



BSNCCC Student Handbook

Welcome Message from Program Leadership

Welcome to the online RN to BSN Nursing Program! We are delighted to have you join us and commend you on taking this important step in advancing your nursing education and professional practice.

This program is designed specifically for working registered nurses, offering flexibility, academic rigor, and meaningful learning experiences that build on your clinical expertise. Through evidence-based coursework, leadership development, and professional collaboration, you will strengthen your role as a baccalaureate-prepared nurse ready to meet the evolving needs of healthcare.

You are not alone on this journey. A strong team of faculty, advisors, and student support professionals is here to assist you every step of the way. These individuals are from our six participating colleges:

Central Oregon Community College
Chemeketa Community College
Linn-Benton Community College
Klamath Community College
Oregon Coast Community College
Treasure Valley Community College

Table of Contents

Purpose of the Student Handbook	1
Mission, Vision, and Values	1
Program Philosophy	1
Program Description	1
Program Outcomes	2
Delivery Format and Time to Completion	3
Testing Policies.....	3
Program Costs.....	3
Accreditation, Approval, & Licensure	3
Admission & Enrollment Requirements	3
Admission Process.....	4
Seat Offers.....	4
Degree Requirements	4
Capstone or Practicum Requirements	5
Underserved Populations	5
Leadership and Management	5
Palliative Care.....	5
Coordination of Capstone Placements	6
Confidentiality of Client Records During Capstone.....	6
Online Learning Environment	7
Student Conduct & Professionalism.....	7
AI use.....	8
Inter-Institutional Data Sharing	8
Online Etiquette and Communication	8
Academic Policies.....	9
Student Conduct	9
Student Support Services	11
Accessibility Services.....	11
Graduation Requirements	12
Graduation Application Process.....	12

Purpose of the Student Handbook

The Online RN to BSN Student Handbook provides essential information regarding program policies, academic expectations, and student resources. It serves as a guide to help registered nurses successfully complete the Bachelor of Science in Nursing degree in our online learning environment.

Mission, Vision, and Values

The statewide consortium program has been developed by a partnership of community colleges to address a specific program need by providing a cohesive, transferable curriculum across participating colleges.

Program Philosophy

- The online RN to BSN Program was developed through a collaborative partnership among six Oregon community colleges to increase access to baccalaureate nursing education for registered nurses across the state. This shared effort reflects a commitment to meeting workforce and community health needs while remaining aligned with the mission of community colleges to provide affordable, high-quality education.
- The program is designed to support working registered nurses by offering a flexible, fully online format that acknowledges professional, family, and community responsibilities. Instruction builds upon prior nursing education and clinical experience, promoting professional growth, evidence-based practice, leadership, and population-focused care. Faculty collaboration ensures curriculum consistency, academic rigor, and student support across participating colleges.
- This partnership affirms the belief that accessible and supportive educational pathways strengthen the nursing workforce and contribute to improved health outcomes for the diverse communities served by Oregon community colleges.

Program Description

- The BSNCCC program is designed as a cohort program with coursework delivered over 15 months (5 terms) of continuous enrollment. Course content is delivered asynchronously online with regular and substantive interaction from lead faculty. The program culminates with an in-person Capstone clinical experience in the last term.
- The curriculum is developed by the BSNCCC curriculum committee, consisting of nursing faculty. All courses within the BSNCCC Program are mapped to Program Learning Outcomes (PLOs) and American Association of Colleges of Nursing (AACN) Essentials competencies. The curriculum is approved by the curriculum committees of each consortium of schools, the Northwest Commission for Colleges and Universities (NWCCU), and the Higher Education Coordinating Commission (HECC).

Program Outcomes

EPSLO 1 - Students will generate nursing knowledge integration and translation, defined as the process of communicating, combining, and applying established and evolving knowledge, to make clinical judgments and innovate nursing practice.

ESPLO 2 - Students will evaluate the scientific body of knowledge regarding patient-centered care focusing on the individuals' whole person, including physical, emotional, social, and spiritual needs providing respectful and compassionate care.

EPSLO 3 - Students will participate in population health to improve health for everyone, not just the sick, using a collaborative approach that includes public health, health care, and other organizations generating equitable health outcomes for all.

