



RN-BSN Program Nursing Student Handbook



Anna Maria College is accredited by the New England Association of Schools and Colleges

The **RN to Bachelor of Science (BSN)** program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing, Inc. (ACEN)

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

(404) 975-5000

<http://www.acenursing.org>

September 14, 2018

DISCLAIMER

The faculty of the Anna Maria College nursing program makes every effort to ensure the accuracy of this Handbook at the time of publication. In the event an error is found, students will be notified in a timely manner. The faculty may be required to revise, delete, or add a policy for the purpose of maintaining compliance with regulatory and/or accreditation requirements and standards; in the event this occurs, the student will be notified in a timely manner.

TABLE OF CONTENTS

WELCOME LETTER	1
• Non-discrimination Policy	2
PROGRAM INFORMATION	3
• RN to BSN Program Description	3
• Mission of the Nursing program	3
• Goal of the nursing program	3
• Philosophy of the nursing program	3
• Curriculum Framework of the Nursing Department	4
• End of Nursing Program Student Learning Outcomes (EPSLO)	5
• Program Admission Requirements	7
- Admission and Transfer Policies	7
- Essential Function of A Nursing Student	7
- RN-BSN Curriculum Plan	8
- Course Exemption and Transfer Credit Policies	9
PROGRESSION and WITHDRAWAL POLICIES FOR ONLINE PROGRAMS	9
• Academic Progression	9
• Withdrawal Policy & Procedure	9
• Dismissal Policy	9
DISMISSAL POLICY FOR ONLINE PROGRAMS	10
• Dismissal Policy	10
ATTENDANCE AND COURSE PARTICIPATION	10
• Attendance	10
• Course Participation	10
• Educational Mobility	11
• Advanced Placement	11
READMISSION TO THE PROGRAM	11
• Readmission to the Program	11
GRADUATIONS REQUIREMENTS	11
• Graduation Requirements	11
• RN to BSN Major Graduation Requirements	12
STUDENT RIGHTS AND GRIEVANCE POLICY	12
• Student Rights and Responsibilities	12
• Complaints, Grievance, or Appeals	12
GENERAL POLICIES	14
• Required Acknowledgement and Communication of Revisions	14
• Family Educational Rights and Privacy Act (FERPA)	14
• ADA Compliance	15
• Legal name statement	15

• Stored Records Policy	15
• Request for Documents	15
• Professional Behavior in the Online Environment	16
- Academic Integrity	16
- Verification of Student Identity in Online Learning Policy	16
- Academic Honesty	16
- AMC Nursing Instructional Materials Copyright	16
- Professional Boundaries	17
- Social Media/Electronics Policy	17
- Professional Behavior in the Online Environment	17
- Communication Expectations and Participations	18
<u>ONLINE MATERIALS</u>	18
<u>TECHNOLOGY REQUIREMENTS</u>	19
• Hardware	19
• Software	19
• Suggested Plugins & Software	19
<u>ONLINE ASSIGNMENTS</u>	21
<u>GRADING POLICIES</u>	21
• Course Grades	21
• Incomplete Grade Policy	21
• Academic Performance Counseling	22
<u>PROGRAM SUPPORT SERVICES</u>	22
• Program Advisement	23
• New Student Online Orientation	23
• E-Mail	23
• Online Resources	23
• Library Resources	24
• Financial Aid	24
• Student Success Center	24
• Disability Support Services	24
• Career Planning Services	24
• Health Services/Counseling	24
<u>DEPARTMENT & COLLEGE ACTIVITIES FOR STUDENT NURSES</u>	25
• Student Government Association	25
• Student Involvement in the Nursing Program Governance	25
• Sigma Theta Tau International Honor Society for Nurses	25
<u>APPENDICES</u>	
• APPENDIX A: American Nurses Association (ANA) Standards of Nursing Practice	26
• APPENDIX B: Records Maintenance and Retirement Policy	28
• APPENDIX C: MA BORN – Use of Social and Electronic Media by Nurses	31
• APPENDIX D: Essential Functions Of A Health Science Student	34

• APPENDIX E: AMC Nursing Program School Uniform	37
• APPENDIX F: Clinical/Lab/Class Performance Form	38
• APPENDIX G: Student/Faculty Communication Sheet	39
• APPENDIX H: Acknowledge Contract for Nursing Student Handbook	40



Dear Nursing Student,

The nursing faculty and administration at Anna Maria College (AMC) welcome you into the RN-BSN Online Nursing Program. Enrollment in this program has brought you one step closer to earning your degree and continuing a rewarding, lifelong career in the discipline of nursing.

This *Nursing Student Handbook* is developed to compliment the *AMC Undergraduate Student Catalog* and the *AMC Undergraduate Student Handbook*. The additional policies outlined in this *Nursing Student Handbook* are designed to address the academic and general policies specific to the RN-BSN student nurses at AMC. We recommend that you familiarize yourself with all of these documents to provide guidance and to serve as resources throughout your educational experience in the nursing coursework.

You are responsible for reading this Handbook and abiding by all policies. After reading this Handbook, please contact the Dean of Nursing Programs if you have any questions. Acknowledgement for receipt of this handbook can be found in the Getting Started folder of your first nursing course. Your electronic acknowledgement indicates that you have read and understand the policies, agree to abide by them.

The faculty reserves the right to revise nursing policies, procedures, and curriculum at any time. Policies and the nursing curriculum may be modified in response to approval or accreditation standards, with or without prior notice. If any changes occur, students will be notified in writing or via AMC email by the Nursing Department.

The Anna Maria College Nursing faculty and administrative staff wish you great success as you pursue your nursing education at Anna Maria College.

Sincerely,

Linda Esper, MSN, MBA, Ed.D., RN Dean of Nursing and the AMC Nursing Department

Anna Maria College and Anna Maria Nursing Program Nondiscrimination Policies

Anna Maria College does not discriminate based on gender, race, creed, color, religion, national origin, ethnic background, disability, military status, genetic information, age, sexual orientation, or socio-economic status in the administration of its educational policies, admissions policies, scholarships, loan programs, and other College administered programs.

Anyone who has experienced unlawful discrimination may file a complaint with:

Affirmative Action Coordinator:

Janice Ruggieri

Socquet House

Anna Maria College

Paxton, MA 01612-1198

508-849-3444

The Anna Maria College Nursing Program adheres to the College nondiscrimination policy. Furthermore, the Anna Maria College Nursing Program does not discriminate based on gender, race, creed, color, religion, national origin, ethnic background, disability, military status, genetic information, age, sexual orientation, or socio-economic status in the administration of the following policies:

1. Admission
2. Progression
3. Attendance
4. Withdrawal
5. Re-admission
6. Graduation
7. Educational Mobility
8. Transfer
9. Course Exemption
10. Advanced Placement
11. Student Rights and Grievances

The above policies can be found with the *Anna Maria College RN to BSN Nursing Program Student Handbook* and/or the *Anna Maria College Academic Catalog*.

PROGRAM INFORMATION

RN TO BSN PROGRAM DESCRIPTION

Anna Maria College's online RN to BSN nursing program is designed for working registered nurses, with an associate degree or diploma in nursing, seeking degree completion to earn a Bachelor of Science degree in nursing (BSN). The program prepares graduates to meet the ever-changing nursing practice challenges within contemporary health care settings. The curriculum's focus on the Massachusetts core competencies for nursing broadens and refines the learner's knowledge, skills, and clinical competencies. Direct and indirect clinical experiences that focus on the acquisition of new knowledge and skills are integrated throughout the program. Online RN to BSN courses are offered throughout the calendar year in 8-week terms. Students enroll in 2 nursing courses per 8-week term; therefore, completing 4 courses in a 16 week semester.

MISSION OF THE NURSING PROGRAM

The nursing program at Anna Maria College embodies the College's mission and the traditions of the Sisters of St. Anne. By creating a supportive learning community for students from all backgrounds and beliefs, the nursing program develops professional nurses who have a strong foundation in the liberal arts, moral and ethical values, who are clinically competent, and committed to the art and science of nursing. Based on the principles of social justice, the nursing program facilitates students' ability to care for themselves and others as they advocate and provide for wholeness and healing through service to humankind.

GOAL OF THE NURSING PROGRAM

The primary goal of the Nursing Program is to educate nurses prepared for safe and compassionate practice in contemporary healthcare environments. The goal is met through the student achievement of the defined student learning outcomes of the nursing program (Pre-licensure Bachelor of Science in Nursing/PL-BSN, or RN to BSN).

PHILOSOPHY OF THE NURSING PROGRAM

The philosophy of the Anna Maria College nursing program emanates from the faculty's beliefs concerning nursing, client, environment, health, nursing, and teaching and learning in both the client care and nursing education settings. These beliefs are informed by and incorporate concepts from contemporary established professional nursing standards, guidelines, and competencies for baccalaureate programs.

