RN to BSN Program
Student Handbook
Table of Contents

Welcome........................................................................................................................................................................3
Nursing Program Faculty and Staff....................................................................................................................................4
Northwest Missouri State University RN to BSN Completion Program (Mission, Vision, Philosophy and Values)........................................................................................................................................5-7
Curriculum Outcomes and Graduate Competencies........................................................................................................8-9
Nursing Course Work........................................................................................................................................................10-13
ATI - Sigma Theta Tau International (STTI) Nurse Manager Certificate.........................................................................13
Policies - Nursing Program and University.......................................................................................................................14-15
Quality Nursing Education - RN to BSN Program Curriculum Plans.................................................................................15-16
Advisement Process............................................................................................................................................................17
Academic Standards.............................................................................................................................................................17
Experiential Learning Experiences....................................................................................................................................18
Tuition Rate........................................................................................................................................................................18
Student Program and Institutional Responsibility.............................................................................................................19
Getting Started.................................................................................................................................................................19
Northwest Student Involvement.......................................................................................................................................20
Nursing Program Involvement........................................................................................................................................20-21
Verification of Understanding/Signature Page..................................................................................................................22

Revised October 2, 2018
Welcome!

Welcome RN to BSN student!

Congratulations on your next step in advancing your nursing degree! All of us here at Bearcat Nation are excited that you have chosen to continue your educational journey with us. We would like to take this opportunity to tell you about the RN to BSN program that we have established here at the institution.

High standards are in place to promote quality-nursing education. The RN to BSN curriculum is designed in a way to foster academic success for those committed to achieving their educational goal. This handbook, in conjunction with the curriculum plan and quality educators, will help us to achieve our mutual goals.

The nursing department faculty and staff have developed this handbook as a guide for reference throughout the nursing curriculum. If you have questions or are in need of clarification on any of the information contained in this document, please do not hesitate to contact the nursing program. This handbook is an addition to published policies and procedures of the University.

Our goal is to prepare you to provide nursing leadership, understand unique perspectives, apply respect and integrity, integrate scholarship and life-long learning practices, uphold excellence in our field, and ultimately ensure success! This statement outlines the values of the RN to BSN program using the acronym NURSES. You can find out more about the program’s mission, vision, values, and philosophy later in this document.

We wish you the best of luck through your courses here at Northwest! Please let us know if we can be of any further assistance. Go Bearcats!!

Brooke McAtee, MSN, RN
Director of Nursing

Revised October 2, 2018
### Nursing Program Faculty and Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darci Wray</td>
<td>Nursing Program Secretary</td>
<td>B.S.N. University of Missouri-Columbia, M.S.N. University of Phoenix</td>
</tr>
<tr>
<td>Brooke McAtee, MSN, RN</td>
<td>Director of Nursing</td>
<td>B.S.N. University of Missouri-Columbia, M.S.N. University of Phoenix</td>
</tr>
<tr>
<td>Karen Albright, MSN, RN</td>
<td>Nurse Educator</td>
<td>B.S.N. Graceland College, M.S.N/WHNP University of Missouri-Kansas City</td>
</tr>
<tr>
<td>Eric Willoughby, DNP, RN</td>
<td>Adjunct Nurse Educator</td>
<td>A.D.N University of New Mexico, B.S.N. University of New Mexico, M.S.N University of New Mexico, D.N.P. Saint Louis University</td>
</tr>
</tbody>
</table>

Our offices are located in the Administration Building, Room 305 on the Northwest campus in Maryville, MO. While all of your courses are offered in an online environment, if you find yourself on campus, please do not hesitate to come by and visit! We encourage you to engage in physical campus activities throughout your educational journey.
## Northwest Missouri State University RN to BSN Completion Program

The RN to BSN program’s mission, vision, philosophy, and values align with the School of Health Science and Wellness mission and vision along with the University mission, vision, and values.

