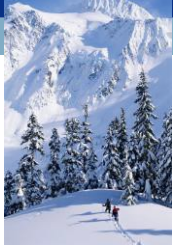




ASPEN
UNIVERSITY ...*Education - Delivered*



Bachelor of Science in Nursing RN-to-BSN Completion

2020 Student Handbook



Aspen University

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We understand the demands and constraints associated with trying to fit education into an already busy work and life schedule. Harnessing the power of the Internet and online collaboration, Aspen has created interactive, flexible, facilitated, online courses designed to fit around your lifestyle. Education is a journey of professional growth. The starting point is you, here and now. The ending point is you, with the skills and knowledge to compete and win in a world where business and technology are inextricably intertwined.

Re-create yourself at Aspen University - the award-winning, accredited University where you can earn your degree online – without setting foot in a classroom.

A Higher Degree of Education!

Aspen University is a leader in online education by reaching the learner in the real world and work environment. Distance learning programs enhance the way individuals learn best: through experience, reflection, implementation and experiment. By stepping out of the known environment of classroom-centered instruction, Aspen University's distance learning programs consider areas that need to be gained or changed through the learning process. Aspen's programs provide its graduates with an advantage to excel in the challenging professional work environments of today and tomorrow.

Aspen University understands your educational needs as a working professional and your desire to have relevant opportunities for lifelong learning. We also understand the pride you have in your accomplishments, in your proven capabilities to direct your own life, and in your potential as someone who can grow in today's rapidly-changing work environments.

Flexible

Log on day or night and you're in class. Network as you learn. Interact with respected technology leaders and fellow professionals from around the globe, or opt for even more flexibility with courses facilitated one-on-one with the instructor. Then apply what you've learned right away in your professional environment.

Tailored for the Adult Learner

Aspen University understands your educational needs as a working professional in this business climate and your need to have relevant opportunities for lifelong learning. All Aspen courses are facilitated by industry-expert instructors with advanced degrees, so you can be assured of a high level of relevant and meaningful feedback.

Discover Aspen University

Join us at Aspen University. Apply online at <https://application.aspen.edu/application/index.html> or call our admissions office at: 303-333-4224 or Toll-free in the United States at 1-800-373-7814.

“Quality patient care hinges on having a highly educated nursing workforce. Research has shown the lower mortality rates, fewer medication errors and quality outcomes are all linked to nurses prepared at the baccalaureate and higher degree level.”

-American Association of Colleges of Nursing

Aspen University Mission

Aspen University is dedicated to offering any motivated college-worthy student the opportunity to receive a high quality, responsibly priced distance-learning education for the purpose of achieving sustainable economic and social benefits for themselves and their families. This is accomplished by achievement of the following goals:

The **Academic Achievement Goal** is to transition motivated learners to higher levels of productive citizenship by providing a readily accessible education that teaches knowledge and skills of enduring value.

The **Economic Responsibility Goal** is to offer tuition rates low enough that a majority of our students will not incur debt through utilization of federal financial aid, and ensure alumni have achieved a return on investment benefit following earning a degree from Aspen University.

Accreditation

Aspen University is accredited by the Accrediting Commission of the Distance Education Accrediting Commission (DEAC). DEAC is listed by the U.S. Department of Education as a nationally recognized accrediting agency, and is a recognized member of the Council for Higher Education Accreditation.



Distance Education Accrediting Commission
1101 17th Street NW, Suite 808
Washington, D.C. 20036

The baccalaureate, master's, and doctoral degrees in nursing at Aspen University are accredited by the Commission on Collegiate Nursing Education. Officially recognized by the U.S. Secretary of Education as a national accreditation agency, the CCNE is an autonomous accrediting agency contributing to the improvement of the public's health. CCNE ensures the quality and integrity of baccalaureate and graduate education programs preparing effective nurses.

Commission on Collegiate Nursing Education (CCNE)
655 K Street NW, Suite 750
Washington, DC 20001
(202) 887-6791



Bachelor of Science in Nursing (BSN)



Mission Statement

The mission of the Aspen University School of Nursing is to enhance the health and quality of life for individuals, families, and communities at local, state, and national levels through excellence in teaching, scholarship and practice. The RN-to-BSN program builds upon previous learning and prepares nurses for a higher level of nursing practice, allowing them to advance their nursing careers. By developing stronger clinical reasoning and analytical skills, BSN-prepared nurses can assume roles as care providers; as designers, managers, and coordinators of care; and as members of a profession within a diverse society and across a spectrum of healthcare settings.

RN-to-BSN Degree Program

Aspen University offers an online RN-to-BSN degree program for registered nurses who have an associate degree or diploma in nursing and wish to pursue a baccalaureate degree. With a liberal arts foundation, our RN-to-BSN program builds on initial nursing preparation with course work to enhance professional development, prepare for a broader scope of practice, and provide a better understanding of the cultural, political, economic, and social issues that affect patients and influence care delivery. All courses in the RN-to-BSN program are completed online. Full-time students can complete the RN-to-BSN program in as little as one year, enabling them to quickly achieve their educational goals and increase their options for career mobility.

RN-to-BSN Program Goals

The goals of the RN-to-BSN program are to educate professional nurse generalists who emulate the following characteristics and behaviors. These goals are aligned to the AACN Baccalaureate Essentials and to the University Mission-Based Outcomes.

1. **Generalist Nursing Practice** (AACN Essential I, II, IX; UMBO 3)
Apply the knowledge, skills, attitudes, and behaviors needed to provide high quality patient-centered health across the lifespan and function as a leader in health care environment.
2. **Evidence-based Practice** (AACN Essential III; UMBO 4)
Demonstrate that one's professional practice is grounded in current research.
3. **Patient Care Technology** (AACN Essential IV; UMBO 5)
Utilize patient care technology while managing resources efficiently and effectively when planning, implementing, and evaluating interventions to achieve optimal health outcomes for diverse populations.

4. **Healthcare Policy** (AACN Essential V; UMBO 3)
Exhibit an understanding of healthcare policies, including financial and regulatory, that impact the role of the nurse and the healthcare system.
5. **Population Health** (AACN Essential II, VII; UMBO 2)
Recognize the leadership role of the nurse in health promotion and disease prevention for individuals, families, and communities.
6. **Value Systems and Ethical Behavior** (AACN Essential VII, VIII; UMBO 1, 2)
Develop a personal and professional value system that is ethical and demonstrates cultural competence and sensitivity.
7. **Interprofessionalism** (AACN Essential VI, VIII; UMBO 2)
Demonstrate communication and collaboration among and between healthcare professionals who are critical to delivering high quality and safe patient care.

RN-to-BSN Program Admission Requirements

- Associate Degree in Nursing or diploma with a minimum cumulative GPA of 2.75 or greater.
- Provide documentation of a current, unencumbered licensure as a registered nurse in the United States, a US territory, or Canada. Registered nurses licensed outside of these areas are not eligible.
- A minimum of one year of nursing experience completed within the past 5 years.

RN-to-BSN Program Degree Completion Requirements

The BSN degree requires a minimum of 120 credits, 30 of these credits must be completed at Aspen University:

- 30 credits in liberal arts/general education
- 60 block credits for RN license
- 30 credits earned at Aspen University
 - 21 credits from upper-division (400-level) nursing courses
 - 9 credits from health professions courses

Liberal Arts/General Education Requirements

These credits provide students with a broad background in liberal education as a foundation for the practice and education of nurses. Any remaining liberal arts/general education requirements after transfer credit evaluation will be completed prior to beginning the first course in the RN-BSN completion program's course sequence.

Block Credits for RN License

This requirement is satisfied by block transfer credit from an associate degree nursing program (e.g. ADN or ASN) or by the award of credit for diploma nursing course work that resulted in a RN license. It is understood these degree programs include lower-division nursing credits and general education credits. These 60 block credits reflect work in nursing courses that prepare for the NCLEX-RN and licensure.

Upper-Division Nursing

The 21-credit upper-division nursing credit requirement must be completed with 7 courses offered by Aspen University. These seven courses are N490-N496.

Health Professions Courses

This requirement consists of 9 credits of additional general education coursework that is directly relevant to and complements the upper-division nursing curriculum within the completion program. These three courses are HUM410, HCA320, and CIS450. They allow students to explore diverse topics of importance to the delivery of health care while simultaneously gaining exposure to perspectives from related health care fields.

RN-to-BSN Course Descriptions

The RN-to-BSN course descriptions are outlined in the Aspen University catalog: (<https://www.aspen.edu/academic-catalog/>).

Project Concert

Project Concert[©] is the School of Nursing's online, secure data management system and is used by students in the RN-BSN program in several courses. The system is used to house clinical sites information and assist in managing affiliation agreements. In addition, it is the platform where students log all their clinical hours and patient cases, and faculty conduct their evaluations. Students and administrators can pull reports from the system on a variety of data points.

Academic Policies

RN-to-BSN students are guided by the policies and regulations as outlined in the Aspen Academic Catalog. Students are encouraged to review academic policies in the Academic Catalog @ <https://www.aspen.edu/academic-catalog/>. In certain situations, policies governing nursing students may differ, and are specified here.

Credit Transfer

Aspen University accepts academic credits earned from accredited/approved academic institutions when the course content is deemed to be the equivalent to our own. Aspen University accepts transfer of 90 credits into the BSN Completion program (40 credits for RN licensure plus 50 Liberal Arts credits as required for program completion). Ninety credits is the maximum that can be transferred in to baccalaureate degree programs. Credit Transfer (beyond these 90 credits) is NOT available for courses in the RN-to-BSN program.

Portfolio Credit

Prior Experiential Learning (Portfolio Credit) is any learning experience that was not part of a college or university course and does not carry academic degree credit.

Verifying the Authenticity of Student Work

Online universities are uniquely challenged to verify the authenticity of student work. In other words, *how do we know that the work submitted by the student (essay papers, exams) is actually completed by the student?* In the nursing program, we have built in

several opportunities for “direct observation” of the student. These include:

- Presentation of legal photo identification during video presentation in N493.
- RN-to-BSN comprehensive exam: A comprehensive exam over core knowledge in the RN-to- BSN program will be taken at the end of the program.

Comprehensive Examination

The purpose of the Proctored Exam is to evaluate a student’s ability to synthesize, analyze, and apply core concepts/theories studied. Satisfactory performance on the Proctored Exam will demonstrate mastery of the expected student learning outcomes for the BSN program. The Proctored Exam is offered in multiple choice format. The multiple-choice format will require students to complete 60 multiple choice questions within a two-hour time period. The Proctored Exam is graded on a S/U (Successful/Unsuccessful) basis. A passing grade on the Proctored Exam is a 70%.

Students who fail to successfully complete their Proctored Exam may have one additional attempt at the exam.

Student Governance

Students have input into the workings of Aspen University and the nursing program through a variety of mechanisms. Input is sought at the completion of each course, through course evaluations. At the completion of the RN-to-BSN program, graduates are provided an opportunity to share about their overall program experience through an end-of-program survey taken during the last course. A final way students have course and program level input is their participation in biannual data dialogues with faculty and program leadership. You are encouraged to participate in these opportunities.

Formal committees at Aspen University and within the nursing program provide another avenue for student input. The two nursing committees that have student representation include the Curriculum Committee and the Program Advisory Board.

Program Advisory Board

Purpose: The Program Advisory Board acts in an advisory and consultative capacity to promote, assist, and perpetuate the goals and objectives of Aspen University nursing program. This board meets twice per year.

Functions:

- Identify emerging health care needs that may require programmatic and institutional response
- Provide an opportunity for the exchange of viewpoints between business/professional persons, alumni, and academicians as they relate to nursing education.
- Provide a direct liaison between faculty and the community for the purpose of promoting the activities and mission of the Aspen University nursing program and the nursing profession.
- Advise and inform the EAC on local, state, and national perceptions regarding nursing education and the nursing profession, suggest possible avenues for marketing the program.

Membership: The dean and various members of the community of interest: current student, alumni, nurses, leaders in health care

Curriculum Committee

Purpose: The Curriculum Committee is responsible for the curriculum, specifically to develop, implement, and evaluate the nursing curricula. This committee meets twice a year or as needed.

Functions:

- Monitor and formulate policies governing the curriculum of the nursing programs
- Lead the evaluation of the curriculum according to the nursing program evaluation plan
- Recommend curricular revisions for the nursing programs
- Recommend curricular revisions for the nursing programs based on input from the community of interest

Membership: The dean, the nursing program directors, at least 2 faculty members as dictated by curricular needs, 1 student from each program.

RN-BSN Program Administration

The Dean, Assistant Dean, Director and any Coordinator for the RN-BSN program hold an equivalent degree from a recognized and accredited college or university and enough academic experience to warrant such a position.

Dean of Nursing and Health Sciences

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