The nursing curriculum is modeled from state and national nursing core competencies, most notably the *Massachusetts Nursing Core Competencies*. Integral to the curriculum are critical thinking, writing, and cultural competency. Spirituality, which fosters a religious and moral sensitivity, is a core component of compassionate nursing care and is woven throughout the curriculum as one of the five dimensions of health (spiritual dimension). Behavioral and physical sciences and liberal arts are the foundation for simple to complex problem solving in patient care and the teaching/learning process. The curriculum incorporates a focus on advocacy in health promotion for clients and populations across the lifespan.

Faculty at Anna Maria College believe *nursing* is a unique profession concerned with all factors affecting clients in their environment. The function of nursing is to diagnose and treat the human

response to actual or potential health problems. Nursing is concerned with the five dimensions of health; physiological, psychological, sociocultural, developmental; and, spiritual. The goal of nursing is to support the client to attain, retain, and maintain optimal wellness. We believe nursing to be dynamic and caring. Nursing is an art as well as a science that utilizes critical thinking in both independent and collaborative nursing practice. Nursing provides clients with evidence-based care through use of the nursing process.

The client (*human being*) is the focus of holistic nursing care. The client may be either an individual, group or the community. Through evidence-based nursing interventions, the nurse works with clients, groups, or communities to foster optimal wellness in all dimensions of health. Faculty conceptualize *health* as a continuum of wellness to illness. It is a dynamic, ever changing state determined by the degree of harmonious, balanced interaction among all dimensions of health. Health is not a perfect state, but the best possible health state for a client. When client dimension of health needs are met, a state of optimal wellness exists; conversely, unmet needs reduce the wellness state.

The *environment* is composed of all internal and external factors affecting or affected by the client. The environment is considered to be any setting in which nurse/client interactions take place. All internal and external factors impact each client dimension of health thereby affecting the client's level of wellness and ability to achieve healthcare outcomes.

Faculty believe the *teaching/learning* process is dynamic and interactive, and requires the active participation of the student. It occurs within the college as a whole and is a systematic approach to the acquisition of knowledge. A positive learning environment is created and endorsed by mutually respectful human behaviors within the college community: This facilitates the development of cognitive, affective, and psychomotor skills which enable the acquisition of a knowledge base for safe nursing practice. Cultural diversity is celebrated throughout the nursing curriculum. Nursing education supports the notion of lifelong learning which promotes the participation in professional nursing organizations.

The role of the nursing faculty is to facilitate learning, model professional behavior, and guide and support nursing students. Nursing faculty support the notion of active and passive learning activities in the process of students achieving program outcomes. Inherent in this commitment is a focus on the development of critical thinking skills, which is viewed as a process of the application of mental skills that renders logical shape to the gathered data. This type of thinking occurs within the context of intellectual curiosity, rational inquiry, problem solving, and creativity in problem framing. This skill is directly applied in the nursing process.

Curriculum Framework of the Nursing Department

The nursing faculty's educational beliefs are centered on a curricular framework that blends the concepts in the nursing program philosophy, which are based upon the paradigm of nursing (client, environment, health, nurse, and nursing education), as defined by the nursing faculty, and principles from the natural, social, and applied sciences, and humanities to achieve, pre-licensure BSN and RN to BSN program learning outcomes.

The Anna Maria College nursing program curriculum incorporates the core competencies for quality and safety in nursing education (QSEN) and practice as developed by the Massachusetts Department of Higher Education Nursing Initiative, Nurse of the Future (NOF) Nursing Core Competencies into the pre-licensure BSN and RN to BSN curriculums. The core competencies

used to establish the Anna Maria College Department of Nursing BSN program student learning outcomes are:

1. Patient Centered Care
2. Teamwork and Collaboration
3. Evidence-Based Practice
4. Quality Improvement
5. Safety
6. Informatics and Technology
7. Professionalism
8. Leadership
9. System-Based Practice
10. Communication

The ten core competencies are integrated into the eight BSN program student learning outcomes (SLOs). These program SLOs define the competencies necessary for safe and effective, contemporary nursing practice across the life span. In each nursing course the specific theory, lab, and clinical practice SLOs are developed from the Anna Maria College Department of Nursing BSN program SLOs. Achievement of the individual course SLOs leads to the achievement of the defined Anna Maria College Department of Nursing BSN program student learning outcomes.

In addition to the MA Core Competencies for Nursing, the AMC nursing program curriculum framework integrates the following concepts:

1. The nursing process
2. Dimensions of health (physiological, psychological, sociocultural, developmental, and spiritual.)
3. Health promotion across the lifespan
4. Teaching and learning
5. Caring
6. Documentation
7. Culture and spirituality
8. Detailed NCLEX-RN Test Plan Client Needs categories (PL-BSN program option)

END OF NURSING PROGRAM STUDENT LEARNING OUTCOMES (EPSLO)

Students are prepared to achieve the outcomes of the nursing education program through safe practice within contemporary health care environments. Evaluation of student learning demonstrates that graduates have achieved identified competencies consistent with the institutional mission and professional standards and that the nursing education outcomes have been achieved. At the conclusion of the Anna Maria College Baccalaureate in Nursing Program, the graduate will be able to:

1. Utilize the nursing process to manage safe and effective care across the lifespan, adapted to the client's physiological, psychological, sociocultural, development, and spiritual dimensions of health. **(Patient-Centered Care) (Safety)**

2. Use critical reasoning and best current evidence to make nursing practice decisions that support the client's ability to attain, retain, and maintain optimal wellness. **(Evidence-Based Practice)**
3. Incorporate civil, legal, ethical, and spiritual principles into the provision of socially responsible nursing care. **(Professionalism)**
4. Communicate professionally and effectively with clients in contemporary healthcare settings and members of the healthcare team to achieve mutually determined health care outcomes. **(Communication)**
5. Utilize contemporary information technology to communicate, facilitate, and provide care. **(Informatics and Technology)**
6. Integrate leadership skills and principles to influence the behavior of individuals, groups, and members of the interdisciplinary healthcare team within their environment to facilitate the acquisition/ achievement of shared goals. **(Leadership) (Teamwork and Collaboration)**
7. Apply knowledge of healthcare policy, financial and regulatory influences on health care systems to quality improvement processes that contribute to achieving cost effective, patient-centered outcomes. **(Systems-Based Practice) (Quality Improvement)**
8. Model accountability for nursing practice decisions, with a commitment to professional growth, and life-long learning. **(Professionalism)**

Anna Maria College's Nursing Program Learning (Educational) Outcomes are derived from the following professional standards and guidelines:

- AACN, Essentials of Baccalaureate Education for Professional Nursing (2008).
- Accreditation Commission for Accreditation in Nursing,, Inc. (2017) Accreditation manual with interpretive guidelines.
- American Nurses Association. (2015). Code of Ethics for nurses with Interpretive Statements.
- American Nurses Association (2015). Nursing: Scope and standards of practice. (Appendix A).
- Commonwealth of Massachusetts 244 CMR 3.00 Registered Nurse (Nurse Practice Act).
- Massachusetts Action Coalition (2016). Nursing Core Competencies.
- National Council of State Boards of Nursing NCLEX-RN Detailed Test Plan (2016).
- Quality and Safety Education for Nurses (QSEN). (2007). Quality and safety competencies.

PROGRAM REQUIREMENTS

Admission and Transfer Policies

- An unencumbered current RN license in their state(s) of practice.
- Graduated from a state approved, regionally accredited (ASN graduates) or nationally accredited (diploma nursing program).
- A College GPA of 2.0 in the Foundational Courses (Pre-requisites) See curriculum plan.
-

ESSENTIAL FUNCTIONS OF A NURSING STUDENT

Anna Maria College's nursing program has a responsibility to educate competent nurses to care for their clients (persons, families and/or communities) with critical judgment, broadly based knowledge, and well-honed technical skills. Anna Maria College's nursing program has academic as well essential standards that must be met by students in order to successfully progress in and graduate from its programs. The essential standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the health science (e.g., nursing) program. The examples are not all-inclusive (Appendix D).

The Anna Maria College online programs are approved to confer a degree in many states in the U.S., but are still awaiting full approval from certain states. The online programs below are restricted in the following states:

- Alabama
- Arkansas
- Iowa
- Maryland
- Michigan
- Minnesota
- Mississippi
- Wisconsin

Students in the RN to BSN completion program must complete **120 credits** to graduate. A minimum of 30 nursing credits are accepted in transfer from Diploma or Associate Degree graduates.

The College may accept up to 75 credits in transfer from prior college course work.

Up to 90 credits are accepted in transfer for students with a Bachelor's degree. Foundational courses in Anatomy & Physiology I & II, Microbiology, English Composition, English Literature, Natural Science, Sociology, Psychology, and Human Growth & Development are required. Anna Maria College general education courses are included in the program of study.

