



Lincoln University
RN to BSN Hybrid and Online Program
Policies and Procedures
Student Handbook
2015/2016

Table of Contents

RN to BSN Hybrid and Online Program Policies and Procedures

Academic Progression Policy.....	1
Academic Warning and Dismissal Policy.....	1
Counseling and Guidance	2
Academic Advising.....	2
Graduation Policy.....	2
Graduation Requirements	2
Required Materials.....	2
Student Obligation.....	2
Technology.....	3
Course Room Conduct and Communications.....	3
Class Attendance Policy.....	4
Online Learner Presence and Participation.....	4
Online Courses.....	4
Address, Phone, E-mail.....	5
Electronic Device Policy.....	5
Academic Dishonesty Policy and Procedures	5
Academic Penalties for Academic Dishonesty	6
Dismissal.....	6
Students with Special Learning Needs	6
Student Rights	7
Student Academic Grievance/Complaint Procedure.....	7
Health Policy	7
Mandatory Health Documentation and Legal Credentialing Policies and Procedures	7
Student Drug, Alcohol, and Impairment Policy	7
Random Drug and Alcohol Screening	7
Safe Clinical Practice Policies and Procedures	8
RN-BSN Admission Policies for the Hybrid and Online Program.....	8
Application Process.....	8
Admission to upper level <i>RN-BSN</i> courses.....	8
Readmission.....	9
Exit Policies.....	9

RN to BSN Hybrid and Online Program Policies and Procedures

Academic Progression Policy

The RN to BSN hybrid and online curriculum will be a structured sequence of course blocks using 7-1-7 accelerated block schedule. There are a total of ten course blocks required to complete the program. Each block will run for seven weeks with a week break during each block. Course breaks will also align with the school calendar, i.e. faculty recesses occurring during the fall break, the holiday season, and spring break. Cohorts may start in the fall and spring semesters, summer I and summer II sessions. Students will remain within their cohort and progress through each block sequentially throughout the program. In the event a student withdraws from a course block or requires a break, they will be allowed to resume the program with the next available cohort in sequence.

Student performance requirements for RN to BSN Hybrid and Online program progression/completion:

- A grade of “C” or better is required for each nursing course in the *RN-BSN* Online program.
 - If a student earns a D, F, or W in a course, the course may be repeated. The course must be passed on the second attempt. If a student earns a D, F, in a second course, the student will be dismissed from the program and may not be eligible for re-admission.
- If a student withdraws from a course, the course may be repeated. No more than two (2) withdraws from the same course will be allowed. If not passed in the third attempt, the student will be dismissed from the program.
- If a student receives an Incomplete (“I”) in a course, the University policy, found at <http://www.lincoln.edu/registrar/> for Incompletes will apply. All incompletes must be completed with a grade of “C” or better prior to progression to the next block.
- Refer to generic BSN Handbook for grading scale and university appeals policies on grading.

Students must complete the requirements for the degree within five years of enrolling in the first RN-BSN nursing course.

Academic Warning and Dismissal Policy

- At the midpoint and end of each course, the academic progress of each student is reviewed. *A student whose academic performance is unsatisfactory will be counseled on the required standards at midpoint of the course.* The instructor and student should meet face-to-face, or by phone to develop a strategy to improve the student’s performance. A letter of warning is sent to the students who do not meet the minimum standards. Should prescribed conditions and requirements not be met; the student will be dismissed from the program.
- **The University reserves the right to dismiss a student whose behavior does not meet the University’s standards of conduct** (refer to page 52 of Lincoln University Student Handbook).

Counseling and Guidance

- In accordance with BSN § 21.114 of the State Board of Nursing, Lincoln University's Center for Counseling is available to provide counseling services and/or referrals.

