Online RN - BS Degree in Nursing Completion Program

Student Manual 2025-2026

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Welcome

Dear Student,

Welcome to the Online RN - BS Degree in Nursing Completion Program! By entering this program, you are taking the next step in your nursing education. You will find the curriculum to be current and relevant to your practice.

The faculty are here to assist you on this journey towards your professional and personal educational goals. We take pride in the mission of both the College and the Nursing Department.

This manual provides you with valuable information to facilitate your academic success in the program. The manual contains requirements, expectations and procedures that are applicable during your course of study at Maria College. As a student, you are responsible to abide by all Maria College academic policies found in the Maria College 2025-2026 Academic Catalog and all requirements of the Online RN - BS Degree in Nursing Completion Program.

Please keep this manual as a reference during your academic career at Maria College. A copy of this manual can also be found on the Maria College website. It is a supplement to the Maria College 2025-2026 Academic Catalog. All information in this manual is subject to change. Any changes will be communicated to students as they occur.

It is our pleasure to have you join the Maria College Online RN - BS Degree in Nursing Completion Program!

Stacy Kilts, MS, RNC-MNN, CNE

Program Director, Online RN to BS Degree in Nursing Completion Program

Jessica McNally, DNP, FNP-BC, CNEcl

 Chair, Nursing Department

Director of Clinical Experiences

Disclaimer
This Online RN-BS nurse manual is intended to serve as a supplement to the Maria College Academic Catalog. As a nursing student, all nursing students are expected to review, understand, and abide by the policies stated in both the Academic Catalog and the Online RN-BS nurse manual, as well as College policies stated in any other applicable policy documents. The policies and procedures outlined in this Online RN-BS nurse manual are applicable to all students enrolled in the RN-BS Completion programs, unless otherwise indicated. While every effort is made to provide accurate and current information, Maria College reserves the right to modify or change, without notice, statements in the Academic Catalog or Online RN-BS nurse manual concerning rules, policies, fees, curricula, courses, calendar, and other matters. The College's rules, policies, and other matters stated in this edition of the Online RN-BS nurse manual supersede all prior rules, policies, procedures, terms, conditions, guidelines, and services. In the event that a conflict exists between College policies and another document, the College policies shall govern. Moreover, to the extent that this Online RN-BS nurse manual conflicts with the Academic Catalog, the Academic Catalog shall control. Maria College reserves the right to change the regulations, rules, terms, conditions, policies, or guidelines that may affect nursing students. Such changes take effect whenever Maria College authorities deem it necessary.

Introduction to Nursing

As a nursing student, it is important to be aware that there are different levels of preparation that you may choose to achieve your nursing career goals. The differences in types of nurses involve both professional responsibilities and education. Professional responsibilities vary with the level and depth of education and are determined to some extent by the area and facility in which you are employed. Educational programs and the approximate times for completion based on full-time study include:

1. Licensed Practical or Vocational Nurse (LPN, LVN): 9 -18 months
2. Associate Degree Nurse (RN): 2 years
3. Baccalaureate Degree Nurse (RN, BS): 3-4 years
4. Master of Science of Nursing (MS, MSN): 2 years after BS
5. Doctorate in Nursing (PhD or DNS): 2 or more years after MSN
6. Doctorate of Nursing Practice (DNP): 2 or more years after MSN

Each of the above programs is a separate course of study. However, some schools have a ladder- type program that allows students to receive some credit for education at another level, should they wish to pursue a higher degree.

There are three nursing programs at Maria College:
1. Practical Nurse Certificate Program – a 15-month weekend program that prepares the student to take the NCLEX – PN licensure examination upon completion of the program
2. Associate in Applied Science in Nursing – with full time study this is a two-year program that prepares the student to take the NCLEX-RN licensure examination upon completion of the program. Maria offers a part-time weekend option that takes more than two years to complete and advanced placement options that take less than 2 years to complete.
3. Online Bachelor of Science in Nursing Completion Program – This is an online, asynchronous program for licensed RNs that has a 12-month accelerated pathway or a 7-semester part time pathway.

It is important to remember that completion of a formal program that allows for licensure does not end one's education but marks the beginning of one's professional learning. All nurses, at whatever level, have an obligation and responsibility to take advantage of academic and non- academic educational opportunities. Nursing is an ever-growing and ever-changing profession that requires its members to commit to life-long learning to assure that the clients receive safe and quality care.

