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# INSTITUTE OF TECHNOLOGY

REGISTERED NURSING PROGRAM  
ASSOCIATE IN APPLIED SCIENCE

NURSING STUDENT HANDBOOK



WEB: <https://osuit.edu/nursing/index.php>

By

Nursing Faculty

2021-2022

# Table of Contents

<b>1</b>	<b>NURSING PROGRAM INFORMATION</b> .....	<b>6</b>
1.1	MISSION.....	6
1.2	SKILLS NEEDED FOR A NURSING STUDENT .....	6
1.3	ACCREDITATION AND APPROVAL.....	8
1.4	END-OF-PROGRAM STUDENT LEARNING OUTCOMES.....	9
1.5	PROGRAM OUTCOMES.....	9
1.6	NURSING FACULTY ORGANIZATION (NFO) .....	10
<b>2</b>	<b>ADMISSIONS &amp; CURRICULUM</b> .....	<b>10</b>
2.1	ADMISSION REQUIREMENTS .....	10
2.2	PROGRAM OF STUDY .....	12
2.3	FEES AND EXPENSES.....	13
2.4	FINANCIAL AID.....	13
2.5	PERFORMANCE STANDARDS .....	14
2.5.1	Student Illness, Injury or Hospitalization.....	15
2.5.2	Academic Accommodations .....	15
<b>3</b>	<b>ACADEMIC POLICIES</b> .....	<b>16</b>
3.1	ACADEMIC ADVISEMENT .....	16
3.2	COURSE SYLLABI.....	16
3.3	GRADING & PROGRESSION .....	17
3.3.1	Concurrent Theory, Lab, and Clinical Course Components.....	18
3.3.2	Kaplan Standardized Testing .....	18
3.3.3	Withdrawal.....	20
3.3.4	Readmission.....	20
3.4	GRIEVANCE POLICY .....	22
3.5	STUDENT CODE OF CONDUCT .....	23
3.5.1	Professional Standards for Nursing Students.....	24
3.5.2	Academic Integrity.....	26
3.5.3	Social Media .....	26
<b>4</b>	<b>CLASSROOM POLICIES</b> .....	<b>28</b>
4.1	CLASSROOM ATTIRE.....	28
4.2	THEORY ATTENDANCE.....	28
4.3	TESTING/EXAMINATIONS.....	29

4.3.1	General Testing/Examination Rules: .....	30
4.3.2	On Campus Testing/Examination Rules:.....	31
4.3.3	Offsite/Online Testing Rules .....	32
4.4	DRUG DOSAGE CALCULATION COMPETENCY .....	34
4.5	GRADE APPEAL PROCEDURE .....	34
<b>5</b>	<b>CLINICAL POLICIES .....</b>	<b>35</b>
5.1	CLINICAL RECORDS.....	35
5.2	CLINICAL ASSIGNMENT AND SUPERVISION .....	36
5.3	CLINICAL DRESS CODE.....	36
5.4	CLINICAL ATTENDANCE .....	38
5.4.1	Excused Absences.....	38
5.4.2	Unexcused Absences.....	39
5.4.3	Clinical Tardiness.....	39
5.5	CLINICAL PREPARATION .....	40
5.6	MEDICATION ADMINISTRATION POLICY .....	40
5.7	CLINICAL GRADING .....	43
5.8	DISCLOSURE OF ERROR/INJURY/EXPOSURE .....	43
<b>6</b>	<b>SKILLS &amp; SIMULATION LAB POLICIES.....</b>	<b>43</b>
6.1	LAB ATTENDANCE .....	44
6.2	LAB PREPARATION .....	45
6.3	LAB PARTICIPATION .....	45
6.4	LAB GRADING .....	46
<b>7</b>	<b>GENERAL INFORMATION .....</b>	<b>46</b>
7.1	COMMUNICATION.....	46
7.2	STUDENT EMPLOYMENT.....	46
7.3	STUDENT COMMITTEE REPRESENTATION .....	47
7.4	STUDENT LIFE .....	47
7.5	OSUIT STUDENT NURSES' ASSOCIATION.....	47
<b>8</b>	<b>LICENSING PROCEDURES .....</b>	<b>48</b>
8.1	TRANSCRIPTS RELEASED TO OKLAHOMA BOARD OF NURSING.....	48
8.2	NATIONAL LICENSURE EXAMINATION PROTOCOL .....	48
<b>9</b>	<b>APPENDICES.....</b>	<b>49</b>
9.1	APPENDIX A: HONOR CODE PLEDGE .....	50

