

FERRIS STATE UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS
SCHOOL OF NURSING

HANDBOOK FOR RN to BSN
UNDERGRADUATE STUDENT NURSES
Supplement to the Ferris State University Code of Student Community
Standards

2022/2023

Ferris State University is an equal opportunity institution. For information on the University's Policy on Non-Discrimination, visit <http://www.ferris.edu/non-discrimination>

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INFORMATION ABOUT THE PROFESSION OF NURSING

Ferris State University Nursing students are expected to abide by the standards set forth in the American Nurses Association (ANA) Code for Nurses and the ANA Standards of Nursing Practice.

ANA Standards of Professional Performance

Standard 1. Assessment

The registered nurse collects comprehensive data pertinent to the healthcare consumer's health and/or situation.

Standard 2. Diagnosis

The registered nurse analyzes the assessment data to determine the diagnoses or the issues.

Standard 3. Outcomes Identification

The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.

Standard 4. Planning

The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.

Standard 5. Implementation

The registered nurse implements the identified plan.

Standard 6. Evaluation

The registered nurse evaluates progress toward attainment of outcomes.

Standard 7. Ethics

The registered nurse practices ethically.

Standard 8. Culturally Congruent Practice

The registered nurse practices in a manner that is congruent with cultural diversity and inclusion principles.

Standard 9. Communication

The registered nurse communicates effectively in a variety of formats in all areas of practice.

Standard 10. Collaboration

The registered nurse collaborates with healthcare consumer, family, and others in the conduct of nursing practice.

Standard 11. Leadership

The registered nurse demonstrates leadership in the professional practice setting and the profession.

Standard 12. Education

The registered nurse seeks knowledge and competence that reflects current nursing practice and promotes futuristic thinking.

Standard 13. Evidence-Based Practice and Research

The registered nurse integrates evidence and research findings into practice.

Standard 14. Quality of Practice

The registered nurse contributes to quality nursing practice.

Standard 15. Professional Practice Evaluation

The registered nurse evaluates one's own and others' nursing practice.

Standard 16. Resource Utilization

The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.

Standard 17. Environmental Health

The registered nurse practices in an environmentally safe and healthy manner.

Source: American Nurses Association (ANA) Scope and Standards of Nursing Practice, 4th Edition

Technical Standards for Nursing: Functional Abilities Requirements

Introduction

The knowledge, skills and abilities required to safely and effectively practice nursing are varied and complex. The National Council of State Boards of Nursing has defined the following functional abilities that a nurse must possess to practice safely and effectively. To ensure that your decision to pursue a career in nursing is the correct one for you, we ask that you review them. They are the non-academic requirements of the program, and they comprise physical, emotional, and professional demands required of a nurse. Take into consideration whether you can perform the following functions, with or without accommodations. If you determine that you are unable to do any of the skills listed and you have a documented disability, you will then need to determine if a reasonable accommodation can be provided. Throughout your educational program, you will find yourself in a variety of learning experiences. You will need to take into consideration the specifics of each position and the percentage of time the skill will be needed in order to determine if reasonable accommodations can be provided. To request an accommodation, you will need to contact the Educational Counseling and Disabilities Services Office (231-591-3057) and present documentation of your disability.

Representative Activities/Attributes

Gross Motor Skills

- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g., IV poles)
- Reach below waist (e.g., plug electrical appliance into wall outlets)

Fine Motor Skills

- Pick up objects with hands
- Grasp small objects with hands (e.g., IV tubing, pencil)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eye dropper)

Physical Endurance

- Stand (e.g., at client side during surgical or therapeutic procedure)
- Sustain repetitive movements (e.g., CPR)
- Maintain physical tolerance (e.g., work entire shift)

Physical Strength

- Push and pull 25 pounds (e.g., position patients)
- Support 25 pounds of weight (e.g., ambulate patient)
- Lift 25 pounds (e.g., pick up a child, transfer patient)
- Move light objects weighing up to 10 pounds (e.g., IV poles)
- Move heavy objects weighing from 11 to 50 pounds
- Defend self against combative patient
- Carry equipment/supplies
- Use upper body strength (e.g., perform CPR, physically restrain a patient)
- Squeeze with hands (e.g., operate fire extinguisher)

Mobility

- Twist & Bend
- Stoop/squat
- Move quickly (e.g., response to an emergency)
- Climb (e.g., ladders/stools/stairs)
- Walk

Hearing

- Hear normal speaking level sounds (e.g., person-to-person report)
- Hear faint voices
- Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
- Hear in situations when not able to see lips (e.g., when masks are used)
- Hear auditory alarms (e.g., monitors, fire alarms, call bells)

Visual

- See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
- See objects up to 20 feet away (e.g., patient in a room)
- See objects up to 20 feet away (e.g., patient at end of hall)
- Use depth perception
- Use peripheral vision
- Distinguish color (e.g., color codes on supplies, charts, bed)
- Distinguish color intensity (e.g., flushed skin, skin paleness)

Tactile

- Feel vibrations (e.g., palpate pulses)
- Detect temperature (e.g., skin, solutions)
- Feel differences in surface characteristics (e.g., skin turgor, rashes)
- Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)
- Detect environmental temperature (e.g., check for drafts)

Smell

- Detect odors from patient (e.g., foul smelling drainage, alcohol breath, etc.)
- Detect smoke
- Detect gases or noxious smells

Reading

- Read and understand written documents (e.g., policies, protocols)

Arithmetic Competence

- Read and understand columns of writing (flow sheet, charts)
- Read digital displays
- Read graphic printouts (e.g., EKG)
- Calibrate equipment
- Convert numbers to and/or from the Metric System
- Read graphs (e.g., vital sign sheets)
- Tell time
- Measure time (e.g., count duration of contractions, etc.)
- Count rates (e.g., drips/minute, pulse)
- Use measuring tools (e.g., thermometer)
- Read measurement marks (e.g., measurement tapes, scales, etc.)
- Add, subtract, multiply, and/or divide whole numbers
- Compute fractions (e.g., medication dosages)
- Use a calculator
- Write numbers in records