<table>
<thead>
<tr>
<th>Northwest Missouri State University</th>
<th>School of Health Science and Wellness</th>
<th>RN to BSN Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mission</strong></td>
<td>The mission of the School of Health Science and Wellness is to <strong>collaboratively</strong> educate <strong>diverse</strong> health, and wellness professionals through excellence in <strong>student-focused</strong> education, and <strong>profession-based experiences</strong> centered on the science of lifespan health and active living.</td>
<td><strong>Mission</strong> The RN to BSN program will provide an <strong>innovative</strong>, <strong>student-centered</strong>, nursing education curriculum that prepares professional nurses with the ability to lead, care, and <strong>collaborate</strong> to meet the needs of a <strong>diverse</strong> population.</td>
</tr>
<tr>
<td><strong>Vision</strong></td>
<td>The School of Health Science and Wellness will be the <strong>top choice</strong> for <strong>students</strong> seeking cutting-edge <strong>educational opportunities</strong> in the pre-professional and professional fields in Health Science and Wellness.</td>
<td><strong>Vision</strong> We will be the <strong>top education choice</strong> for nurses within the region and the nation seeking an innovative, <strong>student-centered</strong> educational opportunity.</td>
</tr>
</tbody>
</table>
| **Values**                          | **Student success**  
**Scholarship and life-long learning**  
**Intercultural competence**  
**Collaboration**  
**Respect and integrity**  
**Strategic thinking** | **Philosophy Statement and values** We believe that the nursing profession is based on **caring**. We recognize that the nursing profession involves a **patient-centered** approach that involves recognizing diversity, evidenced-based practice, and collaboration. The nursing profession is ever evolving; nurses must be accountable |

Revised October 2, 2018
The philosophy of the nursing program aligns with the institutional mission, vision, and values. While the philosophy is rooted in ensuring a learning environment that prepares students for the role of a nurse, the faculty also believes that other values are vital to a nursing student’s success; therefore, the program has formulated core values that provide a guide for program success and further alignment with the institution. We use the acronym NURSES to identify those values most important to our program.

<table>
<thead>
<tr>
<th>N</th>
<th>Nursing Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>Unique and Diverse Perspectives</td>
</tr>
</tbody>
</table>

The faculty and staff encourage students to develop critical thinking and leadership qualities that can aid in personal and professional success.

We provide students with a way to obtain their role in the nursing profession. Faculty and staff encourage students to develop critical thinking and leadership qualities that can aid in personal and professional success.

We provide students with the opportunity of advancing their education in a profession that highlights the importance of diversity. Faculty will provide a support system comprised of diverse backgrounds and skill...
<table>
<thead>
<tr>
<th>R- Respect and Integrity</th>
</tr>
</thead>
<tbody>
<tr>
<td>We ensure students adhere to the values of respect and integrity both in the classroom and in their professional roles.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S- Scholarship and Lifelong learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>We encourage students to continue their pursuits of advanced education to enhance the nursing profession. Faculty and staff provide students with opportunities to develop a habit of life-long learning.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E- Excellence</th>
</tr>
</thead>
<tbody>
<tr>
<td>We pride ourselves on delivering an exemplary program that provides students with a high level of education with a student-centered focus.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S- Student Success</th>
</tr>
</thead>
<tbody>
<tr>
<td>We are dedicated to seeing our students succeed and grow into safe and competent nursing professionals.</td>
</tr>
</tbody>
</table>
Curriculum Outcomes and Graduate Competencies

Northwest Missouri State University RN to BSN program outcomes are derived from the Quality and Safety Education for Nurses (QSEN Competencies) aligned with American Association of Colleges of Nursing Essentials of Baccalaureate Education for Professional Nursing Practice (BSN Essentials) and the National League for Nursing (NLN) Core Values. Upon successful completion of the RN to BSN program the student will meet the following outcomes.

Patient-Centered Care

The student will recognize the patient or designee as the full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.

1. Apply nursing theories and concepts toward the role of a professional nurse (Essential I and Essential IX) (Value of Integrity and Value of Holism).

2. Evaluate principles of prevention and health promotion when providing care to individuals, families, and communities (Essential VII and Essential IX) (Value of Caring and Value of Excellence).

