



EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING
RN - BSN
STUDENT HANDBOOK
2026-2027

TABLE OF CONTENTS

Introduction.....	3
Mission Statement & Preamble	4
Philosophy of the School of Nursing.....	5
Associate, Baccalaureate & Graduate Nursing Education.....	6-8
BSN Nursing Practice Outcomes.....	9
ANA Code of Ethics.....	10
Curriculum Organization	11-15
Curriculum Organization Framework	11
BSN Organizing Concepts	12
Professionalism, Leadership and Ethical/Legal Practice	12
Evidence-based Nursing Practice	13
Systems	13
Professional Standards of BSN Program and Executive Summary	14-15
Curriculum Progression and Readmission Information	16-22
General Education Requirements	16
Program Options.....	17
Course Descriptions	18-19
Sample Curriculum Plans.....	20-22
General Information.....	23-24
Baccalaureate Nursing Practice.....	23
Legal and Ethical Responsibilities.....	24
Admission/Readmission and Progression Information.....	25- 29
Admission and Progression Requirements.....	25
Readmission Information.....	26-28
Academic Advisement and Registration.....	28
Clinical Information.....	29-38
Annual License Verification.....	29
Student Identification Badge.....	29
Professional Liability Insurance.....	29
Clinical Experiences.....	30-31
Required Clinical Documentation.....	31-33
Complio.....	34-35
BSN Dress Code.....	37
Additional Clinical Policies.....	38
Academic Information	39-44
Academic Standards	39
Social Media Policy.....	40
Attendance.....	40
Grading.....	41
Accessibility Policy.....	41
Financial Aid Sources.....	41
Student Complaints and Appeals.....	41-42
Academic Integrity Policy.....	43
Graduation Information.....	43
Tobacco Policy.....	43
Request for Clinical/Practicum Education Agreement.....	44-45

INTRODUCTION

Welcome to the BSN program at Eastern Kentucky University! This handbook is for students enrolled in Eastern Kentucky University's RN to BSN option for attaining a Bachelor of Science in nursing (BSN) degree. This option is designed for the working registered nurse (RN) who wants to complete a BSN.

This handbook is to assist the student in gaining an understanding of the BSN curriculum. This handbook is a supplement to two other documents: The **Undergraduate Catalog** and the **University Handbook for Students, which are available for viewing online (www.eku.edu)**. From time to time during your years in college, you will find it necessary to consult one or all of these documents.

This handbook is not intended to replace the Undergraduate Catalog and the University Handbook for Students, but is provided for informational purposes to assist students' entry into the completion of the RN to BSN option. Students may also consult with their e-Campus advisor to obtain the latest information.

STUDENT RESPONSIBILITY

It is the student's responsibility to become familiar with all the policies and procedures relevant to the RN to BSN option and with the general academic information section of the ECU Undergraduate Catalog.

**EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING**

MISSION STATEMENT

The mission of the School of Nursing is to educate nurses at the Associate, Baccalaureate, Masters and Doctorate levels who work in interprofessional environments to promote health and well-being across the Commonwealth, country and world.

PREAMBLE

Eastern Kentucky University's Associate Degree Nursing Program was organized in 1965. The Bachelor of Science in Nursing (BSN) program was started in 1971. The programs became part of the newly established College of Allied Health and Nursing in 1975. In 1995, the Master's of Science in Nursing Program was approved and implemented. The department name was changed to Department of Baccalaureate & Graduate Nursing (DBGN). In 1999, the college name was changed to the College of Health Sciences. In 2011, the first class of post-Master's Doctor of Nursing Practice students was admitted. The RN to BSN and graduate level programs began transitions to online in 2012. The online format of the RN to BSN, Master's of Science in Nursing (MSN) and Doctor of Nursing Practice (DNP) programs creates an educational opportunity open not only to nurses in Kentucky, but in many states. In 2020, the Associate of Science in Nursing (ASN) program joined the DBGN. The department name was changed to the School of Nursing (SON), reflecting the new organizational structure. The ASN program was renamed the Associate of Applied Science in Nursing (AASN) in 2021 to expand funding opportunities for students.

The beliefs of the faculty and students relevant to nursing and health care are set forth in the philosophy statement. The philosophy guides the educational programs and learning environments.

The School of Nursing within the College of Health Sciences functions as an autonomous educational unit deriving the broad outlines of aims and functions from the guiding values of Eastern Kentucky University. The College of Health Sciences affirms the University's guiding values of **Opportunity** (Community Engagement, Multiple Perspectives and Lived Experiences, Professional Growth, Hospitality, Celebration) and **Trust** (Consistency, Effective Communication, Accountability, Efficiency, Leadership). The foundations of professional nursing education are congruent with the purposes of the University and the College of Health Sciences.

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PHILOSOPHY OF THE SCHOOL OF NURSING

Consistent with the guiding values of Eastern Kentucky University and the College of Health Sciences, the faculty of the School of Nursing embrace the following beliefs about patient, environment, health, nursing, associate nursing education, baccalaureate nursing education, and graduate nursing education:

PATIENT

Patient includes individuals, families, groups, communities, and populations. Each patient is unique and merits respect, support, and dignity. Patients develop and adapt in recognizable phases and patterns. Patients continually seek meaning and purpose. Through participation in life's experiences, patients grow, assume responsibility and develop across the lifespan. Patients are holistic beings integrating biological, psychological, socio-cultural, and spiritual dimensions. The term "client" may be used interchangeably with "patient".

ENVIRONMENT

Environment is the aggregate of all objects, conditions, forces, and ideas that interact with patients. The elements of the environment include the physical, biological, sociocultural, and organizational systems. A health promoting environment facilitates movement toward wellness.

HEALTH

Health is a dynamic process between the patient and environment. Optimal health includes biological, environmental, psychological, sociocultural, spiritual, and organizational influences. Health reflects a patient's ability, willingness, and resources to engage the environment in a manner that maximizes wellness.

NURSING

Nursing is an autonomous and caring profession. Nursing is an art and science that promotes health through patient-centered care. While respecting patients' rights to self-determination, nursing provides holistic care during health, illness, and death.

ASSOCIATE NURSING EDUCATION

The Associate of Applied Science in Nursing (AASN) degree provides the foundational education necessary to become a registered nurse. The AASN program incorporates knowledge in nursing and key biological and social science as well as the study of humanities. Graduates are eligible to sit for the National Council of State Boards of Nursing licensure examination (NCLEX-RN). Upon licensure, graduates are prepared to practice in a variety of care settings. Graduates of the AASN program exhibit competencies of human flourishing, nursing judgement, professional identity, and the spirit of inquiry.

Associate degree nursing education is a transformative journey for both students and faculty, grounded in mutual accountability and shared responsibility. Teaching is a collaborative and cooperative endeavor, where students and faculty work together to integrate experience, knowledge, and skills. Faculty serve as facilitators and role models, guiding students through the learning process. Graduates are equipped to engage in lifelong learning and to practice effectively across healthcare settings and delivery models.

BACCALAUREATE NURSING EDUCATION

Preparation for professional nursing requires liberal and professional baccalaureate education. Baccalaureate nursing education develops critical thinking, collaboration, and decision making. Baccalaureate graduates are prepared to function as providers of patient-centered care, designers/managers/coordinators of care, and members of a profession who are proactive in a changing health care system. Baccalaureate graduates must be professional, responsible, and accountable for evidence-based practice.

Baccalaureate nursing education is a transformative process for students and faculty and is a process of reciprocal accountability and responsibility. Teaching is a cooperative, collaborative venture. Students and faculty share responsibility for the integration of experience, knowledge and skills. Faculty serve as role models and facilitators. Graduates are prepared to pursue lifelong learning, function in a variety of health care settings, and delivery models, as well as specialize at the graduate level.

GRADUATE NURSING EDUCATION

Preparation for advanced nursing roles is obtained through graduate education in nursing. Graduate education in nursing further develops the intellectual skills of critical thinking, analytic inquiry, and problem solving which were initiated in undergraduate nursing education.

