MID-AMERICA
CHRISTIAN UNIVERSITY

DREAM BIGGER. DO GREATER.

Nursing Student Handbook

RN to BSN Program

2026-2027

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Welcome

We are committed to providing high-quality, affordable nursing education to a diverse undergraduate student population. Our program emphasizes a Christian worldview, leadership skills, and evidence-based practice to ensure safe, patient-centered care.

This handbook is an important resource for all students to read and reference throughout their academic journey. It outlines the current policies and procedures of Mid-America Christian University's RN to BSN Nursing Program. If any policies change during the academic year, students will be notified electronically, and the handbook will be updated annually to reflect the most current information. If you have any questions or concerns about these policies and procedures, please feel free to contact me.

Sincerely,

Dr. Gina Wilson, DNP, RN

Assistant Director of Nursing
gina.wilson@macu.edu
Office: (405) 703-8202

Accreditation and Approval

Oklahoma Board of Nursing Approval

Mid-America Christian University's (MACU) Nursing Program is approved by the Oklahoma Board of Nursing.

Board of Nursing, P. O. Box 52926
Oklahoma City 73152
www.ok.gov/nursing
(405) 962-1800
Physical address: 2501 N. Lincoln Blvd., Ste. 207, Oklahoma City, OK 73105

ACEN Candidacy Information

Effective January 26, 2026, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires in Spring 2028.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
https://www.acenursing.org/search-programs?status=Candidate

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

Mission Statement

The mission of Mid-America Christian University's School of Nursing is to prepare student nurses for exceptional, compassionate care rooted in Christian values. We strive to foster a holistic approach to health and healing, emphasizing the dignity of every individual. Through academic excellence, ethical practice, and a commitment to service, we prepare our students to be transformative leaders in the healthcare field, embodying the love of Christ in every patient interaction.

Admission Requirements

- Active U.S. RN license
  - Unencumbered Registered Nurse license from the United States
- Nursing Education:
  - Associate Degree in Nursing (ADN) from a regionally accredited program – minimum 2.0 CGPA; OR
  - Nursing Diploma from a nationally accredited program.

Program Requirements

1. Following acceptance into MACU and the RN to BSN Nursing Program, the student must submit verification of the following at least 4 weeks prior to the start of practicum experiences.
   a. American Heart Association BLS Healthcare Provider/CPR & AED Certification/Recertification
   b. A background check that is acceptable.
   c. Verification of meeting all requirements by the clinical agency: Negative drug screen, Flu, Hepatitis B, MMR, PPD, Tdap, & Varicella

Progression in the Program

Nursing courses are offered in sequence. Successful completion of the previous nursing course is required to progress to the following nursing course in sequence. Students in the RN to BSN Program may only take an RN to BSN course twice.

Please refer to the University Catalog for more information on satisfactory academic progress at MACU.

Learning Outcomes (LOs)

- Apply leadership principles, disciplinary theories, and evidence-based findings to promote optimal patient outcomes.
- Integrate population health principles to develop strategies that promote health across diverse communities.
- Apply emotional intelligence and demonstrate respect for diversity when communicating with healthcare stakeholders.
- Demonstrate ethical integrity, accountability, and professional leadership consistent with Christian values.
- Demonstrate a commitment to personal, professional, and leadership development.
- Engage in quality improvement processes and interprofessional collaboration to enhance patient outcomes.
- Demonstrate scholarly inquiry and analyze how information and technology is used to promote safety and improve quality of care.

Program Goals

The RN to BSN program goals serve as indicators of the program's effectiveness. They include:

1. 70% of students will complete the program within 14 months.
2. At least 90% of graduates will indicate employment in nursing within one year of graduation.
3. At least 10% of graduates will be enrolled in a graduate program within one year of graduation.
4. 80% of graduates will report satisfaction with the RN to BSN program.

*Anticipated RN to BSN Program Costs

Major core courses for Nursing, BS	
**Textbooks	$340.00
ESTIMATED EXPENSES: IF INCURRING NO FURTHER COSTS BELOW	$340.00
RN to BSN STUDENTS MAY HAVE THESE:	
Background Check through SurScan	$46.60
Screening tests and immunizations: Flu, Hepatitis B, MMR, PPD, Tdap, Varicella through student's workplace, Public Health Department, or personal physician/clinic	$400.00
American Heart Association BLS Healthcare Provider/CPR & AED Certification/Recertification	$90.00
Drug Screening	$43.00
Laptop Computer	$300.00
TOTAL ESTIMATED EXPENSES FOR ESSENTIAL ITEMS	$1,219.60

*Does not include tuition or other fees. Refer to MACU Costs and Fees for more information.
**Pricing may change depending on the textbook publisher.

