



# Touro University Nevada

## School of Nursing

### **RN-BSN STUDENT HANDBOOK**

## Contents

Faculty and Staff.....	3
Welcome from CEO.....	4
History.....	4
Mission and Philosophy.....	5
Student Learning Outcomes.....	7
Program Goals.....	7
Admission.....	10
Admission Requirements.....	10
Curriculum Requirements.....	16
Progression.....	17
Grading Scale.....	17
Progression Standards.....	17
Minimum Grade Requirements.....	17
Maintaining Unencumbered RN Licensure.....	17
Attendance & Participation:.....	18
Graduation.....	18
University Policies.....	18
Academic Integrity.....	18
Electronic Mail and Netiquette Policy.....	18
FERPA.....	19
Financial Aid and Academic Progress.....	19
Maximum Time Frame for Degree Completion.....	19
Student Services.....	20
Online Courses.....	21
Appendix.....	23
Attestation Agreement.....	24
Confidentiality Agreement.....	25
Critical Incident Report.....	26

## **PREFACE**

The purpose of the RN to BSN Student Handbook is to provide a collection of policies in one document that applies to each RN to BSN student enrolled in the online nursing program.

Please download and print the RN to BSN Handbook. All students in the RN to BSN Nursing Program are responsible for reading and understanding the information contained within the RN to BSN Handbook. This handbook is located on the school website. A signed copy of the attestation for the RN to BSN Student Handbook must be submitted on Blackboard in the “orientation course”. Students are expected to adhere to any policy changes or updates in subsequent editions. (Agreement is located in the appendices).

The policies found in this Handbook are congruent with the policies found in the Touro University Nevada (TUN) Catalog.

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. In accordance with this policy, students who enter into a new cohort for any reason may be subject to re-evaluation of transfer practicum hours.

It is the policy of TUN to admit all applicants who meet the University’s academic and technical standards for admission or participation in a particular education program or activity without regard to race, color, religion, national origin, creed, sexual orientation, disability, or age.

## **Faculty and Staff Directory**

### **Full and Part Time Faculty**

Theresa Tarrant, PhD, RN, Director of the School of Nursing  
Dulce Santacroce, DNP, RN, CCM, RN to BSN Program Coordinator  
Tracey Johnson- Glover, MSN, RN  
Dawn Lutes, MSN, RN

### **DEGREES AWARDED**

RN-BSN

### **Program Committees**

Undergraduate Curriculum Committee  
Student Progression Committee

## **Welcome from the CEO and Senior Provost**

I am pleased to welcome you, or in the case of our returning students, to welcome you back to Touro University Nevada (TUN). On behalf of the entire university leadership team and our faculty and staff, we are pleased to have you a part of the special TUN family.

This campus was established to address critical needs in health care and education and to serve as a resource for community service in Nevada. The campus is the heart of your educational experience and you will find faculty and administrators who are genuinely invested in helping you achieve.

The close-knit campus environment, where students know each other by name, lends itself to academic achievement. Our diverse student body includes individuals who have joined us from institutions across the country. Together, our campus community is comprised of people who make up a rich mosaic of backgrounds and experiences.

I encourage you to learn from your fellow students and from instructors across disciplines, as well as within your own program. The interdisciplinary nature of our campus gives you a unique window into all sides of health care and human services. It is my hope that you will take that experience with you throughout your career.

As a growing institution of higher education, we are not only graduating talented professionals, we are also playing an increasingly important role in research and clinical services. Touro also offers students a variety of ways to give back to the community. You will find a wealth of opportunities to volunteer through the many student clubs and organizations that strengthen our campus and the community. Leadership through service is essential to the TUN mission, which means a significant portion of your class work will weave you into the fabric of the community.

Congratulations on taking the next step in your professional education as a member of the Touro University Nevada family. Your commitment to professional advancement in your field, to work in the community and to excellence in your education will make your time here at TUN an exciting and fulfilling experience. We look forward to seeing you on campus and out in the community!

