



University of San Diego®

**RN to Bachelor of Science in Nursing (RN to BSN)
Student Handbook
2026-2027**

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WELCOME

On behalf of the faculty and staff, we extend a warm welcome to the University of San Diego's RN to BSN Online Program. We are thrilled to have you join our dynamic community of nursing professionals dedicated to leading and transforming the future of healthcare.

As your Program Directors we bring a shared wealth of experience in nursing leadership and clinical education. Our primary mission is to support your academic progress and professional growth every step of the way.

Embarking on this journey signifies a milestone in your career development. Throughout your time at USD, you will have access to a robust support system, including:

Expert Faculty: Mentors dedicated to your clinical and leadership development.
Student Success Team: Specialized support to help you navigate your online learning experience.

University Resources: Comprehensive access to USD's research, library, and professional networks.

We are committed to providing the guidance necessary for you to achieve your professional goals. We look forward to walking alongside you as you advance your career and redefine nursing leadership.

Welcome to the Torero family!

Sincerely,

Nadine A Kassity-Krich MBA, BSN, RN, PHN, CNL
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INTRODUCTION

The Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) (RN to BSN) program is designed for RNs who have completed an associate degree or diploma program in nursing and wish to advance their education by earning a BSN. The program builds upon prior nursing education and professional experience, providing students with a strong foundation in leadership, evidence-based practice, community health, and interprofessional collaboration.

Students complete the program in an online format designed to accommodate working professionals. Coursework emphasizes critical thinking, communication, and leadership within diverse healthcare settings, preparing graduates to assume roles that influence quality outcomes and advance the nursing profession. Upon successful completion of the program, graduates receive a BSN degree. Clinical and community-based learning experiences are offered in collaboration with healthcare and community organizations.

This handbook is intended to provide information for the Online RN-Bachelors of Science in Nursing (RN to BSN) program at the Hahn School of Nursing and Health Science (HSON) at the University of San Diego. Students are responsible for the information contained in this handbook.

It is the individual responsibility of the student to keep abreast of any and all changes made in the aforementioned catalogs and handbooks. This includes any and all penalties that may be incurred due to failure to adhere to an established policy or procedure. The hope is that the information provided in this handbook contributes to an enjoyable and successful personal and academic journey for you at USD.

PHILOSOPHY OF THE SCHOOL OF NURSING AND HEALTH SCIENCE

The faculty of the School of Nursing and Health Science view individuals as unique holistic beings in dynamic interaction with an ever-changing environment. Each person has the potential for self-direction and self-actualization. The faculty believes clients have the right to engage actively in decisions relative to their health and healthcare. An individual's potential is achieved through interaction with larger systems such as family, community, and society.

Health is a dynamic state of being which is self-perceived and delineated by certain empirical parameters. This state of being is positively or negatively influenced by interactions with the environment, including the health care system. The faculty believes the health care needs of clients are best served by a delivery system that is innovative and responsive to the needs of all people.

Both nursing and healthcare informatics are scientific disciplines that engage in scholarly inquiry to expand their body of knowledge as a foundation for excellence in clinical practice. Nursing care is the translation of intellectual effort into humanistic interventions that respect the dignity and worth of each person throughout the lifespan. Implicit in our practice is accountability to individuals, families, and communities to promote, maintain, and restore health. Equally, the discipline of healthcare informatics is committed to these same foundational values.

The faculty believes that learning is a continuing process that involves changes in knowledge, attitudes, and behaviors. Consistent with this belief, the faculty provides learning experiences that foster critical thinking and believes that students are accountable for their own learning. The faculty believes that they have a responsibility to assist students to advance in the community of healthcare scholars.

The faculty of the School of Nursing and Health Science exemplifies through teaching, research, and clinical practice the personal and professional characteristics they seek to develop in students. They serve as catalysts for student learning, contributors to the expanding body of knowledge in healthcare, and role models in clinical practice.

MISSION STATEMENT

The Hahn School of Nursing and Health Science is a community of progressive scholars in an intellectually rigorous, research-intensive environment. We educate undergraduate-level nurses, graduate level nurses and healthcare informaticists to optimize health, promote healing, and alleviate suffering through reflective practice, knowledge generation, service to the community, and leadership at local and global levels. We seek to deepen our commitment to social justice by influencing health policy and by promoting an ethical approach to nursing characterized by compassion and respect for the dignity of the individual.

GOALS AND OBJECTIVES

The RN to BSN program supports the University's mission and philosophy by preparing students to work with diverse groups through its emphasis on health care for vulnerable populations. Faculty are committed to teaching excellence and a values-based curriculum, continuing to emphasize the value and dignity of each individual. Designed for working RNs seeking to advance their education, the fully online program prepares graduates to apply knowledge and skills across diverse healthcare settings, including hospitals, community agencies, and healthcare organizations.

Core Values of the HSON

- Cultural respect and sensitivity for self and others
- Ethical, moral, behaviors
- Commitment and loyalty
- Compassion, empathy, advocacy, support
- Honesty and integrity
- Flexibility and creativity
- Professionalism
- Leadership
- Excellence
- Self-directed learning
- Teaching/learning/praxis
- Critical thinking
- Scholarship

PROGRAM LEARNING OUTCOMES OF THE RN to BSN PROGRAM

The program learning outcomes (PLOs) for the BSN completion program align with the Undergraduate Core Curriculum and AACN Nursing Standards. Upon completion, program graduates will be able to:

1. Use foundational knowledge from nursing, sciences, and the liberal arts to support safe, effective, and equitable nursing care.
2. Provide person-centered care that reflects empathy, respect, and shared decision-making to promote health and well-being.
3. Support population health through community assessment, health promotion, and advocacy for social justice.
4. Engage in scholarly inquiry and evidence-based practice to improve nursing care and outcomes.
5. Deliver safe, high-quality care using quality and safety principles to minimize harm and improve outcomes.
6. Collaborate effectively with the interprofessional team to deliver coordinated, high-quality care.
7. Use knowledge of healthcare systems to coordinate resources and provide equitable, efficient care.
8. Use informatics and communication technologies to manage information and support safe, effective care.
9. Demonstrate professional identity, ethical practice, and self-awareness in all aspects of nursing care.
10. Engage in continuous personal, professional, and leadership development through reflection and self-care.

ACCREDITATION/APPROVAL

The HSON is accredited by the Western Association of Schools and Colleges (WASC) and the Commission on Collegiate Nursing Education (CCNE).

RN to BSN PROGRAM STRUCTURE

The program of study includes the fifteen-course prescribed curriculum. Completion of the RN-BSN program will require 43-52 units of coursework, including 144 clinical practicum hours. Courses will be offered year-round with three semesters every year; spring, summer, and fall. Each semester is 14 weeks in length. Theory (non-practicum) courses will run for seven weeks each with a one or two week break in between semesters. Practicum courses will run for fourteen weeks each. You can expect to graduate in five semesters after successfully completing all required coursework. **You can expect to spend 20-25 hours per week in each course in order to be successful.**

STUDENT ADVISING AND REGISTRATION

The RN to BSN Program Coordinator will serve as your advisor during your program. Your advisor will ensure that you meet all academic requirements for the program, help resolve issues and problems, and assist in exploring future professional goals and educational options. Students will be manually enrolled for each semester (including Spring, Summer, and Fall terms) by your Program Coordinator. Once registered for a semester, students will receive an email confirmation of the registration. It is the student's responsibility to notify the Program Coordinator if they do not wish to be enrolled in a semester. In that case, a Leave of Absence would be required. For drop and withdrawal policy and deadlines, view the academic calendars found on the RN to BSN Student Success Center webpage: <https://onlinedegrees.sandiego.edu/studentsuccess/rn-bsn/>

RN to BSN Program Administration

- ❖ Jannise T. Baclig, PhD, RN – RN to BSN Program Co-Director
- ❖ Nadine Kassity-Krich, MBA, BSN, RN, PHN, CNL – RN to BSN Program Co-Director
- ❖ Cate MacGregor – Online RN to BSN Program Coordinator

RN to BSN CURRICULUM

The RN to BSN degree is a 43-52 unit program offered for working RNs seeking to advance their education. Graduates can apply knowledge and skills across diverse healthcare settings, including hospitals, community agencies, and healthcare organizations.

Students will complete two clinical practicums focused on leadership and population health, during which they will develop attainable, time-sensitive, SMART goals and engage in guided learning experiences with an assigned preceptor who provides mentorship.

COURSE DESCRIPTIONS RN-BACHELORS OF SCIENCE IN NURSING ONLINE PROGRAM:

BSNC 492 BSN New Student Orientation

This orientation course introduces students to the University of San Diego and provides important information about the program. Throughout this orientation, students will locate helpful resources and practice completing tasks in the web-based learning management program. The course and resources will be available to students as a reference tool throughout the entirety of their program.

BSNC D420 Nursing in Literature

This course examines the profession of nursing as depicted in literature which may include fiction, nonfiction, memoir, poetry, biography, film, and other genres. There will be a particular emphasis on understanding the history and cultural development of nursing through the lens of literature. Students will engage with literature purposefully, critically, and contextually to explore narratives that depict the evolution of nurses, patients, and healthcare systems across time and place. Through their writings and class discussion contributions, students will use literary theories to analyze and interpret texts thus revealing issues related to gender roles, ethics, social/political context, and more.

BSNC D401 Writing and Communication

This course supports the development of the nurse's effective, respectful, and constructive verbal and written communication skills in the health care sphere. Students will apply relevant communication theories to demonstrate competency in formal and informal written and verbal communications. Students will further tailor their messages in terms of argument, clarity, organization, and style to the appropriate audience (e.g., patients, professional colleagues, the public), purpose, and context. Course content includes ethical considerations, cultural competence, and special situations that occur in healthcare such as communicating with the help of an interpreter.

BSNC D425 Ethical Foundations of Nursing

This course explores the ethical foundations of nursing practice, providing students with the knowledge and skills to navigate complex moral dilemmas in healthcare. The course aims to provide a thorough introduction to the key themes in nursing ethics, including ethical principles, ethical decision-making, safeguarding privacy and confidentiality, professional standards, promoting ethical conduct in research and practice, and ensuring human rights and social justice. Students will examine major ethical theories, including deontology, utilitarianism, and virtue ethics, and apply core ethical principles such as autonomy, beneficence, nonmaleficence, and justice to real-world nursing scenarios. This course satisfies the ethical inquiry core foundation (FETI) requirement and advanced writing flag requirement (CADW).

THRS D102 Cry of the Poor: An Introduction to Catholic Theology

This course is an introduction to the academic study of Catholic theology focusing on Catholic interpretations of essential biblical texts, fundamental Christian beliefs and practices, and the significance of the option for the poor throughout the Catholic tradition and today. Students will also engage other academic disciplines along with Catholic theology in order to better understand the realities of economic inequality and student's own positions in relation to social constructions of power and privilege. This course is designed for USD's online undergraduate degree completion programs and may not be applied to the requirements for any in-person undergraduate degree program that USD offers.

BSNC D441 Data Visualization

This course supports the nurse's ability to a) reliably interpret the data visualizations routinely encountered in their role, and b) create data visualizations in commonly used formats that adhere to the conventions and constraints of those formats. Learners will combine knowledge of visualization formats, human perception, and audience needs with data skills, design discernment, and adherence to ethical principles to create visualizations that help viewers accurately answer pertinent questions about the topic at hand. Learners will explore data at multiple levels: individual patient data, population health data, and systems/policy-level data. In accompanying written work, learners will state their visualization objectives, explain the assumptions and limitations underlying their source data and selected visualization format(s), justify their design choices, and draw conclusions about the selected topic.

BSNC D430 Philosophical Foundations of Nursing Practice

This course explores the philosophical foundations of nursing, examining key questions about the nature of care, personhood, health, and responsibility. Utilizing historical and theoretical foundations in nursing, students will critically analyze fundamental nursing and philosophical issues using systematic questioning and argument evaluation. Through the study of value theory, epistemology, and metaphysics, students will engage with philosophical perspectives unique to the profession and demonstrate the integration of philosophical principles into practice. Students will read various philosophical perspectives unique to the nursing discipline, critically examining arguments in light of our own knowledge and experience. Students will engage with these tools in class to build the skills necessary to effectively defend their positions in written assignments.

THRS D302 Cry of the Earth: Religion, the Environment and Social Justice

This course is an exploration of the implications of religious ideas and practices for the ways people view and value the natural world, with special attention to the global complexities of diversity, inclusion, and social justice at an advanced level. Throughout this course, students will consider such questions as: What is the religious significance of nature, if any? How have religious attitudes evolved in response to the religious crisis? What role should religion play in helping to solve the ecological crisis, if any? How can the concept of intersectionality help to mobilize a more critical and inclusive approach to religion and the environmental crisis? This course is designed for USD's online undergraduate degree completion programs and may not be applied to the requirements for any in-person undergraduate degree program that USD offers.

BSNC D440 Health Information Technology: Enhancing Care and Communication

This course focuses on the information and communication technologies (ICT) used in healthcare delivery to improve patient outcomes, ensure safety, and facilitate communication across diverse settings. Students explore practical applications and ethical considerations while emphasizing the importance of communication and compassionate care. Students examine how technologies enhance patient care and optimize processes, discussing data collection, decision-making, and knowledge generation. Key topics include regulatory issues, patient privacy, information security, and reimbursement, along with an emphasis on clinical judgment, social determinants of health, and ethics.

BSNC D411 Evidence-Based Nursing: From Theory to Practice

This course examines the historical and scientific evolution of nursing as both a discipline and a field of study. Students will explore foundational concepts, theories, and models that shape nursing knowledge and practice. They will enhance their clinical reasoning and judgment skills while integrating evidence-based practices into healthcare settings. The course highlights the connection between research, theory, and evidence-based practice, guiding students through the evidence-based practice process and its application to clinical questions. Practical experience in translating research findings into practice will be emphasized, along with an emphasis on ethical considerations and resource management. By prioritizing ethical scholarship, students will be equipped to contribute to the nursing profession with integrity, ensuring safe and effective care. By the end of the course, they will demonstrate the ability to apply evidence-based principles professionally, promoting continuous improvement in healthcare.

BSNC D451 Professionalism and Leadership in Nursing Practice

This course focuses on the nursing profession as both a science and a discipline, exploring its historical evolution, professional roles, and core concepts of nursing practice. Emphasis is placed on developing a strong professional identity grounded in accountability, advocacy, integrity, and leadership while

effectively collaborating with interdisciplinary teams. Students examine the use of leadership skills to optimize care across the continuum, apply information and communication technologies to support decision-making, and explore cost-effective, innovative strategies to improve healthcare outcomes. Personal and professional growth are fostered through self-care, reflective practice, and the application of theory and research-based knowledge to promote intellectual curiosity and social responsibility.

BSNC D451P Nursing Leadership Practicum

In collaboration with community partners, this practicum offers hands-on experience applying theoretical knowledge and evidence-based practices in professional healthcare settings. Designed to enhance students' clinical reasoning, decision-making, care delivery skills, and leadership abilities, the practicum also engages students in quality improvement initiatives that emphasize ethical conduct, social responsibility, and advocacy for health equity and patient rights. Interprofessional collaboration and effective communication are key components, fostering improved patient outcomes and supporting team-based care.

As part of the culminating Integrative Core Project, the student will develop a quality improvement proposal, which will encourage students to synthesize the knowledge and skills gained throughout their coursework. Building on their earlier integrative learning experiences, students will make meaningful connections across disciplines, apply knowledge in diverse contexts, and bridge curricular and co-curricular learning to demonstrate Core competencies essential for success in the evolving field of nursing.

BSNC D450 Healthcare Systems Leadership: Promoting Quality, Safety, and Innovation

This course equips nursing professionals to navigate complex healthcare systems by exploring organizational structures, healthcare delivery models, and quality evaluation strategies. Students will focus on quality improvement, safety, and the nurse's role in fostering a culture of respect and high reliability in healthcare environments. Leadership development skills, including communication, team dynamics, and collaboration, are emphasized. Additionally, students will learn about the use of information technologies, such as electronic health records and telehealth, to enhance patient outcomes and safety. The course highlights the integration of evidence-based practice, diversity, equity, inclusion, and ethical decision-making in leadership. Lastly, personal health and well-being are underscored as vital for effective leadership and resilience in healthcare.

BSNC D412 Population Health and Advocacy in Nursing

This course explores population health management, highlighting the crucial role of nurses in promoting health equity and social justice in diverse communities. Students will analyze health data, assess community needs, and create culturally responsive healthcare interventions. The curriculum covers public health policy evaluation, collaborative action plans, advocacy strategies, and disaster preparedness. Through various activities, students will gain proficiency in epidemiological methods, ethical decision-making, and sustainable health interventions for vulnerable populations, equipping them to lead initiatives, and advocate for improvements in public health outcomes.

BSNC D412P Population Health and Advocacy in Nursing Practicum

In collaboration with community partners, this practicum focuses on principles of population health and addresses the health needs of diverse groups. Students explore the role of nurses as advocates and educators in promoting health equity and improving health outcomes. Key areas of focus include social determinants of health, epidemiological methods, and evidence-based interventions. Additionally, the course involves analyzing health data to identify trends and risk factors. It also covers the design,

implementation, and evaluation of public health programs in partnership with interdisciplinary teams and community stakeholders, aiming to enhance health outcomes for various populations. This course meets the requirement for a California Public Health Nurse Certificate.

BSNC D405 Patient Stories

This course surveys a form of artistic expression combined with an examination of the experience of being a health care patient. Depictions of patient signs, symptoms, and health care interactions in an art form such as theatre, visual art, music, cinema, storytelling, or dance will be used to appreciate the characteristics, conventions, and theoretical orientations of that art form within its sociocultural context. Students will further apply the nursing process and other nursing-specific methodologies to analyze the “stories” underlying the artworks under study. The combination of modes of appreciation specific to an art form with nursing-specific ways of knowing will allow students to pursue a holistic understanding of the patient experience.

HAHN SCHOOL OF NURSING STUDENT FEES

Technology and Compliance Fee

Nursing students will be charged an annual technology and compliance fee which covers compliance tracking subscription profile and clinical logging/portfolio applications associated with the degree programs. This fee is subject to change annually.

2026-2027 \$330

HEALTH, IMMUNIZATION, AND LIABILITY REQUIREMENTS

Specific health and professional criteria must be met by all students before they can register for classes. This policy assures the university and clinical facilities that students meet minimum standards regarding health, liability, and licensure/certification. The HSON has contracted with DISA Healthcare / Complío to track these criteria for all students across programs. All students must create an account and have a tracking package with Complío.

[Link to Instructions, FAQ, and Mandatory Health Requirements Checklist by Program](#)

Comprehensive background checks and drug screenings are required of all students, all your program health requirements can be found in your Complío student portal after your account has been created and approved.

When admitted to the program, students must also provide written authorization to the HSON for the release of this information to clinical facilities by E-signing a Release of Information Form. This electronic form can be found in your Complío account. If a student’s illness or injury requires medical disability, students must notify their Program Director and the SON Compliance Office as soon as possible. Students with a medical disability may need to provide additional documentation for clearance to continue.

Students MUST be compliant within 3 weeks of being registered. Proof of immunization (or anti-body titer, if applicable) is required prior to your initial course registration. Proof of compliance must be submitted by the student, and it is the student’s responsibility to update your Complío account for

review and approval. Students must maintain current and up-to-date mandatory health requirements throughout the entire duration of the program. Failure to do so will result in ineligibility to participate in clinical experiences.

Students must not fall out of compliance at any time due to the affiliation agreements and understandings with the San Diego Nursing Consortium. Falling out of compliance can jeopardize your placement, reflects negatively on our school, and breaches our contracts with our agency affiliates. A USD Hahn School of Nursing and Health Science Attestation of Good Health e-form must be signed in your Complio student portal prior to starting. Any student who has a potentially communicable illness (including colds, flu, or COVID-19) should confer with your program leadership, clinical faculty, and preceptor regarding the site's sick policy.

The Hahn School of Nursing and Health Science manages COVID-19 Contact Tracing for our school. If you test positive for COVID-19 please contact your program leadership and the SON Compliance Office at soncompliance@sandiego.edu and call the Assist. Director of Compliance and Accreditation, Angie Palomar, at 619-260-4556. They will support you with the next steps on university and clinical agency guidelines.

For questions regarding compliance please email soncompliance@sandiego.edu.

Your Complio subscription with our institution should always remain active and it is the student's responsibility to keep this account current and address soon to expire items at least 2-4 weeks in advance to allow apple processing time for re-approval and review.

It is the responsibility of the student, NOT the School of Nursing and Health Science, to ensure that all health and immunization requirements are met and are current.

DISA Healthcare/Complio follows the strictest agency guidelines for document review. All documents must list your Full Name, Date of Birth, On clinic/EMR/laboratory letterhead, or include clinic stamp, Date placed, Date Read, Induration Value (ie. 0mm, 0.0 mL), and Full Lab Results (Negative or Positive) shown for approval. In addition to the above, transcribed/hand-written documents (i.e., hand written) can only be accepted if they were completed by one of the following licensed medical providers: MD, DO, PA, NP, RN, LVN, PharmD, or RPH. The provider must include their license number for their licensing board on the transcribed document with their signature. Thus, if you do not have electronic records from the clinic/EMR/pharmacy/laboratory, it is highly recommended that you have a licensed medical provider transcribe the information that includes all the required information. Note: Medical records are legal documents that require strict integrity, where any alteration, amendment, or correction must be authenticated by an authorized medical provider to maintain legal validity. Unauthorized tampering, manipulation, or changing of a medical record is unacceptable.

Failure to adhere to these policies and requirements may result in all or any of the following: 1) removal from a clinical rotation, 2) removal from class, 3) blocked registration, and/or 4) dismissal from the program if the situation warrants it. Compliance requirements are subject to change at any time as deemed necessary by the clinical agency or the institution.

NOTE: Students who have a work disability may NOT attend clinical unless a written "Return to Work" note is signed by the student's physician indicating the student is "fit for work". **Students may not attend clinical with splints, braces, or casts in place. Additional clearances may be required to return**

to any clinical experience.

Criminal History/Background Check & Drug Screening

These report screenings must be ordered through DISA Healthcare/Complío before a student can start any program at the University of San Diego Hahn School of Nursing that requires a clinical rotation component in their program. We can not accept outside reports or other employer screening reports at this time.

Criminal background checks and drug screens are required for all students as a condition of placement in clinical and community facilities. Placement is contingent on the clinical or community facility's approval of the placement following its acceptance of the criminal background check and drug screen. A student must comply with the requirements of each clinical or community facility at which the student may be placed. These reports will be added by Complío to a student's compliance profile once completed. It is the student's responsibility to follow-up with leadership of a flagged report immediately while in the program.

Prior criminal convictions and/or failing to pass a drug screen may prevent a student from placement in a clinical or community facility and as a result, could jeopardize the student's status in their program. Any student who is convicted of a crime while enrolled in the program is required to immediately notify their Program Director and Leadership immediately. Depending on the nature of the offense, the student may be dismissed from the program.

The following searches are required:

1. Criminal History Record Search
2. Social Security Number Trace (residential history, year and state SSN issued)
3. OIG/GSA-Medicare/Medicaid Excluded List
4. Nationwide Sex Offender Registry
5. 10-Panel Drug Screen

Legal Name Changes: If a student chooses to undergo a legal name change while in the program, the student **MUST** contact their program leadership, Clinical Placement Coordinator, and the SON Compliance Office regarding next steps to ensure compliance. The student is responsible for initiating and Placing a New Order for a New Background Check & New Drug Screening under your new legal name that must be completed through Complío at the students expense. We advise if possible to complete a legal name change until you are in your last semester of your program. Please contact soncompliance@sandiego.edu to review that all necessary steps are made which includes updating your legal name and alias name in your Complío compliance profile.

An annual Drug Screening is required. Complío will email the student with an Authorization Form that must be taken to the lab selected during the ordering process only. If you need to change the lab location please contact Complío directly or email ds@disahealthcare.com. Students must have a clear/un-flagged drug screen. If you do not complete your drug screening in a timely manner and the report is Flagged as a No Show the students are required to re-order and pay out of pocket for a new drug screening. If at the facility you are not able to produce a urine sample when requested, please call Complío at 1-800-200-0853 for options on how to proceed to not leave the facility until an agreement is made with Complío and the lab. If you are under certain prescription medication, please contact ds@disahealthcare.com or call Complío to speak with a drug screening reviewer who can make a note

on your order prior to collection. You may be required to provide additional documentation to the reviewer. Flagged orders can not be removed and will be reviewed by the SON Compliance Office and your program leadership. Failure to comply will result in ineligibility to participate in clinical experiences.

How to Avoid a 'Negative Dilute' Flagged Order: DO NOT drink more than 8 oz. of fluid especially caffeine within the 2-3 hours prior to completing the urine sample. An abundance of fluid will result in a "dilute" reading which constitutes a "flagged" report. Agencies and our school do not accept flagged drug screening reports. Per agency policy you have 24 hours from a flagged dilute reading to purchase and collect a new drug screening. No exceptions. Flagged Reports cannot be removed from the Complío tracking system once a student has started the program. These reports are shared by Complío with our clinical affiliates. Avoid drinking caffeinated beverages prior to your appointment time and it is recommended that you make an appointment earlier in the day.

AHA BLS Certification

All students are required to hold a current Basic Life Support (BLS) certification by the American Heart Association and should provide documentation of this. Numerous AHA BLS opportunities are available in the San Diego region. At this time clinical facilities will only accept current American Heart Association BLS cards only, with no exceptions.

Malpractice Insurance

All students are covered under USD's Licensed Professional Liability Insurance as an enrolled USD student. Therefore, students do not need to purchase individual insurance to cover their clinical practice in their student role.

CLINICAL PRACTICUMS

Students will complete two clinical practicums focused on leadership and population health, during which they will develop attainable, time-sensitive, SMART goals and engage in guided learning experiences with an assigned preceptor who provides mentorship. Clinical practicums are a pivotal component of the program, providing students with opportunities to apply theory to practice, build collaborative relationships with interdisciplinary team members, engage in high-level decision making, and develop the knowledge and skills necessary for a successful role as a nurse leader. All clinical placements are coordinated by the Clinical Placement Team, who work closely with clinical site partners and preceptors to secure customized, high-quality placement opportunities for each student.

The program utilizes a range of qualified clinical preceptors to support student learning. These preceptors are academically and clinically prepared role models who maintain a one-to-one preceptor-student relationship throughout the practicum. They are selected based on their interest in serving as a preceptor, their availability to mentor a student for the designated time period, and their ability to provide relevant and enriching learning experiences that align with the program's clinical practicum goals.

Throughout the semester, the clinical faculty maintain regular contact with both the student and preceptor to support the learning experience. At the end of the placement, evaluations will be completed of the student, preceptor, and clinical site. These evaluations are reviewed by the clinical

faculty and the program directors to assess the quality of the experience and to support ongoing improvement of clinical placements.

INFORMATION TECHNOLOGY REQUIREMENTS

Computer laptop

You must own or have unrestricted access to a computer for this program. A fast Internet connection is also mandatory. Computers should be Windows- or Mac-based and have a minimum of 512 GB SSD storage, 16-32 GB memory (RAM), and a processor of Intel Core i5 13th Gen or above.

Courses will utilize a variety of technologies and multimedia. To complete course activities and to access course content, please verify that you have the following technologies and plug-ins available:

- Browser Plug-ins – Windows Media Player, QuickTime, Shockwave, Adobe Reader, and Java.
- Mozilla Firefox or Google Chrome are the recommended browsers.
- Microsoft Office or the Google Suite is recommended. If you are using Office 2003 or earlier, download and install the Microsoft Office Compatibility pack. Students may log in using USDOne credentials and install applications directly on the Microsoft Portal.
- Speakers or headset – to listen to multimedia.
- Webcam – for recording video.
- Email – To contact your faculty.
- High-speed internet connection strongly encouraged (100mbps or better)

Electronic Mail

All USD students are required to have a USD email account (@sandiego.edu). The University may conduct official business by sending notices or other information to the student's USD email address. It is the student's responsibility to regularly check their USD account and to respond to any notices or information in a timely manner. Failure to check the USD email account will not be considered a legitimate reason for a policy exception. Students should notify the HSON as soon as they receive their email address so their name can be placed on the HSON student email distribution list.

POLICIES AND PROCEDURES

Grading Policy

Students admitted to the nursing programs must adhere to the general policies and procedures established for all students at the University and the Hahn School of Nursing. Specific program exceptions are noted below. All courses must be pre-approved by the Program Directors to be counted toward degree requirements.

A minimum GPA of 2.0 must be maintained throughout the program. In theory courses, students must achieve an average of 80% or higher on all graded coursework to pass. A minimum final grade of B- is required for theory courses, and a designation of Pass is required for the associated clinical practicum courses. To successfully pass a clinical course, students must earn at least a B- in the theory component and a Pass in the clinical component.

Students must pass both the theory and clinical components of all clinical courses to progress to the next clinical course. If a student fails to achieve a B- in the theory portion or a Pass in the clinical portion,

the student must repeat the entire course. A course may be repeated only once, and a minimum of C - must be earned upon repeating. Failure to pass the repeated course will result in dismissal from the program. Spoke with Kathy Marsh and she supports this.

HSOJ Grading Scale

93 – 100%	= A
90 – 92.99%	= A-
87 – 89.99%	= B+
83 – 86.99%	= B
80 – 82.99%	= B-
77 – 79.99%	= C+
73 – 76.99%	= C
70 – 72.99%	= C-
60 – 69.99%	= D
59.99% and below	= F

Dropping & Withdrawing Courses

Students will register for three prescribed courses each semester. All courses must be dropped prior to the first day of the semester to receive a 100% tuition refund* and within the first three days of the start date of the semester to receive a 95% tuition refund.* No refund will be provided after the third day of the semester for either class. *During the first semester of enrollment, any tuition refund amounts will not include the non-refundable enrollment deposit amount (5% of tuition). After the first three days of the start of the semester and before the start of the fifth week/module, students have the option to withdraw from their courses with a 0% refund and a grade of “W” on their transcript (not included in GPA). Once the fifth week of the course starts, students are no longer able to withdraw from their course and will receive the grade earned. Students who discontinue class attendance and neglect to withdraw officially from the course are subject to failing the class.

USD POLICIES AND PROCEDURES

Academic Integrity

The University is an academic institution, an instrument of learning. As such, the University is predicated on the principles of scholastic honesty. It is an academic community, all of whose members are expected to abide by ethical standards both in their conduct and in their exercise of responsibility toward other members of the community. Academic dishonesty is an affront to the integrity of scholarship at USD and a threat to the quality of learning.

An act of academic dishonesty may be either a serious violation or an infraction. The instructor or supervisor of the academic exercise will have responsibility for determining that an act is an infraction or may be a serious violation.

Serious violations are the following acts:

- a. Examination Behavior. Any intentional giving or use of external assistance during an examination shall be considered a serious violation if knowingly done without express permission of the instructor giving the examination.
- b. Fabrication. Any intentional falsification or invention of data, citation, or other authority in an academic exercise shall be considered a serious violation, unless the fact of falsification or invention is disclosed at the time and place it is made.
- c. Unauthorized Collaboration. If the supervisor of an academic exercise has stated that collaboration is not permitted, intentional collaboration between one engaged in the exercise and another shall be considered a serious violation by the one engaged in the exercise and by the other if the other knows of the rule against collaboration.
- d. Plagiarism. Any intentional passing off of another's ideas, words, or work as one's own shall be considered a serious violation. Refer to the APA writing manual regarding how to cite. All students will be required to submit their papers through a plagiarism checker, such as Turnitin or other means of checking for plagiarism.
- e. Misappropriation of Resource Materials. Any intentional and unauthorized taking or concealment of course or library materials shall be considered a serious violation if the purpose of the taking or concealment is to obtain exclusive use, or to deprive others of use, of such materials.
- f. Unauthorized Access. Any unauthorized access to an instructor's files or computer account shall be considered a serious violation.
- g. Serious Violations Defined by Instructor. Any other intentional violation of rules or policies established in writing by a course instructor or supervisor of an academic exercise is a serious violation in that course or exercise.

Infractions are the following acts:

- a. Any unintentional act is an infraction that, if it were intentional, would be a serious violation.
- b. Any violation of the rules or policies established for a course or academic exercise by the course instructor or supervisor of the academic exercise is an infraction in that course or exercise if such a violation would not constitute a serious violation.

Academic dishonesty and allegations of academic dishonesty are matters of university-wide concern in the same way that academic integrity is a matter of university-wide concern. Students bear the responsibility not only for their own academic integrity but also for bringing instances of suspected academic dishonesty to the attention of the proper authorities. Members of the faculty are obligated, not only to the University but also to the students they supervise, to deal fully and fairly with instances and allegations of academic dishonesty. The University administration bears the responsibility of dealing fairly and impartially with instances and allegations of academic dishonesty. For further information about this policy, contact Associated Students at (619) 260-4715 or sandiego.edu/associatedstudents/.

The University of San Diego is committed to upholding standards that promote respect and human dignity in an environment that fosters academic excellence and professionalism. It is the policy of the university to maintain an educational and work environment free from all forms of unlawful discrimination and harassment. To that end, the university prohibits and does not tolerate unlawful discrimination against or harassment of its employees, students or applicants for employment or admission on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, or other characteristic protected by federal or state law, unless a particular characteristic is a bona fide requirement of the position.

Non-Discrimination

All members of the university community are expected to uphold this policy. Engaging in unlawful discrimination or harassment will result in appropriate disciplinary action, up to and including dismissal from the university. Unlawful discrimination may occur when an individual is treated less favorably with respect to the terms and conditions of employment or education, or with respect to the individual's receipt of employment or educational benefits, because of his or her membership in a protected class. Accordingly, all employment-related decisions, including but not limited to decisions relating to recruitment, hiring, promotion, transfers, benefits and any other terms and conditions of employment, will be made without regard to the employee's or applicant's race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, medical condition, covered veteran status, genetic information, or other characteristic protected by federal or state law. Similarly, all education-related programs and activities, including but not limited to admissions, financial aid, academic programs, research, housing, athletics, and other extracurricular activities, will be administered without regard to the student's or applicant's race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, or other characteristic protected by federal or state law.

The university does not by this non-discrimination statement disclaim any right it might otherwise lawfully have to maintain its commitment to its Catholic identity or the teachings of the Catholic Church.

Harassment

Harassment includes verbal, physical, or visual conduct when the conduct creates an intimidating, offensive, or hostile working or educational environment, or unreasonably interferes with an individual's job or academic performance. Verbal harassment may include, but is not limited to, epithets, derogatory comments, or slurs based upon one of the individual's characteristics noted above. Physical harassment may include, but is not limited to, assault, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual because of the individual's protected characteristic. Visual forms of harassment may include, but are not limited to, derogatory posters, cartoons, or drawings based on an individual's protected characteristic.

In addition, prohibited sex discrimination covers sexual harassment, including sexual violence. Sexual harassment includes any request or demand for sexual favors that is implicitly or expressly a condition of employment, continued employment, receipt of an employment benefit, admission to the university, participation in educational programs or activities, or evaluation of academic performance. Examples of conduct that could give rise to sexual harassment, include but are not limited to: sexual advances or suggestions; unwelcome sexually-oriented remarks; dirty jokes; the display or distribution of offensive photographs, e-mails, posters or cartoons; any unwelcome, intentional touching of the intimate areas of another person's body; or physical sexual acts perpetrated against a person's will or where a person is unable to give consent.

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities operated by recipients of federal financial aid assistance. Sex harassment, including sexual violence, is a form of prohibited sex discrimination. The Violence Against Women Reauthorization Act of 2013, including the Campus Sexual Violence Elimination Act, requires colleges and universities to have procedures in place to respond to incidents of sexual assault, domestic violence, dating violence, and stalking.

The University of San Diego has a Title IX office located in Maher Hall 101. You can refer to the Title IX and Equal Employment Opportunity Programs website at: TitleIX@sandiego.edu.

In order to address its responsibilities under these laws, the university has implemented standards, reporting procedures, and response protocols that apply to incidents of sexual assault, domestic violence, dating violence, stalking, and sexual exploitation. For more information, please see the university's [Sexual Misconduct and Relationship Violence Reporting and Response Standards and Protocols](#).

ACADEMIC INTEGRITY AND GUIDANCE FOR ONLINE STUDENTS

The Honor Code of the University of San Diego (USD) is the product of an extensive history of dedication by the USD Honor Council and its predecessor organizations. The Honor Code is built upon the ideals of the USD Academic Integrity Policy and reflects research of established Honor Codes and knowledge gained from the Center for Academic Integrity national conferences. The development of the Honor Code also reflects significant contributions by the appointed Faculty Committee and Board of Trustees, which have also helped shape this document. The culmination of these influences has resulted in a document that is intended to initiate and maintain a campus-wide culture of integrity. The Honor Code serves as a model of integrity applying to both undergraduate and graduate students; however, it remains separate from the established Honor Code of the USD Law School. The Honor Council expresses its gratitude to all those who contributed to our deliberations, but especially faculty, administrators, and trustees who have so long been supportive.

As an online student, you are encouraged to reach out to your fellow students in the online classroom to build community, to discuss topics, and to ask each other questions, but there are limits to this collaboration. As a student at the University of San Diego, you are bound by the [Honor Code](#) established by the University.

In accordance with the University of San Diego's Mission Statement, the Honor Code establishes a standard of integrity that is aligned with the University's Core Values: *Academic Excellence, Knowledge, Community, Ethical Conduct, and Compassionate Service*. The promotion of academic integrity should take place in the context of a commitment to creating a culture of integrity that encompasses all constituencies of the university, including students, faculty, staff, administrators, alumni, and trustees. Only through campus-wide engagement will the University achieve its goal of "developing ethical and responsible leaders committed to the common good."

Standards of Conduct

Adherence to standards of honesty and integrity precludes engaging in, causing, or knowingly benefiting from any violation of academic integrity. Without regard to purpose, the following violations are prohibited.

Cheating

Cheating is the use or attempted use of unauthorized materials, information, and study aids, as well as unauthorized collaboration on examinations and other academic exercises. It is the responsibility of students to consult with their professors concerning what constitutes permissible collaboration. Cheating or helping others cheat is academic fraud. Check your course syllabus for more guidance about your assignments and assessments, such as quizzes, projects, papers, and exams. You may see rules such

as these:

OK: Listening to lectures with another student.

Not OK: Working simultaneously with another student when doing an assignment.

OK: Studying together online or offline for the midterm.

Not OK: Taking the midterm with another student and discussing the answers to the questions.

Plagiarism

Plagiarism is the act of presenting, as one's own, the ideas or writings of another; plagiarism, in any of its forms, violates academic integrity. While different academic disciplines have different norms of attribution, all strive to recognize and value individuals' contributions to the larger body of knowledge. It is the responsibility of students to consult with their professors in order to understand the norms of attribution in each discipline and area of study. Check your course syllabus for more guidance about your research assignments. You may see rules such as these:

OK: Researching the web or "Google-ing" a topic for a written assignment or discussion question.

Not OK: Copying or paraphrasing text from a website without citing the source.

False Citations

False citation is attribution to an incorrect or fabricated source; false citation is academic fraud. False citation seriously undermines the integrity of the academic enterprise.

Submitting the Same Work for Multiple Assignments

Students may not submit work (in identical or similar form) for multiple assignments without the prior, explicit approval of all faculty to whom the work will be submitted. This includes work first produced at USD or at another institution attended by the student.

Submitting False Data

False data is information that has been fabricated, altered, or contrived in such a way as to be misleading; the submission of false data is academic fraud.

OK: Discussing online or offline the discussion question topic.

Not OK: Writing an answer together and submitting the same or slightly paraphrased text.

Falsifying Academic Documentation

Forging or altering academic documentation (including transcripts, signatures, letters of recommendation, certificates of enrollment or standing, registration forms, and medical certifications) concerning oneself or others is academic fraud.

Abuse of Library Privileges

Depriving others of equal access to library materials constitutes a violation of academic integrity. This includes sequestering library materials for the use of an individual or group, refusal to respond to recall notices, and the removal or attempt to remove library materials from any University library without authorization.

Abuse of Shared Electronic Media

Depriving others of equal access to shared electronic media used for academic purposes constitutes a violation of academic integrity. This includes actions that result in the damage or sabotage of computer systems.

Reference

University of San Diego Honor Code (2019, May). As found at: sandiego.edu/conduct/documents/Honor-Code.pdf

Generative AI Guidelines:

Generative AI platforms such as ChatGPT, Microsoft Autopilot, and Google Gemini are powerful tools that can assist in the creation of new academic content as well as quickly revise existing content. The University of San Diego, Hahn School of Nursing and Health Science (SON) is committed to educating students on how the emerging field of generative artificial intelligence (A.I.) could potentially enhance healthcare delivery and improve patient outcomes. To this end, the SON permits the responsible use of A.I. resources. Students are expected to draft undergraduate-level written responses to course assignments through the use of publications, textbook references, in-class lectures or guest speakers, and experiential experience. The SON stresses the importance of students observing the University's academic plagiarism policy to avoid potential plagiarism issues. The use of AI to generate course assignments, articles for publication, research activities, or other scholarly activities without proper citation constitutes a breach of academic integrity. If students choose to utilize generative AI platforms as part of their academic program, they must clearly cite their original work and separately cite what content is A.I.-generated to uphold academic integrity and avoid plagiarism.

- **Transparency:** If you are using ChatGPT and similar programs, you must be transparent about your use and disclose any generated content as being produced by an AI program. This includes, but is not limited to, written assignments, research papers, and other forms of communication through citations and documentation.
- **Responsibility:** You are responsible for critically evaluating the accuracy, reliability, and quality of any information generated by ChatGPT and similar programs and verifying it through additional sources if necessary.
- **Critical Thinking:** You are encouraged to use ChatGPT and similar programs as a tool to support your own learning and critical thinking, but not as a replacement for independent research and analysis. The use of ChatGPT and similar programs must be accompanied by the development of your critical thinking skills and an understanding of their limitations.

Note: Responses generated by ChatGPT, an AI language model developed by OpenAI, were used as a source of information for these guidelines.

SCHOLASTIC PROBATION AND DISQUALIFICATION (RETENTION AND DISMISSAL)

A student will be placed on scholastic probation if:

1. the semester GPA falls below a C average (GPA 2.0) for coursework in a given semester
2. the GPA falls below 2.0 for all work attempted at USD. In either case, the student will be placed on probation for the next semester (or portion thereof if the resolution of incomplete grades leads to a semester GPA of less than 2.0).

The probationary status of a student can be ended only at the close of the probationary semester when

the following conditions are met:

1. C average (GPA 2.0) for all college work attempted at USD, and for all coursework attempted during the semester of probation
2. there are no grades of incomplete for the probationary semester.

If the student does not end probationary status at the conclusion of the probationary semester, he or she will be disqualified scholastically.

An extension of scholastic probation for one semester only may be considered if a student appeals in writing to the dean of his or her school or college within 7 days of the notification of disqualification. The appeal should set forth the reasons which would justify an extension and the specific plans for raising the GPA.

In addition to dismissal for academic reasons (see Retention/Academic Probation and Disqualification above), students can be dismissed from the University for violating any of the following university policies:

- Rules of Conduct
- Academic Integrity Policy

These policies and other Procedural Guidelines for the Disciplinary Process and Disciplinary Sanctions are outlined and available to students at sandiego.edu/conduct/the-code/student-conduct-procedures.php. Dismissal from the program is the most extreme form of sanction for violation of these policies, but less extreme sanctions may be employed if warranted. Students who wish to appeal their disqualification must do so in writing to the Dean of the School of Nursing within 10 calendar days of receiving such notice.

The HSON faculty recognizes that students encounter life circumstances that may make it difficult to continue with educational pursuits. When such circumstances occur, every effort is made to retain students in their program of study. Retention rates for all HSON programs are above 90%. Similar efforts will be made to retain students in the RN to BSN program. Students who are unable to maintain continuous enrollment need to complete a Petition for Leave of Absence form. The Academic Director must approve the leave of absence. Failure to maintain continuous enrollment may result in suspension from the program. Students who have been dropped from the program must apply for readmission unless a current Petition for Leave of Absence form is on file. A leave of absence may be granted for up to one year, and only under extreme circumstances will a student be granted a second leave of absence. Students on academic probation are not typically eligible for a leave of absence.

Financial aid is usually suspended for students on leave of absence. In addition, the leave of absence may trigger the beginning of the loan repayment period for students with loan deferments. Students should petition for leave prior to the requested leave period. Students who find it necessary to discontinue enrollment during a term may also petition for a leave; however, they must be in good standing and officially withdraw from their courses by submitting a Notice of Withdrawal form within the approved deadline.

GRIEVANCE POLICIES

The university has policies on both grievances related to hate crimes and harassment and grievances regarding grades. These policies are available in the *Undergraduate Catalog*. In keeping with the university policies, hate crimes or harassment within the HSON are reported to the Dean. Grade grievances are first addressed with the faculty member involved. If not resolved at that level, they may be brought to the Dean. Failing resolution at that level, the student grievant may submit a written request for a grievance hearing by the Student Affairs Committee of the HSON. In the case of such a grievance, faculty and/or student representatives who could be in a conflict of interest position regarding the grievance will be asked to excuse themselves from the proceedings. Faculty content experts may be necessary to help review the grade grievance. If such members are not on the committee, all efforts will be made to invite an expert to serve on the grievance committee for that hearing. To obtain a copy of the Associated Student Government by-laws, go to: <https://www.sandiego.edu/associated-student-government/about/constitution.php>

INCOMPLETE GRADES

The grade of “Incomplete” (“I”) may be recorded to indicate that at least 75% of the requirements of a course has been completed, but, for a legitimate reason, 25% or less of the work remains to be completed; and that the record of the student in the course justifies the expectation that he or she will complete the work and obtain a passing grade by the deadline. It is the student's responsibility to explain to the instructor the reasons for non-completion of the work and to request an “incomplete” grade **prior** to the posting of final grades. The instructor should discuss with the student the conditions and deadline for completion, whenever possible, and should document the conditions and deadline using the Petition for Grade of Incomplete. The “incomplete” grade is not counted in the computation of the grade point average, nor is credit earned for the semester/session for which the grade was authorized.

Students who receive a grade of “incomplete” must submit all missing work within a maximum of two weeks after the course end date; otherwise, the “I” grade will become the grade earned. A faculty member assigning a grade of “incomplete” will complete a Petition for Grade of Incomplete, indicating the reason for the “incomplete”, and attach a copy of the form to the grade roster when turning in grades. A copy of this form will be placed in the student’s file.

Students receiving financial aid should be aware that taking an “incomplete” grade might affect their eligibility for financial aid due to their failure to earn the appropriate amount of credit within a year. When the work is completed, a Removal of Incomplete or Change of Grade form will be completed by the instructor and signed by the associate dean. One copy is then placed in the student’s file, and the original is sent to the registrar.

GRADUATION/COMPLETION OF DEGREE REQUIREMENTS

In order to be cleared for degree completion, students, in consultation with the Program Coordinator, must file a Petition for Graduation form. Students who meet the deadline for May graduation will receive their degree at that time, and students who fulfill all requisites for their degree in the summer will have their degree recorded in their transcript effective August 31st. Students who fail to meet the stipulated deadlines will not be permitted to graduate, even if all other graduation requirements have been met. In order to receive permission to attend commencement, eligible students must register and pay in full for their remaining units at USD no later than May 1st. The University of San Diego holds only one graduation ceremony each year. All graduates during the relevant academic year are welcome to

participate in this May graduation ceremony.

Senior undergraduate students scheduled to receive their degree the following August may participate in the May graduation ceremony. Such August graduates must take the remaining summer work at USD and they must register and pay for their remaining units by May 1st. If a candidate does not graduate at the expected time, the registrar will automatically roll the Petition for Graduation over to the next graduation period if it is in the same calendar year. If the graduation period extends beyond the calendar year for which the petition was filed, a new petition must be completed.

Student Dismissal

Students may be dismissed from the Online RN to BSN program for:

1. Failure to maintain established grade point average of 2.00 for all coursework.
2. Failure to make satisfactory academic progress toward their degree.
3. Failure to make satisfactory progress in the development of academic and practitioner skills.
4. Violations of ethics code(s) as established by applicable field of study and program area.
5. Violations of USD policies and the Student Code of Rights and Responsibilities, including academic dishonesty and plagiarism.
6. Failure to maintain cooperative relationships with other students and/or faculty or failure to maintain satisfactory delivery of services to clients during fieldwork, including, but not limited to: internships, student teaching, practicum or service learning.

When any of the above concerns are raised, the student will meet with their Academic Coordinator to discuss the concern. The Academic Coordinator or their faculty designee(s) will provide the student with a written plan for improvement that specifies the nature of the concern(s) along with required steps for remediation for successful completion of the program. The Academic Coordinator or their faculty designee(s) will, on an ongoing basis, evaluate the student's progress, and a written evaluation of progress will be sent to the student and placed in the student's file. In the event that satisfactory progress is not made within the time limits set by the plan, a written notification of dismissal will be sent to the student.

Students who are terminated for any reason may appeal for reinstatement in writing to the Dean Hahn School of Nursing within ten calendar days of receiving notice of termination

Student Reinstatement

Students who fail to make satisfactory progress toward the required deadlines, who have dropped out of the program for any reason, or who have failed to return from an official Leave of Absence will be dismissed from the program. Students may apply for readmission. Depending upon the time and circumstances, the procedure for readmission may require a new personal statement of interest in the program, three (3) new letters of recommendation, and a complete set of current transcripts. In considering the readmission request, faculty will evaluate previous coursework and other activities both in and out of the program. If the student is readmitted, the faculty may recommend redoing any or all of the student's coursework and work depending on the length of the time away from the program and the circumstances for leaving the program. There is no guarantee of readmission.

Transfer of Undergraduate Credit

Eligibility for transfer credit will be determined by the Academic Program Coordinator. It is recommended that students petition **prior** to their first semester in order to plan their academic program accurately. Transfer petitions for previous work will not be accepted in the student's final semester unless the transfer course is being taken in the final semester.

Petition for Transfer of Undergraduate Credit.

The student must also request that an official transcript of the course be sent to the Registrar's Office if the transcript was not included among the admissions documents. When both the petition and transcript are on file, they will be reviewed in the Registrar's Office for conformity to USD policies. Grade(s) awarded by the issuing institution will not be calculated in the student's overall grade point average or taken into account during probationary review.

Students may petition to transfer up to six (6) credits from another university under the following conditions:

- Credit must be from an accredited, USD-approved university.
 - Credit must be at the undergraduate-level at the university of origin. The student is responsible for submitting acceptable supporting documentation.
 - Credit must be relevant to the USD degree program and be approved by the Program Coordinator.
 - Transfer courses cannot repeat essentially the same content of work taken at USD.
 - Credit may not be used (or have been used) toward any other degree.
 - Credit earned more than five (5) years prior to matriculation at USD will not be accepted.
 - A grade of "B" or higher must have been earned (grade of "pass" or "satisfactory" ordinarily is not acceptable).
 - Students must supply satisfactory documentation regarding course content for independent study or self-directed courses.
 - The number of credit hours transferred will be based on USD's semester credit system rounded down to the nearest full or half unit (multiply the number of quarter hours by .67 and round down). For example, four (4) quarter-hours $\times .67 = 2.68$ which will be recorded as 2.5 USD semester-hour units). It is the student's responsibility to make up the difference if the total number of degree credits falls short of the requirement for the degree. The amount of USD credit awarded may not exceed the equivalent amount on the originating transcript.
1. Although transfer credit from other universities will be posted on the USD transcript, grades will not be posted or computed in the USD grade point average for probation/disqualification review.

FREQUENTLY ASKED QUESTIONS

2. **How should I keep track of the financial aid documents and additional forms?** It is suggested that students constantly monitor their student portal (mysandiego.edu) to receive the most up-to-date information regarding their financial aid.
3. **How many units do I need to take to be eligible for financial aid?** If a student drops below 6 semester units, they are no longer eligible to receive financial aid.
4. **What additional financial aid forms do I need to complete besides the FAFSA?** Every student's file is unique, so in addition to completing an MPN and Entrance Loan Counseling they may have to complete: Verification paperwork, prove that they are actually the student (in front of a notary rep), C-Codes (Selective Service, Defaulted loans). FAFSA will contact the student directly if these documents are necessary via their student portal.
5. **What types of student loans are available for undergraduate students?** Undergraduate students may be eligible for federal direct loans (subsidized or unsubsidized), Federal PLUS Loans (Parent PLUS is available to parents of dependent undergraduate students), or private loans from banks or credit unions.
6. **What other forms do you suggest I complete?** It is advised that the student fill out the FERPA release form if they plan to allow someone else to access their personal information.
7. **How do I receive my financial aid award letter?** The award letter is sent via email. You will need to accept or deny the award electronically.
8. **Can financial aid be used to pay for books, course materials, computer software, and hardware? If so, what is the process?** Yes, financial aid can be used for any school-related purpose. If students receive excess funding after their tuition and fees have been deducted, they can use those funds to assist with these expenses. However, you are advised to take out only what you need for the program
9. **Is financial aid awarded year-round?** There are specific deadlines in order to be awarded financial aid for all three (3) semesters. For the summer semester, there is an additional summer form to be completed in addition to FAFSA.
10. **Is there additional financial aid available for military personnel?** Yellow Ribbon is automatically awarded to inactive military, and they can be 100% eligible depending on their service time. Tuition assistance is also accepted, but military students must be active duty to receive it. G.I. Bill requires students to provide a Certificate of Eligibility.
11. **What services does Student Accounts provide?** Student Accounts provides service to our online students with billing and payment of tuition, fees, financial aid updates, and registration access. You are encouraged to check your student portal regularly for updates.
12. **Is there payment plan option?** Yes. Online RN to BSN students have the option to pay in 2-5

equal installments dependent upon the semester and timing of sign-up; Student Accounts provide this option for a processing fee of \$50 per semester.

13. **What is your drop policy?** Both courses must be dropped prior to the first day of the semester to receive a 100% tuition refund* and within the first three days of the start date of the semester to receive a 95% tuition refund.* No refund will be provided after the third day of the semester for either class. *During the first semester of enrollment, any tuition refund amounts will not include the non-refundable enrollment deposit amount (5% of tuition).
14. **How do I know when to register for classes?** You will receive an email from your Program Coordinator once you have been registered for an upcoming semester. The email will include information such as - course titles, CRNs, financial aid considerations, and textbook information.
15. **What happens if I relocate during the RN to BSN program?** Students must notify the university if they relocate to another state at any time during the program. If a student relocates, either temporarily or permanently, to a state not authorized as listed on the [State Authorization website](#), they will become ineligible to continue in the RN to BSN program due to state authorization regulations. Please review the unauthorized states before making any relocation plans.

PROGRAM CONTACTS AND IMPORTANT WEBSITES AND EMAILS

<p align="center">Academic Program Co-Director Jannise T. Baclig, PhD, RN jbaclig@sandiego.edu</p>	<p align="center">Academic Program Co-Director Nadine Kassity-Krich, MBA, BSN, RN, PHN, CNL nkkrich@sandiego.edu</p>	<p align="center">Online Program Coordinator Cate MacGregor cmacgregor@sandiego.edu (619) 260-5982</p>
<p align="center">Student Portal my.sandiego.edu</p>	<p align="center">Canvas canvas.sandiego.edu</p>	<p align="center">Technical Support (619) 260-7900 sandiego.edu/its/help@sandiego.edu</p>
<p align="center">Copley Library (619) 260-4799 sandiego.edu/library copley@sandiego.edu</p>	<p align="center">Torero Bookstore usdtorerostores.com</p>	<p align="center">Campus Card Services (619) 260-5999 sandiego.edu/campuscard</p>
<p align="center">Financial Aid Office 619-260-2700 sandiego.edu/torero-hub/financial-aid/</p>	<p align="center">Registrar (619) 260-4600 x2888 registrar@sandiego.edu</p>	<p align="center">Student Financial Services (619) 260-2700 (Option 3) studentaccounts@sandiego.edu sandiego.edu/finance/student-financial-services</p>