Chipola College

The RN to BSN Online Nursing Program Handbook

A Higher Degree Of Success

July 2017
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Welcome

The Health Sciences faculty welcomes you to the online Bachelor of Science in Nursing (BSN) program and wishes you the success of pursuing your advanced career pathway in the field of nursing with Chipola College. We the faculty will be available as major resources to your success through student learning outcomes and course objectives.

Success will be determined on the commitment that you apply to the learning opportunities and the development of self-directed study in nursing education.

Admission

Chipola College reserves the right to change, without notice, any statement in this handbook concerning, but not limited to, rules, policies, curriculum, and courses. Such changes shall be effective whenever determined by the faculty, administration, or governance. Official notification of changes will be posted on the website via the College’s Learning Management System. It is the student’s responsibility to be knowledgeable and adhere to the program requirements, Chipola College policies, and procedures. The RN to BSN Student Handbook, College Catalog, and Student Handbook/Planner are available to each student.

Chipola College RN to BSN program requires an official transcript showing an Associate of Science Degree in Nursing from a regionally accredited institution; a valid unrestricted, unencumbered RN license from the State of Florida, Alabama, or Georgia; an Associate Degree from a Florida public institution or 60 semester hours and completion of Chipola’s general education requirements. Twenty-five percent of the total semester hours toward graduation must be earned in academic programs in residence at Chipola College.

Mission, Vision, and Philosophy Statement

Mission Statement

Chipola College Health Sciences Nursing Program provides accessible, affordable, quality health care education to qualified students.

Vision

Chipola College Health Sciences Nursing program utilizes innovative teaching modalities and community partnerships to promote education in the healthcare field. Faculty promotes quality healthcare education that embraces cultural, ethnic and social diversity. This will empower the student to provide quality healthcare for individuals, families, and communities.
Philosophy

Registered nurses will be supported and guided through the development of an advanced professional career. This process will incorporate an active research and analysis that will support their patients, families, groups, and communities. These individuals will be leaders and managers in their communities utilizing current, evidence-based practices to develop processes that are pertinent, relevant, and conducive to the improvement of health care delivery. Also, they will function effectively and in collaboration with inter-professional teams fostering open communication, mutual respect, and shared decision making to achieve quality patient care to diverse populations.

Faculty and Staff

<table>
<thead>
<tr>
<th>Faculty Staff</th>
<th>Telephone</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robbin Pumphrey, RN, MSN, MBA</td>
<td></td>
<td><a href="mailto:pumphreyr@chipola.edu">pumphreyr@chipola.edu</a></td>
</tr>
<tr>
<td>Chastity Duke, RN, MSN, Ed.S, Ed.D</td>
<td>718-2334</td>
<td><a href="mailto:dukec@chipola.edu">dukec@chipola.edu</a></td>
</tr>
<tr>
<td>Gregory Riley, RN, MSN</td>
<td></td>
<td><a href="mailto:rileyg@chipola.edu">rileyg@chipola.edu</a></td>
</tr>
<tr>
<td>Tommy Simmons, ARNP, MSN</td>
<td></td>
<td><a href="mailto:simmonst@chipola.edu">simmonst@chipola.edu</a></td>
</tr>
<tr>
<td>Stephanie Slaughter, RN, MSN</td>
<td></td>
<td><a href="mailto:slaughters@chipola.edu">slaughters@chipola.edu</a></td>
</tr>
<tr>
<td>Julie Smith, ARNP, DNP</td>
<td></td>
<td><a href="mailto:smithj@chipola.edu">smithj@chipola.edu</a></td>
</tr>
<tr>
<td>Vickie Stephens, PMHNP-BC, DNP</td>
<td></td>
<td><a href="mailto:varieurl@chipola.edu">varieurl@chipola.edu</a></td>
</tr>
<tr>
<td>Karen Lipford, Dean of Health Sciences, PMHNP-BC, DNP, Ed.D</td>
<td>718-2278</td>
<td><a href="mailto:lipfordk@chipola.edu">lipfordk@chipola.edu</a></td>
</tr>
<tr>
<td>Mrs. Jennifer Ham, Staff Assistant</td>
<td>718-2136</td>
<td><a href="mailto:hamj@chipola.edu">hamj@chipola.edu</a></td>
</tr>
</tbody>
</table>

Health Sciences Department Fax Number: 850-718-2495
Please allow faculty up to 48 hours to respond to emails from students. If students have issues contacting an instructor after 48 hours, please contact Dr. Karen Lipford.