Emotional Stability

- Establish therapeutic boundaries
- Provide client with emotional support
- Adapt to changing environment/stress
- Deal with the unexpected (e.g., patient going bad, crisis)
- Focus attention on task
- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g., grief)

Analytical Thinking

- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long-term memory
- Use short-term memory

Critical Thinking

- Identify cause-effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information

Interpersonal Skills

- Negotiate interpersonal conflict
- Respect differences in patients
- Establish rapport with patients
- Establish rapport with co-workers

Communication Skills

- Teach (e.g., patient/family about health care)
- Explain procedures
- Give oral reports (e.g., report on patient's condition to others)
- Interact with others (e.g., health care workers)
- Speak on the telephone
- Influence people
- Direct activities of others
- Convey information through writing (e.g., progress notes)

INFORMATION ABOUT THE SCHOOL OF NURSING

The programs of nursing at Ferris State University are housed in the Victor F. Spathelf (VFS) College of Health Professions Building. A website for the School of Nursing can be accessed at: <https://www.ferris.edu/health-professions/Nursing/homepage.htm>

The nursing programs at Ferris State University were established within the Department of Nursing in 1969 with the first LPN to RN ladder program in the State of Michigan. This model quickly became established as the standard throughout the state to address the nursing shortage of that time. In 1983, the program was converted to a generic Associate Degree Nursing (ADN) program, when the focus on career laddering was taken to the baccalaureate level. The associate degree program served as the base for the baccalaureate of science in nursing (BSN) ladder program, which was started in 1983 as an upper division program designed to provide career mobility for registered nurses (RN) who were initially prepared at the diploma or associate degree levels. The RN to BSN completion program gained initial accreditation from the National League for Nursing in 1989 and has maintained accreditation since that time; currently accredited by the Commission on Collegiate Nursing Education (CCNE).

In the fall semester of 2004, the Ferris nursing programs expanded to include graduate education. The Master of Science in nursing (MSN) degree was the first graduate program within the College of Health Professions. The MSN program currently offers specialty concentrations in the areas of nursing education, nursing informatics and nursing administration. Through the addition of the first graduate program within the College, the MSN program served as a catalyst to reorganize the departments, resulting in the establishment of the School of Nursing as an academic department within the College in 2005.

With the establishment of the graduate nursing program and the School of Nursing at Ferris, the decision was made by the nursing faculty in 2004 to elevate the ADN pre-licensure program to the BSN degree level. This decision was made primarily to address the need for more BSN prepared nurses in the state of Michigan and to serve as the undergraduate base for the new graduate nursing program. The new generic BSN program was launched in the fall 2007 semester with the first cohort of 40 students beginning the six-semester professional sequence of the traditional track. In January 2008, the first cohort of 20 second degree students began the accelerated three-semester professional sequence of the BSN program. The last cohort of ADN students was admitted in fall 2006 and completed the program in May 2008. In August 2017, Ferris launched the Doctor of Nursing Practice program and graduated the first cohort in 2019.

The nursing education programs at Ferris State University are considered to be innovative and responsive to the needs of the discipline within the state of Michigan. The career ladder concept from ADN to BSN and now MSN and DNP, has provided the mechanism for several hundred nurses within the state to achieve personal career goals and to contribute to the profession as leaders in nursing practice, education, and research. Through these pioneering programs, the nursing unit meets the educational needs of a diverse population of students both on and off the main campus and support the mission of Ferris State University to be "a national leader in providing opportunities for innovative teaching and learning in career oriented, technological and professional education." Nursing education programs today must graduate nurses who are knowledgeable, accountable, and who practice nursing with confidence. The faculty of the School of Nursing at Ferris State University is committed to meeting this challenge. The mission, purpose and philosophy of the nursing programs are outlined in the following section.

MISSION OF THE UNDERGRADUATE NURSING PROGRAM

The mission of the undergraduate program in nursing is to provide innovative and relevant baccalaureate programming that prepares graduates for roles in current professional nursing practice and to effectively respond and contribute to future changes in the nursing profession and health care delivery system.

VISION OF THE SCHOOL OF NURSING

The vision Ferris State University School of Nursing is to be recognized as a leader in innovative and scholarly nursing education at the undergraduate and graduate levels with programming that is evidence-based and globally focused in design while remaining responsive to the diverse needs of the student population, the profession of nursing and an evolving health care delivery system.

VALUES OF THE SCHOOL OF NURSING

To fulfill its vision, the School of Nursing embraces the core values of the university which are conceptualized to support professional nursing education and practice:

Collaboration: The School of Nursing values collaboration among educational disciplines to provide relevant nursing education programs. Collaboration among interprofessional health disciplines is valued as a critical component of the delivery of patient care that reflects quality and safety.

Diversity: The School of Nursing is committed to recruit and retain a diverse population of students and faculty prepared to serve a diverse population and to embrace a diversity of ideas, beliefs and cultures.

Ethical Community: The School of Nursing is committed to the development of a professional nurse who will practice within the Nursing Code of Ethics and whose practice is guided by the values of altruism, autonomy, human dignity, integrity and social justice.

Excellence: The School of Nursing is committed to provide nursing programs that are built upon and responsive to established standards of practice and professional performance. The cultivation of both scholarship and service among faculty and students that supports the advancement of the profession is highly valued.

Learning: The School of Nursing values education that is learner-centered and incorporates current evidence-based practices in nursing and liberal arts education. The School of Nursing embraces the use of technology in the delivery of instruction to support the patient care environment. Finally, the ideal of lifelong learning is valued as an integral component of professionalism.

