

RN-BSN Nursing Program

STUDENT HANDBOOK



2026-2027

The Handbook is intended to be a reference for students enrolled in the Edison State RN-BSN Nursing Program. Policies and Procedures are subject to change. Notification of changes will be posted electronically.

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Letter of Welcome from the Program Administrator of Nursing

Welcome to the RN-BSN nursing program at Edison State Community College. We are pleased you have chosen to pursue your nursing education with us. The Associate Degree nursing program at Edison State has a strong reputation for preparing nurses who are exemplary in their practice and who exhibit strong professional characteristics, and we plan to continue this tradition in our RN-BSN completion program. Your graduation from our RN-BSN program will provide you with additional knowledge and skills to enhance your current RN role.

The path ahead will be exciting, exhilarating, and challenging. We are committed to your success and encourage you to connect with your course faculty, advisors, and classmates since a dedicated support system can make the path from start to finish smoother and more enjoyable. Our faculty members bring a wealth of knowledge and experience to the online learning environment and are eager to help you develop into a top-notch nurse.

This handbook provides easy access to the RN-BSN nursing program policies that may affect you during your time with us. I encourage you to keep it nearby and become familiar with its contents.

We wish you a rewarding and successful experience during your time with us. Thank you for trusting Edison State with your education and allowing us to be part of your journey. We look forward to supporting you along the way and celebrating with you when you proudly walk across the stage at commencement!

Sincerely,

A handwritten signature in purple ink that reads "Leah Wells MSN, RN".

Leah Wells MSN, RN
Associate Professor of Nursing
Program Administrator
Interim Dean of Health Sciences

Nursing Office and Faculty

Nursing Office

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Program Overview

Mission

The program is dedicated to advancing the knowledge, skills, and professionalism of registered nurses. It is grounded in the principles of evidence-based practice, leadership, information literacy, diversity, and partnerships across all healthcare disciplines. Our program is dedicated to fostering lifelong learning, promoting a culture of inquiry, and demonstrating excellence in the application of evidence-based nursing practice.

Program Structure and Format

The program is designed to be completed in four semesters, including a summer term. Students begin with NUR 300S, Professional Nursing Concepts, and progress through six nursing courses, along with the required general education and technical courses. Students will complete the program with NUR 490S, RN to BSN Capstone. The capstone course may only be taken after all other required nursing courses have been successfully completed.

Students are highly encouraged to complete general education courses prior to beginning the RN-BSN courses to lighten their class load while enrolled in the RN-BSN program. Any general education courses that are taken at other colleges or universities will be reviewed according to the Edison State process for transfer and articulation. Nursing credits from other BSN programs will be reviewed and evaluated on an as-needed basis. The nursing courses are designed to be self-paced and flexible while maintaining a structured schedule. Each course will include regular assignments with specific due dates to support student progress and successful course completion.

The program will be offered in a seminar model/hybrid format. Students will meet at the beginning of each semester for a 2- to 4-hour synchronous seminar with the remaining course instruction being offered online via Blackboard.

Accreditation Status

The Accreditation Commission for Education in Nursing (ACEN) is responsible for the specialized accreditation of nursing education schools and programs, both post-secondary and higher degrees. The Commission has authority and accountability for carrying out the responsibilities inherent in the application of standards and criteria, accreditation processes, and the affairs, management, policy making, and general administration of the ACEN. ACEN is a nationally recognized specialized accrediting agency for all types of nursing programs.

Effective October 16, 2024, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on October 16, 2026. The initial accreditation site visit is scheduled for October 13-15, 2026.

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

<https://www.acenursing.org/search-programs?status=Candidate>

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

www.acenursing.org

Admission Requirements and Process

Minimum Criteria for Application

To be considered for acceptance into the RN Program, students must meet the following minimum criteria for application:

1. Minimum GPA of 2.5 for all college work. If student's cumulative GPA is below 2.5, Demonstrated improvement in recent academic work will be considered.
2. Graduated with an Associate Degree in Nursing from a regionally accredited institution
3. Graduated from a nationally accredited pre-licensure nursing program (ACEN or CCNE). This is specific to the nursing program and separate from the accreditation of the school or college.
4. Hold an active, unencumbered, U.S. Ohio or Multistate RN license

Criminal Record Background Check

RN-BSN students are not required to have a criminal background check prior to starting the nursing program. If Ohio and Federal background checks are required to meet the requirements of clinical agencies providing clinical experiences for the capstone course, individual students will be notified of this and asked to complete the background checks prior to beginning NUR 490S. The results will be sent directly to Edison State and any concerns regarding the results will be discussed by the program director with the student. Students who reside outside of Ohio, who engage in clinical experiences outside of Ohio, or who are licensed in any state other than Ohio may be required to have a criminal background check for another state. It is the responsibility of the student to determine the out-of-state requirements that apply to them and coordinate their compliance with those requirements while enrolled in the RN-BSN program.