Teamwork and Collaboration

The student will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

1. Demonstrate effective professional communication and collaboration to provide quality client care (Essential VI and Essential IX) (Value of Caring, Value of Integrity and Value of Diversity).

Evidence-Based Practice

The student will integrate best current evidence with clinical expertise and participate in lifelong learning for delivery of optimal health care.

1. Analyze research findings that influence evidence-based practice nursing (Essential III) (Value of Excellence).

2. Apply a process of lifelong learning in the development of one's self, nursing practice, and the profession (Essential VIII and Essential IX) (Value of Integrity and Value of Excellence).

Revised October 2, 2018
Quality Improvement

The student will use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems.

1. Analyze quality improvement processes and suggest changes based on research processes. (Essential II, Essential III and Essential IV) (Value of Excellence).

Safety

The student will minimize the risk of harm to patients and providers through both system effectiveness and individual performance.

1. Use leadership skills and knowledge of healthcare policy, fiduciary responsibility, and regulatory systems to advance high quality, safe, professional practice (Essential II, Essential V, and Essential IX) (Value of Integrity and Excellence).

2. Integrate professional values, ethical, and legal aspects of nursing into one's professional practice (Essential VIII and Essential IX) (Value of Integrity and Value of Excellence).

Informatics

The student will use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

1. Integrate health information technology into nursing practice to deliver quality client care (Essential IV and Essential IX) (Value of Excellence and Value of Diversity).
The following courses comprise the 30 credit hours of nursing program requirements for RN to BSN students. Additional courses may be required to meet the institution’s bachelor’s degree requirements.

In addition to the nursing courses, students in Northwest Missouri State University's RN to BSN program are able to complete their Nurse Manager Certification through Sigma Theta Tau International modules integrated within their courses.

Nursing Coursework

NURS 01-301 Theories and Models of Nursing (3 credit hours)

This course examines the theoretical foundation of the professional nursing practice. Emphasis is placed on the exploration of various nursing theories, models, and philosophies that can aid the professional nurse in effectively promoting health and making sound nursing decisions. Focus will be on the role expectation(s) for theoretical evidence-based professional nursing practice. Concepts and models for professional nursing practice are presented.


NURS 01-302 Professional Role Transitions (3 credit hours)

This course challenges the RN to BSN student to broaden their perspectives of their professional nursing role. Emphasis is placed on the student’s critical thinking skills and the importance of their personal and professional growth throughout this educational journey.

  Paperback ISBN: 9780133801316
  eBook ISBN: 9780133595598

NURS 01-303 Nursing Law and Ethics (3 credit hours)
The course will examine and evaluate personal and ethical factors that influence a professional nursing career. Emphasis is placed on the legalities and ethical situations facing the nursing profession.

***Pre-requisites: NURS 01-301

**NURS 01-311 Health Care Delivery Systems (3 credit hours)**

This course focuses on the health care delivery system, how those systems affect nursing practice and the consumers of health care. Emphasis is placed on quality, safety, policy, insurance issues, technological resources, budgeting and the future of the nursing profession. This course seeks to enhance the administration and effectiveness of health care services.

***Pre-requisites: NURS-301

Required Textbooks:


eBook ISBN: 9780133595598 (same text for NURS 01-302)

**NURS 01-401 Leadership and Management in Nursing (4 credit hours)**

This course focuses on the importance of leadership and management for the BSN level nurse. Emphasis is placed on the role of the nurse leader in various areas of health care. This course is designed to provide the professional nurse with the essential information and key skills that nurses must learn to succeed in today’s healthcare environment.

***Includes an experiential learning experience- An application-based practice experience is required and may be completed in the workplace.

Revised October 2, 2018
NURS 01-411 Health Assessment (4 credit hours)
This course reviews a systematic approach to the assessment of individuals and groups of all ages. Emphasis is placed on the pathophysiology and nutrition impact on each system, the cultural needs of clients, analysis and synthesis of data to differentiate between normal and abnormal states of health, health risk prevention strategies, and health promotion.

***Includes an experiential learning experience- An application-based practice experience is required and may be completed in the workplace.