Building upon the foundations laid by baccalaureate education, the faculty recognizes the need for additional knowledge to prepare graduates for specialty practice and for advanced roles. The evaluation of theory and research in nursing and related fields is imperative for graduates to incorporate evidence-based practice into their advanced nursing roles. A higher level of synthesis, analysis, and application of advanced nursing knowledge is essential for performance of advanced nursing roles. The integration of the additional knowledge, theory, and skills is obtained through graduate education in nursing. The graduate develops professional concepts and behaviors in order to function in an advanced role.

Nurses prepared at the graduate level must collaborate with other health disciplines in providing innovative health care delivery. They do so as full partners, sharing the responsibility for delineating society's health goals, developing health care policy, and functioning as advocates for the health care consumer.

The faculty is committed to educating nurses at the graduate level who will contribute to the general health of the nation and globally. The educational process at the graduate level is collegial in nature and promotes independent, self-directed learning and self-evaluation. Students communicate the results of their discovery, analysis, and synthesis of knowledge both orally and in writing to prepare for increased autonomy and responsibility in advanced practice roles. Graduate education in nursing prepares nurses to serve as advanced practice nurses and leaders in the health care system.

BSN PROFESSIONAL NURSING PRACTICE OUTCOMES

Upon completion of the baccalaureate nursing program, the BSN graduate will:

1. Apply integrated nursing knowledge, clinical judgment, and evidence-based practice to provide safe, quality care across the lifespan. (AACN Domain 1);
2. Provide evidence based, person-centered care to support shared decision making and optimize health outcomes across the lifespan. (AACN Domain 2);
3. Apply population health principles to promote health, prevent disease, and improve outcomes.(AACN Domain 3);
4. Engage in scholarly inquiry and integrate best evidence into nursing practice.(AACN Domain 4);
5. Apply quality improvement principles and safety standards to enhance care processes, minimize risk, and improve client outcomes. (AACN Domain 5);
6. Collaborate with interprofessional teams to enhance client and population health, emphasizing communication, teamwork, and systems-based practice to deliver quality care across the continuum. (AACN Domain 6);
7. Evaluate systems-based principles to coordinate resources and support safe, quality care within healthcare environments. (AACN Domain 7);
8. Utilize informatics and healthcare technologies to support clinical decision making, enhance communication, and improve client care. (AACN Domain 8);
9. Demonstrate professionalism, accountability, and ethical responsibility, upholding legal, regulatory, and professional standards to ensure person-centered care. (AACN Domain 9);
10. Appraise their personal and professional development to foster self-care and lifelong learning. (AACN Domain 10).

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AMERICAN NURSES ASSOCIATION CODE OF ETHICS

Students are directed to the following web site to view the provisions and the interpretive statements.

The link for the 2025 ANA Code of Ethics is at the end of the following reference:

<https://codeofethics.ana.org/provisions>

CURRICULUM ORGANIZATION FRAMEWORK

The major philosophical concepts provide direction for curriculum organization and outcomes. These concepts are derived from professional nursing education and practice, and environmental factors which include a rapidly changing health care delivery system. In an effort to develop a curriculum responsive to a dynamic health care delivery system, the faculty re-conceptualized the curriculum schemata.

Professional nurses must have the ability to define and conceptualize population parameters, and the health care needs of that population. Also, nurses must be able to recognize and predict shifts in health care needs to develop effective nursing practice interventions. Thus, as client needs shift, individual courses can be adapted within the overall framework.

All clinical courses:

1. Examine health and selected health care problems of defined populations,
2. Explore the epidemiology of the selected health care problems,
3. Examine care management issues across the levels of prevention, with a focus on appropriate therapeutic nursing interventions and essential competencies required for safe practice,
4. Analyze case management approaches to health care, with a focus on functioning as a member of an interdisciplinary health care team, and
5. Provide opportunities for students to demonstrate knowledge and role-appropriate skills.

The pre-clinical nursing courses provide students with basic, frequently used skills (psychomotor, communication, and nursing science domain overview) necessary for entry into the clinical setting.

The health assessment, pathophysiology, and clinical drug therapy courses provide the knowledge and foundation necessary for making clinically effective decisions with clients in a variety of settings. The research course enhances critical thinking, problem solving, and decision-making skills. The leadership and role transition courses offer opportunities to synthesize nursing competencies for systems management and to critically analyze factors which shape nursing practice and effect change in the health care delivery system.

BSN ORGANIZING CONCEPTS

I. Professionalism

- A. Leadership
- B. Ethical/Legal Practice

II. Evidence-based Nursing Practice

- A. Nursing Process
- B. Research
- C. Informatics & healthcare technology
- D. Communication
- E. Collaboration
- F. Critical thinking

III. Systems

- A. Patients/client system (individual, family, communities, populations)
- B. Health care systems

Revised October 2009

PROFESSIONALISM

“Professionalism is defined as the consistent demonstration of core values evidenced by nurses working...to achieve optimal health and wellness outcomes in patients...by wisely applying principles of altruism, excellence, caring, ethics, respect, communication, and accountability” (Interprofessional Professionalism Measurement Group, 2008). “Professionalism also involves accountability for one’s self and nursing practice, including continuous professional engagement and lifelong learning.” (AACN Essentials 2009, p. 27)

LEADERSHIP

Leadership is the ability to apply learned skills by which nurses influence the direction of health care, the nursing profession, and the quality of health care for patients. Effective leaders are innovative, flexible, and foster inter/intradisciplinary collaboration and communication.

ETHICAL/LEGAL PRACTICE

Ethical practice is the implementation of moral principles and standards governing conduct. Legal practice is the adherence to the laws and regulations governing nursing.

Reviewed & Updated: February 2010

EVIDENCE-BASED PRACTICE

Evidence-based Practice: “Care that integrates the best research with clinical expertise and patient values for optimum care” (IOM, 2003b). Evidence-based nursing practice is the delivery of safe and effective patient-centered care across the lifespan.

- A. Nursing Process is a problem-solving method which includes assessment analysis, planning, implementation, and evaluation. Critical elements of the nursing process include levels of prevention, safety, cultural sensitivity, and quality management in health care.
- B. Research is a systematic, scientific inquiry into phenomena relevant to evidence-based nursing practice for the purpose of validating and developing knowledge of the profession.
- C. Informatics & Health Care Technology: is the use of electronic systems to gather, monitor, and analyze data in the provision and improvement of patient care.
- D. Communication is a goal directed dynamic, written, verbal, nonverbal, and electronic interactive process. Communication involves contextual transmission, analysis, interpretation and evaluation of messages. Communication skills promote interpersonal, therapeutic, group, and professional relationships.
- E. Collaboration is a process of working toward mutual goals to improve patient outcomes. Collaboration involves collegial relationships with other members of the health care team, including patients.
- F. Critical Thinking is the process of questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity (AACN, 1998; as cited in AACN, 2008, p. 37). Critical thinking underlies independent and interdependent decision making. (AACN, 2008, p. 37)

SYSTEMS

The concepts of systems theory are integral to professional nursing practice. Systems function through interdependent, interacting components. All systems are part of a larger system.

The patient/client system includes the individual, family, communities, and populations.

- A. The individual is an integration of biological, psychological, sociocultural, and spiritual spheres. Although composed of similar systems and subsystems, individuals are considered across the life span in relation to their uniqueness, genetics, and growth and development.
- B. The family is an open system that continually interacts with its members and the environment. Family is defined by the individual.
- C. The community is either a geopolitical or phenomenological group of people with shared interests, goals, identity, and/or physical boundaries.
- D. Population is any group with a common characteristic.

Health care systems are systems of delivery of health care to individuals, families, communities, and populations. These systems operate within the context of local, national, and global societies and processes.

They are formed by policies that affect health outcomes. The nursing profession interacts with health care systems to advance safe, compassionate, quality, cost-effective, scientific, and ethical care.

Reviewed & Updated: February 5, 2010

PROFESSIONAL STANDARDS OF BSN PROGRAM

The Essentials of Baccalaureate Education for Professional Nursing Practice, published by the American Association of Colleges of Nursing in 2008, has been adopted as the professional standard to guide the undergraduate curriculum. The document specifies the essentials which are essential for all baccalaureate nursing programs. These essentials are congruent with the curriculum organizing concepts and are integrated into the baccalaureate curriculum.

EXECUTIVE SUMMARY

The Essentials: Core Competencies for Professional Nursing Education published by the American Association of Colleges of Nursing in 2026, has been adopted as the professional standard to guide the undergraduate curriculum (<https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2026.pdf>).

