



**Registered Nurse-to-Bachelor of Science in Nursing (RN-BSN)
Online Degree Completion Program**

Nursing Student Handbook 2023-2024

"Caring for humanity through effective Christian life, service, and leadership."

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Nursing Student Handbook Purpose

The Nursing Student Handbook supplements the Barclay College Student Handbook and the Barclay College Academic Catalog. This handbook guides nursing students in general policies, procedures, and services available. Information contained in this handbook is subject to change. Notification of changes made to the Nursing Student Handbook will be communicated through the student's official Barclay College email address.

Students are responsible for reading this handbook in its entirety. The Nursing Student Handbook is available to students on the official college website.

Notice of Nondiscrimination

Barclay College admits students based on academic record and abilities, Christian commitment, and agreement with the established purposes of the College. Admission and attendance at Barclay College are a privilege and not a right of any student. Barclay College does not discriminate on the basis of sex, race, color, national or ethnic origin, age, or physical disability in the administration of any of its programs or policies. Regular admission to the College will be granted to students who meet all of the College's admissions standards, have completed high school or achieved a General Education Development (GED) credential, have a cumulative high school grade point average of 2.3 or better, and who have scores of at least 430 on the Writing section of the Scholastic Assessment Test (SAT) or 18 on the English section of the American College Testing (ACT) tests. Certain programs of the College may have additional admission requirements, and admission to the College does not guarantee admission to a particular course of study.

Students who do not meet the requirements for regular admission may be permitted to attend the College under conditional admissions standards. These include a limit on number of hours per semester, required study halls, remedial courses, or additional requirements designed to help the student make the transition to college life and succeed in college studies.

Accreditation

Association for Biblical Higher Education

Barclay College is accredited by the Association for Biblical Higher Education (ABHE), a national accrediting agency recognized by the United States (US) Department of Education and the Council for Higher Education Accreditation (CHEA). ABHE may be contacted by writing to ABHE; 5850 T.G. Lee Blvd., Ste. 130; Orlando, FL 32822; by calling (407) 207-0808; or through their website at www.abhe.org.

Higher Learning Commission

Barclay College is accredited by the Higher Learning Commission (HLC), a regional accrediting agency recognized by the US Department of Education and the Council for Higher Education Accreditation (CHEA). HLC may be contacted by writing to HLC; 230 S. La Salle St., Ste. 7-500; Chicago, IL 60604; by calling (800) 621-7440; by email at info@hlcommission.org; or through their website at www.hlcommission.org.

Welcome

Dear Barclay College Nursing Students,

As the first RN-BSN nursing cohort, it is my great privilege to welcome you to the Barclay College School of Nursing. I am honored that you have chosen to become a member of our family and am excited to share in your journey. My prayer for you is that you will grow spiritually, personally, and professionally throughout this journey.

The following words of Jesus Christ are at the heart of the School of Nursing:

For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.

The righteous will answer him, 'Lord, when did we see you hungry and feed you, or thirsty and give you something to drink? When did we see you a stranger and invite you in, or needing clothes and clothe you? When did we see you sick or in prison and go to visit you?'

The King will reply, 'Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.' Matthew 25: 35-40

As I reflect on these scriptures, I am humbled at the opportunity to work with you throughout your educational journey. Although this journey will prove challenging at times, I know you are ready to succeed based on your faith, strong academic standing, and character.

Blessings and best wishes from the entire faculty and staff,

Kim

Kim Hansen, MSN/Ed., RN, CNE
Dean, School of Nursing

RN-BSN Degree Completion Program Overview

History

Nursing care of patients is more complex today than ever before. Nurses must make critical decisions related to much sicker patients, often requiring life-saving skills. Understanding the increasing complexity of nursing, in 2010, The Institute of Medicine (IOM) emphasized the need for change in nursing education to meet these ever-evolving healthcare needs in their report entitled, *The Future of Nursing: Leading Change, Advancing Health* (IOM, 2010). Within this report, the IOM recommended an increase in the number of registered nurses with a BSN degree to 80% by the year 2020. Although not met, great strides have been taken to reach this goal. As of 2018, the percentage of nurses with a BSN degree or higher has grown to approximately 57% (Campaign for Action, 2020).

In 2017, the internal and external stakeholders of Barclay College, located in Haviiland, Kansas, recognized this need for a traditional BSN program and an online RN-BSN completion program in southwest Kansas and began the process of program development.

References:

Campaign for Action (2020). *Transforming nursing education: Goal and impact*. Retrieved from <https://campaignforaction.org/issue/transforming-nursing-education/>.

Institute of Medicine (2010). *The future of nursing: Leading change, advancing health*. Retrieved from <https://pubmed.ncbi.nlm.nih.gov/24983041/>.

Mission

Compelled by the life and teachings of Jesus Christ, the mission of the Barclay College SON is to graduate highly competent, ministry-minded, professional nurse generalists who contribute to a diverse global community through effective Christian life, service, and leadership.

This mission is grounded in an evangelical Friends tradition that advances a deeper understanding of human dignity and commitment to the sanctity of life.

Vision

The Barclay College SON vision is to be recognized as a center of excellence and innovation, enhancing global communities while caring for humanity and sharing the love and teachings of Jesus Christ.

Philosophy

The SON embraces Barclay College's belief that education begins directly with God and His revelation to humanity through the Holy Scriptures. Education is a process directed by God in which a person acquires knowledge and skills that contribute toward a greater understanding of and ability to accomplish the purposes of God for each person and humanity in general.

The faculty's role is to provide a safe and effective learning environment and facilitate the transitioning of knowledge from a liberal education foundation into nursing practice, nurturing the development of a professional nurse who contributes to humanity's well-being.

The learner's role is to organize and develop understanding through a deliberate and active engagement in the learning process, including the construction, linking, evaluation, and revision of concepts and applying this knowledge as appropriate to professional nursing practice.

The SON's philosophy integrates the following four concepts throughout the curriculum:

Humanity

God created *humanity* in His own image. Humanity comprises autonomous agents, including individuals, families, groups, communities, and populations that uniquely encompass psychological, biological, spiritual, cultural, and social characteristics.