***Pre-requisites: NURS 01-301

NURS 01-421 Community Nursing (4 credit hours)
This course applies nursing concepts to the community environment. This course explores community epidemiology in relation to the environment. Emphasis is placed on the identification of resources that facilitate health promotion and illness prevention.

***Includes an experiential learning experience- An application-based practice experience is required and may be completed in the workplace.

***Pre-requisites: NURS 01-301

NURS 01-481 Evidence-Based Nursing Practice (3 credit hours)
This course introduces evidence-based nursing practice and research methods used by professional nurses. Emphasis is placed on the evaluation of nursing research studies and the need for ethical research. Students will apply their knowledge of research to an evidence-based practice initiative.

***Pre-requisite: MATH 17-114, 01-301
**NURS 01-454 Nursing Informatics (3 credit hours)**

This course identifies the importance of information technology in nursing practice advancements and the influence those concepts have on health care outcomes. Emphasis is placed on learning how to access information technology records and identifying current and future technological needs within the nursing field.

***Pre-requisites: Math 17-114, NURS 01-301

**ATI- Sigma Theta Tau International (STTI) Nurse Manager Certification**

Our program researched ways to incorporate certification within our program curriculum. We found that the STTI Nurse Manager Certificate aligned with our program outcomes and those required skills of RN to BSN leaders in the field. For more information you may visit: [STTI information](#)

Students will complete 16 modules that are integrated throughout the nursing coursework. Module assignments will be designated to a course within the nursing curriculum and grades will be assessed within that course for the completion of the assigned modules. Upon completion of the 16 modules, students will receive a nurse manager certification that does not require continuing education credits and does not have an expiration date. Students are obligated to pay $195 fee for the module access upon sign up.

Students must register with ATI before completing a Nurse Manager Certification module. Please get this completed in your first 2 weeks of entering your first course. The instructions to complete this sign up process is located in your Northwest Nursing Canvas site and within the first few nursing courses.
Policies

It is important for you to be aware of the nursing program policies and policies used throughout the University. Below is information regarding the Nursing program policies and links to University policies. Your signature on the handbook page acknowledges your review of the policy information.

Nursing Program Policies

Grading

A minimum grade of "C" is required for all NURS courses in the nursing program curriculum to advance to the next course. A student may supersede a given class at most two times, providing up to three opportunities to complete the given class. If a “C” is not achieved after the third opportunity, the student will be unable to progress with program requirements.

When a course is repeated, all of the grades will appear on the student’s record, but only the highest grade earned will be used in determining the cumulative grade point average. A petition for superseding, available online through CatPAWS, must be completed online prior to registration for the course. Students will register for superseding courses during the normal registration period.

All grades are calculated and will NOT be rounded. The student must complete course work with a 2.0 GPA or higher to meet the University’s graduation requirements.

Licensure

All current and former nursing licenses must be unencumbered/ unrestricted at the time of application and remain unrestricted/unencumbered until graduation from the RN-BSN program (including while completing General Education courses).

Communication

Course Communication Policy

Communication throughout the nursing courses will be conducted through postings in the announcement section of the Northwest online site as well as through email. It is the expectation that students in the course check their announcements and emails on a daily basis. Students must communicate using their Northwest email account. Nursing courses will enable students to ask questions through the Ask your Instructor discussion area. In addition, the nurse educator may provide zoom meetings to allow students opportunity to ask questions about the course.

Instructors will respond to student questions within 48 hours.