These Essentials introduce 10 domains that represent the essence of professional nursing practice and the expected competencies for each domain. The expert practice of nursing requires integration of most of the domains in every practice situation or patient encounter, thus they provide a robust framework for competency-based education. The domains and descriptors used in the Essentials are listed below.

- Domain 1: Knowledge for Nursing Practice

Descriptor: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.

- Domain 2: Person-Centered Care

Descriptor: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.

- Domain 3: Population Health

Descriptor: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, healthcare, local government entities,

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and others for high quality, safe, and accessible patient care for all populations.

- Domain 4: Scholarship for Nursing Discipline

Descriptor: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform healthcare.

- Domain 5: Quality and Safety

Descriptor: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

- Domain 6: Interprofessional Partnerships

Descriptor: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.

- Domain 7: Systems-Based Practice

Descriptor: Responding to and leading within complex systems of healthcare. Nurses effectively and proactively coordinate resources to provide safe, high-quality, and accessible care across all populations.

- Domain 8: Informatics and Healthcare Technologies

Descriptor: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

- Domain 9: Professionalism

Descriptor: Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.

- Domain 10: Personal, Professional, and Leadership Development

Descriptor: Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.

CURRICULUM PROGRESSION AND READMISSION INFORMATION

GENERAL EDUCATION REQUIREMENTS

EKU's RN to BSN option is a "2 plus 2 program", which is considered a degree completer program that permits students to earn credit for experiential learning. Eastern Kentucky University will consider all RN-BSN applicants, who are currently licensed nurses with professional work experience, as Essential Education certified based on the following standards:

- Applicants will have completed an associate degree (ADN) from accredited program for which they have earned a minimum of fifteen (15) Essential Education credit hours.
- Applicants will have taken and passed the NCLEX RN license exam. Competencies demonstrated by this exam are sufficient to satisfy certain Essential Education competencies.
- Applicants have practical experiential learning (professional work experience) that can be applied to the Essential Education competencies.

University Essential Education Courses – students will need to have completed at least 15 credit hours of the following options:

Element 1: Communication (9 hours)

- A: Written Communication (3)
- B: Written Communication (3)
- C: Oral Communication (3)

Element 2A: Quantitative Reasoning (3 hours)

Element 2B: Natural Sciences (3 hours)

Element 3: Arts and Humanities (6 hours)

- A: Arts (3)
- B: Humanities (3)

Element 4: Social Behavioral Sciences (6 hours)

- A: Historical Science (3)
- B: Social & Behavioral Science (3)

Note: Students must have a total of 120 credit hours to complete a BSN degree.

TRADITIONAL OR ACCELERATED OPTIONS

Students may apply for the traditional or accelerated option. When considering these two options keep in mind that on-line programs can seem more rigorous as it requires a lot more self-direction and motivation.

Traditional Track: Most students who need to balance full-time work, family, and school enroll in the traditional track. The traditional track takes approximately 21-24 months to complete and allows students, for most semesters, to focus on one 8-week course at a time.

Accelerated Track: Students who are highly motivated and able to invest significant time toward school may choose to enroll in the accelerated track. The accelerated track will allow students to complete the track in as little as 12 months, depending on start date. Due to the shorter time frame and heavier load, this track will require additional time spent completing course work as students are taking more than one course at a time.

We encourage students who wish to enter the accelerated track and will be working full-time to plan ahead and ensure that significant time is set aside for school activities and assignments. If a student is highly motivated and prioritizes school, they can be successful in the accelerated track. At any time during the curriculum/option a student wants to shift from the accelerated track to the traditional track they may do so after consulting with the academic advisor.

Sample curriculum progression plans can be found in this handbook.

COMPLETING THE NURSING MAJOR

Registered nursing students, as do other baccalaureate nursing students, must successfully complete a minimum of 120 hours for graduation. While many of these hours can be transferred from other academic institutions, a minimum of 30 hours must be completed at ECU to graduate. All required courses can be obtained online through ECU. Nursing major courses must be completed with a grade of 75% (C) or better. Changes do occur in the curriculum at times, therefore students are responsible for maintaining contact with their advisors and keeping informed on changes.

Registered Nurse (RN) students are required to complete the following nursing major courses in the RN to BSN option:

NSC 381: Perspectives in Professional Nursing I

(3 hours) A. Prerequisite(s): RN status and admission to the RN-BSN option.

Introduces and applies foundational concepts to support transition to the baccalaureate nursing role.

NSC 383: Perspectives in Professional Nursing II

(3 hours) Prerequisite(s): NSC 381.

Identifies and applies concepts to support transition to the baccalaureate nursing role.

NSC 385: Perspectives in Professional Nursing III

(4 hours) A. Prerequisite(s): NSC 381 and 383.

Examines and applies concepts to support transition to the baccalaureate nursing role.

NSC 390: Research for EBNP

(2 hours) A. Prerequisite(s): STA 215 or 270; or SOC 232; or other approved statistic courses with a grade of "C" or better. NSC 390 must be completed before enrollment in NSC 486: Public Health Nursing.

Introduces the research process and applies research findings to guide nursing practice in the delivery of quality, evidence-based healthcare.

NSC 440: Leadership and Management

(2 hours) A. Prerequisite(s): RN status and admission to the RN-BSN option.

Provides an overview of nursing leadership and management principles including legal, ethical and economic concepts. Prepares students for a leadership role within health care systems to lead interprofessional teams and promote safety and quality improvement.

NSC 442: Complex Health Systems

(3 hours) A. Prerequisite(s): NSC 440, 445, and 486. Corequisite: NSC 442C

Integrates safe, evidence-based nursing concepts to manage practices in complex healthcare systems.

NSC 442C: Complex Health Systems Clinical

(2 hours). Prerequisites: NSC 440, 445, and 486. Corequisite: NSC 442

Integrates safe, evidence-based nursing concepts to manage practices in complex healthcare systems.

NSC 445: RN Professional Role Transitions

(2 hours) A. Prerequisite(s): RN status and admission to the RN-BSN option.

Analyze professional nursing roles, integrate self-care into practice, and evaluate current issues affecting nursing.

NSC 486: RN Public Health Nursing

(3 hours) I, II. Prerequisite(s): NSC 385 and NSC 390 or departmental approval.

Synthesizes nursing concepts and applies the nursing process to develop practice partnerships with communities and their subsystems.

General Table of Nursing Course Offerings

Fall Semester		Spring Semester		Summer
A Session	B Session	A Session	B Session	A Session
NSC 381	*NSC 383	NSC 381	*NSC 383	NSC 445
*NSC 385	NSC 440	*NSC 385	NSC 440	*NSC 390
*NSC 390	*NSC 442	*NSC 390	*NSC 442	
*NSC 486	*NSC 442C	NSC 445	*NSC 442C	
		*NSC 486		
*Denotes courses that have pre-requisite requirements				

EKU ONLINE RN-BSN EXAMPLE CURRICULUM PROGRESSION PLANS

*Based on a curricular start option and individual plan needs, the timing of some courses may be altered slightly. Your academic advisor will help determine the best plan for you. **Note: at the undergraduate level it is anticipated that students will need to spend approximately 3 to 4 hours of study time for every 1 credit hour. Therefore, one 3 credit hour course may require approximately 9 to 12 hours of study time per week. When taking multiple courses at the same time the required study time will increase.**

Fall Start: Traditional Track Option (Needs STATS)

Semester	Fall A	Fall B	Spring A	Spring B	Summer
Year 1	NSC 381 (3hr)	NSC 383 (3hr)	NSC 385 (4hr) NSC 445 (2hr)	Off	STATS (3hr)
Year 2	NSC 390 (2hr)	NSC 440 (3hr)	NSC 486 (3hr)	NSC 442 (3hr) NSC 442C (2hr)	

Fall Start: Traditional Track Option (STATS completed)

Semester	Fall A	Fall B	Spring A	Spring B	Summer
Year 1	NSC 381 (3hr)	NSC 383 (3hr)	NSC 390 (2hr) NSC 385 (4hr)	NSC 440 (3hr)	NSC 445 (2hr)
Year 2	NSC 486 (3hr)	NSC 442 (3hr) NSC 442C (2hr)			

