



# **RN-to-BSN Bridge Nursing Program Student Handbook**

**East Georgia State College**

THE UNIVERSITY SYSTEM OF GEORGIA

**Department of Nursing**

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**THIS HANDBOOK SPECIFICALLY ADDRESSES NEEDS OF THE NURSING PROGRAM AND DOES NOT  
REPLACE THE EAST GEORGIA STATE COLLEGE STUDENT HANDBOOK**

**THIS NURSING STUDENT HANDBOOK IS SUBJECT TO CHANGES AND UPDATES**

**EAST GEORGIA STATE COLLEGE  
DEPARTMENT OF NURSING  
RN-to-BSN BRIDGE NURSING PROGRAM  
STUDENT POLICY HANDBOOK**

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## **INTRODUCTION**

### **EAST GEORGIA STATE COLLEGE RN-to-BSN BRIDGE NURSING PROGRAM**

## **PHILOSOPHY**

The Nursing Department at East State College believes that in today's modern world of nursing, education for our adult learners should be centered on patient care, patient education, teamwork and collaboration, evidence-based practice, quality improvement, safety, professionalism and leadership.

Nursing educators at East Georgia State College place an emphasis on nursing that is patient-centered, caring, and culturally sensitive and strive to teach concepts that enable students to utilize nursing judgment substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family. The nursing faculty believes that the patient's own values should be considered and reflected in the plan of care throughout the lifespan in the RN-to-BSN Bridge Nursing Program.

The nursing department strives to teach students how to work collaboratively and effectively within a team setting. The faculty recognizes the significance of examining the evidence, expert opinion, and clinical expertise as a basis for nursing practice and clinical judgment. The concepts of nursing research are further explored in the RN-to-BSN Bridge Nursing Program.

The nursing faculty recognizes that there are constantly evolving needs to improve the quality and the safety of health care and that it is important to teach nursing students the significance of developing a spirit of inquiry to promote the development and implementation of quality improvement strategies to advance health care services.

The faculty believes that the East Georgia State College Nursing Program contributes to communities by preparing nurses who are qualified to practice nursing in a safe, professional, and legal manner. Faculty believes that the baccalaureate prepared nurse graduate from East Georgia State College will implement nursing care that reflects evidence-based, professional, and ethical practices. By encouraging students to continue their education at East Georgia State College in the RN-to-BSN Bridge Nursing Program the complex healthcare needs of the local, state, and nation will be met by increasing the number of baccalaureate-prepared nurses.

Furthermore, the East Georgia State College RN-to-BSN Bridge Nursing Program strives to teach principles which will prepare the registered professional nurse to integrate information technology resources into the provision of patient care while advocating for patients and families in ways that promote self-determination, integrity, and ongoing growth as human beings. Leadership skills are stressed in preparation for the management of safe, quality patient care for the novice nurse, as well as the baccalaureate-prepared nurse.

The faculty believes that learning is a partnership between the faculty, the student, and the patient. The role of faculty is to guide, direct, facilitate and evaluate learning while encouraging curiosity, creativity, critical and independent thinking to promote learning.

Additionally, the nursing faculty's role is to assist the student in clarifying concepts, problem solving, and developing individual strengths necessary for competent practice. This process creates a social, cultural, and scientific awareness that manifests itself in responsible, professional practice within our communities.

## **MISSION STATEMENT**

Consistent with the EGSC mission, the EGSC RN-to-BSN Bridge Nursing Program mission is to provide nursing education that is affordable and accessible. In a commitment to excellence, the principle mission of the East Georgia College Nursing Department's RN-to-BSN Bridge Nursing Program is to assist in meeting the healthcare needs of the community. The RN-to-BSN Bridge Program expands on the Associate degree mission in that the focus extends to prepare the BSN graduate for roles across the continuum including leadership, health promotion, disease prevention, community health, and research.

## **NURSING PROGRAM CONCEPTUAL FRAMEWORK**

The East Georgia State College RN-to-BSN Bridge Nursing Program curriculum is based on the concepts of patient, health, environment, nursing and learning.

### **Patient**

The patient is the recipient of nursing care and can be an individual, family, aggregate, community or society/population. Each patient is a multidimensional being, which includes physical, psychological, sociocultural and spiritual dimensions throughout the lifespan.

### **Health**

Health encompasses physical, psychological, sociocultural and spiritual dimensions of wellness and illness with both subjective and objective components. Wellness and illness is individually defined and dynamic throughout the lifespan.

### **Environment**

The environment consists of dynamic internal and external factors that interact to impact a patient's health. Each patient lives in and interacts with an ever-changing environment. The environment can be altered to positively affect a person's health by changing or removing unhealthy stressors and enhancing or providing health-promoting resources. The patient is influenced by and responsive to their environment and can choose to alter their internal and external environment to impact their health and quality of life.

## **Nursing**

Nursing responds to and interacts with patients and environments to promote quality of life in health, illness and end of life. Nursing, expressed as a professional way of caring, uses both art and science to address all dimensions of the patient by applying evidence-based research and theories. Nursing serves as an intentional catalyst for change to promote health in evolving diverse environments through education, leadership and social responsibility, as well as direct and indirect clinical interventions.

## **Learning**

The complexity of health care, the rapidly changing environment in which it occurs, and the expanding roles of nurses require that professional nurses engage in life-long learning. Education is a self-directed, yet interactive lifelong process that empowers learners to think critically and grow toward their potential as individuals and contributing members of the profession and society.

The essential components of baccalaureate nursing education include liberal education, professional values, core competencies, core knowledge, evidence-based knowledge and role development. The role of faculty is to guide, direct, facilitate and evaluate learning while encouraging curiosity, creativity, critical and independent thinking to promote learning.

## **ADMISSION POLICIES**

The East Georgia State College (EGSC) RN-to-BSN Bridge Nursing Program entails a total of 120 credit hours (including 60 core credit requirements hours, 30 credit hours of lower level nursing credits and 30 upper division nursing credit hours). The EGSC RN-to-BSN Bridge Nursing Program requires students to have an unrestricted State of Georgia registered professional nursing license. Upon meeting criteria for admission into the RN-to-BSN Bridge Nursing Program, proof of a valid and unrestricted Georgia registered professional nursing license and submission of all nursing program documentation, RN-to-BSN Bridge Nursing Program students will receive the 30 credit hours of lower nursing credits that are held in escrow toward the Bachelor of Science in Nursing degree. The remaining 30 credit hours earned through successful completion of EGSC upper division nursing courses will make the RN-to-BSN Bridge Nursing Program student eligible for graduation with a Bachelor of Science in Nursing degree from EGSC.

Students seeking admission into the RN-to-BSN Bridge Nursing Program must meet all requirements and be accepted into East Georgia State College under regular admission status with RN-to-BSN Bridge Nursing Program as the designated major. The student must complete an application for admission to the RN-to-BSN Bridge Nursing Program prior to the application deadline. At the time of application to the nursing program, students must meet the criteria for full and unconditional admission to the college and satisfy all admission criteria for the RN-to-BSN Bridge Nursing Program for which the student seeks application. Students are admitted into the RN-to-BSN Bridge Nursing Program based on competitive selection process and space availability.

These applicants must meet the following minimum requirements for admission to the RN-to-BSN Bridge Nursing Program:

1. Regular unrestricted admission into East Georgia State College with evaluation of transcripts.
2. Graduation from an associate degree or diploma registered nurse program.
3. Documentation of proof of valid and unrestricted Georgia registered professional nurse licensure.
4. Submission of an EGSC admissions application by the deadline.
5. Submission of an EGSC RN-to-BSN Bridge Nursing Program application by the deadline.
6. Minimum 2.50 GPA.
7. Minimum grade of 'C' or higher in all pre-requisite courses.
8. Completion of all required core courses. **\*\*NOTE:** Students may petition the nursing program director for special consideration if all core courses are not completed.
9. Courses taken at other accredited institutions may be used to satisfy prerequisite course requirements.
10. Pre-check® criminal background checks are required of all students accepted into the nursing program. **This is a requirement imposed by the facilities utilized for clinical experience.**
11. Substance (drug) screens including random screens are required of all students accepted into the nursing program. **\*\*NOTE:** All screens must be completed at designated service provider only. **This is a requirement imposed by the facilities utilized for clinical experience.**
12. Students are admitted into the RN-to-BSN Bridge Nursing Program based on competitive selection and space availability.

