

# **Yavapai College Nursing Program**

**Bachelor of Science in Nursing (RN-BSN)**

**STUDENT HANDBOOK AY 26-27**



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

Prescott Campus  
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Prescott, AZ 86301

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## **Yavapai College Bachelor of Science in Nursing (RN-BSN) Program**

Yavapai College welcomes qualified registered nurses who hold an associate degree in nursing and an unencumbered nursing license\*. The RN-BSN student achieves program completion outcomes in an online format that allows progression at a pace appropriate to individual academic and professional needs.

*\*RN-BSN students must possess an unrestricted, unencumbered license throughout the duration of their program. Students are required to notify the College of any change in licensure status within ten calendar days of the change. Changes may include, but are not limited to, licensure restriction, encumbrance, expiration, suspension, or revocation. Failure to report a change in licensure status may result in withdrawal from the college.*

*If any nursing license held by the student becomes restricted or encumbered, the student will be prohibited from enrolling in future courses and will be removed from any course in which they are currently registered. Students are responsible for resolving all licensure issues and must notify the Nursing Program of the resolution before returning to coursework. Students may resume enrollment only after their license has been restored to a current, unrestricted, unencumbered status. Yavapai College reserves the right to verify licensure status at any time during a student's enrollment.*

The RN–BSN Student Handbook is intended to familiarize students with the program's faculty, philosophy, organizational structure, and policies.

The curriculum builds upon knowledge and skills acquired in associate degree or diploma nursing programs and through professional nursing experience. The program focuses on evidence-based practice, community and public health, leadership and management, written and verbal communication, and technology use. The program of study is designed to prepare students to become critical thinkers, innovative professionals, and evidence-based practitioners.

The RN to BSN program is structured to provide an accessible pathway for students. Courses are delivered fully online in 8-week sessions, allowing students to enroll in one or more courses each semester.

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

The RN–BSN Program is structured to support both personal and professional development. It is designed for registered nurses seeking to complete the Bachelor of Science in Nursing degree and advance into leadership roles within the healthcare system.

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

In 2021, Arizona Senate Bill 1453 authorized community colleges to offer baccalaureate degrees. Yavapai College subsequently received approval to offer its first baccalaureate degree, the Bachelor of Science in Business, followed by approval to offer the Bachelor of Science in Nursing (RN–BSN). The RN–BSN degree requires 120 semester credit hours and may be completed over three semesters of full-time study.

The inaugural cohort began in January 2024 and reflects the strategic vision and leadership of Yavapai College. Enrollment for the initial cohort was capped at 50 students to support evaluation of program strengths and areas for improvement related to processes, procedures, and implementation. The first graduating class, in December 2024, consisted of eighteen students.

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

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



### **Accreditation Commission for Education in Nursing (ACEN)**

3390 Peachtree Rd NE, Suite 1400

Atlanta, GA, 30326

<https://www.acenursing.org>

View the public information disclosed by the ACEN regarding this program on the [ACEN website](https://www.acenursing.org).

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

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

Policies affecting nursing students and nursing faculty are developed and revised through the work of departmental committees, reviewed with input from nursing faculty, and finalized by the Nursing Program Administrator.

Students will receive communication regarding Nursing Program policy or process changes from faculty. The Nursing Program Administrator will disseminate updates via the Nursing Newsletter posted on the Yavapai College website, the learning management system (Canvas), or batch email. The College reserves the right to implement and designate the effective date of changes to College policies and regulations whenever such changes are deemed necessary or appropriate.

The RN–BSN Student Handbook, together with the Yavapai College Catalog, summarizes the requirements students must meet to qualify for a faculty recommendation to the District Governing Board for the conferral of a degree or certificate.

Faculty and staff are available to support students in their academic progress. Students are expected to notify faculty or their Academic Advisor promptly if circumstances arise that may interfere with academic success—such as illness, financial difficulties, or personal concerns—so that appropriate guidance and options may be considered.



