally admitted to a program of nursing or with an entering grade point average (GPA) of less than 3.0 on a 4.0 scale are not eligible until such time as they are fully admitted and have established a 3.0 GPA. For purposes of this graduate nursing financial aid program, full-time is defined as nine or more graduate level credit hours per semester or recognized period as outlined by the approved nursing program of study (e.g. mini-mester, quarter, continuous year-round enrollment plan, accelerated course program); part-time is defined as any credit hours taken less than nine credit hours per semester or recognized period as outlined by the approved nursing program of study. Audited courses cannot be used to reach the credit hours required for full-time or part-time status.

Workforce Shortage Student Assistant Grant Program

http://mhec.maryland.gov/preparing/Pages/FinancialAid/ProgramDescriptions/prog_WSSAG.aspx
Current high school seniors, full-time and part-time, degree-seeking undergraduate and graduate students enrolled in an eligible accredited Maryland postsecondary institution.

Tuition Reduction for Non-Resident Nursing Student

http://mhec.maryland.gov/preparing/Pages/FinancialAid/ProgramDescriptions/prog_nonresnurs.aspx
You must be a resident of a state other than Maryland. You must enroll at a two-year or four-year Maryland public college or university as a full-time (12+ credits per semester) or part-time (6-11 credits per semester), degree-seeking undergraduate student. Audited courses cannot be used to reach the minimum credit hours required for full-time or part-time status. You must be accepted into a nursing program.
ACADEMICS

Academic Policy

Each course in the RN-BSN Program has specific objectives and learning activities which upon completion result in a letter grade. Grades reflect the level of comprehension of course content and the student’s ability to communicate his/her knowledge. Progress in each course is evaluated as specific objectives and learning activities are completed and a final grade is submitted at the end of each semester.

Only courses in which a grade of C or better is earned may count towards satisfaction of upper-level Nursing major requirements.

Class Participation and Assignments

The University expects students to participate fully in all online courses just as they would in a classroom setting. All nursing courses are offered completely online. Students are expected to check the course website and their Frostburg student email account at a minimum of 2 to 3 times per week, with a recommended daily check to stay current. Personal email addresses are not used for school related materials and/or issues. Students need to complete their assigned readings, supplemental lectures, learning materials, and assignments according to the course schedule to receive full credit.

Missed Assignments

All students are required to notify the professor if they are unable to meet the above requirements for any reason. If a student misses an assignment and does not notify the professor prior to the due date, he/she may not be allowed to make up the assignment or quiz unless there are extenuating circumstances that can be documented. If the student does contact the professor prior to the due date for a late assignment, the professor will follow the guidelines established in their course syllabus. Late assignments that are not excused by the professor will affect the student’s final course grade.
**Progression Plan**

Students are responsible for developing their own progression plan in conjunction with their academic advisors. Examples of progression plans are given below.

**Fall Semester Start**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 402</td>
<td>NURS 403</td>
<td>NURS 401*</td>
<td>NURS 491 &amp; 495</td>
</tr>
<tr>
<td>NURS 405</td>
<td>NURS 404</td>
<td>NURS 406*</td>
<td>NURS 496</td>
</tr>
<tr>
<td>Nursing Elective</td>
<td>Advanced Composition</td>
<td>MGMT 356</td>
<td></td>
</tr>
</tbody>
</table>

**Spring Semester Start**

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Summer Semester</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 403</td>
<td>NURS 401*</td>
<td>NURS 402</td>
<td>NURS 491 &amp; 495</td>
</tr>
<tr>
<td>NURS 404</td>
<td>NURS 406*</td>
<td>NURS 405</td>
<td>NURS 496</td>
</tr>
<tr>
<td>Advanced Composition</td>
<td>MGMT 356</td>
<td>Nursing Elective</td>
<td></td>
</tr>
</tbody>
</table>

**Summer Semester Start**

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 401*</td>
<td>NURS 402</td>
<td>NURS 403</td>
<td>NURS 491 &amp; 495</td>
</tr>
<tr>
<td>NURS 406*</td>
<td>NURS 405</td>
<td>NURS 404</td>
<td>NURS 496</td>
</tr>
<tr>
<td>MGMT 356</td>
<td>Nursing Elective</td>
<td>Advanced Composition</td>
<td></td>
</tr>
</tbody>
</table>

*Courses offered in both summer and fall  
**Nursing elective can be taken during any semester

**Course Descriptions**

For a complete listing of the course descriptions see the Frostburg State University Undergraduate Catalog or visit [https://www.frostburg.edu/_files/files/academics/undergradcatalog_2017-19.pdf](https://www.frostburg.edu/_files/files/academics/undergradcatalog_2017-19.pdf) under course descriptions.