Drug Screen

RN-BSN students are not required to have a drug screen prior to starting the nursing program. If a drug screen is required to meet the requirements of clinical agencies providing clinical experiences for the capstone course, individual students will be notified of this and asked to complete the drug screen prior to beginning NUR 490S. The results will be sent directly to Edison State and any concerns regarding the results will be discussed by the program director with the student

Admission Process

The RN-BSN Program admits students twice a year for a fall and spring semester start. If the number of qualified applicants exceeds the limit, the applicants will be placed on a waiting list, sorted by application date and time for the following admission cycle. Applications for admission will be accepted for a January 2027 start beginning September 1, 2026, and will close December 15, 2026. For admission for an August 2027 start, applications for admission will be accepted beginning February 15, 2027, and close July 31, 2027.

All students must meet with the Coordinator of Professional and Technical Pathways Advisor prior to submitting their application. Applications will be time stamped at the time of submission, and students who have met all admission requirements, including transcript delivery will receive priority admission.

Application Process

1. Submit final high school transcript or GED results (required for ESCC to confer degree)
2. Submit official college transcripts from any colleges and/or vocational schools

3. Complete Edison State Community College application for admission
4. Schedule an appointment with the Coordinator of Professional and Technical Pathways Advisor, Carin Benning, to discuss your academic and career goals and receive an application code.
5. Submit validation of current Ohio RN or Multistate RN license
6. Complete online application for RN-BSN Program

Curriculum

Program Outcomes

The program learning outcomes were developed utilizing recognized standards in the nursing profession. The American Association of Colleges of Nursing (AACN) Essentials were reviewed and guided the development of the learning outcomes, along with the Accreditation Commission for Nursing (ACEN) criteria for curriculum. The five learning outcomes reflect both sets of guidelines and ensure the student will graduate with knowledge and skills that reflect current, contemporary nursing practice.

The program learning outcomes, ACEN criteria and AACN Essentials are as follows:

ACEN Criteria

- A. Diversity, Equity, Inclusion, and/or Social Determinants for Health
- B. Evidence-based Practice, Research, and/or Scholarship
- C. Information Literacy
- D. Interprofessional Collaboration and Delegation
- E. Professional Identity and Scope of Practice

AACN Domains

1. Knowledge
2. Person-centered Care
3. Population Health
4. Scholarship for Nursing Discipline
5. Quality and Safety
6. Interprofessional Partnership
7. Systems-based Practice
8. Informatics and Healthcare Technologies
9. Professionalism
10. Personal, Professional, and Leadership Development

Program Learning Outcome	RN to BSN Program Student Learning Outcomes	ACEN Criteria	AACN Domain
1	Justify the importance of professional nursing in relation to the nurses' scope of practice including the characteristics of accountability, leadership, and spirit of inquiry.	E	7, 9, 10
2	Support nursing practices with clinical judgement that demonstrate emphasis on diversity, equity, and inclusion of person-centered care.	A	2, 3
3	Integrates research and current evidence-based practices into nursing judgement to foster advancement in information literacy.	B, C	1, 4, 5

4	Combine standards of practice, effective communication, delegation, and collaboration skills to further improve partnerships across all healthcare disciplines.	D	6, 9
5	Evaluate the impact of technology used to provide safe, efficient, and high-quality care.	B, E	5, 8

Curriculum Design

The curriculum plan follows the requirements set forth by the Ohio Department of Higher Education and will include a total of 122 semester hours of study. The current associate degree of nursing program at ESCC includes a total of 65 credit hours (32 hours of general education/related coursework and 33 hours of technical nursing coursework). The RN-BSN program will include an additional 30 hours of general education/related courses and 27 technical nursing hours for a total of 57 credits which will result in a total of 122 credit hours for the baccalaureate degree completion program. Nursing courses in the RN-BSN completion program will not include prerequisites, except for NUR 490S which cannot be taken until all other nursing courses are completed. The plan includes the requirements for the Ohio 36 module and in addition to the nursing technical courses, provides an even distribution of credit hours between general education and basic/related courses.