#### **Additional Admission Requirements RN-to-BSN Bridge Nursing Program:**

In addition to the application forms submitted for admission to the College in general, students applying for the first time (and those returning to nursing courses after a break in nursing enrollment) are required to submit a separate application for admission to the RN-to-BSN Bridge Nursing Program. Application forms are available online and should be completed and submitted to the Nursing Department.

The EGSC RN-to-BSN Bridge Nursing Program has limited enrollment, and students are selected using a competitive process. The completion of required core courses, nursing-related coursework and academic Grade Point Average (GPA) are used in the selection of applicants. Students who wish to be considered for admission to the nursing program must submit a nursing program application to the Nursing Department by the deadline. Application deadlines and dates are available online. Consideration for initial admission or readmission to the program will be given after it has been determined that all admission requirements have been fulfilled. Readmissions are based on available space. Applicants accepted for a designated beginning nursing class who do not enroll in that class must resubmit an application to the Nursing Department online to be considered for a subsequent class. Accepted applicants who fail to maintain admission standards will be withdrawn before beginning the nursing program.

1. Nursing applicants must have completed required core courses. (If all core courses are not completed, you may petition the program director of nursing for program admission consideration)

2. Nursing applicants must have a minimum GPA of 2.5
  - core courses required for the EGSC RN-to-BSN degree nursing program will be used to calculate the grade point average.
  - Students must have a grade of C or better in all nursing core courses.
  - Grades in core courses applicable to the nursing program may be calculated in the admission GPA. (**Note-EGSC does not have an expiration date on core courses for RN-to-BSN Bridge Nursing Program Applicants**)
3. When faculty/student ratio limits the acceptance of all qualified students, preference may be given to students with the highest GPA, the lower level nursing courses GPA, and completion of all required core classes. In addition, other factors may contribute to acceptance/denial in situations where the admission criteria are highly competitive (such as previous nursing attempts, etc.)
4. Applicants formerly enrolled in a RN-to-BSN completion program may apply. Upon being accepted into the East Georgia State College RN-to-BSN Bridge Nursing Program, no previously taken RN-to-BSN nursing courses will be accepted for transfer credits to replace EGSC RN-to-BSN Bridge Nursing Program nursing courses.
5. Science courses taken more than five years prior to enrolling in the nursing program are acceptable.
6. Nursing students who begin in one program semester option pathway must remain in that program semester option pathway until graduation. Exceptions may be made at the discretion of the Director of Nursing if the student petitions to change program semester options (i.e. three-semester option vs five-semester option).
7. Applicants accepted into the program must complete the EGSC online orientation found at this EGSC link: <http://www.lessonpaths.com/learn/i/orientation-2/welcome-to-your-orientation-to-east-georgia-state-college>.

### **Additional Nursing Program Requirements**

1. All Nursing students admitted to the RN-to-BSN Bridge Nursing Program must take courses in the semester of acceptance.
2. Students will be required to submit a completed health form, which documents satisfactory health status prior to clinical practicum. The forms will be available after enrollment in nursing program. RN-to-BSN Bridge Nursing Program students must submit a completed health form by mid-term of their first semester of enrollment in the nursing program.
3. The student is expected to assume responsibility for his/her own health in the event of illness, accident, or exposure to communicable disease. Evidence of health insurance is required upon admission to the nursing program. Professional Liability Insurance is also required and is not included in EGSC student fees. Each EGSC RN-to-BSN Bridge Nursing Program student enrolled in the nursing program is required to submit

documentation of evidence that the student has an active professional malpractice liability insurance policy in the amount of at least one million dollars for up to six occurrences. The student must incur this expense individually and must remain an active policy holder throughout the enrollment in the EGSC RN-to-BSN Bridge Nursing Program. The student will not be allowed to participate in an EGSC clinical experience without the required proof of individual malpractice liability insurance. **Examples of Professional Liability Insurance may be found at [www.nso.com](http://www.nso.com)**

4. Students must have a grade of "C" or better in all nursing courses. A grade of D and/or F in nursing courses will result in dismissal from the program for a period of one calendar year.
  - After waiting for this period of time, students will be allowed to reapply for admission to the EGSC nursing program.
  - Students who are dismissed from the nursing program due to excessive Ds and/or Fs must follow the EGSC appeals process for readmission back into the program. The student must meet the EGSC academic GPA requirements to remain in the nursing program.
5. A WF is considered an F. Students who fail a nursing course must repeat both the theory and clinical components of the course. Students will be readmitted to the course based on space availability. **Example: If the final nursing course grade is below a grade of 75, any clinical hours completed must be repeated when the nursing course is repeated.**
6. Students are required to maintain at least a 2.0 cumulative grade point average in order to remain in the nursing program.
7. A grade of C or better is required in all nursing core courses. Please note that a grade of 75-79 is a "C" in the EGSC nursing department.
8. Students enrolled in the RN-to-BSN Bridge Nursing Program must submit proof of current **American Heart Association's Basic Life Support for Healthcare Provider Cardiopulmonary Resuscitation (CPR)** certification by midterm of their first semester of enrollment in the EGSC RN-to-BSN Bridge Nursing Program. The student's CPR certification must be valid during the enrollment in the program.
9. All EGSC RN-to-BSN Bridge Nursing Program nursing courses must be completed within 150% of program length.
10. Nursing students must have completed all University System of Georgia (USG) core curriculum courses required in the nursing program prior to enrolling in the last semester of the EGSC RN-to-BSN Bridge Nursing Program.
11. The Nursing Department reserves the right to discontinue, at any time, the enrollment of a nursing student if, in the judgment of the Nursing Department Chair and the nursing faculty, the student does not demonstrate the necessary qualifications for a nursing career. This includes, for example, cheating in any form, unprofessional conduct, violation of East

Georgia State College's student code of conduct and/or any behavior/conduct deemed unbecoming of a EGSC nursing student.

12. The faculty, staff, and students in nursing programs shall uphold professional and ethical standards.
13. A student may withdraw from any given nursing course **no more** than two times throughout the duration of the nursing program.
14. Core performance standards (\*) for admission and progression in the nursing program are:
  - Critical-thinking ability sufficient for clinical judgment as evidenced by the ability to identify the cause/effect relationships in clinical situation, and develop nursing care plans.
  - Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds as evidenced by the ability to establish rapport with patient/clients and colleagues.
  - Communication abilities sufficient for verbal and written interaction with others as evidenced by the ability to explain treatment procedures, initiate health teaching, and document and interpret nursing actions and patient/client responses.
  - Physical abilities sufficient for movement from room to room and in small spaces as evidenced by the ability to move in a patient's room, work spaces, and treatment areas and administer cardiopulmonary procedures.
  - Gross and fine motor abilities sufficient for providing safe, effective nursing care as evidenced by the ability to calibrate and use equipment and position patients/clients.
  - Auditory ability sufficient for monitoring and assessing health needs as evidenced by the ability to hear monitor alarm, emergency signals, auscultatory sounds, and cries for help.
  - Visual ability sufficient for observation and assessment necessary in nursing care as evidenced by the ability to observe patient/client responses.
  - Tactile ability sufficient for physical assessment as evidenced by the ability to perform palpation, functions of physical examination, and/or those related to therapeutic intervention such as insertion of a catheter.

