



Eastern New Mexico University

BSN Completion Program Student Handbook



Explore. Experience. Excel.

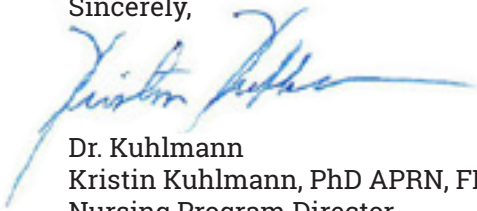


The ENMU BSN Completion Program has received continuing accreditation from the Accreditation Commission for Education in Nursing (ACEN) since 1995. The next accreditation visit is planned for spring 2029.

Dear Students:

The Nursing program faculty, staff and I are excited to welcome you to the BSN Completion Program at ENMU! As educators and mentors, we extend our best wishes and offer support and guidance on this new educational journey. We hope it proves to be motivational, educational, and foundational for future professional and personal successes.

Sincerely,



Dr. Kuhlmann
Kristin Kuhlmann, PhD APRN, FNP-BC, C-WIC
Nursing Program Director
Assistant Professor/Graduate Coordinator



Table of Contents

Policies and Procedures	5
ENMU Mission Statement	5
ENMU Vision Statement	5
BSN Mission	5
Philosophy	6
Program Outcomes and Competencies	6
Competencies for Graduates of BSN Program–National League for Nursing	7
Quality and Safety Education for Nurses (QSEN), 2018 Competencies	7
American Association of Colleges of Nursing (AACN), 2008	7
American Nurses Association (ANA): Code of Ethics 2015	8
Academic Integrity	8
Disability Statement	8
FERPA and Privacy	9
Title IX	9
Confidentiality and Mandatory Reporting	9
Admission to the BSN Program	9
Nursing Scholarships	10
BSN Completion Program–Course Offerings Per Semester (Effective Fall 2021)	11
Courses that students are required to take for the BSN Completion Major:	12
General Information	13
Evaluation of Students	13
Letter Grade Equivalents	13
Attendance	13
Castle Branch	13
Student and Faculty Communication and Course Conflict Resolution	13
Drop and Withdrawal from Course and/or the Program	14
Incomplete Grade Status	14
Distance Education Library Services	14
Online Writing Lab (OWL)	14
Campus Bookstore Services	15
Graduation	15
Pinning Ceremony	15
Nursing Program Faculty and Staff	16
Notes	17
Student Handbook Receipt and Acknowledgement Form	18

Policies and Procedures

The BSN nursing program policies and procedures are consistent with those for Eastern New Mexico University. Students are accountable for reading and understanding materials pertaining to all students in ENMU's current Undergraduate Catalog and are expected to acknowledge all policies therein on the Pre-Advisement form provided by the ENMU nursing department.

ENMU Mission Statement

Eastern New Mexico University combines an engaging learning environment with current technology to provide a rich educational experience. ENMU focuses on:

- Preparing students for careers and advanced study.
- Promoting citizenship and leadership skills and values.
- Supporting excellence in teaching and research.
- Empowering students to respond to a rapidly changing world.

ENMU Vision Statement

Eastern New Mexico University emphasizes liberal arts education, freedom of inquiry, cultural diversity and whole student life. Excellent teaching and active learning define campus relationships. Scholarship, both primary and applied, cultural enrichment, and professional service are also important contributions of the University community. The Eastern community envisions a university where every faculty and staff member instill in one another, and in students, a sense of social and cultural awareness and responsibility. The University accomplishes this by embracing and fostering diversity and inclusion among students, faculty and staff.

BSN Mission

The mission of the BSN program is to provide, with 21st century technology, a well-balanced liberal arts education including liberal learning, freedom of inquiry and cultural diversity to nurses pursuing their BSN degree in nursing education. Our mission includes helping our students build a strong foundation for lifelong personal and professional learning.