## Table of Contents

|                                                                                    |    |
|------------------------------------------------------------------------------------|----|
| Yavapai College Bachelor of Science in Nursing (RN-BSN) Program .....              | 2  |
| History of the RN-BSN program at Yavapai College .....                             | 3  |
| Accreditation Information for RN-BSN Degree .....                                  | 3  |
| A note regarding the policies and provisions of this Handbook: .....               | 4  |
| Nursing Program Contact Information.....                                           | 6  |
| Bachelor of Science in Nursing (RN-BSN) Program Mission and Vision Statement ..... | 7  |
| RN-BSN Program Outcomes.....                                                       | 7  |
| Application for Graduation and Graduation Requirements .....                       | 8  |
| Commencement .....                                                                 | 8  |
| Pinning Ceremony.....                                                              | 8  |
| Pinning Ceremony Attire.....                                                       | 8  |
| RN-BSN Program: Curriculum Progression Plan .....                                  | 9  |
| Learning Projects in NSG 420 and NSG 450.....                                      | 10 |
| Contact Information .....                                                          | 12 |
| Computer Proficiency Requirements.....                                             | 12 |
| Netiquette Rules for Online Students .....                                         | 12 |
| Software.....                                                                      | 12 |
| Textbooks.....                                                                     | 13 |
| Information Technology & Online Learning .....                                     | 13 |
| Library Resources .....                                                            | 13 |
| Civil Dialogue Statement.....                                                      | 13 |
| Code of Conduct for Students .....                                                 | 13 |
| Confidentiality of Student Records.....                                            | 13 |
| Course Withdrawal.....                                                             | 14 |
| Equal Opportunity Statement .....                                                  | 14 |
| FERPA.....                                                                         | 14 |
| Making Payments for Classes.....                                                   | 14 |
| Student Resources.....                                                             | 14 |
| Student Right to Know.....                                                         | 14 |
| Academic Integrity.....                                                            | 16 |
| Academic Load.....                                                                 | 16 |
| Advisement/Counseling.....                                                         | 16 |
| Appeal Policy.....                                                                 | 16 |
| Appearance and Dress Code .....                                                    | 17 |
| Attendance, Participation, and Assignment Policy .....                             | 17 |
| Civility .....                                                                     | 18 |
| Communications - Student-Faculty .....                                             | 18 |
| Conference Hours/Regular and Substantive Interaction.....                          | 18 |
| Disability Resources, Accommodations, and Title IX.....                            | 19 |
| Emergency Response Plan .....                                                      | 19 |
| Emergency Response Guide .....                                                     | 19 |
| Ethical Use of Artificial Intelligence (AI) in Nursing.....                        | 19 |
| Generative Artificial Intelligence (AI).....                                       | 20 |
| Grading Scale .....                                                                | 20 |
| Health and Safety Requirements.....                                                | 20 |
| Nursing Advisory Council .....                                                     | 20 |
| Appendix: Syllabus and Handbook Statement.....                                     | 21 |

## **Nursing Program Contact Information**

### **Interim Provost and Vice President of Workforce Development, Health Sciences & Public Services**

Marylou E. Mercado, Ed.D. MSN, RN, CNE-  
Ret, FNP-BC

### **Lead Dean, Division 1 & 2:**

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

### **Nursing Administrator, Dean of Health Sciences:**

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

### **Nursing Program Chair:**

Dr. Bambi Pish-Derr, DNP, RN  
928-717-7311  
[bambi.pish-derr@yc.edu](mailto:bambi.pish-derr@yc.edu)

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

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

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

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

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

Erin Bloomfield, MSN, RN  
Amy Hanson, MSN, RN  
April Herrera, MSN, RN  
Linda Mackey, MSN, RN  
Alexandra Richerd, MSN, RN

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

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

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

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

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

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

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

The RN–BSN Program provides graduates with opportunities to pursue a variety of roles within the healthcare system, including leadership, administrative, and management positions.

Baccalaureate-prepared registered nurses demonstrate enhanced competencies in areas related to quality and safety, including reduced medication errors and increased proficiency in assessing and evaluating nursing interventions.