Opportunity: The School of Nursing is committed to provide opportunity for both career entry and career advancement within the profession of nursing and to deliver nursing programs that prepare professional nurses to practice in a rapidly changing global health care environment.

NURSING PROGRAMS OFFERED

Bachelor of Science in Nursing (BSN): Pre-licensure Track to become a Registered Nurse:

Prepares men and women to be professional registered nurses who will work to advance the profession of nursing. Upon successful completion, a Bachelor of Science (BS) degree is granted. Graduates may apply to take the National Council Licensure Examination (NCLEX-RN) to earn licensure as registered nurses.

The purpose of the BSN program is to prepare a professional nurse capable of providing nursing care to individuals and families with diverse health needs in a variety of settings. The program focuses on the nurse as an active practitioner using well-developed clinical and leadership skills. Graduates are prepared for professional practice in a wide range of health care settings such as inpatient services, ambulatory care and community health agencies. Graduates are also prepared to pursue an advanced degree.

Bachelor of Science in Nursing (BSN): RN to BSN Completion Track: The upper-division Baccalaureate Degree track is open only to registered nurses or those students enrolled in an affiliated ADN program. This track is designed for nurses who received their basic nursing education in associate degree or diploma programs and who wish to continue their education to earn a Bachelor of Science in Nursing (BSN) degree.

Master of Science in Nursing (MSN): The MSN program provides a curriculum that prepares nurses with the knowledge and skills needed for a variety of advanced specialty roles. The 37-credit degree is comprised of three components: a basic set of Nursing Core courses for 18 credits, a specialized advanced practice specialty role concentration for an additional 9 credits and the final 10 credits which include the practicum and thesis. The three specialty concentration options, one of which is selected depending on the career goal of the graduate student, are: Nursing Education, Nursing Administration, or Nursing Informatics.

Doctor of Nursing Practice (DNP): The DNP program is primarily an online curriculum that has a focus of leadership in advanced practice or specialty nursing. This degree averages 6-8 semesters and is 36-42 credit hours, depending on the student's completed MSN clinical hours upon entering the program. A leadership practice project is developed and completed during this curriculum.

SCHOLARSHIPS FOR NURSING STUDENTS

There are a variety of scholarships that are available to nursing students when they enter the professional sequence of the nursing program. Sources of scholarships may include: the State of Michigan (Michigan Nursing Scholarship and the Professional Nurse Development Fund), endowed or other scholarships established by donors and specified for nursing (see the CHP website) as well as private or agency sponsored scholarships. Students are encouraged to visit the CHP website to see what scholarships are available and what the application requirements are. Many scholarships are not awarded until the student has completed one year of the professional sequence. The School of Nursing will also provide information about scholarships as it is received. Some are available at this site: <https://www.ferris.edu/health-professions/Nursing/Links-of-Interest.htm>

STUDENT NURSE ASSOCIATION

Students are urged to seek membership in the Ferris Student Nurses' Association (FSNA). Members participate in recreational activities and in projects which promote health in the community and support a positive image of nursing. Information on the FSNA can be found at <https://www.ferris.edu/health-professions/Nursing/BSN/ferris-student-nurses-association.htm>

Students may also join the American Nurse Association in Michigan (ANA-MI) <http://www.ana-michigan.org> for a special student rate. Students are also urged to seek membership in the National Student Nurses' Association.

FERRIS STATE UNIVERSITY GENERAL INFORMATION

AFFIRMATIVE ACTION STATEMENT

Ferris State University affirms its steady commitment and dedicated efforts to provide equal employment opportunity as described by federal and State laws, the Affirmative Action Program of the University, and other pronouncements made by its President. Ferris State University is an equal opportunity institution. For information on the University's Policy on Non-Discrimination, visit <http://www.ferris.edu/non-discrimination/>.

AMERICANS with DISABILITIES ACT

Ferris State University is committed to following the requirements of the Americans with Disabilities Act Amendments Act and Section 504 of the Rehabilitation Act. If you are a student with a disability or think you may have a disability, contact the Educational Counseling and Disabilities Services office at 231.591.3057 (voice), or email ecds@ferris.edu to discuss your request further. More information can be found on the web at <https://www.ferris.edu/RSS/ecds/homepage.htm>. Any student registered with Disabilities Services should contact the instructor as soon as possible for assistance with classroom accommodations.

COMMUNITY EXPECTATIONS FOR FERRIS

As a Ferris Community Member...

I will practice personal and academic integrity.

A commitment to this ideal is inconsistent with cheating in classes, in games, or in sports. Refraining from plagiarizing or offering another's work as your own, lying, practicing deceit, or being disloyal in personal and academic relationships.

I will respect the dignity of all persons.

A commitment to this ideal means not taking part in or condoning behaviors which demean dignity of individuals or groups, including hazing, intimidating, taunting, baiting, ridiculing, insulting, harassing and discriminating against others.

I will respect the rights and property of others.

A commitment to this ideal means not stealing, vandalizing, committing arson, destroying property, or misappropriating funds. Respect for another's personal rights means refraining from any behaviors which violates persons' rights to move about freely, express themselves appropriately and to enjoy privacy.

I will refrain from all forms of bigotry and will strive to be open and accepting of the differences in people, ideas and opinions.

A commitment to this ideal pledges affirmative support for equal rights and opportunities for all regardless of their age, sex, race, religion, disability, ethnic heritage, socio-economic status, political, social or other affiliation or disaffiliation, or sexual preference.

I will demonstrate concern for others, their feelings and will work to bring about an environment that promotes intellectual development and a sense of community.