RN-BSN CURRICULUM

TRANSFER NURSING CREDITS	GRADUATION DATE		NURSING PROGRAM	# CREDITS EARNED	
Diploma 30 transfer credits					
Associate Degree 30 transfer credits					
FOUNDATIONAL COURSES (Pre-requisites)	COLLEGE	TERM	COURSE # & TITLE	Transfer	
ANATOMY & PHYSIOLOGY I (4 cr)					
ANATOMY & PHYSIOLOGY II (4 cr)					
MICROBIOLOGY (4 cr)					
NATURAL SCIENCE (3/4 cr)					
PSYCHOLOGY (3 cr)					
SOCIOLOGY (3 cr)					
GROWTH AND DEVELOPMENT (3 cr)					
ENGLISH COMPOSITION I (3 cr)					
ENGLISH COMPOSITION II (3 cr)					
			TOTAL	30 or 31	
EXPLORATION CATEGORIES	COLLEGE	TERM	COURSE # & TITLE	CR. EARNED	
WRITING FOR CAREER & CREATIVITY(3 cr) <i>ENG 307 Professional Writing</i>					
US IN THE WORLD (3 cr) <i>NUS 313 History of Nursing</i>					
GLOBAL DYNAMICS (3 cr) <i>NUS 408 Pubic Health Nursing or MCO 304 Global Media</i>					
CREATIVITY AND IMAGINATION (3 cr) <i>MUS 257 Music Appreciation</i>					
QUANTITATIVE REASONING- Statistics (3 cr) <i>BLP 250 Applied Statistics</i>					
CATHOLIC WORLDVIEW (3 cr) <i>THE 304 Catholic Social Teaching</i>					
			TOTAL	18	
REQUIRED NURSING COURSES (3 CR) (30 credits) MINIMUM grade of 77/ C+ is required	AT ANNA MARIA COLLEGE	SEMESTER	COURSE # & TITLE	CR. EARNED	
NUS 301 PROFESSIONAL NURSING <i>Pre-req: Psychology, Sociology, Human Lifespan, Eng. I&II</i>		1A			
NUS 320 COMP. HLTH ASSESS. FOR THE RN <i>Pre-req: NUS 301, A&P I/II, Microbiology</i>		1B			
NUS 304 EVIDENCE BASED RESEARCH FOR THE RN <i>Pre-req. Statistics, NUS 301, ENG 307</i>		2A			
NUS 315 INTEGRATIVE APPROACHES TO HEALTH <i>Pre-req. NUS 301, NUS 320, NUS 304</i>		2B			
NUS 400 CONTEMP. ISSUES IN PHARMACOLOGY <i>Pre-req. NUS 301, A&P I/II, Microbiology</i>		3A			
NUS 405 CORE CONCEPTS OF LEADERSHIP <i>Pre-req. Professional Writing, NUS 301, NUS 320, NUS 304.</i>		3B			
NUS 421 MANAGING RESOURCES WITHIN THE ORG. <i>Pre-req. NUS 301, NUS 320, NUS 304</i>		4A			
NUS 431 U.S. NURSE AS AN INTERNATIONAL ADVOCATE <i>Pre-req. NUS 301, NUS 320, NUS 304, NUS 400, NUS 405, NUS 421, NUS 408</i>		4B			
NUS 408 PUBLIC HEALTH NURSING <i>Pre-req. Nus 301,NUS 320,NUS 304</i>		5A			
NUS 495 RN-BSN (CAPSTONE) <i>Pre-req. NUS 301, NUS 320, NUS 304, NUS 400, NUS 405, NUS 421, NUS 431 Pre or Co-req: NUS 408</i>		5B			
			TOTAL	30	

Course Exemption and Transfer Credit Policies

Receive a minimum of 30 credits for your RN education and up to another 45 credits for your previous academic coursework or select professional nursing certifications. Anna Maria College values the time that you have spent in the classroom and in the field.

Up to 75 credits can be transferred from a qualifying associate's degree or nursing diploma and up to 90 credits can be transferred from a qualifying bachelor's degree.

A minimum of 30 transfer credits will be granted to students who are Registered Nurses. Non-traditional credit (up to 6 credit hours) may be granted for CLEP (College Level Examination Program) or professional certification in a specialty practice area

PROGRESSION AND WITHDRAWAL POLICIES FOR ONLINE PROGRAMS

ACADEMIC PROGRESSION

A student who does not meet the progression policies in the nursing major will be dismissed from the program. The progression policies are as follows:

1. Students are required to complete all required academic course work.
2. Nursing courses must be passed in sequence as indicated by the pre-requisites/co-requisites for each course.
3. Nursing students must obtain a minimum grade of "C+" (numeric grade of 77 or higher) for all nursing courses. All nursing courses must be taken at Anna Maria College.
4. No more than 1 nursing course can be repeated once. Courses with a failing grade at the time of withdrawal are counted as an unsuccessful course attempt.
5. Any withdrawal or separation is considered as one unsuccessful attempt to pass a course. A WF will be documented if the course grade is below a C+ (76 or below) at the time of withdrawal. Otherwise a W will be documented.
6. The student is dismissed from the nursing program after two unsuccessful nursing course failures.
7. Students enroll in two nursing courses per 8 week term exception maybe approved by the Dean of Nursing.
8. Program of study must be completed within 3 years.

WITHDRAWAL POLICY & PROCEDURE FOR ONLINE COURSES

A student may drop an online course during Week #1 of the course if notification of withdrawal is sent to the Assistant Director of Online, Lorene Farrar, lfarrar@annamaria.edu by Friday, 4:30 pm (EDT/EST). The student is eligible for a full refund under these conditions. No note of the course will appear on the student's transcript.

A student may withdraw from an online course between Week #2 and Week #5 but is not eligible for any tuition refund. A grade of "W" or "WF" will appear on the student's transcript. No withdrawals are permitted after 4:30 pm EDT/EST Friday of Week #5.

A Student who drops a course after Week #5 is not eligible for a tuition refund and a grade of “F” will appear on the student’s transcript.

Procedure for Withdrawal from an Online Course

1. Students who wish to drop the course in the first week must notify the Assistant Director of Online, Lorene Farrar, at lfarrar@annamaria.edu.
2. Students who withdraw during the withdrawal period must notify, Lorene Farrar, Assistant Director of Online at lfarrar@annamaria.edu . The withdrawal period is from Weeks 2 to Week 5. The Assistant Director of Online, Lorene Farrar will withdraw the student, and a grade of W will appear on his/her official transcript.
3. Any withdrawal after Week 5 will have a grade of F on the student's official transcript. Students must withdraw via email to Lorene Farrar, Assistant Director of Online at lfarrar@annamaria.edu .

DISMISSAL

Students may be dismissed from the nursing program for several reasons, including, but not limited to, violation of the confidentiality policy, academic integrity policy, student attendance policy, and assignments policy.

ATTENDANCE AND COURSE PARTICIPATION

Attendance

Students are expected to attend class (defined as logging into the course and interacting as stipulated, posting questions, thoughts, or homework assignments by stated deadlines).

The College tracks class participation for all students registered for either on-campus or online courses of any type. It is the expectation that graduate students will attend and participate in all classes and engage in the course content. A student’s class syllabus, published by the faculty will establish attendance policies and certain criteria for engaged participation.

Course Participation

The RN to BSN Nursing Student Handbook acknowledgement is the first day enrollment of the online nursing Engage course. (Appendix H)

Students must attend class (defined as logging into the course and interacting as stipulated, posting questions, thoughts, or homework assignments by stated deadlines) during the first week. In each following week, students must interact on a regular basis as stated in the course guidelines or as designated by course instructor. **Failure to participate during the first week of the course (12 am Monday through 11:59 pm Sunday) will result in automatic withdrawal.**

Extended absences (defined as failure to post in discussions for more than 5 days) or submission of written assignments by the deadline must be coordinated with the professor. Students who fail to coordinate any such absence or fail to withdraw from the course will be graded accordingly.

Students are expected to work efficiently and effectively in diverse groups and teams to achieve learning outcomes. It is imperative that students show respect for human diversity and behave in a tolerant manner towards colleagues and peers.

Educational Mobility

Is a process by which individuals complete formal and/or informal educational offerings to acquire additional knowledge and skills. To the extent possible, educational mobility should build on previous learning without unnecessary duplication of that learning and be focused on outcomes.

Taken from the *AACN Position Statement-White Papers, Educational Mobility*

<http://www.aacnnursing.org/News-Information/Position-Statements-White-Papers/Educational-Mobility>

Advanced Placement

See **Course Exemption and Transfer Credit Policies**.

A RN to BSN student is admitted having successfully completed the pre-requisite requirements will be placed into the RN to BSN curriculum plan to complete the 120 credit program credits, which includes the 31 nursing course credits.

READMISSION TO THE PROGRAM

The Nursing Faculty Organization evaluates requests for readmission to the nursing program in accordance to the College and Nursing Program policies. Students may be readmitted to the Nursing Program only once; a second readmission is not allowed. A leave of absence from the online nursing program may not exceed 1 year. Returning students must abide by the policies and guidelines of the Nursing Student Handbook at the time they re-enter the program. The readmission process requires a letter to the Dean of nursing requesting readmission.

GRADUATION REQUIREMENTS

In order for students to be eligible for graduation, all course and program requirements must be met. Additionally, graduating students must complete an exit survey for the nursing program. **Notice of Intent to Graduate** forms must be submitted to the college by December 1 for a May graduation; July 1 for August degree completion; November 1 for December degree completion. Further information about graduation may be found in the *AMC College Catalog* and Office of the Registrar.

