Touro University Nevada
RN-BSN STUDENT HANDBOOK

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Contents

Introduction

This handbook is a reference intended to provide accurate information to students and others regarding the Touro University Nevada School of Nursing. It contains information about the organization of the University, academic matters, policies and regulations, student services and student activities.

The provisions of the handbook are subject to changes as a result of official actions of the administration. Such changes may be without notice and will apply to all enrolled students. The student should not consider this handbook to represent a contract between Touro University Nevada and the student. The university disclaims any misrepresentations or omissions that may have occurred as a result of error in preparation or typing.

Each student must recognize that he/she is responsible for knowledge of current academic regulations, general and specific requirements, student operational policies contained in this handbook, School Policies and Procedures, university catalogs, and other official announcements and published documents of the Programs and University.

In the case that a student re-matriculates into the RN to BSN program at any point for reasons including failure of a course, withdrawal from a course, leave of absence, or applying for re-admission, the student is subject to any and all standards and policies of the cohort to which they matriculate into

The School of Nursing at Touro University Nevada

A History of the School of Nursing: Touro University is a Jewish-sponsored independent institution of higher and professional education founded by Bernard Lander, PhD, LHD. The institution derives its name from Judah and Isaac Touro, leaders of colonial America who represented the ideal upon which we base our mission. Lander was inspired by the democratic ethos enunciated by George Washington when in 1790 he visited the Touro Synagogue at Newport, Rhode Island. The Touro brothers provided major endowments for universities, the first free library in this continent, community infirmaries in the new United States of America, and pioneering settlements in Israel.

Touro was chartered by the State of New York in 1970. The first students enrolled in 1971; the class consisted of 35 liberal arts students. Since those early days, the institution has experienced substantial growth.

Touro College/University embraces the following schools: The Lander College of Liberal Arts and Sciences (Men's and Women's Divisions); The Jacob D. Fuchsberg Law Center; The Graduate School of Jewish Studies; The School of Health Sciences; The School of General Studies; The School of Lifelong Education; The International School of Business and Management; The Graduate School of Education and Psychology; and The School of Career and Applied Studies.

Touro operates degree programs in Israel, Germany, France, and in Russia. Agreements for exchange of students and faculty have been established with the People's Republic of China. Touro has long been interested in medical education. In 1983, Touro established the Center for Biomedical Education, a cooperative program leading to an M.D. from the Technion-Israel Institute of Technology, Israel's premier school of applied sciences. Success in this and other related programs led Touro to explore the possibility of establishing a college of osteopathic medicine. Touro sought incorporation in the State of California, and in 1995 located a campus in the San Francisco bay area. The campus was moved to Mare Island, California in 1997. Touro University California includes the Touro University College of Osteopathic Medicine, the College of Health Sciences, the College of Pharmacy, and the College of Education.

As Touro College looked to other potential sites for a college of osteopathic medicine, Nevada was chosen as a potential site due to the current physician shortage in Nevada and the rapidly growing population within Nevada and the surrounding community. The branch campus, TUN College of Osteopathic Medicine, accomplished matriculation of its first class in August of 2004. Simultaneously, TUN initiated its first Masters in Physician Assistant Studies in 2004. TUN founded the College of Health and Human Services in 2005 which includes the Schools of Occupational Therapy, Nursing, Education, and Physical Therapy.

A regional needs assessment indicated a looming crisis in the availability of nurses to provide care in Southern Nevada for the burgeoning population, many of whom were of retirement age. A strategic plan was implemented to provide Clark County with a nursing school that would provide graduate level education for students who hold a baccalaureate degree in another discipline or for registered nurses seeking to further their education in the functional areas of nursing administration or nursing education. Efforts were begun in January 2005 to initiate the School of Nursing by hiring the school's director and by beginning the accreditation process by the Western Association of Schools and Colleges (WASC), as well as the Nevada State Board of Nursing approval process. Space designated for the School of Nursing included a 3600 sq. ft. skills lab, classrooms, seminar rooms, physical assessment rooms, faculty offices, and workstations. This project was completed in November of 2005.

Vision:

The vision of the Touro University Nevada School of Nursing is to foster the development of professional nurses at all levels who excel in practice, research, education, leadership, and community service.

Mission:

The mission of the Touro University Nevada School of Nursing is to prepare graduates who demonstrate outstanding nurse leadership at all levels who uphold the values, philosophy, and practice of the nursing profession and who are committed to care for patients within an ethical, culturally diverse, and evidenced based framework. The programs are student centered and serve society through practice, research, education, leadership, and community service.