\*Taken from the Southern Regional Education Board, Council on Collegiate Education for Nursing, "The Americans with Disabilities act: Implications for Nursing Education (March 1993)", updated 2008. <https://www.sreb.org/publication/americans-disabilities-act>

15. In compliance with the Americans with Disabilities Act (ADA), East Georgia State College will honor requests for reasonable accommodations made by individuals with disabilities. Students must disclose their disability to the office of Counseling and Disability Services and request accommodations and complete any required evaluations before academic accommodations can be provided.

## **Documents Required for Clinical**

Accepted students must meet the clinical requirements of all affiliating clinical sites by established deadlines, to include, but not be limited to:

- A) Completed EGSC health history and physical form
- B) Immunization form
- C) TB screening
- D) Criminal background check- **This is a requirement imposed by the facilities utilized for clinical experience.**
- E) Urine Alcohol & Drug screen- **This is a requirement imposed by the facilities utilized for clinical experience.**
- F) Base Life Support for Healthcare Providers CPR through the American Heart Association
- G) Professional Liability Insurance and
- H) Health Insurance (SHIP) or Proof of Health Insurance- See instructions below

### **EGSC Procedure for SHIP:**

All students are required to provide evidence of insurance coverage, as discussed above. If a student requires insurance (they do not have any personal insurance) they will automatically be charged a fee to their account to provide coverage.

If a student has personal insurance and needs to request a waiver, they will need to contact the EGSC Business Office – student accounting 478-289-2005, or cfollis@ega.edu. As soon as this contact is made, EGSC will enter the student into the SHIP Healthcare system. Immediately, the student may log on to the website through EGSC and request a waiver.

Go to the webpage:

[http://www.ega.edu/offices/business\\_affairs/business\\_services/student\\_health\\_insurance](http://www.ega.edu/offices/business_affairs/business_services/student_health_insurance)

Our EGSC Business office will receive a report listing all student waivers so they will not be billed for health insurance.

Students must maintain the ability to meet requirements of Nursing Practice Performance Standards/Essential Abilities. A Student exhibiting signs/symptoms of a change in health status during a clinical experience will be required to resubmit new a health form to support the ability to perform essential skills in the health care workplace.

Students who enter the program must have a Criminal Background Check and Urine Drug Screen performed by a company approved by the Nursing Program. Clinical agencies will review Criminal the Background Check and Urine Drug Screen results. The student must be approved by the affiliating clinical agencies in order to participate in clinical experiences and progress in the program. Students denied acceptance by any clinical affiliates will not be able to attend clinical experiences and therefore will not be able to fulfill the course requirements and must withdraw from the program. The student may apply for re-admission into the EGSC RN-to-BSN Bridge Nursing Program one year after withdrawing from the program.

**Students must be aware that criminal background and urine drug screen findings may affect their ability to attend clinical experiences. If a clinical affiliate at any time does not allow a student to attend clinical experiences and the student is unable to meet class, lab, or practicum objectives, the student must withdraw from the Nursing Program.**

#### **Additional Costs and Fees**

1. All nursing applicants must pay the cost incurred for program required documents (Criminal Background Check, Health Form, Immunization Record, Malpractice Liability Insurance, Urine Drug Screening, etc.)
2. All nursing students are required to meet the requirements of the facilities utilized for clinical experience, which may include laboratory screenings, drug screen, and immunizations. All students are required to have a current tuberculin skin test. Health and other forms will be provided as needed. Required items must be submitted before students are permitted entry to the clinical/practicum areas. Some clinical facilities may require clinical data setup fees and health forms submission fees.
3. All nursing students will be expected to pay an online Testing Fee each semester (ProctorU).
4. RN-to-BSN Bridge Nursing Program students are required to have an East Georgia State College name tag, and a white lab jacket with East Georgia State College logo when attending EGSC nursing program activities (clinical experiences, conferences, workshops, and/or program related community activities).
5. All Nursing students are encouraged to join professional nursing organizations.
6. All nursing students will be required to pay for a criminal background check which includes drug screening, on admission to the program. This information will be available to all clinical facilities. *\*If the student has a conviction in the criminal background check, the student may not be permitted in a particular clinical practice setting. The acceptance into a clinical site will be the sole responsibility of the clinical site. Students should note that prior felony or misdemeanor charges/convictions are typically not allowed clearance into most healthcare settings. Since clinical is required to be successful in the nursing program, caution should be taken in circumstances where a student has prior charges/convictions. The college will not be held liable for clinical facilities denying access to students.*
7. If substance abuse is suspected, the student will be required (at his/her own expense) to be tested. East Georgia State College reserves the right to request drug testing of any nursing student at any time during the program. A mandatory drug screen is required (at the expense of the student) after acceptance to the program and will also be required randomly throughout the course of the program.
8. Additional clinical site charges may be required by the clinical facility (i.e. facility preferred criminal background check, clinical experience scheduling management system fee).

## **EAST GEORGIA STATE COLLEGE NURSING DEPARTMENT DRUG/ALCOHOL AND CRIMINAL BACKGROUND CHECK POLICY**

### **Purpose**

The nursing department of East Georgia State College (EGSC) requires all nursing students to provide safe and effective *patient* care. In order to ensure this, nursing students must be free of any type of *chemical* impairment whether in the clinical setting or in an on-campus laboratory setting.

Nursing student behavior is expected to reflect the high moral and ethical standards suited to the profession. With this in mind, it is the students' responsibility to sustain the highest levels of both personal and professional honesty. Students must show accountability to the faculty, staff, and to the patients' involved in their education.

The nursing faculty considers the chemically impaired student as one who is under the influence of or has abused alcohol, illegal drugs, inhalants, or has misused legally prescribed therapeutic drugs and/or over the counter medications. This applies in any setting where the student is in uniform or participating in an EGSC sponsored event. Use or misuse of substances can interfere with judgment and motor skills, as well as coordination, posing an unacceptable risk to others. Substance abuse includes episodic or chronic use that produces any psychological or physical symptoms that can endanger the welfare of others.

The majority of area hospital and healthcare facilities used for clinical sites now require mandatory drug screens for all staff. An EGSC nursing student is bound by the individual clinical site policy that governs the site where they are participating in a clinical experience. It is the students' responsibility to satisfy the requirements set by whatever clinical site that he or she will attend. This information is considered confidential; therefore, the student is responsible for scheduling their drug screen in order to satisfy this requirement the semester **PRIOR** to the first clinical course in the EGSC RN-to-BSN Bridge Nursing Program Curriculum.

### **PROCEDURE**

1. Any nursing student is required to comply with the drug screening process at their own expense upon admission to the nursing program.
2. Students can be randomly selected for a drug screen during any semester while enrolled in the nursing program. Again, the student is responsible for all costs incurred.
3. If a nursing faculty member should suspect a problem with substance abuse, they will immediately remove the student from the clinical or laboratory setting and a drug screening will be required. Again, the student is responsible for all costs incurred.

**NOTE: Refusal to submit to drug screening will result in termination from the EGSC RN-to-BSN Bridge Nursing Program for one academic school year.**

4. A positive drug screen for prescribed medication requires the student to submit verification that the medication was prescribed for him/her. Until such documentation is provided or until the treatment is completed, the student will not be allowed to participate in a clinical assignment. However, the student is still responsible for meeting the requirements of the attendance policy.
5. A positive drug screen requires the student to meet with the EGSC Director of Student Conduct.
6. A positive drug screen may result in termination from the Nursing Program.
7. Once termination has occurred, the student is further restricted from returning to the nursing program for one year, and readmission will require documentation that the student has successfully completed a rehabilitation program.
8. The role of the nursing faculty is to refer the student to the EGSC Counseling and Disability Services.

#### **CRIMINAL BACKGROUND CHECKS**

Criminal background checks are required by all associated healthcare-related facilities for all students participating in patient care at their institution. Prior to midterm of the first semester in the nursing program and/or in sufficient time for review by the clinical site, each student must complete a background check.