**Curriculum**

Refer to [https://www.frostburg.edu/nursing/degree-programs/bsn/curriculum/](https://www.frostburg.edu/nursing/degree-programs/bsn/curriculum/) for a complete guide to the RN-BSN Program including general education requirements, additional prerequisites, and core nursing courses.
Course Substitutions

In special situations where a student has previous experience and academic training in the field a course covers, the Coordinator of the RN-BSN Program may approve a substitution for a required core course. The student will be requested to complete an elective course, independent study or special topics course to complete the required number of credits for graduation.

Admission of Transfer Students

Refer to the Frostburg State University Undergraduate catalog to review transfer policies and acceptance of transfer credits. For any additional questions about courses that you wish to transfer to Frostburg State University, please contact the Office of Admissions at 301-687-4201.

Attendance at Another Institution

At least one half of the credit hours required in the student’s major department must be completed at Frostburg State University. For the nursing program, the student must complete at least 30 credit hours of nursing major required courses. A minimum of 30 semester hours of credit, of which at least 15 semester hours are upper division credits, must be completed at Frostburg State University. Permission to attend courses at another institution requires an Authorization to Attend Another Institution form to be completed in advance of taking the course through the Registrar’s Office to guarantee the course will transfer back to Frostburg State University. You may complete it by calling the Registrar's Office at 301-687-4736 or in person. Their office is located in Pullen Hall Room 144. Please send a copy to Roxanne Weighley and your advisor.

Advising

You, the student, are responsible for:

Planning your academic program and for meeting the requirements of the University and of the department. This responsibility includes developing a complete understanding of, and following all degree requirements, academic regulations, and procedures.

You must obtain, retain, and consult regularly the sections from the applicable catalog that govern your graduation requirements.

You are assigned an academic advisor, whose role is to assist you in planning the academic program and in interpreting degree requirements and academic regulations. It is your responsibility to confer regularly with your advisor. The advisor will provide the best, most current information possible, but, ultimately, it is your responsibility to request and use this advice wisely and to meet graduation requirements and academic regulations.
Meeting with Your Advisor

At Frostburg State University, you will always have an academic advisor to assist you in realizing your academic and career goals. You are encouraged to communicate with your advisor regularly to discuss your current academic work and future plans, to ask for advice about any problem you encounter, and to find out about other services on campus that are available to support your academic success. You will need to communicate with your advisor at least once per semester prior to registration to plan your schedule for the next term. You will self-register for classes. Your advisor will register you for classes that are closed. Be sure to plan ahead to successfully enroll in courses and to make your advising experience valuable. Use the Program Resource Center (Advising Tab) located within Blackboard™ as a guide to the advising process.

Contacting and Making an Appointment with Your Advisor

- Call or email your assigned advisor.
- Make an appointment at a mutually agreeable time.
- Become familiar with your advisor’s office hours.
- Synchronous online classrooms can be used during office hours or for a pre-scheduled appointment.

Registration

In order to register for courses you must meet with your advisor either face-to-face, by phone, email, or by synchronous classroom at a mutually agreed upon time. At that time you will discuss with your advisor the courses that you plan to complete prior to the registration period for that semester. You will be notified of your designated registration time via PAWS and the academic calendar. Once you contact your advisor, your advisor will approve you to register in PAWS. You will then be able to go online and register for the upcoming semester in PAWS, your advisor will register you for any closed classes. It is the student’s responsibility to register for open classes. Refer to http://www.frostburg.edu/admin/regoff/academic-info/registration-info for assistance with the registration process in PAWS. You may also refer to https://www.frostburg.edu/about-frostburg/Administrative-Offices/registrars-office/index.php for all registration questions or refer to the Program Resource Center (Advising Tab) located within Blackboard™ as a guide to the registration process.
Grading

Your progress as a student is evaluated and officially reported at the end of each semester. Letter grades are used to record achievement. Generally, grades represent standards of comprehension of knowledge and the ability to communicate knowledge, and are recorded on your permanent record at the end of each semester.

The grading scale described below will be used in evaluating the theory components of all nursing courses. The method of grade assignment will be determined by the course faculty members. A final grade of “A” “B” “C” “D” or “F” will be all that is entered into the Frostburg State University Transcript PAWS system.

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>NUMERICAL GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>BELOW 60</td>
</tr>
</tbody>
</table>

Special Grading Circumstances

The grade “I” (incomplete) is given in exceptional cases if, because of illness or other reasons beyond the student’s control, the student is unable to complete the requirements of the course. An “I” may be removed and another grade substituted if the student completes the course requirements to the instructor’s satisfaction within six weeks of the beginning of the following semester. If the Incomplete is not removed within the prescribed period, the “I” will automatically be replaced by an “F” on the permanent record. It is the student’s responsibility to make arrangements to complete the course requirements for the removal of the “I.”

The grade “W” (withdrawal) is assigned if a student officially withdraws from a course within the first eight weeks of the semester. Under extenuating circumstances, a “W” may be given with the approval of the Dean after that time period, but not past the last day of classes.