The Mission of Maria College

Maria is a Catholic college sponsored by the Sisters of Mercy and animated by the Mercy charism. It provides career-relevant, opportunity education in traditional and on-line modalities in the context of the Catholic Intellectual Tradition to all who can benefit from it. Maria is committed to outstanding and holistic student support services, financial sustainability and the purposive use of evidence to drive institutional renewal and student success. Maria seeks to foster graduates who recognize and respect the dignity of every human person and who will transform their knowledge and skill into caring and compassionate service to others.

The Mission of the Maria College Nursing Department

The mission of the Maria College Nursing Department is to promote lifelong learning through rigorous nursing education programs offered in a supportive environment reflective of Mercy charism. Faculty and staff seek to foster graduates that respect the dignity of every human person so that throughout their careers they practice the art and science of nursing through caring and compassionate service to others.

The Philosophy of the Maria College Nursing Faculty

The works of Florence Nightingale and Jean Watson shape the philosophy of the Department of Nursing. Based on their work, the faculty have identified human needs, environment, nursing process, caring, critical thinking, and the National League for Nurses (NLN) core competencies of the nurse as the foundations for the conceptual framework underpinning the nursing curricula.
The faculty believe that:
- nursing is the professionalization of human capacity for caring.
- caring behaviors are person-centered and respect the dignity, values, and beliefs of every person.
- nursing is an art and a science, constantly dynamic and evolving and the nursing process is a systematic approach to nursing care.
- nurses are responsible for ethical practice in relation to their clients, the public, their colleagues, and themselves.
- the practice of nursing ensures advocacy for clients who are unable to advocate for themselves.
- nurses have a professional responsibility to continually improve their clinical judgment and practice through reflection, evidence-based practice, and lifelong learning.
- the environment includes all conditions, internal and external, that surround and affect the individual and can be manipulated to place a client in the best possible condition for health promotion, healing, or a dignified death.
- health is the extent to which people can realize their aspirations, satisfy needs, and change or cope with the environment.
- nursing, as an art and a science, uses the humanities and sciences to provide a foundation for nursing education.

To prepare nursing students for practice, the faculty recognizes the National League for Nursing (NLN) Competencies and graduates are prepared to:
- promote and enhance *human flourishing* for patients, families, communities, and self
- demonstrate sound *nursing judgment* in practice
- acquire and maintain a *spirit of inquiry* as they move into the world of nursing practice
- internalize values and continually develop their *professional identity*

The faculty believe that within these core competencies the nurse is prepared to provide care in a variety of settings. These core competencies are actualized through demonstration of professional behavior, clinical competency, application of the nursing process, managing care, communication, clinical decision making/critical thinking, teaching/ learning, collaboration, and caring interventions.

Conceptual Framework

The conceptual framework is derived from the philosophy of the Maria College Nursing Programs. The major foci are human needs, environment, the nursing process, critical thinking, caring, and the competencies of the nurse.
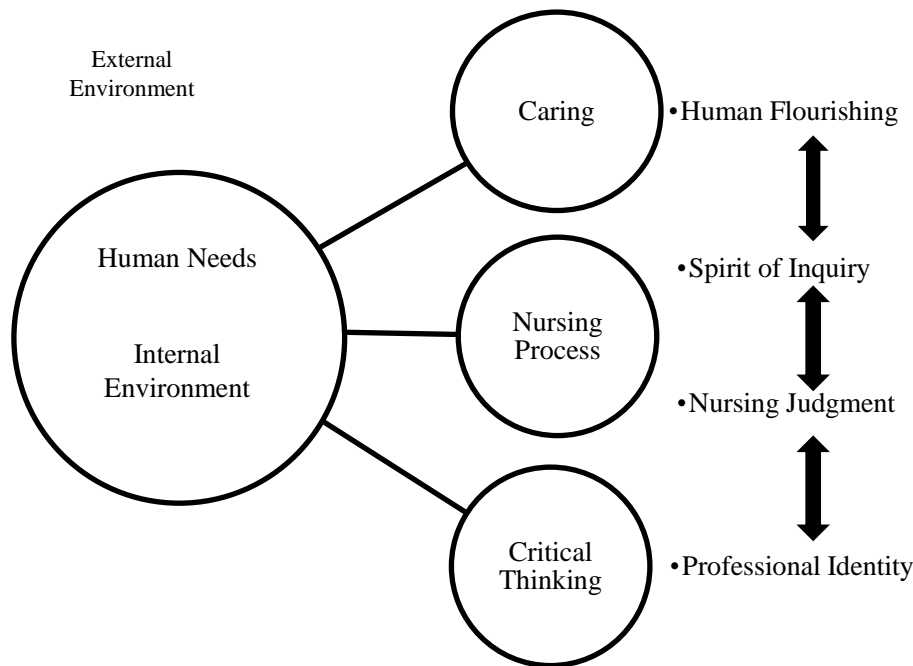
The nursing faculty envision the nurse as a caring professional who affects the client's ability to meet human needs as they are impacted by the external and internal environment. The nurse utilizes the nursing process to critically think while enacting the competencies of a nurse.

