



MARICOPA
COMMUNITY COLLEGES

MARICOPANURSING
RN to BSN Program

RN to BSN

Student Handbook

2024 - 2025

MaricopaNursing at
GateWay Community College

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Introduction

The faculty and staff welcome you to the RN to BSN program at MaricopaNursing at GateWay Community College. The purpose of this handbook is to inform students of the guidelines, procedures, expectations, requirements, and resources offered through MaricopaNursing. It is not all inclusive and is to be used in tandem with the Maricopa County Community Colleges and GateWay Community College policies, handbooks, and catalogs. Students are expected to review the handbook frequently as guidelines and policies are reviewed and updated annually and as necessary. Please seek the advice of faculty, advisors, or college staff for questions/clarification; we are here to partner with you for your success!

Vision Mission Values of Maricopa Community Colleges

Vision – Excellence in education for a better world

Mission – The Maricopa Community Colleges ignite talent, transform lives, and enrich communities through teaching, learning, and service.

Values –

- Student-centric – Students are the essence of our work, we partner with students as leaders and decision-makers in their own learning.
- Integrity – We foster a culture of honesty, trust, and transparency.
- Collaboration - We work together using system-thinking in pursuit of our vision and mission.
- Inclusiveness - We value all contributions and diverse perspectives.
- Innovation - We advance a culture that stimulates big ideas, creativity, and exploration.
- Respect - We treat each other with dignity, civility, and kindness.

MaricopaNursing RN to BSN Vision, Mission, Philosophy, and Core Values:

- **Mission**
 - To provide accessible, affordable, quality nursing education that prepares BSN graduates to serve our communities as professional nurses exemplifying evidence-based practice and compassionate, equitable care.
- **Vision**
 - To empower professional nurses with the knowledge, skills, and attitudes to inform the profession and to support healthcare equity in diverse environments.
- **Philosophy**
 - To incorporate state and national standards into an innovative, flexible, hybrid, competency-based approach to curriculum which allows the working nurse to further develop excellence in professional nursing practice and provide quality care to a diverse population.
- **Core Values**
 - Integrity - A personal quality of honesty and reliably doing the right thing
 - Respect - Treating everyone with dignity and kindness
 - Inclusiveness - Valuing everyone's contributions and opinions
 - Innovation - A culture of exploration that is fostered throughout the MCCC

Accreditation:

The RN to BSN program at MaricopaNursing, GateWay Community College has applied for candidacy through the Accreditation Commission for Education in Nursing (ACEN). The AAS program at MaricopaNursing is fully accredited by both ACEN and the Arizona State Board of Nursing. GateWay Community College and the RN to BSN program is accredited by the Higher Learning Commission (HLC).

Conceptual Framework

The conceptual framework for the RN to BSN program is derived from the mission, vision, values and philosophy of the Maricopa County Community Colleges in tandem with the faculty-derived mission, vision, and philosophy statements of the RN to BSN program. Along with these concepts, the framework and foundation of the program are resultant from the American Association of Colleges of Nursing (AACN) Essentials: Core Competencies for Professional Nursing Education (2022) and the Accreditation Commission for Education in Nursing (ACEN) standards and criteria (2023).

The unifying themes of the framework address the challenges shaping nursing education and the nursing workforce of the future and include mindful competency, lifelong learning, the four spheres of care, diversity, equity, inclusion, systems-based practice, informatics, and academic-practice partnerships (AACN, 2021).

The RN to BSN program at MaricopaNursing incorporates evidence-based practice, research, and clinical reasoning in the promotion, maintenance, restoration of wellness, and the care of those who are ill. Professional nurses use the knowledge gained from previous nursing core education and practice experience as well as coursework in science, humanities, ethics, and liberal arts as the basis for a humanistic approach to the art and science of nursing care.

End of Program Student Learning Outcomes

End of program student learning outcomes are statements of expectations written in measurable terms that define what a student will possess at the end of a learning experience. These concepts are integrated throughout the courses and demonstrate skill level progression. At the completion of the program, the graduate will:

1. Analyze professional behaviors to provide holistic and compassionate person-centered care that respects individual and community diversity.
2. Demonstrate culturally competent and ethically congruent behaviors that reflect dignity, diversity, equity, and inclusion among groups in diverse populations and settings.
3. Apply leadership and management skills in the provision of safe, quality and cost effective care in diverse healthcare environments.
4. Determine knowledge, skills, and attitudes needed to effectively communicate with patient, family and/or important others and the interprofessional team through utilization of healthcare technology and informatics.
5. Assess the effects of systems-based practice on safe, quality, person-centered care within the scope of professional nursing practice.
6. Evaluate a plan for professional development and heightened efficacy of nursing practice.
7. Demonstrate professional, safe, compassionate nursing care that synthesizes learning derived from coursework, nursing practice, and life experiences.