**Student Learning Outcomes**

N1. Apply current leadership and management concepts, skills, and decision making in the provision of high quality nursing care in a variety of settings.

N2. Critically evaluate evidence-based research findings from various sources to determine their relevance and application to current nursing practice to improve patient outcomes.

N3. Evaluate needs within various practice settings and formulate teaching plans based on identified needs to improve health care delivery.

N4. Serve as a change agent and client advocate in the practice of professional nursing with individuals, families, groups, and communities.

N5. Utilize effective communication techniques in professional relationships to promote teambuilding and effective client care.

N6. Identify and deliver culturally sensitive care to diverse populations served within various practice settings.

The RN to BSN student learning outcomes are reflective of the four (4) concepts of the program philosophy and incorporate activities and experiences related to these. The concepts include evidence-based practice, professionalism, effective communication, and critical thinking to ensure safe patient care. These concepts are threaded throughout your Student Learn Outcomes noted in your course syllabi. Examples such as: assignments, projects, discussion boards, presentations, and projects will assist you with your program and educational advancement. The Student Learning Outcomes are utilized to evaluate your expected level of achievement throughout your course work.

**Professional Standards and Guidelines**

The RN to BSN online program at Chipola College incorporates the following established professional standards, guidelines, and competencies: 1) Accreditation Commission for Education in Nursing 2) Joint Commission National Patient Safety Goals, 3) Quality and Safety Education for Nurses, 4) Healthy People 2020, and 5) the Florida Department of Education requirements.
Non-discrimination Policy
Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran’s status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment. Title IX of the Education Amendments of 1972 (20 U.S.C. ss1681) is an all-encompassing federal law that prohibits discrimination based on the sex of students, employees, and third parties when appropriate, of educational institutions, which receive federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Chipola College complies with all aspects of this and other federal and state laws regarding non-discrimination. Questions about compliance with Title IX or a complaint regarding harassment or discrimination, including sexual harassment and sexual violence, should contact the College’s Equity Officer and Title IX Coordinator:

Karan Davis, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183A, 850-718-2205, davisk@chipola.edu

Student Success
Faculty focus at Chipola College is on the success of every student throughout the RN to BSN online program. To facilitate success, the College supports students through the Student Affairs Department that is accessible and equally available to all enrolled students. Resources include: financial aid, scholarship information, academic appeals, and other services. These resources are available on the College website, College Catalog, and College Student Handbook/Planner. Several examples of these services are listed below.

Student Services

Academic Advisement is available to all students to provide professional academic, career, and pre-enrollment services through the Office of Student Affairs.

Alternative Modalities are provided for all enrolled students requiring special accommodations. Some of these accommodations include but are not limited to, note taker, time extension for class assignments and tests, and assistance with registration. A complete list of these accommodations can be found in the Students Handbook/Planner; the College Catalog; the colleges website; and students with disabilities office, on campus. The student is responsible for initiating contact with the Office of Students with Disabilities located in A-104. Students must identify themselves and provide appropriate documentation which will be used to determine eligibility for
reasonable accommodations; students are requested to voluntarily provide this information prior to the beginning of classes for each semester.

**Veterans** are provided services at Chipola College; the college is certified by the Florida State Approving Agency for training under the various veterans’ training laws. College policies and procedures are applicable to all eligible students who complete application for, and receive, Veterans Affairs assistance.

Educational assistance, counseling, and advisory services are available to all veterans through the Veterans Affairs Office.

**Distance Learning** is utilized for the RN to BSN program students. Utilizing the College’s distance learning is in alignment with the institution’s Mission Statement to provide accessible, affordable, quality educational opportunities for area citizens through the use of technology.

Nursing students taking online course(s) must meet entrance admission requirements of the College. Students are required to register during the registration dates listed in the College calendar.

**Academic Center for Excellence (ACE Lab)** provides free tutoring or test reviews in almost every subject to all students at the institution. Subjects include accounting, biology, chemistry, most mathematics courses, physics, history, computer science, literature and humanities. Tutoring begins the first week of class and concludes on the last day of finals. Schedules are posted on campus bulletin boards and on the ACE website.

