



Schreiner University

Online RN to BSN Program
Student Handbook and Guidelines
August 2019

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Welcome

June 26, 2019

Dear Schreiner University RN to BSN Student:

I would like to take this opportunity to personally *welcome* you to the online RN to BSN program.

What a great time to be advancing your nursing career. There are many exciting and fulfilling initiatives taking place in healthcare. As a premiere online nursing program the faculty and staff are here to support and work with you to achieve a quality education, fostering growth, and preparing nurses for continued success.

As the program director, I look forward to meeting and working with you. You are a member of our scholarly community, and it is our endeavor to assure all students a successful rewarding academic experience at Schreiner University.

All nursing courses are offered via the Canvas Learning Management system. Students will also have an outlook email address through the Schreiner portal. If you have questions about courses, textbooks, or other areas of registration please contact **Jennifer Genova**, (830) 792-7233 or JGenova@schreiner.edu

Course feedback is vital. Please remember to complete all course/program surveys. We absolutely value your input and utilize both individual and statistical data to continuously improve the quality of the nursing program.

On behalf of the Nursing Program, we thank you for choosing Schreiner University to meet your career goals.

Sincerely,

Wanda Sparks, PhD, RN
Director of Nursing Schreiner University
2100 Memorial Blvd.
Trull Science Building
223-D CMB 6241
Kerrville, TX 78028
830-792-7343 (office)
830-792-7439 (fax)
wsparks@schreiner.edu
<http://schreiner.edu>

History of Schreiner University

An independent and coeducational university, Schreiner has a colorful history rich with Texas heritage and traditions beginning in 1923. Schreiner was founded in that year when a Hill Country rancher, merchant and former Texas Ranger, Captain Charles Schreiner, asked the Presbyterian Church to help him put bricks, mortar, and people around a dream he had nurtured for many years. He donated land along the Guadalupe River and together they established "facilities for high grade instruction and military training to boys and young men as preparation for college and university work."

Schreiner's first students came in 1923 from remote ranching communities. But news of the prep school and nurturing atmosphere spread quickly. Soon scores of young men from varied backgrounds, from the Southwest and several Central and South American countries, gathered in Kerrville to earn high school diplomas and junior college degrees.

In 1971 the school became coeducational and in 1973 Schreiner phased out its high school and strengthened its college curricula. Also in 1973, Schreiner College began its Vocational School of Nursing and in 2012 the baccalaureate nursing program started.

In 2001, the Board of Trustees voted to change the school name from Schreiner College to Schreiner University. Dr. Charlie McCormick was named Schreiner's sixth president on January 1st, 2017.

In 2009 the faculty and Board of Trustees voted to establish a BSN program and, in 2010 the faculty approved the degree plan.

Mission and Philosophy of the BSN Program

Mission of the BSN Program

Consistent with Schreiner University's (SU) mission and vision statements, SU's BSN program is committed to producing quality graduates who function as members and leaders of the interdisciplinary health care team and who are prepared for meaningful work and purposeful lives in a changing global society. As nurse leaders and life-long learners, graduates are dedicated to providing ethical leadership in clinical practice, education and scholarship.

The SU BSN program of SU embraces the mission of the university. Our faculty believe that individuals are holistic beings with inherent worth and that the goal of nursing is to provide safe patient-centered collaborative care with the purpose of promoting health, preventing illness, and caring for the ill, disabled, and dying client. The nursing process occurs at the interconnection of the nurse with the client and the environment, each of which interacts with and influences the other. Other roles of the nurse include that of patient

advocate, nursing leader in healthcare systems, developer and promoter of health policy, and researcher.

A liberal education foundation and preparation in the sciences prepares the student to develop the critical thinking, communication, technical skills, and knowledge necessary for success in nursing education and practice when combined with student motivation and the development of a professional persona.

Major concepts of the SU BSN program include:

- Safety
- Client/Patient
- Nursing
- Health
- Environment
- Holistic care
- Collaboration

Vision of the BSN Program

In accordance with the Schreiner University Vision Statement, the Schreiner University BSN program holds student success as its first priority and pledges to nurture and equip students to achieve, excel, and lead. The School of Nursing is committed to the design, implementation, and evaluation of all matters related to the BSN curriculum and aspires to serve as a standard to other programs. A rigorous nursing curriculum prepares future leaders of nursing to be lifelong learners and meet the ever-changing needs of the profession, society, and the environments in which we live.

Philosophy of the BSN Program

The curriculum is based on the principles of Jean Watson's theory, The Caring Science. Inherent in this curriculum model is a commitment to and a compassion for care of the whole person. Caring involves learning about and understanding human needs and human responses in varying states of health. It also involves understanding and valuing human individuality and diversity. By extending a human presence, nurses promote human dignity, reinforce self-esteem, enhance spirituality, nurture strengths, and facilitate healing. The Watson theory also recognizes that both the person cared for and the caregiver are affected by every interaction; therefore, it is imperative that nurses take care of themselves in order to effectively care for others. Caring concepts are included in the program's conceptual framework, basic standards for safe nursing practice, educational outcomes, and teaching strategies.