Currently, background checks are provided by PreCheck, Inc. The criminal background check vendor may be contacted at [www.precheck.com](http://www.precheck.com). Please note that the clinical site will dictate the provider that they will accept a criminal background check report from. The student is responsible for payment. Students will be notified by the criminal background check provider of any disparities and the student is allowed to review and dispute anything reported.

The designated clinical facility will review the students' background check and make the final decision, based on its individual healthcare facility criteria. It is the EGSC faculty responsibility to electronically select the delivery of the report to the appropriate clinical site. **EGSC nursing program director, nursing faculty or staff does not have access to the content of the report.** Students who do not meet the criteria of the clinical facility due to disparities in their background check will, therefore, not be able to complete the program requirements must withdraw from the program.

**Student Relationship With Clinical Agencies** If a student has a current or previous employment affiliation with a health care facility used by EGSC for clinical purposes; he/she must inform the

appropriate course coordinator. This provides faculty with information for planning a broader learning experience for the student and prevents conflicts for the student, clinical affiliate and college.

## **EQUAL OPPORTUNITY VIOLATIONS**

East Georgia State College is committed to a policy that ensures the fulfillment of equal opportunity without unlawful discrimination for all applicants for employment or student status.

<http://www.ega.edu/policy/NoticeOfNondiscrimination.pdf?2102016>

<http://www.ega.edu/policy/08-non-discrimination-and-anti-harassment-policy.pdf?0826161>

Any complaints dealing with any type of discrimination may be addressed to the College's Affirmative Action Officer, Ms. Tracy Woods, who is located in the Luck F. Gambrell Building on the Swainsboro campus.

## **ACADEMIC POLICIES**

**"It is understood that all students are required to abide by the East Georgia State College Academic Honor Code and Academic Honesty Policy as stated in the Student Handbook".**

[http://www.ega.edu/offices/student\\_affairs/office\\_of\\_student\\_conduct\\_welcome](http://www.ega.edu/offices/student_affairs/office_of_student_conduct_welcome)

<http://www.ega.edu/policy/04-academic-honesty-policy.pdf>

## **ADVISING POLICIES**

East Georgia State College recognizes the importance of a thorough program of academic advising. While it is ultimately the responsibility of the student to select and follow a program of study that will lead to the academic objective, the College provides a structure of academic advising to assist the student.

Academic advising is coordinated by the Vice President for Academic Affairs. Students are assigned to a division or department for advising according to their stated program of study. A student who declares Nursing as the major will be assigned a nursing advisor. All nursing students are advised by a Nursing faculty member in planning the program of study each semester. Students may change advisors for personal or academic reasons by consultation with the dean of the School of Mathematics and Natural Science.

Academic advisors are available to help students with their academic planning throughout their program at East Georgia State College. Even though advising weeks are scheduled periodically throughout the year, students are encouraged to discuss any academic problems they encounter with their faculty advisors when necessary. Please schedule an appointment with

your nursing advisor whenever you feel that you are in need of assistance. We are here to support you through your education pathway at EGSC.

Nursing students are advised before midterm each semester. A student whose grades are below the required 75 in nursing courses at midterm may be advised to withdraw without penalty and in accordance with the nursing progression policy for withdrawals. Students may repeat a failed nursing course ("C" = less than 75%), but may repeat it only once and will be dismissed from the program if there is a second failure. All students are encouraged to consult with nursing faculty/advisors or the director of the nursing program when concerned about their progress in classroom and/or clinical studies.

It may be to the student's advantage to complete the required general education courses one or two semesters prior to entering the nursing program. This option must be decided on an individual basis in consideration of the student's work and personal obligations.

Please refer to the college catalog <http://www.ega.edu/policy/egsc-catalog.pdf> and advising manual for further information. [http://www.ega.edu/academics/academic\\_advising](http://www.ega.edu/academics/academic_advising)

## **APPEALS PROCEDURES**

In the case of an academic appeal, the academic appeals procedure (from the East Georgia State College handbook) is included below.

### **Academic Appeals Procedure**

1. Obtain the appropriate form from the Records office.
  - a. For Academic Renewal, refer to the policy <http://www.ega.edu/policy/04-academic-renewal-policy.pdf>
  - b. For change of grade or lifting academic suspension/dismissal only the "Request for Academic Appeal" is needed.
  - c. Final Course Grade Appeals, refer to the policy:  
<http://www.ega.edu/policy/03-final-course-grade-appeal-policy-and-procedure.pdf?2102016>
2. Complete the forms in entirety.
3. For Academic Appeals supporting documentation is required. Please refer to the Appeals policy <http://www.ega.edu/policy/03-academic-exclusion-appeal.pdf?2102016>
4. Return the forms with any supporting documentation (including proof of extenuating circumstances) to the Records Office. ALL SUPPORTING DOCUMENTATION MUST ACCOMPANY THE ACADEMIC APPEAL FORMS. NO DOCUMENTATION WILL BE ACCEPTED LATER.

## **ATTENDANCE POLICIES**

Online Classroom: Students are to follow the attendance policy as described in the East Georgia State College Academic Catalog. Students are responsible for all material presented online and for all course objectives.

Clinical: Clinical absences of more than 10% of the required contact hours and/or class meetings will result in an unsatisfactory clinical grade and a course grade of 'F'. Tardiness of over fifteen minutes will constitute an absence in the clinical experience. The student is responsible for notifying the clinical unit prior to the start of clinical when an absence is unavoidable. Failure to do so will result in an unsatisfactory grade in clinical. Clinical will be graded on a satisfactory/unsatisfactory basis.

RN-to-BSN Bridge Nursing Program Orientation: A mandatory online orientation found within the online course is held the first day of class each semester. This orientation time is required to meet an objective of the online class. A student that is unable to complete the online orientation on the first day of class will be given an alternative option for completing the mandatory online orientation. This alternate option will be available when the student makes arrangement with the course faculty ahead of the scheduled orientation date.

## AUDIT POLICY

Students will not be allowed to audit the online components of nursing courses.

## CLINICAL POLICIES AS STUDENTS

1. Students are required to attend all laboratory experiences. If a student is ill and unable to attend a scheduled clinical experience, he/she must notify the assigned clinical unit before the day of the scheduled clinical experience. The course faculty member must be notified of the absence from a clinical experience by telephone/email immediately prior to the scheduled experience. It is understandable that illnesses can and do occur during the semester; however, failure to notify your course clinical faculty prior to the missed experience is a serious matter and is unacceptable in nursing. A grade of unsatisfactory for the day will, therefore, be given to students who do not provide appropriate notification of absences.
2. Students will not be allowed to receive personal telephone calls while in clinical areas. If an emergency should arise and the student needs to be notified, calls will be handled by the clinical faculty who will relay the message to the student. This will necessitate informing family members the name of your clinical faculty as well as the above procedure to be followed for contacting students.
3. Each student will be assigned to a specific unit with your clinical preceptor. He/she will not leave this area except at the request of the clinical faculty, preceptor or nurses on the unit. Students are expected to seek learning opportunities. It is not acceptable to loiter in the hallways, nursing stations, break rooms or to leave the clinical site to go to lunch. Please remember that we are guest in the clinical site and must conduct ourselves as guest. Noise in the clinical setting should be kept to a minimum.