General Information

- The RN to BSN program is structured to provide an affordable, accessible pathway to students. The online and hybrid courses have been designed to run over (approximately) 8 week sessions so that one or more courses may be taken every semester, allowing students to complete the plan of study in 14 to 24 months.
- The nursing courses are designed to be sequential; speak with the program director and/or nursing advisor for individual questions regarding the pathway.
- It is the responsibility of the student to complete all pre and co-requisite courses prior to receiving the Bachelor of Science in Nursing (BSN) degree.
- Students must be registered for a class in order to attend.
- Review [Attendance Policy 2.3.2](#) for details on course attendance, official absences, religious holidays, and excused military absences.
- It is the responsibility of the student to notify the Office of Admissions and Records to drop or to withdraw from a course.
- Students who fail to attend a mandatory orientation or event, the first scheduled course meeting, or who fail to contact the instructor regarding an absence may, at the discretion of the instructor, be withdrawn.
- In an online course, students need to be mindful of the required posting dates and assignments. Your attendance will be monitored through the Canvas learning management system (LMS) via the track participation feature. Attendance in an online course is monitored by discussion question postings, reading and responding to peers, and submitting assignments, quizzes, exams, and other required elements on time.
- Laboratory and simulation hours are often not possible to make up. Students will need to plan to attend all lab and simulation hours. If an absence is unavoidable, contact the instructor for options which may include receiving an incomplete, withdrawal, or retaking the course at a later date. Lab and simulation hours are integrated into the entire course; only one grade is assigned for both successful completion of the didactic content and successful completion of lab and simulation competencies.
- Courses may be repeated based on space available.
- If a student is participating in clinical field work, the student will need to meet all clinical and health and safety requirements for the site and adhere to all policies and guidelines including dress code.

Admission

For current admission steps for the college, visit: [Enrollment Steps | GateWay Community College \(gatewaycc.edu\)](#)

Readmission

- A student exiting the program for any reason will need to complete an exit form with the faculty or program director to be considered for readmission in another cohort.
- Readmission in the next cohort is not guaranteed as readmission is based on space available.
- The nursing director or program director may specify criteria/requirements for readmission.
- The nursing director/program director reserves the right to approve a readmission for a student in good standing who has to defer or withdraw for an unexpected event such as illness, injury, family emergency, military deployment or other life event.

- The nursing director/program director may refuse readmission to a student based on conduct or other issues. The student will be afforded due process prior to a final decision being made.

Investigative and/or Disciplinary Actions of Regulatory Board(s)

- All students must remain in good standing with the Board of Nursing. Students with certification and/or licensure from additional allied health regulatory boards are included under this provision.
- Students receiving any investigative or disciplinary actions against their license must notify the Nursing Director within five (5) school days. Failure to remain in good standing may result in restriction or withdrawal from nursing courses.
- Once admitted, any student who has the fingerprint clearance card suspended or revoked while enrolled in the program will need to report to the Director and may not be permitted to continue.

Grading

Students who are enrolled in the RN to BSN program must earn a grade of “C” or higher in each nursing core course before progressing to the next course in the pathway. Students who fail a nursing core course may retake the course in the next cohort, depending on space available.. Refer to the course syllabus for specific detail on assignments, grading rubrics, and course points. The following grading scale/letter grade is utilized for all courses in the RN to BSN program:

GRADE SCALE (cumulative):	92 -100	=	A
	84 – 91	=	B
	76 – 83	=	C
	68 – 75	=	D
	67 and below	=	F

- Grades will not be rounded to pass the course.
- Courses are not graded on a curve; all students will be assigned the grade they earn independent of any other student’s grade in the course.