Environment

Environment encompasses the actual or perceived internal and external conditions or settings by which an individual or population is surrounded.

Health

Health encompasses the holistic condition or state of an individual's or population's mind, body, spirit, and emotions.

Nursing

Nursing is a science and art built on professional nursing knowledge, theory, and research, and knowledge from a wide array of other fields and professions. The gift of nursing is given to certain persons whom God has chosen for leadership and service.

God and His creation of *humanity* are the same yesterday, today, and forever. The concepts of *environment*, *health*, and *nursing* are continually changing and have the potential to change each other.

Organizing Framework

The organizing framework consists of interrelated concepts derived from the Commission on Collegiate Nursing Education Standards and Procedures (CCNE, 2018), The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008), Quality and Safety Education for Nurses Competencies (QSEN, 2020), and American Nurses Association Scope and Standards of Practice (ANA, 2021). The following professional concepts are incorporated throughout the curriculum:

- 1. Patient-Centered Care:* Nursing care provided for humanity's well-being from a diverse global community to ensure holistic, compassionate, developmentally appropriate, inclusive, and individualized care.
- 2. Teamwork/Collaboration:* Communication that effectively promotes an exchange of information, develops therapeutic relationships, and shares in the decision-making process supporting interprofessional partnership.
- 3. Evidence-Based Practice/Clinical Judgement:* Integration of current evidence and expertise to support innovative nursing practice and inform clinical judgment.
- 4. Informatics/Systems-Based Practice:* Analysis of information and communication technologies to improve efficiencies, health equity, and care outcomes across healthcare systems.
- 5. Safety/Quality Improvement:* Nursing care that minimizes the risk of harm and enhances quality for optimal patient outcomes.
- 6. Professionalism:* Accountable and responsible behaviors that contribute to excellence in professional nursing practice that upholds established regulatory, legal, and ethical principles.

7. *Leadership*: Behaviors that foster personal health and well-being, a spirit of inquiry, and leadership characteristics.

School of Nursing Goals

Two primary goals guide the development and practices of the SON. These goals are to:

1. Educate baccalaureate nurse generalists with an integrated biblical perspective to prepare them to be highly competent in providing direct and indirect care, designing/managing/coordinating care, and participating as a member of a profession.
2. Meet the health needs of a diverse global community through effective Christian life, service, and leadership.

RN-BSN Expected Program Outcomes

1. The RN-BSN program completion rate is 70% or higher over the three most recent calendar years when excluding students who have identified factors such as family obligations, relocation, financial barriers, and decisions to change major or to transfer to another institution of higher education.
2. The employment rate for the RN-BSN program is 70% or higher, within one-year post-graduation. However, if the employment rate is less than 70%, the employment rate is 70% or higher when excluding graduates who have elected not to be employed.
3. The RN-BSN faculty demonstrate 100% achievement of expected faculty outcomes.
4. Graduates of the RN-BSN program will rate their satisfaction at a mean of 3 or higher on a 5-point Likert scale. The survey will be performed six months after graduation.
5. Employers will rate their satisfaction with the RN-BSN graduate employees at a mean of 3 or higher on a 5-point Likert scale. The survey will be performed six months after graduation.

End of Program Student Learning Outcomes

The following End of Program Student Learning Outcomes (EPSLO) are derived from the interrelated concepts identified in the organizing framework. Successful completion of the competencies will validate that the student has successfully met the EPSLO.

1. Evaluate nursing care provided for humanity's well-being from a diverse global community to ensure holistic, compassionate, developmentally appropriate, inclusive, and individualized care.

Competencies:

- a. Perform a comprehensive health assessment that is age-appropriate, including physiological, psychological, sociocultural, and spiritual needs of patients experiencing health alterations in a variety of settings.
- b. Develop a prioritized plan of care that is holistic, compassionate, empathetic, age and culturally appropriate based upon mutual health goals.

- c. Demonstrate accountability for care delivered to patients from diverse backgrounds that acknowledges their preferences, values, beliefs, cultural differences, and health literacy to promote self-care management.
 - d. Evaluate the effectiveness of evidence-based teaching provided to identify additional individualized learning needs.
2. Model communication skills that promote an effective exchange of information, develop therapeutic relationships, and share decision-making to support interprofessional partnership.

Competencies:

- a. Use verbal and nonverbal communication that promotes mutual respect, caring, therapeutic relationships with patients and healthcare team members.
 - b. Determine methods to overcome barriers to effective communication in the care of patients, communities, and populations.
 - c. Engage in effective interprofessional partnerships to assess the priorities for the communities or affected clinical population.
 - d. Collaborate with the healthcare team to address shared patient information in an accurate, complete, and timely manner to address healthcare needs and support quality care delivery.
3. Integrate current evidence and expertise to support innovative nursing practice and inform clinical judgment.

Competencies:

- a. Analyze the implementation of evidence-based nursing care and scholarly activities to improve nursing care.
 - b. Integrate a broad base of knowledge from nursing and other disciplines to inform clinical judgments in the delivery of inclusive, equitable care.
4. Analyze information and communication technologies to improve efficiencies, health equity, and care outcomes across healthcare systems.

Competencies:

- a. Use knowledge of systems to work effectively across the continuum of care through cost-effective, innovative, and evidence-based practice.
 - b. Utilize information and communication technologies to gather, interpret, and implement safe nursing care to diverse populations in a variety of healthcare settings.
5. Deliver nursing care to minimize risk of harm and enhance quality for optimal patient outcomes.

Competencies:

- a. Anticipate safety risks to patients and healthcare providers to mitigate risk and prevent harm.
 - b. Apply established national safety and quality standards to guide nursing practice while promoting a culture of safety.
 - c. Analyze patient-care related data to achieve optimal patient outcomes.
6. Integrate accountable and responsible behaviors that contribute to excellence in professional nursing practice that upholds established regulatory, legal, and ethical principles.