4. Clinical Dress Code Regulations:

- A. White lab coats should be at least hip-length with the East Georgia State College nursing program logo patch on the left sleeve. Laboratory coats are to be worn over business casual attire when at the clinical agency to obtain assignments or other designated activities.
  - B. A name tag (an EGSC Nursing Photo ID) is considered part of the full clinical wear for all students.
  - C. Laundering – Laboratory coats are of wash and wear fabrics and should be washed after each wearing.
  - D. Students should maintain professional appearance and personal hygiene when in uniform to be in compliance with clinical facilities rules and regulations:
    - Skin clean--use no perfume, aftershave or scented soaps/bodywash; do use deodorant.
    - Nails should be kept short (not visible over fingertips when viewed from palm), smooth, clean and unpolished.
    - Hair should be clean and neatly arranged. Hair which extends below the collar should be pinned up. No swinging ponytails. Hair ornaments should be the same color as hair color.
    - Men without well-established beards and/or mustaches are expected to shave before reporting to the clinical unit. Men with beards and/or mustaches are expected to keep them neatly trimmed.
    - Watches, wedding and/or engagement rings, and small, stud earrings are the only acceptable jewelry to be worn with your uniform. Rings with large or ornate settings should be pinned to the inside of your uniform pocket to avoid loss or damage.
    - White lab coats and name tags must be worn over appropriate attire (i.e., no shorts, jeans or cutoffs) when obtaining clinical assignments.
    - Body piercing jewelry (other than one small stud in each earlobe) or visible tattoos will not be permitted in any clinical setting or any professional function sponsored by the EGSC Department of Nursing.
  - E. RN-to-BSN Bridge Nursing Program students must wear approved attire as deemed appropriate by their facility/practicum preceptor. The EGSC approved laboratory coat and EGSC name tags must be worn at all times during clinical/practicum activities.
5. Students are not allowed to eat on any of the units except in designated break rooms.
6. Parking will be at the discretion of each clinical agency, and students will adhere accordingly.

7. If substance abuse is suspected, the student will be dismissed from clinical and be required to be tested at the student's expense. Students must obtain drug screening within 24 hours after the request. Failure to complete testing within 24 hours may result in disciplinary action up to and including dismissal from the program.

## **CLUBS AND ORGANIZATIONS**

Nursing students may participate in local, state, and national activities and conventions where they have an opportunity to observe and participate in their professional organizations. Students are encouraged to join professional nursing organizations to enhance their professional development.

### **Phi Theta Kappa Honor Society**

Phi Theta Kappa is an honorary, educational-service organization that seeks to develop leadership potential and encourage fellowship among students. At Commencement, graduates who are members of Phi Theta Kappa are distinguished by a gold and blue cord.

### **Leadership Distinction**

Advancing leadership is an important component of EGSC's mission. Students who demonstrate extensive, purposeful engagement beyond the classroom are recognized for their leadership, service, and campus involvement in the following programs:

### **African American Male Initiative (AAMI)**

Graduating students who have participated in the AAMI initiative are distinguished by a black cord at Commencement. Graduates with a 3.5 GPA or higher are also distinguished by an AAMI medallion.

### **Ambassador Program**

At the Commencement Ceremony, graduating students who have served as Ambassadors are distinguished by a purple, green and gold cord.

### **Military**

Graduating students with military service (active or retired) are distinguished by a navy cord at the Commencement Ceremony.

## **Service Seal of Distinction**

Graduating students who have completed program requirements for the Service Seal of Distinction receive a special designation on their transcript and a special seal on their diploma.

## **Student Government Association (SGA)**

Graduating students who have served on the SGA are distinguished by a red, white and blue cord at the Commencement Ceremony.

## **Who's Who Certificates**

The criteria are:

1. Students who graduate during the summer or fall semester of the preceding year or who are candidates for graduation during the winter or spring semesters of the current year.
2. Students who have an overall grade point average of 2.7.
3. Students who have excelled in one or more of the following areas:
  - Clubs and organizations
  - Fine arts
  - Intercollegiate athletics
  - Intramurals
  - Publications
  - Student Government Association
  - Committee work
  - Community service
  - Student Employment
  - Volunteer tutorial service
  - Scholastic Performance

Please refer to the College Student Handbook for further details concerning clubs.

<http://www.ega.edu/policy/04-student-handbook.pdf?82917>

<http://www.ega.edu/policy/egsc-catalog.pdf>

## **STUDENT FINANCIAL AID**

East Georgia State College offers a variety of financial aid programs, which include grants, scholarships, loans, and employment opportunities. To be considered for any type of financial aid, an applicant must (1) be admitted as a regular student and (2) complete the Free Application for Federal Student Aid (FAFSA). Financial aid awards are made on a rolling basis throughout the year. Students must reapply each year to determine continued eligibility.

The College participates in all major federal and state aid programs including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Stafford Student Loans and Hope Scholarship Program. In general, aid is available to students who establish need and who make normal progress toward graduation.

See Student Handbook for details. <http://www.ega.edu/policy/04-student-handbook.pdf>  
[http://www.ega.edu/offices/student\\_affairs/financial\\_aid](http://www.ega.edu/offices/student_affairs/financial_aid)

## GRADING POLICIES

The final grade will be computed with **no rounding of grades**. Successful completion of nursing courses will depend on C or better in theory and a satisfactory grade in clinical experience. Students receiving an unsatisfactory grade in clinical will receive an "F" in the course regardless of theory grade.

RN-to-BSN Bridge Nursing Program Grading Scale:

A =	90-100
B =	80 - 89
C =	75 - 79
D =	65-74
F =	64 or Less

## ACADEMIC SUCCESS ADVISORS

At East Georgia State College, ACADEMIC ADVISING is a collaborative process designed to help all students succeed academically; develop an appropriate educational plan leading to graduation and beyond; focus on their life beyond the college experience; and assume a responsible and proactive role in their own education

**Personal Counseling** – East Georgia State College students may seek personal counseling from qualified counselors for any academic/non-academic problem that is interfering with their ability to achieve success.

**Academic Advising** – Advising sessions consist of assisting the RN-to-BSN Bridge nursing program student to plan strategies to complete required core classes prior to their last semester in the program. RN-to-BSN Bridge nursing program students are advised by the nursing program faculty.

**Student Success Workshops** – Student Success Workshops are developed to help students improve their academic skills. Topics include enhancing study and test taking strategies, visualizing goals, building self-esteem, resolving conflicts, exploring careers, resume writing, and managing test and math anxiety.

[http://www.ega.edu/academics/academic\\_advising](http://www.ega.edu/academics/academic_advising)

## **GRADUATION REQUIREMENTS**

### **RN-to-BSN Bridge Nursing Program Graduation Requirements**

RN-to-BSN Bridge Nursing Program classes must be completed within 150% of length of the nursing program.

The following requirements must be satisfied by all students seeking the baccalaureate degree:

1. A candidate must have a minimum cumulative and nursing 2.50 GPA.
2. A candidate must satisfy all pre-requisite coursework prior to admission to the program:  
BIOL 1103; BIOL 1104 or BIOL 1107; BIOL 1108; BIOL; BIOL 2511; BIOL 2512; BIOL 2611;  
MATH 1121, PSYC 2103.
3. A candidate must have a valid and unrestricted State of Georgia RN license.
4. A candidate must complete English 1101 with a grade of C or higher or must demonstrate proficiency on the CLEP test. A baccalaureate degree candidate must earn a grade of C or higher in English 1102.
5. A candidate must satisfy Regents' Reading and Writing Skills Requirements with a grade of "C" or better in ENGL 1101 & ENGL 1102.
6. A candidate must earn minimum grade of 'C' is required in all prerequisite courses, science, math and nursing courses.
7. A candidate must have official transcripts from previous colleges on file.
8. A candidate must complete 120 semester hours (60 semester hours USG core classes, 30 semester hours ASN nursing classes and 30 semester hours BSN nursing courses)
9. A candidate must remain in the program and to progress, a student will maintain a 2.5 overall GPA on all course work.
10. A candidate must maintain a satisfactory performance on clinical evaluations to remain in the program and to progress.
11. A candidate must meet the residency requirement by earning a minimum of 30 semester hours at East Georgia State College.
12. A candidate must complete the required application for graduation by the deadline.