9.2	APPENDIX B: STUDENT/PROGRAM AGREEMENT .....	51
9.3	APPENDIX C: CONFIDENTIALITY AGREEMENT .....	52
9.4	APPENDIX D: AUTHORIZATION FOR RELEASE OF INFORMATION.....	53
9.5	APPENDIX E: SKILLS & SIMULATION LAB CONSENT FORM.....	54
9.6	APPENDIX F: OBN LICENSING STATEMENT .....	55
9.7	APPENDIX G: STUDENT COUNSELING PATHWAY .....	56
9.8	APPENDIX H: CLINICAL/LAB/EXAM ABSENCE FLOW SHEET .....	57

## 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 calling (918) 293-5337. 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, the mastery of 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 transition through the nursing program.

### The Nursing Faculty

Revised 06/19/2014  
Revised 10/14/2015  
Revised 07/11/2016  
Revised 06/21/2017  
Revised 05/30/2018  
Revised 06/11/2019  
Revised 07/01/2020  
Revised 07/01/2021

# 1 NURSING PROGRAM INFORMATION

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## 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 special 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 if it was effective and if it could have been executed more successfully.

- Self-Awareness

Nursing students will interact with and care for people who have different 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 learn.

- 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 likely 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 are able to 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 likely 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 be more easily handle the challenging aspects of nursing and continue to work productively as nurses despite the difficult 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  
[www.ok.gov/nursing](http://www.ok.gov/nursing)



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

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

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—graduate recognizes the patient as the source of control and full partner in providing compassionate and coordinated care based on respect for the patients' preferences, values and needs.
2. Teamwork and collaboration—graduate functions effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. Evidence based practice—graduate integrates current evidence with clinical expertise and the preferences and values of the patient/family for delivery of optimal health care.
4. Quality improvement—graduate uses data to identify errors, potential hazards in care, and evaluate outcomes of care processes for continuous improvement in the quality and safety of health care systems.
5. Informatics - graduate uses information and technology to communicate, manage knowledge, mitigate error, and support decision making.

## 1.5 PROGRAM OUTCOMES

1. The graduation/completion rate will be 70 percent or higher as calculated at 150% of program length over a rolling 3-year period.
2. NCLEX-RN annual rate will be 80 percent or higher.
3. Eighty 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  $\geq 3$  on the graduate survey.
5. Eighty percent or greater of employers responding to the employer survey agree, as evidenced by aggregated scores of  $\geq 3$  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 in 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 ADMISSIONS & CURRICULUM

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### 2.1 ADMISSION REQUIREMENTS

To be considered for admission to the OSUIT nursing program, all applicants must:

1. Be accepted to OSUIT; students may apply online at:  
<https://admissions.osuit.edu/apply/>
2. Complete a nursing application online at:  
<https://admissions.osuit.edu/register/nursingapplication>

3. Complete NextGen ACCUPLACER testing. To be eligible for the nursing admission, students must meet the minimum score as follows:
  - a. Reading 250
  - b. Writing 250
  - c. Arithmetic 250
  - d. QASI will be for points only, no minimum score is needed to be eligible for acceptance
4. Submit official college transcripts from ALL previously attended colleges to the OSUIT Registrar's office.
5. A student will not be eligible for the nursing program with a D or F in any required general education courses which have not been successfully repeated and posted to an official transcript.
6. LPN to RN applicants will additionally take the Kaplan Fundamentals Challenge Exam and must score at or above the 55th percentile to be eligible for nursing admission.

Upon acceptance to the nursing program, all students will be required to submit the following documentation to the nursing program:

1. Evidence of two MMR's (Measles, Mumps, Rubella) vaccines or a positive titer showing immunity to all three
2. Evidence of Hepatitis B series or positive titer showing immunity
3. Evidence of two Varicella vaccines or positive titer showing immunity
4. Evidence of TDaP booster
5. Evidence of Tuberculosis testing showing negative status and then annually thereafter. Tuberculin skin testing (TST) or blood testing (QuantiFERON Gold or T-SPOT) accepted
6. Evidence of Influenza vaccination (seasonal)
7. Current AHA BLS CPR certification, 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.