Grievances

Students who have a complaint about any aspect of the RN-BSN Program are encouraged to bring the issue to the attention of the Program Coordinator either in writing or via email. If the issue cannot be resolved to the student’s satisfaction within a reasonable amount of time given the scope and intensity of the issue, the student may present the complaint to the Chairperson of the Department of Nursing for review and response within 30 days. If the issue cannot be resolved to the student’s
satisfaction by the Department Chair, the student may present the issue to the Dean of the College of Liberal Arts and Sciences for final resolution.

Please refer to the undergraduate catalog for the process of addressing a Grade Grievance.

**Academic Dishonesty**

Academic dishonesty is defined to include any form of cheating and/or plagiarism. Cheating includes, but is not limited to, such acts as stealing or altering testing instruments; falsifying the identity of persons for any academic purpose; offering, giving or receiving unauthorized assistance on an examination, quiz or other written or oral material in a course, or falsifying information on any type of academic record. Plagiarism is the presentation of written or oral material in a manner which conceals the true source of documentary material; or the presentation of material which uses hypotheses, conclusions, evidence, data, or the like, in a way that the student appears to have done work which he/she did not, in fact do.

In cases involving academic dishonesty, a failing grade of zero (0) for either an assignment and/or a course may be administered. Students who are expelled or suspended for reasons of academic dishonesty are not admissible to other institutions within the University System of Maryland. Suspension or expulsion for academic dishonesty is noted on a student’s academic transcript.

The University regulations are very explicit about academic misconduct and cheating. Please review the University Standards of Personal and Group Conduct located at [http://static.frostburg.edu/fsu/assets/File/Administration/policies/policystatements.pdf](http://static.frostburg.edu/fsu/assets/File/Administration/policies/policystatements.pdf)

**Professional Conduct**

Purpose: To delineate circumstances or behaviors that are unacceptable based on the America Nurses Association Code of Ethics, Frostburg State University Civility Policy, Frostburg State University Code of Conduct Policy, Policy of the Department of Nursing and situational circumstances as defined in this policy that would result in a student’s dismissal from the Nursing Program.

Reason for dismissal may include but is not limited to:

- Violation of Frostburg State University Code of Conduct
- Substandard Academic Performance
- HIPAA Violation/breach of confidentiality
- Civility Infractions
- Violation of the American Nurses Association Code of Ethics
Jurisdiction

Frostburg State University jurisdiction extends to all behavior by Frostburg State University nursing students that occur on campus, University sponsored activities and community/practicum settings where the student is representing Frostburg State University.

I. Violation of Frostburg State University Code of Conduct

The University regulations are very explicit about behavioral misconduct, academic misconduct and cheating. Please review the University Code of Conduct located at: http://static.frostburg.edu/fsu/assets/File/Administration/policies/policystatements.pdf

In addition to Frostburg State University Code of Conduct, the Frostburg State University Nursing Department holds the nursing students responsible to follow additional performance and behavioral regulations inherent to the profession of nursing.

Frostburg State University code of conduct addresses multiple ethical and behavioral situations. In addition to what is defined in the Code of Conduct, the Frostburg State University Nursing Department has added the following additional components:

Disorderly or disruptive behavior

Definition is “activities that may substantially harm the institutional reputation of the University.”

- This includes behavior that results in removal from a clinical practicum site
- Any behavior that results in a clinical practicum site rescinding their agreement with Frostburg State University Nursing Department as a practicum site
- Any behavior that results in a preceptor rescinding their agreement with Frostburg State University Nursing Department to be a preceptor in the future

Violence to Persons/Physical or Verbal Assault

In addition to the definitions provided in the Frostburg State University Code of Conduct, the Nursing Department includes the following stipulations:

- Engaging in a verbal argument with a preceptor, practicum site administrator or nursing department faculty and staff that impacts patients, community or departmental functioning or institutional reputation
- Verbal or written acts, including on social media sites, that may be interpreted as inflammatory, degrading or insulting towards a peer, preceptor, practicum site, patient or Frostburg State University Faculty/Staff
II. **Substandard academic performance**

The profession of nursing requires retention of critical concepts and information with a dedication to continuing experiential learning throughout a nursing career and is included in the ANA Code of Ethics. The ability to apply critical thinking and decision making in high stress environments is expected of the professional nurse. The department of nursing feels students who do not perform academically to our standards will not exemplify the profession of nursing nor the Frostburg State University Department of Nursing expectations. Therefore, the following restrictions will be placed on nursing students in addition to the general policies of Frostburg State University as noted in the Student Handbook:

- All undergraduate nursing courses must be completed with a minimum grade of “C”
- All graduate nursing courses must be completed with a minimum grade of “B” with exceptions outlined in the graduate catalog
- A total of two different nursing courses may be repeated during the program; a single course can be attempted no more than twice
- The program must be completed within 5 years from start to graduation unless a formal leave of absence is granted
- Failure of three nursing courses may result in dismissal from the program
- Students that are dismissed for substandard academic performance may not be eligible for readmission to the program

III. **HIPAA Violation/Breach of confidentiality**

The HIPAA Privacy Rule is a national standard to protect personal health information and medical records. There are strict guidelines that must be followed to protect the privacy and regulate disclosure of protected medical information. All students are required to undergo HIPAA training at CastleBranch and must in compliance with these regulations at all times.