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

All required courses for the Bachelor of Science in Nursing (RN–BSN) degree must be completed with a grade of **C** or better (78% or higher).

Potential graduates receive a graduation application each semester to complete online. Students must meet all general education and nursing course requirements for the Bachelor of Science in Nursing degree. The BSN degree is awarded in accordance with the policies, procedures, and requirements outlined in the Yavapai College Catalog.

## **Commencement**

Commencement ceremonies are held at the end of the spring semester. Fall graduates are invited to participate in the spring ceremony, and summer graduates may participate if they plan to complete RN–BSN coursework during the summer and have submitted a graduation application through Academic Advising. Commencement locations, dates, and times are published in the academic calendar. Graduation regalia consists of a standard cap and gown, which may be purchased online through [Honors Graduation](#).

Commencement locations/dates and graduation

Q & A: [Commencement Information](#)

## **Pinning Ceremony**

The Pinning Ceremony is held at the end of the fall and spring semesters. Students who have met all program requirements for graduation may participate. Summer graduates who plan to participate in Commencement may also participate in the spring Pinning Ceremony. Prospective graduates must notify the RN–BSN Coordinator of their intent to graduate and participate in the spring ceremony; otherwise, summer graduates may participate in the fall Pinning Ceremony. The event recognizes student achievement in the RN–BSN Program and is hosted by nursing faculty, the Dean of Health Sciences, and program staff. Family members, friends, and community supporters are invited to celebrate with graduating students.

## **Pinning Ceremony Attire**

Students are required to wear navy blue nursing scrubs for the Pinning Ceremony. The nursing pin is purchased by the Yavapai College Nursing Program and presented to RN–BSN graduates in recognition of their achievement. Graduates also receive a Bachelor of Science sash and medal at no cost.

## RN-BSN Program: Curriculum Progression Plan

### Bachelor of Science in Nursing (RN-BSN) Curriculum for 2026-2027

#### RN – BSN Program – Progression Plan



### Bachelor of Science in Nursing (RN-BSN)

Total Credits: 120

(Includes General Education and Credit for Prior Nursing Degree and RN Licensure; see note)

#### Progression Plan

**Note:** Admission to the Bachelor of Science in Nursing (RN-BSN) degree program requires successful completion of an associate degree nursing program at a regionally accredited institution validated by transcript(s) and possession of an active, unencumbered RN license. Associate degrees in nursing earned from accredited institutions will fulfill the same Yavapai College General Education requirements (up to 28 credits) to earn a Bachelor of Science in Nursing (RN-BSN) degree. AAS Nursing requirements are met by Prior Learning Assessment for RN nursing degree and license (40.5 credit sequence of nursing theory, skills, and clinical courses).

- Students who successfully complete LDR 201, LDR 202, and LDR 203 earn a Management - Strategic Leadership Certificate

| Fall Term 1                                                                                                                | 15 credit hours | Hours | Notes                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------|-----------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1<sup>st</sup> 8 weeks</b>                                                                                              |                 |       |                                                                                                                                                                         |
| • MAT 167 – Elementary Statistics <b>OR</b> PSY/SOC 230 – Introduction to Statistics in the Social and Behavioral Sciences |                 | 3     | <b>Prerequisites:</b> MAT 141, 142, 152, or satisfactory on mathematics skills assessment. <b>Note:</b> Statistics is strongly recommended before enrolling in NSG 350. |
| • MGT 233 - Business Communication                                                                                         |                 | 3     | Course offered fall, spring and summer terms.                                                                                                                           |
| • Program Elective                                                                                                         |                 | 3     | <b>Recommended courses:</b> PHI 204 Medical Ethics or PSY 101 Introductory Psychology                                                                                   |
| <b>2<sup>nd</sup> 8 weeks</b>                                                                                              |                 |       |                                                                                                                                                                         |
| • LDR 202 - Strategic Leadership                                                                                           |                 | 3     | Course offered fall term only.                                                                                                                                          |
| • Program Elective                                                                                                         |                 | 3     | <b>Recommended courses:</b> PSY 245 Human Growth and Development or PSY 266 Abnormal Psychology (Prerequisite: PSY 101) or SOC 212 Gender and Society                   |
| <b>Term hours subtotal: 15</b>                                                                                             |                 |       |                                                                                                                                                                         |