\*\* if the certified background 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 students who have a positive drug test will also be reported to the Oklahoma Board of Nursing. 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.

## 2.2 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	3	3
		ENGL 1213 Freshman Composition II*	3	3
Science	12 hours	BIOL 2104 Human Anatomy	4	4
		BIOL 2114 Human Physiology*	4	4
		BIOL 2124 General Microbiology*	4	4
History	3 hours	HIST 1483 U.S. History to 1865 <b>or</b> 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	3	3
		PSYC 2583 Developmental Psych	3	3
		Total General Education Hours	33	33
Nursing Education Requirements	Total Credit Hours	Course Name	Generic	LPN
<b>1st Semester</b>				
Foundations	8 hours	NURS 1128 Foundations of Nursing# 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	
<b>2nd semester</b>				
Maternal/Child Mental Health	9 hours	NURS 1229 Nursing Care of Families* Course is comprised of theory, lab, and clinical components	9	
<b>3rd Semester</b>				
Medical/Surgical	9 hours	NURS 2129 Nursing Care of Adults I* Course is comprised of theory, lab, and clinical components	9	9
<b>4th Semester</b>				
Medical/Surgical	9 hours	NURS 2229 Nursing Care of Adults II* Course is comprised of theory, lab, and clinical components	9	9
Capstone/ Seminar	2 hours	NURS 2222 Nursing Capstone Seminar*	2	2
LPN to RN Transition <b>@LPN'S only</b>	3 hours	NURS 1133 LPN to RN Transition @ 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
		<b>Total Degree Required Hours</b>	<b>72</b>	<b>72</b>

## 2.3 FEES AND EXPENSES

Information about college fees and expenses are found in OSUIT catalog and website at: <https://osuit.edu/tuition-and-fees.php>. Special expenses for nursing students include:

1. Nursing Test 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, physical assessment
8. National licensure exam fees
9. Electronic tablet (e.g., iPad)

## 2.4 FINANCIAL AID

Information about financial aid may be found in OSUIT catalog and 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.

## 2.5 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	SOME EXAMPLES OF NECESSARY ACTIVITIES
Critical Thinking	Critical thinking sufficient for clinical judgment.	<ul style="list-style-type: none"> <li>• Identify cause-effect relationships in clinical situations.</li> <li>• Develop nursing care plans.</li> <li>• Demonstrate problem-solving skills.</li> <li>• Adapt to stressful situations.</li> </ul>
Interpersonal Communication	Interpersonal abilities 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.	<ul style="list-style-type: none"> <li>• Establish rapport with patients and colleagues.</li> <li>• Recognize appropriate boundaries in relationships with patients and colleagues.</li> <li>• Explain treatment and procedures.</li> <li>• Initiate health teaching.</li> <li>• Document health related nursing actions and patient responses.</li> </ul>
Mobility*	Physical abilities sufficient to move from room to room, maneuver in small spaces & provide assistance to others.	<ul style="list-style-type: none"> <li>• Move around in patient rooms/workspaces/ treatment areas.</li> <li>• Administer CPR. Provide physical assistance to patients and colleagues to ensure safety within the environment.</li> <li>• Stand for extended periods.</li> <li>• Push/pull and/or lift/carry up to 20 pounds.</li> <li>• Exert up to 50 pounds of force occasionally and/or 20 pounds frequently and/or 10 pounds constantly.</li> </ul>
Motor Skills*	Gross and fine motor abilities sufficient to provide safe, effective nursing care in a timely manner.	<ul style="list-style-type: none"> <li>• Use supplies, safety devices and communication equipment in the care of patients.</li> <li>• Perform repetitive tasks/motion.</li> </ul>
Hearing*	Actual or corrected auditory acuity sufficient to monitor and assess health needs.	<ul style="list-style-type: none"> <li>• Hear auscultated sounds, monitor alarms, emergency signals and cries for help.</li> </ul>
Visual*	Actual or corrected visual acuity sufficient for observation and assessment necessary in nursing care.	<ul style="list-style-type: none"> <li>• Observe patients for expected and unexpected physical and emotional responses to nursing and medical treatment regimen.</li> <li>• Distinguish colors.</li> </ul>
Tactile*	Tactile ability sufficient for physical assessment and to perform nursing duties in a timely manner.	<ul style="list-style-type: none"> <li>• Perform palpation functions of physical exam.</li> <li>• Administer oral, ID, IM, subcutaneous and IV medications.</li> <li>• Insert and remove tubes and perform wound care management.</li> </ul>

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

### 2.5.1 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 a nursing instructor and/or 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 must 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's file. It is suggested that students retain a copy for their personal files.