A commitment to this ideal is a pledge to be compassionate and considerate, to avoid behaviors which are insensitive, or inhospitable, or insightful, or which unjustly or arbitrarily inhibit one's ability to feel safe as they pursue their goals in the Ferris community.

Source: Ferris State Catalog

DISMISSAL

As a result of misconduct, as outlined in the Ferris State University Code of Student Community Standards handbook, a student may be dismissed from the University without the opportunity for re-enrollment. This is consistent with the policy of Ferris State University.

In addition, the faculty of the School of Nursing reserves the right to recommend the withdrawal of a student from the nursing program, whose personal conduct (see School of Nursing Code of Conduct available at <https://www.ferris.edu/health-professions/Nursing/pdfs-docs/2018-Nursing-Student-Code-of-Conduct.pdf> (see Functional Abilities Requirement on page 7 of this document), or scholastic standing (see Progression Policy on page 21 of this document) makes it inadvisable for him/her to remain in the nursing program.

DISRUPTIVE BEHAVIOR POLICY

Disruptive Behavior Policy Statement

The College of Health Professions strives to maintain a positive learning environment and educational opportunity for all students. Consequently, patterns of behavior which obstruct or disrupt the learning environment of the classroom or other educational facilities will be addressed.

1. The instructor is in charge of the course. This includes assignments, due dates, methods and standards or grading, and policies regarding attendance, tardiness, late assignments, outside conferences, etc.
2. The instructor is in charge of the classroom. This includes the times and extent to which they allow questions or discussion, the level of respect with which they and other students are to be treated, and the specific behaviors they will allow within their classes. Open discussion of an honest opinion about the subject of a course is encouraged, but the manner in which the class is conducted is a decision of the instructor.
3. An instructor is entitled to maintain order in his/her class and has an obligation to other students to do so. Toward that end, an instructor is authorized and expected to inform a student that his/her behavior is disrupting a class and to instruct the student to stop that behavior. If the student persists, the instructor is authorized to direct the student to leave the class. If the student fails to comply with a directive to leave the class, the instructor may call Public Safety to assist with the student's removal.
4. If a student persists in a pattern or recurrent disruptive behavior, then the student may be subject to administrative action up to and including an involuntary withdrawal from the course, following administrative review by the Health Professions Dean's Office and/or University disciplinary proceedings. (University disciplinary procedures are delineated in the "Code of Student Community Standards" available on-line at <http://ferris.edu/HTMLS/administration/studentaffairs/judicial/Student-Code.htm>)
5. Disruptive behavior cannot be sanctioned by a lowered course grade (e.g., from a B to a C) except insofar as quality of classroom participation has been incorporated into the instructor's grading policy for all students. (Note: Academic misconduct, which is covered by other regulations, can be a legitimate basis for lowering a grade or failing the student.)
6. Students as well as employees are bound by the University's policy against harassment, in any form. Harassment will not be tolerated. Policy available at: <https://www.ferris.edu/HTMLS/administration/president/DiversityOffice/employee.htm>
7. The office of the student's dean will be notified of any serious pattern or instance of disruptive behavior.

Guidelines for Instructors and other Personnel in dealing with disruptive behavior can be accessed at <https://www.ferris.edu/health-professions/Policy-Attachments/CHP-Disruptive-Student-Policy.pdf>

HARASSMENT

Any person who believes he or she has been subjected to harassment of any kind (sexual, racial, or otherwise) should approach the individual whom they believe is responsible. He or she should identify the specific behavior, explain that he or she considers the behavior to be offensive and/or harassing, and ask the individual to stop the behavior. If assistance is needed to approach the individual, contact the Director/Department Chair, an Academic Dean, the Dean of Students, the Director of Minority Student Affairs, or the Director of Affirmative Action.

If approaching the individual is not possible, (i.e., you are uncomfortable or uncertain as to how the situation should be handled or you are concerned the situation may become volatile), or does not resolve the matter, it should then be reported immediately to the Director/Department Chair, an Academic Dean, the Dean of Students, the Director of Minority Student Affairs, the Director of Student Judicial Services, or the Director of Affirmative Action. If, for some reason, you are uncomfortable discussing your situation with any of these individuals, please report your situation to any member of the University administration. The circumstances surrounding the matter will be fully investigated, including the nature of the harassment and the context in which it occurred.

All reports of harassment and subsequent investigations will be kept as confidential as possible. Anyone found to have violated this policy will be subject to discipline up to, and including, discharge or dismissal that may include, but not be limited to, official reprimand, official apology, sensitivity training, and/or other disciplinary action including dismissal. Likewise, because intentionally false accusations of harassment can have serious effects on innocent people, anyone found to have intentionally falsely accused another person of violating this policy would be subject to discipline up to and including discharge or dismissal.

Sexual Harassment – Using the definition contained in the Equal Employment Opportunity Commission guidelines, adapted to include educational environments, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
2. submission to, or rejection of, such conduct by an individual is used as a factor in employment or academic decisions affecting such individuals;
3. such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working, living, or academic environment.

While sexual harassment most often takes place in situations of power differential between the persons involved, sexual harassment may also occur between persons of the same status (e.g., student-to-student). The person exhibiting sexually harassing conduct need not realize or intend the conduct to be offensive for the conduct to constitute sexual harassment.

Racial Harassment – includes any conduct, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, or national origin. Such behavior could involve any of the following:

1. The use of physical force or violence to restrict the freedom of action or movement of another person, or to endanger the health or safety of another person;
2. Physical or verbal conduct intentional or otherwise that has the purpose or effect of (or explicitly or implicitly threatens to) interference with an individual's personal safety, academic efforts, employment, or participation in University-sponsored activities.
3. The conduct has the effect of unreasonably interfering with an individual's working, learning, or living environment.