Shelley Berkley

CEO and Senior Provost  
Touro Western Division

## **History**

Touro College and University System is the parent of Touro University Nevada. Touro College and University System was established in New York City by Bernard Lander, PhD, LHD, as a Jewish-sponsored independent institution of higher and professional education primarily to enrich the Jewish heritage, and serve the larger American community. Approximately 19,000 students are currently enrolled in its various schools and divisions.

Touro University Nevada, in keeping with its mission and relationship to its Jewish sponsorship, prides itself on its Judaic foundation and the values that this represents: commitment to social justice, intellectual pursuit, and service to humanity.

The design of Touro University in Nevada's logo illustrates the belief in the importance of teaching, learning and service. The underlying philosophies of the various disciplines under the educational umbrella of Touro hold common values: health, self-care, a holistic approach, and a commitment to people's ability to function at maximum capacity in order to enable the patient/client/student to contribute maximally to their own betterment and to society.

### **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. These two programs are nationally accredited. In addition, the Osteopathic Medicine Program and the Master of Science degree in Physician's Assistant Studies Program both have provisional accreditation from their respective national accrediting organizations. The BSN Program is accredited by the American Association of Colleges of Nursing.

## **Mission and Philosophy**

### **Institutional Mission Statement:**

The mission statement of Touro University's Nevada campus reflects that of the Touro College and University System by its commitment to provide quality educational programs in the fields of health care and education in concert with the Judaic commitment to social justice, intellectual pursuit, and service to humanity. It is a policy of the University to admit qualified students irrespective of race, gender, color, creed, national origin, religion, sexual orientation or disability. Institutional goals reflect that of the mission and vision for the University. These include being an exemplary center for teaching, service and research in the health sciences and education; supportive of the educational, personal and professional development of a diverse student population; a leading provider and a model for best practices in collaborative services both for the community at-large and at risk populations; and reflect a responsive understanding of community, state and regional needs in health care and education.

**School of Nursing 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.*

**School of Nursing 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, and leadership that will deliver patient centered care to meet the needs of our diverse society.

**American Nurses Association Code of Ethics:**

The School of Nursing subscribes to the tenets identified in The Code for Nurses published by the American Nurses Association as revised in 2001.

1. The nurse in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contribution to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

## **Student Learning Outcomes**

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 demonstrates effective decision-making processes as the basis for professional nursing practice.
3. Is a caring and competent nurse in the delivery of nursing therapeutics in diverse settings with individuals, families, and communities throughout the life span.
4. Uses critical thinking when integrating technological information, research, health information, and client needs to practice evidence-based nursing.
5. Applies concepts of leadership, autonomy, and advocacy in designing, implementing, coordinating, and evaluating nursing care for individuals, families, and communities throughout the life span.
6. Implements effective interpersonal communication processes when interacting with clients, peers, and other healthcare providers.
7. Collaborates with other healthcare providers and members of the community in promoting health and well-being for all.
8. Exhibits responsibility and accountability as a member of the nursing profession through life-long learning, personal growth, leadership, and advancement of the profession.
9. Demonstrates attitudes, values, and behaviors consistent with legal and ethical nursing practice.
10. Participates in the advancement of the profession to improve healthcare for the betterment of the global society.

## **Program Goals**

Goals 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. Goals of the RN to BSN Program include the following:

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 demonstrates effective decision-making processes as the basis for professional nursing practice.
3. Is a caring and competent nurse in the delivery of nursing therapeutics in diverse settings with individuals, families, and communities throughout the lifespan.

4. Uses critical thinking when integrating technological information, research, health information, and client needs to practice evidence-based nursing.
5. Applies concepts of leadership, autonomy, and advocacy in designing, implementing, coordinating, and evaluating nursing care for individuals, families, and communities throughout the lifespan.
6. Implements effective interpersonal communication processes when interacting with clients, peers, and other health care providers.
7. Collaborates with other health care providers and members of the community in promoting health and well-being for all.
8. Exhibits responsibility and accountability as a member of the nursing profession through life-long learning, personal growth, leadership, and advancement of the profession.
9. Demonstrates attitudes, values, and behaviors consistent with legal and ethical nursing practice.
10. Participates in the advancement of the profession to improve health care for the betterment of the global society.