Students will be dismissed from the program and will not be eligible for re-admission for situations that include, but are not limited to:

- Discussing protected patient information in a public setting
- Failing to maintain patient anonymity in documentation submitted to Frostburg State University
- Copying and/or removing protected patient information from a clinical setting
- Discussing protected patient information with anyone not directly involved in the patient’s care
- Accessing any medical record of friend, family or patient that the student is not directly involved in their medical care
- Providing protected patient medical information to any unauthorized person
- Failure to complete the HIPAA training annually
- Verbal or written acts, including on social media sites, that provide situational or circumstantial information unique to a patient case, that may render the patient identifiable
IV. Civility infractions

The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008) state that professional values and behaviors are the foundation for professional nursing practice. Professional behavior is based on the values of altruism, autonomy, human dignity, integrity, and social justice. Each student is accountable for her/his actions and behaviors, including civility. Nursing is a profession held in high regard by society. Therefore, students in the RN-BSN program are held to standards of academic and professional conduct that may exceed those of the general college population. Listed below are examples (non-inclusive) of behaviors that violate these standards.

The following are examples of unprofessional conduct

- Any behavior that jeopardizes the safety of classmates, faculty, preceptors, or patients and their family members.
- Destruction of University or clinical agency property.
- Threatening physical harm to classmates, faculty, preceptors, or patients and their family members.
- Abusive, obscene, violent, or irresponsible behavior on University property or in clinical agencies.
- Falsification of University or clinical agency records.
- Use or abuse of alcohol, illegal drugs, or prescribed drugs that alter the student’s ability to perform duties related to clinical assignments; or presenting at the clinical site in an impaired condition (under the influence of drugs or alcohol, without sufficient sleep, or physically ill).

Students are directed to the Pathfinder (FSU student handbook) at [http://www.frostburg.edu/admin/ses/pathfinder.pdf](http://www.frostburg.edu/admin/ses/pathfinder.pdf) for additional information (available online from the FSU homepage [http://www.frostburg.edu/](http://www.frostburg.edu/)). Details of prohibited conduct, sanctions, and disciplinary procedures are described under “University Standards of Personal and Group Conduct.”

V. Violation of the ANA Code of Ethics infractions


Violations of the ANA Code of Ethics includes but is not limited to:

- Failure to practice with compassion and respect with sensitivity to diversity and personal choice
- Failure to act in a way that demonstrates commitment to the patient
- Failure to be a patient advocate
- Failure to accept accountability and responsibility for actions consistent with the profession of nursing
- Failure to promote health and safety of yourself
- Failure to adhere to ethical environment and conditions of attendance in clinical sites
- Failure to advance professionally and intellectually
- Failure to collaborate when appropriate
- Failure to maintain the integrity of the nursing profession

**Dismissal Process**

If any infraction occurs, the Student Conduct Committee will be notified by the reporting party, in writing, of the events associated with the situation.

The committee members will make every attempt to interview all involved parties. The student may be required to appear on campus to meet with the committee.

The committee will determine if the act or behavior violates any of the student conduct policies of the University or specific to the requirements outlined in this policy.

If an infraction was determined to have occurred, the student may be dismissed from the Nursing Program and/or Frostburg State University.

The student will be notified of the committee’s decision.

The Office of Student Affairs will be made aware of all such incidents.

The Student Conduct Committee may elect to place the student on probation in lieu of dismissal provided the student’s infraction does not violate any federal, state or local laws and is willing to agree to a remediation plan. The events will be part of the student’s nursing departmental record. The student may not be permitted to enter the Honor’s program even if meets academic criteria and may not be issued a letter of recommendation.

**Appeal Process**

Students dismissed from the program may submit a written appeal of the dismissal to the Office of Student Affairs according to University policy.

Academic appeals should state any extraordinary circumstances that resulted in the student’s dismissal, how the circumstance was resolved, and the student’s ability to fulfill the requirements to complete the program successfully.

Conduct, confidentiality, civility and ethical violation appeals should explain how the student determined that the infraction was not in violation of the policies of Frostburg State University or the Department of Nursing.