Three of the core nursing courses (NUR302, Health Assessment and Promotion, NUR304 Public and Community Health Nursing, and NUR404 Advanced Nursing Capstone) are taught in a hybrid format with required in-person labs, simulation, and/or clinical field work. For these courses, the following apply:

- There are two parts to the hybrid courses, one is the didactic, and the other is the lab/simulation and/or clinical field work components. Both parts of the course must be completed successfully to achieve a passing grade in the course.
- Failure or non-completion of either component will necessitate retaking the entire course with both components.

Discussion Questions:

Discussion questions are an important part of the course as students share ideas and perspectives, creating an opportunity to hear and learn from the experiences and perceptions of peers. Professional netiquette is

required in the online discussion board and respect for different ideas and opinions is the expectation. Please note that inappropriate, unprofessional, rude, or demeaning comments or posts will be removed by the instructor and may result in disciplinary action.

Discussion posts will include a substantive initial post responding to the question(s) and the initial post must include a minimum of one citation from a credible source. Initial response is due by Wednesday at 11:59 PM, AZ time (instructors may elect to post one or more per week.)

A substantive response to a minimum of two peers on different days during the week is required. This means that students cannot log in and post all responses on the same day as online attendance requires logging in a minimum of three days per week with postings and responses visible on the three days. Students may elect to post more, two substantive responses are required. Both responses are due by Sunday at 11:59 PM, AZ time .

A substantive response is one that extends the discussion, integrates assigned content, makes strong connections to practice, asks additional questions, and/or shares a new or opposing perspective. A response such as “I agree,” “I like your answer,” or something that does not share a thoughtful response is not considered substantive and will not be awarded points.

If a student disagrees with a peer’s comment or answer, the response must be respectful and cite evidence for their perspective. Points are awarded according to the discussion question rubric which is the same throughout all courses. The instructor will look for substance, sources, and extension of the discussion. All criteria and due dates must be met to receive full credit.

Enjoy the discussion and respect your peers by contributing thoughtful comments and ideas to the discussions. It is the dialogue with peers and your instructor that will broaden your knowledge base and offer new insights as well as create an online community of scholars!

Channels of Communication

There is an expectation of mutual respect between students and faculty members. If a concern arises, a meeting should be scheduled between the student and the faculty member to discuss and problem-solve the issue. Direct, one-on-one communication between the student and faculty member often resolves the misunderstanding or issue.

A student who feels they have been treated unfairly by a faculty member with regard to an academic process such as grading, testing, or assignments shall discuss the issue first with the faculty member. The student will need to request the academic conference within fifteen (15) working days from the time the student was made aware of the unfair treatment. The grievance process for grades must be initiated no later than sixty (60) calendar days from the date the grade was posted. The instructional grievance process that outlines steps for the student to follow is located [here](#).

Student Representation

Student input is vital to the continuing process improvement of the program and the college community. Students are provided several opportunities to offer input on a variety of topics impacting their learning environment. These topics include but are not limited to admission policies, curriculum, student services,

academic clubs, and college/district governance. Students are invited to become involved in student organizations both on the campus and at the local, state, and national levels.

Students will have opportunities to share their comments and input. Examples of student participation in governance include:

- Completing end of course, end of program, and instructor evaluations
- Participating in student forums (offered a minimum of once per academic year)
- Volunteering for committee student representation (Examples include but are not limited to advisory committee, curriculum, student affairs, student conduct.)
- Joining a student club offered by the college

Professional Appearance

Students should take pride in their professional appearance as they represent their profession and MaricopaNursing when in the clinical environment. As a professional nursing student, students are expected to demonstrate conservative, safe, professional appearance, grooming, and behaviors.

When attending lab or simulation or an on-campus activity, students may wear casual business attire and scrubs may be recommended or required for lab and simulation.

- If attending a clinical field experience or public health site, students will adhere to the dress code of the facility and have their MaricopaNursing badge visible at all times. If no dress code is provided by the site, students should wear business casual attire. No jeans, shorts, short skirts, see-through or thin tops, tank tops, or other unprofessional attire is permitted.
- When participating in a field experience, make-up should be tasteful and jewelry minimal. Again, the professional appearance code of the site should be followed if available and if not available, professional dress and school badge is required. Ask your faculty for clarification as needed.
- If a student has questions about the dress code or professional appearance, contact the course faculty or program director for guidance.