Graduation and End of Program Graduation Requirements

120-credit program. A minimum of 45 credits must be taken through Anna Maria College. Program of study must be completed within 3 years

Candidates for Graduation from the RN to BSN Program must complete both the College and RN to BSN Nursing Program Graduation Requirements:

Graduation Requirements - Bachelor Degree

The requirement for graduation for the RN to BSN program is a minimum of 120 credits. To obtain a degree from Anna Maria College, a student must:

- fulfill the requirements for a field of concentration;
- complete the requirements of the General Education Requirements;
- complete Intent to Graduate Form one semester before the planned date of graduation

Failure to comply with this last requirement will mean a delay in graduation. Details of college requirements and major course requirements may be found in AMC Academic Catalog, Programs and Majors.

RN to BSN Major Graduation Requirements

- Successfully pass the courses within the published RN to BSN curriculum, 120 credits (See RN to BSN Curriculum Plan) which includes:
 - Complete all nursing courses at AMC, achieving a minimum nursing course GPA of 2.3. The minimum passing grade for nursing courses is 77 for theory.
 - Achieving a minimum grade of C in all other required general education courses in the published RN to BSN curriculum.

STUDENT RIGHTS AND GRIEVANCE POLICY

Student's Rights and Responsibilities

The Anna Maria College nursing program is committed to recognizing the legal rights of all students, along with the accompanying responsibilities for these legal rights. Students have the responsibility to:

1. Read, understand and adhere to all AMC College and Nursing Program policies as published in the most current *AMC Academic Catalog* and *AMC RN to BSN Nursing Program Student Handbook*.
2. Read understand and adhere to all course information, policies, and assignments published in the nursing course syllabus.
3. Check the AMC nursing course Engage website at least once a day for announcements and messages.
4. Check their AMC email at least once a day for announcements and messages.
5. Communicate nursing course issues or concerns as they occur to the appropriate person(s).

COMPLAINTS, GRIEVANCE, OR APPEALS

The Anna Maria College Nursing Department is committed to resolving student conflict, complaints, grievances, and appeals in a timely manner. If a student experiences difficulty in the classroom, laboratory, or clinical area, it is the student's responsibility to first contact the individual faculty member involved directly or the course coordinator, **unless otherwise stated in a written communication from the Dean**. Students should not proceed to the next step until a response has been received at each level. It should be noted that many issues are not immediately resolved due to the need to gather information and fully assess the circumstances.

Definition of terms are:

Complaint/Grievance: A formal allegation against a nursing program, typically expressed as a written, signed statement. A grievance is a wrong or hardship suffered that is the grounds for a complaint; the formal expression of a grievance is a complaint.

Appeal: A formal written request for reconsideration of an application of a rule or procedure due to perceived serious circumstances, beyond the student's control.

Complaint/Grievance/Appeal Process (Non Grade-Related)

A non-grade-related complaint or grievance should be presented in **writing** which clearly and specifically what evidence on which the complaint/grievance is based. The appeal process is as follows:

1. Within two business days to the Nursing Course Coordinator or Lead Faculty Member.
2. Within two business days of receipt of the Nursing Coordinator's response, the complaint or grievance shall be presented in writing to the Dean of Nursing Department for further review if not resolved. The Dean of Nursing may present the appeal to the Nurse Faculty Organization (NFO) for their review of decision.
3. Within two business days of the receipt of the Dean's response, the student may continue with the appeal process to the Associate Vice President of Academic Affairs (AVPAA).
4. Within two business days of the receipt of the AVPAA for Professional Studies' response, the student may continue with the appeal process to the Vice President of Academic Affairs.
5. Decisions of the Vice President for Academic Affairs are final.

Grade Appeal Process

The student's written grade appeal should include clearly and specifically what grounds on which the grade appeal is based. The student must explain why he or she believes that the assigned grade was contrary to procedures as specified in the course syllabus or was based on error. The student should attach supporting documentation to the form, such as the following:

- A copy of the course syllabus
- A copy of the graded assignment on which the formal course grade appeal is centered if it is available.
- Any other documents the student believes are relevant to the resolution of the course grade appeal.

The student grade appeal process begins with the student's **written** request for a review of his/her grade(s), in the following order, to:

1. Within two business days to the Nursing Course Coordinator or Lead Faculty Member.
2. Within two business days of receipt of the Nursing Coordinator's response, the complaint or grievance shall be presented in writing to the Dean of Nursing Department

for further review if not resolved. The Dean of Nursing may present the appeal to the Nurse Faculty Organization (NFO) for their review of decision.

3. Within two business days of the receipt of the Dean's response, the student may continue with the appeal process to the Associate Vice President of Academic Affairs (AVPAA).
4. Within two business days of the receipt of the AVPAA of Professional Studies' response, the student may continue with the appeal process to the Vice President of Academic Affairs.
5. Decisions of the Vice President for Academic Affairs are final.

Appeals to any program policy will be handled in accordance with College and Nursing Program Policy. The Dean of Nursing and Nursing Faculty Organization reserve the right to admit, retain, and advance students who meet the published nursing program and College policies, scholarship, health and professional requirements. Students who are found to be in non-compliance will be withdrawn or dismissed accordingly.

GENERAL POLICIES

REQUIRED ACKNOWLEDGEMENT AND COMMUNICATION OF REVISIONS

RN to BSN students must reply to the required acknowledgement policy confirming they have read and understand the course syllabus, the course and withdrawal policies, and the policies contained within the *Anna Maria College RN to BSN Student Handbook*. A response post is required by the first Friday of the course. Should a student fail to respond by this deadline the first week's grade will be withheld.

Students will be notified of any changes in policies, procedures, and/or program information via the following methods:

- Anna Maria College email written letter from either a College or Nursing Program administrator sent via the US Mail.
- Revised nursing program student handbook
- Written announcement on the nursing course Engage Learning Management System website.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Federal standards which protect the privacy of students are stated in the Family Educational Rights and Privacy Act (FERPA) of 1974. The act requires schools to have written permission from a student prior to disclosure of any information about a student's academic record or performance with anyone outside of the institution. Nursing faculty adhere to this federal regulation.

ADA COMPLIANCE

Anna Maria College's nursing program wishes to ensure that access to its facilities, programs and services is available to all students on a nondiscriminatory basis, including students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008) and all students can study and practice nursing with or without reasonable accommodation. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the nursing program. To be eligible for accommodations, a student must have a documented disability of (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or (c) be regarded as having such a condition.

Anna Maria College will provide reasonable accommodations to students who disclose and provide documentation of a disability. The college is under no obligation to provide accommodations unless the student has disclosed the nature of the disability in writing and has made a written request for special accommodations to the ADA Coordinator.

ADA Coordinator:

Dennis Vanasse
Trinity Hall, Room 132
Anna Maria College
Paxton, MA 01612-1198
508-849-3372 or dvanasse@annamaria.edu

LEGAL NAME STATEMENT

Students in the Anna Maria College nursing program are required to use their legal name, as printed on their driver's license or government approved ID, throughout the program. Students must always use their full legal name on forms including hospital/clinical orientation documents, when requesting a background check, when charting in patient records (written or electronic), and for any form of legal documentation related to the Anna Maria College nursing program. The student's full legal name should be used for their clinical experiences or as required by assigned clinical site. It is the student's responsibility to make sure that all Anna Maria College records reflect their current legal name.

STORED RECORDS POLICY

The Registrar's Office at Anna Maria College maintains records of all students as required by law. Nursing student academic files are maintained in the Office of Academic Affairs, in a locked cabinet or password protected electronic record for five years. The records may include academic advisement records, clinical evaluation records, and any documents signed by nursing students related to receipt of nursing education policies and procedures. (Appendix B)

REQUEST FOR DOCUMENTS

Students may request a copy of their academic records and transcript of courses taken at AMC from the Registrar. Transcripts can be obtained upon receipt of a written request with a

signature: Email and faxed request cannot be honored. Transcripts cannot be obtained if there is an outstanding financial obligation to the College. Requests may take a minimum of two weeks to process.

PROFESSIONAL BEHAVIOR

ACADEMIC INTEGRITY

AMC expects academic honesty. Violation of academic integrity includes but is not limited to cheating on exams or quizzes, stealing or having unauthorized access to exams, plagiarism (which includes utilizing same paper submission for different course offerings), and unauthorized collaboration on academic assignments or falsifying information. Academic dishonesty will result in disciplinary action and may result in dismissal from the Nursing Program.

VERIFICATION OF STUDENT IDENTITY IN ONLINE LEARNING POLICY

Every student is issued a secure AMC login and password to be utilized for all AMC communications.

Students must access learning assignments through the AMC Engage Learning System and communicate with the AMC nursing faculty and staff through the AMC email system.