SUMMARY OF CREDIT HOURS FOR RN-BSN DEGREE

Program and Credit Hour Type	Credit Hours Earned
RN-BSN program NUR technical courses	27
RN-BSN program GE and related courses	30
ADN program technical courses	33
ADN program GE and related courses	32
Total credit hours for BSN degree	122

NURSING COURSE SEQUENCE for RN-BSN COMPLETION PROGRAM

Course Title	Credits	Course Description	Program Learning Outcomes
NUR 300S Professional Nursing Concepts	4	Focuses on the knowledge, skills, and attitudes needed to practice evidence-based, person-centered nursing. Competency areas include historical and theoretical criteria, ethical, and legal components of professional nursing practice.	1, 2, 4
NUR 330S Advanced Assessment Across the Life Span	4	Focuses on the knowledge, skills, and attitudes needed to practice evidence-based, person-centered nursing. Competency areas include assessments of the individuals across the lifespan, including cultural awareness, at risk groups, and health promotion.	2, 3, 4
NUR 360S Information Literacy in Nursing	4	Focuses on the knowledge, skills, and attitudes needed to practice evidence-based, person-centered nursing. Competency areas include the impact of quality evidence-based practice, research, and safety initiatives on delivery of care, patient outcomes, and the healthcare system.	3
NUR 400S Public Health Nursing	4	Focuses on the knowledge, skills, and attitudes needed to practice evidence-based, person-centered nursing. Competency areas include studying community, public, and global nursing.	1, 2, 3
NUR 430S Nursing Informatics	3	Focuses on the knowledge, skills, and attitudes needed to practice evidence-based, person-centered nursing. Competency areas include demonstrating knowledge related to quality improvement, safety, and informatics.	5
NUR 460S Leadership in Nursing	4	Focuses on the knowledge, skills, and attitudes needed to practice evidence-based, person-centered nursing. Competency areas include demonstrating knowledge skills in concepts related to leadership, teamwork, collaboration, and delegation.	1, 4
NUR 490S RN to BSN Capstone	4	Focuses on the knowledge, skills, and attitudes needed to practice evidence-based, person-centered nursing. Competency areas include helping the capstone student integrate and apply the knowledge, skills, and attitudes necessary to make sound clinical judgments and improve the quality and safety of the health care systems within which they work.	1, 2, 3, 4, 5
Total credit hours	27		

RN-BSN Completion Curriculum Plan (Fall Start)

First Semester (Fall)

Fall Early Term (8 weeks)	<i>NUR 300S Professional Nursing Concepts</i>	<i>4 credits (Tech)</i>
Fall Late Term (8 weeks)	<i>NUR 330S Advanced Assessment Across the Lifespan</i>	<i>4 credits (Tech)</i>
Half-or- Full Term	<i>ENG 122S English Composition II</i>	<i>3 credits (GE)</i>
	<i>Select two courses from approved elective list</i>	<i>6 credits (Related)</i>

Total Credit Hours **17**

Second Semester (Spring)

Spring Early (8 weeks)	<i>NUR 360S Information Literacy in Nursing</i>	<i>4 credits (Tech)</i>
Spring Late (8 weeks)	<i>NUR 400S Public Health Nursing</i>	<i>4 credits (Tech)</i>
Half-or-Full Term	<i>SOC 121S Introduction to Sociology</i>	<i>3 credits (GE)</i>
	<i>Select two courses from approved elective list</i>	<i>6 credits (GE)</i>

Total Credit Hours **17**

Third Semester (Summer)

Summer (8 weeks)	<i>NUR 430S Nursing Informatics</i>	<i>3 credits (Tech)</i>
Half-or-Full Term	<i>PSY 227 Lifespan Psychology</i>	<i>3 credits (Related)</i>
Half-or-Full Term	<i>BIO 140S Basic Nutrition</i>	<i>3 credits (Related)</i>

Total Credit Hours **9**

Fourth Semester (Fall)

Fall Early (8 weeks)	<i>NUR 460S Leadership in Nursing</i>	<i>4 credits (Tech)</i>
Fall Late (8 weeks)	<i>NUR 490S RN to BSN Capstone</i>	<i>4 credits (Tech)</i>
Half-or-Full Term	<i>SSV 211S Social & Cultural Diversity</i>	<i>3 credits (Related)</i>
	<i>Select one course from approved elective list</i>	<i>3 credits (GE)</i>