Competencies:

- a. Integrate professional standards, ethical comportment, legal principles, regulatory guidelines, and institutional policies into nursing practice.
 - b. Demonstrate a professional identity of nursing through the integration of diversity, equity, and inclusion while caring for individuals, communities, and populations.
 - c. Demonstrate professional accountability, responsibility, and advocacy in nursing practice to contribute to excellence.
7. Demonstrate behaviors that foster personal health and well-being, a spirit of inquiry, and leadership characteristics.

Competencies:

- a. Engage in self-care behaviors that foster a commitment to personal health and well-being, a spirit of inquiry, and the development of professional maturity.
- b. Demonstrate Christian and professional leadership behaviors in the delivery of care that respects individual autonomy, wellness, and resilience.

RN-BSN Degree Completion Plan of Study

The RN-BSN degree completion program meets the needs of the associate degree or diploma-prepared RN who desires an education at the baccalaureate level. The program can be completed in as little as two semesters in a faith-based, online format.

The RN-BSN degree completion program at Barclay College requires 60 credit hours of core nursing courses. Barclay College awards up to 30 nursing credit hours of advanced standing credit for registered nurses who have graduated with an associate degree or diploma from an accredited school of nursing located within the United States and have an active RN license. Credits from non-accredited schools are accepted only on the basis of sound validation and will be considered on a case-by-case basis.

The Nursing curriculum integrates Bible, Theology, and Worldview concepts into each course with a purposeful approach to integrating faith into the program. The Bible Knowledge Exam will be taken at the beginning and end of the program to ensure the Bible, Theology, and Worldview outcomes are met.

Outlined below are the course sequencing and degree requirements. Students are encouraged to contact their advisor with questions regarding course progression.

RN-BSN Program Prerequisites

General Education Prerequisites (41 total credit hours)		
Course Number	Course Name	Credit Hours
OEN101	College Writing	3
OEN202	Research and Writing	3
OMA108	College Algebra	3
ONS103	Gen Chemistry w/Lab	5
OSP202	Fundamentals of Speech	3
OPY103	General Psychology	3
OSO211	Introduction to Sociology	3
	Humanities electives	9
	Unrestricted electives	9
Nursing Prerequisites (19 total credit hours)		
Course Number	Course Name	Credit Hours
OPY323	Developmental Psychology	3
OMA399	Statistical Research	3
ONS212	Anatomy & Physiology w/Lab	5
ONS211	Microbiology w/Lab	5
ONS299	Nutrition	3

RN-BSN Program Plan of Study

Professional Studies Requirements (30 Credit Hours)		
Course Number	Course Name	Credit Hours
Semester 1 (15 total credit hours)		
ONU301	Transition to Baccalaureate Nursing Practice	2
ONU302	Informatics and Healthcare Technologies in Professional Nursing Practice	3
ONU303	Pathophysiology/Pharmacology for Professional Nursing Practice	4
ONU304	Populations and Global Health in Professional Nursing Practice (Theory: 2 credit hours; Practicum: 1 credit hour)	3
ONU305	Health Assessment in Professional Nursing Practice	3
Semester 2 (15 total credit hours)		
ONU306	Quality Improvement and Safety in Professional Nursing Practice	2
ONU308	Healthcare Systems and Policy in Professional Nursing Practice	2
ONU411	Evidence-Based Professional Nursing Practice	3
ONU413	Leadership and Management in Professional Nursing Practice	3
ONU415	Ethics in Professional Nursing Practice	2
ONU499	Professional Nursing Practice Practicum	3

Overall Degree: 120 credit hours

General Education/Nursing Prerequisites: 60 credit hours

Nursing Courses: 60 credit hours (up to 30 credit hours of ADN or Diploma coursework may be awarded upon successful completion of degree requirements)

Additional / Special Fees

The following table estimates the special fees associated with the online RN-BSN degree completion program in addition to tuition/fees. Additional expenses and estimated costs are subject to change. Notification of changes to program fees will be communicated through the student's official Barclay College email.

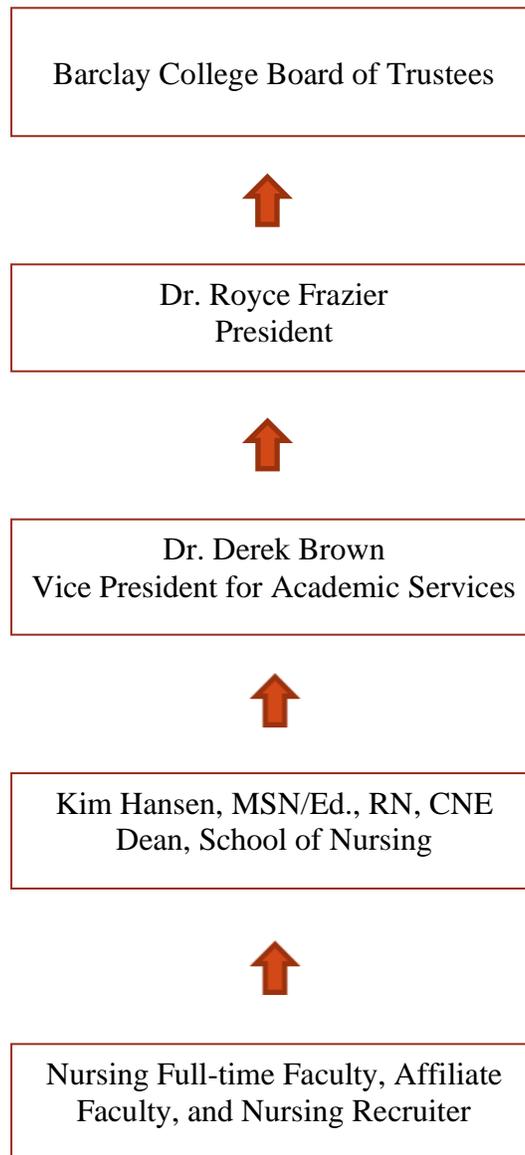
Expense	Amount
Textbooks	\$810.46 – \$947.30
Graduation Group/Individual Pictures – optional	\$50.00
School Pin – optional	\$75.00

Students in the RN-BSN degree completion program will encounter special fees associated with practicum courses. The following table estimates these special fees. Additional expenses and estimated costs are subject to change. Notification of changes to program fees will be communicated through the student's official Barclay College email.