The attributes of racial harassment described above are also the attributes of most other types of harassment that can occur. Harassment may be based upon a person's status that is protected by law (i.e., religion, veteran status, handicap, etc.), or may be for some other reason not specifically covered by law. In any event, harassment of any type is not acceptable at Ferris State University.

STUDENT RIGHTS AND RESPONSIBILITIES

As a student at Ferris, you have the right to:

- Be treated as an adult
- Be treated with respect
- Know the instructor's expectations for you in the class
- Know the grading scale
- Obtain a written syllabus
- Know all class policies (attendance, etc.)
- Know the instructor's office hours
- Know all safety procedures (if applicable)

As a student at Ferris, your responsibilities include:

- To read the course syllabus.
- To attend class on a regular basis according to the requirements set forth in the instructor's syllabus
- To be on time for class
- To be prepared for class
- To wear appropriate clothing to class
- To use appropriate language in class
- To take responsibility for your own learning
- To adhere to the academic honesty policies
- To respect all points of view, everyone's rights and feelings

If a student fails to fulfill his/her course responsibilities, such behavior may reflect negatively on his/her grade in the class, and/or disciplinary action may result.

SUSPENSION

A student may be suspended for a specified period of time for misconduct. The student will need to reapply for admission and if readmitted, he/she is placed on disciplinary probation*.

*Code of Student Community Standards:

<http://ferris.edu/HTMLS/administration/studentaffairs/judicial/Student-Code.htm>

ABOUT THE COLLEGE OF HEALTH PROFESSIONS

The College of Health Professions (CHP) prepares graduates to work with physicians, dentists, and other health professionals in safeguarding the health of the American people. The College offers more programs in health-related areas than any other institution of its kind in the United States.

The College's enrollment also makes it one of the largest of its kind in the nation. Please visit the CHP webpage for more information: <http://ferris.edu/HTMLS/colleges/alliedhe/>

STUDENT COMPLAINT POLICY

When a student has an issue with a grade, internship or other student/faculty issue, it is the responsibility of the student to use a progressive procedure to resolve the issue. This policy provides a step-by-step means of resolving student/faculty issues. It is important that you understand and follow this policy should such a situation occur. The policy can be accessed at:

https://www.ferris.edu/HTMLS/administration/academicaffairs/Forms_Policies/Documents/Policy_Letters/AA-Student-Complaints.pdf

ABOUT THE OFFICE OF EXTENDED AND INTERNATIONAL OPERATIONS

The Office of Extended and International Operations (OEIO) works to extend access to professional development and educational opportunities to learners of various ages, circumstances, and locations. In cooperation with other academic units of the University, OEIO provides both credit and non-credit learning opportunities at off-campus locations, online and on the Big Rapids campus.

OEIO activities are oriented toward individuals seeking to augment their personal and/or professional interests, and whose needs are different from the "traditional student".

OEIO and the School of Nursing work together to offer the BSN Completion, MSN, and DNP programming online and to various off-campus sites in Michigan. This type of programming is designed to meet the needs of nurses who are employed and have responsibilities at home yet wish to advance their nursing education. The website for OEIO can be accessed at this link:

<http://www.ferris.edu/HTMLS/administration/academicaffairs/extendedinternational/index.htm>

ACADEMIC POLICIES FOR NURSING

The remainder of this [RN-BSN Undergraduate Nursing Student Handbook](#) will address the policies and general information that relate to your experience as an undergraduate Nursing Student at Ferris State University. Please take the time to review this handbook so that you are familiar with the policies that may impact your status as a nursing student within the School of Nursing. Students are also subject to University policies as outlined in the Ferris State University Code of Student Community Standards, which is available at the following website: <http://ferris.edu/HTMLS/administration/studentaffairs/judicial/Student-Code.htm>

ACADEMIC ADVISING

As students in the RN to BSN program, your advisor will be assigned through the College of Health Professions (CHP) and OEIO. Off Campus Advisors are available by telephone or e-mail for off-campus & online students. Off campus Advisors are assigned to each student upon admission and remain with the student for the duration of the program.

ACADEMIC TRANSCRIPTS

When transferring credit from another institution, official transcripts must be submitted directly to:

Records Office
Center for Student Services
Ferris State University
1201 S. State Street
Big Rapids, MI 49307-2020
231-591-2792

When requesting an official academic transcript from Ferris State University, contact the same address or you can request transcripts on-line at:

<http://www.ferris.edu/HTMLS/admision/registrar/transcriptRequest.htm>

ADMISSION CRITERIA

Baccalaureate Degree (RN to BSN Completion) Program

Admission Criteria: The following admission criteria have been established for RN to BSN completion students:

1. Current Registered Nurse licensure or enrollment in an affiliated ADN or diploma program.
2. A cumulative grade point average (GPA) of 2.5 or better in the total nursing program (ADN or Diploma)
3. Completion of all AAS General Education Requirements, such as English 150, English 250, Math 110 and at least 7 credit hours/2 courses of Scientific Understanding with one course that has a lab. See the curriculum guide on the BSN homepage for more specific information.

ATTENDANCE

Ferris State University's RN-BSN nursing students are expected to participate in all learning experiences. **Absences from any learning experience may result in a lowered grade** (as determined by individual faculty as indicated in his or her course materials) and, thus, may jeopardize one's progression in the program.

COMMUNICATION WITH STUDENTS

Students will be **required** to use the Ferris State University email system to receive communication from the School of Nursing. Students may have their FSU email forwarded to a personal email account, but all critical programmatic information will be sent via the Ferris email system. Failure to check the FSU email account will not be an acceptable excuse for missing information sent.

CONFIDENTIALITY (STUDENT)

Materials prepared by students relating to clinical/classroom assignments must conform to ethical standards of confidentiality and the client's right to privacy.