**Bookstore** on campus has been in partnership with Barnes & Nobles since 1998 to provide exceptional services to the student. The RN to BSN student has the ability to utilize this service for ordering program textbooks, skill lab equipment, and accessories.

**Library** services are available to all students. The Library is a comprehensive, learning resource center that is an integral part of the College’s instructional program. Multimedia materials support the course offerings of the college and the professional and personal growth of the students. The collection includes approximately 30,000 books, 55,000 electronic books, 1,000 audiovisuals and 200 periodical subscriptions. The Library is open 45.5 hours a week. The Library staff provides services that include reference and research support. The Library has an audiovisual viewing area, photocopy machine, study rooms, and carrels. There are 14 computers downstairs (main floor) in reference area, 24 computers in the library tech lab, and 2 additional computers with lockdown browser and webcams available for reference work. Students with a current Chipola Photo ID can access the online catalog, databases, and electronic books 24 hours a day from LINCCWeb. The Library website (www.chipola.edu/library) has information about LINCCWeb and other library services.
Safety and Security is maintained through an agreement with the Jackson County Sheriff’s Department and onsite campus security. The services are provided 24 hours a day. The Safety policies are listed in the College Catalog, Student Handbook/Planner, and College website.

Scholarship Information is available through the Chipola College Foundation, Financial Aid Department. Specific nursing scholarship information is available at the Health Sciences Department.

Student Participation in Governance Activities: Chipola College RN to BSN program encourages students to participate in the governance of the department and the College; the feedback and participation of the student is essential for the nursing program’s success. BSN students are invited to attend Faculty and biannual Advisory Committee meetings.

Student Files

Students must keep a copy of all records turned into the Health Sciences Department. This includes, but is not limited to, plan of study, the Student Handbook Agreement signature page, and other program-related documents.

College Records comply with the Buckley Amendment and all other applicable federal and state laws in order to protect the privacy of Chipola College student educational records. The process for maintaining student records is available in the College’s Catalog, College Handbook/Planner, and on the College website.

RN to BSN Student Job Description

Chipola College and the Department of Health Sciences strive to meet student expectations. All Chipola students are expected to review and follow the Colleges policies and procedures. The following are RN to BSN program expectations:

1. Read and understand the RN to BSN student handbook.
2. Sign the Agreement located in the RN to BSN student handbook and maintain a copy for your personal records. It is your responsibility to complete this task within the first week of your first registered course.
3. Follow the course syllabi and course expectations for all RN to BSN courses.

Online Resources

Technology Requirements
Canvas is the learning management system (LMS) for Chipola College. All classes at Chipola College utilize Canvas. To use Canvas, students must have a reliable working computer with:
- Minimum 1 GB of Ram
- Minimum 2 GHZ processor
- Minimum screen size of 1024x600
- One of the following operating systems:
  - Windows XP SP3 or newer
  - Mac OSx 10.6 or newer
- At least one of the following internet browsers:
  - Internet Explorer 10.0 or higher
  - Safari 6 or higher
  - Current version of Firefox or Chrome
- Flash 12 or higher (if recording or viewing audio/video)
- Speakers/headphones may be needed for audio
- Reliable Internet access with minimum of 512kbps
- An up-to-date list of computer and browser requirements can be obtained on the Canvas Student Tutorial, https://chipola.instructure.com/courses/1823

(Note: Students who attempt to use older browser versions will have compatibility problems with Canvas.)

Canvas messaging (Inbox) should be used for all online communication with your instructor.

In addition, students must have:
- Microsoft WORD 2007 or higher version.
- Virus protection software, installed and active to prevent spread of viruses via the Internet and e-mail, updated routinely to ensure safety.

**Drop Box**
The student is required to scan pertinent information at the beginning of each semester into a course drop box. Scanned information will include a valid driver's license, valid CPR card, and active unencumbered RN license. Refer to the course syllabi for any additional information that may need to be scanned.

**How to Learn Online**
- Students will be able to access their online courses on the first day of each term via the College’s E-Learning Canvas system.
- The syllabus will provide information regarding instructional materials (such as the textbook or any other software required) and an overview of the Canvas course content as well as the name, telephone number, and an e-mail address of the instructor.
- Coursework should be completed during the term it begins. These are not correspondence courses in which the student works at his/her own pace.
• Organization and self-motivation is essential for on-line success.
• Access Canvas several times per week for assignments, postings, discussion boards, exams and announcements.
• Prepare for technology “glitches” by initiating course work immediately.
• A Technology Center is available on campus and located on the second level of the Library. Equipment includes 26 Internet workstations.
• Canvas provides additional assistance with the program Smarthinking tool and online resources for scholarly writing.