Expense	Amount
Background Check	\$50.00
Drug Screening	\$55.00
Health Insurance	\$500.00
Liability Insurance	\$115.00
Immunizations	\$200.00
Physical Exam	\$50.00
Photo Identification Badge	\$25.00
AHA CPR Certification	\$25.00
Travel for practicum (i.e., hotel, gas, meals)	\$150.00
Practicum Dress Requirements (varies by facility)	\$75.00

Organizational Chart

The following is the Barclay College SON Organizational Chart. All nursing students are expected to follow this Organizational Chart as their chain of command for professional communication.



Nursing Faculty and Staff Directory

Name / Title	Phone	Email
Kim Hansen, MSN/ED., RN, CNE Dean/Chair, School of Nursing	620-862-5252 ext. 133	kim.hansen@barclaycollege.edu
Sherry Ward, MSN, APRN-CNS Affiliate Professor of Nursing	620-862-5252	sherry.ward@barclaycollege.edu
Elyse Birdsong, BS Nursing Recruiter	620-862-5252 ext. 101	elyse.birdsong@barclaycollege.edu

Academic Policies

Admissions

In addition to fulfilling the Barclay College Admissions and Registration requirements, admission requirements for consideration into the RN-BSN degree completion program include the following:

1. Submit a Nursing Program Application.
2. Submit an official transcript(s) demonstrating the completion of an Associate Degree in Nursing (ADN) or Diploma, with a minimum cumulative GPA of 2.5 on all nursing and general education prerequisite coursework, from an accredited school of nursing located within the United States. Credits from non-accredited schools are accepted only on the basis of sound validation and will be considered on a case-by-case basis.
3. Documentation of an active, unencumbered Registered Nurse (RN) license.

Transfer Students

In addition to fulfilling the Barclay College Transfer Students requirements, students wishing to transfer from another BSN program into the RN-BSN degree completion program are required to:

1. Submit a Nursing Program Application.
2. Submit an official transcript(s) demonstrating the completion of an ADN degree or diploma, with a minimum cumulative GPA of 2.5 on all nursing and general education prerequisite coursework, from an accredited school of nursing located within the United States. Credits from non-accredited schools are accepted only on the basis of sound validation and will be considered on a case-by-case basis.
3. Submit course syllabi for all successfully completed BSN courses.
4. Submit a letter of recommendation from the nursing program Dean or Chairperson from which the student is transferring.

Readmission

In addition to fulfilling the Barclay College Readmission requirements, students who have withdrawn from the nursing program or have been dismissed for disciplinary reasons must apply for readmission to the nursing program. Students must meet all current admission requirements for the academic year in which they apply. Students who are readmitted may be admitted on a conditional basis.

Oral and Written English Proficiency

In addition to the Barclay College Admission requirements, all nursing program applicants whose native language is not English must demonstrate minimum English proficiency to be considered for admission into the nursing program. Minimum English proficiency may be demonstrated in one of the following ways:

- Submission of official Test of English as a Foreign Language Internet-Based Test (TOEFL iBT®) results demonstrating the following minimum requirements:
 - Reading score of 20 or higher
 - Listening score of 20 or higher
 - Speaking score of 20 or higher
 - Writing score of 20 or higher

Reference:

ETS TOEFL (2022). Performance Descriptors for the TOEFL iBT.

<https://www.ets.org/content/dam/ets-org/pdfs/toefl/toefl-ibt-performance-descriptors.pdf>

- Submission of official International English Language Testing System (IELTS) results demonstrating a minimum score of 6.5.

Reference:

IELTS (2022). What is IELTS? <https://www.ielts.org/about-ielts/what-is-ielts>

- Submission of an official transcript demonstrating graduation of a baccalaureate degree (or higher) from an accredited college or university located within the United States. Credits from non-accredited schools are accepted only on the basis of sound validation.

Progression

The major in nursing requires a total of 120 credit hours, including 30 advanced standing credit hours validated through an:

- ADN degree or diploma with a minimum cumulative GPA of 2.5 or better in nursing courses; and
- active unencumbered RN license.

In order to progress through the nursing program, a student must earn a 75% or higher in each nursing course. A student receiving a course grade below 75% in any required nursing course will be required to repeat that nursing course. A failed nursing course may be repeated only once. Failure to successfully complete the failed nursing course after two attempts will result in dismissal from the nursing program. Students seeking readmission must follow the requirements of the current SON Readmission Policy.

Please refer to the Barclay College Student Handbook or Academic Catalog Progression Policy regarding the Biblical Studies requirement.

Academic Counseling and Guidance

It is the student's responsibility to ensure all degree requirements are met. Each student is assigned an academic advisor. The advisor will assist the student in choosing courses and their sequence that will lead to successful completion of the student's chosen degree requirements. Students are encouraged to visit with their advisors on a regular basis.

Grade Scale for Nursing Courses

Letter grade values for nursing courses are below. There will be no rounding of grades.

A	92-100%	C+	78-79%
A-	90-91%	C	72-77%
B+	88-89%	C-	70-71%
B	82-87%	D+	68-69%
B-	80-81%	D	62-67%

D- 60-61% F 0-59%

Graduation

In addition to fulfilling the Barclay College Graduation Requirements, nursing students must:

1. Earn 75% or higher in each nursing course and a minimum cumulative GPA of 2.5 in all courses required for the RN-BSN degree. Barclay College awards up to 30 nursing credit hours of advanced standing for students who have graduated with an associate degree in nursing from an accredited school of nursing located within the United States. Credits from non-accredited schools are accepted only on the basis of sound validation and will be considered on a case-by-case basis.
2. Refer to the Barclay College Student Handbook or Academic Catalog regarding the graduation requirements for the Biblical Studies coursework.

Due Process

The SON defines a "formal complaint" as a written or documented expression of dissatisfaction or discontentment filed by an individual or an organization to address an issue or problem they have encountered.