Spring Start: Traditional Track Option (Needs STATS)

Semester	Spring A	Spring B	Summer	Fall A	Fall B
Year 1	NSC 381 (3hr) NSC 445 (2hr)	NSC 383 (3hr)	STATS (B-3hr)	NSC 390 (2hr) NSC 385 (4hr)	NSC 440 (3hr)
Year 2	NSC 486 (3hr)	NSC 442 (3hr) NSC 442C (2hr)			

Spring Start: Traditional Track (STATS Completed)

Semester	Spring A	Spring B	Summer	Fall A	Fall B
Year 1	NSC 381 (3hr)	NSC 383 (3hr)	NSC 445 (2hr)	NSC 390 (2hr) General education (4hr)	NSC 440 (3hr)

Year 2	NSC 486 (3hr)	NSC 442 (3hr) NSC 442C (2hr)			
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Summer Start: Traditional Track Option (Needs STATS)

Semester	Summer	Fall A	Fall B	Spring A	Spring B
Year 1	STATS (B-3hr)	NSC 381 (3hr)	NSC 383 (3hr)	NSC 390 (2hr) NSC 385 (4hr)	NSC 440 (3hr)
Year 2	NSC 445 (2hr)	NSC 486 (3hr)	NSC 442 (3hr) NSC 442C (2hr)		

Summer Start: Traditional Track Option (STATS completed)

Semester	Summer	Fall A	Fall B	Spring A	Spring B
Year 1	NSC 445 (2hr)	NSC 381 (3hr)	NSC 383 (3hr)	NSC 390 (2hr) NSC 385 (4hr)	NSC 440 (3hr)
Year 2	Off	NSC 486 (3hr)	NSC 442 (3hr) NSC 442C (2hr)		

Accelerated Option (Must have statistics course completed prior to entering accelerated option)

Fall Start

Semester	Fall A	Fall B	Spring A	Spring B	
	NSC 381 (3hr) NSC 390 (2hr)	NSC 383 (3hr) NSC 440 (3hr) NSC 445 (2hr)	NSC 385 (4hr) NSC 486 (3hr)	NSC 442 (3hr) NSC 442C (2hr)	
Hours	13 credit hours		12 credit hours		

Accelerated Option (Must have statistics course completed prior to entering accelerated option)

Spring Start

Semester	Spring A	Spring B	Summer A	Fall A	Fall B
	NSC 381 (3hr) NSC 390 (2hr)	NSC 383 (3hr) NSC 440 (3hr)	NSC 445 (2hr)	NSC 385 (4hr) NSC 486 (3hr)	NSC 442 (3hr) NSC 442C (2hr)
Hours	11 credit hours		2 hours	12 credit hours	

LEGAL AND ETHICAL RESPONSIBILITIES

Students are expected to conform to the legal and ethical standards of the nursing profession. All persons, whether registered nurses, students, aids, or laymen, are at all times legally liable for their actions. Student status does not make one exempt.

Under the Kentucky mandatory nurse practice act, students, while functioning under the direct supervision of a clinical nursing instructor, are exempt from the requirements to hold a current Kentucky nursing license to practice nursing (as defined by the State Nurse Practice Act). The student, while carrying out responsibilities in patient care, must act as a reasonably prudent person. The amount of experience and education along with past performance and academic record are some of the criteria that are considered in determining the expectations for “reasonably prudent”. Responsibility increases as the student progresses in knowledge and experience.

It is the responsibility of the student to inform the clinical instructor when the patient’s need for a treatment or task is one in which the student has not been taught or is contrary to the student’s knowledge. It is important to note that anyone who undertakes to act as a nurse has a responsibility to meet the needs of the patient. Treatments or tasks incorrectly performed and/or failure to perform treatment or tasks needed by the patient constitutes negligence. Failure to act as a reasonably prudent student is unsafe practice.

Students need to familiarize themselves with the laws of the state in which they intend to take the National Council Licensure Examination (NCLEX). In general, State Boards have the power to:

1. Deny admission to take licensure examination.
2. Require that the individual be graduated from an approved school.
3. Require reporting of misdemeanor or felony convictions.
4. Deny licensure to persons who negligently or willfully act in a manner inconsistent with the practice of nursing, or is unfit or incompetent to practice due to other causes, such as abuse of controlled substances, fraud, or deceit.

**CURRICULUM ADMISSION
EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING
ADMISSION AND PROGRESSION**

ADMISSION AND PROGRESSION REQUIREMENTS

Registered nursing students apply for admission to the University in the same manner as other transfer students through the university website: <http://admissions.eku.edu/apply>.

Students must also fill out an RN-BSN Departmental application at <https://ecampus.eku.edu/application-enroll-eku-online-rn-bsn-nursing-program>

The application requirements for the RN-BSN option are:

- Associate degree in nursing from an accredited nursing program for which they have earned a minimum of fifteen (15) General Education credit hours.
- An RN license from an approved state that is free and unrestricted, meaning that it is not currently subject to reprimand, revocation, probation, suspension, restriction, limitation, disciplinary action, discretionary review/hearing or encumbrance nor has any type of complaint filed against it. Minimum grade equivalent of a 2.5 (C) Students applying for admission to the University must have official copies of all non-EKU transcripts sent to the Admissions office. Evaluation of all transfer courses for equivalency with required major, support, or pre-requisite courses must be completed before the student undertakes course work within the curriculum.

Diploma Prepared Registered Nurses, (Registered Nurses with a diploma instead of an associate degree) will receive individualized evaluation to determine which transfer courses can receive college credit.

In addition to the academic criteria required for admission, the student must meet the standards written into the Commonwealth of Kentucky Nurse Practice Act. Specifically, the Nurse Practice Act requires that each student be of good moral and ethical character, good mental and physical health, and be academically qualified to fulfill the role and responsibilities of a person licensed to practice as a professional nurse. Applicants for nursing programs should review licensure information posted on the Kentucky Board of Nursing's website, including the information for candidates with a history of prior criminal convictions. **Students must meet all clinical agency placement requirements.**

For progression, students must earn a grade of "C"/2.0 or better in all nursing and supporting courses. Students who fail to meet the requirements for progression must apply for readmission through the Baccalaureate Admission/Readmission Committee. Readmission to a nursing course is not guaranteed to any student. Please refer to the readmission section of this handbook for specific information on readmission procedures. The program reserves the right to alter the suggested plan as necessary to enhance a quality educational program.

Students should also refer to the Academic Standards section of this handbook under Academic Information.

TRANSFERS FROM OTHER NURSING PROGRAMS

Transfer students must apply for admission to the University and declare Baccalaureate Nursing as their major. In addition to the official transcripts which are sent to ECU's Admissions Office, **transfer students must also submit copies of all transcripts to the Academic Adviser/BSN Coordinator for review.** These transcripts will be considered part of the application process and are necessary to determine admission and placement.

Students wishing to transfer nursing courses from another accredited nursing program must have a minimum grade equivalent of a 2.0 (C) or the program's passing grade in any nursing or support course to be transferred. In addition, the applicant must submit complete course outlines and/or syllabi for nursing courses to the BSN Coordinator for review and consideration for approval. This material should be submitted well in advance of expected matriculation in order to provide time for necessary evaluation.

Transfer students who have been enrolled in nursing courses in another nursing program must also submit an *Applicant from Another Nursing Program* form and a *Nursing School Director Reference* form from all programs in which the student was previously enrolled. All students who wish to transfer and have had previous enrollment in nursing courses at another nursing program must apply through the Admission/Readmission Committee. If a student who wishes to transfer has had a deficiency in nursing course(s) taken at the other nursing program, the student must apply through the Admission/Readmission Committee as well. A deficiency is defined as (a) a theory grade less than the passing grade, (b) an unsatisfactory grade in clinical, or (c) withdrawal from a course in which the student was deficient in classroom or clinical performance at the time of withdrawal. To be considered by the Admission/Readmission Committee, the student who has been enrolled in another nursing program must submit: 1) *Application for Admission to Clinical Nursing Sequence* form, 2) *Applicant from Another Nursing Program* form, 3) *Nursing School Director Reference* form from the previous nursing school director (s), and 4) transcripts from all previous academic work.