EPSLO 4 - Students will generate, synthesize, translate, apply and disseminate nursing knowledge to improve health and transform health care.

EPSLO 5 - Students will evaluate established and emerging principles of safety and improvement science to enhance quality and minimize risk of harm to patients and providers.

ESPLO 6 - Students will analyze collaborations across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.

ESPLO 7 - Students will respond to and lead within complex systems of healthcare to effectively and proactively coordinate resources to provide safe, quality and equitable care to diverse populations.

EPSLO 8 - Students will analyze information and communication technology (ICT) and informatics to provide care, gather data, make decisions, and support healthcare professionals.

EPSLO 9 - Students will create a sustainable professional identity by being accountable, open-minded, collaborative, and professional reflecting on values and characteristics of the professional nurse role.

EPSLO 10 - Students will engage in activities and self-reflection that foster personal health, resilience, and well-being contributing to life-long learning, and supporting the acquisition of nursing expertise and assertion of leadership.

Delivery Format and Time to Completion

- Course delivery is asynchronous online with the exception of the last term Capstone Clinical Project.
 - Asynchronous content is not self-paced, there will be weekly due dates for assignments.
 - Expect 6-10 hours of work per week per course.
 - Bachelor's degree level work with higher-level critical thinking.
- Course participation recommendations:
 - Logging in at least three times per week
- Two courses to be taken per term
- Five terms to complete the ten courses
- Cohorts to be admitted once a year in June, with studies commencing in the fall term of that year.

Testing Policies

- Instructors who teach courses with exams will include their testing policies in the course syllabus.

Program Costs

- \$250 per credit hour for 300- and 400-level classes.
- Cost of a background check and drug screen during the term prior to Capstone.
- Maintaining current AHA BLS certification.
- Immunizations if applicable

Accreditation, Approval, & Licensure

Program Approval

- The BSNCCC program is approved by the Higher Education Coordinating Commission (HECC) for each individual school.

Program Accreditation

- BSNCCC faculty from each college will pursue national accreditation through the Accreditation Commission for Education in Nursing (ACEN) with the intent to be in candidacy status before the first cohort graduates.

Institutional Accreditation

- Each BSNCCC college is institutionally accredited by the Northwest Commission on Colleges and Universities (NWCCU).

Admission & Enrollment Requirements

To be eligible for admission to the BSNCCC, applicants must meet the following criteria:

- Completed an Associate of Applied Science (AAS) or Associate of Science (AS) in Nursing by Fall 2026.
- Hold a current, unencumbered RN license by the end of the first BSNCCC term (Fall 2026).

Admission Process

- Submit an application as a degree-seeking student to your local BSNCCC school before the BSN application opening date. Admission to the local community college is required to access the BSN Application. Account activation may take up to 48 hours. Apply as a degree-seeking student.
- The BSN Collaborative Application will open on Monday, June 1, 2026, at 8:00 am and will close on Friday, June 26, 2026, at 5:00 PM.
- Complete the online form and upload your documents.
- Late or incomplete applications will not be accepted.
- Admission into the BSNCCC is determined through a fair and transparent lottery process. In-district residents receive priority consideration, and selections are randomized using Excel to ensure equity for all applicants.
- In-district applicants are placed in the first lottery group and receive priority consideration. Out-of-district applicants are placed in a secondary lottery pool and will only be considered if seats remain unfilled by in-district applicants.

Seat Offers

- Seven (7) seats will be offered from each college in the consortium for a cohort of 42.
- Five (5) alternates will be selected.
- If fewer than seven in-district applicants apply or accept, remaining seats will be filled from the out-of-district pool using the same lottery process.
- All communication will be sent via email.

Degree Requirements

To complete the program, students must have a minimum of 180 total credits, including credits from their AAS or AS in Nursing, BSN credits, required prerequisites, and elective credits.

BSN Courses (6 credits each):

NUR 310 - Transitions to Professional Nursing

NUR 312 - Concepts of Nursing Theory

NUR 316 - Global Health Promotion & Community Health

NUR 410 - Informatics in Healthcare

NUR 314 - Evidence-Based Practice

Prerequisite: STAT 243Z Elementary Statistics I

NUR 412 - Issues & Trends in Professional Nursing

NUR 414 - Pathophysiology, Pharmacology, and Physical Assessment

Prerequisite: BIO234 Microbiology

NUR 416 - Nursing Leadership

NUR 418 - Capstone Didactic

Capstone or Practicum Requirements

NUR 420A, B, C - Students will choose one capstone concentration for the clinical project. They will need to complete 180 Capstone hours on their clinical project.