The process for students to file a complaint is outlined in the Barclay College Student Handbook.

Academic Integrity

The protection of a person's right to benefit from their creative abilities is a fundamental element of American law and is consistent with biblical principles as well. Barclay College upholds the law that protects copyrights, patents, and the rights of the original creators. In addition, biblical integrity demands that we conduct ourselves truthfully and with honesty in every situation in life.

For these reasons, any form of academic dishonesty or any kind of academic cheating is a serious offense at Barclay College. Academic dishonesty is inconsistent with a Christian testimony and is cause for immediate academic discipline up to and including suspension or dismissal from the College. Barclay's policy on academic dishonesty assures due process and provides guidelines for action in instances where the proper academic relationships and attitudes have broken down.

Your enrollment at Barclay College indicates that you accept the College's policies concerning academic integrity and the procedures they entail.

Academic dishonesty may include:

- The giving or receiving of aid during an exam without permission from the instructor.
- The use of materials during an examination, which have not been authorized by the instructor.
- Obtaining advance information about the nature or content of an exam that was not publicly released by the instructor.
- Using all or part of another author's published or non-published material or the work of a present or former student without proper acknowledgement so that such work is left to appear as your own original writing. Such failure to document the sources of your ideas and writing is called plagiarism, and like other examples of academic dishonesty, can result in immediate suspension from classes or dismissal from the College.
- Altering or inventing information or citations for an assignment.

- Submitting all or substantial portions of a previous assignment for credit more than once without obtaining permission to do so. (Some professors will allow students to build from an assignment done in a previous class, but most will not allow a student to submit the same or slightly altered assignment twice.)
- Helping or attempting to help someone else commit one of the acts above.

Penalties for academic dishonesty are as follows:

- First offense: In some instances, a professor may allow the student to redo the offending assignment. However, at the discretion of the faculty member, they may also apply a reduced grade (including an F) on the assignment or exam. If a student is allowed to redo the assignment, an official warning will still be issued by the faculty member or the V.P. for Academics.
- Second offense: Additional grade reduction (including an F on the assignment) and, at the discretion of the faculty member and V.P. of Academics, a reduced grade (including an F) for the entire course.
- Depending upon the severity and importance and the student’s response to the discussion of the offending assignment, academic dishonesty may result in suspension from classes or permanent dismissal from the College at the discretion of the V.P. for Academics. Unwillingness to address the issue or continued violations will result in eventual dismissal from the College.
 - o Consideration for such cases will be given to:
 - The nature and seriousness of the offense;
 - The injury or damage resulting from the offense;
 - The student’s motivation and state of mind at the time of the incident;
 - The student’s prior academic disciplinary record;
 - The student’s attitude and demeanor before the violation and during discussion of the violation.

With any proven incident of academic dishonesty, a signed form recording the offense and ensuing discussion and penalty will be included in the student’s academic file with the Registrar’s Office. You may appeal any action taken by the V.P. for Academics to the faculty The CARE Team by contacting your advisor or the committee chairperson.

Most cases of plagiarism arise from carelessness or haste. Students sometimes attempt to excuse themselves by saying that they were not told of the nature of plagiarism or because they “didn’t mean to do it.” As a student, you are responsible to ensure that you do not include the ideas, phrasing, opinions, or even the outlining scheme of another writer in one of your papers without acknowledging your source. To help you, the College offers instruction and guidance through the Writing Center located in the library. Your professors can also answer any questions related to specific assignments.

Disciplinary Procedures

Matthew 18:15–17:

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, then you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.

This Scripture provides a model for accountability that Barclay College has adopted. This approach suggests a redemptive attitude and progression of steps for correction. If functioning properly, this method should enable inappropriate behaviors to be amended at a personal level.

The College's expectation is that most behavior problems can be resolved by discussing concerns to one another through natural relationships. When relational discussion fails or when a serious situation exists, the Student Services staff will be there to serve in the mediation and correction process. Although a relational approach pervades the entire disciplinary process, the confrontational model in Matthew 18 resembles a more formal disciplinary procedure when a student is referred to the V.P. for Student Services and the CARE Team. The formal disciplinary procedures are designed to meet guidelines for due process in private institutions.

When a student is unwilling to abide by the values, standards, and regulations of the College and is generally uncooperative or violates public law, he/she will be contacted by the V.P. for Student Services.

Members of the student life staff including Resident Assistants, Resident Directors, and the V.P. for Student Services approach the process of discipline with a desire to help the student be fully restored to the community. The severity of a violation, as well as the frequency of the offense, is considered in the discipline process. There are times when an individual may need to leave the college community for personal restoration and reconciliation.

The decision to dismiss a student may be a decision made by the V.P. for Student Services or a decision made by the V.P. for Student Services and the CARE Team. A student who has been dismissed by the V.P. for Student Services or the V.P. for Student Services and the CARE Team may appeal the decision through the proper channels if there are legitimate grounds for the appeal. Legitimate reasons for an appeal are listed in the appeals policy section of the Student Handbook.

Theory Policies

Attendance

In our online nursing courses, it is typically required that you contribute regularly by posting on a discussion board on 1-2 days each week of class depending on the number of credit hours. This level of engagement demonstrates that you are actively “showing up” for your course. If you follow the normal flow of assignments, it should not be difficult to fulfill this condition. One of the best parts of the asynchronous online format in our classes is that you can meet the attendance requirement by posting to the discussions at any time during the assigned day during the week that fits your personal schedule.

Incomplete and Late Assignments

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned in extremely unusual circumstances.

There will be up to a 20% reduction of possible points for each day an assignment is late until there are no more possible points (five days late). However, it is still expected that a student will submit every assignment, even if no points are to be awarded. We believe it is important that a student completes

every assignment for both the value of doing it and the importance of our ability to assess if they are understanding the concepts. Instructors reserve the right to reduce the student's score by a letter grade if the student fails to turn in an assignment that meets a specific outcome.

Assignments will be considered late if posted after midnight on the day they are due.

Practicum Policies

Practicum Contracts

The student will be required to choose a preceptor for practicum courses and must start the collaborative process of obtaining a preceptor early in the program. The SON will assist the student in obtaining a contract with the facility in which the preceptor is employed as a registered nurse. The SON works with the student to secure practicum contracts across the United States. On rare occasions the student may be unable to negotiate a contract with a facility due to state or facility requirements. If another site cannot be obtained at the student's chosen location, a clinical site in Kansas will be provided for the student. If this occurs, the student must obtain a Kansas or multi-state license ([Nurse Licensure Compact \(NLC\) | NCSBN](#)) and complete their practicum experience in Kansas. For questions regarding contract requirements, contact the nursing advisor. The student will be provided a practicum experience information packet prior to the practicum course through the official Barclay College email.

Practicum Pre-Participation Requirements

Once accepted into the Barclay College RN-BSN degree completion program, the following requirements must be completed and submitted to the course instructor prior to participation in practicum courses. Please do not wait to start this process as these requirements are time-consuming.

- Successful background check
- Negative illicit drug or alcohol screening
- All health requirements listed in this handbook
- Current Healthcare Provider Cardiopulmonary Resuscitation (CPR) certification including Automated External Defibrillator (AED)
- Proof of health insurance
- An emailed copy of the student identification badge
- Proof of professional liability insurance
- Any specific preceptor and practicum site requirements other than those listed above

Health Requirements

Prior to participation in any practicum course, students in the RN-BSN degree completion program must complete the following health requirements.

1. Physical Examination
 - a. Documented evidence of a physical examination is required.
2. Physician Release/Restrictions
 - a. Documentation of a physician's release or restrictions is required as deemed necessary.

3. Required Vaccinations

- a. Measles, Mumps, Rubella (MMR)
 - i. Documented evidence of a two-dose Measles, Mumps, and Rubella vaccine or a blood test that shows immunity.
- b. Tetanus, Diphtheria, Pertussis (Tdap)
 - i. Documented evidence of a single-dose Tdap vaccine within the past ten years.
- c. Varicella (Chickenpox)
 - i. Documented evidence of a two-dose Chickenpox vaccine or a blood test that shows immunity.
- d. Hepatitis B (Hep B)
 - i. Documented evidence of a three-dose Hep B vaccine or a blood test that shows immunity.
- e. Influenza (Flu)
 - i. Documented evidence of the Flu vaccine.
- f. Coronavirus Disease 2019 (COVID-19)
 - i. Documentation of the COVID-19 vaccine or testing will be at the discretion of each practicum site.

4. Tuberculosis (TB) Skin Test

- a. Documented evidence of a two-step TB Skin Test, at least two consecutive negative annual TB Skin Tests, or a negative QuantiFERON/IGRA TB blood test.
- b. If a student has a history of a positive TB Skin Test, documented evidence of a negative chest x-ray is required.

Student Role versus Employee Role

Students assigned to a practicum experience at a facility in which they are employed must function in the role of a student under the direction of the assigned preceptor and nursing instructor. In addition, nursing students may not represent the Barclay College nursing program during hours of employment in a healthcare setting. Students must separate the role of the nursing student from the role of employee.

Social Media

In addition to the Barclay College social media standards and qualifications, nursing students must maintain the following standards regarding all technology and social media platforms:

- Students may not utilize practicum agency technology for personal matters.
- Students must follow all practicum agency policies regarding the use of technology and social media.
- Students may not make personal phone calls or send email/text messages in the practicum setting, except during scheduled breaks.
- Students may not use social media to violate patient safety and/or confidentiality.
- Posting photos of patients, faculty, healthcare providers and other students is strictly prohibited.
- Taking photographs in a practicum setting is strictly prohibited.
- Students may not post any information that may identify a patient.

Professional Dress

Students in the RN-BSN degree completion program must maintain a professional image at all times. Uniform requirements for any practicum course are dependent upon the chosen facility. For identification purposes, students must always wear the required Barclay College student identification badge.

Drug / Alcohol Screening

All students seeking admission into the nursing program may be required to complete a drug/alcohol screening prior to participation in the practicum course(s). Students will be subject to random drug/alcohol screening throughout the practicum course(s) at the discretion of the nursing faculty or Dean, School of Nursing.

The student must provide written consent for drug screening and is responsible for all associated costs. Refusal to submit to the required drug/alcohol screening will result in denial of admission into or dismissal from the nursing program.

In the event a student is suspected of being under the influence of drugs or alcohol while in the practicum setting, the student will be removed from the patient care area and may not return to the practicum site and/or the SON until the drug/alcohol screen is verified as "negative" by the Dean, School of Nursing. If the drug screen is "positive" for alcohol and/or unauthorized drug use, the student will be dismissed from the nursing program.

Background Check

Individuals who have been convicted of a felony or certain misdemeanors may not be eligible to practice in certain practicum settings. As such, students seeking enrollment into any practicum course must complete a criminal background check.

The student must provide written consent for the criminal background check and is responsible for all associated costs. Refusal to submit to the required criminal background check will result in denial of admission into the practicum course and dismissal from the nursing program.

Attendance

Students are expected to attend all practicum experiences as scheduled. In the event of an unplanned extenuating circumstance or illness, the student must notify the preceptor and faculty or designated representative prior to the beginning of the practicum experience.

Substance Use

Students will be required to submit to drug/alcohol screening when substance use is suspected during a practicum experience. Failure to comply may result in dismissal from the nursing program.

Blood and Body Fluid Exposure Prevention and Treatment

In the event of exposure:

- Follow the facility exposure policy/procedure, regardless of the perceived level of exposure.
- Complete a School of Nursing incident report for all exposures
- All recommended and/or necessary testing and treatment will be performed per facility policy and at the student's expense.

Health Insurance

Students are responsible for all medical expenses and are required to secure and maintain healthcare insurance while enrolled in the nursing program.

Patient Confidentiality

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that regulates national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge. Students are required to abide by all HIPAA regulations. Breaches in confidentiality may result in failure of the practicum course and dismissal from the nursing program.