Students with severe upper respiratory symptoms, draining wounds, fever, crutches, casts and other signs of illness or disability are discouraged from attending classroom activities and will not be allowed to attend clinical or lab experiences. Exceptions may be considered on a case-by-case basis.

### 2.5.2 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 accommodations. If you think you have a qualified disability and need special accommodations, you should request verification of eligibility for accommodations 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. The LASSO Center is located on the 3rd floor of the Noble Center. For more information, please call 918- 293-4855 or go to:

<https://osuit.edu/accommodations/index.php>

Please advise the instructor of any approved accommodations 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 accommodations.

### **3 ACADEMIC POLICIES**

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#### **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, a student must achieve a “C” or better in all required nursing and general education courses. Students must also earn satisfactory ratings on clinical and lab objectives as described in the clinical and lab evaluation tools. Additionally, all post-tests and required skills in the laboratory setting must be satisfactorily mastered. Nursing students who are identified at risk (scoring below 75% on an exam) will be counseled and encouraged to develop a plan for improvement.

Nursing utilizes a different grading scale than do other programs at OSUIT. The following grading scale will be utilized in all core nursing courses:

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

LPNs must maintain an unencumbered Oklahoma nursing license throughout the duration of the nursing program. If at any time during the nursing program an LPN receives a notice from the OBN that s/he is being investigated, this must be reported to the DON immediately. If at any time during the nursing program an LPN is arrested, s/he must report this to the DON immediately. An LPN student’s ability to continue in the nursing program will be considered by the NFO based on the seriousness of the infraction and any related OBN action. Nursing Faculty reserve the right to administratively withdraw LPN students from the nursing program while they are being investigated by the OBN and/or incur an encumbrance on their nursing license while in the program.

### 3.3.1 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.” 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 the course, the student will not be allowed to attend clinical or skills/simulation lab regardless of enrollment status.

### 3.3.2 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.

The Kaplan Integrated Testing Program test results include a total percent correct as well as a percentile rank. The total percent correct is a raw score that provides limited information regarding the tester's ability. The percentile rank for a raw score is the percentage of individuals in the total norm group who achieve scores at or below the individual's score. An individual's percentile rank describes his/her exact position compared with the norm group.

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 or percentile score will require written remediation as assigned. Students not completing the exams and/or any required remediation as assigned 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 outlined in the Kaplan Basic Book. After review of content, the student must 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.

### 3.3.3 Withdrawal

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, a “W” will be applied only for students who have earned a passing grade, C or higher, at the point of withdrawal; 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 the last week of the semester.

### 3.3.4 Readmission

Readmission is not guaranteed to any student and faculty reserve the right to decide this based on students’ readmission request and program performance as described below. **Students will only be considered for readmission one time. This includes previously failing NURS1128 at OSUIT.**

Students who fail to complete NURS 1128 Foundations of Nursing must sit out a minimum of one semester and reapply to the nursing program as new applicants. Students who fail NURS 1322 Dosage Calculation **cannot** progress to NURS 1229 Nursing Care of Families until they earn a “C” or higher in NURS 1322 or an equivalent course, as determined by the DON.

Students who are not passing and elect to withdraw from a core nursing course at any point in the semester will have the withdrawal counted against their readmission opportunity. Students can request to come before NFO if they believe they experienced

extenuating circumstances contributing to their unsuccessful academic completion. The NFO makes the decision to readmit and will review each case individually.

Students who fail to complete NURS 1133, NURS 1229, NURS 2129, NURS 2229, or NURS 2222 with a “C” or better, or who withdraw failing from the nursing program must submit a letter within two weeks of their withdrawal or failure to the DON to be considered for readmission. The required letter should contain:

- Identification of the problem
- Goals
- Plan of action for success

After receipt of the letter, the student will be contacted and required to come before the NFO. The criteria considered by the NFO for readmission requests includes but is not limited to compliance with nursing program policies and procedures, course performance and attendance including lab and clinical, evidence of efforts to improve performance, reason for withdrawal/failure, and previous academic failure of any other nursing course in another program.