### **Course Names and Descriptions**

#### **BSNV 451 Transition to Professional Practice and Current Trends in Nursing (6 credits):**

This course is designed to increase awareness of current issues and trends affecting the nursing profession. Transitional concepts will be addressed as they relate to the professional nursing role in an overview of the conceptual and theoretical foundations of professional nursing practice.

#### **BSNV 452 Research and Scholarly Inquiry for Evidence Based Practice in Nursing (6**

**credits):** This course introduces research design, methodology, and analysis for the professional nurse. Students explore researchable problems, develop a theoretical basis for a research study, and critique completed research. The course provides a basic understanding of nursing research, principles, and concepts.

**BSNV 453 Health Policy and Leadership in Nursing (6 credits):** Students gain awareness of the complexities of major issues, such as quality of care, healthcare team coordination, patient safety initiatives, healthcare policy, and cost-effectiveness in settings which can include individuals, families, groups, communities, populations, and other members of the healthcare team. The students apply leadership, management, and supervision theories to nursing practice in various healthcare settings.

**BSNV 454 Nursing Health Assessment and Pathopharmacology (6 credits):** This course prepares students to conduct comprehensive and holistic health assessments as well as apply principles of pharmacology and pathophysiology to complex patient scenarios. Concepts and techniques necessary for gathering, analyzing, and documenting data about the physical, psychosocial, cultural, volitional and spiritual aspects of a patient's state of wellness are emphasized. Students will integrate evidence, clinical judgment, inter-professional perspectives, and patient preferences throughout the nursing process.

#### **BSNV 455 Family, Community, & Global Population-Based Care in Nursing (6 credits):**

This course focuses on care of the community with emphasis on preventative health needs of



populations at risk and other community groups in various community settings. Utilizing inter-professional collaboration, students explore current public health problems, epidemiology, and community resources to identify strategies to improve the quality of life through health promotion and disease prevention. Students analyze the socio-cultural, political, economic, ethical, and environmental factors that influence community health. Practice experiences will enable students to understand and enhance the factors that affect health and health care delivery.

**BSNV 456 Health Delivery, Information Management, and Technology in Nursing (6 credits):** This course addresses issues related to the impact of information technology on healthcare practitioners and consumers of all ages. Students will learn about and gain experience with practical applications of information technology, such as handheld devices, telehealth, and Internet resources, which can improve the quality of healthcare communication and delivery, and facilitate healthcare research. Legal and ethical considerations as well as inter-professional collaboration will be included in this course.

**BSNV 457 Pathophysiology for Nurses (3 credits):** This course will include exploration and development of the physiological dynamic and commonly occurring health deviations within the human body.

**BSNV458A/NUR 458B\_US/Nevada constitution (2 & 1 credits):** **NUR 458A** is a three credit US and Nevada Constitution course in which you will study the US constitution and the state of Nevada as it pertains to our Constitution. A basic overview of the political history of Nevada and its laws will be explored. Additionally, the US constitution will be explored. With the expansion of healthcare and healthcare delivery there is a growing need for nurses to be aware of issues surrounding the Constitution and law. Additionally, this course satisfies the US and Nevada Constitution requirement for in-state and out-of-state students who have not completed the U.S. or the Nevada Constitution requirement.

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.

