

# **Kent State University College of Nursing**

## **RN-to-BSN Student Handbook & Orientation Manual 2025-2026**



**Students are Subject to the Handbook in Effect at the time of their Admission to  
the College of Nursing**

**Students will sign to indicate that they have reviewed this document.**

## Undergraduate Student Handbook

This handbook is intended as a guide to the policies and procedures that pertain to RN-to-BSN students enrolled in College of Nursing at Kent State University. This handbook should act as a guide to success here at the College of Nursing along with the Undergraduate Catalog, American Nurses Association Code of Ethics, policies provided by the Ohio Board of Nursing, and *The Essentials of Baccalaureate Education for Professional Nursing Practice*.

### History

The College of Nursing programs were established in separate stages. Impetus to develop a baccalaureate degree program at Kent State University was first given by the Report to the Ohio Board of Regents on Projected Needs for Nursing Education in Ohio<sup>1</sup>, by the Ohio College Association, the Ohio Nurses' Association, and the Ohio League for Nursing. The Ohio Board of Regents granted Kent State University approval to establish a baccalaureate degree program in nursing in November of 1966. At their meeting November 15, 1967, the Ohio State Board of Nursing Education and Nurse Registration gave the University approval to conduct this program. The National League for Nursing accredited the program in May of 1971, just prior to the June graduation of the first class. The most recent accreditation was in 2018 by the Commission on Collegiate Nursing Education (CCNE).

The College of Nursing initiated the RN-to-BSN Completion Program in the mid-1990s. Further expansion of the undergraduate program took place with the addition of the Second-Degree, Accelerated BSN Program in 2003.

### Mission

The College of Nursing is dedicated to transforming lives by producing compassionate nurses who advance health locally, nationally, and globally.

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<sup>1</sup> Report to the Ohio Board of Regents. Projected Needs for Nursing Education in Ohio. Columbus, Ohio: Ohio State Nurses Association, 1964, pp. 357-36.

## **Values/Goals**

1. Graduates will become competent, compassionate nurses who care for patients, families and the community.
2. Our graduates will exhibit behaviors of lifelong motivated learners to address the complexity of health care.
3. Graduates will become competent, compassionate nurses who care for all patients, families and the community.
4. We exhibit innovative nursing education models that build on integrity and critical thinking.
5. We cultivate inquisitive minds that innovate and develop new nursing science.

## **BSN Learning Outcomes**

1. Meet educational eligibility requirements to take the registered nurse licensing examination (National Certification and Licensure Exam).
2. Acquire competencies based on professional standards to assume the role of professional nurse and for career advancement, including graduate studies.
3. Demonstrate evidence-based, culturally sensitive care to all populations.

## **RN-to-BSN Program Learning Outcomes**

1. Acquire competencies based on professional standards to assume the role of the professional nurse and for career advancement, including graduate studies.
2. Apply the nursing process in providing evidence-based, culturally sensitive care to promote health and adaptation of individuals, families, groups and communities.

## **Admission and Transfer Policies**

### **A. Admission to the RN-to-BSN Nursing Sequence**

Minimum requirements for acceptance into the RN-to-BSN program:

- (1.) Evidence of admission in good standing from a state-approved associate degree or diploma nursing program with a minimum 2.000 (on a 4.0 scale) overall GPA.
- (2.) Active, unrestricted registered nurse license in the state in which clinical coursework will be completed.

### **B. State Authorization**

\*If you plan to move out of the state in which you reside when applying to the program, it is your responsibility to contact your Nursing Advisor prior to any change in state residency as it may impact your eligibility for course registration and graduation.

## **Progression Standards**

### **A. Calculation of Averages for Progression**

- (1.) RN-to-BSN students must have a minimum cumulative GPA of 2.0 each semester to continue in the Nursing program, failure to achieve this GPA each semester will result in dismissal from the College.
- (2.) RN-to-BSN students must have a minimum grade of “C” (2.0) GPA in each science course required in the College of Nursing BSN curriculum. All required chemistry and biology courses must be successfully completed with a minimum grade of “C” (2.0) in order to graduate.