READMISSION INFORMATION

Students meeting any of the following criteria must apply for Readmission to the RN to BSN option:

- 1) Inactive with the RN to BSN option and/or ECU for one or more semesters
- 2) Final grade equivalent below 75% (C) in any required course
- 3) A final grade of unsatisfactory in any clinical course
- 4) Withdrew from a required NSC course
- 5) ECU and/or Cumulative GPA dropped below 2.0

Procedure for Reapplying to the RN to BSN Option:

Submit the online RN to BSN Application for Readmission with all required documentation, including:

- 1) Copy of up-to-date Degree Audit from Degree Works
- 2) Copy of active, unencumbered nursing license verification

- 3) Brief explanation of why the student should be considered for readmission
- 4) A list of two specific changes the student will make to ensure future success if approved for readmission **(if reapplying due to an unsatisfactory grade)**

The Application for Readmission is accessible through:

<https://ecampus.eku.edu/rn-bsn-application-readmission>

Submit the application for readmission no later than two weeks prior to the beginning of the desired term for readmission. Completed applications (those including all required documentation) will be evaluated by the RN to BSN Readmission Committee. Readmission is not guaranteed. **Students may direct questions to their academic advisor.**

Students who have been inactive with Eastern Kentucky University for two or more academic years must first reapply to the university to have their file reactivated. It is impossible to complete the RN to BSN readmission application with an inactive ECU student account. If a new university application for admission is required *in addition* to the RN to BSN readmission application additional time will be required for processing.

How a Readmission Decision is Made:

The RN to BSN Readmission Committee will consider multiple factors and performance in previous courses. Recommendations will be based upon:

- a. Complete record of academic performance, including grade point average and performance in the course for which readmission is sought.
- b. The number of times the student has repeated other courses.
- c. The nature of any documented deficiencies (academic, clinical, moral, & ethical) and whether they lend themselves to further successful progression in Baccalaureate Nursing.
- d. Evidence that the student has sought or will seek ways to correct deficient areas specifically defined on their readmission application if applicable.

Notification of Decision:

Applicants will be notified of Committee recommendations through the official university email address provided on the application within (10) days following the meeting. The student's advisor and appropriate course faculty will receive a copy of the committee's recommendation. Students approved for readmission must contact the RN to BSN Academic Advisor to facilitate course placement and scheduling.

Appeals Process:

A written appeals process is available to students not recommended for readmission. The appeal process should begin with the RN to BSN Readmission Committee and progress, if denied at any level, according to the following sequence:

An appeal of the committee's decision can be made in writing in the following sequence:

1. First to the RN to BSN Admission/Readmission Committee via email to the RN to BSN option administrative assistant.
2. Chairperson, School of Nursing

3. Dean/Associate Dean College of Health Sciences
4. Admission/Progression Committee, College of Health Sciences

The student may be admitted/readmitted to the nursing program on a probationary status. A student on probation must maintain satisfactory classroom and clinical performance. Probationary status will be lifted after one semester provided the student meets the following conditions: (1) 2.0 (C) in all nursing courses with a minimum cumulative G.P.A. of 2.5, (2) successful completion of the clinical component, (3) successful completion of content in which the student was previously deficient.

ACADEMIC ADVISEMENT AND REGISTRATION

After transcripts have been evaluated, each student is assigned an academic advisor who will work with the student to plan a course of study which will permit the student to successfully complete the RN to BSN option in the most expeditious manner.

Students will receive communication from their academic advisors at least one time per semester to review and plan for the upcoming semester. Advisors will send a reminder via email for students to set-up advisement which can occur through on-line technology or by phone. Additional meetings or phone calls may be held if deemed necessary by the student, advisor or both. **Under ordinary circumstances, the academic advisor will give the student the Registration Access Code (RAC number) needed to register online.** Academic Advisors are not available on weekends, during holiday breaks, or when the University is closed. Students are encouraged to schedule appointments with advisors during the university scheduled advising periods.

Schedule changes will be needed when a student has received a grade below C (75% or 2.0) in any nursing course or required course or when the student's cumulative grade-point average has fallen below a 2.0. Students who receive a grade below "2.0" (C) in any nursing or support course or who interrupt their program after admission to the major for any reason, must apply for readmission to the nursing sequence. Once interrupted in the nursing sequence, there is no guarantee that a student will be readmitted to the major.

Students are responsible for their own education. Each student is given a curriculum plan which clearly outlines the requirements of the RN to BSN option, semester by semester. It is the responsibility of the student to know and follow the requirements, policies and procedures contained in this handbook. As new policies and procedures are adopted by faculty, students will be provided this information in writing.

It is very important that students consult with their advisor if they are deviating from the suggested curriculum progression plan under which they were admitted or if they are experiencing any academic difficulties.

CLINICAL INFORMATION
EASTERN KENTUCKY UNIVERSITY
COLLEGE OF HEALTH SCIENCES
SCHOOL OF NURSING

REGISTERED NURSING LICENSE

Students applying to the RN to BSN option are required to submit a Registered Nursing license from an approved state that is free and unrestricted, meaning that it has not been subject to reprimand, revocation, probation, suspension, restriction, limitation, disciplinary action, discretionary review/hearing or encumbrance nor had any type of complaint filed against it. and must maintain this status while enrolled in the option. Students who fail to maintain current licensure and submit verification documentation will be dismissed from the RN to BSN option (even if it is the first or final semester).

ANNUAL LICENSURE VERIFICATION

Students are expected to maintain an RN license from an approved state that is free and unrestricted, meaning that it has not been subject to reprimand, revocation, probation, suspension, restriction, limitation, disciplinary action, discretionary review/hearing or encumbrance nor had any type of complaint filed against it. **Students who fail to maintain current licensure and submit verification documentation will be dismissed from the RN to BSN option (even if it is the first or final semester).**

EKU STUDENT IDENTIFICATION (ID) BADGE

Any time a student engages with the public or an agency, in the capacity of a student, they must have an identification (ID) badge acknowledging them as an ECU RN to BSN student, even if this is at their current place of employment.

To obtain an official ECU RN to BSN student badge, students will be required to submit information via web form prior to the semester in which they are planned for their clinical course. Students are required to submit an image for the ID badge. The image must be an image of you, in which your face is centered, clearly visible, and directly facing the camera. In this image, you must be in professional clothing (appropriate for the workplace) and your hair must be well-groomed and out of your face. The image must also be in color, in front of a neutral background (such as white or beige) and taken within the last 6 months to reflect your current appearance. Please note that no filters or color changes will be allowed on the badge ID image.

Students must use their legal name, as documented in ECU records. No nicknames or middle names may be used for the student nametag. If a student has an official/formal change in their last name, the student must complete a name change through the Registrar's office before an official name change on the ID badge can occur. Name badges are provided by the School of Nursing, however if a student loses the badge, a replacement badge will be required at an additional cost to the student. Replacement badges can be ordered at <https://commerce.cashnet.com/NRSBADGE>.

PROFESSIONAL LIABILITY INSURANCE (PLI)

All students participating in clinical learning experiences must purchase professional liability insurance through the University and maintain it while enrolled in all clinical nursing courses. The University has arranged for appropriate insurance coverage at a modest cost to the student. Students will not be allowed to attend clinical experiences unless they have obtained this liability insurance coverage through Eastern Kentucky University. No prorating for partial coverage is possible. The insurance covers only clinical experiences which are part of scheduled classes. The insurance will no longer be in effect if the student withdraws from school or graduates.

CLINICAL EXPERIENCES

The clinical learning activities require completion of 60 clock hours over 7 weeks for NSC 442C. It is never too early for students to begin identifying potential clinical agencies and preceptors/mentors. Students are permitted to explore partnerships within their local community for clinical placements. Often students find

that networking with clinical agencies and partners within their own communities prove most successful. Faculty are available to provide guidance and assist students with identifying and securing potential clinical sites. All preceptors/mentors must be approved by the primary course leader.

