

COLLIN COLLEGE DISTRICT NURSING

DIVISION



**Bachelor of
Science in Nursing
(RN-to-BSN)**

NURSING STUDENT HANDBOOK

2025 - 2026

Academic year

This handbook should be used as a supplement to the Collin College Student Handbook.

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PREFACE

Welcome to Collin College Online RN-BSN Baccalaureate Program. The online baccalaureate program promotes commitment to quality, evidence-based nursing education. We are pleased that you have selected Collin College to complete your baccalaureate program. The Dean, Director, and faculty of the Collin College Nursing Division have developed this handbook for students enrolled in the program to equip them with written material relating to the program guidelines, policies, and procedures that apply to students while enrolled in the Bachelor of Science of Nursing. This RN-to-BSN Student Handbook is to be used in conjunction with the Collin College Student Handbook to direct students on a pathway to success in the nursing program. This handbook is for information only and is not intended as a contract, expressed, or implied. Procedures are subject to change or revision periodically throughout the year as deemed necessary by college authorities. Any change or revision supersedes the existing procedure. Students are responsible for maintaining copies of the Collin College Student Handbook, the RN-to-BSN Student Handbook, and all current updated/revised policies and procedures, as well as being cognizant of the content contained in each and adhering to the policies/procedures. The Collin College Student Handbook is available at [Student handbook](#)

Equal Opportunity Statement (EEO)

Collin College is an equal opportunity institution and provides educational and employment opportunities without discrimination on any basis protected by applicable law. Students who have a concern(s) regarding discrimination, harassment, retaliation, and/or sexual assault in violation of applicable laws should contact the District Dean of Students Office at 972.881.5604 or dos@collin.edu.

Bachelor of Science in Nursing (RN-to-BSN) Approval

Collin College Bachelor of Science in Nursing (RN-to-BSN) Program is approved by the Texas Board of Nursing. Contact the Texas Board of Nursing at 333 Guadalupe, Suite 3-460, Austin, TX 78701-3944, 512-305-7400, email address: webmaster@bon.texas.gov.

Accreditation

The Collin College RN-to-BSN Program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The faculty is committed to this self-evaluation process which is a major factor in helping the division review its past, analyze the present, and move toward future progress. As defined by the ACEN, “accreditation is a voluntary, self-regulatory process by which non-governmental associations recognize educational institutions or divisions that have been found to meet or exceed standards and criteria for educational quality.”

Accreditation Commission for Education in Nursing (ACEN), Inc

3390 Peachtree Rd NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

<https://www.acenursing.org>

Philosophy

As a community-centered institution, Collin College and the RN-to-BSN program believe in the highest quality, evidence-based education by developing skills, strengthening character, and challenging intellect to deliver the community with professional nurses. The RN-to-BSN program views nursing as a professional service discipline based on evidence-based practices, nursing theories, humanities, healthcare technologies, and clinical application. Faculty promote holistic patient-centered care that encompasses critical thinking and clinical judgment on a professional interdisciplinary healthcare team. Faculty are committed to promoting the development of qualified students into the professional role of a baccalaureate level registered nurse following the core values of Collin College: Learning, Service and Involvement, Creativity and Innovations, Academic Excellence, Dignity and Respect, and Integrity.

Graduates of the program assume roles as professional healthcare providers, coordinators, leaders, and change agents. They promote physical, mental, emotional, and social health. Baccalaureate registered nurses work independently and in interdisciplinary teams to provide holistic care to their patients and community. Collin College faculty are committed to providing evidence-based practice education and role-modeling the professional nurse to develop outcome-based healthcare awareness and intrinsic learning in students.

Mission Statement

The mission statement of the Collin College RN-to-BSN program is to prepare professional nurses at the baccalaureate level. Our goal is to inspire intrinsic, evidence-based, lifelong learners to become members of an interdisciplinary healthcare team who uses critical thinking and clinical judgment to provide safe, evidence-based, patient-centered care and promote

quality of life. We aim to inspire the use of advanced technology to enhance the safety and well-being of patients. Our mission is based on the values of integrity, accountability, quality, and service.

Nursing Practice

As a professional RN, you are a member of an interdisciplinary healthcare team. As such, the faculty has developed the curriculum, student learning outcomes/program objectives, and program outcomes based on the standards and guidelines of the Texas Standards of Nursing Practice and the Accreditation Commission for Education in Nursing (ACEN). The Collin College RN-to-BSN Degree Nursing Program will cultivate diverse nursing students to be competent, ethical, and innovative leaders in nursing, healthcare, and communities by providing academic programming, comprehensive, integrative, and experiential learning.

Conceptual Framework

The RN-to-BSN framework is centered on evidence-based research and practice, the National League of Nursing (NLN) Educational Competencies Model, Quality and Safety Education for Nurses (QSEN) Knowledge, Skills, and Attitudes (KSA), and Accreditation Commission for Education in Nursing (ACEN). The framework expands on the philosophy of the RN-to-BSN program to inspire intrinsic, evidence-based, lifelong learners to become members of an interdisciplinary healthcare team who use critical thinking and clinical judgment to provide safe, evidence-based, patient-centered care and promote quality of life. To inspire the use of advanced technology to enhance the safety and well-being of patients. To prepare the students with an understanding of professional-level nursing, health, and healing. To provide education

that inspires the nurse to be an advocate for individuals, families, populations, and communities by taking leadership and participating with interdisciplinary teams.

Texas Board of Nursing (BON) (2021) lists the following as Core Competencies of Graduates of Baccalaureate Degree Nursing Education

I. Member of the Profession

- A. Function within the nurse's legal scope of practice and by regulation and the policies and procedures of the employing health care institution or practice setting.
- B. Assume responsibility and accountability for the quality of nursing care provided to patients, families, populations, and communities.
- C. Promote the practice of professional nursing through leadership activities and advocacy.
- D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

II. Provider of Patient-Centered Care

- A. Use clinical reasoning and knowledge based on the baccalaureate degree nursing program of study, evidence-based practice outcomes, and research studies as the basis for decision-making and comprehensive patient care.
- B. Determine the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of patients, families, populations, and communities and the interpretation of comprehensive health assessment findings compared with evidence-based health data and a synthesis of knowledge derived from a baccalaureate degree nursing program of study.

C. Synthesize comprehensive assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients, families, populations, and communities using information from evidence-based practice and published research in collaboration with the above groups and the interdisciplinary health care team.

D. Provide safe, compassionate, comprehensive nursing care to patients, families, populations, and communities through a broad array of healthcare services.

E. Implement the plan of care for patients, families, populations, and communities within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles.

F. Evaluate and report patient, family, population, and community outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence-based practice and research findings, and plan follow-up nursing care.

G. Develop, implement, and evaluate teaching plans for patients, families, populations, and communities to address health promotion, maintenance, restoration, and population risk reduction.

H. Coordinate the management of human, information, and physical resources in providing care for patients, families, populations, and communities.

III. Patient Safety Advocate

A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.

- B. Implement measures to promote quality and a safe environment for patients, self, and others.
- C. Formulate goals and outcomes using an evidence-based and theoretical analysis of available data to reduce patient and community risks.
- D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
- E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.
- F. Accept and make assignments and delegate tasks that consider patient safety and organizational policy.

IV. Member of the Health Care Team

- A. Coordinate, collaborate, and communicate promptly with patients, families, populations, communities, and the interdisciplinary health care team to plan, deliver, and evaluate care.
- B. Serve as a health care advocate in monitoring and promoting quality and access to health care for patients, families, populations, and communities.
- C. Use multiple referral resources for patients, families, populations, and communities, considering cost; confidentiality; effectiveness and efficiency of care; continuity and continuum of care; and health promotion, maintenance, and restoration.
- D. Communicate and manage information using technology to support decision-making to improve patient care and delivery systems.
- E. Assign and/or delegate nursing activities to other members of the health care team based upon an analysis of patient or organizational needs.

F. Supervise nursing care provided by others for whom the nurse is responsible by using best practices of management, leadership, and evaluation.

G. Coordinate, collaborate and lead healthcare teams during local or global health emergencies or pandemics to promote community stability, health, and safety, and prevent disease.

Program-Level Learning Outcomes

Program Learning Outcome 1:

The student will use clinical reasoning and knowledge based on the nursing program of study, evidence-based practice outcomes, and research studies as the bases for decision-making and comprehensive safe patient and population care.

Program Learning Outcome 2:

The student (s) will analyze patient care technologies and information systems to support safe nursing practice and population risk reduction.

Program Learning Outcome 3:

The student will develop safety and quality improvement activities as part of the interdisciplinary team and as an advocate and manager of nursing care.

Program Learning Outcome 4:

The student (s) will develop a plan to address health maintenance, health promotion and population risk reduction among diverse populations in the community.

Program Learning Outcome 5:

The student will demonstrate ethical analysis and advocacy regarding institutional, local, national, and global policy issues.

Program Learning Outcome 6:

The student (s) will analyze leadership competencies that reflect values and ethics of the nursing profession.

Program Learning Outcome 7:

The student (s) will demonstrate the use of knowledge acquired throughout the RN-BSN curriculum to promote an innovative healthcare change.

Coursework

NURS 3210 Transitions to the BSN Role

NURS 3220 Health Promotion Across Lifespan

NURS 3330 Ethics in Health Care

NURS 3340 Population-focused Community Health I

NURS 3350 Advanced Health Assessment

NURS 4115 Healthcare Organization

NURS 4225 Nursing Informatics

NURS 4235 Health Care Quality

NURS 4345 Population-focused Community Health II

NURS 4355 Research and Evidence-Based Practice

NURS 4354 Professional Project

NURS 4359 Leadership and Management

Course Descriptions

Course descriptions can be found on the Collin College website (link below).

[Course Descriptions](#)

Degree Plan

The BSN degree plan can be found on the Collin College website (link below).

Degree Plan

Admission Criteria

Functional Abilities/Core Performance Standards

After initial acceptance to this program, all students are required to meet specific functional abilities - with or without accommodations - for successful completion of the program and to function safely and effectively in the variety of the profession's settings. The specific functional requirements are found in the Functional Abilities/Core Performance Standards documents provided in the program information on the Nursing website <http://www.collin.edu/nursing>.

Students who think they may not be able to meet the functional standards and need accommodation are encouraged to contact the college ACCESS (Accommodations at Collin College for Equal Support Services) department as soon as this program is of interest.

Scholarships

Various scholarships are available to students. Students interested in applying for scholarships should visit the scholarship website, [Scholarships - Collin College](#) for opportunities to apply.

Scholarships may be awarded on both academic and financial need. Students should pursue financial aid as necessary. Other types of monetary support are available through the college's Financial Aid Office.

Financial Responsibilities

Students assume financial responsibility for tuition, fees, books, and other requirements to complete the degree. These costs may include clinical requirements for placement, software

packages, and computer access.

Admissions Requirements

Admission to the Nursing RN-to-BSN Program is selective. Admission to the college does not guarantee admission to the RN-to-BSN Program. Registration into upper-division nursing courses is by permission only. Information and applications may be obtained from the Nursing Office or the Nursing website: <http://www.collin.edu/nursing>.

- Complete an application for admission to Collin College. [Apply here now](#)
- The RN-to-BSN program is for Registered Nurses. Applicants must hold a current Texas unencumbered RN license or an enhanced nurse license compact (eNLC)-multi-state license. Graduate nurses (GNs) may apply and be conditionally admitted to the program but must pass the NCLEX before starting coursework. To Apply: Click on the link under Application on the [RN-BSN home page](#).
- Submit official transcripts from all colleges/universities that have pre-program requirement coursework to be considered and list the awarding of an associate degree in nursing.
- Complete an associate degree in nursing from an accredited educational institution.
- Minimum overall grade point average of 2.5 on a 4.0 scale.
- Must be within six (6) to eight (8) credit hours of completion of the Texas Common Core Curriculum at the time of application. Before taking upper division nursing courses, Statistics and Chemistry must be met.

Students are required to complete a practicum project as part of the NURS 4354 Professional Project course. Students will work with the faculty of the professional project course to

determine an appropriate project to fulfill 64 practicum hours. If the student completes the practicum project at a facility outside of Collin College, the student must comply with all agency requirements before access is granted.

Graduation Criteria

Collin College recommends students petition for graduation after registering for final classes.

Students will log in to Cougar Web and select “Apply to Graduate” under Student Quick Links.

GRADUATE INFORMATION - Collin College

Student Services

Please refer to the Collin College Student Handbook for a comprehensive list of student services. [Collin College Handbook](#)

Online Resources

- [Collin College Student Resources](#)
- [Technology Support](#)

Student Technical Support 24/7

Phone 972-377-1777

Email: studenthelpdesk@collin.edu

- [Campus Technology Support](#)
- [OneLogin Resources](#)

Collin College Library Resources

- Library link: [Collin College Library](#)
- Library Orientation and Research Instruction: [Library Instruction Request form](#)

- Course Guides or Research Guides: Check out this [Research Guides](#) (an online subject-specific guide that provides easy access to resources for research projects or assignments.
- Book a Librarian: [Book a Librarian](#)
- Ask A Librarian: [Ask a Librarian](#)

Academic Advising

Academic Advisors can assist you with:

- Registering for classes
- Accessing resources
- Payments

Follow this link to the academic advising information:

[Collin College Academic Advising](#)

Veterans

Follow the link below for information regarding Collin College veteran services.

[Veteran Resource Center \(VRC\)](#)

BSN Program Principles

Online Program

The RN-to-BSN program is designed for associate degree RNs (Registered Nurse) who typically are working in the healthcare field. The program is fully online. The Learning Management System (LMS) for the program is Canvas. Students are expected to have a working knowledge of Canvas.

Students are also expected to treat others with respect and to know and understand general netiquette policies and those set by Collin College and the RN-to-BSN faculty listed in the syllabus.

Communication

Communication will be through Collin College email; personal emails are not accepted by faculty. Students may contact the faculty, via email, to schedule a phone call or meeting when necessary. Email (via Canvas and/or Collin Outlook) is the adopted and most effective method of communication for the online RN-to-BSN program as it establishes a printed record, and a time stamp, that can be sent directly to the individuals who may provide the best assistance in a specific situation. Canvas Announcements can be utilized as an additional communication tool to get the necessary information from Collin College faculty to students.

When communicating, include your name, ID, and course name. Faculty have several courses and it is helpful to include this information. Faculty will respond within 48 hours. If you do not receive a response within 48 hours, you may contact the nursing office and inquire about the faculty.

Online Attendance

Federal regulations require students to attend class by the census date to receive financial aid. Students in online courses must submit an assignment by the census date to be considered as attending. Students who stop attending may have to pay a portion of their financial aid back to the Department of Education. Attendance is measured through online discussion boards, assignments, Canvas attendance records, and participation in weekly course requirements.

Course Syllabus

The Course Syllabus is the student's guide for the course. The syllabus will be located in concourse in canvas and available when the course opens. The purpose of the syllabus is to effectively clarify the student's understanding of the course content, requirements, and expectations. The syllabus will include but is not limited to, the name of the instructor, contact information, office location, procedures, rules, and regulations, required texts, learning goals and objectives, course calendar, student responsibilities, grading criteria, disclaimers, etc.

Guidelines for Written Work

All BSN students should take pride in their work and all their assignments. The official reference book to be used at every level of the undergraduate curriculum will be the most current edition of the Publication Manual of the American Psychological Association (APA). Students are expected to follow the updated guidelines set down in this manual. Not citing a source constitutes plagiarism. Papers are to be typed. Papers that may be handwritten require prior approval by the faculty and must be legible. The faculty reserves the right to return papers with an abundance of noticeable corrections, including spelling and grammar. For a tutorial, log into <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>. All research papers or assignments must be submitted to Turnitin, a plagiarism detection software that is available on Canvas. Papers must be submitted to TURNITIN before the due date so necessary corrections can be made in time. An acceptable originality report is less than 30% <30%).

Grading Policies/Late Work

The responsibility for assessing student achievement and assigning grades rests with the faculty, and except for unusual circumstances, the course grade given is final. If a student has concerns or complaints about grading, the student should discuss these concerns with the

faculty member responsible for teaching the course. If the student is not satisfied with the outcome of this discussion, the student should bring the concerns to the Director of the RN-to-BSN Program. The RN-to-BSN program follows Collin College policies regarding grading policies. Individual faculty include grading policies in the syllabus. Please take note, late work is not acceptable. Late Assignments will be reduced by 15% each day after the due date. Faculty may provide one 5-day extension with prior written approval. The one-time extension is not available in the last 2 weeks of the course. Any other late issue will be considered on a case-by-case basis and may be reviewed by the Director.

Netiquette

Online Course “Netiquette.” Below are guidelines to follow when communicating online:

Do's

- Keep all postings to class-related content, such as the textbook readings, videos, and assignments.
- Use caution when discussing personal matters; the discussion board is for general comments.
- Ask each other for advice, suggestions, and tips to improve the quality of classwork.
- Encourage each member of the class to do the best work possible.

Don'ts

- Don't challenge or attack others; the discussions are meant to stimulate conversation, not create contention.

- Avoid all defamatory, profane, threatening, offensive, or illegal materials; do not post anything in a message that you would not want the world to see, or you would not want anyone to know came from you.
- Avoid using the discussion board as a forum for complaints; any relevant issues should be brought to the professor's attention in a private e-mail.
- Don't use inappropriate language toward other students and/or the professor.

Any violation of the standards of appropriate behavior online will be reported to the Dean of Students and appropriate disciplinary action will be taken by the college.

Progression and Retention Policies

Academic Etiquette

Collin College students and professors are responsible for promoting, developing, and maintaining a positive learning environment. Students are expected to always show respect to their fellow students and professors. Students are accountable for their academic progress and work. Prompt submission of all work, according to the specific course calendar and syllabus guidelines, promotes student success. The professors are responsible for presenting learning opportunities through any combination of lectures, projects, and other assignments. It is the student's responsibility to complete all readings, participate in class discussions, and complete all assignments. The course syllabus should provide clear instructions for successful course participation.

Academic Standing

All students are encouraged to work toward achieving their goals and maintaining scholastic progress throughout their enrollment at Collin College and the RN-to-BSN program. Students are responsible for asking for assistance or clarification of assignments, policies, and grades promptly.

Good Academic Standing

A student is in good academic standing if their grade is 70% or higher in each RN-BSN course. The student is responsible for monitoring their grade and asking for assistance from the faculty if a grade is below 70%. If the student fails an assignment, it is the student's responsibility to request help in understanding the failed attempt.

Grading Scale:

LETTER GRADE	PERCENT
A	90.00-100%
B	80.00-89.99%
C	70.00-79.99%
F	BELOW 69.99%

Interruption in the Plan of Study

Students interrupting their progression due to course withdrawal, failure, or prolonged program completion are subject to policy changes as they progress. Students who need to withdraw from nursing courses due to medical, military, or catastrophic life events should notify the RN-to-BSN Director and their academic advisor at the time of withdrawal for a plan of study adjustment as needed. If students interrupt their progression for more than a year,

they will need to submit a new application through admissions before continuing their progression. Upon re-admission, students are subject to current policies including any changes that may have occurred to curricula.

Course Withdrawal

The RN-to-BSN program requires the student to discuss withdrawal with the director of the program and their advisor before withdrawing from a class. The RN-to-BSN program follows Collin College's dates of withdrawal. It is the student's responsibility to know the last day withdrawal is allowed. Withdrawing from a course will impact the RN-to-BSN schedule for that student. Speak with the RN-to-BSN director and academic advisor to adjust course work and academic plan.

Academic Warning

A student whose grade in an RN-to-BSN course falls below 70% will be placed on an academic warning. Students should make every effort to keep their grades in each class at or above 70% and to seek assistance as soon as they feel the need. If the student's grade is below 70% which is considered failing, the student may retake that course one time, allowing the student two chances to pass the course. Students may retake a total of two courses in the RN-to-BSN program. If the student fails a third course, the student will be dismissed from the program.

Dismissal

A student may be dismissed from the program for academic dishonesty, incomplete compliance records, failing grades (below 70%), and other reasons listed in the Collin College Handbook and the faculty syllabus. The Collin College dismissal and or grievance policies will be followed by students, faculty, and staff.

Student Affairs Committee

The Collin College RN-to-BSN Director and faculty care about each student and have formed this committee to listen to any concerns. Education is both learning and teaching. Collin College staff and faculty want to improve the program through student feedback. The Student Affairs Committee is comprised of the Collin College RN-to-BSN Director, faculty, and student representatives. Each graduating year will elect student representatives to serve on the Student Affairs Committee. This representative will bring forth any issues, concerns, or comments from the graduating class. Personal issues, concerns, or comments should be made by the individual in private.

Chain of Command

The Nursing Division intends to be fair and reasonable with students always, and the nursing faculty maintain an “Open Door” philosophy. Occasionally, problems may develop between a faculty member and a student or among students. In keeping with the procedure of Collin College, students are urged to bring problems to faculty rather than discuss problems amongst themselves. Discussing issues with peers will not address a resolution to the problem (s). The purpose of the “Open Door” philosophy is to eliminate dissatisfaction and resolve problems so a positive and productive teaching-learning environment can be maintained. If students have any question(s) about the interpretation or application of the RN-to-BSN Program procedures, disagree with a faculty member, feel they have been treated unfairly, or have a problem that has not been resolved to their satisfaction, the following procedure will be used to resolve the problems.

The appeal steps for student complaints are outlined in this procedure.

At each level of review, if a solution is not agreed upon, the student should present the unsettled case to the next level of review within three working days. If this action is not completed, the assumption is the complaint has been resolved.

Procedure:

1. Step 1 – Faculty Member or Student

The student shall bring the situation in writing to the attention of the faculty member or student with whom the problem exists within three working days of the occurrence of the problem. An explanation of the nature of the problem and a suggested solution should be submitted by the student if they have one. The faculty member will investigate and provide a solution or an explanation to the student within three working days. In the event the faculty member fails to respond satisfactorily to the problem within two working days, the student will proceed to step 2.

2. Step 2 – Director of RN-to-BSN Program

If the faculty decision does not resolve the situation, the student should refer their problem in writing to the RN-to-BSN Director. Once the Director of the RN-to-BSN Program receives the complaint, the Director will make a decision on the issue with a recommended solution. The Director will have three days to respond. If the complaint remains unresolved it will be forwarded to the Dean of Nursing within two days for consideration.

3. Step 3 – Dean of Nursing

If the decision by the Director of the RN-to-BSN Program does not resolve the situation to the student's satisfaction, the student may refer their problem to the Dean of Nursing

in writing within two days of the Director of Nursing's response. The Dean of Nursing will respond to the written complaint within three working days of receiving the complaint. The dean's decision will be final.

Grievance Information

See Collin College policies regarding grievances at

<https://www.collin.edu/hr/complaints/index.html>, if any complaints remain unresolved. In all cases the BSN Student Handbook is the starting point for program issues. All other rules and guidelines not in this handbook follow the Collin College Handbook.

Revision dates: 12.6.2024/5.9.2025