

# COLUMBUS STATE

COMMUNITY COLLEGE

## Bachelor of Science in Nursing Student Handbook



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## **A Message from the Dean of Health & Human Services**

Health and Human Services Division  
550 East Spring Street, Columbus, Ohio 43215  
www.csc.edu | (614) 287-3446

Dear Students,

Welcome to the Health and Human Services Division at Columbus State Community College. As your Dean, I am honored to welcome you into one of the most diverse and impactful academic communities on our campus. Whether you are embarking on your first course or advancing your career, you have chosen a path that leads to meaningful service, lifelong learning, and real-world impact.

Our division offers a comprehensive and dynamic range of programs spanning the disciplines of healthcare, human services, science, and hospitality. Each program is meticulously designed to meet the contemporary workforce's requirements while equipping you with the knowledge, skills, and values essential for professional success and ethical leadership.

At Columbus State Community College, you will be guided by dedicated faculty and staff who possess extensive industry experience and a fervent commitment to teaching. Our objective is to assist you in your personal and professional growth, equipping you for a career that not only supports your future but also contributes to the well-being of others.

We kindly request that you review this handbook comprehensively. It serves as an invaluable resource for your academic journey, encompassing essential policies, expectations, and pertinent information.

We extend our sincere gratitude for your participation in the Health and Human Services Division. We eagerly anticipate collaborating with you on your journey toward excellence.

Warmest regards,

Tamara Montgomery, DNP, RN

Interim Dean, Health and Human Services Division

Columbus State Community College

## **RN to BSN Student Handbook Purpose**

This handbook has been designed for individuals who have been admitted to the RN to BSN completion program. Each section will provide policies and useful information related to progression and graduation. Students are responsible for being familiar with and abiding by the policies and information within. This Student Handbook provides information specific to students in the RN to BSN Completion Program. This handbook applies to all students in the Nursing Program who are pursuing the Nursing BSN. Each student must sign the Handbook Acknowledgement form. Be advised that even if a student fails to return a signed Handbook Acknowledgment Form, the student is still responsible for abiding by the content in this program specific student handbook, the Columbus State Policies and Procedures, course syllabi, the Columbus State Catalog, and the Columbus State Student Handbook.

Policies that appear in this handbook related to progression within the program and/or completion of the program will be in effect until the class of original admission graduates. If a student leaves the program for any reason, e.g. illness, personal reasons, course failure, or other reasons not named, and returns to the program in a different class, the policies that exist for the class to which they return will apply. Policies not related to progression or completion of the program may be changed with one year's notice.

Hereafter, the terms Bachelor of Science in Nursing (BSN), RN to BSN Completion Program, and the acronym BNUR will all be used interchangeably to describe the baccalaureate nursing degree at Columbus State Community College.

### **Columbus State Community College Vision, Mission, and Values**

<b>Our Vision</b>	Columbus State Community College is Central Ohio's front door to higher education and a leader in advancing our region's prosperity.
<b>Our Mission</b>	To educate and inspire, providing our students with the opportunity to achieve their goals.
<b>Our Values</b>	
<b>Student Success</b>	We welcome and engage all students in creating individualized, accessible and mutually accountable pathways that allow them to pursue their goals.
<b>Inclusion</b>	We reflect the demographics of Central Ohio, and we leverage the college's rich diversity for the benefit of our local and global communities.
<b>Quality</b>	We expect excellence and accountability in ourselves and our students.
<b>Innovation</b>	We embrace bold ideas and an entrepreneurial spirit, and we are responsive to the changing needs of students, employers, and other stakeholders.
<b>Learning</b>	We are a community of teachers and learners who believe that fulfilling lives are grounded in self-awareness and continuous learning.

<b>Partnership</b>	We recognize that more can be accomplished collaboratively than individually, and we seek like-minded partners to advance our shared goals.
<b>Stewardship</b>	We are careful and thoughtful stewards of the resources entrusted to us.
<b>Leadership</b>	We lead by action and example to help our community pursue opportunities and address the challenges of the 21st century.

## **Bachelor of Science in Nursing Program Overview**

### **Program Vision**

Columbus State Community College RN-BSN program focuses on developing tomorrow's diverse nursing leadership by promoting inclusive scholarship while providing a vibrant experience that fosters lifelong learning and promotes restoration of health for all.

### **Program Mission**

Our mission is to educate and inspire RN-BSN students by providing expert guidance for tomorrow's leaders, allowing them to reach their goals while focusing on the health of the culturally, racially, and ethnically diverse populations care for.

### **Nursing RN-BSN Program Values**

- Accountability
- Civility
- Collaboration
- Diversity & Inclusivity
- Engagement
- Integrity
- Professionalism
- Respect

### **Purpose Statement**

The RN to BSN completion program prepares the registered nurse to be equipped to effectively promote wellness, impact policy, and improve health outcomes across multiple settings with diverse individuals, groups, and communities. A focus on professionalism and the impact of evidence-based practice which is based on scientific principles.

### **Bachelor of Science in Nursing Philosophy**

Nursing encompasses the independent and collaborative care of individuals of all ages, with a family and community context. Using safe, evidence-based nursing practices, nursing promotes health and prevents illness in the provision of patient centered care. For professional nurses to provide safe and quality care for individuals, the core competencies are the basis of the nurse's ability to design, provide, manage, and coordinate caring practices. These core competencies are professionalism; patient centered care; evidence-based practice; quality improvement and safety; informatics and technology; and teamwork and collaboration. The teaching learning process is a collaborative relationship between the teacher and the student with active participation in mutual experiential learning. The student is a self-directed learner who is committed to life-long learning. Faculty views education as a process of continuous improvement enhanced by critical thinking and innovative techniques to support student development as a professional nurse.

The Baccalaureate Nurse provides a unique, comprehensive assessment of the health status of the patient, applying principles of ethics, patient safety, health promotion, and nursing judgment. The nurse then develops and implements an explicit plan of care. The nurse assists patients to promote health, cope with health problems, adapt to and recover from the effects of disease or injury, and support the right to a dignified death. Professional behaviors, within the scope of nursing practice for a registered nurse, are characterized by adherence to standards of care, accountability of one's own actions, and use of legal and ethical principles in nursing practice.

### **Accreditation**

Effective April 10<sup>th</sup>, 2025, the baccalaureate nursing program at Columbus State Community College located in Columbus, OH, is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on April 10<sup>th</sup>, 2027.

Accreditation Commission for Education in Nursing, Inc.  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326

### **Conceptual Framework**

The American Association of Colleges of Nursing (AACN) provides the framework for baccalaureate academic nursing institutions "to establish quality standards for nursing education in order to influence the nursing profession to improve health care" (AACN, 2021).