### **B. Dismissal Policy**

- (1.) Students who fail any two nursing courses or any single course twice will be dismissed from the College of Nursing. NURS 10060 NURS 20950, or approved NURS special topics/elective courses (NURS 31095, NURS 41095) are exempt from this rule.
- (2.) Students must have a minimum cumulative GPA of 2.0 each semester to continue in the nursing program. Failure to do so will result in dismissal from the College.
- (3.) The College of Nursing retains the right to dismiss from the program any student who is deemed to violate:
  - a. The policies and procedures of the College of Nursing;
  - b. The conduct standards put forth by the Ohio Board of Nursing;
  - c. The policies of affiliating facilities; or
  - d. Professional behavior and role development standards as outlined in College of Nursing, University, or affiliating agency policies.

### **C. Reinstatement in the College of Nursing Following Dismissal**

Appropriate forms to apply for reinstatement to the College of Nursing are available from your academic advisor. Students who have been reinstated will be dismissed if they earn a D or F in any Nursing course.

## **Academic Advising**

### **Advising expectations and student success**

The relationship between an academic advisor and student is one of shared responsibility. While the student is ultimately responsible for the choices they make in college, academic advisors can assist students making informed decisions

that will keep them on track towards graduation.

Academic advising is an important part of the college experience. Our academic advisors work with undergraduate students to help develop and pursue meaningful education plans and activities compatible with their values, abilities, career aspirations, and life goals. Advising supports the teaching and learning mission of the University by helping students understand the value of achieving their educational goals.

For more information about academic advising please visit the university website at <https://www.kent.edu/ksunavigate>.

## **Clinical Policies**

### **A. Background Checks**

Students are required to submit federal and state criminal background checks and incur the related costs. International students must meet [university policy for admission](#).

\* Students in the RN-BSN program will be required to obtain background checks on a site-specific request.

### **B. Immunization Requirements**

Evidence of the required immunizations/tests must be provided on the Immunization and Physical Compliance Form available from the Office of Student Services. The form must be completed, dated and signed by a licensed health care provider then uploaded to the third-party vendor's portal.

\*Some clinical sites may require specific immunizations. Students will be required to submit a completed immunization and physical form on a site-specific request.

### **C. Personal and Professional Liability Insurance**

Students must provide their own personal health insurance while a student at Kent State University College of Nursing. The university and/or clinical agencies do not cover student health related incidents.

### **D. Uniform Policy**

All students must follow the uniform policies of the agency in which clinical coursework is completed.

## **Student Conduct and Professionalism Policies**

### **A. Confidentiality and Privacy**

Every patient, client, family and/or resident encounter is to remain private and confidential. Following HIPAA policies for clinical facilities, and in conjunction with expectations of affiliating facilities, every student is expected to maintain patient confidentiality and privacy in all respects. There is to be no dissemination of information in any format whatsoever beyond the limits imposed by relevant policy or law. Similar consideration will be afforded peers and faculty.

### **B. University Student Conduct Policies**

Student conduct policies pertaining to students can be found at:

<http://www.kent.edu/policyreg>

College of Nursing Students are, in addition to Collegiate and OBN policies, held to these standards.

### **C. Weapons**

No student may carry a weapon of any type into University buildings, the College of Nursing, or into a clinical agency at which they are affiliating for course credit from the Kent State University College of Nursing. Students are subject to the policies of affiliating agencies.

### **D. Social Media**

Students who use social networking websites and applications should be aware of their roles as professionals. The posting of certain material/information may violate laws and result in various sanctions.

### **E. Student Accessibility**

Kent State University is committed to inclusive and accessible education experiences for all students. University Policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure equal access to course content. Students with disabilities are encouraged to connect with Student Accessibility Services as early as possible to establish accommodations. If you anticipate or experience academic barriers based on a disability (including mental health, chronic medical conditions, or injuries), please let me know

immediately.

Student Accessibility Services (SAS) Contact Information:

Location: University Library, Suite 100

Email: [sas@kent.edu](mailto:sas@kent.edu)

Phone: 330-672-3391

Web: [www.kent.edu/sas](http://www.kent.edu/sas)

## **F. Academic Integrity**

All narrative/written assignments will be uploaded to the current university-approved plagiarism software and any necessary revisions completed prior to the assignment due date. Faculty will be using the same software to verify that all submissions have been screened for plagiarism.