Total Credit Hours **14**

Total RN-BSN Completion Program Credit Hours **57**

RN-BSN Completion Curriculum Plan (Spring Start)

First Semester (Spring)

Spring Early Term (8 weeks)	<i>NUR 300S Professional Nursing Concepts</i>	<i>4 credits (Tech)</i>
Spring Late Term (8 weeks)	<i>NUR 330S Advanced Assessment Across the Lifespan</i>	<i>4 credits (Tech)</i>
Half-or- Full Term	<i>ENG 122S English Composition II</i>	<i>3 credits (GE)</i>
	<i>Select two courses from approved elective list</i>	<i>6 credits (Related)</i>

Total Credit Hours **17**

Second Semester (Summer)

Summer (8 weeks)	<i>NUR 430S Nursing Informatics</i>	<i>3 credits (Tech)</i>
Half-or-Full Term	<i>PSY 227 Lifespan Psychology</i>	<i>3 credits (Related)</i>
Half-or-Full Term	<i>BIO 140S Basic Nutrition</i>	<i>3 credits (Related)</i>

Total Credit Hours **10**

Third Semester (Fall)

Fall Early (8 weeks)	<i>NUR 360S Information Literacy in Nursing</i>	<i>4 credits (Tech)</i>
Fall Late (8 weeks)	<i>NUR 430S Nursing Informatics</i>	<i>3 credits (Tech)</i>
Half-or-Full Term	<i>SOC 121S Introduction to Sociology</i>	<i>3 credits (GE)</i>
	<i>Select two courses from approved elective list</i>	<i>6 credits (GE)</i>

Total Credit Hours **16**

Fourth Semester (Spring)

Spring Early (8 weeks)	<i>NUR 460S Leadership in Nursing</i>	<i>4 credits (Tech)</i>
Spring Late (8 weeks)	<i>NUR 490S RN to BSN Capstone</i>	<i>4 credits (Tech)</i>
Half-or-Full Term	<i>SSV 211S Social & Cultural Diversity</i>	<i>3 credits (Related)</i>
	<i>Select one course from approved elective list</i>	<i>3 credits (GE)</i>

Total Credit Hours **14**

Total RN-BSN Completion Program Credit Hours **57**

Approved Elective List

General Education Courses (select at least 3 courses for a total of 9 credit hours)

ANT 121S	Introduction to Anthropology	3 credit hours
ART 123S	Ancient Art History	3 credit hours
ART 124S	Art History: The Modern Era	3 credit hours
ECO 120S	Fundamentals of Economics	3 credit hours
ECO 121S	Principles of Microeconomics	3 credit hours
ECO 222S	Principles of Macroeconomics	3 credit hours
ENG 123S	Introduction to Literature	3 credit hours
ENG 205S	Great Books	3 credit hours
ENG 221S	American Literature: Pre-colonial-1890	3 credit hours
ENG 222S	American Literature: 1890-Present	3 credit hours
ENG 241S	British Literature: Middle Ages-Restoration	3 credit hours
ENG 242S	British Literature: Romanticism-Present	3 credit hours
GEO 121S	Physical Geography	3 credit hours
GEO 123S	Human Geography	3 credit hours
HST 121S	United State History to 1877	3 credit hours
HST 122S	United State History Since 1877	3 credit hours
HST 125S	Western Civilization to 1715	3 credit hours
HST 126S	Western Civilization from 1715	3 credit hours
HST 127S	Greek Civilization	3 credit hours
HST 224S	African American History since 1619	3 credit hours
MUS 120S	Music Appreciation	3 credit hours
MUS 127S	Music as a World Phenomenon	3 credit hours
PLS 121S	American National Government	3 credit hours
PLS 122S	State and Local Government	3 credit hours
THE 121S	Introduction to Theatre	3 credit hours

Related Courses: (select at least one of the following courses: HUM 121S, PHI 121S, PHI 123S, or REL 121S plus one additional course for a total of 6 credit hours).

