SOUTHWESTERN OKLAHOMA STATE UNIVERSITY

DEPARTMENT OF NURSING
STUDENT HANDBOOK

2025-2026 Academic Year

Revised April 2025

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

DON STUDENT HANDBOOK

Contents

PROGRAM INFORMATION

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

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

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

SWOSU DON MISSION AND VISION

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

The Mission
Our mission is health promotion, restoration, and maintenance for all society through education of professional nurses, evidence-based practice, and service. We are an established entity within the SWOSU College of Nursing and Health Professions and subscribe to the stated mission of SWOSU regarding teaching, professional growth, and service. We offer professional education to meet the changing healthcare needs of society and recognize the interrelationship between teaching, service, the dynamic process of adult learning, and the practice of nursing. The faculty endeavor to provide an environment that assists students to attain their full potential as adult learners and as professionals.

STUDENT LEARNING OUTCOMES

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

Immunizations and Compliance Requirements

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

1. Documentation of tuberculosis screening. A negative TB Gold/IGRA blood test within the last 12 months is preferred. Two negative tuberculin skin tests are accepted – do note that skin tests must be a **two-step screening** for this initial submission regardless of prior screening. These screenings must not expire within a semester. Renew in the months of May, June, or July.
    - **Please note**: First-time testers must have two (2) separate and complete screenings. The two (2) screenings must be no closer than one (1) week apart and no farther than 30 days apart. Call the Department of Nursing with questions.
    - If ever a positive reaction to the tuberculin screening, the following documentation is required: (1) documentation of the previous positive reactor, (2) a negative x-ray radiology report within the last 90 days, and (3) a negative review of symptoms documented by the "Cleared for Public Contact" memo from the public health department. This memo expires one year from the date signed.
    - A negative screen expires one year within the date of the blood draw or placement of the skin test(s). Renew and resubmit documentation annually. Those with a previous negative skin test greater than $\geq$365 days must complete a two-step screening at renewal.
2. Documentation of Measles, Mumps, and Rubella (MMR) immunity by two (2) doses of MMR or by positive antibody titers.
3. Documentation of varicella immunity by two (2) doses of varicella or by positive antibody titers. History of varicella disease will not be accepted.
4. Documentation of Hepatitis B immunity by a complete series of Hepatitis B vaccines or by positive antibody titers. If completing a three-dose series, the first two doses must be submitted prior to the August 01, 2025, deadline. The third dose must be completed by November 2025.
5. Documentation of Tdap vaccine received within the last 10 years.
6. Documentation of this seasonal dose of the COVID-19 vaccine is recommended by the Centers for Disease Control and Prevention (CDC). At this time, the COVID-19 vaccine is **not required** by the clinical sites SWOSU's Department of Nursing partners with. Clinical sites report vaccination status on all individuals at their sites. Those vaccinated should provide documentation of a current seasonal dose of the COVID-19 vaccine, if received and documentation of the original COVID-19 series, when available.
7. Documentation of the current season's influenza vaccine is not required until the month of October in the fall semester.
8. BLS/CPR (cardio-pulmonary resuscitation) certification from the American Heart Association (AHA) "Basic Life Support for Healthcare Providers" level. The date **must** be within the last twelve months and not expire within a semester. Renewal dates must be in the months of May, June, or July.
9. A background check is completed at admissions, renewed yearly, and as deemed necessary. This is completed through the Department of Nursing. See Appendix A of student handbook.

(Revised/Approved 05/2023, 03/2025)

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

HESI Review and Testing

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

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

ACCESS TO FILE

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

RELEASE OF STUDENT INFORMATION

In keeping with the policies of SWOSU, the scholastic records of a student are confidential and subject to examination only in official use in compliance with Family Educational Rights and Privacy Act of 1974. Official transcripts of scholastic records are issued to external sources through the SWOSU Registrar only by request of the student. Professional references to prospective employers may be provided by the faculty of the Department of Nursing (DON) upon request.

