



INSTITUTE OF TECHNOLOGY

REGISTERED NURSING PROGRAM
ASSOCIATE IN APPLIED SCIENCE

NURSING STUDENT HANDBOOK



WEB: <https://osuit.edu/academics/degrees-programs/nursing.html>

2026-2027

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WELCOME TO THE EXCITING FIELD OF NURSING AT OSU INSTITUTE OF TECHNOLOGY

Believing that each student is unique, the nursing faculty strives to assist all students to achieve their individual potential. Office hours are posted at each faculty member's office and appointments can be made by contacting the instructor. An open-door policy is maintained for immediate concerns.

The program is based on outcomes that are carried throughout the program. These will assist you in understanding the requirements for successful completion of the program. Nursing is dynamic and based on biological, psychological, sociological, and spiritual concepts. This framework is supported by the application of scientific theory, proficiency in technical and behavioral skills, and a sensitive approach to caregiving, all of which require a commitment to human welfare. You will use this knowledge to assist individuals in adapting to illness and understanding wellness. A caring and experienced faculty is available to assist you in gaining this knowledge. It is our hope that this handbook will facilitate a smooth progression through the nursing program.

The Nursing Faculty

Revised 06/19/2014; 10/14/2015; 07/11/2016; 06/21/2017;05/30/2018; 06/11/2019; 07/01/2020; 07/01/2021; 06/2022; 06/2023; 06/2024;06/2025; 06/2026.

1. NURSING PROGRAM INFORMATION

1.1 MISSION

The faculty of the nursing program functions as an integral part of OSU Institute of Technology (OSUIT) and supports the mission and purpose of OSUIT. The mission of the OSU Institute of Technology nursing program is to provide quality associate degree education that prepares a diverse student body for registered nurse licensure, life-long learning, and success in a global society.

1.2 SKILLS NEEDED FOR A NURSING STUDENT

Nurses dedicate their lives to helping others and making sure that patients' needs are met. Being a successful and effective nurse is challenging and requires specific skills.

Nursing students who already have these skills will find themselves ahead of the game; those who do not can, with practice, develop the necessary skills.

- Critical Thinking

In nursing, critical thinking requires the ability to think in a systematic and logical manner with openness to question, and to reflect on the reasoning processes used to ensure safe nursing practice and quality care. Critical thinking encompasses the following: identifying a problem, determining the best solution, and choosing the most effective method of reaching that solution. After executing the plan, critical thinkers reflect on the intervention to determine its effect and if it could have been executed more successfully.

- Self-Awareness

Nursing students will interact with and care for people who have diverse backgrounds and beliefs from their own. It is crucial that students recognize their personally held attitudes about different ethnic, cultural, and social backgrounds and willingly support patient-centered care for individuals and groups whose values differ from their own. Students must also acknowledge their own limitations in knowledge and clinical expertise and actively seek out opportunities to gain experience.

- Dedication

Learning the skills necessary to be an effective nurse requires dedication to the task. Nursing students must possess this dedication to be successful. If a nursing student is not devoted to the task of becoming a nurse, s/he will not be successful in acquiring the extensive set of other specialized skills necessary for the occupation.

- Organization

Nursing students, just like practicing nurses, must be adept organizers. Learning the information taught in the nursing program is difficult enough; disorganized students create additional challenges for themselves. Nursing students who have a history of struggling with organization should take steps to remedy the problem by researching and selecting an organizational system to better keep class material and workspace in order. Using effective organizational strategies can reduce reliance on memory, which in turn promotes safety for the patient and student.

- Flexibility

Every day is different for a practicing nurse. Nursing students need to be flexible to ensure they can modify their plans and schedules based upon the needs of the patient and the hospital. Additionally, nurses often have notoriously odd schedules. Individuals who do not have schedule flexibility may struggle when entering this profession.

- Compassion

Nursing is not just about science; the field is also about patient care. Nursing students who exhibit compassion will be more effective care experts and will respond to patients in a more appropriate manner. Compassion is not something that can be taught in a formal sense, but nursing students can work to improve their own compassion skills by putting themselves in their patients' shoes before making a patient-care decision.

- Positive Team Attitude

Nursing students who have a positive outlook on life will more easily manage the challenging aspects of nursing and continue to work productively as nurses despite the demanding situations that they may encounter. Students should value teamwork and demonstrate a commitment to team goals by focusing on communication and contributing positively to the resolution of conflict and disagreement.

1.3 ACCREDITATION AND APPROVAL

The OSUIT Registered Nursing Program is fully approved by:

The Oklahoma Board of Nursing

Oklahoma Board of Nursing
2915 North Classen Suite 524
Oklahoma City, OK 73106
(405)962-1800

<https://oklahoma.gov/nursing.html>



The OSUIT Registered Nursing Program is fully accredited by:

ACEN—Accreditation Commission for Education in Nursing

3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404)975-5000

<https://www.acenursing.org/>

OSUIT is fully accredited by:

The Higher Learning Commission and a member of the North Central Association

230 S. LaSalle St., Suite 7-500
Chicago, IL 60604-1411
(800)621-7440

<https://www.hlcommission.org/>

OSU Institute of Technology's programs of study are approved by the Board of Regents for Oklahoma State University and the A&M Colleges, the Oklahoma State Regents for Higher Education, and the Oklahoma State Accrediting Agency.

AGENCY MEMBER OF:

National League for Nursing
Organization for Associate Degree Nursing (OADN)

NOTICE: Nursing program policies and procedures described herein are subject to change.

NON-DISCRIMINATION STATEMENT

OSUIT is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities, and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability or status as a disabled veteran and shall take action necessary to ensure non-discrimination.

1.4 END-OF-PROGRAM STUDENT LEARNING OUTCOMES

The graduate of OSU Institute of Technology with an associate in applied science degree in Nursing should demonstrate the following competencies:

1. Patient-centered care – coordinate care based on respect for the patients' preferences, values, and needs.
2. Teamwork and collaboration – perform competently within own scope of practice as a member of the health care team.
3. Evidence based practice – integrate current evidence with clinical expertise and the preferences and values of the patient/family for delivery of optimal health care.
4. Quality improvement – examine standardized practices that support safety and quality health care.
5. Informatics – utilize technology, including information management tools, to support safe processes of care.

1.5 PROGRAM OUTCOMES

1. The on-time graduation/completion rate will be 50 percent or higher over a rolling 3-year period.
2. The NCLEX-RN annual pass rate OR the mean pass rate for the three most recent years will be 80 percent or higher for all first-time test takers and repeaters.
3. Ninety percent or greater of graduates will be employed as RNs in health care facilities within 12 months of graduation.
4. Eighty percent or greater of graduates responding to the graduate survey will agree they have achieved the end-of-program student learning outcomes as evidenced by aggregated score of ≥ 3 on the graduate survey.
5. Eighty percent or greater of employers responding to the employer survey agree, as evidenced by aggregated scores of ≥ 3 on the employer survey, the nursing graduate:
 - a. provides patient-centered care.
 - b. performs teamwork and collaboration.
 - c. performs evidence-based practice.
 - d. utilizes quality improvement.
 - e. utilizes informatics.

1.6 NURSING FACULTY ORGANIZATION (NFO)

The Nursing Faculty Organization (NFO) is comprised of all full-time nursing faculty and the Director of Nursing (DON). The NFO functions to plan, implement, and evaluate the

associate degree nursing program. NFO functions in accordance with the philosophy, objectives, policies, and procedures of the parent institution, policies and procedures that are specific to the nursing program, and in accordance with the external controls that affect this institution and the nursing program. All faculty participate and assume the following responsibilities: admissions, progression, graduation, curriculum, evaluation, and discipline.

The NFO ensures that policies, procedures, and professional standards of care are appropriately implemented and followed throughout the nursing program. The NFO meets regularly to discuss items including but not limited to the following: examination review, curriculum development and review, student admission and progression, and student discipline. The NFO performs ongoing evaluation to ensure academic rigor and quality, and that the standards of the external controls of the Oklahoma Board of Nursing (OBN) and Accreditation Commission for Education in Nursing (ACEN) are upheld.

2 CURRICULUM

2.1 PROGRAM OF STUDY

ASSOCIATE IN APPLIED SCIENCE: NURSING				
General Education Requirements	Total Credit Hours	Course Name	Generic Students	LPN Students
English	6 hours	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II*	3 3	3 3
Science	12 hours	BIOL 2104 Human Anatomy* BIOL 2114 Human Physiology* BIOL 2124 General Microbiology*	4 4 4	4 4 4
History	3 hours	HIST 1483 U.S. History to 1865 or HIST 1493 U.S. History Since 1865	3	3
Political Science	3 hours	POLS 1113 U.S. Government	3	3
Nutrition	3 hours	NSCI 1113 Nutrition	3	3
Psychology	6 hours	PSYC 1113 Introductory Psych PSYC 2583 Developmental Psych*	3 3	3 3
		Total General Education Hours	33	33
Nursing Education Requirements	Total Credit Hours	Course Name	Generic	LPN
1st Semester Foundations	8 hours	NURS 1128 Foundations of Nursing# The course is comprised of theory, lab, and clinical components.	8	Selected skills and theory content included in NURS 1133
Math	2 hours	NURS 1322 Nursing Dosage Calculation	2	
2nd semester Maternal/Child Mental Health	9 hours	NURS 1229 Nursing Care of Families* The course is comprised of theory, lab, and clinical components	9	
3rd Semester Medical/Surgical	9 hours	NURS 2129 Nursing Care of Adults I* The course is comprised of theory, lab, and clinical components	9	9
4th Semester Medical/Surgical	9 hours	NURS 2229 Nursing Care of Adults II* The course is comprised of theory, lab, and clinical components.	9	9
Capstone/ Seminar	2 hours	NURS 2222 Nursing Capstone Seminar*	2	2
Career Mobility @LPN/Paramedic only	3 hours	NURS 1133 Transition to Registered Nursing@ The course is comprised of theory and lab components	X	3
*Course has pre-requisite (see course description section of catalog) #Requires acceptance into the nursing program.		Total Nursing Education Hours	39	23 + 16 transfer credits
		Total Degree Required Hours	72	72

2.2 FEES AND EXPENSES

Information about college fees and expenses can be found in the OSUIT catalog and on the website at: <https://osuit.edu/cost-and-aid/tuition-fees.html>. Special expenses for nursing students include:

1. Nursing Testing Fee
2. Uniform requirements (see clinical dress code)
3. Specified nursing equipment.
4. Pinning and graduation requirements
5. Transportation to and from the clinical facilities
6. Any meals purchased at the clinical facility.
7. Facility requirements for CPR, immunizations, background check, drug screening, clinical scheduling system.
8. National licensure exam fees
9. Electronic tablet (e.g., iPad)

2.3 FINANCIAL AID

Information about financial aid can be found in the OSUIT catalog and on the website at: <https://osuit.edu/financial-aid/index.php>. Students seeking financial information about specific programs should consult the Financial Aid Office. Students may obtain financial aid packets, verify filing deadlines, and get assistance filing forms from the Financial Aid office, 918-293-4684. Students are responsible for following financial aid guidelines. For questions or more information, see a financial aid advisor.

2.4 PERFORMANCE STANDARDS

The following performance standards describe the nonacademic qualifications which are considered essential for successful admission and progression in the nursing program. These standards address the competencies expected of any nurse, the demands of nursing education and clinical training, and the welfare of patients who will entrust their health and safety to nursing graduates. The examples corresponding to each standard are not inclusive of all expected abilities.

ABILITY	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES
Critical Thinking	Critical thinking is sufficient for clinical judgment.	• Identify cause-effect relationships in clinical situations. • Develop nursing care plans. • Demonstrate critical thinking skills. • Adapt to stressful situations.
Interpersonal Communication	Interpersonal abilities are sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. Ability to convey messages, orally and in writing.	• Establish a rapport with patients and colleagues. • Recognize appropriate boundaries in relationships with patients and colleagues. • Explain treatment and procedures. • Initiate health teaching. • Document health related nursing actions and patient responses.
Mobility*	Physical abilities are sufficient to move from room to room, maneuver in small spaces & provide assistance to others.	• Move around in patient rooms/workspaces/ treatment areas. • Administer CPR. Provide physical assistance to patients and colleagues to ensure safety within the environment. • Stand for extended periods. • Push/pull and/or lift/carry up to 20 pounds. • Exert up to 50 pounds of force occasionally and/or 20 pounds frequently and/or 10 pounds constantly.
Motor Skills*	Gross and fine motor abilities are sufficient to provide safe, effective nursing care in a timely manner.	• Use supplies, safety devices and communication equipment in the care of patients. • Perform repetitive tasks/motion.
Hearing*	Actual or corrected auditory acuity sufficient to monitor and assess health needs.	• Hear auscultated sounds, monitor alarms, emergency signals and cries for help.
Visual*	Actual or corrected visual acuity sufficient for observation and assessment necessary in nursing care.	• Observe patients for expected and unexpected physical and emotional responses to nursing and medical treatment regimen. • Distinguish colors.
Tactile*	Tactile ability is sufficient for physical assessment and to perform nursing duties in a timely manner.	• Perform palpation functions of physical exam. • Administer oral, ID, IM, subcutaneous and IV medications. • Insert and remove tubes and perform wound care management.

*Requirement may be met via approved assistive technology on a case-by-case basis in accordance with ADA statutes

2.4.1 Student Illness, Injury or Hospitalization

If at any time throughout the duration of the nursing program the student becomes permanently or temporarily unable to meet the performance standards listed above, it is the student's responsibility to report this change to your instructor(s) and DON immediately. Students must be able to perform all nursing activities in a manner which will not impede student, faculty, or patient safety.

If a student develops a serious illness, injury, or hospitalization of three consecutive days or greater duration during the semester and/or is absent from three consecutive course activities, the student may be required to submit a completed Health Release Form. The Health Release Form should be submitted to the DON upon return to the first scheduled learning activity and must be received before the student can attend clinical or lab activities. This form will be retained in the student file. It is suggested that students retain a copy of their personal files.

Students with symptoms of communicable illness, including severe upper respiratory symptoms and/or fever, should not attend any program activities. Students requiring devices limiting mobility, e.g., crutches, casts, external medical devices, will not be allowed to attend clinical or lab experiences. Exceptions may be considered on a case-by-case basis.

2.4.2 Academic Accommodations

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodation. If you think you have a qualified disability and need special accommodation, you should request verification of eligibility for accommodation from the Office of Academic Accommodations/LASSO Center. To receive services, you must submit appropriate

documentation and complete an intake process during which the existence of a qualified disability is verified, and reasonable accommodations are identified. For more information, please call 918- 293-4622 or go to: <https://osuit.edu/academics/academic-accommodations.html>

Please advise the instructor of any approved accommodation as soon as possible. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodation.

3 ACADEMIC POLICIES

3.1 ACADEMIC ADVISEMENT

All students with a declared nursing major are assigned to the nursing program for advisement. Students may schedule an appointment to see an advisor through the departmental administrative assistant at 918-293-5337.

3.2 COURSE SYLLABI

A syllabus is prepared by the instructors for each nursing course. The course syllabus may be amended at the discretion of the course faculty. Any changes to the course syllabus will be posted to the online classroom. The syllabus includes:

1. A description and overview of the course, course objectives and requirements to meet these objectives, teaching methods, evaluation, grading procedure, and required texts.
2. Expected behaviors and specific protocols as well as guidelines for clinical experiences.
3. The requirements that must be fulfilled to pass the course.

3.3 GRADING & PROGRESSION

To progress and graduate from the program, students must:

- achieve a “C” or better in all required nursing and general education courses.
- earn satisfactory ratings in all clinical and lab objectives as described in the evaluation tools.
- satisfactorily demonstrate all required skills in the laboratory setting.

Students who score below 75% on any exam are identified as “at risk”. These students will be counseled by faculty and encouraged to develop an improvement plan.

Grading Scale and Rounding Policy

Nursing courses follow a different grading scale than other programs at OSUIT. The grading scale below applies to all core nursing courses:

- A = 92–100%
- B = 84–91%
- C = 75–83%
- D = 66–74%
- F = 65% and below

Final exam averages only are rounded to the nearest whole number using standard mathematical rounding (e.g., 74.5% rounds to 75%). Individual assignments and exams are NOT rounded.

Licensure and Conduct Requirements

LPN and Paramedic students must maintain unencumbered licenses throughout the nursing program. If a student is notified of an investigation by their licensing agency, they must report it to the Director of Nursing (DON) immediately. The Nursing Faculty may administratively withdraw a student under investigation or whose license becomes encumbered.

If a student is arrested at any time during the program, they must report the arrest to the DON immediately. The Nursing Faculty Organization (NFO) will evaluate the situation

based on the seriousness of the offense and any associated judicial or licensing action to determine whether the student may continue in the program.

3.3.1 Minimum Exam Average Policy

In NURS1128, NURS1229, NURS2129, and NURS2229, students must earn an exam average of at least 75% before other course grades (like assignments, participation, standardized tests, and/or clinicals) are counted toward the final grade.

- Each exam score is recorded to the hundredth place and not rounded.
- Assignment grades are also carried to two decimal places during the semester.
- Only the final exam average is rounded to the nearest whole number using standard rounding rules.

If a student's exam average is below 75%, that rounded exam average becomes their final course grade, and no other grades will be added. Failing any course component, exams, clinical, and/or lab, will result in a failing grade for the course. See the clinical and lab portions of the handbook for grading procedures in these areas.

3.3.2 Concurrent Theory, Lab, and Clinical Course Components

One of the standards required by the OBN is that “classroom content shall be taught concurrently with or prior to related clinical experiences” (Oklahoma Board of Nursing Rule 485:10-5-6). The curriculum of OSUIT's nursing program is designed to meet this requirement. Clinical objectives correlate with lecture and course objectives so that students can experience a practical application of didactic material. To meet these objectives, students must be involved in both classroom and clinical activities. It is not possible to satisfactorily meet the objectives of only one component.

Consequently, the faculty believe patient safety in the clinical setting is jeopardized when a student is not demonstrating an understanding of theory. Therefore, if a student has an “F” (65% or below) for a theory exam grade average or an “unsatisfactory” clinical or skills/simulation lab performance evaluation average at mid-term, or thereafter, it is considered unsafe to continue attending clinical and skills/simulation lab and the student, being unable to meet clinical and lab objectives, will receive a failing grade in the course. If at any point after midterm it becomes mathematically impossible for the student to pass any course component, the student will not be allowed to attend clinical or skills/simulation lab regardless of enrollment status.

3.3.3 Kaplan Standardized Testing

To aid in the progression and success of our students and strengthen the NCLEX-RN pass rate, OSUIT nursing program uses the Kaplan Integrated Testing Program. The Kaplan Integrated Testing Program is comprised of a series of secure online tests designed to evaluate the knowledge of students in a basic nursing curriculum leading to RN licensure. The results enable nursing faculty to identify students with knowledge deficits in specific content areas, so that early interventions can be implemented to positively influence student outcomes.

Student scores on Integrated Kaplan Exams will be reviewed on an individual basis and counseling will be provided, as necessary. Scores below the required percentage may require written remediation as described in the course syllabus. Students not completing the exams and/or any required remediation will receive an incomplete (I) for the course grade until the assignment has been submitted and approved. Students should prepare for each

Kaplan Integrated Test by reviewing related content available in Kaplan resources. After reviewing content, the student will complete corresponding Focus Review Tests as assigned.

The Kaplan NCLEX Review Course will be scheduled at the end of Nursing Care of Adults II. Attendance at a Kaplan NCLEX-RN review course is required to meet graduation requirements. Students will receive an Incomplete (I) for NURS2229 until an NCLEX-RN Review course has been attended and proof provided to the nursing program.

Students should be aware that their ability to pass the NCLEX-RN is strengthened by their ability to pass each series of tests.

3.3.4 Withdrawal

In accordance with OSUIT policy, students who elect to withdraw from any course through the 11th week of the semester (see academic calendar for specific dates) will receive a “W” on the transcript for that course regardless of course grade earned to that point. From the 12th week forward, students who have earned a course grade of D or F at the time of withdrawal will receive an “F” on their transcript. Students may **NOT** withdraw in the last week of the semester.

3.3.5 Readmission

Readmission is competitive, not guaranteed, and limited to one opportunity only. Final decisions rest with faculty.

Special Provision: "Last Chance" Readmission

Repeating students who fail Nursing Care of Adults II, NURS2229, may be considered for a third and final readmission opportunity under the following conditions:

- This option is offered solely at faculty discretion based on a review of student success metrics including, but not limited to, the criteria considered for readmission.
- If the student accepts this option, they forfeit eligibility for readmission via the Career Ladder Pathway.
- All other program requirements and conditions for readmission apply.

Criteria Considered for Readmission

The Nursing Faculty Organization (NFO) evaluates readmission requests using the following criteria, which include but are not limited to:

- Compliance with nursing program policies and procedures
- Academic performance in current and prior nursing courses
- Attendance in theory, lab, and clinical settings
- Documented efforts to improve academic performance
- Reason for course withdrawal or failure
- History of academic failure in other nursing programs

These factors are used to assess a student's potential for academic success upon readmission.

Eligibility for Readmission

Students are **not** eligible for readmission if they were dismissed for any of the following:

- Failure to notify the Director of Nursing (DON) of intent to withdraw within five (5) school days, including the first day of absence.
- Unsafe clinical performance
- Unprofessional behavior in classroom or clinical settings
- Performing skills outside the scope of licensure without clinical supervision
- Active disciplinary action under the Student Counseling Pathway (Appendix G)

Readmission Procedure

Who Must Apply

Students who:

- Fail to complete NURS 1133, 1229, 2129, 2229, or 2222 with a "C" or better, or
- Withdraw while failing from the program.

How to Apply

1. Notify the DON of the intent to seek readmission no later than 10 business days prior to the final day of the semester or within 48 hours if course failure occurs within the final 2 weeks of the current semester.
2. Complete the readmission packet (sent via email from DON).
3. Submit the completed readmission packet to the DON within 2 weeks of course failure or the semester's final day, whichever comes first.

Packet Contents:

- Self-assessment of performance
- Description of challenges during the semester

- Summary of personal and academic habits

After the packet is received, the student will be scheduled for an interview with the NFO.

Notification and Conditions

- Students will receive written notification within 10 business days of the interview.
- If accepted, the student may be asked to sign a readmission contract specifying terms such as:
 - Required remediation
 - Competency demonstrations
- Failure to meet conditions by the specified date will result in loss of placement.

Course-Specific Requirements

- Students who fail NURS 1128 Foundations of Nursing must sit out at least one semester and reapply as a new applicant.
- Students who fail NURS 1322 Dosage Calculation must achieve a "C" or better in that course (or an equivalent approved by the DON) before progressing to NURS 1229.

Other Important Considerations

- Withdrawals while failing, even if recorded on the transcript as a "W," count as the student's one allowed readmission opportunity.
- Students experiencing personal or extenuating circumstances (e.g., family illness, divorce) should speak with the course instructor immediately. Faculty cannot provide appropriate support without timely communication.
- Students not eligible for readmission may request to appear before the NFO if extenuating circumstances contributed to their academic issues.
- After a 3-year absence, students ineligible for readmission based on academic performance may request readmission consideration.

3.4 GRIEVANCE POLICY

The nursing program faculty and staff are available and interested in helping you navigate through the program and complete your degree. While you are in the nursing program, you are expected to manage complaints or grievances in accordance with university policy. OSUIT policy states that students who have complaints or grievances related to nursing course grades, conduct, conduct of classes, or other course matters or concerns, first address those complaints with the party involved (instructor or staff). If the student is not satisfied with the resolution, the grievance can then be taken to the Director of Nursing. If a

resolution is not achieved, the student will then be asked to bring grievance before the NFO. If a resolution is still not achieved, the student may then go to the Dean of the School of Technology, Arts, Sciences & Health.

Grievances related to non-nursing courses should be taken first to the course instructor, then to the School Dean, and finally to the Vice President of Academic Affairs. For more information on complaints and grievances, see the OSUIT Student Grievance Procedures: <https://osuit.edu/policies-procedures/students.php>

3.5 STUDENT CODE OF CONDUCT

Oklahoma State University Institute of Technology is committed to creating and maintaining a productive living and learning community/environment which fosters the intellectual, personal, cultural, and ethical development of its students. Self-discipline and respect for the rights and privileges of others are essential to the educational process and to good citizenship.

The Code of Conduct and related processes serve to educate students about their civic and social responsibilities as members of the OSU Institute of Technology community. While the primary focus of the disciplinary process is on educational and corrective outcomes, sanctions such as suspension or expulsion from the University may be necessary to reinforce community standards and to protect the campus community. The University has a personal stake in all its students and endeavors to treat all students involved in any disciplinary matter with dignity and respect. Emphasis is placed on due process and objectivity to ensure fair treatment.

By enrolling at Oklahoma State University Institute of Technology, students accept responsibility for compliance with all University policies and contracts. Disciplinary action may

also be taken for any violation of local ordinances, state, or federal law, on or off campus that adversely affects the OSU Institute of Technology community or the pursuit of OSU Institute of Technology's lawful educational mission, process, or function. <https://osuit.edu/student-life/files/fall-24-students-rights-responsibilities.pdf>

3.5.1 Professional Standards for Nursing Students

All nursing students are expected to conduct themselves in a manner consistent with the standards of the nursing profession. This includes more than student grades; it encompasses all student activities that are necessary for continuing intellectual and professional growth in an academic setting. Students engaged in unprofessional conduct are subject to academic sanctions, up to and including, probation, suspension, or dismissal from the program as outlined in the Student Counseling Pathway (Appendix G).

Unprofessional conduct in nursing behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the nursing profession and/or which could jeopardize the health and welfare of the people shall include, but not be limited, to the following:

1. Inaccurate recording, reporting, falsifying, or altering patient records; or
2. Falsifying documents submitted to the university or nursing program; or
3. Failing to report and/or leaving a nursing assignment without properly advising appropriate personnel; or
4. Violating the confidentiality of information or knowledge concerning the patient; or
5. Administering medication, treatment, skill, and/or procedure in a clinical setting without satisfactorily demonstrating safe performance, passing post-test of that skill, and/or having received pedagogy regarding specified content in the classroom or lab setting; or
6. Discriminating in the rendering of nursing services; or
7. Allowing own value system to interfere with patient care/well-being; or
8. Verbally or physically abusing patients; or

9. Engaging in verbally abusive language or what may be interpreted as verbally abusive with a patient, staff member, faculty, or fellow student; or
10. While caring for a patient, engaging in conduct with a patient that is sexual or may be interpreted as sexual; in any verbal behavior that is seductive or sexually demeaning to a patient; engaging in sexual exploitation of a patient; or
11. Obtaining money, property, or services from a patient using undue influence, harassment, duress, deception, or fraud; or
12. Conduct detrimental to the public interest; or
13. Aiding and abetting the practice of practical nursing, registered nursing or advanced practice nursing by any person not licensed as a Licensed Practical Nurse, Registered Nurse or recognized as an Advanced Practitioner; or
14. Impersonating a licensed practitioner, or permitting another person to use her/his nursing student identification for any purpose; or
15. Aiding, abetting, or assisting any other person to violate or circumvent any law, rule or regulation intended to guide the conduct of a nurse or nursing student.
16. Appropriating, without authority, medications, supplies or personal items of the patient or agency; or
17. Forging a prescription for medication/drugs; or
18. Presenting a forged prescription; or
19. Selling or attempting to sell a controlled dangerous substance or otherwise making such drugs available without authority to self, friends, or family members; or
20. Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws; or
21. Utilizing social network media sites to place negative or privacy violating comments regarding faculty, peers, student grades, or the clinical settings or any unauthorized comments regarding activities or experiences in the clinical setting; or
22. Use of any/all tobacco products, including e-cigarettes and vape products, during scheduled clinical hours; or
23. Violation of a clinical agency's approved clinical skills list and/or agency student policies; or
24. Violation of any part of the contractual agreement between OSUIT and the clinical agency; or
25. Any arrest that warrants ineligibility to practice or attend clinical rotations while in the nursing program; or
26. Any behaviors that violate the Honor Code Pledge; or
27. Any behaviors that violate the OSUIT Student Code of Conduct; or
28. Any additional behaviors which violate the policies listed in the OSUIT Student Nursing Handbook.

3.5.2 Academic Integrity

Dishonesty in any form will not be tolerated and is considered unethical. Academic misconduct includes but is not limited to cheating on exams, discussing exam/quiz questions before the exam is graded, posting exam content online, taking or posting screenshots or photos of online exams, disseminating/discussing content of practicums or simulations, copying partial or full assignments, plagiarizing from published sources, allowing others to copy from you, or unauthorized use of artificial intelligence (AI)-generated text or writing. It is expected that every student will produce his/her original, independent work.

An academic integrity violation by a student on any graded activity will result in a zero on that assignment and will be reported for disciplinary action. Academic integrity violations related to lab or clinical hours will result in an unexcused absence and a zero for the performance evaluation. Any assignment receiving a failing grade or listed as an unexcused absence because of academic misconduct, is ineligible for make-up. A second offense will result in failure of the course. All incidents will be reported to the Director of Nursing and disciplinary action will be taken as directed by the Student Counseling Pathway.

3.5.3 Social Media

This policy applies to students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and theory course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Facebook, YouTube, Instagram, and TikTok.

While this policy will be modified as innovative technologies and social networking tools emerge, the spirit of the policy remains the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus requires additional vigilance to make sure that one is protecting personal, professional, and university reputations.

Students are expected to represent OSUIT and the nursing program in a fair, accurate, and legal manner while protecting the brand and reputation of the institution. When publishing information on social media sites, remain cognizant that information may be public for anyone to see and can be traced back to you as an individual.

POLICY

- Do not post confidential or proprietary information about OSUIT, faculty, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a nursing student.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of OSUIT.
- Do not use OSU/OSUIT or nursing program marks, such as logos and graphics, on personal social media sites. Do not use the OSU/OSUIT name to promote a product, cause, or political party or candidate.
- Use of the nursing program marks (logos and graphics) for university-sanctioned events must be approved (posters, fliers, postings) by the administration.
- It is expected that during clinical and class electronic devices will not be employed for social media use.
- No student shall record faculty or fellow students for personal or social media use without the express permission of the faculty or fellow student. At NO time shall clinical facilities interior or exterior OR patients/clients be recorded or photographed.
- Be aware of your association with OSUIT in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, patients/clients, and potential

employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on behalf of OSUIT.

- You have sole responsibility for what you post.

4 CLASSROOM POLICIES

4.1 CLASSROOM ATTIRE

For activities not designated as clinical or lab, students may wear street clothes which are appropriate in a professional learning environment. Dress attire may be designated for specific nursing program activities. Students may not wear or use any essential oils or perfumed products e.g., detergents, lotions, and fabric softeners, in the classroom or test room. If a student smells strongly of cigarettes, vape oil or any other substance, s/he may be removed from the setting.

4.2 THEORY ATTENDANCE

Class attendance is necessary for successful completion of the program. Students are expected to be on time and prepared for each class and are responsible for all material covered or assigned in each course. Attendance will be recorded for face-to-face classes in the online classroom. The student is responsible for notifying their instructor(s) for missed lectures and obtaining any materials distributed during the absence. Lectures will not be repeated; however, a student may request faculty approval to have a classmate make an audio recording of the lecture. Video recording and/or live streaming is prohibited without prior permission for each instance.

Course/theory attendance is subject to the OSUIT student attendance policy (2-021). The OSUIT attendance policy can be found at:

https://osuit.edu/sites/go.osuit.edu.administration.policies_procedures/files/u127/2-021%20Student%20Attendance%20032117.pdf

Students are expected to assume responsibility for their own learning and are expected to cooperate in maintaining a classroom environment conducive to learning. It is disruptive to the climate, students, and faculty when students enter the classroom late; therefore, all classroom doors will be shut at the assigned time the class period begins and after any break. Students who are tardy may not enter until the next break. Use of electronic devices without permission is considered unprofessional and will not be permitted during class. If improper use of an electronic device is noted by the instructor during class, the student will be asked to leave.

4.3 TESTING/EXAMINATIONS

Test/examinations/quizzes (used interchangeably hereafter) are scheduled in the course syllabus and will be announced at least one week in advance. Examinations may be rescheduled in the case of an emergency absence, e.g., death in the immediate family or significant illness of the student with proof of emergency. Students who are not seated and prepared to test at the scheduled start time of the exam will be considered absent. “Prepared to test” is defined as signed in and seated with OSUIT student ID present and successfully logged into the testing software.

In case of an emergency absence, the student must notify the instructor at the earliest opportunity prior to the exam time. The student must submit the Excused Absence Request Form with attached documentation within 24 hours of the absence. The decision to excuse an absence is made by the Director of Nursing in conference with the instructor of record for the course and is based on the OSUIT Student Attendance Policy (2-021.5).

If an examination is rescheduled for a non-emergency absence, five percentage points per calendar day will be deducted from the student's earned exam score. In the case of a rescheduled exam, excused or unexcused, the exam will be scheduled at the instructor's discretion and the instructor reserves the right to give an alternate examination.

Failure to make arrangements for a make-up exam within 24 hours will result in a grade of zero (0%) recorded for the missed examination. Any missed examination must be taken within seven days of the original scheduled date.

4.3.1 General Testing/Examination Rules:

1. Absolutely no personal belongings including but not limited to cell phones, personal calculators, or other electronic/smart devices, are allowed during testing.
2. To replicate NCLEX-RN testing guidelines, students are not allowed to have candy, gum, food, lip balm, drinks, watches (conventional or smart), scarves, hats, coats, and/or fitness devices. All hoodies/outerwear must be worn over appropriate clothing and turned inside out for inspection. Arms must be visible or easily accessible for viewing.
3. There is absolutely no communicating with classmates during the exam. If students talk or pass notes while testing, they will receive an automatic zero for the exam and will be required to meet with the NFO to determine progression in the program or dismissal.
4. Students should go to the bathroom prior to the start time for the examination. If you have special accommodation that requires you to go to the bathroom more frequently, you need to have documentation prior to or within the first week of class from the Accommodations Director or the Director of Nursing. If a student is found to have gone to the bathroom with any materials related to the examination, s/he will be dismissed from the program immediately.
5. If a student witnesses or is otherwise aware of another student cheating on an examination, s/he is to notify the instructor immediately. Do not wait until the examination is over to notify the instructor of suspected cheating.
6. All examinations will be timed. All students will be allowed 90 seconds per total points available. Complex items may be given extended time per instructor discretion. If a student experiences computer problems during testing, s/he should notify the exam proctor immediately for assistance. Computer issues, including shutdown, will not count against the students' allotted examination time.

7. After each exam, an examination item analysis will be completed in accordance with the Faculty Examination Development, Administration, and Review Policy.
8. Follow-up appointments for help with exam skills, tutoring, counseling, and evaluation of progress can be made with the instructor if needed. Students who are required to complete exam remediation will review the Exam Analysis worksheet, if applicable, and Exam Remediation Form with the instructor during that time.
9. Examination grades will be reported as percentages and rounded to the nearest hundredth. Nursing students who score less than 75% on any major exam are expected to make an appointment with their instructor(s) for counseling and remediation assignments. It is the student's responsibility to schedule this appointment prior to the next exam.
10. Specific policies unique to each course are outlined in the course syllabi.

4.3.2 On Campus Testing/Examination Rules:

1. All student belongings, except for the student ID, will be left on the tables outside the computer lab; the nursing program is not responsible for any items stolen. Examinations will be administered via computer in the computer lab. Once the exam begins, students are to enter or exit only at the discretion of the faculty through the closest door.
2. The instructor will supply each student with a pencil and scratch paper. Students will put their name on the top of each scratch paper provided and return issued items after completing the exam. A calculator is available via the testing platform.
3. Examination review is accessible immediately upon submission of exam and must be completed at this time.
 - a. The examination review will be set for 30 minutes and will consist of the exam items the students missed and will show the item rationale.
 - b. During Exam Review, absolutely no communication is allowed between students.
 - c. Student exam analysis: The student may obtain the Exam Analysis worksheet from the instructor during exam review. The student will return this form to the instructor prior to leaving exam review. A copy of the form will be given to the student, and another will be retained in the student's record.
 - d. After exam review, if a student would like to review the exam further, s/he will need to make an appointment with the instructor prior to the next exam. These are the only options to review an exam.

4.3.3 Offsite/Online Testing Rules

Students will be monitored from the point of log-on and during the entire length of the exam. The video, when required, will be reviewed by the instructor for unusual activity. The video is archived within the course. It is expected that all students will follow the On Campus Testing/Examination Rules.

Additional instructions/restrictions for offsite/online testing:

1. Background music or television sounds, earbuds or headphones, watches/smartwatches, or hats/headgear (unless culturally indicated) are prohibited.
2. Additional computer monitors, screens, or tablets should be removed during the exam.
3. No writing should be visible on the desk or walls.
4. Under no circumstances should students exit the proctored environment during the exam. No exam items should be copied, saved, or shared during or following the exam.
5. No other persons except the exam-taker should be permitted to enter the room during testing. The computer may not be transported to another location after the exam has started.
6. Position for the exam: Sit at a clean desk or table if available. In the event a desk is not available, you may utilize a seating bench (not on the bed or floor). You will need a stable surface to support your device. The background should be quiet. The desk or table needs to be cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc.
7. A whiteboard/paper may be used at the discretion of your instructor. It MUST be shown to the camera (both front and back) before the exam and re-shown to the camera at the end of the exam (both front and back). If paper is being used, the paper should be scanned or photographed and uploaded to the online classroom. Paper should include the students' name, be legible, and calculation items should include the number of the item it is addressing.
8. Maintain room lighting bright enough to be considered "daylight" quality. Overhead lighting is preferred; however, if overhead light is not possible, the source of light should not be behind the exam taker. If lighting is inadequate, the online proctor will prompt you to adjust your settings.
9. Close and restart your computer before logging into the proctored exam environment. All other programs and/or windows on the testing computer must be closed before logging into the proctored exam environment and must remain closed until the exam is completed.

10. If you use an iPad or other tablet device, make sure both your device and any necessary testing applications are fully updated. Close all other applications before opening the testing application and accessing the exam.
11. If possible, a webcam should be placed on the upper screen of the computer or where it will have a constant, uninterrupted view of the exam taker.

Technology Failure

In case of login failure, digital pause, technology failure, or internet failure:

1. If “booted” out of the exam, immediately refresh the browser then try to log back in.
2. If that does not solve the issue, immediately send an email to your instructor. These emails are time-date-stamped and can be correlated to your exam time/date.
3. Should your technology go down or experience internet failure, immediately contact your instructor as advised.
4. In no situation should the cell phone be kept in the testing environment.

Posting of Results

Final grades will be posted after examination review by the NFO has been completed.

4.4 GRADE APPEAL PROCEDURE

Students may appeal grades for course assignments and final course grades by discussing them with the instructors for that course. If informal discussions fail to resolve the issue and/or a student believes the practices and policies identified in the course syllabus and/or the Nursing Student Handbook regarding grading were not consistently and accurately followed when the faculty member determined the student’s final grade, the student shall have the right to appeal the case to the Academic Appeals Board following the procedure in policy 2-016: <https://osuit.edu/about/administration/files/2-016-appeal-of-final-grade-not-involving-allegation-of-academic-dishonesty-or-misconduct.pdf>

The deadline for filing grade appeals is no later than four months after the date the grades are officially due in the Registrar's office, or six weeks after the student begins a new semester, whichever comes first.

5 CLINICAL POLICIES

5.1 CLINICAL RECORDS

Clinical facilities require that the department maintain specified records on each student and clinical facility orientation competencies. Upon acceptance and for the duration of the program, all students must have the following items on file:

1. Two MMR's (Measles, Mumps, Rubella) vaccines or a positive titer showing immunity to all three.
2. Hepatitis B series or positive titer showing immunity.
3. Two Varicella vaccines or positive titer showing immunity.
4. TDaP booster within the last 10 years
5. Tuberculosis test showing negative status yearly. Tuberculin skin testing (TST) or blood testing (QuantiFERON Gold or T-SPOT) accepted.
6. Influenza vaccination (seasonal)
7. AHA BLS CPR certification current, must include skills competency.
8. Negative Federal Criminal Background check (sex-offender is included) **
9. Negative 10-panel urine Drug Screen – performed by a company designated by OSUIT nursing program; specific instructions will be provided to the student. **
10. Attestation of ability to meet the nursing program Performance Standards.
11. Annual completion of clinical facility education requirements

Vaccination Requirements Statement:

Students who are not allowed to participate in assigned clinical experiences for any reason will be unable to fulfill the requirements of the course. This includes declining a required vaccination without obtaining an approved waiver from the clinical facility,

** if the certified background check completed prior to admission shows a felony charge or registration on the sex offender registration list, or if initial drug screen is reported to the nursing program as positive, student will forfeit admission into the nursing program. LPN/Paramedic students who have a positive drug test will also be reported to the appropriate governing agency. Any arrest while in the nursing program must be reported to the Director of Nursing immediately to determine

continuing eligibility for clinical practice. Students who fail to report arrests while in the program will be subject to disciplinary action.

Students who do not have the required data on file will not be allowed to practice in the clinical setting until appropriate documentation is provided. Students will receive a zero on clinical assignments/evaluations and an unexcused absence(s) for any clinical time missed. If the student cannot attend clinical, the clinical objectives cannot be met, and the student will fail the course. It is the student's responsibility to submit updated information.

Any student who has a break of a semester (not to include summer) or more in program attendance must obtain a new drug screen and background check upon returning to the program.

5.2 CLINICAL ASSIGNMENT AND SUPERVISION

Students are assigned to clinical sites typically within a fifty-mile radius of campus. Clinical assignments may not necessarily conform to carpools or student preference. Rotations are created to expose the student to a variety of clinical experiences. The faculty member will assign the student to care for a patient(s) based on the course and clinical objectives and other student criteria. The faculty member has the option to reassign a student in the event of any changes or added information.

The nursing faculty reserves the right and retains the responsibility to alter student clinical assignments based on multiple factors. These factors include, but are not limited to student clinical objectives, student clinical performance, and faculty teaching load.

5.3 CLINICAL DRESS CODE

Students are expected to know and conform to the protocol of the clinical facility of assignment, while reflecting a professional appearance, as representatives of OSU Institute of Technology. The dress code is as follows unless otherwise stated in the course syllabus:

1. The nursing department issued picture identification name tag must be worn at all times in the clinical setting. The badge must be worn in plain sight at chest pocket level with the name and picture visible.
2. Uniforms must be clean, wrinkle-free, and fit properly. Faculty may request uniforms to be changed if they are extremely baggy or deemed too tight.
 - a. Scrubs:
 - i. Black uniform top with college insignia patch on top left:
 1. The top must be long enough to cover the trunk when bending over or reaching to provide care.
 2. An undershirt may be worn (tucked in) under the uniform if desired for warmth or coverage. The color must be OSU orange (match insignia patch) or black (match uniform).
 - ii. Black uniform bottoms:
 1. Pants must be at least ankle length and provide adequate coverage when students are bending over and providing care. No rolled cuffs are allowed on the pants, and pants cannot touch the floor.
 2. Jogger style scrub pants that hit at or below the ankle are approved attire.
 3. Long scrub skirts may be worn if desired; hem must hit below the knee.
 - iii. A jacket is not required but, if worn, it must be black with the college insignia patch on the top left. No mid-calf length, long, or fleece material lab coats/jackets are permitted.
 - iv. Appropriate undergarments must be worn at all times and not be visible at any time. The upper and lower torso must be covered at all times, regardless of gender.
 - b. Socks: solid black or solid white matching primary shoe color.
 - c. Shoes must meet clinical facility, safety, and infection control guidelines while reflecting a professional appearance.
 - i. The color of the shoe must be black and/or white. Shoelaces must be black or white.
 - ii. Shoes must be all leather or a leather type material impermeable to liquid and sharps (mesh is not allowed). No open toe or open heel, sandals, canvas, mesh, slides, or flip flops are allowed.
 - iii. Shoes must be in good repair and clean.

3. Hair must be neat, clean, off the shoulders, and away from the face.
 - a. Hair color must be maintained in a neutral or natural color. Extreme hair colors and hairstyles are not acceptable. Unacceptable hair colors are defined as shades that are unnatural in color such as pink, blue, purple, green, etc.
 - b. Adornments to secure hair such as scrub cap, hair clip or headband are permitted and must be solid in color- orange, black, or white.
 - c. Long hair must be secured in such a way that it does not fall forward while providing care.
4. Beards, mustaches, and sideburns must be clean, neatly trimmed, and not interfere with personal protective equipment. Facial hair should not include any rubber bands, beads, or braids. Facility may require students to be clean shaven for mask fit testing.
5. Nails must be clean, well-manicured, without nail polish, and a length of ¼ inch or less. The wearing of artificial nails, overlays, extenders, etc. is prohibited.
6. Jewelry must be limited to simple, non-dangling jewelry.
 - a. Visible earrings/piercings are allowed in the ears only. Gauges are not permitted.
 - b. Students may not wear nose jewelry other than a small stud.
 - c. No tongue, lip, or eyebrow piercings or other facial piercings/dermal implants allowed; clear spacers may be worn.
7. Tattoos should be appropriately covered.
 - a. Body art/tattoos which is or should be known to be offensive because of its sexually explicit, lewd, sexist, racist or offensive nature are not permitted.
 - b. The Nursing faculty or clinical agency management reserves the right to determine if tattoos require covering.
8. No article that would constitute a hazard to the patient's welfare is allowed. Examples of such items are, but are not limited to:
 - a. large rings
 - b. dangling jewelry
 - c. long hair that is not pinned or clipped up.
 - d. any perfumed products: e.g., detergents, lotions, fabric softeners
 - e. more than one ring per hand
 - f. bracelets
9. Tablet device with required e-text resources.
10. Stethoscope
11. Watch with the ability to count seconds.
12. Pen with black ink
13. Students are not permitted to chew gum, smoke, vape, or use any tobacco products during posted clinical hours, including breaks and meals, regardless of location.

Students are expected to comply with clinical agency policies which supersede OSUIT nursing program policies.

5.4 CLINICAL ATTENDANCE

Clinical attendance is mandatory for progression in the program and students are responsible for their own transportation. Punctuality and preparedness are always expected. Absences impede the clinical evaluation process. Unexcused and/or repeated absences will lead to disciplinary action and a non-passing clinical grade.

Clinical assignments will be rescheduled in the case of an emergency absence, e.g., death in the immediate family or significant illness of the student with proof of emergency. In case of an emergency absence, the student must notify the clinical instructor at least 30 minutes prior to the scheduled start of the clinical assignment. Students should contact their clinical instructors via phone numbers provided in the course syllabus. Messages will not be relayed from the school to the clinical instructor except in cases where the student is incapacitated.

Students scheduled at a clinical facility from which they have been banned or fired for any reason are required to notify the instructor and/or DON immediately so another clinical agency placement can occur if necessary.

5.4.1 Excused Absences

Students who have made appropriate notification of absence and wish to have the absence recorded as excused, must submit the Excused Absence Request Form with attached documentation as required, at the earliest possible opportunity after the missed clinical. The decision to designate an absence as excused is made by the Director of Nursing

in conference with the instructor of record for the course and is based on the OSUIT Student Attendance Policy (2-021.5).

1. Students experiencing an illness which requires an absence of three consecutive days or more during the semester, may be required to submit a completed Health Release Form signed by a licensed healthcare provider before the student can attend any further clinical. See policy 2.4.1.
2. Students with severe upper respiratory symptoms, draining wounds, fever, or other signs of illness or a change in ability to meet the Performance Standards will not be allowed to attend clinical experiences.
3. It is at the discretion of the instructor to schedule alternative learning options if a student has an excused clinical absence that cannot be made up in a comparable clinical setting.
4. Repeated excused absences may result in course failure if the clinical objectives cannot be met within the timeframe of the course.

5.4.2 Unexcused Absences

Any absence which is not an emergency/excused as defined above will result in the student receiving a zero on both performance evaluations and any assignments. Unexcused absences cannot be made up and may result in a student's inability to successfully meet the requirements of the course. Two or more unexcused absences in a semester demonstrate unsatisfactory performance and will result in disciplinary action as directed by the Student Counseling Pathway. Students who fail to make appropriate notification of absence will be listed as No Call/No Show (NC/NS) which will result in an unexcused absence for the first offense and dismissal for any further NC/NS.

5.4.3 Clinical Tardiness

To promote professional accountability, students will arrive at the clinical facility on time. Tardiness will be reflected in the clinical evaluation and will jeopardize the clinical grade. Students are expected to notify the instructor if they are going to be late. Arriving at the clinical facility 15 or more minutes late will result in dismissal from the clinical facility and

the absence will be recorded as unexcused. In accordance with the OSUIT Attendance Policy (2-021.5), three tardies equal an absence. Students will be sent home and will receive an unexcused absence on the third tardy arrival at clinical.

5.5 CLINICAL PREPARATION

Students must show evidence of clinical preparation, as per instructions in syllabus. Failure to demonstrate clinical preparation will result in dismissal from the clinical facility for the day and the absence will be recorded as unexcused.

ADDITIONAL CLINICAL ATTENDANCE RESTRICTIONS:

Students may be restricted from a clinical area for the following reasons:

1. In the professional judgment of the faculty, the student does not have sufficient theoretical background to function safely and competently in the clinical area.
2. Failure to demonstrate competence in the Skills and Simulation Lab.
3. The student's performance directly or indirectly endangers a patient's safety and welfare.
4. The student requires more supervision than expected for the level of education.

Students who are restricted from a clinical area will have the resulting absences recorded as unexcused which may lead to failure of the clinical portion of the course.

5.6 MEDICATION ADMINISTRATION POLICY

The purpose of this policy is to ensure safe and appropriate medication administration according to course objectives. Failure to follow the policy may result in clinical failure, course failure, and exit from the nursing program. Students in NURS1229, NURS2129 and NURS2229 may administer medications as allowed in the below policy ONLY after demonstrating dosage calculation competency in each semester as outlined in the course syllabus.

- A. Knowledge and skills student are to apply in medication administration:

1. Dosage calculation skills
2. Rights of medication administration and responsibility to inform patient why medication is being administered.
3. Safety measures, including application of principles related to developmental needs and age of the patient, and/or mental condition of the patient.
4. Appropriate sites of administration
5. Correct technique of administration of medications
6. Legal rights of the patient and ethical issues related to medication administration.
7. Reporting of any error related to medication administration.

Students **may not** administer medications without instructor approval. This applies to all medications of any type or form. The clinical instructor has the final decision on the student's medication administration opportunities.

- B. Student preparation prior to the administration of any medication includes the ability to correctly describe the following concerning medications:

1. Classification
2. Use/Indication
3. Interactions
4. Routes/Dosages
5. Frequent Side Effects
6. Adverse Effects/Toxic Reactions
7. Patient Education

- C. Nursing students will be allowed to perform the insertion of a short peripheral IV device (PIV) in the clinical area after the following circumstances have been met:

1. The student has successfully demonstrated competency of PIV insertion in the skills lab.
2. The clinical facility has an existing policy that allows nursing students to place PIV catheters.
3. Students may not perform PIV insertion without instructor approval.
4. The OSUIT clinical faculty member is granted discretion on allowance of PIV insertion.
5. Students may not access or initiate access to any artificial venous port, for example, a subcutaneous port such as a Port-a-cath.

- D. Restrictions on medication administration/access devices are as follows:

1. Students are not to prepare or administer via any route any drug classified as an antineoplastic such as an alkylating agent, anti-metabolite, or a plant alkaloid.
2. Students are not to prepare or administer any drug used in emergent situations. Common examples include epinephrine, atropine, bicarbonate, and calcium chloride.
3. Students are not to prepare or administer any drug used for the purpose of conscious sedation. Common examples include midazolam and fentanyl.
4. Students may only administer IV push medications via peripheral venous catheter and only under the direct, personal supervision of the nursing instructor. The clinical preceptor or staff nurse may not substitute for direct faculty supervision during administration of iv push medications. This activity is at the discretion of the clinical faculty and **reserved for students enrolled in NURS2129 and NURS2229.**
5. Students are not allowed to serve as a witness for wasting narcotics, verification of high-alert medications such as insulin, or verification of epidural or PCA pump settings.
6. Students are not to have narcotic drugs or the narcotic keys in their possession other than to directly obtain an ordered medication for a patient and properly administer the medication. Any time any portion of a narcotic drug must be “wasted,” this is to be witnessed by the instructor or assigned staff member and co-signed.
7. Students are not to administer blood or blood products; RhoGAM is considered a blood product. The student may participate in the care of a patient receiving blood products.
8. Students are not allowed to provide routine care to central venous access devices (CVAD) or arterial lines including dressing changes, blood sampling, routine flushing, medication administration and line removal.

Safe medication administration is **essential** for safe nursing practice. Students are required to report any error related to medication administration, including errors of omission and commission. Any student who fails to follow this policy is subject to suspension and immediate dismissal from the nursing program.

5.7 CLINICAL GRADING

Each course includes specific clinical objectives which are assessed using clinical evaluation tools. Clinical grades are based on two components:

- Written and/or oral assignments (graded using provided rubrics)
- Clinical performance (assessed using provided rubrics)

To pass the course, students must earn an average of 80% or higher in **both** components. Failure to meet the 80% minimum in either area will result in failure of the entire course regardless of the theory/exam and/or lab average.

An unsatisfactory clinical performance evaluation may result from:

- Unexcused absences and/or tardiness
- Lack of appropriate preparation
- Unprofessional behavior
- Other violations of clinical policies

5.8 DISCLOSURE OF ERROR/INJURY/EXPOSURE

The lab and clinical portions of the program are learning experiences for the student. In disclosing errors, the student and faculty members can review the incident and learn from the experience. Failing to disclose an error may result in clinical/lab failure. The student is to immediately report to the faculty member any critical incident or error which occurs in the clinical/lab area.

The faculty will notify the Director of Nursing immediately any time a critical incident occurs, particularly if an incident report is filed with the hospital. The faculty will immediately complete an Incident Report which is to be submitted to the DON on the same day as the incident.

6 SKILLS & SIMULATION LAB POLICIES

Students will both observe and actively participate in skills and simulation events. The objectives of the Skills and Simulation Lab (SSL) are to assist nursing students in developing skills competencies and to improve assessment skills and performance in specific healthcare

situations. The SSL is also designed to challenge the nursing response and clinical judgement of the student in the clinical environment.

LAB RULES:

- Students must adhere to the clinical dress code for all SSL events unless instructed otherwise. Failure to adhere to the dress code will result in a decreased lab score and/or dismissal from the SSL event.
- All SSL manikins are to be treated with respect just as you would treat a human patient. Students are expected to behave in a professional manner in all SSL events.
- Food and drinks are prohibited in the SSL due to potential equipment damage.
- The manikins are easily stained; therefore, only pencils are allowed to be used near the manikins. Pencils will be provided in the lab.
- Students will be held responsible for damage to equipment because of not following the SSL Policies.

LAB SUPPLIES:

- A Skills Lab Toolkit must be purchased by every student in the OSUIT nursing program.
- The Toolkit is available for purchase in the OSUIT Bookstore.
- The items contained in the Toolkit are ONLY for practice purposes on inanimate objects, excluding the blood pressure cuff, stethoscope, bandage scissors, and penlight.
- Until secured in the lab, items contained must be kept from others, especially small children, to prevent injuries from misuse of the products.
- Students are responsible for procuring new supplies if the supplies provided in the Toolkit are lost or destroyed.

6.1 LAB ATTENDANCE

Lab attendance is required for progression in the program. Punctuality and preparedness are expected for all SSL events.

Lab absences and tardiness will be determined as described in Clinical Attendance policies (5.4). SSL faculty will determine alternate learning opportunities for excused lab absences. Demonstration of missed competencies is mandatory and will be arranged at the

discretion of the SSL faculty. Unexcused absences will result in a zero on the corresponding Lab Performance Evaluation and in/post-lab assignments.

6.2 LAB PREPARATION

Lab preparation instructions are provided for each lab on the online classroom and may include, but are not limited to, reading assignments, skills video review, and a ticket to lab (TTL). The TTL may include short quizzes, case studies, medication lists, and/or clinical judgement maps. The purpose of the TTL(s) is to demonstrate understanding of the content assigned for the week. Lab preparation is completed on the student's own time by the assigned deadline and prior to assigned lab attendance.

6.3 LAB PARTICIPATION

Students participating in the Skills Lab will have the opportunity to practice assigned skill(s) prior to demonstrating competency. Additional skills practice may also be required to demonstrate competency outside of scheduled theory/lab time. Students are not permitted to perform skills/procedures in a clinical setting until competency has been demonstrated in SSL. Invasive skills are not practiced or performed on students in the lab, as mannequins are available for that purpose.

Students participating in simulation lab events will be assigned roles at the beginning of the lab and will participate in the simulation according to their assigned role as described by the SSL faculty. Simulation Lab events may be videotaped for purposes as described in the Skills & Simulation Lab Consent Form.

6.4 LAB GRADING

Each course includes specific lab objectives which are assessed using lab evaluation tools. Lab grades are based on two components:

- Written and/or oral assignments (graded using provided rubrics)
- Lab performance (assessed using provided rubrics)

To pass the course, students must earn an average of 80% or higher in **both** components. Failure to meet the 80% minimum in either area will result in failure of the entire course regardless of the theory/exam and/or clinical average.

An unsatisfactory lab performance evaluation may result from:

- Unexcused absences and/or tardiness
- Lack of appropriate preparation
- Unprofessional behavior
- Other violations of lab policies

7 GENERAL INFORMATION

7.1 COMMUNICATION

Students are responsible for accurate and appropriate electronic communications, and they will be held accountable for any information received or disseminated in this format. Students are expected to use their OKSTATE email address for all department related correspondence and check their OKSTATE email regularly for relevant information from the program. University and Student Life announcements and messages are communicated via OKSTATE email.

7.2 STUDENT EMPLOYMENT

Most students find it difficult to maintain employment while progressing through the program. Employment responsibilities are not considered acceptable excuses for a student's inability to meet any program requirement. OSUIT accepts no legal responsibility for a student's performance of nursing duties in a health care agency unless that student is under the supervision of a faculty member during a scheduled clinical experience.

7.3 STUDENT COMMITTEE REPRESENTATION

Nursing students are represented at NFO via students who are elected each semester representing each class. Representatives are invited to attend the applicable portion of the NFO meetings to present class concerns, issues, or updates and have input in some decisions made by the NFO. The representatives are responsible for presenting student viewpoints and suggestions to the NFO and for providing feedback to the student body; however, this portion of the NFO meeting is open to all nursing students who wish to attend.

7.4 STUDENT LIFE

Students at OSUIT are encouraged to take advantage of the many opportunities for involvement in campus activities and organizations. For more information about student life activities please visit the Student Life page on the OSUIT website <https://osuit.edu/student-life/>

7.5 OSUIT STUDENT NURSES' ASSOCIATION

OSU Institute of Technology Student Nurses' Association (SNA) is an officially recognized organization for nursing students. Membership in the SNA provides the student with opportunities for professional development and allows for the chance to be involved with other nursing students across the nation. Activities related to leadership, education, and community service are emphasized. Involvement is encouraged, but not a requirement. For more information about the SNA, contact the nursing office at (918) 293-5337.

8 LICENSING PROCEDURES

8.1 TRANSCRIPTS RELEASED TO OKLAHOMA BOARD OF NURSING

At the completion of the OSUIT semester grading process, the OSUIT Registrar will release nursing graduates' official college transcripts to the DON for approval. Transcripts will be uploaded to the OBN Affidavit of Graduation online portal. Students who owe a balance, have a hold, or receive an Incomplete may not have their transcript released to the OBN until all obligations to the school and/or course requirements are met.

8.2 NATIONAL LICENSURE EXAMINATION PROTOCOL

The OSUIT nursing program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. Oklahoma licensing requirements, including residency requirements, can be found at:

<https://oklahoma.gov/nursing.html>

Oklahoma is additionally a member of the Nurse Licensure Compact (NLC) which enables graduates of the OSUIT nursing program to seek a multi-state license allowing practice in all NLC member states. For more information about the NLC including a map of current member states, please visit: <https://www.ncsbn.org/nurse-licensure-compact.htm>. For students residing in non-NLC member states it will be the student's responsibility to review education and licensing requirements for those states as requirements vary.

9.1 APPENDIX A: HONOR CODE PLEDGE

The OSUIT nursing program promises to create a professional environment that fosters excellence where the entire college community works together with integrity and care for others.

The Cowboy Code

- ★ We end the day knowing we gave it everything we had.
- ★ We dream as big as the sky.
- ★ We know challenges come with pain, but pain will not win.
- ★ We have a passion to do what's right, even when it's hard.
- ★ We stand for what matters, even if we stand alone.
- ★ We finish what we start.

Being a Cowboy isn't in our clothes; it's in our character.

Excellence

- I will perform at the highest level that I can.
- I will be the best that I can be.

Integrity

- I commit myself to always demonstrate academic honesty and integrity in the classroom, lab, and clinical setting.
- I will take responsibility for what I say and do.

Caring

- I will demonstrate a commitment to the attributes of compassion, empathy, altruism, responsibility, and tolerance.
- I will respect individual diversity through a non-judgmental attitude and approach.

Adaptability

- I will be flexible and adapt to change when needed.
- I will work to become a creative problem solver.

Respect

- I will contribute to creating a safe and supportive atmosphere for teaching and learning.
- I will regard privacy and confidentiality as core obligations.
- I will communicate, in all formats, in a professional and respectful manner.

Today, I am beginning a career as a professional nurse, which means accepting the responsibilities and unique privileges of that profession. These include monitoring my interactions and behaviors and using self-reflection to challenge myself as I evolve into the role of a professional nurse. I understand that it is a great honor and privilege to study and work in the nursing profession. I promise to uphold the highest standards of ethical and compassionate behavior while learning, caring for others, and/or participating in educational activities. I will strive to uphold the spirit and letter of this code during my time at OSUIT nursing program and throughout my professional career as a registered nurse.

Print Name: _____ Signature: _____

Date: _____

9.2 APPENDIX B: STUDENT/PROGRAM AGREEMENT

I have read and understand the OSU Institute of Technology Nursing Student Handbook and agree to follow all policies outlined in the handbook. I further agree to follow all addenda as distributed and discussed by nursing faculty and understand that these addenda are enforced on the date distributed.

I understand it is my responsibility to obtain and review any addendum with a faculty member if I am absent when the addendum is distributed. Failure to obtain an addendum will not excuse me for any infractions after the addendum's instituted date.

Print Name: _____ Signature: _____

Date: _____

9.3 APPENDIX C: CONFIDENTIALITY AGREEMENT

As a nursing student and a representative of the OSU Institute of Technology nursing program, I realize that I will have access to privileged and confidential information about patients in the clinical agencies to which I will be assigned. To protect the patients' rights to privacy, I agree to abide by the following rules:

1. Adhere to the [American Nurses' Association Code of Ethics](#) and act in accordance with the [National Institute of Health Patient's Bill of Rights](#).
2. Patient information will be disclosed only to those people directly involved in caring for the patient.
3. Patient information will not be discussed in public areas, such as hallways, cafeterias, elevators, etc.
4. Patient information discussed at clinical conferences and classes will be limited to questions and experiences that will enhance the professional education of nursing students and will not be conveyed outside the classroom. Audio recording is not permitted while discussing information related to actual patients.
5. Do NOT include patients' names, names of family members, or any other identifiable information on assignments.
6. Do NOT enter patients' names or other identifiable patient information on computers outside of the clinical agencies.
7. Abide by clinical agency policies regarding patient confidentiality.
8. Do NOT make copies, computer printouts, screen shots of patients' medical records, or take any photographs in the clinical area.
9. Do NOT discuss clinical sites, patients, or situations on social network media sites.

I realize that I am subject to disciplinary action, which may include dismissal from the program, if I violate patient confidentiality.

Print Name: _____ Signature: _____

Date: _____

9.4 APPENDIX D: AUTHORIZATION FOR RELEASE OF INFORMATION

I authorize OSU Institute of Technology, its instructors, and supervisors to release my information in the following circumstances:

- The release of my required clinical records (see list in handbook) to contracted clinical agencies as requested.
- The release of my official transcript to the Oklahoma Board of Nursing for licensing applications.
- To provide education and employment references for me, I understand that my strengths and weaknesses will be discussed.

Print Name: _____ Signature: _____

Date: _____

9.5 APPENDIX E: SKILLS & SIMULATION LAB CONSENT FORM

By initialing and signing this consent form, you agree to follow the Skills & Simulation Laboratory Policies discussed in the Skills & Simulation Laboratory Policies section of the Nursing Student Handbook and agree to photo/video recording as discussed below.

Please initial in the space provided for each statement and sign/print your name at the end of the document.

- _____ I agree to maintain strict confidentiality, in accordance with the Health Insurance Portability and Accountability Act (HIPAA) guidelines, regarding details and participants of all Skills & Simulation Lab events.
- _____ I agree to follow the Skills and Simulation Lab policies as listed in the Nursing Student Handbook.
- _____ I authorize OSUIT faculty to photograph and/or video record my performance during skills and/or simulation lab.
- _____ I authorize OSUIT faculty to use video recording(s) for purposes including, but not limited to: debriefing, faculty review, student competency documentation, educational and evaluative activities.
- _____ I understand if photographs and/or video recording are to be used externally, reasonable effort will be made to notify participants involved prior to use with the understanding my involvement will not result in compensation.
- _____ I agree not to place any documents, photographs or video recordings of Skills and/or Simulation Lab on social media without prior written approval of faculty and participants involved.

Print Name: _____ Signature: _____

Date: _____

9.6 APPENDIX F: OBN LICENSING STATEMENT

OKLAHOMA BOARD OF NURSING
2915 North Classen Boulevard, Suite 524
Oklahoma City, Oklahoma 73106
405-962-1800

Information for Bulletins and Catalogues of Nursing Education Programs

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

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

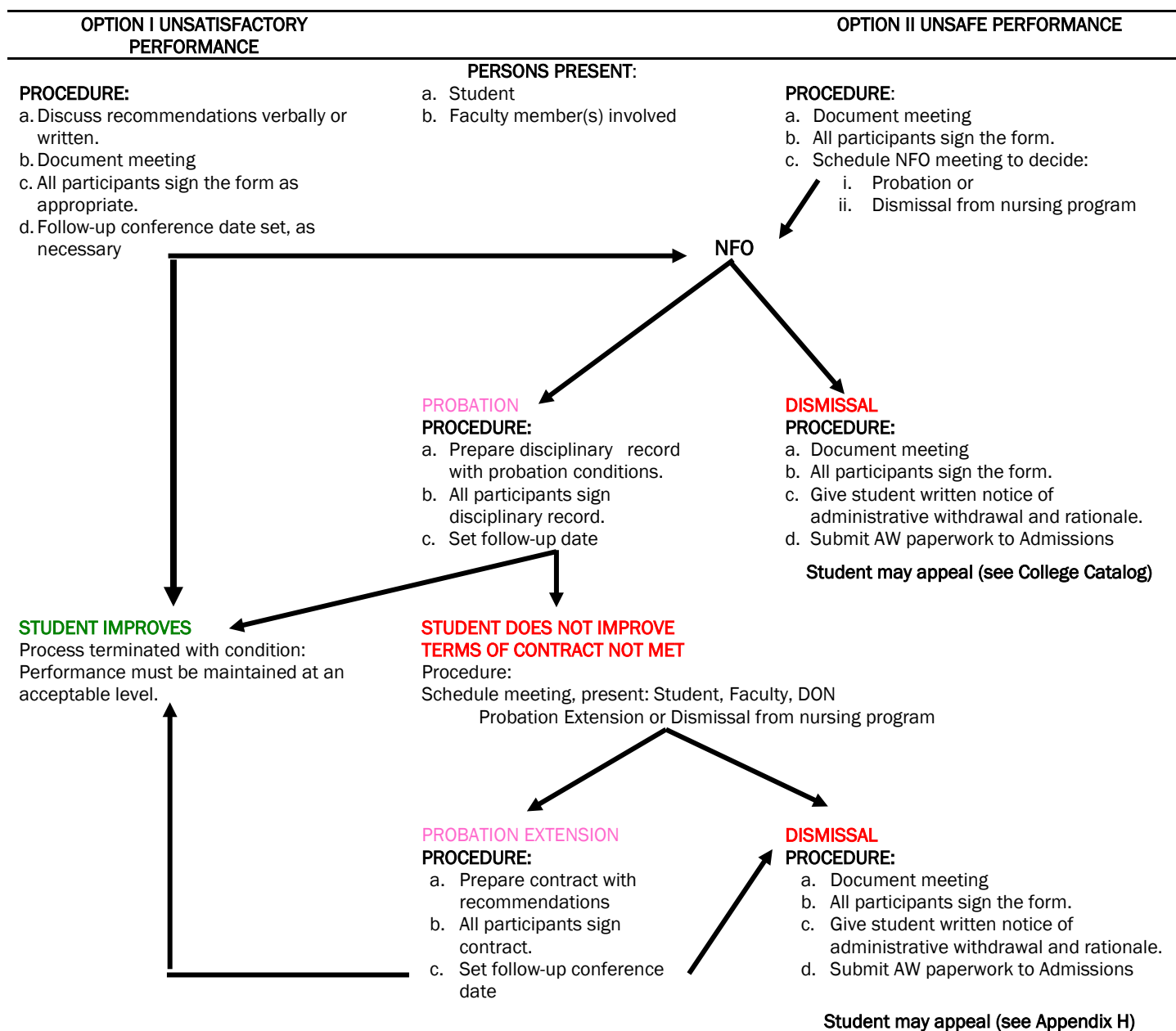
The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary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

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 Approved: 7/92 OBN Policy/Guideline: #E-05 Board Reviewed w/o Revision: 1/29/13.
Revised: 9/01; 5/04; 1/25/05; 11/13/07; 5/25/10; 11/4/13; 5/24/16; 11/12/19; 1/24/23; 7/14/24

9.7 APPENDIX G: STUDENT COUNSELING PATHWAY

When a student fails to meet the requirements of the nursing program, the Student Counseling Pathway will be initiated. The flow chart demonstrates the procedure which will be used to assist and guide students who are not making progress. Serious violations involving patient safety and/or unprofessional conduct will result in immediate probation or dismissal from the program. Repeated minor infractions will be considered a serious violation. A student may be placed on probation only once during a semester, not to exceed two (2) times while in the nursing program.



9.8 APPENDIX H: STUDENT APPEAL PROCESS FOR DISMISSAL FROM THE OSUIT NURSING PROGRAM

Introduction

Students dismissed from the OSUIT Nursing Program have the right to appeal their dismissal. The appeal process involves two stages: an initial appeal to the Dean of the School of Arts, Sciences & Health, followed by a final appeal to the OSUIT Vice Provost. The following outlines the steps and requirements for each stage of the appeal process.

Appeal to the Dean

1. Eligibility: Students must meet specific criteria to be eligible for an appeal. These criteria include:
 - a. Unfair or inconsistent application of policies and processes outlined in the Nursing Handbook.
 - b. Evidence of extenuating circumstances that impacted academic performance (e.g., medical issues, family emergencies).
2. Submission Deadline: Appeals must be submitted within 7 business days of receiving the dismissal notice.
3. Required Documentation: Students must provide the following documentation:
 - a. A written statement explaining the reasons for the appeal; the statement must contain references to eligibility criteria in section 1a or 1b.
 - b. Any supporting evidence or documentation.
4. Review process: The Dean will review the appeal and make a decision within 7 business days of receiving the appeal.
5. Notification: Students will be notified of the Dean's decision via email.

Appeal to the Vice Provost

1. Eligibility: If the appeal to the Dean is denied, students may appeal to the Vice Provost. Criteria for eligibility include:
 - a. New evidence or information not previously considered.
 - b. Evidence of procedural errors in the initial appeal process.
2. Submission Deadline: Appeals to the Vice Provost must be submitted within 7 business days of receiving the Dean's decision.
3. Required Documentation: Students must provide the following documentation:
 - a. A written statement explaining the reasons for the appeal: the statement must contain references to eligibility criteria in section 1a or 1b.
 - b. Any supporting evidence or documentation.
 - c. A copy of the Dean's decision.
 - d. New evidence or information not previously considered.
 - e. Documentation of procedural errors, if applicable.
4. Review Process: The Vice Provost will review the appeal and make a final decision within 7 business days of receiving the appeal.
5. Notification: Students will be notified of the Vice Provost's decision via email.

Final Decision

The decision made by the Vice Provost is considered final within the university's internal process. Students are encouraged to carefully review the requirements and deadlines for each stage of the appeal process to ensure their appeal is considered.

9.9 APPENDIX I: CLINICAL/LAB/EXAM ABSENCE FLOW SHEET