All these factors will be considered when evaluating a student’s ability to be readmitted and academically successful. Special consideration may be given to extenuating circumstances; for example, a call to active military duty is considered an extenuating circumstance.

If a student is having a difficult time with stressors or extenuating circumstances of a personal nature (i.e., family illness, divorce) s/he is encouraged to meet with the course instructor immediately when such circumstances occur; do not wait until receipt of a

failing grade to discuss the extenuating circumstance. If faculty are not aware that an extenuating circumstance is occurring, they cannot advise students accordingly.

A student will **not** be considered for readmission if dismissal was for, but not limited to, any of the following reasons: failure to notify the DON of intent to withdraw within five (5) school days, including the first day of absence; unsafe clinical performance; unprofessional behavior in the class/clinical area; performance of skills reserved for licensed professionals outside the clinical practicum; active disciplinary action in accordance with the Student Counseling Pathway (appendix G).

Students accepted for readmission will be asked to sign a contract which details the terms of readmission including any mandatory remediation activities or competency demonstrations required before enrollment.

### 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 handle 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 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 Grievance Policy and Procedure: <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. Therefore, the primary focus of the disciplinary process is on educational and corrective outcomes; however, 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 vested interest 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/\\_resources/files/2020-student-rights-responsibilities.pdf](https://osuit.edu/_resources/files/2020-student-rights-responsibilities.pdf)

### 3.5.1 Professional Standards for Nursing Students

All nursing students are expected to comport 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. 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 reasonably 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 reasonably 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 comments regarding faculty, peers, student grades, or the clinical settings or any 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 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, or allowing others to copy from you. 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 assigned 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 new 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.

As students you 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 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.
- Ultimately, you have sole responsibility for what you post.

## **4 CLASSROOM POLICIES**

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### **4.1 CLASSROOM ATTIRE**

On days not designated as clinical or lab days, students may wear appropriate street clothes. Dress attire may be designated for specific nursing program activities.

### **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 learning management system. The student is responsible for missed lectures and 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](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.

In case of an emergency absence, the student must notify the instructor prior to the exam time. The student must submit the Excused Absence Request Form with attached documentation, at the earliest possible opportunity. 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, 5 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 within 24 hours for a make-up exam will result in a grade of zero (0%) recorded for the examination missed. Any missed examination must be taken within seven days of the original scheduled date.

#### 4.3.1 General Testing/Examination Rules:

1. Absolutely no cell phones, personal calculators, or other electronic/smart devices are allowed during testing. Before taking a major examination, the student's area must be cleared of all material or items (e.g., purse, phone, misc. papers).
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 turned inside out.
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 accommodations that require 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 question of total testing time. If student experiences computer problems during testing, s/he should notify the exam proctor immediately for accommodations. Computer issues, including shut down, will not count against the student's 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 Suggestions to Improve Exam Performance Checklist 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 encouraged 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 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. 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. Students are not allowed to leave the computer lab prior to the review.

- a. During Exam Review, absolutely no communication is allowed between students.
- b. Student exam analysis: The student may obtain the Exam Analysis worksheet and Suggestions to Improve Exam Performance Checklist 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.
- c. 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 watched and 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 Canvas course. 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 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 using 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. When possible, 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 via Canvas if accessible. If Canvas is not accessible, then send an email via your instructors' college email address. 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

There may be additional days required for the faculty to review the student recordings and post official grades. All grades will be determined based on the existing exam analysis.

#### 4.4 DRUG DOSAGE CALCULATION COMPETENCY

Due to the critical nature of accurate medication dosage calculations in health care, the OSUIT nursing program requires that all nursing students show evidence of continuing math/dosage calculation competency prior to the first clinical experience in NURS1133, NURS1229, NURS2129, and NURS2229.

1. Successful completion of the competency exam is defined as achieving a score of 90% or higher.
2. If student does not achieve 90% or higher, s/he will be given the opportunity to retake a comparable exam to achieve competency. The second exam must be completed before the student's first scheduled clinical, at a time scheduled by the instructor of record, and the student must achieve a score of 90% or higher on this second and final exam.
3. An inability to demonstrate dosage calculation competency as defined above will result in a student being unable to meet the clinical objectives for the course and therefore unable to pass the nursing course. Student will be administratively withdrawn from the program at the time of inability to meet dosage calculation proficiency.