Course Communication Guidelines (Netiquette)

"Netiquette" is network etiquette, the do's and don'ts of online communication. Netiquette covers Revised October 2, 2018
both common courtesy online and the informal "rules of the road" of cyberspace. This is a link to information on the core rules of participation in an online class.
http://www.albion.com/netiquette/corerules.html

University Policy Links

Online Learning Policy
Non-Discrimination and Anti-Harassment Policy and Procedures
Northwest Grievance Policy
Code of Academic Integrity- Cheating and Plagiarism
Student Grievance Process
Student Conduct
FERPA Guidelines
Referral Letter Requests- you must fill one out for faculty or staff to give a reference
Special Accommodations Policy

***Additional University policies may be found in the University Policy Library

Quality Nursing Education

The RN to BSN program was approved by the Board of Regents in 2017. The nursing program is accredited by the Higher Learning Commission and is pursuing nursing accreditation. Dependent on the student’s future educational plans, a degree from a nursing accredited program may be required. Please discuss future educational pursuits with an RN to BSN advisor to develop a plan that benefits your future goals! Faculty and staff have worked diligently to create an RN to BSN program that fulfills the educational needs of professional nurses. We pride ourselves on student success by helping each student meet their goals!

RN to BSN Program Curriculum Plans

Required Nursing Courses (30 Hours)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 01-301</td>
<td>Theories and Models of Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-302</td>
<td>Professional Role Transitions</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-303</td>
<td>Nursing Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-311</td>
<td>Health Care Delivery Systems</td>
<td>3</td>
</tr>
<tr>
<td>NURS 01-401</td>
<td>Leadership and Management in Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NURS 01-411</td>
<td>Health Assessment</td>
<td>4</td>
</tr>
<tr>
<td>NURS 01-421</td>
<td>Community Nursing</td>
<td>4</td>
</tr>
</tbody>
</table>

Revised October 2, 2018
NURS 01-454   Nursing Informatics     3
NURS 01-481   Evidence Based Nursing Practice     3

Northwest Core Requirements (44 Hours)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 04-102</td>
<td>Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 04-103</td>
<td>Biology Lab</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 08-103</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 10-111</td>
<td>Composition I: Literacy</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 10-112</td>
<td>Composition II: Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 10-220</td>
<td>Intro to Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 17-114</td>
<td>General Stats</td>
<td>3</td>
</tr>
<tr>
<td>COM 29-102</td>
<td>Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>HIST 33-155</td>
<td>The United States to 1877</td>
<td>3</td>
</tr>
<tr>
<td>POLS 34-102</td>
<td>Intro to American Government</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 39-276</td>
<td>Biomedical Ethics</td>
<td>3</td>
</tr>
<tr>
<td>SOC 35-101</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 32-102</td>
<td>Peoples and Cultures</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 24-114</td>
<td>Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 24-113</td>
<td>Chemistry Lab</td>
<td>1</td>
</tr>
<tr>
<td>ART 13-102</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS 19-201</td>
<td>Enjoyment of Music</td>
<td>3</td>
</tr>
<tr>
<td>THEA 43-101</td>
<td>Theatre Appreciation</td>
<td>3</td>
</tr>
</tbody>
</table>

The courses listed above are not the only courses that satisfy the requirements for the Northwest bachelor’s degree; however, the courses listed are offered in the online 7-week format.

Please check here for additional Northwest Core Course Requirements

Northwest Missouri State University - Northwest Core - Knowledge Areas and Courses

**Students may meet these requirements utilizing other transfer courses taken at other institutions.

Institutional Requirement (3 Hours)

| CSIS 44-130 | Computers & Info Technology     | 3       |

Nursing Course Credit (43 Hours)

Registered Nursing License     43

Total Credit Hours     120

Revised October 2, 2018
Advisement Process

You are assigned an advisor in the nursing department. The advisor will reach out to you to set up an advisement time to discuss your degree plan. The RN to BSN curriculum offers seven-week courses. You must complete the 30 credit hours of nursing courses, in addition to the Northwest core and institutional courses established by the University to meet bachelor’s degree requirements. Therefore, your degree plan is personalized to meet your needs. The program may be completed in 12 months for a full-time enrolled student. If you are a part-time student you may complete coursework in two years. If you have questions regarding registration please see the Northwest Nursing Canvas course or contact the nursing program advisor.

Academic Standards

Grading in Nursing Courses

A minimum grade of "C" is required for all courses codes NURS courses in the nursing program curriculum to advance to the next course.