**Graduation**

**Application for Graduation**

To graduate with a baccalaureate degree, you must earn a minimum of 120 semester hours of credit and fulfill all degree requirements. Of the 120 credit hours, 30 of those credit hours must be earned through Frostburg State University to graduate from Frostburg State University. You may enroll as a full-time student carrying 12 or more semester hours or a part-time student, carrying as many as 11 semester
hours in the program. Semester credits vary depending on the student’s completion of the general education requirements and prerequisites. To graduate on a given date, you must make application on a form available from the Registrar’s Office

[Link to Graduation Application](www.frostburg.edu/fsu/assets/File/grad/appForGraduation.pdf) (also available online in PAWS) Submit the application to the Registrar’s Office when you are in your second semester of the program.

**Pre- Graduation Surveys**

As a student, you may be required to complete a survey and program assessment questionnaire before you graduate. This allows the program to gauge student satisfaction with various aspects of the program.

**Commencement**

To participate in commencement, you must have successfully completed, or be enrolled in the semester prior to the ceremony, in all course work required for you to complete your degree. If you complete your degree requirements in January or May, you are eligible to participate in the May commencement ceremony. If you complete your degree requirements in July, August, or December, you are eligible to participate in the December ceremony.

Exceptions to these rules require a written request to the Registrar’s Office at least three weeks prior to the commencement ceremony, accompanied by evidence that you have enrolled in, and paid tuition for, course work that will meet the remaining requirements during the summer session immediately following May commencement or the January Intersession immediately following December commencement. Permission will be granted only if you have no more than two courses totaling no more than nine credits remaining to complete your degree and have a 2.0 cumulative FSU grade point average and a 2.0 cumulative FSU grade point average in nursing at the time of the request, as determined by the official degree audit performed by the Registrar.

Participation in commencement does not confer a degree. Your degree will be posted on your official transcript and you will receive a diploma only after the Registrar’s Office has confirmed that you have met all degree requirements.

**Ordering Pins**

When you complete the RN-BSN program, you are eligible to order your RN-BSN Nursing Pin. You can order your nursing pin through Terry Berry online and have it delivered to your home. To order your nursing pin you will go to [http://frostburg.terryberry.net/](http://frostburg.terryberry.net/) pick the metal you would like and if you would like it personalized and purchase through the website.
STUDENT RESOURCES

Library

The library offers a program of instruction in which students learn effective research methods in a hands-on environment. The focus of instruction is to teach students how to find and utilize information and evaluate sources for relevance, reliability and objectivity. RN-BSN students will be able to utilize specific nursing databases as well as receive instruction via tutorials on the use of the library and databases in the nursing courses. To access Research Port for database use, students are issued a 14 digit bar code on admission to the university along with their student identification number. Refer to www.frostburg.edu/dept/library/index.htm for the library’s website and access to library materials and databases.

Health Resources

Brady Health Services:

The Health Center is accredited by the AAAHC (Accreditation Association for Ambulatory Health Care). The services of the Health Center are available to all currently enrolled students. The health services program emphasizes prevention of health problems and offers limited direct health services combined with referrals to community health agencies, hospitals and specialists. You can find a list of the services offered by the Health Center in the Brady Health Booklet, The Pathfinder (student handbook) at http://www.frostburg.edu/admin/ses/pathfinder.pdf and on-line at http://www.frostburg.edu/brady/. Also, a copy of required forms can be downloaded from the above web site.

Counseling and Psychological Services:

The Counseling Service (301-687-4234 or visit http://www.frostburg.edu/counsel/) offers a variety of counseling and developmental services to students and the University community. The services are accredited by the International Association of Counseling Services and provided by experienced counselors, psychologists and supervised graduate practicum students. There are no fees charged to FSU students.

Student Organizations

We highly encourage you to become a member of a professional or student association. These organizations provide financial benefits through membership, but will also enhance your nursing career by exposing you to current professional issues. If you are unsure about the process of joining one of these organizations, the faculty and staff of the RN-BSN program at Frostburg State University are here to help. Please contact us with any questions or concerns and we will be glad to assist you.
Below are student nursing affiliations that provide various benefits while being a nursing student. You can continue membership in these affiliated groups even after you have completed and graduated with your BSN. Both of these affiliations can provide various membership-only benefits as far as publications, professional development and various discounts specific to the organization.

- **National Student Nurses Association (NSNA)** - open to all student nurses  
  Membership Information  
  Membership Benefits Pamphlet

- **Sigma Theta Tau** - an honor society where minimum qualifications must be met to become a member.  
  Home Page  
  Application Information

Below are nursing affiliations that can keep you informed through publications, professional development via certifications, discounts and privileges for members only, and heard via legislation on issues important to health care.