The faculty believes that the generation and transmission of nursing knowledge is best accomplished through the teaching-learning process. This process is the responsibility of

both faculty and student. Mutually the faculty and students create learning experiences that encompass self-care, colleague care, client/family care and community care. Faculty function as nursing experts, as facilitators of learning and as nurturers of students. We promote the development of lifelong, self-directed learning that fosters leadership in education, practice, and service. Our efforts are directed toward achieving higher levels of education for all nurses and transforming healthcare for our local population and community at large. At Schreiner University, the nursing curriculum supports the tenets of the National League of Nursing (NLN) competency statements (2010), as well as Texas Board of Nursing administrative code 215, initiatives of the Quality and Safety to Educate Nursing (QSEN) institute and the Institute of Medicine (IOM).

The Schreiner University nursing faculty identify defining principles and integrating concepts that are foundational to nursing practice and nursing education and form the organizing framework that guides the education outcomes and organizing framework of the curriculum. The defining principles include the four major dimensions of nursing theory plus nursing education.

Human Being

Human being is a holistic being with bio-psycho-social, spiritual, and cultural dimensions and have the capacity for growth, fulfillment, and change. Human being is defined as an individual, family, community, population, or society. The uniqueness of each person results from the interrelationships of these dimensions. People share common characteristics, processes, and basic needs. All people change and adapt as they move through the life cycle in continuous interaction with internal and external environments. Each human being is viewed as greater than and different from the sum of his/her parts. Human beings are to be cared for, nurtured, respected, understood, and assisted (Watson, 2008).

Environment

A caring environment accepts a person as he or she is, and looks to what he or she may become. Environment is defined as all aspects of internal (physical, genetic, psychosocial, cultural, developmental, and spiritual) and external (economic, social, geographic, global, and health care access) surroundings, as well as the interactions of those influences. These multiple determinants of health and changing tensions in the environmental system stimulate adaptive and integrative responses of the client that influence health outcomes (Healthy People Objectives 2020, 2012). According to Watson (2008), a caring attitude is transmitted by the culture of the profession as a unique way of coping with its environment. Graduates are prepared to meet the challenge of safe, caring, reflective, and professional nursing in diverse environments.

Health

Health is a dynamic state of physical, emotional, physiological, mental, psychosocial, cultural, developmental, and spiritual well-being. Health status continually changes and is influenced by multiple interactions with the environment. Health is defined by the client values and beliefs. The client's sense of optimal health and measurable health indicators signifies a state of balance and achievement of positive health outcomes (Watson, 2008).

Nursing

The practice of nursing is an art and a science that involves a caring, authentic presence and holistic support among diverse clients in a variety of health care settings. Watson defines nursing as “a human science of persons and human health-illness experiences that are mediated by professional, personal, scientific, esthetic and ethical human transactions” (Watson, 2008) It is concerned with promoting health, preventing illness, caring for the sick and restoring health. Holistic health care is central to the practice of caring in nursing. Nurses work with clients that come from diverse backgrounds and must consider that “cultural skill involves the ability to collect relevant cultural data and perform culturally sensitive assessments and care” (<http://culturallycompetentnurse.info/culturalcompetency.html>, Watson, 2012).

Nursing Education

Integrating caring into the curriculum is especially important in today's healthcare environment, where high patient acuity and technological advances threaten the sacredness of the nurse patient relationship (Watson, 2009). The personal relationship applied to the client and nurse is also applied to student teacher interactions (Sawatzky, et. al., 2009). Sawatzky, et al. (2009) also suggests that the nurse educator with a strong caring ethic should serve as a role model for the student. In a clinical setting, students observe caring interactions and learn from experiencing faculty interactions with patients (Cook & Cullen, 2003). The teacher serves as the facilitator of learning, rather than adopting an authoritarian position (Billings & Halstead, 2009). The relationship between the teacher and student could be described as a partnership. Learning occurs primarily within the student and the teacher's goal is to assist the student on the journey where learning can occur. The student serves as the agent of change, and the teacher supports the student in maximizing their potential. The relationship between student and teacher is more egalitarian and collaborative in nature. The following integrating concepts also help to guide the educational outcomes.

Caring

Caring is the essence of nursing practice. A caring presence reflects the basic concern for human dignity and the recognition of the unique worth of each person. Caring takes place with every nursing interaction. Caring consists of carative factors. Watson's 10 carative factors are: forming humanistic-altruistic value systems, instilling faith-hope, cultivating a sensitivity to self and others, developing a helping-trust relationship, promoting an

expression of feelings, using problem-solving for decision-making, promoting teaching-learning, promoting a supportive environment, assisting with gratification of human needs, and allowing for existential-phenomenological forces. “Caring was the most common theme identified by nurses as the essence or core of their nursing practice...” (<http://nursing.ucla.edu/workfiles/CAIIRE/Articles/essence%20of%20NA%20nursing.pdf>).

Professional Identity

Professional identity “involves the internalization of core values and perspectives recognized as integral to the art and science of nursing” (NLN, 2010) and represents the framework which shapes ethical standards of practice. It encompasses caring, respect for diversity, autonomy, truth, justice, and dignity. Upholding caring values in our daily practice supports nurse’s professional identity and helps transcend the nurse from a state where nursing is perceived as “just a job,” to that of a gratifying profession. Promoting and applying these caring values in our practice is not only essential to our own health, as nurses, but its significance is also fundamentally tributary to finding meaning in our work. Nurses also embrace other fundamental values such as accountability, reflective practice and commitment to life-long learning and promote the ideals of the nursing profession (Benner, et al., 2010).

