

Gulf Coast State College
RN-BSN Handbook
2026-2027

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Dear RN-BSN Student:

Welcome to the RN- BSN Program at Gulf Coast State College! We are excited to have you with us. For those returning after completing your associate degree here, welcome back!
For those new to GCSC, we are excited to welcome you to our nursing community.

This handbook is designed to supplement the GCSC Student Handbook and provides essential information specific to the RN to BSN Program, including relevant policies, procedures, and program activities. If you have questions or require further clarification, please refer to your course syllabus or consult with your faculty advisor.

We wish you great success as you continue your journey in professional nursing practice. We are proud to support you every step of the way.

Important: Please review the handbook carefully. You will be required to submit an attestation that you have read and understand the content of the handbook.

Sincerely,

Dr. Griggs, DNP, MSN, FNP-C, CDCES, CNE
Coordinator, GCSC RN-BSN Program



"Gulf Coast State College's RN-to-BSN nursing degree program is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001, (202-887-6791), the Florida Department of Education, and the Southern Association of Colleges and Schools."

Accessibility Statement

This handbook has been designed to support accessibility and usability for all students and members of the public. The document utilizes accessible heading structures, readable fonts, consistent formatting, and screen-reader-compatible organization whenever possible. Students requiring accommodations should contact the college's designated disability support services office.

Table of Contents **Page**

1. Program Overview 5
    a. Program Administration & Contact Information 6
    b. Sample Course Progression Plans 8
    c. General Relationship to College Policies, Handbook, & Syllabi 9
2. Accreditation & Approval 9
3. Mission, Vision, & Philosophy 10
4. Program Outcomes 11
5. AACN Essentials & Competency-Based Education 13
6. Communities of Interest & Continuous Quality Improvement 13
7. Admission & Conditional Admission Policies 14
8. RN Licensure Requirements & Progression Policies 14
9. Academic Policies 14
10. Academic Standing, Probation, & Progression 18
11. Readmission & Re-entry Policies 20
12. Professionalism & Student Conduct 21
13. Academic Integrity & Artificial Intelligence (AI) Use 23
14. Communication Expectations 24
15. Clinical/Immersion Policies 25
16. Direct Care Learning Experiences 27
17. Scope of Practice & Licensure Limitations 28
18. Compliance & Onboarding Requirements 29
19. Canvas Access & Noncompliance Policy 29

20. Student Safety & Incident Reporting 30
21. Confidentiality, HIPAA, & FERPA 31
22. Technical Standards 31
23. Student Support Services 32
24. Complaints, Grievances, & Appeals 32
25. Program Policy Changes 32
26. Student Responsibility Statement 32
27. Student Handbook Acknowledgment 33

1. Program Overview

The RN-to-BSN Program is designed for licensed registered nurses and conditionally admitted students pending RN licensure who seek to advance professional nursing knowledge, leadership abilities, population health competencies, evidence-based practice skills, and professional development consistent with baccalaureate nursing education.

The program is guided by the American Association of Colleges of Nursing (AACN) Essentials and prepares graduates for professional nursing practice in a variety of healthcare and community settings.

The program incorporates competency-based learning experiences, scholarly activities, community engagement, leadership immersion experiences, evidence-based practice activities, and reflective professional development.

The RN-to-BSN curriculum consists of 36 nursing credit hours and may be completed through full-time or part-time enrollment, depending on course availability, academic progression, and individual educational plans.

The curriculum is designed to support completion in approximately one (1) year of full-time study or approximately two (2) years of part-time study; however, actual progression timelines may vary based on enrollment patterns, transfer credit evaluation, course sequencing, and student progression.

Course offerings, sequencing, and progression plans may vary based on course availability, student progression, curriculum revisions, enrollment patterns, and institutional scheduling considerations.

Students are encouraged to consult with their faculty advisor before deviating from recommended course sequencing. Because nursing courses may not be offered every semester, students who withdraw from, fail, delay, or otherwise deviate from their progression plan may experience delays in progression or graduation.

New student admissions are offered for Fall and Spring entry terms. Admission cycles, course availability, and progression options may vary based on enrollment, faculty availability, and institutional scheduling.

The RN-to-BSN Program utilizes online, asynchronous, hybrid, virtual, and/or technology-enhanced instructional methods that are consistent with institutional policies and the Florida Department of Education's definitions and requirements.

Hybrid courses may include a combination of online instruction, virtual activities, immersion experiences, simulation activities, and/or virtual face-to-face learning activities as determined by course requirements.

The RN-to-BSN Program prepares registered nurses for expanded professional roles through scholarship, leadership, evidence-based practice, population health, quality improvement, community engagement, and lifelong learning consistent with the AACN Essentials.

The RN-to-BSN Program reserves the right to modify course sequencing, curriculum, progression plans, and scheduling as necessary to meet accreditation standards, regulatory requirements, healthcare partner expectations, and institutional needs.

RN-to-BSN Curriculum

Course	Course Title	Credit Hours
NUR 3069	Advanced Health Assessment	3
NUR 3119	Nursing Concepts & Theories	3
NUR 3128	Pathophysiology	3
NUR 3636C	Community Health	4
NUR 3895	Teaching & Learning	3
NUR 3925	Symposium I	1
NUR 4925	Symposium II	1
NUR 3167	Research	3
NUR 4827C	Leadership & Management	4
NUR 4655	Multicultural Factors	3
NUR 4837	Healthcare Policy & Economics	3
NUR 4847	Clinical Decision Making	3
NUR 4945C	Capstone	2
Total Nursing Credit Hours		36

PROGRAM ADMINISTRATION & CONTACT INFORMATION

ADMINISTRATION	EXTENSION	E-MAIL ADDRESSES
Dr. Keri Matheus, DNP, ARNP, WHNP-BC **Division Chair**	850-772-6695*	kmatheus@gulfcoast.edu
Dr. John Griggs, DNP, MSN, FNP-C, CDCES, CNE **Coordinator, RN-BSN Program**	850-913-3262*	jgriggs@gulfcoast.edu
FACULTY	**EXTENSION**	**E-MAIL ADDRESSES**
Nicole Dorsey, MSN-Ed, RN, Assistant Professor, ADN Program Adjunct Professor, RN-BSN Program	5841	ndorsey@gulfcoast.edu
Beth Grider, MSN, RN, Assistant Professor, RN Program, Adjunct Professor, RN-BSN Program	5840	egrider1@gulfcoast.edu

Katie Shaw, MSN, RN, Assistant Professor, RN Program, Adjunct Professor, RN-BSN Program	6102	kshaw6@gulfcoast.edu
Dr. Shelly Thornton, DNP, RN, Professor, RN-BSN Program	5834	sthornto3@gulfcoast.edu

NURSING SUPPORT STAFF:

SUPPORT STAFF	EXTENSION	E-MAIL ADDRESSES
Judy Neely – Administrative Specialist	4837 or 850-872-3827*	jneely@gulfcoast.edu
Lisa Tyus – Senior Admin Assistant	3829 or 850-872-3829*	ltyus@gulfcoast.edu

ADDITIONAL INFORMATION:

DIVISIONS	DIVISION NUMBERS
Gulf Coast State College	1-800-311-3685 or 850-769-1551
Nursing Division Fax Number	850-747-3246

SELECTED GCSC SUPPORT SERVICES

LOCATION	EXTENSION
Career Center / Job Placement Center	850-872-3855*
Counseling Center	850-872-4861*
Financial Aid & Veteran Affairs	850-872-3845*
Disability Support Services	850-872-3834*
TRIO Student Support Services	850-769-1551 ext. 5813
Success Center	850-769-1551 ext. 3341
Testing Center	850-769-1551 ext. 3533
Returning Student Program	850-769-1551 ext. 3835

SAMPLE FULL-TIME PROGRESSION PLAN (FALL ENTRY)

FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTER
SESSION A **NUR 3069** – Advanced Health Assessment (3) **NUR 3925** – Symposium I (1)	**SESSION A** *No Session A Courses this Semester*	**SESSION A** **NUR 4837** – Healthcare Policy & Economics (3) **NUR 4655** – Multicultural Factors & Health (3)
SESSION B **NUR 3119** – Nursing Concepts & Theories (3)	**SESSION B** **NUR 3895** – Teaching & Learning (3) **NUR 4925** – Symposium II (1)	**SESSION B** **NUR 4847** – Clinical Decision Making (3)
FULL SEMESTER **NUR 3128** – Pathophysiology (3) **NUR 3636C** – Community Health (4)	**FULL SEMESTER** **NUR 3167** – Research (3) **NUR 4827C** – Leadership & Management (4)	**FULL SEMESTER** **NUR 4945C** – Nursing Capstone Practicum (2)
14 CREDIT HOURS	11 CREDIT HOURS	11 CREDIT HOURS

SAMPLE PART-TIME PROGRESSION PLAN (FALL ENTRY)

FALL SEMESTER 1	SPRING SEMESTER 2	SUMMER SEMESTER 3
SESSION A **NUR 3069** – Advanced Health Assessment (3) **NUR 3925** – Symposium I (1)	**SESSION A** *No Session A Courses this Semester*	**SESSION A** **NUR 4837** – Healthcare Policy & Economics (3) **NUR 4655** – Multicultural Factors & Health (3)
SESSION B **NUR 3119** – Nursing Concepts & Theories (3)	**SESSION B** **NUR 3895** – Teaching & Learning (3) **NUR 4925** – Symposium II (1)	**SESSION B** **NUR 4847** – Clinical Decision Making (3)
FULL SEMESTER *No Full Semester Courses this Term*	**FULL SEMESTER** *No Full Semester Courses this Term*	**FULL SEMESTER** *No Full Semester Courses this Term*
7 CREDIT HOURS	4 CREDIT HOURS	9 CREDIT HOURS

FALL SEMESTER 4	SPRING SEMESTER 5	SUMMER SEMESTER 6
FULL SEMESTER **NUR 3128** – Pathophysiology (3) **NUR 3636C** – Community Health (4)	**FULL SEMESTER** **NUR 3167** – Research (3) **NUR 4827C** – Leadership & Management (4)	**FULL SEMESTER** **NUR 4945C** – Nursing Capstone Practicum (2)
7 CREDIT HOURS	7 CREDIT HOURS	2 CREDIT HOURS

IMPORTANT NOTE: This is a sample progression plan. Course offerings, sequencing, and credit requirements may vary. All students are ultimately responsible for registering for the required courses. Refer to this plan when registering for classes.

TOTAL PROGRAM CREDIT HOURS: 36

**The RN-to-BSN nursing curriculum consists of 36 nursing credit hours. The 36 credit hours shown represent RN-to-BSN nursing coursework only and do not include any remaining general education, institutional, or other graduation requirements a student may still need to complete. Individual degree requirements are determined through transcript evaluation and the student's official degree audit.

General Relationship to College Policies, Student Handbook, & Course Syllabi

The RN-to-BSN Student Handbook & Policy Manual is intended to supplement, not replace, official institutional policies, procedures, catalogs, and student handbooks.

Students are responsible for complying with all applicable college policies, procedures, and academic requirements in addition to RN-to-BSN Program policies.

In situations where institutional policies, course syllabi, clinical/immersion requirements, or program-specific policies apply simultaneously, students are expected to comply with all applicable requirements.

Course syllabi may contain additional course-specific expectations, grading criteria, assignment requirements, due dates, attendance expectations, immersion requirements, technology requirements, professionalism standards, and faculty expectations.

Students are responsible for reviewing:

- The official college student handbook
- Institutional policies and procedures
- Course syllabi
- Canvas announcements
- Program communications
- Program forms and instructions

When differences exist between general institutional policies and program-specific professional standards, the RN-to-BSN Program may apply additional nursing-specific requirements consistent with professional nursing education, accreditation standards, healthcare partner expectations, patient safety, and program outcomes.

Because the RN-to-BSN Program is a professional nursing program that includes immersion experiences, leadership activities, community engagement, competency-based evaluation, and professional nursing standards, program-specific policies and expectations may be more rigorous than general institutional requirements.

2. Accreditation & Approval

Institutional Accreditation

Gulf Coast State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Questions about the accreditation of Gulf Coast State College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at:

1866 Southern Lane
Decatur, Georgia 30033-4097
Telephone: (404) 679-4500
Website: https://www.sacscoc.org

Nursing Program Accreditation

The Gulf Coast State College RN-to-BSN Program is accredited by the Commission on Collegiate Nursing Education (CCNE).

Commission on Collegiate Nursing Education
655 K Street NW, Suite 750
Washington, DC 20001
Telephone: (202) 887-6791
Website: https://www.aacnnursing.org/ccne-accreditation

The RN-to-BSN Program complies with applicable institutional, state, and accreditation standards.

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3. Mission, Vision, & Philosophy

Mission

It is the mission of the Gulf Coast State College (GCSC) Registered Nurse-Bachelor of Science in Nursing (RN-to-BSN) Program to serve as a bridge for the Associate Degree or Diploma Registered Nurse into advanced professional practice, leadership and management positions, community health experiences, and other endeavors that improve the quality of nursing practice in our region and beyond. The academic and patient-centered practice enhancement of the local nursing workforce, as well as the advancement of nursing science, are central to this mission.

Vision

The GCSC RN-to-BSN Program fosters a culture of student excellence in scholarship, education, research, and service that will have a positive and far-reaching influence on healthcare delivery in the community, the state, and beyond.