HUM 121S	Introduction to Humanities	3 credit hours
PHI 121S	Introduction to Philosophy	3 credit hours
PHI 123S	Introduction to Ethics	3 credit hours
PSY 221S	Abnormal Psychology	3 credit hours
PSY 225S	Child Psychology	3 credit hours
PSY 228S	Human Sexuality	3 credit hours
PSY 230S	Social Psychology	3 credit hours
REL 121S	World Religions	3 credit hours
SOC 224S	Race and Ethnicity	3 credit hours
SOC 225S	Marriage and Family Relations	3 credit hours
SOC 226S	Social Problems	3 credit hours

Academic Policies

The following are policies of the Edison State Community College RN-BSN Nursing Program. Students in the RN-BSN Nursing Program shall abide by these policies. Nursing Student policies are subject to change, and the Nursing Student Handbook will be revised as needed. Students will be informed of policy changes via individual emails sent through their Edison State email account, through their Blackboard course, and reviewed with each class by the course instructor. It is the student's responsibility to know affiliating agency policies.

Grading Policy

Faculty evaluate students throughout the semester using a variety of methods. A satisfactory grade in the class is designated by a letter grade. A letter grade of "C" or better is passing for all nursing courses.

Evaluation methods may include the following:

- Discussion Boards
- Reflective Journals
- Case Study Reflection Questions
- Papers
- PowerPoint Assignments
- Group Assignments
- Capstone Project
- Peer Evaluations
- Textbook Online Learning Activities
- Tests/Quizzes
- Video Submissions

Grades are determined by total course points. There is no rounding of points on individual assignments. A student must achieve 623.5 points to pass the class. Total course points will be rounded to the nearest whole number to determine the students' letter grade in the course. Grade Course Cut-off points are as follows: A = 743.5 B = 679.5 C = 623.5 D = 559.5.

It is expected that students will submit all written assignments on the date designated by the instructor. Grades will be available within one week of submission of the assignment. No changes in grades will be made after that time.

Continuation in and graduation from the RN-BSN Nursing Program is contingent on the student earning a grade of at least a "C" in each Nursing course and maintaining a 2.0 overall GPA at Edison State Community College.

FINAL GRADE STANDARD

Grade	Points required
A	743.5 - 800
B	679.5 – 743.4
C	623.5 – 679.4
D	559.5 – 623.4
F	Below 559.5

Attendance Policy

Students are expected to be present for each campus seminar. This may be an in-person or online experience and will occur at the beginning of each semester. There will be an additional required, either on-campus or online, presentation day in NUR 490S that will occur at the end of the term. It will include 4-8 hours of meeting time with the entire cohort and faculty member present. Since the majority of the program is offered online, each course will include requirements for online participation. Students are expected to meet these requirements to be successful in each course.

Academic Integrity Policy

A student shall adhere to the Student Code of Conduct found in the Edison State Community College Student Handbook, <http://stage.edisonohio.edu/digipub/StudentHandbook/index.html>, and behave in a professional and ethical manner while enrolled in the RN-BSN Nursing Program.

A student is expected to represent Edison State Community College and all affiliated hospitals and clinical settings in a positive manner to others, bringing issues of quality or practice forward to the faculty or Program Administrator of Nursing.

Artificial Intelligence Mixed Policy

For all RN-to-BSN courses, students must be the original authors of all coursework they submit. Artificial intelligence (AI) tools may be used only in limited, non-substantive ways when permitted by the course. Students are responsible for the accuracy, integrity, and originality of any work submitted through Blackboard, including any content that has been assisted by AI.

Not following this policy – including documentation – is a violation of the academic integrity policy and will be treated as such.

The use of generative AI tools (such as ChatGPT) is permitted in the courses for the following activities:

- Brainstorming and refining your ideas
- Checking grammar and style

The use of AI tools is not permitted for the following activities:

- Writing a draft of an assignment
- Writing entire sentences, paragraphs, or papers to complete class assignments
- Typing a question into an AI platform and copying and pasting its response

Students should be able to show all their work on a project. If AI for anything other than basic spelling and grammar (Word spell/grammar check, and Grammarly), the student needs to document and disclose that use.

For example, if a student asked AI something specific about a topic, the student would need to cite that information. [Citing generative AI in APA Style: Part 1—Reference formats](#) will help you create AI citations.

The use of AI tools must be properly documented and cited to stay within college policies on academic honesty. Any assignment that used generative AI unauthorizedly will be reported for academic misconduct. If in doubt about permitted usage, please ask for clarification.

Documentation

If a student uses AI to help make a paper sound more professional, improve wording, or make similar edits, the student must provide the original work, the prompt(s) used, the AI-generated response(s), a description of how the response was applied, and the final revised work. The student is responsible for ensuring that all documentation is complete, accurate, and accessible for review. **Submitting AI-generated work without following these guidelines will be considered a violation of the academic integrity policy.**

Example Statement:

On [DATE], I used [TOOL] to help me revise my paper. Here is a copy of the conversation: [LINK]. I used the response to improve my topic sentences and make my tone more professional.