Program Progression

Scholastic Standards for Students
When a student registers at Chipola College, he/she is obligated to accept the College’s rules and regulations that are available online, included in the Students Handbook/Planner, and College Catalog.

Essential Facts for Course Progression
To graduate from the College’s BSN program; students must have earned 120 credits to obtain a baccalaureate degree. At least forty (40) credits must be earned in courses numbered 3000 and above. At least forty (40) credits must be earned in residence at Chipola College and a total of sixty (60) credits of the work credited toward the baccalaureate degree must be earned in an accredited senior institution. All course requirements addressed in the practicum course NUR 4955 must be met. Students must attain a minimal GPA of 2.0 to be eligible to graduate from the College. Students must have a grade of “C” or better in all nursing and general support study courses.

BSN course NUR4955 Nursing Practicum requires the student to secure a MSN level preceptor to complete the 60 hours of required practicum. If the student should have difficulties securing a preceptor, it is the student’s responsibility to contact the course instructor immediately. The MSN level preceptor may be in the following practice areas: administration, clinical, case management, education, etc. To ensure program success it is recommended that the student coordinate with a preceptor before enrolling in NUR4955. A contract is required between the preceptor and the practicum student.

BSN course NUR3065 Health Assessment requires the student to complete a taped physical assessment and upload the recording for a course assignment and grade. Providing the means to tape record the assignment is the student’s responsibility.

Not all RN to BSN program courses are available each semester. In addition, unless the number of registered students does not meet the minimum student enrollment policy for a faculty to be assigned an online course a course may not be offered. Every effort is made to ensure courses are available and meet the desired program completion and student outcomes. Students will be notified: if a course after registration will not be
available; assistance to continue program progression will be initiated to meet the students’ goals. Student Support Services at 850-718-2431 have student advisors who can assist the student with enrollment in the proper sequencing of RN-BSN courses.
Academic Policies

Grading Scale for Nursing Courses:

A = 90 - 100
B = 80-89
C = 75 - 79
D = 60 - 74
F = 0 – 59

All BSN students must complete the required academic courses with grade of “C” or higher. Students who do not complete a required academic course within the designated semester with at least a “C” will not be allowed to progress in the nursing program.

Rounding Grades
To be consistent with Health Sciences Department programs the faculty does not round the final course grades. RN to BSN students must pass theory/practicum courses with a non-rounded 75 or higher cumulative score.

Incomplete Grades
Chipola College policy regarding an incomplete is applicable to all enrolled students. The student must be passing the course in order to qualify for an awarded incomplete. An incomplete is granted at the discretion of the instructor, not the student. If the student encounters difficulties (e.g., an illness, employment change, military duty, etc.) which may prevent completion of course work, the instructor is to be notified as soon as possible. Failure to do so will result in a grade of “0” for an assignment, and/or failure of course(s). Requests for extensions must be made in advance and accompanied by appropriate written documentation. “Computer problems” is an unacceptable excuse. Note: Failure to complete and submit assignments on the due dates will result in a deduction of 5 points per day the assignment is late, up to 3 days, no credit will be given for an incomplete assignment after the third day.

Students have until the end of the succeeding semester term to complete the work required to remove an Incomplete.

Submitting Assignments
Assignments are to be submitted by the designated due date, typed in APA format, doubled-spaced using size 12 font, and in Microsoft-word format. It is the student’s responsibility to include his/her name on all assignments and submit the assignments through the Canvas link unless otherwise specified. Failure to comply will result in point deductions. It is essential to access the Canvas system daily. E-mail attachments are not an acceptable modality for submitting assignments.
Class Discussion Postings
Online courses usually include discussion board assignments. The responses should be in-depth, well developed, and add value to the ongoing discussion. Incivility is not tolerated. Reference requirements, word count, grammar, spelling, and punctuation will be included in the grade. A substantive message is one that is constructive and enhances the discussion. Examples may include but are not limited to: Personal perspective, prior experience, requesting clarification, suggesting alternative solutions, pointed follow-up questions, or sharing another source (reference) or URL (website) related to the discussion topic. It is expected that you utilize scholarly sources (no older than 5 years) to support your discussion. Please follow the directions given for each discussion assignment.