Information Technology Requirements

Students will be required to access course materials, create virtual assignments, connect to the internet, and use electronic resources to complete the RN to BSN courses. Reliable internet access and computer (desktop or laptop) is required. Keep in mind that iPads, Notebooks, and Smartphones are not computers and these devices may not be compatible with software and activities needed to complete the course. Programs such as Microsoft Office, Adobe Acrobat, Excel, PowerPoint, and others may be required for the course. Ask your instructor for specifics. During lab and simulation experiences please silence all cell phones.

When participating in a clinical field experience or attending a public health site:

- Protect the confidentiality of patient information at all times in accordance with HIPAA.
- Students may not take any photographs of clients or client records, nor print or make copies of client records.
- Students who violate patient privacy with the mobile device will be subject to HIPAA infractions of the clinical agency and may be subject to disciplinary action.
- Students are not allowed to take pictures or digital recordings, videos, etc., during lab, simulation, or during field or clinical experiences unless specific permission is obtained from the faculty.

- Social networking sites: When contributing to a social networking site, it is important to remember that everyone can see and read what is placed on the site even if “privacy” options are selected. Keep all interactions professional and err on the conservative side when placing written communication or posting pictures.
- Always remember that a person’s online presence reflects on them as a professional. Be aware that activities captured via images, posts, and comments are frequently reviewed by prospective employers and recruiters now routinely search the social networking venues when considering people for a new hire. It is never appropriate to post photos or information about a patient. Social network postings can be subject to disciplinary action from the nursing program.

Artificial intelligence (AI)

MaricopaNursing recognizes that there are a variety of AI programs available to assist students in creating written assignments. While these programs are useful, AI programs are not a replacement for an individual’s creativity, originality, and critical thinking. Writing is a skill that students must develop to cultivate their own individual voice as a writer.

The World Economic Forum defines generative AI as “a category of artificial intelligence (AI) algorithms that generate new outputs based on the data they have been trained on. Unlike traditional AI systems that are designed to recognize patterns and make predictions, generative AI creates new content in the form of images, text, audio, and more.” Some examples of generative AI tools include but are not limited to: ChatGPT, Google Bard, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly.

Always check the syllabus for your course to see if AI-generated work is allowed. Your course instructor can provide the answer for their course. If AI is allowed, always use the correct citation to indicate the work that is AI generated.

EXPECTATIONS FOR CONDUCT

Standards of Professional and Ethical Conduct

The nursing faculty believe that standards of professional conduct are an inherent part of professional responsibility and expect students enrolled in the nursing program to adhere to the standards. Students in the RN to BSN program practice within the boundaries of the Arizona State Board Nurse Practice Act, the ANA Code of Ethics for Nurses, the guidelines of the MaricopaNursing RN to BSN Student Handbook, and the policies and regulations of the Maricopa County Community Colleges. Refer to the [American Nurses Association, Nursing Code of Ethics](#).

Unprofessional behavior including but not limited to, angry outbursts, use of vulgar or obscene language in any in-person or virtual educational setting or menacing/threatening behavior will result in disciplinary action up to and including dismissal from the program. Such behavior is inconsistent with professional standards and inappropriate. The Program Director, designee, and/or faculty will complete a student conduct violation form describing the behavior and documenting the event and actions to be taken.

Professional expectations include but are not limited to:

- Confidentiality: Respects the privacy of clients and respects privileged information
- Accountability: Is answerable for one’s action; answers to self, the client, the profession and the institution.
- Responsibility: Executes duties associated with the nurse’s particular role.

- Agency's Policies and Procedures: Reads and adheres to the agency policies and procedures.
- Veracity: Truthfulness; adherence to precision and honesty.
- Dependability: Is trustworthy and reliable.
- Respect: Treats others with consideration and courtesy.
- Professional Appearance: Adheres to established dress code in all clinical and professional activities.
- Ethical Behavior: Adheres to the Code of Ethics for Nurses with Interpretive Statements establishing the ethical standard for the nursing profession.
- Legal: Operates within the standards of care related to the student nurse role.
- Safety: Prevent/minimizes risk for physical, psychological, or emotional jeopardy, injury, or damage.
- Civility: All students in the nursing program are expected to contribute to a positive learning environment. Nursing students are expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and college staff. Angry outbursts, disruptive behavior, and the use of abusive or derogatory language will not be tolerated and may result in disciplinary action up to and including removal from the course and/or program.