Academic Policies

Academic Standards

The academic standards for students follow the published guidelines in the University Catalog unless otherwise noted in this handbook.

Originality Review of Student Work

MACU uses plagiarism detection software to check all submitted work for originality. This system matches student work against submissions from other universities across the country and around the world, as well as against the content of most websites. The use of this tool gives instructors the ability to identify the originality of student work quickly. Additionally, MACU expects all students to uphold the University's Student Academic Honesty and Integrity Policy and the Attendance/Participation Policy as outlined in the University Catalog.

Graduation Requirements

Requirements of a Specific Catalog

Students seeking a Bachelor of Science in Nursing (BSN) at MACU must fulfill all degree requirements as specified in the catalog for the year they first enroll or by the current official catalog at the time of graduation application. The catalog year begins with the fall semester.

If a student interrupts their studies for more than two consecutive semesters or one academic year before completing their degree, they must adhere to the current catalog requirements for their degree upon returning. To remain under a specific catalog, students must enroll in a minimum of six credit hours each semester and complete all degree requirements within three years of matriculation at MACU. The University reserves the right to modify graduation requirements as necessary.

Completion of Requirements

The Office of the Registrar will confer degrees to students who have successfully completed all graduation requirements. For more details, refer to the University Catalog under Commencement and Graduation. If needed, the University can provide an official letter confirming that a student has met the graduation requirements before they receive their diploma. Graduates will receive their diploma, along with any honors, during the next regular Commencement ceremony, either in person or in absentia.

Degree Requirements

To earn the BSN from Mid-America Christian University, students must meet the following requirements:

- A total of 120 credit hours must be completed, which includes all required coursework.
- Students must maintain a cumulative GPA of at least 2.00 ("C" average) and earn a grade of "C" or better in all Science and Nursing courses to qualify for graduation.
- Students must be in good standing and not on provisional status.
- Candidates for graduation must submit an Application for Graduation to the Registrar two semesters before their expected graduation date. This application will confirm the name on the diploma, the anticipated graduation date, and other necessary details. Students should also confirm their intention to participate in the Commencement Services and order academic regalia by the established deadline.
- Residency requirements include completing a minimum of 30 credit hours in residence at MACU.
- Students who leave MACU and do not enroll for two or more semesters must comply with the current catalog requirements for their degree program.
- All candidates must complete the University Core Requirements for the BS in Nursing program.
- All degree requirements must be fulfilled within five years of initial enrollment. Extensions to this timeframe require approval from the Dean, Program Chair, and Registrar.

RN to BSN Program Policies

Grading Scale

A = 90 to 100%
B = 80 to 89
C = 74 to 79%
D = 60 to 73%
F = 0 to 59%

To successfully pass a nursing course, students must achieve a minimum overall course average of 74%. For courses that include precepted practicum hours, students must also earn a minimum score of 74% on the final practicum evaluation. Both requirements must be met to successfully complete the course.

Late Policy

Students who anticipate submitting work after the due date are expected to contact their instructor as early as possible before the due date to discuss options and penalties.

Course Assignments

Assignments submitted after 11:59 p.m. Central Standard Time on the due date are subject to a penalty of:

- 5 percentage points for assignments submitted within 72 hours of the due date.
- 10 percentage points per week for assignments submitted 72 hours after the due date.
- Assignments submitted after the final day of the course will not be accepted and will, therefore, result in a grade of zero.

Based on a student's extenuating circumstances, instructors have the authority to make exceptions to these penalties at their own discretion.

Discussions

Due to the interactive and timely nature of asynchronous discussions, late posts diminish the effectiveness of the discussion. Therefore, 5 percentage points per day will be applied to the initial discussion element posted after the due date. For discussion elements posted after the full discussion period has ended, no credit will be awarded.

Exception for Late Entry

If the student is admitted into the course late, the instructor will establish a new due date for that student's assignments. The adjusted due date is not to exceed seven days beyond the end of Week 1 of the course. Late-entering students who are granted this extended deadline will not receive a penalty for any late assignment submission or late discussion element post.

Technology Requirements

Consistent, reliable access to the internet and either a desktop or laptop computer is required. You may access some portions of the class content from a smartphone or tablet, but a desktop or laptop computer will offer

you the best experience and ensure that you can access all portions of your coursework. Microsoft Office 365 is necessary to complete your classwork and is available for free to all MACU students.

Nursing courses require a webcam and microphone, but most modern laptops come with this feature built in. If you have additional questions about technology, feel free to reach out to our Information Technology department at (405) 703-8200.

Physical Requirements

Students admitted to the Nursing Program must be able to demonstrate, with or without reasonable accommodations, the following:

1. Visual acuity, such as is needed in the accurate preparation and administration of medications and for the observation necessary for patient/client assessment and nursing care.
2. Auditory perception to receive verbal communication from patient/clients and members of the health team (even if wearing a mask) and to assess the health needs of people through the use of monitoring devices such as stethoscopes, intravenous infusion pumps, cardiac monitors, fire alarms, etc.
3. Gross and fine motor coordination to respond promptly and to implement the skills required in meeting patient/client healthcare needs safely and the physical strength to assist in moving and turning patients. These include, but are not limited to, manipulation of and moving equipment and performance of CPR.
4. Intellectual function: cognitive, psychological, and emotional stability to plan, implement, and provide safe care for patients/clients.
5. Physical strength to assist in lifting and positioning patients and medical equipment.
6. MACU fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 for qualified disabled individuals.
7. An individual denied admission or continuance in the program due to the inability to perform certain activities has the right to appeal any decision made. A complete copy of the Grievance Procedure may be obtained from the University Catalog.

Student Participation in Program Governance

Due to the asynchronous nature of the online RN to BSN program, students are encouraged to provide suggestions related to curriculum and policies via surveys distributed periodically during the program. In addition, a student liaison from each cohort is invited to a faculty meeting every semester. Students are also encouraged to reach out to the course faculty or the RN to BSN program director with feedback, suggestions, or concerns.

Informal and Formal Complaints

The School of Nursing abides by the MACU informal and formal complaint policy as outlined in the University Catalog.

Practicum Requirements

Practicum experiences for students in the RN to BSN program are designed to transition the student's competencies to the baccalaureate level of proficiency. Students in the RN to BSN program should be aware that, as Registered Nurses, they remain accountable and responsible under the Nursing Practice Act in their state.

Courses with Practicum Experiences

NURS 3843 Community Health Nursing (Practicum: 15 Hours)

The planned practice experiences include, but are not limited to:

- Conduct a community needs assessment related to health priorities in a local community.
- Interview two members or leaders of a local community to identify the community strengths, health issues, and potential solutions.
- Interview a member of the community regarding their satisfaction and experiences with using telehealth or a mobile health application.

*NURS 4153 Nursing Leadership & *NURS 4953 Nursing Capstone

(Practicum Hours: 30)

The planned practice experiences include, but are not limited to:

- Shadow an organizational leader, noting skills used to achieve organizational goals.
- Conduct an interview with another health professional or health professional student that is distinct from nursing (i.e., Social Worker, Physical Therapist, Physician, Licensed Counselor, Dietitian, Hospital Chaplain, etc.).
- Interview a nursing leader or informatics personnel regarding how Artificial Intelligence (AI) and/or information technology is used to guide evidence-based practice and improve patient outcomes.
- Design and implement a capstone project that is supported by evidence and designed to address a quality care or patient safety issue.

*A signed preceptor agreement AND approval from the course faculty is required before students are allowed to participate in NURS 4153 and NURS 4273 practicum experiences.

Precepted Experiences

The MACU School of Nursing is committed to our students' practice experience needs. The RN to BSN faculty has found that student selection of the practice sites and preceptors provides the best experience for you, as you can take the characteristics of the clinic location and preceptor into account when making the choice. The preceptor you recommend must have a minimum of a bachelor's degree in nursing. In addition, the clinical facility must offer the opportunity to meet program outcomes, including the ability to collaborate with interprofessional team members and participate in quality improvement processes. RN to BSN students will not be performing hands-on patient care, such as passing medications or performing invasive nursing procedures, such as placing indwelling urinary catheters or nasogastric tubes. Your faculty will review all potential practice experience placements to verify program requirements and learning outcomes can be achieved.

Before a student begins any practice experience activities, they must obtain permission to do so by securing either a fully executed affiliation agreement or a signed preceptor policy form, whichever the agency prefers. The RN to BSN is a post-licensure track; therefore, affiliation agreements are not required unless agencies require one. Obtaining an affiliation agreement can take some time to fully execute. If an agency requires an affiliation agreement, the agency may still be used, assuming the agreement can be executed in time to conduct practice experiences. Please note the affiliation agreement process below.