Academic Advising

Students enrolled in the program will be assigned a faculty advisor in the Department of Nursing. Nursing faculty advisors are available via email or by phone if needed to provide guidance to students throughout their academic nursing program. The student may contact their advisor at any point for advice regarding curriculum, procedures, and processes leading to graduation. The student, however, is responsible for following all guidelines, protocols, and abiding by all nursing curriculum and program requirements. Students MUST check their Lincoln University e-mail for messages on a daily basis. It is the student's responsibility to request guidance from their instructors and faculty advisors when they are having difficulty with curriculum and course materials. The student is responsible for fulfillment of all program requirements in time for graduation.

Graduation Policy

In order to be granted a Bachelor of Science in nursing degree students must successfully complete all the requirements for the nursing program and for Lincoln University.

Graduation Requirements

A student is eligible for graduation upon the satisfactory completion of the program and curriculum requirements of the specific program in which she/he is enrolled and having attained a cumulative grade point average of 2.5 upon completion of the program and all credits. The responsibility for fulfilling all graduation requirements rests upon the individual student.

Additionally, students must fulfill the following in order to be eligible for graduation:

1. Complete all nursing courses with a grade of 75 (C) or better
2. Successfully complete course progression, as outlined in the Curriculum Plan
3. Satisfy all financial obligations to the University
4. Return specified items and/or borrowed materials.
5. Complete an Exit Survey Examination.

REQUIRED MATERIALS

Students are expected to acquire all materials, including textbooks, publications, and software, which is listed in this syllabus as "required."

STUDENT OBLIGATION

Given the nature of web-assisted, online, or hybrid courses offered through Lincoln University, students must be prepared to be committed to completing the course and outlined course work in the schedule provided. Students that make plans to go on travel while taking an online course must make arrangements to have access to the online course system. It is recommended that students bring a laptop (if available) and make arrangements for Internet access. Other options include using facilities local to your travel destination including those at a hotel, a library, an Internet café, etc. A minimum requirement of this course is the ability to create, save, edit, and upload documents in all Microsoft Office programs. Be courteous and considerate with all communications.

TECHNOLOGY

In order to successfully take part in this online course, **students must have access to a typically**

configured personal computer and the Internet. The computer and related technology must meet the Lincoln University-Student Nurse (SN) technology requirements.

Students should plan in advance for alternative computer and Internet access in the event of a personal computer failure. Students are responsible for maintaining, protecting, and backing up all data and files related to their courses. All submissions (homework, reports, etc.) must be completed using Microsoft Office (Word, Excel, and PowerPoint) Software. No other document formats will be accepted unless specifically stated.

Course Room Conduct and Communications

The faculty of the Lincoln University Nursing Program has a commitment to the nursing profession and to you as the next generation of nurses. Professional demeanor and accountability in students are essential to the development of the professional. Student communication is always expected to be courteous, professional, and in conjunction with Lincoln University-SN Code of Conduct. The faculty believes that course room behavior is as important as clinical behavior and expects students to demonstrate professional behavior in interactions with faculty, staff, peers, and others they come into contact with. Appropriate conduct and communication fosters a collaborative learning environment.

The Lincoln University values diversity and encourages discourse. Civility in the classroom and in the online format and respect for the opinions of others is very important in an academic environment. To create and preserve a classroom and online atmosphere that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. It is likely you may not agree with everything that is said or discussed in the classroom or online however courteous behavior and responses are expected. Be respectful of differences while engaging in online discussions.

Communication standards for RN-BSN hybrid and online nursing students include:

- Always using your LU email account when emailing Lincoln University faculty, staff, or advisors
- Logging on to your LU email account to check your messages three (3) to four (4) times per week
- Students are responsible for activating and maintaining an active Moodlerooms® student profile
- You are encouraged to include a recent color, front-facing photo, including the face, hair, and shoulders in your student profile
 - No group photos, icons, or cartoons
- Maintain proper netiquette (online etiquette) in all the course rooms and in all communications at all times including but not limited to:
 - Use of proper English, spelling, and grammar
 - Avoid the use of slang or abbreviations
 - Do not use obscene or threatening language (see attached Netiquette resource)
 - All written assignments are to be typed and presented in the style detailed in the: American Psychological Association. (2010). *Publication Manual of the American Psychological Association*, (6th edition, second printing.). Washington, DC: American Psychological Association.