Exams
Exams are either non-proctored or proctored. A proctored exam is taken under the direct observation of a proctor (whether an online proctoring service or testing center). Non-proctored exams are taken without this direct supervision: however, with all exams, students are expected to abide by the Standards of Conduct per Chipola College policy. It is unacceptable to use resource materials during an exam, unless otherwise directed by the instructor prior to the exam. Academic misconduct will result in a “0” grade for the exam and may result in suspension from the college. Exams should be taken on a computer or laptop that is hardwired to the Internet. If the student encounters technical difficulty with Canvas during an exam, the student must immediately contact the course instructor for further instructions. If there is a compelling reason that a student is unable to take an exam on the scheduled date and time, the student must contact the instructor by email and phone prior to the exam. Failure to do so will result in a grade of “0” for the exam. Scheduling a make-up exam is at the discretion of course instructor. Note: The format of the make-up exam will different from the original exam.

Plagiarism
Plagiarism is defined as submitting anything for credit in one course that has already been submitted for credit in another course, or copying any part of someone else’s intellectual work—their ideas and/or words—published or unpublished, including that of other students, and portraying it as one’s own. The following are a few examples of plagiarism:
- Turning in someone else’s work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words by copying the sentence structure of a source without giving credit
• Copying words or ideas from a source that would reflect the majority of your work, whether you give credit or not
• Downloading a paper from the Internet and submitting it as your own work
• Submitting a paper (or clinical assignment) you wrote and submitted in a previous course

Penalties for Plagiarism
The instructor may summarily reduce the grade for the assignment, or the course, and is required to notify the student and the Dean of that action. Further the instructor may refer the case to the Student Affairs Committee.

Proper quoting, using strict APA formatting, is required, as described by the instructor. Students must properly cite any quoted material. Submitted course work will be monitored and reviewed for plagiarism by the College’s online program TurnItIn.com. A similarity score of up to 20% is allowed unless designated differently by the course instructor. Penalties for violating the similarity score will be designated by individual course instructors.

Examples for quoting or citing a source:

• If five or more words in a sequence are taken from a source, those words must be placed in quotes and the source referenced with the author’s name, date of publication, and page or paragraph number of publication. Direct quotes should be limited and avoided if possible; otherwise the student’s paper will begin to resemble an assignment engaging in “death by quoting”.
• If the author’s ideas are rephrased, by transposing words or expressing the same idea using different words, the ideas must be attributed to the author by proper referencing, giving the author’s name and date of publication.
• If a single author’s ideas are discussed in more than one paragraph, the author must be reference at the end of each paragraph.
• Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper.

Academic Integrity
The RN to BSN program students are expected to comply with the Student Honor Code per Chipola College policy noted in the College Catalog and the Student Handbook/Planner. In addition, they must comply with the American Nurses Association (ANA) Code of Ethics. The ANA’s Code of Ethics is available at this website: http://www.nursingworld.org/codeofethics Please refer also to the Florida Nurse Practice Act for more details on the legal requirements for all nurses. The underlying principles of these standards are based on common courtesy and ethical/moral behavior. These standards are essential for you to grow professionally and to receive the desired trust and respect of all members of the health care profession.
**Academic Warning**
A student in jeopardy of failing a RN to BSN course will be notified by the online instructor. The student will automatically be placed on warning and specific measures or coursework necessary for the student to improve will be identified.

**Academic Honesty**
Students of the Health Sciences of Chipola College are expected to maintain the highest standards of ethical behavior in the classroom and in the workplace. Students are expected to cite references, use quotation marks, and utilize the Publication of the American Psychological Association (APA) format for scholarly writing and do one’s own work when preparing assignments, writing papers, taking test, etc.

**Withdrawal Policy**
The student is responsible for adhering to the College’s withdrawal policy which is located on the College’s website, College Catalog and Student Handbook/Planner. The student is responsible for notifying the instructor and contacting the financial aid office, if applicable.

**Leave of Absence**
If a RN to BSN student finds it necessary to interrupt their studies, the enrolled student is required to notify either the RN to BSN Program instructor or Dean of Health Sciences Department to be considered for an approved leave of absence. The faculty are available to encourage and assist each student with meeting their professional goals.