> Affiliation Agreement Process. Some practicum sites require the School of Nursing to sign an affiliation agreement before they permit a student to begin practicum activities. An affiliation agreement is a legal contract between the University and an outside health care agency for the purpose of allowing students to complete practicum activities. Each affiliation agreement is unique to that particular agency. The agency may use the University's standard agreement or provide their own (a non-standard agreement). If the agency uses the University's standard agreement, processing time is relatively short and may be completed within six weeks. If the use of a non-standard agreement is required, processing time could take up to several months. Therefore, it is highly recommended that students select placement in a practice site that does not require an affiliation agreement.

All students who are not able to secure practice experience placement and preceptor will be assigned by the MACU SON faculty. The MACU School of Nursing may not be able to accommodate practice experiences in some states due lack of site availability or rules of the regulatory agency. As a result, students may have practice experience rotations in Oklahoma, within a 100-mile radius of the MACU campus. Students are responsible for their lodging (if needed) and transportation to and from all practice experience rotations.

To support timely placement with a preceptor, students receive an orientation to the preceptor-selection process in their first nursing course and are surveyed to determine whether they need assistance securing a preceptor. Specific dates for preceptorships are not guaranteed when arranged by MACU faculty. If a student is offered a practicum experience but the student declines it, a letter of declination must be signed, and the MACU School of Nursing is under no obligation to find another site. This may impact student progression in the program. Please contact your course faculty with any questions to be sure you understand all possible options.

RN Licensure, CPR, Vaccinations, & Liability Insurance

It is the student's responsibility to maintain current RN licensure, liability insurance, BLS, and other vaccination compliance requirements per the clinical agency guidelines while participating in practicum experiences. It is the responsibility of the student to notify MACU faculty in writing if any action is taken against their RN license while in the program.

Transportation

Students are responsible for transportation and associated costs to complete the required practicum experiences.

Dress Code

All students are representatives of MACU and the School of Nursing at all times. Each student should be mindful of his/her appearance, especially when conducting practice experiences. For community experiences, the dress code is business casual. The leadership experience should be business casual or nursing scrubs per clinical agency protocol.

Hygiene and Grooming

- Shoes are to be clean and neat.
- Excessive makeup or strong-smelling perfumes/colognes are not permitted due to potential client allergies.
- Tattoos do not have to be covered unless they contain imagery or language inappropriate for the clinical setting or unless required by the clinical facility.
- Undergarments should be worn in a non-visible manner.
- Hair will be neat, clean, and freshly combed.

Financial Responsibility for Illness or Injury

Students are fully responsible for all medical expenses related to any illness or injury, regardless of whether it occurs on MACU premises, during off-campus activities, or at practicum sites. This includes costs associated with emergency care, transportation, hospitalization, and other medical services. MACU strongly recommends that students confirm their health insurance coverage is adequate to cover these potential expenses.

Legal and Ethical Compliance

This policy complies with all applicable state and federal laws, including HIPAA regulations to protect student health information and OSHA guidelines to promote safety in practicum environments.

1. In accordance with the Centers for Disease Control recommendations for direct patient care, nails should be clean, neat, and trimmed with length not to extend greater than ¼ inch beyond the level of the fingertip. Only clear polish is allowed. If polish is worn, it cannot be chipped, cracked, or peeled. Nail ornaments/enhancements, artificial fingernails, acrylic extenders, gel, and shellac will never be worn to practicum, skills lab, and simulation experiences.
2. No scented perfume, cologne, shaving lotion, lotions, or fragrances may be used. Students must be clean and free of offensive odors. Overall, cleanliness and personal hygiene practices are required.

Code of Ethics for Nurses

Students admitted to the Nursing Program are expected to adhere to the American Nurses Association: Code of Ethics for Nurses (2025) found at Code of Ethics for Nurses.

Standard Precautions Policy

MACU's Nursing Program believes students and faculty deserve to be protected from all foreseeable hazards in the care of patients/clients. Efforts are consistently undertaken to provide students with the most up-to-date information on the increasing threat of infectious diseases.

1. Standard precautions will be used consistently for ALL patients/clients, regardless of diagnosis.
2. Nursing students will routinely use appropriate gloves, gowns, goggles, and masks to prevent exposure when in contact with blood or other body fluids is anticipated.
3. Standard precautions are to include the following procedures:
    a. Gloves will be worn for handling blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures.
    b. Gloves will be changed after contact with each patient/client.
    c. Masks and protective eyewear or face shields will be worn during procedures that are likely to generate droplets or sprays of blood or body fluids to provide protection for mucous membranes of the mouth, nose, and eyes.

   d. Gowns or aprons will be worn as necessary to prevent contamination of clothing and protect the skin from blood and body fluid exposure.
   e. Hands and other skin surfaces will be washed immediately and thoroughly if contaminated with blood or other body fluids.
   f. Students should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during disposal of used needles and when handling sharp instruments after procedures. To prevent needle-stick injuries, needles will not be recapped, purposely bent, or broken by hand. After use, disposable syringes and needles, scalpel blades, and other sharp items will be placed in puncture-resistant biohazard containers for disposal.
   g. To minimize direct contact transmission, CPR mouth shields, resuscitation bags, or other ventilation devices will be available for use in areas in which the need for mouth-to-mouth resuscitation is predictable.
4. Students will abide by practicum agency policy.

Technology, Electronic Device Use, and Social Networking

With the advent of electronic devices, a large amount of nursing, healthcare, and productivity software has been developed. The student may use an electronic device as a resource during practicum experiences as per facility policy. Compliance must be ensured with the Health Insurance Portability and Accountability Act (HIPPA).

Social networking has allowed people across the world to have unprecedented access to immediate updates on another person's location, situation, and commentary. However, this open access can also put the individual at a personal risk. People can be stalked, employers can search potential candidates, and people may unintentionally violate privacy rules.

1. Practicum information received via technology should de-identify patient/client information prior to submitting any practicum paperwork.
2. Refrain from posting any commentary about practicum situations, patients/clients, or any information listed above in any social networking venue, regardless of privacy settings.
3. Remove/do not record the following data:
   a. Patient/Patient Name
   b. Any contact numbers
   c. Social Security number
   d. Medical record number
   e. Health plan beneficiary number
   f. Vehicle identifiers and serial number
   g. Device identifiers and serial numbers
   h. Universal resource locators (URLs)
   i. Internet protocol (IP) address numbers
   j. Biometric identifiers, including finger and voice prints
   k. Audio or video recordings
   l. Any other unique identifying number, characteristic, code, etc.

Violation of this policy is considered a privacy violation and subject to disciplinary action, including dismissal from the Nursing Program.

Confidentiality

Patient/Client records in practicum settings are confidential as required by federal and state law and by professional ethics. Therefore, it is the responsibility of each student in the Nursing Program to maintain

complete and total confidentiality regarding all patient/client information that is collected, analyzed, filed, or stored.

Every person, professional and nonprofessional, who obtains information from a patient's/client's record that is receiving medical, dental, or related health services is engaged in privileged communication. Privileged communication belongs to the patient/client and cannot be waived by anyone else. Oklahoma statutory law has expanded the common law scope of confidential communication to include consultation or communication with healthcare professionals on a need-to-know basis.

In general, no patient/client records or information therein should be released or discussed without the written consent of the patient/client or by a valid court order.

1. However, in most cases, patient/client information may be shared appropriately on a need-to-know basis with the professionals rendering healthcare in a practicum facility without written consent.
2. No printed material concerning patients/clients should be removed from the practicum facility.
3. Patient/Client data stored in computer electronic health record systems in practicum facilities and/or any MACU system available to printers and/or networked computers is confidential. Access is protected by responsible usage of passwords and user IDs.
    a. Passwords and user IDs are confidential and should not be shared with anyone, including peers, supervisors, or instructors.
    b. Computers should not be left unattended without first signing off, especially if patient/client information is on the screen.
    c. Each user is responsible for protecting the integrity and the security of all confidential data in all electronic health record systems and that all entries are the responsibility of the individual identified by the password.
4. Information is a valuable asset to be shared appropriately when necessary and to be protected at all other times. Access to patient/client records should be limited to those who have a need to know as necessitated by the performance of required job duties.
5. Any incident of failure to maintain confidentiality with patient/client information will be carefully reviewed by administrative staff and faculty and will result in disciplinary action.
6. No assignments or other documentation containing any information regarding a patient, family, faculty member, practicum facility, or student will be saved or left on any open-access desktop or hard drive.

HIPAA

1. The MACU Nursing Program requires all students to appropriately safeguard the protected health information of patients in accordance with applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPPA).
2. Students may use and disclose protected health information solely for educational purposes, using appropriate safeguards to prevent the use or disclosure of the information other than for educational purposes.

Student Dismissal

Enrollment in the Nursing Program may be discontinued and denied readmission to the Nursing Program for any of the following:

- Violation of any MACU policy outlined in the University Catalog and/or Student Handbook
- Falsification of patient/client and/or agency records
- Actions against the student's RN license
- Charges and/or conviction of a felony or any violent offense
- Failure of a nursing course more than two times

- At any point minimal physical qualifications and/or annual requirements are not met, the student may be withdrawn from the course.
- Any other conduct that is incompatible with professional behavior.