## Admission

### Admission Requirements:

For admission to the RN to BSN program, the applicant must:

- Meet admission requirements to Touro University Nevada. Refer to the University Catalog (available at <http://tun.touro.edu/current-students/university-catalogs/> )
- Submit an official transcript from all previous college course work.
- Submit an official transcript documenting successful completion of an associate degree in nursing or graduation from a hospital-based diploma in nursing program.
  - The transcript must indicate the date of graduation.
  - All nursing courses from the applicant's pre-licensure nursing program submitted for transfer must have been completed with a minimum of a "C" grade or higher.
- Must hold a current unencumbered Registered Nurse License in a state within the United States

### Professional Liability Insurance:

Students enrolled in practice courses are covered by a blanket professional liability insurance policy provided by Touro University Nevada. Student insurance does not cover the RN who is in practice outside of a course requirement. Students are not to function as REGISTERED NURSES while in the practice setting for the RN-BSN program at Touro University Nevada. See University Catalog for details.

### Student Immunizations:

The student is required to adhere to any specific guidelines required by a facility in which the practice experiences are associated with. Students should plan for these accommodations ahead of time for courses that include a practice component.

### Practice Experience Requirements:

Students are expected to exhibit knowledge and skills appropriate to the Baccalaureate nursing experience. Students are expected to be prepared physically, emotionally, and academically for practice experience so that safe nursing practice can be demonstrated. TUN School of Nursing faculty and students are expected to uphold professional nursing standards of practice. Please familiarize yourself with the following:

American Nurses Association (<http://www.nursingworld.org/>)

- Nursing Social Policy Statement: The Essence of Professional Practice
- Nursing: Scope and Standards of Practice
- Guide to the Code of Ethics for Nurses: Interpretation and Application

American Association of Colleges of Nursing (<http://www.aacn.nche.edu/>)

- The Essentials of Baccalaureate Education for Professional Nursing Practice

QSEN Institute (<http://qsen.org/>)

- Quality and Safety Education for Nurses

**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 device 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.*

### **Health Insurance Portability and Accountability Act (HIPAA) Protected Health Information:**

The Federal Government enacted HIPAA in 1996. Rules regarding the privacy of health information became effective April 14, 2003. Privacy relates to who has the right to access personally identifiable health information. The rule covers all individually identifiable health information in the hands of covered entities, regardless of whether the information is or has been in electronic form.

Protected health information means any material that is generated or obtained by a health care entity and relates to any physical or mental health or condition of the individual receiving said care at any time during their lives; health care delivery and communication to an individual; or reimbursement for provision of health care to an individual at any point in health care delivery; and that identifies the individual; or if there is a practical belief that the information can be used to distinguish the individual. Protected health information cannot be released without the expressed written consent of the individual or their guardian (if applicable).

These privacy standards:

- limit the non-consensual use and release of private health information;
- give patients new rights to access their medical records and to know who else has accessed them;
- restrict most disclosure of health information to the minimum needed for the intended purpose;
- establish new criminal and civil sanctions for improper use or disclosure;
- establish new requirements for access to records by researchers and others.

Please refer to the following website if there are questions regarding HIPAA:

<http://www.hhs.gov/ocr/privacy/>

### **Critical Incident:**

A critical incident is an actual or potential (one that would have occurred without an instructor intervention or a situation that could lead to an error occurring). It is an act, which by its omission or commission, actually or potentially places another individual in physical or psychological danger or involves legal or ethical issues.

If a critical incident should occur, please notify your faculty member overseeing the practice experience immediately. Please complete the Critical Incident Form found in the Appendix of this handbook.

### **Personal Responsibility for Disease and/or Injury:**

TUN School of Nursing students must comply with OSHA standards for hazardous materials control, infection control and exposure to harmful substances, including but not limited to blood and other bodily fluids.