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Students must achieve a C or above in NURS course codes to ensure student outcomes are met. Students must pass with a D in all other course work to satisfy Northwest bachelor’s degree requirements. If courses are not passed with the required grade please see repeating courses information below.</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Students must achieve a C or above in NURS course codes to ensure student outcomes are met. Students must pass with a D in all other course work to satisfy Northwest bachelor’s degree requirements. If courses are not passed with the required grade please see repeating courses information below.</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Students must achieve a C or above in NURS course codes to ensure student outcomes are met. Students must pass with a D in all other course work to satisfy Northwest bachelor’s degree requirements. If courses are not passed with the required grade please see repeating courses information below.</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Students must achieve a C or above in NURS course codes to ensure student outcomes are met. Students must pass with a D in all other course work to satisfy Northwest bachelor’s degree requirements. If courses are not passed with the required grade please see repeating courses information below.</td>
</tr>
<tr>
<td>F</td>
<td>68 and below</td>
<td>Students must achieve a C or above in NURS course codes to ensure student outcomes are met. Students must pass with a D in all other course work to satisfy Northwest bachelor’s degree requirements. If courses are not passed with the required grade please see repeating courses information below.</td>
</tr>
</tbody>
</table>

All grades are calculated and will NOT be rounded.

Superseding Grades/ Repeating Courses

A student who has received a grade of "C", “D” or “F” in a course may repeat a course in an effort to raise the grade, provided in the meantime the student has not completed a more advanced course for which the repeated course is a prerequisite. A student may supersede a given class at most two times, providing up to three opportunities to complete the given class. When a course is repeated, all of the grades will appear on the student’s record, but only the highest grade earned will be used in determining the cumulative grade point average. A petition for superseding, available online through CatPAWS, must be completed online prior to registration for the course. Students will register for superseding courses during the normal registration period.
Experiential Learning Experiences

You will complete experiential learning experiences in the courses of Health Assessment, Community Nursing, and Leadership in Management. The American Association of Colleges of Nursing (AACN) RN to BSN task force acknowledged the importance of experiential learning in its 2012 white paper (AACN.2012). Described as those that are cognitively complex and transition students to higher levels of proficiency, experiential learning activities are appropriate for “organization/systems understanding, leadership development, evidence-based practice, information management and integration of technologies into practice, inter-professional collaboration and communication, clinical prevention and population health, comprehensive assessment, and quality improvement strategies (AACN, 2012, p.2).

Benefits of Experiential Learning

Through experiential learning, faculty can provide students with authentic learning experiences that measure achievement of key student outcomes in a manner consistent with real-world practice. These activities typically emulate real-world encounters and include baccalaureate skills prepared nurses need to incorporate into practice. In addition, experiential learning tends to improve student engagement with course content, promote faculty-student interaction, and deepen student learning (Hill, 2017). Experiential learning allows students to assume a new professional role, improve autonomy (Rodríguez-García, Medina-Moya, González-Pascual, J.L., & Cardenete-Reyes, 2018), increase knowledge, and grow confidence, all of which lead to more informed decision making (Gilbert, Banks, Houser, Rhodes, & Lees, 2014).

If you would like to read more about the research and added benefits of experiential learning experiences within a RN to BSN program, please see the experiential learning experience article found in the documents area of the Northwest Nursing Canvas course.

As RN to BSN students, you will be asked to complete experiential learning experiences that promote the application of information learned to caring for clients and/or promoting leadership in the field. Students can accomplish these experiential learning experiences through various strategies; however, if a student would like to utilize a healthcare organization for experiential learning experiences, articulation agreements with that institution may be required. It is the responsibility of the student to ensure this document is in place before completing a learning experience at the institution.

- Students who choose to utilize a healthcare organization to complete learning experiences may be required to submit additional documentation including a background and drug screening. The cost of the background and drug screening is the responsibility of the student. The registration information for the screening is included in your nursing orientation module and will not be required until the semester before a learning experience course (Health Assessment, Community in Nursing, and Nursing Leadership).

Affordable Tuition

RN to BSN program tuition rate

Revised October 2, 2018
Financial Assistance

Student Program and Institutional Responsibility

Northwest RN to BSN students must:

- Ensure you have completed the health form for the University wellness, the Health History form is here.