Complex health system clinical (442C) students will establish a partnership within a local health care system. In addition to hospitals, examples of health care systems include long-term care or rehabilitation facilities, federally qualified health care centers, primary care clinics, out-patient specialty care centers, and mental health facilities. Students may also seek placement in community-based agencies, such as the local health department. Students will collaborate with the agency preceptor/mentor to identify a patient-focused quality or safety issue. The student will investigate the issue to compare the agency's policy and practice to current evidence-based standards. The student will collaborate with other disciplines to develop and present an inter-professional process improvement plan. Additionally, students will review social determinants of health for the population their agency serves. Students may complete the clinical experience within their place of employment, provided it is a healthcare agency and the agency agrees to allow the student to complete the clinical experience and an affiliation agreement is executed with the agency. Preceptors/mentors must be approved by the primary course leader. **Students must ask their assigned preceptor to complete the Preceptor Verification Form and submit it to Christi Issacs (christi.issacs@eku.edu).**

Clinical experiences require an affiliation agreement/contract to be established between ECU and the agency, even if it is the student's place of employment. Students must complete an ECU agency request form the semester prior to the clinical course (NSC 442C). Students must adhere to the established deadlines for securing clinical affiliation agreements and complete required documentation prior to beginning any clinical activities. The required documentation must be submitted by May 1 for fall clinicals and September 1 for spring clinicals. These documents are provided in Appendix A.

REQUIRED DOCUMENTATION FOR CLINICAL/CLINICAL AGENCY PLACEMENT

All students must submit evidence of compliance with immunization requirements, screenings, CPR certification, background check, drug screening, and health insurance certificate/letter of coverage with application for admission to the clinical nursing sequence (see Admission and Progression policies for pre-licensure and registered nurse students). All records must be current and cannot expire anytime during the semester in which the student is enrolled in a clinical nursing course. It is the student's responsibility to provide updates on expired requirements. Updates are required to be submitted by May 1 for fall clinicals and September 1 for spring clinicals. Failure to do so will result in the student not being eligible to continue in the RN to BSN option. Students progressing in the RN to BSN option who do not meet these deadlines are subject to disenrollment from their clinical nursing courses. All students must purchase professional liability insurance through ECU, while enrolled in clinical nursing courses. Clinical documents verifying compliance with immunizations, tuberculosis screening, CPR, medical insurance coverage, urine drug screening, background check and other requirements must be submitted to Complio by May 1 for fall clinicals and September 1 for spring clinicals. It is the student's responsibility to provide updates as indicated. The following is a list of specific requirements:

IMMUNIZATIONS & TUBERCULOSIS SCREENING

1. Tuberculosis Screening
 - a. An initial two-step TB skin test, or TB blood test, is required before beginning the clinical nursing sequence.
 - i. In a two-step procedure, a person is given a baseline PPD test. If the test is negative, a second test is administered one to three weeks later. If the second test is negative, the person is considered uninfected. A positive test indicates the need for further screening. **The students must specify they are requesting the two-step PPD when they initiate the testing procedure.**
 - ii. TB blood tests are acceptable and will satisfy the two-step TB screening requirement. Acceptable blood tests are QuantiFERON-TB Gold or T-SPOT TB test.
 - b. Students who have completed the initial two-step screening or initial TB blood test, must submit documentation of an annual negative one-step PPD skin test.
 - c. If the PPD skin test is positive, or if a PPD is contraindicated, further evaluation is necessary.
 - d. PPD skin test documentation must include lot # and vial expiration date.

NOTE: The tuberculosis screening documentation must remain current for the entire semester and must not lapse at any time during the semester.

2. MMR-Measles, Mumps, Rubella and Rubeola Immunity: Documentation of protective rubeola, rubella, and mumps titers (if one titer is negative you should receive a booster and recheck your titer) or documentation of two doses of vaccine 28 days apart after the first birthday. The two doses of vaccine can be given four weeks apart.
3. Hepatitis B vaccination: documentation of vaccination with three doses of vaccines.
 - Documentation of first two doses must be submitted with BSN application if series is needed. Documentation of third dose must be submitted six months after second dose is administered.
4. Varicella (chicken pox) immunity: Must have either serologic evidence of immunity (varicella zoster virus titer) or documentation of vaccine, (two doses, four weeks apart).
 - If a student had chicken pox in the past, they must submit documentation of immune titer or two doses of varicella vaccine.
5. Pertussis booster vaccine (Tdap-Adacel, which has the pertussis component). This vaccine is for adolescents and adults and is different from the vaccine given to infants and young children. Td, dT, or DtaP are not acceptable forms of the Tdap vaccine. Vaccine must be received within the past 10 years. If vaccine was received more 10 years ago, documentation of expired Tdap vaccine and an updated Td booster must be submitted.
6. An Influenza vaccine must be obtained annually for each upcoming “flu season” and documentation submitted. The due date for the annual vaccine for the upcoming season is **October 31**. The only exemption will be with a written medical deferment. Students with such deferment will be required to wear a mask.

- Although the COVID vaccine is not mandatory, clinical agencies require us to report students' vaccination status for tracking purposes. This documentation must also be submitted through Complio.

Documentation must include vaccine manufacturer, lot number, and date vaccination was received. If two dose vaccine, must include both dates vaccines were received.

Student Health Services will administer vaccines to students. Student Health Services does not perform any cash transactions, nor do they bill insurance. See the Student Health Services website for additional information:

<https://healthservices.eku.edu/general-information>

CARDIOPULMONARY RESUSCITATION (CPR)

Clinical sites require students to have completed **American Heart Association, Basic Life Support training** prior to attending clinical in their facility. All students are required to have evidence of current satisfactory completion of CPR training during ALL clinical rotations. The CPR certification must remain current throughout the entire semester of the clinical course and cannot lapse at any time during the semester.

Students may contact the American Heart Association regional office in Lexington, (859) 278-1632, for class information.

Check bulletin boards located throughout the Rowlett building. CPR instructors will post information and phone numbers.

INSURANCE

Personal Illness

The cost of treating illnesses or injuries incurred in clinical situations is not covered by the clinical agency or University. Students are **required** to carry personal health insurance to cover such situations. Submit Letter of Coverage containing student's name, group number, effective date, and current date from insurance provider with your *Application to the Clinical Sequence Nursing Program* and by August 1st annually.

Professional Liability Insurance

All students participating in clinical learning experiences must purchase professional liability insurance through the University and maintain it while enrolled in all clinical nursing courses. The University has arranged for appropriate liability insurance coverage at a modest cost to the student. Students will not be allowed to attend clinical experiences unless they have obtained this liability insurance coverage through Eastern Kentucky University. The time period for coverage is August 1 through July 31 of the following year; no prorating for partial coverage is possible. The liability insurance covers only clinical experiences which are part of scheduled classes. The liability insurance will no longer be in effect if the student withdraws from school or graduates.

COMPLIO

Eastern Kentucky University School of Nursing utilizes Complio as a system to maintain clinical documents, process background checks, and assist in the urine drug screening process. It is the student's responsibility to upload clinical documents into Complio prior to the application deadline. Students must use their official ECU name for Complio accounts and clinical documentation. These documents are shared each semester with the clinical facilities. Information about submitting clinical documents, processing a background check, and completing a urine drug screening are as follows:

Background Check

Eastern Kentucky University requires background checks for all students entering programs in the College of Health Sciences. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of clinical facilities.

Eastern Kentucky University School of Nursing works with Complio to ensure an acceptable screening procedure. Students who fail to submit a background check through Complio cannot complete or maintain enrollment in any School of Nursing program. A background check must be performed through Complio prior to initial enrollment in the clinical sequence of the nursing program.

Upon completion you will receive notification that your background screen is complete and a copy of your report will be available to the School of Nursing.

Students who have lived outside the United States must disclose previous residency and submit an international background check in addition to the standard background check. There is an additional fee associated with the international background check.

It is important that you submit information in a timely fashion so the information will be available for the program to review by the deadlines published. If you have any questions on the background screening process, please contact Complio Application Success Team at 800-200-0853.