#### **Program Outcomes - With Core Competencies for Professional Nursing Education (AACN, 2021)**

1. Integrate evidence-based knowledge and best practice to plan, implement, and evaluate outcomes of person-centered care. I, IV, IX

2. Analyze trends in health policy, payment models, and regulatory systems and their influence on healthcare access, affordability, and equity across diverse populations. I, VII, X
3. Apply nursing and natural, physical, and social sciences theories to plan and deliver holistic, culturally responsive care across diverse populations and care settings. I, II, III
4. Critically evaluate leadership styles through the scholarly appraisal of current research and evidence-based interventions within interprofessional healthcare teams. II, IV, V, X
5. Demonstrate organizational and systems leadership skills to promote a culture of safety and continuous quality improvement in diverse healthcare settings. V
6. Collaborate effectively within interpersonal and interprofessional teams using communication strategies to improve health outcomes and ensure safe, equitable care. VI
7. Apply information and communication technologies and informatics processes to support decision-making, enhance care delivery, and improve health outcomes. VIII
8. Demonstrate professionalism and the principles of ethical behaviors and actions, while reflecting on autonomy, accountability, advocacy, and social justice. IX

### Curriculum

The RN to BSN curriculum will consist of 120 total credit hours. The technical nursing credits will equal 26 credit hours. In addition to the technical hours, students will be required to complete 42 credits of general education courses. Students will receive up to 34 credit hours from an accredited associate degree nursing program. The individual nursing courses of a student's associate degree or diploma program will not be evaluated separately to fulfill nursing courses requirements of the RN to BSN program's curriculum. Rather, the nursing coursework will be accepted as a block of credit toward bachelor's degree completion. Depending on the number of credits transferred, students may need to take additional credits to meet the 120-credit hour requirement.

General Education Courses	Credits
COLS 1100 – Frist Year Experience Seminar <i>(Waived requirement for RN to BSN degree completion)</i>	1
NURC 1104 – Basic Care Skills <i>(Waived requirement for RN to BSN degree completion)</i>	2
BIO 2300 – Human Anatomy	4
BIO 2301 – Human Physiology	4
BIO 2215 – Introduction to Microbiology	4

ENGL 1100 – Comp I	3
PSY 1100 – Introduction to Psychology	3
PSY 2340 – Human Growth and Development/ Life Span	3
STAT 1350 – Elementary Statistics	3
Basic and Related Elective	3
3 semester hours of Intermediate Composition course.  (Recommended: ENGL 2767 – Comp II: Writing about Science/Technology)	3
3 semester hours of Mathematics and Logical Analysis  (Recommended: MATH 1123 – Quantitative Reasoning)	3
6 semester hours of Arts and Humanities  (Recommended: HIST 2716 – History of Western Medicine, Disease and Public Health II since 1700 and PHIL 1130 – Ethics)	6
To graduate with a bachelor's degree, a student must complete a minimum of 30 credit hours of coursework at CSCC.	
Students must complete a total of 120 credit hours of coursework, either transferred into or taken at CSCC. If a student transfers less than 90 credit hours overall to CSCC, they would then need to complete additional courses to make up the difference. This could include any college level general education course.	

At the completion of the BSN students will have a total number of 120 credit hours. The tables below outline the credit requirements that a student will earn to complete the BSN program. Please note **\*ALL program requirements (including all general education and prerequisite baccalaureate coursework) must be completed prior to taking the Capstone course, BNUR4110.**

CSCC ADN Graduates	
Course	Credits
<b>Core RN to BSN Courses</b>	26
<b>Technical credit hours from an accredited associate degree nursing program</b>	34
<b>General Education</b>	

	GE's satisfied in ADN Program 30
<b>Additional GE's</b>	12 (per table below)
<b>Additional Coursework to reach a minimum of 120 total credits</b>	18
<b>Total</b>	120

<b>Students Graduating from an Accredited ADN Program (other than CSCC)</b>		
<b>Course</b>	<b>Credits</b>	<b>Description</b>
<b>Core RN to BSN Courses</b>	26	
<b>Technical credit hours from an accredited associate degree nursing program</b>	Varies – up to 34	The individual nursing courses of a student's associate degree or diploma program will not be evaluated separately to fulfill nursing courses requirements of the RN to BSN program's curriculum. Rather, the nursing coursework will be accepted as a block of credit toward bachelor's degree completion.
<b>General Education</b>	42	See required general education courses above
<b>Additional Coursework to reach a minimum of 120 total credits</b>	Varies	
	120	

<b>CSCC ADN Program</b>	<b>Credits</b>	<b>RN to BSN</b>	<b>Credits</b>
<i>COLS 1100 – First Year Experience Seminar (waived requirement for RN to BSN degree completion)</i>	1	3 semester hours of Intermediate Composition course.  (recommended: ENGL 2767 – Comp II: Writing about Science/Technology)	3
<i>NURC 1104 – Basic Care Skills (waived requirement for RN to BSN degree completion)</i>	2	3 semester hours of Mathematics and Logical Analysis  (recommended: BTN 1101)	3

BIO 2300 – Human Anatomy	4	6 semester hours of Arts and Humanities  (recommended: HIST 2716 – History of Western Medicine, Disease and Public Health II since 1700 and PHIL 1130 – Ethics)	6
BIO 2301 – Human Physiology	4		
ENGL 1100 – Comp I	3		
PSY 1100 – Introduction to Psychology	3		
Basic and Related Elective	3		
PSY 2340 – Human Growth and Development/ Life Span	3		
STAT 1350 – Elementary Statistics	3		
BIO 2215 – Introduction to Microbiology	4		
To graduate with a bachelor's degree, a student must complete a minimum of 30 credit hours of coursework at CSCC.			
Students must complete a total of 120 credit hours of coursework, either transferred into or taken at CSCC. If a student transfers less than 90 credit hours overall to CSCC, they would then need to complete additional courses to make up the difference. This could include any college level general education course. Please note <b>*ALL program requirements (including all general education and prerequisite baccalaureate coursework) must be completed prior to taking the Capstone course, BNUR4110.</b>			

### Course Descriptions & Sequence

Sequence	Course # and Name	Description
Must be first (1)	NURS 3100 – Professionalism in Nursing	Transition course bridging technical education and experience to professional foundations; includes scope of practice, theoretical foundations, interprofessional communication and collaborative care to improve health outcomes

Recommend (2)	NURS 3140 – Evidence Based Nursing	Concepts of quantitative and qualitative research; using the evidence to impact and improve patient care; quality improvements
Recommend (3)	NURS 3110 – Health Assessment	Review and expansion of skills using determinant inferences to evaluate diverse patient populations
Recommend (4)	NURS 3130 – Population Health Nursing	Importance of health promotion, prevention, and care of diverse patient populations; focus on chronic illness and treatment plans, as well as supportive maintenance techniques
Recommend (5)	NURS 3120 – Cultural Competence in Nursing	Using a diverse worldview to enhance nursing practice; strategies to improve cultural competence and inclusive nursing care
Recommend (6) or (7) *based on enrollment status	NURS 3150 – Emerging Trends in Nursing and Healthcare	Strategies to promote equity in healthcare to reduce disparities; nursing shortages; informatics concepts; specialized care plan implementation
Recommend (6) or (7) *based on enrollment status	NURS 4100 - Leadership	Development of leadership and nursing leadership; Concepts of chaos, change, quality and quality indicators, profession development, finance, technology, academia and healthcare, political, human resources, theories
Must be last (8)	NURS 4110 – Excellence in Nursing (Capstone)	Healthcare policy, legal and ethical considerations, roles and responsibilities of regulatory agencies; issues concerning healthcare delivery and patient advocacy

### Sample Plans of Study

- **Full Time Enrollment Status**  
\*see below; please discuss personalized plan of study with faculty or program advisor
- **Part Time Enrollment Status**  
\*see below; please discuss personalized plan of study with faculty or program advisor