*The conversation should have the original prompt and paper in addition to the AI's response.

Submitting AI-generated work without following these guidelines will be considered academic dishonesty.

Any assignment that violates the academic integrity policy will receive a grade **of zero, and the student will be referred to the college student policy process for academic integrity, as stated in the Edison State Community College Student Handbook.**

If a student has questions about academic integrity or the proper use of sources, they are encouraged to ask for assistance before the assignment due date. Guidance on appropriate citation practices is available to help students maintain academic integrity. Once an assignment is submitted, the student accepts full responsibility for its content, including the accuracy of sources, citations, and any AI-assisted material.

APA Formatting and Scholarly Writing Policy

Purpose

The RN to BSN Program is committed to preparing graduates who demonstrate professional communication, scholarly writing, and evidence-based practice competencies. Accurate use of the current edition of the Publication Manual of the American Psychological Association (APA) is an essential academic and professional skill expected of all students. The ability to correctly format scholarly papers, cite sources, paraphrase appropriately, and create accurate reference lists is necessary for academic success, professional nursing practice, and the interpretation and dissemination of evidence-based knowledge.

Policy

All written assignments designated by faculty as requiring APA formatting must adhere to the current edition of APA guidelines. Students are responsible for ensuring that submitted work demonstrates proficiency in:

- APA paper formatting
- Title and reference pages
- In-text citations
- Reference page formatting
- Scholarly writing style and tone
- Appropriate attribution of sources
- Use of evidence-based and scholarly resources

- Paraphrasing and summarizing according to APA standards

Faculty may evaluate APA formatting and scholarly writing as part of any assignment grade and may deduct points, require revisions, or implement remediation when APA standards are not met.

Expectations for Student Performance

Students are expected to demonstrate increasing levels of APA proficiency throughout the curriculum. By the final semester, students are expected to consistently produce scholarly written work that meets established APA and professional writing standards with minimal faculty intervention.

Identification of APA Deficiencies

Students may be referred for remediation when any of the following occur:

- Repeated APA formatting errors across assignments
- Incorrect, missing, or inappropriate citations
- Inaccurate reference entries
- Failure to follow assignment formatting requirements
- Evidence of inadequate scholarly writing skills
- Excessive grammar, punctuation, or writing mechanics errors

Required Remediation

Faculty may require one or more of the following interventions:

1. Meeting with a Learning Center Tutor

- a. Students may be required to schedule and complete an appointment with an approved writing or APA tutor through the Learning Center before submitting future written assignments.
- b. Documentation of attendance may be required.

2. Submission of assignments to OhioLink

- a. Students may be required to obtain feedback from OhioLink at <https://etutoring.ohiolink.edu>, submit evidence of participation, and revise accordingly.

3. Faculty Conference

- a. Students may be required to meet with course faculty to review APA expectations and develop an academic success plan outlining specific goals, resources, timelines, and documentation requirements.

4. Assignment Revision

- a. Faculty may require resubmission of an assignment to demonstrate competency in APA formatting and scholarly writing.

Remediation Timeline:

- Required remediation must be completed within 10 calendar days of faculty notification or before the next major written assignment is submitted, whichever occurs first.

Failure to Demonstrate Improvement

Students who do not successfully complete assigned remediation activities or who continue to demonstrate significant APA deficiencies may be subject to additional academic intervention. Continued inability to meet minimum expectations for scholarly writing and APA formatting may affect progression within the program.

Student Responsibility

It is the responsibility of each student to seek assistance when needed and utilize available academic support services early in the program. Resources such as faculty office hours, the Learning Center, writing tutors, APA guides, library services, and academic coaching are available to support student success.

Competency in scholarly writing and APA formatting is a required program outcome for RN to BSN students. Prior to graduation, students must demonstrate the ability to independently prepare written academic work that meets program expectations for scholarly writing, source attribution, and APA formatting.

Military Credit Policy

The college policy awarding Military Credit is as follows:

Edison may award credits to veterans for military training and experience. To be considered for credit, please order a copy of your **Army/AARTS** transcript, or **Sailor/Marine/ARTS** transcript or **Air Force/CCAF** transcript, and provide a copy of your DD214 to the Registration and Records office. Credit will be awarded and will appear on your transcript as military credit. There is no charge for posting military credit.