Values

The faculty has adopted the core values from Sister Simone Roach's Theory of Caring as foundational values of the RN-to-BSN Program:

- Compassion
- Competence
- Confidence
- Conscience

- Commitment
- Comportment

These values support and include the Nursing Division program pillars:

- Caring/Empathy
- Professionalism
- Scholarship
- Ethical Practice
- Trust/Fairness

Philosophy

The philosophy of the Nursing Division is congruent with the mission, vision, and values of the College and recognizes students and community welfare as central priorities.

Faculty believe that nursing education prepares students for caring, competent, and professional practice and supports the progressive development of nursing knowledge, clinical judgment, leadership, and accountability across educational levels and roles.

Nursing is both an art and a science grounded in knowledge derived from the biological, psychosocial, behavioral, and nursing sciences. Professional nursing practice incorporates critical thinking, evidence-based practice, communication, ethical decision-making, professionalism, and patient-centered care.

The RN-to-BSN Program seeks to support the development of professional nurses who demonstrate compassion, competence, accountability, leadership, lifelong learning, and commitment to improving healthcare outcomes for individuals, families, groups, communities, and populations across the lifespan.

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4. Program Outcomes

Graduates of the RN-to-BSN Program are expected to:

PLO 1: Knowledge for Nursing Practice: Integration, translation, and application of knowledge from nursing theory, research, natural and social sciences, and the liberal arts to promote evidence-based practices for decision making that contribute to safe, quality, innovative clinical judgment in the practice of nursing for improving patient outcomes (AACN Essentials Domain 1).

PLO 2: Person-Centered Care: Implement holistic, culturally competent, individualized, compassionate, respectful, evidence-based, and developmentally appropriate person-centered care that includes promotion of health, wellness, and functional capacities to individuals across

the lifespan, groups, families, and communities in a variety of settings and within the ethical/legal framework of the profession (AACN Essentials Domain 2).

PLO 3: Population Health: Incorporate professional standards and utilize political, economic, organizational, educational, and advocacy strategies to improve health care delivery from public health prevention to disease management in individuals, groups, families, and communities. Establishing partnerships with communities, public health, industry, academia, health care, local government entities, and others may be required to improve equitable population health outcomes (AACN Essentials Domain 3).

PLO 4: Scholarship for the Nursing Discipline: Implement the generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care (AACN Essentials Domain 4).

PLO 5: Quality & Safety: Demonstrate employment of established safety principles and knowledge of improvement science, and clinical judgment to enhance quality and minimize risk of harm to patients and providers through system effectiveness and individual performance (AACN Essentials Domain 5).

PLO 6: Interprofessional Partnerships: Collaborate with health partners across professions and with care team members, patients, families, communities, and other stakeholders to optimize care with efforts to identify and eliminate health disparities among vulnerable populations as defined by race/ ethnicity, socio- economic status, geography, gender identity, age, disability status, risk status related to sex and gender, and among other populations identified as at-risk for health inequities (AACN Essentials Domain 6).

PLO 7: Systems-Based Practice: Demonstrate coordination and leadership/management principles relative to complex systems of healthcare, incorporating system effectiveness, human, fiscal, and material outcomes to proactively coordinate and achieve safe and quality health care outcomes for diverse populations (AACN Essentials Domain 7).

PLO 8: Informatics & Healthcare Technologies: Incorporate knowledge and skills in information management and patient care technology in the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards (AACN Essentials Domain 8).

PLO 9: Professionalism: Form and cultivate a professional, emotionally intelligent nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and core values (AACN Essentials Domain 9).

PLO 10: Personal, Professional & Leadership Development: Demonstrate personal accountability for lifelong learning and professional development that reflects professional values, integrity, creative thinking, evolution of leadership responsibilities, personal health and well-being, and resilience that support scholarly inquiry, the acquisition of nursing expertise, and the assertion of leadership (AACN Essentials Domain 10).

5. AACN Essentials & Competency-Based Education

The RN-to-BSN Program curriculum is aligned with the American Association of Colleges of Nursing (AACN) Essentials framework and utilizes competency-based educational principles.

The AACN Essentials framework incorporates ten Domains for Professional Nursing Education, which are the same as the 10 program-level outcomes listed above, that guide curriculum development, competency attainment, student learning experiences, immersion activities, assignments, and evaluation methods throughout the program.

Competency-based education emphasizes demonstrating knowledge, skills, behaviors, clinical judgment, communication, professionalism, and professional accountability through observable student performance.

The AACN Essentials framework also incorporates the following nursing concepts, which are integrated throughout the curriculum, assignments, immersion experiences, and competency-based evaluations:

- Clinical Judgment
- Communication
- Compassionate Care
- Access, Connection, and Engagement (ACE)
- Ethics
- Evidence-Based Practice
- Health Policy
- Social Determinants of Health

Students are responsible for actively participating in learning activities and demonstrating competency attainment through assignments, immersion experiences, scholarly work, reflections, presentations, discussions, and other evaluated activities.

6. Communities of Interest & Continuous Quality Improvement

The RN-to-BSN Program values feedback from students, alumni, faculty, employers, preceptors, healthcare partners, and community stakeholders.

Program outcomes, curriculum effectiveness, student achievement, and program processes are regularly reviewed as part of continuous quality improvement activities.

Feedback from communities of interest may be used to revise the curriculum, policies, learning experiences, and program processes.

7. Admission & Conditional Admission Policies

Students may be admitted to the RN-to-BSN Program through regular admission or conditional admission pathways.

Conditionally admitted students may enroll in designated first-semester coursework while awaiting RN licensure.

Admission to the program does not guarantee progression if program requirements are not met and maintained.

Students are responsible for meeting all admission, onboarding, compliance, and progression requirements by published deadlines.

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8. RN Licensure Requirements & Progression Policies

Students admitted to the RN-to-BSN Program prior to obtaining RN licensure may enroll only in designated first-semester coursework.

Students may not progress into second-semester nursing coursework until proof of an active, unencumbered Registered Nurse (RN) license has been received and verified by the program.

Students who do not obtain RN licensure before progressing to second-semester coursework will be unable to continue in the program sequence.

Students may resume progression in the semester immediately following RN licensure, provided progression occurs within one (1) year of the original admission date, and all program requirements remain current.

Students who do not progress within one (1) year of admission will be required to reapply to the program and repeat onboarding and program requirements.

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9. Academic Policies

Grading

The general grading policy is outlined in the current Gulf Coast State College Catalog and Student Handbook. Additional nursing grading and evaluation policies may be published in course syllabi, Canvas course sites, assignment instructions, and other program materials.

The RN-to-BSN grading scale is:

- A = 90–100
- B = 80–89
- C = 70–79

- D = 60–69
- F = 59 or below

A minimum grade of 70% (“C”) is required to successfully pass all RN-to-BSN nursing coursework.

Students must complete all required assignments, immersion activities, evaluations, discussions, scholarly work, presentations, assessments, and other course requirements in order to successfully complete a nursing course, regardless of overall numerical grade.