## Autumn Start Plan of Study

<b>SEMESTER 1 (AUTUMN)</b>	<b>CR</b>
BNUR 3100 (TERM 1)	3
BNUR 3140 (TERM 1)	4
BNUR 3110 (TERM 2)	3
GEN ED REQUIREMENT*	3
BTN 1101*	3
TOTAL	16
<b>SEMESTER 2 (SPRING)</b>	<b>CR</b>
<b>BNUR 3130</b> (TERM 1)	3
BNUR 3120 (TERM 1)	3
BNUR 3150 (TERM 2)	3
GEN ED REQUIREMENT*	3
PHIL 1130*	3
TOTAL	15
<b>SEMESTER 3 (SUMMER)</b>	<b>CR</b>
<b>BNUR 4100</b>	3
ENGL 2767*	3
GEN ED REQUIREMENT*	3
GEN ED REQUIREMENT*	3
TOTAL	12
<b>SEMESTER 4 (AUTUMN)</b>	<b>CR</b>
<b>BNUR 4110</b> (TERM 1)	4
SOC 1101*	3
HIST 2716*	3
GEN ED REQUIREMENT*	3
TOTAL	13

## Spring Start Plan of Study

<b>SEMESTER 1 (SPRING)</b>	<b>CR</b>
BNUR 3100 (TERM 1)	3
BNUR 3140 (TERM 1)	4
BNUR 3110 (TERM 2)	3
GEN ED REQUIREMENT*	3
BTN 1101*	3
TOTAL	16
<b>SEMESTER 2 (SUMMER)</b>	<b>CR</b>
<b>BNUR 3130</b>	3
BNUR 3120	3
GEN ED REQUIREMENT*	3
GEN ED REQUIREMENT*	3
PHIL 1130*	3
TOTAL	15
<b>SEMESTER 3 (AUTUMN)</b>	<b>CR</b>
BNUR 3150 (TERM 1)	3
<b>BNUR 4100</b> (TERM 2)	3
ENGL 2767*	3
GEN ED REQUIREMENT*	3
TOTAL	14
<b>SEMESTER 4 (SPRING)</b>	<b>CR</b>
<b>BNUR 4110</b> (TERM 1)	4
SOC 1101*	3
HIST 2716*	3
GEN ED REQUIREMENT*	3
TOTAL	13

**GEN ED REQUIREMENTS**

English: 6-9 hours
Mathematics/Logic: 3-10 hours
Historical Study: 3 hours
Social & Behavioral Sciences: 6 hours
Lit/Culture/Visual & Performing Arts: 3 hours
Natural Sciences: 7-10 hours
Elective courses to meet 60 total hours required

\*Recommended General Education Electives will depend on Degree Audit Report (DAR) and credits needed

**Highlighted** courses indicate courses with clinical components

## Autumn Start Plan of Study

<b>SEMESTER 1 (AUTUMN)</b>	<b>CR</b>
NUR 3100 (TERM 1)	3
FN 1101	3
TOTAL	6
<b>SEMESTER 2 (SPRING)</b>	<b>CR</b>
NUR 3140 (TERM 1)	4
GEN ED REQUIREMENT*	3
TOTAL	7
<b>SEMESTER 3 (SUMMER)</b>	<b>CR</b>
NUR 3110	3
PHIL 1130*	3
ENGL 2767*	3
TOTAL	9
<b>SEMESTER 4 (AUTUMN)</b>	<b>CR</b>
NUR 3130 (TERM 1)	3
HIST 2716*	3
TOTAL	6
<b>SEMESTER 5 (SPRING)</b>	<b>CR</b>
NUR 3120 (TERM 1)	3
DC 1101*	3
TOTAL	6
<b>SEMESTER 6 (SUMMER)</b>	<b>CR</b>
NUR 3150	3
GEN ED REQUIREMENT*	3
GEN ED REQUIREMENT*	3
TOTAL	9
<b>SEMESTER 7 (AUTUMN)</b>	<b>CR</b>
NUR 4100 (TERM 1)	3
GEN ED REQUIREMENT*	3
TOTAL	6
<b>SEMESTER 8 (SPRING)</b>	<b>CR</b>
NUR 4110 (TERM 1)	4
GEN ED REQUIREMENT*	3
TOTAL	7

## Spring Start Plan of Study

<b>SEMESTER 1 (SPRING)</b>	<b>CR</b>
BNUR 3100 (TERM 1)	3
GEN ED REQUIREMENT*	3
TOTAL	6
<b>SEMESTER 2 (SUMMER)</b>	<b>CR</b>
BNUR 3140	4
PHIL 1130*	3
TOTAL	7
<b>SEMESTER 3 (AUTUMN)</b>	<b>CR</b>
BNUR 3110 (TERM 1)	3
ENGL 2767*	3
TOTAL	6
<b>SEMESTER 4 (SPRING)</b>	<b>CR</b>
BNUR 3130 (TERM 1)	3
GEN ED REQUIREMENT*	3
TOTAL	6
<b>SEMESTER 5 (SUMMER)</b>	<b>CR</b>
BNUR 3120	3
SOC 1101*	3
GEN ED REQUIREMENT*	3
TOTAL	9
<b>SEMESTER 6 (AUTUMN)</b>	<b>CR</b>
BNUR 3150	3
GEN ED REQUIREMENT*	3
BTN 1101*	3
TOTAL	9
<b>SEMESTER 7 (SPRING)</b>	<b>CR</b>
BNUR 4100	3
GEN ED REQUIREMENT*	3
TOTAL	6
<b>SEMESTER 8 (SUMMER)</b>	<b>CR</b>
BNUR 4110	4
HIST 2716*	3
TOTAL	7

\*Please note: The above plans do not include any additional associate's level nursing technical credit, general education course work, or additional elective course work that may be required for the student to meet requirements for the bachelor's degree. You should consult with your faculty and academic advisors to include these courses on your individual plan of study that reflects your desired completion rate and date.

### **Clinical Requirements**

Students will be informed of all clinical requirements as specified by the affiliated partner, based on location selection. These may include, but are not limited to, submission of background check documentation, verification of required health records and immunizations, completion of mandatory training, and adherence to any additional site-specific policies or procedures.

**\*PLEASE NOTE THAT THE FOLLOWING CLINICAL PLAN SERVES TO INFORM THE STUDENT ABOUT CHANGES THAT WILL OCCUR DURING POTENTIAL TIME OF ENROLLMENT IN THE RN TO BSN PROGRAM. SPECIFIC COURSE RELATED CLINICAL CONTENT IS SUBJECT TO CHANGE\***Requirements will be communicated through the Blackboard Organization and through direct student communication via student email

The following courses include both **Direct** and **Indirect Clinical** learning activities:  
**BNUR 3130, BNUR 4100, and BNUR 4110**

#### **Clinical credit (contact) hours breakdown**

	<b>Direct</b>	<b>Indirect</b>	<b>Total</b>
3100	0	0	0
3110	0	0	
3120	0	0	0
3130	0.375 (12 hours)	0.625 (20 hours)	1 (32 hours)
3140	0	0	0
3150	0	0	
4100	0.375 (12 hours)	0.625 (20 hours)	1 (32 hours)
4110	0.5 (16 hours)	0.5 (16 hours)	1 (32 hours)
<b>Total</b>	<b>1.25 (40 hours)</b>	<b>1.75 (56 hours)</b>	<b>3 (96 hours)</b>

#### **Course Points (specific weeks subject to change based on academic calendar)**

	<b>Non-Clinical Course</b>	<b>Clinical Course (Option 2)</b>
<b>Discussion Boards</b>	50x8= 400 Weeks: 1-8	50 x 5 = 250 Weeks 1, 2, 4, 5, 8
<b>Clinical Reflections</b>	-	50 x 2 = 100 Weeks: 3 & 6
<b>Clinical Eval Tool</b>	-	50 x 1 = 50

		Weeks: 8
<b>Assignment #1</b>	150x1= 150	150x1= 150
<b>Assignment #2</b>	150x1= 150	150x1= 150
<b>Assignment #3</b>	300x1= 300	300x1= 300
<b>Total</b>	<b>1,000</b>	<b>1,000</b>

Clinical (practice) experiences\* include experiential learning activities that involve the influence, delivery, promotion and/or integration of health initiatives surrounding the nursing profession.

- Direct hours are completed through guided practice activities and projects completed with the student's assigned preceptor.
- Indirect hours are earned by completing designated course assignments that contribute to practice learning outcomes. Some projects may include both direct and indirect components.

To successfully complete the clinical component of the course:

- All indirect-hour assignments must be completed with a minimum score of 76% and rubric criteria marked with an asterisk (\*) within these assignments must be completed at a proficient level.
  - Students may receive an additional opportunity to resubmit an indirect-hour assignment that does not meet minimum requirements.
- Overall clinical performance (direct and indirect) will be evaluated using the Clinical Evaluation Tool (CET), and all expectations must be met by the final evaluation period.
- Students not meeting clinical expectations may be placed on an action plan and must complete all required steps to remain in the course.
- Students are expected to arrive prepared for direct clinical activities, maintain professionalism, and follow all policies required by the clinical site and the CSCC Nursing Program, including dress code and identification requirements. Unsafe or unprofessional behavior during clinical activities may result in removal from the experience and failure of the course.
- Students are responsible for scheduling their direct clinical hours with their assigned preceptor and completing all required direct and indirect activities by the established course deadlines. Professional communication with both the preceptor and course instructor is expected if any issues arise that may affect progress.

\*American Association of Colleges of Nursing (2024). <https://www.aacnursing.org/news-data/all-news/new-aacn-white-paper-released-practice-experiences-in-entry-level-post-licensure-nursing-programs>

## **Admission Process**

### **Application Procedures**

There are two distinct procedures for request to enter the BSN:

- Letter of intent (“recent” CSCC graduates from ADN program)

The letter of intent shall be used by any student that has recently graduated from the CSCC ADN program. “Recent” is defined as equal to or less than three years from the current accepting semester. Student signature is required on the letter of intent, which infers that the student would like to be accepted into and enter the program. Program representatives will use the letter of intent to contact the student to confirm desire to be registered for a specific semester/term via email correspondence. Once the student has confirmed intention to enroll and register for courses, the specified course(s) will be added and the student will be added to the program/course roster. The student may wish to delay entry into program, which requires clarifying communication on the part of the student.

Example: SP26 entry > AU24 graduate or more recent

- Application (external candidates and all CSCC graduates > two years)

The application will be utilized for students that are external candidates (“external candidate” is defined as a student that did not graduate from the CSCC ADN program) OR did graduate from the CSCC ADN program three or more years greater than the requesting admitting semester/term. Program representatives will use the application to contact the student via email correspondence to confirm desire to be registered for a specific semester/term. Once the student has confirmed intention to enroll and register for courses, the specified course(s) will be added and the student will be added to the program/course roster. The student may wish to delay entry into program, which requires clarifying communication on the part of the student.

Example: SP26 entry > all external candidates OR SP24 graduate or any years previous

### **Admission Requirements**

- Nursing education that you are eligible to sit for the NCLEX exam (Associates Degree in Nursing/ADN)
- Minimum GPA of 2.0
  1. CSCC GPA
  2. College GPA from another institution (Transcript must be on file with CSCC)

\*Completion of a live online or “on-demand” Information Session is recommended for student success

### **Program Policies**

- BNUR courses are the required nursing courses in the RN to BSN completion program. Courses are offered during the first and second 8-week terms in the semester. See the course schedules for more information on specific course offerings.
- Students must take BNUR 3100 first and BNUR 4110 last. All other BNUR course options may be taken in any order; however, a recommended plan of study for each enrollment type has been provided based on clinical requirements. Additionally, the

course must be actively being offered/listed in catalog. To promote student success, you should not take more than 2 BNUR courses per 8-week term (or 4 per semester).

- All program requirements (including all general education and prerequisite baccalaureate coursework) must be completed prior to taking the Capstone course, BNUR4110. All clinical requirements must be completed with a minimum of proficient (76%) per the clinical evaluation tool. Required courses may be taken concurrently with the final Capstone course; however, the student will not be enrolled/registered without verification that all program requirements are completed.
- Students have five years to complete the program/receive the degree. The first BNUR course begins the five-year timeline.
- Program progression will occur with each satisfactory completion of a course; satisfactory completion of a course requires a minimum of 76% standard achievement (760 points)
- Students must satisfactorily complete ALL required clinical/practice experiences to be deemed successful in the course. The clinical assignment/practice experience requirement must receive a standard achievement of 76% or higher to be considered satisfactory.
- Should a student make the decision to place a pause on program progression, the student should notify the BNUR Program Coordinator. A “pause” is defined as two or more semesters. This intention of pause should be communicated through email correspondence only (please see above for specific completion timeline requirements).
- Should a student make the decision to withdraw from the program, the student should provide notification through way of a letter of withdrawal; this letter should be provided to the BNUR Program Coordinator through email correspondence only.
- If for any reason a student withdraws from the program and wishes to be readmitted to the program, a letter of request must be submitted in writing through email correspondence to the Chairperson of the BSN program. A decision will be returned to the student upon consideration of all factors surrounding the student’s exit from the program.
- Technical transfer credit for BNUR coursework will NOT be accepted (e.g., external college/university RN to BSN specific courses)

Policies that appear in this handbook related to progression within the program and/or completion of the program will be in effect until the class of original admission graduates. If a student leaves the program for any reason, e.g. illness, personal reasons, course failure, or other reasons not named, and returns to the program in a different class, the policies that exist for the

class to which they return will apply. Policies not related to progression or completion of the program may be changed with one year's notice.

### **Course Transfer Policy**

Nursing coursework from an external baccalaureate program will not be accepted. If the student has received an associate degree in nursing prior to entering an external completion program, and then requests to transfer, ONLY the associate in nursing (ADN) credits/degree will be accepted. Credits/courses will NOT be substituted for any BNUR coursework.

\*note – this policy does not apply to general education coursework

### **Academic Integrity (AI Policies)**

The RN to BSN completion program (BNUR) at Columbus State Community College recognizes the rapid advancements and increasing availability of Artificial Intelligence (AI) tools. While AI can be a valuable resource for learning and research, it is imperative that students use these tools responsibly, ethically, and in a manner that supports their educational development.

Columbus State faculty aim to develop critical thinking, improve writing, and inspire the formulation of creative visual content. Generative AI and LLMs have been developed that can assist students in the development of these skills, but they can also interfere with students' ability to achieve these institutional learning outcomes when used inappropriately.

**To reduce the chance of violations of academic integrity, we aim to explicitly communicate the generative AI policy of all BNUR courses.**

#### Expectations for AI Use in Coursework and Communications:

Authorized Use: During some course exercises, we may leverage generative AI tools for the purpose of enhancing the student learning experience, including:

- Researching topics
- Brainstorming ideas for discussion
- Understanding complex concepts

Direct submission of AI-generated content as one's own work without proper citation or acknowledgement is strictly prohibited. The primary goal of coursework is to foster deep understanding and mastery of the subject matter. Overreliance on AI for completing assignments undermines this objective and can impede personal and academic growth.

Academic Integrity and Communication: All work submitted or presented (assignments, projects, presentations, etc.) must be the student's original work. Students must cite AI tools if used for research or preparation, following the CSCC's academic integrity policy.