ACADEMIC HONESTY

Refer to the Anna Maria College Academic Catalog and policies posted at <http://www.AnnaMaria.edu/academics/academic-resources>. The Anna Maria College Academic Honesty and Integrity Policy can be accessed at, <http://www.AnnaMaria.edu/academics/academic-resources/academic-policies/academic-honesty-integrity/> Compliance in accordance with the Anna Maria College Academic Honesty and Integrity Policy is mandatory. Disciplinary action may lead to dismissal from the college, regardless of a student's academic standing.

Students are required to be truthful in all actions, communication, and documentation. Sharing of academic information that is meant to be confidential will not be tolerated; (e.g., AMC log-on or passwords).

NO photographs can be taken within ANY clinical/laboratory facility for any reason, during any Anna Maria College Department of Nursing functions, or nursing program assignment(s).

Students in the Anna Maria College Department of Nursing who do not adhere to the policy concerning academic honesty and integrity in the classroom, college laboratory, and /or the clinical setting will face disciplinary actions, up to and including dismissal from the Anna Maria College Department of Nursing and the College.

ANNA MARIA COLLEGE DEPARTMENT OF NURSING INSTRUCTIONAL MATERIALS COPYRIGHT

Anna Maria College Department of Nursing students should be aware that course lectures and instructional materials for any nursing course including audio or video recording of lecture(s), PowerPoint presentations, handouts, learning activities posted on nursing course ENGAGE websites, tests, and other lecture, lab, and clinical instructional materials are protected by

copyright. Students may take notes and make copies of course materials for their personal use or to share with other students enrolled in their class within the nursing program. Students may not reproduce or distribute any course instructional materials publicly, in any form (hard copy or electronic) without the express written consent of the nursing program faculty member who developed the materials.

PROFESSIONAL BOUNDARIES

Students are expected to maintain boundaries with clients, colleagues and staff in terms of respectful behaviors, communication, and appropriate interaction. Students are not permitted to accept gifts from clients or give gifts to faculty members. For additional guidance on professional boundaries between the nurse and the client please refer to the following brochure published by the National Council of State Boards of Nursing at <https://www.ncsbn.org/professional-boundaries.htm>

SOCIAL MEDIA/ELECTRONICS POLICY

Nursing students at AMC are expected to abide by the guidelines put forth by the Massachusetts Board of Registration in Nursing and the National Council of State Boards of Nursing (NCSBN) (Appendix C). These guidelines clearly detail the expectations and standards by which all AMC nursing students should abide by and are considered to be the basis for the nursing program making determinations about student adherence to the RN to BSN Social Media Policy.

Furthermore students should be aware that:

1. All AMC College and nursing program policies related to HIPAA, patient confidentiality, and harassment contained in the AMC Academic Catalog, AMC RN to BSN Nursing Student Handbook, and AMC RN to BSN nursing course syllabi also apply to social media.
2. Students are strictly prohibited from taking photographs or capturing digital images of any kind on a clinical patient care unit or within a clinical facility. This includes not only patient/client photographs/digital images, but also any information that may be within the patient's/clients health record or plan of care.
3. Students may not post any information on patient/client information on any social network or transmit patient/client information via email or other electronic communication media.
4. All information posted on social media is searchable and shareable, even with privacy settings in place and even on sites that have a time-limited posting period.
5. Nursing students are expected to immediately report any social media or electronics violations by their peers or others.
6. **Inappropriate use of social media and/or electronics by nursing students is grounds for disciplinary action up to and including dismissal from the nursing program and college.**

PROFESSIONAL BEHAVIOR IN THE ONLINE ENVIRONMENT

- Students are expected to conduct themselves in a professional and respectful manner at all times in the online program with colleagues, faculty and staff.
- Profanity will not be tolerated.

- Disrespectful and unprofessional behaviors or communication will result in disciplinary action.
- Nursing Program School Uniform/Professional Dress is to be worn during AMC on-site learning experiences/assignments. (Appendix E)
- Breach of confidentiality and academic dishonesty are grounds for dismissal from the Nursing Program.
- Noncompliance with Anna Maria College and Anna Maria College Nursing Program policies and/or standards of behavior will result in a review by nursing faculty and the Dean of Nursing and may result in dismissal from the nursing program.
- All social media communication falls under HIPAA (Health Insurance Portability and Accountability ACT of 1996). Information related to patients will NOT be posted on any social media or discussed in emails. Students who violate this policy including confidentiality will be withdrawn from the nursing program.

COMMUNICATION EXPECTATIONS

Through the nature of the online classroom you will communicate with your fellow students and professors through several platforms within the online Learning Management System. You must always be respectful & courteous, have consideration for privacy, confidentiality and abide by the guidelines for Social Media established by the National Council for State Boards of Nursing (NCSBN) <http://ncsbn.org/2930.htm>

All students will use their AMC email for communication. No personal email addresses will be accepted. AMC email should have your first and middle initial, last name. Kelly Ann Smith = kasmith@amcats.edu unless otherwise provided by AMC.

Email within each AMC online course is used for all communication for that course. Your professor will usually respond to your message within 48 hrs. Students are expected to respond to professors or staff messages within 48 hrs. The Student is responsible for checking their AMC email as well as their online courses communication on the Engage Learning Management System several times per week.

Please use Netiquette for all online correspondence:

- Use a subject line for all emails
- Be polite, use a greeting and closing with your name
- Run email message through spell check
- Do not use abbreviations or slang as when texting or instant messaging
- Use correct grammar and writing format
- Be professional
- Be concise and stay on topic

REQUIRED ONLINE MATERIALS

Basic Materials: Computer, a web browser, and access to the internet and the technical requirements outlined in the “Technical Requirements” section.

Books: Textbooks are identified for each online course and the student is responsible to secure textbooks prior to the start of the course. Books may be secured from the AMC bookstore or via any other online book retailer.

TECHNOLOGY REQUIREMENTS

Technical requirements are necessary for the RN to BSN online Program: Students must ensure that their computer is properly configured. The student can seek out technical support from the 24/7 Personal Support Center annamaria@personalsupportcenter.com

These are the technical requirements necessary for online courses to run properly. Please read this information carefully, as you must ensure that your computer is properly configured. If you have any questions or problems, please call the Personal Support Center.

HARDWARE

- Any computer that is capable of running a modern Operating Systems (OS). For example:
 - Windows 7
 - Mac OS/X
 - Linux
- More memory (RAM) will allow for more applications, such as your online course and Microsoft Word, to be open and will speed up your computer in general.
- A High Speed/Broadband internet connection.
- You may also wish to purchase a microphone, either standalone or with a set of headphones. These would be for the times that you may need to do Voice-Over IP chats or Voice-Over-PowerPoint presentations.

SOFTWARE

Web Browser Requirements

The following web browsers are supported and tested:

With PCs running Windows OS:

- **Chrome**
Download the latest version of Chrome here: <http://www.google.com/chrome>
- **Safari**
Download the latest version of Safari here: <http://www.apple.com/safari/download/>
- **Firefox 4.0** and above
Download the latest version of Firefox here: <http://www.mozilla.com/enUS/firefox/all.html>
- **Internet Explorer** version 7.0 and above
Download the latest version of Internet Explorer for Windows here:
<http://www.microsoft.com/windows/internet-explorer/worldwide-sites.aspx>

With Macs running OS X:

- **Chrome**
Download the latest version of Chrome here: <http://www.google.com/chrome>
- **Safari**
Download the latest version of Safari here: <http://www.apple.com/safari/download/>
- **Firefox 4.0** and above
Download the latest version of Firefox here: <http://www.mozilla.com/enUS/firefox/all.html>

SUGGESTED PLUG-INS AND SOFTWARE

- **Adobe Acrobat**

Your courses may include .pdf files, which require the Adobe Acrobat Reader. If Acrobat is not installed on your computer, please download the free Adobe Acrobat Reader: <http://get.adobe.com/reader/>

- **Adobe Flash**

Your courses may include images or animations that require the Adobe (formerly Macromedia) Flash plug-in. If you do not have Flash installed, or have difficulty viewing the animations, you may load the most current version of the Flash plug-in here:

<http://get.adobe.com/flashplayer/>

Note: Many mobile devices have the most problems with Flash. If your mobile device cannot display Flash animation then it might not be suitable for online access.

- **Microsoft PowerPoint**

Your courses may include Microsoft PowerPoint presentations. If you do not have PowerPoint installed on your computer, you may use the free PowerPoint viewer to view the course materials. Download the free PowerPoint viewer here:

<http://www.microsoft.com/downloads/details.aspx?displaylang=en&FamilyID=048dc840-14e1-467d-8dca-19d2a8fd7485>.

- **Microsoft Word**

Your courses require the use of Microsoft Word to turn in written assignments. If you use any word processor other than Microsoft Word, please remember to save the file as a .doc file. It is your responsibility to ensure that your assignments can be read by the instructor.

- **Microsoft Excel**

Your courses may require the use of Microsoft Excel spreadsheet software. If you use any spreadsheet program other than Microsoft Excel, please remember to save the file as an .XLS file. It is your responsibility to ensure that your assignments can be read by the instructor.