Baccalaureate Program Outcomes

Upon completion of the course of study, the student will have demonstrated the ability, through personal exploration and classroom didactic learning combined with skills laboratory demonstrations and clinical practicums to:

- Integrate knowledge and concepts based in an appreciation of the liberal arts from the humanities and the natural and social sciences that provide a better understanding of self and others as a cornerstone for nursing education and practice
- Assume professional and personal accountability for one’s own and delegated nursing care.
- Practice nursing that emphasizes the inherent values of altruism, autonomy, human dignity, integrity, and social justice as fundamental to the discipline of nursing.
- Utilize knowledge, critical thinking, decision-making, intuition, and other analytic skills during the assessment, diagnosis, planning and evaluation of nursing interventions
- Utilize information and patient care technologies to assist in the coordination and delivery of quality nursing care that provides safe, patient centered,

competent and holistic nursing care in a variety of healthcare and environmental settings to individuals, families, groups, diverse cultures and communities that is based on nursing theory, evidence-based practice and other ways of knowing.

- Utilize effective oral and written communication to facilitate information sharing, care giving, professional relationships, and collaboration with patients, families and the interdisciplinary healthcare team.
- Promote and utilize evidence-based standards of practice to manage and coordinate nursing care that utilizes cost effective measures to encourage healthy lifestyles and maximizes individual function, quality of life, and disease prevention from birth to death.
- Design and practice patient-centered nursing care that reflects moral, culturally sensitive, ethical, legal, and political principles according to the standards of the *Nursing Practice Act of the State of Texas*, the ANA Code of Ethics for Nurses and the baccalaureate level competencies from *The Essentials of Baccalaureate Education for Professional Nursing*.
- Support human dignity and diversity through ethical, holistic, caring, and compassionate care that is rooted in the heritage of Schreiner University, the Presbyterian Church, and the Synod of the Sun.
- Hold sacred the Christian convictions that each patient, family, group and culture is valuable and unique.
- Practice in partnership with the patient and the interdisciplinary health care team to plan, coordinate, provide and evaluate safe, caring and effective patient-centered nursing care.
- Engage in continued professional and personal development as leaders of nursing through life-long learning, self-care, and active participation in nursing and community organizations, and leadership.

BSN Program Educational Objectives

Upon completion of the program, the graduate will be prepared to:

1. Within the context of the nursing process, synthesize and incorporate the knowledge, skills, behaviors, and attitudes learned from the liberal arts and sciences, and the nursing program to provide comprehensive assessment, planning, and delivery of ethical, spiritually and culturally sensitive holistic

- care to clients and populations of all ages and in a variety of settings. (Essential I, VII, IX) (DEC MOP A, B, PCC A-H)
2. Collaborate and communicate effectively with clients and other healthcare professionals to provide safe, confidential high quality care to promote client health outcomes. (Essential II; VI) (DEC MOP A-C, PCC D, PSA B, MOT A-E)
 3. Apply leadership skills and knowledge of organizational systems to promote quality care and client safety for diverse populations in differing environments. (Essential II) (DEC MOP A, B, PCC H, PSA B, C, E, F, MOT A-G)
 4. Locate, analyze, and incorporate evidence from credible sources in care planning, which promotes and restores health, and assists to relieve suffering at the end life. (Essential III) (DEC MOP B, PCC F, G, H, PSA C, MOT E)
 5. Use information technologies and systems to enhance and facilitate delivery of safe, effective, quality client care. (Essential IV) (DEC PCC H, PSA C, MOT E)
 6. Demonstrate responsibility for consistent application of nursing standards and core values within ethical, legal, and regulatory parameters. (Essential VIII) (DEC MOP A, B, PCC E, PSA A, MOT F, G)
 7. Promote advocacy for clients, families, and communities, for improved and more inclusive healthcare systems and for the nursing profession. (Essential V) (DEC MOP C, MOT B)
 8. Assume responsibility for personal and professional behaviors including engaging in activities to ensure competency through life-long learning (Essential I, VII, VIII) (DEC MOP A, B, D, PSA E, F, MOT F)

Accreditation

Schreiner University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The University's baccalaureate nursing program has been awarded accreditation with the Commission on Collegiate Nursing Education (CCNE) through 2019.

Documents pertaining to accreditation may be reviewed in the Office of the Vice President for Academic Affairs during normal office hours.

The University holds membership in the following organizations: the American Association for Higher Education, The Association of American Colleges and Universities, The American Association of Colleges of Nursing, The American Council on Education, the Association of Presbyterian Colleges and Universities, the National Association of Independent Colleges and Universities, the Association of Texas Colleges and Universities, and the Independent Colleges and Universities of Texas

Overview of the Schreiner University Online RN to BSN Program

This is a 100% online program designed for professional nurses allowed to practice in the United States of America who wish to complete a baccalaureate degree in nursing.

- Students in the program are classified as undergraduate transfer students.
- Courses are each 7 weeks long with 2 sessions each semester ([Fall](#), [Spring](#), [Summer](#)).
 - Fall A, Fall B, Spring A, Spring B, Summer A, Summer B
- Five start dates each year are available for new students (there is no start in Summer A).
 - Fall A, Fall B, Spring A, Spring B, Summer B
- The program can be completed in as little as 12 months, when taking two courses in each session. The program expectation is for students to complete the program 2 years from their entrance date.
- [Financial Aid](#) may be available for qualifying students.
- Students employed at one of Schreiner's Partner Healthcare Institutions receive a \$2,000 [scholarship](#) for this program (See Partner Scholarship Section).
- In an attempt to stay compliant with CCNE regulations and the Essentials of a Baccalaureate Education, there will be a clinical components associated with specific courses within the program. Every effort will be made to coordinate clinical experiences with the student's current healthcare employer.

University Regulations

This Online RN to BSN Program Handbook contains specific information for the program. All students are required to abide by Schreiner University guidelines and rules, stated in the Schreiner Student Handbook in addition to those in the RN to BSN Handbook.

Degree Requirements

The BSN degree requires 121 total credit hours including:

- 21 hours of required [nursing courses](#)
- 12 hours of upper division elective [nursing courses](#)
- 33 hours fulfilling the [Schreiner Core](#)

Students must receive a [grade of B or better](#) in all nursing courses and an overall minimum 3.0 GPA from courses taken at Schreiner University.

Students will be placed on probation if they receive a C or below in a nursing course. The student must earn a B or above in all subsequent nursing courses to remain in the program. In the event, a student fails a second nursing course, whether it be the same course as initially failed or a different course, or fails to meet faculty stipulations for a first failed course, the student will be dismissed from the BSN Program.

Students must meet all other requirements of the university.

Admission Requirements

Complete the [online application](#).

[Official transcripts](#) from all previous colleges and universities, regardless of credit earned, must be received by the registrar's office.

- A \$50 non-refundable application fee must be paid, unless waived.
- The applicant must hold a current, unencumbered Registered Nurse's license to practice professional nursing in the United States.
- The applicant must have completed an Associate's Degree in Nursing and all transfer credit must be from an institution accredited by the SAC, NC, WASC, NE, MS, or NW accrediting agencies. Schreiner must receive transcripts showing the degree earned and date conferred.
- A minimum overall GPA of 2.50 is required for admittance. Those applicants with a GPA less than 2.50 on undergraduate coursework will have their coursework reviewed by the Director of Nursing. If approved, the student will be admitted provisionally to the Schreiner University Online RN to BSN program. The provisional student must increase their Schreiner GPA to the minimum 2.50 with the [general education courses](#) prior to beginning the nursing courses.
- In order to participate in the Online RN to BSN program students must have basic computing skills including using email, attaching documents, navigating web pages, and downloading and uploading files. In addition, students need access to a computer with Microsoft Word and internet that is capable of running the [Canvas](#) platform on a current web browser, such as Chrome or Firefox. Students must have a technology back-up plan in case the primary computer becomes inoperable or the internet connection becomes inaccessible. Other requirements will be listed on course syllabi as needed.

Immunization Documentation

- Students will be required to submit the following information during NURS 3309. Required immunizations include:
 - MMR series of two immunizations or positive titer
 - TDp, must include Pertussis, cannot be TD
 - Hepatitis B series of 3 immunizations or titer
 - Varicella series of 2 immunizations, positive titer, or DSHS History of Illness Form signed by parent or provider
 - Meningitis vaccine in accordance with Texas Law for new students less than 30 years of age.
 - Immunization documentation must also be submitted to and satisfy SU Health and Wellness Criteria as listed in the SU Admission Guidelines. If any required immunizations are contraindicated, the student is required to present a record of medical evaluation and recommendations.
 - Current BLS, ACLS or PALS certification
 - Current Registered Nursing License

TB Screening

- Students are required to receive a TB Screening as required by the BSN Program upon admission to the Program with annual screening thereafter. This requirement must be met before clinical starts. Please see clinical director for instructions on TB test type and locations.
- If the test is contraindicated or is found positive, then evidence of medical follow-up including a chest x-ray, unless medically contraindicated, with recommendations must be presented. An annual symptom screen will be required and submitted by the student to the School of Nursing.
- Students are responsible for reviewing and updating individual health records at SU prior to registration each semester as they progress through the program.

Health Insurance

Health Insurance is mandatory for all BSN students. For those students who do not have insurance, a student accident and sickness insurance plan is available through the University and is administered by the Director of Health and Wellness. All residential, international and BSN students at SU are automatically enrolled in and charged for the student accident and sickness insurance offered by the University unless proof of comparable coverage has been provided during the on-line waiver process. Providing proof of coverage to Athletics does not negate the need to complete the on-line waiver process. For additional information and to access the brochure, please visit the Health and Wellness webpage at <http://students.schreiner.edu/health/>

International Students

At this time, the program is only open to United States Citizens, Lawful Permanent Residents (Green Card holders), or individuals who have an H1-B Visa or other valid US work visa.

Questions regarding a visa or other type of residency document should be directed to the Enrollment Services Specialist.

Any foreign transcripts will need to be evaluated by a service such as World Education Services, <http://www.wes.org/>, at the student's expense.

Evaluation of Transcripts

Once official transcripts have been reviewed, transfer credits will be applied to the student's account and can be viewed on Canvas in the advising worksheet or the unofficial transcript. The student and Enrollment Services Specialist will create a degree plan for the student based on their individual requirements for the degree. The degree plan will be created with the objective to complete the RN to BSN program in the most efficient way based on the course offerings, [general education courses](#) needed, and [nursing courses](#) required.

Schedule 2019-2020

Term	Session	Start Date	End Date	Application Deadline	Payment Deadline
Fall	A	September 2, 2019	October 18, 2019	August 19, 2019	August 26, 2019
Fall	B	October 28, 2019	December 13, 2019	October 14, 2019	October 21, 2019
Spring	A	January 6, 2020	February 21, 2020	December 23, 2019	December 30, 2019
Spring	B	March 2, 2020	April 17, 2020	February 17, 2020	February 24, 2020
Summer	A	May 11, 2020	June 26, 2020	April 13, 2020	April 20, 2020
Summer	B	July 6, 2020	August 21, 2020	June 8, 2020	June 15, 2020

Deadlines

- Late Registration deadline is the Monday before the beginning of each course. Also, students must inform the Enrollment Services Specialist of any registration changes before that date for the changes to take effect that session. Exceptions to the registration deadline must be approved by the Enrollment Services Specialist for the RN to BSN program.
- The payment deadline for [tuition and fees](#) is the Monday before the first day of class. If the bill is not paid and there are no arrangements for payment (such as pending financial aid) prior to the deadline, the student will be dropped from the course for non-payment.
- Only the tuition and fees for each session are due by the Monday before that session. If tuition or fees from later sessions are included on the student's account, they will be in pending status and are not due until the Monday before the session they relate to.
- The last day to drop a course with a W is the Friday of the first week of classes.
- Instructors must enter final course grades into Canvas by 11:59pm on the Monday following course completion, after which students will be able to access their final grades in Canvas.

Tuition & Fees

- Tuition for [general education](#) online courses at Schreiner University is \$450 per credit hour.
- Tuition for [nursing courses](#) in the Online RN to BSN program is \$323 per credit hour.

- A Program Fee of \$95 is charged each session that a student takes online courses, regardless of number of credit hours.
- Students who qualify for the [Partnership Scholarship](#) will receive a \$2,010 scholarship applied to their account, divided as described in Partner Scholarship.
- A \$50 non-refundable application fee must be paid prior to admission, unless waived.
- [Textbooks](#) are not included in the tuition cost of the program.
- [Financial Aid](#) may be available for students, see Financial Aid section below.

Refunds

The refund policy for 7 week online courses is as follows:

- 100% refund for dropped courses or session withdrawals before the first class day of the session.
- 50% refund for dropped courses or session withdrawals between the 1st and 5th class day of the session (end of the first week)
- 25% refund for dropped courses or session withdrawals between the 6th and 10th class day of the session (end of the second week)
- No refund will be given for drops or withdrawals after the 11th day of classes, or after the beginning of the third week.

Financial Aid

The student is responsible for completing the 2019-2020 Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov to apply for financial aid, such as:

- Federal Pell Grants
 - Federal grant aid up to \$6,095 annually for eligible undergraduate students
- Stafford Direct Student Loans
 - Available to eligible undergraduate students
 - Subsidized or unsubsidized
 - Aggregate Lifetime Loan Limits may affect this amount

Financial Aid award letters will be mailed and emailed to students with instructions on accepting/declining awards. The student is responsible for completing the financial aid process in order to receive aid.

Students must accept/reject their aid prior to the start of each session in order to receive aid. Veteran Benefits: Post 9/11-GI Bill Benefits- Student must provide VA Letter of Eligibility to utilize benefits.

Please visit Schreiner University's financial aid website for more information. <http://www.schreiner.edu/admission/cost-and-affordability.aspx>

Partnership Scholarships

- In an effort to further nursing education, Schreiner’s Director of Educational Partnerships has created beneficial partnerships with healthcare institutions and colleges across the state. Students are prompted to list their employers on their application, to be verified prior to qualifying for the scholarship. Employees of any of Schreiner’s partner healthcare institutions or students of partner schools automatically receive the Partnership Scholarship.
- The Partnership Scholarship is \$2,010 applied to the student’s account as \$334 each session for the first 6 sessions attended, regardless of number of credit hours taken during each session.
- If a student drops from a session prior to the posted drop date, their scholarship will be applied to a later term in which the student is enrolled. If a student drops from a session after the drop date or fails the course, the scholarship will not be refunded to them and will not be applied to later sessions.
- If a student is enrolled in the program longer than 6 sessions, the scholarship will be applied for the first 6 sessions until the total amount of scholarship has reached \$2,004.

Communication through Canvas

- Students will receive an automated acceptance email from Schreiner Admissions within 3 business days of being admitted to the program. This email will have the student’s log on information to [Canvas](#) and their new Schreiner email address (located at <https://info.schreiner.edu?ICS/>). Important information and correspondence will be carried out through this system for the Online RN to BSN program. It is the student’s responsibility to keep up with their emails and notify the school of any change in personal contact information, including physical address, phone number and email address.
- Students must have access to internet and computing capabilities to run the Canvas website in order to participate in this program. Please see [admission requirements](#).
- Students will be able to access courses, view/pay bills, view courses completed and pending, and access other student information on Canvas.
- All students are expected to observe generally accepted netiquette. Students must email their instructor in the SBAR format as below:

SBAR-Situation Background Assessment Recommendation

- All communication with faculty via email and should follow the SBAR format. Appropriate communication with faculty is part of a professional demeanor. The following is an example of appropriate communication with faculty:

S Situation “Dr. Smith, my name is Jane Doe- I’m a student in 4403. You are my clinical instructor and I have a problem meeting a deadline.

B Background “My computer assignment is due on June 26. I have had a death in the family.

A Assessment “I cannot meet the deadline.”

R Recommendation “I can complete the assignment by June 28th. Will that be acceptable?”

Technical Assistance

- Technical assistance at any time during the course is available by visiting the technology website at: <http://www.schreiner.edu/tech/help.aspx> or calling (830)792-7344.

Orientation

- An online orientation course, which is designed to help students learn to navigate the system used at Schreiner University, is available at least two weeks prior to the start of class on [Canvas](#). It is highly recommended that all students and particularly students who have not taken an online course in the past, complete the orientation course. Instructors may require individual students to complete the orientation course if the instructor observes that the student is having difficulty managing the course IT requirements. It is the student’s responsibility to develop the skills and obtain necessary technology to navigate and use the system.

Registration

- Students are responsible for creating their degree plan with the help of the Enrollment Services Specialist. This degree plan serves as the basis for registration each session. The Enrollment Services Specialist will register the student for the courses indicated on their degree plan at least 3 weeks prior to the start of each session.
- An email will be sent to all students after they have been registered for courses for the upcoming sessions. It is the student’s responsibility to make sure that the courses they are registered for are correct on Canvas and match their degree plan.
- The student must inform the Enrollment Services Specialist, the Registrar’s Office, and Financial Aid if they want to drop a course or [withdraw](#) from a session.

Textbooks

- In addition to course material found online within the course, most courses require textbooks. Students can find lists of required texts for each course on the course syllabus or through the [Schreiner bookstore](#) website. It is the student’s responsibility to acquire the correct textbooks, whether from Schreiner or through external sources.
- Cost of textbooks is not included in the [tuition and fees](#) on the student’s account. If using financial aid, cost of textbooks has been taken into account in the budget.
- Two computer clinical simulations are utilized during the program to ensure compliance with CCNE and the Essential of a Baccalaureate Education. Shadow Health and Sentinel City programs will be an additional cost for the student and are not included in the course

tuition and fees. Students will create accounts and will access for the duration of the program.

Withdrawal Policy

- Students must progress through the program in consecutive sessions. A student may take one session without courses and remain in the program. If a student has more than two consecutive sessions without taking courses or progressing in the program, they will be withdrawn from the program and required to re-apply if they wish to return.
- It is the student's responsibility to inform the Enrollment Services Specialist, the Registrar, and Financial Aid if they plan to take a session without courses or withdraw from the program.
- If a student withdraws (receives a [W](#)) in the same course two times, they will not be allowed to register for that course again and will not be allowed to continue in the program.

General Education Courses

- In addition to the required nursing courses, students must complete at least 90 hours of general education credit and must fulfill the [Schreiner Core](#) (see below). For the Online RN to BSN program, the general education courses are considered co-requisites and may be taken before, during, or after the required nursing courses, but must be completed before the degree can be awarded.
- The general education courses may be taken at Schreiner University or transferred in from another accredited institution. Official transcripts are required for all transfer credit.
- [Transcripts will be evaluated](#) for equivalent courses for transfer credit.

The Schreiner Core

- Similar to the Texas Core, Schreiner University requires students to take a certain number of credit hours in each of the following categories:

Analytical Abilities 6 hours

BIOL 2401, 2402, 1102, 1301, 1400, 1405, 1407; BSAD 2331; CHEM 1101, 1301, 1403; IDST 2305; MATH 1310, 1311, 1321, 2422, 2423; PHYS 1400, 1401, 2425 (At least one course must be science or mathematics)

Communication 6 hours

COMM 2301, ENGL 1301, ENGL 1302

Global Perspective 6 hours

HIST 1350, HIST 1351, IDST 4340 POLS 2303, RELI 1320, any foreign language, an approved study abroad course

Personal and Social Responsibility 3 hours

BSAD 2301, PHIL 1301, PHIL 1310, PHIL 2311, PHIL2312, PSYC 1300,
PSYC 1301, RELI 2311; SOCI 1301

Engagement 6 hours

HIST 1301, HIST 1302, POLS 2301

Aesthetic Appreciation 3 hours

ART 1340, ART 1350, ART 2340, ART 2341, ART 2371, DESN 1303,
ENGL 2340, ENGL 2341, ENGL 2350, IDST 3360, MUSC 1303, THRE
1301

Skill and Resource Use 3 hours *

IDST 1301

Advanced Composition 3 hours**

ENGL 3307

- Notes about Core Requirements:
 - *Since Online RN to BSN students have earned their Associate’s Degree, the “Skill and Resource Use” core requirement is waived for all students admitted to the program.
 - **Schreiner’s Bachelor of Science in Nursing degree requires Advanced Composition (English 3307) in addition to the rest of the Schreiner Core. This is a specific upper-level writing-intensive course that must be taken prior to or within the first two sessions of the nursing program.

Nursing Courses

21 hours of Required Nursing Courses for the BSN degree at Schreiner University are:

NURS 3307	Nursing Research: Evidenced-Based Practice
NURS 3309	Transitions to Professional Nursing
NURS 4201	Professional Nursing Issues and Ethics
NURS 4302	Holistic Health Care Across the Lifespan
NURS 4303	Nursing Leadership and Management
NURS 4304	Community Health Nursing
NURS 4371	Holistic Health Assessment
NURS 4397	Nursing Capstone

12 Hours of Nursing Elective courses include:

NURS 3308	Pathophysiology
NURS 4370	Independent Study or International Nursing Study Course
NURS 4370	National Nursing Certification credit*
NURS 4372	Nursing Informatics
NURS 4373	Politics & Policy
NURS 4374	Global Health

- NURS 3309 - Transitions to Professional Nursing must be taken within the first two sessions of the nursing program.
- NURS 4397-Nursing Capstone must be taken during the last session of the nursing program or with the last general education course. Exceptions to this policy must be approved by the Nursing Program Director.
- To be accepted as credit in the nursing program, national nursing certifications must be approved by the Director of Nursing.
- No more than two courses, totaling no more than 6 credit hours may be transferred into the RN to BSN program. These courses must be assessed by the Director of Nursing to be equivalent to one of the Schreiner University nursing courses and have been taken from an accredited school as described earlier in this handbook. Nursing courses that are substantially different from Schreiner University courses may be accepted for credit in place of Independent Study or International Study, if approved by the Director of Nursing.

Nursing Course Grading Scale

A = 90-100

B= 80.0- 89.99

C=75.0-79.99

F=74.99 and below

- Students must have at least an 80% average in the overall course AND at least an 80% exam average. If a student receives below an 80% exam or overall average, their final posted grade will be the lesser of the exam average or the overall course average. Students must maintain a grade of B or better in each nursing course to progress to the next nursing course. If a student earns below an 80% in any nursing course, students will be placed on probation until they receive a B or better in the next nursing course and they must retake the failed course with a B or better. Any student who earns below an 80% in two courses, whether the same course or two different courses will be removed from the program. If a student grade or exam average falls below an 80% during the course, the student will be required to submit an action plan to the instructor (see Appendix A). The action plan must

be completed and submitted to the course instructor within 3 business days when the student falls below an 80% average. It is the student's responsibility to fill the action plan out.

Testing

- Exams must be taken prior to the deadline given for the exam, unless special arrangements are made with the faculty prior to the deadline. The make-up exams for those who arranged prior to the deadline to take the exam at a different time will cover the same material as the regular exam, but may be a different format. Missed exams are recorded as zeros.

Written Paper Assignments

- Formal papers must be written as directed by the instructor and in a logical manner using the style and system of documentation found in the American Psychological Association (APA, Publication Manual (6th edition). Correct grammar, spelling, and punctuation are expected. It is the student's responsibility to review the paper for correct form. It is acceptable to have a classmate proofread a paper.
- The instructor will provide directions for the paper, which will include components of the paper and the point value of each component.
- Papers are considered late if they are not turned in at the appropriate time and as directed by the instructor, e.g. to Turnitin, Canvas or both. Ten points will be deducted from the original score of the paper for each day or partial day a paper is late and will not be accepted after three days.

Instructor Availability and Response Time

- Online instructors in the RN to BSN nursing program will respond to student emails within 48 hours, unless it is over a weekend (5 PM Friday to 8 AM Monday) or a holiday. Assignments will be posted within one week of the due date.

Student Responsibility for Course Contact

- Students will access their campus email at least once daily and the online course at least 3 times a week. Students will fully participate in course activities including discussion threads, learning activities, quizzes and exams as detailed in each course syllabus. Weekly assignments are due as noted in the syllabus or otherwise notified by the instructor.

Course Syllabi

- Students will find all course syllabi for current courses in Canvas by clicking on the syllabus tab. Course information and assignments are subject to change.

Course Grades

- Students can view their final grade for the course in Schreiner One.

Course and Faculty Evaluations

- Students are encouraged, and given the opportunity, to evaluate the course and course instructor at the end of each term.

Graduation Requirements

- Each student is responsible for submitting a Graduation Application through Schreiner One, before they will be allowed to graduate. This graduation application must be completed by the student prior to the first day of the session in which they intend to graduate.
- Completing the Graduation Application does not ensure the student will graduate. The application initiates a degree audit to ensure that the student has met all degree requirements. It is also the student's responsibility to review the degree requirements and their own transcripts to determine if they are a candidate for graduation.
- Students must be cleared through Accounting Services and all outstanding bills must be paid before transcripts or a diploma is released.
- Degrees are only conferred at the end of each term, not session. Therefore, students completing the degree requirements in Fall A or Fall B will have their degree conferred in December. Students completing the degree requirements in Spring A or Spring B will have their degree conferred in May and students completing the degree requirements in Summer A or Summer B will have their degree conferred in August.
- The Commencement Ceremony is held once a year in May. Students who wish to participate in the ceremony must indicate on the graduation application that they want to participate. RN to BSN Students are welcome to participate in the Ceremony in May immediately following their degree completion. Ceremony attire and attendance costs are the responsibility of the student.
- Students who do not wish to participate in the Commencement Ceremony will indicate on the graduation application where their diploma is to be mailed.

Students with Disabilities

- In accordance with Section 504 of the Rehabilitation Act of 1973, Schreiner University provides academic adjustments/auxiliary aids for students with physical/medical, learning, and psychological disabilities.
- Students desiring academic adjustments/auxiliary aids should contact the Director of [Learning Support Services](#), Dr. Jude Gallick. Requests will be considered on a case-by-case basis.

Formal Complaints

The RN to BSN program follows the Schreiner University formal complaint policy that can be found in the Schreiner student handbook policy as stated below:

APPEALS TO REGAIN FINANCIAL AID ELIGIBILITY

Students who fail to meet these standards and have lost eligibility for financial aid may appeal this decision. Appeals must be in writing and must be accompanied by appropriate supporting documents. Appeals should be submitted to the Office of Financial Aid within 30 days of the student receiving notice of suspension. Reasons that may be acceptable for the appeal are:

- Serious illness or accident on the part of the student;
- Death, accident or serious illness in the immediate family;
- Change in academic program;
- Other extenuating circumstances.

The reasonableness of the student's ability for improvement to meet the appropriate standards for the certificate or degree program in which the student is enrolled will be taken into consideration.

Appeals will be reviewed by the Financial Aid Committee and will be approved, denied or approved for a probationary period not to exceed one academic semester.

REGAINING FINANCIAL AID ELIGIBILITY

Students who failed to meet these standards and who choose to enroll without the benefit of financial aid may request a review of their academic record after any term in which they are enrolled without the receipt of financial aid. If the standards are met, eligibility is regained for subsequent terms of enrollment. Students should consult with a financial aid counselor to determine what must be done to regain eligibility.

GRADE APPELLATE PROCEDURE

Initiating Appeal: Before the 12th class day of the next long term after the term in which the grade was given, if a student believes that the final grade for any course does not reflect an accurate evaluation, the following steps must be followed:

1. The student should first confer in person with the instructor of the course to discern the evaluation process and the possibility of miscalculation. Whenever possible, grievances should be resolved at this level. If no agreement is reached at this level, the student should put the grievance in writing, along with the results of the meeting with the professor, and;
2. Submit the written grievance and the result of the meeting with the instructor to the Dean of the School in which the instructor teaches. The Dean will discuss the matter with the instructor and student to see if the matter can be resolved to the satisfaction of both parties. If no agreement is reached at this level the student may:
3. Make formal written appeal to the Registrar, with copies to the Instructor and Dean, and Vice President for Academic Affairs notifying them of the intention to appeal and stating

the reasons for requesting a grade change. The statement shall serve as the basis for the discussion during the meeting of the Review Board. Appeals will be considered if there is evidence that the grade was given in violation of the course syllabus or if it was arbitrary, capricious or discriminatory. Review Board: Within ten days or as soon as practical after receiving the student's formal appeal, the Registrar will convene a Review Board, consisting of six members, appointed by the Vice President for Academic Affairs, one of whom shall be designated as record keeper. Members shall be selected in the following manner:

- One member shall be Academic Dean, preferably of the School in which the instructor teaches, who shall serve as Chair of the Review Board, acting as an impartial moderator without voting privileges.
- Whenever possible, two members shall be faculty in the same discipline as the instructor; otherwise, they shall be members of the same School.
- Two shall be faculty from a School different from that in which the instructor teaches.
- Another member shall be an officer of the Student Senate, preferably the President. In cases where the officer was enrolled in the same class, another member shall be appointed to take the officer's place.

Meeting: The Review Board shall meet only once to consider the appeal. At that time, the Review Board will review the documents presented, interview the parties concerned and other deemed necessary. The appellant will be invited to present reasons for requesting the grade change and the instructor will be invited to present reasons for sustaining the grade. Both appellant and instructor may ask witnesses to be available to substantiate their statements. The Board may then discuss the matter with the appellant and the instructor, both of whom may be present at all times during the presentations and discussion.

Voting: After the discussion, both the appellant and the instructor will absent themselves and the Board will deliberate and vote by secret ballot without abstention either that the grade shall be changed by the instructor in consideration of the evidence, or that the grade shall be sustained. If the vote is to change the grade, the Vice President for Academic Affairs, on behalf of Schreiner University, shall raise or lower it as recommended by the Board. If the vote is to sustain, the grade shall remain as it is. In either case, the decision of the Review Board is final and binding upon both the appellant and the instructor. Records of the meeting and the vote will be filed with the Vice President for Academic Affairs.

Notification: After receiving report of the Board's decision, the Vice President for Academic Affairs will notify the faculty member and student of the decision.

Contacts

Online RN to BSN Program		m2bsn@schreiner.edu	800-343-4919
Nursing Program Director	Dr. Wanda Sparks	wsparks@schreiner.edu	(830) 792-7343
RN-BSN Coordinator	James Papesca, MSN, CRNA	jpapesca@schreiner.edu	(830) 792-7481
Admissions Counselor	Jennifer Genova	JGenova@schreiner.edu	(830) 792-7233
Nursing Department Administrative Associate	Katie Willis	kwillis@schreiner.edu	830-792-7481
Financial Aid		finaid@schreiner.edu	800-343-4919
Accounting Services		accountingservices@schreiner.edu	830-792-7303
IT Help Desk		http://www.schreiner.edu/tech/help.aspx	830-792-7344
Registrar's Office	Devon McLaughlin	DAMclaughlin@schreiner.edu	830-792-7356
Learning Support Services	Dr. Jude Gallick	JGallik@schreiner.edu	830-792-7258

APPENDIX A Action Plan
Schreiner University Nursing Program

Action Plan

Statement of the Problem: *(Describe behaviors and objectives that need to be addressed)*

Plan: *(describe behaviors, objectives, and time frame for correction)*

Consequences of action plan:

Student Comments:

Resolution/Outcome:

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____