During the term prior to Capstone, students must show proof of:

- Criminal Background Check
- Drug Screen
- AHA BLS certification or equivalent

Underserved Populations

This clinical capstone option explores the unique healthcare needs and challenges faced by underserved populations within diverse communities. Through a combination of theoretical study and experiential learning, students will examine social determinants of health, disparities in access to care, cultural competence, and strategies for promoting health equity. Emphasis will be placed on understanding the intersectionality of factors contributing to health disparities and developing culturally sensitive approaches to nursing practice.

Leadership and Management

The Nursing Management and Administration Capstone course provides the student with a comprehensive and in-depth understanding of the principles, theories, and practices related to leadership, management, and administration in the healthcare setting. The student will integrate theoretical knowledge with practical application to prepare the student for leadership roles within the nursing profession. The student will explore key topics such as healthcare policy, economics, strategic planning, quality improvement, ethics, human resource management, and organizational behavior. The student will utilize evidence-based practice, quality patient care, and the promotion of a culture of safety within the healthcare environment to apply their knowledge and skills to solve complex problems and make informed decisions that impact patient outcomes or organizational effectiveness. By the end of this capstone course, the student will develop a project that demonstrates their ability to analyze and address a contemporary issue in nursing management and administration. The student will showcase their ability to integrate theory, research, and best practices to propose an innovative solution that contributes to the advancement of healthcare delivery and patient care.

Palliative Care

The nursing palliative care capstone course is a Capstone clinical experience focusing on end-of-life care. It gives students a comprehensive understanding of palliative care principles, including ethics and human rights, practices, interprofessional collaboration, and strategies to effectively care for patients with life-limiting illnesses and their families. This course aims to equip students with the necessary knowledge and compassionate approach to offer holistic care, symptom management, and emotional support during the end-of-life journey.

Coordination of Capstone Placements

Capstone placements are coordinated at the institutional level and will occur within each participating college's service district to ensure alignment with established clinical partnerships and community workforce needs.

- Students are expected to complete capstone experiences within the district of their home institution
- Placement coordination is facilitated by designated faculty or staff at the home institution in collaboration with the student
- Faculty serve in a **facilitative role**, supporting students in identifying appropriate capstone experiences aligned with their professional goals and program outcomes

Out-of-district placements are not standard practice and require prior approval from the institution whose district includes the requested placement site, when that district is represented within the consortium.

Placements may occur only at sites where a valid, active affiliation agreement is in place through the student's home institution.

- Faculty will assess the situation, communicate with the student and preceptor, and implement appropriate interventions
- Issues involving professionalism, safety, or policy violations may result in removal from the site and further review per home institution policies
- Documentation of all concerns and actions taken is required

Confidentiality of Client Records During Capstone

Making copies or photographs of a client's medical record is **not allowed**. This is a violation of HIPAA regulations. Students are **not allowed** to access their personal health records or those of family members when in the clinical facility. This action will result in the student's progression in the Nursing course being reviewed by the BSNCCC faculty and administrator, and the student's home school's appropriate College/School administrator. It may also result in the clinical facility barring the student from attending clinical.

Absolutely no reference to a client (e.g., written, photographs), even if de-identified, should ever be shared electronically via any social networking site or via email. Clinical facility or staff information must never be shared via social networking sites or email. Students must never take pictures of clients, whether or not a client gives permission, or take pictures within the clinical facility.

Students may be required to complete the HIPAA training specific to their Capstone clinical site.

Online Learning Environment

- Canvas is the learning management platform for this program. Chemeketa Community College will host the course on behalf of the full consortium.
- Canvas technical support is available 24/7. All students should contact Chemeketa Online Technical Support for any technical issues: 503.399.7399 or online@chemeketa.edu.
- A "Canvas for Students" resource course will be made available to all enrolled students and hosted on the Canvas LMS. The resource course will provide tutorials and guides for interacting with the digital learning environment.
- In the event of a technology failure, every effort will be made to provide prompt and regular communication regarding the severity of the issue, the components affected, and to confirm that actions are being taken to remedy the problem. The Chemeketa lead system administrator will notify instructors of the nature and severity of any system outages affecting student access, along with guidance on providing accommodations during the outage.
- Technology Requirements:
 - Students are required to have a computer (desktop or laptop), a reliable internet connection, and access to a webcam for recording/Zoom purposes.