Grades will be posted in Canvas as outlined in course syllabi.

Competency-Based Grading & Evaluation

The RN-to-BSN Program utilizes competency-based grading aligned with the AACN Essentials.

Student performance is evaluated using standardized grading rubrics, competency-based assessments, immersion evaluations, scholarly assignments, discussions, projects, presentations, and other course activities.

Competency expectations, progression indicators, and professional performance standards may be used throughout the curriculum to monitor student learning, competency development, professionalism, and progression within the program. Progression indicators are observable behaviors, skills, and professional expectations that help faculty evaluate student growth and competency attainment across the curriculum.

Additional grading criteria and assignment-specific expectations are provided in course syllabi, grading rubrics, and Canvas course materials.

Incomplete Grades

A grade of “Incomplete” (“I”) may be granted only in accordance with institutional policy. You must refer to the official GCSC Student Handbook for the “Incomplete” policy.

Students requesting an incomplete grade must contact the course faculty member before the end of the course and may be required to provide documentation of extenuating circumstances.

Failure to complete required coursework within the approved time frame may result in the incomplete grade converting to a failing grade in accordance with institutional policy.

Assignment Deadlines, Late Submissions, and Regrades

Assignment due dates are published in course syllabi, Canvas course calendars, assignment

instructions, and/or course announcements.

Students are responsible for monitoring course communications, due dates, announcements, and assignment requirements.

Unless otherwise specified in the course syllabus or assignment instructions, the following policy applies to all RN-to-BSN courses.

Assignment Deadlines

The due date and time published in Canvas establish the official assignment deadline. Course deadlines are stated in Central Time unless otherwise specified.

The Canvas submission timestamp determines whether an assignment was submitted on time. Students are responsible for allowing sufficient time to upload, submit, and verify their work before the deadline.

Technology problems do not automatically extend an assignment deadline. A student experiencing a technology problem must promptly notify the course faculty, contact the appropriate technical-support service, and retain documentation of the problem.

Late Submissions

Assignments submitted after the published deadline but no more than three calendar days, or 72 hours, late will receive a 15% grade penalty.

Assignments submitted more than 72 hours after the published deadline will not be accepted and will receive a grade of zero unless an alternate deadline was approved by course faculty.

Students who anticipate being unable to meet a deadline must contact course faculty in writing at least 24 hours before the assignment is due. Contacting faculty does not automatically guarantee an extension or alternate deadline. Any revised deadline must be approved by course faculty.

Unexpected emergencies that could not reasonably have been reported in advance must be communicated to course faculty as soon as reasonably possible. Supporting documentation may be required.

Discussion Assignments

Initial discussion posts must be submitted by the published due date and time. An initial discussion post submitted after the deadline will not be accepted, and the entire discussion assignment will receive a grade of zero.

Timely initial posts are required because discussion assignments depend on meaningful interaction among students. Late initial posts limit classmates' opportunities to read, respond, and participate equitably.

Examinations and Final Course Assignments

Examinations, quizzes, assessments, final course papers, final projects, presentations, portfolios, and other assignments designated as final or time-sensitive must be submitted or completed by the published due date and time.

Late submissions or make-up attempts will not be accepted unless specifically authorized by course faculty because of approved extenuating circumstances. Otherwise, the assignment or assessment will receive a grade of zero.

Assignment Regrade

A student who scores below 70% on an eligible assignment may be permitted one regrade attempt per course.

To qualify for consideration, the student must:

1. Notify course faculty by email.
2. Submit the revised assignment within 48 hours after the original grade is posted.
3. Follow all faculty instructions for revision and re-submission.

The maximum grade that may be earned on a regraded assignment is 85%.

Course faculty determine which assignments are eligible for regrading. Examinations, quizzes, discussion assignments, final course assignments, and other assignments identified in the syllabus or assignment instructions are not eligible unless specifically authorized by course faculty.

Academic Integrity and Artificial Intelligence

All submitted work must comply with the academic integrity and artificial intelligence requirements stated in the RN-to-BSN Student Handbook, course syllabus, and assignment instructions.

Students remain responsible for the accuracy, originality, integrity, confidentiality, and proper attribution of all work submitted under their names. Students are responsible for verifying the accuracy of any references, citations, or factual information obtained through AI-assisted technologies.

Repeated Late Submissions or Extension Requests

Students experiencing extenuating circumstances are expected to communicate with course faculty as soon as possible. Repeated requests for extensions, repeated late submissions, failure to follow approved alternate deadlines, or other ongoing academic concerns may result in referral to the RN-to-BSN Program Coordinator for additional support, academic counseling, or intervention.

Course Participation

Students are expected to actively participate in all required learning activities, discussions, immersion activities, assignments, and assessments.

Immersion Experience Evaluation

Students must successfully complete all required immersion and practice experience requirements to pass applicable nursing courses.

Immersion performance is evaluated according to course objectives, course outcomes, immersion expectations, and evaluation criteria established by the faculty.

Students must achieve a satisfactory evaluation in all required immersion components to successfully pass the course. A student who passes the didactic or classroom portion of a course but does not achieve satisfactory immersion performance will not pass the course.

Students who demonstrate unsafe, unprofessional, unethical, or unsatisfactory performance in immersion activities, including behavior that creates actual or potential harm to patients, clients, communities, organizations, or others, may be removed from the immersion experience, required to complete remediation, receive a failing course grade, or be dismissed from the program.

If a nursing course must be repeated, all associated course requirements, immersion activities, and evaluations must also be repeated.

Attendance & Course Communication

Students are responsible for regularly reviewing:

- Canvas announcements
- Institutional email
- Assignment instructions
- Course calendars
- Program communications
- Course syllabi

Failure to review course communications does not exempt students from course requirements, deadlines, or penalties.

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10. Academic Standing, Probation, & Progression

Students must maintain satisfactory academic progress throughout the RN-to-BSN Program.

Students are expected to maintain continuous enrollment and follow their approved progression plan until all RN-to-BSN Program requirements have been completed. Because not all nursing

courses are offered every semester, students who deviate from their approved progression plan or withdraw from nursing courses may become off sequence and delay graduation. Students should consult with their academic advisor before making changes to their progression plan or withdrawing from a nursing course.

Students must complete all RN-to-BSN nursing (NUR) coursework within **five (5) years** of beginning the first RN-to-BSN nursing course. Students who do not complete all program requirements within five (5) years will be required to reapply to the program and complete the curriculum, course requirements, and graduation requirements in effect at the time of readmission. Additional coursework may be required if curriculum, accreditation standards, Florida Board of Nursing requirements, or institutional requirements have changed.