- **Microsoft Office Conversion Tool**

If you are using an older version of Microsoft Office (2003 or before) and you need to access Office 2007 (or later) files then please download the Office Family conversion tool here:

<http://www.microsoft.com/downloads/details.aspx?displaylang=en&FamilyID=941b3470-3ae9-4aee-8f43-c6bb74cd1466>

If you do not have Microsoft Office, you can download a 60 day trial by going to

<http://us20.trymicrosoftoffice.com/default.aspx>

- **REAL PLAYER**

This course may include video and audio that will require Real Player. You may download a free version of Real Player at: <http://www.real.com/realplayer>.

- **QUICK TIME**

This course may include video that will require QuickTime Video Player. You may download a free version of QuickTime Player at:

<http://www.apple.com/quicktime/download/>.

- **COMPRESSION/"ZIP" UTILITY**

This course may require the use of a compression utility such as WinZip to create a zipped file (*.zip). If you do not have a compression utility installed on your computer, you may download a free copy of WinZip here:

<http://www.winzip.com/prodpagewz.htm>.

ONLINE ASSIGNMENTS

Completion of all assignments is mandatory for successful completion of each course. The professor will provide theoretical framework, activities, and assignments to develop critical thinking, knowledge and skills at the Baccalaureate level. The student is responsible for participating in the learning from the activities provided.

Students are responsible to participate in the weekly lesson, complete all weekly assignments by the stated deadline unless you are notified that there is an AMC school-wide systems problem. All late assignments will be penalized with a 10% grade deduction for each day late unless prior arrangements have been made with your professor.

Anna Maria College's nursing program has adopted the APA style as the expected format for written course assignments. The APA Publication Manual of the American Psychological Association (6th edition), is a valuable writing tool. It provides a simplistic framework for writing and has been adopted by many disciplines across the world, including nursing. At Anna Maria College, it is the expectation that students utilize this writing style to clearly communicate forms of reference, title pages, and overall guidelines of writing assignments. Since this style is so widely known, students may be able to use their understanding of the APA Style well beyond the classroom and demonstrate these skills in their own professional lives as well.

Below are a number of additional resources available to students so they can become better versed in using the APA Style while attending classes at Anna Maria College.

- APA - <http://www.apastyle.org/>
- APA Sample Paper: <http://my.ilstu.edu/~jkhahn/APAsample.pdf>
- Purdue Online Writing Lab: <http://owl.english.purdue.edu/owl/resource/560/>

GRADING POLICIES

Course grades will be available on AMC Learning Management Systems for each course and on the Student's AMC transcript in the Registrar's office. Grades will not be posted elsewhere to ensure student privacy. Any grade concern must be submitted in writing to the course faculty with referenced justification within 48 hours of grade posting.

Course Grades

Numerical grades used for letter grades in Nursing Courses are as follows:

Grade	Points	Quality Point Average
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	≤60	0.0 (no quality points)
P	Pass (no quality points)	
W	Withdrawal	
I	Incomplete	

Nursing students must obtain a minimum grade of “C+” (numeric grade of 77 or higher) for all nursing courses.

The average of all numerical grades in a course must be 77 or greater to pass the course.

Individual components making up the final course grade are not rounded separately. The ‘rounding up’ of a final grade is based on a 0.50 or above, not 0.49, 0.48 etc. Example: a student grade of 76.49, or less, rounds to 76; conversely, a student grade of 76.50, or above, rounds to 77.0.

INCOMPLETE GRADE POLICY

The grade of “I” is permitted only when unavoidable circumstances prevent the completion of a course and the student’s coursework is substantially completed. An “I” grade will become an “F” if outstanding coursework is not completed within two weeks or otherwise indicated. Requests for an incomplete must be in writing and submitted to the course faculty and the Dean of Nursing.

ACADEMIC PERFORMANCE COUNSELING

The student, faculty, or Dean of Nursing may initiate a counseling conference when a student is in jeopardy of not meeting course objectives. The purpose of a counseling conference is to provide an opportunity for the student, instructor, or Dean to discuss areas of concern. (Appendix F)

PROGRAM SUPPORT SERVICES

A variety of services are offered by Anna Maria College to promote student success as well as enrichment of the college experience. Please refer to the *Anna Maria College Undergraduate Catalog* and the *Anna Maria College Undergraduate Student Handbook* for more information. Both publications are available on the Anna Maria College website.

Online students are supported by the AMC Nursing Department, the Assistant Director of Online Programs, and the AMC College staff. These support services include but are not limited to:

- Admission & Enrollment Services
- Student Online Orientation & Support
- Library
- Student Success/Tutorial Remedies
- Course registration based on individual student Curriculum Maps, pre-requisites, co-requisites, and course availability
- Guidance for “Withdrawal” procedure
- Graduation criteria

PROGRAM ADVISEMENT

A Curriculum Map outlining the student’s curriculum plan will be given to the student at the time of enrollment. The Assistant Director of Online, Lorene Farrar, will assist each student with their curriculum map. The Assistant Director of Online understands the curriculum, graduation requirements and college policies and can help students develop a realistic plan according to the AMC policies. Students are encouraged to speak with their academic advisor, if needed. Students may also schedule appointments for advisement by e-mailing the Assistant Director of Online or the Academic Advisor.

NEW STUDENT ONLINE ORIENTATION

A self-paced student orientation is provided for new students by the Assistant Director of Online, Lorene Farrar. It includes but not limited to: introduction to online learning, navigating the Learning Management System, time management, communication, information literacy, and academic writing.

E-MAIL

Your AMC email address is your first initial and last name followed by amcats.edu unless specified otherwise in your admission letter. You can access your email by going to www.annamaria.edu and clicking on webmail in the footer on any page OR you can remember the direct URL to email which is <https://webmail.annamaria.edu>. You will be directed to the Microsoft Outlook Web Access (OWA) page where you will enter your username and password.

Your default email password will be sent to you with your admission letter. You may change your password after your first login. To change your password log on to Outlook Web Access (OWA). Click on the **OPTIONS** button in the upper right hand corner. On the left hand side, click on “Change Password”. Type your old password which is your Student ID number, and then choose a new one. Remember that passwords have to be at least six characters long and contain one upper case letter, one lower case letter and one number.

ONLINE RESOURCES

Schedules, Student Accounts, Bill Pay and Grades can be accessed by the Online Resources username which will be sent with your admission letter. Your default Online Resources password is your date of birth in the following format: 091572

Go to www.annamaria.edu and click on online resources in the footer on any page. You will be directed to the AMC Online Resources Page where you will enter your username and password. To view pay your bill click on the **Financial Tab** then **Pay Your Bill located under Student Billing**.

LIBRARY RESOURCES

1. Go to www.annamaria.edu **CLICK** on **RESOURCES** then **MONDOR-EAGAN LIBRARY** then **ONLINE RESOURCES**. You can also click on the Online Resources Portal on the **main Mondor-Eagan Library page**.
2. Under **Accessing Databases off Campus**, you will find a link to log into the Library Resources.
3. You will be asked for the following information:
 - a. **Library Card Number:**
 - b. **Last Name:**
4. You will then have access to all the online databases.

FINANCIAL AID

Please refer to the *Anna Maria College Catalog* and *Anna Maria College Undergraduate Student Handbook* for information regarding financial aid.

STUDENT SUCCESS CENTER

The Student Success Center is available to help students with academic concerns. The Center provides assistance to all students free of charge. The Center is staffed by professional as well as student tutors. Please contact the Center for hours of operation 508-849-3372.

DISABILITY SUPPORT SERVICES

Disability support services are available through the Student Success Center. Contact Dennis Vanasse at 508.849.3372. Only students with documented disabilities are allowed special accommodations for assignments and examinations. Course faculty must be notified prior to the start of a course of a disability requiring special accommodations.

CAREER PLANNING SERVICES

Information on career counseling is offered by the Career Resource Center at 508-849-3345.

HEALTH SERVICES/COUNSELING

Health Services can be accessed at <http://www.annamaria.edu/health-services> and Counseling Services can be accessed at <http://www.annamaria.edu/counseling-services>

DEPARTMENT & COLLEGE ACTIVITIES FOR STUDENT NURSES

STUDENT GOVERNMENT ASSOCIATION

Student Government Association can be found on AMC's website at <http://www.annamaria.edu/sga>

STUDENT INVOLVEMENT IN NURSING PROGRAM GOVERNANCE

Nursing students are encouraged to participate in the governance of the Nursing Programs while enrolled at Anna Maria College. This may be accomplished by serving on the Nursing Faculty Organization committee by conference call at scheduled Faculty Meetings. Students interested in serving in this capacity should contact the Dean of Nursing. Also, students may directly email the Dean of Nursing with any program or curriculum comments. (Appendix G)

SIGMA THETA INTERNATIONAL HONOR SOCIETY OF NURSING

The Anna Maria College Nursing Program is a member of the Iota Phi-at-Large Chapter of Sigma Theta Tau International (STTI) Nursing Honor Society. Students who qualify for membership will be invited to join this organization when they have completed at least half of the nursing courses. The Iota Phi-at-Large Chapter includes Anna Maria College, University of Massachusetts Graduate School of Nursing, Becker College and Worcester State University. Further information about STTI and membership may be found at www.nursingsociety.org.