Philosophy

The nursing faculty of Eastern New Mexico University believes nursing is an art and a human science profession that is a lifelong process, and which promotes the development of knowledge, skills and personal values. The faculty is dedicated to cultivating a sense of professional empowerment, a desire for lifelong learning and a passion for social justice in our students. An innovative curriculum based on the changing healthcare needs of society and the health care delivery system is integral to the commitment of the faculty to learning and development. Our philosophy also expresses our commitment to the values inherent in the mission and philosophy of Eastern New Mexico University, of which nursing is an integral part.

Central to the nursing program's philosophy are the professional concepts, which form the core of the humanistic, intellectual and ethical values associated with a baccalaureate education. Values are beliefs or ideals to which an individual is committed and which are reflected in patterns of behavior. Caring is the central concept of the practice of professional nursing. The faculty defines caring as encompassing empathy, connection and the ability to translate these characteristics into compassionate, sensitive and appropriate nursing care. The nursing faculty also values the metaparadigm of nursing through the four domains that are the theoretical concepts, which identify the parameters of our professional practice: person, health, environment and nursing. As nursing program faculty, we define the four domains of nursing as:

Person	An individual human being of intrinsic worth, who is part of a family, a community and the world who becomes the focus of nursing whenever a potential or actual health care need exists.
Health	Unity of the whole person—body, mind and spirit; a holistic harmony that includes physical, psychological, social, spiritual and moral realms.
Environment	The totality of an environment (physical, geographical and sociocultural), situation, or event with related experiences that give interpretive meanings to guide human expressions and decisions.
Nursing	As an art and a science, nursing molds the attitude, intellectual competencies and technical skills of the nurse into the desire and ability to help people cope with their health care needs, whether they are ill or well. The program considers the unique function of the nurse to be knowledgeable caring: using the scientific approach to improve nursing practice, thereby contributing to the health and independence of people through their lifespan.

As nursing program faculty, we hold ourselves accountable for the quality of our educational program and for promoting safe, effective, holistic, culturally sensitive nursing practice. Faculty members are responsible for doing this through teaching, service and scholarship and by collaborating with health care professionals and consumers of health care. A constituent of Eastern New Mexico University, the nursing program shares the University's emphasis on scholarship, cultural enrichment, and professional service.

Program Outcomes and Competencies

By the end of the program, ENMU BSN graduates will:

- Accept personal accountability for ethical and expert nursing practice, as well as for continuing professional and personal development.
- Base clinical practice on methods of scientific inquiry and evidence-based practice to meet the client's need for increasingly complex health care in various settings.
- Apply concepts from nursing theory, research, cultural competencies, the sciences, and the humanities to assess and meet the health needs of individuals, families, and communities.
- Collaborate with clients, communities, and other health care professionals to plan and deliver holistic, patient-centered care.
- Communicate and manage knowledge effectively, using contemporary information technology to integrate contextual nursing principles into nursing practice.

Competencies for Graduates of BSN Program—National League for Nursing

The ENMU BSN completion program incorporates the standards and competencies set for baccalaureate prepared, professional registered nurses and includes: The National League for Nursing (NLN) competencies for graduates of baccalaureate programs in nursing; Quality and Safety Education for Nurses (QSEN) competencies; the American Association of Colleges of Nursing (AACN) BSN essentials; and the American Nurses Association code of ethics. The content of these standards and competencies are integrated into the program curriculum and program student learning outcomes.

- **Human Flourishing:** incorporate the knowledge and skills learned in didactic and clinical courses to help patients, families, and communities continually progress toward fulfillment of human capacities.
- **Nursing Judgment:** make judgments in practice, substantiated with evidence, that synthesize nursing science and knowledge from other disciplines in the provision of safe, quality care and that promote the health of patients, families, and communities.
- **Professional Identity:** express one's identity as a nurse through actions that reflect integrity, a commitment to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients, families, and communities; and a willingness to provide leadership in improving care.
- **Spirit of Inquiry:** act as an evolving scholar who contributes to the development of the science of nursing practice by identifying questions in need of study, critiquing published research, and using available evidence as a foundation to propose creative, innovative, or evidence-based solutions to clinical practice problems.

Quality and Safety Education for Nurses (QSEN), 2018 Competencies

The overall goal for the QSEN project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work.