Students may be placed on academic probation for academic or professional concerns, including, but not limited to:

- Repeated late submissions
- Failure to maintain satisfactory academic performance
- Failure to meet course requirements
- Professionalism concerns (including plagiarism and use of generative AI)
- Incomplete immersion/compliance requirements
- Failure to maintain required program documentation

Academic probation may include restrictions on progression, remediation requirements, meeting with faculty or program administration, academic improvement plans, counseling records, written warnings, probationary actions, or other program interventions.

Faculty maintain professional responsibility and authority to evaluate student academic performance, professionalism, ethical conduct, immersion readiness, safety, communication, and competency attainment consistent with professional nursing standards and program requirements.

Faculty decisions related to immersion safety, professionalism, competency attainment, and program progression are based upon professional nursing standards, accreditation expectations, healthcare partner expectations, and program policies.

Failure to demonstrate improvement may result in delayed progression, course failure, administrative withdrawal, or dismissal from the program.

Nursing courses may be attempted a maximum of three (3) times, per institutional policy - see GCSC Student Handbook.

Before a third attempt in a nursing course, the student must meet with the RN-to-BSN Program Coordinator to review academic progress, evaluate the transcript, and review program requirements.

Students may be required to complete outstanding general education, prerequisite, onboarding, compliance, or remediation requirements before approval for a third course attempt.

Approval for a third attempt is not guaranteed and may depend upon academic history, program capacity, progression concerns, and other program requirements.

Certain nursing courses, immersion experiences, and capstone requirements may require sequential progression and successful completion of prerequisite coursework before enrollment.

The RN-to-BSN Program may utilize counseling, remediation, warnings, probation, removal from immersion activities, administrative withdrawal, course failure, or dismissal in response to academic, professional, safety, ethical, or conduct concerns.

Corrective actions are determined based on the severity, frequency, and nature of the concern and may be implemented progressively or immediately, depending on the circumstances.

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11. Readmission & Re-entry Policies

Students who withdraw from the College, withdraw from all RN-to-BSN nursing courses, or discontinue enrollment in the RN-to-BSN Program are considered inactive in the program.

Students who fail to maintain continuous enrollment without formally withdrawing from the program must comply with the current readmission and re-entry requirements before resuming RN-to-BSN coursework.

Students seeking readmission or re-entry into the RN-to-BSN Program may be required to:

- Reapply to the program
- Update onboarding and compliance documentation
- Repeat coursework
- Meet revised curriculum requirements
- Demonstrate current RN licensure

Students inactive from the RN-to-BSN Program for more than one (1) year will be required to reapply to the program and meet all admission, progression, and curriculum requirements in effect at the time of reapplication.

Readmission, re-entry, course availability, progression placement, and immersion placement are not guaranteed and are contingent upon available space, current admission and progression requirements, curriculum changes, faculty availability, compliance status, academic history, and other program requirements established by the Nursing Division.

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12. Professionalism & Student Conduct

Students are expected to demonstrate professional behavior consistent with nursing standards, institutional expectations, and healthcare partner expectations.

Students are expected to practice in accordance with the American Nurses Association Code of Ethics for Nurses.

Students are responsible for reviewing, understanding, and complying with all handbook policies, course syllabi, Canvas course requirements, immersion expectations, institutional policies, program communications, and professional standards. Failure to review or understand program policies does not exempt students from compliance with program requirements.

Professional conduct expectations include:

- Respectful communication
- Professional behavior in online and in-person settings
- Appropriate interactions with faculty, peers, staff, patients, clients, and community members
- Timely communication and participation
- Ethical conduct, which includes academic integrity and ethical AI use
- Accountability for actions and assigned responsibilities
- Compliance with program and institutional policies

Unprofessional conduct may result in disciplinary action.

Examples of unprofessional conduct may include:

- Disruptive behavior
- Inappropriate online communication
- Breach of confidentiality
- Falsification of records or documentation
- Unsafe behavior
- Academic dishonesty
- Failure to comply with site or program policies

Students must not participate in class, immersion activities, community activities, leadership experiences, or other program-related functions while impaired by alcohol, illegal substances, misuse of prescription medications, or any substance that may interfere with safe, professional, or effective performance.

Students are expected to comply with all institutional, program, healthcare agency, and community partner substance use policies, including required drug screening procedures.

Actual or suspected impairment may result in removal from the learning environment, referral for evaluation, disciplinary action, course failure, administrative withdrawal, or dismissal from the program.

Social Media & Digital Professionalism

RN-BSN students are subject to the Gulf Coast State College Student Code of Conduct, including College requirements regarding the use of the Gulf Coast State College name, likeness, logos, branding, and other College identifiers.

Students are also expected to demonstrate professional judgment and conduct in all forms of electronic communication and social media. This expectation applies to public and private social media accounts, websites, blogs, discussion forums, messaging applications, photographs, videos, and other digital content.

Students are personally responsible for content they create, post, share, transmit, or otherwise make available through electronic or social media platforms. Privacy settings do not guarantee that content will remain private. Students should assume that digital content may be copied, shared, retained, or viewed by patients, employers, faculty, other students, members of the public, professional organizations, and licensing or regulatory bodies.

Association with Gulf Coast State College and the Nursing Program

Students should recognize that social media content may reasonably be associated with Gulf Coast State College (GCSC), the Nursing Division, or the RN-BSN Program when College or program identifiers are visible or referenced. These may include, but are not limited to:

- the GCSC name, logo, or other College branding;
- a GCSC student identification badge or other College-issued identification;
- nursing uniforms, apparel, merchandise, or materials identifying GCSC or the Nursing Division;
- College buildings, classrooms, laboratories, events, or other identifiable locations;
- immersion or healthcare agency names, logos, uniforms, badges, or locations; or
- captions, tags, profile information, photographs, videos, or other content identifying the individual as a GCSC nursing student.

When a student is identifiable or reasonably associated with GCSC, the Nursing Division, or the RN-BSN Program, the student is expected to present themselves in a manner consistent with the professional, ethical, and conduct standards of the nursing profession and the College.

Students must not post, share, or distribute content that identifies or reasonably associates them with GCSC, the Nursing Division, the RN-BSN Program, or an immersion site while depicting conduct or content that is threatening, harassing, discriminatory, sexually explicit or inappropriate, degrading, unlawful, or otherwise substantially inconsistent with the professional conduct expected of a nursing student.

Personal opinions expressed through social media are the responsibility of the individual student. Students must not state or imply that their personal opinions, endorsements, activities, or communications represent the views of GCSC, the Nursing Division, the RN-BSN Program, faculty, or an affiliated immersion site unless specifically authorized.

Confidentiality, Privacy, and Immersion Experiences

Students must protect patient, client, student, faculty, preceptor, and immersion-site confidentiality and privacy at all times. Students may not post, photograph, record, share, or disclose patient- or client-related information or images obtained through their role as a nursing student. Removing names or obvious identifiers does not necessarily make patient or client information appropriate for social media.