Appendix A

American Nurses Association (ANA) Standards of Nursing Practice

All nursing students will maintain professional conduct consistent with the American Nursing Association (2015) six Standards of Nursing Practice and the ten Standards of Professional Practice as defined in the American Nurses Association (2015) *Nursing: Scope and Standards of Practice*, Silver Spring, MD.

The Standards of Practice

Assessment	The registered nurse collects comprehensive data pertinent to the patient's healthcare consumer's health and/or the situation.
Diagnosis	The registered nurse analyzes the assessment data to determine the diagnoses or issues.
Outcome Identification	The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.
Planning	The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.
Implementation	The registered nurse implements the identified plan. Coordination of Care: The registered nurse coordinates care delivery. Health Teaching & Health Promotion: The registered nurse employs strategies to promote health and a safe environment. Consultation: The graduate-level prepared specialty nurse or advanced practice registered nurse provides consultation to influence the identified plan, enhance the abilities of others, and effect change. Prescriptive Authority & Treatment: The advanced practice registered nurse uses prescriptive authority, procedures, referrals, treatments, and therapies in accordance with state and federal laws and regulations.
Evaluation	The registered nurse evaluates progress toward attainment of outcomes.

The Standards of Professional Performance:

Ethics:	The registered nurse practices ethically.
Education:	The registered nurse attains knowledge and competence that reflects current nursing practice.
Evidence-Based Practice & Research:	The registered nurse integrates evidence and research findings into practice.
Quality of Practice:	The registered nurse contributes to quality nursing practice.
Communication:	The registered nurse communicates effectively in all areas of practice.
Leadership:	The registered nurse demonstrates leadership in the professional practice setting and the profession.
Collaboration:	The registered nurse collaborates with healthcare consumer, family, and others in the conduct of nursing practice.

Appendix A

Professional Practice Evaluation:	The registered nurse evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.
Resource Utilization:	The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.
Environmental Health	The registered nurse practices in an environmentally safe and healthy manner.

Appendix B

ANNA MARIA COLLEGE NURSING DEPARTMENT RECORDS MAINTENANCE AND RETIREMENT POLICY

Nursing Program Admission Records

Document	Responsibility	Maintenance	Retirement
Admission Records <ul style="list-style-type: none"> - Admission Application - Test scores, ACT, SAT, TEAs scores, TOEFL, GRE, IELTS, PIE - High School GPA - Internal or External Transfer information - Official secondary or college, transcripts or other official academic evaluations indicating successful completion; e.g., GED - Student Personal Statement/Essay - Letters of reference(s) - Letter of Acceptance - Correspondence 	Registrar	8 years in locked office or electronically in a secured drive	Delete electronic document or shred, and discard after 8 yrs
Graduate Admission Records <ul style="list-style-type: none"> - Application for Admission - Official college transcripts or other official academic evaluations indicating successful completion - Two letters of recommendation or references or one of each 	Registrar	8 years in locked office or electronically in a secured drive	Delete electronic document or shred, and discard after 8 yrs

Appendix B

Nursing Program Student Records

Document	Responsibility	Maintenance	Retirement
Student exams and Scantron answer key cards, if used.	Course/Class Coordinator	Locked in Coordinator's file	Scantron cards for exams and final exam will be destroyed ten (10) days after the course final grades are posted by the Registrar
Student Department File; e.g., <ul style="list-style-type: none"> - Clinical evaluations - Letter of Warning - Commendations - Curriculum Plan - Advisor notes - Faculty and Student Meeting notes - Clinical Placement Assignment Ticket - Correspondence 	Nursing Program Assistant Administrator	Locked file in locked office or electronically in a secured drive.	Shred and discard after notification of licensure or 5 years after withdrawal/graduation from nursing program
AMC Health Records	College Health Officer Registrar	Health Office campus - Locked file Castle Branch	10 years after s/he ceases to be a student at Anna Maria College
AMC Complaint/Grievance Records	Vice President of Academic Affairs	Locked File – within individual Student's record	Shed and discard after 8 years or year following accreditation.
Academic Probation/Warning <ul style="list-style-type: none"> - Letter of notification - Unofficial transcripts - Correspondence 	Vice President of Academic Affairs	Locked File – within individual Student's record	Shed and discard after 8 years or year following accreditation.
AMC Withdrawal Records from College	VP of Student Retention Registrar	8-10 years private secured file	Kept 8-10 years – then destroyed.
AMC Student Financial Aid Records	Financial Aid Coordinator	3 years private and secured file in the Financial Aid Office	Kept 3 years and then destroyed.

Appendix B
Graduate Records

Document	Responsibility	Maintenance	Retirement
AMC Transcripts	Registrar	Permanent	Per Registrar

Revised: 2017, Dec. 11

Revised: 2018, July 16

Appendix C

Massachusetts Board of Registration in Nursing July 2012

Use of Social and Electronic Media by Nurses

Web-based communication platforms and applications such as email, text messaging, personal blogs, online chat rooms, networking forums, and photo and video-sharing sites are playing an increasingly prominent role in health care (1, 2). Nurses and other health care providers as well as health care organizations and professional nursing associations use Facebook®, MySpace®, LinkedIn®, Twitter and other forms of social and electronic media to promote patient and consumer health and education, enhance communication with patients, foster collaborative relationships and facilitate continuing professional education (1, 2, 3 and 5).

Social and electronic media venues are also used by nurses to share challenging or emotional workplace experiences, to encourage and support colleagues, and to seek advice from what can ultimately be a wide ranging audience of Internet users (2). However, the inappropriate or malicious use of social and electronic media venues poses a risk to patient safety and can negatively impact the effectiveness of the health care team (1, 2, 6 and 7).

When using any type of social and electronic media, whether for a professional or personal purpose, every nurse licensed by the Massachusetts Board of Registration in Nursing (Board) must consider professional practice concepts that include, but are not limited to: privacy, confidentiality, dignity, respect, professional boundaries and trust of the profession. The Board reminds all licensed nurses that they should be aware of, and consider and comply with the Board's regulations whenever using social and electronic media. These regulations require a nurse to:

- safeguard a patient's dignity and right to privacy (244 CMR 9.03 [17]: Patient Dignity and Privacy);
- safeguard patient information from any person or entity, or both, not entitled to such information and to share appropriate information only as required by law or for the protection of the patient (244 CMR 9.03 [16]: Patient Confidential Information);
- establish and observe professional boundaries with respect to any patient with whom he or she has a nurse/patient relationship and to continue to observe professional boundaries with his or her former patients who may be vulnerable by virtue of emotional status, age, illness, or cognitive ability (244 CMR 9.03 [24]: Professional Boundaries);
- comply with M.G.L. c. 112, §§ 74 through 81C, as well as with any other laws and regulations related to licensure and practice. This includes the Health Insurance Portability and Accountability Act (HIPAA) and the Massachusetts Fair Information Practices Act (FIPA) and their corresponding regulations as applicable to health care providers and other federal and state laws concerning the protection of confidential or personal information (244 CMR 9.03 [6]: Compliance with Laws and Regulations Related to Nursing);
- engage in the practice of nursing in accordance with accepted standards of practice (244 CMR 9.03 [5]: Adherence to Standards of Nursing Practice); and
- be responsible and accountable for his or her nursing judgments, actions, and competency (244 CMR 9.03 [9]: Responsibility and Accountability).

Appendix C

In addition, other applicable Board regulations specify that a licensed nurse will not:

- abuse, neglect, mistreat, abandon, or otherwise harm a patient (244 CMR 9.03 [15]: Patient Abuse, Neglect, Mistreatment, Abandonment, or Other Harm);
- have sexual contact with any patient with whom he or she has a nurse/patient relationship or with any former patient who may be vulnerable by virtue of emotional status, age, illness, or cognitive ability (244 CMR 9.03 [23]: Sexual Contact); and
- initiate or maintain a nurse/patient relationship that is likely to adversely affect the nurse's professional judgment (244 CMR 9.03 [25]: Relationship Affecting Professional Judgment).

To assist nurses in appropriately using social and electronic media, the National Council of State Boards of Nursing, in its White Paper: *A Nurse's Guide to the Use of Social Media* (2011), has identified the following guidelines:

- First and foremost, nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not refer to patients in a disparaging manner, even if the patient is not identified.
- Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
- Consult employer policies or an appropriate leader within the organization for guidance regarding work related postings.
- Promptly report any identified breach of confidentiality or privacy.
- Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the work place.
- Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
- Do not post content or otherwise speak on behalf of the employer unless authorized to do so and follow all applicable policies of the employer.

(Reprinted with permission from National Council of State Boards of Nursing.)