- Patient-Centered care
- Teamwork and collaboration
- Evidence-based practice
- Quality improvement
- Safety
- Informatics

American Association of Colleges of Nursing (AACN), 2008

As outlined by the American Association of Colleges of Nursing:

- **Essential I:** Liberal education for Baccalaureate generalist nursing practice
- **Essential II:** Basic organizational and systems leadership for quality care and patient safety
- **Essential III:** Scholarship for evidence-based practice
- **Essential IV:** Information management and application of patient care technology
- **Essential V:** Healthcare policy, finance, and regulatory environments
- **Essential VI:** Interprofessional communication and collaboration for improving patient health outcomes
- **Essential VII:** Clinical prevention and population health
- **Essential VIII:** Professionalism and professional values
- **Essential IX:** Baccalaureate generalist nursing practice

American Nurses Association (ANA): Code of Ethics 2015

- The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
- The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- The nurse promotes, advocates for, and protects the rights, health and safety of the patient.
- The nurse has authority, accountability and responsibility for nursing practice, makes decisions, and takes action consistent with the obligation to promote health and to provide optimal care.
- The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- The nurse, through individual and collective effort, establishes, maintains and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy and reduce health disparities.
- The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession and integrate principles of social justice into nursing and health policy.

Academic Integrity

All students are expected to obey the laws of the state and nation and to pursue their academic careers with honesty and integrity. The ENMU Student Code of Conduct covers all expectations for student conduct, sanctions, adjudication processes and the student rights and responsibilities. Students will be held responsible for abiding by the Student Code of Conduct while at ENMU. The Student Code of Conduct can be found in the Student Handbook, available at enmu.edu/StudentHandbook. The University community regards academic dishonesty, especially cheating and plagiarism, as unacceptable conduct at any time and has established severe penalties for those found guilty of such acts.

Disability Statement

If you have, or believe you have a disability, you may contact the Accessibility Resources and Testing Center to coordinate reasonable classroom accommodations, access to technology or other academic assistance. The Accessibility Resources and Testing Center serves students with a wide range of disabilities including but not limited to medical or health impairment, vision or hearing disability, physical disability, learning disabilities, attention deficit disorder, or mental health impairment. All information will be treated confidentially.

Accommodations are not retroactive. They begin only after:

- Appropriate documentation has been received and accepted by the Coordinator of Disability Services
- Letters of Accommodation (LOA) have been prepared
- You have delivered your Letters of Accommodation to your instructors

Appropriate academic accommodations may then be provided for you. You may contact Accessibility Resources and Testing Center in room 186 Student Academic Services building, phone 575.562.2280.

FERPA and Privacy

As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy at enmu.edu/FERPA.

Title IX

ENMU is committed to fostering a safe, productive learning environment and we comply with all aspects related to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106. Title IX prohibits sex discrimination to include sexual misconduct defined as harassment, domestic and dating violence, sexual assault, and stalking.

Incidents of harassment or assault can be reported to the Title IX Coordinator at 575.562.2991 or titleix.coordinator@enmu.edu. Reports can also go to the ENMU Police Department by calling 575.562.2392. If you wish to receive fully confidential support and victim's advocacy you can contact Arise Sexual Assault Services at 575.226.7263.

Confidentiality and Mandatory Reporting

As instructors, one of our responsibilities is to help create a safe learning environment on our campus. We also have a mandatory reporting responsibility. We are required to share information regarding sexual misconduct or information about a crime that may have occurred on ENMU's campus with the Title IX Coordinator and/or the ENMU Police. Students may speak to someone confidentially by contacting Arise at 575.226.7263.

Admission to the BSN Program

Registered nurses who apply must fulfill all requirements for admission to ENMU and to the BSN program as outlined below:

- Have the college(s) you attended (other than ENMU- Portales) send official copies of your transcripts for all of your previous college work to: Enrollment Services, ENMU Station 24, 1500 S Ave K, Portales, NM 88130. If you are using a third party transcript service that provides eTranscripts, you can enter the recipient as records.scan@enmu.edu.
- If ENMU already has transcripts on file from your previous enrollment at our University, you will be notified if additional transcripts are required of you. For further information, go to enmu.edu/Transcripts.
- Follow this link to fill out an online application for acceptance into ENMU: enmu.edu/Admission/How-To-Apply
- Follow this link to fill out the online application for the BSN Program: enmu.edu/Deptheal/Apply-BSN
- You will be required to submit all the proper documentation in the application process. The following items are needed to process the application:
 - Resume with three professional references listed (two preferably RNs, one professional)
 - Letter of intent, to include the reasons you would like to enter the BSN completion program
 - RN license verification (pdf)

Contact information for questions concerning the application process:

Nursing Program	Holly Coglianese
1500 S Ave K	Administrative Assistant
ENMU Station 12	575.562.2403
Portales, NM 88130	holly.coglianese@enmu.edu
575.562.2403	
enmu.nursing@enmu.edu	

Nursing Scholarships

ENMU Foundation Scholarships

Please visit enmu.edu/Admission/Scholarships to view the comprehensive list of available scholarships to determine your eligibility. If you qualify, please apply for as many as possible, as many of these scholarships go without award each year. The deadline to submit scholarship applications is Feb. 15 each year. Basic criteria include the following:

- Admission to the BSN program
- Current enrollment in courses required for the BSN degree
- Successful completion of all courses (minimum grade of "B") in the fall semester preceding the application, if applicable
- Projected enrollment for the semester following application

The ENMU scholarships available to the nursing program students include the following and the award amounts vary:

- Dabbs-Merit Endowed Scholarship
- Mason Ridenour Nursing Endowment
- Medical Manpower Endowed Scholarship
- Sharon Farris-Stern Scholarship

Refer to the ENMU website at enmu.edu/FoundationScholarships for the criteria on the above Scholarships and explore other Scholarships that may be available. Please be aware that Scholarship availability is subject to change.

Nursing Program Scholarships

Additionally, the nursing program offers scholarships to BSN program students who meet criteria based on GPA and financial need. The program director and the nursing faculty will review applications and recommend recipients. Please reach out to the Nursing Program Administrative Assistant, Holly Coglianesi, for more information.

BSN Completion Program—Course Offerings Per Semester (Effective Fall 2021)

Course Offerings Per Semester (Effective Fall 2021)				
Fall -1st	Fall- 2nd	Spring- 1st	Spring- 2nd	Summer
NURS 312	NURS 312	NURS 312	NURS 312	NURS 312
NURS 315	NURS 360	NURS 319	NURS 416*	
NURS 317	NURS 329	NURS 413*	NURS 417	
NURS 415C (Community Health)		NURS 415C (Community Health)		
NURS 425C (Leadership)		NURS 425C (Leadership)		
Fall Admittance Full Time				
Fall -1st	Fall- 2nd	Spring- 1st	Spring- 2nd	Summer
NURS 315	NURS 360	NURS 319	NURS 416*	NURS 312
NURS 317	NURS 329	NURS 413*	NURS 417	
NURS 415C (Community Health)		NURS 425C (Leadership)		
Spring Admittance Full Time				
Spring-1st	Spring- 2nd	Summer	Fall- 1st	Fall – 2nd
NURS 319	NURS 416*	NURS 312	NURS 317	NURS 360
NURS 413*	NURS 417		NURS 315	NURS 329
NURS 415C (Community Health)			NURS 425C (Leadership)	
Summer Admittance Full Time				
Summer	Fall -1st	Fall- 2nd	Spring- 1st	Spring- 2nd
NURS 312	NURS 315	NURS 360	NURS 319	NURS 416*
	NURS 317	NURS 329	NURS 413*	NURS 417
	NURS 415C (Community Health)		NURS 425C (Leadership)	

***Accelerated courses** Students who elect to take the accelerated courses at the Master’s level for nursing theory (NURS 413/510) and/or nursing research (NURS 416/502) will receive credit for the courses in both the BSN and MSN programs at ENMU. .

Courses that students are required to take for the BSN Completion Major:

NURS 315	Foundations of Professional Nursing
NURS 317	Economics and Nursing
NURS 319	Nursing Management of Pain
NURS 329	Integrative Care Concepts
NURS 360	Health Assessment
NURS 413	Nursing Theory
NURS 415C	Community Health Nursing/Practicum
NURS 416	Nursing Research and Evidence Based Practice
NURS 417	Cultural Competencies for Nurses
NURS 425C	Nursing Leadership/Practicum

Other Courses required for the BSN degree:

**MATH 1350 Statistical Methods required

**NURS 312 Global Healthcare (or other global diversity course.)

BSN students must receive a grade of "C" or higher for these required courses.

General Information

Evaluation of Students

As adult learners, students admitted to the BSN program are responsible for meeting the University's and the nursing program's requirements for successful matriculation and graduation. Consequently, students are responsible for initiating and following through on communications with course faculty in course-related matters. Nursing program policies pertaining to evaluation are consistent with ENMU policies. Students are advised to consult the Graduate Catalog for clarification.

BSN students must receive a grade of C or higher in required courses for the BSN degree

Students are responsible for meeting all requirements mandated in the syllabus for each course. Please be aware of, and follow the etiquette and rules outlined, for each class.

Letter Grade Equivalents

Nursing program faculty follow this scale in assigning course grades:

- A 90–100
- B 80–89
- C 70–79
- D 60–69
- F 59 and below

Attendance

Nursing program faculty, like all ENMU faculty, expect students to participate in all class sessions for which he/she enrolls. As members of a professional discipline, BSN program students are also expected to participate appropriately in class sessions as active learners. Participation is essential and mandatory. Each nursing course syllabus addresses attendance and other policies. Attendance for the purposes of online nursing classes means that students must login to their classes at least twice weekly, or as required, in the syllabus for each class.

Castle Branch

All nursing students need to submit immunizations, CPR certification, and student handbook acknowledgement to Castle Branch. This allows the program to stay in compliance with ACEN and HIPPA standards. This is also a great tool for all nurses as a reminder when immunizations are due and can be utilized for any employment position with all records in one place. Students are required to open and maintain a Castle Branch account and include the following information:

- Current CPR certification
- Immunizations required include rubella, pertussis (Tdap), measles, mumps, hepatitis B, varicella and a current tuberculosis test or equivalent
- Professional RN liability insurance at time of practicum (NURS 415/415L and NURS 425/425L).

Update the Castle Branch documentation throughout the program to keep it current.

Student and Faculty Communication and Course Conflict Resolution

Students are encouraged to communicate openly, clearly and regularly with course faculty about course requirements and concerns. If a course-related conflict occurs between the faculty member and the student, it will be addressed through the following process:

Step 1: The course faculty member and student will confer to resolve the issue to their mutual satisfaction. If they are unable to achieve mutual satisfaction in this matter, they will proceed to the next step

Step 2: Either the faculty member or the student will ask the director of the nursing program to convene a meeting with the student and faculty member for the purpose of resolving the conflict.

Step 3: The director will notify the student and faculty member of the request and schedule a meeting at the earliest time agreeable to all parties.

Step 4: The director, student and faculty member will meet to resolve the issue. If they are unsuccessful, the appeal process for the nursing program and University will be followed.

Drop and Withdrawal from Course and/or the Program

It is the student's responsibility to drop or withdrawal from a course as the instructors are not able to do this for students. Students who withdraw from individual courses must complete the necessary ENMU protocol. When withdrawing from a course, it is the student's responsibility to follow necessary steps to complete withdrawal. For nursing courses, students are advised to consult with course faculty when choosing to withdraw from a course. Students who withdraw from the program in good standing may be readmitted to the program. For readmission, students must contact the Office of Enrollment Services and must consult with the director of the nursing program. Please see the Undergraduate Catalog for more information.

Dr. Kristin Kuhlmann

Nursing Program Director

575.562.2672

kristin.kuhlmann@enmu.edu

Incomplete Grade Status

Students with a valid reason for not completing required coursework within a semester may elect to take an "incomplete" ("I") as a course grade. The student must contact the faculty member as soon as possible if an "Incomplete" is considered. It is the faculty member's decision if an "I" will be granted.

Distance Education Library Services

The Golden Student Success Center (GSSC) provides full library services to distance education students to support their research needs in a manner as equivalent as possible to those of Portales campus students. Visit enmu.edu/GoldenLibrary to access the library database and resources. Feel free to contact the Distance Education Librarian for help using library resources and services from off campus.

Karen Nelson

Public Services Librarian/Distance Learning/ILL

575.562.2644

karen.nelson@enmu.edu

Online Writing Lab (OWL)

For Distance Education students, students who are completing online courses and are not on campus, we offer an Online Writing Lab (OWL). The OWL site offers tutoring suggestions pertaining to grammar, organization and formatting assistance. We are not an editing service and do not edit or rewrite papers for students. This is basically an online tutoring session to help students with identifying and correcting mistakes autonomously.

OWL services are available at: enmu.edu/OWL

Writing Center Hours

Monday–Thursday 10 a.m. –5 p.m.

Friday 10 a.m.–3 p.m.

GSSC

Monday, Wednesday and Sunday 6–9 p.m.

Get Help Now

If you want to make an appointment, call 575.562.2793. Short questions and requests for an appointment can also be handled through the Writing Center's email address: writing.center@enmu.edu.

Campus Bookstore Services

The ENMU Campus Bookstore is managed by Barnes and Noble and is partnered with ENMU to provide you with a variety of goods and services at competitive prices.

The bookstore offers price match of textbooks from **amazon.com** and **barnesandnoble.com**. You may purchase or rent your textbooks online (**enmu.bncollege.com**). In order to rent textbooks, you'll have to provide a credit or debit card as security against the rental, and your card will only be charged if you do not return your rented books. Rentals are due for return the day after the last day of finals. To explore information regarding digital textbooks please visit **customer.care.yuzu.com/hc/en-us**. The bookstore phone number is 575.562.2715.

Graduation

The Office of the Registrar will confirm eligibility for graduation by using the student's catalog of record along with the CAPP degree evaluation. A student completing his/her degree must apply for graduation early in the semester in which he/ she intends to graduate. The deadline for applying is available online in the University Calendar at **enmu.edu/AcademicCalendar**. The student may apply or obtain information about graduation and commencement in the Office of the Registrar or online at **enmu.edu/Graduation**.

Pinning Ceremony

The BSN Graduate Pinning Ceremony is the BSN program's gift to graduates. It is a pride-filled, momentous occasion for graduates and their families. The date and location for each spring and fall pinning ceremony and for ENMU graduation will be announced via ENMU email and in the program newsletter. The two events will be scheduled to occur back-to-back on two consecutive days, or back-to-back on the same day to enable our out-of-state students to participate in both events with only one trip. The ENMU nursing pin is available for all ENMU BSN program graduates for an additional cost. Ordering information will be sent to students the semester of proposed graduation. For more information please contact the Nursing Program administrative assistant.

Holly Coglianese
575.562.2403
holly.coglianese@enmu.edu



Nursing Program Faculty and Staff



Kristin L. Kuhlmann, PhD, RN, FNP-BC
Assistant Professor of Nursing
Nursing Program Director
Nursing Graduate Coordinator
kristin.kuhlmann@enmu.edu
575.562.2672



Col (Ret) Susan E. Bassett, PhD, RN
Instructor of Nursing
susan.bassett@enmu.edu
575.562.2279



Kelly De La Rosa, MSN, RN
Instructor of Nursing
kelly.delarosa@enmu.edu
575.562.2145



Ruth Young, MSN, RN
Instructor of Nursing
ruth.young@enmu.edu
575.562.2295



Holly Coglianese
Nursing Program
Administrative Assistant
holly.coglianese@enmu.edu
575.562.2403



Student Handbook Receipt and Acknowledgement Form

BSN Completion and MSN Program

Station 12 | 1500 S Ave K | Portales, NM 88130

Phone: 575.562.2403 | Fax: 575.562.2293 | enmu.edu/Nursing

Please sign, print your name and date, and attach this acknowledgement of receiving a copy of this handbook to your Castle Branch account.

Name: _____ **ENMU ID:** _____

I have received a copy of the BSN/MSN Student Handbook. I understand it is my responsibility to read and understand all policies therein.

Signature: _____ **Date:** _____