- **American Nurses Association (ANA)**
- **Maryland Nurses Association (MNA)**
- **Maryland Association of Nursing Students (MANS)**

**Additional Resources**

Please refer to the Undergraduate Catalog for information about financial aid, academic support, student support services, Veteran’s affairs, and Frostburg State University organizations.
CLINICAL EXPERIENCE

The RN-BSN program provides clinical experiences to students in community-based settings. As health care professionals, students are responsible for conducting themselves in an appropriate manner during clinical assignments. A variety of community-based settings are used for clinical experiences. Clinical sites are selected to meet course objectives. Students may recommend a possible site or preceptor but the final decision rests with the Program Coordinator. Students are responsible for their own transportation to and from clinical agencies.

Technical Standards

Students in the RN-BSN Program at FSU must demonstrate the ability to meet basic technical standards in the community health clinical setting while providing various types of care. Students needing additional technical support or other accommodations must be able to complete tasks in a reasonably independent and timely manner that does not compromise quality of care or safety of the client or other individuals that are part of the faculty, staff or others involved on the health care team. The student’s judgment and skills may not be mediated by someone else’s clinical abilities. Students must be able to perform the following with or without reasonable accommodation:

- Overall sufficient use of the senses of touch, speech, smell, hearing, and vision.
  - Sufficient visual acuity, such as is needed in preparation and administration of medications, and for the observation necessary for patient assessment and nursing care.
  - Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as stethoscopes, patient alarms, fire alarms, etc.
  - Sufficient tactile abilities to detect unsafe temperature levels in heat-producing devices used in patient care or detect anatomical abnormalities, such as edema or small nodules.
- Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs including palpation, auscultation, percussion, administration of medication and emergency interventions such as cardiopulmonary resuscitation.
- Sufficient communication skills both verbal and non-verbal (speech, reading, writing, language skills and computer literacy) to interact with clients, families, colleagues, staff, faculty and others and to communicate their needs promptly and effectively, as may be necessary in the client’s interest.
- Sufficient abilities to observe clients in regards to health status accurately, including verbal and nonverbal signals such as facial expressions, gestures, temperature, position, equilibrium, and movement.
- Sufficient behavioral, interpersonal and emotional abilities to relate to colleagues, staff, clients, families, faculty and others with honesty, integrity, ethically, and non-discriminatory to develop therapeutic relationships.
- Sufficient intellectual abilities to problem solve in regards to measure, calculate, analysis and synthesis of information resulting in the development of a plan of care with established priorities, and abilities to monitor treatment plan, the measurement, calculation and modalities.
**Criminal Background Checks and Drug Testing**

Some clinical agencies may require criminal background checks and drug testing prior to a clinical rotation. Students will be notified of this in advance and will be responsible for the costs associated with the background check or drug testing. If a student is rejected by a clinical agency based on her/his background check or drug test, the student will be reassigned.

Please note: The University does not conduct background checks or drug testing. The Coordinator of Nursing will work with clinical agencies in advance and notify students about the need for background checks and drug testing well in advance of clinical placement.

Frostburg State University’s Nursing program uses an online service provided by Castle Branch to provide background screening, drug testing, and immunization record tracking solutions. These services are purchased a la carte by the student when applicable. All students will purchase and use the immunization and document tracking service for a modest fee. Other services such as background checks and drug testing are provided to students at an affordable cost and are completed as required by the practicum site.

**Clinical Experience Facilities**

A wide range of health care facilities are used for the clinical experience in order to provide versatility for the online student and allow the students to tailor the program to meet their professional needs. However, sites are selected as to best meet the objectives of the community health setting experience. The clinical site will vary in location as it will be dependent upon the location of the student due to the nature of an online program.

The student will be asked at the beginning of NURS 495 to select a possible site in their area and provide contact information on the site and preceptor. The student will be required to complete forms and the instructor will provide the preceptor with a packet containing evaluation forms, guidelines for the preceptor and the clinical experience. The student will complete all necessary forms and return these to the instructor at the beginning of the semester. The instructor reserves the right to change the clinical site based on past usage of other sites in the particular area as necessary.

Students may NOT perform clinical experiences within the departments where they are employed or were recently employed. The student may complete a clinical experience at one of these sites in a different unit or division within the same facility.
**Student Responsibilities in Clinical Setting**

- Respect the smoking policy of the clinical site.
- Turn cell phones and pagers to the silent mode. Return calls and messages ONLY during a break or meal time.
- Know and comply with all agency policies.
- Provide preceptor with a copy of objectives for the clinical experience.
- Arrange schedule of required clinical hours with clinical preceptor.
- Provide the clinical agency with contact information.
- Notify the preceptor and faculty member when the work schedule must be altered; 24 hour notice is preferred.
- Wear required RN-BSN identification at all times.
- Meet with clinical preceptor as requested and necessary.
- Act in accordance of university policy.