| Spring Term 1                                               | 16.5 credit hours | Hours | Notes                                                                             |
|-------------------------------------------------------------|-------------------|-------|-----------------------------------------------------------------------------------|
| <b>1<sup>st</sup> 8 weeks</b>                               |                   |       |                                                                                   |
| • LDR 201 - Leadership Essentials                           |                   | 3     | Course offered in spring term only.                                               |
| • NSG 310 - Transition and Concepts of Professional Nursing |                   | 3     | <b>Prerequisites:</b> Program Admission. Course is also offered in the summer.    |
| • NSG 320 - Nursing Practice in a Multicultural Society     |                   | 3     | <b>Prerequisites:</b> Program Admission. Course is also offered in the summer.    |
| <b>2<sup>nd</sup> 8 weeks</b>                               |                   |       |                                                                                   |
| • LDR 203 - Organizational Leadership                       |                   | 3     | Course offered in spring term only.                                               |
| • NSG 330 - Advanced Assessment and Health Promotion        |                   | 3     | <b>Prerequisites:</b> Program Admission. Course is also offered in the fall term. |
| • NSG 340 - Nursing Informatics                             |                   | 1.5   | <b>Prerequisites:</b> Program Admission. Course is also offered in the fall term. |
| <b>Term hours subtotal: 16.5</b>                            |                   |       |                                                                                   |

| Summer Term 1                                         | 6 credit hours | Hours | Notes                                                                             |
|-------------------------------------------------------|----------------|-------|-----------------------------------------------------------------------------------|
| • NSG 350 - Nursing Research and Evidence Translation |                | 3     | <b>Prerequisites:</b> Program Admission. Course is also offered in the fall term. |
| • NSG 410 - Issues in Professional Practice           |                | 3     | <b>Prerequisites:</b> Program Admission. Course is also offered in the fall term. |
| <b>Term hours subtotal: 6</b>                         |                |       |                                                                                   |

| Fall Term 2                                           | 14 credit hours | Hours | Notes                                                                                    |
|-------------------------------------------------------|-----------------|-------|------------------------------------------------------------------------------------------|
| <b>1<sup>st</sup> 8 weeks</b>                         |                 |       |                                                                                          |
| • NSG 420 - Population-Based Nursing in the Community |                 | 4     | <b>Prerequisites:</b> Program Admission. Course also offered in spring and summer terms. |
| • NSG 430 - Aging and End of Life                     |                 | 3     | <b>Prerequisites:</b> Program Admission. Course is also offered in the spring term.      |
| <b>2<sup>nd</sup> 8 weeks</b>                         |                 |       |                                                                                          |
| • NSG 440 - Global Health: Ethics and Human Rights    |                 | 3     | <b>Prerequisites:</b> Program Admission. Course is also offered in the spring term.      |
| • NSG 450 – Nursing Leadership                        |                 | 4     | <b>Prerequisites:</b> Program Admission. Course is also offered in the spring term.      |
| <b>Term hours subtotal: 14</b>                        |                 |       |                                                                                          |

This recommended progression plan is not a binding agreement of any kind between Yavapai College and the student, but merely represents a potential curriculum which may be altered as appropriate to meet the student's academic objectives. Course availability is subject to change and all courses are not available every semester. Students should inquire each semester with their Advisor before registering to determine current requirements and possible changes to the suggested curriculum.

Updated March 2026

### Learning Projects in NSG 420 and NSG 450

Learning projects are incorporated into NSG 420 (Population-Based Nursing in the Community) and NSG 450 (Nursing Leadership). These projects extend beyond course requirements by providing opportunities for students to apply nursing knowledge in real-world contexts. Through these activities, students engage actively in learning while developing essential professional competencies.

The importance of completing independently paced learning projects includes:

- **Skill Development:** Students strengthen competencies in teamwork, problem-solving, and leadership. These skills are essential in professional nursing practice and support future career advancement.
- **Personal Growth:** Learning projects broaden perspectives by fostering understanding of diverse viewpoints and experiences. This process supports the development of empathy and professional responsibility.
- **Academic Enrichment:** Projects reinforce academic learning by providing practical application of course concepts. This integration strengthens comprehension and highlights the relevance of curricular content to nursing practice.
- **Community Connection:** Participation fosters engagement with community organizations, healthcare professionals, and local stakeholders. These connections offer valuable networking opportunities and insight into potential career pathways.

**Important Requirement:** NSG 420 requires students to secure an external site at which the course project will be completed. Students may select a pre-approved site in northern Arizona or identify an appropriate site within their local community. All sites must receive faculty approval before the course begins. After the site is approved, students must request a Memorandum of Understanding (MOU). The RN–BSN Coordinator ([jennifer.buskey@yc.edu](mailto:jennifer.buskey@yc.edu)) can help with the MOU process. Because the MOU process may require 3–4 weeks, **students are expected to initiate site selection and approval prior to the start of the course.** Project activities may not begin until the MOU is fully executed.

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

## **INSTITUTION POLICIES**

## Student Responsibilities for Online Learning

### Contact Information

Students are required to maintain current contact information, including email, telephone number, and mailing address. Updates must be made through the My Account section of myYC Experience on the Yavapai College website.

### Computer Proficiency Requirements

Students are responsible for ensuring access to a computer and reliable internet connectivity. Regular review of electronic course materials is required to meet course expectations and deadlines.

### Netiquette Rules for Online Students

Netiquette refers to the standards of conduct governing online communication and is essential for maintaining a respectful, professional, and productive learning environment.

1. **Use an appropriate tone.** Avoid excessive capitalization, as writing in all caps may be interpreted as shouting and considered disrespectful.
2. **Ensure accuracy.** Verify information and fact-check content before posting or sharing.
3. **Consult available resources before asking questions.** Review the syllabus, course materials, and institutional resources prior to seeking clarification from faculty or peers.
4. **Avoid sarcasm.** Tone can be easily misinterpreted in written communication; ensure your intent is clear.
5. **Maintain professionalism.** Communicate with the same courtesy and respect you would use in face-to-face interactions.
6. **Use correct grammar and punctuation.** Clear writing supports effective communication.
7. **Stay on topic.** Keep discussion posts relevant to the subject being addressed.
8. **Recognize that online communication is not private.** Exercise discretion when sharing information.
9. **Communicate concisely.** Use clear, direct language when explaining ideas or responding to peers.
10. **Respect privacy.** Safeguard personal information and treat others' privacy with the same care you expect for your own.
11. **Use appropriate titles.** Address faculty using their professional titles unless instructed otherwise.
12. **Respect differing viewpoints.** Engage in academic dialogue that acknowledges and values diverse perspectives.
13. **Use chat functions appropriately.** Avoid excessive or off-topic use of chat tools.
14. **Submit assignments accurately.** Follow all instructions provided by faculty regarding assignment format, submission, and deadlines.

### Software

Students are required to use Microsoft Office software to complete course assignments. Additional software may be required for specific courses. Yavapai College provides students with access to [Office 365](#) at no cost, including Word, Excel, PowerPoint, OneNote, and other applications within the Office 365 Professional suite. Office 365 may be installed on up to five compatible PCs, Macs, or tablets. Student work may be stored securely using OneDrive cloud storage.

## **Textbooks**

Each course syllabus identifies the required and recommended textbooks for that course. Students may obtain textbooks through the Yavapai College Bookstore or from other vendors of their choice. Electronic textbooks (eBooks) are preferred for the RN–BSN Program.

## **Student Resources for Online Learning**

### **Information Technology & Online Learning**

RN–BSN students are required to use online learning resources throughout the program. The Center for Learning and Innovation ([CLI](#)) and the Teaching and Learning Services ([TLS](#)) Department provide a range of academic and technological support services, including tutoring, time-management assistance, note-taking strategies, communication support, guidance on the use of artificial intelligence tools, and basic technology assistance. The CLI also offers online tutoring via Zoom. Students may access these services through the corresponding support webpages.

### **Library Resources**

At the library ([YC Library](#)), students have 24/7 access to online resources, including electronic resources, nursing databases, streaming videos, and e-books. Nursing materials are available in the general collections and online ([Nursing Materials](#)). You can also request an email consultation.

## **Institution Policies**

### **Civil Dialogue Statement**

Faculty are responsible for maintaining an environment appropriate for higher education in all instructional settings. To support a positive educational experience, students are expected to engage in civil, respectful communication. Threatening, intimidating, harassing, defamatory, libelous, or obscene language or behavior is prohibited. Failure to adhere to these standards may result in disciplinary action.

### **Code of Conduct for Students**

Students are expected to respect the rights of others and the property of the College. The Student Code of Conduct outlines behavioral expectations and the procedures for addressing allegations of misconduct. Students must communicate in a respectful, professional, and appropriate manner in all course activities, including written assignments, discussions, presentations, and online postings. Inappropriate language or objectionable content is not permitted and may result in disciplinary action and/or a failing grade.

### **Confidentiality of Student Records**

The RN-BSN Program maintains a record for each applicant and student containing documentation related to admission and academic progression. The program adheres to Yavapai College policies regarding confidentiality of student records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Additional information regarding student record disclosure is available in the Yavapai College General Catalog.

### **Course Withdrawal**

The College establishes deadlines for student-initiated withdrawal. Students who do not withdraw by the published deadline will receive the grade earned in the course, which will be recorded on the permanent academic record.

### **Equal Opportunity Statement**

Yavapai College is an affirmative action/equal opportunity institution. Limited English proficiency will not prevent admission to or participation in College programs. [YC Equal Opportunity Statement](#)

### **FERPA**

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides eligible students—those who are 18 years of age or older or enrolled in a postsecondary institution—with specific rights regarding access to and disclosure of their education records. [The Family Education Rights and Privacy Act](#)

### **Making Payments for Classes**

Tuition is due at the time of registration. Financial aid and payment plans may be available. Students may review tuition payment and drop policies through the College's Bill & Payment Information resources. [Bill & Payment Information](#). Payments may be made through the *myYC Experience* on the Student Financial card, and payment plan options are available online. Students receiving financial aid should consult the Financial Aid Office for current information. Failure to pay tuition will result in a financial hold that prevents future registration. Past-due accounts may be referred to a collection agency. Failure to drop or attend a class does not eliminate financial responsibility; classes must be officially dropped by the published deadlines to receive tuition adjustments.

To set up a payment plan, view payment plan options at [Payment Plans](#). If you have financial aid, please visit [Financial Aid](#) for the most current information.

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

### **Student Resources**

Yavapai College recognizes that access to basic needs—including food, housing, essential course materials, and health insurance—is critical to academic success. Students experiencing challenges in these areas may contact Student Services for support services. [Student Services](#)

### **Student Right to Know**

Student Right to Know (SRTK) is a federally mandated disclosure of institutional completion and transfer rates intended to support informed college selection. All colleges are required to participate in this reporting. Yavapai College also provides additional success measures through the Voluntary Framework of Accountability (VFA). In accordance with the Higher Education Opportunity Act, the College makes required consumer information available to students and the public. [Student Right To Know](#)

# NURSING PROGRAM POLICIES

## **Nursing Program Policies**

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

The Nursing Program reserves the right to dismiss a student at any time for reasons deemed appropriate by the Program. Admission to the Nursing Program constitutes acknowledgment of this authority. Continuation on the program roster, receipt of academic credit, letters of good standing, eligibility for graduation, and the awarding of degrees are determined solely by Yavapai College and the Nursing Program.

### **Academic Integrity**

Academic honesty is essential to the learning environment. Students are expected to submit original work. Presenting another individual's work as one's own or seeking unfair academic advantage through cheating, plagiarism, or other dishonest means violates the College's Student Code of Conduct. Definitions of academic dishonesty and associated penalties are outlined in the Yavapai College Student Code of Conduct. [Yavapai College Student Code of Conduct](#).

### **Academic Load**

Students should anticipate two to three hours of outside preparation for each credit hour. Specialized programs, including Nursing, may require additional study time. Academic loads should be planned carefully to support student success.

### **Advisement/Counseling**

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

Mandatory advising for incoming RN-BSN students applies as outlined by Yavapai College. Students are encouraged to meet with an academic advisor before registering for upper-division nursing courses. [advising@yc.edu](mailto:advising@yc.edu):

Advisors may be reached at:

Prescott Campus: 928-776-2106

Verde Campus: 928-634-6540

### **Appeal Policy**

Students may appeal an academic or instructional decision made by faculty if they believe the decision was made in error.

1. For concerns within the Nursing Department:
  - a. Students must first meet with the course instructor to discuss the concern
  - b. If additional discussion is needed, a conference may be scheduled involving the student, the instructor, and Nursing Program Chair
  - c. If the concern remains unresolved, the Nursing Program Administrator will issue the final decision at the departmental level
  - d. If the student continues to have concerns, they must follow the College's *Student Appeal of Academic or Instructional Decisions by Faculty*

procedures: [Student Appeals/Complaints](#)

- e. Students should consult [Academic Complaints](#) for additional information and must submit appeals in accordance with Policy 3.16 and established timelines. [Policy Number 3.16](#)
2. For non-academic concerns, nursing students must follow the College's *Student Appeals/Complaints* procedures for Non-Academic Student Complaints. [Non-Academic Student Complaints](#)

### **Appearance and Dress Code**

Students are expected to present themselves professionally at all times while enrolled in the Nursing Program. Students must adhere to the professional dress code when participating in learning projects associated with NSG 420 (Population-Based Nursing in the Community). Program dress code policies represent the minimum standard of professional appearance. Students representing Yavapai College must maintain appropriate personal hygiene and grooming. Hair should be clean and neatly maintained. Business casual or professional attire is encouraged, including dress shirts or blouses, polo shirts, blazers or cardigans, slacks, dress pants, or skirts. The following items are prohibited during class presentations or community partner activities: pajamas or loungewear, beachwear or workout clothing, hats (except for religious or cultural purposes), and excessively revealing attire.

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

Balancing personal responsibility with participation expectations is essential in the Nursing Program. With timely communication, students who miss assignment deadlines due to serious illness may receive reasonable accommodations. Faculty are not required to provide accommodations for circumstances unrelated to serious illness.

Participation in online courses includes reviewing Canvas announcements and module expectations, completing assigned readings, viewing pre-recorded lectures, submitting coursework by established deadlines, and preparing thoroughly for discussions and learning project activities. Learning project hours may be difficult to reschedule due to agency requirements; students must coordinate directly with the agency to ensure completion of required hours.

Students should access their online course at least every 48 hours. Participation requirements and deadlines will not be adjusted for work, vacation, or travel schedules except in emergent or pre-approved circumstances at the instructor's discretion. Students are responsible for communicating with faculty promptly if deadlines are missed.

Instructors may adjust penalties or provide accommodations based on individual circumstances and the nature of the assignment while maintaining fairness and consistency across the class.

**Extensions:** Students anticipating difficulty meeting a deadline must contact the instructor prior to the due date. Extensions may be granted on a case-by-case basis for valid reasons, such as medical emergencies or significant personal circumstances, with appropriate documentation. When an extension is approved, penalties will not apply unless the revised deadline is missed.

**Late submission penalties:** Late assignments will incur penalties as follows

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

**Consequences of not turning in assignments:** Students who fail to submit assignments will receive a grade of zero. Repeated missed deadlines may result in a reduced final course grade and could lead to course failure.

**Discussion boards:** Discussion board participation is time-sensitive and requires interaction with peers. To receive full credit, students must submit initial posts by the due date and complete the required number of substantive peer responses by the deadline. Late submissions (initial and/or peer replies) will not be accepted and will result in a grade of zero (out of 3) unless prior approval is granted by faculty.

### **Civility**

Civility is a foundational component of professionalism in healthcare.

Students are expected to adhere to all standards of professionalism outlined in the *Standards of Student Professional Conduct Policy*. Failure to comply may result in a conference with the Nursing Program Administrator. Serious violations may result in dismissal from the course or the Nursing Program.

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

The official method of communication between students and faculty is the Yavapai College email system. Students are provided an official username@scholar.yc.edu email address and must use this address for all faculty correspondence. [Student E-Mail Accounts](#). If you need assistance, go to Information Technology Services or call 928-776-2168 or [Information Technology Services](#)

Faculty communicate with students through the official YC email system. Under normal circumstances, faculty respond within 24 hours, excluding weekends, holidays, and semester breaks. Faculty are not required to respond to messages sent from personal email accounts.

Students must check Canvas announcements and YC email daily. Program changes are communicated through faculty, the Nursing Program Newsletter, and email. Students are responsible for staying informed of all program and course updates.

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

Nursing faculty will provide at least five student conference hours per week, as listed in the course syllabus. Office hours are available via Zoom, and appointments may be scheduled through email, phone, or Zoom SMS. Adjunct faculty may use BigBlueButton in Canvas for virtual conferences.

Online courses require [regular and substantive interaction](#). This includes instructor engagement in discussion forums, posing questions, offering alternative perspectives, and providing encouragement. Instructors use rubrics and the gradebook to deliver timely feedback that identifies strengths, areas for improvement, and actionable steps for continued learning.

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

[Disability Resources](#) ensures that qualified students with disabilities receive equal access and reasonable accommodations in all academic programs and activities. Yavapai College supports accessibility awareness and fosters an inclusive environment. The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination based on disability and require reasonable accommodations for eligible students. <sup>3</sup>

Yavapai College provides educational support services to students with documented disabilities. Students must arrange accommodations through Disability Resources by calling 928-634-6567 or by scheduling an appointment with staff. [Schedule a meeting](#)

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

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

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

## **Emergency Response Plan**

The College's Emergency Response Guide is available on the Yavapai College website [Emergency Response Guide](#)

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

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

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

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

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

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

### **Grading Scale**

Learning outcomes are outlined in each course syllabus. Assignments receive either a percentage or letter grade. Grades are not rounded. For example, a final score of 83.89% results in a grade of "C." Absolute cutoffs are used; rounding is not permitted.

The grading scale for all nursing courses is:

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

### **Health and Safety Requirements**

Maintaining current health and safety requirements is an essential component of professional nursing practice. The RN-BSN programs always expect currency in these areas.

### **Nursing Advisory Council**

Student representatives are invited to participate in Nursing Advisory Council meetings twice per year and are encouraged to contribute to program discussions. The RN-BSN Coordinator will provide meeting notifications and Zoom links via the students' official Yavapai College email accounts.

## **Appendix: Syllabus and Handbook Statement**

### **YAVAPAI COLLEGE NURSING PROGRAM COURSE SYLLABUS STATEMENT RN-BSN STUDENT HANDBOOK STATEMENT**

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I acknowledge that I have received an electronic copy of the course syllabus. I have reviewed its contents and have had the opportunity to ask questions. I understand the requirements outlined in the Syllabus Agreement and agree to comply with them.

I acknowledge that I have access to the RN–BSN Student Handbook electronically through Canvas and the RN–BSN Program website. [RN-BSN website](#). I understand the relevance of its contents to my progression in the Nursing Program and agree to follow and comply with all policies and procedures throughout my enrollment.

I understand that the Handbook may be revised at any time and that it does not constitute a contract. I agree that it is my responsibility to review the Handbook each semester, remain informed of any updates, and comply with the most current version during my enrollment in the Nursing Program. A digital copy is always available on the Yavapai College RN–BSN Program website.