Student Conduct & Professionalism

Expectations for Professional Behavior

Students enrolled in the BSNCCC are expected to uphold the highest standards of professional nursing conduct consistent with baccalaureate-level practice. Professional behavior reflects accountability, ethical practice, and commitment to safe, patient-centered care.

Students are expected to:

- **Adhere to ethical standards** consistent with professional nursing guidelines (e.g., patient confidentiality, respect for autonomy, and informed decision-making).
- **Demonstrate accountability and responsibility** in academic, clinical, and online learning environments.
- **Exhibit professional communication**, including respectful interactions with faculty, peers, patients, and interprofessional team members in all settings (written, verbal, and electronic).
- **Maintain academic integrity**, avoiding plagiarism, cheating, falsification of records, collusion or misrepresentation of clinical hours or experiences.
- **Comply with institutional and clinical agency policies**, including dress code, documentation standards, and safety protocols.
- **Demonstrate cultural humility and inclusivity** by respecting diversity among patients, peers, and faculty.
- **Engage in reflective practice and professional growth**, consistent with BSN-level expectations and lifelong learning.

Professionalism extends to all course-related activities, including discussion boards, email communication, clinical documentation, and collaborative assignments.

AI use

BSNCCC faculty will share policies for AI use in their course syllabi.

Inter-Institutional Data Sharing

As part of their participation in the collaborative Bachelor of Science in Nursing (BSNCCC) program, partner institutions engage in structured, secure data sharing to support student enrollment, academic progression, regulatory compliance, and program operations across the consortium.

Student Information Sharing (SSI) Acknowledgment

By enrolling in the BSNCCC program, students acknowledge and consent to the limited sharing of their educational records among partner institutions as outlined in this policy, consistent with FERPA provisions governing inter-institutional disclosure for legitimate educational interests.

Online Etiquette and Communication

Students are expected to:

1. Treat all employees, students, and members of the general public with dignity and respect in their behavior and their communications when they are on campus or involved in a college activity.
2. Accept responsibility for the appropriateness of their own conduct.
3. Comply with all laws or contracts applicable to workplace and academic behavior. It is impossible to list all forms of conduct that might be considered disrespectful or inappropriate. Certain behaviors, such as physical violence or threat of violence, are clearly unacceptable at any time. Other, more subtle behaviors deemed inappropriate by the college are prohibited. Examples include, but are not limited to, behavior that disrupts student learning or the college's business operations, excessive rudeness, and intolerance of the use of languages other than English. The faculty will make the determination of violation of this policy based on the perceptions of the recipient and will consider what a "reasonable person" would have found to be in violation of this policy. The determination will be made applying the reasonable person standard.

Students using college technology resources are prohibited from the following activities:

- Unauthorized access to resources or systems of the college or another entity.
- Downloading or storing hacking tools unless specifically directed to by an instructor as part of the educational curriculum.
- Duplicating software in violation of copyright laws, including downloading and/or distributing pirated software. This includes digital images, songs, videos, and other copyrighted electronic media.
- Breaching security or providing information that could allow unauthorized access to the college network or to college data.
- Intentionally introducing computer malware unless done under the direction of an instructor on a system provided by the instructor as part of the educational curriculum.
- Altering or destroying college computer-based information, systems, or resources.
- Using college technology to violate other college policies.

Academic Policies

Grading Policies

90 - 100: A

80 - 89.9: B

75 - 79.9: C

60-74.99: D

A course grade of <75% will result in failure of the course. Students may continue with courses, but will need to retake the failed course when it is offered again. The student will not be allowed to take the Capstone courses until all courses have been successfully completed.

- Each instructor will share policies for extra credit or late work in their course syllabi.

Student Conduct

Title IX, Sexual Misconduct, Student Rights and Responsibilities, and Academic Dishonesty

Each student and instructor is expected to meet the respective behavioral standards of their host institutions. Consortium colleges will work collaboratively to address student and employee complaints in a manner that supports due process and balances rights and responsibilities for all involved. Generally, the accused's home college will lead the process and follow its policies and procedures to resolve concerns. This approach allows the college to make any findings and to impose sanctions on the student or employee.

Information regarding Title IX, Sexual Misconduct, Student Rights and Responsibilities, and Academic Dishonesty are listed in the tables below.

	Title IX	Sexual Misconduct
Central Oregon	Title IX	Title IX and Sexual Harassment
Chemeketa	Title IX Process and Resources	College Board of Education Series
Klamath	Title IX: Sexual Assault, Misconduct and Gender Discrimination Resources	AP 3540 Sexual and Other Assaults on Campus
Linn-Benton	AR 1015-01: Nondiscrimination, Nonharassment Statements and Procedures	AR 1015-01: Nondiscrimination, Nonharassment Statements and Procedures
Oregon Coast	Policies, procedures, and website are currently being redesigned. Contact Bruce Clemetsen, Bruce.Clemetsen@oregoncoast.edu, 541-867-8511, for the most up-to-date information.	
Treasure Valley	Title IX	Student Right to Know Information

	Student Rights & Responsibilities	Academic Dishonesty
Central Oregon	Student Rights and Responsibilities	Student Rights and Responsibilities Honesty
Chemeketa	Student Rights and Responsibilities	Academic Honesty
Klamath	Student Code of Conduct	Academic Integrity
Linn-Benton	AR 7030-01: Student Rights, Responsibilities, and Conduct Code	AR 7030-02: Academic Integrity and Honesty
Oregon Coast	Policies, procedures and website currently being redesigned. Contact Bruce Clemetsen, Bruce.Clemetsen@oregoncoast.edu, 541-867-8511, for the most up-to-date information.	
Treasure Valley	Student Right to Know Information	Student Right to Know Information

Student Support Services

Academic Advising

The program combines professional academic advisors with dedicated nursing faculty to support student success.

Primary Advisors (College-Based): Each student will be assigned a professional Academic Advisor who will work with the Nursing Faculty Mentor at their "Home Campus" (the community college where they officially enrolled). This advisor will assist with:

- Course registration and graduation checks.
- Transfer of credits and general education requirements.
- Referrals to campus resources (financial aid, tutoring, etc.).

Nursing Faculty Mentors (Program-Based): In addition to assisting the professional Academic Advisor, the Nursing Faculty Mentor will continue to provide guidance specific to the nursing profession, including:

- Interpreting consortium policies and procedures.
- Strategies for success in rigorous nursing courses.
- Clinical placement questions and professionalism.
- Career counseling

Library and Writing Support

- Tutoring & Writing Support: Students have access to tutoring centers at their home campus.
- Library Access: Students have borrowing privileges for course materials and course support materials (articles, books or other materials) access at their home campus, as well as support from their home institution's library staff.

Accessibility Services

Students seeking accommodations should register with their respective college and provide appropriate documentation of their disability and the potential barriers they seek to address. Each college has specific documentation requirements and a specific process for engaging in the school's required interactive process for verifying disabilities and authorizing accommodations.

For grievance processes, fundamental alteration concerns, or disability related disputes, the faculty member should contact their home SAS office. The home school will reach out and collaborate with the school receiving the grievance to resolve the dispute.

Institutional contacts:

Central Oregon Community College: sas@cocc.edu 541-383-7583

Oregon Coast Community College: access@oregoncoast.edu 541-867-8505

Chemeketa Community College: studentaccess@chemeketa.edu 503-399-5192

Treasure Valley Community College: jmoore@tvcc.cc 541-881-5812

Linn Benton Community College: accessibility@linnbenton.edu 541-917-4789

Klamath Community College: kcc.disability@klamathcc.edu 541-880-2385

Graduation Requirements

Degree Completion Requirements:

- All 10 BSN courses must be completed satisfactorily with a grade of 75% or higher to graduate from the program.
- Satisfactorily completes 180 necessary credits.
- Students will graduate from their designated home institution and will be awarded a Bachelor of Science in Nursing (BSN) in accordance with that institution's policies and procedures.

Graduation Application Process

- Application for graduation will follow their admitting institution's graduation policy.