Inappropriate behaviors include:

- Cheating, plagiarism, academic dishonesty

- Taunting and belittling other students or professor
- Sending inappropriate emails to professors, staff, or other students

Students must remain in compliance with the Health Insurance Portability and Accountability Act (HIPAA) with all online course room activity.

Faculty will usually respond to emails and phone calls within 24 hours, with the exception of weekends and University observed holidays. Other communication tools may include face time, Skype, texting, or other assigned technology.

Class Attendance Policy

Face-to-face hybrid classes will meet on alternate Mondays from 6pm-10pm starting with week one of the course block. Students in the hybrid component are expected to attend all class sessions. Nevertheless, it is recognized that class absences are occasionally necessary for extenuating professional or personal reasons. All absences must involve legitimate excuses, such as health problems or family emergencies. Documentation should be available for all absences and supplied when requested. **A student is considered absent if she/he has missed at least one quarter of a class session.** Therefore, lateness is highly discouraged. **No more than two missed classes are allowed in the hybrid component.** When missing more than two classes you will receive a failure ("F") for the course unless a withdrawal request is submitted prior to the end of the course block.

The student **must** inform the instructor via email or in person in advance of an anticipated absence. If, however, this is not possible, it is the responsibility of the student to communicate personally with the course instructor by e-mail no later than **twenty-four hours** after the absence has occurred.

Children are not permitted in face-to-face hybrid classes.

Online Learner Presence and Participation

Students are not required to come on campus at any time; the *RN-BSN* program is 100% asynchronous. You will not attend class at a specific date and time, but you can expect to complete weekly assignments, reading and participation requirements.

The platform for the online learning environment is Moodlerooms®. Online students are expected to demonstrate behavior that facilitates learning. Students are accountable for all materials presented in the course room. Course room presence requirements are outlined by the respective course syllabus once enrolled in the course.

Online Courses

Each course syllabus will include:

- **Course Summary** An overview of the course outcomes and objectives, who the course is designed for and which specific skills you will have learned.
- **Student Expectations** Guidelines for your academic work and course room participation, plus Lincoln University policies and procedures.
- **Grading Criteria** How course activities and course room participation will be evaluated and weighted for your final grade.
- **Assignments** An overview, scoring guide, and instructions to help you complete each assignment.
- **Course Materials** All resources used in your course, including textbooks and scholarly articles. Some of your textbooks may also be available online. You also will have access to the LU online library.
- **Resource Information** Your course instructor will provide you with contact information and additional resources as needed.

Each course is divided into 7 units. Each unit includes the readings, assignments, discussions, and other activities you will be expected to complete for the week. Weekly assignments will be due on Sunday evenings, but deadlines may vary according to instructor preference on nature of the assignment.

Address, Phone, E-mail

At the time of registration and throughout a student's enrollment in the LU *RN-BSN* program, it is the student's responsibility to keep the nursing program informed of current contact information including:

- Local address
- Telephone number
- Home address
- E-mail address (The LU e-mail address will be the only e-mail address that faculty and the university will use to communicate with students.)
- Emergency contact information

Accurate contact information is essential in order that schedules, official correspondence, scholarship notification, and emergency messages will not be delayed or lost. Students are held responsible for all LU communication sent, from the nursing program and school offices, to them at the most recent address provided and may not claim indulgence on the plea of having moved their lodging and, therefore, of not having received communication.

Faculty and administration to communicate pertinent information to students will use Lincoln University e-mails. It is expected that LU e-mails and Internet course accounts required by many courses will be accessed by all students at least three (3) to four (4) times a week during the semester. Students will be held responsible for information distributed in this manner.

Any change of address must be filed with the LU nursing office. To update the official LU records, students should also notify the University Registrar's office of any address changes.

Electronic Device Policy (applies to students in the hybrid component)

Electronic devices (cell phones, tablets, laptops, etc.) may not be used in class except with the express consent of the instructor. Even when permitted, these devices may not be used for non-educational (e.g., gaming, texting), academically dishonest (e.g. cheating on exams), or illegal (e.g., recording or taking pictures without permission) purposes. Students who violate this policy will receive a verbal warning for the first infraction. Additional violations may result in the student being asked to leave class or receiving a grade penalty.

Electronic devices may be used as a student resource, essentially as a textbook. While students may share non-identifiable information for courses and learning purposes, no patient information of any kind should be shared outside confidential settings. There should be no reference to a clinical site, faculty member, nursing student, staff member, medical staff, patient, or family; even if information is de-identified, it should never be shared electronically via email or on social networking sites.

Students wishing to record the lectures *must* obtain prior permission from the faculty member. Violation will result in disciplinary action which may lead to dismissal from the program.

Academic Dishonesty Policy and Procedures

The student is responsible to become familiar with acceptable standards for research and

documentation and to abide by them. Academic dishonesty includes but is not limited to:

- Plagiarism or presenting words, pictures, ideas, or artwork, that are not your own, as if they were your own, in spoken, written, or visual form without permission from originator.
- Submitting a paper written by another student or another person as if it were your own.
- Submitting a paper written by you for another course or occasion without the explicit knowledge and consent of the instructor.
- Fabricating evidence or statistics that supposedly represent your original research.
- Cheating of any sort on tests, papers, projects, reports, and so forth. Each faculty member is required to send a record, together with all evidence of all suspected cases of academic dishonesty to the Department Director and Chair
- Falsification of any materials submitted for admissions or grading purposes.

Each faculty member is required to send a record, together with all evidence of all cases of academic dishonesty, to the Nursing Director and Chair, who will forward the information to the appropriate person for adjudication.

Academic Penalties for Academic Dishonesty

When academic honesty is violated, according to the definition adopted by the faculty and whatever additional definition the instructor has published to his/her students, the instructor may choose one of the following penalties according to his/her assessment of the severity of the infraction and any extenuating circumstances:

- a. Assign a grade of F or “zero” on the paper, project, or examination but allow re- submission, resulting in a maximum grade of C.
- b. Assign a grade of F or “zero” on the paper, project, or examination without the opportunity for re-submission.
- c. Assign a grade of F in the course.
- d. In all cases, the instructor will forward, in writing, evidence of the academic dishonesty and the academic penalty to the Faculty Representative to Administration.

Dismissal

Students may be dismissed for failure to maintain the required cumulative grade-point averages and ethical misconduct. There is no provision for re-admission following dismissal for ethical or academic reasons once the appeal process has been exhausted. The Dean makes dismissal decisions when it is highly unlikely for the student, under present circumstances, to complete the requirements for graduation. Violation of integrity and honesty is a serious offense, considered sufficient basis to terminate enrollment. The student shall refer to the *Lincoln University Student Handbook* online for the Appeal of Dismissal process.

Students with Special Learning Needs

Student with disabilities should apply for accommodations through the Counseling Center. Students are encouraged to apply for accommodations for disabilities early. Accommodations cannot be applied retroactively. Students should be ready to supply appropriate documentation with the application for disability accommodation. Lincoln University strives to provide the best learning environment to accommodate the special needs of students; however it is crucial that students communicate their special needs clearly and appropriately.

Student Rights

- Please refer to the generic BSN student handbook

Student Academic Grievance/Complaint Procedure

- Please refer to the generic BSN student handbook

Health Policy

- Please refer to the generic BSN student handbook

Mandatory Health Documentation and Legal Credentialing Policies and Procedures

(depending on the clinical facility and practicum involvement)

State and local health officials require the following specific information to be maintained on all Lincoln University students when a clinical component is required. The nursing office will provide additional information as needed (nursing@lincoln.edu or call 484-365-7707).

Nursing students must submit and update the following information on a yearly basis and submit proof of recertification whenever expired:

- CPR certification for adult, infant and child and AED (American Heart Health Care Provider Only)
- Comprehensive criminal background check (annually)
- Child Abuse Clearance (annually)
- FBI clearance (annually)
- Current personal health insurance (annually)
- Malpractice insurance (annually)

Students are responsible for costs associated with requirements. It is the student's responsibility to keep all documents in a safe place and know when they need yearly renewal.

- Please refer to the generic BSN student handbook for more information

Student Drug, Alcohol, and Impairment Policy

The purpose of this policy is to maintain safety for clients receiving care from Lincoln University nursing students, other nursing students, and faculty and agency personnel. Included are statements to support this policy from the University Student Handbook, the Pennsylvania State Board of Nursing, the American Nurses Association (ANA) Code of Ethics, the International Council of Nurses Code of Ethics, and the National Student Nurse's Association. The following statements serve as guidelines when considering issues related to student impairment and the use of drugs and alcohol:

The Lincoln University Student Handbook Drug and Alcohol Policy

It is the policy of Lincoln University to maintain a drug and alcohol free environment as stipulated in the University handbook.

Random Drug and Alcohol Screening

In addition to the state and local health official requirements listed in this handbook, students must also adhere to mandatory comprehensive random drug and alcohol urine testing.

Safe Clinical Practice Policies and Procedures

Please refer to the generic BSN student handbook

RN-BSN ADMISSION POLICIES for the Hybrid and Online Program

Application submission deadline

Fall deadline: July 1

Spring deadline: November 1

Summer I deadline: March 1

Summer II deadline: May 1

Application Process

- Complete Lincoln University admission requirements.
- Submit a personal statement /essay for admission with supporting RN licensure documentation and practice experience verification as indicated below.

RNs with 12-months or greater since nursing program completion should include documentation of one of the following:

- Employer verification of 1,000 RN practice-hours completed within 24 months of beginning the program.
- Completion of a state board of nursing approved RN-refresher course within 24 months of beginning the program.
- RNs who have previously attended a *RN-BSN* nursing program must provide a letter of good standing from that program

Nursing students enrolled in final semester of an accredited nursing program may be eligible for conditional program admission pending RN licensure. Supporting documents required with program application are listed below.

- A letter of good standing from the director or dean of the respective nursing program from which the applicant is transferring.
- Complete pre-admission advising with pre-nursing academic advisor to evaluate general education requirements.
- Verification and maintenance of unencumbered licensure to practice as a RN in PA and/or any other state.
- Provide official transcripts from your school of nursing

Admission to upper level *RN-BSN* courses

- Must have all pre-requisite lower level courses complete
- GPA of 3.0 in all NUR courses
- A cumulative GPA of 2.7

Conditional Admission

- Have ≤12 hours of prerequisite coursework pending.
- Pending RN licensure, with supporting documents of NCLEX date.
- Letter of good standing by the director or dean of the respective nursing program from which the applicant is transferring.
- Pending full matriculation to the Lincoln University

Readmission

Any student whose enrollment in the nursing program has been interrupted may seek readmission following the process below:

- Seek readmission into the Lincoln university
- Complete readmission application of the *RN-BSN* program if program of study has been interrupted ≥ 12 months.
- Readmission will not be considered for any student dismissed from the *RN-BSN* program who obtained a “D” or “F” in 1 nursing course and was unable to make a “C” or better upon repeating this course.
- Previous encumbered license must provide proof of unencumbered license.
- Any student who re-enters with an “I” will have to complete course before registering for additional nursing courses in program.

Exit Policies

- Exit interviews for students who drop out – form to be completed by Advisor
-

Contact Information

Nursing Office
484-365-7497

RN-BSN Coordinator
484-365-7707

Email: nursing@lincoln.edu
Website: www.lincoln.edu

The Lincoln University
Nursing Program
1570 Baltimore Pike NC323
Lincoln University, PA 19352-0999