Accreditation and Approvals:
Touro University Nevada is accredited by the Western Association of Schools and Colleges (WASC). Touro University Nevada is licensed by the Commission on Postsecondary Education in the State of Nevada. The BSN Program is accredited by the Commission on Collegiate Nursing Education.

Student Learning Outcomes

Student Learning Outcomes for the RN to BSN Program are established based on analysis of data and are reviewed regularly to ensure that the program is fulfilling its mission. The College of Nursing engages in systematic evaluation and strategic planning focused on achievement of program goals. Student learning outcomes for the RN to BSN Program are based on professional standards including: *Essentials of Baccalaureate Education for Professional Nursing Practice*, set forth by the American Association of Colleges of Nursing; *Competencies of Graduates of Baccalaureate Programs*, set forth by the National League for Nursing; the American Nurses Association's *Standards of Practice,* and the *Graduate Knowledge, Skills, and Attitudes* identified by the Quality and Safety Nursing Education Project.

Upon program completion, baccalaureate RN graduates shall be prepared to:

1. Integrates concepts and principles from the natural and behavioral sciences, humanities, and nursing into professional nursing practice.

2. Applies theory-based clinical judgment and decision making in the provision of caring and competent nursing care throughout the lifespan with individuals, families, and communities in diverse settings.

3. Uses critical thinking when integrating technological information, research, health information, and client needs information to practice evidence-based nursing.

4. Applies concepts of leadership, autonomy, power, and advocacy in designing, implementing, and coordinating nursing care for individuals, families, and communities throughout the lifespan.

5. Implements effective interpersonal and communication processes when interacting within healthcare structures and collaborating with other healthcare professionals including clients, client families and members of the community in promoting health and well-being for all.

6. Exhibits responsibility and accountability as a member of the nursing profession through life-long learning, personal growth, and leadership to advance the profession for the betterment of the global society by improving health care.

7. Demonstrates attitudes, values, and behaviors consistent with legal and ethical nursing practice.

Program Goals

Program Outcome	Standard	How Measured	How Often Measured
Completion Rate of Program	Completion rate of at least 90%	Registrar data	Each Trimester
Student Satisfaction with	Program attain	Course Evaluations	Each Trimester
Student Satisfaction with Faculty	Program attain aggregates mean scores	Course Evaluations	Each Trimester
Perception of	Average score of	Exit Survey	Each Trimester
Employment	90% of graduates who seek employment will be employed within 6 months after graduation	Alumni Survey	Annually
Satisfaction and Applicability of TUN Program	90% graduates' rate Satisfaction and Applicability of TUN Program at ≥ 4	Alumni Survey	Annually

Professional Standards

TUN SON uses several professional standards and guidelines to inform the practice of teaching and learning, and to inform the curriculum. These include the Essentials documents published by AACN, the ANA Code of Ethics, the QSEN graduate competencies, and the IPE competencies.

American Nurses Association Code of Ethics:

The SON subscribes to the tenets identified in The Code for Nurses provisions published by the American Nurses Association as revised in 2015.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Essential Functions

Essential Functions for Admission and Continued Enrollment

The SON faculty identified those intellectual, ethical, physical, and emotional capabilities required to practice at the baccalaureate level nursing based upon the ANA Code of Ethics. Students are required to consistently demonstrate and achieve the levels of competence required by the faculty for each of the essential functions to be admitted, enrolled, continue through completion, and graduate from the school. Once enrolled in the program each candidate for the BSN degree must be able to demonstrate professional behavior while quickly and accurately learning, integrating, analyzing and synthesizing information and data to be able to perform as a member of a professional team.

The Essential Functions are:

1. **Communication**

Communication includes the use of speech, writing, and reading as well as computer literacy.

Students must be able to communicate in English in an effective and professional way using a variety of media. Especially important to the online nursing programs is written information included in LMS (Canvas) and via email. Written expression must be respectful and professional at all times. Written work must also be completed with integrity which includes avoiding plagiarism, including self-plagiarism, and completing one's own work.

Students must be able to observe and interpret both verbal and nonverbal communication. It is essential that students develop the skill to recognize and respond promptly and sensitively to the needs of their patients, their colleagues, and other members of the professional team in a timely manner. Evidence-based practice requires students to become critical consumers of the literature. Students must be able to read, analyze, and prepare concise reports. Documentation is an integral part of advanced nursing practice. Students must be able to communicate all aspects of patient care legibly, efficiently, and accurately.