Essential Functions

Nursing educational activities may prevent certain students from qualifying for enrollment or continued enrollment in the Barclay College SON. As such, the SON has established an Essential Functions Policy based on student rights, safety, clinical needs, and affiliating agency requirements.

To be accepted into the SON and enrolled in each nursing course, students must meet and maintain the following essential functions (adapted from Purdue University, 2017):

1. *Essential Physical/Neurological Functions:* Nursing students must be able to accurately observe close at hand and at a distance to learn skills and to gather data. Students must possess functional use of the senses that permit such observation.
2. *Essential Motor Skills:* Nursing students must display motor capacities and mobility to execute the various tasks and physical maneuvers required to fulfill the professional roles toward which each program educates.
3. *Essential Communication Skills:* Nursing students must be able to communicate effectively and efficiently. Students must be able to process and comprehend written and verbal material in English.
4. *Essential Judgment Skills:* Nursing students must exercise good judgment and promptly complete all responsibilities required of each program. They must develop mature, sensitive, and effective professional relationships with others. They must be able to tolerate taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility, and function in the face of uncertainties and ambiguities. Concern for others, interpersonal competence, and motivation are requisite.
5. *Essential Intellectual and Cognitive Skills:* Nursing students must be able to measure, calculate, reason, analyze, synthesize, integrate, remember, apply and evaluate information. Creative problem-solving and clinical reasoning require all of these intellectual abilities.
6. *Essential Emotional Coping Skills:* Nursing students must have the emotional health to fully use their intellectual ability, exercise good judgment, and complete all responsibilities requisite to the delivery of patient care. Students must be able to develop mature, sensitive, and effective relationships with patients and colleagues and be adaptable, flexible, and able to function in the face of uncertainty.

References:

American Association of Colleges of Nursing (2008). *The essentials of baccalaureate education for professional nursing practice*. Washington, DC.

Purdue University Northwest (2017). *Essential abilities standards policy*.
[s 4-essentialabilities,professionalism,disabilities.docx \(live.com\)](#)

Wendt, (2007). *Report of findings from the 2006 RN post entry-level practice analysis*. Chicago, IL: National Council of State Boards of Nursing, Inc.

Wendt, & Eich, M. (2007). *Report of findings from the 2006-2007 RN continuous practice analysis*. Chicago, IL: National Council of State Boards of Nursing, Inc.

Yocom, J. (1996). *Validation study: Functional abilities essential for nursing practice*. Chicago, IL: National Council of State Boards of Nursing, Inc.

General Policies

Representation on Faculty Governance

Two student representatives from each online cohort will be appointed to serve as a liaison to the Nursing Faculty Organization (NFO).

Student representative responsibilities:

- Communicate student suggestions and concerns during each NFO meeting, virtually or face-to-face.
- Communicate NFO feedback to cohort peers.

Evaluations

RN-BSN students will be required to complete the following evaluations throughout the program.

- Course evaluations will be given at the end of each course.
- End-of-program evaluations will be given at the end of the program.

Refund Policies (governing all fees and tuition paid by students)

The College maintains a refund and withdrawal policy in accordance with Department of Education guidelines as outlined below:

Students withdrawing from the College:

Other fees paid are not refundable on or after the first day of classes of a semester. Students withdrawing before the first day of classes of a semester will receive a 100 percent refund of fees paid with the exception of the application fee. For the purposes of determining when a Statutory

Pro-Rata Refund Calculation is required; the College defines a "first-time student" as one who is in their first semester of attendance at Barclay College.

Refunds on tuition, general fees, room rental, and board charges will be granted according to the following schedule.

	Refund to Student	Retained by College
Before the first day of semester.	100%	0%
Within the first 10 calendar days.	90%	10%
Within calendar days 11-25.	75%	25%
Within calendar days 26-50.	50%	50%
Between calendar days 51-75.	25%	75%
After the 75th day.	0%	100%

Note: Scholarships will be prorated as the above table.

A student has not withdrawn from college by simply failing to attend class. To be eligible for any refund, students must complete official withdrawal forms which are available in the Registrar's office. Refunds will be calculated based upon the last day of class attendance, last night in dormitories, and last meal eaten as long as completed withdrawal forms are received in the Registrar's office within two weeks of any of those dates. Students who fail to submit completed withdrawal forms within the two-week period will have any refund for which they are eligible calculated from the day the completed forms are received.

The total refunds for withdrawing students will never exceed the total amounts (e.g., tuition, fees, room and board, etc.) charged for the term. Any financial aid refund not due to the Title IV programs will be mailed to the student's home address. Credit balances resulting from anything except for withdrawal from the College will be retained on the account or refunded in accordance with the student's request.

In accordance with federal and state regulations, when Title IV funds are involved, refunds are first apportioned among the various types of aid (institutional, state and federal) and then to the student. Refunds to the federal aid programs are allocated in the following order: Federal SLS loan; Unsubsidized Federal Stafford Loan; Subsidized Federal Stafford Loan; Federal PLUS Loan; Federal Pell Grant; FSEOG; Other Title IV Aid programs; other state, private, or institutional aid; and finally, the student.

Students suspended or dismissed from the College for academic or disciplinary reasons will receive a refund (per above) and will not be charged an administrative charge.

No refunds are given for incomplete independent study courses.

Additional refund policies as noted below apply when a student stays enrolled in the College, but withdraws from certain classes during the course of a semester.

Tuition may be credited to the student's account if the withdrawal from class reduces the hours for the semester to or below the threshold level of full-time maximum (18 hours). The same adjustment may be made if a withdrawal should result in a student dropping below the full-time minimum of 12 hours.

Tuition may be credited according to the following schedule:

	Refunded to Student	Retained by College
Within week 3	100%	0%
Within week 4	90%	10%
Within week 5	25%	75%
After week 5	0%	100%

The usual drop/add fee is charged independently of these computations.