In addition, information regarding student records is covered by the Family Educational Rights to Privacy Act (FERPA) of 1974. Therefore, student files are private, and most information may not be released without written consent of the student. The link to this is available at:

https://www.ferris.edu/admissions/registrar/registrarPdfs/ferpa_notification_of_rights.pdf#search=FERPA

CREDIT HOUR DEFINITION

Students will participate in interactive online learning for the equivalent of 50 minutes of learning activities per credit hour per week. However, based on the student's background and experience, the actual time in learning activities may vary.

CURRICULUM SEQUENCE

The curriculum sequence is mandatory, i.e., many courses have co- or pre-requisites. Therefore, deviation from the identified course sequence may result in difficulty in progressing, or meeting graduation requirements. The RN to BSN Completion program provides a variety of options to accommodate full- or part-time study. Please check with your nursing advisor before omitting, substituting, or delaying any course.

EVALUATION

Nursing students are involved in a variety of evaluations. To improve and maintain program quality, students are expected to evaluate clinical agencies, faculty, course organization, and the overall program before and following graduation. Students will also be required to engage in self-evaluation activities during the program. If additional feedback, guidance, or help of any kind is desired, students are encouraged to make an appointment with their instructor, faculty advisor, or other appropriate persons.

GRADING SCALE

The grading scale for RN-BSN Nursing (NURS) courses is:

Letter Grade	Honor Points per Credit Hour	Numerical Grade
A	4.0	95 - 100
A-	3.7	92 - 94
B+	3.3	89 - 91
B	3.0	85 - 88
B-	2.7	82 - 84
C+	2.3	79 - 81
C	2.0	75 - 78
C-	1.7	72 - 74
D+	1.3	69 - 71
D	1.0	65 - 68
D-	0.7	62 - 64
F	0.0	61 and below

GRADE OF INCOMPLETE

Within the University, the "incomplete" (Grade of "I") is one of the grading options available for student coursework. The intent of the "I" grade is not to avoid student probation, dismissal or unacceptable grades, nor should it be considered as an alternative to withdrawal from a class (W). The following guidelines should be used in determining if assigning this grade is appropriate:

- The "I" should only be considered for extenuating circumstances that have led to the student missing a portion of the course. Extenuating circumstances generally defined as those situations over which the student has little or no control, e.g., illness, birth, jury duty, death of an immediate family member, injury or military service. Instructors may wish to require suitable documentation.
- Students must be making reasonable progress in their coursework as evidenced by completion of at least 75% of coursework at passing levels.

- Instructors will require students to sign an agreement stipulating assignments and deadlines that must be met in order to complete the course.
- An "I" grade will automatically become an "F" near the conclusion of the following semester (not counting summer) unless the faculty member files another grade or extends the incomplete grade.

GRADUATION

All requirements must be met in accordance with stated criteria in the University Bulletin. To complete the Nursing program, a student must have enrolled and earned at least one-fourth credits, which is a minimum of 30, of the total nursing credits at Ferris. Students should complete the electronic application for graduation up to two semesters prior to your graduating semester at:

https://www.ferris.edu/health-professions/faq/Application_for_Graduation.htm

- Degree requirements shall be completed within five years from first enrollment in a RN-BSN program course following admission. If a course is dropped, it can be picked up when offered next.
- Students who do not complete the program within the allotted 5-year time frame may be dismissed from the program unless an extension has been permitted. Students may request one extension, in writing to the Program Coordinator and Department Chair, in the event of extenuating circumstances.
- Extensions will only be allowed if the student is making consistent, and satisfactory progress in the program as evidenced by a GPA of 2.0 or higher and no more than 2 course withdrawals.
- If a student returns to the university after an interrupted enrollment (not including summer semester), the requirements of the curriculum which are in force at the time of return must be met, not the requirements in effect at the time of original admission. In special circumstances, the academic department head/chair may permit the student to finish under the program requirements in force at the time of original admission to the program.
- Students who are dismissed from the program are not eligible for re-entry into the program.
- Students with extenuating circumstances may appeal their dismissal from the program through the College of Health Professions Dean's office, as outlined in the Academic Dismissal Policy at [https://www.ferris.edu/HTMLS/administration/academicaffairs/Forms_Policies/Documents/Policy Letters/AA-Academic-Dismissal.pdf](https://www.ferris.edu/HTMLS/administration/academicaffairs/Forms_Policies/Documents/Policy_Letters/AA-Academic-Dismissal.pdf)

INDEPENDENT STUDY

NURS 197, NURS 297, NURS 397, NURS 497 and NURS 597, Independent Study in Nursing, are variable credit courses designed to provide the student with an opportunity to study additional content in the nursing curriculum. The Independent Study is limited to no more than four (4) hours and enrollment is by permission of the School of Nursing.

PLAGIARISM

According to Merriam-Webster, plagiarism is to commit literary theft; present as new and original an idea or product derived from an existing source. This practice is not acceptable to the University, the College, the Nursing programs, or to the instructors. In an academic setting, this is equivalent to grand larceny. Severe consequences will result if it is determined that a student has committed plagiarism.

PROFICIENCY VALIDATION

Proficiency examinations are made available for those students who believe they have previously mastered specific course content.

Proficiency validation for specific courses must be completed at least one semester prior to the desired point of entry (course entry depends upon available spaces). Proficiency validation can include:

- Proficiency demonstration for a Laboratory nursing course
- Proficiency or challenge exam for a theory / didactic nursing course
- Submission of a portfolio to demonstrate learning in a clinical course
- Request for a previously completed course to be re-evaluated for possible substitution for a nursing course

Application procedures must be initiated two semesters before the course is offered to allow for the adequate preparation and scheduling required for the process. Students are to contact the program coordinator to initiate the process.