2. **Intellectual, conceptual, integrative, and quantitative abilities.**

Students must be able to measure, collect, analyze, integrate, and synthesize information accurately and efficiently. They must be able to comprehend three-dimensional and spatial relationships and demonstrate good judgment as they integrate the relevant aspects of their examination to evaluate and plan effective treatment for their patients or strive to integrate the results of research into their clinical practice. Students must be self-aware and be able to communicate the limitations of their own knowledge when necessary.

3. **Behavioral and social abilities.**

Students must possess the self-awareness and emotional skills to attend to the needs of others while developing mature, sensitive, and effective professional relationships as members of the professional team. They must personify the highest standards of integrity, honesty, empathy, and compassion and demonstrate ethical behavior in both the online classroom and practice settings. Students must be able to tolerate physically and mentally taxing workloads and function effectively under stress. They must be resilient and flexible adapting to the needs of their patients in a changing environment. Students must be able to accept constructive feedback and respond by modifying their behavior. Students must be able to provide care in all healthcare settings and be able to deliver care to all patient populations.

Preparation for professional practice in nursing requires certain essential behaviors be demonstrated so that knowledge and acquisition can be assessed. Therefore, students must demonstrate continued development over the program related to the core competencies identified. Application of learning is expected to be included in current, subsequent, and practice-based courses.

Student Policies

This information is a reference intended to provide accurate information. Each student is responsible for adhering to current academic regulations.

Interprofessional Education Coursework
All nursing students are required to complete the following no credit no charge courses.

IPEV 701 Interprofessional Competencies (0 credits)

Communication with Faculty
Students and faculty will interact and communicate using a variety of techniques, including email Faculty hold online office hours for students to utilize via phone or video conference. Students are invited to arrange phone conferences with faculty if office hours are not convenient.

Students are advised to utilize their TUN email when interacting with faculty concerning course work. In order to protect student privacy, emails sent from students' personal email accounts will not be responded to except to direct the student to use TUN email for faculty interaction.

School Calendar
The BSN program follows the SON calendar, which is published on the TUN website.

Touro University Nevada operates Monday through Thursday 8am to 5pm and Fridays 8am to 3pm PST.

We are closed on university holidays. See University Calendar for details concerning holidays.

Student Evaluation/Grading
The faculty of the Touro University Nevada School of Nursing is charged with the responsibility of educating students and evaluating their knowledge, skills, and attitudes (KSAs) throughout the program.

The faculty reserves the right, and has the responsibility, to recommend the academic or disciplinary dismissal of a student when appropriate.

Faculty members maintain the academic freedom to assign course grades that reflect student's performance within the confines of established evaluation criteria.

The Grading System used by the university may be found in the current TUN catalog: https://tun.touro.edu/programs/university-catalog/

In the School of Nursing a grade of 80% or higher is required to complete a course successfully.

Disability Accommodations
See TUN catalog.

Withdrawing From a Course
See TUN catalog.

Leave of Absence
A leave of absence (LOA) may be granted, at the student's request. See the University Catalog for additional details regarding this process. Students must request the LOA in writing from the Program Director prior to the start of the session for which the leave is requested. The following restrictions apply to students granted an LOA:

Note that students may only reenter on a space available basis. It is possible that reentry cannot be accommodated, which would result in dismissal from the program. Reapplication will be required.

Program Evaluation
The School of Nursing and the BSN Program supports a continuous self-evaluation process. It is the expectation of multiple accreditation agencies that a process to gather information is in place. Students complete a course and faculty evaluation at the end of each course throughout the program. Student responses are aggregated and anonymous. The data obtained is used to guide course and curriculum change.

Letters of Reference
Writing a letter of reference is per the discretion of the individual faculty member.

Academic Integrity
Academic behavior is addressed in the TUN Student Conduct Code in the TUN Catalog.

Touro College and University System is a community of scholars and learners committed to maintaining the highest standards of personal integrity in all aspects of our professional and academic lives. Because intellectual integrity is a hallmark of scholarly and scientific inquiry as well as a core value of the Jewish tradition, students and faculty are expected to share a mutual respect for teaching, learning and the development of knowledge. They are expected to adhere to the highest standards of honesty, fairness, professional conduct of academic work and respect for all community members.

Academic dishonesty undermines our shared intellectual culture and our ability to trust one another. Faculty and administration bear a major responsibility for promoting a climate of integrity, both in the clarity with which they state their expectations and in the vigilance with which they monitor students. Students must avoid all acts of dishonesty, including, but not limited to, cheating on examinations, fabricating, tampering, lying and plagiarizing, self-plagiarizing, as well as facilitating or tolerating the dishonesty of others. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend on the knowledge and integrity of our graduates.