#### 4.5 GRADE APPEAL PROCEDURE

The student may appeal a grade or decision by discussing it with the instructors for that course. Once final grades for the course have been posted, students have one week to submit a grade appeal to the faculty of record. If no satisfaction is obtained at this meeting, the student will need to submit a letter in writing identifying the problem or decision to the NFO. The NFO will review the appeal, visit with the student, and course instructors, and provide a response in writing. If the student is still not satisfied with the

decision made by the NFO, a further appeal may be made by following OSU Institute of Technology Policy <https://osuit.edu/academics/files/grade-appeal-form-process.pdf>

## 5 CLINICAL POLICIES

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### 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 (single shot)
5. Tuberculosis testing 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

\*\* if the certified background 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 students who have a positive drug test will also be reported to the Oklahoma Board of Nursing. 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 necessary data on file will not be allowed to practice in the clinical setting until required documentation is provided and will receive an unsatisfactory and 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 maintain updated information on file.

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

The student will be 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 re-assign a student in the event of any changes or new information.

The nursing faculty reserves the right and retains the responsibility to alter student clinical assignments based on several 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 course syllabus:

1. Nursing department issued picture identification name tag.
2. Black uniform top with college insignia patch on top left, black uniform bottom (appropriately hemmed), black lab coat, if worn, with college insignia patch on

top left. Students are recommended to obtain two sets of uniforms. No mid-calf length, long, or fleece material lab coats/jackets are permitted.

3. If you wear an undershirt under the uniform it must be OSU orange (match insignia patch) or black (match uniform).
4. 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.
5. Clean solid black or solid white socks matching shoe color.
6. Shoes must meet clinical facility, safety, and infection control guidelines while reflecting a professional appearance. The color of the shoe must be all black or all white. Shoelaces must match the shoe color, black with black shoes and white with white shoes only. Shoes must be all leather or a leather type material impermeable to liquid and sharps (mesh is not allowed). Shoes should be in good repair and clean. No open toe, heels, clogs, sandals, canvas, mesh, slides, or flip flops are allowed.
7. Hair must be neat, clean, and off the shoulders. No fluorescent hair colors or adornments other than a clip or band (solid in color- orange, black, or white) to keep hair pulled back are permitted.
8. Facial hair must be well-groomed.
9. Nails must be clean, well-manicured, without nail polish, and a length of  $\frac{1}{4}$  inch or less. The wearing of artificial nails, overlays, extenders, etc. is prohibited.
10. Jewelry must be limited to simple, non-dangling jewelry; pierced jewelry may be visible only in the ears and is limited to a single item of pierced jewelry (one earring per ear). No tongue, lip, nose, or eyebrow piercings or other facial piercings allowed.
11. Tattoos must be covered when possible. The Nursing faculty or clinical agency management reserves the right to determine if tattoos require covering.
12. 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. excessively long fingernails
  - e. chipped fingernail polish
  - f. any perfumed products: e.g., detergents, lotions, fabric softeners
  - g. more than one ring per hand
  - h. bracelets
13. Tablet device with required e-text resources
14. Stethoscope

15. Watch with ability to count seconds
16. Pen with black ink
17. Students are not permitted to smoke, vape, or use any tobacco products during posted clinical hours, including breaks and meals, regardless of location.
18. 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 expected at all times. 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.

##### 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 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)

1. Students experiencing an illness which requires an absence of 3 consecutive days or more during the semester, must additionally submit a completed Health Release Form signed by a licensed healthcare provider before the student can attend any further clinical.
2. Students with severe upper respiratory symptoms, draining wounds, cold sores, 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 provide alternative learning options if a student has an excused clinical absence.

#### 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 the clinical performance evaluation and any assigned clinical paperwork. Unexcused absences cannot be made up and may result in a student's inability to successfully meet the requirements of the course.

Students who fail to make appropriate notification of absence will be listed as "no call/no show" which will result in disciplinary action as directed by the Student Counseling Pathway.

#### 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.

## 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 supervision in excess of that expected level of education.
5. The student has been banned or fired from a clinical facility for any reason. If this occurs while you are attending clinical, you are required to notify the instructor and/or DON immediately so other clinical agency placement can occur if necessary.