FINANCIAL ASSISTANCE, SCHOLARSHIPS AND AWARDS

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

ADVISEMENT

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

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

ADMISSIONS

Applications will be available at https://www.swosu.edu/nursing/
starting in early fall for applicants who will have completed all pre-requisite and general education course work by the end of the following summer session. The completed application is due by the following February 1.

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

The following information must be submitted to complete the application process:
1. Completed SWOSU nursing program application
2. For current SWOSU students, a current consolidated official transcript from SWOSU (inclusive of all other transcripts); For students that are not currently attending SWOSU, current official transcripts from all schools attended other than SWOSU.
3. Current course schedule
4. Verification of Admission to University (for transfer students only)

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

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

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

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

RETENTION, PROMOTION, AND DISMISSAL

A nursing student remains in good standing by maintaining:

1. A retention GPA of 2.0 or higher
2. A cumulative GPA of 2.0 in nursing courses
3. A minimum grade of "C" in each nursing course
4. A cumulative exam average of at least 75% in each course

Policy on Grades of "D" or "F" in Nursing Courses:

- If a student has a retention GPA and cumulative nursing GPA of 2.0, they may repeat the failed course once, preferably at its next offering, after meeting readmission criteria. There is no academic forgiveness for professional-level nursing courses.
- **Failure or Withdrawal from a Nursing Course:**
  - Students who do not progress in the program must seek readmission. Incomplete or late readmission applications will not be accepted.
  - Readmission applicants must:
    1. Submit a letter to the Admissions, Promotion, and Retention Committee and Faculty Committee explaining how they will improve academically. Deadlines: **September 1** (spring readmission) or **January 15** (fall readmission).
    2. Retake the failed course if readmitted to the first semester of nursing school.
    3. Retake the failed course and meet HESI exam benchmarks if readmitted to any other semester. Additional course audits or assignments may be required at the committee's discretion.
  - Readmitted students will follow the current handbook.

READMISSION TO THE NURSING MAJOR:

Students who withdraw from the nursing program may apply for readmission. Those who did not pass all first-semester courses must:

1. Submit a letter requesting readmission*
2. Note that their nursing GPA is not factored into the readmission decision

* Readmission letters must be submitted by **January 15** (fall reentry) or **September 1** (spring reentry). A student may attempt nursing courses a maximum of two times (initial admission + one readmission). The Admissions, Promotion, and Retention Committee, with Faculty Committee approval, will review applications based on academic, personal, and professional data.

If two or more years have passed since completing a nursing course, the student must restart the nursing admissions process. After three years, a new program application is required.

SWOSU STUDENT GRIEVANCE POLICY

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

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

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

INFORMAL GRIEVANCE PROCEDURE

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

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

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

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

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

FORMAL GRIEVANCE PROCEDURE

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

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

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

Students, and copies of the notifications the complainant received from the various levels. The University President will notify the complainant in writing as to action taken.
Step 4
If appeals **are not made,** it is assumed the decision at any level is accepted. (*The complainant signs and dates acceptance.)* This grievance procedure is a prerequisite for the pursuit of other remedies.

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

ACADEMIC APPEALS PROCEDURE

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

ACADEMIC APPEALS COMMITTEE

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

AUTHORITY OF THE ACADEMIC APPEALS COMMITTEE

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

APPEAL PROCEDURES FOR CONTESTING A COURSE GRADE

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

APPEAL HEARING PROCEDURES

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

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

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

Family Educational Rights And Privacy Act

https://bulldog.swosu.edu/publications/handbooks/student/ferpa.php

Incomplete Grading Policy

https://www.swosu.edu/graduate-school/admissions/student-information.php#:~:text=Incomplete,required%20coursework%20for%20the%20semester

Experiential Education

Learning outcomes require students to travel to off-campus locations for components such as clinicals, preceptorships, and other learning opportunities. By participating in the required travel, students acknowledge the risks, including but not limited to, accidents,

personal injury, illness, or loss of personal property. The University is not liable for injury, loss, or damage that may occur during travel outside of a university vehicle. Students may be required to sign additional liability release forms specific to certain travel activities or programs.