The Touro College and University System views violation of academic integrity with the utmost gravity. Such violations will lead to appropriate sanctions, up to and including expulsion from the college community. We commit ourselves to the shared vision of academic excellence that can only flourish in a climate of integrity.

Academic Appeal
Please refer to the TUN Catalog for university policies regarding academic appeals.

Grade Appeal
See TUN Catalog.

Violation of Student Conduct Code
See TUN Catalog.

Student Complaints
Student complaints follow a chain of command. The student should first address the issue with the faculty member directly. If the faculty member cannot resolve the complaint or is unaware of appropriate resources to assist the student, the faculty member may involve the BSN Coordinator and/or the SON Director. Complaints will be investigated and resolved according to university policies and procedures stated in the Catalog. Student Affairs may assist in the process. Students may report any suspected Title IX violations (discrimination including age, gender, racial) anonymously on Touro's website https://tun.touro.edu

Drug Testing & Criminal Background Check Policy
The School of Nursing adheres to the stipulations and guidelines of the Drug Testing Policy and Criminal Background Check Policy of TUN. See TUN Catalog for details:
https://tun.touro.edu/programs/university-catalog/

Tuition Refund and Withdrawal Dates
Refer to the TUN Catalog and the Financial Aid office.

Transfer Credit
Admission to the BSN program requires graduation from a regionally accredited institution with a diploma or ADN nursing degree with at least 60 transfer credit hours of course work. (See TUN Catalog)

Health Insurance
See TUN Catalog.

Immunizations
See TUN Catalog.

Health Requirements
See TUN Catalog.

Professional Liability Insurance
See TUN Catalog.

Standard Precautions
See Occupational Exposure in TUN catalog.

Student Conduct Code
See TUN Catalog.

Student Appearance
See TUN Catalog and School of Nursing policy #1404.

Attendance & Participation
Students must meet attendance requirements in all BSN courses and active participation is required. Failure to meet attendance requirements will result in course failure. Failure to meet participation requirements will impact the course grade. Specific information is located in each course syllabus. **In addition to any TUN Catalog Attendance policies, online students in the RN- BSN must log into their course at least 3 SEPARATE DAYS PER WEEK.** This is a Department of Education requirement to verify attendance in online courses. This requirement also means that students must post their discussions during the course week the discussion is assigned (i.e. students may not post discussions prior to the week they are assigned or after the week they are assigned.).

Social Media Use
Social media should not be used to discuss or post images of anything school related. Social media use among students related to their university program on a non-sanctioned university platform, such as a

cohort Facebook page, could result in a Conduct Code violation. Be aware that nothing posted online is truly private. This includes comments about university policies and procedures, course work and assignments, other students, and faculty. Any of these comments may be deemed inappropriate. Additionally, there is no acceptable use of patient-related information or data from the clinical setting/practice site, or anything that could be construed as a HIPPA violation. This includes, but is not limited to, images of patients, any image that could be identified as an item belonging to a patient, or any information that could lead to the identification of a patient. Please see ANA Social Media Principles Toolkit for additional instructions regarding social media use.

Technology
See TUN Catalog. In addition to TUN Catalog policies, online students must log into their course at least 3 separate days per week. If a student does not participate in the first week of a class, they may be withdrawn from the course and the registrar will be notified.

LMS (Canvas)
Library academic resources are accessible online. Library staff and personnel are available to assist students; however, students are expected to possess advanced library utilization skills.

Students utilize the LMS (Canvas) learning platform to access class materials, syllabi, and to participate in discussions/communications, as required.

Reliable broadband Internet access is required at all times. At the time of publication, MAC computers are not supported by the TUN IT Department or the Helpdesk

Faculty Advisors
The faculty will be available to the student for consultation in regard to matriculation, progression, any disruptions, or possible termination from the academic program. A faculty advisor will be assigned to a student upon matriculation to the RN- BSN program.

Transfer Credit
See TUN catalog.

Examinations and Assignments
The student is expected to turn in assignments on the date and times scheduled. The student is responsible for completing all required coursework on time. If there is a conflict, the student will need to contact the instructor ahead of time to make other arrangements.

Grading
The student may expect to receive course assignment grades within one calendar week of due date submission unless otherwise notified by course teaching faculty.