Students must comply with HIPAA, FERPA, applicable laws, College policies, RN-BSN Program policies, and the policies of affiliated immersion sites.

Professional Boundaries

Students are expected to maintain appropriate professional boundaries in electronic and social media interactions with patients, clients, preceptors, faculty, staff, students, and others encountered through the program. The standards of professionalism, respect, integrity, confidentiality, and ethical behavior that apply in classroom and immersion settings also apply to electronic and social media interactions.

Violations

Potential violations of this policy will be addressed in accordance with applicable Gulf Coast State College Student Code of Conduct and RN-BSN Program policies and procedures. Depending on the nature and severity of the conduct, consequences may include counseling, corrective action, removal from an immersion experience, course failure, administrative withdrawal, or dismissal from the RN-BSN Program.

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13. Academic Integrity & Artificial Intelligence (AI) Use

Students are expected to uphold academic honesty and integrity in all coursework and program activities.

Prohibited behaviors include, but are not limited to:

- Plagiarism
- Fabrication, falsification, or use of unverifiable references
- Submission of work completed by another individual
- Falsification of immersion or clinical documentation
- Unauthorized collaboration
- Misrepresentation of AI-generated work as original work

Students may use approved AI tools only as permitted by course faculty and institutional policies.

Students remain fully responsible for:

- Accuracy of submitted work
- Appropriate citation practices
- Verification of scholarly references
- Compliance with assignment instructions

Faculty may request drafts, source materials, outlines, or additional verification of submitted work.

Academic dishonesty may result in assignment failure, course failure, probation, dismissal, or additional disciplinary action.

Student Disclosure and Citation of Generative Artificial Intelligence

Students in the Gulf Coast State College RN-to-BSN Program may use generative artificial intelligence (AI), including tools such as ChatGPT and Microsoft Copilot, **only when explicitly permitted by the course instructor or individual assignment instructions.** Students must comply with all program academic integrity requirements regardless of whether AI use is permitted.

AI Use Statement

When students use generative AI as permitted by an assignment, they must include an AI Use Statement at the end of their submitted work, immediately before the References page, or in another location specified by the instructor.

The statement must:

- Identify the AI tool used.
- Explain how AI assisted with the assignment.

- Identify the portions of the assignment influenced by AI, when applicable.
- Include appropriate APA citations and references.

Example AI Use Statement

I used ChatGPT (OpenAI, 2026) to assist with organizing patient education topics for a hypothetical asthma case. I independently evaluated the suggestions using evidence-based clinical resources and developed the final education plan.

APA Citation and Reference Requirements

Students must follow current APA 7th edition guidelines when documenting generative AI use.

- AI-generated information that is quoted, paraphrased, or discussed must be appropriately cited.
- AI tools cited in an assignment or AI Use Statement must have corresponding APA reference-list entries.
- Scholarly articles, clinical guidelines, and other sources used to verify AI-generated information must be independently reviewed and appropriately cited.
- Students must verify that all cited sources exist and support the information presented.

Example APA Reference

OpenAI. (2026). *ChatGPT* [Large language model]. https://chatgpt.com/

Students must use the appropriate publication or update year and bibliographic information for the AI tool or model actually used.

When an assignment specifically examines an AI-generated conversation, students may cite the individual conversation in accordance with APA guidance. Shareable conversation links must not contain confidential or protected information.

AI Use That Does Not Require Documentation

An AI Use Statement or citation is generally not required for:

- Routine spelling, basic grammar checking, or formatting assistance that does not generate or substantively rewrite assignment content.
- Use of AI-powered search tools solely to locate scholarly literature or other research sources.

Students must independently read and evaluate sources identified through AI-assisted searches and cite the original sources used in their assignments. Individual assignment instructions may establish additional disclosure requirements.

Academic Integrity and Student Accountability

- Acknowledging or citing AI does not authorize its use when prohibited by an instructor or assignment.
- AI-generated content is not a substitute for credible scholarly or clinical evidence.
- Students must independently verify clinical information and exercise professional nursing judgment.
- Students must not enter identifiable patient information, protected health information, confidential student information, or other restricted information into unauthorized AI systems.
- Students remain responsible for the accuracy, originality, appropriate attribution, and academic integrity of all submitted work.

Unauthorized AI use, misrepresentation of AI-generated content as original work, fabricated references, or other academic integrity violations may result in disciplinary action consistent with College and RN-to-BSN Program policies.

APA Guidance and Student Resources

Students should consult the following official APA Style resources for current examples and guidance:

- Citing Generative AI in APA Style: Part 1—Reference Formats
- Citing Generative AI in APA Style: Part 2—AI as a Search Engine and AI Integrated Into Common Software
- APA AI Contribution Statement Guide (2026)

Students should contact their course instructor for clarification regarding permitted AI use before submitting an assignment.

Faculty Use of Generative Artificial Intelligence in Curriculum Development

Faculty in the Gulf Coast State College RN-to-BSN Program may use generative artificial intelligence (AI) as an assistive tool in the development and revision of instructional materials. This may include improving the clarity of student-facing assignment instructions, developing or revising case studies and clinical scenarios, creating learning activities, and supporting alignment among module learning objectives, course learning outcomes, program learning outcomes, and the American Association of Colleges of Nursing (AACN) Essentials Domains, Competencies, and Performance Indicators.

AI-generated content and recommendations are reviewed, evaluated, and revised by faculty before implementation. Faculty maintain responsibility for the accuracy, educational appropriateness, academic integrity, and alignment of all instructional and assessment materials.

Faculty use of generative AI in curriculum development is distinct from student use of AI in coursework. Students should refer to the program's academic integrity and AI-use policies, as well as individual assignment instructions, for guidance on permitted uses.

This statement serves as a program-wide disclosure of faculty-assisted AI use in the development and revision of instructional and assessment materials across RN-to-BSN courses.

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14. Communication Expectations

Students are expected to:

- Check Canvas and institutional email regularly
- Respond to faculty communications in a timely manner
- Communicate professionally and respectfully
- Maintain appropriate online etiquette
- Use professional language in all program-related communication

Faculty communication timelines may vary based on weekends, holidays, institutional closures, and faculty schedules.

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15. Immersion (Clinical) Policies

Students are required to complete immersion, leadership, community, capstone, and/or other practice experiences as required by the curriculum.

Students are required to attend scheduled immersion evaluation meetings, conferences, or faculty review meetings, conducted virtually or in person, as required by the course or program.

Immersion experiences may include in-person, virtual, telehealth, simulation-based, educational, leadership, quality improvement, community-based, or other approved healthcare-related learning activities consistent with course outcomes and AACN Essentials expectations.

Immersion experiences may include:

- Community activities
- Leadership activities
- Health education activities
- Quality improvement activities
- Professional development experiences
- Population health experiences

- Capstone activities

Students must:

- Obtain required approvals prior to beginning immersion activities
- Complete the required documentation
- Maintain professionalism during immersion experiences
- Follow site-specific policies and procedures
- Maintain confidentiality and adhere to HIPAA requirements
- Accurately document immersion hours and activities
- Complete all facility, agency, or community partner onboarding requirements associated with immersion experiences
- Purchase and maintain any clinical documentation tracking programs, onboarding systems, background check platforms, or compliance systems required by the program or immersion site, even if currently employed by the healthcare facility
- Discuss proposed immersion placements with the RN-to-BSN Program Coordinator if the proposed mentor, supervisor, or preceptor is not a registered nurse or does not possess a bachelor's degree

Non-nurse mentors, supervisors, or preceptors utilized for leadership, community, administrative, population health, or other approved immersion experiences should possess experience, expertise, leadership responsibilities, or qualifications appropriate to the learning experience and course outcomes, as determined by the RN-to-BSN Program.

Immersion hours, evaluations, documentation, and assignments must be completed by program deadlines and no later than one (1) week before the official end date of the course unless otherwise approved by faculty.

Students participating in immersion experiences must maintain current professional liability insurance coverage provided through the College and must carry proof of insurance while participating in immersion activities.

Students participating in immersion activities are expected to maintain professional appearance, attire, student identification (official GCSC Student ID badge), and hygiene consistent with program expectations and site-specific requirements.

The RN-to-BSN Program reserves the right to remove a student from leadership, community, capstone, or other immersion-related experiences if student conduct, communication, professionalism, judgment, performance, or behavior creates actual or potential risk to patients, clients, organizations, community partners, faculty, staff, students, or others.

Failure to meet immersion, onboarding, compliance, evaluation, or course requirements by established deadlines may delay progression, immersion participation, course completion, or graduation.

Students may not participate in immersion activities requiring an RN-level scope of practice until RN licensure has been verified by the program.

Preceptor/Mentor Approval and Evaluation Requirements

Students completing an immersion experience with an external preceptor or mentor must:

- Select a preceptor or mentor who meets the applicable course and RN-to-BSN Program qualifications and obtain required approval **before beginning immersion hours**.
- Complete all required preceptor/mentor, clinical site, affiliation agreement, and clinical-clearance requirements before beginning the experience.
- Provide the approved preceptor or mentor with the current **RN-BSN Immersion Preceptor Handbook** and applicable forms.
- Submit the required Preceptor/Mentor Approval Form and Handbook Acknowledgment as directed in Canvas.
- Maintain communication with course faculty throughout the immersion experience.
- Participate in required midterm and/or final clinical evaluation activities and **Zoom evaluation meetings** as directed by the course faculty and Canvas.

Specific preceptor/mentor qualifications and immersion requirements may vary by course and type of experience. Students are responsible for reviewing and following the applicable course requirements in Canvas and the RN-BSN Immersion Preceptor Handbook.

Health Insurance

Students are strongly encouraged to maintain personal health insurance coverage while enrolled in the RN-to-BSN Program. Medical expenses associated with illness, injury, or required healthcare services are the responsibility of the student unless otherwise covered by the College's student accident insurance or the student's personal health insurance.

Liability and Accidental Injury Insurance

Students enrolled in immersion courses are provided professional liability (malpractice) and accidental injury insurance through Gulf Coast State College. Coverage applies only while participating in approved RN-to-BSN Program immersion activities.

Students must carry their college-issued insurance information during all immersion experiences.

Coverage does not apply while traveling to or from an immersion site.

Coverage	Benefit
Professional Liability	$1,000,000 per occurrence
Aggregate Liability	$3,000,000
Accidental Medical	Up to $15,000
Dental	Up to $1,000
AD&D	$25,000
Deductible	None

Students are responsible for immediately reporting the loss of an insurance identification card to the RN-to-BSN Program so that replacement information may be obtained before participating in additional immersion activities.

16. Direct Care Learning Experiences

The RN-to-BSN Program incorporates direct-care learning experiences into designated courses throughout the curriculum. Specific requirements, approved activities, documentation expectations, and evaluation criteria are provided in the applicable course syllabi and Canvas materials.

Definition of Direct Care

Consistent with the American Association of Colleges of Nursing (AACN) Essentials, direct care involves a professional nursing encounter with an actual recipient of care—an individual, family, group, community, or population—conducted in person or virtually to achieve specific health goals or outcomes.

Required Elements of Direct-Care Experiences

To qualify as an approved direct-care learning experience, the student must demonstrate and document:

1. **Identified Health Need:** A specific health-related need, concern, or opportunity for improved health outcomes involving an actual recipient of care.
2. **Assessment:** Relevant information collected or evaluated to understand the identified health need.
3. **Nursing Intervention:** An appropriate nursing action addressing the identified need, such as education, health promotion, supportive care, advocacy, or care coordination.
4. **Evaluation:** An assessment of the recipient's response to the intervention, including observed outcomes, feedback, understanding, or progress toward the identified health goal.

Direct-care experiences must involve meaningful engagement with actual care recipients. Activities consisting solely of academic research, planning, written assignments, administrative

activities, or quality improvement work without direct recipient engagement are considered indirect-care activities and do not independently satisfy direct-care requirements.

Direct-care learning experiences support competency development across the four AACN spheres of care and across the lifespan.

Students must maintain professionalism, protect confidentiality and patient privacy, and perform all activities within their current legal scope of practice.

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17. Scope of Practice & Licensure Limitations

Students participating in community, leadership, immersion, or other practice experiences may not perform any nursing care, intervention, assessment, medication administration, patient education, delegation, or other activity that is outside the student's current legal scope of practice and licensure status.

Students who have not yet obtained RN licensure may not function as registered nurses and **may not** independently provide patient care that requires RN licensure.

Activities completed prior to RN licensure must remain within the individual's legally authorized scope of practice and applicable site policies.

Students who do not yet hold RN licensure may participate only in education, communication, support, health promotion, and other non-licensed activities that do not require RN licensure.

Violation of scope-of-practice expectations or site policies may result in removal from the immersion setting, disciplinary action, course failure, or dismissal from the program.

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18. Compliance & Onboarding Requirements

Students are required to complete and maintain all RN-to-BSN Program onboarding and compliance requirements throughout enrollment.

Requirements may include, but are not limited to:

- Fingerprinting and background screening/clearance
- Drug screening
- Immunization documentation
- CPR certification (American Heart Association or American Red Cross Healthcare Provider/Professional Rescuer level, as designated by program requirements)
- RN licensure documentation
- Physical examination documentation

- Tuberculosis screening
- Additional documentation required by the College, RN-to-BSN Program, or affiliated clinical agencies

PreCheck, SentryMD, and Background Clearance

Students begin the onboarding and compliance process through PreCheck/StudentCheck using the instructions provided by the RN-to-BSN Program.