## **G. Artificial Intelligence**

Students must consult with and obtain approval from course faculty before using any AI tools for permissible uses and ensure the technology aligns with ethical principles. Generative AI can be useful; however, you should be aware of its limitations:

1. Errors: AI generators make mistakes. Assume the output is incorrect unless you check the claims with reliable sources.
2. Bias: Their output may reflect bias because the data they are trained on may reflect bias or may not include sufficient data from certain groups.
3. Citation: These tools use existing sources without citation. Therefore, using their outputs puts you at risk of plagiarism. Students must disclose and cite the use of generative AI tools when used for assignments as directed by faculty.

## **H. OBN Student Conduct Standards<sup>4</sup>**

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record, or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

(b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

- (a) Engage in sexual conduct with a patient;
- (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
- (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
- (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

- (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
- (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or

other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

<sup>4</sup> Per Ohio Board of Nursing, 2/2022

### **I. Clinical or Classroom Illness**

A nursing student who becomes ill or is injured during the clinical experience will report immediately to the faculty member and/or the charge nurse on the assigned unit. Students are required to go to the clinical agency's Employee Health or the Emergency Department depending on the severity of the injury and the policies of the agency. A College of Nursing incident report must be completed and submitted to the Dean's office by the student's faculty member. For classroom illness, contact the course instructor.

### **J. Student Notification of Curricular Change**

Students will be notified of planned curricular changes in the semester prior to the change by email, through the student listserv, and via the RN-to-BSN Canvas site. If students would benefit from a change of catalog year based off these changes, instructions for how to change their catalog year will also be included with the email.

## **Academic Policies of the University**

Policies for the University can be found in the Policy Register, located at <http://www.kent.edu/policyreg>. The University Policy Register is a compilation of the official university, administrative and operational policies of Kent State University. The purpose of this online register is to serve the university community as a source of reliable information and as a foundation on which decisions can be made.

## **Student Organizations**

### **A. Sigma Theta Tau**

The Delta Xi Chapter of the Honor Society of Nursing, Sigma Theta Tau International (STTI), has been recognizing excellence in academic achievement and supporting student success at Kent State University College of Nursing since 1980.

Reviewed: 4/12; 7/14; 3/16; 10/18; 6/19; 8/20; 8/21; 7/22; 5/23; 7/24; 8/25

STTI is dedicated to advancing world health and celebrating nursing excellence in scholarship, leadership, and service. Its members are nurses and nursing students committed to the pursuit of excellence in clinical practice, education, research, and leadership. Sigma Theta Tau is the second largest nursing organization in the United States and one of the five largest in the world.

Student membership is selective and by invitation only. Awarding membership recognizes, encourages, and actively supports nursing excellence and scholarship by advancing professional development, scholarly pursuit, leadership, creativity, and commitment to nursing. Members receive honor cords to be worn at commencement, are recognized in the commencement program as honor society members, and receive benefits of membership in the organization, including career counseling, networking opportunities, conferences, subscription to the organization's journal and other literature, chapter activities and service. Delta Xi also offers an academic year internship to work with the chapter, chapter leaders, and undertake a project consistent with the STTI mission.

### **Eligibility for Membership**

Students in all academic programs are reviewed for eligibility at least once yearly according to the following criteria:

Criteria	RN-to-BSN
Minimum number of <u>nursing</u> (NURS) hours completed	½ of program total
Minimum number of overall program hours completed	12 (NURS or non-NURS)
Minimum overall GPA	3.5

### **For More Information:**

Email: [deltaxistti@gmail.com](mailto:deltaxistti@gmail.com)

Websites:

Delta Xi: <https://deltaxi.sigmanursing.org/>

STTI: <https://www.sigmanursing.org/why-sigma/sigma-membership>

## **Graduation**

Nursing students must apply via Flashline for graduation by the university published deadlines. For specific concerns regarding commencement, please visit the website at: <http://www.kent.edu/commencement>. Students **must apply** for graduation no later than the date published for the semester they wish to graduate. Applications need to be submitted by the established

deadline. The deadline for applying for graduation can be found on the Registrar's Office website. Students who submit late or reapplication for graduation applications will incur a late fee.