HIPAA

The student must adhere to all HIPAA guidelines at all times. The student is prohibited in sharing, posting, photographing, or violating a patient's rights of privacy at any time. For details, please refer to the Student Conduct Code (see TUN Catalog).

University Policies

Please refer to the TUN catalog for a complete description of University policies related to student rights and responsibilities (available at http://tun.touro.edu/current-students/university-catalogs/).

Confidentiality

Students must understand that they have a legal and ethical responsibility to maintain privacy and confidentiality at all times of patients, clients, and families. It is also important that appropriate policies within the agency or organization are familiar and followed in relation to the practice experience. TUN School of Nursing adheres to the "ANA Principles for Social Networking and the Nurse: Guidance for Registered Nurses" [http://www.nursebooks.org/Main-Menu/eBooks/Principles/Social-Networking.aspx] Students and faculty are required to follow these guidelines and report breaches in the use of social media as appropriate. Each student is responsible for maintaining confidentiality concerning all patients and clients with whom they come in contact. Each student will be required to sign an agreement of confidentiality upon entering the nursing program. The original signed agreement will be placed in the student's permanent file.

Below are a few examples of inappropriate actions related to privacy and confidentiality in a practice setting; Behaviors such as these are expressly prohibited by the TUN School of Nursing.
- Creating images of patients, clients, family members, visitors, and colleagues for any purpose.
- Creating images of health records for any purpose.
- Transmitting images of patients, clients, family members, visitors, and colleagues, including other professionals with the exception of a class assignment and then only with permission of appropriate parties.
- Creating or transmitting audio files of patients', clients', family members', colleagues, or visitors' voices unless for an assignment and only with permission of the individual(s) and permission of the agency.
- Posting any information related to the care of an individual, family members or visitors on Social Media (e.g., Twitter, Facebook, Instagram, etc.).
- Using the phone, text or email functions of a personal communication devise in the patient/client's homes, rooms or treatment area, except for the purpose of retrieving data for use in that patient's/client's care. (NOTE: The use of any communication device must also follow the policy of the agency or organization in which the student is practicing and only after informing the patient, client or family member what is being done and how it contributes to the specific care provided.
- Engaging in personal email, texting, phone conversations, social media, or any other personal communication while in the practice setting, except for a neutral area such as the cafeteria.
- Engaging in personal email, texting, phone conversations, social media, or any other personal communication with current or former patient/clients or family members from the practice experience.
- Communication with other individuals not directly involved in the care of the patient or client about information gained from any documents or interaction with patient, client or family while working within the practice setting.

If students are ever in doubt as to the appropriateness of the use of electronic devices/social media, they should contact their faculty member for further instructions. Inappropriate use of Social Media/Electronic devices can lead to personal liability that may result in civil and criminal penalties as well as disciplinary action by Touro University Nevada.

Transportation

Students are expected to provide their own transportation to and from their practice site.

Student as Legal Witness

A student may NOT witness a will or sign any legal documents while working in a practice location as a student of TUN School of Nursing.

Practice Experiences

Course instructors for BSNV 453 and BSNV 455 are responsible for coordinating and supervising didactic and practice activities. If a student chooses to utilize a specific practice site for course activities, they should coordinate this activity with the course instructor. TUN does not require affiliation agreements for indirect patient care practice sites. However, if the practice site utilized requires an affiliation agreement, this should be coordinated through the RN to BSN program coordinator and the course instructor.

Students may use their work site for practice experiences as appropriate; however, students cannot use their work time to complete the practice experience and the practice experience should not be on the unit where they are working.

Practice courses have specific requirements to meet the designated learning outcomes. Be mindful of these requirements when completing practice experiences. Due to the accelerated nature of the nursing courses, it is important for students make any necessary arrangements for practice experiences *before starting the leadership or community course*. Students should anticipate where and when to complete their practice assignments prior to the start of these courses.

Within this environment students are expected to be self-motivated and self-directed within the scope of the role determined for their practice experience.   Utilizing previous knowledge and experiences that serve as a foundation for their current practice experience, students are expected to be able to apply learning to "real life" experiences being presented to them.

Maintenance of Current Licensure

It is the student's responsibility to maintain an unencumbered, state licensure as an RN in the state that practice is occurring throughout the practice experience. Additionally, students are only permitted to carry out didactic and practice experiences in TUN approved states of admission (SEE TUN WEBSITE for up to date list). Failure to comply with this requirement may result in the student being withdrawn from the practice course.

Activity Logs and Assignments

Each student is responsible for accurate completion of practice activity forms required in the course syllabus.