The Baccalaureate Nurse

Focus of the Online RN - BS Degree in Nursing Completion Program:

The focus of Maria College's Online RN - BS Degree in Nursing Completion Program is to develop nurses who utilize evidence for practice decisions throughout a variety of healthcare settings and have knowledge of contemporary issues shaping nursing and healthcare.

Baccalaureate prepared nurses' function in the roles of providers of care, designers, coordinators, managers of care, and members of the profession. Professional registered nurses are generalists whose practice includes both direct and indirect care for clients including the role of patient advocates and educators. This role is realized through partnerships with clients, who include individuals, families, groups, communities, and populations. To successfully realize this role, the nurse will demonstrate high quality care, evaluate care outcomes, and provide leadership in improving care.

Nursing practice is built on nursing knowledge, theory, and research. Additionally, nursing practice utilizes knowledge from other disciplines, both adapting and applying the knowledge as appropriate for professional practice.

As designers, coordinators, and managers of care, baccalaureate prepared nurses have the knowledge and authority to delegate tasks to other healthcare personnel, as well as to supervise and evaluate them. Additionally, they are responsible for the outcomes of client care. They are healthcare providers who function independently within a multidisciplinary healthcare team. Nurses bring knowledge, judgment, skills, and caring to the healthcare team.

The baccalaureate degree graduates serve as advocates for the client and the profession of nursing. The professional nurse will demonstrate strong clinical reasoning, clinical judgment, communication, and assessment skills. As advocates for high quality care for all clients, baccalaureate prepared nurses possess appropriate values and ethics, are knowledgeable about the policy processes defining healthcare delivery, and systems of care.

End of Program Student Learning Outcomes

The focus of the Online RN - BS Degree in Nursing Completion Program is to develop nurses who utilize evidence for practice decisions throughout a variety of healthcare settings and have knowledge of contemporary issues shaping nursing and healthcare.

At the completion of the Online RN-BS Degree in Nursing Completion Program, the graduate of the program will:

- Exhibit caring behaviors, cultural competence, and effective communication to meet the human needs of clients as a member of the profession of nursing and an inter-professional team.
- Integrate ethical and legal standards with personal and professional values that encompass life-long learning into nursing practice.
- Incorporate principles of holism, health promotion, teaching learning, and risk reduction across the life span to improve population health.
- Utilize the research findings, evidenced-based practice, and the nursing process to collaborate, coordinate, evaluate, and improve care for the advancement of nursing knowledge and practice in a changing health-care environment.
- Advocate for socially just health-care policies for individuals, groups, and communities in diverse health-care environments.
- Integrate theory, bio-psycho-social knowledge, technology, and critical thinking to provide leadership in the design, coordination, and management of care across the lifespan for individuals, groups, and communities.

Concept of Nursing Education

The faculty believe that the study of the humanities, social sciences, and biological sciences provide the student with an appreciation of and respect for the human experience and dignity of the individual which is central to nursing. Knowledge, skills and attitudes acquired assist the student to develop critical thinking and decision-making skills essential to nursing practice.