Expectations

For Faculty

- Exemplifying professional and academic standards that reflect the values in the Code of Ethics for Nurses with Interpretive Statements
- Demonstrating respect for all individuals
- Promoting honest academic and professional conduct
- Assuring student evaluation is based on objective criteria
- Maintaining professional boundaries in faculty-student relationships
- Encouraging a dynamic, constructive, positive learning environment

For Students

- Conducting oneself with academic and professional integrity
- Demonstrating respect for all individuals
- Reviewing and understanding the expectations and requirements of the course and program of study
- Seeking clarification of expectations and assignments with the faculty or appropriate resource
- Representing their work as their own
- Maintaining professional boundaries in student-faculty, student-student, and student-patient relationships

Netiquette

Netiquette refers to the rules of behavior while on the Internet (or net). Online courses require written communication - both to fellow students and instructors. Considering this, it is important to communicate clearly and professionally. When interacting within the online course environment, please follow these guidelines:

- Display professionalism and courtesy in all communications
- Cite the source of all information
- Humor can easily be misinterpreted within the online environment; be cautious with the use of humor and keep in mind professionalism in the online academic environment is always best.
- Avoid using all capital letters as this can be interpreted as SHOUTING at someone
- Adhere to the same behavioral guidelines as you would in the in-person classroom setting
- When working synchronously with peers or instructor, turn on your camera and interact “in-person”
- Use correct spelling and grammar and avoid using abbreviations; use spell-check when posting comments or discussion board replies
- Disagreement within the classroom does not equal disrespect. You are encouraged to have different points of view, opinions, and values. However, it is required that students monitor their language within discussions. Abusive language will not be tolerated.

DISCIPLINARY ACTION GUIDELINES

When a student is in violation of requirements described in the Nursing Student Handbook or the college’s policies or handbook they may be subject to disciplinary action up to program dismissal. Students are strongly encouraged to review all policies and standards found in the handbooks and college catalog. For clarification of policies, contact your faculty, Program Director, or college administration. Student disciplinary action will proceed based on [Student Rights and Responsibilities](#).

The Nursing Programs supports a Zero Tolerance Policy which includes but is not limited to:

- Intentionally or recklessly causing physical and/or emotional harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
- Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
- Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.
- Any verbal, non-verbal, and/or written actions which are deemed threatening, abusive, or bullying will not be tolerated and may result in removal from the course and/or program.
- Nursing students engaging in this misconduct are subject to dismissal from nursing classes, respecting the student due process and disciplinary action as described in the Student Handbook of the college.

Academic Misconduct:

Cheating includes but is not limited to:

- Offering another person’s work as one’s own (plagiarism) – Plagiarism includes the use of paraphrase or direct quotation of the published or unpublished work of another person. It also includes the use of materials prepared by another person or computer-generated items (AI) without permission of the faculty.
- Clarify how to cite a resource from your faculty or check out how to correctly cite a source by using the search term “APA formatting” which will provide several free or low cost examples of APA formatting.
- Sharing answers for an at-home or in-person examination or assignment unless specifically authorized by the faculty.

- Any preparation of written material that is fraudulent and/or untruthful.
- Acquiring without permission academic material belonging to faculty, staff, or peers.
- Sharing log-ins or passwords.

Clinical Misconduct

A student may be subject to disciplinary action up to and including dismissal from the program based on removal from a clinical or community setting for reported misconduct, behavioral issues, violation of standards or professional conduct, or other behaviors requiring removal from the clinical site.

Nursing Student Practice Regulations:

Students in the RN to BSN program will all be licensed registered nurses (RN) and practice within the boundaries of the [Arizona State Board of Nursing Practice Act](#), the [ANA Code of Ethics](#), the guidelines set forth in the MaricopaNursing handbook, and the policies and procedures of the healthcare agencies where they are doing clinical fieldwork. Examples of unsafe practices include but are not limited to:

- Interacts inappropriately with agency staff, peers, patients/clients, families, and/or faculty resulting in miscommunication or disruption of the learning or clinical environment.
- Violates confidentiality principles (HIPAA)
- Fails to respect client rights and dignity
- Solicits, borrows, or removes property or money from clinical site, patient/client, or family members
- Assumes care tasks for which the student is not there to perform
- Removes drugs, supplies, equipment, or medical records from clinical site
- Ignores or fails to report unsafe, dishonest, or unethical behavior to clinical facilitator

Unusual Occurrence Guidelines

An unusual occurrence is any event that has potential for harm to any person while in the nursing program classes, labs, or clinical agencies.