Weather

If severe weather should occur, student safety is paramount. Please advise your instructor and/or agency as soon as possible if a time for a practice experience will be missed. Time will need to be made up based upon the schedule of the agency, and designated time for course completion and student availability.

Faculty Collaboration

Faculty within the School of Nursing may consult with one another regarding students' practice and academic performance.

Curriculum Requirements

RN-BSN Program	
RN-BSN Program Pre-requisites	**Credits**
1. Graduation from a regionally accredited institution with a diploma or ADN nursing degree with at least 60 transfer credit hours of course work	60
2. Active unencumbered US RN license	-
RN-BSN Curriculum- Required Courses	**Credits**
BSNV 451	Transition to professional practice: theory and current trends in nursing	6
BSNV 452	Research and Scholarly Inquiry for Evidence Based Practice in Nursing	6
BSNV 456	Health Delivery, Information Management, and Technology in Nursing	6
BSNV 454	Nursing health assessment and pharmacology*	6
BSNV 455	Family, Community, & Global Population-Based Care	6
BSNV 453	Health Policy and Leadership in Nursing*	6
BSNV 457	Pathophysiology for Nurses (this requirement may be met through prior course work in chemistry, pathophysiology, or other applicable health science course)	3
BSNV 458A	Nursing US/Nevada Constitution *(State mandated course may be fulfilled through prior coursework)	3
	Or
BSNV 458B	Nursing Nevada Constitution *(State mandated course may be fulfilled through prior coursework)	1
* Upon successful completion of the above courses, 24 validation credits will be awarded for prior coursework.	24
Required program credits	120

Course Names and Descriptions- See TUN Catalog for Course Descriptions

<p align="center">**Progression Standards**</p>

Minimum Grade Requirements:
- All nursing and required general studies courses must be completed with a grade of "C" or better in order to fulfill requirements for the BSN.
- Final course percentage grades will be accepted as whole numbers. For example, if a student receives a 79.9%, the grade received will be a 79%.
- Nursing (BSNV) courses may only be repeated one time.
- Failure of two BSNV courses, whether the same course or different courses, will result in permanent dismissal from the RN to BSN Program. Only one nursing course failure may be repeated.

Maintaining Unencumbered RN Licensure:
- Students enrolled in the RN to BSN program must maintain current, unencumbered registered nurse licensure throughout enrollment in the program.
- Failure to maintain a current, unencumbered registered nurse license will result in administrative dismissal from the RN to BSN program.
- It is the student's responsibility to report any current or pending adverse action on any registered nurse license in any state. In the event of adverse action, the student will be administratively withdrawn from the RN to BSN program and the School of Nursing will work with the student for re-entry at such time that unencumbered licensure is regained.
- Adverse licensure action that is discovered by the School of Nursing and that has not been reported by the student will result in the student being ineligible for re-entry to the program.

Continuous Enrollment

Students must maintain continuous enrollment, unless on an approved Leave of Absence, throughout the entire program. Failure to maintain continuous enrollment results in program dismissal. Reapplication is required.

Graduation Requirements

A student will be recommended for degree conferral under the following conditions:

1. Satisfactory completion of all academic requirements, including Knowledge, Skills, and Attitudes (KSAs).
2. Has earned a cumulative GPA of 3.0 or higher.
3. Has fulfilled all legal and financial obligations to Touro University Nevada.

Turn-It-In

The TUN School of Nursing uses software called Turn-It-In to assess writing issues with assignments you hand in and to check for plagiarism. Nursing courses will require this for written assignments. Using the software is not difficult once you get registered and start using it.

Electronic Mail and Netiquette Policy

As students who communicate primarily through the internet, it is important that netiquette is maintained with all communication related to the TUN School of Nursing. Netiquette speaks to the proper conduct in an online environment. It is the social and moral code for internet use which utilizes rules and standards agreed upon by the majority. Issues such as adhering to the same standards of behavior online that would be followed if you were addressing the individual in person, do not use all caps unless you are shouting and forgive others of their mistakes are some simple rules for appropriate communication via email or the internet.

Students are expected to respond to emails from faculty or staff within two scheduled school days.

FERPA

Student Rights under the Family Educational Rights and Privacy ACT (FERPA) Pursuant to the Federal Family Educational Rights and Privacy Act (FERPA), the University has established policies governing privacy and release of student records. The University has designated certain personally identifiable information as directory information, which may be released at the discretion of the University to anyone who makes a request. Directory information has been defined as name, local address and telephone number, student ID, permanent address and telephone number, current enrollment status or dates of attendance, program level, class, major, current term candidacy for degree and/or teacher certification, information pertaining to awards and honors achievements, TUN degree(s) earned and dates, participation in officially recognized TUN activities, and recognition documents of student organizations.