- *Sudden Illness or Exposure to Communicable Disease:* Students are responsible for their own health care. If a student is exposed to or contracts a communicable disease, it is the students' responsibility to report the incident to the assigned instructor and the TUN School of Nursing faculty overseeing the practice course immediately. If treatment is deemed necessary (including emergency care), the student must comply with all agency and university policies regarding the incidence. Further, the student must complete all documentations regarding the incidence via agency/site incident as well as appropriate college incident reporting (See Appendix for CON form).
- *Accident:* Should a student become injured in a practice facility, the student must assume the costs and responsibility for diagnosis, treatment (including emergency care), and/or appropriate medical interventions as a result of the accident. Further, the student must complete all documentations regarding the incidence via agency/site incident as well as appropriate university incident reporting (See Appendix for form.).
- *Chronic Illness:* It is the student's responsibility to inform all necessary individuals (course faculty member and any other applicable) of any health conditions which increase the potential risk to self or others. Students must report any health condition, including prescription medication use or other treatment, which could potentially harm a patient, client or others or which might otherwise render the student unfit for the practice experience.
- *Substance Use/Abuse* – Use of an illicit drug or alcohol or abuse of any legal substance while in a practice setting is expressly prohibited. Uses of any chemical substance that can impair cognition, affect sensory dynamics or psychomotor functioning are not to be used in the practice setting.

### **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		
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) Or Nursing Nevada Constitution *(State mandated course may be fulfilled through prior coursework)	3
BSNV 458B		1
* Upon successful completion of the above courses, 24 validation credits will be awarded for prior coursework.		24
<b>Required program credits</b>		120

### Progression

#### Grading Scale

Total Points: 500 points. Grade given in percentage.

Grade	Grade Point	Equivalent
100	4	A
99	3.95	A
98	3.9	A
97	3.85	A
96	3.8	A-
95	3.75	A
94	3.75	A
93	3.65	A
92	3.6	A-
91	3.55	A-
90	3.5	A-
89	3.45	B+
88	3.4	B+
87	3.35	B+
86	3.3	B
85	3.25	B
84	3.2	B
83	3.15	B
82	3.1	B-



81	3.05	B-
Less than 80*	0	

***Withdraw Criteria for Nursing (NUR) Courses***

*See the University Catalog for the policy on withdrawal from courses.*

**Progression Standards**

**General Requirements:**

- The length of time for total program completion will vary depending upon if a student is a part time or a full time student.

**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 (NUR) courses may only be repeated one time.
- Failure of two NUR 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.

**Attendance & Participation:**

Students must meet attendance requirements in all RN to 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 to 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.).

**Withdrawal and Leave of Absence:**

See University Catalog.

**Graduation:**

See University 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/>).

**Academic Integrity:**

The College of Nursing will adhere to University policies with regard to Academic Integrity. Please refer to the TUN catalog for a complete description of University policies related to academic integrity (available at <http://tun.touro.edu/current-students/university-catalogs/>).

**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.

**Professional Behavior and Accountability:**

Students are expected to act professional and respectful at all times. Students are required to report any arrests or actions against their Registered Nurses license(s) occurring while attending the TUN School of Nursing to the RN to BSN Coordinator. Reporting must take place within one business day of an occurrence. Students should not attend any practice experience prior to reporting such an occurrence.

**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, don't 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.

**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.)

**Financial Aid and Academic Progress:**

See University Catalog.

**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 insure 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 Blackboard 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:**

<http://www.blackboard.com/quicktutorials/quicktutorials.htm>

**Online Orientation Course:**

Each student is registered in a mandatory 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

**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.

<http://tun.touro.edu/current-students/commencement/>

**Scholarship and Benefits**

**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

<http://tun.touro.edu/current-students/financial-aid/scholarships/> or <http://tun.touro.edu/current-students/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 <http://tun.touro.edu/programs/college-of-health-and-human-services/nursing/faculty/>

**Additional University Phone Numbers**

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

**APPENDIX**

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.

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(Signature)

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(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.

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Student's signature

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Date

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Print Name LSCS Nursing Program

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Date



**Touro University Nevada  
School of Nursing  
Critical Incident Report**

**Please complete and return to the \_\_\_ (Instructor & coordinator)**

**Date Reported:** \_\_\_\_\_

**Contact Information**

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

**Incident Explanation**

Date of Occurrence: \_\_\_\_\_ Time: \_\_\_\_\_

Practice Location Where Incident Occurred: \_\_\_\_\_

Incident Description:

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Send copy to (facility) \_\_\_\_\_

Send copy to your faculty member.

Date Received: \_\_\_\_\_