EGSC has two formal Graduation ceremonies. During the academic year, the first is held at the end of the fall semester and the second one is held at the end of the spring semester. We strongly encourage students graduating during the summer semester to participate in the fall semester ceremony. Ceremonies are held in College's gymnasium. Please refer to the graduation page for the most current information.

[http://www.ega.edu/offices/student\\_affairs/registrars\\_office/graduation](http://www.ega.edu/offices/student_affairs/registrars_office/graduation)

Honor Recipients. Special recognition is accorded students who satisfy the following conditions of scholarship based on all college work attempted at East Georgia State College.

Any student who has an overall cumulative average of no less than 3.5 will graduate cum laude. A student with a final cumulative average of 3.8 will graduate magna cum laude and a student

with a 3.9 or higher cumulative average will graduate summa cum laude. Honors designation is reflected on the students' diplomas and academic transcripts.

## **HONORS AND AWARDS**

### **Outstanding RN-to-BSN Bridge Nursing Program Student**

The criteria for selection are:

1. Outstanding or significant contribution to East Georgia State College.
2. Attainment of a grade point average of at least 3.0
3. Outstanding practicum performance on a consistent basis.
4. Majority vote of the nursing faculty.

## **PROFESSIONAL GUIDELINES FOR NURSING STUDENTS**

Nursing students are expected to:

1. Maintain confidentiality of patients' records. Students are not to discuss information related to patients at times other than conferences with instructors. Students are not to reveal the presence of patients in any clinical facilities to anyone other than clinical instructor. The nurse also promotes, advocates, and strives to protect the health, safety, and rights of the patient.
  - The nurse's primary commitment is to the patient, whether an individual, family, group or community.
2. Maintain professional appearance and personal hygiene when in uniform.
3. Refrain from performing any technique or procedure for which you, the student, have not been adequately trained. If there are any questions, seek approval first from faculty or clinical instructor.
4. Be in clinical on time, as well as submit all required, written material on time.
  - Please read the East Georgia State College handbook on attendance policy for tardiness or absenteeism. Anyone not present at the start of scheduled online time may not be allowed to test and may need to address a make-up exam with their course faculty. <http://www.ega.edu/policy/04-student-handbook.pdf?82917>
5. Refrain from chewing gum or consuming food or drink in the clinical area (except in designated areas).
6. Call clinical area or course faculty when circumstances prevent attendance or cause tardiness to clinical or class.

7. Be adequately prepared for clinical assignment.
  - This includes proper uniform, with all equipment necessary to perform your clinical or classroom duties as specified or requested from either East Georgia State College or your instructors. It is **each student's** responsibility to be prepared.
8. Work cooperatively with course faculty, preceptor, hospital staff, and peers.
  - Any behavior that would be considered unprofessional, unethical, or disruptive either for the classroom, clinical settings, patients, or areas of practice will result in disciplinary action as described in East Georgia State College's Code of Conduct policy. <http://www.ega.edu/policy/04-student-code-conduct-disciplinary-process.pdf?82917>
  - Provide timely, truthful, and accurate treatment for all patients.
  - Do not reveal one's own or fellow students', faculty, or office personnel, addresses or telephone number to patients, friends, or family members. If provided, this is for your use only and should be kept confidential.
  - Follow the chain of command when resolving difficulties on campus or in the clinical area. The chain of command begins with the course faculty member(s), and progresses through the Director of Nursing, the Dean of Mathematics and Natural Sciences, the Vice President for Academic Affairs, and the President of the College.
9. SMOKING, use of any Tobacco products, and e-cigarettes IS PROHIBITED WHILE IN CLINICALS or on campus.
  - Refrain from smoking in public while in uniform.
  - Students who smell of any offensive odors will be sent home from clinical and an unsatisfactory clinical day assigned.
10. Promote excellence in nursing by encouraging lifelong learning and professional development.
11. Nursing students are expected to practice civility at all times. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs. Address hospital personnel by title – Dr., Mr., Miss, or Mrs. while in the clinical area, address all patients by title - Mr., Miss, or Mrs. (exception: pediatric patients).
12. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from a client regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances (legal or illegal) in the

academic and clinical setting that impair judgment in any manner.

- Students will be dismissed from the clinical setting and sent for toxicology screening (alcohol/drugs-legal and/or illegal) if there is any question regarding the judgment status of a student or any other issue (such as the odor of alcohol on a student's breath). Testing will be at the expense of the student.
- Students must complete screening within 24 hours following the request.
- Failure to comply with request within 24 hours for toxicology testing may result in disciplinary action including issuance of a clinical failure and/or dismissal from the nursing program.

16. Strive to achieve and maintain an optimal level of personal health.

- The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, maintain competence, and continue personal and professional growth.

17. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

18. Refuse to engage in, or condone, discrimination on the basis of race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.

19. East Georgia State College Nursing Student uniforms are only to be worn to clinical experience and campus, or as requested by your nursing instructors.

20. East Georgia State College students who are employed by regional hospitals in nursing positions are in no way employed as a part of East Georgia State College. East Georgia State College Department of Nursing disavows any and all responsibility for the actions of nursing students who are functioning in these employment positions. Students will not represent themselves as students while employed. The hiring institution (hospital or health care agency) assumes legal and ethical responsibility for the actions of these employees. Clearly stated job descriptions for these employment positions are the sole responsibility of the employing institution.

21. Cellular phones, beepers, iPad's, or any other electronic devices are not allowed in the clinical setting, or any professional function sponsored by East Georgia State College. Exceptions may be at the discretion of your instructor.

22. RN-to-BSN Bridge Nursing Program students are responsible for submitting necessary practicum paperwork for scheduling of own practicum hours with an approved preceptor. Site visits (random and scheduled) will occur during each practicum semester.

## COMMUNICATION

**LINES OF COMMUNICATION:** Throughout the College, the avenues of communication for

students to express their concerns, problems or questions begin with the faculty members who teach a course. If satisfaction is not obtained, referral to the department chairperson, appropriate dean, and college Vice President of Academic Affairs in that order is appropriate. Further discussion of this matter may be found in the current EGSC student catalog. Any individual student or groups of students in the nursing program who wish to express their concerns or questions are encouraged to do so. Valid suggestions for change are always welcomed and will be shared with the entire nursing faculty.

**FACULTY EMAIL:** Written communication to faculty members should be done via email within the course that you are registered for or via the faculty's EGSC email address. Email communications will be your most efficient method of communication with your course faculty member(s)and nursing advisor. If you need to communicate with the Director of Nursing, sending an email to [srozier@ega.edu](mailto:srozier@ega.edu) will connect you with Dr. Sylvia Rozier. If you are on campus, please request assistance from the department administrative assistant to place forms in the faculty Department of Nursing mailboxes. Written communication (including confidential communication) may be given to departmental administrative assistants for appropriate distribution. Students are encouraged to give the nursing faculty 24 hours to respond during the week and 48 hours to respond over a weekend. Please keep in mind that faculty are normally not required to respond to emails or phone calls over EGSC scheduled holidays.

**EVALUATION FORMS:** At intervals, the nursing program utilizes course/program/clinical evaluation questionnaires to elicit information from students which will help to make improvements in the program. Please use these questionnaires to improve the program through constructive evaluations of the program and its faculty.

**DEPARTMENT OF NURSING ADMINISTRATIVE ASSISTANT:** The Department of Nursing administrative assistant assist the Director of Nursing and Nursing Faculty with communication concerns of the Nursing Program. In addition, they relay phone messages to faculty and assist faculty with word processing requirements. Under no circumstances should any student in this program impose upon the administrative assistant (1) to provide extra copies of any materials which have been distributed online in the student resources folder; or (2) to duplicate materials related to course or clinical assignments.

## **CODE OF NURSES**

- The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
- The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality

health care and consistent with the values of the profession through individual and collective action.