If the student’s leave of absence is twelve (12) months or longer, the student will be required to re-register utilizing the College’s process for re-admission per the Office of Student Affairs.

**Licensure, Certification, and Skills**

**RN License**
The RN to BSN students are responsible for keeping their RN license current and unencumbered in order to progress in the program. If, at any time while in the RN to BSN program, the student has an issue with his/her RN license, he/she is required to contact the Dean of Health Sciences or program instructor immediately. The RN to BSN student may be subject to enrollment restrictions, depending on the circumstances. Failure to contact the RN to BSN instructor or Dean of Health Sciences may result in program dismissal.

**CPR Requirements**
A valid Cardiopulmonary Resuscitation (CPR) certification must be maintained throughout the program. Certification must be provided by the American Heart Association Basic Life Support for Healthcare Providers or its equivalent.

**Accountability and Maintaining Skills**  
As you continue your nursing education, you continue to be responsible for all skills and knowledge. The Learning Resource Lab (Skills Lab) is open for you to maintain previously learned skills. Contact your online instructor to coordinate/schedule an appointment.

**General Policies and Procedures**

**Dress Code**  
As a nursing student of Chipola College, you should present an image of professionalism to the faculty and staff, and to the community. Your personal appearance is an important factor in presenting this image. Students during the practicum collaboration with an approved mentor are required to wear a white lab coat over dress clothes; unless otherwise delineated by practicum site. Chipola student identification must be worn and clearly readable.

**Physical Requirements**  
The RN to BSN program students must be able to demonstrate the abilities listed below. Reasonable accommodations will be made for students with disabilities. The student is responsible for notifying the instructor in a timely manner of any accommodation requests.

**Communication Guidelines**  
The RN to BSN program student may contact their instructor via the online Canvas resource regarding any issues or concerns.

The student may request an appointment with the Dean of Health Sciences if an academic concern is not resolved with the online instructor. All student concerns or voiced issues matter to the department; if issues are not resolved within the department; the student will be instructed to follow the Colleges Grievance Policy, located on the College website, College Catalog, and Student Handbook/Planner.

**Social Media**  
Online activities that include but not limited to social media such as Facebook should include only appropriate and respectful content. Incivility such as inappropriate postings that include discriminatory remarks, photos, patient information, harassment, and threats of violence or similar inappropriate or unlawful conduct, will not be tolerated and may subject you to disciplinary action and include termination from the program.

**Confidentiality**
The RN to BSN students will adhere to HIPPA and will not disclose any patient, health care facility, or staff information outside of the facility during his/her practicum. If, at any time, an RN to BSN student fails to comply with the facilities confidentiality policies, the student will be dismissed from the program and possible legal proceedings per the facility. Copying of patient records is not allowed and will be considered a critical incident.

**Student Expectation at Practicum Facilities**
The RN to BSN students are expected to abide by all healthcare agency policies as well as Chipola College policies. Students are not permitted to leave the practicum premises without the expressed consent of their mentor or Chipola College faculty. Failure to adhere to healthcare agency and Chipola College policies may result in course failure.

**Graduation Process**
The RN to BSN student is responsible for notifying the Health Sciences Department of their upcoming graduation. Chipola College’s application for graduation policy is available for the student’s review via the College website.

The application for graduation initiates a review by the Office of Student Affairs to validate graduation eligibility. All curriculum requirements and financial obligations to the College must be met prior to graduation.
RN to BSN Program Agreement

This agreement will become part of your permanent student record in the Health Science Department.

Chipola College is dedicated to the concept of equal opportunity. The College will not discriminate on the basis of race, color, religion, sex, age, national origin or marital status, or against any qualified individual with disabilities, in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the College will not tolerate such conduct.

1. I understand that I have read the RN to BSN Student Handbook and Chipola College policies and procedures.

2. I understand that I will be held accountable for adherence to the Chipola College policies and procedures, as well as an additional information in the RN-BSN handbook.

3. I understand by completing the required academic course work within this program that I will be eligible for a Bachelor of Science in Nursing Degree.

4. By signing the student acknowledgment for each RN-BSN course, I validate that I reviewed a copy of the Chipola College Student BSN Handbook, within the first week, of my RN-BSN classes.

5. Also I acknowledge that I am responsible for contacting my course instructor for any clarification within the first week of courses.

____________________________  ____________________
Student Signature                  Date