The faculty believe nursing education involves mentoring and role modeling for nursing students. The faculty believe that nursing education facilitates the learning of scientific principles and the ability to transform their knowledge and skill into caring and compassionate service to others. Recognizing that students have unique and varied learning styles, nursing faculty strive to establish a caring environment that maintains the cultural integrity of students and nurtures commitment to the learning process. We believe learning is a lifelong process that takes place in the learner at different rates and results in behavior change. The faculty fosters the student's growth through enhancement of prior life experiences and social/cultural/ethnic diversity. Nursing education is based on scientific principles and clinical experiences for the mastery of skills. Nursing education is a synthesis of clinical experience and classroom learning.

The faculty recognize the necessity for an organizing framework for teaching and testing. Bloom's Taxonomy of Educational Objectives for the cognitive, affective, and psychomotor domains is used for stating level and course objectives. Bloom's Taxonomy is a classification of learner behaviors representing intended outcomes of educational experiences. These behaviors are progressive in nature. The behaviors are categorized from simple to complex and from concrete to abstract. If more complex behaviors such as synthesis are achieved, simple behaviors such as recognition must to some extent also be present. The logical, sequential, and consistent nature of the classification system suggests methods for curriculum development and gives faculty guidance for providing appropriate learning activities and evaluation methods.

Faculty/Learner Responsibilities

Teaching and learning are crucial activities for an educational program. The teaching-learning process is interactive and occurs between a teacher and learner when specific objectives or desired behavioral changes are achieved.

1. Consider the needs of the learner when formulating course outcomes;
2. Provide an educational environment that is conductive to effecting behavioral changes in the learner;
3. Acknowledge the individuality of the learner;
4. Present appropriate content in an educationally sound manner;
5. Utilize varied teaching techniques that are appropriate to the identified outcomes;
6. Evaluate the learner based on identified outcomes;
7. Serve as a role model as a member within the profession of nursing;
8. Encourage continued growth and development;
9. Assist the learner with setting objectives for professional growth and development;
10. Participate in evaluating teaching effectiveness.

In the teaching-learning process, the learner as participant:

1. Identifies learning needs;
2. Works actively toward identified learning outcomes;
3. Assumes responsibility to synthesis knowledge presented;
4. Evaluates learning based on identified outcomes;
5. Develops behavior/skills appropriate to nursing practice;
6. Takes responsibility for professional growth and development;
7. Participates in evaluation of teaching-learning process.

Accreditation

The Maria College Online RN-BS Degree in Nursing Completion Program is registered by the New York State Education Department, HEIGS #1203.10, and accredited by the New York State Board of Regents. The Board is recognized by the U.S. Department of Education as a national accrediting body for nursing education programs.

The Online RN - BS Degree in Nursing Completion Program is accredited by the Accreditation Commission for the Education of Nurses (ACEN). If there are any questions or complaints about the Program the reader should contact them at https://www.acenursing.org or at ACEN, 3390 Peachtree Road NE, Suite 1400 | Atlanta, GA 30326. Their telephone number is 404-975-5000.

Maria College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104 Phone: (267)284-5000. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

Nursing Academic Guidelines

Transfer Credit Guidelines for Maria College Online RN-BS Completion Program in Nursing

Upper division college credit from previously completed bachelor level nursing course(s) may be submitted for the purpose of transfer credit following the guidelines set forth in the 2025-2026 Academic Catalog. Bachelor's course work credit submitted for as a request for waiver must meet the following conditions:
- Be from a regionally accredited degree-granting institution of higher education
- Course(s) must be completed within the last five years from the date of enrollment in Maria College Online RN-BS Completion Program.
- Nursing course content, level and credit hours of the transfer course must be equivalent to that of the Maria College Online RN-BS Completion Program course as determined by Online Maria College RN-BS Nursing Faculty.
- Credit will only be transferred for nursing courses with an earned grade of C+ or better.

Assessment Methods

To successfully complete a nursing course, the student must demonstrate competency in the components of the course. A clinical nursing course contains two components, lecture and clinical practice.

Evaluation of student work in the Online RN - BS Degree in Nursing Completion Program is achieved primarily using rubrics. The rubrics are based on a 100-point scale. These rubrics are posted in Brightspace, the college's Learning Management System (LMS) for each course. In each course, the syllabus will contain what method is used for the evaluation of the assignment and the overall weight (or % of the final grade) of each assignment. For each course a variety of activities such as online discussions, papers, presentations, exams etc., will be used to determine the final grade.

All assignments in all courses in the program must adhere to Maria College's Academic Integrity Policy found in the 2025-2026 Academic Catalog and reflect the student's best effort. If Generative AI is allowed to be used in a course, the syllabus will provide a statement regarding expectations for its use. You are expected to complete all assignments by the required due dates. Students are responsible to review the expectations outlined in the syllabus of each course on the program and attend to them.

Assignments will not be accepted after the course has ended. Extensions for late submissions will be considered only at the professor's discretion, with extensions granted only for extenuating circumstances. Students are responsible for managing deadlines and communicating with the professor promptly if they anticipate any issues meeting them. Adhering to these expectations ensures a fair and consistent grading process for all students. Students are responsible for reviewing the syllabus for each course and abiding by the expectations set forth by each instructor in their syllabus.

Rounding of Grades

Only the final grade for the course will be rounded. Final grades will be calculated to the tenth if there is a partial grade. Grades 0.5 and greater will be rounded up to the next highest whole number. Grades 0.4 will retain the same whole number value.

Clinical Grading

The faculty for the course will award a grade of pass/fail for the clinical component of the course based on his/her feedback from the clinical mentor, discussion with the student, and Clinical Log. Students must pass the clinical portion of the course to receive credit for the course.

Change of Grade

The instructor of a course has the sole and final responsibility for any grade reported for that course. Please review the Grade Appeals Policy in the Maria College 2025-2026 Academic Catalog.

Academic Progression

Students must obtain a minimum grade of "C+" in all nursing courses required for the Program. (A grade of "C" is not adequate to meet the minimum requirement of "C+".) A student may repeat a nursing course only once. Failure to successfully complete course work that is required by the Nursing Program results in dismissal from the program.

Course Sequence and Grade Progression Requirements

The Nursing courses and their requisites must follow the sequence identified in the 2025-2026 Academic Catalog. Please note that you may not withdraw from a co-requisite course and remain in the nursing course. If you withdraw from a co-requisite course, you must also withdraw from the nursing course. If you are unsuccessful in a co-requisite course, you may not advance in the course sequence.

Online Course Room Expectations

Online instruction is geared towards learners who are self-motivated and are capable of using technology. Successful online learners are self-starters with a desire to learn, who take initiative, and are resourceful and persistent. Online learners work well alone, do not procrastinate, have good reading and comprehension skills, resist distractions, and are comfortable without social elements of face-to-face courses. Weekly attendance in online courses is defined as an active post or submission within each course. If you are not meeting this

standard, then your instructor will submit a Student Engagement Alert (SEA) Report and a Student Success Navigator will contact you. This standard will be used to determine whether a student has never attended a course and the last date of attendance. Online students should access the course and their emails a minimum of every three days to ensure they have current information about the course.

Maria College Email

All email communication between a student and faculty member must utilize the @mariacollege.edu email accounts assigned by the College to ensure the security of the network. Therefore, faculty members will not reply to any email from an outside email address.

Brightspace

Since course related material is posted on Brightspace**,** students are expected to be proficient in the use of Brightspace. Faculty will post announcements and updates for students on Brightspace. All students should regularly check Brightspace for announcements and updates. Additionally, all work must be submitted via Brightspace. For assistance with using Brightspace, you may make an appointment with the Educational Technology Training Specialist. Please speak with your instructor who can assist you in connecting with this office.

Student Responsibility Contract Form

During the first week of this course, you will fill out and sign (by typing your name) the Student Responsibility Contract Form. The form is available within your Brightspace course and will be submitted according to the instructions provided within the course.

Turnitin

Turnitin is a web-based plagiarism detection software used in academic settings to identify originality and academic integrity issues in student work by comparing submissions against a database of online content and previously submitted papers. Continued enrollment in courses in the program, after receipt of each syllabus constitutes permission that all required papers may be submitted to Turnitin for the detection of plagiarism and that all submitted papers will be retained as source documents in the Turnitin reference database and used solely for the purpose of detecting plagiarism of such papers.

Dismissal from the Online RN-BS Degree in Nursing Completion Program

A student may be dismissed from the program if any of the following conditions occur:
1.	Failure to maintain a C+ in nursing courses.
2.	Unsatisfactory completion of assignments.
3.	Clinical failure.
4.	Failure to adhere to Program Expectations and Maria College Academic, Conduct and all other policies.
5.	Grievous clinical incident by the student.