Faculty Supervision

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

Travel Arrangements

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

Grading

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

Attendance

1. Attendance and Participation Responsibility:

- Students are expected to attend all on-campus meetings punctually and participate actively. Any absences or non-participation will affect the overall course grade.

- Prior notification to faculty is mandatory for any anticipated absence from class.

- Class absences or lack of participation will impact students' overall course grade. Students are responsible for all assignments and any information missed during their absences.

- All assignments must be submitted by the designated deadline. Failure to do so will result in a 5% deduction in the assignment grade, then a 5% deduction for each additional day late, up to a maximum of five days. No assignments will be accepted after this period.

- Daily assignments such as quizzes or attendance points cannot be made up if missed.

- Exceptions to the deduction policy will be considered for excused absences which include documented deaths in the family, non-elective hospitalization of the student or immediate family member, or contagious illness, with healthcare provider documentation.

- If attendance policies in the course syllabi differ, the stricter of the rules should be followed.

2. Excused Absences and Return to Program:

- In the case of an excused absence, students are entitled to return to their program in the same status they held before the leave commenced.
- Missed assignments and/or clinical experiences will be arranged by the faculty without fundamentally altering the course requirements.
- https://bulldog.swosu.edu/student-services/dean-students/title-ix.php

3. Policy on Late Testing

For missed exams:
- Students must notify faculty *at least 2 hours before the scheduled exam* if they cannot attend.
- There will be a 10% decrease in the exam grade if the test is not taken at the scheduled time and then a 10% grade deduction for each additional day. No exams will be permitted more than 5 days after the scheduled date. (This 5-day limit excludes excused absences.)

Exceptions to grade deductions apply for:
- Documented deaths in the family,
- Non-elective hospitalizations of the student or immediate family members, or
- Contagious illnesses requiring absence, documented by a healthcare provider.

In cases of illness:
- A healthcare provider's note submitted to the SWOSU Department of Nursing must cover the date of the missed exam.
- Students must make arrangements to take the exam on the day they are cleared to return. For example, if a student is released on a Wednesday, the student should plan to take the exam on that day. Missing the exam on that Wednesday would put the late testing policy into effect.

Please remember: Arranging a make-up exam is *the student's responsibility*. It is not the instructor's duty to ensure the test is rescheduled.

4. Clinical Attendance

- Students are required to attend all clinical experiences punctually and regularly.
- Absences from clinical experiences will only be excused under the following documented circumstances:
  - Non-elective hospitalization of the student or immediate family member
  - Contagious illness
  - Death of a family member
  - Other extenuating circumstances evaluated by the faculty
- In the event of a clinical absence, notification to the faculty member must be provided at least 2 hours before the scheduled arrival time.

- Tardiness to clinical experiences is not permitted. Tardiness exceeding 10% of the total clinical experience time or missing fundamental learning components will require the student to be sent home.

- Failure to adhere to attendance and tardiness policies may result in counseling for the first violation and further disciplinary action for subsequent violations.

- All clinical, simulation, and lab absences must be made up to fulfill the required clinical hours and meet course outcomes.

- Students with two or more unexcused absences may be referred to the Professionalism Committee for consideration of excusal from the course.

Smartphone, Cellphone and Electronic Devices Policy

The purpose of this policy is to establish guidelines for use of electronic devices by students in the Department of Nursing while in class, lab, and clinical facilities.
1. All devices utilized by students will be kept on silent or vibrate during classroom, lab, and clinical settings.
2. No devices other than those provided or approved by faculty will be used or visible during quizzes or exams. This constitutes a violation of the academic integrity policy.
3. Devices will only be used for clinically related reasons in clinical settings as approved by each clinical instructor and facility. Some clinical facilities do not allow devices with cameras on the premises. The camera function will not be used in classroom, labs, or clinical settings without faculty approval.
4. Devices can be used in clinical settings to augment learning outcomes but will not replace individual preparation for clinical experiences.
5. Violation of this policy can result in disciplinary action by faculty.
6. Students should not contact faculty members via cellphone without the instructor's permission.
7. Smartwatches are allowed to be used in all settings where cell phones are appropriate and will follow the same rules and restrictions as cell phones.