A student may restrict the release of directory information by notifying the Office of the Registrar, address here. Students have the right to inspect and review their education records; seek amendment of the records they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights; consent to disclosures of personally identifiable information contained in their records, except to the extent that the law authorizes disclosure without consent; and file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the law. (See TUN catalog if any additional information is required.)

Maximum Time Frame for Degree Completion
See University Catalog.

Faculty and Course Evaluation
Evaluation of the overall learning process is valuable for your educational experience. All students are expected to complete an End of Course (EOC) evaluation, for every class taken within the School of Nursing

Students' Work
The School of Nursing keeps students work archived in the online course room. Accrediting bodies and their representatives may look at this work in the online venue or in exhibit as part of the approval and accreditation process.

Student Services

Employee Assistance Program (EAP)
Students may contact the Dean of Students and/or the Director of OASIS to discuss options for counseling. Students may use the University's Employee Assistance Program (EAP), a free short-term counseling program. The EAP is strictly confidential and free, 24 hours a day, 7 days a week. EAP can be reached at (800) 865-1044.

L.I.F.E. Counseling
Students may receive free, confidential therapy sessions on campus with a Counselor through L.I.F.E. Counseling. This is a short-term benefit for many issues that can be used in addition to the EAP program. Students must call L.I.F.E. Counseling to arrange an appointment. Information can be obtained through the Dean of Students and other university personnel.

Disability Services
Touro University Nevada is committed to providing reasonable accommodations to students with documented disabilities. Policies and procedures must ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the University. Disabled students' rights are protected under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Amendments Act of 2008. It is the policy of Touro University Nevada to ensure that no qualified student with a disability is excluded from participation in or subjected to discrimination in, any University program, activity, or event.

If a student feels he or she has been discriminated against because of a disability by another student or by University personnel, he or she has the right to request an investigation into such a matter through the stated grievance policies and procedures stated in Appendix B of the *University catalog*. Please refer to Appendix B: Policy and Procedure for Accommodating Students with Disabilities.

OASIS: Office of Academic Services and Institutional Support-Learning Resources
Services are available to assist students experiencing academic difficulties, as well as preparation for professional examinations. In addition to tutoring and study skills enhancement, accommodations for documented disabilities are provided through this office.

Peer Tutoring
Through OASIS, Touro University may offer students peer tutoring services without charge. Tutoring is available during all academic years and is designed to help students enhance their test taking skills, modify their study habits and/or focus on critical material/content.

Students are eligible to apply to tutor a subject if they earned at least a "B" in that subject and are approved by the chair of the department in which the course is taught. Tutors must be able to communicate effectively, have mastered the course material, and be in good academic standing. Tutors receive an hourly honorarium for their services. Student tutors must have applied to and been approved by OASIS to be eligible for reimbursement of tutoring services. Initially, students need not be in academic difficulty to request peer tutoring. However, following the first examination, those students who are earning a grade of less than 80% in a course will be given priority in the program. Applications

to tutor and requests for tutoring services are available through OASIS. Students requesting a tutor must complete and submit a request form to OASIS.

Technology and Access to Technology Including TUN Library
Students will be given an identification number upon enrollment at Touro University Nevada. At that time, the student will have access to the internal computer system of Touro University Nevada. Students will be given an official University email address which will be used to transmit official information from faculty and administration to the students. Students are required (at least twice weekly) to check for messages in this email account.

Students will be expected to utilize the Canvas learning platform to download class materials, syllabi, and to participate in discussions/communications as required. Students are able to print on university printers using their print card.

Library academic literature resources will be used to access professional literature for assignment completion and to fulfill course literature review assignments. Library staff is available to assist in literature reviews but are not to be used as a substitute for learning literature search skills.

Wireless and cable access to intranet and internet is available to the student throughout the TUN campus. If a student experiences difficulty accessing wireless or cable-based intra-internet service, the student should notify the "Help Desk" service immediately. MAC computers are not supported by the TUN IT Department or the Help Desk. Students are advised that a PC compatible computer is required during standardized testing sessions. Students should obtain recommended computer specifications from the University IT Department.

Online Courses
Before posting please ensure that you have read all relevant course documentation, including the syllabus and other important information which can be found in the Syllabus and Important Course Documents folder.