The onboarding process includes:

1. **PreCheck Registration:** Students register through PreCheck/StudentCheck and complete the required ordering process for drug screening and immunization tracking.
2. **Drug Screening:** Students complete the required drug screening according to the instructions and deadlines provided.
3. **SentryMD Compliance Tracking:** After registering with PreCheck, students receive instructions for accessing their SentryMD account. SentryMD is the system used to submit and track required health documents, such as immunizations, physical examinations, tuberculosis screening, and CPR certification. Students must upload their documents and check their account to ensure each requirement has been approved.
4. **Fingerprinting and Background Clearance:** Students separately complete the required fingerprinting and background clearance process as directed by Gulf Coast State College.

Students are responsible for completing all required steps and ensuring that their documentation has been received, reviewed, and approved.

Registration, payment, completion of a drug screening, or submission of documents does not, by itself, establish compliance.

Students are responsible for:

- Monitoring expiration dates
- Uploading required documentation
- Maintaining ongoing compliance throughout the program
- Meeting all program deadlines
- Completing all required program onboarding and compliance requirements

Failure to maintain required compliance documentation will result in delayed progression, inability to participate in immersion activities, restricted access to coursework, administrative withdrawal, or dismissal from the program.

Students are responsible for all costs associated with obtaining and maintaining required onboarding and compliance documentation unless otherwise provided by the College.

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19. Canvas Access & Noncompliance Policy

Students who fail to complete required onboarding and compliance documentation by the published College midterm date of the first semester will have access to Canvas and RN-to-BSN coursework suspended until all required documentation has been completed, verified, and approved by the program.

Canvas/course access will be restored only after all required documentation has been satisfactorily completed and verified.

Students remain responsible for all course assignments, announcements, due dates, and course requirements during any period of restricted access due to noncompliance.

Late penalties will apply to assignments submitted late due to failure to maintain required program compliance documentation.

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20. Student Safety, Accident, & Incident Reporting

Students are expected to comply with all applicable safety standards, agency policies, infection prevention practices, and professional nursing standards during all RN-to-BSN Program immersion experiences and community activities.

Accidents, injuries, exposure incidents, medication errors, unsafe conditions, safety concerns, professional conduct concerns, and other incidents occurring during immersion experiences must be immediately reported to the preceptor, course faculty, and/or appropriate site personnel.

Students involved in an accident or incident during an immersion experience must follow all required agency and College reporting procedures and complete all required documentation, including the Gulf Coast State College Accident/Incident Report and any required insurance claim forms, **within 24 hours** of the occurrence.

Students are responsible for:

- Following agency-specific emergency procedures and reporting requirements.
- Immediately reporting accidents, injuries, exposure incidents, medication errors, or other safety concerns.
- Completing all required College and agency accident/incident documentation.
- Seeking appropriate medical evaluation and treatment when indicated.
- Cooperating with any required follow-up, investigation, or corrective action related to the incident.

Students experiencing an occupational exposure to blood, body fluids, or other potentially infectious materials must immediately perform appropriate first aid, notify the preceptor and course faculty, follow the agency's exposure protocol, complete all required agency and College reports, and obtain prompt medical evaluation. Students must not independently request testing

of a source patient. Source patient testing, when indicated, will be managed by the healthcare facility in accordance with applicable laws and institutional policies.

Students participating in immersion experiences are covered by professional liability (malpractice) and accidental injury insurance provided through Gulf Coast State College in accordance with institutional policy. **Students must carry proof of current College-issued insurance coverage during all immersion experiences.**

Insurance coverage applies **only** while participating in approved RN-to-BSN Program immersion activities and **does not** extend to travel to or from immersion sites or to activities outside approved program requirements.

Students are encouraged to maintain personal health insurance while enrolled in the RN-to-BSN Program. Medical expenses not covered by the College's student accident insurance remain the responsibility of the student.

Students should also refer to the current Gulf Coast State College Student Handbook and applicable institutional policies regarding student safety, accidents, and incident reporting procedures.

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21. Confidentiality, HIPAA, & FERPA

Students must maintain confidentiality and comply with all applicable privacy laws, regulations, and institutional policies.

Protected health information, identifying information, and confidential educational information must not be shared inappropriately.

Assignments and submitted materials must be fully de-identified unless otherwise authorized.

Students are also expected to comply with institutional policies regarding confidentiality and the protection of educational records under the Family Educational Rights and Privacy Act (FERPA).

Violation of confidentiality expectations may result in disciplinary action.

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22. Technical Standards

Students enrolled in the RN-to-BSN Program must possess the cognitive, communication, behavioral, emotional, and technological abilities necessary to complete program requirements safely and effectively.

Students must be able to:

- Communicate effectively in written, verbal, and electronic formats
- Utilize educational technologies and online learning systems

- Demonstrate professional behavior
- Participate in immersion and learning activities
- Complete required assignments and assessments
- Maintain appropriate judgment and professionalism

Reasonable accommodations may be available through institutional disability support services.

Students seeking accessibility accommodations or related student assistance services should visit the Gulf Coast State College Student Accessibility Resources webpage for current information and available resources.

23. Student Support Services

Students are encouraged to utilize available institutional support services, which may include:

- Academic advising
- Library services
- Tutoring services
- Accessibility/disability services
- Technology support
- Counseling/wellness services
- Financial aid services

Students seeking student assistance services should visit the Gulf Coast State College Student Support Services webpage for current information and available resources

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24. Complaints, Grievances, & Appeals

Students have the right to express concerns and utilize institutional grievance and appeal procedures.

Students are encouraged to attempt informal resolution whenever appropriate.

Formal complaints, grievances, and appeals should follow institutional procedures.

Please visit the GCSC Student Grievances website for more information.

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25. Program Policy Changes

The RN-to-BSN Program reserves the right to revise policies, procedures, requirements, curriculum, schedules, and handbook content as necessary.

Students are responsible for reviewing updated policies and communications.

Students may be required to complete updated acknowledgment forms following significant revisions to the handbook or policies.

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26. Student Responsibility Statement

Students are responsible for:

- Reviewing and understanding handbook policies
- Monitoring institutional email and Canvas communications
- Meeting deadlines
- Maintaining compliance requirements
- Demonstrating professionalism
- Practicing within legal scope-of-practice limitations
- Seeking clarification when questions arise
- Maintaining accurate documentation

Failure to read the handbook does not exempt students from compliance with published policies.

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27. Student Handbook Acknowledgment

Each student is required to complete the RN-to-BSN Student Handbook Acknowledgment in Canvas during the first week of the first semester of enrollment.

By submitting the acknowledgment, the student attests that they have read, understand, and agree to comply with the policies, procedures, and expectations outlined in the RN-to-BSN Student Handbook. The student further acknowledges that they have been provided the opportunity to ask questions and seek clarification regarding any handbook policy or program requirement.

Completion of the acknowledgment is required as a condition of continued enrollment in the RN-to-BSN Program.