Faculty Discretion: Instructors may specify additional guidelines or restrictions regarding the use of AI tools in their courses. It is the responsibility of students to adhere to these instructions and seek clarification when needed.

Consequences of Misuse: The misuse of AI tools in violation of these guidelines will be addressed under the college's academic integrity policy, which may result in disciplinary action,

including but not limited to a reduction in grade, assignment failure, course failure, or more serious academic sanctions.

Please view the CSCC Code of Conduct for more information.

<https://www.csc.edu/about/policies-procedures/7-10G.pdf>

Should you have questions about the appropriate use of AI in your coursework, please consult your section lead or department chairperson.

**By enrolling in courses within the RN to BSN program (BNUR), students agree to adhere to these guidelines, thereby ensuring that their academic journey is both enriching and ethically grounded.**

### **Academic Misconduct**

Students should be aware of the imperative to conduct themselves in an ethical manner that is aligned with the policies involving Academic Misconduct as provided in the [Student Code of Conduct](#). When actions are taken that are counter to those expectations, the Office of Student Conduct will work with both instructors and students to address those behaviors in a concerted effort to prepare students for success while at Columbus State and beyond, while also holding students accountable for their actions. If a student is found to be in violation of Academic Misconduct policies, sanctions implemented to address the conduct can range from a formal warning to disciplinary probation to suspension from the College, depending on the severity of the situation.

### **Communication and Interaction Requirements**

All discussion board interactions and assignments **MUST** be submitted through the Blackboard learning management system to be considered for grading. Submissions of work will **NOT** be accepted via email or in any manner outside of Blackboard. Please see syllabi for additional clarification.

It is recommended that you check your Columbus State student email **AT LEAST THREE (3) TIMES PER WEEK** to ensure adequate communication with lead instructors or program coordinators related to practice experiences, assignments, registration issues, etc. Failure to maintain consistent communication practices may result in the student inability to meet assigned deadlines related to instructor requests.

Course information and grades are posted on Blackboard. Students should check announcements on Blackboard frequently.

Students must use the CSCC email as their email address. Faculty use the CSCC Outlook and CSCC Blackboard systems for official course communication.

### **Attendance/Active Participation Policy**

Active participation in the course is required. Actively participating is defined as student has established a regular, consistent pattern of course participation (as demonstrated by completed

course assignments, participation in classroom/practicum activities or participation in online discussion boards - which are all indicators of active engagement).

**Absence for Military Duty:** Students needing to be absent for required military duty must present official military documentation to the Nursing Program Specialist. Every effort is made to accommodate required armed services activities. Please see your Nursing Program Faculty Advisor for guidance on program progression.

## **Grading**

Columbus State's Grading and Academic Requirements Policy is found in Policy and Procedure 5-09 and can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>. Additionally, the RN to BSN program requires the following grading standards beyond what the College requires:

1) Minimum standards for a passing grade in a BNUR course are:

a) Achievement of 76% (minimum "C" grade)

Grading Scale: 92 - 100% = A 84 - 91% = B 76 - 83% = C 68 - 75% = D Below 68% = E

b) Achievement of a Satisfactory in engaged attendance

c) Satisfactory completion of all required papers/projects.

2) Students are informed of their scores on all discussion boards and assignments during the semester via Blackboard.

3) Final course grades are determined by faculty members within each course and are posted on CougarWeb.

Students should also refer to the course syllabus for course specific grading requirements and grade evaluations.

## **Letter of Recommendation/Verbal Reference**

Students who seek a letter of recommendation and/or a verbal reference from a Columbus State faculty/instructor should speak directly with that faculty/instructor. Once the faculty/instructor has agreed to write a letter of recommendation and/or provide a verbal reference for the student, the student should then fill-out the "Letter of Recommendation/Verbal Reference and FERPA Release" form, found in Appendix A, and then return it to the faculty/instructor. This "Letter of Recommendation/Verbal Reference and FERPA Release" form will allow the student: (1) to designate whether the faculty/instructor is to provide a letter of recommendation and/or a verbal reference; (2) to provide information about the recipient(s); (3) the opportunity to authorize the faculty/instructor to use information obtained from the student's education records (such as course grades, GPA, documented attendance, or examination results) in the letter of recommendation and/or verbal reference; and (4) if it is a letter of recommendation the form gives the student the opportunity to waive or not waive the right to read the letter of recommendation. Pursuant to FERPA, students are not required to authorize the release of their education records in a letter of recommendation and/or a verbal reference. If the student does not authorize the faculty/instructor to use their education records in

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the letter of recommendation and/or verbal reference, then the faculty/instructor may only share directory information (unless the student has requested the College to withhold their directory information) and/or the faculty/instructor's personal observations and knowledge about the student (i.e. remarks about the student's work ethic, dependability, and creativity). Further, pursuant to FERPA a student has the right to read a letter of recommendation, unless that right has been waived by the student. Students are not required to waive this right to review a letter of recommendation.

## **Technology**

Students are required to own/have reliable access to a computer and internet service to ensure success in the RN to BSN program.

Students use word processing programs in all courses and need a program installed that is compatible with Microsoft Word. Some courses use Microsoft PowerPoint for presentations, so this software may also be required. The course syllabi will also list course specific computer requirements. Students also have access to CSCC student email and should check their email frequently. The course management system is Blackboard and instructors use this in many ways to communicate and deliver information. Blackboard orientation is highly recommended for those with limited exposure. For technical requirements and Blackboard orientation, go to the following website: <http://global.cscce.edu/index.asp>.

For technical assistance, go into Blackboard and click on Global Campus. There are links to technical assistance, the Teaching Learning Resource Center and getting started tips. The Help Desk can also be accessed by calling 614-287-5050

## **Tuition and Fees**

SP26 = Cost per credit hour for Ohio residents is \$192.93.

## **Library**

Columbus State Community College offers Library services. Current resources can be found at [Library - Welcome to the Library - Library at Columbus State Community College \(cscce.edu\)](http://www.cscce.edu/library).

### **Reference Desk**

Email: [refdesk@cscce.edu](mailto:refdesk@cscce.edu)

Phone: 614-287-2460

[Book a Librarian](#)

- If you need help with Research

**Circulation Desk**Email: [librarycircstaff@csc.edu](mailto:librarycircstaff@csc.edu)

Phone: 614-287-2464

- If you need help with general library questions

**Multimedia Support**Email: [msc@csc.edu](mailto:msc@csc.edu)

- If you need help with multimedia questions

To make an in-person tutoring appointment at one of our locations:

1. Log in to Blackboard using your Columbus State credentials
2. Click on “Tools” in the navigation menu on the left
3. Click on the “Starfish” box
4. Click on the three parallel white lines in the upper left corner next to Starfish (≡)
5. Click on “My Success Network”
6. Scroll down to find the box for the kind of tutoring you are looking for (Writing) and the location you would like to visit (Columbus, Delaware, Dublin, or Westerville)
7. Click on the box and then click on “Schedule” to select the date and time for your tutoring session
8. If done correctly, you will receive an email confirmation

**NetTutor Online Tutoring**

If the Columbus State Writing Centers are closed or a Columbus State tutor is not available, NetTutor tutors are available online 24 hours a day, 7 days a week. You may choose to chat with a NetTutor tutor, to drop off a quick question, or to submit a paper for comments emailed within 48 hours. To access NetTutor:

1. Log in to Blackboard using your Columbus State credentials
2. Select any of your Blackboard course shells
3. Click on “Tools” in the navigation menu on the left
4. Click on the “Tutoring: Virtual (NetTutor)” box
5. Select “NetTutor Writing Center”
6. Pick the appropriate box for how interaction with the tutor should take place

A record of all tutoring sessions is saved in the "Writing and Paper Center" Locker.