Urine Drug Screening

Urine drug screening is required for all students to meet contractual requirements of clinical facilities and consists of a 9-panel standard urinalysis panel (marijuana, cocaine, PCP, amphetamines, opiate metabolites, barbiturates, benzodiazepines, methadone, and propoxyphene) plus MDMA (ecstasy), oxycodone, and hydrocodone. **Students must obtain a urine drug screen prior to initial enrollment in the clinical sequence of the nursing program.** Random drug screenings or audits could also be required while enrolled in the program. ECU contracts with Complio to ensure an acceptable screening procedure. Students who fail to submit a urine drug screen through Complio cannot complete or maintain enrollment in any School of Nursing program. **Dilute negative results will not be accepted. Students with dilute negative results must contact Complio to obtain another screening.** If the drug test contains a positive result, the student will be contacted by a Medical Review Officer (MRO) affiliated with Complio for consultation and/or for additional information to substantiate the positive result. Students with unsubstantiated, positive screening results will be ineligible to participate in clinical experiences and therefore, cannot be successful in the course or progress in the program. Instructions are on the following flyer.

To be considered current and in compliance, all records MUST be approved by both Complio and the School of Nursing and must not lapse at any time during the semester in which the student is enrolled in clinical course(s). It is the student's responsibility to ensure currency and validity of required documentation.

BSN DRESS CODE

PROFESSIONAL APPEARANCE EXPECTATIONS

It is expected that students as potential members of the health profession, will uphold standards of professional appearance at all times. Professional appearance expectations apply to **all** clinical experiences and settings. Professional appearance includes the following:

1. **Hair** off the shoulders, out of the face, simple in style, and without ornamentation/decoration. Hair must be pulled back off the face and must not fall in the face when moving or leaning forward. No unnatural hair color permitted in the clinical setting.
2. **Fingernails** must be natural (no artificial nails or “tips”), short, and without polish or other decoration.
3. **Cosmetic use** must be moderate (light day make-up is acceptable).
4. **Clothing** must be clean and wrinkle-free.
5. Shoes must have closed toes and heels
6. **Scents or colognes** can cause allergic reactions or nausea in some clients and should not be used during client care experiences. Please note that a strong odor of tobacco is also a scent and can cause the same problems as stated above.
7. **Jewelry** is limited to one set of small plain post type of earrings (non-dangling) in the earlobes and one ring. One ring is permitted in most clinical sites, and the ring must be free of sharp or protruding settings. No other jewelry is permitted, pierced or otherwise, in or on any visible areas of the body.
8. **Name badges** indicating the individual is an ECU Baccalaureate Nursing Student must be worn at all times. Any facility issued badges are required to be worn in addition to the ECU Baccalaureate Nursing Student name badge. Facility issued badges must be returned to the agency at the end of the clinical rotation, or upon withdrawal from the course. If the badge is not returned, the student is responsible for the replacement cost of each badge issued. Failure to comply with this requirement will result in the student not receiving overrides for subsequent courses and may delay program progression.

Additional restrictions or requirements may be placed by the individual clinical agencies/settings and by the clinical faculty. An example of additional clinical agency restrictions is the one stating “no visible tattoos”. If a student has a tattoo and it is on an area of the body that may be reasonably covered, then covering the tattoo would permit clinical placement. However, some tattoos on areas such as fingers, hands, wrists, head, face, etc. that could not be covered could make a student ineligible for clinical placement due to the agency’s restrictions. Students who have questions regarding the dress code or clinical agency placement requirements should talk with the Chair of the School of Nursing.

COMMUNICABLE DISEASES & BLOOD-BORNE PATHOGEN POLICY

The School of Nursing recognizes the importance of minimizing the exposure of students and/or patients in a clinical setting to communicable diseases and blood-borne pathogens, as defined by the Centers for Disease

Updated August 2026

Control (CDC). The School of Nursing emphasizes this through education regarding Universal Precautions, proper hand hygiene and disinfection/decontamination procedures, and collection of student immunization and health screening records.

In the case of an exposure to a blood-borne pathogen, students are expected to follow the Exposure Control Plan that is established at the clinical site in which the exposure occurred. All exposure incidents should be reported immediately to the clinical instructor and course leader.

LATEX SENSITIVITY/ALLERGY POLICY

Policy

Those persons with known sensitivity to latex shall be treated as if they have a known allergy. Students may be requested to provide documentation from their health care provider.

Purpose

To provide general information about latex products and potential types of allergic reactions. Procedure for those persons with sensitivity/allergy to latex.

Scope

Pertains to all students and faculty.

Responsibility

- Students are responsible for providing accurate allergy history.
- Non-latex gloves will be provided in the laboratory setting upon request.
- Students are responsible for preventing and/or limiting their exposure to latex in laboratory/clinical situations.
- If a latex sensitivity/allergy exists, the student understands that 100% prevention of exposure to latex in any laboratory/clinical situation may not be possible and that they may experience a life-threatening allergic reaction.
- Thus, if a latex sensitivity/allergy exists at any time during the program of study, the student must consult with their health care provider to determine whether pursuing a career in nursing is medically appropriate and feasible.

ACADEMIC INFORMATION

EASTERN KENTUCKY UNIVERSITY

SCHOOL OF NURSING

Updated August 2026

GENERAL INFORMATION

ACADEMIC STANDARDS

Eastern Kentucky University and the School of Nursing support an open and inclusive environment through the establishment of a preferred name, gender identity, name prefixes, and pronouns, for use within university systems, where feasible. ECU supports the need for members of the University community to refer to themselves by a name other than their legal name. As long as the use of this name is not intended for the purposes of avoiding legal obligations or misrepresentation, the University acknowledges that a preferred first and/or middle name may be used where possible in the course of university business. ECU and the School of Nursing will use a student's preferred name wherever a legal name is not required on campus including on internal documents, communications, systems, and web portals. Legal names are required for all clinical documentation.

- A. A student may be asked to leave the nursing sequence regardless of academic grade if any of the following conditions exist:
 - 1. Failure to exhibit behaviors of:
 - a. Integrity
 - b. Dependability and accountability
 - c. Concern for human and societal needs
 - d. Respect for all persons
 - e. Professional and civil communication, including all correspondence in e-mails, Virtual Office, Class Lounge, and Discussion Boards
 - 2. Failure to conform to the legal and ethical standards of the nursing profession
 - 3. Failure to maintain and submit the required documentation for participation in clinical experiences.
 - 4. On-going failure to complete assignments on time. See departmental/university policy on attendance/participation.
- B. A student is required to maintain a grade equivalent of 2.0/C (75%) or better in all NSC courses in order to continue uninterrupted in the nursing major.
- C. An NSC course may not be repeated without permission. All requests to repeat NSC courses must be made through the RN to BSN Admission/Readmission Committee. A student may not repeat any course with a NSC designation more than one time. **Readmission to a nursing course is not guaranteed to any student.**

SOCIAL MEDIA POLICY FOR SON STUDENTS:

1. SON students must not transmit or place online individually identifiable patient or clinical agency information.
2. SON students must observe ethical and professional student-faculty and student-patient boundaries online. Online social media contact with faculty or patients blurs these boundaries, as defined by the American Nurses Association Code of Ethics (2015) and National Council of State Boards of Nursing Social Media Guidelines (2018).
3. SON students should understand that patients, colleagues, organizations and employers may view postings.
4. SON students must be aware that social networking venues are shared by patients, faculty, colleagues, and the public. Privacy settings should be utilized to separate personal and professional information online.
5. SON students should bring content that could harm a patient or student's privacy, rights, or welfare to the attention of appropriate authorities.

ATTENDANCE

Students are expected to attend class and actively participate in all aspects of the learning process. This includes class discussions, written work, and in-class activities. National and local studies have shown a direct correlation between attendance and grade performance. *Therefore, attendance is considered mandatory.*

For the purposes of this course, "excused absences" include verifiable medical or family emergencies, University approved activities (accompanied by a University excuse), illness (yours or an immediate family member's), and other absences as outlined in the University's "Student Absence from Class" policy. Students should be prepared to document the reasons for the absence. Students whose absences are not excused will receive a zero for any assignments, tests or class activities missed. Students who anticipate having multiple *excused* absences should contact their instructor as soon as the situation arises so that they can make arrangements for how to handle missed class time.

It is the professional expectation that all assignments will be submitted on time. Late assignments must be approved by the faculty of record prior to the due date (unless emergency situation prohibited notification). Late assignments without prior approval will not be accepted. Attendance of all students is expected for live synchronous sessions listed as mandatory in the syllabus.

Children and unauthorized visitors are not permitted to attend any SON class or clinical experience

Students should be prepared to document the reasons for any absence or need for assignment extension. Students whose absences are not excused will receive a zero for any missed assignments, tests or class activities.

