

**SOUTHWESTERN OKLAHOMA STATE UNIVERSITY**



**DEPARTMENT OF NURSING  
STUDENT HANDBOOK**

**2024-2025 Academic Year**

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.

## DON STUDENT HANDBOOK

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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 Department of Nursing admitted its first student to the upper School clinical component of the nursing major during the Fall semester, 1977. The program is state approved and nationally accredited.

Accreditation Commission for Education in Nursing  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326

## **SWOSU DON 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 education of professional nurses, evidence-based practice, and service. We are an established entity within the SWOSU College of Nursing and Health Professions 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.

## **STUDENT LEARNING OUTCOMES**

1. Practice nursing in a professional, legal, and ethical manner.
2. Analyze comprehensive data and make complex and prioritized decisions utilizing the nursing clinical judgment model.
3. Provide a safe environment for clients, self, and others.
4. Practice nursing that is client centered, caring, culturally sensitive and based on the physiological, psychosocial, and spiritual needs of clients.
5. Integrate information technology resources into the provision of client care.
6. Provide health-related education to restore health and promote optimal wellness.
7. Collaborate with members of the interdisciplinary health care team to promote continuity of client care.
8. Use leadership skills in the management of safe, quality client care. Promote quality improvement by participating in the implementation of care-related plans to improve health care services.
9. Use research as a basis for evidence-based nursing practice and clinical judgment.

## STUDENT POLICIES

### Immunizations and Compliance Requirements

\*\*Please note that immunizations and other requirements are a compilation of the requirements set forth by clinical facilities. These records must be submitted to the Department of Nursing.

1. Documentation of tuberculosis screening. A negative TB Gold/IGRA blood test within the last 12 months is preferred. Two negative tuberculin skin tests are accepted – do note that skin tests must be a **two-step screening** for this initial submission regardless of prior screening. These screenings must not expire within a semester. Renew in the months of May, June, or July.
  - ° **Please note:** First-time testers must have two (2) separate and complete screenings. The two (2) screenings must be no closer than one (1) week apart and no farther than 30 days apart. Call the Department of Nursing with questions.
  - ° If ever a positive reaction to the tuberculin screening, the following documentation is required: (1) documentation of the previous positive reactor, (2) a negative x-ray radiology report within the last 90 days, and (3) a negative review of symptoms documented by the "Cleared for Public Contact" memo from the public health department. This memo expires one year from the date signed.
  - ° A negative screen expires one year within the date of the blood draw or placement of the skin test(s). Renew and resubmit documentation annually. Those with a previous negative skin test greater than  $\geq 365$  days must complete a two-step screening at renewal.
2. Documentation of Measles, Mumps, and Rubella (MMR) immunity by two (2) doses of MMR or by positive antibody titers.
3. Documentation of varicella immunity by two (2) doses of varicella or by positive antibody titers. History of varicella disease will not be accepted.
4. Documentation of Hepatitis B immunity by a complete series of Hepatitis B vaccines or by positive antibody titers. If completing a three-dose series, the first two doses must be submitted prior to the August 01, 2024, deadline. The third dose must be completed by November 2024.
5. Documentation of Tdap vaccine received within the last 10 years.
6. Documentation of COVID-19 vaccine series. Documentation of one dose of an updated COVID-19 vaccine is recommended by the Centers for Disease Control and Prevention. SWOSU partners with healthcare facilities to provide clinical sites. SWOSU must comply with the current vaccination requirement of those facilities to place students in clinical rotations. In the case of a vaccine mandate, SWOSU cannot make exceptions to a requirement enacted by a clinical site facility. SWOSU Nursing will make reasonable accommodations for a student's status that does not meet a clinical site's vaccination requirements. This accommodation must meet course outcomes.
7. Documentation of the current season's influenza vaccine is not required until the month of October in the fall semester.
8. BLS/CPR (cardio-pulmonary resuscitation) certification from the American Heart Association (AHA) "Basic Life Support for Healthcare Providers" level. The date **must** be within the last twelve months and not expire within a semester. Renewal dates must be in the months of May, June, or July.

\*Liability/malpractice insurance coverage for at least \$2,000,000 per occurrence/\$4,000,000 per year is provided by the Department of Nursing.  
(Revised/Approved 05/2023)

**STUDENTS WILL NOT BE PERMITTED TO ATTEND FALL/SPRING NURSING CLASSES UNTIL DOCUMENTATION OF THE ABOVE IS SUBMITTED. IF YOU ARE PREGNANT OR SUSPECT YOU ARE PREGNANT, YOU MUST CONTACT YOUR PHYSICIAN PRIOR TO RECEIVING THE REQUIRED IMMUNIZATIONS. IF YOU CANNOT TAKE IMMUNIZATIONS, YOU WILL NEED TO PROVIDE YOUR PHYSICIAN'S STATEMENT TO THE DEPARTMENT OF NURSING.**

### **HESI Review and Testing**

Included as an integral part of the nursing program are HESI Specialty Exams achievement tests for baccalaureate nursing students. These tests are administered throughout the program and are designed to measure students' abilities to apply concepts related to specific clinical nursing content areas, while ensuring students are prepared to confidently pass the NCLEX-RN. Through preparation, remediation, meaningful insights, and much more, HESI prepares students for the Next Generation NCLEX.

Before any proctored HESI exam, each student must complete the corresponding preparation assignments to take the HESI Specialty Exam. EAQ NCLEX Quizzing may also be recommended per subject. The HESI Specialty Exam benchmark score is 850. If a student does not obtain a score of 850 on the first attempt of the HESI Specialty Exam, the student will take a proctored HESI Specialty Exam retake. Completion of Essential Packets and any assigned Case Studies in HESI Remediation are both required prior to the HESI Specialty Exam retake. These criteria are required for completion of the course. All HESI testing policies for students must be followed as detailed in Appendix: HESI Review and Testing Policy.

### **ACCESS TO FILE**

In keeping with the policies of SWOSU, the student has access to his/her nursing file. (See SWOSU Student Handbook.)

### **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. Professional references to prospective employers may be provided by the faculty of the Department of Nursing (DON) upon request.

### **FINANCIAL ASSISTANCE, SCHOLARSHIPS AND AWARDS**

A copy of financial assistance and scholarships/award information is available at [www.swosu.edu/nursing](http://www.swosu.edu/nursing). The criteria for each Scholarship and Award are clearly stated and include behaviors and characteristics that can be assessed. The cumulative grade point average will be utilized to determine eligibility for the scholarship when required. Announcements of scholarships and awards are made annually at the DON Awards Ceremony. A record of recipients for each scholarship and award will be maintained in the DON files by the Student Affairs Committee. Circumstances may arise which deem those awards and/or scholarships cannot be granted. The DON will grant every award and scholarship whenever possible. An estimated expense sheet is available on the DON website.

### **ADVISEMENT**

Each student is assigned a faculty advisor for advisement. Faculty advisors may request student transcripts as needed for advisement. The faculty advisor will maintain an up-to-date advisement record in the student's file. The faculty advisor will inform advisees that all



general education pre-requisite courses for nursing must be completed prior to entering the nursing major. The faculty advisor will utilize the suggested course sequence in advising pre-nursing students. The Department adheres to the SWOSU add-drop policy. Each faculty advisor posts their respective office hours when they are available for advisement as stated in the SWOSU Faculty Handbook. Student conferences are scheduled as needed. Advisement is based on the policies and regulations of SWOSU and the DON.

### **ADMISSIONS**

Applications will be available at <https://www.swosu.edu/academics/academic-departments/nursing/bsn/index.php> September 1 for applicants who will have completed all pre-requisite and general education course work by the end of the following summer session. The completed application is due by the following February 1.

Preference points are given in the selection process to applicants who have completed their pre-nursing course requirements at SWOSU.

The following information must be submitted to complete the application process:

1. Completed SWOSU nursing program application
2. For current SWOSU students, a current consolidated official transcript from SWOSU (inclusive of all other transcripts); For students that are not currently attending SWOSU, current transcripts from all schools attended
3. A current degree check from the Office of Academic Records at SWOSU, Weatherford Campus
4. Current course schedule
5. Verification of Admission to University (for transfer students only)

The following academic requirements must be completed for admission consideration:

1. A retention grade point of 2.50 out of a possible 4.00
2. A minimum of "C" in each of the following courses or higher-level, approved or equivalent, approved course:  
ENGL 1213 English Composition II  
BIOL 1004 Biological Concepts w/Lab  
CHEM 1004 General Chemistry w/Lab  
BIOL 3704 Human Anatomy w/Lab  
BIOL 3904 Human Physiology w/Lab  
Or  
ALHLT 2154 Anatomy & Physiology I w/Lab  
ALHLT 2164 Anatomy & Physiology II w/Lab  
BIOL 3355 or 2354 Microbiology w/Lab  
Or  
ALHLT 2404 Clinical Microbiology w/Lab  
ALHLT 2453 Medical Terminology  
MATH 1513 College Algebra or MATH 1153 Math Applications  
NURS 1102 Foundations of Nursing  
PSYCH 1003 General Psychology  
PSYCH 2433 Psychological Statistics **OR** ALHLT 3043 Health Statistics with lab  
PSYCH 3213 Developmental Psychology

The number of applicants accepted will reflect the average student/faculty ratio recommended by Accreditation Commission for Education in Nursing and the availability of appropriate clinical experiences.

The Admissions, Promotion & Retention Committee for the Department of Nursing will notify applicants regarding acceptance/non-acceptance. (Revised 4/19)

### **Student Transferring to the Nursing Major from another BSN Program**

Students desiring to transfer to the SWOSU Department of Nursing from another baccalaureate degree nursing program will submit the following:

1. Completed application to the SWOSU nursing program.
2. Letter of reference from the Chair/Dean of the nursing student's current program.
3. Documentation for the transfer of nursing credit including a school catalog and course syllabi. This information will be examined by the Admissions, Promotion & Retention Committee in consultation with the course coordinators responsible for the courses involved. Decisions regarding transfer credit for nursing courses will be made by the appropriate course coordinators on an individual basis.

### **RETENTION, PROMOTION AND DISMISSAL**

Retention of a nursing student in good standing is dependent upon:

1. Maintenance of a retention grade point average of 2.0 or better
2. Maintenance of a cumulative grade point average of 2.0 in nursing courses
3. Earning a minimum of "C" in each nursing course
4. Earning a cumulative exam average of 75% or better in each course

Policy pertaining to grades of "D" and "F" in any nursing course:

1. If the student has a retention GPA of 2.0 and cumulative Nursing GPA of 2.0, the student may repeat the course, preferably at its next offering once the student meets readmission criteria. The course may be repeated one time. There is no academic forgiveness provision for professional level nursing courses.
2. Failure or withdrawal from a nursing course:
  - a. Readmission will be required if students do not progress through the nursing program. Incomplete or late submissions for readmission will be rejected.
  - b. Students who wish to be readmitted to the Department of Nursing must meet the following criteria:
    1. The student must submit a letter to the Admissions, Promotion and Retention Committee and Faculty Committee requesting readmission stating how the student intends to improve his or her academic performance by September 1 for readmission during the spring semester or January 15 for the fall semester.
    2. If the student is requesting to be readmitted in to the first semester of nursing school, the student must retake the failed course.
    3. If the student is requesting to be admitted during any other semester, the student must retake the failed course. The student must successfully complete related HESI exams. Successful completion of related HESI exams means benchmarks set by SWOSU Department of Nursing have been met. Students may be required to audit additional courses at the discretion of the Admissions, Promotion and Retention Committee.
  - c. Upon readmission, students will follow the current handbook.

### **READMISSION TO NURSING MAJOR**

A student who has withdrawn, for any reason, from the nursing major, may request readmission to the program. Students who did not pass all first semester courses should:

1. Submit a letter requesting readmission\*
2. The nursing GPA is not factored into the readmission application

\*Letters to the Admissions, Promotion and Retention Committee requesting re-admission, including rationale, must be submitted by January 15 for the following fall semester, and September 1 for the spring semester in which they were dismissed/withdrew. 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 & Retention Committee, with Faculty Committee approval, based upon academic, personal, and professional data.

A significant lapse of time (two or more years) between the completion of a nursing course and re-entry into SWOSU Department of Nursing will require the student to begin the Department of Nursing initial admissions process again. In addition, after three years, those who wish to re-enter the Nursing Program must complete a current application.

## **SWOSU STUDENT GRIEVANCE POLICY**

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

Students who feel they have been discriminated against or denied an opportunity because of their race, color, national origin, sex, disability, age, religion, pregnancy, 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 or 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 or Title IX coordinator 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 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 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 signs and dates 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**

<https://bulldog.swosu.edu/publications/handbooks/student/academic-issues.php>

**ACADEMIC APPEALS COMMITTEE**

<https://bulldog.swosu.edu/publications/handbooks/student/academic-issues.php>

**AUTHORITY OF THE ACADEMIC APPEALS COMMITTEE**

<https://bulldog.swosu.edu/publications/handbooks/student/academic-issues.php>

**APPEAL PROCEDURES FOR CONTESTING A COURSE GRADE**

<https://bulldog.swosu.edu/publications/handbooks/student/academic-issues.php>

**APPEAL HEARING PROCEDURES**

<https://bulldog.swosu.edu/publications/handbooks/student/academic-issues.php>

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

<https://bulldog.swosu.edu/publications/handbooks/student/academic-issues.php>

**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 SWOSU Office of Academic Records.

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

1. 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 records 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.

2. 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.
3. 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.
4. 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. Degrees held, dates granted and institutions granting such degrees
13. Part or full-time enrollment status
14. Photographs of enrolled students

### **INCOMPLETE GRADE POLICY**

The Department of Nursing adheres to SWOSU policy regarding incomplete course grade. (See [SWOSU Student Handbook](#).)

### **RESPONSIBILITY REGARDING LEARNING EXPERIENCES**

#### **Faculty Supervision**

The learning experiences of a student are supervised and/or authorized by a faculty member of the Department of Nursing who is assigned to the course in which the experiences occur.

#### **Travel Arrangements**

Travel arrangements, living arrangements, meals, registration and entry fees, and similar concerns associated with obtaining access to learning experiences *are the responsibility of the individual student.*

#### **Grading**

1. To pass a nursing course a student must receive at least 75% test average
2. Student must achieve 75% average in all clinical paperwork, and must have satisfactory passing performance in clinical courses which are pass/fail
3. Other requirements are established in individual courses and outlined in course syllabi
4. The Department of Nursing does not round any grades. The grading scale for all nursing classes follows:
  - A =  $\geq 90 - 100$
  - B =  $\geq 80 - <90$
  - C =  $\geq 75 - <80$
  - D =  $< 75 - 67$
  - F = 66 and below

#### **Attendance**

##### **1. Attendance and Participation Responsibility:**

- Students are expected to attend all on-campus meetings punctually and participate actively. Any absences or non-participation will affect the overall course grade.
- Prior notification to faculty is mandatory for any anticipated absence from class.
- Students are accountable for all assignments and information disseminated during their absence.
- All written assignments must be submitted by the designated deadline. Failure to do so will result in a 5% deduction in the assignment grade, with an additional 5% deduction for each subsequent day late, up to a maximum of five days. No assignments will be accepted after this period.

- Daily assignments such as quizzes or attendance points cannot be made up if missed.
- Exceptions to the deduction policy will be considered for documented emergencies, such as documented deaths in the family, non-elective hospitalization of the student or immediate family member, or contagious illness, with healthcare provider documentation.
- Specific attendance policies set by individual course coordinators must be referred to in the course syllabi.

## **2. Excused Absences and Return to Program:**

- In the case of an excused absence, students are entitled to return to their program in the same status they held before the leave commenced.
- Missed assignments and clinical experiences will be arranged by the course coordinator without fundamentally altering the course requirements.

## **3. Consequences for Attendance and Tardiness Violations:**

- Unexcused absences will result in a deduction of assigned attendance points, with exceptions for emergencies determined by the course instructor.
- Students with unexcused absences will not have the opportunity to complete missed in-class assignments.
- Responsibility for all assignments and information during an excused absence rests with the student; instructors are not obliged to record or reteach material.
- Late assignments, excluding excused absences, will incur a 5% deduction in the assignment grade for each day late, up to a maximum of five days.

The combined policy emphasizes attendance responsibility, consequences for absences and tardiness, and procedures for handling missed assignments and excused absences while ensuring fairness and clarity for students.

In the case of an excused absence, students are entitled to return to their program in the status they held before the leave began. Missed assignments and/or clinical experience replacements will be provided by the course coordinator if the arrangements do not fundamentally alter the course requirements.

## **Clinical Attendance**

### **1. Attendance and Tardiness Requirements:**

- Students are required to attend all clinical experiences punctually and regularly.
- Absences from clinical sessions will only be excused under the following circumstances:
  - Non-elective hospitalization of the student or immediate family member.



- Contagious illness with provider's note.
- Death in the immediate family.
- Other extenuating circumstances evaluated by the faculty committee.
- In the event of a clinical absence, notification to the faculty member must be provided at least two hours before the scheduled arrival time.
- Tardiness to clinical assignments is not permitted. Tardiness will be addressed as follows:
  - Tardiness that does not significantly alter or omit a fundamental portion of the learning experience will result in verbal and written counseling.
  - Tardiness exceeding 10% of the total clinical experience time or missing fundamental learning components will require the student to be sent home and the missed experience to be made up on a designated day.

## **2. Policy Enforcement:**

- Failure to adhere to attendance and tardiness policies may result in:
  - Verbal and written counseling for the first violation.
  - Reporting to the Professionalism Committee for the second violation.
- All clinical, simulation, and lab absences must be made up to fulfill the required clinical hours and meet course outcomes.
- Students with two or more unexcused absences may be referred to the Professionalism Committee for consideration of excusal from the course.

## **SMARTPHONE, CELLPHONE AND ELECTRONIC DEVICES POLICY**

The purpose of this policy is to establish guidelines for use of electronic devices by students in the Department of Nursing while in class, lab, and clinical facilities.

1. All devices utilized by students will be kept on silent or vibrate during classroom or lab settings.
2. No devices other than those provided or approved by faculty will be used or visible during quizzes or exams in classroom or lab settings. This constitutes a violation of the academic integrity policy.
3. Devices will only be used for clinically related reasons in clinical settings as approved by each clinical instructor and facility. Some clinical facilities do not allow devices with cameras on the premises. The camera function will not be used in classroom, labs, or clinical settings without faculty approval. Pictures may not be taken at clinical settings without express written permission of the facility, client, and instructor.
4. Devices can be used in clinical settings to augment learning outcomes but will not replace individual preparation for clinical experiences.
5. Violation of this policy can result in disciplinary action by faculty.
6. Recording of classroom lectures or labs requires permission from individual faculty.
7. Contact with faculty members should be primarily through email or the instructor's preference.

8. Smartwatches are allowed to be used in all setting where cell phones are appropriate and will follow the same rules and restrictions as cell phones.

(Revised/Approved 2/22)

### **DEPARTMENT OF NURSING PIN**

Purchase of the SWOSU, Department of Nursing pin by the senior student is optional. If the student wishes to purchase a pin, he/she will make his/her own arrangements with the Recognition Company representative for ordering, purchasing and payment. The pin is presented at the Awards/Pinning Ceremony.

### **STUDENT EMPLOYMENT**

Students in nursing who are enrolled in 12 or more semester hours of course work during a semester or in 6 or more semester hours of course work in a summer session are encouraged to work no more than 16 hours per week.

Students in nursing who are employed by health care agencies to provide client care are employees of the respective agencies. As an employee, neither the faculty nor the administration of the Department of Nursing or the University is responsible for the student's performance in the employment situation. Such students may neither wear the attire adopted by the Department of Nursing to denote student status nor may they append S.N. (Student Nurse) to their respective signatures.

### **STANDARDS FOR WRITTEN WORK**

All traditional BSN students are required to have a laptop computer that is within the SWOSU nursing technology policy requirements.

All work, written or typed using Microsoft Word, is grammatically correct, properly punctuated, spelled correctly and legible. Strikeovers on type-written work are unacceptable.

Appropriate, descriptive terminology will be used.

Papers received after specified time and due date will be accepted/evaluated according to the specific course syllabus.

All written work must follow the specified format, according to the *American Psychological Association Manual for Publication*.

AI (artificial intelligence) resources can be used for knowledge building. Alternatively, it can serve as a source of plagiarism. Students are required to cite any use of AI as they would any other references for assignments. Students must follow the AI policy defined by each course syllabus.

### **VOLUNTEER SELF-IDENTIFICATION**

If any student has a documented disability and needs special academic accommodations, the Department will work with the student and Student Services to provide reasonable accommodations. This will ensure that everyone has an equal opportunity to perform in class. Please advise the SWOSU Dean of Students of such disability and the desired accommodations.

### **STUDENT CODE OF CONDUCT**

In keeping with the policies of SWOSU, the Department 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:

1. Protected Health Information Policy
2. Take Home Examination Policy
3. Professionalism Policy

### **STUDENT COMMUNICATION**

Individual student mail files are located in the main office of the Department of Nursing and are used to facilitate communication of policy and procedure changes, communications to students from faculty, and the return of student papers. Students are encouraged to check their boxes regularly.

Communication with all students will be shared via Canvas Announcements. Students must check their Announcements regularly and have alerts for new announcements turned on.

Students may give written communication for faculty to the department administrative Assistant or email the faculty directly.

### **STUDENT MEMBERSHIP ON DEPARTMENT OF NURSING COMMITTEES**

Each Junior and Senior class will select a student to represent their peers in the following Department of Nursing standing committees:

1. Student Affairs Committee
2. Curriculum Committee
3. Resources and Facilities Committee

Student will maintain membership on any one committee for one year. Students may not serve on same committee more than once.

Students have all rights of membership except in instances defined by committee faculty outlined in Department of Nursing By-laws.

### **PHARMACOLOGY EXAM POLICY**

Each student must complete the required drug calculation exams each semester with 90% accuracy. Please refer to the individual course syllabi and appendix G for additional information.

### **NON-SMOKING POLICY**

Use of any tobacco products including vapor or electronic cigarettes by students is not permitted on the premises of any clinical site at any time. While on campus, students are expected to adhere to the SWOSU smoking policy.

## **TECHNOLOGY POLICY**

The Department of Nursing requires that all incoming students have a laptop computer and a smart phone capable of sending and receiving e-mail, calls, and texts, accessing the internet, and downloading apps. The following are the specifications for these technologies. Students will use the computer for testing and in the clinical setting. It is expected that students will bring the computer ready to use to all testing sessions. The Department of Nursing requires a fully functioning laptop. While tablets (including iPads) may be used for personal use such as notetaking, they may be incompatible for testing purposes. Chromebooks are prohibited.

### **Required Programs, Equipment and Updates**

- Microsoft Office (Free to SWOSU Students through the IT department), Adobe Reader, current anti-virus protection (configure to automatically update and scan), current version of web browser
- Extra battery strongly recommended, as the computer must be able to hold a charge for computerized testing (minimum test length is 50 minutes)

The following information is the MINIMUM required standard to use the programs required by the SWOSU Department of Nursing, as well as the Canvas Learning Management System:

#### **Screen Resolution**

- A minimum of 1366x768

#### **Operating Systems**

- Windows 10 and newer
- Mac OS 11 and newer

#### **Computer Speed and Processor**

- Use a computer 5 years old or newer
- Minimum of 8GB of RAM
- Minimum of 2GHz processor

#### **Internet Speed**

- Minimum of 512kbps (This would be VERY slow).

#### **Screen Readers**

- JAWS 14 or 15 for Internet Explorer 11 & 12 and Firefox 27
- Latest version of VoiceOver for Safari
- There is no screen reader support for Chrome

## **Appendix A**

### **Southwestern Oklahoma State University Department of Nursing**

#### **Criminal Background Check Clearance Policy**

1. Students requesting admission to the SWOSU Department of Nursing will provide a criminal background check, including the sexual offender portion, as part of the admission procedure and annually throughout.
2. Repeat criminal background checks may be required as deemed necessary by faculty or clinical agencies during the course of the student's tenure in the Department of Nursing.
3. Criminal background check non-clearance may hinder the student's admission and/or completion of clinical requirements.
4. Students with arrests/convictions after criminal background check clearance are required to report the arrest/conviction to the Director of the Traditional BSN Program, Department of Nursing.
5. The Oklahoma Board of Nursing criminal history eligibility for licensure is stated below. Oklahoma will not allow state licensure due to the following information.

Rule Book Insert: Emergency Rules Effective November 1, 2019, and amended at 40 Ok Reg 1105, eff 8-11-23.

CHAPTER 10. LICENSURE OF PRACTICAL AND REGISTERED NURSES

SUBCHAPTER 11. DISCIPLINARY ACTION

485:10-11-4.

(a) This section establishes the criteria utilized by the Board in determining the effect of criminal history on eligibility for nursing licensure or Advanced Unlicensed Assistant (AUA) certification and implements the requirements of Oklahoma Statutes Title 59 Sections 567.1. et seq. and 4000.1 (2022). This section applies to:

- (1) all currently licensed nurses and holders of an AUA certificate;
- (2) all individuals seeking to obtain a nursing license or AUA certificate; and
- (3) all individuals seeking a determination of their eligibility for nursing licensure or AUA certification.

(b) The felonies listed below in subsections (d) and (e) disqualify an individual from retaining licensure or becoming licensed as a nurse or retaining certification or becoming certified as an AUA in Oklahoma. When making a determination the Board will give consideration as set forth within 59 O.S. § 4000.1(B). Subsections (d) and (e) are not an exhaustive or exclusive list of crimes, both felonies and misdemeanors resulting in a conviction or a deferred sentence, that may result in discipline from the Board of Nursing, up to and including revocation. The felonies listed in subsections (d) and (e) disqualify an individual because they substantially relate to the practice of nursing and pose a reasonable threat to public safety for the reasons stated below.

- (1) The practice of nursing is a unique profession. Licensees and certificate holders practice nursing autonomously in a wide variety of settings and provide care to patients who are, by virtue of their illness or injury, physically, emotionally, and/or financially vulnerable. These patients often include the elderly, children, those with

mental or cognitive disorders, sedated or anesthetized patients, and/or disabled or immobilized individuals. Individuals who have engaged in criminal conduct place patients, healthcare employers and employees, and the public at risk of harm.

(2) Crimes involving fraud and/or theft. Licensees and certificate holders often have unfettered access information, to financial patients' privileged information, and valuables, including but not limited to medications, money, jewelry, credit cards/checkbook, and/or sentimental items. The practice of nursing continues 24 hours per day in all healthcare settings, including those where there is often no direct supervision of the individual. Patients in these healthcare settings are particularly vulnerable to the unethical, deceitful, and illegal conduct of a licensee or certificate holder. When an individual has engaged in criminal behavior involving fraud and/or theft, the Board is mindful that similar misconduct may be repeated in healthcare settings, thereby placing patients, healthcare employers and employees, and the public at risk. As such, crimes involving any type of fraud and/or theft are highly relevant to an individual's ability to provide safe nursing care.

(3) Crimes involving sexual misconduct. Licensees and certificate holders frequently provide nursing care to partially clothed or fully undressed patients, who are particularly vulnerable to exploitation. Due to the intimate nature of nursing care, professional boundaries in the practice of nursing are extremely important. When an individual has engaged in criminal behavior involving any type of sexual 38 misconduct, the Board is mindful that similar misconduct may be repeated in healthcare settings. As such, crimes involving any type of sexual misconduct are highly relevant to an individual's ability to provide safe nursing care.

(4) Crimes involving lying, falsification, and/or deception. Licensees and certificate holders are required to accurately and honestly report and record information in a variety of places, such as medical records, pharmacy records, billing records, nursing notes, and plans of care, as well as to report errors in their own nursing practice. When an individual has engaged in criminal behavior involving lying, falsification, and/or deceptive conduct, the Board is mindful that similar misconduct may be repeated in healthcare settings, thereby placing patients, healthcare employers and employees, and the public at risk of harm. As such, crimes involving any type of lying, falsification and/or deception are highly relevant to an individual's ability to provide safe nursing care.

(5) Crimes involving drugs and/or alcohol. Licensees and certificate holders have a duty to their patients to provide safe, effective nursing care and to be able to practice safely. Individuals who have a substance use disorder may have impaired judgment and motor skills and are at risk for harming their patients and/or the public. Licensees and certificate holders have access to many medications and drugs and those with substance use disorders may misuse or steal drugs. Individuals affected by a substance use disorder may be unable to accurately assess patients, make appropriate judgments, or intervene in a timely and appropriate manner, thus putting their patients at risk. This danger is heightened when the licensee or certificate holder works in an autonomous setting where other healthcare providers are not present to intervene for the patient or the public. As such, crimes related to the use or possession of drugs or alcohol are highly relevant to an individual's fitness to practice.

(6) Crimes involving violence and/or threatening behavior. Licensees and certificate holders provide care to the most vulnerable of populations, including patients who often have no voice of their own and cannot advocate for themselves. Further, patients are dependent on the caregiver-patient relationship for their daily care. When an individual has engaged in violent or threatening criminal behavior, the Board is mindful that patients may be at risk for similar behavior in a

healthcare setting. As such, crimes involving violence and threatening behavior are highly relevant to an individual's fitness to practice.

(c) All crimes listed in this subsections (d) and (e) are as described in Titles 21, 47 and 63 of the Oklahoma Statutes. In addition, the Board recognizes and gives similar treatment to similar offenses charged in other jurisdictions.

(d) Felony convictions that disqualify an individual from retaining licensure or becoming licensed as a nurse, or retaining certification or becoming certified as an AUA in Oklahoma include:

- (1) Crimes involving fraud, theft, lying and/or falsification. Robbery 21 O.S. § 791 et seq.
- (2) Crimes involving sexual misconduct.
  - (A) Human Trafficking 21 O.S. § 748.
  - (B) Trafficking in children 21 O.S. § 866.
  - (C) Incest 21 O.S. § 885.
  - (D) Forcible sodomy 21 O.S. § 888.
  - (E) Indecent exposure, indecent exhibitions, obscene material or child pornography, solicitation of minors 21 O.S. § 1021.
  - (F) Procure, cause the participation of a minor in any child pornography, buys, or knowingly possesses, procures, manufactures, or causes to be sold or distributed child pornography 21 O.S. §§ 1021.2 and 1024.2
  - (G) Commercial sale or distribution of pornography 21 O.S. § 1040.13.
  - (H) Soliciting/offering sex with minor 21 O.S. § 1040.13a.
  - (I) Offering or transporting one under 18 for sex 21 O.S. § 1087.
  - (J) Child Prostitution – unlawful detainment in prostitution house 21 O.S. § 1088.
  - (K) Lewd or indecent proposals to minor, sexual battery of minor 21 O.S. § 1123.
- (3) Crimes involving drugs and/or alcohol. Aggravated trafficking in subsection C of 63 O.S. § 2-415.
- (4) Crimes involving threats, violence and/or harm to another individual.
  - (A) Assault, battery, or assault and battery with a dangerous weapon 21 O.S. § 645.
  - (B) Aggravated assault and battery 21 O.S. § 646.
  - (C) Aggravated assault and battery on a law officer 21 O.S. § 650.
  - (D) Murder, first or second degree 21 O.S. §§ 701.7 and 701.8.
  - (E) Manslaughter, first degree 21 O.S. § 711.
  - (F) Kidnapping 21 O.S. § 741.
  - (G) Extortionate kidnapping 21 O.S. § 745. 39
  - (H) Child endangerment by permitting child abuse 21 O.S. § 852.1.
  - (I) Rape by instrumentation and Rape, first or second degree 21 O.S. §§ 1111.1 and 1114.
- (5) Crimes involving harm to property.
  - (A) Violation of Oklahoma Antiterrorism Act 21 O.S. §§ 1268 et seq.
  - (B) Arson, first degree 21 O.S. § 1401.
  - (C) Burglary, first degree 21 O.S. § 1431.

(e) Felony convictions that disqualify an individual from retaining licensure or becoming licensed as a nurse, or retaining certification or becoming certified as an AUA in Oklahoma if a conviction or plea of guilty or nolo contendere for which less than five (5) years has elapsed since the date of conviction, plea, or release from incarceration, whichever is later, include:

- (1) Crimes involving fraud, theft, lying and/or falsification.
  - (A) Falsely personating another to gain money or property 21 O.S. § 1532.
  - (B) Identity theft 21 O.S. § 1533.1.

- (2) Crimes involving sexual misconduct. Knowingly engaging in acts likely to spread Human Immunodeficiency Virus 21 O.S. § 1192.1.
  - (3) Crimes involving drugs and/or alcohol.
    - (A) Causing, aiding, abetting minor to commit controlled dangerous substance crimes 21 O.S. § 856.1.
    - (B) Drug trafficking 63 O.S. § 2-415.
  - (4) Crimes involving threats, violence and/or harm to another individual.
    - (A) Aggravated assault and battery on medical personnel with firearm or other dangerous weapon 21 O.S. § 650.5.
    - (B) Malicious intentional intimidation or harassment based on suspect classification 21 O.S. § 850.
    - (C) Desertion – abandonment of child under ten 21 O.S. § 851.
    - (D) Rape in the second degree 21 O.S. § 1114.
    - (E) Mistreatment of a mental patient, provided for in 21 O.S. § 843.1. as
    - (F) Abuse of a vulnerable adult as defined in 43A O.S. § 10-103.
    - (G) Endangering or injuring a person during arson or attempt 21 O.S. § 1405.
    - (H) Failure to stop after fatal accident 47 O.S. § 10-102.1.
    - (I) Mingling poison, drugs, or sharp objects with food, drink 21 O.S. § 832.
  - (5) Crimes involving harm to property. Arson, second or third degree 21 O.S. §§ 1402, and 1403.
- (f) To obtain a Determination of Eligibility pursuant to 59 O.S. § 4000.1(G-J), the required form shall be completed and filed with the Board. The fee for a Determination of Eligibility shall be \$95.00 and shall be submitted with the required form.
- (g) The Executive Director is authorized to close a file requesting determination of eligibility when the person seeking determination of eligibility for licensure or certification has failed to respond to a written request from the Board for information, within sixty (60) days of the written request.

[Source: Added at 37 Ok Reg 221, eff 11-1-19 (emergency); Added at 37 Ok Reg 2028, eff 9-11-20; Amended at 40 Ok Reg 382, eff 11-7-22 (emergency); Amended at 40 Ok Reg 1105, eff 8-11-23]



## **Appendix B**

### **SOUTHWESTERN OKLAHOMA STATE UNIVERSITY DEPARTMENT OF NURSING**

#### **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.

##### **Level I Violations**

###### **Examples**

- 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**

- After investigation, the incident will be presented to the Professionalism committee for appropriate consequence.

##### **Level II Violations**

###### **Examples**

- 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 do 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 guest. 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, SimChart® 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.

#### **Consequences of Violation**

- After investigation, the incident will be presented to the Professionalism Committee for appropriate disciplinary action.
- Repeated instances may lead to course or program dismissal.

#### **Level III Violations**

##### **Examples**

- 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 SimChart, 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.

##### **Consequences of Violation**

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

## Appendix C

### Southwestern Oklahoma State University Department of Nursing

#### Take 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 everyone in the class adheres to these policies.

You are asked to validate that you have complied with this policy by signing the honor pledge at the bottom of this paper before submitting your exam for grading. Students who do not submit the signed statement will not receive a grade for their exam.

#### HONOR PLEDGE

I followed the policy outlined above. That is, I did not discuss the situation, the questions, or my answers to the questions with anyone. As far as I have seen or heard, everyone else in the class also followed the policy.

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Signature	Course	Date
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If you cannot sign because you did not adhere to the policy and/or you are aware that one or more persons in your class, or past classes, did not follow the policy, make an appointment to discuss this with the instructor responsible for this test.

Approved 2-18-95  
Reviewed 4/03, 4/06

## **Appendix D**

### **SOUTHWESTERN OKLAHOMA STATE UNIVERSITY DEPARTMENT OF NURSING**

#### **Exposure to Blood and/or Body Fluids Procedure**

If a student is exposed to blood and/or other body fluids in the clinical laboratory setting, the following procedure is to be followed:

**The student:**

1. Notifies the clinical instructor of the exposure.
2. Is encouraged by the instructor to contact his/her private physician for follow-up.
3. Is responsible for any expenses incurred as a result of exposure.

**The clinical instructor will:**

1. Report the exposure to the health care agency and the Director of Traditional BSN Program of the Department of Nursing.
2. Collaborate with the nursing supervisor to follow institutional policy for patient testing and other facility requirements.
3. Counsel the student about protection from transmission.

**The Director of Traditional BSN Program of the Department of Nursing will:**

1. Counsel with the instructor as necessary regarding the exposure of the student
2. Inform SWOSU Health Services of the exposure.

The policy is reviewed by the Student Affairs Committee every year for competency with CDC/ACEN recommendations.

## Appendix E

### Southwestern Oklahoma State University Department of Nursing

#### Mastery of Pharmacology Calculation Examination

**Policy**

Mastery of Pharmacology Calculation Examination

**Purpose**

To facilitate students' proficiency in drug calculations.

**Procedure****Calculation Exam**

The calculation exam will be administered at the beginning of every semester during nursing school. Final answers should be rounded according to each exam's instructions. Answers will be marked as incorrect if rounding errors are present. Paper calculation exams are filed in the student record.

**Semester One:**

Students will be required to make a 90% or above within three attempts. One hour of remediation with instructor will be required between each attempt. If the exam is not successfully passed with a 90% or greater within three attempts, the student will be dismissed from the program.

Grades on the calculation exam will be as follows:

Passed on 1st Attempt = 100 points (Passing Score = greater than or equal to 90%)

Passed on 2nd Attempt = 85 points (Passing Score = greater than or equal to 90%)

Passed on 3rd Attempt = 75 points (Passing Score = greater than or equal to 90%)

**Semester Two – Four:**

Students will be required to make a 90% or above within two attempts. One hour of remediation with instructor will be required between each attempt. If the exam is not successfully passed with a 90% or greater within two attempts, the student will be dismissed from the program.

Grades on the calculation exam will be as follows:

Passed on 1st Attempt = 100 points (Passing Score = greater than or equal to 90%)

Passed on 2nd attempt = 75 points (Passing Score = greater than or equal to 90%)

Approved Fall 2016, Spring 2022

Reviewed 4/03, 5/06, 4/10, 9/16, 7/21, 5/22

Revised 4/10, 12/12, 9/16, 04/2020, 5/22

## **Appendix F**

### **Southwestern Oklahoma State University Department of Nursing**

#### **Skill Masteries**

##### **Skills Mastery** (or check off)

Each student will be required to perform the skills masteries several times in the program. Students will be required to pass all skills masteries within two attempts per mastery. If unsuccessful in first attempt, student will be required to complete one hour of remediation per failed mastery in the form of guided lab time and/or use of assigned Evolve resources. Failure to pass the mastery within two attempts will result in dismissal from the program.

Approved Spring 2022  
Revised 5/22

## Appendix G

### SOUTHWESTERN OKLAHOMA STATE UNIVERSITY DEPARTMENT OF NURSING

#### Reminder of Policies

Dear \_\_\_\_\_ (student name), as of \_\_\_\_\_ (date), your exam score and/or average is currently < than the 75% required to pass the course. Maintaining the required average is a student responsibility, and failure to do so will result in failure of the course. Please review the handbook's policy on retention and promotion.

Student plans to remediate performance and signature:

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As a reminder, faculty members are available to you during office hours to assist you in succeeding in the course.

Faculty member initiating reminder: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix H

### SOUTHWESTERN OKLAHOMA STATE UNIVERSITY DEPARTMENT OF NURSING

#### Oklahoma Board of Nursing Requirements for Licensure

The Southwestern Oklahoma State University Department of Nursing 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 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; (updated OBN rule 6/10/2020)
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>

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

Board Revised 7/17/24



## Appendix I

### SOUTHWESTERN OKLAHOMA STATE UNIVERSITY DEPARTMENT OF NURSING

#### HESI REVIEW AND TESTING POLICY

##### **What is HESI?**

- HESI is a product of Elsevier that was created to evaluate how well students are understanding key concepts and using their clinical judgment skills.
- The comprehensive program is backed by many years of research. Elsevier experts are focused on aligning with NCSBN to create items delivered in the same valid, reliable, and secure manner that students have relied upon for ensuring they are ready for the NCLEX. These include Sherpath, Elsevier Adaptive Quizzing (EAQ), SimChart®, Shadow Health®, HESI Specialty Exams, HESI Compass RN, and more. These HESI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- Data from student testing and remediation can be used for program's quality improvement and outcome evaluation.
- HESI information and orientation resources can be accessed from the student home page. It is highly recommended that the student spend time navigating through the orientation material.
- Using illegally purchased test content is grounds for dismissal from the program.

##### **Sherpath:**

Personalized & interactive quizzing and interactive lesson content to better engage students and ensure they are prepared for class.

##### **Elsevier Adaptive Quizzing (EAQ):**

High-quality questions and rationales allow students to practice applying their knowledge and facilitate critical thinking in a formative way, all while helping them prepare and remediate with exam-specific content.

##### **SimChart®:**

Developed with nursing students in mind, SimChart® provides a realistic, yet controlled way to help students master their practice. The simulated electronic health record (EHR) helps students to perfect electronic charting and demonstrate clinical judgment in patient care.

##### **Shadow Health®:**

Shadow Health's Digital Clinical Experiences™ allow nursing students to demonstrate and perfect their clinical reasoning skills through lifelike interactions with Digital Standardized Patients™.

##### **HESI Specialty Exams:**

HESI Specialty Exams are standardized assessments that will help the student to identify what they know as well as areas requiring remediation. There are practice assessments for the student and standardized proctored assessments that will be scheduled during each course.

**Remediation:**

Remediation is a critical piece of the standardized testing process, improving student retention and academic success. Each HESI exam provides students with targeted remediation study packets to reinforce understanding of content.

**Student Process:**

1. At the beginning of each semester review the syllabus for each course to see what requirements are in place for HESI.
2. Most courses will require HESI Practice Tests and EAQs.
3. Each student is required to meet the benchmark of 90% on the practice assessment.
4. After each student has completed the HESI Specialty Exam then they need to complete Essential Packets and any assigned Case Studies in HESI Remediation.
5. The proctored assessment benchmark is a score of 850. Case Studies must be completed with a score of >80%. Students who do not meet the benchmark must take the scheduled retake exam.
6. The student is required to follow the guidelines in each individual course to meet the requirements for HESI learning.

**HESI® Compass™:**

HESI® Compass™ is delivered as an online course in Evolve. HESI Compass is a required part of every senior nursing student's final semester. HESI Compass builds student NCLEX readiness through individualized student learning pathways. In a virtual environment, content is delivered by review modules, secure reliable HESI Assessment readiness indicators, and an experienced virtual nurse educator coach. HESI Compass prepares students for HESI Exit exams and the NCLEX licensure exam.

## HESI Specialty Exam | Grading Rubric

\*The maximum score is 100. The rubric below states 115, however, this is not achievable related to the scores at which a student is allowed a retake the HESI Specialty Exams. No one will be able to earn more than 100 points on an exam.

Points 115  
Submitting Nothing

Due	For	Available from	Until
-	Everyone	-	-

HESI Specialty Exam				
Criteria	Ratings			Pts
Complete the HESI Practice Exam (under class assignments - grade transfers from Evolve)	25 pts Earned from HESI Practice Exam with a minimum of 90%			0 pts No Marks 25 pts
Proctored HESI Specialty Exam	50 pts 900 and above	40 pts 850 - 899	20 pts 750 - 849	10 pts 749 and below 50 pts
Case Studies and Remediation (under class assignments - file upload of each assigned case study)	25 pts Earned from completion of assigned Case Studies with minimum of 80% on each			0 pts No Marks 25 pts
Retake of HESI Specialty Exam (for scores of 849 and below from the first attempt)	15 pts 900 and above	10 pts 850 - 899	0 pts 849 and below 15 pts	
Total Points: 115				

## HESI Specialty Exam | Remediation

HESI Score	Remediation / Action Steps
850 or above On Track	<ol style="list-style-type: none"> <li>1. Complete all Essential Packets of HESI Remediation</li> <li>2. Complete any assigned Case Studies in HESI Remediation</li> </ol>
800-849 Needs Improvement	<ol style="list-style-type: none"> <li>1. Complete all Essential Packets of HESI Remediation</li> <li>2. Complete any assigned Case Studies in HESI Remediation</li> <li>3. Complete EAQ quizzing in the Content or Specialty area of the HESI exam, where applicable (one 20-question custom quiz for each subtopic with a goal of 80% on each)</li> </ol>
750-799 At Risk	<ol style="list-style-type: none"> <li>1. Complete all Essential Packets of HESI Remediation</li> <li>2. Complete any assigned Case Studies in HESI Remediation</li> <li>3. Complete EAQ quizzing in the Content or Specialty area of the HESI exam where applicable (two 20-question custom quizzes for each subtopic with a goal of 80% on each)</li> </ol>
700-749 High Risk	<ol style="list-style-type: none"> <li>1. Complete all Essential Packets of HESI Remediation</li> <li>2. Complete any assigned Case Studies in HESI Remediation</li> <li>3. Complete EAQ quizzing in the Content or Specialty area of the HESI exam where applicable (two 30-question custom quizzes for each subtopic with a goal of 80% on each)</li> </ol>
<700 High Risk	<ol style="list-style-type: none"> <li>1. Complete all Essential Packets of HESI Remediation</li> <li>2. Complete any assigned Case Studies in HESI Remediation</li> <li>3. Complete EAQ quizzing in the Content or Specialty area of the HESI exam where applicable (three 30-question quizzes for each subtopic with a goal of 80% on each)</li> </ol>

## HESI Exit Exam | Remediation

### HESI EXIT EXAMS

Complete remediation in the areas for improvement based on your HESI Score

HESI Score	Remediation / Action Steps
850 or above On Track	<ol style="list-style-type: none"><li>1. Complete all Essential Packets of HESI Remediation</li><li>2. Complete any assigned Case Studies in HESI Remediation</li></ol>
800-849 Needs Improvement	<ol style="list-style-type: none"><li>1. Complete all Essential Packets of HESI Remediation</li><li>2. Complete any assigned Case Studies in HESI Remediation</li><li>3. Complete EAQ quizzing in low-performing Client Needs Categories of the HESI exam</li></ol>
750-799 At Risk	<ol style="list-style-type: none"><li>1. Complete all Essential Packets of HESI Remediation</li><li>2. Complete any assigned Case Studies in HESI Remediation</li><li>3. Complete EAQ quizzing in low-performing Client Needs Categories of the HESI exam</li></ol>
700-749 High Risk	<ol style="list-style-type: none"><li>1. Complete all Essential Packets of HESI Remediation</li><li>2. Complete any assigned Case Studies in HESI Remediation</li><li>3. Complete EAQ quizzing in low-performing Client Needs Categories of the HESI exam</li></ol>
<700 High Risk	<ol style="list-style-type: none"><li>1. Complete all Essential Packets of HESI Remediation</li><li>2. Complete any assigned Case Studies in HESI Remediation</li><li>3. Complete EAQ quizzing in low-performing Client Needs Categories of the HESI exam</li></ol>

## **HESI Student Acknowledgement**

Initial all and sign below:

\_\_\_\_\_ I have received a copy of and have read the HESI Review and Testing Policy.

\_\_\_\_\_ I understand that it is my responsibility to utilize all the tutorials, quizzes, and online resources available from HESI.

\_\_\_\_\_

Student printed name

\_\_\_\_\_

Date

\_\_\_\_\_

Student signature

## **Appendix J**

### **SOUTHWESTERN OKLAHOMA STATE UNIVERSITY** **DEPARTMENT OF NURSING**

#### **IV Policy**

SWOSU nursing students may perform intravenous (IV) insertion in the clinical setting once competent (checked off on blue card).

- They may start IVs under the direct supervision of an RN, LPN, or physician.
- The IV insertion includes and is limited to patients with orders to receive an IV.
  - The student may not start an IV on any individual without an order, whether written or standing.
  - Although uncommon, some life-threatening events have occurred with an improper technique of IV insertion.
  - Additionally, starting an IV without an order is unethical and unprofessional.
  - Violating this rule by attempting or achieving an IV on anyone without orders is subject to punishment as extensive as dismissal or expulsion from the nursing program at the discretion of the course coordinator, program director, and nursing chair.

(Approved 1/27/2019)

## **Appendix K**

### **Southwestern Oklahoma State University** **Department of Nursing**

#### **Marijuana Policy**

The use of cannabis, marijuana and/or any form of Tetrahydrocannabinol (THC) is illegal under federal law and is prohibited under SWOSU policy. Nursing students attend clinical sites that receive federal funding. In addition, nurses and nursing students have a safety-sensitive job duty to their clients. A positive cannabis/marijuana/THC drug screen will result in immediate dismissal from the nursing program, regardless of medical marijuana patient licensure status.

(Approved 2/22/2022)

## **Appendix L**

### **Southwestern Oklahoma State University** **Department of Nursing**

#### **Professionalism Policy**

Professionalism is a required behavior of all students, staff, faculty, and volunteer faculty who work for or are affiliated with the Southwestern Oklahoma State University Department of Nursing (SWOSU DON). Expected behaviors are defined in this policy statement. All members of the Department of Nursing community are considered to be mature adults whose attitude, conduct and morals are compatible with the functions and missions of SWOSU as an educational institution, and with the ethical standards of the profession of nursing as defined by the Oklahoma Board of Nursing.

#### **Professionalism Committee Mission Statement**

**Definition:** The professionalism committee adopts the following definition, "Professionalism is the enactment of the values and ideals of individuals who are called, as nurses, to serve individuals and populations, whose care is entrusted to them, prioritizing the interests of those they serve above their own."

**Purpose:** The purpose of the Professionalism Committee at SWOSU DON is to nurture and develop the attitudes, qualities, and values that define the profession of nursing.

**Responsibilities:** The committee will design, implement, and maintain a variety of activities to provide ongoing development of professional attitudes and behaviors throughout the curriculum.

**How:** This can be achieved by a concerted effort from the students, faculty, administration, alumni/preceptors, and other stakeholders in the SWOSU DON and must encompass participation from these diverse groups to demonstrate appropriate professional conduct.

**Why:** The overarching theme of these activities is to provide a framework for students to recognize the importance of professionalism and provide a means to hold students and other stakeholders accountable for the development of appropriate professional attitudes and behaviors. The focus will be to emphasize specific character traits that have been defined including but not limited to altruism, honesty and integrity, respect for others and human dignity, professional presence, professional appearance, professional stewardship, commitment to self-improvement, kindness, professional communication, resourcefulness, versatility, empathy, advocacy, beneficence, justice, non-maleficence, emotional regulation, critical thinking, problem solving, time management, and a dedication and commitment to excellence in all areas.

*Policy adapted from the SWOSU Pharmacy Professionalism Policy 2015.*



## **Professionalism Committee Composition, Duties, and Responsibilities**

This committee shall be composed of a mixture of nursing faculty.

### **Code of Ethics for SWOSU Nursing**

1. Practice with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. Demonstrate commitment to the patient, whether an individual, family, group, community, or population.
3. Promote, advocate for, and protect the rights, health, and safety of the patient.
4. Maintain authority, accountability, and responsibility for nursing practice, make decisions, and take action consistent with the obligations to promote health and to provide optimal care.
5. Respect and maintain the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. Through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting and conditions of employment that are conducive to safe, quality healthcare.
7. In all roles and settings, advance the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. Collaborate with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. As a part of the profession of nursing, collectively through its professional organizations, articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

*Modified from the American Nurses Association Code of Ethics by SWOSU DON May 2024.*

### **Social Media Policy**

The conduct of SWOSU Department of Nursing (SWOSU DON) faculty, staff, and students are reflections on the profession and the Department of Nursing. All members of the SWOSU DON should be aware of this when participating in social media outlets. The SWOSU DON faculty, staff, and students will comply with applicable university, state, and federal laws, rules, and regulations concerning the use of social media, internet, HIPAA laws, privacy laws, and any other applicable university, state and federal laws, rules, or regulations.

Faculty, staff, and students should be aware that they are legally responsible for all postings from their account and may face personal liability if postings are defamatory, harassing, or in violation of any other applicable law or if the posting contains confidential, privileged, proprietary, or copyrighted information (written, audio, video, and all other electronic forms), or intellectual property belonging to another party.

The following governs appropriate conduct on social media outlet conversations:

1. Communications must not contain any sensitive, confidential, privilege, proprietary, copyright, trade dash secret, or any patient information or images of any information attained from the clinical experience, rotation sites, or any third party.

2. Communication should not contain language that is defamatory, libelous, threatening, or harassing to another person or entity.
3. Communications must not be used to provide medical advice or medical commentary by non-physicians outside the scope of the user's licensure.
4. A user should not allow any other individual or entity to use his or her identification for posting or viewing comments, nor should a user post under another person's name.
5. A user must neither claim nor imply that he/she is speaking on behalf of the department of nursing unless the user has been authorized in writing by the Dean, associate Dean, or nursing chair to do so.
6. A user must always avoid making any statements that could be viewed as an official communication of the department of nursing.

When more stringent rules are present at work sites, didactic syllabi, or rotations, the more stringent rules take precedence. Faculty, staff, and students should make themselves aware of any policies at specific sites. Inappropriate use of social media will be dealt with according to the procedures outlined in the professionalism policy or as deemed necessary by the nursing chair or his/her representative.

### **Personal Appearance and Attire**

1. Clinical, simulation, and lab Attire: Navy blue scrubs with Department of Nursing patch sewn or embroidered on the left arm. Student ID/badge must be in plain sight, at chest level at all times. No hoodies, sweatshirts, jackets, lab coats, t-shirts, or coats should be worn in patient care areas or as part of the clinical attire. Long-sleeved or short-sleeved solid undershirts are permitted (white, gray, black, or navy only). No jeans or t-shirts are to be worn during clinical learning experiences. Close-toed shoes with solid surface on the top and sides are required. Clogs, slides, and half-shoes are prohibited. No perfume or cologne should be worn. A professional appearance is expected.
2. Jewelry: Where permitted, jewelry should be understated and complimentary to a well-groomed, professional appearance. Jewelry is limited to a watch, one ring on the ring finger, and studs on ears only. Nose rings, tongue rings, other facial jewelry, and/or fingernail jewelry are not appropriate. Flesh colored or transparent plugs for gauged ears, nose rings, etc., are permitted when in clinical attire or professional dress.
3. Nails: Nails should be well-groomed, trimmed (less than 5/8 inches from base to tip). Artificial nails and nail polish of any kind are prohibited. Nails should not interfere with job duties or performance.
4. Hair: Hair and facial hair must be well-kept. Non-natural hair tones are not permitted. Facial hair should be well groomed, neatly trimmed, and may not interfere with personal protective equipment (PPE). Hair that extends past shoulders must be secured in patient care areas and simulations/labs.
5. Tattoos: Tattoos should remain covered when in clinical attire or professional dress.

(Revised/Approved 5/24)

## **Personal Appearance and Attire Rules Violation**

### **1. Violation #1:**

- Verbal correction provided by the instructor.
- Immediate compliance required; failure to comply may result in time makeup and written counseling.
- All same-semester faculty will be informed of the violation.
- Instructor discretion to allow or disallow student return based on severity.

### **2. Violation #2:**

- Verbal and written counseling provided by the instructor.
- Immediate compliance required; failure to comply may result in time makeup and written counseling.
- All same-semester faculty will be informed of the violation.
- Instructor discretion to allow or disallow student return based on severity.

### **3. Violation #3:**

- Report sent to the Professionalism Committee.
- Immediate compliance required; failure to comply may result in time makeup and further action by the Committee.
- All same-semester faculty will be informed of the violation.
- Instructor discretion to allow or disallow student return based on resolution options available.

## **Academic Integrity**

Academic integrity is expected and required. ALL suspected violations of the academic integrity policy will be reported. Sharing, copying, or doing work together is not permitted unless explicitly stated. Ignorance is not a defense against academic integrity violations. No forms of cheating or plagiarism will be tolerated.

**Plagiarism:** An essential rule in any university class is that all printed and spoken work which a student submits should be entirely his/her own, or properly documented. If it is not, the student is guilty of plagiarism. The following are two types of plagiarism of which the student should be aware:

1. Word for word copying, without acknowledgement, of the language of another person. Obviously, having another person write or dictate all or part of one's printed or oral work. In addition, a student should copy **NO** printed, spoken, or electronic passage, no matter how brief, without acknowledging its source. This applies to even the briefest of phrases if they are truly individual and distinctive.
2. Another type of plagiarism is the unacknowledged paraphrasing of another's ideas. A student should no more take credit for another's thoughts than for another's language. Any distinctively original idea taken from another should be credited to its author. If the student does not know whether another's idea is distinctively original, he/she should incline to believe that it is; no fault attaches to over-acknowledgement, but under-acknowledgement is plagiarism.

**Academic integrity:** the pursuit of learning without the use of dishonesty. Please see the following links:

[The Bulldog - Academic Dishonesty \(swosu.edu\)](http://www.swosu.edu)

In addition to university policy, please note:

Falsifying nursing documentation on any assignments, including, but not limited to concept maps, brain sheets, assessments, Sim Chart charting, hospital charting or any other assignment. This would include charting an assessment you did not perform, copying from drug or care plan books without tailoring the plan to the patient, claiming a nurse's note as your own and "pre-charting" of care not yet provided.

### **Consequences of Academic Dishonesty**

Determination of whether an act violates academic integrity is the sole discretion of the faculty or proctor. A statement of the incident shall be retained in a separate, sealed file for (5) years after the incident has been resolved, and then destroyed. A maximum penalty for a first offense for cheating is a course grade of "F", dismissal from the course, and suspension from the Nursing program. If the student is readmitted after the one-year suspension, the student is placed on permanent probation. Repetition of any dishonest incident shall result in permanent suspension from the program.

- A first offense of plagiarism, whether of self or others, will result in a minimum removal of APA/Grammar points for the assignment, up to possible failure of the course. The student will be placed on non-academic probation and will remain on probation throughout the program.
- A second offense of plagiarism, whether of self or others, will result in a minimum of failure of the course, up to possible removal from the program.

If students believe they have been falsely accused, they should first initiate a discussion with the instructor. If the student does not believe that the issue was resolved, the student may then contact program administrators. The Department of Nursing follows the appeals process as described here in the Academic Appeals Procedure:

<https://bulldog.swosu.edu/publications/handbooks/student/academic-issues.php> .

### **Unprofessional Conduct**

The student, faculty, or other pertinent individuals may choose to escalate any situation to the professionalism committee. The professionalism committee may choose any or several of the following:

1. Take no further action
2. Interview and counsel the student verbally with a written summary to the administrative member of the professionalism committee
3. Counsel the student in writing via a letter of reprimand with a copy to the administrative member of the committee.
4. Require the student to develop and complete a corrective action plan to document improvements relating to the professionalism issues specific to the student. (A copy of this corrective action plan will be forwarded to the administrative member of the committee).
5. Interview and counsel the student and recommend the student be placed on a leave of absence for an interval of time recommended by the professionalism committee.
6. Interview and counsel the student and recommend the student be placed on non-academic probation for an interval of time recommended by the professionalism committee
7. Interview the student and recommend the students dismissal from the department. Our recommendation for dismissal will be forwarded to the faculty and chair for final action.

For items 5 through 7, final approval of the recommendation must come from the chair or Dean. The student will receive notification of the actions once they are finalized by the professionalism committee, the chair of nursing, the dean, and/or any other necessary parties.

Additional reports of unprofessional conduct submitted to the professionalism committee in excess of the two addressed above will be handled on a case-by-case basis. These situations will be addressed as outlined and will typically carry harsher consequences.

### **Reporting of Unprofessional Conduct**

In situations in which unprofessional conduct occurs outside the learning environment, incidents should be reported to the Professionalism Committee Chair. See appendix a for the form to be submitted.

If students have a reason to report an incident regarding a faculty or staff member, this should also be reported to the professionalism committee chair. All reported incidents must include a description of the events and contact information for the person reporting the incident. No anonymous complaints will be accepted. The professionalism committee chair will then share this report with the faculty or staff member's appropriate supervisor. It is then the professionalism committee chair's responsibility to follow up with the supervisor regarding any actions that may have been taken. All matters brought before the professionalism committee are to be held in the utmost confidence and members of the committee who do not hold to this standard will be reprimanded accordingly.

### **Non-Academic Progression Review Procedure and Appeal**

When a student does not meet academic honesty or minimal professionalism standards, the professionalism committee will review that student's record in detail and determine consequences. If the class syllabus for a particular class states a specific academic honesty policy stricter than the department policy, the class policy takes precedence. The professionalism committee may meet at any time during the calendar year. The members of the professionalism committee and student(s) whose situations will be considered in detail will be notified in writing or e-mail of the meeting by the professionalism committee chair. The notice will include:

- Date/time/place of meeting
- Issues to be considered
- Possible consequences

The student may submit a written statement to the professionalism committee chair prior to the meeting that sets out reasons why the determination of the committee should be in the student's favor. The student may also submit written statements from others on the student's behalf. The student may appear in person, make a verbal statement, and answer questions from members of the committee. This interaction shall be in the nature of an informal give-and-take rather than a formal evidentiary hearing. Legal counsel may not be present. The student may not present witnesses without prior consent of the committee chair. The determination of the professionalism committee will be made after careful and deliberate discussion, based upon the professional judgment of the committee members. Students may not be present during the committee's deliberations. The professionalism committee chair will notify the executive committee in writing of the determination of the professionalism committee. Once actions are approved by the professionalism committee,

the nursing chair, and/or any other necessary parties. The student will be notified via e-mail and/or in writing of the outcome.

Students failing to meet professional standards may be placed on course or program probation, or asked to withdraw, based on the severity of the infraction, determined by the Professionalism Committee. Violations include unprofessional communication, ethics breaches, scope of practice violations, negligence, PHI policy violations, or any act deemed against policy by faculty. Actions are evaluated case-by-case, with examples including:

- Unprofessional communication.
- Ethics breaches.
- Failure to maintain scope of practice.
- Negligent behaviors.
- PHI policy violations.

Faculty discretion determines policy violations.

Appeals: within seven working days of the date of the determination notice, the student may appeal, in writing to the chair of the department of nursing.

## **PROBATION POLICY**

Probation serves as a warning period for students to improve in specified areas. It may be initiated by faculty, program administrators, or the Professionalism Committee and can result in penalties up to dismissal from the nursing program. The terms of the probation contract are determined in consultation with course or program coordinators. Students must meet contract goals and objectives during the specified probation period. Academic or non-academic probation may be imposed based on performance or professionalism issues. Upon completion of probation, outcomes range from return to good standing to dismissal. The Director of Nursing adheres to SWOSU policies regarding dismissal for felony convictions or drug abuse. Nursing students undergo drug screening and background checks as required by clinical facilities, with failure resulting in expulsion. Random screenings may occur at the student's expense.

### **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. In clinical courses, satisfactory performance using the performance evaluation tool is mandatory for a passing grade. Some behaviors that could lead to academic probation include but are not limited to:

- Consistently fails to meet clinical outcomes or fails to remediate areas of needed improvement indicated on the performance evaluation tool
  - GPA less than 2.0 in nursing courses or in overall retention GPA
  - Exam score or average of 75% or less (prior to next exam)
  - Clinical assignment score or average of 75% or less (prior to next clinical assignment).
- Students who improve their exam and course average to meet or exceed the required 75% average may be removed from probation.

## Appendix M

### Southwestern Oklahoma State University Department of Nursing

#### Professionalism Report

Please fill out this report in its entirety and submit it to the chair of the Professionalism Committee. Please note this is a two-page form.

Type of Report: Unprofessional Behavior

Student being reported:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Person submitting report:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Type of event/behavior:

\_\_\_\_ Academic

\_\_\_\_ Alcohol/Substance Abuse/Misuse

\_\_\_\_ Professional Attire

\_\_\_\_ Professional Behavior

\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_





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Signature of Person Submitting Report

Please include any other supporting documents as an attachment to this document.  
Professionalism Policy

## Appendix N

### SOUTHWESTERN OKLAHOMA STATE UNIVERSITY DEPARTMENT 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 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  $\geq 75\%$ . 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. Course coordinators at the next level will monitor at-risk status and make recommendations to student to improve academic success.**

**Non-academic probation:** for reasons other than exam or clinical paperwork average such as those described in the Department 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, and course coordinators at the next level will continue to monitor probationary status during the next 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 nursing program director. **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. Progress will be discussed at a faculty meeting at the end of each semester.**

**Reason for probation if not Academic:**

**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.

**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 to discuss study and/or success strategies**

**Consider a study group or study skills course**

**Must remediate clinical "Needs Improvement" rating, if applicable, by: \_\_\_\_\_**

**Reduce work/outside time commitments**

**Required Assignments/Due Dates: \_\_\_\_\_**

**Other: \_\_\_\_\_**

(continued)

**Consequences if conditions are not met:**

- Failure of clinical**
- Failure of course**
- Program probation**
- Dismissal from program**
- Other:** \_\_\_\_\_

Faculty member (s)	Signature or Initials	Date
Student signature acknowledging receipt*		
Faculty member or administrator initiating probation <sup>1,2</sup>		
Course Coordinator for course initiating probation if not the same as above <sup>1, 2</sup>		
Faculty member <sup>2</sup>	_____ Ms. Tammy Blatnick _____ Ms. Glenna Davis _____ Ms. Kaytlin Froneberger _____ Dr. Megan Goucher _____ Dr. LeaAnne Hume _____ Ms. Samantha Kennedye _____ Ms. Eunice Lonebear _____ Ms. Patricia Pierce _____ Ms. Marianne Wood	
Department Chair OR Dean <sup>2</sup>	_____ Ms. Elissa Saunders _____ 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 Member(s) are required to sign for academic, at risk, or non-academic probation. 2= A quorum of faculty members and the Department Chair OR Associate Dean are required to sign for program probation.

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

**Appendix O**  
**SOUTHWESTERN OKLAHOMA STATE UNIVERSITY**  
**DEPARTMENT 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: \_\_\_\_\_

Faculty member (s)	Faculty initials	Date
Student signature acknowledging receipt*		
Faculty member or administrator initiating probation <sup>1,2</sup>		
Course Coordinator for course initiating probation if not the same as above: <sup>1,2</sup>		
Faculty member <sup>2</sup>	_____ Ms. Tammy Blatnick _____ Ms. Glenna Davis _____ Ms. Kaytlin Froneberger _____ Dr. Megan Goucher _____ Dr. LeaAnne Hume _____ Ms. Samantha Kennedye _____ Ms. Eunice Lonebear _____ Ms. Patricia Pierce _____ Ms. Marianne Wood	
Department Chair OR Associate Dean <sup>2</sup>	_____ Ms. Elissa Saunders _____ 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 Member(s) are required to sign for academic, at risk, or non-academic probation. 2= A quorum of faculty members and the Department Chair OR Associate Dean are required to sign for program probation.

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