**Student’s Responsibilities to the Faculty in the Clinical Setting**

- Suggest an agency and/or preceptor.
- Prepare and submit a clinical practicum proposal paper for faculty approval.
- Prepare and submit learning goals and objectives for the clinical experience to course faculty for approval.
- Notify faculty if a situation arises in which the student cannot follow the policy of the clinical agency.
- Meet with faculty on a regular basis as requested to discuss details of the clinical experience, progression towards objectives, and needs for faculty assistance.
- Complete an evaluation of the clinical site and preceptor.
- PLEASE NOTE: Students may not participate in FSU clinical practicum unless their preceptor or a faculty member is physically present in the clinical facility.

**Confidentiality**

All students must adhere to Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) policies in all clinical placements. Students must follow agency policies regarding use of and access to electronic medical records.

**Attendance at the Clinical Site**

Students are expected to report to their clinical site on time. Students MUST provide appropriate notification of lateness or absence to the preceptor or clinical site. Students may not be excused from any of their clinical hours, so all episodes of tardiness or absence must be made up at a later time before the end of the semester.
Hygiene

Basic personal hygiene is vital in a clinical environment and must be maintained at all times. This refers to cleanliness of breath and body at all times. Always avoid perfumes, colognes, aftershaves and strong smelling lotions. Fingernails should be neatly trimmed and short without artificial nails as they are not acceptable in the community based clinical setting. Make up should be applied modestly. Beards and moustaches must be neatly trimmed. Any hair that falls below the collar line should be pulled back in a ponytail or similar hairstyle.

Dress Code

Professional appearance plays a fundamental role in establishing a relationship with individuals, families, communities, and other health professionals. Students are expected to dress and conduct themselves in a manner that is culturally sensitive and makes those around them feel comfortable. Students are expected to dress according to the dress code of their clinical agency – this may be scrubs or professional casual. Students will wear their FSU RN-BSN identification badge at all times in their assigned clinical agency. The following guidelines apply no matter what the agency dress code:

- No jeans, sweat pants, shorts, flip flops
- No bare midriffs, low cut shirts, or camisoles without over shirts
- No form fitting clothing, including leggings, spandex. No see-thru clothing
- Minimal jewelry – one pair of earrings (no hoops or dangles), wedding band
- No piercing jewelry except for earrings
- Tattoos should be covered as much as possible
- No perfume, cologne, or aftershave
- No artificial nails
- Hair that falls below the collar must be pulled back.
- No open-toe shoes.

Safety in the Community Health Setting

Safety considerations for visiting clients at home:

- Student safety is the highest priority. At any time that a student feels her/his safety is threatened, she/he should withdraw from the setting/situation immediately.
- Students should make home visits with their preceptor or in pairs.
- Situations in which the only other people in the home will be of the opposite sex should be avoided.
- Students should not pursue home visits when arguments are in process.
- Students should avoid areas of loitering or secluded areas.
- Students should use standard auto safety practices.
Pregnancy

A student who is pregnant may participate in a community health clinical assignment as long as the student’s health status is satisfactory and the student is able to complete the clinical assignment. A note from the student’s health care provider indicating safety of participation in clinical activities may be required. For the safety of the student who is pregnant, she must not enter where radioisotopes or x-ray therapy is being administered. Students who are pregnant should consult with their faculty member well in advance of their clinical assignment. Community health clinical sites may have policies that determine the placement of students during pregnancy; assignments will be made accordingly.

Unsafe Clinical Practices

Patient safety and well-being are given the highest priority in any clinical situation. Students whose behaviors endanger patient safety will be asked to leave the clinical agency and meet with the Program Coordinator as soon as possible. Serious breaches of patient safety may result in dismissal from the program.

Any student suspected of being under the influence of drugs or alcohol in the clinical setting will be referred immediately to the Coordinator of the Nursing Program. The student will then be referred to a clinic or hospital for drug testing, the student will be responsible for the cost of the testing whether a positive or negative result. Because the students in the RN-BSN program are practicing nurses, a positive drug test will be referred not only to the Code of Conduct Administrator but also will be referred to the Maryland Board of Nursing. Students will be able to return to their clinical site if their initial drug test is negative or once they are assigned to a program of on-going counseling and testing. Students are responsible for making up all clinical hours missed as a result of these disciplinary activities.

Health Requirements Prior to Clinical

In order to safeguard students and patients, students must provide evidence (documentation from Employee Health, private physician, health clinic) of:

- Immunity (by immunization or titer level) to measles, mumps, rubella, and varicella.
- Tetanus immunization within the last 10 years
- A complete series of Hepatitis B immunizations and a current Hepatitis B titer
- PPD placed and read within the past year – in the case of a positive result, a statement from the health care provider verifying negative chest x-ray results is required. PPD status must be updated annually.
- Current CPR certification for adult, child, and infant. Must be updated annually.

Any student who declines immunizations for religious or other reasons is required to sign a waiver.