For students interested in entering the RN-BSN nursing program, the Program Administrator, in collaboration with the Nursing faculty will review all military education, training, and service of applicants for transfer credit. Credit will be awarded to the applicant for military education or skill training that is substantially similar to the curriculum.

Retention and Progression Policy

Policies related to nursing progression and/or program completion will be identified in the RN-BSN Nursing Student Handbook which is updated at the beginning of each academic year. Policies related to student progression and/or program completion in place at the time of student entry into the RN-BSN nursing program) will remain in effect for the duration of the student's enrollment in the program unless the student fails to progress for any reason and is readmitted.

This policy clarifies that the program will not implement changes to policies related to student progression and/or program completion for those students who are enrolled in the program at the time the changes are adopted by the program.

To remain and progress in the RN-BSN nursing program, a student shall:

- Be admitted to the RN-BSN nursing program by the Dean of Health Sciences, Program Administrator of Nursing
- If a new student has an Edison State GPA and it falls below 2.5 (due to taking additional classes) before they start the nursing program, the student will be dropped from the RN-BSN nursing program and will need to reapply to the RN-BSN nursing program once the student's GPA improves to a 2.5 or above.
- Students selected to start the RN-BSN nursing program who decide to withdraw before they begin the program must reapply. (This creates a "waitlist" if they keep withdrawing and asking to be added to the next semester.)
- Comply with college policies on academic standing and graduation requirements.
- Maintain a cumulative 2.0 GPA from Edison State Community College.
- Maintain no less than a "C" in each RN-BSN nursing course.
- Students who fail a nursing course may take a nursing course in the next session and retake the withdrawn or failed course the next time it is offered.
- In the case of a failure, the student must notify their advisor to request a new plan of study.

- Students may repeat a specific nursing course only once. Students receiving a grade a less than a “C” in two courses, or in one course twice, are dismissed from the nursing program.
- Demonstrate safe, professional, and ethical behavior at all times.
- Maintain an active, unencumbered registered nurse license.
- Maintain Professional Standards of Behavior – See Student Conduct in the Edison State Community College Student Handbook and/or in the Edison State Community College Nursing Student Handbook.

A student may be dismissed from the RN-BSN nursing program as a result of noncompliance with any of the above.

A student who needs to withdraw from a RN-BSN nursing course due to an unavoidable/unforeseen circumstance of a serious nature which prevents completion of the course (e.g., automobile accident) and is failing at the time of the withdrawal may petition the Program Administrator of Nursing for an administrative withdrawal. If approved, an administrative withdrawal will not count as a “withdraw failing” for progression consideration.

Student Complaint Process

If a student finds herself/himself in conflict with a college process or policy—academic or non-academic—or if the student is dissatisfied with the delivery of services provided by a college faculty or staff member, the student can submit a **Student Complaint Form** to seek resolution. Please read the following guidelines prior to filing a complaint. You can fill out a complaint form located online at <https://www.edisonohio.edu/student-life/student-complaint-form>

Academic Complaint Procedures

If a student has a **course-related** problem, the student should follow these guidelines:

1. When appropriate, talk directly with the instructor and try to resolve the issue informally.
2. If dissatisfied with the outcome, complete all of the appropriate sections of the **Student Complaint Form**. Click "Submit" to email the completed form. The student will be contacted within two business days concerning an appointment with the Interim Dean of Health Sciences.
3. If still dissatisfied, the student can schedule an appointment with the Provost.

Non-Academic Complaint Procedures

If a student has a problem that is not classroom or academic related with either the college and/or with another student, the student should follow these guidelines:

1. When appropriate, attempt to resolve the complaint informally with the person who may be responsible for the dissatisfaction.
2. If dissatisfied with the outcome, complete the appropriate sections of the **Student Complaint Form** which is available on the Edison State website. Click "Submit" to email the completed form. The student will be contacted within two business days concerning an appointment with the appropriate supervisor.
3. If Steps 1 and 2 do not resolve the complaint, the student can schedule an appointment with the Dean of Enrollment Management & Student Affairs.
4. If still dissatisfied, the student can schedule an appointment with the Provost.

Based upon the nature of the complaint, the respective administrator will meet with all parties involved and will issue any decisions/actions in writing.

NOTE The basis on which a grade has been awarded may not be challenged under this complaint procedure. (See “Student Academic Grievance Procedure”).