Ethical Practices

The SON follows Barclay College's Ethical Practices Policies as stated below:

Philosophy of Public Relations

Public relations programs at Barclay College are based on the Biblical truth and pattern that God proactively seeks to communicate His message to mankind as well as to listen actively to the needs of His followers. We recognize that our relationship to our constituents is not a one-way street and that we must listen carefully, as each constituent has something to teach us. We are called to give generously to them as well as to receive their support. To that end, we will actively endeavor to establish and maintain mutual understanding, trust, confidence, respect, and support through effective, reliable, accurate and creative communication with all constituents. All members of the Barclay community play a role in successful public relations and service.

Philosophy of Institutional Advancement

Development programs at Barclay College are based on the Biblical truth that God is the owner and Lord of all. We recognize that God provides for us abundantly and that we are His stewards managing God-given resources for His glory and the benefit of others. We will take our needs to the Lord and while trusting the Holy Spirit to prepare the hearts of our supporters we will make our needs known to God's people clearly and concisely; actively inviting donors to experience God's blessings through generous and cheerful giving.

Barclay College Standards

1. We will conduct all activities in accordance with accepted professional standards of accuracy, truth, integrity and good faith and always in attempting to glorify God. We will use only those methods of promotion and solicitation that demonstrate the highest ethical and moral standards.
2. Our strategy will be to develop potential donors through building friendships into lasting donor partnerships.
3. Fundraising personnel/consultants will be compensated by a salary, retainer or fee, not a commission of funds raised.
4. We will not hinder the Fundraising efforts of other Christian organizations and/or ministries.
5. We will not lend nor sell donor lists.
6. We will practice complete financial disclosure and stand accountable to the Lord, ourselves and our supporters in determining need and raising and spending the Lord's money.

7. Contributions will be used for the reasons they were given.
8. We will receipt all gifts promptly and always use funds as designated or return them if they cannot be used as designated.
9. We will meet professional accounting standards and maintain independent, professional evaluation of all fiscal practices.

Advertising (Marketing)

Approved Jan. 2022. Adapted from the American Marketing Association Statement of Ethics (Oct. 11, 2021)

Marketers recognize that we not only serve our organizations but also act as stewards of society in creating, facilitating and executing the transactions that are part of the greater economy. In this role, marketers are expected to embrace the highest professional ethical norms and the ethical values implied by our responsibility toward multiple stakeholders in the education community, including students and potential as our customers, Barclay College as an organization, our donors and alumni as stakeholders, and our partners in the media community, guided by the policies and standards established by the Barclay College Board of Trustees.

Ethical Norms

As Marketers, we must:

1. Do no harm. This means consciously avoiding harmful actions or omissions by embodying high ethical standards and adhering to all applicable laws and regulations in the choices we make.
2. Foster trust in the marketing system. This means striving for good faith and fair dealing so as to contribute toward the efficacy of the exchange process as well as avoiding deception in product design, pricing, communication, and delivery of distribution.
3. Embrace ethical values. This means building relationships and enhancing consumer confidence in the integrity of marketing by affirming these core values: honesty, responsibility, fairness, respect, transparency and citizenship.

Ethical Values

Honesty – to be forthright in dealings with customers and stakeholders. To this end, we will:

- Strive to be truthful in all situations and at all times.
- Offer products of value that do what we claim in our communications.
- Stand behind our products if they fail to deliver their claimed benefits.
- Honor our explicit and implicit commitments and promises.

Responsibility – to accept the consequences of our marketing decisions and strategies. To this end, we will:

- Strive to serve the needs of customers.
- Avoid using coercion with all stakeholders.
- Acknowledge the social obligations to stakeholders that come with increased marketing and

economic power.

- Recognize our special commitments to vulnerable market segments such as children, seniors, individuals with low socioeconomic status, individuals not familiar with marketing, and others who may be historically disadvantaged.
- Consider environmental stewardship in our decision-making.

Fairness – to balance justly the needs of the customer and stakeholders with the interests of the organization. To this end, we will:

- Represent products and services in a clear way in selling, advertising and other forms of communication; this includes the avoidance of false, misleading and deceptive promotion.
- Reject manipulations and sales tactics that harm customer trust.
- Refuse to engage in price-fixing, predatory pricing, price gouging or “bait-and-switch” tactics.
- Avoid knowing participation in conflicts of interest.
- Seek to protect the private information of customers, employees and partners.

Respect – to acknowledge the basic human dignity of all stakeholders. To this end, we will:

- Value individual differences and avoid stereotyping customers or depicting demographic groups (e.g., gender, race, sexual orientation in accordance with our tenets of faith, religious beliefs, etc.) in a negative or dehumanizing way.
- Listen to the needs of customers and make all reasonable efforts to monitor and improve their satisfaction on an ongoing basis.
- Make every effort to understand and respectfully treat buyers, suppliers, intermediaries and distributors from all cultures.
- Acknowledge the contributions of others, such as consultants, employees and coworkers, to marketing endeavors.
- Treat everyone, including our competitors, as we would wish to be treated.

Transparency – to create a spirit of openness in marketing operations. To this end, we will:

- Strive to communicate clearly with all constituencies.
- Accept constructive criticism from customers and other stakeholders.
- Explain and take appropriate action regarding significant product or service risks, component substitutions or other foreseeable eventualities that could affect customers or their perception of the purchase decision.
- Disclose list prices and terms of financing as well as available price deals and adjustments.

Citizenship – to fulfill the economic, legal, philanthropic and societal responsibilities that serve stakeholders. To this end, we will:

- Strive to protect the ecological environment and communicate sustainability efforts and aspirations honestly and transparently in the execution of marketing campaigns.
- Give back to the community through volunteerism and charitable donations.
- Contribute to the overall betterment of marketing and its reputation.

- Urge supply chain members to ensure that trade is fair for all participants, including producers and their families in developing countries.

Recruitment Policy

Barclay College recruiters are to abide by all Barclay College compliance, rules, and regulations outlined in the Barclay College Employee Handbook, Barclay College Admissions Code of Ethics, the Family Education Rights and Privacy Act (FERPA), as well as guidelines adopted by the Kansas Counseling Association (KCA), and the Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO).

*Please note that KCA and KACRAO do not differentiate between recruiters and admissions representatives/counselors, they are one in the same.