**Writing Center Services for Students, Faculty, Staff, and the Columbus Community**

Our tutors, all experienced writers and professional writing tutors, can work with students, faculty, staff, and members of the Columbus community on a variety of projects for college-level courses and personal purposes, including:

- Writing Assignments
- Business Letters
- Research Projects
- Lab Reports
- Personal Correspondence
- Scholarship Applications/Essays

Tutors can help with any stage of the writing process, from generating ideas to revising and polishing. Our tutors do not, however, write papers, serve as proofreaders, or discuss grades, but they do help writers improve organization, development, grammar, and other skills related to writing.

### Editing

Please note that the Writing Centers are not a proofreading service. We do not simply edit or correct writing projects, and we cannot be responsible for a student's final grade. However, we can help improve grammar, punctuation, and so on, by working with writers on how to proofread and improve their own writing processes.

### Contact Information

Rachel Brooks-Pannell, Writing Center Coordinator  
writingcenter@csc.edu  
(614) 287-5717 or (614) 287-2328

## **Graduation Requirements**

Graduation requirements will be complete after successful completion of all described course work and a review of satisfactory academic progress by the Columbus State Community College Nursing Department had been completed.

## **College Policies**

Students in the RN to BSN Program are required to adhere to the following:

### **Professional Conduct Standards**

Professional conduct is required of students in the BSN. Students are responsible for conducting themselves in accordance with the professional standards set forth by their profession and the standards established by academic program faculty and staff. Professional conduct standards supplement the behavioral expectations for all students. Violating these professional conduct standards may result in discipline up to and including dismissal. The following professional conduct standards to which students are expected to adhere to are based on Administrative Code 4723-5-12 and the standards established by academic program faculty and staff.

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- Students are required to adhere to course syllabi; CSCC RN to BSN Nursing Program Student Handbook; CSCC Code of Conduct; and CSCC policies, procedures, and requirements in the CSCC Catalog.
- All forms of communication with others are to be well-mannered, respectful, professional, truthful, ethical, and in accordance with being a professional nurse. Forms of communication include, but are not limited to: social media, internet, discussion boards, course activities, email, telephone, and written notes.
- Students are responsible for practicing professional and ethical behavior according to the college, program, and applicable governing bodies.

Students are to be professional during all activities, including social media, associated with the Nursing Program courses. Students manifesting unprofessional or unethical behavior may be subject to disciplinary action by the RN to BSN program, the College, and/or other applicable authorities. College disciplinary action may result in discipline including dismissal from the Nursing Program.

Students are responsible for understanding and complying with college, their academic program policies and procedures; College and Program academic standards; standards of student conduct in the learning environment; and expectations for professional behavior on and off campus. These policies and expectations can be found on Columbus State's website, the academic program's materials, and orientation. Failure to comply may result in disciplinary action. Students subject to certain adverse actions will be afforded due process rights. The policies and procedures related to student violations of the Columbus State Student Code of Conduct is outlined in Columbus State's Policy and Procedure 7- 10. The due process, within these procedures, assures timely written notice and a hearing before an objective decision-maker. The appeal process for violations of the Student Code of Conduct are also found within 7-10. (Policy and Procedure 7- 10) can be accessed at the following website:

<https://www.csc.edu/about/policies-procedures.shtml>

A student's academic performance, professionalism, safety, and/or conduct in the online learning environment, which is determined by the academic program as unsatisfactory, unprofessional, inappropriate, and/or interferes with the learning environment, will be addressed with notice to the student of the unacceptable behavior by the academic program. The student may discuss the matter with the academic program staff. Further, the academic program has the authority to exercise control over the learning environment should a student's behavior be found unsatisfactory, unprofessional, inappropriate, and/or interferes with the learning environment, including initiating a range of disciplinary action, which may include but is not limited to, a warning up to and including dismissal. Some violations may warrant dual processes through the academic program and the Student Code of Conduct.

### **Confidentiality Statement**

As an important part of a student's education in this academic program, students will come into possession of confidential information concerning the health care services rendered to patients. All medical information is considered confidential and may not be released except by the patient's own authorization or by state and/or federal law.

In the case of education, a student may view confidential information that is pertinent to their studies under the supervision of an instructor. The identity of the patient must be protected, and the student must never disclose any confidential information linked to the identity of any patient to any person whatsoever for any reason.

Disclosure includes but is not limited to: verbally discussing confidential information of an identified patient; permitting an unauthorized individual to review the medical record; copying any part of the medical record for an unauthorized individual; making copies of medical documentation for education or research activities without obliterating the patient's demographic information and abstracting medical data for education or research activities in which the patient's identity is linked to the data.

It is a student's professional responsibility and duty to protect the confidentiality of all patient medical records with which they are associated with. Failure to uphold patient confidentiality may result in discipline up to and including dismissal. All students are required to sign the Confidentiality Acknowledgment form that is located in this handbook.

#### Audio/Video Device, Imaging, and Electronic Devices Use

Audio- and videorecording, photographs, transmission, or distribution of class content (e.g., lectures, discussions, demonstrations, etc.) is strictly prohibited unless a student has a Letter of Accommodation from Disability Services and has presented it to the course instructor or if the course instructor has provided written permission via the syllabus or a signed form. Authorization to record extends solely to students in that particular course. Transmitting, sharing, or distributing course content onto public, commercial, or social media sites is strictly prohibited. Failure to follow the above standards may result in discipline up to and including dismissal.

#### Social Media:

Postings on social networking sites may be subject to the same professional and ethical standards as any other personal interactions. Harassment, bullying, and discrimination are prohibited by Columbus State Policy 3-43 and Policy and Procedure 7-10. Complaints or alleged violations of these policies and procedures will be referred to the Office of Equity and Compliance and/or the Office of Student Conduct. Students are prohibited from disclosing any of the following through social media including but not limited to:

- A patient's protected health information and confidential information about the patient, as defined by the Health Insurance Portability and Accountability Act (HIPAA) and other state and federal laws.
- Confidential, non-public, or proprietary information about patients and families, clinical facility staff, or clinical institutions; of the College, its employees and students.
- Class content, including but not limited to lectures, discussions, demonstrations, quizzes, exams answers.
- Comments that express or imply sponsorship or endorsement by the college unless the individual is officially authorized to act in this capacity for this purpose on behalf of the College.
- Taking and displaying photos/videos/audio of patients, or photos depicting the body parts of patients.

Failure to follow the above standards may result in discipline up to and including dismissal.

### **Student Rights under the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## Individuals with Disabilities

Reasonable accommodations for qualified students shall include: those services or academic adjustments which will ensure the student has access to services or auxiliary aids which will afford them access to and allow them to benefit from educational programs or services; and that the student's participation in the delivery of educational programs or services is equal to those opportunities of students without disabilities.

(1) All student applicants of educational programs will be advised at the time of scheduling a placement test of their right to request reasonable accommodations for the testing session. If the College requires additional time to review or arrange the requested accommodation, the testing session may be rescheduled at a time mutually convenient to the applicant and the College

(2) A student who is not satisfied with a determination about his/her request for accommodations should consult with Disability Services. The student may appeal the decision in accordance with the Student Complaint Policy 7-13.

## Unlawful Discrimination, Harassment or Retaliation

If you believe you have experienced discrimination or harassment **based on a protected class** and the incident occurred in the course of conducting business, pursuing an education or participating in a program or activity at the College, please submit a concern using the link below. Please note that if you report anonymously, the College's investigation and response likely will be limited.

- Concern Form

Complaints of alleged discrimination, harassment, hostile work environment and retaliation also can be made to any of the following:

- Deputy General Counsel
- Compliance Supervisor
- A Compliance Officer
- A Supervisor, Director, Dean, Chairperson or other Administrator
- An employee of Human Resources
- An employee of the Columbus State Police Department, located in Delaware Hall Room 047; (614) 287-2525 or 2525 from any campus telephone

## Retaliation

- Please note that College policy, federal law and state law prohibit retaliation in any form against any student, employee, faculty member, vendor, customer or other person participating in a College program or activity **who complains or makes an allegation or any other participant in any investigation of discrimination or harassment.** The

Respondent must not engage in conduct to intimidate or punish the Complainant, nor should the Respondent take any other action to prevent the complaint from going forward. This includes a Respondent encouraging others to take these actions on their behalf. Allegations of retaliation should be promptly directed to the Compliance Supervisor/Title IX Coordinator, Joan Cook, at (614) 287-2636 or [jcook60@csc.edu](mailto:jcook60@csc.edu).

### **Sexual Misconduct and Title IX**

The Columbus State Sexual Misconduct Policy 3-44 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>. Title IX is a federal law that prohibits sex-based discrimination in education programs and activities receiving federal financial assistance. “Education programs and activities” include all of a school's operations, including employment and school-sponsored athletics and activities (on or off campus).

Title IX prohibits sex discrimination in educational institutions, programs and activities. This includes, but is not limited to:

- Sexual assault
- Domestic, intimate partner and dating violence
- Gender-based stalking
- Sexual harassment (quid pro quo and hostile work environment)
- Failing to provide appropriate accommodations for a pregnant or parenting student
- Treating a person differently based on marital status.

Columbus State uses a secure, online reporting system as the preferred way of reporting alleged incident(s) of discrimination based on a protected class, including harassment, sexual misconduct and retaliation. This form can be found at the following website [csc.edu/discrimination-report](https://www.csc.edu/discrimination-report) or by visiting the following website <https://www.csc.edu/services/title-ix/> and clicking on “To Submit a Complaint.” For more information about resources, and to learn about Columbus State’s Office of Equity and Compliance please visit the following website: <https://www.csc.edu/services/title-ix/>.

### **Veterans and Service Members Support and Assistance**

Veterans and Service Members Support and Assistance Columbus State seeks to assist service members and veterans as they pursue an advanced degree and/or certificate. In an effort to better serve this population, the College has adopted Columbus State Policy 7-15 as required by Ohio Revised Code Section 3345:421(B). The complete Columbus State Veterans and Service Members Support and Assistance Policy 7-15 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>. The Columbus State Military and Veterans Services Department provides individualized enrollment and referral services to assist community members in successfully meeting their educational and career goals. The Columbus State Military and Veterans Services Department is committed to providing uncompromising service by adhering to the highest standards of compassion, commitment, excellence,

professionalism, integrity, accountability and stewardship. If you would like more information regarding Columbus State's Military and Veterans Services, please contact Military and Veterans Services in Delaware Hall room 156 or by calling (614) 287-2644 or by visiting the following website: <https://www.csc.edu/services/military-veterans/>. Columbus State's G.I Bill Office is located in Union Hall, Rm 48 and their phone number is: (614) 287- 2644.

### **Grade Grievance Procedure**

The purpose of the grade grievance procedure is to provide a method of recourse to students who reasonably believe that a final course grade was assigned in error. This is intended for students who believe the instructor made an error in computing the final grade, evaluated the student using different standards than applied to others in the class, or failed to follow the grading policy as stated in the course section syllabus. It is the student's responsibility to initiate the grade grievance procedure. The complete Grade Grievance Procedure can be found in Columbus State's Grading and Academic Requirements Procedure 5-09(D) and can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>. It is the student's responsibility to read through the entire Grade Grievance Procedure as it contains a detailed process and includes deadlines.

### **Written Student Complaints**

Columbus State Community College encourages student communication with the administration, faculty, and staff regarding college operations and procedures and encourages students to use existing policies, personnel, and departmental offices to express specific concerns. Should a student deem that the existing policies, personnel, and departmental offices cannot address his/her specific concern or complaint, Columbus State Community College, in accordance with federal regulations, accepts and maintains records of formal written complaints filed with the office of the President, a Vice-President, or the Provost. The complete Columbus State Written Student Complaints Policy and Procedure 7-13 can be found at the following website: <https://www.csc.edu/about/policiesprocedures.shtml>

### **Image Release Acknowledgment**

As a general rule under Ohio law, the use of a person's persona (photo, image, name, voice, signature, or likeness) for a commercial purpose is not allowed unless the person consents in writing. However, institutions of higher education have an exception under the law, which allows the college to use a student's, faculty's or staff's persona without consent, for educational purposes to promote the college, its educational or institutional objectives, see Ohio Revised Code section 2741.09(A)(5). This educational exception also extends to former students, faculty, and staff. Students are advised that photos may be taken of individuals (or groups) associated with Columbus State, while on Columbus State property or at Columbus State events, and used as long as the use is to promote the college's educational purposes.

### **Additional Columbus State Websites**

Below are the links to additional Columbus State websites: • For the current policies and procedures of Columbus State, please visit the following website:

<https://www.csc.edu/about/policies-procedures.shtml>

• For information about Columbus State services, resources, and policies and procedures (such as information technology, food services, college success resources, student leadership resources, and financial aid resources) please view the Columbus State Student Handbook, which can be accessed at the following website: <https://www.csc.edu/services/student-handbook.shtml>

• To search for courses and plans of study, general information and directories, and Columbus State resources and policies and procedures (such as community and civic engagement, academic study abroad, and college testing services), please view the Columbus State Catalog, which can be accessed at the following website: <https://www.csc.edu/academics/catalog/>

• Columbus State's Social Media Guidelines can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml> • Institutional Disclosure-Student Right to Know can be accessed at the following website: <https://www.csc.edu/about/institutional-disclosure.shtml>

## Forms

The following forms included in this section are:

- (1) Handbook Acknowledgment Form – required completion and return of signature page during BNUR 3100 (first course)
- (2) Graduation-Employment Relationship Acknowledgement Form -required completion and return of signature page during BNUR 3100 (first course)
- (3) Confidentiality Acknowledgement Form - required completion and return of signature page during BNUR 3100 (first course)

**Division of Health and Human Services**  
**Bachelor of Science in Nursing Handbook Acknowledgement Form**

I, \_\_\_\_\_, hereby acknowledge that I have received and read a copy of the student handbook for the Bachelor of Science in Nursing (RN to BSN Completion Program). By signing below, I agree to abide by the requirements, standards, and policies and procedures contained herein, including by reference or hyperlink, and any changes that may occur from time to time. I also understand that I am responsible for understanding the information within this handbook. I acknowledge that any deviation from or violation of the requirements, standards, and policies and procedures contained herein will be subject to disciplinary action, including but not limited to my removal from the academic program. In addition, I acknowledge that revisions to this handbook will be made periodically, with or without prior notice and that I am responsible for checking for updates to program information. Furthermore, along with abiding by this academic program handbook, I agree to abide by the Columbus State Policies and Procedures, course syllabi, the Columbus State Student Handbook, and the Columbus State Catalog.