- The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, maintaining the integrity of the profession and its practice, and shaping social policy.
- All nursing students shall refrain from posting anything related to their didactic or clinical experience at East Georgia State College on any social networking site (Facebook, etc.). Infractions are serious and could result in dismissal from the nursing program.

### **PROGRESSION POLICIES**

1. To progress through the RN-to-BSN Bridge Nursing Program each student must attain a “C” (75%) or better to pass any nursing course and have a satisfactory clinical performance. A student not obtaining a passing grade of a “C” (75%) in a course, or receiving an unsatisfactory grade in clinical performance, may repeat that course at the next available offering. Students may repeat a failed nursing course (“C” = less than 75%), but may repeat it only once and will be dismissed from the program if there is a second failure.
2. Students are required to maintain at least a 2.00 cumulative grade point average in order to remain in the nursing program.
3. Students must maintain current American Heart Association Cardiopulmonary Resuscitation for the Healthcare Provider Certification throughout enrollment.
4. All RN-to-BSN Bridge Nursing Program nursing courses must be completed within 150% of program length. RN-to-BSN Bridge Nursing Program nursing course that exceed the 150% policy must be retaken.
5. Students must have completed all USG core courses required in the nursing program prior to enrolling in the last semester of the nursing program.
6. There are no appeals to the program policies. All students have the right to appeal the results of the policy application.

7. The Nursing Department reserves the right to discontinue, at any time, the enrollment of a nursing student if, in the judgment of the dean of the School of Mathematics and Natural Sciences, the Vice President of Academic Affairs, and the nursing faculty, the student does not demonstrate necessary qualifications for a nursing career. Failure to maintain confidentiality of patient information will be grounds for dismissal. Use of electronic devices to record patient information or pictures in the clinical areas will be grounds for dismissal. Posting patient and/or confidential information on social media will be grounds for dismissal.
8. The faculty, staff, and students in health care programs shall uphold professional and ethical standards.
9. Students returning to the RN-to-BSN Bridge Nursing Program after withdrawing or failure of a nursing class will be readmitted on a space available basis.

### **STUDENT GRIEVANCE**

East Georgia State College recognizes the importance of students being able to register legitimate complaints relating to courses, programs, activities, college personnel, and violation of the Americans with Disabilities Act. In the event that a student feels that he/she has been treated unfairly or treated in less than a professional manner, the student may register a complaint using the following steps.

1. The student should make an effort to resolve the complaint with the party involved.
2. If the problem is not resolved, the student should file a written complaint with the Nursing Program Director. Upon receipt of the complaint the Nursing Program Director will arrange a meeting with all parties involved in an attempt to resolve the complaint.
3. In the case that the complaint may not be resolved by the Nursing Program Director, the complaint will be forwarded to the Dean of the School of Mathematics and Natural Sciences. If the Dean of the School of Mathematics and Natural Sciences is unable to resolve the complaint, the grievance will be forwarded to the Vice President of Academic Affairs.
4. All parties should document, in writing, the discussion and outcomes of each step in the process.
5. EGSC resources to guide students through student appeals and grievance process.

LINK: <http://www.ega.edu/complaint-system>

6. If the EGSC complaint system does not address the student's complaint, the student should contact the office of the Vice President of Student Affairs.

## **TESTING POLICIES**

1. All exams will have time limitations.
2. There will be no retests, no curving, and no rounding of unit and final exam grades.
3. Student submission of an exam will earn a grade and that grade will become the grade of record. Submission of an examination in error is not an acceptable excuse to request to retake an examination.
4. If a student misses a scheduled exam window, it is the student's responsibility to notify the course faculty of the absence on the day of the exam. The student will petition the faculty in writing within two days (excluding the exam day) to take a make-up exam. The type of make-up exam will be at the discretion of the faculty. Failure to notify the faculty may constitute a grade of zero for the missed exam. The student may be required to provide a physician's excuse to be allowed to take a make-up exam.
5. No tests or student activities are to be scheduled during the three (3) calendar days prior to final exams each semester. (This policy does not include makeup tests, and individualized studies tests.)
6. Essay questions may be placed on unit exams and will be graded for grammar, spelling, and content.
7. A test review (opening graded exams) may be offered (at the instructor's discretion) after each test.
8. No communication during exams will be acceptable. (to include written as well as electronic communication). Video surveillance along with test proctors will be utilized during final exam testing. Violation of this can result in a minimum of a zero for examination score up to dismissal from the nursing program. Integrity is a vital attribute in the nursing profession. Students who miss an exam and who attempt to obtain information regarding test information (i.e., what questions were asked, what information was on the test, etc.) will be considered in violation of the testing policy and subject to the aforementioned disciplinary action.

## **TIPS FOR TEST-TAKING IN THE EGSC NURSING PROGRAM**

Many of the exams you will take in the nursing program are multiple choice item tests. To find the best answer you need to be able to apply or analyze the information you have learned in class. Some students find that this requires a different type of studying to prepare for the test. Students are strongly encouraged to make full use of the learning resources that accompany the

textbooks selected by your nursing faculty. Practice exams are readily available to all nursing students within your resources. Students should use these resources as study aids prior to each nursing examination. The suggestions listed below are some tips that we think you will find helpful in taking Nursing exams. Good Luck!

**MULTIPLE-CHOICE ITEMS:** Read directions carefully. Work quickly. Take a scratch piece of paper and write down the questions number of the item you want to return to later if you have time. Formulate your own answer before you read the answers given. Read every given answer. Remember to follow priority rules. Eliminate implausible answers. Watch for absolutes and qualifiers. Answers containing "always," "never," "all," or "none" are usually incorrect.

**MATHEMATICAL ITEMS:** Read each question very carefully. Write down the given, what you are expected to find, and any formulas you plan to use. Estimate the answer before doing calculations so you'll know whether you're close or far afield. Write legibly, and keep numbers in distinct columns. Copy accurately. Check units of measure - ounces, drams, millimeters. If abstractions confuse you, substitute simple numbers for symbols. Check math by working the problem backwards. Follow directions at the top of the Math Test.

**CONFUSING ITEMS:** If totally confused, don't panic. Don't let toughies derail you. Move on to the next question. Your subconscious mind will go to work on the tough one while your conscious mind works on the next one. Something in another question may jog your memory or clear up confusion. Break long, complicated questions into small, manageable parts. Read slowly, moving your lips or sub-vocalizing each word. If two answers seem correct, choose the answer that one would do first. If no answer looks correct, choose the most nearly correct answer. Always make an educated guess. **DO NOT** leave any unanswered questions.

**JUST BEFORE CLICKING SUBMIT:** Check that your name and Student ID number are on THE COMPUTER SCREEN. Reread directions. Look at any questions you have flagged for further consideration. If you honestly believe an answer should be changed, change it. Be careful - because usually your first answer is best. Change an answer only if you read the question or choices wrong. Be sure all questions have an answer marked.

#### **TRANSFER OF CREDIT POLICIES**

East Georgia State College will accept transfer core credit of USG core curriculum from other accredited colleges and universities in the University System of Georgia and the Technical College System of Georgia. In addition, EGSC accepts courses determined to be equivalent to USG courses from other accredited colleges and universities. A grade of "C" or better is required, and credit is issued for equivalent courses in the student's curriculum at East Georgia State College. Students may transfer courses that satisfy USG curricular requirements if the cumulative transfer average is at least 2.50 by the East Georgia State College method of computation.

A maximum of 90 semester hours of academic work may be transferred to East Georgia State College. A limited number of credits earned by correspondence may be transferred if they carry satisfactory grades and meet curricular requirements.

An evaluation of credits accepted in transfer will be furnished to the students as soon as the College receives all transcripts. Credit earned by East Georgia State College students attending other colleges or universities as transient students will be treated in the same manner as described above. The Director of Admissions may refer any application to the Vice President for Academic Affairs for further study and advice. The Director of Admissions/Registrar, however, has the right to make a final decision on all applications. The decision may be appealed under provisions set forth by the College and the Board of Regents of the University System of Georgia.