Readmission

Readmission after Dismissal: Students dismissed from Maria College for academic reasons may apply for readmission after one calendar year. Dismissed students must demonstrate improved potential for academic success through successful completion of at least six credits per semester with all grades of C or better at an alternate college to be considered for readmission.

Readmission to the Online RN - BS Degree in Nursing Completion Program is not automatic; is at the discretion of the Program Director and depends upon space availability. Requests for readmission must be submitted to the program director by February 15 for the summer semester, April 15 for the fall semester, and November 15 for the spring semester.

Clinical Expectations

Clinical courses are an integral part of the curricula of the program. Students are expected to represent professional nursing and Maria College when they are in the clinical area and are expected to conduct themselves in accordance with the Maria College Conduct Policy. Student progress is measured by the course and clinical objectives and guided by the clinical rubric. Students who are unable to be assigned to a clinical area are not able to continue in the program. Students unable to complete a clinical experience or those requiring an accommodation, temporary or otherwise should register with the Office of Accessibility Services. If a student is unable to complete a clinical experience because of a medical condition, medical clearance must be obtained from the student's healthcare provider and shared with the BSO program director before another clinical learning experience is arranged. The courses with clinical practicums in the curriculum include: NUR428 Community and Global Perspectives in Nursing and Epidemiology (45 hours) and NUR445 Transformational Leadership and Management (45 hours)

Clinical Placement

Students work with course faculty to identify clinical opportunities to meet course outcomes. The course faculty approves the clinical placement, and a clinical contract is generated for the agency if one is not already in place. The preceptor for the experience must be a nurse with a minimum of a master's degree in nursing.

The clinical preceptor evaluates the student performance, and the program faculty validates completion of required hours using the clinical log. Grades are based on successful completion and objectives using the clinical rubric. Unsatisfactory performance in a clinical may result in required remediation, failure in the course, and/or dismissal from the program, based on the recommendation of the course faculty. To broaden the clinical experiences, the student will not participate in a clinical experience on a unit in which they are employed. It is the student's responsibility to notify the Clinical Coordinator of this conflict so this change can be made.

Clinical Agency Requirements

The nursing program is committed to providing meaningful experiential learning opportunities for all students enrolled in the program. The nursing program has entered into agreements with agencies to assist in providing student learning opportunities. As a part of these agreements, the nursing program is required to maintain student records that ensure that each student meets that agency's health requirements and other mandates. Castlebranch is a health records service that students subscribe to for submission and maintenance of their records. In addition, there may be agency specific requirements that the student must complete prior to the clinical experience. Some agencies require criminal background checks and an agency identification badge. Student Castlebranch accounts are to be current at all times during enrollment in the program. Students who are not compliant with CastleBranch are not permitted to attend clinical experiences. Students should be compliant with all CastleBranch requirements before beginning the program.

Students are required to create an account with **CastleBranch** to upload required health documents. These include the following:

1) Current RN license (new associate degree graduates must have their RN license within six months of graduation)

2) Completed physical within the last year using the MARIA COLLEGE PHYSICAL EXAMINATION FORM. This form should be filled out completely by your primary care health provider. You should keep a copy of the completed form for your records.
    a) Complete vaccination records including Measles, Mumps, Rubella, Varicella, Hepatitis B, tetanus, and Meningitis. Immunizations or titers must be submitted. History of disease is not accepted.
    b) Documentation of Tdap immunization (Tetanus booster) within the last ten years.
    c) Two negative TB skin tests (administered 1-3 weeks apart both within the past 12 months)
        (1) Both TB skin tests must contain date placed, date read, and negative results
        (2) Quantiferon blood testing is an acceptable substitute for two TB skin tests
    d) Current BLS card. The card must be from the American Red Cross: Basic Life Support (BLS) training for healthcare providers or from the American Heart Association: CPR with Basic life support (BLS) for healthcare providers. Both provide two years of certification.
    e) N95 Fit Testing - Students must be fit tested for N95 masks to participate in clinical. If a student has not been fit tested, they may contact any local fit testing provider. Infinity Med Solutions is recommended and can be found online. Fit testing through a healthcare employer is also acceptable.
    f) Documentation of influenza vaccination for 2025/2026 season (include lot number and expiration date) Documentation of your flu shot must be submitted by October 1st, 2025. These shots are not available until mid-August.
    g) Clinical sites may require additional immunizations such as the COVID or pneumonia vaccines. Students completing clinical at those sites must receive those vaccines and will be notified. Students are responsible for complying with any immunization requirements set by the clinical agency at any time. Please note: Vaccinations are required by the facilities. There are no religious objections permitted for these vaccines. If you have a medical condition that does not permit you to get the required immunizations, please contact the Nursing Department Chair, Director of Clinical Experiences, Jessica McNally immediately at jmcnally@mariacollege.edu to ensure that you can meet the requirements to attend clinical with Maria College.