## 5.6 MEDICATION ADMINISTRATION POLICY

The purpose of this policy is to assure safe and appropriate medication administration according to course objectives. Failure to follow the policy may result in a clinical failure, course failure, and exit from the nursing program.

- A. Knowledge and skills student is 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. Uses
3. Action
4. Pharmacokinetics
5. Interactions
6. Indications/Routes/Dosages
7. Frequent Side Effects
8. Adverse Effects/Toxic Reactions
9. Nursing Considerations including Life-Span Considerations and Precautions

C. Nursing students will be allowed to perform 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 narcotic wasting, 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 a blood product.
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

Clinical objectives are specified for each course and assessed via the clinical evaluation tools. Clinical grades are based on clinical performance and written/oral assignments. Failure to make a satisfactory grade in either clinical performance, defined as 1.5 or higher over the course of the semester, or written/oral assignments, defined as an average of 75% or higher over the course of the semester, will result in failure of the course. Written/oral assignments are assessed via a provided rubric. An unsatisfactory performance evaluation may result from absences or tardiness, lack of preparation, inappropriate attire, unprofessional conduct, and 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.

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 of the incident.

# 6 SKILLS & SIMULATION LAB POLICIES

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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. Failure to adhere to the dress code may 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 act as a professional 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 as a result 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, 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). Alternate learning opportunities for excused lab absences will be determined by SSL faculty. 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.

## 6.2 LAB PREPARATION

Lab preparation instructions are provided for each lab on the LMS 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, medication lists, and/or concept 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 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

The lab portion of each course is “pass” or “fail”. SSL grades are based on lab performance and preparation assignments, such as quizzes, concept maps, and case studies. Failure to earn a semester average of 75% or higher in lab performance and preparation assignments will result in failure of the course.

## 7 GENERAL INFORMATION

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#### 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 and/or LMS messaging 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 from each class. The election is conducted each semester. Representatives are invited to attend the applicable portion of the NFO meetings. 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 contact Student Life at (918) 293-5456 or access OSUIT website <https://osuit.edu/campus-life.php>

### 7.5 OSUIT STUDENT NURSES' ASSOCIATION

OSU Institute of Technology Student Nurses' Association (SNA) is the 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

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### 8.1 TRANSCRIPTS RELEASED TO OKLAHOMA BOARD OF NURSING

The OSUIT Registrar will release all nursing graduates' official college transcripts directly to the Oklahoma Board of Nursing after the OSUIT semester grading process is complete. Students who owe a balance, have a hold, or receive an Incomplete will 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: <http://nursing.ok.gov/>.

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 APPENDICES

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## 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.

### Excellence

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

### Integrity

- I will commit myself, even in the face of adversity to the five fundamental values of honesty, trust, fairness, respect, and responsibility.
- I commit myself to academic honesty and integrity in the classroom, lab, and clinical setting at all times.
- 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 demonstrate caring behaviors at all times.
- 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 not tolerate discrimination.
- I will contribute to creating a safe and supportive atmosphere for teaching learning.
- I will regard privacy and confidentiality as core obligations.
- I will communicate in a professional and respectful manner.
- I will not utilize social network media sites to place derogatory comments regarding OSUIT, OSUIT nursing program, faculty, or peers.
- I will not utilize social network media sites for any comments related to clinical settings or student grades related to the nursing program.

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, <http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html>, and act in accordance with the National Institute of Health Patient's Bill of Rights [https://www.cc.nih.gov/participate/patientinfo/legal/bill\\_of\\_rights.html](https://www.cc.nih.gov/participate/patientinfo/legal/bill_of_rights.html).
2. Patient information will be disclosed only to those persons directly involved in caring for the patient.
3. Patient information will not be discussed in public areas, such as hallways, cafeteria, elevators, etc.
4. Patient information discussed in 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. Tape recorders will be turned off before 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 photocopies, computer printouts, screen shots of patients' medical records, or 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.
- 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, according to the Health Insurance Portability and Accountability Act (HIPAA), 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 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. 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, 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, with the exception of felony convictions. Potential applicants to state-approved education programs, with a criminal history, may obtain an initial determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The initial determination of eligibility for licensure petition can be accessed at <http://nursing.ok.gov/initialdeterm.pdf>