## **APPENDIX A**

### **EGSC RN-to-BSN Bridge Nursing Program Program Outcomes**

#### **RN-to-BSN Bridge Nursing Program Outcomes**

1. Sixty-five percent of students will successfully complete the RN-to-BSN Bridge Nursing Program receiving a Bachelor of Science in Nursing degree, within 150% of program length (i.e. 4 semesters enrollment option must be completed in 6 semesters).
2. Eighty percent of responding employers will report satisfaction with graduate preparation for roles in leadership/management, community health, and entry-level, evidence-based research.
3. Eighty percent of graduates will report adequate preparation for roles in leadership/ management, community health, and entry-level, evidence based research.
4. Eighty percent of graduates seeking employment will be employed in role-related professional practice within six to twelve months of graduating.

#### **RN-to-BSN Bridge Nursing Program Student Learning Outcomes**

1. Synthesize previous knowledge and skills obtained at the Associate nursing degree level, and attitudes acquired in the humanities and natural and behavioral sciences in the practice of nursing.
2. Apply nursing values that exemplify the caring, professional nurse.
3. Demonstrate competency in critical thinking, communication, assessment and technical skills to promote high quality care and patient safety.
4. Demonstrate knowledge in the areas of health promotion, risk reduction and disease prevention, illness and disease management, information and health care technologies, ethics, human diversity, global health care, health care systems and policy.
5. Assume the professional nursing roles of provider of care as leader/designer/manager/coordinator of nursing care and a collaborative member of the multidisciplinary healthcare team.
6. Use evidence-based practice and research to improve nursing and healthcare.

## **APPENDIX B**

### **GEORGIA BOARD OF NURSING RULES AND REGULATIONS CONCERNING REGISTERED NURSE LICENSE**

#### **Licensure Rules**

<http://rules.sos.ga.gov/gac/410>

#### **Nurse Practice Act**

[http://sos.ga.gov/PLB/acrobat/Forms/38%20Referenc  
e%20-%20Nurse%20Practice%20Act.pdf](http://sos.ga.gov/PLB/acrobat/Forms/38%20Reference%20-%20Nurse%20Practice%20Act.pdf)

#### **Continuing Education Competency**

[http://sos.ga.gov/index.php/licensing/plb/45/continuing\\_education\\_requirements](http://sos.ga.gov/index.php/licensing/plb/45/continuing_education_requirements)

**APPENDIX C**

**EAST GEORGIA STATE COLLEGE**  
**DEPARTMENT OF NURSING**

Cross links Programmatic Goals, Student Learning Outcomes, and Courses.

<b>Programmatic Goals (Process Outcomes)</b>	<b>Student Learning Outcome</b>	<b>Core Courses</b>	<b>Nursing Courses</b>
Internationally competitive in academic preparation and technology.	Synthesize knowledge, skills and attitudes acquired in the humanities and natural and behavioral sciences into the practice of nursing.	BIO L 2511/2512; CHEM 1151/1152; ECON; PSYC 1101, PSYC 2103, SOCI 1101; POLS	NURS 3101; NURS 3102; NURS 3103; NURS 3104; NURS 4115; NURS 4116; NURS 4117
Socially responsible and professionally accountable.	Apply nursing values that exemplify the caring, professional nurse.	POLS 1101; SOCI 1101; ECON 2105/2106; POLS 2401; SOCI 2293	NURS 3101; NURS 3102; NURS 3103; NURS 3104; NURS 4115; NURS 4116; NURS 4117
Effective communicators	Demonstrate competency in critical thinking, communication, assessment and technical skills.	ENG 1101/1102; COMS 1110, MATH 1111; MATH 1121	NURS 3101; NURS 3102; NURS 3103; NURS 3104; NURS 4115; NURS 4116; NURS 4117
Globally informed and prepared for a diverse world. Able to promote health, prevent disease, and support patients	Demonstrate knowledge in the areas of health promotion, risk reduction and disease prevention, illness and disease management, information and health care	HIST 2111/2112; POLS 2301/2401; BIO L 2511/2512; CHEM 1211/2112; ECON	NURS 3101; NURS 3102; NURS 3103; NURS 3104; NURS 4115; NURS 4116;

<b>Programmatic Goals (Process Outcomes)</b>	<b>Student Learning Outcome</b>	<b>Core Courses</b>	<b>Nursing Courses</b>
throughout the lifespan.	technologies, ethics, human diversity, global health care, health care systems and policy.	2105/2106; SOCI 2293; POLS 1101; SOCI 1101;	NURS 4117
Able to embrace change in positive ways.	Assume the professional nursing roles of provider of care, designer/manager/coordinator of care and member of the multidisciplinary healthcare team.  Formulate a plan for life-long learning as a professional nurse.	COMS 1010/1110; ECON 2105/2106; BIOL 2511/2512; CHEM 1211/1212; PSYC 1101, PSYC 2103, SOCI 1101; POLS 2101	NURS 3101; NURS 3102; NURS 3103; NURS 3104; NURS 4115; NURS 4116; NURS 4117
Protectors of the environment	Use evidence-based practice and research to improve nursing and healthcare.	BIO L 2111/2112; CHEM 1151/1152; SOCI 2241; POLS 2401; MATH 1121	NURS 3101; NURS 3102; NURS 3103; NURS 3104; NURS 4115; NURS 4116; NURS 4117

**RN-to-BSN Bridge Nursing Program  
Worksheets**  
*Program Curriculum*

**Core Areas A, B, C, D and E  
Required: 42 Hours**

<http://www.ega.edu/policy/egsc-catalog.pdf?6617>

NOTE: Nursing majors are required to take MATH 1121 in core Area D with a sequence of two, four-hour lab sciences (Biology, Chemistry or Physics.)

**Area F**

**Required: 18 Hours**

BIOL 2511 Anatomy & Physiology I	4
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BIOL 2512 Anatomy & Physiology II	4
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BIOL 2611 Microbiology	4
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PSYC 2103 Human Growth and Development	3
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**Elective  
(Choose one)**

SOCI 1101 Introduction to Sociology	3
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SOCI 1160 Social Problems	3
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SOCI 2293 Introduction to Marriage and Family	3
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**Previous Associate of Science in Nursing Degree  
30 hours**

**Required Nursing Courses  
30 hours**

**30 Semester Hours Nursing Education Coursework**

COURSE	SEM HRS	COURSE NAME	LECTURE HOURS	LAB HOURS	CONTACT HOURS
NURS 3101	3	Transition into Professional Nursing	3	0	3
NURS 3102	8	Health Assessment	3	2	4
NURS 3103	3	Nursing Research: Introductory Evidence-Based Practice	3	0	3
NURS 3104	3	Health Promotions in Communities	3	6	5
NURS 4115	3	Professional Nurse as Leader/Designer/Manager/Coordinator	3	6	5
NURS 4116	3	Ethics in Nursing	3	0	3
NURS 4117	3	Current Trends, Issues and Intervention: Implementation of Evidenced-based Practice	3	12	7
<b>TOTALS</b>	<b>30</b>		<b>21</b>	<b>26</b>	<b>30</b>



**RECEIPT AND ACCEPTANCE OF RESPONSIBILITY**

I have read and understand the East Georgia State College RN-to-BSN Bridge Nursing Program Student Handbook for 2017-2018. I do hereby agree to abide by the policies and procedures described within the EGSC RN-to-BSN Bridge Nursing Program Student Handbook.

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Print Name

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Student Signature

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Date

Please Sign, Scan or Mail this form to:

Attention: EGSC Nursing Department Office  
Dr. Sylvia R. Rozier  
131 College Circle  
Swainsboro, Georgia 30401  
[srozier@ega.edu](mailto:srozier@ega.edu)

**Fall 2017**