Appendix C

References:

1. Anderson, J., & Puckrin, K. (2011). Social network use: A test of self-regulation. *Journal of Nursing Regulation*, 2(1), 36-41.
2. Cronquist, R., & Spector, N. (2011). Nurses and social media: regulatory concerns and guidelines. *Journal of Nursing Regulation*, 2(3), 37-40.
3. Eysenbach, G. (2008). Medicine 2.0: Social networking, collaboration, participation, apomediation and openness. *Journal of Medical Internet Research*, 10(3), e22. Retrieved 10/17/11 from <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2626430>.
4. National Council of State Boards of Nursing. (2011). White paper: A nurse's guide to the use of social media. Retrieved 10/20/11 from https://www.ncsbn.org/Social_Media.pdf.
5. Prinz, A. (2011). Professional social networking for nurses. *American Nurse Today*, 6(7). Retrieved 10/21/11 from www.americannursetoday.com/article.aspx?id=8016&fid=7986.
6. Royal College of Nursing. (2009). Legal advice for RCN members using the Internet. Retrieved 10/21/11 from www.rcn.org.uk/_data/assets/pdf_file/0008/272195/003557.pdf.
7. Spector, N. (2010). Boundary violations via the Internet. *Leader to Leader*. Retrieved 10/21/11 from www.ncsbn.org/L2L_Spring_2010.pdf

Appendix D

ESSENTIAL FUNCTIONS OF A HEALTH SCIENCE (NURSING, EMT, PARAMEDIC) STUDENT

The ability to meet the technical standards and educational outcomes established by the Anna Maria College (AMC) programs is essential for the fulfillment of the requirements for their degree. The academic and technical standards established by the faculty require that all students accepted by the AMC programs possess the physical, cognitive, and behavioral abilities that insure that they will be able to complete all aspects of the curriculum. Students admitted to a program must have the intellectual, emotional and physical abilities to acquire the knowledge, behaviors, and clinical skills needed to successfully complete the entire curriculum and practice nursing as a registered professional nurse. The essential function standards outlined below (Essential Function Standards), in conjunction with established academic standards, are followed by undergraduate nursing faculty to select applicants and retain students who possess the intelligence, integrity, physical, and personal as well as emotional characteristics that are necessary to become an effective professional nurse. The faculty must maintain the integrity of the curriculum and preserve those elements deemed essential to the education of a baccalaureate prepared student. The faculty and program cannot compromise the health and safety of others and reserve the right not to admit and/or progress in the nursing curriculum. Any applicant who cannot meet the essential technical standards or who would constitute a direct threat to the health and safety of others, e.g., those individuals who are impaired by alcohol or substance abuse cannot meet the Essential Function Standards.

Anna Maria College Program Essential Function Standards

Communication: Nursing students must be able to:

- communicate effectively with members of the health care team, including clients and family members verbally and in writing, and be able to record information accurately and clearly.
- accurately interpret a client's verbal and non-verbal expressions.
- critically analyze and convey information on the client's status to members of the healthcare team in oral, written, and electronic form in a timely manner.

Observation: In both clinical and laboratory settings, students must be able to:

- observe demonstrations of nursing skills and the implementation of client care utilizing illustrations, models, medical equipment as well as standardized clients, client simulators and actual human clients.
- directly and accurately confirm a client's identity, observe a client's physical condition and demeanor
- obtain a medical history, and perform a complete physical examination. The student must then integrate the information obtained through these holistic observations to implement the nursing process.

Appendix D

Motor Skills: Students must possess and use motor skills in conjunction with the senses of sight, hearing, smell and touch to accurately collect, interpret and utilize data. Examples include:

- ability to assess vital signs.
- provide safe client care e.g., perform CPR, apply pressure, position and transfer clients.
- provide safe client care e.g., prepare & administer medications, manipulate emergency medical equipment, change a dressing.
- respond quickly to and in emergency situations.
- complete all required tasks during the assigned period of clinical practice in order to carry out the nursing process during the delivery of general nursing care or in emergency situations.

Interpretative, Conceptual and Quantitative: Students preparing for their practical experiences should possess capabilities that enable them to function effectively and efficiently in the domains of interpretative, cognitive, and quantitative reasoning.

Students must be:

- capable of developing and seeking out appropriate learning techniques and study habits that allow for an evolving understanding of the baccalaureate curricular content.
- able to learn through a variety of teaching-learning modalities, including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of assignments, when applicable validation of accurate medication administration and calculation of medication dosage, and use of computer technology.
- able to progressively memorize, measure, calculate, reason, analyze, and synthesize the essential concepts within their major including but not limited to person, health, and environment. The nursing student must also be able to apply these concepts in their clinical student nursing practice through the use of clinical reasoning and clinical judgment.

As designed within their major outcomes, students are to achieve the goals of clinical competency and client safety, students are expected to acquire the strategies of problem-solving and critical thinking in order to prioritize client needs, recognizing urgent or emergent situations as well as demonstrating conscientious detail to the needs of the whole client and family.

Behavioral and Social: Students must:

- understand the legal and ethical aspects of their practice and function within the guidelines established by the law and consistent with the practice, for example: ANA Standards of Nursing Practice, ANA Scope & Standards of Practice and Code of Ethics for Nurses and NSNA Code of Academic and Clinical Conduct and Code of Academic and Clinical Conduct Interpretive statements for Nursing Students.
- be able to relate to clients and their families, colleagues, faculty, and other members of the health care team with courtesy, maturity, and respect for the dignity and cultural diversity of individuals. This requires that they place the welfare of their clients foremost, and demonstrate honesty, integrity, dedication, compassion, and nondiscrimination in the care of their clients.

Appendix D

- demonstrate honesty and integrity in their school work and in their relationships with faculty, staff, administrators, and classmates.
- consistently demonstrate the emotional stability to be able to exercise good judgment, and carry out prompt completion of all the responsibilities attendant to the diagnosis and care of their clients, and in their course work, in a sensitive and effective manner in the role as nursing student.
- This sensitivity includes self-examination of personal attitudes, perceptions, and stereotypes in order to avoid potential negative impact on relationships and client care.
- be able to adapt to changing environments, display flexibility and professional responsibility to their clients, peers, faculty, staff and administrators, and to learn to function in an environment of uncertainty, in which changes may occur rapidly and without warning.
- be able to accept and integrate evaluative feedback and respond by a positive modification of behavior.
- use conflict resolution strategies effectively in university settings, and in on and off campus clinical learning settings.

Marks, B., & Ailey, S. A. (2014) *White Paper on Inclusion of Students with Disabilities in Nursing Educational Programs*. Sacramento, CA: California Committee on Employment of People with Disabilities (CCEPD).

If a nursing student or applicant believes he/she cannot meet one or more of the standards without accommodations or modifications, the school must determine, on an individual basis, whether or not the necessary accommodations or modifications can be reasonable made. (Refer to AMC Health Center requirements).

Appendix F

AMC NURSING PROGRAM SCHOOL UNIFORM

UNIFORM AND ACCESSORY REQUIREMENTS

The student will need certain uniform and accessory items for the AMC clinical portion of the nursing studies. When on the clinical area, professional dress with a white lab coat should be worn with their AMC ID badge.

Appendix F

Anna Maria College Nursing Programs CLINICAL/LAB/CLASS PERFORMANCE FORM

Evaluation is based upon the student's performance of stated clinical/laboratory objectives and outcomes. When the student is not successfully meeting performance criteria, the supervising faculty will discuss the situation with the student as soon as feasible from the time the faculty observes or becomes aware of the situation, e.g., patient safety, professional behavior.

Student Name: _____ Date of Occurrence: _____

Unsatisfactory clinical/laboratory performance applies when:

1. A nursing action is determined to be unprofessional, or unsafe in a way that places the student, client and/or other's well-being in jeopardy.
2. The student is not meeting the responsibilities related to Clinical/College laboratory experience.

Summary of incident and clinical/lab objective(s) not met: (use back of page, if needed)

PLAN

Objective/Plan:	Class/Clinical/Lab warning	Re-evaluation date:
		Met <input type="checkbox"/> *Unmet <input type="checkbox"/>

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student's Comments

Re-evaluation (Date) _____

Corrective Action Plan: Met _____ Unmet _____

Note:

Faculty Signature: _____

Student Signature: _____

cc: Course Coordinator or Dean of Nursing

Appendix G

**Anna Maria College
Department of Nursing
Student/Faculty Communication Sheet**

The purpose of the Student/Faculty Communication Sheet is to facilitate effective communication between students in the nursing program and the nursing faculty/administration. The individual class student liaison should complete this form each week and submit it to the nursing course coordinator by 12 noon Monday. The nursing course coordinator will submit the report to the faculty at the weekly faculty meeting.

Date: _____

Program: Prelicensure BSN _____

RN to BSN _____

Class of: _____

Class Topics to Present to Nursing Faculty:

There are no class topics to submit to the nursing faculty this week: _____

Student Class Representative Signature: _____

Date: _____

Appendix H

Anna Maria College Acknowledgement Contract for Nursing Student Handbook Fall 2018 semester

I understand the rules, regulations, policies, courses of study and academic requirements that appear in the Anna Maria College Nursing Student Handbook are subject to change with, or without, prior notice. I have read and understand the contents of the Anna Maria College Nursing Student Handbook, including the Latex Allergy Policy, and agree to abide by the rules, regulations, and policies of the program.

Acknowledgment of this nursing student handbook is included in the course Engage student learning system.