Students who are unable to resolve an absence or assignment issue with the instructor may appeal to the RN to BSN Program Coordinator. Unresolved issues may be appealed to the Department Chair. The Department Chair's decision is final.

EKU First Day of Class Attendance: Please refer to the following website for ECU's first day attendance policy <https://catalogs.eku.edu/graduate/general-academic-information/academic-information/>

With the RN-BSN option, first day of class attendance will be assessed by a syllabus quiz in each class. **If the syllabus quiz is not completed by the due date/time, students will be dropped from the course.**

GRADING

The grading scale is given in each NSC course syllabus. Please refer to course syllabi and the ECU undergraduate catalog for information on grading. It is the department policy in all NSC courses that grades are truncated, and not rounded.

Students may obtain mid-term and final grades on-line. Under no circumstance should the student contact the administrative staff of the department requesting grade information.

EKU ACCESSIBILITY POLICY

For the current ECU Accessibility Policy, please refer to the following link: <http://accessibility.eku.edu/>

SOURCES OF FINANCIAL AID

Scholarships may be available to students from Kentucky Board of Nursing, hospitals, or ECU. Additional information may be obtained from the KBN website, various hospitals and employing agencies and the ECU Office of Student Financial Assistance (Whitlock Building room 251, or phone 859-622-2361).

Additional scholarship opportunities may become available for nursing students who meet the specific criteria set forth by the funding organization. Students will be notified of scholarship opportunities via their official ECU email.

The Robert R. Martin Student Emergency Loan Fund (S.E.L.F.) is a source of short term, emergency loans to students who have been admitted to a major in the College of Health Sciences. Loans may be made for a maximum of 90 days. Application can be made through the College of Health Sciences Learning Resource Center (HSLRC) at 859-622-3576 or 859-622-2091.

STUDENT COMPLAINTS AND APPEALS

Students who believe they have not been treated appropriately by a university official may file a complaint or grievance following the procedures listed in the *ECU Student Handbook*. **Please note that grade appeals and readmission appeals follow a separate University policy and process.**

Complaints involving other areas than Academic Affairs should follow the procedures in the *ECU Student Handbook*. Any concerns involving discrimination or harassment should be directed to the Office of Institutional Equity. Complete information is given in the *ECU Student Handbook*.

If the concern is related to a **grade appeal** or **readmission**, those policies should be followed specifically. The readmission policy is given in detail in this *RN to BSN Nursing Student Handbook*. The policy for appeal of a

grade is given in the ECU Policy 4.1.15P and in the *ECU Student Handbook* as follows, with additional information specific to School of Nursing.

“Grade Appeal”

If a student wishes to appeal a **course** grade, the procedure below should be followed:

- The student should consult with the instructor, seeking a satisfactory explanation. [Note: In the School of Nursing, if the instructor is not the coordinator of the course, the student should also consult with the course coordinator].
- If, after consulting with the instructor, the student believes that a grievance exists, the student may present a complaint in writing outlining the basis of the grievance to the School Chair within 30 days after the beginning of the next semester, exclusive of summer session.
- The School Chair shall consider the matter in consultation with the instructor and the student and exercise influence towards mediation.
- If the grievance remains unsettled, the School Chair shall, as soon as practicable, refer the matter to the School of Nursing committee on academic practices composed of the School Chair, two members of the School of Nursing elected by the faculty thereof (with one alternate member to serve in the event that one of the regular members is the person against whom the complaint has been lodged), and one student member chosen by the School Chair. All members of the committee shall have voting privileges.
- Meetings of the School of Nursing academic practices committee shall be scheduled at a mutually agreed upon time, when all relevant parties can reasonably be expected to participate. A student who has agreed to a time for a meeting of the School of Nursing academic practices committee and who does not appear at that meeting may forfeit the right to present evidence beyond that furnished in the original letter of appeal. Only the committee members and the student may be present during the meeting.
- After considering the evidence and any rebuttals submitted by the student and/or the instructor, the committee shall make a decision which shall be binding. All parties shall be informed of this decision within ten working days.
- Appeals from the committee’s decision may be made on procedural grounds only and must be made within 20 days following notification of the School of Nursing committee decision. Such an appeal should be made to the dean of the college in which the course is offered and, if necessary, then to the Provost and the Vice-President for Academic Affairs.

As noted above, appeals to the committee’s decision can be made on **procedural grounds only**. Procedural violations would be a deviation from the above listed procedures. An example would be if the meeting was not scheduled at a mutually agreed upon time when all relevant parties could reasonably be expected to participate.

EKU ACADEMIC INTEGRITY POLICY

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct and respect for others. In order to meet these values, students at EKU are expected to adhere to the highest standards of academic integrity. These standards are embodied in this policy and the Student Code of Conduct. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it does not tolerate academic dishonesty. This policy defines the various forms of academic dishonesty, and it outlines the consequences for each. Additionally, this policy gives the method for appealing a complainant's allegation that some form of academic dishonesty has in fact occurred.

Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication. The University treats all instances of academic dishonesty seriously.

Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions.

The Academic Integrity policy is located at:

<https://studentconduct.eku.edu/academic-integrity-policy>

The AI Pledge, below, is administered through the Terms of Usage for EKU Direct.

The Pledge

I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky University Academic Integrity policy.

GRADUATION

Students are required to satisfy all University requirements for graduation. A minimum overall GPA of 2.0 or higher is required for graduation. Specific requirements are listed in the University catalog. In order to receive a degree, all students must pay the required fee and submit an application for graduation to the office of the Dean of the College of Health Sciences.

Tobacco Products

Policy Statement

EKU supports initiatives designed to foster a healthy campus climate for EKU faculty, staff, students, volunteers, vendors, patrons, customers, guests, visitors and Persons employed as an EKU contractor. This Policy is designed to support health initiatives for EKU and its extended regional campuses by designating all EKU owned, rented and leased property as Tobacco-free, including surrounding exterior spaces and recreational areas.

The Tobacco Free policy is located at:

<https://www.eku.edu/in/policies/tobacco-free-campus/>

FORMS

NOTICE TO STUDENTS: ALL INFORMATION REQUESTED ON THIS FORM MUST BE PROVIDED FOR THE REQUEST FORM TO BE PROCESSED.

RN to BSN

Request for Clinical Rotation Approval

Are you an employee of this organization? Yes No

If yes, what department/unit do you work in? (Be specific) _____

Does your proposed preceptor work in the same department/unit as you? Yes No

Please be advised that you cannot use a staff nurse for your preceptor.

If no, what department/unit does your proposed preceptor work in?

STUDENT INFORMATION

Date to begin at facility: _____

Student's Name: _____

FACILITY INFORMATION

Name of Agency: _____

Mailing Address: _____

FACILITY CONTACT INFORMATION

Contact Person *(The person to whom the contract will be sent for review and signature of approval, not the preceptor):*

Name: _____

Title: _____

Phone: _____ Fax: _____

Email: _____

PRECEPTOR INFORMATION

Preceptor Name: _____ Title: _____

Phone: _____ Fax: _____

Email: _____



NSC Clinical Course Number for which request is being made _____

Please send completed form to:

Christi Isaacs
Online Nursing Clinical Coordinators
Office: Rowlett 205A
Email: Christi.isaacs@eku.edu
Phone: (859) 622-7954

**EASTERN KENTUCKY UNIVERSITY COLLEGE
OF HEALTH SCIENCES
SCHOOL OF NURSING
PRECEPTOR INFORMATION FORM**

Name _____

Date _____ Agency _____

Address _____

_____ Phone Number

Agency type:

☐ Clinic ☐ Hospital ☐ Public Health ☐ College/University

Degree	Area of Study	Year Obtained	Institution
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Credentials: RN, MD, DO, ARNP (*Attach copy of state license: RN and ARNP*) _____

License number: _____

National Certification/Specialty (*Name of Certifying agency*): _____ Number of students

you are concurrently supervising _____ **Employment History:**

Employer	Address/Phone	Position *	Dates of Employment

Please send completed form to:

Christi Isaacs
Online Nursing Clinical Coordinators
Office: Rowlett 205A
Email: Christi.isaacs@eku.edu
Phone: (859) 622-7954