I acknowledge that my signature on this form does not guarantee my progression in the academic program.

\_\_\_\_\_  
 (Student's Printed Name)

\_\_\_\_\_  
 (Student's CID)

\_\_\_\_\_  
 (Student's Signature)

\_\_\_\_\_  
 (Date Signed)

\_\_\_\_\_  
 (Signature of Program Coordinator)

\_\_\_\_\_  
 (Date Signed)

**Division of Health and Human Services**  
**Graduation-Employment Relationship Acknowledgement Form**

I, \_\_\_\_\_, hereby acknowledge that I am informed, I understand, and I agree that my graduation from the Nursing Program and Columbus State does not guarantee my employment in my chosen field of study or otherwise. Furthermore, I also understand that neither the faculty nor staff of Columbus State is responsible for my employment or placement into a job. Therefore, neither Columbus State nor any individual employed by Columbus State is accountable for my employment in my field of study or otherwise. In signing this acknowledgement form I recognize and agree that employment is my own responsibility.

\_\_\_\_\_  
(Student's Printed Name)

\_\_\_\_\_  
(Student's CID)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Signature of Program Coordinator)

\_\_\_\_\_  
(Date Signed)

**Division of Health and Human Services**  
**Confidentiality Acknowledgement Form**

I, \_\_\_\_\_, hereby acknowledge that I am bound by federal and state laws regarding patient confidentiality, including where applicable the federal Health Insurance Portability and Accountability Act (HIPAA) and its policies. I acknowledge that I may work with patients in a class, clinical, practicum, internship, or other type of experiential learning experience where I have access to patient's protected health information. I understand that all medical information is considered confidential and may be protected by HIPAA. In addition, I acknowledge that I have read the confidentiality statements in this handbook and that it is my responsibility to abide by them. I understand that it is therefore unlawful to disclose a patient's confidential health information and medical records without consent. I further acknowledge, that it is my professional responsibility and duty to protect the confidentiality of all patient medical records and protected health information with which I have access to. My signature confirms that I understand and will abide by patient confidentiality and that I understand the consequences of any inappropriate actions regarding patient confidentiality.

\_\_\_\_\_  
(Student's Printed Name)

\_\_\_\_\_  
(Student's CID)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Signature of Program Coordinator)

\_\_\_\_\_  
(Date Signed)

**APPENDIX A:****Letter of Recommendation/Verbal Reference and FERPA Release Introduction Pursuant to FERPA**

A faculty/instructor may share the following about a student for a letter of recommendation and/or a verbal reference without a signed release from the student:

- Directory information
- The faculty/instructor’s candid assessment of strengths and weaknesses of the student based on the faculty/instructor’s personal observations or knowledge (examples include remarks such as the student’s work ethic, dependability, and creativity)
- Information about the College/academic program’s policies and practices A faculty/instructor cannot share a student’s education records (such as course grades, GPA, documented attendance, or examination results) in a letter of recommendation and/or verbal reference without obtaining a signed release from the student which

1) specifies the records that may be disclosed,

2) states the purpose of the disclosure, and

3) identifies the party or class of parties to whom the disclosure can be made.

Additionally, pursuant to FERPA a student has the right to read a letter of recommendation, unless that right has been waived by the student. Students who seek a letter of recommendation and/or a verbal reference from a Columbus State faculty/instructor should speak directly with that faculty/instructor. Students must also check with their program regarding whether the faculty/instructor will agree to be a reference. Once the faculty/instructor has agreed, the student should fill-out the following form, “Letter of Recommendation/Verbal Reference and FERPA Release,” and then return it to the faculty/instructor.

Part I of the below form allows the student to designate whether the faculty/instructor is writing a letter of recommendation and/or providing a verbal reference. It also allows the student to provide information about the recipient(s) of the letter of recommendation and/or verbal reference.

Part II of the below form is optional and only required if the student wants to authorize the faculty/instructor to use information obtained from the student’s education records for the purpose of the letter of recommendation and/or verbal reference. If authorization is given the faculty/instructor may then choose to include some or all of the authorized information, in addition to providing their personal observations about the student. Students are not required to authorize the release of their education records for a letter of recommendation and/or verbal reference. If a student chooses not to fill-out part II or chooses not to authorize the release of their education records on the below form, then no information from the student’s education records may be included in the letter of recommendation and/or verbal reference.

Part III of the below form is to be filled out if student has asked the faculty/instructor to write a letter of recommendation. Part III provides the student with the opportunity to waive or not waive the right to review a copy of the letter of recommendation. Students are not required to waive this right to review a letter of recommendation.

To Columbus State Faculty/Instructor: You may not insist on a student's release of education records or waiver of the right to review a copy of the letter of recommendation as a condition for writing a letter of recommendation and/or providing a verbal reference. If a student does not authorize you to use their education records then you may not include that information.

Please maintain a copy of this Letter of Recommendation/Verbal Reference FERPA Release form in your files and if there is a letter of recommendation maintain this form with each copy of the letter of recommendation.

Revised May 2018

If a student has requested the College to withhold their directory information, then a faculty/instructor is not allowed to release directory information about that student. To view the information Columbus State designates as directory information please visit the following website: <https://www.csc.edu/services/registrar/withhold-information.shtml>. Letter of Recommendation/Verbal Reference and FERPA Release Student: This form should be filled out and then returned to the Columbus State faculty/instructor who has agreed to write you a letter of recommendation and/or serve as a verbal reference. If you would like to authorize the faculty/instructor to use your education records in constructing their letter of recommendation and/or verbal reference please fill-out Part II, students are not required to authorize the release of their education records for this letter of recommendation/verbal reference. For letters of recommendation, please choose one of the options in Part III, students are not required to waive their right to review a letter of recommendation.

Part I: (Required) Letter of Recommendation/Verbal Reference Information Student/Graduate Name: I authorize the following Columbus State faculty/instructor (check one or both boxes):

- To write a letter of recommendation on my behalf and/or
- To serve as a verbal reference on my behalf (Submit one form for each Columbus State faculty/instructor) I grant the Columbus State faculty/instructor named above to provide the letter of recommendation and/or verbal reference to the following recipient(s):
- All prospective employers, all educational institutions to which I seek admission, and/or all organizations considering me for an award or scholarship OR
- To the following specific recipient(s)\*: Recipient's name: Recipient's address/email: \*please list more specific references on the reverse side.

Part II: (Optional) FERPA Release of Education Records I understand that, pursuant to FERPA, (1) I have the right not to consent to the release of my education records;

(2) This consent shall remain in effect until revoked by me, in writing, and delivered to the above named person to whom this release is granted, but that such revocation shall not affect disclosures previously made by the above named person prior to receipt of any such written revocation. With this understanding and by checking below, I make the following decision:

- I do NOT authorize the above named faculty/instructor to release my education records to the above named recipients.
- I do authorize the above named faculty/instructor to release information and provide an evaluation about any and all information from my education records at Columbus State Community College, including information pertaining to my education at other institutions I have previously attended that is part of my education records at Columbus State Community College, as deemed necessary by the above named faculty/instructor to provide the letter of recommendation and/or verbal reference to the above named recipients.

Part III: (Only applicable for Letter of Recommendation) Right to Review a Copy I understand that, under FERPA, I have a right to review a copy of this letter of recommendation upon request, unless I choose to waive that right.

With this understanding and by checking below, I make the following decision:

- I do NOT waive my right to review a copy of this letter of recommendation at any time in the future.
- I waive my right to review a copy of this letter of recommendation at any time in the future.

Authorization: Student Signature Date: