

**Yavapai College Nursing Program**  
**Bachelor of Science in Nursing (RN-BSN)**  
**STUDENT HANDBOOK 2025-2026**



*Yavapai*  
**COLLEGE**  
BACHELOR OF SCIENCE IN NURSING

Prescott Campus  
1100 E. Sheldon St.  
Prescott, AZ 86301

Verde Valley Campus  
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## **YAVAPAI COLLEGE BACHELOR OF SCIENCE IN NURSING (RN-BSN) PROGRAM**

Yavapai College welcomes qualified registered nurses who hold an associate degree in nursing and an unencumbered nursing license\*. The RN-BSN student achieves the undergraduate program completion outcomes in an online format at the pace that works best for them.

*\*(RN-BSN students must possess an unrestricted/unencumbered license throughout the duration of their program. Students must inform the college of any changes to the status of their nursing license(s) within 10 calendar days of that change. Changes may include, but are not limited to, becoming restricted, encumbered, expired, suspended, or revoked. Failure to report a change in status of a nursing license can result in withdrawal from the college.*

*If any RN license held by the student becomes restricted or encumbered, the student will be prohibited from scheduling future courses and will be removed from any course they are currently attending. Students are responsible for resolving issues with the status of their license and must notify the nursing program of the resolution before being allowed to return to class unless their license has returned to a current, unrestricted/unencumbered status. Yavapai College may verify all RN licenses the student possesses at any time throughout their enrollment in the program.)*

The Student Handbook aims to familiarize students with the RN-BSN program, including its faculty, philosophy, organization, and policies.

The curriculum builds on the knowledge and skills learned in your associate or diploma program and from experiences you may have had as a registered nurse. There is a strong focus on evidence-based practice, community and public health, leadership and management, written and verbal communication, and use of technology. The program of study has been developed to prepare students to be critical thinkers, innovative professionals, and evidence-based providers.

The RN to BSN program is structured to provide an accessible pathway to students. Fully online courses have been designed to run over 8-week sessions so that one or more courses may be taken every semester, allowing students to complete the progression plan in 12-18 months.

Applications for admission are accepted year-round, for spring, fall, and summer semesters.

We hope that the learning experience during the RN-BSN Program will foster both personal and professional growth. Our program is designed for RN professionals ready to complete their Bachelor of Science Nursing Degree for career advancement in Leadership roles.

### **History of the RN-BSN program at Yavapai College**

In 2021, legislation (Senate Bill 1453) was passed, allowing Arizona community colleges to offer baccalaureate degrees. Yavapai College received approval for its first baccalaureate degree, a Bachelor of Science in Business, followed by a Bachelor of Science in Nursing (RN-BSN) degree. The RN-BSN degree is 120 semester credit hours and can be completed over 3 semesters of full-time participation.

The inaugural cohort began in January 2024 and represents the vision and leadership of Yavapai College. Initial enrollment was capped at 50 students to allow for opportunities to assess strengths and areas needing improvement with process, procedures, and program implementation. The first graduation class in December 2024 consisted of 18 students.

### **Accreditation Information for RN-BSN Degree**

The baccalaureate nursing program at Yavapai College at the Prescott campus, located in Prescott, Arizona, is accredited by the:



Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Rd NE, Suite 1400  
Atlanta, GA, 30326  
<https://www.acenursing.org>

View the public information disclosed by the ACEN regarding this program on the [ACEN website](#).

Note: The effective date of initial accreditation is the date the nursing program was approved as a candidate program by ACEN, as granted by the Board of Commissioners on November 16, 2023.

**A note regarding the policies and provisions of this Handbook:**

Policies affecting nursing students and/or nursing faculty are developed and/or revised through the action of various nursing department committees, reviewed with input by nursing faculty, and finalized by the Nursing Program Administrator.

Students will receive communications of Nursing Program policy/process changes or revisions from faculty; the Nursing Program Administrator will communicate changes through the Nursing Newsletter posted on the YC website and in the LMS, Canvas, or by batch email to students. The College reserves the right to make and designate the effective date of changes in college policies and other regulations at any time such changes are considered desirable or necessary.

The provisions of this handbook are not to be regarded as a contract between the student and the College. The Nursing Program RN-BSN Student Handbook, in collaboration with the College Catalog, summarizes the total requirements of the Nursing Program that the student must meet before qualifying for a faculty recommendation to the District Governing Board to award a degree or certificate.

The faculty and staff are available to assist students in their academic endeavors. It is important that the faculty and Academic Advisor be notified of potential problems that might interfere with academic success (illness, financial problems, and personal issues) as soon as they arise, rather than later, when options may be limited.



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## Nursing Program Contact Information

### **Vice President Workforce Development and Health Sciences:**

Dr. Marylou E. Mercado, EdD, MSN, RN, CNE, FNP-BC  
928-776-2234

### **Lead Dean of Health Sciences and Public Services:**

Jason Ebersole, MBS, MA, BSHA, NRP, CEP  
928-717-7972  
[jason.ebersole@yc.edu](mailto:jason.ebersole@yc.edu)

### **Nursing Program Director, Dean of Health Sciences:**

Dr. Jennifer Ritter, DNP, MSN-Ed, RN, CNE  
928-771-4859  
[jennifer.ritter@yc.edu](mailto:jennifer.ritter@yc.edu)

### **RN-BSN Coordinator, Prescott Campus:**

Jennifer Buskey, BA  
928-776-2331  
[jennifer.buskey@yc.edu](mailto:jennifer.buskey@yc.edu)

### **Full-Time Faculty – RN-BSN Program**

Danyel Giacomini, MSN, RN  
Trevor Nordin, MSN, RN  
Casey Truse, MSN, APNP, RN

### **Adjunct RN-BSN Faculty**

Maria Barbosa, MSN, RN  
Erin Bloomfield, MSN, RN  
Julie Cobos, MSN, RN  
Lizz Dailey, MSN, RN  
Amy Hanson, MSN, RN  
April Herrera, MSN, RN  
Erica Hosfeldt, MSN, RN  
Leann Kocemba, MSN, APRN, RN  
Gabrielle Lawrence, MSN, RN  
Linda Mackey, MSN, RN  
Alexandra Richerd, MSN, RN  
Chandra Smay, MSN, RN

Please see the course syllabus for faculty contact information and/or the YC [Employee Directory](#)

## **Bachelor of Science in Nursing (RN-BSN) Program Mission and Vision Statement**

**Mission:** To prepare nurse leaders by building on prior knowledge and experience, thereby enhancing their skills to improve the health and well-being of the community.

**Vision:** To provide BSN-prepared nurses to meet the health care needs of the Yavapai County community and beyond.

### **RN-BSN Program Outcomes**

Upon successful completion of the Bachelor of Science in Nursing, the learner will be able to:

1. Utilize critical thinking and clinical judgment to plan and implement culturally appropriate, patient-centered care to promote health and prevent disease and injury for diverse populations. (Patient-Centered Care)
2. Demonstrate leadership skills that integrate an understanding of organizational systems and the internal and external forces impacting decision-making. (Teamwork and Collaboration)
3. Engage in evidence-based practice as a means of enhancing the quality and safety of client care. (Evidence-Based Practice)
4. Analyze opportunities to gather and use evidence to improve patient care practices and processes for quality outcomes. (Quality Improvement)
5. Develop collaborative relationships both inter- and intra-professionally that enable the nurse to effectively advocate for safe, quality outcomes for clients, the nursing profession, and the health care system. (Safety)
6. Use information technologies to improve outcomes and the environments in which nursing practice occurs. (Informatics)
7. Model professionalism based on personal values, ethical principles, and the nursing profession's values and standards. (Professionalism)

The RN-BSN program provides the opportunity to be employed in various healthcare roles, including leadership, administration, and management. Some studies suggest that patient outcomes may be improved under the care of BSN-prepared nurses. Baccalaureate-prepared RNs are reported to be significantly better in areas related to quality and safety, with fewer medication errors and higher proficiency in diagnosing and evaluating nursing interventions.

## **Application for Graduation and Graduation Requirements**

All required courses for the Bachelor of Science in Nursing (RN-BSN) degree must be completed with a grade of "C" or better, 78% or greater.

Potential graduates are emailed a graduation application each semester to complete online. Students must meet the general education and nursing course requirements for the Bachelor of Science in Nursing degree. The BSN degree is awarded according to the policies, procedures, and requirements described in the college catalog.

## **Commencement**

Commencement ceremonies occur at the end of the spring semester; fall graduates are invited to participate in the spring ceremony. Summer graduates may participate in Commencement if they are planning to finish RN-BSN classes in the summer and have applied for graduation through Academic Advising. Commencement locations & dates/times are posted in the academic calendar. Graduation regalia for graduates is a standard graduation cap and gown, which can be purchased online at [Honors Graduation](#).

Commencement locations/dates and graduation

Q & A: [Commencement Information](#)

## **Pinning Ceremony**

The Pinning Ceremony is offered at the end of the fall and spring semesters. Students may participate in Pinning Ceremony if they have met all the program requirements for graduation. Since summer graduates may participate in Commencement, they may also participate in the spring Pinning ceremony. Prospective graduates must notify the RN-BSN Coordinator no later than March 15<sup>th</sup> that they plan to graduate and wish to participate in the spring Pinning. Otherwise, summer graduates may participate in the fall Pinning Ceremony. The ceremony acknowledges the student achievement in the RN-BSN program and is offered to graduates by the Nursing Faculty, Dean of Nursing, and Staff. Families, friends, and community supporters are invited to honor and celebrate with nursing students.

## **Pinning Ceremony Attire**

Students are to wear navy blue nursing scrubs and nursing shoes for the Pinning Ceremony. The nursing pin is purchased by the Yavapai College Nursing Program and given to the RN-BSN graduates to acknowledge their achievement. Graduates are also provided with a Bachelor of Science sash, medal, and pin at no charge.

**RN-BSN Program: Curriculum Progression Plan- Fall Start**

Nursing [RN-BSN Bachelor of Science in Nursing Program -- Curriculum for 2025-2026](#)

**Total Credits 120; Nursing Major Credits = 30.5**

**RN – BSN Program – [Progression Plans](#) – Click for Spring Start**

**Campus: Online**

Course		FALL TERM 1 – Program Electives	Pre-requisites Co-requisites	CREDITS
MAT	167	Elementary Statistics OR PSY/SOC 230 – Introduction to Statistics in Social and Behavioral Sciences	Prerequisites: MAT 141, 142, 152, or satisfactory on mathematics skills assessment. Note: Statistics is strongly recommended before enrolling in NSG 350	3
First 8 Weeks				
MGT	233	Business Communication	Recommended program elective	3
		Program Elective	Recommended courses: PHI 204 Medical Ethics or PSY 101 Introductory Psychology	3
Second 8 Weeks				
LDR	202	Strategic Leadership	Recommended program elective	3
		Program Elective	Recommended courses: PSY 245 Human Growth and Development or PSY 266 Abnormal Psychology (Prerequisite: PSY 101) or SOC 212 Gender and Society	3
<b>TOTAL SEMESTER CREDITS</b>				<b>15</b>

Course		SPRING TERM 1	Pre-requisites Co-requisites	CREDITS
First 8-weeks				
LDR	201	Leadership Essentials	Recommended elective	3
NSG	310	Transition and Concepts of Professional Practice	Prerequisites: RN-BSN Program admission	3
NSG	320	Nursing Practice in a Multicultural Society	Prerequisites: RN-BSN Program admission	3
Second 8-weeks				
LDR	203	Organizational Leadership	Recommended elective	3
NSG	330	Advanced Assessment and Health Promotion	Prerequisites: RN-BSN Program admission	3
NSG	340	Nursing Informatics	Prerequisites: RN-BSN Program admission	1.5
<b>TOTAL SEMESTER CREDITS</b>				<b>16.5</b>

Course		SUMMER TERM 1	Pre-requisites Co-requisites	CREDITS
NSG	350	Nursing Research and Evidence Translation	Prerequisites: RN-BSN Program admission	3
NSG	410	Issues in Professional Practice	Prerequisites: RN-BSN Program admission	3
<b>TOTAL SEMESTER CREDITS</b>				<b>6</b>

Course		FALL TERM 2	Pre-requisites Co-requisites	CREDITS
First 8-weeks				
NSG	420	Population-Based Nursing in the Community	Prerequisites: RN-BSN Program admission	4
NSG	430	Aging and End of Life	Prerequisites: RN-BSN Program admission	3
Second 8-weeks				
NSG	440	Global Health: Ethics and Human Rights	Prerequisites: RN-BSN Program admission	3
NSG	450	Nursing Leadership	Prerequisites: RN-BSN Program admission	4
<b>TOTAL SEMESTER CREDITS</b>				<b>14</b>

### Learning Projects in NSG 420 and NSG 450

These projects are incorporated in NSG 420 - Population-Based Nursing in the Community and NSG 450 - Nursing Leadership. These projects are more than just a requirement; they allow you to connect nursing field knowledge with real-world experience. These projects will allow you to actively engage in learning while developing critical skills required in the nursing field.

Here's why completing your independently paced project is vital:

- **Skill Development:** You'll enhance skills such as teamwork, problem-solving, and leadership. These are invaluable in both professional and personal contexts and can set you apart in future endeavors in your nursing career.
- **Personal Growth:** These projects can broaden your perspective, helping you understand and appreciate different viewpoints and experiences. It's a powerful way to grow as an empathetic and responsible nurse.
- **Academic Enrichment:** These projects tie directly into your academic goals, providing a practical application of what you're learning in the curriculum. It reinforces your understanding and helps you see the relevance of your studies in the real world.
- **Community Connection:** By participating in these projects, you'll forge connections with local organizations, community members, and healthcare leaders. These relationships can provide valuable networking opportunities and insights into potential career paths.

Your commitment to these projects reflects your dedication to your education, leadership development, and the community. We encourage you to approach this opportunity with enthusiasm and an open mind. It's a chance to make a meaningful impact and to grow in ways that will benefit you long after you have acquired your BSN degree.

Project hours can include, but are not limited to, time spent communicating and/or planning with an organization that you choose and physically visit, researching and preparing content, and developing and presenting your project.

# **ONLINE LEARNING: STUDENT RESPONSIBILITIES AND RESOURCES**

## **INSTITUTION POLICIES**

## Student Responsibilities for Online Learning

### Contact Information

The student must keep current contact information on file: email, phone, and street address. The student should update the My Account section of myYC Portal on the Yavapai College website.

### Computer Proficiency Requirements

It is the student's responsibility to have access to a computer and the Internet. Students are required to check electronic course materials to meet course requirements routinely. Students must have a personal laptop/computer for the online nursing program.

### Netiquette Rules Online Students Should Know

Netiquette is the code of conduct for online communication and is important to maintain a positive, respectful, and productive learning environment.

1. **Be careful with your tone-** be careful with capitalization, writing in all caps can be interpreted as yelling and viewed as impolite.
2. **Be accurate and factual-** research and fact-check everything
3. **Search first, then ask-** research on your own before asking, check the syllabus or university website, etc. Ask your professor or classmate if you are not finding your answer
4. **Don't use sarcasm freely-** a light-hearted joke can be viewed differently in text. Be careful about making the intent behind your words as clear as possible
5. **Be as polite as you are in person-** a key part of netiquette is only typing what you would be comfortable saying to someone's face
6. **Use proper grammar and punctuation**
7. **Stay on topic-** when there is a discussion
8. **Remember that nothing is private online**
9. **Make clear and brief points-** use short and clear sentences when trying to explain something.
10. **Respect people's privacy-** Treat others' privacy the same way you would want someone to handle your private information.
11. **Use your professors' proper titles-** unless the professor states otherwise, you should always refer to them professionally.
12. **Respect others' opinions-** you can disagree with someone and respect their opinion at the same time.
13. **Don't overuse the chat box for communication**
14. **Submit assignments carefully-** follow the specific instructions your professor gives about assignments

### Software

Students must have access to a computer and internet for all online courses. Students will be required to use Microsoft Office software to complete assignments. Other software may be required for some courses. YC students can use [Office 365](#) free of charge. Students can work in the latest version of Word, Excel, PowerPoint, OneNote, and the rest of the Office 365 Professional suite. Students can install Office 365 on up to five compatible PCs and Macs, plus tablets (including iPads). All student work can be saved online in OneDrive.

## **Textbooks**

Each course syllabus includes the required and recommended textbooks for each course. Students may order textbooks from the Yavapai College Bookstore, or students may choose to purchase the textbooks through a different vendor.

## **Student Resources for Online Learning**

### **Information Technology**

RN-BSN students will be required to use online resources and will need access to a computer and network connection. Please refer to the [TLS Student Support for Online Learning](#) for technology requirements.

### **Online Learning Best Practices**

While the basic skills are the same for any student, online courses demand special attention to these qualities: 1. Self-discipline, 2. Organization, 3. Communication, and 4. Technology comfort level.

Self-discipline: Self-directed learning puts you, the student, in the driver's seat of your educational journey. Self-motivation will largely determine your success as an online learner. Curb procrastination by learning to integrate your studies into your schedule. Be prepared to put more time and energy into your online course or courses than you would a traditional face-to-face course

Organization: Being organized means keeping files and other course materials in order and having good time management. Online, knowing how to organize things on a computer, as well as using computer-based calendaring, can be highly useful. The Learning Centers on the Prescott and Verde campuses offer several workshops for students to help ensure success.

One of the most difficult challenges online learners face is balancing their busy lives and the time required to prepare for and participate adequately in their online courses. To be most effective, you need to schedule at least three different types of time for your course:

- Screen viewing time to read your course materials
- Study time to complete course assignments
- Project time

The Learning Center and TLS department provide students with various resources to assist with student success, including tutoring, time management, effective note-taking, communication, and technology help basics.

Group study rooms are also available at Prescott and Verde Campus in the Learning Center and Library: Center for Learning and Innovation ([Yavapai College Library](#)). The Learning Center can be contacted via phone or a Zoom appointment (Get Help tab).

Prescott: 928-776-2260

Verde Valley: 928-634-6541

Communication: Online communication requires the same thoughtfulness, respect, and basic courtesy as in the traditional classroom. Instructors may use discussion boards, email, chat, videoconferencing or telephone for communication.

Technology comfort level: TLS (Teaching and Learning Services) offers a Student Orientation to Online Learning course and live workshops that cover all aspects of Canvas to foster student success.

### **Support for Online Learning – Contact TLS**

TLS Student Support for Online Learning starts at the IT Service Desk

Phone (928) 776-2168

8:00am - 5:00pm (MST) Mon-Tues

8:00am - 1:00am (MST) Wed-Thur

4:00pm - 1:00am (MST) Fri-Sun

Email [servicedesk@yc.edu](mailto:servicedesk@yc.edu)

### **Library Resources- Center for Learning and Innovation:**

The [library web pages](#) serve as a general introduction to the library and include hours, staff contact information, catalog, and research databases. Information can be found on the library services tab, which links to all library research. A library aide and a professional librarian are available at both campuses. Students have 24/7 access to online resources and have access to the libraries five days a week during the academic year; during the summer the library is open four days a week. Hardcopy materials are available 24/7 by utilizing After-Hours Pickup Lockers. In addition to hard copy resources, electronic resources, including nursing databases, streaming videos, and e-books, are available. A complete list of library resources across campuses is available on the YC.edu website.

Librarians at Prescott and Verde Valley campuses work collaboratively to provide resource services. The librarians provide instruction on library resources and assistance with specific nursing program assignments. Library services orientation is available with an in-person tour, virtual online tour, or email consultation. Librarians are available year-round to assist students. Nursing materials are available in the general collections and online ([Nursing Materials](#))

The Library /Center for Learning and Innovation at Prescott and Verde Valley Campus both offer a VR room, podcast room, and fast capture studio. In addition, students, staff, and faculty have access to the wireless network at all campuses. Patrons may check out laptops and hotspots from the library upon request. Laptops can be borrowed by the semester or by the day. Computer stations are located in the libraries of both the Prescott and Verde Valley campuses. Additional computer work areas are located on each campus, and in the Learning Centers on both campuses.

## Institution Policies

### Civil Dialogue Statement

Regardless of venue or delivery method, faculty must ensure and maintain an environment appropriate for higher education. To promote a positive educational experience, appropriate and civil communication is an expectation of all students. All communication must remain respectful. Language or behavior that is threatening, intimidating, harassing, defamatory, libelous, or obscene is unacceptable. Failure to abide by these standards may result in disciplinary measures.

### Code of Conduct for Students

Respect for the rights of others and for the college and its property are fundamental expectations for every student. The Student Code of Conduct outlines behavioral expectations and explains the process for responding to allegations of student misconduct. Students are expected to respond and write in a respectful, professional, and appropriate manner in all forms of communication and when activities are assigned to create scenarios, discuss opinions, present on a selected subject, or post to the web board. Inappropriate language or objectionable material will not be tolerated and could result in disciplinary measures and/or a failing grade for the class.

### Confidentiality of Student Records

The program maintains a file for each applicant and student that contains documentation related to admission and progression in the program. The Yavapai College Nursing program follows the College guidelines for confidentiality of student records as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). See the Yavapai College General Catalog for information regarding student record disclosure.

### Course Withdrawal

The college establishes a student-initiated withdrawal deadline. If a student has not withdrawn from a class by the deadline, the student will receive the letter grade earned in the course at the end of the semester; earned grades will be posted on the student's permanent record.

### Equal Opportunity Statement

Yavapai College is an affirmative action/equal opportunity institution. A lack of English language skills will not be a barrier to admission and participation in the programs of the college. [YC Equal Opportunity Statement](#)

### FERPA

The Family Education Rights and Privacy Act of 1974 (FERPA) affords eligible students certain rights with respect to their education records. An eligible student under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. [The Family Education Rights and Privacy Act](#)

### Making Payments for Classes

Tuition is due at the time of registration. Financial Aid or Payment Plans may be available. Find the tuition payment and drop policy for each semester here: [Bill & Payment Information](#). To pay in full, go to [www.yc.edu](http://www.yc.edu), click "My Account", click "Payment Center", or to set up a payment plan, view payment plan options at [Payment Plans](#). If you have financial aid, please visit [Financial Aid](#) for the most current information.

Failure to pay- a financial hold will be placed on your account to prohibit future registration. It is Yavapai College's policy to refer unpaid/past-due accounts to a collection agency. Failure to drop class or attend class does not relieve you of financial obligations. Class(es) must be officially dropped online in accordance with drop deadlines in order to have tuition adjusted.

For payment assistance questions, call Financial Aid at 928-776-2152 or [financial.aid@yc.edu](mailto:financial.aid@yc.edu)

For general registration questions/assistance, call Admissions at 928-717-7777  
[ycadmission@yc.edu](mailto:ycadmission@yc.edu)

### **Student Records**

The Department of Nursing maintains a student record for each student. This record contains documentation related to admission and progression in the program. See the Yavapai College General Catalog for information regarding student record disclosure.

### **Student Resources**

Yavapai College recognizes that access to basic needs such as food and safe shelter are vital to a successful academic experience. Students who have difficulty affording groceries or accessing sufficient food to eat, lack a safe and stable place to live, have difficulty affording required items for classes, or are without health insurance may contact the **Strong Foundations** program for basic needs support services. [Student Services](#)

### **Student Right to Know**

Student Right to Know (SRTK) refers to a federally mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide the consumer with a statistic of comparable effectiveness that they can use to determine college choice. All colleges nationwide are effectively required to participate in the disclosure of rates. Yavapai College has included additional success measures from the Voluntary Framework of Accountability (VFA).

The Higher Education Opportunity Act requires college participation in the Federal Student Aid Program to make certain information easily available to consumers. Yavapai College had complied with the information below in compliance with that federal law. [Student Right To Know](#)

# **NURSING PROGRAM POLICIES**

## Nursing Program Policies

The Yavapai College Nursing Program reserves the right to add, revise, or repeal its policies and requirements at any time.

The Nursing Program reserves the right to dismiss a student at any time on grounds the Nursing Program may judge to be appropriate. Each student, by his/her admission into the Nursing Program, recognizes the right of the Nursing Program to do so. The continuance of any student on the enrollment lists and/or roster of the Nursing Program, the receipt of academic credit, letter of good standing, graduation, and the granting of any degree within the Nursing Program rests solely within the powers of the college and the Nursing Program.

### Academic Integrity

Honesty in academic work is a central element of the learning environment. Students are expected to submit their own work. The presentation of another individual's work as one's own or the act of seeking unfair academic advantage through cheating, plagiarism, or other dishonest means are violations of the College's Student Code of Conduct. Definitions of plagiarism, cheating, and violation of copyright and penalties for violation are available in the [Yavapai College Student Code of Conduct](#).

### Academic Load

Courses require two to three hours of outside preparation for each credit hour. Some specialized academic programs (*such as the Nursing Program*) may require additional outside preparation. Academic loads must be carefully planned to ensure that students have every opportunity for success in courses. ([Academic Load](#))

### Advisement/Counseling

Mandatory Advising: [Advising at Yavapai College](#)

Meeting with an academic advising counselor is recommended before registering for upper-division nursing classes. Contact the following offices to speak to an advisor or email [advising@yc.edu](mailto:advising@yc.edu):

Prescott Campus: 928-776-2106 Located in Building 1 – Lobby

Verde Campus: 928-634-6540 Located in Building I

## **Appeal Policy**

A student may appeal an academic or instructional decision by faculty if s/he deems the decision to be made in error.

1. For concerns within the Nursing Department:
  - a. The student must meet with the course instructor to discuss the concern.
  - b. Should continuing conversations be needed to resolve the concern, a conference may be scheduled with the student, the instructor, and the Nursing Program Administrator.
  - c. If the concern is unresolved, the Nursing Program Administrator will make the final decision.
  - d. Should the student continue to have concerns, students are to follow the *Student Appeal of Academic or Instructional Decisions by Faculty*: [Student Appeals/Complaints](#)
  - e. Visit [Academic Complaints](#) for additional information and to submit the appeal in a timely manner following the established procedures listed in [Policy Number 3.16](#)
2. For Non-Academic Complaints, nursing students follow the Student Appeals/Complaints process: [Non-Academic Student Complaints](#)

## **Appearance and Dress Code**

Students are expected always to present themselves professionally while enrolled in the Nursing Program. Students must always comply with the professional dress code guidelines while participating in the learning projects embedded in NSG 420 - Population-Based Nursing in the Community and NSG 450 - Nursing Leadership. Agency dress code guidelines/policies are the minimum expectation.

The RN-BSN program expects students to always be professional when representing Yavapai College. Students should maintain good personal hygiene and grooming standards. Hair should be clean and neat. Students are encouraged to dress in business casual or professional attire (i.e. dress shirts/blouses, polo shirts, blazers or cardigans, slacks/dress pants, or skirts). The following items are prohibited during class presentation delivery/community partner work: pajamas or loungewear, beachwear or workout clothes, hats (unless for religious or cultural reasons,) and excessively revealing clothing.

## **Attendance, Participation, and Assignment Policy**

Balancing personal responsibility with participation expectations is crucial in a nursing program. With appropriate and timely communication with faculty, students who miss assignment deadlines will be provided reasonable accommodation for making up missed work resulting from serious illness. Faculty are not obligated to provide any special accommodation unrelated to serious illness.

For online courses, participation requirements include reading announcements and module expectations on Canvas, completing reading assignments, reviewing pre-recorded lectures, submitting written work when due, and being fully and thoroughly prepared to participate in class discussions, and engaged in the learning projects. Learning project hours may be challenging to

make up due to scheduling and agency requirements; students will need to coordinate with the agency to ensure the completion of project hours.

Students should check into class at a minimum of every 48 hours. Please note class participation requirements and course deadlines may not be altered to accommodate individual work, vacation, or travel schedules except in emergent or pre-approved situations at the instructor's discretion. It is the student's responsibility to communicate with faculty as early as possible if discussion or assignment deadlines are missed.

The instructor reserves the right to adjust penalties or provide accommodations based on individual circumstances and the nature of the assignment while striving for consistency and fairness among all students.

**Extensions:** Students who foresee a conflict or issue that might prevent them from meeting a deadline should contact the instructor before the due date. Extensions may be granted on a case-by-case basis for valid reasons, such as medical emergencies or other significant personal circumstances, provided proper documentation is submitted. If an extension is granted, no penalty will apply until after the student misses the new agreed-upon deadline.

**Late submission penalties:** If an assignment is late, the appropriate penalties will be imposed.

1. Within 24 - 72 Hours: Assignments submitted within 1-3 days after the deadline will incur a penalty of 10% of the total points available per day that assignment is not submitted.
2. Beyond 72 Hours: Assignments submitted more than 3 days after the deadline will not be accepted, and a grade of zero will be assigned unless there are extenuating circumstances.

**Consequences of not turning in assignments:** Students who miss assignment deadlines or don't submit assignments will receive a grade of 0 for the assignment. Further missed deadlines or failure to turn in assignments will result in a reduction of the final course grade which may lead to failure of the course.

**Discussion boards:** Participation in discussion boards is time-sensitive, as it requires interaction with peers. To earn full credit, students must submit their initial post by the due date and provide the required number of substantive, meaningful replies to peers by the assigned deadline. Late submissions will not be accepted and will result in a grade of zero, unless otherwise discussed and approved by the faculty prior to the deadline.

## **Civility**

Civility is a critical principle, and it is a behavior and attitude of professionalism in healthcare.

Civility is behavior that 1) shows respect toward another; 2) causes another to feel valued; 3) contributes to mutual respect, effective communication, and team collaboration (ANA, 2012)

[Civility Starts with You.](#)

All students are expected to comply with the standards of professionalism. Refer to the Standards of Student Professional Conduct Policy in this Handbook. Failure to comply with any of the following items or other policies in this Handbook may result in a conference with the Nursing Program Administrator. If the problem warrants immediate action, the Nursing Program Administrator will recommend that the student be dismissed from the course or the Nursing Program.

### **Communications - Student-Faculty**

The official method of communication between students and faculty is through the college email account: [Student E-Mail Accounts](#). Yavapai College provides enrolled students with an official username@scholar.yc.edu email address. Students are required to use the Yavapai College-issued e-mail address for faculty correspondence. If you need assistance, go to Information Technology Services or call 928-776-2168.

Faculty communicate with students using the official YC communication e-mail system. Under normal circumstances, please allow 24 hours (excluding weekends, holidays, and semester breaks) of response time to your e-mail. Faculty generally respond to email within 24 hours. Students are required to use the Yavapai College-issued e-mail address for faculty correspondence. Faculty are not required to respond to e-mails originating from personal e-mail accounts.

Students must check Canvas announcements and their YC email daily for faculty correspondence. Program changes are communicated to students via the faculty, Nursing Program Newsletter, and email. It is the student's responsibility to be informed of programmatic or course-level changes.

### **Conference Hours/Regular and Substantive Interaction**

Nursing faculty will post at least five student conference hours each week during the semester. Office hours are listed within the syllabus. Office hours will be available via Zoom. Students will need to make a specific appointment during the faculty office hours. Appointments can be made through email, phone, or Zoom SMS. Adjunct faculty may use the BigBlueButton app in Canvas (left menu) for virtual student conferences.

All online courses require [regular and substantive interaction](#). This may include instructors regularly posting to discussion forums to pose questions, provide counter points of view, and provide encouragement. In addition, instructors utilize course rubrics and the grade book to provide timely feedback on learning activities. Feedback should communicate to students both their accomplishments and areas they may need to improve, as well as concrete suggestions for actions students can take in the future to make progress in their learning.

## **Disability Resources, Accommodations, and Title IX**

[Disability Resources](#) ensures qualified students with disabilities equal access and reasonable accommodations in all Yavapai College academic programs and activities. YC supports disability and accessibility awareness and promotes a welcoming environment for all. The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of disability and require Yavapai College to make reasonable accommodations for those otherwise qualified individuals with a disability who request accommodations.

Yavapai College is committed to providing educational support services to students with documented disabilities. Accommodations for a student must be arranged by the student through Disability Resources by phone at 928-634-6567 for both Prescott and Verde Valley Campuses, or schedule a meeting with one of the staff. [Schedule a meeting](#)

### **Title IX – Notice of Nondiscrimination**

Yavapai College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment.

To report information about conduct that may constitute sex discrimination or make a complaint about sex-based harassment, which also includes acts of sexual violence such as rape, sexual assault, sexual battery, sexual coercion, unwanted touching, dating/relationship violence, and stalking, please refer to [Title IX and Preventing Sexual Harassment](#).

### **Emergency Response Plan**

The [Emergency Response Guide](#) is located on the YC website.

### **Ethical Use of Artificial Intelligence (AI) in Nursing**

As emerging technologies, including AI, continue to transform healthcare, it is imperative that nursing students understand and adhere to ethical guidelines when using these tools. AI can assist in clinical decision-making, enhance patient care, and facilitate idea generation for completing in-class or homework assignments, but it must be used responsibly and ethically.

AI should never be used in a way that compromises patient confidentiality. AI should be viewed as a tool to support, not replace, the student's own clinical judgment and critical thinking in their academic program. Students should be aware of the potential for bias in AI algorithms and be responsible for critically evaluating AI recommendations and considering the broader context.

All assignments need to be created within a PDF or Word document unless otherwise specified in the assignment instructions. The RN-BSN program utilizes Turnitin and an AI detection tool. As emerging technologies, including AI, continue to transform healthcare, it is imperative that nursing students understand and adhere to ethical guidelines when using these tools. AI can assist in clinical decision-making, enhance patient care, and facilitate idea generation for completing in-class or homework

assignments, but it must be used responsibly and ethically.

### **Generative Artificial Intelligence (AI)**

Yavapai College encourages the thoughtful use of emerging technologies, including Artificial Intelligence (AI) and Virtual Reality (VR), as part of your learning. These tools can foster creativity, innovation, and skill development. At the same time, academic integrity requires that your work reflects your own knowledge and abilities. AI can support your learning, but it cannot replace your responsibility to think critically, apply course concepts, and demonstrate your skills. Generative AI may be utilized as a tool to support your learning. For example, creating practice quizzes, clarifying concepts, or creating study guides. [Explore AI tools offered by YC for effective and ethical ways to support your learning.](#) Any additional approved uses of AI will be specified by your instructor for each assignment. Misrepresenting AI-generated work as your own is a violation of academic integrity and subject to college policy. When in doubt about the use of Generative AI for an assignment, consult your instructor.

### **Grading Scale**

Learning outcomes are defined in each course syllabus. Assignments are given a percentage score or letter score. Grades are not rounded. For example: If a student earns 83.89% in a course, the student will receive a “C” grade. *Scores are absolute cutoffs; rounding scores is never practiced.*

The grading scale for all nursing courses is:

A	=	92.00 -100 %
B	=	84.00 - 91.99 %
C	=	78.00 - 83.99 %
D	=	69.00 - 77.99 %
F	=	≤68.99 %

### **Health and Safety Requirements**

As professional nurses, maintenance of health and safety requirements is a necessary component of employment. The RN-BSN programs always expect currency in these areas.

Students may be required to demonstrate compliance with routine health requirements, background checks, drug screening, and fingerprint clearance during the learning projects embedded in NSG 420 - Population-Based Nursing in the Community and NSG 450 - Nursing Leadership. Certain agencies may have health requirements specific to their organization; therefore, students are expected to comply.

### **Nursing Advisory Council**

Student representatives are invited to participate in Advisory Council meetings twice a year and are encouraged to contribute to conversations

## **Standards of Student Professional Conduct Policy**

The nursing faculty believes that standards of professional conduct are an inherent part of the nursing profession. Therefore, all enrolled nursing program students must adhere to professional conduct standards. Students are within the boundaries and rules of practice within the Arizona State Board Nurse Practice Act, the ANA Code of Ethics, the YC guidelines for Code of Conduct for students, and the policies and regulations of community agencies.

## **Professional Behavior Expectations**

In accordance with the American Nurses Association (ANA) scope and standards of practice and code of ethics, Yavapai College RN-BSN program students will:

1. Accept responsibility for one's own actions and attitudes.
2. Demonstrate the ability to develop and maintain therapeutic relationships and appropriate personal boundaries.
3. Demonstrate a respectful, sensitive, and non-judgmental manner when communicating with others. In this policy, others refer to peers, faculty, clients, families, facility, and college staff.
4. Provide prior notification to appropriate faculty when the student is unable to meet commitments or requirements, detailing how and when the student will make up requirements.
5. Participate in course activities as scheduled throughout the nursing program.
6. Report on time and well-rested for scheduled activities.
7. Complete assignments as required and scheduled.
8. Demonstrate professional appearance, conduct, and presentation in course meetings.
9. Demonstrate personal and professional ethics, honesty and integrity.
10. Demonstrate the ability to use good judgment in decision-making.
11. Demonstrate accountability in preparation for course activities such as presentations.
12. Respect others during course activities (i.e. discussion boards).
13. Demonstrate respect to all individuals regardless of culture, ethnicity, religion, work experience, gender, age and sexual orientation.
14. Communicate with respect, sensitivity, and care in all forms (including verbal, non-verbal, written, and electronic).
15. Maintain standards of confidentiality, for example, regarding a fellow student's presentation.

***Unprofessional conduct:*** Examples include but are not limited to academic dishonesty, violations of confidentiality, failure to show respect for clients, significant others, peers, staff, and faculty, and community agency policies and procedures. Academically, examples include disruptive behavior or inappropriate comments in discussion board posts, discounting/ignoring faculty feedback regarding performance, demeaning or inappropriate responses to faculty/student feedback, lack of attention to instruction, not turning in quality assignments, etc.

Nursing students engaging in this misconduct are subject to dismissal from nursing courses and disciplinary action as described in the Yavapai College Student Code of Conduct Handbook located on the yc.edu website.

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**Appendix: Syllabus and Handbook Statement**

STUDENT COPY: YAVAPAI COLLEGE NURSING PROGRAM

**COURSE SYLLABUS**

**RN-BSN STUDENT HANDBOOK STATEMENT**

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I have been provided an electronic copy of the syllabus for this course. I have read this Syllabus and have been given a chance to ask questions about it. I understand the requirements stated in the **Syllabus Agreement** and agree to abide by them.

I acknowledge that I have access to the RN-BSN Student Handbook electronically through Canvas and on the [RN-BSN website](#). I am fully aware of the implications of its contents for the completion of my goals in the Nursing Program and agree to always follow and comply with its provisions during my enrollment in the Yavapai College RN-BSN Program.

I further understand the Handbook can be revised at any time and that the handbook is not a contract. For the duration of my attendance in the program, I agree that it is my responsibility to check each semester for an updated electronic copy, become knowledgeable of any and all changes made to it and agree to follow and comply with any subsequent and more current version while I am a Yavapai College Nursing student. I can obtain and review a digital copy at any time on the Yavapai College RN-BSN Nursing Program website [RN-BSN website](#).

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature