SOUTHWESTERN OKLAHOMA STATE UNIVERSITY

SCHOOL OF NURSING

MSN PROGRAM STUDENT HANDBOOK
Fall 2020 – Summer 2021

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PROGRAM INFORMATION

Southwestern Oklahoma State University, an Oklahoma institution of higher education, was established by an act of the Oklahoma territorial legislature in 1901 as the Southwestern Normal School. Since that time, the institution has evolved to a regional university offering degrees in many areas of study including the health-related areas of pharmacy, medical technology, medical records administration, and nursing.

The School of Nursing admitted its first student to the upper School clinical component of the nursing major during the Fall semester, 1977. The RN to BSN Program was started in 1993 as a weekend program that met on campus and through interactive television. In 2007, the nursing curriculum was made available online with no requirement to come on the Weatherford campus.

The MSN Program gained approval from the Oklahoma State Regents for Higher Education in early 2016 and received initial accreditation in March of 2020 with the Accreditation Commission for Education in Nursing, Inc.**,** 3343 Peachtree Road, NC Suite 850, Atlanta, GA 30326. The traditional and online BSN programs are currently accredited with the ACEN.

SWOSU SON MISSION AND VISION

The Vision

We are a dynamic, student-centered leader in nursing education.

The Mission

Our mission is health promotion, restoration, and maintenance for all society through the education of professional nurses, evidence-based practice, and service.

We are an established entity within the SWOSU College of Professional and Graduate Studies (CPGS) and subscribe to the stated mission of SWOSU regarding teaching, professional growth, and service. We offer professional education to meet the changing healthcare needs of society and recognize the interrelationship between teaching, service, the dynamic process of adult learning, and the practice of nursing. The faculty endeavor to provide an environment that assists students to attain their full potential as adult learners and as professionals.

PROGRAM LEARNING OUTCOMES

Upon completion of the Master's of Nursing program Southwestern Oklahoma State University, graduates will:

1. Meet all program Student Learning Outcomes (SLOs) and demonstrate professional practice dedicated to excellence, patient-centered care, innovation, respect for diversity, advocacy, communication, and evidence-based practice as measured by

- student exit survey with 90% of students stating that they strongly agree or agree that they met their SLOs
- completion of Canvas portfolio with score of 85% or greater by 90% of graduates in capstone
- capstone practicum project score of 85% or greater by 90% of program graduates.

2. Secure employment reflective of the role of a master's-level prepared nurse within 1 year of graduation as measured by alumni survey (as achieved by 75% of program graduates). ELA Rationale: Rural area with moderate demand for MSN-prepared nurses; as significant portion of graduates opt to continue in a doctoral program rather than securing employment reflective of MSN practice.

3. 75% of MSN students will meet or exceed current cumulative graduation rates for master's-level programs in the College of Professional and Graduate Studies (CPGS) at SWOSU and will graduate within 150% of program length (3 years for part-time students and 18 months for full-time students).

SWOSU STUDENT LEARNING OUTCOMES FOR MSN PROGRAM

Upon completion of the Master's degree program at Southwestern Oklahoma State University, graduates will be able to:

1. Analyze and apply multidisciplinary research and evidence to healthcare issues and the promotion of evidence-based practice.
2. Apply the nursing research process to appraise existing knowledge and to the development of new knowledge and the promotion of evidence-based practice.
3. Disseminate nursing knowledge to a multidisciplinary team within the health care system to improve health care safety and quality outcomes for individuals, families, and communities.
4. Promote care and service that acknowledges and respects the diversity among individuals and groups.
5. Apply leadership principles to promote positive change in health care and policy on local, state, national, and global levels.
6. Develop effective strategies to address the ethical issues inherent in clinical practice, education, and research.
7. Use information systems and technology to implement quality improvement initiatives and support decision-making.

Nurse Educator Competencies

In addition to the MSN degree outcomes, the graduate of the Nurse Educator Program will be able to:

1. Apply theories of education and related sciences to the development and evaluation of nursing and healthcare curricula.
2. Facilitate learning of individuals and groups using theories of education, nursing, testing and evaluation, and technological innovation.
3. Apply leadership strategies to contribute to the ongoing development of the profession of nursing and nursing education.
4. Utilize research to analyze the outcomes of nursing interventions and improve nursing practice and nursing pedagogy.
5. Apply strategies that recognize multicultural factors in teaching and learning.
6. Utilize theories of change to advance the profession of nursing.
7. Analyze ethical theories and ethical decision-making in the educational setting.
8. Analyze trends in healthcare and nursing education and their impact on the profession of nursing, nursing education, and the delivery of patient care.
9. Design curriculum, implement and evaluate curriculum based on sound educational principles, theory, and research.

Nursing Informatics Competencies

In addition to the MSN degree outcomes, the graduate of the Nursing Informatics Program will be able to:

1. Integrate knowledge, skills, and scientific findings from nursing science, computer science, information science, and cognitive science in the professional practice of nursing informatics.
2. Analyze the concepts of, and relationships between data, information, knowledge and wisdom for implications to nursing practice.
3. Demonstrate leadership in the professional practice of nursing informatics through the use of effective communication, interdisciplinary collaboration, and administrative skills.
4. Participate at each stage within the health information systems life cycle as a leader and team member.
5. Promote the use of healthcare informatics-related education for consumers and healthcare providers.
6. Integrate legal, ethical, regulatory, technical, and professional standards into the development and implementation of healthcare-related information systems.
7. Use research, evidence-based practice, quality improvement, and safety methodologies in the evaluation and improvement of healthcare information systems.
8. Advance nursing informatics professional practice and values.

Nursing Administration Competencies

In addition to the MSN degree outcomes, the graduate of the Nursing Administration Program will be able to:

1. Utilize systems thinking to lead and manage complex healthcare organizations.
2. Provide leadership in the professional design of nursing care grounded in ethical, multicultural, and professional standards and healthcare policy.
3. Utilize financial, material, human, and environmental resources to benefit nursing divisions in complex healthcare organizations.
4. Use information management systems to facilitate organizational decision-making.
5. Demonstrate communication skills and relationship building competencies to support organizational goals.
6. Demonstrate leadership in the professional community.
7. Integrate best evidence to provide quality nursing care and promote improvement in healthcare outcomes.
8. Use an interdisciplinary approach to execute nursing administration practice.

STUDENT REQUIREMENTS

Students are required to have:

Graduated from a regionally accredited baccalaureate nursing program or meet the following requirements found at https://bulldog.swosu.edu/academics/nursing/bsn-msn/index.php for admissions.

Unencumbered current RN licensure or date of graduation from a BSN program and date of licensure exam to be successfully completed in the first semester of admission. If licensure is not accomplished within the first semester, the student is awarded an "incomplete" in their course work and suspended from the program until successfully licensed.

By enrolling in the MSN nursing program, students acknowledge that they have received and read the MSN and School of Nursing handbooks. All students are required to read and comply with the SON Student Handbook as well as the MSN Handbook. The Handbooks are posted on the MSN website.

TECHNOLOGY REQUIREMENTS (See Appendix A)

RELEASE OF STUDENT INFORMATION

In keeping with the policies of SWOSU, the scholastic records of a student are confidential and subject to examination only in official use in compliance with Family Educational Rights and Privacy Act of 1974.

Official transcripts of scholastic records are issued to external sources through the SWOSU Registrar only by request of the student.

FINANCIAL ASSISTANCE, SCHOLARSHIPS, AND AWARDS

A copy of financial assistance and scholarships/award information is available on the SON website under Nursing Scholarships or available from the SON office.

The criteria for each Scholarship and Award are clearly stated and include behaviors and characteristics that can be assessed. These are available from the chair of the Student Affairs Committee.

Each award applicant must complete an award questionnaire. The cumulative grade point average will be utilized to determine eligibility for the scholarship when required. (See Appendix E)

An estimated expense sheet is posted on the MSN website and maintained in SON documents.

A record of recipients for each scholarship and award will be maintained in the SON files by the Student Affairs Committee.

Circumstances may arise which deem that awards and/or scholarships cannot be granted. The SON will grant every award and scholarship whenever possible.

ADVISEMENT

Each student is assigned an advisor upon entering the program. After an initial conference with the advisor discussing preferred enrollment status (full or part-time status) and potential course sequences, the student will be cleared to self-enroll in nursing and general education courses, with two exceptions. NURS 5023 must be the first class taken in the program. The capstone course must be taken in the last semester of the program. Both classes require the permission of the advisor. To enroll in these courses, please email your assigned advisor at:

Angela.gore@swosu.edu

The School of Nursing adheres to the SWOSU add-drop policy and the SWOSU and SON policies and regulations when advising students.

Advisor responsibilities include

- Maintaining advisement records
- Reviewing the initial degree plan of study and suggested course sequence with the student
- Providing guidance to students regarding course choices

Student responsibilities include

- Contacting the advisor in a timely manner when advisement is needed
- Keeping track of withdrawal and drop deadlines, enrollment deadlines, and all other academic calendar deadlines
- Timely enrollment to ensure that desired sections are open
- Communication of changes of plans to the advisor (ex. full or part-time student status, taking time off, etc.)
- Completing the necessary steps at the start of their last semester of course work (degree check to ensure all courses are completed, fill out application for graduation) to prepare for graduation
- Ensuring all course work indicated on the degree plan is completed prior to anticipated graduation
- Monitoring academic progress that meets School of Nursing policies (monitoring their own grades and GPA)
- Reviewing suggested course sequences on the website at https://bulldog.swosu.edu/academics/nursing/bsn-msn/index.php as well as in MSN Central omitted a statement here

ADMISSIONS MSN STUDENT

Applicants to the program should download the program information and application packet from https://bulldog.swosu.edu/academics/nursing/bsn-msn/index.php.

PARTICIPATION, RETENTION, PROMOTION, PROBATION and DISMISSAL

Retention of a nursing student in good standing is dependent upon

- Maintenance of a retention grade point average of 3.0 or greater; students may be admitted to the program on probation with a GPA less than 3.0, but all students must maintain a 3.0 GPA each semester while enrolled in the MSN program. The first semester in which students do not maintain a 3.0 GPA in the MSN program, they are placed on probation if they were not already on probation upon entrance. The 2nd semester with a GPA of < 3.0 results in program dismissal.
- Earning a minimum of "C" in each course; note that no more than two courses with a grade of C will be allowed for transcripted credit in the MSN program. Successful completion of all MSN professional nursing courses with a grade of “C” or better within two attempts. Students are only allowed to repeat a course once.
- Students failing to meet any of the criteria listed above will be placed on academic probation. The student may repeat a course at its next offering contingent upon review and approval by the Admissions, Promotion, and Retention Committee and the Faculty Committee. Students who do not meet the above criteria after the completion of their next semester will be dismissed from the program.
- There is no academic forgiveness provision for professional-level nursing courses.
- The School of Nursing MSN program rounds grades for grade of .5 or above (ex: 89.5 rounds to A).

Initial course participation

- Students must submit a grade-eligible classroom activity before the end of the course census date (by the seventh day for 8-week term) to satisfy the initial participation requirements.
- Students who have satisfied the requirement for initial course participation or who withdraw from the course will be held to the withdrawal dates in the course syllabus.
- To view the SWOSU enrollment FAQs, please visit https://bulldog.swosu.edu/student-services/registrar/ Students who do not satisfy the requirement for initial course participation will be dropped from the course.
- The student may contact the Registrar's Office to determine if tuition will be refunded on or after the 7th day and if so, in what amount.

Ongoing course participation

- Students are expected to continuously participate in their courses to be successful.
- Students who do not participate in one course module will receive a "zero" for the assignment(s) due during the student's absence.
- If the student does not participate in a second course module, he/she will receive a 10 percentage point grade deduction to his/her current course average. For each additional module the student does not participate he/she will receive a 10 percentage point deduction to his/her course average. See table below for examples.

Non-Participation	Penalty
1st Module	"0" points on due assignment(s)
2nd Module	10 percentage point deduction of student course average (ex: 90% course average changed to 80%)
3rd Module	Additional 10 percentage point deduction of student course average (ex: 80% course average changed to 70%)

Probation policy

Probation is a designated period of time warning the student that unless satisfactory improvement is made in specified areas and conditions are met, certain actions will result. Actions may include penalties up to dismissal from the nursing program. Probation may be instituted at any time following notification to the student in question's SWOSU email address if an online student, or campus mailbox if an on-campus student. The faculty members consult with the course or program coordinator to determine the conditions of the contract and the time frame for student improvement. During that time the student must meet contract goals and all objectives. The person(s) instituting the probation will sign, either electronically (online instructors) or in-person (on-campus instructors) the notice of probation. A student may be placed on academic or non-academic probation by any faculty member, program administrator, or the Admissions, Promotion, and Retention committee. A student may be placed on program probation. A copy of the form will be placed in the student's file, and also provided to the course instructor, course coordinator, program administrators, and the Admissions, Promotion, and Retention Committee. Probation will continue, at minimum, for the time frame specified on the probation form, and may continue throughout the program. The student must meet the terms of the probation contract for the duration of the probation term. If a student makes a final grade of "D" or "F" in any course, the Admissions, Promotion, and Retention Committee will be notified via the Course Non-Progression form. Upon promotion to the next semester or completion of the probationary period, the contract will be evaluated by the person(s) who instituted or continued the probation contract, and the student will be notified of the outcome of the probation, including a range of results from a return to good standing to dismissal from the program. A copy of this contract will go to the student, the student's file, all faculty members who have signed the form, the chair of the Admissions, Promotion and Retention Committee, program administrators, and the Associate Dean. At the end of the probationary period, the contract will be evaluated by person(s) who initiated or continued the probation or at-risk status, and the student will be notified of the consequences of the evaluation, including dismissal from the course or program or a return to good standing. The SON adheres to SWOSU policies which govern the dismissal of students convicted of felony or drug abuse (SWOSU Student Handbook, p. 66-67).

Academic Probation/At Risk

The probation form (see appendices) is used to notify the student of probation or at-risk status and to document student performance issues leading to probation or at-risk status. A student will be placed on academic probation for failing to meet any of the required retention standards detailed above. Some behaviors that could lead to academic probation include but are not limited to:

- GPA less than 3.0 in nursing courses or in overall retention GPA
- Additionally, a student will be placed on at-risk status for at least one semester following academic probation. This status allows faculty members to best serve as a resource to support student success.

Non-Academic or Program Probation

A student will be placed on non-academic probation or program probation for failing to meet professional standards, whether the incident occurs at a practicum site, online, or in the classroom. Depending on the type and severity of the infraction, the student may be placed on non-academic probation, program probation, or asked to withdraw from the course or the program. Non-academic probation will be effective during the semester it is started and for at least one additional semester. Program probation remains effective throughout the program. Some examples of behaviors that could lead to non-academic or program probation include but are not limited to:

- Inability to demonstrate professional communication skills with faculty, coworkers, fellow students, or clients. This includes abusive language, emails, and discussion posts.
- Violation of professional ethics such as carelessness with client confidentiality, failure to comply with agency policies, violation of the therapeutic nurse/client relationship or inability to acknowledge and remediate weaknesses or areas as identified by faculty members
- Plagiarism, whether of self, others, blatant or inadvertent
- Academic dishonesty, including collaboration on an assignment intended to be completed by an individual or sharing
- Consistently fails to meet obligations, including timeliness
- Failures to recognize implications of behavior for the professional role
- Does not take initiative and/or takes initiative inappropriately, thereby endangering client's safety and well-being
- Exhibits negligent behaviors causing potential irreversible damage to the client
- Violation of PHI policy, such as falsifying or plagiarizing care plans, NEEHR Perfect charting or other assignments or violating patient confidentiality
- Program probation is generally reserved for severe violations or repeated violations. Determination of whether an act violates policy is the sole discretion of the faculty or proctor
- The list provided above represents common violations but is not an exhaustive list of potential violations

ACADEMIC INTEGRITY POLICY

What is academic integrity?

Academic integrity means that a student's scholarship is:

- Honest
- Responsible
- Their own work as a result of their own understanding and effort

What is academic dishonesty and how is it detected/reported?

Academic dishonesty results in an inaccurate evaluation of the student's work, and occurs when the student knew or should have known that the act was not acceptable. Some examples of academic dishonesty include (but are not limited to):

1. **CHEATING AND UNAUTHORIZED MATERIAL ON EXAMINATIONS AND OTHER ASSIGNMENTS.** Assignments must be completed by the student alone unless otherwise directed by the instructor.
2. **IMPROPER COLLABORATION-** unless collaboration is approved by the instructor, otherwise it is assumed that all work submitted is based on the student's own understanding and efforts, and is presented in the student's own words, calculations, etc. This includes attempting to cheat, such as bringing unauthorized materials into a test, even if the examination has not yet begun.

3. **SUBMITTING THE SAME ASSIGNMENT OR SIGNIFICANTLY SIMILAR ASSIGNMENTS FOR DIFFERENT CLASSES OR FOR THE SAME CLASS THAT A STUDENT IS RETAKING.** This is known as assignment recycling or self-plagiarism, and is not acceptable. Each assignment should be new, original work created by the student to meet the objectives of that particular assignment.
4. **CREATING, ALTERING, OR FORGING OF DOCUMENTS, OR TO GAIN AN ACADEMIC ADVANTAGE.** This can include but is not limited to lying or falsifying documentation to obtain an excused absence, extension, or course incomplete. This could also include fabricating quotes or data.
5. **ASSISTING OTHERS IN ACADEMIC DISHONESTY.** Helping someone else cheat is a violation, for example, providing homework assignments or papers to others.
6. **DESTRUCTION OF PROPERTY, HACKING, AND COMPUTER PIRACY**
   Stealing or destroying the work of others to attempt to obtain an academic advantage. This also applies to unauthorized access to faculty offices, publisher test banks, university email accounts, or learning management systems to gain an academic advantage.
7. **INTIMIDATION AND INTERFERENCE WITH ACADEMIC DISHONESTY PROCESSES**
   For example, it is a violation to threaten or bribe someone to prevent that person from reporting or testifying to academic dishonesty, to lie to a school official or instructor, or to a member of the Appeals Committee.
8. **PLAGIARISM.** Plagiarism, whether of self or others, is a serious offense. Students acknowledge that by taking MSN courses, all required papers, threaded discussions or other written learning activities may be submitted for textual similarity review using plagiarism detection software. All assignments contribute to student learning and achievement of outcomes, and all submissions are assumed to be composed entirely of words written by the student, excluding the use of correct APA citations. Plagiarism may include but is not limited to:
   a. Copying part or all of a paper from the Internet, from a book, or from another source without correct APA citation.
   b. If you copy words, even citing the source, and more than five words in a row are identical, this is plagiarism, even if you cite the source, unless you indicate that the words are a direct quote. However, this does not mean that you can just change a few words here and there, and then provide the source.
   c. Students should ensure that direct quotations and paraphrasing is kept to a minimum of less than 15% of their paper. The work is to be an analysis of what you have learned, not simply a series of quotes that rehash what you've read.
   d. Paraphrasing is fine when you cite the source and then include new information in your own words; it does not mean just using a series of quotes and slightly altering the wording. Your paper must be so significantly different from the original resources that it is a new work.
   e. It is plagiarism to present someone else's original arguments, thoughts, reasoning, or data as your own, even if you put the material in your own words. To avoid this form of plagiarism, cite the source.
   f. A submitted paper, examination, discussion, or assignment that contains data or conclusions which, upon questioning, the student cannot explain, support or demonstrate direct knowledge is considered plagiarism
   g. Self-plagiarism is also not permissible. Students may not "re-use" or "recycle" old assignments.
   h. Use of any tool, such as a survey or assessment tool, without granted permission and citation constitutes academic dishonesty
   i. Two or more submitted papers, discussions, exams, or other assignments that contain a resemblance beyond the bounds of reasonable coincidence will be considered plagiarism.

How is academic dishonesty detected?

Plagiarism detection software

- If the similarity rate exceeds 15% (excluding referencing), the student must re-submit a corrected version in which the similarity rate does not exceed 15%. Note, for courses that use standard forms or templates that students must fill out, this does not apply to the required form or template itself, only to the information that the student enters into the template.
- Students will be permitted unlimited resubmission attempts up to the due date of the paper.
- Students are responsible for reviewing their own submission report and making the changes needed to their assignment prior to the deadline

- If, at the time of the due date, the paper exceeds 15% similarity, the faculty member will assign a grade of zero, whether the paper is plagiarized or self-plagiarized and the student will be placed on program probation

Additionally, any student or faculty member can report a violation of academic integrity to the MSN Coordinator, their advisor, the course instructor, or the Associate Dean.

What happens when a student is charged with academic dishonesty?

- Students who plagiarize (self or others) or commit academic dishonesty will receive a zero for the assignment which will then be a part of the student's grade calculation
- A student who commits plagiarism or any other academic dishonesty will be placed on program probation. Failure or refusal of the student to sign the program probation form does not negate the probation contract.
- Students who have previously been placed on program probation and commit a second act of plagiarism or other academic dishonesty will be removed from the program. This includes the discovery of any past academic dishonesty while in the program.
- Students who have committed academic dishonesty including plagiarism will be required to return their program probation form signed or with an indication that they refuse to sign within 5 business days of receiving notice of the reported violation, and to contact the Associate Dean and their program advisor regarding the probation. Failure to do so will result in a student waiving the rights to a School of Nursing investigation, although the student may still appeal beyond the School of Nursing.

Students have the right to contest charges of academic dishonesty. The first step in contesting either one is first discuss the issue with the course instructor. If the issue is not resolved, the chain of command for reporting the violation is then:

- MSN course coordinator
- Associate Dean
- Dean of College of Professional and Graduate Studies
- Provost
- Academic Appeals Committee

The purpose of the investigation is to gather evidence about the charge of academic dishonesty. Following the investigation, the investigators will discuss their findings as to whether or not there is sufficient evidence to overturn the ruling with the student.

Note: In some cases an instructor may conclude that the security of an exam or other assignment has been significantly compromised, even if all specific violations have not been discovered. In those cases, the instructor, working with his or her Associate Dean, has the authority to cancel the assignment and redistribute the points assigned to other coursework, create a substitute assignment or exam, or both, provided that this course of action applies to all students in the course. In this instance, any reduction in the students' grade due to assignment cancellation or substitution is not considered a grade penalty.

READMISSION TO NURSING MAJOR

A student who has withdrawn, for any reason, from the nursing major, may request readmission to the program. The student is to submit a letter to the Admissions, Promotion and Retention Committee requesting re-admission, including rationale. The student may not take any nursing curriculum course more than twice. The Admissions, Promotion and Retention Committee may request supportive data as deemed necessary. The student may enter the program a total of (2) times, including the initial admission and one readmission. Readmission will be determined by the Admissions, Promotion and Retention Committee, with Faculty Committee approval, based upon academic, personal, and professional data. Students have five years to complete the MSN program.

SWOSU STUDENT GRIEVANCE POLICY

Student Grievance Procedure For TITLE IX, TITLE VI, SECTION 504, AND ADA

Southwestern Oklahoma State University, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, American With Disabilities Act of 1990 and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

Students who feel they have been discriminated against or denied an opportunity because of their race, color, national origin, sex, disability, age, religion, or marital status in a vocational program and activities have the right to file a grievance.

Grievance Coordinator, Dean of Students, Gen. Tom Stafford Center, Room 214, 580-774-3767

INFORMAL GRIEVANCE PROCEDURE

Step 1.
If a complainant feels that he/she has been discriminated against, the individual with a disability must first bring the problem to the attention of the Grievance Coordinator within (5) working days of the knowledge of alleged cause for grievance occurs.

Step 2.
The coordinator will work informally to negotiate a solution within (5) school days or a total of (10) school days from filing a grievance.

Step 3.
If the grievance cannot be satisfactorily resolved working informally, the student may want to proceed to file a formal grievance within (5) school days or a total of (15) school days from filing a grievance.

Step 4.
A formal grievance may be filed within (15) days of starting the informal Grievance Process by following the procedures outlined in the Formal Grievance Process.

This grievance procedure is a prerequisite for the pursuit of other remedies.

FORMAL GRIEVANCE PROCEDURE

Step 1.
The student will notify the Dean of Students in writing and within (15) school days of the alleged discrimination or denial of service. The written notice should identify the nature of the violations, the dates that the violations occurred, and be signed and dated by the person making the complaint. The Dean of Students shall notify the complainant in writing within (5) school days from the date of the formal complaint as to the action taken or within a total of (20) school days from the initiation of the Grievance Process.

Step 2.
If the complainant is not satisfied with the action taken by the Dean of Students, the complainant may notify in writing within (5) school days the Associate Provost. The written notice must identify the grievance (or violations) and the dates they occurred which includes a description of the action taken at the Dean of Students and copies of the notifications the complainant received. The Associate Provost will notify the complainant in writing within (20) school days of the date of the appeal as to action taken or within (55) school days from the initiation of the Grievance Process.

Step 3.
If the complainant is not satisfied with the action taken in the second step, the complainant may notify in writing within (5) school days the University President. The written notice must identify the grievance (or violations) and the dates they occurred, which includes a description of the action taken at the university level by the complainant, the Dean of Students, and copies of the notifications the complainant received from the various levels. The University President will notify the complainant in writing as to action taken.

Step 4.
If appeals ***are not made,*** it is assumed the decision at any level is accepted. (*The complainant sign and date acceptance.)*

This grievance procedure is a prerequisite for the pursuit of other remedies.

NOTE: ***At least once a year,*** university officials are responsible for informing all students, staff, and parents of the University Grievance Procedure and the Coordinator's name, address, and phone number.

ACADEMIC APPEALS PROCEDURE

ACADEMIC APPEALS COMMITTEE

The academic appeals committee will be composed of seven members. Four members of the ad hoc committee will be SWOSU faculty and three members of the committee will be SWOSU students. Verification should be provided to the committee, instructor, and student, that no member of the committee will be from the academic department of the major of the student making the appeal, nor from the academic department of the faculty member involved in the appeal. In addition a student assigned to the committee should: not have previously taken, be currently enrolled in, or anticipate future enrollment in any class taught by the instructor.

The Faculty Senate will nominate twenty faculty members and the Student Government Association will nominate ten student members for the pool from which the final committee will be selected. The University President, or the President's designee, will select the final committee members from nominations made by the Faculty and Student Senates.

The chairperson of the committee will be a faculty member selected by the president. The chairperson or designee will preside over the appeal hearing process. The chairperson will serve as a non-voting member and will only vote in case of a tie. **The Registrar shall serve as an *ex officio* member of the Academic Appeals Committee in order to provide guidance in respect to the impact of grade changes on regulatory compliance by the university.**

AUTHORITY OF THE ACADEMIC APPEALS COMMITTEE

The committee will have the authority to review the procedural fairness of an instructor's grading policy upon the filing of a written student academic appeal. The committee will have the authority to call witnesses and collect evidence pertinent to the matter.

The committee will be authorized to review the following:

1. Whether or not the student had fair and timely notice of the instructor's grading procedures.
2. Whether or not all materials (test, assignments, etc.) used by the instructor to determine the student's final grade for the course were made available to the student in a fair and timely manner.
3. Whether or not the student's grades were calculated accurately.
4. Whether or not the grades were scored and communicated in a timely manner.
5. Whether or not the grade was assigned according to the instructor's stated policy.
6. Whether or not the student had fair opportunity to address the above issue(s) with the instructor of the course.
7. Whether or not the method of assignment of grades was consistent for all students and if adjustments were made for one were they made for all.
8. Whether or not a request to change a grade to a Withdrawal (W) is compliant with institutional or other policies and regulations. Note: The procedure for Academic Appeals Committee review of a request to change a grade to a Withdrawal (W) is described in Section VI.

The committee will not be authorized to review the following:

1. The subjective assessments of the instructor on course assignments including, but not limited to: essay examinations, course project assignments, performance assessments, portfolios, presentations, etc.
2. The instructor's teaching method.

3. The instructor's grading policy.
4. The instructor's attendance policy.
5. Course materials.
6. Course activity or project requirements.

After review of the written appeal, the committee will also have the authorization to perform the following:

1. Call upon parties involved for interview.
2. Call persons relevant to appeal information.
3. Call for any additional information deemed necessary to the appeal.

APPEAL PROCEDURES FOR CONTESTING A COURSE GRADE

The student must exhaust all appeal requirements of the academic department from which the appeal is made before the student may file an appeal with the committee. Any appeal made by a student to the committee will be denied by the committee if the student has not exhausted all departmental appeal procedures.

In addition, with the exception of a request to change a grade to a Withdrawal (W), the student must exhaust the following university administrative remedies before filing a written APPLICATION FOR ACADEMIC APPEAL of a course grade unless they are included in the departmental appeals procedure:

- The student must discuss the issue with the course instructor. If the issue is not resolved to the satisfaction of the student, the student must proceed to the next step.
- The student must discuss the issue with the chair of the appropriate department. If the instructor assigning the grade has left the university before the start of the appeal, the department chairperson shall represent the instructor in the appeal process. If the chair of the department is directly involved in the matter, or if the issue is not resolved to the satisfaction of the student, the student must proceed to the next step.
- The student must discuss the issue with the dean of the school in which the course is taught. If the dean is directly involved in the matter, or if the issue is not resolved to the satisfaction of the student, the student may file a written APPLICATION FOR ACADEMIC APPEAL.

The chair of the department or the dean of the school may invite the student and instructor to confer to resolve the issue. If the student and/or instructor do not wish to confer, or if the issue is not resolved to the satisfaction of the student, the student may file a written APPLICATION FOR ACADEMIC APPEAL of the course grade.

If the student has exhausted all of the remedies available in Sections A and B, the student may request an APPLICATION FOR ACADEMIC APPEAL form from the Office of the Provost.

The deadline for filing an APPLICATION FOR ACADEMIC APPEAL form with the Office of the Provost is no later than (1) regular semester after the grade was assigned.

Grades assigned during spring semester:	Apply during summer session or no later than the close of the 6th week of the following fall semester.
Grades assigned during summer session:	Apply no later than the close of the 6th week of the following fall semester.
Grades assigned during fall semester:	Apply no later than the close of the 6th week of the following spring semester.

Upon receipt of the completed APPLICATION FOR ACADEMIC APPEAL form, the Office of the Provost will notify the instructor, departmental chair, dean of the school, and appeal committee members within (10) class days.

The APPLICATION FOR ACADEMIC APPEAL must include:

- A concise, complete statement of the issue being appealed.
- Any information to support the student's basis for an appeal.

- Signatures of the student making the appeal, the academic departmental chair, and dean of the school from which the appeal arises.

The committee will convene within (15) class days after the beginning of the semester following the receipt of the appeal notice from the Office of the Provost. Notice will be given to the parties involved by university mail or United States mail or personal communication from the committee chairperson. (Written record of the communication by the chair or the phone conversation followed by written confirmation.)

The committee will conduct a review of the written appeal made by the student. The instructor will also have the opportunity to provide a written response. Each party should have the assurance that no written materials were submitted to the committee without their knowledge or opportunity to review in advance. All information provided to the Appeals Committee, whether requested by the committee or not, will be given to both the student and faculty member at least one workweek prior to the hearing.

APPEAL HEARING PROCEDURES

If the committee decides to hold a hearing to hear witness testimony on the matter, the chairperson of the committee will set the date, time, and place of the hearing. The instructor and student have the right to be present at the meeting. The chairperson or designee will preside over the hearing. Also, persons requested by the instructor and/or student and who are approved by the chair of the Appeals Committee may be present during the hearing. The chair shall provide the above list of participants to both the faculty member and the student at least two class days in advance of the hearing.

The student and instructor of the course will each be afforded the following rights:

- An orderly hearing conducted in a civil manner by all participants of the hearing.
- The right to present oral and written information.

At the hearing, student and instructor will not be allowed to:

- Have legal representation.
- Call witnesses unless permitted by the chairperson.
- Cross-examine the other party.

The order of the hearing:

1. Testimony and presentation of evidence by the student.
2. Questions by board members.
3. Response and presentation of evidence by the instructor.
4. Questions by board members.
5. Response by the student.
6. Response by the instructor.

The committee may request additional evidence and/or witnesses as well as conduct separate questioning and statement interviews with each party solely within the discretion of the committee.

The instructor, student, and committee should recognize that the process is in place to provide a fair and impartial mechanism to resolve differing opinions regarding the assignment of course grades.

COMMITTEE RECOMMENDATIONS

After consideration of the evidence and testimony presented at the hearing, the committee will make one of the following recommendations on the matter to the Provost within thirty (30) days after convening.

1. Uphold the final course grade given by the instructor.
2. Change the final course grade.
3. Recommend alternative resolution.
4. Continue the hearing and request additional information and/or witness testimony.

The recommendation will be by simple majority vote of the committee.

The recommendation of the committee will include a recitation of the basic or underlying facts relied upon by the committee in reaching its recommendation.

The committee will notify the student and instructor of its recommendation within (5) class days by certified mail, restricted delivery, return receipt requested. A copy of the recommendations will be sent to the dean and department chair through campus mail.

Notice of the committee's recommendation:

- If the committee recommends to uphold the grade given by the instructor, the chairperson of the committee will notify the student, instructor, and Provost of same.
- If the committee recommends changing the grade given by the instructor, the chairperson of the committee shall notify the student and the instructor. Upon said notification, the instructor will have up to (5) class days to:
  - change the grade of the student pursuant to the recommendation of the committee; or
  - notify the committee chairperson of said instructor's decision not to change the student's grade per the committee's recommendation.

If the instructor elects not to change the student's grade per the committee's recommendation, the committee chairperson will immediately submit a complete report of the committee's findings, recommendation, and the instructor's response to the committee's recommendation to the Provost. All recommended grade changes (if any) will be made by the Provost. Records of these proceedings shall be kept on file in the office of the Provost.

PROCEDURE FOR REVIEW OF A REQUEST TO CHANGE A GRADE TO A WITHDRAWAL (W)

The deadline for filing a REQUEST TO CHANGE A GRADE TO A WITHDRAWAL (W) GRADE form with the Office of the Provost is no later than (1) regular semester after the grade was assigned.

Grades assigned during spring semester:	Apply during summer session or no later than the close of the 6th week of the following fall semester.
Grades assigned during summer session:	Apply no later than the close of the 6th week of the following fall semester.
Grades assigned during fall semester:	Apply no later than the close of the 6th week of the following spring semester.

Upon receipt of the completed REQUEST TO CHANGE A GRADE TO A WITHDRAWAL (W) GRADE form, the Office of the Provost will notify the instructor, department chair, dean of the school, and Academic Appeals Committee members within (10) class days.

The REQUEST TO CHANGE A GRADE TO A WITHDRAWAL (W) GRADE form must include signatures of the student and the instructor of record (or department chair if the original instructor is no longer available).

The committee will convene within (15) class days after the beginning of the semester following the receipt of the request notice from the Office of the Provost.

The committee will review the request for compliance with institutional or other policies and regulations.

Determine whether the request should be granted, and notify the Provost's Office of the decision within (7) days after convening. The Registrar's Office will then communicate the decision to the student, instructor of record and department chair.

INCOMPLETE GRADE POLICY

The School of Nursing adheres to SWOSU policy regarding incomplete course grade. (See SWOSU Student Handbook.)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In compliance with the Family Educational Rights and Privacy Act of 1974 (commonly called the Buckley Amendment), Southwestern Oklahoma State University hereby institutes the following policies effective November 19, 1974. These policies shall be published annually in the Update on Contemporary Issues. Additional copies are available to any student or interested party, on request, in the Registrar's Office.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Parents of dependent students as documented by the most recent federal income tax form are entitled to see the educational records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures *by Southwestern Oklahoma State University* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
202-260-3887

DIRECTORY INFORMATION

In accordance with the Family Educational Rights and Privacy Act of 1974, SWOSU identifies the following numbered items as "directory information." This information can be released to interested parties on a "need to know" basis unless the custodian of the record is notified in writing to the contrary by the tenth class day at the beginning of each semester:

1. Student's name
2. Local and permanent address
3. Telephone number
4. Date and place of birth
5. Major and field of study
6. Academic classification
7. Participation in officially recognized organizations, activities and sports
8. Weight and height of participants in officially recognized sports
9. Educational institutions previously attended
10. Dates of attendance at SWOSU
11. Degrees and awards granted
12. Degree(s) held, date(s) granted and institution(s) granting such degree(s)
13. Part of full-time enrollment status
14. Photographs of enrolled students

RESPONSIBILITY REGARDING LEARNING EXPERIENCES

Faculty Facilitation

The learning experiences of a student are facilitated by a faculty member of the School of Nursing who is assigned to the course in which the experience(s) occur.

Grading

- To pass a nursing course a student must receive at least 75% average.
- Other requirements are established in individual courses and outlined in course syllabi.
- Students may not have more than two transcripted grades of C for credit within the MSN program and must maintain a 3.0 GPA to remain in the program. Students below this GPA enter or are placed on probation, and must maintain a 3.0 GPA in all future semesters of the program to avoid dismissal
- The School of Nursing MSN program rounds grades for grade of .5 or above (ex: 89.5 rounds to A).
- Any questions regarding graded assignments must be brought to the attention of the professor within (5) days of the posting of grades.

Grading Criteria:
A = 90–100
B = 80-89
C = 75-79
D = 74-67
F = 66 and below

Attendance

Class non-participation will be reflected in the overall course grade. Students are responsible for all assignments, quizzes, exams, discussions, and information given during their absence. Faculty should be notified in advance prior to any planned course absence of greater than five days. Please review the policy on initial and ongoing course participation.

Late Policy for all Discussions, Assignments and Quizzes or Exams

Late Item	Deduction	Any exceptions
Discussion	NO LATE DISCUSSIONS ACCEPTED FOR PARTIAL CREDIT after the close of the discussion week	Personal or family emergency as documented and reported via the requirements below; no accommodations will be made after the end of the course or >5 days after the due date
Assignments	5% deduction per day late (penalty accrues immediately after due date. Example-assignment due at 11:59 pm that is turned in at 12:00 am the next day is a 5% deduction)	Personal or family emergency as documented and reported via the requirements below; no accommodations will be made after the end of the course or >5 days after the due date
Quizzes or exams	10% deduction per day late (penalty accrues immediately after due date. Example-assignment due at 11:59 pm that is turned in at 12:00 am the next day is a 10% deduction).	Personal or family emergency as documented and reported via the requirements below; no accommodations will be made after the end of the course or >5 days after the due date

Students who need accommodations due to a personal or family emergency are expected to notify the Dean of Students **prior** to the due date of the assignment. This can be done by emailing Joshua.engle@swosu.edu from your SWOSU email account and cc'ing your advisor on the email. Accommodations may be granted for students who:

- Have a death in the immediate family OR those who are hospitalized as a non-elective inpatient or have an immediate family member hospitalized as a non-elective inpatient
- Documentation must be provided within two business days of notifying Dean Engle and your advisor

Requests for accommodations will not be granted after 5 days have passed since the assignment's or exam's due date, or after the end of the course as indicated on the course schedule. Late discussions will not receive any type of credit after the close of the discussion week unless the late post was due to a family or personal emergency as defined above.

If students have difficulty submitting assignments, they must contact the help desk and carbon copy the instructor on any communications PRIOR to the due date, otherwise, all late penalties will apply.

Participation/Evaluation of Discussion Responses

Discussions will be graded based on the most current MSN discussion rubric, which can be viewed in the Assignments area of the Learning Management System. Students must make their initial post no later than Wednesday by 11:59 pm CST. Students must make two follow-up posts on a different day other than the day on which they made their initial post.

An initial contribution should be approximately 200 words. Comments to other students should either:

- Suggest why you might see things differently
- Ask a probing or clarifying question
- Share an insight from having read another student's posting
- Offer and support an opinion
- Validate an idea with your own experience
- Make a suggestion

CONFIDENTIALITY POLICY

To maintain the Right of the Client to Privacy, it is necessary for the student to be constantly diligent in refraining from dissemination of confidential information. This applies to verbal, written and non-verbal information. One of the highlights of the SWOSU academic experience is that students can draw on the wealth of examples from their organizations in class discussions and in their written work. However, it is imperative that students not share information that is confidential, privileged, or proprietary in nature.

LEARNING MANAGEMENT SYSTEM (LMS)

The School of Nursing uses an online learning system to instruct MSN students.
Please Note: Each student entering the MSN program at SWOSU must complete a short online orientation on the MSN Central online site.

ATTIRE

Students are to be well-groomed and professionally dressed when acting in the student role.

STANDARDS FOR WRITTEN WORK

- All work, written or typed using Microsoft Word, is grammatically correct, properly punctuated, spelled correctly, and legible.
- Appropriate, descriptive terminology will be used.
- Papers received after specified time and due date will be accepted/evaluated according to the specific course syllabus. Refer back to "Late Assignment."
- All written work must follow the specified format, according to the *American Psychological Association Manual for Publication (APA).*
- SWOSU School of Nursing uses plagiarism detection software. Plagiarism can lead to course failure and non-academic probation.

VOLUNTEER SELF-IDENTIFICATION

If any student feels that he/she has a disability and is in need of special academic accommodations, the School will work with you and Student Services to provide reasonable accommodations. This will ensure that you have an equal opportunity to perform in class. Please advise the School of such disability if an accommodation is desired.

STUDENT CODE OF CONDUCT

In keeping with the policies of SWOSU, the School of Nursing subscribes to SWOSU's Student Code of Conduct as set forth in the SWOSU Student Handbook. In addition, the faculty has identified policies relative to the following areas:

PROTECTED HEALTH INFORMATION POLICY

Principles

Protected health information (PHI) is confidential and protected from access, use, or disclosure except to authorized individuals requiring access to such information. Attempting to obtain or use, actually obtaining or using, or assisting others to obtain or use PHI, when unauthorized or improper, will result in counseling and/or disciplinary action up to and including dismissal. To maintain client privacy, it is necessary for the student to avoid dissemination of protected health information. By entering the program, students agree to abide by this policy.

Definitions and Caveats

- PHI = Protected health information; this includes all forms of patient-related data including but not limited to demographic information, patient condition, care provided, and outcome of care
- Depending on the nature of the breach, violations at any level may result in more severe action or termination after a preliminary investigation to assign a level of violation
- Levels I-II are considered to be without malicious intent; Level III connotes malicious intent
- At Level III, individuals may be subject to civil and/or criminal liability
- Note: Faculty or staff may decide some client problems are not appropriate for student involvement. In these instances, you will NOT be allowed to participate.
- With faculty and facility approval, students may obtain a copy of generic education or policy materials that DO NOT contain PHI. An example might be generic discharge instructions for patients having day surgery, without any PHI, or a facility policy on blood glucose monitoring without PHI.

3 Levels of Violation

Level I

Examples of Level I Violations

- Misdirected faxes, e-mails & mail.
- Failing to log-off or close or secure a computer with protected PHI displayed.
- Leaving copy of PHI in a non-secure area.
- Discussing PHI in a non-secure area (lobby, hallway, cafeteria, elevator, etc., where others are likely to overhear).

Minimum Disciplinary/Corrective Action for Level I Violations

- After investigation, the incident will be presented to the Faculty committee for appropriate disciplinary action, which may include a zero on the assignment, a needs improvement score on clinical evaluation tool, non-academic probation, or, for repeated instances, dismissal from the course or program.

Level II

Examples of Level II Violations

- Releasing, removing, or otherwise using patient data without facility and instructor approval for any reason. You may not print, photograph, or otherwise remove patient data from any site except that which you write in your own words for care planning needs. Paraphrasing or restating a prior provider's notes is unacceptable.
- Accessing or allowing access to PHI without having a legitimate reason.
- Giving an individual access to your electronic signature or password.
- Accessing patient information due to curiosity or concern, such as a family member, friend, neighbor, coworker, famous or "public" person, etc.
- Taking photos at the clinical site that does not include any patient or members of the public in the photograph without the express permission of the instructor.
- Social networking that discusses the clinical site in any way, but does not disclose any PHI (ex- "Had a terrible night at Big Hospital OB clinicals," or "Loved my day at Small Emergency Department!").
- Negative comments about facilities, staff, patients, or other guests of the facility.
- Calling clinical sites to request patient information over the telephone.
- Asking questions about client care or care plans within the hearing of the patient or other facility guests. Students should ask questions of other staff or team members in private when collaborating with other team members.
- Failing to remove names or other identifying PHI from records, including care plans, Neehr Perfect charting, or other assignments.
- Requesting another individual to inappropriately access patient information.
- Inappropriate sharing of ID/password with another or encouraging others to share ID/password OR use of another's password.
- Taking photos at the clinical site that include the patient, any member of the public, PHI without written permission of the instructor, clinical site, and any involved individual.

Minimum Disciplinary/Corrective Action for Level II Violations

- After investigation, the incident will be presented to the Faculty committee for appropriate disciplinary action, which includes a minimum of non-academic OR program probation, a zero on the assignment and/or clinical evaluation of "needs improvement".
- Repeated instances may lead to course or program dismissal.

Level III

Examples of Level III Violations

- Releasing or using data for personal gain.
- Compiling a mailing list to be sold for personal gain or for some personal use.

- Disclosure or abusive use of PHI.
- Tampering with or unauthorized destruction of information.
- Falsifying data on the patient record, care plan, or NEEHR Perfect, including charting assessments not performed, including "pre-charting," or documenting a previous assessment that was not your own.
- Social networking that in any way makes it possible for disclosure of PHI (ex-student identifies the clinical site and general details about the patient).
- Use of recording devices at any clinical site or activity without written permission of those being recorded, faculty, and the facility.
- Removal of any official portion of the patient chart.

Minimum Disciplinary/Corrective Action for Level III Violations

- After investigation, the incident will be presented to the Faculty committee for appropriate disciplinary action, which includes dismissal from the course and a failure of any related assignments at a minimum, and may include dismissal from the program.

***Note** - students who are already on non-academic probation at the time of the incident will, at minimum, be placed on program probation. Students who are already on program probation at the time of the incident will be dismissed from the program.

AT HOME EXAMINATION POLICY

As an ethical professional student, you are expected to protect the integrity of this examination and refrain from copying the case situation and the exam questions and /or distributing them to anyone else. This includes current or future students at any time. Similar situations may be used with future students and they should be as novel to them as they were to you so they may have the maximum benefit from the learning experience. As a student member of a self-policing profession, you are also expected to help ensure that others in the class adhere to these policies.

Appendix A

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
SCHOOL OF NURSING

TECHNOLOGY REQUIREMENTS

Recommended Setup

- Internet access required (Broadband, Cable, or DSL is recommended as students with dial-up may experience degraded performance.)
- Windows Vista/Windows 7 or later, or Mac OS X or later
- 2GB of RAM minimum
- 2 GHz or faster processor
- 120GB hard drive or larger
- Sound card
- Speakers and headphone connected to the computer
- Microphone (can be built-in)
- Inkjet or laser printer

Software Requirements

- Web browser (Internet Explorer version v 11.0 or newer or Microsoft Edge, Mozilla Firefox version 52.9 or newer, Google Chrome 50.0 or newer, Safari 5.0 or newer)
- Microsoft Office 2013 or newer for PC, Mac 2011 or newer
- Adobe Reader version 11 or newer
- Adobe Flash Player version 32 or newer
- Apple QuickTime version 7 or newer or Apple iTunes version 12 or newer
- Windows Media Player version 11 or newer or VLC media player v3 or later
- Antivirus software (e.g. McAfee or Norton) installed, running, and kept current by promptly installing the upgrades and patches made available by the software manufacturer.
- Webcam (minimum resolution at 640x480 standard definition)

Note: Students should have personal internet connections as some workplaces block all or part of the learning management material.

Appendix B

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
SCHOOL OF NURSING

Notice of Probation

This form serves as notification that (student) _____ has been placed on probation as of (date) _____ in (course) _____. The student is required to make and keep an online or phone appointment with the course instructor or coordinator regarding probation within two business days. Failure to do so may lead to program probation or dismissal.

Probation type:

☐ ***Academic probation/At-Risk status:*** (exam and/or clinical paperwork average <75%). Student will remain on Academic probation until exam and/or clinical paperwork is ≥75%. Student may remain on At-Risk status for at least one semester following probation if exam and/or clinical paperwork persist at or near a 75% average throughout the semester. **Course coordinator who initially placed student on probation will evaluate at the end of the semester.**

☐ ***Non-academic probation:*** for reasons other than exam or clinical paperwork average such as those described in the School of Nursing Handbook. Student will remain on non-academic probation evaluation for the remainder of this course and at least one semester following probation. **Course coordinator who initially placed student on probation will evaluate at the end of the semester.**

☐ ***Program probation:*** the student is at risk or on probation in more than one course. Student will remain on probation for the remainder of the program. Student must meet with Associate Dean. **Course coordinator who initially placed student on probation will evaluate at the end of the semester, and course coordinators through the remainder of the program will continue to monitor probationary status.**

Reason for probation if not academic:

Student to remain on probation/at risk status until: _____

Conditions to be met during probation and recommendations from faculty for improvement:

(please check those that apply): If the terms of this probation are met as described, the student will be returned to good standing on the date indicated above.

☐ **Meet with faculty member or course coordinator online or by phone (frequency):_____**
☐ **Exam, clinical paperwork, and/or major assignments to be at or above 75% average**
☐ **No further instances of initial cause for probation**
☐ **Meet with instructor online or by phone to discuss study and/or success strategies**
☐ **Meet with instructor of course online or by phone to review old exams**
☐ **Consider a study group or study skills course**
☐ **Must remediate clinical "Needs Improvement" rating**
☐ **Reduce work/outside time commitments**
☐ **Required Assignments/Due Dates: _____**
☐ **Other: _____**
☐ **Other: _____**

Consequences if conditions are not met:

☐ **Failure of clinical**
☐ **Failure of course**
☐ **Program probation**
☐ **Dismissal from program**
☐ **Other: _____**

Action	Name (Signature or Initials)	Date
Student signature acknowledging receipt*		
Faculty member or administrator initiating probation[1,2]		
MSN Coordinator: Angela Gore, for course initiating probation if not the same as above[1, 2]		
Associate Dean initials [2]	Dr. Darryl Barnett	

*= If student refuses to sign, faculty should write "refused" with a date and time. Refusal of the student to sign does not negate the probation. 1= Course Coordinator and Course Team Members are required to sign for academic, at risk, or non-academic probation. 2=A quorum of faculty members and the Associate Dean are required to sign for program probation.

Copy: Student, Student File, Faculty Member or Administrator initiating probation, SON Course Coordinators, Chair, Admissions, Promotion, and Retention Committee, Associate Dean.

Appendix C

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
SCHOOL OF NURSING

PROBATION CONTRACT CONTINUATION AND EVALUATION

Evaluation of this probation/at risk status will be conducted by _____.

Explanation of evaluation of probation/at risk status:

At the end of the evaluation period, the student was:

☐ Returned to good standing
☐ Placed on program probation
☐ Retained on probation
☐ Retained on at-risk status
☐ Dismissed from the program
☐ Referred to: _____
☐ Other: _____

Action	Name (Signature or Initials)	Date
Student signature acknowledging receipt*		
Faculty member or administrator initiating probation[1,2]		
MSN Coordinator: Angela Gore, for course initiating probation if not the same as above[1, 2]		
Associate Dean initials[2]	Dr. Darryl Barnett	

*= If student refuses to sign, faculty should write "refused" with a date and time. Refusal of the student to sign does not negate the probation. 1= Course Coordinator and Course Team Members are required to sign for academic, at risk, or non-academic probation. 2= A quorum of faculty members and the Associate Dean are required to sign for program probation.

Copy: Student, Student File, Faculty Member or Administrator initiating probation, SON Course Coordinators, Chair, Admissions, Promotion, and Retention Committee, Associate Dean.

Appendix D

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
SCHOOL OF NURSING

SUGGESTED COURSE SEQUENCES AND SELF-ENROLLMENT INSTRUCTIONS

Note: Students must take N5023 in their first semester of the program and their capstone course in their last semester of the program. With those exceptions, students may take other courses in any order. Students may take general education and pre-professional courses at any time before, during, or after nursing courses.

There are 33 total credit hours in the program. Students should take courses in numerical order following their degree plan found at https://bulldog.swosu.edu/academics/nursing/bsn-msn/index.php.

How to enroll yourself in your courses

1. After you have taken NURS 5023 and earned a grade, you will be cleared to enroll online. You can then enroll yourself in nursing courses anytime within the open enrollment dates. Please watch the MSN orientation board and your SWOSU email for enrollment reminders. You can check enrollment dates by going to the SWOSU home page and also by checking the Academic Calendar. Enrollment for summer and fall generally begins the second Monday in February. Enrollment for spring generally begins the second Monday in October. It is your responsibility to enroll in a timely manner. Classes can close quickly, especially non-nursing courses.
2. If you are unsure what courses you need, please review your degree plan prior to selecting classes. This is the form that you received when you applied to the program that tells you what classes you still need to complete your degree. You can also review your unofficial transcript within self-service to see which courses you have already completed.
3. Reminders: 12 hours in the fall or spring or 6 hours in the summer is considered full-time enrollment. Expect to spend 20 hours or more per week on school work if you are enrolled full-time, less if you are enrolled part time.
4. Prior to enrolling, please log in to self-service to make sure you do not have any holds on your account. This would include things like a Bursar Hold (often related to payment of tuition). If you have a hold on your account, you cannot enroll until this is cleared. Please call 580-774-3019 to reach the Bursar's office. Admission holds can be cleared by contacting.
5. Step by step instructions for self-enrollment are located in the online orientation canvas course "MSN Central."
6. Note: your capstone course must be taken in the last semester of your nursing classes, and this will require an email to the program coordinator in order to enroll in this course.
7. Once enrolled, verify your enrollment by checking your class schedule on self-service.
8. When you are enrolled for nursing courses, you can check the MSN orientation board for the book list for your courses.
9. Special circumstances:
   - Taking more than 11 hours in the 8 week term or 21 hours in the 16 week term is considered overload, and will need approval of the Vice President of Academic Affairs and your Advisor, as per the policy located here https://bulldog.swosu.edu/resources/enrollment-dates-procedures.php
   - If you need to drop your last course, you will need to contact the registrar in order to do so. This can be done via email to the registrar at https://bulldog.swosu.edu/student-services/registrar/.
10. If you need advisement or are unsure of which courses to take, please call the School of Nursing at 580-774-3092 to discuss your questions with your nursing advisor.
11. Your tuition bill will not be mailed to you, it will be in your self-service.

Appendix E

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
SCHOOL OF NURSING

AWARD QUESTIONNAIRE FOR MSN STUDENTS

NAME: _____ Grade Point Average: _____ Standing: Senior _____ Junior ___
RN-BSN_____ MSN_____

Number of semesters completed: _____

1. Describe your participation in a professional nursing organization.

2. Describe your financial need.

3. Describe any community service you have completed during nursing school. Include dates and your role in the service. Please include the number of hours per month.

4. Describe leadership roles you have taken in the community.

5. Describe leadership roles you have taken among your peers.

6. Describe how you perceive your role in baccalaureate nursing.

7. State your professional goals for the next five years.

Procedure for selection: Return completed form by February 1st by faxing the form to 580-774-7075 to the attention of: Student Affairs Committee Chair. Selection is made according to identified criteria and is available upon request from the Student Affairs Committee Chair.

Appendix F

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
SCHOOL OF NURSING

WITHDRAWAL

Students may need to withdraw from an individual class or classes during a semester, or they may need to withdraw completely from all of their currently enrolled classes during the semester.

1. To withdraw from an individual class, students should email enrollment@swosu.edu from your SWOSU email account and indicate the semester and course that you wish to drop and the student ID number or contact the registrar's office at 580-774-3009.
2. A total withdrawal from the University for the semester is accomplished by emailing enrollment@swosu.edu from your SWOSU email account and indicate the semester you wish to drop and the student ID number. For withdraw dates, please see the academic calendar. A withdraw with instructor permission (after the guaranteed W date has passed), will show with a grade of either W or F on the student's transcript at the end of the semester when final grades are due. You will not see this on your transcript or self-service account until after final grades are processed. Grades of students leaving the University without officially withdrawing are recorded as "F." Refunds are made for approved total withdrawals according to dates published each semester in the class schedule bulletin. Total withdrawal from the university must be done prior to the first day of classes in order to avoid financial penalties.
3. The Refund Policy for SWOSU is maintained from past years, but the federal government has made changes related to federal student aid recipients who initiate complete withdrawals from the university. All students who receive federal aid, including the Federal Pell Grant, SEOG Grant, Stafford Loan, Unsubsidized Stafford Loan or Parent PLUS Loan, who withdraw during the first 60% of a semester must repay 60% of their aid back to the federal government. Students are strongly advised to confer with the Office of Student Financial Services before initiating a complete withdrawal so the economic impact of that decision can be clearly understood.

Appendix G

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
SCHOOL OF NURSING

Curriculum for MSN Administration Program

Core hours shared by all MSN tracks (15 hours)

Courses must be taken as pre-or co-requisites with 15 hours specific to chosen track listed below

- 5023-Nurse as Scholar
- 5033-Global Health and Advanced Practice Nursing
- 5043-Transition to Advanced Practice Roles
- 5053-Quality Improvement, Safety, and Ethics
- 5063-Information and Healthcare Technology

Courses specific to Administration track (15 hours required):

- 5073-Principles of Nursing Management
- 5083-Business Communication in Healthcare
- 5093-Performance Standards and Personnel
- 5103-Healthcare Budgeting
- 5113-Management Practicum (must be taken in last semester)

Electives shared by all MSN tracks (students choose 1 course/3 hours):

- 5123-Coaching and Mentoring in Nursing Leadership
- 5133-Grant Writing, Academic Writing and Publishing
- 5143-Online Nursing Education

In addition to the MSN degree outcomes, the graduate of the Nursing Administration Program will be able to:

1. Use a systems and interdisciplinary approach to leading and managing complex healthcare organizations.
2. Provide leadership in the provision of nursing care that is ethical, multicultural, and meets or exceeds professional standards and healthcare policy.
3. Use financial, material, human, information technology, and environmental resources as well as evidence-based practice to benefit the nursing profession in complex healthcare organizations and to improve healthcare outcomes.
4. Demonstrate communication skills and leadership to support organizational goals and the professional community.

Appendix H

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
SCHOOL OF NURSING

Proposed Curriculum for MSN Education Program

Core hours shared by all MSN tracks (15 hours)
Courses must be taken as pre-or co-requisites with 15 hours specific to chosen track listed below

- 5023-Nurse as Scholar
- 5033-Global Health and Advanced Practice Nursing
- 5043-Transition to Advanced Practice Roles
- 5053-Quality Improvement, Safety, and Ethics
- 5063-Information and Healthcare Technology

Courses specific to Education track (15 hours required):

- 5173-Facilitating Student Learning
- 5183-Clinical Teaching and Evaluation
- 5193-Instructional Design, Curriculum Development, and Challenges
- 5203-Assessment and Evaluation in Nursing
- 5213-Nursing Education Practicum (must be taken in last semester)

Electives shared by all MSN tracks (students choose 1 course/3 hours):

- 5123-Coaching and Mentoring in Nursing Leadership
- 5133-Grant Writing, Academic Writing and Publishing
- 5143-Online Nursing Education

Nurse Educator Role-Specific Competencies
In addition to the MSN degree outcomes, the graduate of the Nurse Educator Program will be able to:

1. Apply theories of education and related disciplines to the developing and evaluating nursing and healthcare curricula.
2. Use education and nursing theory to facilitate learning and evaluation of diverse and multicultural populations and individuals via testing and technological innovation.
3. Contribute to development and positive change in the profession nursing education and demonstrate leadership and a knowledge of change theory.
4. Use research to analyze the outcomes of nursing interventions and healthcare trends to improve nursing practice, education, and patient care.
5. Analyze ethical theories and ethical decision-making in the educational setting.
6. Design, implement, and evaluate curriculum based on sound educational principles, theory, research, and current standards.

Appendix I

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
SCHOOL OF NURSING

Proposed Curriculum for MSN Informatics Program

Core hours shared by all MSN tracks (15 hours)

Courses must be taken as pre-or co-requisites with 15 hours specific to chosen track listed below

- 5023-Nurse as Scholar
- 5033-Global Health and Advanced Practice Nursing
- 5043-Transition to Advanced Practice Roles
- 5053-Quality Improvement, Safety, and Ethics
- 5063-Information and Healthcare Technology

Courses specific to Informatics track (15 hours required):

- 5283-Technology Solutions for Healthcare and Healthcare Information Exchanges
- 5293-Clinical Information Systems Design, Implementation, and Communication
- 5303-Healthcare Systems Databases
- 5313-Interactive Technology and Cognitive Informatics
- 5323-Nursing Informatics Practicum (must be taken in last semester)

Electives shared by all MSN tracks (students choose 1 course/3 hours):

- 5123-Coaching and Mentoring in Nursing Leadership
- 5133-Grant Writing, Academic Writing and Publishing
- 5143-Online Nursing Education

In addition to the MSN degree outcomes, the graduate of the Nursing Informatics Program will be able to:

1. Integrate knowledge, skills, and research from nursing science, computer, and information science in the professional practice of nursing informatics.
2. Analyze the relationships between data, information, and knowledge as it relates to nursing and healthcare practice.
3. Demonstrate leadership in and advance the practice of nursing informatics through the use of effective communication, interdisciplinary collaboration, evidence-based practice, and quality improvement/safety in all phases of the informatics life cycle, from implementation, to adoption, to evaluation.
4. Promote the use of healthcare informatics-related education for consumers and healthcare providers.
5. Integrate legal, ethical, regulatory, technical, and professional standards into the development and implementation of healthcare related information systems.