Upon notification the faculty and student will meet and determine any necessary follow-up. When an event occurs that could jeopardize life, impede recovery, or otherwise interfere with maintenance of a client/patient's health status, the Nursing Director/Program Director will be notified and a conference between the Director, faculty and student will be held to determine the course of action.

Forms for Student Review - Signature Form is at the end of the documents

Receipt of Handbook

This Handbook prescribes standards of conduct for students enrolled in the RN to BSN Nursing Program. The standards are in addition to those prescribed for students under Maricopa Community Colleges policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline.

Every student is expected to know and comply with all current policies, rules, and regulations as printed in the college catalog, class schedule, and the student handbook. Copies are available at the college.

I have received a copy of both the Nursing Student Handbook and the Healthcare Student Manual. I understand these Handbooks contain information about the guidelines and procedures of the Nursing Program. I also understand that I can find information about the general college policies in the College Catalog and in the College Student Handbook. I can find information specific to each course in the course syllabus.

Graduation Requirements

Students must meet the general education course and nursing course requirements for the Bachelor of Science degree in Nursing (BSN). The BSN degree is awarded according to the policies, procedures, and requirements described in the college catalog. The student is ultimately responsible for completing all requirements of the BSN degree prior to graduation.

ESSENTIAL INFORMATION FOR NURSING STUDENTS

Zero Tolerance Policy:

The Nursing Program supports a Zero Tolerance Policy for the following behaviors:

1. Intentionally or recklessly causing physical/emotional harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
3. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.
4. Bullying and incivility: any verbal, non-verbal, and/or written actions which are deemed threatening, abusive or bullying will not be tolerated.

Nursing students engaging in this misconduct are subject to disciplinary action up to dismissal from the program and as described in the Student Handbook of the college. If a student has his/her/their continuation in a class or the academic program called into question based upon a positive drug test, a failed background check, code of conduct violation, or other event, the student will be afforded due process prior to taking any action that would remove them from the course/program.

HEALTH DECLARATION: It is essential that nursing students be able to perform a number of physical activities in the lab, simulation, or field work portions of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement nursing care. The nursing program and clinical environments also place students under

considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives.

Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making an application. Students must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in the courses with field experiences. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

DRUG SCREENING: All students are required to complete the urine drug screening procedure under the program account number, within the specified timeframe, and according to directions given at the time of notification. Only students in compliance with the screening guidelines and receiving a negative drug screen, as reported by the Medical Review Officer (MRO), will be permitted to continue their enrollment in nursing courses.

DUTY TO REPORT: All students enrolled in BSN courses holding an unencumbered registered nurse (RN) license must remain in good standing with the Board of Nursing. Students receiving any disciplinary actions against their license must notify the Nursing Director within five (5) school days. The Nursing Director reserves the right to restrict the student's participation in field experiences and involvement in any patient care until the license is valid and unrestricted and terms of the action are met and the action dismissed. This may involve a course withdrawal or receiving an incomplete in a course until the license is unrestricted.

BACKGROUND CLEARANCES: The Fingerprint Clearance Card must be a Level One and must remain current and valid throughout enrollment in the program. All nursing students must undergo a background check to verify identity, social security number, and to show proof that they do not appear on the List of Excluded Individuals/Entities (LEIE) database. Any student who becomes sanctioned or excluded while enrolled in the program will not be permitted to continue in nursing courses. The RN license will be verified during the application process and again prior to conferral of the degree.

An extended Background Check is required for all nursing students. In order for MCCC students to be able to continue to complete clinical and or field experiences, students must meet these background standards. For more information on the background check processor details, please visit [Health and Safety Requirements | Maricopa Community Colleges](#) and click on Background Check.

This Student Handbook prescribes admission and readmission requirements and standards of conduct for students enrolled in MaricopaNursing programs. The standards are in addition to those detailed under MCCC policies and Administrative regulations. Violation of any such standard may serve as grounds for non-admission to a program or other discipline, program suspension or dismissal. MaricopaNursing programs reserve the right to make program changes as needed, and to change without previous notice any information requirements and regulations published in this document.

