Nurse Science Department
Student Handbook

Spring 2025

Updated December 2024

Contents

Accreditations and Approvals

The Oklahoma State University – Oklahoma City Registered Nursing Program is fully approved by:

> Oklahoma Board of Nursing
> 2501 N. Lincoln Blvd., Suite 207
> Oklahoma City, OK 73105
> https://nursing.ok.gov
> (405) 962-1800

The Oklahoma State University – Oklahoma City Registered Nursing Program is fully accredited by:

> Accreditation Commission for Education in Nursing (ACEN)
> 3343 Peachtree Road NE, Suite 500
> Atlanta, GA 30326
> https://www.acenursing.org/
> (404) 975-5000

Oklahoma State University – Oklahoma City is accredited by the Higher Learning Commission

> The Higher Learning Commission
> 230 N. Lasalle St., Suite 7-500
> Chicago, OK 60604
> https://www.hlcommission.org/
> (800) 621-7440

Oklahoma State University – Oklahoma City's programs of study are approved by the Board of Regents for Oklahoma State University and the Oklahoma Agricultural & Mechanical and the Oklahoma State Regents for Higher Education, including distance education.

Oklahoma State University – Oklahoma City is an agency member of the National League for Nursing.

NOTICE: Nurse Science Departmental policies and procedures described herein are subject to change.

Versioning: This document was reformatted, updated, and reviewed by Office of Legal Counsel, OSU/A&M Board of Regents, Fall semester 2022. This document is effective Spring semester 2023. A revised copy was posted 02/24/23. Updated Spring 2023. Updated Summer 2024. Updated December 2024.

On behalf of Oklahoma State University – Oklahoma Nurse Science Faculty and the School of Health Sciences, **welcome**!

Since 1969, the Nurse Science Department has prepared knowledgeable, caring, and clinically proficient nurses that serve the needs of the Oklahoma City metropolitan area, the state of Oklahoma, and beyond. We are proud of our rich tradition of excellence and innovation.

Our nursing program is rigorous, and you will be challenged. It is designed to sharpen your critical-thinking skills, stimulate scientific inquiry, and assist you in developing an evidence-based practice approach; all while keeping in mind the true art of nursing. However, with determination, resilience, passion, reflection, commitment, organization, and diligence you can be successful in both this program and as a future registered nurse.

Faculty members are highly experienced in the art and science of education and nursing practice. We will facilitate your learning and guide you in your achievement of essential professional nursing knowledge and skills. We are committed to partnering with you so that your experience at Oklahoma State University - Oklahoma City exceeds both your expectations and those needed to be a safe, entry-level nursing professional.

We wish you success and personal fulfillment as you progress through this life-changing educational journey. In choosing to be a nurse, you have chosen a noble profession dedicated to serving those in need. We wish you the best and we look forward to supporting your academic and personal success.

Thank you,

Tracy Edwards, MS, RN
Department Head, Nurse Science

Introduction

The Nurse Science Student Handbook (Handbook) serves as a reference for essential program policies and procedures. You should maintain this Handbook until graduation as a reference tool. An electronic copy of this handbook can be found on the main nursing page (https://osuokc.edu/academics/degrees/nurse-science.html) under Student Handbooks. Be sure to read this handbook, your course syllabi, and the syllabus supplement carefully to clarify any questions that you may have.

The Oklahoma State University – Oklahoma City (OSU-OKC) Nurse Science Department (Department) provides a 72-credit hour program leading to an Associate of Applied Science in Nursing (Program). Upon satisfactory completion of the course of study, the graduate is eligible to make application to write the National Council Licensure Examination (NCLEX) for licensure as a Registered Nurse (RN).

The curriculum combines nursing theory with general education courses in the arts and sciences. A variety of health care delivery facilities are used for clinical laboratory experiences.

Mission Statement

The faculty of the Nurse Science Department functions as an integral part of OSU-OKC and supports the mission and purpose of OSU-OKC. The mission of the OSU-OKC Nursing Program is to provide a quality associate degree education that prepares a diverse student body for registered nurse licensure that will enable them to succeed in an ever-changing global society and life-long learning.

Philosophy

OSU-OKC operates in the belief that each person should be:
- treated with dignity and respect,
- afforded equal opportunity to acquire complete educational experience,
- given an opportunity to discover and develop their special aptitudes and insights, and
- provided an opportunity to equip themselves for a fulfilling life and responsible citizenship in a world characterized by change.

The Faculty believe in the formation of graduates grounded in values and ethics, with an understanding that knowledge is continually evolving. Furthermore, the Faculty believe graduates must possess the skill to evaluate this knowledge and apply it in situations that touch the lives of others.

The Faculty believe that graduates must:
- provide safe care that is culturally and developmentally appropriate and that is centered on building and sustaining positive, healthy relationships with individuals, families, groups, and communities,
- practice within a legal, ethical, and professional scope that is guided by accepted standards of practice,
- continually learn and grow as professionals, in a technologically rich environment, supporting practice with evidence, and
- advocate for access to and quality of health care for all individuals.

The Faculty believe that education is enhanced by partnerships that serve students, clients, practicing nurses, organizations, and communities. To that end, Faculty strive to meet the workforce needs of a dynamic health care arena. Faculty embrace ongoing expansion and development of our curriculum while maintaining the highest standards of quality and excellence.

The Faculty believe that the student and nurse educator are engaged in a transformative, proactive, and collaborative relationship that focuses on development of critical thinking and clinical judgment that:

- encourages students to view unfolding, complex situations from multiple perspectives,
- applies different interpretive schemas while grasping the situation's salient elements, and
- results in therapeutically appropriate action followed by personal and collaborative reflection.

NLN Education Competencies Model
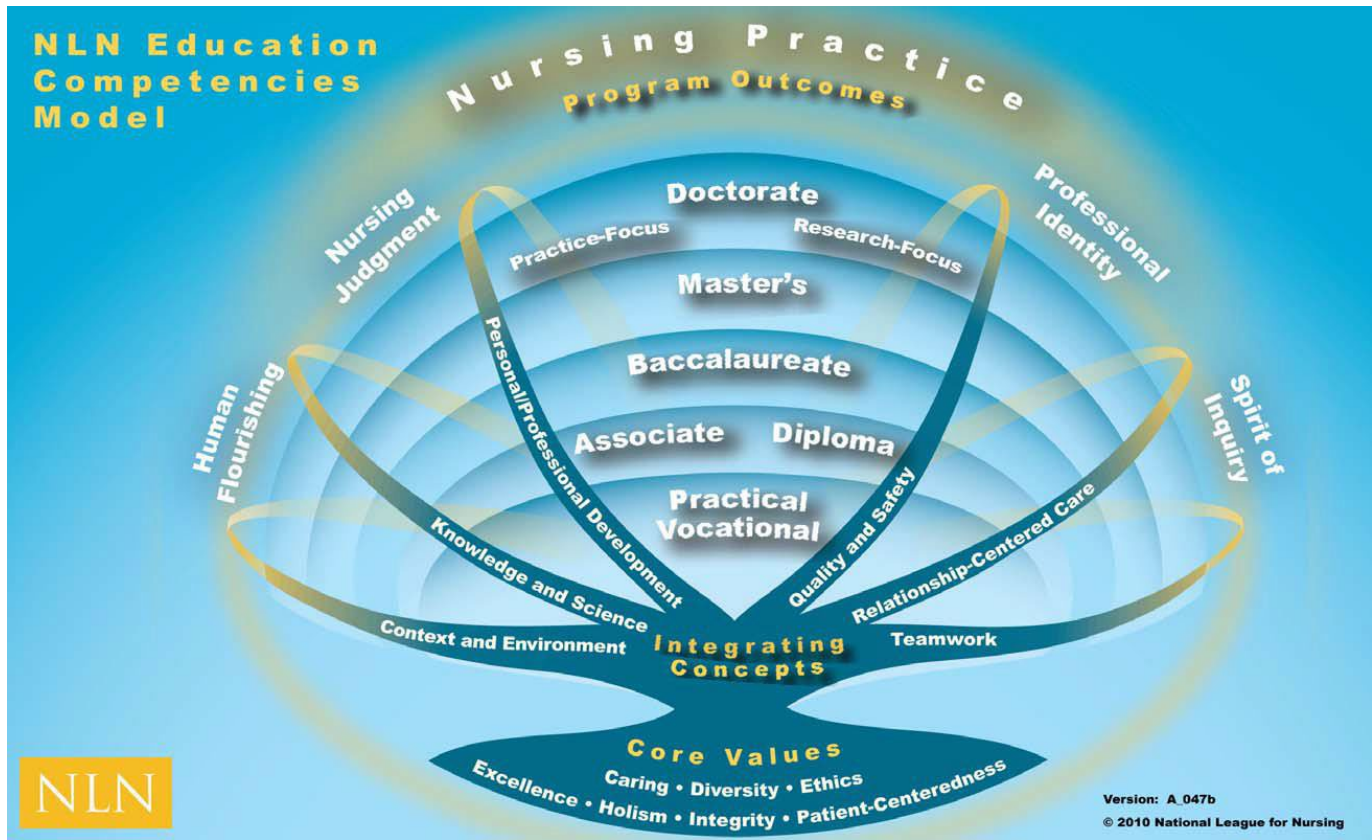
Figure used with permission from the National League for Nursing, New York, NY. Source: National League for Nursing. (2010). Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing (1 ed.). New York, NY, USA: National League for Nursing. Figure 1 p. 10.

Model Components

The Faculty subscribe to the following aspects and model components of the National League for Nursing (NLN) Educational Competencies Model:

Associate degree nursing is part of a nursing education system that affirms the unique characteristics of each type of nursing program while promoting opportunities for multiple entry points and progression.

- Fundamental to each type of nursing and each type of nursing competency are the core values of caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness.

- Integral to nursing practice are context and environment, knowledge and science, personal and professional development, quality and safety, relationship-centered care, and teamwork. Together these concepts represent holistic nursing practice.
- Our graduates must demonstrate the apprenticeships of knowledge, practice, and ethical comportment for each of the integrating concepts.
- Converging to define the scope of nursing practice are four outcome areas: human flourishing, nursing judgment, professional identity, and spirit of inquiry.

Student Learning Outcomes

The four end-of-program student learning outcomes are:

1. Human Flourishing: Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
2. Nursing Judgment: Make judgments in practice, substantiated with evidence, that integrates nursing science in the provision of safe, quality care; and promote the health of patients within a family and community context.
3. Professional Identity: Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
4. Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

Definitions

Core Values

Caring means "promoting health, healing and hope in response to the human condition" (NLN, 2010). "A culture of caring, as a fundamental part of the nursing profession, characterizes our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable. All organizational activities are managed in a participative and person-centered way, demonstrating an ability to understand the needs of others and a commitment to act always in the best interests of all stakeholders" (NLN, 2007).

Diversity means recognizing differences among "persons, ideas, values and ethnicities," while affirming the uniqueness of each (NLN, 2010). "A culture of diversity embraces acceptance and respect. We understand that each individual is unique and recognize individual differences, which can be along the dimensions of race, ethnicity, gender, sexual orientation, socioeconomic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. A culture of diversity is about understanding ourselves and each other and moving beyond simple tolerance to embracing and celebrating the richness of each individual. While diversity can be about individual differences, it also encompasses institutional and system-wide behavior pattern" (NLN, 2007).

Excellence means "creating and implementing transformative strategies with daring ingenuity" (NLN, 2010). "A culture of excellence reflects a commitment to continuous growth, improvement, and understanding. It is a culture where transformation is embraced, and the status quo and mediocrity are not tolerated" (NLN, 2007).

Integrity means "respecting the dignity and moral wholeness of every person without conditions or limitations." (NLN, 2010). "A culture of integrity is evident when organizational principles of open communication, ethical decision making, and humility are encouraged, expected, and demonstrated consistently. Not only is doing the right thing, simply how we do business, but our actions reveal our commitments to truth telling and to how we always see ourselves from the perspective of others in a larger community" (NLN, 2007).

Ethics involves reflective consideration of personal, societal, and professional values, principles, and codes that shape nursing practice. Ethical decision making requires applying an inclusive, holistic, systematic process for identifying and synthesizing moral issues in health care and nursing practice, and for acting as moral agents in caring for patients, families, communities, societies, populations, and organizations. Ethics in nursing integrates knowledge with human caring and compassion, while respecting the dignity, self-determination, and worth of all persons (NLN, 2010).

Holism is the culture of human caring in nursing and health care that affirms the human person as the synergy of unique and complex attributes, values, and behaviors, influenced by that individual's environment, social norms, cultural values, physical characteristics, experiences, religious beliefs and practices, and moral and ethical constructs, within the context of a wellness-illness continuum (NLN, 2010).

Patient-centeredness is an orientation to care that incorporates and reflects the uniqueness of an individual patient's background, personal preferences, culture, values, traditions, and family. A patient-centered approach supports optimal health outcomes by involving patients and those close to them in decisions about their clinical care. Patient-centeredness supports the respectful, efficient, safe, and well-coordinated transition of the patient through all levels of care (NLN, 2010).

Integrating Concepts

Context and Environment, in relation to organizations, refers to the conditions or social system within which the organization's members act to achieve specific goals. Context and environment are a product of the organization's human resources, and the policies, procedures, rewards, leadership, supervision, and other attributes that influence interpersonal interactions. In health care, context and environment encompass organizational structure, leadership styles, patient characteristics, safety climate, ethical climate, teamwork, continuous quality improvement, and effectiveness (NLN, 2010).

Knowledge and Science refer to the foundations that serve as a basis for nursing practice, which, in turn, deepen, extend, and help generate new knowledge and new theories that continue to build the science and further the practice. These foundations include (a) understanding and integrating knowledge from a variety of disciplines outside nursing that provide insight into the physical, psychological, social, spiritual, and cultural functioning of human beings; (b) understanding and integrating knowledge from nursing science to design and implement plans of patient-centered care for individuals, families, and communities; (c) understanding how knowledge and science develop; and (d) understanding how all members of a discipline has responsibility for contributing to the development of that discipline's evolving science; and understanding the nature of evidence-based practice (NLN, 2010).

Personal and Professional Development is a lifelong process of learning, refining, and integrating values and behaviors that (a) are consistent with the profession's history, goals, and codes of ethics; (b) serve to distinguish the practice of nurses from that of other health care providers; and (c) give nurses the courage needed to continually improve the care of patients, families, and communities and to ensure the profession's ongoing viability (NLN, 2010).

Quality and Safety is the degree to which health care services (1) are provided in a way consistent with current professional knowledge; (2) minimize the risk of harm to individuals, populations, and providers; (3) increase the likelihood of desired health outcomes; and (4) are operationalized from an individual, unit, and systems perspective (NLN, 2010).

Relationship-Centered Care positions (a) caring; (b) therapeutic relationships with patients, families, and communities; and (c) professional relationships with members of the health care team at the core of nursing practice. It integrates and reflects respect for the dignity and uniqueness of others, valuing diversity, integrity, humility, mutual trust, self-determination, empathy, civility, the capacity for grace, and empowerment (NLN, 2010).

Teamwork means to function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care (NLN, 2010).

Apprenticeships

Knowledge encompasses the realms of science and theory (NLN, 2010).

Practice includes the mastery of technical skills and the notions of situated thinking and knowledge use; it means being able to engage in practice in a thoughtful, deliberate, and informed way (NLN, 2010).

Ethical comportment involves the individual's formation within a set of recognized responsibilities; it includes the notions of "good practice" and "boundaries of practice (NLN, 2010).

Graduate Educational Outcomes

The OSU-OKC graduate should be able to demonstrate knowledge of health-illness theory and the ability to use the nursing process within structured settings. By integrating the roles of provider and manager of client care, and member within the profession, the graduate is able to:

1. Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings (Human Flourishing).
2. Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care; and promote the health of patients within a family and community context (Nursing Judgment).
3. Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context (Professional Identity).
4. Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities (Spirit of Inquiry).

Leveled Student Learning Outcomes

	Human Flourishing	Nursing Judgment	Professional Identity	Spirit of Inquiry
NURS 1118: Foundations of Nursing Concepts	"Provide basic nursing care in a manner that promotes human dignity, integrity, self-determination, and person growth of patients, oneself, and members of the health care team."	"Act in accordance with policies and procedures in the provision of safe, quality care and promote the health of patients within a family and community."	"Assess how one's personal strengths and values affect one's identity as a nurse and one's contributions as a member of the health care team."	"Question the basis for nursing actions, considering research, evidence, tradition, and patient preferences."
NURS 1121: Introduction to Pharmacology	"Make decisions about medication administration that promote human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team."	"Make decisions about medication administration in accordance with policies and procedures that will provide safe, quality care and promote the health of patients within a family and community."	"Assess how one's personal strengths and values affect one's identity as a nurse and one's contributions of the health care team that prescribes, administers, and consumes medication."	"Question the basis for nursing actions, relevant to medication administration, considering research, evidence, tradition, and patient preferences."

NURS 1148: Nursing Concepts and Care Across the Life Span	"Promote the human dignity, integrity, self-determination, and personal growth of patients, families, oneself, and members of the health care team."	"Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community."	"Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidenced based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context."	"Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities."
NURS 1314: Nursing Concepts for the Career Ladder Student	"Plan care for the human dignity, integrity, self-determination, and personal growth of patients, families, oneself, and members of the health care team."	"Plan care that is substantiated with evidence that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community."	"Transition to one's role as a registered nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidenced based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context."	"Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities."
NURS 2218: Nursing Concepts and Care for Vulnerable Populations	"Promote the human dignity, integrity, self-determination, and personal growth of patients, families, oneself, and members of the health care team."	"Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community."	"Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidenced based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context."	"Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities."
NURS 2258: Complex Nursing Concepts	"Advocate for patient and families in ways that promote their self-determination, integrity, and ongoing growth as human beings."	"Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients	"Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidenced based practice, caring,	"Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of

		"within a family and community."	"advocacy, and safe, quality care for diverse patients within a family and community context"	care for patients, families and communities."
NURS 2342: Transition to Professional Practice	"Facilitate patient and family advocacy in ways that promote self-determination, integrity, and ongoing growth as human beings."	"Facilitate judgments, substantiated with evidence, that integrate nursing sciences in the provision of safe, quality care and promote the health of patients within a family and community."	"Integrate the role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context."	"Promote examination of the evidence that underlies clinical nursing practice to facilitate challenge of the status quo, questioning underlying assumptions, and offering new insights to improve the quality of care for patients, families and communities."

OSU-OKC Campus-Wide Learning Outcomes

Upon completion of an OSU-OKC degree, students will have accomplished the following five outcomes:

1. Critical Thinking:

   Students solve problems by evaluating arguments or propositions and making judgments that guide the development of their beliefs and actions.

   > Critical thinking skills include, but are not limited to, the ability to comprehend complex ideas, data, and concepts, to make inferences based on careful observation, to make judgments based on specific and appropriate criteria, to solve problems using specific processes and techniques; to recognize relationships among the arts, culture, and society; to develop new ideas by synthesizing related and/or fragmented information, to apply knowledge and understanding to different contexts, situations, and/or specific endeavors, and to recognize the need to acquire new information.

2. Effective Communications

   Students communicate effectively using organized and coherent written and oral presentations appropriate for the audience and situation.

   > Effective communication is the ability to develop organized, coherent, unified written or oral presentations for various audiences and situations.

3. Computer Proficiency

   Students use computer and network technologies to gather, analyze and communicate information.

   > Computer proficiency includes a basic knowledge of operating systems, word processing, and internet research capabilities.

4. Civic Responsibility

Students engage in the community through activities affecting positive change in society and the environment.

> Preparation for civic responsibility in the democratic society of the United States includes acquiring knowledge of the social, political, economic, and historical structures of the nations in order to function effectively as citizens in a country that is increasingly diverse and multicultural in its population and more global in its view and functions.

5. Global Awareness

Students display sensitivity to cultures across local, national, and global communities.

> Global awareness includes knowledge of the geography, history, cultures, values, ecologies, languages, and present-day issues of different peoples and countries, as well as an understanding of the global economic, political, and technological forces which define the interconnectedness and shape the lives of the world's citizens.

OSU-OKC Nurse Science AAS Degree Sheet – Traditional Track

General Education Courses – 18 Credit Hours

Course Number	Course Name	Credit Hours	Prerequisites
ENGL 1113	English Composition I	3	[R] [W]
ENGL 1213	English Composition II	3	ENGL 1113
HIST 1483 -or- HIST 1493	U.S. History to 1865 US History since 1865	3	[R] [W]
POLS 1113	American Government	3	[R] [W]
PSYC 1113	Introductory Psychology	3	
PSYC 2213	Lifespan Human Development	3	PSYC 1113

Support and Related Courses – 19 Credit Hours

Course Number	Course Name	Credit Hours	Prerequsites
BIOL 2214	Human Anatomy & Lab	4	[R] ICSM 0013
CHEM 1154	General, Organic, & Biochemistry	4	[R] [M]
MCRO 2124	Introduction to Microbiology	4	CHEM 1154 or 1315
NSCI 1113	Basic Human Nutrition	3	None
PSIO 2314	Human Physiology & Lab	4	CHEM 1154 or 1315

Technical – Occupational Specialty – 35 Credit Hours

Course Number	Course Name	Credit Hours	Prerequisites
NURS 1118	Foundations of Nursing Concepts	8	CHEM 1154 or 1315, NSCI 1113, ENGL 1113, PSYC 1113 Pre/Coreqs: BIOL 2214, PSYC 2213, NURS 1121
NURS 1121	Introduction to Pharmacology	1	CHEM 1154 or 1315, NSCI 1113, ENGL 1113, PSYC 1113 Pre/Coreqs: BIOL 2214, PSYC 2213, NURS 1118
NURS 1148	Nursing Concepts and Care Across the Life Span	8	BIOL 2214, PSYC 2213, NURS 1118, NURS 1121 Pre/Coreqs: PSIO 2314, ENGL 1213
NURS 2218	Nursing Concepts and Care for Vulnerable Populations	8	PSIO 2314, ENGL 1213, NURS 1148 Pre/Coreqs: MCRO 2124, POLS 1113
NURS 2258	Complex Nursing Concepts	8	MCRO 2124, POLS 1113 NURS 2218 Pre/Coreqs: HIST 1483 or 1493, NURS 2342
NURS 2342	Transition to Professional Practice	2	MCRO 2124, POLS 1113 NURS 2218 Pre/Coreqs: HIST 1483 or 1493, NURS 2258

Note: Official degree sheets and plans of study can be found at https://osuokc.edu/academics/degrees/.

OSU-OKC Nurse Science AAS Degree Sheet – Career Ladder Track

General Education Courses – 18 Credit Hours

Course Number	Course Name	Credit Hours	Prerequisites
ENGL 1113	English Composition I	3	[R] [W]
ENGL 1213	English Composition II	3	ENGL 1113
HIST 1483 -or- HIST 1493	U.S. History to 1865 US History since 1865	3	[R] [W]
POLS 1113	American Government	3	[R] [W]
PSYC 1113	Introductory Psychology	3	
PSYC 2213	Lifespan Human Development	3	PSYC 1113

Support and Related Courses – 19 Credit Hours

Course Number	Course Name	Credit Hours	Prerequsites
BIOL 2214	Human Anatomy & Lab	4	[R] ICSM 0013
CHEM 1154	General, Organic, & Biochemistry	4	[R] [M]
MCRO 2124	Introduction to Microbiology	4	CHEM 1154 or 1315
NSCI 1113	Basic Human Nutrition	3	None
PSIO 2314	Human Physiology & Lab	4	CHEM 1154 or 1315

Technical – Occupational Specialty – 39 Credit Hours

Course Number	Course Name	Credit Hours	Prerequsites
NURS 1314	Nursing Care & Concepts for the Career Ladder Student	4	CHEM 1154 or 1315, NSCI 1113, ENGL 1113, PSYC 1113, BIOL 2214, PSYC 2213, previous formal acceptance into the Nursing Career Ladder Pathway
*After successful completion of NURS 1314, Advanced Standing Credit earned for NURS 1118, 1121, 1148			
NURS 1118	Foundations of Nursing Concepts*	8	CHEM 1154 or 1315, NSCI 1113, ENGL 1113, PSYC 1113 Pre/Coreqs: BIOL 2214, PSYC 2213, NURS 1121
NURS 1121	Introduction to Pharmacology*	1	CHEM 1154 or 1315, NSCI 1113, ENGL 1113, PSYC 1113 Pre/Coreqs: BIOL 2214, PSYC 2213, NURS 1118
NURS 1148	Nursing Concepts and Care Across the Life Span*	8	BIOL 2214, PSYC 2213, NURS 1118, NURS 1121 Pre/Coreqs: PSIO 2314, ENGL 1213
NURS 2218	Nursing Concepts and Care for Vulnerable Populations	8	PSIO 2314, ENGL 1213, NURS 1148 Pre/Coreqs: MCRO 2124, POLS 1113
NURS 2258	Complex Nursing Concepts	8	MCRO 2124, POLS 1113 NURS 2218 Pre/Coreqs: HIST 1483 or 1493, NURS 2342
NURS 2342	Transition to Professional Practice	2	MCRO 2124, POLS 1113 NURS 2218 Pre/Coreqs: HIST 1483 or 1493, NURS 2258

Note: Official degree sheets and plans of study can be found at https://osuokc.edu/academics/degrees/.

Campus Resources / Helpful Links

Academic Calendar

The Academic Calendar includes important dates for each term, such as the last day to add a class, the deadline to drop a class with a 100% refund, and the deadline to drop a class with a "W". For more information, please visit: https://osuokc.edu/academics/academic-calendars/.

Advisement

Nurse Science Advisors can be reached at:
- Rheannan Wilkins (rheannan.wilkins@okstate.edu) or (405) 945-3349.
- Maribeth Dawson (maribeth.dawson@okstate.edu) or (405) 945-3248.

You can schedule appointments with the Nurse Science advisors and see all advisors at: https://osuokc.edu/academics/advisement.html.

Business Office

Tuition is paid, parking decals are issued, and student account information is obtained in the Business Office, Administration Building, Room 201. For more information, please access student account information through your my.okstate.edu portal, by clicking on the Business Services icon.

Student Success and Opportunity Center

The Student Success and Opportunity Center (SSOC) is on the second floor of the Learning Resource Center (Main Campus). The SSOC provides an open computer lab for student use with access to the internet and helpful software packages such as Microsoft Office. SSOC also provides tutoring for the campus. Additional tutoring can be obtained through the Tutor.com link in your Canvas online classroom. For more information, please visit: https://osuokc.edu/academics/student-success-opportunity-center/.

Library

The Library is on the fourth floor of the Learning Resource Center (Main Campus). There are a variety of services available including interlibrary loans, remote access to databases and library resources, curbside delivery, and more. For more information, please visit: https://osuokc.edu/student-life/library/.

Wellness Services

The Wellness Center is located on the first floor of the Administration Building (Main Campus). For more information, please visit https://osuokc.edu/student-life/health-wellness/.

Bookstore

The Bookstore is located on the second floor of the Student Center. Program textbook resources can be obtained from the bookstore. For more information, please visit https://osuokc.bncollege.com/.

Tutoring

OSU-OKC provides online, on-demand, tutoring through its relationship with Tutor.com. Most subjects, including nursing-specific topics, are available. Please click the Tutor.com link in the online classroom to access this resource.

Professional Communication

The Program prepares students for professional practice and appropriate communication is a very important skill for professional practice. The following tips will facilitate effective communication while in the nursing program.

Use of Social Media

Social media offers many opportunities for nursing students to connect with others, providing social support while in the nursing program. Unfortunately, inappropriate use of social media by nursing students is an important issue in nursing education. Thus, students must clearly understand how to protect the privacy and confidentiality of patients, other students, and faculty members; as well as to understand how to demonstrate professionalism when using social media. What may seem to be a private posting, or posting shared among "friends," can be quickly disseminated on the internet and/or reported to faculty. If you are a user of social media, we strongly encourage you to avoid posting inappropriate information regarding your experiences in the Program (NSP 03.06).

Please note: As of December 8, 2022, Executive Order 2022-33 prohibits the use of TikTok on OSU-OKC owned devices and networks.

E-mail

OSU-OKC provides an email account as a part of the activation of your OKEY account. This email will be used for official campus business and will be the primary way that faculty and program staff communicate with you. To ensure that email communication is efficient as possible, please review the following guidelines:

- Use your okstate.edu email address for campus and course communications.
    - o We assume that the e-mail address supplied to you by Oklahoma State University is private and may send information regarding your course performance to this address. Please keep this in mind if you choose to forward your mail to an address to which another individual has access.
    - o Please, keep in mind that if you have forwarded your okstate.edu email address to another email address and reply from that address, your message may be detected as spam. Due to privacy rules, faculty will not accept email from non-okstate.edu email addresses. It is best for you to send messages to us via your okstate.edu email address or through the LMS mail feature.
    - o Include a descriptive subject in the subject line of original and return messages.
- Sign your name to your e-mail message.
- Check for e-mail messages at least three times a week. Full-time faculty members attempt to reply to e-mail messages on their office days. You can expect to hear back from us by our next office day.
- Use student e-mail addresses and instructor e-mail addresses for course business only!
    - o Do not send virus warnings, jokes, anecdotes, solicitations, or other personal business unless given explicit permission to do so.
    - o Please do not include instructors or other students in your e-mail contact groups. We would like to avoid receiving e-mail from everyone else in your groups or email not related to the course.

Telephone / Text

Telephone/text abilities with your faculty give you convenient, rapid access for relevant communications. These guidelines will help create a healthy boundary for both faculty and students:

- A home and/or mobile number for your clinical instructor will be offered to you prior to the first day of clinical. The instructor will indicate preference for phone calls or text messages and provide guidelines for use. It is your responsibility to record that number so that you may contact your clinical instructor regarding clinical obligations. Do not share this number with other students.
- Voicemail is also an effective way to communicate with your instructor or the teaching team leader. The OSU-OKC telephone system notifies us by email when we have a message. However, remember that only the OSU-OKC voice mail system documents that a message was left, not our personal voicemail systems.

- Text messages are best used for immediate communication. If your communication need is not immediate, send an email message instead, then you'll have documentation that a message was left.
- During the semester, instructors are not responsible for working evenings or weekends, except in unusual circumstances. Therefore, we may not check e-mail or voicemail messages until our next office day.
- Instructors are not available during college holidays, spring and fall breaks, and between the spring and fall semesters and may not respond to telephone or email messages during those times.

Self-Efficacy

As a future nursing professional, we empower you to take the initiative to find answers that are readily available to you. We encourage students to utilize the "3 Before Me" approach:

- Check the syllabus.
- Review course materials and announcements.
- Ask a peer for clarification.

Feedback / Course Feedback

All faculty are here to provide students with the best learning experience possible. Sometimes, planned activities may not meet the mark that faculty intended. Faculty appreciate constructive feedback: share the concern/issue and describe ways that it could have been better or how it would have been more meaningful to you.   Please address suggestions and concerns directly to faculty members.

Please note: The teaching teams meet often to discuss course content and policies, clinical situations, specific student situations, exams, written assignments, and other course-related business. We make collaborative decisions about these concerns and direct, respectful communication is appreciated.

End-of-course evaluations will be offered toward the end of the semester. Instructors and teaching teams seriously consider feedback provided on these evaluations and often make changes to courses based upon these evaluations. We appreciate the time you spend on these evaluations!

Recommendation Letters

OSU-OKC faculty are proud of their students and oftentimes will be happy to provide letters of recommendation. To request a letter of recommendation from your faculty member, please include the following information:

- Name and position of the person to whom the letter should be addressed.
- Mailing address where the letter should be sent.
- Position for which you are applying.

Please allow a minimum of five business days for faculty members to respond to your request.

Please note: The decision to provide a letter of recommendation is ultimately left up to individual faculty members.

Letters of Good Standing or Other Administrative Letters

The Nurse Science Department is happy to provide this documentation for you. To request a letter of good standing or other administrative letter, please include the following information:

- Name and position of the person to whom the letter should be addressed.
- Mailing address where the letter should be sent (or email if electronic delivery is appropriate).
- Brief explanation for the reason for the letter.

Please allow a minimum of five business days for a response to your request.

Computer Requirements

All students who have been admitted to the OSU-OKC Nursing Program are required to have laptop computers. Laptop devices should meet or exceed the following system requirements:

Criteria	Windows	Mac
Operating system:	Genuine, 64-bit, updated versions of Windows 10 (v. 22H2) or Windows 11 (v. 23H2 or 24H2) with English (United States) language pack installed.	Genuine, updated versions of Ventura, Sonoma, or Sequoia
CPU Processor	Non-ARM based processor supported by your operating system.	Intel or M series processor.
RAM	4GB of usable RAM or higher required, 8GB or higher recommended	4GB of usable RAM or higher required, 8GB or higher recommended
Hard Drive	4GB or higher of available space	4GB or higher of available space
USB	A working USB port is required	A working USB port is required
Internet access	A high-speed connection is required (minimum: 25 Mbps download/ 3Mbps upload)	A high-speed connection is required (minimum: 25 Mbps download/ 3Mbps upload)
Screen Resolution	1280 x 768. Scaling should be set to 100%	1280 x 768. Scaling should be set to 100%
Permissions	Administrator-level account permissions needed, including any BitLocker keys	Administrator-level account permissions needed, including account and device passwords
Headphones	Wired (typical headphone jack or USB) headphones	Wired (typical headphone jack or USB) headphones
Browser	Latest version of Chrome or Firefox preferred.	Latest version of Chrome or Firefox preferred.

*Technology Notes: Alternate versions of Windows 10 and 11, such as Windows RT and Windows 10 and 11 S are **not** supported. Surface Pro devices should be run in standard Windows mode, not S Mode. Virtualized environments are not supported or allowed. Wireless headphones are not allowed. Android tablets, Windows tablets other than Surface Pro devices in standard Windows mode, Chromebooks, Linux (or other operating system not listed above), Cell phones, and iPads are **not approved devices and should not be purchased for the purposes of attending this program**. Students choosing to purchase/use technology outside of these requirements do so at their own risk and may not be able to successfully engage with required program technology products/software. These are based on the program's most demanding software requirements. For more information, visit https://examsoft.com/resources/examplify-minimum-system-requirements/ .*

– UPDATED December 2024

Required Microsoft Office Software Suite

OSU-OKC provides students with free access to the Microsoft Office 365 software suite. You get the latest version of the Office apps to install on your home PC or Mac, as well as mobile versions of Office for all your devices. You are allowed to do 5 installs. Because it works with all your devices, you can start creating on your PC or Mac on campus, review it on your tablet, and then finish up on your home computer. All of this is possible because you can save your files to the

cloud on OneDrive and get to them from anywhere. There are also web-versions of the applications to allow you to work on documents from wherever you have internet access.

Students are expected to use and submit documents in Microsoft Office formats. This will help minimize issues with compatibility and ensure that faculty are able to readily open submitted documents from students, and vice versa.

To learn more about how to use these software products, Microsoft provides free training at: https://support.microsoft.com/en-us/training.

Web

Students can access their Outlook email and the Office 365 software through the Cowboy Mail link in their my.okstate.edu portal. Once you login, you can access the various software programs by clicking on the 9 dots in the upper left corner . Choose the application you want to use and get started. If you have used Google Docs in the past, this should seem similar.

Desktop

Please visit https://it.okstate.edu/services/cowboy-mail/installing-office-365.html for instructions on how to access the desktop installation instructions. Once you have completed the installation process, you can begin to use your Office applications.

Other Free Software

OSU-OKC also provides other free software such as current versions of Microsoft Windows and data processing software. You can access these programs through the Software Distribution Center link on your my.okstate.edu portal main page.

Examinations in the Nursing Program

The OSU-OKC Nursing Program must prepare students to provide safe and effective care. One way to evaluate student knowledge, skills, and ability to provide safe and effective care is by giving examinations (See NSP 03.10). Examinations are emphasized in the nurse science program since students will be demonstrating care competence on taking the NCLEX-RN licensure examination. Teaching teams utilize the most recent NCLEX-RN test plan as a guide for development of course objectives and examinations that evaluate student achievement of those objectives. Keep the following in mind when preparing for examinations:

- Examinations are developed according to the learning objectives listed on relevant content homepages in Canvas. Students are responsible for achieving the objectives, whether "covered" during class, on a handout, or in a PowerPoint presentation. Consequently, students are expected to utilize the assigned readings and other resources listed on the content homepage.
- Objectives and examination items are written according to Bloom's revised taxonomy for cognitive levels (Remembering, Understanding, Applying, and Analyzing, Evaluating, and Creating). As the practice of nursing requires the application of knowledge, skills, and attitudes, more and more emphasis is placed on the higher cognitive levels as students progress through the program. In fact, for the final course in the program, 95% of items are at the application and analysis levels.
- Higher-level examination items require multi-logical thinking, or application of more than one fact to a patient situation. Therefore, answers for application and analysis level exam items require integration of knowledge from many resources and cannot be found on any one page of a book, handout, or PowerPoint presentation slide.

Preparing for Examinations

Given the need to apply knowledge to patient situations, students must prepare for examinations with deep-level processing. Here are some tips to help you be successful on examinations:

- Read the objectives and complete the assigned readings prior to class to define the scope and depth of material to be learned and so that you can actively (rather than passively) participate in class activities.
- Review your handouts and lecture notes as soon as possible after class. Then, review them the next day and at least one more time prior to exams.
- Deep level processing requires more than copying from the textbook to make flash cards or notes and then memorize the facts. You will need to practice applying what you've learned. Some ways to do this include:
- Make notes about what you are reading in the margins of the book.
- Use different colors of highlighters to designate information related to the steps of the nursing process. For example, use blue for assessments, pink for medications, yellow for nursing actions, etc.
- Draw symbols, such as stars, to designate nursing actions that promote patient safety or letters to designate which actions you can delegate to an AUA, LPN, or less experienced RN.
- When reading, distinguish between late and early signs of patient problems.
- Meet with your study group to apply what you've learned to a case study from the free resources that come with your textbook.
- Practice applying what you've learned by answering 200 – 300 NCLEX-RN style items relevant to the content that will be on the examination.
- Please make an appointment with your instructor if you need help preparing for examinations.

Taking Exams

Students often say that nursing examinations are like no others they've ever taken. Students also find advice offered in multiple sources to be confusing. Keeping the following tips in mind, while taking examinations will be helpful:

- Answers to examination items should be based upon what is known from the question stem and good nursing judgment - not on a test-taking strategy. Test-taking strategies should only be used when unable to decide upon the answer based upon information offered in the question.
- When an item option is an action that requires a prescription from a primary care provider, the student should know that the provider has already written the prescription.
- More than one to all options may be chosen for Multiple Response.
- When medications are listed by name, the generic name will be used. (It is best to learn your medications by generic name since brand names used differ depending upon circumstance and because generic names will be used on NCLEX.)
- All exams in the Nursing Program are constructed utilizing test database software. The software is set to scramble test items randomly so give no consideration to the order of the items when selecting your item answers.

Dosage Calculation

To ensure that students have the requisite knowledge for safe medication administration, students must successfully pass a dosage calculation exam with a 91% or higher. Please see NSP 02.10 for more information.

Examplify

The program uses Examplify testing software. This software makes temporary changes to your system once the testing begins to create a secure testing environment on your device.

Account Creation/Paying for Examplify License:

Faculty and students will use their OKEY credentials to access Examplify. To begin, visit https://www.examsoft.com/osuokc.

1. Click Login under the Exam Takers login section. You will be taken to the login page (looks like when you access your my.okstate.edu portal).
2. Review the license agreement and fee.
3. Review the Minimum System Requirements link. To progress in the purchasing process, students must check the box stating that their computer meets the minimum requirements.
4. From there, choose to checkout using PayPal or credit card. Note: ExamSoft only accepts Visa, MasterCard, Discover Card, and American Express. ExamSoft does not store any billing information. This information is only passed on to the card processing company.
5. Follow the instructions using either payment method then click "Pay Now".
6. Once payment has processed, the page will refresh to display payment confirmation. A confirmation email will be sent that contains your Examplify license receipt.
7. Next step is to install and register Examplify.

Installation:

- Again, visit https://www.examsoft.com/osuokc.   Log in under Exam Takers. The payment screen will appear after logging into the home page. After reviewing the minimum requirements and confirming that the device meets ALL the requirements, click "Download".
   - Note: If there is a message that Windows protected your computer, expand the text by selecting, "more info" and run the executable by selecting, "run anyway."
- On this same page, students can set up notifications. Please set up SMS/text notifications as desired.
- Run the installer file.
- Once installation is finished, launch the application from the desktop or app tray.
   - Note: The computer must be connected to the internet to register Examplify and download exams, if applicable.
- Search for OSU-OKC using the dropdown or type "osuokc" (no quotation marks).
- This will open a web browser to allow you to login (using your OKEY credentials) to complete registration. When you've successfully validated your credentials, the website will state that you are logged in and can close that window.
- The Examplify home screen will open and list available exams on the left-hand side.
- Examplify is now registered and ready to download all assigned exams.

For an ExamSoft-provided walkthrough of this information, please visit: https://support.examsoft.com/hc/en-us/articles/11167619287821-Examplify-for-Windows-and-Mac-Download-Install-and-Register-Examplify.

Troubleshooting:

At the completion of the exam, the software reverses those changes. There are instances where this does not go smoothly, and it requires troubleshooting. It is in your best interest to review the article, Examplify: Prepare to Take an Exam at https://support.examsoft.com/hc/en-us/articles/11167451783949-Examplify-Prepare-to-Take-an-Exam before the first exam.

Examplify technical requirements can be found at https://examsoft.com/resources/examplify-minimum-system-requirements. Lastly, if you are having issues with Examplify, help can be found at https://support.examsoft.com/hc/en-us.

If your computer is not back to its normal state after an exam and the troubleshooting guide is not helpful, please contact Examplify support. They are open 24/7, other than Thanksgiving, Christmas Day, and New Year's Day. Contact them at (866) 429-8889 or at support@examsoft.com.

Please note: OSU-OKC IT support staff is unable to provide support on your personal device. They can help walk you through the steps to help troubleshoot Wi-Fi connections, but that is the only allowable service for personal devices.

HESI

- System checks will be necessary prior to arriving for scheduled HESI exams.
- Headphones **will be necessary** for these exams, as some questions use audio files. Only **_wired_** headphones are allowed in the testing environment. Wireless headphones are prohibited.
    - o Note: Wired USB headphones can be obtained at many retail locations for a modest price.
- Please ensure that your computer meets compatibility requirements and that you can access and complete the mock exam at: https://hesi.elsevier.com/#/compatibility/check > Click Download compatibility check > Follow the steps on the page > Click Check Compatibility.
    - o Note: This may require you to log in to your Elsevier account.

Simulation

Simulation is a realistic replication of a clinical situation that is developed, administered, and evaluated by simulation faculty and clinical experts. Simulation provides a safe environment where didactic knowledge can be applied using simulation mannequins that mimic human life. Scenarios are developed to emulate content-relevant situations and enhance student learning of key concepts.

The Simulation Center (Center) and sim faculty are used to enhance student learning in the laboratory setting. Simulated patient care experiences are designed to help the student develop the requisite clinical judgment, problem-solving, and decision-making skills necessary to be successful both on an evolved NCLEX exam and as a nurse. The Center is designed to mimic environmental factors that students would find in the clinical setting, making for a realistic and authentic learning experience. As with most other learning experiences in the program, students are required to prepare for this activity prior to attending. Faculty will conduct debriefing sessions post-simulation which will allow the student time for self-analysis of their performance and reflect on their thinking during the exercise, as well as provide an opportunity for faculty to provide feedback.

The ultimate simulation experience is the department's Interprofessional Simulation. Students from health-related programs at OSU-OKC and OSU-Center for Health Sciences (Tulsa) come together and emulate what it is like to be a part of a healthcare team. This helps students identify roles and responsibilities, assist with interprofessional communication, practice working as a team, and management of situations involving values and ethical considerations.

Faculty have developed the following simulation guidelines to maintain safety for both students and the simulation equipment.

- General:
    - o The Center is a learning space and should be always treated the same as a clinical setting.
    - o Students have the same uniform requirements as regular clinical experiences (See NSP 02.09).
    - o The student will adhere to policies (NSP 03.02) regarding clinical or laboratory attendance and punctuality and, if late/tardy, the student risks being sent home and required to make up the experience later, if available. If not available and the student cannot complete required lab/simulation experiences, the student risks failing clinical, thus failing the course (a grade of "F" recorded).

- Students should arrive prepared and ready to perform the role of nurse or support personnel.
    - The Center should be always treated as a clinical setting. This includes professional conduct, communication, language, etc. This should be a respected place for learning for both you and your classmates.
    - All simulated clinical scenarios involving students or video recordings are considered confidential and should be treated with the same respect and privacy as in the healthcare setting. Each participant will adhere to the privacy requirements of the Health Insurance Portability and Accountability Act (HIPAA) and all additional federal or state laws regarding confidentiality.
    - No food or drink in the simulation center.
    - Backpacks, bags, and jackets are not permitted in the Center.
- Center-specific guidelines
    - Basic hand hygiene practices and universal precautions (NSP 02.04) are required when working with manikins.
    - Pencils only when working with manikins, as ink will leave a permanent mark.
    - Nothing larger than a 22-gauge needle or IV catheter will be used on manikins.
    - Equipment malfunction or abuse should be immediately reported to faculty.
    - Treat all manikins as if they were live patients.
    - Support the head when moving or turning the simulator manikin.
    - No written or electronic materials, or parts of manikins, are to be removed from the lab.
    - No supplies are to be removed from the lab.
    - Nothing other than provided lubrication spray is to be used to lubricate equipment.
- Safety Guidelines
    - Needles:
        - All sharps will be handled safely and disposed of properly (see NSP 02.05).
        - In the event of a "clean" needle stick:
            - Inform faculty or Center personnel.
            - Wash affected area with soap and water.
            - Render first aid as needed.
            - Complete and accident/injury form and return it to the Safety & Security Office
            - Seek medical treatment as necessary.
    - Latex:
        - Simulation faculty attempt to provide a latex-free environment. Students with known latex allergy or sensitivity should communicate this to simulation faculty.
    - Security and Emergencies:
        - It is incumbent on all building occupants to be aware of the location of emergency exits on each floor of the building.
        - In the event of an emergency, contact Safety and Security at (405) 945-3253 or by using the phones present in many learning areas across campus.

Academic Dishonesty or Misconduct

Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed to gain undeserved intellectual credit, either for oneself or for another. Academic misconduct is behavior that results in intellectual advantage obtained by violating a specific standard, but without deliberate intent or use of fraudulent means. Academic

dishonesty or misconduct cases are governed by the https://osuokc.edu/site-files/documents/student-life/student-code-of-conduct.pdf.

It is important to us, the nursing profession, and consumers of the healthcare system, that assessments utilized for this course are a true measure of individual student ability to perform competently as a Registered Nurse. Therefore, the Nurse Science Program faculty will strictly uphold the tenets of integrity as referenced under II. Prohibited Conduct, Integrity, bullets 1-7 in the https://osuokc.edu/site-files/documents/student-life/student-code-of-conduct.pdf.

The faculty members in the Nurse Science Program work diligently to plan and evaluate course assignments and examinations; and believe that the integrity of those assignments and examinations is an important key to the success of our nursing program. We also wish to protect the integrity of hard-working students who have diligently completed written assignments and prepared for examinations.

Your first step, if you suspect or believe that a violation of the Academic Dishonesty or Misconduct Policy has occurred, is to address your concern to a faculty member. The faculty member will advise you of any other steps you should take and will report your concern to the Teaching Team.

We believe that it is your responsibility to clarify which behaviors do or do not represent academic dishonesty or misconduct. Examples of academic dishonesty or misconduct include, but are not limited to:

- Plagiarism – using someone else's words, ideas, or data without giving proper credit.
- Taking information or "cutting and pasting" from Internet sources to use in an assignment without properly documenting your source.
- With the growing availability and ease of use of artificial intelligence (AI) tools, using AI tools, unless **explicitly allowed** within the instructions of the assignment itself, would fall under academic dishonesty.
  - Note: Use of Microsoft Office built-in functions and/or Grammarly are acceptable use of AI in any assignment.
- The Nurse Science Program requires use of American Psychological Association (APA) format for all written assignments (the APA Style (7th Edition) - Purdue OWL® - Purdue University has great resources for APA formatting). For more information on writing, citing, and plagiarism, please visit the OSU-OKC Library's "Writing, Citing, and Plagiarism" page.
- Cheating during examinations
- Copying an answer from another student's examination booklet or computer screen.
- Allowing another student to copy from your examination.
- Using unauthorized materials during an examination.
- Collaborating with another student during an examination offered in a computer lab.
- Taking an online quiz for another student.
- Using wearable or other technology to gain an unfair advantage on an examination or assignment.

Unauthorized advance access to an examination
- Recording questions or answers to examinations during review for sharing later.
- Discussing an examination item with a student yet to take the examination or the course.
- Receiving questions or answers to examinations from a previous student or for a makeup examination.
- Accessing test banks that accompany textbook instructor resources – whether online, digital, or hard copy.

Unauthorized collaboration on projects
- Working with other students on written assignments without express permission from an instructor to do so.

- Discussing or giving assistance to another student on an assignment unless given express permission to do so.
- Cutting and pasting another student's answers from an assignment document or discussion forum post.
- Collaborating with another student on an online examination or case study without express permission to do so.
- Note: Study groups are not a violation of this type of infraction. However, if assignments are involved and the work is completed as a group, this section would still apply.

Cooperating with another in an academically dishonest activity

- Sharing completed work with another student.
- Giving completed work from a previous course to another student.
- Using completed work from a student who took the course previously.
- Lying about a clinical laboratory situation, written assignment, missed examination or due date.
- Signing the attendance roster for another student.
- Claiming or documenting nursing care you did not complete.
- Claiming independent nursing actions when you had help from another health care provider or another student.
- Claiming an untrue situation regarding inability to meet a due date.
- Claiming an untrue situation regarding inability to take a test on time.
- Submitting an item of academic work that has previously been submitted for the course or for another nursing course.
- Submitting a written assignment that you submitted for a previous clinical day.
- Submitting a written assignment that you submitted when taking the course previously.

Scholarships

The following departmental scholarships are available to nursing students. Scholarship awards contingent upon continued fund availability and student standing within the program. Applications are available online at https://osuokc.edu/cost-aid/scholarships-aid/scholarships/.

Scholarship Title	Semester Currently Enrolled	Amount	Application Due Date	Qualifications
Chris Pitts	NURS 1118, NURS 1128, or NURS 1314	Up to $375 per semester	April 1 for Fall November 1 for Spring	2.5 GPA - Oklahoma Resident - Financial Need - Preferred single-parent applicants.
Dr. Lois Salmeron	Any	Up to $250 per semester	April 1 for Fall November 1 for Spring	Enrolled as a student in the OSU-OKC Nursing Program
Larry Love	NURS 1118 NURS 1148 NURS 1314 NURS 2218	$450	April 1 for Fall	2.25 GPA - Oklahoma Resident - Financial Need - Identify personal and professional goals.

				• Write personal philosophy of nursing describing caring for patients and family members.
Nancy Hall	NURS 1118 NURS 1148 NURS 1314	$2500 ($1250 per semester for NURS 2218 & 2258)	April 1 for Fall	• 3.0 GPA • Oklahoma Resident • Financial Need • Identify personal and professional goals. • Write personal philosophy of nursing • Letter of recommendation from current employer or instructor outside of nursing
Tracy L. Harris	NURS 1118 NURS 1148 NURS 1314 NURS 2218	Amount Varies	April 1 for Fall November 1 for Spring (Awarded during second and/or fourth semester.)	• 2.5 GPA • Has Bachelor's degree in a different field • Preference to single person-no children
Lois Faye May	NURS 1118	$200	April 1 for Fall November 1 for Spring	• 2.25 GPA • Good academic standing • Non-renewable award
School of Health Sciences Tuition Waiver	All Health Science Programs	Amount Varies	August 1 for Fall December 1 for Spring	• 2.5 GPA • Enrolled in one of the Health Science programs • Applicants can **NOT** be receiving other waivers

Note: Scholarship availability and requirements subject to change without notice. All awardees are expected to complete a supplemental information form and write a letter of appreciation to the donor/donor's family.

Student Nurses Association

As a professional nurse, you will be invited to be a member of several professional organizations. The Student Nurses Association (SNA) is the students' professional organization. All nursing student majors are invited to join!

OSU-OKC's SNA is dedicated to organizing, representing, and mentoring nursing students at this college. We advocate high quality nursing education and nursing care standards. As members, we work to promote the development of skills needed to become responsible and accountable nurses.

Members benefit from networking to promote access to learning support, friends, jobs, and other helpful information. SNA prepares its members for lifelong participation in professional nursing organizations. Members gain recognition as part of an active organization that promotes worthwhile projects benefiting nursing students and others in the community. Members are also encouraged to join local, state, and national student nurse organizations.

Meetings are held on campus every month. Programs will be publicized in advance. Watch for announcements on Canvas and social media regarding meetings and other SNA activities.

Membership forms are available at the beginning of each semester.   Membership information is also available from SNA officers and Nurse Science faculty advisors for SNA. Additional funds are raised to support SNA activities through donations and other fundraising projects as well as the membership fee.

Student Representation on Nurse Science Faculty Committees

Student representatives are selected to represent their peers on selected Nurse Science faculty standing committees. Student representatives on faculty committees serve for two consecutive semesters. The committees with representatives include:

Committee	Term
Curriculum Development Committee	
Three students (NURS 2218, NURS 2258, Career Ladder)	Two consecutive semesters
Selected during a Fall semester	
Student Development Committee	
Three students (NURS 1118, NURS 1148, Career Ladder)	Two consecutive semesters
Selected during a Fall semester	
Advisory Committee	
Three students (NURS 2218, NURS 2258, Career Ladder)	Two consecutive semesters
Selected during a Fall semester	
Faculty Organization	
One student (NURS 2218, NURS 2258, or Career Ladder)	Two consecutive semesters
Current SNA President or designee	

Refer to NSP 03.08 for further information.

General Graduation and Licensure Information

- Students who have successfully completed the second semester (NURS 1148) of the Nurse Science Curriculum are eligible to write the NCLEX-PN Examination. Further information may be obtained from the Oklahoma Board of Nursing (https://oklahoma.gov/nursing/applications.html). Look for information on Practical Nurse Equivalency.
- Information for graduation and application to take the National Council Licensure Examination (NCLEX) is given in NURS 2258.
- Accommodation for the NCLEX may be obtained during the application process. There is a form within the application that must be filled out to request accommodation.
- We have created a general information page about NCLEX and Licensure at https://osuokc.edu/academics/schools/health/nurse-science/licensure.html.

Requirements for Licensure in Oklahoma

"The Oklahoma State University – Oklahoma Nurse Science Program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for (registered or practical) nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search including fingerprinting, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made. Potential applicants to state approved education programs, with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The Petition for Determination of Eligibility for Licensure or Certification form can be accessed at: https://oklahoma.gov/nursing/criminal-history.html"

<div align="center">

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

</div>

Regulatory Authority: 59 O.S. §567.12

Words of Wisdom from Graduates

We've asked former students for tips to pass along to future nursing students. This is a compilation of some of their comments. Should you have comments to share as well, please send to okc.nursing@okstate.edu.

- "Work only 2 shifts per week. Nursing school now is your MAIN JOB."
- "If your supervisor asks you to work extra shifts say: "Not these 2 years, I'm in Nursing School."
- "The teachers said to study 3 hours for every 1 credit hour—they were RIGHT! 15 hours of study each week does not count class or clinical."
- "Best way to pass tests is to do NCLEX practice questions (register your book online for resources). If you "wait to see" how the first nursing test is without having practiced NCLEX-style questions, you'll be sorry."
- "Identify times when you study best and times when you do not. Plan your study time around your best performance times."
- "Take advantage of study areas on-campus—school is your job. If you go home, your other responsibilities may "kick in" and you may lose study time."
- "Use support people in your life to delegate many responsibilities for the 2 years of nursing school."
- "Don't post anything about clinical. Ever. Don't jeopardize your future career. Keep your nursing off social media sites. Besides, you signed a confidentiality form so you will be legally liable if you do post—don't do it."
- "If you do not understand, ask for help. All faculty keep weekly office hours just for you. They said to keep my grade at 80% or above. They were RIGHT!"
- "Use objectives for each unit as QUESTIONS to find answers to. HINT: Test questions are tied to unit objectives!"
- "Set up on-line filing system for your care maps. You probably will be able to use an intervention more than once prior to graduation, so have that rationale at-the-ready. Copy. Paste."
- "Continue to practice NCLEX style questions, even during semester breaks between classes to stay sharp."
- "Think twice before selling books back. This is your career. Your life. You need to pass NCLEX-RN or it means nothing, so study after graduation is a MUST."

Policy Section 1:

Admission, advanced standing, and transfer policies

NSP 01.01: Admission Requirements

Policy

1. In addition to the admission requirements for OSU-OKC, the applicant must have:
   a. Completed the Traditional Nurse Pre-admission Exam with scores in each of the three areas assessed: Reading, Writing, and Quantitative Reasoning.
      i. Tests may be taken three times an application cycle with two weeks in between, not to exceed six times a year.
      ii. Traditional Nurse Pre-admission Exam scores are valid for three years from the date of testing if taken at OSU-OKC.
      iii. Traditional Nurse Pre-admission Exam scores are valid for one year from the date of testing if taken outside OSU-OKC.
   b. A GPA of 2.5 or higher in courses required for the Nurse Science degree.
      i. Note: While the OSU-OKC Nurse Science Program only gives points for the GPA of the classes necessary for the degree, students must maintain an overall GPA of 2.0 or higher to graduate (Refer to NSP 03.04, OSU-OKC Catalog, OSRHE Policy 3.15.3, A.).
2. Application materials must be completed and returned to the Department of Nurse Science by established deadlines.
   a. Students transferring credits to fulfill program prerequisite requirements must have submitted those transcripts to the Registrar no later than two weeks prior to the application deadline to allow for processing.
      i. It is recommended to use electronic delivery options where available for more expedient delivery.
      ii. Electronic delivery transcripts must be sent directly to the Registrar at okc.records@okstate.edu.
3. Applicants who are accepted into the program, and who do not enroll in the semester for which they are accepted, must reapply.
4. OSU-OKC fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 and ADA 1990 for qualified handicapped individuals. It is important to note that to successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, an individual must be able to perform certain physical activities that include vocal, visual, and auditory and dexterity requirements.
5. Applicants who are accepted into the nursing program will be required to provide evidence of a current (within 1 month) negative urine drug screen (UDS) and an extended background check (Refer to NSP 02.01 for more detailed information about these requirements).
6. A student with a positive UDS (or has refused to provide a UDS) or a positive background check during the Nurse Science Program may be administratively withdrawn (Refer to NSP 03.07).
7. Once admitted, a student will not be permitted to transfer between course sites within the Nurse Science Program. A site is defined as either traditional classroom, online, or any other delivery modality.

Procedure

Responsible Person	Action
Applicant	1. Prepare and submit all required information, including an extended background check by established deadlines.
Department Administrative Assistant Nurse Science Academic Advisor	1. Review applications for completeness and admission profile.

Department Head Student Development Committee, as needed.	2. As needed, interview applicants. 3. Notify applicants of acceptance or non-acceptance.

NSP 01.02: Admission by Transfer

Policy

1. Qualified applicants will be admitted based on space availability.
2. Applicants must be fully admitted to OSU-OKC.
3. Applicants must meet all requirements for admission to the nursing program.
4. All college credits from other institutions will be evaluated on an individual basis to determine their possible application to the nursing curriculum requirements of OSU-OKC.
5. There will be no more than one academic year between completion of the last nursing course and transfer into the nursing program at OSU-OKC.
6. A minimum grade of "C" is required in all courses necessary for the Associate of Applied Science degree and a GPA of 2.5 or higher in courses required for the Nurse Science degree.
   a. Students transferring credits to fulfill program prerequisite requirements must have submitted those transcripts to the Registrar no later than two weeks prior to the application deadline to allow for processing.
      i. It is recommended to use electronic delivery options where available for more expedient delivery.
      ii. Electronic delivery transcripts must be sent directly to the Registrar at okc.records@okstate.edu.
   b. Note: While the OSU-OKC Nurse Science Program only gives points for the GPA of the classes necessary for the degree, students must maintain an overall GPA of 2.0 or higher to graduate (Refer to NSP 03.04, OSU-OKC Catalog, OSRHE Policy 3.15.3, A.).
7. Previous nursing courses must be from a school of nursing approved by the State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN).
8. Applicants may only request transfer admission into NURS 1148 (2nd semester) or NURS 2218 (3rd semester).
9. Prior to enrollment in a nursing course, the following must be submitted:
   a. Course description and course syllabi from previous nursing courses and samples of graded nursing care plans,
   b. Letter from applicant stating reason for transfer,
   c. Summary of previous clinical experience.
      i. Documentation of skills provided by the faculty of the transferring school.
      ii. Note: Missing required skills must be remediated (See NSP 01.02a). A fee may be assessed to cover the costs of this evaluation/remediation.
   d. Documentation of:
      i. T-Spot tuberculosis screening blood test, QuantiFERON Gold, or two PPD/TB Skin test within the last 12 months
         1. Note: Students with a history of a positive TB skin test or gold standard test and/or has had contact with an active TB patient, then the student is required to follow current recommended CDC guidelines which could include obtaining a chest x-ray, a gold standard test, and/or a public contact release statement from a qualified healthcare provider (NOTE: X-rays may be obtained at a county health department or with a private physician).
      ii. Two MMR immunizations or immune titers to rubeola (measles), mumps, and rubella
      iii. Two varicella immunizations or immune titer
      iv. Tetanus-Diphtheria-Pertussis (TDaP) immunization (within the last 10 years)

      v.   Annual influenza immunization

     vi.   Hepatitis B series.

          1.   Can be waived, however, a waiver must be completed (See Appendix C).

    vii.   COVID vaccination series or completed exemption forms submitted to and approved by applicable clinical agencies.

   viii.   American Heart Association Basic Life Support Certification (CPR for Healthcare Providers) card

     ix.   Current (within 1 month) national background check.

          1.   Admission to the Nurse Science program may be denied to any student with a criminal history.

          2.   Refer to NSP 02.01 for more detailed information about this requirement.

      x.   Negative urine drug screen

          1.   Admission to the Nurse Science program may be denied to any student with a positive urine drug screen.

          2.   Refer to NSP 02.01 for more detailed information about this requirement.

   e.   Letter of recommendation from the Department Head, Dean, or Director of the school from which the applicant is transferring.

Procedure

Responsible Person	Action
Applicant	1. Prepare and submit requirements for admission by the established deadline
Department Administrative Assistant Nurse Science Academic Advisor Department Head Student Development Committee, as needed	1. Interview applicant 2. Initiate evaluation procedure 3. Notify applicant of acceptance or non-acceptance
Simulation Faculty	1. Schedule an appointment with the student to evaluate clinical skills/knowledge. 2. Evaluate student's clinical skills/knowledge. 3. Identify areas of weakness and provide necessary remediation. 4. Reevaluate student's clinical skills/knowledge. 5. If successful, no further action is necessary. 6. If unsuccessful, notify Department Head.
Department Head	1. Meet with the student to share that they did not meet minimum requirements for required skills and knowledge. 2. Notify student that they are ineligible for transfer.

NSP 01.02a: Skills Checklist for Transfer Students

In addition to evaluating previous courses taken for appropriate placement in the curriculum, it is also important to determine skill development to facilitate success for the student. The following checklist has been prepared to assist in evaluating competency of the transfer student relative to the level of the student's skill development.

Theory of the skill and practice in laboratory is considered essential. Clinical practice is required for some skills and is used to provide a better overall picture of the remaining skills. Those skills with one asterisk (*) are necessary to enter the second semester. Those with two asterisks (**) are necessary to enter the third semester.

Skill	Semester of Theory	Laboratory Practice	Clinical Practice
TPR	*	*	*
BP	*	*	*
Oral Medications	*	*	*
Medication Injections	*	*	**
IV Medications	**	**	
Intravenous therapy	**	**	
Sterile technique	*	*	
Dressing change	*	*	
Catheterization	*	*	
Nasogastric tubes	**	**	
Physical assessment	*	*	*
Psychosocial assessment	*	*	*
Pain Assessment	*	*	*
Patient interview	*	*	*
Removal of Indwelling Catheter	*	*	
Intake and Output	*	*	*
Oxygen Administration	*	*	**
Isolation Techniques	*	*	
Use of Restraint	*	*	
Body Mechanics (Safe Patient Handling)	*	*	*
Therapeutic Communication	*		

NSP 01.02b: NESA Student Performance Checklist

STUDENT PERFORMANCE CHECKLIST

STUDENT NAME: SCHOOL:

THIS CHECKLIST IS A COMMUNICATION TOOL THAT DOCUMENTS AN ESTABLISHED KNOWLEDGE BASE AND DOES NOT INDICATE COMPETENCY. THIS TOOL DOES NOT DICTATE TO THE FACILITY HOW IT IS USED. THE SKILLS WILL BE PERFORMED UNDER SUPERVISION AS SPECIFIED BY INSTITUTION, SCHOOL POLICY OR THE NURSE PRACTICE ACT. EVALUATORS ARE TO DATE/INITIAL EACH SKILL AT TIME OF EVALUATION.

SKILLS	DATE/ INITIAL	SKILLS	DATE/ INITIAL
Admission, transfer, & discharge (Assist)		**Care plan development & revision** -Documentation	
Airway management -Nasopharyngeal suction -Oral suction -Tracheal suction -Endotracheal suction -Incentive spirometer -Tracheostomy care		**Communications** -Verbal/non-verbal -Therapeutic	
Ambulation/Transfer		**Education: Patient/Family**	
Anti-embolism devices -TED hose -Intermittent pneumatic compression		**Head-to-toe assessment** -Neuro checks -Glascow coma scale	
Application of heat & cold		**Height/Weight measurement**	
Assistive devices -Cane/crutch/walker -Wheelchair		**Incontinence care & management**	
Baths/Hygiene care -Oral care		**Insertion, removal & maintenance of tubes** -Nasogastric -Dobhoff -Chest tube (Maint only)	
Bed exercise -ROM (active & passive) -TCDB		**Intake/Output assessment**	
Bed making		**IV insertion & maintenance**	
Body position & alignment		**Medical asepsis**	

SKILLS	DATE/INITIAL	SKILLS	DATE/INITIAL
Medication administration -Intradermal -Intramuscular -Oral/Topical -Oxygen/Inhalation -Subcutaneous -Intravenous -Rectal/Vaginal -PCA pump		**Specimen collection** -Sputum -Urine -Stool -Wound	
Monitor/Mechanical -Cardiac -Fetal -Pulse oximeter -Ventilator -ECG		**Urinary/Bowel management** -Bladder irrigation -Urinary catheter insertion & maintenance -Stoma & ostomy care -Enemas -Fecal impaction removal -Urinal & bedpan	
Nutrition management -Tube feeding (PEG/NG) -Continuous enteral feeding -TPN		**Venipuncture** -FSBS -Phlebotomy	
Personal protective equipment		**Vital signs** -Blood pressure/Pulse -Pain assessment -Respiration/Temperature	
Physical restraints		**Wound care/Dressing change**	
Pre/Post-op preparation			
Pre/Post-partum & nursery care			
Proper lifting mechanics			
Postmortem care			

EVALUATOR SIGNATURE/AGENCY/INITIAL

EVALUATOR NAME	AGENCY	INITIAL	EVALUATOR NAME	AGENCY	INITIAL

Approved by NESA 10/8/99   Revised 1/02; 8/17

NSP 01.03: Career Ladder Admission Requirements

Policy

Admission to NURS 1314

1. Application for admission to NURS 1314 Nursing Concepts for the Career Ladder Student is open to Licensed Practical Nurses with an active, current, unencumbered Oklahoma or multi-state license and Paramedics who hold an active, unencumbered, National Registry Certification and/or Oklahoma license.
2. The applicant must have:
   a. Been officially admitted to OSU-OKC.
   b. A GPA of 2.5 or higher in courses required for the Nurse Science degree.
      i. Note: While the OSU-OKC Nurse Science Program only gives points for the GPA of the classes necessary for the degree, students must maintain an overall GPA of 2.0 or higher to graduate (Refer to NSP 03.04, OSU-OKC Catalog, OSRHE Policy 3.15.3, A.).
   c. Met all criteria for admission to the nursing program.
   d. Submitted all college transcripts.
   e. Completed the following courses with a grade of "C" or higher:
      i. ENGL 1113   Freshman Composition I
      ii. BIOL 2214   Human Anatomy
      iii. PSYC 1113   Introduction to Psychology
      iv. PSYC 1113   Lifespan Human Development
      v. NSCI 1113   Introduction to Nutrition
      vi. CHEM 1154   General, Organic, & Biochemistry
   f. Completed or concurrent enrollment in:
      i. PSIO 2314   Human Physiology
      ii. ENGL 1213   English Composition II
   g. Provided proof of active, unencumbered, LPN or Paramedic state license.
3. Application materials must be completed and returned to the Nurse Science Department by the established deadlines.
4. Applicants who are accepted into the Career Ladder program, and who do not enroll in the semester for which they are accepted, must reapply.
5. Re-enrollment into NURS 1314 is limited to one time only.

Special Note: Students who were unsuccessful in the traditional program and apply to return through the Career Ladder program must complete all required courses in the Career Ladder track. This may result in a student's need to repeat previous coursework.

Special Note: Career Ladder applicants who have in-progress coursework and/or licensure at the time of application may be conditionally accepted on a space-available basis. *This allowance is not a guarantee of acceptance.*

Background Check and Urine Drug Screen Requirements

1. Once selected for NURS 1314 admission, students must undergo an extensive criminal background check.
   a. Students must use the background check vendor specified by the Nurse Science Department.
      i. The link is located on the Nurse Science website (https://osuokc.edu/academics/degrees/nurse-science.html).
   b. The results of the background check are sent directly to the Nurse Science Department.
   c. Admission to the Nurse Science program may be denied to any student with a criminal history.

d. Refer to NSP 02.01 for more detailed information about this requirement.
e. Please note: Positive background checks are submitted to clinical partners for review. If all clinical sites cannot be cleared for the student's participation, the student will not be eligible for admission, or continuation, in the program.
2. Once selected for NURS 1314 admission, students are required to undergo a urine drug screen (UDS) by a lab approved by the nursing program.
a. The results are submitted directly from the lab to the Nurse Science Department.
b. Issues with UDS samples, dilution, or questionable outcomes may require repeat testing. Students are responsible for these additional costs as well.
c. Refer to NSP 02.01 for more detailed information about this requirement.
d. Any student receiving a positive UDS will not be allowed to attend clinical experiences (see NSP 03.07).
e. Any student with a positive UDS will be referred to the nursing and/or health and wellness counselor who will assist and facilitate the student's referral to community substance abuse resources.
f. Admission to the Nurse Science program may be denied to any student with a positive UDS.
3. These must be completed, and results received, by the department no later than the "Deadline to Drop a class w/ 100% Refund" date in the OSU-OKC academic calendar.
a. Please note: It can take up to two business weeks for these to be completed. Please plan accordingly.

Successful completion of NURS 1314

1. Upon successful completion of prerequisite courses and NURS 1314, the applicant will be given credit for NURS 1118, NURS 1121, and NURS 1148.
2. Nursing advisors generally initiate the advanced standing process. Students are required to electronically sign the form and pay the applicable fees.
3. It is the student's responsibility to ensure that the advanced standing process is completed prior to applying for graduation. Please reach out to a nursing advisor to initiate this process and/or verify that this process is underway.
4. The student must enter NURS 2218 within one (1) calendar year after completing NURS 1314.
5. The student must complete the major area courses required for the degree within three semesters. The clock starts with the first enrollment in the Career Ladder instance of NURS 2218.
6. Students transitioning to NURS 2218 must submit the remainder of their clinical requirements (see NSP 02.01, starting with bullet no. 2) no later than the Friday before classes begin.

Procedure

Responsible Person	Action
Student	1. Be fully admitted to OSU-OKC. 2. Meet general requirements for admission to the Nurse Science Department 3. Meet all criteria for admission into NURS 1314 and provide documentation to the Nurse Science Department
Department Head Health Sciences Advisor Dean for final approval as needed	1. Advise students as to placement requirements for enrollment

Policy Section 2:

Clinical

NSP 02.01: Student Clinical Requirements

Policy

Admission Requirements

1. Students are notified at least six weeks prior to the start of the first semester of classes of their eligibility of admission to the OSU-OKC Nurse Science Program.
2. A mandatory orientation will be held for a full day during the week prior to the beginning of the semester.
3. All clinical requirements must be uploaded to myClinicalExchange by the established deadline. Failure to upload by the due date will result in administrative withdrawal from the program.
4. Before being admitted to the nursing program, students must undergo an extensive criminal background check.
   a. Students must use the background check vendor specified by the Nurse Science Department.
      i. The link is located on the Nurse Science website (www.osuokc.edu/nursing) in the left navigation bar.
   b. The results of the background check are sent directly to the Nurse Science Department.
   c. This background check includes:
      i. Criminal Background Check
      ii. Sex Offender Background Check
      iii. Federal Sanction Background Check
         1. Office of Inspector General (OIG) Check
         2. General Services Administration / System for Award Management (GSA/SAM) Check
         3. Office of Foreign Assets Control Check
   d. Please note: Positive background checks are submitted to clinical partners for review. If all clinical sites cannot be cleared for the student's participation, the student will not be eligible for admission, or continuation, in the program.
   e. Admission to the Nurse Science program may be denied to any student with a criminal history.
5. All students being admitted to the program are required to undergo a urine drug screen (UDS) by a lab approved by the nursing program.
   a. The results are submitted directly from the lab to the Nurse Science Department.
   b. The UDS checks for the following:
      i. Amphetamines
      ii. Cocaine
      iii. Marijuana*
      iv. Opiates (including synthetic opiates)
      v. Propoxyphene
      vi. Benzodiazepines
      vii. Methaqualone
      viii. Methadone
      ix. Phencyclidine
      x. Barbiturates
   c. Issues with UDS samples, dilution, or questionable outcomes may require repeat testing. Students are responsible for these additional costs as well.
   d. Any student receiving a positive UDS will not be allowed to attend clinical experiences (see NSP 03.07).
   e. Any student with a positive UDS will be referred to the nursing and/or health and wellness counselor who will assist and facilitate the student's referral to community substance abuse resources.
   f. Admission to the Nurse Science Program may be denied to any student with a positive UDS.

6. A student admitted for the first time to the Nurse Science Program must have a negative IGAR-TSPOT TB or QuantiFERON Gold test, then yearly thereafter to be admitted or to continue clinicals.
    a. Note: Students with a history of a positive TB skin test or gold standard test and/or has had contact with an active TB patient, then the student is required to follow current recommended CDC guidelines which could include obtaining a chest x-ray, a gold standard test, and/or a public contact release statement from a qualified healthcare provider (NOTE: X-rays may be obtained at a county health department or with a private physician).
7. Nursing students must present documentation of the following that will be valid through the end of the semester:

Ongoing Requirements
8. A nursing student is required to show yearly proof of the following that will be valid through the end of the semester:
    a. absence of active tuberculosis evidenced by a negative IGAR-TSPOT TB or QuantiFERON Gold test.
        i. If a student converts to a positive TB skin test or gold standard test and/or has had contact with an active TB patient, then the student is required to follow current recommended CDC guidelines which could include obtaining a chest x-ray, a gold standard test, and/or a public contact release statement from a qualified healthcare provider (NOTE: X-rays may be obtained at a county health department or with a private physician).
        ii. After the above initial response, the student must have on file an annual self-review of symptoms (see Annual Tuberculosis Screening Form, Appendix B). This form must be signed by a qualified healthcare provider.
            1. Special Note: Obtaining a public contact release statement from county health departments includes a symptom review and can be substituted for this annual requirement.***
        iii. If the annual self-review reveals TB-like symptoms or if students otherwise develop symptoms consistent with TB, students must follow current recommended CDC guidelines as noted in bullet i. above and be re-evaluated and re-released for public contact from a qualified healthcare provider.
        Note: Students whose TB has lapsed (no new results within 1 week of expiration date) will be required to provide evidence of 2 negative skin tests or a negative IGAR-TSPOT TB or QuantiFERON Gold test.
    b. Influenza immunization
        i. Fall Admissions and Returning Students
            1. Due October 15
                a. If October 15 falls on a weekend, the deadline is the Friday before
        ii. Spring Admissions
            1. It is due the Friday before the semester begins.
    c. COVID vaccination series, boosters, or completed exemption forms submitted to and approved by applicable clinical agencies.
    d. American Heart Association Basic Life Support Certification (CPR for Healthcare Providers) card
    e. NESA Exams are due in NURS 1118 and NURS 2218.
        i. Students with an interruption of normal progression must repeat their NESA Exam in sequence with their newly joined course.

      ii.   If the student does not see an available NESA Exam in their myClinicalExchange rotation, they must reach out to their Team Leader or the Department Head for assistance.

9. If a student has a lapse in the program (an interruption of normal progression--one semester or more), an extended background check and a urine drug screen must be resubmitted.

10. Students are responsible for all costs associated with the admissions and ongoing clinical requirements.
    a. Failure to upload by the due date will result in the student being placed on contract for failure to adhere to professional responsibilities.
    b. Failure to upload by the due date will result in the inability to attend clinical which will result in an unexcused clinical absence which will require make-up clinical experience.
    c. Please note: Clinical make-ups are not guaranteed and failure to complete required clinical experiences may result in failing clinical, thus failing the course (a recorded "F" grade).

11. All clinical requirements must be updated by the Friday before school starts.

Students Experiencing Illness or Injury

12. A nursing student who experiences illness or injury while enrolled in the Nurse Science program at OSU-Oklahoma City will assume total financial responsibility for diagnostic procedures and/or medical care. Neither the clinical facility nor OSU-OKC will assume any liability. **

13. A nursing student who has been ill or injured may, upon return to class, be requested by an instructor to submit a Release to Return to Clinical Activity form (Appendix D) completed by a Health Care Provider. The Health Care Provider's statement must include any limitations imposed by illness, condition, or prescribed medications.

14. A nursing student who is pregnant and delivers during the semester will, upon return to class, submit a Release to Return to Clinical Activity form (Appendix D) completed by a Health Care Provider.

15. A nursing student will not attempt to attend class or clinical lab when the student's illness might be contagious.
    a. When a student experiences any illness including, but not limited to,
        i.   Fever
            1. Temp > 100.4° F
        ii.   Gastrointestinal disturbances
            2. Vomiting
            3. Diarrhea
        iii.   Sore throat
    b. The ill students should not come to campus.
    c. The student should notify their team lead and other appropriate personnel.
    d. Note: Failure to stay home and notify team leader/appropriate personnel will result in disciplinary action for failure to adhere to professional responsibilities (See: NSP 04.03).

Special Circumstances

15. A UDS of any student admitted to the nursing program may be requested, whenever chemical impairment is suspected (See: NSP 03.07).

16. A student with a positive UDS or a positive background check during the Nurse Science Program will be prevented from going to clinical and may be administratively withdrawn (Refer to NSP 03.07).

17. Should evidence of a positive UDS be presented to the Nurse Science Department that was not solicited by the department, the student may be dismissed from the program immediately. Any such dismissal can be appealed pursuant to the OSU OKC Academic Discipline, Procedures and Grievances outlined in Section IV Subsection D of the Academic Dishonesty or Misconduct policy, available under Section II of the Student Code of Conduct.

18. Should evidence of a criminal background be presented to the Nurse Science Department that was not solicited by the department, the student may be dismissed from the program immediately. Any such dismissal can be

appealed pursuant to the OSU OKC Academic Discipline, Procedures and Grievances outlined in Section IV Subsection D of the Academic Dishonesty or Misconduct policy, available under Section II of the Student Code of Conduct.

Please note: If clinical facility policy differs from OSU-OKC Nurse Science policy, the student will be required to comply with the clinical facility policy.

Procedure

Responsible Person	Action
Student	1. Provide the Department of Nursing and upload to clinical management platform documentation of: Rubella, Rubeola, Mumps, Varicella immunity; absence of active TB; Hepatitis B vaccination or signed waiver; documentation of flu vaccination during flu season, current CPR American Heart Association Healthcare Provider certification, urine drug screen (by an approved lab) and extended background check by established deadlines.
Nurse Science Faculty / Team Leader Department Head	1. Verify and maintain required health records in the student's folders. 2. Provide documented proof of required health record, CPR Healthcare Provider certification, background check and urine drug screen to healthcare facilities. 3. Verify students' current criminal background check, extended background check, sex offender and violent offender registry, plus urine drug screen by an approved lab.

*Note: Students with a positive UDS who are in possession of a medical marijuana card **are not exempt** from this policy. Healthcare agencies have not made allowances in this area, and we are subject to adhering to facility policies during our clinical experiences. With a positive UDS, you would not be able to attend clinical. If you are ineligible to attend clinical, you cannot successfully complete the program. With this, you would be requested to withdraw or be administratively withdrawn.

**Note: In the event of student accident or injury, faculty should notify the Department Head and their Team Leader to make them aware of the situation. Faculty members on site should request a copy of any incident report completed, if possible. This information is then communicated with the office of Safety and Security for documentation purposes.

***Note: Students/faculty obtaining a public contact release from a county health department are asked the symptom survey questions as a matter of process. Obtaining an annual release from a county health department meets or exceeds the requirement for an annual symptom survey.

NSP 02.02: Guidelines for Abilities Required to Provide Client Care

Policy

To successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, an individual must be able to perform, with or without reasonable accommodations, certain activities that include vocal, visual, auditory, dexterity, emotional, and intellectual requirements.

Therefore, to be retained in the program after admission, all applicants will demonstrate:

1. Visual acuity, such as is needed in the accurate preparation and administration of medications, and for the observation necessary for client assessment and nursing care.
2. Auditory perception to receive verbal communication from clients and members of the health team (even if wearing a mask) and to assess health needs of people using 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 client health care 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 clients.
5. Physical strength to assist in lifting and/or positioning patients and/or medical equipment.
6. OSU-OKC fully subscribes to all principles and requirements of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 for qualified handicapped individuals.
7. Any student experiencing a change in health status (surgical procedure, pregnancy, delivery, or disabling illness, etc.) will be required to provide a Release to Return to Clinical Activity Form (Appendix D) completed by a health care provider. This form states that the student can meet the physical requirements to attend and participate in clinical experiences or outlines any restrictions imposed on the student (see NSP 02.01 and NSP 02.02).
8. Restrictions Special Note: Students should be allowed to continue their educational experiences if their restrictions do not create safety concerns for themselves or others. Please consult with the Office of Human Resources for further guidance regarding restrictions, as needed.
9. 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 office of the Vice President for Student Services or the Vice President of Academic Affairs.

NOTE: Truthful and full disclosure on these forms is for both patient and student safety. Falsification and/or exclusion of information may result in disciplinary action, up to, and including, dismissal from the program (see NSP 04.05).

NSP 02.03: Professional Liability Insurance – Student

Policy

1. The Department of Nurse Science requires that all nursing students have professional liability insurance.
2. Students enrolled in the Nurse Science Department at OSU-OKC are covered by the Student Malpractice Blanket Liability Insurance Program.

Procedure

Responsible Person	Action
Department Head	1. Inform prospective nursing students of the policy concerning student liability insurance and the method of payment. 2. Maintain a copy of policy as proof of coverage
Student	1. Enroll in the Student Malpractice Blanket Liability Insurance program each semester when paying class fees
Business Office / Purchasing Office	1. Collect fees. 2. Maintain a copy of policy as proof of coverage and remit annual premium to the designated company. 3. Forward copy of updated policy to Department Head and department Administrative Assistant.

NSP 02.04: Universal Precautions Policy

Policy

The Nurse Science Department believes students and faculty deserve to be protected from all foreseeable hazards in the care of clients. The department has made efforts to ensure that the best information concerning the growing threat of infectious disease is provided to students.

1. Since medical history and examination cannot reliably identify all patients infected with blood-borne pathogens, blood and body-fluid precautions will be used consistently for ALL patients, regardless of diagnosis. Nursing students will routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient is anticipated. Standard Precautions are to include the following procedures:
   a. Gloves will be worn for touching 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,
   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. Nursing students will 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 they are used, 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.
2. Nursing students with special health problems may be exempted from providing care to patients with suspected or diagnosed communicable disease(s). Students must provide from their primary health care provider a release statement identifying specific limitations regarding patient care in a health care environment. The release form will be submitted prior to participation in the clinical setting.
3. Students and faculty will follow health care agency/facility policy.

Procedure

Responsible Person	Action
Nurse Science Faculty	1. All skills involving contact with blood and/or body fluids will be taught using gloves 2. Critical criteria for psychomotor skills involving contact with blood and/or body fluids will incorporate the use of gloves 3. Validate the students' annual review of infection control education information

	4. Clinical Assignments for students will be made based on student learning objectives and individual student situations (see criteria item 2)

Student
Nurse Science Faculty
	1. Annually review infection control education information
	2. If accidental exposure to blood borne pathogen occurs, the following procedure will be implemented:
	    a. Student will notify the clinical instructor immediately
	    b. Nurse Science Faculty will notify the supervisor within the healthcare facility immediately
	    c. Nurse Science Faculty will notify their team leader and the Nurse Science Department Head as soon as possible
	    d. Student and Nurse Science Faculty will complete an incident report form at the healthcare facility.

Student	1. A nursing student who experiences illness or injury while enrolled in the Nurse Science Program at OSU-OKC will assume total financial responsibility for diagnostic procedures and/or medical care. Neither the clinical facility nor OSU-OKC will assume any liability
	2. If accidental exposure to blood or body fluids of a patient suspected of having HIV or blood borne disease occurs, the student should be aware of the following:
	    a. If the patient has a positive HIV test, the student nurse will then be encouraged to be tested for HIV.
	    b. Appropriate counseling regarding the risk of infection and recommendation for the prevention of transmission will be provided.
	    c. If the patient has a negative HIV test and no evidence of HIV, no follow up is necessary.
	    d. If blood borne disease other than HIV is suspected, the student is encouraged to consult private physician or provider for appropriate diagnostic testing or treatment

NSP 02.05: Storage, Use, and Disposal of Hypodermic Syringes and Needles

Policy

1. Hypodermic syringes and needles will be kept under lock.
2. Hypodermic syringes and needles may be used by nursing students for practice of nursing skills under the supervision of Nurse Science faculty.
3. Hypodermic syringes and needles are to be used in the Skills Lab or other faculty-designated practice areas. They are not to be removed from the practice areas.
4. Immediately after final use, the hypodermic syringe and needle will be disposed of in a special puncture resistant biohazard container specifically for contaminated syringes and needles.
5. Containers of contaminated hypodermic syringes and needles will be disposed of at appropriate intervals by designated Nurse Science faculty.

Procedure

Responsible Person	Action
Student	1. Arrange with faculty person to obtain equipment from locked storage area 2. Use equipment in designated area 3. Dispose of used equipment in marked container 4. Immediately arrange with faculty person for return of contaminated equipment to locked storage area
Nurse Science Faculty	1. Keep storage area locked at all times 2. Arrange with student for check out and return of equipment from locked storage 3. Dispose of contaminated equipment at appropriate intervals

NSP 02.06: Clinical Facilities

The Oklahoma Nursing Practice Act and Rules established the requirements for faculty to student ratios in clinical areas involving direct care of clients, stating that the ratio "shall be defensible in light of safety, learning objectives, students' level, patient acuity and program outcomes".

Policy

1. A contract is required with each clinical agency or facility used for student learning experiences involving more than an observation. The contract must be reviewed annually.
2. A letter of agreement is required for agencies used for observational experience. The letter of agreement must be reviewed annually.
3. Criminal background checks including a Sex Offender Registry check and a urine drug screen are required under agreements with institutions where student clinical experiences are scheduled.
4. If the clinical facility policy differs from OSU-OKC Nurse Science policy, the student will be required to comply with the clinical facility policy.

Procedure

Responsible Person	Action
Department Head	1. Negotiate contract to be mutually agreed upon by each party 2. Consult with OSU legal staff as necessary 3. Contact agency annually for review of contract
University Legal Staff	1. Judication of contract
Department Head	1. Inform agency/facility of the names of instructors and students, dates, times of clinical experience 2. Initiate letter of agreement which reiterates the verbal agreement made for student utilization of the agency. 3. Send two (2) copies of the letter of agreement, signed by the appropriate university representative, to each agency, or use of electronic signature software when possible.
Instructor / Team Leader	1. Send names of students and instructors who will be using the agency/facility each semester along with objectives for the planned student experience.
Agency	1. Return one signed copy of the letter of agreement to the Department Head.

Reference: https://oklahoma.gov/content/dam/ok/en/nursing/documents/facratio.pdf

NSP 02.07: Clinical Preceptors

Policy

1. Clinical preceptors are utilized to provide effective opportunities for students to develop and utilize skills related to the coordination and management of patient care for a group of patients. Practicing nurses present a strong resource for helping the student develop these skills.
2. "Clinical preceptors may be used for supervision of students in community health, leadership/management, independent study, elective courses, home health, and selected hospitals and long-term care facility experiences consistent with Board policy. This policy is applicable to students enrolled in nursing education programs leading to licensure as a Registered Nurse or Licensed Practical Nurse."

Procedure

Responsible Person	Action
Department Head	1. Negotiate mutually written agreement to be agreed upon by the clinical agency and the nursing program 2. Inform agency/facility the names of students, dates, time, for each experience.
Nurse Science Faculty	1. Coordinate clinical preceptorships and informs agency/facility of the names of students and objectives for the planned student experience 2. Provide orientation materials for preceptors 3. Establish contact with preceptors to monitor and evaluate student learning experiences 4. Be available when students are in the clinical area
Qualified Preceptor / Agency Representative	1. Meet with student prior to the clinical experience to clarify dates, times, and objectives for the experience 2. Work with the student to complete the written objectives 3. Contact Nurse Science faculty for any concerns
Student	1. Meet with preceptor prior to the clinical experience to clarify dates, times, and objectives 2. Work with the preceptor to complete objectives 3. Contact Nurse Science faculty for any concerns

Reference: https://oklahoma.gov/content/dam/ok/en/nursing/documents/ed-precpt.pdf

NSP 02.08: Student Skills Lab Return Progression

Policy

Clinical skills are an extension of what is learned in the classroom and are integral to many of the interventions that nurses use in the care of their patients. Therefore, it is imperative that students meet a basic level of proficiency in required skills.

1. Students must complete the required clinical skills to progress in the program.
2. Students will have three attempts to successfully return demonstrate required skills.
3. Students are required to complete prescribed remediation after each unsuccessful return demonstration.
4. If a student is unable to successfully return demonstrate the required skills within three attempts:
    a. The student receives an unsatisfactory grade for clinical, thus failing clinical for the course.
    b. A failing clinical grade results in a failing grade for the course (a recorded grade of "F").
    c. The student is subject to the interruption of normal progression policy (NSP 04.01)

Procedure

Responsible Person	Action
Nurse Science Faculty	1. Provide students with the necessary information for performance of required clinical skills.
Student	1. Prepare and perform clinical skills labs return.

Nurse Science Faculty	1. 1st failed attempt:
	    a. Review assigned skills videos and complete post-test at 80% or higher.
	    b. Meet with student for coaching session and remediation skills lab practice.

Student	1. Review feedback. 2. Complete remediation practice 3. Prepare and perform clinical skills labs return.

Nurse Science Faculty	1. 2nd failed attempt:
	    a. Meet with student for coaching session
	    b. Initiate Student Counseling and Contract form

Student	1. Review feedback 2. Complete remediation practice 3. Prepare and perform clinical skills labs return

Nurse Science Faculty	1. 3rd failed attempt:
	    a. Notify student that unsuccessful attempts resulted in their failing clinical.
	    b. Notify student that failing clinical means that the student failed the course.
	    c. Record a final grade of "F" for the student.

NSP 02.08a: Student Skills Lab Return Progression Flowsheet

Student Skills Lab Return Progression Flowsheet

```
                        ┌──────────────────┐
                        │ Skills Lab Return│
                        └──────────────────┘
                   ┌───────────┴───────────┐
            ┌──────────┐            ┌──────────┐
            │   Pass   │            │ Not Pass │
            └──────────┘            └──────────┘
                 │                       │
           ┌──────────┐      ┌────────────────────────┐
           │    OK    │      │ Watch assigned skills  │
           └──────────┘      │ videos and complete    │
                             │ post-test at 80% or    │
                             │ higher                 │
                             └────────────────────────┘
                                        │
                             ┌────────────────────────┐
                             │ Skills Lab Remediation │
                             │ Practice               │
                             └────────────────────────┘
                                        │
                             ┌────────────────────────┐
                             │ Skills Lab Return      │
                             └────────────────────────┘
                          ┌─────────────┴─────────────┐
                    ┌──────────┐              ┌──────────┐
                    │   Pass   │              │ Not Pass │
                    └──────────┘              └──────────┘
                         │                         │
                   ┌──────────┐            ┌──────────────────┐
                   │    OK    │            │ Initiate Contract│
                   └──────────┘            └──────────────────┘
                                                   │
                                          ┌──────────────────┐
                                          │ Skills lab       │
                                          │ remediation      │
                                          │ practice         │
                                          └──────────────────┘
                                                   │
                                          ┌──────────────────┐
                                          │ Skills Lab Return│
                                          └──────────────────┘
                                      ┌──────────┴──────────┐
                                ┌──────────┐          ┌──────────┐
                                │   Pass   │          │ Not Pass │
                                └──────────┘          └──────────┘
                                     │                     │
                               ┌──────────┐         ┌──────────────┐
                               │    OK    │         │ Fail Course  │
                               └──────────┘         └──────────────┘
```
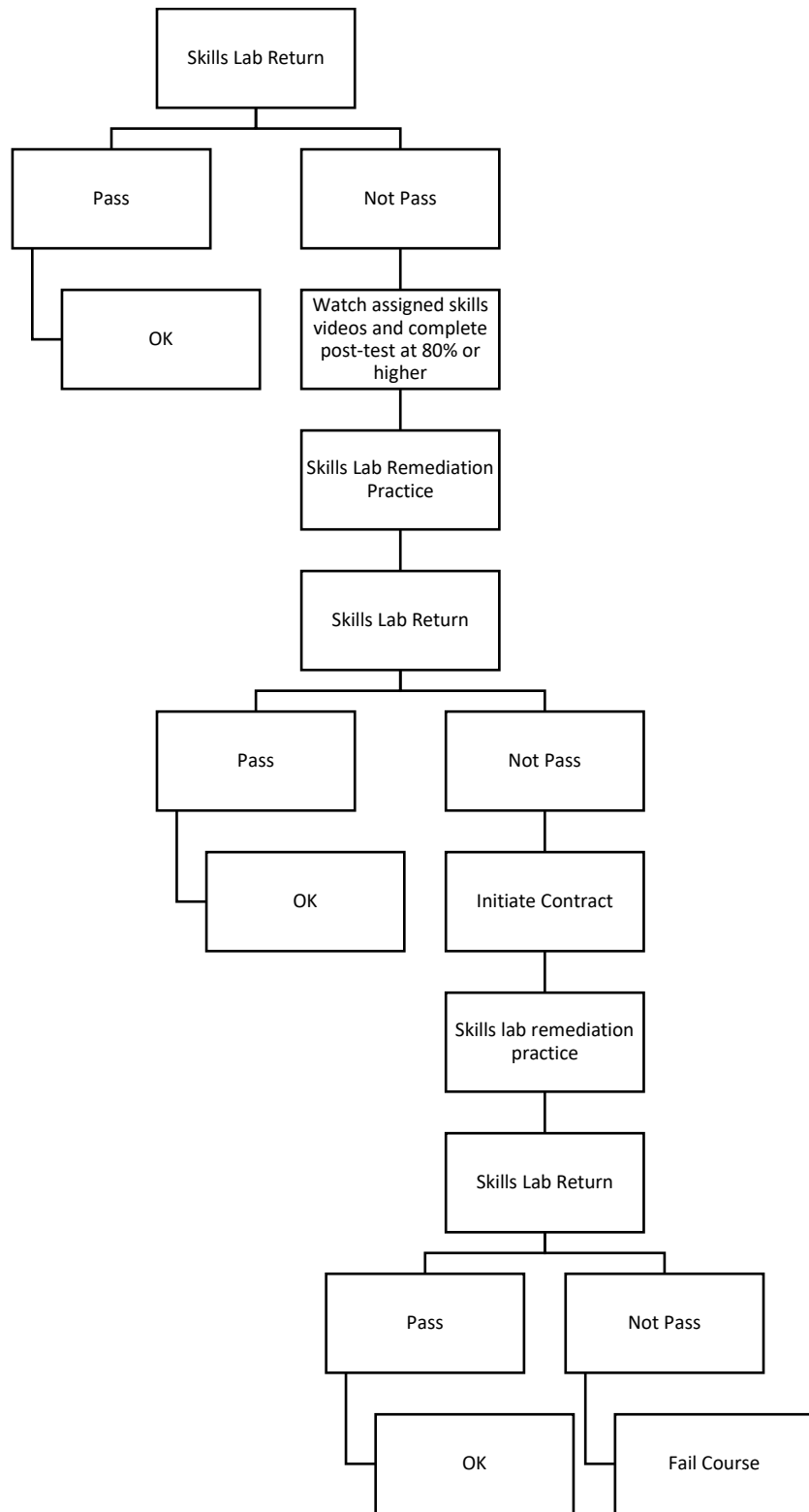
NSP 02.09: Nursing Student Dress Code for Clinical, Labs, and Simulation

Policy

Clinical, Labs, and Simulation When Student Uniform is Required

The student uniform consists of a Winks-brand, W123 style, pewter gray top and bottom*, neutral shoes with mostly black, gray, white, or off-white coloring with socks, the OSU-OKC school patch, and OSU-OKC student photo name tag. A white lab coat with OSU-OKC school patch and name tag is also considered part of the uniform and should be worn to and from the clinical unit. The uniform and lab coat are always clean and pressed.

1. The top is worn outside the pants. A plain solid black or white T-shirt, either long or short sleeved, may be worn under the top, if desired, but may not show below the hem of the top.
2. Pants are to have ankle length legs and must not touch the floor.
3. Skirts must be of a sufficient length, at or below the knee, and of the same brand as pants to ensure that colors match.
4. Shoes must be clean and polished and worn exclusively with the uniform. Canvas shoes, sandals, open-heeled clogs, or boots are not acceptable.
5. The OSU-Oklahoma City school patch is affixed three (3) inches below the shoulder on the right sleeve of the uniform and lab coat. A hoodie may not be worn in the patient care area.
6. The OSU-Oklahoma City student photo ID tag should be easily visible on the left side of the uniform top and on the lab coat.
7. Hair and facial hair well-kept, non-natural hair tones are not permitted. Facial hair should be well groomed and neatly trimmed and may not interfere with personal protective equipment (PPE).
8. Head covering for religious reasons must be neutral with mostly black, gray, white, or off-white coloring.
9. Jewelry is limited to wedding band and/or engagement ring, a watch with a second hand, and single stud type earring in each earlobe if ears are pierced. Jewelry and hair ornamentation should not detract from professional appearance or create a safety risk.
10. Nose rings, tongue rings, other facial jewelry, and/or fingernail jewelry are not appropriate. Where permitted, jewelry should be understated and complimentary to a well-groomed, professional appearance. Flesh colored plugs for gauged ears, nose rings, etc., are permitted.
11. Tattoos should remain covered during clinical opportunities.
12. Nails should be well-groomed and trimmed (less than 5/8 inches from base to tip). Artifical nails and nail polish of any kind are prohibited. Nails should not interfere with job duties or performance.
13. Students may not chew gum while in the clinical area.
14. Personal grooming is extremely important when students are involved in direct client care. Students should remember when working with clients:
    a. regular bathing and use of deodorant
    b. no cologne or perfume
    c. conservative makeup only
15. No use of tobacco products is allowed in the clinical area and policies at each clinical facility related to tobacco use/smoking must be followed.

Special Note: When students are virtually attending simulation/lab, the expectation is to use live video to monitor engagement. Students are expected to be in uniform for these encounters. This includes video recording skills check offs, virtual sims, etc.

Clinical, Labs, and Simulation When Student Uniform Is Not Required

Students may not be required to wear the complete uniform for clinical labs in home health or mental health nursing. Also, visits to the clinical facility for orientation or patient care planning may not require uniforms as described above. When instructed to wear only lab coat over professional dress, students are responsible for using good judgment in dressing to create a professional appearance. Discuss any questions or concerns with your clinical instructor prior to the clinical lab.

1. Lab coats must be all white, clean, and pressed; with OSU-OKC school patch affixed three (3) inches under the shoulder seam on the right sleeve and OSU-OKC student name tag clearly visible on the left side of the lab coat.
2. Regular shoes, clean and polished, are worn with socks or hose. Canvas shoes, sandals, open-toed or open-heeled shoes are not appropriate.
3. The following clothing are not to be worn:
   a. denim slacks or jeans,
   b. military fatigues, overalls, nylon or knit sweat suits,
   c. shorts of any type, or cut-off pants,
   d. sleeveless, low-cut, tight, or revealing clothing of any type (tube and halter tops, sundresses, slip dresses, mini-skirts, leggings, etc.),
   e. sweatshirts or T-shirts.
4. Hair must be clean, neat, and arranged in a manner that maintains medical asepsis.
5. Jewelry is limited to wedding band and/or engagement ring, a watch with a second hand, and single stud type earring in each earlobe if ears are pierced. Other forms of body piercing with jewelry attached in full view are not acceptable. Clothing must cover all body art (tattoos).
6. Fingernails must be clean, neat, and trimmed to a length not visible beyond the fingertip. Nail polish, if worn, must be clear or a neutral shade. Chipped or cracked polish should be removed.
7. Students may not chew gum while in the clinical area.
8. Personal grooming is extremely important when students are involved in direct client care. Students should remember when working with clients:
   a. regular bathing and use of deodorant
   b. no cologne or perfume
   c. conservative makeup only

Special Note: This policy is based on the most conservative dress code/clinical site requirements of our clinical partners. As such, clinical department employees' requirements may vary from our prescribed standards.

* Students can choose from scrub styles in the Winks (formerly WonderWinks) W123 collection (no polo-style tops are allowed). Embroidery is no longer required, meaning students can purchase their uniform at any outlet selling the Winks W123 collection. Patches will continue to be required and are purchasable in the OSU-OKC Bookstore, only.

Students with interruptions in progress will need to adhere to the uniform color of their new cohort.

NSP 02.10: Nursing Dosage Calculation Exams

Policy

Medication administration is a core nursing student skill. It is imperative that students can accurately and effectively calculate and/or verify calculations related to medication dosages.

1. Students in courses with a clinical component, NURS 1118, NURS 1148, NURS 2218, and NURS 2258, must successfully pass a dosage calculation exam prior to being released to attend clinical experiences.
2. Each dosage calculation exam will contain 12 questions.
3. Students must score 91% or higher to successfully pass the exam.
4. Students will be allowed one hour to complete the exam.
    a. This gives about 5 minutes per question.
    b. This is greater than the standard exam time or double-time accommodation.
    c. This is done in the spirit of Universal Design, or the mindset that the exam design accommodates a wide range of individual preferences and abilities (https://www.section508.gov/blog/Universal-Design-What-is-it/).
5. Each exam will be administered via ExamSoft; there will be no paper exams.
6. Students must pass the dosage calculation exam within 3 attempts.
7. If unsuccessful:
    a. 1st attempt: required remediation.
        i. Complete all Evolve Drug Calculation modules specific to your course and any required in earlier courses with a score of 80% or higher.
        ii. This is required to progress to a second attempt.
    b. 2nd attempt: required 1:1 meeting with faculty.
        i. Required to meet with faculty for individualized remediation.
        ii. A counseling form will be created detailing the recommended remediation.
    c. 3rd attempt: withdrawal or administrative withdrawal.
        i. Students who are unable to pass the dosage calculation exam in three attempts do not meet minimum requirements for attending clinical experiences. If unable to attend clinical experiences, the student will not be able to complete the course.
        ii. Students not meeting these minimum requirements will be administratively withdrawn and referred to NSP 04.01, Interruption of Normal Progression.

Procedure

Responsible Person	Action
Nurse Science Faculty	1. Provide students with the necessary information for performance of dosage calculations.

Student	1. Ensure that ExamSoft is installed and functional prior to exam day.
	2. Review the Evolve Drug Calculation Modules specific to one's course in preparation for taking their dosage calculation exam.
	    a. Basic Math Overview: Modules 1-7
	    b. NURS 1118: Modules 8, 9, and 10.
	    c. NURS 1148: Module 11
	    d. NURS 1314: Modules 1-11
	    e. NURS 2218: Module 12

	f. NURS 2258: Module 13 Note: Module names listed at the end of this policy. 3. Earn a score of 80% or higher on required modules.
Nurse Science Faculty	1. Create exam in ExamSoft and make it available for download. 2. Exam should have 12 questions. 3. Students should be given one hour (60 minutes) to complete the exam.
Student	1. Take exam as scheduled. 2. If successful, no other steps are required until the next course with clinical experience. 3. If unsuccessful, follow remediation steps identified in bullet 7. in the policy above. 4. Failure to complete the required remediation will result in the student receiving a zero for the subsequent exam and not being allowed to test. 5. If unsuccessful in three attempts, withdraw from the course.
Nurse Science Faculty	1. Grade exams. 2. If successful, note in team documents. 3. If unsuccessful, notify students and provide guidance for required remediation. 4. If unsuccessful a second time, conduct 1:1 meeting to identify areas of weakness and strategies for successful completion of the third exam. 5. If unsuccessful a third time, notify student and schedule meeting with faculty, student, and Department Head, Nurse Science to discuss withdrawal or administrative withdrawal processes.

Evolve Drug Calculations Module Names:

1. Basic Math Review
2. Conversions within Metric, Apothecary, and Household Systems
3. Drug Orders, Labels, MARs, & Medication Dispensing Systems
4. Prevention of Medication Errors
5. Alternative Methods for Drug Administration
6. Methods of Calculation
7. Methods of Calculation for Individualized Drug Dosing
8. Oral and Enteral Preparations with Clinical Applications
9. Injectable Preparations with Clinical Applications
10. Insulin Administration
11. Intravenous Preparations with Clinical Applications
12. Pediatrics
13. Critical Care

Policy Section 3:

Student Policies

NSP 03.01: Attestations

Policy

Students new to the program, whether through traditional pathways, transfer pathways, or career ladder pathways, must sign the attestations to enter the Program. These will be provided. Students must complete and return these forms at required orientation sessions.

Forms are available for review and printing in Appendix A and on the Nurse Science Program website (https://osuokc.edu/academics/degrees/nurse-science.html) under the Downloadable Forms link.

Procedure

Responsible Person	Action
Student	1. Obtain advanced access to Nurse Science Department Student Handbook appendices for review prior to signature at: https://osuokc.edu/academics/degrees/nurse-science.html > Student Handbooks dropdown. 2. If not provided, print, and sign a copy of documents.
Nurse Science Faculty	1. Make copies of Nurse Science Department Student Handbook, Appendix A, available for signature: a. Nurse Science Handbook Attestation b. Oath of Confidentiality c. Release of Information d. Authorization for Photography and Recording of Simulation Sessions e. OSU-OKC Agreement for Simulation/Lab
Nurse Science Faculty	1. Collect signed forms and submit to department staff.
Nurse Science Staff	1. Put signed copies in their respective student files.

NSP 03.02: Attendance

Policy

1. Each student should place emphasis on possessing a sense of responsibility for his/her education. Students are held accountable for all work covered in a course despite valid reasons for absence from class, laboratory, or clinical. Each student is required to attend all class, clinical, simulation, and laboratory periods.

Classroom Attendance

2. Classroom Attendance:
    a. Students are expected to arrive at class on time and be prepared for the day's activities, and not leave early.
        i. To provide a safe and secure instructional environment, students will find the classroom doors closed and automatically locked after the first 15 minutes of class.
        ii. Faculty members may allow late/re-entry after the doors close. This is at the discretion of the faculty sitting near the doors.
        iii. Students may join the class at breaktime.
        iv. Chronic tardiness (more than 3 times) is a sign of unprofessionalism and may result in a student counseling/contract. Tardiness is defined as arriving or leaving outside of the posted class time.
    b. Students shall attend class at least 80% of the time.
        i. Attendance on scheduled exam days and HESI exam days do not count towards the 80% minimum attendance requirement.
    c. Students whose attendance drops below the 80% minimum attendance requirement will be put on contract and may be administratively withdrawn or receive a grade of "F" for the course (Refer to NSP 04.05).

Clinical, Laboratory, and Simulation Attendance

3. Clinical, Laboratory, and Simulation Attendance:
    a. All absences must be communicated to the team leader for follow-up.
    b. Clinical, laboratory, and simulation absences will be made up as soon as possible on a date and location determined by the teaching team.
    c. In the event a student reports for clinical late or unprepared, he/she will not be allowed to provide care and will be sent home and counted as absent.
    d. In the event a student reports for simulation/ laboratory late or unprepared, the student will wait for the instructor to determine whether or not they will be allowed to join in on the next rotation or whether they will be sent home and counted as absent.
    e. **Please note:** Clinical, laboratory, and simulation make-up opportunities are not guaranteed and failure to complete required experiences may result in failing clinical, thus failing the course (a recorded "F" grade).

NCLEX Review Attendance:

4. NCLEX Review Attendance:
    a. Attendance at the multi-day NCLEX review is required.
    b. Professional behaviors are expected as this is a program-required activity.

Excused Absences

5. Excused Absences:
    a. Excused absences are defined as:

i. Jury duty
ii. Funeral services
iii. Doctor's notes for student or dependents
b. Excused absences require documentation to be classified as excused.
c. Documented excused absences for classroom attendance will not count against the 20% maximum absence allowance.
d. Documented excused absences for clinical, laboratory, or simulation does not relieve the student from that experience. Make up is still required.

Other Requirements

6. The student must provide documentation of all requirements listed under Nurse Science Student Health (Refer to NSP 02.01) prior to clinical experience. In the event a student reports for clinical without meeting these requirements, he/she will not be allowed to provide care and will be sent home and counted as absent.
7. A nursing student who has been absent due to illness or injury may be requested to present, upon return, a Release to Return to Clinical Activity Form (Appendix D). The instructor reserves the right to make the final decision of allowing the student to class, clinical, or laboratory utilizing the criteria of patient safety.
8. All students must be enrolled and maintain enrollment in the myClinicalExchange (See NSP 03.02). Failure to enroll will lead to the inability to be present at clinical which will result in clinical failure.
9. Once a clinical or laboratory assignment is made, a contract is established for the student to give nursing care and is considered binding. Therefore, the student who is going to be tardy or absent is responsible for notification of the designated person(s), stipulated by the instructor, prior to the beginning of the clinical or laboratory period. The instructor reserves the right to make the final decision of allowing the student to clinical or laboratory utilizing the criteria of patient safety.

Procedure

Responsible Person	Action
Student	1. Attend all scheduled classes, clinical, and simulation/labs. 2. Provide documentation of all requirements as listed in NSP 02.01. 3. Assume responsibility for all costs associated with criminal background check and urine drug screen. 4. Notify instructor and clinical area of any expected absence. 5. After any absence, present justification for same, and if due to illness or injury must submit a Release to Return to Clinical Activity Form (Appendix D).
Nurse Science Faculty	1. Review student absences. If total exceeds 80% mark and/or if related to laboratory, simulation, or clinical, consider appropriate action.

NSP 03.03: Grade Requirements and Scale

Policy

A minimum grade of "C" is required in all courses necessary for the Associate of Applied Science degree. Nurse Science students must maintain a GPA of 2.0 or higher as reflected in the OSU-OKC student information system.

When the final grade for any semester is calculated, there will be *no rounding* of the final grade.

The grading conversion scale is:

A =	90% - 100%
B =	80% - 89.99%
C =	75% - 79.99%
D =	70% - 74.99%
F =	Below 70%

Procedure

Responsible Person	Action
Nurse Science Team Leaders or Designated Faculty	1. Create and maintain gradebook in the learning management system. 2. Calculate grades and notify students of progress in course through the learning management system. 3. Submit final grades to Nurse Science Administration at the end of each semester on or before date established by Administration.
Department Head	1. Notify students of failure to maintain required GPA of 2.0 or higher. 2. Determine if students have met criteria for graduation

Note: In the event of discrepancies between listed assignments for a grade in the syllabus and the learning management system, the syllabus information is the final authority on these matters. In the event of discrepancies between what is captured in the learning management system and a student's grade on an assignment, the student should reach out to faculty to discuss the discrepancy. In either case, if unsatisfied with the outcome, students have the right to file a Grade Appeal with the Academic Affairs office. For more information, please visit https://osuokc.edu/site-files/documents/academics/grade-appeal-form.pdf.

NSP 03.04: Graduation Requirements

Policy

1. The responsibility for satisfying all requirements for the degree rests with the student.
2. A student must complete the degree requirements listed in the college catalog.
3. A minimum of 15 semester credit hours must be taken in residence at OSU-OKC prior to receiving the associate degree.
4. Students must apply for Graduation to the Office of the Registrar via their my.okstate.edu portal. Instructions can be found at https://osuokc.edu/student-life/graduation/.
   a. Note: Students completing the program who do not apply for graduation will not have their degree conferred on their transcript. This can mean that the student's official graduation date, and ability to register for and take their licensure examination, can be delayed until the end of the following semester.
5. A retention/graduation grade-point average of 2.0 or higher, in addition to the minimum grade point average as required by the department in the major program, is required for all courses in which a student has a recorded grade, excluding any courses repeated or reprieved and excluding remedial courses and physical education activity courses.
6. Please refer to the current OSU-OKC Catalog for the most current graduation requirements.
7. For more information or for questions, students can contact Graduation Services at (405) 945-9126 or via email at okc.graduation@okstate.edu.

Procedure

Responsible Person	Action
Student	1. Enroll in all remaining courses required for graduation during last semester in residence 2. Ascertain status of transcript of grades on required courses before the fourth semester 3. Submit application for graduation by the prescribed deadline
Department Head / Office of the Registrar	1. Determine if student has met criteria for graduation

Special Note: Students should ask their advisor whether they qualify for any additional degrees when they apply for graduation. Many nursing students qualify for additional degrees.

NSP 03.05: Guidelines for Accommodation of Students with Disabilities

Policy

1. The Nursing Program of OSU-OKC is committed to providing equal access to educational opportunities for students with disabilities, in accordance with the principles and requirements of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the ADA Amendments Act of 2008.
2. It is important to note that to successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, an individual must be able to perform certain physical activities that include vocal, visual, auditory, dexterity and intellectual requirements (See NSP 02.02).
3. Refer to OSU-OKC Access and Community Impact office for further information https://osuokc.edu/student-life/accessibility/.
4. Once paperwork is received from the Access and Community Impact office, it can take up to seven (7) calendar days to update testing accommodations in our system.

Procedure

Responsible Person	Action
Team Leader	1. Include link to the Syllabus Supplement that contains the ADA Recommended Syllabus Statement as part of course syllabus
Student	1. Decide whether to disclose disability and request accommodation. 2. If disability is declared and accommodation requested, the student must furnish proof of the disability to the institution's Disability Services and Diversity Office. Accommodations must be requested for each class, every semester
Disability Services and Diversity Office	1. Verify and document student's proof of disability. 2. Cooperate with student and faculty to identify reasonable and specific accommodations for students with disabilities in each nursing course and clinical lab. 3. Notify faculty of any approved student disability accommodations 4. Maintain FERPA confidentiality of student records concerning disabilities and accommodation requests
Nurse Science Faculty	1. If approached by a student concerning a disability, refer the student to the institution's Disability Services and Diversity Office. 2. Do not diagnose the disability or refer the student to specific diagnostic testing. 3. Accommodation will not be provided for any student if the student does not present the required documentation (Disability Accommodation Letter or other verification of approval of accommodations) from the Disability Services and Diversity Office 4. Cooperate with Disability Services and Diversity Office and Team Leader in devising appropriate and

	specific accommodations for students with disabilities in nursing courses and clinical labs
	5. Maintain confidentiality of student information regarding documented disabilities and accommodations.
	6. Once paperwork is received from the Access and Community Impact office, update testing system within seven (7) days.

Note: The maximum allowable time for any HESI or other exam for accommodated students will be 7.5 hours. This maximum has been vetted by both Testing and Assessment Center staff and the Accessibility and Community Impact office and has been determined to meet the reasonable accommodation standard.

NSP 03.06: Use of Electronic Devices and Social Networking

Policy

1. With the advent of electronic devices, a large amount of nursing, medical, and productivity software has been developed. Studies have shown that students who use electronic devices in the clinical setting are more successful and are not as anxious about the experiences. The use of electronic devices in the clinical setting provides the student with up-to-date information, which is readily available.
2. Therefore, the student may use an electronic device as a resource during clinical experiences as per facility policy. Compliance must be ensured with the Health Insurance Portability and Accountability Act (HIPAA).
3. 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 personal risk. People can be stalked; employers can search potential candidates, and people may unintentionally violate privacy rules. Discussing any clinical situation on any social networking site is strictly forbidden. Violation of this policy would be considered a privacy violation and subject to dismissal or other disciplinary action under NSP 04.05 Student Dismissal.

Procedure

Responsible Person	Action
Nurse Science Faculty	1. Orient the clinical students to the electronic device/social networking policy at the beginning of clinical for students to be aware of HIPAA compliance

Student	1. At a minimum, enable password protection on electronic device:
	   a. Minimum of 4-6-character length password
	   b. Device should lock out after third unsuccessful password attempt
	   c. Passwords should change every 90 days (or sooner if the student believes their password has been compromised)
	   d. Infrared ports or wireless access should be disabled (or enabled only while the device is unlocked)
	2. De-identify client information. Remove/do not record the following data:
	   a. Client age
	   b. Names
	   c. Room numbers
	   d. Geographical subdivisions
	   e. All elements of dates
	   f. Telephone numbers
	   g. Fax numbers
	   h. E-mail address
	   i. Social Security Number
	   j. Medical record number
	   k. Health plan beneficiary number
	   l. Account number
	   m. Certificate/license number
	   n. Vehicle identifiers and serial number

	o. Device identifiers and serial numbers
	p. Universal resource locators (URL's)
	q. Internet protocol (IP) address numbers
	r. Biometric identifiers, including finger and voice prints
	s. No photographic images of any body parts.
	t. No audio recordings.
	u. Any other unique identifying number, characteristic, code, etc.
	3. Refrain from posting any commentary about clinical experiences, clinical situations, patients, or any information listed above in any social networking venue, regardless of privacy settings.

Please note: As of December 8, 2022, Executive Order 2022-33 prohibits the use of TikTok on OSU-OKC owned devices and networks.

NSP 03.07: Guidelines for Chemically Impaired Students

Policy

OSU-OKC is dedicated to the development of individual wholeness. As such, it holds the following beliefs:

1. Addiction is an illness that can be successfully treated, and the individual returned to a productive level of functioning.
2. A learning environment conducive to the fullest possible human development is emotionally healthy and drug-free.
3. Addiction affects a student's academic and clinical performance in such a manner that the impaired student is a danger to self and clients.
4. It is the responsibility of students to seek diagnosis and treatment for any suspected illness.
5. OSU-OKC is committed to assisting its students with recovery.
6. This health problem will be proactively addressed by the nursing faculty when identified within the nursing student population.

Definition

The chemically impaired student is a person who, while in the academic or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuses of the substances include episodic misuse or chronic use that has produced psychological and/or physical symptoms.

Procedure

Responsible Person	Action
Nursing Faculty / Clinical Supervising Nurse	1. Identification of substance abuse or chemical impairment will be based on a pattern of observable behaviors (to include, but not limited to, erratic behavior, alcohol odor, slurred speech, motor incapacities, and/or absenteeism) that suggest impairment of an individual's ability to meet standards of performance and safety in clinical sites or the classroom 2. When such observations are made, the student will be escorted by the Nurse Science Department Faculty to the Emergency Room for immediate drug and/or alcohol screening 3. The Nurse Science Department will require that student to sign a Release of Information Form to enable the Department to receive the report
Student	1. If the student refuses to have a screening, this will be grounds for immediate dismissal from the nursing program, or other disciplinary action under NSP 04.05 Student Dismissal. 2. The Nurse Science Department will be responsible for the fee initially. Reimbursement is the responsibility of the student for positive results 3. Lab results will be submitted to the Nurse Science Department within three working days

Nurse Science Department	1. If the test is positive, the student will be asked to meet with a group of individuals which may include the Dean, Department Head, Nursing Counselor, the Vice President of Academic Affairs, and faculty member 2. The Nurse Science Department may dismiss the student from the program and refer him/her to seek counseling/rehabilitation if abuse indicators exist, as defined under definitions. Any such dismissal can be appealed pursuant to the OSU OKC Academic Discipline, Procedures and Grievances outlined in Section IV Subsection D of the Academic Dishonesty or Misconduct policy, available under Section II of the Student Code of Conduct.
Health & Wellness Counselor	1. Referral will be made to the Health & Wellness Counselor for assistance
Student	1. The student may re-apply to the Nurse Science Program upon proof of completion of a rehabilitation program 2. For readmission consideration, the student must meet the criteria of NSP 04.01, Interruption of Normal Progression and NSP 01.01, Admission Requirements 3. If probationary re-enrollment is granted, randomized drug screening will be required for the duration of the student's course of study at the student's expense 4. The Nurse Science Department will require the student to sign a Release of Information Form to enable the department to receive drug screening reports 5. Failure to abide by randomized drug screening and/or evidence of continued chemical abuse or dependency will be grounds for permanent dismissal from the nurse Science Program or other disciplinary action under NSP 04.05 Student Dismissal. 6. The student should refer to https://osuokc.edu/student-life/safety-security/alcohol-other-drugs-program.html for information on university policies and procedures that are in addition to those of the Nurse Science Department

Note: Students with a positive UDS who are in possession of a medical marijuana card **are not exempt** from this policy. Healthcare agencies have not made allowances in this area, and we are subject to adherence to facility policies during our clinical experiences. With a positive UDS, you would not be able to attend clinical. If you are ineligible to attend clinical, you cannot successfully complete the program. With this, you would be requested to withdraw or be administratively withdrawn.

NSP 03.08: Nursing Student Representation on Nurse Science Committees

Policy

1. Students enrolled in core courses of the nursing program have a voice through student representatives on selected nursing departmental standing committees.
2. Student representation on Nurse Science Department committees will be as follows:

Committee	Term
Curriculum Development Committee	
Three students (NURS 2218, NURS 2258, Career Ladder)	Two consecutive semesters
Selected during a Fall semester	
Student Development Committee	
Three students (NURS 1118, NURS 1148, Career Ladder)	Two consecutive semesters
Selected during a Fall semester	
Advisory Committee	
Three students (NURS 2218, NURS 2258, Career Ladder)	Two consecutive semesters
Selected during a Fall semester	
Faculty Organization	
One student (NURS 2218, NURS 2258, or Career Ladder)	Two consecutive semesters
Current SNA President or designee	

3. Students may be appointed to ad hoc committees when appropriate.
4. The Nurse Science faculty reserves the right to exclude the student representative from discussions that could infringe upon the privacy of another student or faculty member or if disciplinary actions are being considered.
5. Student representative's responsibilities may include:
   a. Provide input from a student perspective,
   b. Orient new student representative,
   c. Share information obtained with peers and seek additional information from peers, and/or
   d. Actively participate in recruitment and retention of students.

NSP 03.09: Policy Updates

Policy

1. Nurse Science Department faculty and staff frequently review existing policies and procedures for updates.
2. Policy updates are heard and approved by the appropriate departmental committee.
3. Committee members bring policy updates to faculty meetings for consideration and approval.
4. Student representation at the departmental faculty meetings ensures students' input into proposed policy changes.
5. Policy updates are oftentimes time sensitive and become effective become effective either upon notification or with the next iteration of the Nursing Student Handbook.

Procedure

Responsible Person	Action
Nursing Faculty / Staff	1. Identify policy/processes in need of review or identify policy/processes due for regular review. 2. Directly refer to committees or discuss at faculty meetings and the policy/process be referred to committee.
Nursing Departmental Committee(s)	1. Take up the issue and discuss it as a part of the work of the committee. 2. Form recommendation for the faculty body to review and approve. 3. Vote on and approve final recommendations to be sent to faculty for consideration.
Nursing Faculty	1. Receive the policy modification recommendation from the departmental committee(s). 2. Place item for discussion on the next departmental faculty meeting. 3. Take up the issue and discuss. 4. Vote on recommendation and make necessary policy updates.
Nursing Department Head or Webmaster	1. Post handbook with updated policies to the OSU-OKC Nurse Science website.

NSP 03.10: Testing Policy

Policy

1. The OSU-OKC Nursing Program must prepare students to provide safe and effective care.
2. One way to evaluate student knowledge, skills, and ability to provide safe and effective care is by giving examinations.
3. Examinations are emphasized in the nurse science program since students will be demonstrating care competence on taking the NCLEX-RN licensure examination.
4. Students will receive 2.0 minutes per question.
5. Backwards navigation is disabled (consistent with NCLEX guidelines). Once the student has submitted an answer to a question, they will not have the opportunity to revisit the question.
6. Students are required to download the appropriate exam prior to arriving for the exam.
7. Official OSU-OKC Student IDs are required for entry into the examination room.
8. Students should not leave the room during an exam without permission.
9. It is generally expected that students should come to the exam prepared to stay until their exam is complete.
10. For lengthy exams, those lasting greater than two hours, one 15-minute break will be allowed every two hours. Students will be allowed to bring a snack for the break. The exam clock does not stop.
11. Students taking an exam on a day different from the scheduled exam date will take a different exam than the one administered on the scheduled exam date. The alternative exam will be equitable.
12. Students arriving more than 15 minutes late for the exam will be required to schedule a makeup examination.
13. "Brain Dumping," writing notes on scratch paper before the exam begins, is not allowed. Students may not write anything on their scratch paper until the exam has started and the first question is on the exam screen.
14. Once any student has completed an exam, no other student will be allowed to begin the exam.
15. Students can review their examination immediately after completion of the exam, prior to uploading.
16. Students should not gather or talk outside the classroom door as this is distracting to other students.
17. Examination scores will be recorded in the learning management system. Exam scores will not be provided via telephone or email.
18. Outside of the exam query process, please wait to reach out to faculty with questions regarding exams until after exam grades have been posted. This allows faculty uninterrupted time to complete the exam review processes prior to posting grades.
19. Requests for 1:1 examination review with faculty must occur prior to the administration of the next exam.
20. Students may request re-scoring on an exam if an error is suspected. This must occur prior to the administration of the next exam.
21. Testing policies are necessary to ensure exam security, testing environment consistency, and an NCLEX-like testing environment.

Procedure

Responsible Person	Action
Nursing Faculty	1. Develop examinations according to the learning objectives listed for the course/content.

Student	1. Attend and engage in class, clinical, and simulation.
	 2. Students must have their own Evolve account. Sharing of accounts is prohibited.
	 3. Prepare for examinations
	     a. Read the objectives
	     b. Complete required readings prior to class

	c. Review handouts and lecture notes d. Use color, symbols, or other notation systems to identify important topics such as steps of the nursing process, patient safety, or nursing actions. e. Practice NCLEX-type questions. 4. Purchase Examplify testing software. 5. Prior to first examination, review the article at https://support.examsoft.com/hc/en-us/articles/11167451783949-Examplify-Prepare-to-Take-an-Exam.

Nursing Faculty	1. Enforce standard examination procedures:
	  a. Before the exam begins
	    i. All student possessions (backpacks, cell phones, watches (regular or smartwatch), beverages, etc.) should remain locked in their cars.
	      1. Students may wear a simple jacket or sweatshirt if cold. Hoodies are not allowed.
	      2. Coats/hats/scarves/gloves should not be worn into the testing room.
	    ii. Students should arrive in the exam room at least 10 minutes prior to the scheduled exam time.
	    iii. Students are not permitted to sit at their desk with notes prior to the exam. Any last-minute studying must be conducted outside the classroom.
	    iv. Students are to enter quietly and maintain a quiet atmosphere prior to testing.
	    v. Students arriving without their OSU-OKC Student ID Card, testing device, or the exam downloaded, will not be permitted to sit for the exam.
	  b. During the exam
	    i. The student may only have their OSU-OKC Student ID, a pencil, ear plugs, and their car key in their possession during the exam.
	    ii. Provide scratch paper.
	    iii. Students may not write on scratch paper prior to the beginning of the exam and the first question on their screen. If notes are present, take up

	scratch paper, replace them with a new scratch paper, and document.
	    iv. When headphones are required for the examination, only wired headphones are allowed in the testing environment. Wireless headphones are prohibited.
	  c. During a lengthy exam (> 2 hours)
	    i. Enforce the standard examination procedures.
	    ii. Students approaching for permission to take a 15-minute break should be reminded that their exam time does not stop.
	    iii. Students should be given the time by which they should return.
	    iv. Faculty should assist students to minimize noise/disruption from their leaving and returning to the testing environment.
	  d. After the exam
	    i. Confirm that student exams have successfully uploaded prior to their leaving the testing environment.
	    ii. Collect scratch paper.

Student	1. During the examination
	  a. Raise hand if you have technical issues or if there are questions.
	  b. Review examination prior to upload.
	2. During a lengthy examination (> 2 hours)
	  a. Students requesting a break should raise their hand or quietly approach faculty to request permission to take a break.
	  b. Students are allowed up to one 15-minute break per two hours exam time.
	  c. Faculty will note the time to return.
	  d. Please exit and re-enter as quietly as possible to minimize disruption for other test takers.
	  e. The exam clock does not stop while on break.
	  f. Snacks and beverages are allowed during breaks but cannot be stored or consumed in the testing environment.
	3. After examination
	  a. Upload examination and verify with faculty that the upload has been successful before leaving the room.

	b. After leaving the room, please exit the area so the remaining students can continue to test in a quiet environment.
Nursing Faculty	1. Perform statistical analysis of examinations. 2. Enter final exam grades into learning management system.

Note: Students with accommodation, those with make-up exams, or other situations, who test in the OSU-OKC Testing and Assessment Center, are expected to follow the same policies and procedures as those who test in the classroom. If policies or procedures must vary, the teaching team leader will notify the students affected. The teaching team leader will also provide the Assessment Center staff with instructions for exams that they administer on our behalf and the staff will make no exceptions to those instructions.

The staff in the Center provides a valuable service to our course and we expect you to behave professionally when taking advantage of this service and follow their policies: https://osuokc.edu/academics/assessment/testing-policies.html

03.11: Extra Credit Policy

Policy

1. Extra credit points are points awarded for students pursuing learning above and beyond the course requirements.
2. Students may earn up to a maximum of 5% of the total points available in a course.
3. Extra credit points will be applied toward the final grade for the course provided the student has achieved a passing grade in the course.
4. Extra credit documentation requirements are due to designated team faculty no later than the end of business (1700) on the Monday of pre-finals week (the Monday before final exam week).
   a. Log of activities
   b. Documentation of evidence of attendance/participation in activities
      i. Certificates received for activities.
      ii. Letters of attestation from individuals/agencies documenting attendance/participation in activities.
      iii. Official attendance sheets or other documentation capturing attendance/participation in activities.
5. Extra credit submissions received after the deadline will not be considered.
6. Extra credit may be earned for activities in the following program outcome areas:
   a. Human Flourishing – Max 20 points allowed in this category.
      i. Activities related to providing service to others, including:
         1. Service Learning
   b. Clinical Judgment – Max 20 points allowed in this category.
      i. Activities related to enhancing student's clinical judgment abilities, including:
         1. Open lab participation – 1 point per hour of participation, up to 5 points.
         2. Lecture, concept-related EAQ quizzes achieving 75% or higher – 1 point per current concept.
   c. Spirit of Inquiry – Max 20 points allowed in this category.
      i. Activities related to exhibition of enthusiastic scholarship and dissemination of scholarship regarding nursing practice, including:
         1. Completion of an Honors Contract – may earn up to 20 points maximum for this category.
   d. Professional Identity – Max 20 points allowed in this category.
      i. Activities that further develop leadership skills and political awareness, including:
         1. Student Nurses Association planning meetings – 1 point per meeting, up to 4 points.
         2. Student Nurses Association meeting attendance – 1 point per meeting, up to 4 points.
         3. Attending an SNA conference and presenting findings – 1 point per topic presented.
         4. Serving on a campus or departmental committee – 1 point per meeting, up to 4 points.

Procedure

Responsible Person	Action
Nursing Faculty	1. Communicate Extra Credit Policy in course syllabus and provide common ways of earning extra credit points in the various outcomes areas. 2. Identify numerical maximum extra credit points available and list in syllabus.
Nursing Student	1. Identify activities of interest. 2. Seek any necessary clarification from nursing faculty about whether activities of interest are consistent with the program outcomes area(s). 3. Attend/participate in activities of interest.

	4. Create a log of activities.
	5. Gather documentation of evidence of attendance/participation.
	6. Complete calculation of total extra credit points being requested.
	a. Up to each outcome area maximum.
	b. Up to 5% of total points in course maximum.
	7. Submit log of activities and evidence as directed by course faculty prior 1700 on the Monday of pre-finals week (the Monday before final exam week).
	8. Successfully complete the course with a grade of "C" or better.
Nursing Faculty	1. Receive extra credit submissions.
	2. Verify/confirm documentation of attendance/participation exists for submitted point requests.
	3. Perform final grade subtotal calculations.
	4. Award verified extra credit, up to 5% of total points in course maximum, for students whose subtotal grade is equivalent to a "C" or better.
	5. Perform final grade calculations.
	6. Post final grades.

Policy Section 4:

Counseling and Dismissal

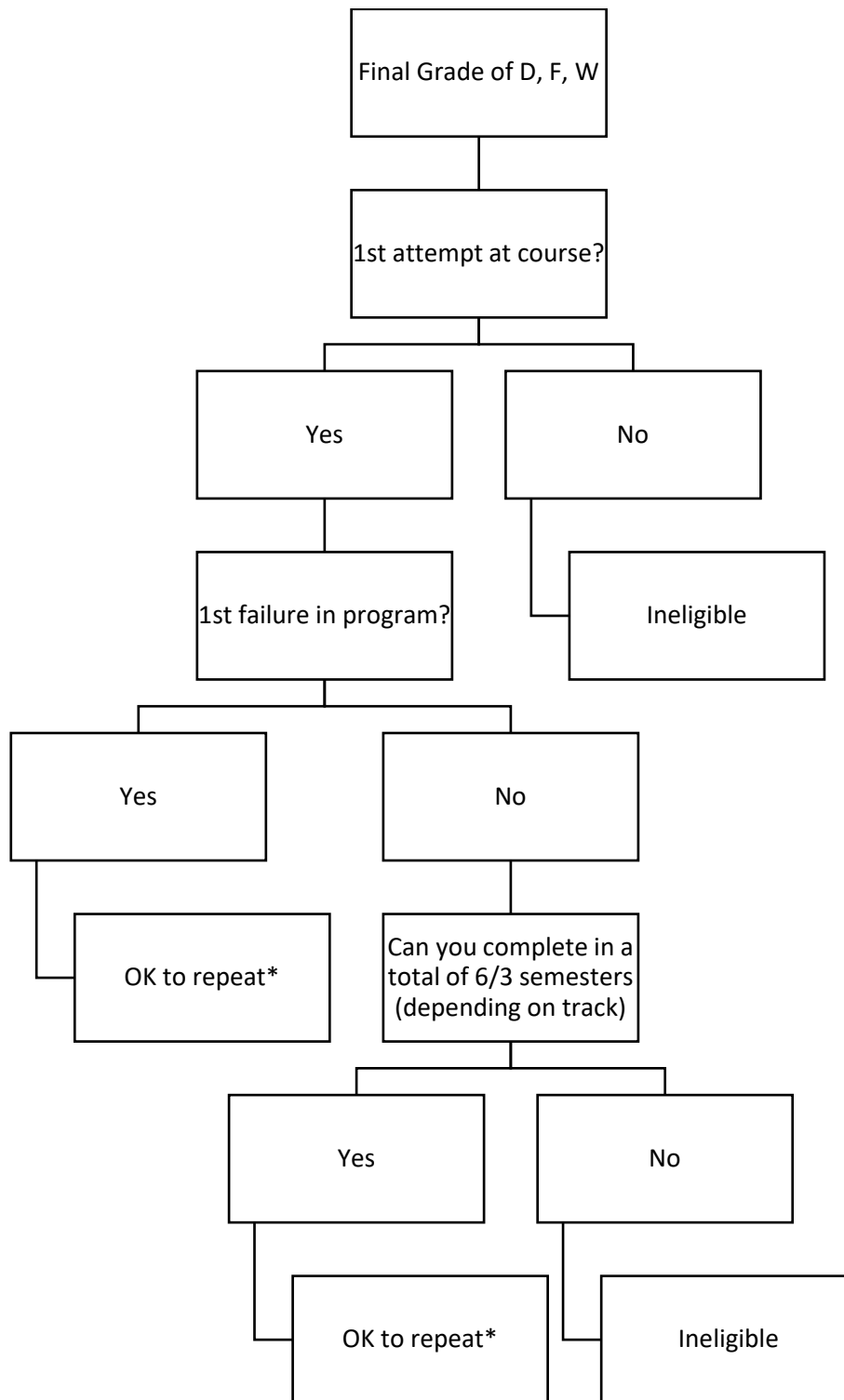# NSP 04.01: Interruption of Normal Progression

Policy

1. A generic nursing student must successfully complete the NURS major area courses required for the Associate of Applied Science in Nursing within a three-year period or 6 semesters. The time begins with the first enrollment in NURS 1118 Foundations of Nursing.

2. A new student transitioning from NURS 1314 Nursing Concepts for the Career Ladder Student must successfully complete the NURS major area courses required for the Associate of Applied Science in Nursing within 3 semesters. The time begins with the first enrollment in NURS 2218 Nursing Concepts and Care for Vulnerable Populations.

3. Interruption of normal progression will occur when the student:
   a. Does not successfully pass required dosage calculation examinations within three (3) attempts,
   b. Does not achieve a grade of "C" or better in any course necessary for the Associate of Applied Science degree,
   c. Withdraws from any major course necessary for the Associate of Applied Science degree,
   d. Requests permission to delay progression for a period not to exceed two (2) semesters,
   e. Does not maintain a GPA of 2.0 or higher as reflected in the OSU-OKC student information system,
   f. Submits a non-negative UDS during the program followed by a 2nd non-negative UDS, or
   g. Has a criminal conviction that makes the student ineligible to apply for state licensure or participate in client nursing care including (but not limited to) violence, abuse, theft, illegal use of weapons, or illegal use or possession of a controlled substance.

4. A student who has been placed on a contract, does not comply with all required activities in the contract, and fails to successfully complete the nursing course or is dismissed from the nursing program will not be allowed to re-enroll in the nursing course.

5. A student who has an interruption of progression in NURS 1118, 1121, 1148, 2218, 2258, or 2342, and has not repeated more than one course due to failure or withdrawal, has not violated any patient safety requirements, is not on a contract, meets the GPA requirement, and will graduate within 6 semesters (traditional) or 3 semesters (LPN/Paramedic) (depending upon admission route) will need to submit a Request to Repeat A Course Form (Appendix F). These requests need to be submitted within one week of the interruption in progression or, alternatively, no later than noon on the Wednesday of Final Exam week.

6. A student may enroll only two times in any major Nurse Science courses (Technical Occupational Specialty courses with the prefix NURS) per track admitted (traditional vs. career ladder) required for the Associate of Applied Science in Nursing. Students may only take any one NURS course two times whether they withdraw or fail the course. *Re-enrollment is conditional based on the time constraints noted in NSP 04.01, bullets 1 and 2.*

7. Re-enrollment is based on space availability.
   a. Re-enrollment in NURS 1118 will be capped at 15% of the maximum enrollment.
   b. Students who are not eligible for re-enrollment may reapply to the nursing program.
   c. If space is not available to accommodate all re-enrolling students, the Department Head will implement the "Criteria for Establishing Priority for Selection of Students Wishing to Re-Enroll." (NSP 04.02).
   d. Re-enrollment is not guaranteed.

8. Students may reapply to the nursing program after interruption of normal progression. Students who were dismissed and are reapplying for the program must be approved for readmission by the Student Committee.

9. Students are advised to visit the Nurse Science Academic Advisor and the Office of Financial Aid and Scholarships prior to withdrawing from a nursing course.

Procedure

Responsible Person	Action
Student	1. Notify the Nurse Science Department Head and Team Leader in writing within one week of the time an interruption of progression occurs according to guidelines provided using the provided form (Appendix F). 2. Schedule student success session with team leader. 3. Visit with the Nurse Science Academic Advisor and the Office of Financial Aid and Scholarships.
Department Head	1. Review student's request, discuss options, and determine eligibility to re-enroll. 2. Accept or dismiss the student into a designated semester 3. Implement "Criteria for Establishing Priority for Selection of Students Wishing to Re-Enroll." (NSP 04.02 and NSP 04.02a) when available spaces cannot accommodate all.
Nurse Science Faculty	1. Receive re-enrollment 2. Conduct student success session with returning student.

NSP 04.01a: Eligibility to Repeat A NURS Course

```
                    ┌─────────────────────┐
                    │ Final Grade of D, F, W │
                    └─────────┬───────────┘
                              │
                    ┌─────────┴───────────┐
                    │ 1st attempt at course? │
                    └─────────┬───────────┘
            ┌─────────────────┴─────────────────┐
      ┌─────┴─────┐                        ┌─────┴─────┐
      │    Yes    │                        │    No     │
      └─────┬─────┘                        └─────┬─────┘
            │                                    │
  ┌─────────┴───────────┐              ┌─────────┴─────────┐
  │ 1st failure in program? │          │    Ineligible     │
  └─────────┬───────────┘              └───────────────────┘
     ┌──────┴──────────┐
┌────┴────┐       ┌─────┴─────┐
│   Yes   │       │    No     │
└────┬────┘       └─────┬─────┘
     │                  │
┌────┴──────────┐  ┌────┴──────────────┐
│ OK to repeat* │  │ Can you complete in a │
└───────────────┘  │ total of 6/3 semesters │
                   │ (depending on track)  │
                   └────┬──────────────┘
               ┌────────┴────────┐
          ┌────┴────┐       ┌────┴────┐
          │   Yes   │       │    No   │
          └────┬────┘       └────┬────┘
               │                 │
        ┌──────┴──────┐   ┌──────┴──────┐
        │ OK to repeat* │  │ Ineligible  │
        └─────────────┘   └─────────────┘
```

* Being eligible to repeat does not guarantee you the opportunity to repeat. Please see NSP 04.01, bullet 7, for more details about space availability considerations and course-specific repeater limits.

NSP 04.02: Criteria for Establishing Priority for Selection of Students Wishing to Re-enroll

Policy:

1. All re-enrollment is based on space availability. If, at any point in the priority system, a student must re-enroll to complete the program within the three- or two-year (depending upon admission route) policy limitation; that student will be given re-enrollment preference (Refer to NSP 04.01).
2. A student may re-enroll only one time in the major areas Nurse Science courses required for the Associate of Applied Science in Nursing. Re-admission to the Nursing Program through any avenue* will not be considered if the student leaves the program due to a second unsuccessful completion of any nursing course (Refer to NSP 04.01).
3. Students may be denied re-admission to the nursing program for, but not limited to:
   a. Serious violations involving patient safety,
   b. Dishonesty in any clinical situation,
   c. Academic Dishonesty,
   d. Violations of OSU-OKC Student Rights & Responsibilities Code (Refer to NSP 04.04).
4. Students in each re-enrollment priority group will be ranked by course grade at time of interruption of progression to establish re-enrollment priority within each group (NSP 04.02a).
5. NURS 1118-specific Considerations:
   a. Re-enrollment in NURS 1118 will be capped at 15% of the maximum enrollment. Students who are not eligible for re-enrollment may reapply to the nursing program.
   b. Students who are re-accepted into the program will have the remainder of their six-semester timeframe to complete the program (See NSP 04.01, bullet 1).
   c. Students will not be eligible to re-enroll in NURS 1118 more than 2 times.
6. If there are more students with equal eligibility to re-enroll than there are spaces available, students will be ranked according to their cumulative GPA.
7. If there are more students with equal eligibility to re-enroll than there are spaces available, a lottery system will be used for student selection.

Procedure:

Responsible Person	Action
Department Head Team Leader	1. Follow priority chart for re-enrollment (NSP 04.02a) 2. Notify students of eligibility / in-eligibility. 3. Attempt to make allowances for future re-enrollment opportunities as space is available and within three- or two-year timeframes.

*Note: Students who obtain their LPN or Paramedic licensure are eligible to apply for admission to the LPN/Paramedic to RN Option (Career Ladder) track. Please see special note in NSP 01.03.

NSP 04.02a: Priority Chart for Re-enrollment

Priority Chart for Re-enrollment

	Withdrew Passing*	#1
	Failed to achieve passing score on dosage calculation examination within allowed attempts.	#2
Interruption in progression, and followed instructions	Failed to achieve a "C" in coursework	#3
	Withdrew from course*	#4
	Failed course due to clinical performance	#5
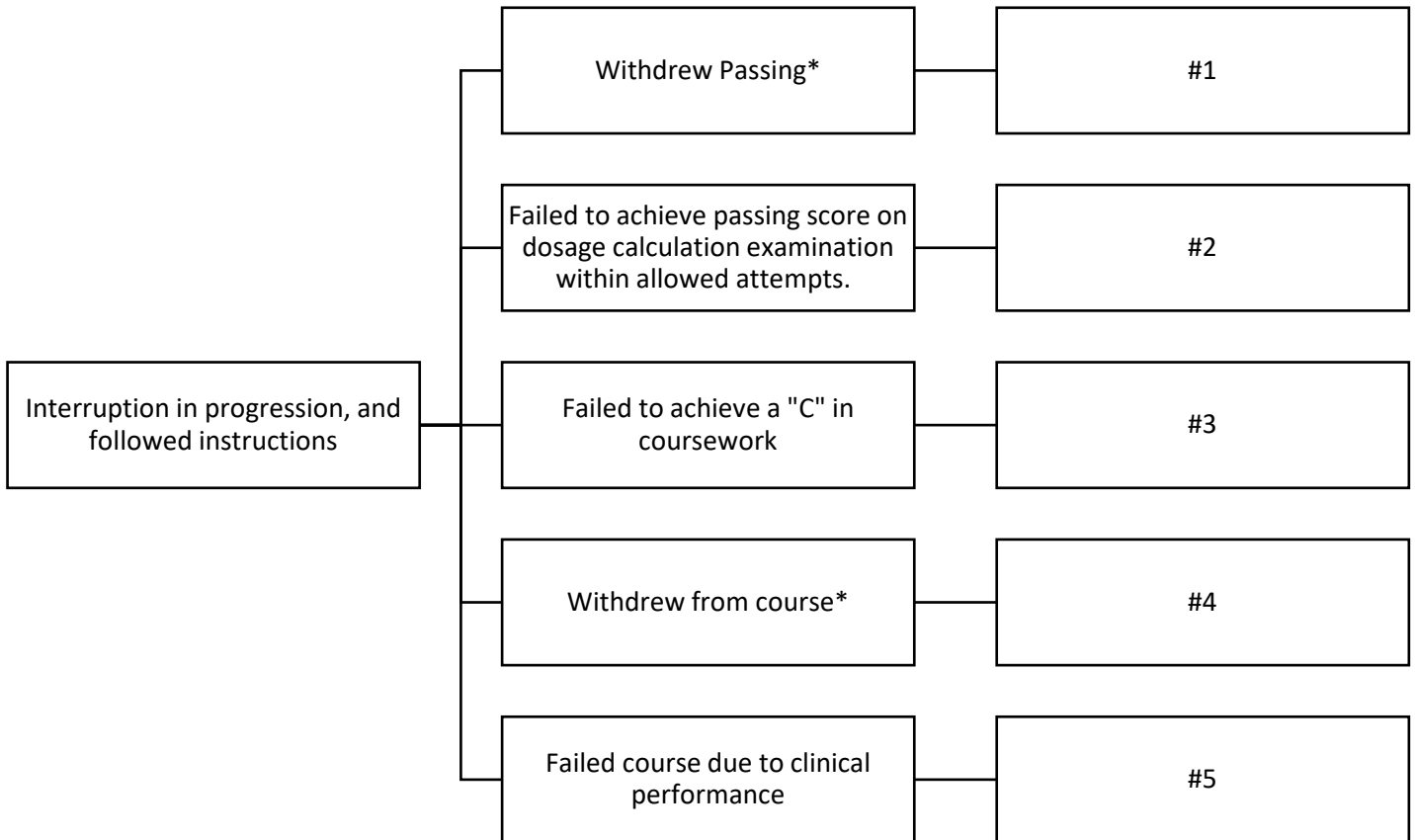
*Note: Students withdrawing from NURS-prefixed courses are directed to visit with an advisor prior to withdrawal. The student's grade needs to be calculated at the time of that referral to determine if students qualify for this ranking. Otherwise, students withdrawing will be classified as, "Withdrew from course" or #4 in priority.

NSP 04.03: Student Counseling

Policy

1. The Student Counseling procedure may be used for any nursing student who is not making satisfactory progress in the academic or clinical portion of a nursing course. This process should be implemented before a student is placed on contract, except in instances such as patient safety or as deemed by the program director. The following are reasons for initiation of the Student Counseling procedure when the student has been unsuccessful in one or more of the following areas:
   a. Attending class (lecture, lab, simulation, or clinical) on a regular basis
   b. Completing assigned work
   c. Participating in class (lecture, lab, simulation, or clinical).
   d. Taking examinations
   e. Achieving a satisfactory grade in clinical
   f. Achieving a passing grade at mid-term
   g. Demonstrating professional behavior
   h. Other, as identified by the faculty
2. Initiation of ~~the~~ student counseling will be by the faculty teaching the nursing course and ~~the~~ communication ~~form~~ will be completed with the student. Once student counseling is initiated, the student and the faculty will develop a plan with intervention strategies and may establish a schedule of appointments for follow-up. Interventions should be based upon the assessment and identification of specific problem(s).
3. The faculty will continue to evaluate the student's progress to success and determine if follow-up is required. If the conditions of the plan for success have not been met, it is the responsibility of the course faculty to discuss the consequences with the student. Students are responsible for keeping track of their scores and progress within each course.

Procedure

Responsible Person	Action
Nurse Science Faculty Team Leader	1. Initiate communication to determine the counseling process and document concerns/issues. If deemed appropriate, document on Student Counseling and Contract form (Appendix E). 2. Discuss situation with student. 3. Develop plan and intervention strategies based on the assessment and identification of specific problem(s). 4. Establish a schedule of appointments for follow up.
Student	1. Comply with/complete required actions/activities prescribed in the plan 2. Meet with faculty at prescribed intervals
Nurse Science Faculty Team Leader	1. Communicate with student to determine progress. 2. If conditions met, next steps are discussed with student. 3. If conditions not met, consequences should be discussed and implemented with student.
Student	1. Students are responsible for keeping track of their scores and progress within each course

NSP 04.04: Student Contract Procedure

Policy

1. When a student fails to meet the requirements of the nursing program, the student contract procedure will be initiated.
2. All students involved in the procedure will receive individual counseling and assistance.
3. Since Nurse Science is a program with sequential courses, contracts may be continued into the next semester, or until the student graduates.
4. If the contract is ongoing until completion of program, the team leaders of the current course and the next course, will meet at the end of the current semester or the beginning of the next semester.
5. Serious violations will result in immediate probation or dismissal from the program. Any such dismissal can be appealed pursuant to the OSU OKC Academic Discipline, Procedures and Grievances outlined in Section IV Subsection D of the Academic Dishonesty or Misconduct policy, available under Section II of the Student Code of Conduct.
6. The flow chart below demonstrates the procedure which will be used to assist and guide students who are not making progress.

Procedure

Responsible Person	Action
Student Nurse Science Faculty Team Leader Department Head, as needed	1. Meet to review the situation/incident 2. Document recommendations for improvement on Student Counseling and Contract Form (Appendix E). 3. Establish length of probationary period 4. Sign contract 5. All parties receive a copy.

NSP 04.04a: Student Contract Flowchart

Student Contract Flowchart

```
                    ┌──────────────────────┐
                    │ Probationary Conference │
                    └──────────┬───────────┘
              ┌────────────────┴─────────────────┐
  ┌───────────────────┐              ┌──────────────────────────┐
  │ Student Improves  │              │ Student Does not Improve / │
  │                   │              │  Terms of contract not met │
  └─────────┬─────────┘              └──────────┬───────────────┘
```

Student Improves:

- Process terminated
- Performance must be maintained at acceptable level, if not, probationary period will be re-established or proceed to final conference.
- Contract may continue into the next semester / until the student graduates.

Student Does not Improve / Terms of contract not met:

- Final Conference
- Student, Nurse Science Faculty, Team Leader, Department Head meet
- Documentation signed by all present
- Immediate probation and removal from all non-classroom involvement with intent to dismiss from the program.
- Any such dismissal can be appealed pursuant to the OSU OKC Academic Discipline, Procedures and Grievances outlined in Section IV Subsection D of the Academic Dishonesty or Misconduct policy, available under Section II of the Student Code of Conduct.
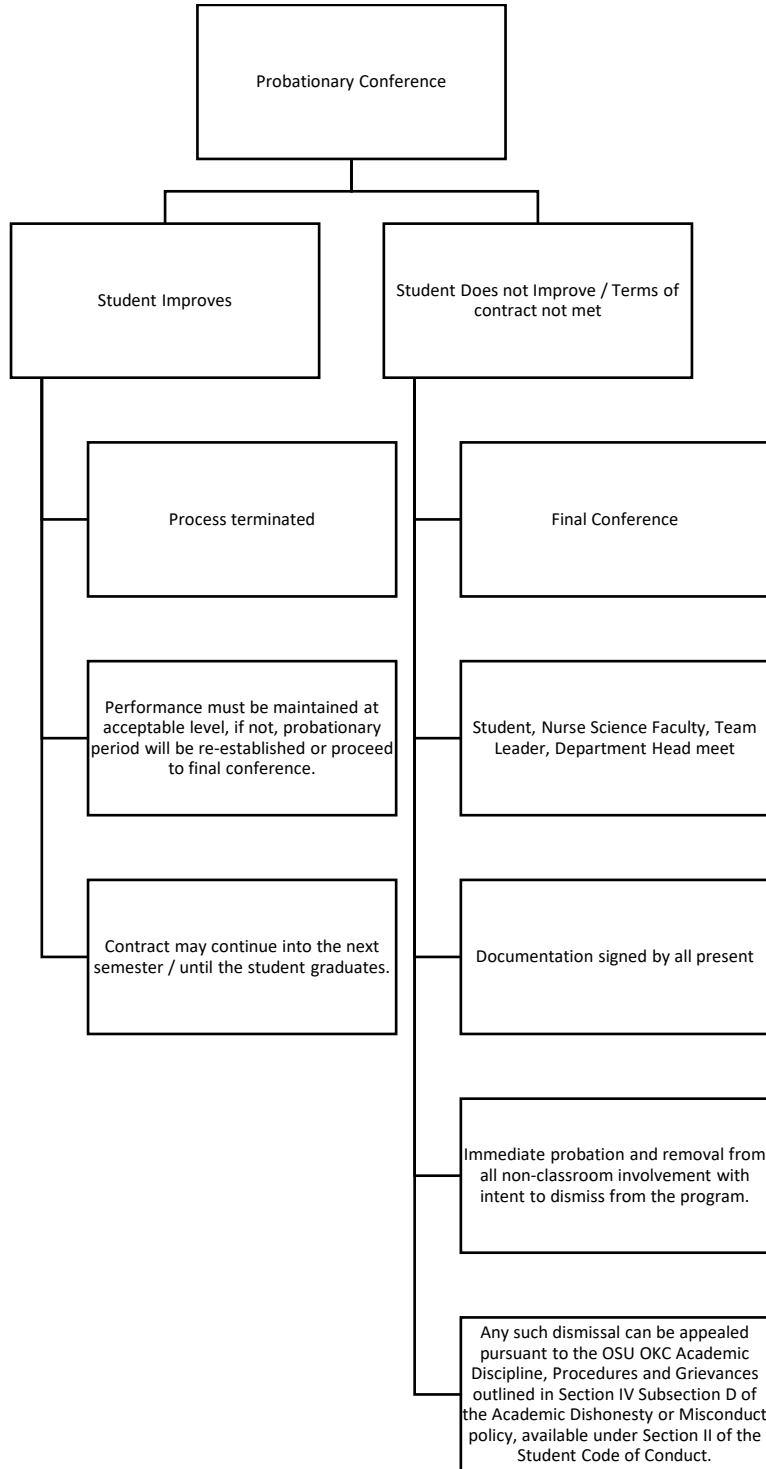
NSP 04.05: Student Dismissal

Policy

1. When a student fails to meet the requirements of the nursing program, the student counseling procedure will be initiated. The flow chart (refer to NSP 04.03, NSP 04.04, NSP 04.04a) demonstrates the procedure which will be used to assist and guide students who are not making progress. All students involved in the advising procedure will receive individual advisement and assistance.

2. Students may be immediately dismissed from the nursing program and denied re-admission with the opportunity to appeal such dismissal pursuant to the OSU OKC Academic Discipline, Procedures and Grievances outlined in Section IV Subsection D of the Academic Dishonesty or Misconduct policy, available under Section II of the Student Code of Conduct if they do not consistently and appropriately meet the following professional standards as judged by the Nurse Science Faculty:
   a. Function effectively under the stress of uncertainty and change often inherent in client care
   b. Possess the emotional health required for the use of intellectual ability and the exercise of sound judgment
   c. Demonstrate the ability to develop mature, sensitive, and professional relationships with clients, families, and others responsible for health care
   d. Demonstrate personal qualities of compassion, perception, integrity, and motivation
   e. Exhibit behavior consistent with stable emotional and physical control
   f. Compliance with Social Networking Policy (NSP 03.06)

3. Students may be immediately dismissed from the nursing program and denied re-admission to the nursing program with the opportunity to appeal such dismissal pursuant to the OSU OKC Academic Discipline, Procedures and Grievances outlined in Section IV Subsection D of the Academic Dishonesty or Misconduct policy, available under Section II of the Student Code of Conduct for:
   a. Serious violations which threaten patient safety
   b. Dishonesty in any clinical situation (which may or may not result in care that is less than acceptable to the Nurse Science faculty)
   c. Failure to notify instructor appropriately prior to scheduled exams and clinical absence (No call/No show)
   d. Academic dishonesty including, but not limited to, plagiarism and cheating on exams or assignments, attempting to access instructor materials, electronic or otherwise.
   e. Violations of OSU-OKC Student Code of Conduct or the OSU-OKC Catalog.
   f. Failure to comply with terms of contract or student counseling procedure and failure in the course
   g. Submission of a second non-negative urine drug screen result
   h. A criminal conviction during the Nurse Science program that makes the student ineligible to participate in clinical.
      i. This includes (but is not limited to) violence or abuse, theft, illegal use of weapons, or illegal use or possession of a controlled substance. Positive results of student criminal background checks will be submitted to clinical agencies which may deny the student's clinical attendance

4. Any student who feels they have a grievance regarding grades, faculty, or the Nurse Science Department, should refer to the university grievance policy (Refer to the OSU-OKC Student Code of Conduct).

Process

Responsible Person	Action
Nurse Science Faculty Team Leader	1. Provide student counseling

Department Head	2. Prescribe escalating levels of intervention and consequences
	3. Document as required in other relevant policies
	4. Meet with student to discuss consequences
	5. Dismiss student from program. Any such dismissal can be appealed pursuant to the OSU OKC Academic Discipline, Procedures and Grievances outlined in Section IV Subsection D of the Academic Dishonesty or Misconduct policy, available under Section II of the [Student Code of Conduct]().

Appendices

Forms also available for individual download at: https://osuokc.edu/academics/degrees/nurse-science.html > Downloadable Forms dropdown.

Appendix A: Attestation Forms

Nurse Science Student Handbook Attestation

I understand that the Oklahoma State University - Oklahoma City Nurse Science Student Handbook is available to me on the Oklahoma State University - Oklahoma City website. I understand that I have the responsibility to read and adhere to the policies contained in this handbook and any updated policies posted on the Oklahoma State University - Oklahoma City web page during my nursing education at Oklahoma State University - Oklahoma City, found at: https://osuokc.edu/academics/degrees/nurse-science.html > Student Handbooks dropdown.

STUDENT NAME (print): _____ DATE: _____

STUDENT SIGNATURE: _____

Oath of Confidentiality

I understand that any patient/family/simulation information to which I have access, either through records, direct client contact, or caregiver/student conferences, is privileged and shall be held in strict confidence. I will not access information concerning any patient in whose care I am not directly involved.

I will ensure the privacy of all information by documenting only on appropriate procedural forms, which will be kept secure according to agency policy. When such information is included in written assignments, I will ensure that the information is written in such a way as to prevent any connection with specific patients/families.

I further agree to abide by all policies and procedures of the agency to which I am assigned, with utmost concern for the privacy, security, and well-being of the patients/families I am privileged to visit. If I am found to be in violation of the above confidentiality requirements, disciplinary action by the facility and/or the Oklahoma State University - Oklahoma City Nurse Science Department may result. I certify by my signature below that I have read and agree to the above requirements regarding client/family information.

STUDENT NAME (print): _____ DATE: _____

STUDENT SIGNATURE: _____

Release of Information

This form is an authorization to release the student's clinical requirement information to healthcare clinical facilities with which Oklahoma State University-Oklahoma City has a clinical contract or agreement. This release will be in effect until the student's last clinical date in the Nurse Science Program.

The information release includes:

- Name
- Immunization records
- TB skin test or chest X-ray results
- Date of Basic Life Support/Healthcare Provider course
- Background Check, criminal, and sex offender reports
- Results of drug screen

You will be notified if you are denied participation in clinical rotation by the healthcare facility due to content in the information release.

Clinical facility contract settlement:

"In the event such authorization and release are not given by the student, the student shall be disqualified from participation at the clinical facility. The results of the clinical requirement information must be satisfactory to the healthcare clinical facility."

I hereby authorize Oklahoma State University-Oklahoma City Nurse Science Department to release the information above to the healthcare facilities for clinical rotations.

STUDENT NAME (print): _____ DATE: _____

STUDENT SIGNATURE: _____

Authorization for Photography and Recording of Simulation Sessions

I hereby grant to Oklahoma State University - Oklahoma City and its legal representatives and assigns, the irrevocable and unrestricted rights to photograph and record clinical labs and simulation sessions throughout my enrollment in the college and to use the photographs or recordings in the review and evaluation of the performance of the clinical groups and individuals. In addition, I give permission for use of this recording in the education of current and future faculty, staff, and students on the implementation of labs and simulation in clinical education, with the understanding that these recordings will not be used for presentations outside Oklahoma State University - Oklahoma City without the express consent of the participants. I hereby release Oklahoma State University - Oklahoma City and its legal representatives and assigns from all claims and liability relating to the use of these photographs and recordings.

STUDENT NAME (print): _____ DATE: _____

STUDENT SIGNATURE: _____

OSU-OKC Agreement for Simulation/Lab

As a patron of the Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patient care experiences and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws requiring confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

I agree to adhere to the following guidelines:

- All simulated patient information is confidential and any inappropriate viewing, discussing, or disclosure of this information is a violation of the Oklahoma State University - Oklahoma City Nursing Program Oath of Confidentiality.
- This information is privileged and confidential regardless of the format: electronic, written, overheard, or observed.
- I may use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of policy and may be a violation of HIPAA.
- No food, drinks, gum, ink, or bags are allowed in the simulation center.
- The simulation center is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. Professional behavior and respect are expected toward the patient in the scenario, students, and faculty. Simulated patient care experiences are to be used as a learning tool and not to be used for humiliation of fellow students.
- The simulation manikins are to be used with respect and be treated as if they were live patients.
- Always support the head when moving or turning the simulator manikin.
- No written material, electronic material, or parts of the manikins are to be removed from the lab.
- No hospital supplies (medications, needles, linens, etc.) are to be removed from the lab.
- Pens, markers, and other permanent writing instruments are NOT allowed in the simulation lab except where designated (i.e., whiteboard dry erase markers). Please leave these things with your belongings. These items will permanently stain the skin of the simulator manikin. Pencils are used for documentation purposes but are not to be used directly on the simulator.
- Nothing other than the supplied lubrication spray is to be used to lubricate equipment.
- Complete/review any preparation materials that your instructor has provided prior to the start of the simulation.
- I will be on time for all labs/simulations.

I have read the above-listed expectations and agree to always follow them when using the simulator manikin. Non-adherence to these expectations may constitute dismissal from the simulation lab. I further understand that any such dismissal can be appealed pursuant to the OSU OKC Academic Discipline, Procedures and Grievances outlined in Section IV Subsection D of the Academic Dishonesty or Misconduct policy, available under Section II of the Student Code of Conduct.

STUDENT NAME (print): _____ DATE: _____

STUDENT SIGNATURE: _____

Appendix B: Annual Tuberculosis Screening Form

Annual Tuberculosis Screening Form

The following student has a history of a positive TB test (TB Skin Test or T-SPOT, QuantiFERON):

Student Name: _____

Date of positive TB test/Test type: _____

Date of initial chest x-ray: _____

Results of initial chest x-ray: _____

Date of public contact release from health department: _____

Please answer the following questions:

1. Have you had close contact with someone who has had infectious TB disease since your last TB screening test or questionnaire? ☐ Yes ☐ No
2. Do you have a cough that has lasted longer than 3 weeks? ☐ Yes ☐ No
3. Do you experience pain in the chest? ☐ Yes ☐ No
4. Do you cough up blood or thick sputum? ☐ Yes ☐ No
5. Have you had a decrease in your appetite? ☐ Yes ☐ No
6. Have you lost weight (>10 pounds) in the last 2 months without trying? ☐ Yes ☐ No
7. Have you experienced night sweats? ☐ Yes ☐ No
8. Have you had an unexplained, persistent, low-grade fever or chills? ☐ Yes ☐ No
9. Have you experienced weakness or fatigue? ☐ Yes ☐ No

Students that answer "Yes" to any question require further evaluation and assessment by a qualified healthcare provider. Students should not return to campus until re-evaluated and re-released for public contact.

Students must notify the Department Head, Nurse Science, if any answer changes prior to their next annual screening.

Student Signature: _____   Date: _____

Based on student documentation and assessment, findings indicate no active disease.

Healthcare Provider Signature: _____   DATE: _____

Healthcare Provider Printed Name: _____

Appendix C: Hepatitis B Vaccination In-progress/Declination Form

Hepatitis B Vaccination In-Progress/Declination Form

Hepatitis B virus is found in virtually all body fluids and some secretions. It can be transmitted by puncturing the skin with a contaminated instrument or needle, allowing contaminated blood or body fluids to come in contact with an open wound or mucous membrane, through sexual contact, and through contaminated blood products. The hepatitis B virus can cause chronic cirrhosis, liver failure and liver cancer. Health care workers are at high risk for contracting the virus and should be vaccinated.

Hepatitis B has a long incubation period. The vaccination may not prevent hepatitis B infection in the individuals who have an unrecognized hepatitis B infection at the time of vaccine administration. Additionally, it may not prevent infection in individuals who do not achieve protective antibody titers.

Precautions:
Vaccination should be delayed in individuals who have any febrile illness or active infection and in individuals who are pregnant or are nursing mothers.

Adverse Reactions:
The most frequently reported adverse reactions are injection site soreness (22%), fatigue (14%), headache and dizziness (1-10%).

Immunization Schedule:
- Energix -B or Recombivax HB 3-dose series:
    1. Dose #1 at elected date
    2. Dose #2 one month later
    3. Dose #3 six months after the first injection.
- Heplisav-B 2-dose series:
    o Dose #1 at elected date
    o Dost #2 4 weeks after first dose

I have read and understand the above information and I am currently **in the process of completing** the vaccination series.

Signature: _____   Date: _____

I have read and understand the above information and elect **NOT** to take the Hepatitis B Vaccine

Signature: _____   Date: _____

Appendix D: Release to Return to Clinical Activity

Release to Return to Clinical Activity

Students in the Nursing Program at OSU-OKC are required to participate in provision of direct patient care in clinical facilities as well as perform clinical skills in a nursing laboratory. Any student who currently has a health issue or who experiences a change in health status (surgical procedure, pregnancy, delivery, immunosuppression, disabling illness, etc.) that could impact the ability to provide safe and effective patient care is required to provide documentation from a health care provider which states that the student is able to meet the physical requirements to attend and participate in clinical experiences. These requirements include:

1. Visual acuity, such as is needed in the accurate preparation and administration of medications, and for the observation necessary for patient assessment and nursing care.
2. Auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people using 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 health care needs safely. These include, but are not limited to, manipulation of equipment and performance of CPR.
4. Intellectual function, cognitive, psychological, and emotional stability to plan, implement, and provide safe care for patients.
5. Physical strength to assist in lifting and/or positioning patients and/or medical equipment.

This is to verify that _____has been under my care for the treatment of illness, pregnancy, delivery, disease, or injury. I have determined that this student may return to participation in clinical experiences which require the physical abilities as outlined above.

☐ with no restrictions.

☐ with the following restrictions: _____

_____

Health Care Provider Signature: _____   Date: _____

Printed Name: _____

Address: _____

As a student, I understand that limitations may prevent me from successfully completing the clinical requirements.

Student Signature: _____   Date: _____

FOR CONFIDENTIAL FILE:

RETURN TO: Oklahoma State University, Oklahoma City
Nurse Science Department
440 N. Portland Ave
Oklahoma City, OK 73107
Phone: 405.945.3210
Fax: 405.945.8613

Appendix E: Student Counseling and Contract Form

Student Counseling and Contract Form

Student Name: _____   Course: _____   Date: _____

☐ Counseling   ☐ Contract

Reason(s) (select all that apply):

Professionalism
☐ Failure to do assigned work
☐ Failure to participate in class
☐ Failure to take exam or take exam late
☐ Failure to arrive on time and/or prepared for class/clinical/simulation lab
☐ Other: _____

Academics
☐ Failure to achieve passing grade
☐ Failure to achieve satisfactory performance in clinical/simulation lab/dosage calculation
☐ Other: _____

Explain:

Student comments (optional):

Plan for Success (specific requirement(s) for satisfactory performance to be achieved):

☐ Specific Date _____   ☐ Ongoing until completion of program

Failure to achieve the requirement(s) listed above may result in a failing course grade ("F") or being placed on contract, probation, or dismissal from the nursing program. Any such dismissal can be appealed pursuant to the OSU OKC Academic Discipline, Procedures and Grievances outlined in Section IV Subsection D of the Academic Dishonesty or Misconduct policy, available under Section II of the [Student Code of Conduct](.)

Student signature_____   Date_____

Faculty signature_____   Date_____

Performance Follow-up

The student:

☐ Achieved satisfactory performance.   ☐ Did not achieve satisfactory performance.

If not achieved, consequence(s):

Student Signature (if not achieved): _____   Date: _____

Faculty Signature: _____   Date: _____

Department Head Signature: _____   Date: _____

Original – Student's file
Copy – Department Head, Team Leader, Student Committee Chair

Appendix F: Request to Repeat a Course Form

Per NSP 04.01, I have experienced an interruption in progression. I am requesting the opportunity to repeat the above course.

By submitting this form and signing below, I understand and affirm the following:

- I meet "OK to repeat" criteria as noted on the NSP 04.01a: Eligibility to Repeat a NURS Course flowchart.
- This request is due within one week after an interruption in progression or no later than noon on Wednesday of final exam week.
- Eligibility to repeat does not guarantee the opportunity to repeat.
- The ability to repeat is subject to available space (NSP 04.01, #7).
- Selection criteria may apply (NSP 04.02a).
- Traditional pathway students must complete all required NURS courses within six semesters (NSP 04.01, #1).
- Career Ladder pathway students must complete all required NURS courses within 3 semesters (NSP 04.01, #2).

I, [Student Name], experienced the following interruption in progression [list interruptions from 04.01.3.]. As a result, I did not successfully complete the course. Therefore, I request the opportunity to repeat NURS [coursenumber] during the [term] semester.

I was unsuccessful/withdrew from this course for the following reason(s):

Click or tap here to enter text.

If approved, to be successful in this course, I am planning to (specific actions/action plan for success):

Click or tap here to enter text.

If approved, what is your requested lab and/or clinical day/time/shift. Please note that we cannot guarantee your requested day/time/shift.

Click or tap here to enter text.

_____   _____
Student Name (printed)   Student Signature   Date

This form is due by noon (1200) on Wednesday of final exam week. Send to tracy.edwards@okstate.edu. Students will be notified of the status of their request within 10 business days after the official end of the current academic term.

_____

Nursing Administration Use Only
Received: _____
NSP 04.02a Ranking: _____
Decision: Approved | Denied

Appendix G: OSU-OKC Nursing Application Points Grid

This document is provided to allow potential applicants to quickly review program requirements and score themselves in preparation for submission of their application to the OSU-OKC Nurse Science program.

Required non-Science courses:

1 point for each credit hour = 3 points for each completed course:

ENGL 1113	English Composition 1
ENGL 1213	English Composition II
HIST 1483 or 1493	US History to/since 1865
POLS 1113	American Government
PSYC 1113	Introductory Psychology
PSYC 2213	Lifespan Human Development
Bonus	Up to 5 extra points given for any of the above courses taken at OSU-System Schools (one per course, up to 5 max)
Total	Maximum possible points: 23

Required Science Courses:

Points are based on the grade earned in completed course; A=4, B=3, C=2:

BIOL 2214	Human Anatomy & Lab
CHEM 1154	General, Organic & Biochemistry
MCRO 2124	Introduction to Microbiology
NSCI 1113	Basic Human Nutrition
PSIO 2314	Human Physiology & Lab
Bonus	Up to 10 extra points given for any of the above courses taken at OSU-System Schools (two per course, up to 10 max)
Total	Maximum possible points: 29

GPA Point Scale:

3.50-4.00	30
3.00-3.49	20
2.50-2.99	10
Total	Maximum possible points: 30

Traditional Applicants Only:

Traditional Nursing Pre-admission Exam - points are awarded based on scores for each test; Reading, Writing, Math-Quantitative Reasoning:

285-300	5
266-284	3
260-265	1
Total	Maximum possible points: 15

Additional Preference Points:

Item	Points
Traditional applicants with a current, active EMT (any below Paramedic), AUA, or CNA certification*	1
Traditional applicants with a current, active, unencumbered LPN/Paramedic license*	2
Previous academic certificate or degree**	Certificate – 1 Associate degree – 3 Bachelor's Degree – 4 Master's Degree - 5
Reapplying to OSU-OKC Nursing program	1
Total	Maximum possible points: 9

*To receive these points, applicants must submit proof of licensure/certification with their application. You can only earn points for EMT (any below Paramedic), AUA, or CNA once.
**To receive these points, applicants must submit college transcripts to OSU-OKC showing the awarded degree. If you have multiple degrees, you will only receive points for the highest certificate or degree earned.

Appendix H: Traditional Nursing Program Time Commitment

We have developed this document to give prospective students a better understanding of the time commitment required for the nurse science program. Please note: This only applies to students progressing through the sequence of NURS courses. However, the recommended study time information is applicable to any college student.

1st Semester: NURS 1118 + NURS 1121

- 1118:
    - Lectures every Monday and Thursday, 0800-1020.
    - First 6 weeks, on-campus skills lab on Tuesday (0800-1600), Wednesday (0800-1600), or Thursday (1030-1730).
    - Beginning week 7, you will attend clinical at a partner facility on either Tuesday or Wednesday. Specific shifts (0630-1530 or 1430-2330) are based on slot availability. Faculty do their best to help meet a student's day and/or shift needs.
- 1121:
    - 100% online course

2nd semester: NURS 1148

- Lectures every Monday and Thursday, 1030-1250.
- You will attend clinical at a partner facility on either Tuesday or Wednesday. Specific shifts (0630-1530 or 1430-2330) are based on slot availability. Faculty do their best to help meet a student's day and/or shift needs.

3rd Semester: NURS 2218

- Lectures every Tuesday and Wednesday, 1130-1450
- You will attend clinical at a partner facility on either Monday or Thursday. Specific shifts (0630-1530 or 1430-2330) are based on slot availability. Faculty do their best to help meet a student's day and/or shift needs.

4th Semester: NURS 2258 + NURS 2342

- 2258:
    - Lectures every Monday and Thursday, 1300-1530.
    - You will attend clinical at a partner facility on either Tuesday or Wednesday. Specific shifts (0630-1530 or 1430-2330) are based on slot availability. Faculty do their best to help meet a student's day and/or shift needs.
- 2342:
    - 100% online course

Recommended Study Time:

It is recommended that, in addition to the above in-person or online instruction, students spend 1-3 credit hours in preparation for each credit hour being taken. For example: NURS 1118 = 8 credit hours. 5 hours/week in class + 9 hours/week in lab or clinical + 8-24 hours/week studying = 22-38 hours/week.

Appendix I: Career Ladder Time Commitment

We have developed this document to give prospective students a better understanding of the time commitment required for the nurse science program. Please note: This only applies to students progressing through the sequence of NURS courses. However, the recommended study time information is applicable to any college student.

To begin, students must have completed the following and posted to their transcripts, with a "C" or better:

- BIOL 2214 – Human Anatomy
- CHEM 1154 – General, Organic, and Biochemistry
- ENGL 1113 – English Composition I
- NSCI 1113 – Basic Human Nutrition
- PSYC 113 – Intro Psychology

- PSYC 2213 – Lifespan Human Development
- PSIO 2314 – Human Physiology (can be taken same semester as NURS 1314 but must be completed with a "C" or better before one can progress to NURS 2218).

1st Semester: NURS 1314

- All Career Ladder courses are hybrid format.
- Coursework will be hosted and conducted online.
- You will be on campus for about 75% of the Fridays during the semester for labs, simulations, and testing purposes.

3rd Semester: NURS 2218

- All Career Ladder courses are hybrid format.
- Coursework will be hosted and conducted online.
- You will be on campus for about 75% of the Fridays during the semester for labs, simulations, and testing purposes.
- You will attend clinical at a partner facility on either Saturday or Sunday for 12-hour shifts. Faculty do their best to help meet a student's clinical day needs.

4th Semester: NURS 2258 + NURS 2342

- 2258:
  - All Career Ladder courses are hybrid format.
  - Coursework will be hosted and conducted online.
  - You will be on campus for about 75% of the Fridays during the semester for labs, simulations, and testing purposes.
  - You will attend clinical at a partner facility on either Saturday or Sunday for 12-hour shifts. Faculty do their best to help meet a student's clinical day needs.
- 2342: o 100% online course

Recommended Study Time:

It is recommended that, in addition to the above in-person or online instruction, students spend 1-3 credit hours in preparation for each credit hour being taken. For example: NURS 1118 = 8 credit hours. 5 hours/week in class + 9 hours/week in lab or clinical + 8-24 hours/week studying = 22-38 hours/week.

Appendix J: Traditional Program Application

Admission to the program is based on a point calculation compiled from documents submitted. Due to the high volume of applications expected, it is the student's responsibility to ensure that all required documents have been received by the appropriate department prior to the deadline.

Complete/collect the following:

1. Be admitted to Oklahoma State University – Oklahoma City (OSU-OKC)
    a. Apply at https://apply.osuokc.edu/apply
        i. Submit all official transcripts directly to the OSU-OKC Admissions Office at okc.admissions@okstate.edu.
        ii. All transcripts must be received prior to the application deadline. (**Special note:** Transcripts uploaded to university application portal *are not* considered official transcripts. Official transcripts must come directly from prior schools.)
    b. You must be admitted to the university prior to the application deadline.
2. Have an active student account (OKEY)
    a. You must list your Campus-wide ID (CWID) on application documents.
    b. You must communicate via your official okstate.edu email account.
3. Completion of the following courses with a "C" or better grade posted to your transcript prior to the application deadline:
    a. CHEM 1154
    b. ENGL 1113
    c. NSCI 11113
    d. PSYC 1113

Note: While the OSU-OKC Nurse Science Program only gives points for the GPA of the classes necessary for the degree, students must maintain an overall GPA of 2.0 or higher to graduate (Refer to NSP 03.04, OSU-OKC Catalog, OSRHE Policy 3.15.3, A.).

4. Traditional Nurse Pre-admission Exam scores in Reading, Writing, and Quantitative Reasoning.
5. Documentation of EMT (any level below Paramedic), AUA, CNA, LPN, Paramedic certification/licensure, previous college degree, or a student returning to OSU-OKC for additional points.
    a. Please note: If this documentation is not included with the application, points cannot be awarded.
6. Special Note: Students reapplying for admission to the program will need to resubmit all required documentation, including transcripts for any courses taken since their last application.

Apply/Submit Application Packet:

Email the following to the OSU-OKC Nurse Science Department. Please note: All documents on this list must be submitted at the same time.

1. OSU-OKC Nurse Science Application Form
2. Traditional Nurse Pre-admission Exam results.
3. Documentation of any applicable certification/licensure/degree for additional points.
4. Email complete packet to: okc.nursing@okstate.edu

Note: Acceptance to the Nurse Science Program may be denied to any student with a criminal history or positive drug screening. Applicants with certain felony convictions may not be eligible to test for licensure. An initial determination of eligibility for licensure petition from the Oklahoma Board of Nursing can be accessed for a fee https://nursing.ok.gov/initialdeterm.pdf.

Traditional Program Application Form

CWID/Student ID Number: _____   Date of Birth: _____

Print name (in full): _____
                   Last   First   Middle   Maiden

Primary Contact Telephone: _____   OSU-OKC Email address: _____@okstate.edu

Secondary Contact Telephone: _____   Personal Email address: _____

Current Address: _____
               Number & St.   Apt#   City   State   Zip Code

Emergency Contact: _____   Phone: _____

Have you attended another nursing (RN) program in the past?   ☐Yes ☐No

    If yes, please explain status in that program: _____

Do you possess a certification as an EMT (any level below Paramedic), AUA, or CNA?   ☐Yes ☐No

    If yes, please provide state and license/certification number: _____

Do you possess a license as an LPN or Paramedic?   ☐Yes ☐No

    If yes, please provide state and license/certification number: _____

Are you a legal U.S. Resident?   ☐Yes ☐No

Have you applied for admission to the program in the past?   ☐Yes ☐No

    If yes, which semester? _____

Do you already have a degree from a college or university?   ☐Yes ☐No

    If so, ☐ Certificate, ☐ Associate, ☐ Bachelor's, or ☐ Master's or higher.

    Date: _____   Institution: _____
    (Note: Degree must be reflected on official transcripts to be considered for these points.)

I hereby affirm that all information supplied on this form, including all required documentation, is complete and accurate. It is my understanding that failure to list previously attended colleges or universities or the submission of false information and/or academic records is grounds for denial of admission or immediate suspension.

Student Signature: _____   Date: _____

Appendix K: Career Ladder Program Application

Admission to the program is based on a point calculation compiled from documents submitted. Due to the high volume of applications expected, it is the student's responsibility to ensure that all required documents have been received by the appropriate department prior to the deadline.

Complete/collect the following:

1. Be admitted to Oklahoma State University – Oklahoma City (OSU-OKC)
    a. Apply at https://apply.osuokc.edu/apply
        i. Submit all official transcripts directly to the OSU-OKC Admissions Office at okc.admissions@okstate.edu.
        ii. All transcripts must be received prior to the application deadline. (**Special note:** Transcripts uploaded to university application portal **are not** considered official transcripts. Official transcripts must come directly from prior schools.)
    b. You must be admitted to the university prior to the application deadline.
2. Have an active student account (OKEY)
    a. You must list your Campus-wide ID (CWID) on application documents
    b. You must communicate via your official okstate.edu email account.
3. Completion of the following courses with a "C" or better grade posted to your transcript prior to the application deadline:

    a. BIOL 2214
    b. CHEM 1154
    c. ENGL 1113
    d. NSCI 11113
    e. PSYC 1113
    f. PSYC 2213

4. ENGL 1213 and PSIO 2314 are recommended to have been completed prior to application but can be taken during the same semester as NURS 1314. A "C" or better grade is required.

    Note: While the OSU-OKC Nurse Science Program only gives points for the GPA of the classes necessary for the degree, students must maintain an overall GPA of 2.0 or higher to graduate (Refer to NSP 03.04, OSU-OKC Catalog, OSRHE Policy 3.15.3, A.).

5. Copy of active, unencumbered, LPN or Paramedic Oklahoma state license, or copy of Paramedic National Registry certification.
6. Special Note: Students reapplying for admission to the program will need to resubmit all required documentation, including transcripts for any courses taken since their last application.

Apply/Submit Application Packet:

Email the following to the OSU-OKC Nurse Science Department. Please note: All documents on this list must be submitted at the same time.

1. OSU-OKC Nurse Science Application Form
2. Documentation of relevant licensures, certifications, or other degrees as required and/or for additional points.
3. Email complete packet to: okc.nursing@okstate.edu

Note: Acceptance to the Nurse Science Program may be denied to any student with a criminal history or positive drug screening. Applicants with certain felony convictions may not be eligible to test for licensure. An initial determination of eligibility for licensure petition from the Oklahoma Board of Nursing can be accessed for a fee https://nursing.ok.gov/initialdeterm.pdf.

Career Ladder Program Application Form

CWID/Student ID Number: _____   Date of Birth: _____

Print name (in full): _____
                    Last   First   Middle   Maiden

Primary Contact Telephone: _____   OSU-OKC Email address: _____@okstate.edu

Secondary Contact Telephone: _____   Personal Email address: _____

Current Address: _____
                Number & St.   Apt#   City   State   Zip Code

Emergency Contact: _____   Phone: _____

Which licensure do you currently hold?   ☐LPN ☐Paramedic
        State Issuing License: _____   License Number: _____

Have you attended another nursing (RN) program in the past?   ☐Yes ☐No

        If yes, please explain status in that program: _____

Are you a legal U.S. Resident?   ☐Yes ☐No

Have you applied for admission to the program in the past?   ☐Yes ☐No

        If yes, which semester? _____

Do you already have a degree from a college or university?   ☐Yes ☐No

        If so, ☐ Certificate, ☐ Associate, ☐ Bachelor's, or ☐ Master's or higher.

        Date: _____   Institution: _____
        (Note: Degree must be reflected on official transcripts to be considered for these points.)

I hereby affirm that all information supplied on this form, including all required documentation, is complete and accurate. It is my understanding that failure to list previously attended colleges or universities or the submission of false information and/or academic records is grounds for denial of admission or immediate suspension.

Student Signature: _____   Date: _____