More information regarding assessment of prior learning can be found at this website:

<http://www.ferris.edu/HTMLS/admision/testing/clep/cbe.htm>

PROGRESSION IN THE NURSING PROGRAMS

RN to BSN Completion Program Progression

No more than one nursing course may be repeated throughout the nursing curriculum. A second unsuccessful attempt (grade of less than C) in the same or a second NURS course, or any other failure to meet the progression policy, results in termination of the student's placement in the RN to BSN program. Student progression in the baccalaureate nursing program without interruption is determined academically by achieving a minimum grade of "C" (2.0) in each nursing course and maintaining at least a "C" (2.0) grade point average each semester. Progression includes graduation, and a nursing student may not graduate if he/she receives less than a "C" (2.0) grade in the specified courses or less than a 2.0 cumulative grade point average.

The following criteria have been established for progression in the RN to BSN program.

COURSE	PREREQUISITE(S)	REQUIRED GRADE
NURS 320	Admission to RN to BSN program	C or higher
NURS 324	NURS 320, ENGL 321	C or higher
NURS 310	NURS 324, ENGL 321	C or higher
COHP 450 (previously NURS 350)	NURS 324, ENGL 321	C or higher
NURS 340	NURS 324, 310, COHP 450	C or higher
NURS Elective	NURS 324, ENGL 321	C or higher
NURS 440	NURS 340	C or higher
NURS 450	NURS 440 (recommend this course to be taken last semester)	C or higher
NURS 495	NURS 440	C or higher
GRADUATION	All Required Core Courses, All Required General Education Courses	C or higher

VOLUNTARY WITHDRAWAL FROM NURSING PROGRAM

Students seeking to withdraw from the school of nursing program sequence are strongly encouraged to meet with their advisor or program coordinator. To voluntarily withdraw from the school of nursing, a student must notify in writing, the Program Coordinator for the enrolled program and the School of Nursing secretary prior to withdrawing.

READMISSION TO THE NURSING PROGRAMS

RN to BSN Completion Program: Students who were previously enrolled in the RN to BSN program and are eligible for readmission, may re-enter the RN to BSN completion program at any time with the understanding that they will need to meet the academic requirements of the program that are in place at the time of re-entry*. Students must reapply online if they have not been enrolled for more than 2 semesters. *FSU Catalog: <http://www.ferris.edu/htmls/fsucatlg/>

* Degree requirements shall be completed within five years from *first* enrollment in a RN-BSN program course following admission.

*If a student returns to the university after an interrupted enrollment (not including summer semester), the requirements of the curriculum which are in force at the time of return must be met, not the requirements in effect at the time of original admission. In special circumstances, the academic department head/chair may permit the student to finish under the program requirements in force at the time of original admission to the program.

REPEATING UNSUCCESSFUL NURSING COURSES

Students who have one unsuccessful attempt in a nursing (NURS) course, reflected as a grade of less than "C" (2.0 or 75%), may repeat the course the next time it is offered on a space available basis. No more than one nursing course may be repeated throughout the nursing curriculum. An unsuccessful attempt of a second NURS course, or failure to meet the progression policy, results in termination of the student's placement in the curriculum.

TECHNOLOGY

Because this is an online program, it is important for students to have supportive technology. Student's technical requirements: **reliable Internet access and a computer with fast internet access (DSL or cable connection is recommended rather than dial-up because the latter connection will provide a substantially slower download rate).** Because computer hardware requirements change, students should have minimum system requirements at their entry into the program. Software requirements include 1) **Microsoft Word** for creation of scholarly papers, 2) **Microsoft PowerPoint** for creation of scholarly presentations, and 3) **Adobe Acrobat Reader** to open, read, and print scholarly articles. Please note the Technology Standards: <https://www.ferris.edu/it/itstandards.htm>

Students must also be registered for the course through Ferris in order to gain access to the online course site and have a valid Ferris State ID access and password. Ferris State University uses the Canvas platform to provide the online course infrastructure. It is strongly recommended those students are familiar with basic computing skills and there is an online learning orientation available for completion at https://www.ferris.edu/HTMLS/administration/academicaffairs/extendedinternational/elearning/student_s_uccess/ . You also will need a microphone headset for creating audio presentations to upload online. This supportive technology will help the student complete the online course requirements.

TRANSFER CREDIT – NURSING COURSES

Credit for nursing courses at Ferris State University may be given for work of equivalent character, level and amount successfully completed at another accredited college or university. Advanced standing may be determined on the basis of these credits. When nursing credits earned at another college or university are transferred to Ferris and accepted toward advanced standing, the credit is converted into equivalents of Ferris courses and applied to the program of study. Grades are not transferred; only credit in the courses is recorded. Students seeking transfer credit for nursing courses taken at another college should contact the Nursing Program Coordinator for additional information.

WITHDRAWAL FROM NURSING COURSES

When a course is offered in an abbreviated or extended format, the final date for withdrawal occurs when 2/3 of the course has been offered. These dates are posted each semester or students can contact the Records Office to find the last date for withdrawal from a course.

WRITING STYLE REQUIREMENT

The current edition of the American Psychological Association manual is the accepted School of Nursing format for any papers submitted in any nursing course.

CLINICAL & EXPERIENTIAL LEARNING POLICIES

ATTENDANCE

Ferris State University nursing students are expected to participate in all course and practicum learning experiences. **Unexcused/non-sanctioned absences and/or tardies from either class or clinical** may result in a lowered grade and, thus, may jeopardize one's progression in the program. An alternate learning experience (written or clinical) will be assigned for any unexcused/non-sanctioned absences. Attendance requirements will be stated in each nursing course syllabus.