Help Links

Online Orientation Course
Each student is registered in a ungraded online orientation course. This course provides an opportunity to familiarize to the online course environment prior to the start of the program. Several resources in this course can also be utilized throughout the program to navigate various course requirements.

Submitting Assignments
Instructions for submitting assignments via drop box, using discussion board posts, and taking assessments (quizzes and exams) are provided.

It is the student's responsibility to verify all work uploads and is in the correct area of the course room for grading. It is at the discretion of the faculty teaching the course if work submitted in the wrong area or not submitted in a timely fashion is accepted.

Bookstore

Students can purchase textbooks through the Online Bookstore. Because of different editions of textbooks and software, it is recommended that books be purchased through this venue
https://www.webmedbooks.com/touronevada/default2.aspx

Service for Graduates
Touro University Nevada holds two commencement ceremonies each year. If you are preparing to graduate in an upcoming ceremony, please refer to this section for information on schedules, invitations, photographs, forms, cap, and gown ordering, etc. Detailed information regarding upcoming ceremonies will be posted at the following link as it become available.
https://tun.touro.edu/students/commencement/

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Scholarship and Benefits

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Financial Aid
TUN Office of Financial Aid administers financial aid to eligible students. You are encouraged to discuss your needs with a representative from that office.   For more information please visit
https://tun.touro.edu/admissions--aid/financial-aid/

Veterans Benefits
Veterans of any of the armed forces or the child, spouse or widow of a veteran who died or was permanently and totally disabled as a result of service in the armed forces may qualify for benefits toward college education.   Contact the Office of Veterans Affairs or the Veterans Administration Office at 1-888-442-4551 or 800- 827-1000 for further information.

Vocational Rehabilitation
After all other sources of aid have been pursued; a student may be eligible for additional aid through Vocational Rehabilitation Service based upon physical disability. To determine eligibility, contact the local Vocational Rehabilitation Office.

Scholarships
See University Catalog.

School of Nursing Contacts
School of nursing contacts can be found on the university website at
https://tun.touro.edu/programs/nursing/faculty--staff/

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<u>Additional University Phone Numbers</u>

If you need to reach us in person, by mail or phone:
Touro University Nevada
874 American Pacific Drive
Henderson, NV 89014
(702) 777-8687

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Touro University Nevada

School of Nursing

ACKNOWLEDGEMENT OF SYLLABUS/COURSE REQUIREMENTS

Name (Print clearly): _____

E-mail Address: _____ (Required)

Phone Number: _____ (Required)

I have read and understand the Syllabus for _____ Semester _____(year). I understand the expectations and requirements for all aspects of the course. I have also read and understand the School of Nursing Student Handbook and the expectations and requirements related to my nursing education. I agree to abide by all the regulations, terms, and policies set forth in the syllabus and the Student Handbook for the School of Nursing. I have received a copy of the items and acknowledge responsibility for reading and abiding by the information.

_____   _____

(Signature)   (Date)

INSTRUCTIONS: Please **PRINT, COMPLETE,** and **SIGN** this form.

Confidentiality Agreement

As a student in the Touro University Nevada School of Nursing, I understand that I will have access to confidential information. I promise that:

1. I will comply with all the policies at the practice site with regard to confidentiality, patient or client records, and disclosure of information.
2. I will not create or transmit images or audio of patients, clients, family members, visitors, and colleagues except for a class assignment (and then only with the permission of my faculty member and any coordinating practice site).
3. I will not create images of health records for any reason
4. I will not post any information related to the care of an individual, family members or visitors on Social Media (e.g., Twitter, Facebook, etc.).
5. I will use confidential information only as needed to perform my legitimate duties as a student.
6. I will not discuss patient or client information outside of the practice area and will confine any discussions to my faculty or colleagues within the facility where the practice experience is being performed (and then only on a need to know basis).
7. I have participated in training regarding the privacy and security provisions of HIPAA and I have submitted a copy of my HIPAA Certificate to TUN through Certified Background.
8. I will safeguard and not disclose any access codes or authorizations that allow me to access confidential information.
9. I will follow the guidelines listed in the RN to BSN handbook regarding use of electronic devices in the practice setting.
10. I will not remove from the facility any facility generated patient or client protected health information or individually identifiable information.
11. I will be responsible for my misuse or wrongful disclosure of confidential information and for my failure to safeguard any authorization to access confidential information. I understand that my failure to comply with this agreement may also result in my termination as a student and I may incur other legal.

_____   _____
Student's signature   Date

_____   _____
Print Name   Date