Board Approved: 7/92

OBN Policy/Guideline: #E-05

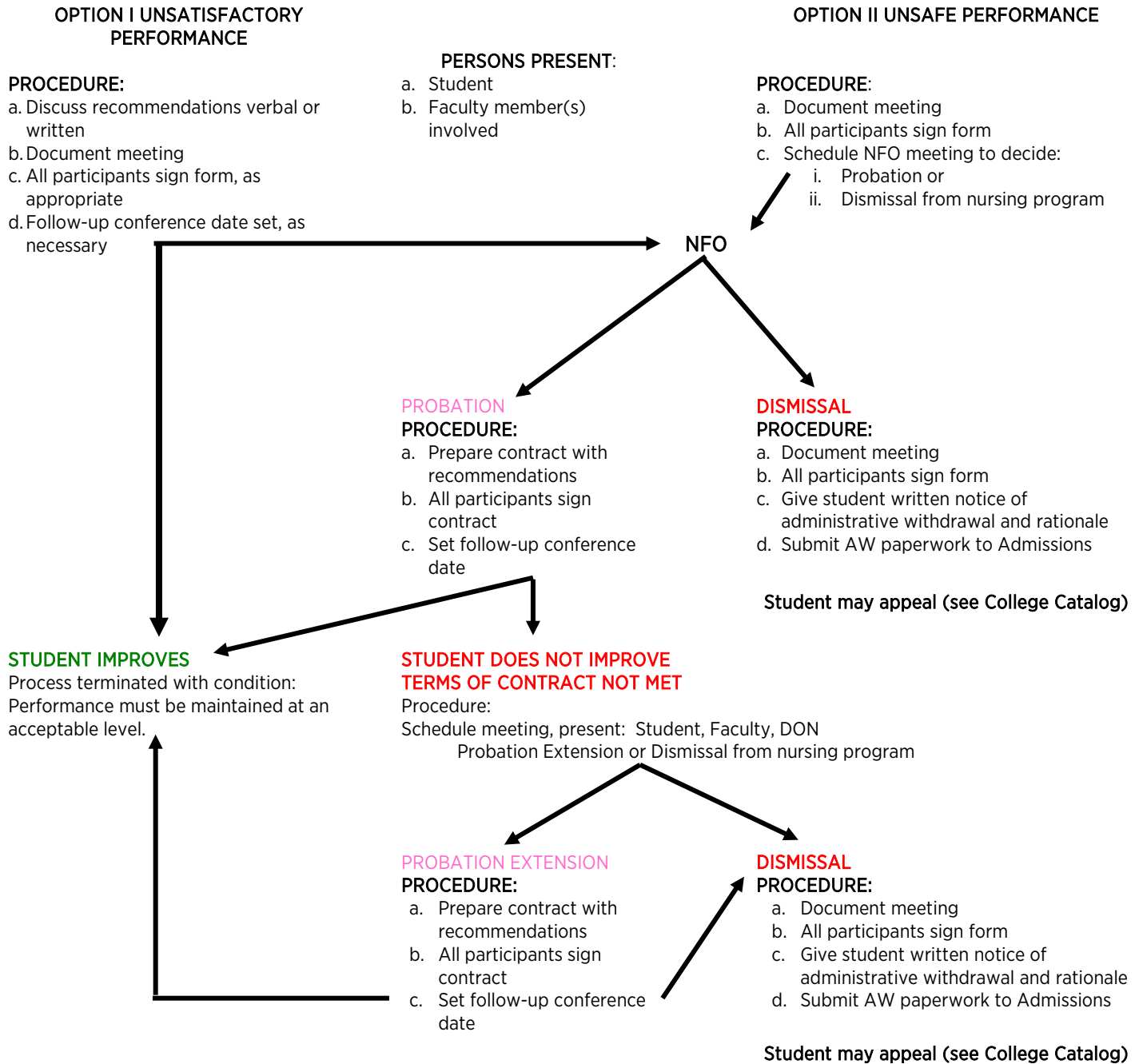
Board Reviewed w/o Revision: 1/29/13

Revised: 9/01; 5/04; 1/25/05; 11/13/07; 5/25/10; 11/4/13; 5/24/16; 11/12/19

P:/Administration/Executive/Policies/Education/E-05 Information for Bulletins and Catalogues of Nursing Education Programs

## 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: CLINICAL/LAB/EXAM ABSENCE FLOW SHEET