Required Medical Form: When you are accepted at the University, you will receive a medical form to be completed and returned to the Brady Health Center. A complete physical examination by your physician is strongly recommended.
Required Immunization Form: The University requires all students to be immunized for rubeola, rubella, diphtheria, tetanus and mumps and to have documentation of these immunizations on file in the Brady Health Center prior to registration. Tuberculosis risk assessment is also required. If you were born before 1957, you are exempt from documentation for mumps, rubeola and rubella.

**Blood borne Pathogen Exposure Control**

This policy is based on the “Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Post exposure Prophylaxis” ([http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm](http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm)), June 29, 2001.

Frostburg State University holds a non-discriminatory position in relation to the admission and progression of students. Inquiry into HIV, HBV, or HCV status is not part of the application or admission process.

As practicing nurses, RN-BSN students are familiar with and are expected to apply standard precautions in ALL of their clinical experiences. In the case in which a clinical agency has a more restrictive policy than standard precautions, the student shall follow the clinical agency’s policy. RN-BSN students cannot refuse to follow standard precautions and cannot refuse to care for patients who are HIV, HBV, or HCV positive.

In the case of a blood or body fluid exposure students should follow the blood and body fluid exposure policy at their clinical site. Preceptors and campus faculty should be notified of all exposures.

In the absence of such a policy, The student will:
- wash wounds and skin with soap and water
- flush mucous membranes with water
- notify her/his preceptor and campus faculty

Campus faculty will notify Brady Health Center and make arrangements for risk assessment and counseling, test or post-exposure prophylaxis as indicated by the U.S. Public Health Service guidelines. All associated costs are borne by the student. Information on HIV testing at the Brady Health Center is available at [http://www.frostburg.edu/brady](http://www.frostburg.edu/brady)

**Malpractice Insurance**

RN-BSN students are covered, as students, under the state’s liability insurance. Student name and social security number must be submitted to ensure coverage.

Coverage is provided for students who are required by a facility to have Professional Liability coverage while interning in that facility. Coverage is intended for persons having patient/client contact exposure. It is not General Liability and does not fulfill any requirement for General Liability.
This insurance only covers students during school-related experiences and does not prevent the need for individual professional insurance to cover circumstances unrelated to the clinical and educational program.
TECHNOLOGY

Computer Requirements

In order to participate in a fully online, blended or web-enhanced course at FSU, students must have reliable access to a computer with Internet access. The computer system the student uses must fulfill the requirements listed within this page. All computers available in the student computer labs on campus meet these hardware requirements.

To complete a systems requirement check go to http://www.frostburg.edu/blackboard/blackboard-9-minimum-requirements/

PAWS

PAWS is Frostburg State University's Internet Registration system. You can view your academic record, service holds, the Schedule of Classes, registration time period and register for classes using this system. Call the help desk at 301-687-7777 for help logging on for the first time. The PAWS login can be found at https://csprodweb2.frostburg.edu/psp/GoBobcats/?cmd=login&languageCd=ENG&.

Blackboard

Extensive information is available about Blackboard, the educational software used to deliver classes on-line. New students will be oriented to Blackboard at the beginning of their first online class in the RN-BSN program. Information about using Blackboard is integrated into every Nursing course. Blackboard login can be found at www.frostburg.edu/blackboard. See computer requirements in this handbook under Policies and Procedures and computer requirements to ensure your system will work effectively.

E-mail

Each student is given a university email address once they are admitted to the university. It is the responsibility of the student to check their email regularly. We recommend that you check your email 2-3 times per week as this is how you will primarily communicate with faculty and staff on campus. Refer to http://www.frostburg.edu/mail/index.htm for the student email login. You may also have your FSU email account sent to your smartphone or other device. Guides can be found below.

Android Device: http://www.frostburg.edu/fsu/assets/File/computing/help/ConfigureYourFSUEmailAccountOnYourAndroidDevice.pdf
Apple Device: http://www.frostburg.edu/fsu/assets/File/computing/help/ConfigureYourFSUEmailAccountOnYourAppleDevice.pdf
**Blackboard Collaborate**

Each student will need to access [http://www.blackboard.com/online-collaborative-learning/blackboard-collaborate.aspx](http://www.blackboard.com/online-collaborative-learning/blackboard-collaborate.aspx). A web browser and a Java plug-in are required to gain access. The first time the student accesses Blackboard Collaborate an automatic system and software check will be completed to see if the student is running the required software. If not, the results of the check will prompt the student as to what needs installed. There is a 24/7 Blackboard Collaborate Technical Support hotline in the event the student has any difficulty with the application. The number is 1.866.388.8674.

**Help Desk**

The FSU Help Desk assists users with various technical problems; however users are strongly encouraged to view the frequently asked questions before contacting the FSU Help Desk. Services of the University Help Desk (301-687-7777) are available to help students open and maintain University email accounts. Official information from the RN-BSN Program is sent via University student email.