Submit the health form using the following information. 800 University Drive Maryville, MO 64468; fax: 660.562.1585

Email: health@nwmissouri.edu or call 660.562.1348 with questions

- Ensure that the nursing program has received the signature sheet that came with your admission letter. This should have your nursing license number on it.
- Ensure your RN license is current and unencumbered during your coursework here at Northwest.
- Students must have proof of their Registered Nursing license before beginning their second semester of nursing coursework. – please email your nursing license number to NWNursing@nwmissouri.edu
- Review the Northwest Policy Library webpage for important information Welcome | Policy Library | Northwest
- Review the policies on p. 14-15 of the student handbook
- Sign and return the student handbook page identifying that you have read and understand the material within this document.

Getting Started

- You have access to the following orientation courses approximately a week before courses start.
  - Review the modules in the Northwest Nursing course site in Canvas. This course site is where the program will update you on any new policies procedures and answer questions you have regarding the program.
  - Complete the Module titled: Required Tutorials
  - Review the modules in the Welcome to Northwest Online Orientation course site in Canvas. This course site reviews tools that Northwest offers online students.
  - Don’t worry, we do not expect you to remember everything in these modules. They are provided so that you can refer back to them along your journey.
- Study and devote time and energy to learning the information that will be pertinent to your profession
- Reach out to the instructors if you have questions or concerns (We are here for you!)
- Enjoy Learning!
Northwest Student Involvement

As an online student, we want you to be aware of the role you play at Northwest Missouri State University. We encourage you to be as active in student life at Northwest as you desire. We have included a link to the student calendar for any upcoming events or important dates Northwest Missouri State University Calendar

We encourage you to attend Northwest athletic and performing arts events if you are close to campus.

We also encourage students to be involved in student governance. Here is a link to the Northwest website to find out more. Student Senate Although student senate meets on the Northwest campus, you will have access to the recorded senate meetings at their Facebook page Northwest Senate Facebook page. This information is also accessible in your Northwest Nursing Canvas course.

Nursing Program Involvement

Nursing Program Meetings:

The nursing program holds monthly department meetings. Students are welcome to send agenda items to a member of the nursing faculty and staff. Students can request to attend the program meetings to obtain information. Meeting minutes of the program meetings will be shared with students with the redaction of personal student information on the Northwest Nursing Canvas course.

Advisory Committee Meetings:

The nursing program also holds advisory committee meetings with members of various healthcare and educational institutions three times a year (July, November, and March). All students are invited to participate in these meetings; however, if students are unable to attend, minutes will be placed in the Northwest Nursing Canvas course.

QI Team:

As a student in the RN to BSN program, you are a member of the nursing programs continuous quality improvement team! As nurses, you should understand the importance of continuous quality improvement (CQI), this element of CQI also exists within nursing education. Throughout your time at Northwest, you will be asked to suggest a quality improvement initiative for the program. We want to hear from students on what we can do better. Students will share their ideas with the faculty and staff regarding quality improvement ideas in the Northwest Nursing Canvas course.

As you progress through your courses take note of what could have helped you along your journey. We seek to be the best RN to BSN program nationwide; however, we must have your help to accomplish this goal!

Revised October 2, 2018
The RN to BSN program utilizes the P-D-S-A model to aid in quality improvement initiatives. Updates to quality improvement initiatives will be posted in the Northwest Nursing Canvas course.
Verification of Understanding

I, _________________________________________________, hereby certify that I have read the Student Nursing Handbook and College Catalog for the academic year of 2018-2019. I realize my signature indicates that I understand that I am responsible for and will be held accountable to the standards and guidelines therein. I understand the process and have had the opportunity to ask questions for clarification. Failure to comply with the policies/guidelines may result in disciplinary action and/or dismissal from the program.

_________________________________________________________                _____________________
Applicant Signature                                                                                                            Date

**You may use a digital signature but the signature sheet must be sent from your Northwest student email account to NWNursing@nwmissouri.edu**