GENERAL ASSUMPTION OF RISK AND RELEASE OF LIABILITY

Caution: This is a release of legal rights. Read and understand it before signing

The Maricopa County Community College District is a public educational institution. References to College ("College") include all of the Colleges within the Maricopa County Community College District ("MCCCD") its officers, officials, employees, volunteers, students, agents, and assigns.

I (your signature on the final document will indicate your name), freely choose to participate in the RN to BSN Nursing Program (henceforth referred to as the ("Program")). In consideration of my participation in this Program, I agree as follows:

RISKS INVOLVED IN PROGRAM: I understand that the clinical/field training environment for this Program contains exposures to risks inherent in activities of the Program such as but not limited to bodily injury, communicable/infectious diseases, and property damage. In addition, there is risk of exposure to radiation in areas of the clinical facilities. The Program also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patient's lives.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor regarding my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations, if any. I recognize that College is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency during my participation in this Program, I authorize in advance the representative of Colleges to secure whatever treatment is necessary, including the administration of anesthetic and surgery. College may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. Such actions do not create a special relationship between the MCCCD and me. I release the MCCCD, its officers, officials, employees, volunteers, students, agents, and assigns from all liability for any bodily injury or damage I sustain as a result of any medical care that I receive resulting from my participation in Program, as well as any medical treatment decision or recommendation made by an employee or agent of the MCCCD. I agree to pay all expenses relating thereto and release College from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I agree to release, indemnify, and defend College and their officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participant, my parents or legal guardian or any other person may have for any losses, damages, or injuries arising out of or in connection with my participation in this Program.

SIGNATURE: I indicate that by my signature that I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Release Form and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Release Form shall be governed by the laws of the State of Arizona that shall be the forum for any lawsuits filed under or incident to this Release Form. If any portion of this Release Form is held invalid, the rest of the document shall continue in full force and effect.

Permission to Be Photographed, Videotaped, Talent Release Form

I authorize the Maricopa Community Colleges (including its colleges and related entities) to photograph or video me and to use the photographs or videos for educational or promotional purposes in any type of media. The photographs or videos may not be used for profit without my express permission. I understand that I will not be paid or rewarded for providing this authorization.

SIGNATURE PAGE

(This single signature copy is to be signed by the student and retained by the college.)

This Handbook prescribes standards of conduct for students enrolled in the Maricopa RN to BSN Nursing Program. The standards are in addition to those prescribed for students under Maricopa Community Colleges policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline.

Every student is expected to know and comply with all current policies, rules, and regulations as printed in the college catalog, class schedule, and the student handbook. Copies are available at many sites throughout the college and online.

Your signature (or e-signature) indicates that you received a copy or link to the RN to BSN MaricopaNursing Student Handbook and that you have read and understand the information found on the forms listed below in the MaricopaNursing Student Handbook. Your signature also indicates that you understand that information about general college policies is in the college General Catalog & Student Handbook, and that information specific to each course can be found in the course syllabus.

In addition, your signature below indicates your acknowledgement that both the background check and urine drug screening test status will be provided to the Program Director or designee as soon as they become available.

I have read and understand the information in the following: RN to BSN Nursing Student Handbook, Graduation Requirements, Essential Information for Nursing Students, Voluntary Assumption of Risk and Release of Liability, Talent Release Form.

Printed Name: _____ **Date:** _____

Signature (or e-signature): _____



Cost estimate for RN to BSN Program

Program cost will vary depending on how many credits the student transfers in. All students will have an unrestricted, unencumbered RN license and will transfer up to 75 credits from their previous program.

Tuition - 30 credits x \$145.50 per credit, county resident tuition*	\$4,365.00
Tuition - 15 credits x \$97.00 per credit for pre/co-requisites not included in RN program *	1,455.00
Fees (registration, admission testing, graduation fee)*	110.00
Course fees* (pays for e-sources, HESI testing, supplies)	445.00
Books, misc.resources**	225.00
Jacket, misc. supplies**	50.00
Background Check**	70.00
Urine Drug Screen**	60.00
Fingerprint Clearance Card** (may have from employment)	75.00
Health and Safety Verification Documents** (may have from employer)	250.00
Health Document Tracker	25.00
Total Estimated Cost	\$7,130.00

*Costs may change based on Governing Board recommendations

**Costs may vary according to student selection and/or vendor modifications