Criminal Background Check

The nursing program does not require a criminal background check for admission; however, the program's educational requirements include placement at one or more hospitals or other off campus clinical sites. These sites may require a student to undergo a criminal background check before the student can be placed for clinical experience. If, based upon the results of a criminal background check, the site determines that a student's participation at the clinical site would not be in the best interest of the site, they may deny that student participation at the clinical site. Please note that if a clinical site determines that you may not participate in the clinical experience based on the results of a criminal background check, immunization status, previous employment, or for any other reason, the student must be flexible in working with the faculty for an appropriate clinical placement. If you are unable to complete your clinical course requirements, you will not be able to continue in the nursing program. It is important for you to consider this before you enroll in the nursing program. Maria College has no obligation to refund your tuition or fees or to otherwise accommodate you if you are ineligible to complete your course requirements based on the results of a criminal background check, if you are denied a license to practice nursing.

Preceptor Requirements

The preceptor must hold a Masters' degree in Nursing. Preceptor resumes must be on file in the nursing office before the beginning of the clinical assignment. Preceptors must be approved by the Clinical Coordinator

Renee Diaz rdaiz@mariacollege.edu prior to beginning any clinical experience. Students should request specific clinical placements a minimum of 60 days prior to the clinical course. Students must meet the requirements set forth by the clinical agency.

Clinical Dress Code

The student is to dress in a manner appropriate to the clinical setting and abide by their dress code. The student must wear the Maria College ID badge and lab coat at all times when in the clinical facility.

Online RN - BS Degree in Nursing Completion Program Student Participation in Governance

Student Council:

Maria's student government, is a platform for students to represent the student body. This group hosts programs and activities to support and engage their peers and participates in College Council meetings. For further information please contact Selena Dwarka in the Student Success Center sdwarka@mariacollege.edu

Opportunities for Leadership/Student Representatives

Students who are interested in a leadership opportunity are encouraged to volunteer to serve as student representative for their class at Nursing Student-Faculty meetings. Each semester student representatives and faculty will determine meeting dates and times. Nursing Student-Faculty meetings provide students with the opportunity to share issues of concern and provide suggestions for resolution. The commitment of a student representative involves attendance at all meetings, participation in minute-taking, a willingness to be available to your nursing student peers (in person or by email), and a collaborative spirit for seeking resolution. Appointments will occur at the beginning of the school year. Faculty will seek volunteers for this role at the beginning of the fall semester.

Alumni and Giving

Students who are graduates of Maria College Nursing Programs are eligible to participate in Alumni and Giving activities. This Alumni and Giving conducts educational and social events for students, alumni, and the community. We are proud of the ways our alumni are making a difference in the lives of others and in their communities. We celebrate your achievements and look forward to your involvement in the life of Maria. https://mariacollege.edu/alumni-giving

Maria College
Online RN - BS Degree in Nursing Completion Program

2025-2026

I, _____ have received the Online RN - BS Degree in Nursing Completion

Program Student Manual. I recognize that it is my responsibility to understand and follow all Academic,

Conduct and other policies outlined in the Maria College 2025-2026 Academic Catalog and all requirements of

this nursing program detailed in this manual.

Signature: _____   Date: _____

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This Online RN-BS nurse manual is intended to serve as a supplement to the Maria College Academic
Catalog. As a nursing student, all nursing students are expected to review, understand, and abide by the
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curricula, courses, calendar, and other matters.

Revised 8/2025

Appendix A – Program Contact Information

	Phone Number	E-Mail
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