Disciplinary matters are kept confidential to the extent required by law.

Student Support Services

Academic Advising Policy

Edison offers a variety of advising options. Students are directed to the Coordinator of Professional and Technical Pathways Advising in Student Services when they apply to the college for advice on how to begin their journey at Edison State. Advising link is found at <http://www.edisonohio.edu/Campus-Services-Advising>.

Current RN-BSN students will be served by the Coordinator of Professional and Technical Pathways Advising in the Student Affairs Office and the Interim Dean of Health Sciences. Your advisors will make sure that you take courses in the correct sequence. They will collaborate with you and help keep you on track towards graduation.

The advisor will:

1. Indicate to advisees the advisor’s office hours.
2. Help advisees develop an individualized learning plan and periodically review students’ individualized learning plans/academic progress and discuss with students any problems.
3. Verify program requirements by signing the advisee’s class schedule /registration forms.
4. Help advisees gain maximum use of the College resources by referring them to individuals who can help with such services as financial aid, student activities, library resources, tutoring, career placements, etc.
5. Advise students in long-range career planning.
6. Office hours for advisors are posted on Blackboard.

Library Services

The Edison State Library encourages students, faculty, and staff to explore and utilize their elaborate array of academic resources. The library houses books, periodicals, audiovisual materials, computers with access to the internet along with Edison State Databases and Ohio LINK electronic research databases. Many library resources are available through the website.

Tutoring Services

Tutoring services are available in the Tutoring Center. These services are provided free of charge. Tutoring is provided by professional and student tutors. You may visit the Tutoring Center to locate the schedule of tutors at <https://www.edisonohio.edu/tutoring-center/>. Services include assistance with writing in correct APA format. The nursing department also has a faculty member dedicated to tutoring the nursing students.

Accessibility Services for Students with Disabilities

The College will provide reasonable accommodations for students with documented disabilities. Any student who feels that he or she may need an accommodation based on the impact of a disability should contact Marissa Hill privately with a Self-Identification Letter to discuss specific needs. If a student does not have a Self-Identification Letter, the student should contact the Coordinator of Accessibility and Disability Services, Marissa Hill, at 937-381-1548 in room 105-F or mteneyuque@edisonohio.edu. For additional information, visit the Accessibility and Disability Support Services website. All requests for accommodations must be renewed each semester.

Student Wellness

College is stressful! Feeling burnt out, anxious, frustrated? When challenges arise, it is helpful to have someone to talk to. We have partnerships established with many local mental health providers and can connect you with area resources.

Support Services Available

Edison State has built a network of health professionals to support students. With these partnerships, students who need support in areas such as:

- Recovery and counseling referral
- Housing
- Food
- Physical well-being

Information and Education

We also provide information and education on the topics of:

- Alcohol and drug abuse and prevention
- Sexual assault prevention and awareness
- Building healthy relationships
- Inclusion and belonging
- Survivor support
- Self-care
- Anti-hazing

Getting Help

If you are struggling and need to speak with someone in person, please reach out to the Dean of Student Affairs.

Emergency Resources

If this is a medical emergency, please call 911. If this is a mental health emergency, please call 988.

Financial Information

Tuition and Fees

Approximate costs for RN-BSN Program

Fee	RN Students
Books (approximate for nursing courses only)	\$960
Tuition and lab fees (includes all coursework)	\$11,200.00
TOTAL	\$12,160.00

*Please make sure you keep your payments and fines/fees paid. This is essential for continuance in the RN-BSN nursing program.

Technology Requirements

Computer Requirements

All course resources will be accessed electronically via the Blackboard Learning Management System, digital book products, or library databases. For this reason, students will need access to either a

laptop or desktop computer. Computers are available on campus for student use should they not have a personal computer.

Learning Management System

Blackboard is the Learning Management System (LMS) used at Edison State Community College for the delivery of web-enhanced, web-flex, and online content. This can be accessed from the college website. Each student will have a unique login to access their course content. Blackboard has a tutorial built into the platform for students to get familiar with the LMS. The Edison State website has a FAQ section specifically for Bb and an IT Help Desk for additional questions or support.

Graduation Requirements

Completion of All Required Courses and Capstone Project Hours

In order to qualify for graduation, a student must complete all required coursework for the RN-BSN degree. Students must achieve a grade of “C” or better in all nursing courses, maintain a minimum of a 2.0 GPA at the college, and complete all required capstone hours for NUR 490S.