CLINICAL AGENCY POLICIES

Students are expected to abide by the policies of the agency in which clinical placement occurs. Accidents and incidents occurring in the clinical agency are to be reported immediately to the clinical instructor. Students will sign an agreement outlining their relationship with the clinical agency. Failure to abide by the policies of the clinical agency can result in the student's dismissal from the agency and may in turn impact the student's progression in the nursing program.

CLINICAL EXPERIENCE AND STUDENT PLACEMENT (RN to BSN)

Students enrolled in the RN to BSN Completion program will be able to select their clinical site for their practicum experience, which can be the student's place of employment. If an alternate site is desired, the site must be approved in advance of the semester the course will be taken by the instructor assigned to teach the practicum course. The RN to BSN program has been designed to offer experiences to the student which complement previous nursing education and practice and yet provide the student with new opportunities for development within their respective future roles.

Guidelines for the NURS 495 practicum experience can be accessed on the School of Nursing website through RN to BSN Program webpage: http://ferris.edu/HTMLS/colleges/alliedhe/Nursing/RN-to-BSN/NURS_495_FAQ.htm

CONFIDENTIALITY (PATIENT)

Students and faculty may not take any patient records, notes, or any identifying data out of a clinical agency on paper [must be shredded] or electronically. Students will conform to the guidelines of the Health Insurance Portability & Accountability Act (HIPAA). **Failure to comply with HIPAA guidelines may result in program dismissal.**

Additionally, it is the policy of the FSU School of Nursing that students will conduct themselves professionally and will not use any form of photo taking device in the clinical setting. **No** photos will be taken in the clinical setting for any reason. Additionally, students are to refrain from discussing patient/clinical situations in public venues, including Facebook, Instagram, MySpace, or similar online arenas (even if client names are not used). Failure to abide by this policy may result in **dismissal** from the nursing program.

INFECTIOUS CONDITIONS

All Nursing students are expected to follow Universal Precautions as presented by the Centers for Disease Control (CDC) at <https://www.cdc.gov/niosh/topics/bbp/universal.html>

INJURY

Students injured during practicum experience may receive treatment according to the agency policy. The cost of the treatment is the responsibility of the student. An incident report for the agency and one for the University must be completed.

POST-EXPOSURE STATEMENT

Students exposed to blood-borne/body fluid pathogens during clinical experience will follow the agency's policy. The cost of treatment is the responsibility of the student.

PROGRAM REQUIREMENTS TO ENROLL IN NURSING COURSES WITH PRACTICUM

Immunizations

Proof of immunizations *may* be required prior to practicum experiences per practicum agency guidelines.

Criminal Background Check

RN to BSN Nursing students *may* be required to complete an initial criminal background check (CBC) in order to be authorized to go to a practicum site to fulfill course objectives. This may be a requirement of the clinical agency and is intended to protect patients as a vulnerable population from convicted felons. Upon acceptance into the practicum sequence of the nursing program and then again if required by the clinical agency. It is important to know that if you have a criminal history, you may be restricted from a clinical setting, which could jeopardize your ability to progress in the nursing program. Additional CBCs may be required by some clinical agencies or by the School of Nursing if indicated.

In addition to the criminal background check, some agencies *may* also require drug screening and fingerprinting as part of their requirement for you to be a student in their institution. The cost of all CBC screening is the responsibility of the student.

Transportation

Transportation to practicum sites is the responsibility of the nursing student. Affiliations exist with a variety of agencies throughout Michigan.

Student operated vehicles on campus must abide by the regulations presented in the Ferris State University Code of Student Community Standards. Exceptions to parking permits may be made for nursing students because of their need to travel to clinical facilities.

Health Insurance

Students are strongly encouraged to carry health insurance while enrolled in the nursing program to provide coverage for any medical care required during the clinical experience. **This cost is not assumed by Ferris State University.** If the student does not carry health insurance they are still responsible for any medical care costs incurred that would result from injury while in the clinical setting.

SERVICE LEARNING

The faculty defines Service Learning for the professional nursing student as work done or help provided for another or others by faculty, staff, and students. Such activities for the professional nursing student will include documented service occurring outside assigned program activities and those not required by their employer. This activity may involve service to the community, University, a health care institution, or the nursing profession. Such activity is expected to enhance their professional development and should be related to health care.

Service Learning is a form of practical experience, enhances learning in all areas of a nursing program, and the experience of community service reinforces the moral and civic values inherent in serving others. The faculty view service learning as an important component of the professional nursing program and, as such, they require that these activities be completed prior to graduation.

The goals of Service Learning for the professional nursing student are:

1. To develop a plan for community service learning to take place over the course of the professional education program.
2. To provide a health-related service to a community of need.
3. To work closely with the faculty advisor to implement this plan for community service over the course of the program.
4. To complete a written report and presentation which identifies what significant personal and professional insights have been gained due to this service learning activity.
5. To give clearly described and verifiable examples of such learning experiences.
6. To critically examine how this service learning has impacted their career process.

PORTFOLIOS

The purpose of the portfolio requirement is to give nursing students an opportunity to document their educational growth throughout the nursing program. The portfolio will serve to demonstrate accomplishment in meeting the RN to BSN program outcomes as well as serve as a tool in seeking employment pursuant to graduation.

**FERRIS STATE UNIVERSITY SCHOOL OF NURSING
BACCALAUREATE NURSING PROGRAM**

UNDERGRADUATE RN to BSN NURSING STUDENT HANDBOOK

My signature acknowledges receipt of a copy of the Ferris State University Undergraduate RN to BSN Nursing Student Handbook. I understand that it is my responsibility to read and understand the content herein, and any additional supplements which I may receive while enrolled in the Nursing program. I understand the Handbook is updated yearly and may contain changes. I understand it is my responsibility to stay informed of these changes during my time in the program. I assume responsibility for abiding by the policies and statements in the Handbook.

Signature

Date

Name Printed