Nursing Students' Outside Employment

Nursing students are encouraged to work no more than 16 hours per week.

Nursing students who are employed by health care agencies to provide client care are employees of the respective agencies. As an employee, neither the faculty of the Department of Nursing nor the University are responsible for the student's performance in the employment situation. Students may not wear the attire adopted by the Department of Nursing to denote student status nor may they attach S.N. (Student Nurse) to their respective signatures.

Artificial Intelligence Policy

Students must follow the AI policy defined by each course syllabus. If no policy exists, then the minimum standard must be followed:

Students can choose to use AI tools to help brainstorm assignments or projects, or to revise existing course work. However, in all academic work, the ideas and contributions of others must be appropriately acknowledged, and work that is presented as original must be, in fact, original. Using an AI-content generator to complete coursework without proper attribution or authorization is a form of academic dishonesty. If students choose to use content generating tools as part of their course work, they must acknowledge their use with a statement explaining how the tools were used as part of their assignment submission such as in the following: "In completing this homework, I used [insert AI program name] for the following components of my process: [brainstorming, editing, sentence generation, etc.]." Failure to acknowledge the use of AI generated content will be considered plagiarism, and result in the same consequences as other types of plagiarism. Students should also be aware of the potential benefits and limitations of using AI as a tool for learning and research. AI systems can provide helpful information or suggestions, but they are not always reliable or accurate. Students should critically evaluate the sources, methods, and outputs of AI systems to ensure the quality of generated content as it relates to course assignments. Students are fully responsible for the information submitted based on a generative AI query (such that it does not violate academic honesty standards, intellectual property laws, or standards of non-public research conducted through coursework).

Services for Students with Disabilities

https://bulldog.swosu.edu/student-services/dean-students/students-disabilities.php

Student Code of Conduct

In keeping with the policies of SWOSU, the Department of Nursing subscribes to policies outlined in this handbook and SWOSU's Student Code of Conduct as set forth in the SWOSU Student Handbook.

Student Communication

Individual student mail files are located in the main office of the Department of Nursing. They are used to facilitate communication from the Department of Nursing. Additionally, communication will be shared via Canvas Announcements. Students must check their boxes and announcements regularly.

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

Student Membership on Department of Nursing Committees

Each Junior and Senior class will select two students, approved by faculty, to represent their peers in the following Department of Nursing standing committees:
1. Student Affairs Committee
2. Curriculum Committee
3. Resources and Facilities Committee

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

Students have all rights of membership except in instances defined by committee faculty

Pharmacology Exam Policy

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

Non-Smoking Policy

Use of any tobacco products including vapor or electronic cigarettes by students is not permitted on the premises of any clinical site at any time. While on campus, students are expected to adhere to the SWOSU student handbook.
https://bulldog.swosu.edu/publications/handbooks/student/tobacco.php

Technology Policy

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

Required Programs, Equipment and Updates

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

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

Screen Resolution
- A minimum of 1366x768

Operating Systems
- Windows 10 and newer
- Mac OS 11 and newer

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

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

Screen Readers
- JAWS 14 or 15 for Internet Explorer 11 & 12 and Firefox 27
- Latest version of VoiceOver for Safari
- Google Chrome: ChromeVox

Professionalism Policy

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

Professionalism Committee Mission Statement

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

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

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

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

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

Policy adapted from the SWOSU Pharmacy Professionalism Policy 2015.

Professionalism Committee Composition, Duties, and Responsibilities

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

Code of Ethics for SWOSU Nursing

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

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

Social Media Policy

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

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

The following governs appropriate conduct on social media outlet conversations:

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

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

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

Personal Appearance and Clinical Attire

1. Clinical attire required to be worn while at clinical, in simulations, during labs and whenever else requested by faculty: Navy blue scrubs with Department of Nursing patch sewn or embroidered on the left arm. Student ID/badge must be in plain sight, at chest level at all times. No outerwear, including lab coats, should be worn in patient care areas or as part of the clinical attire. Long-sleeved or short-sleeved solid undershirts are permitted (white or black). No jeans or t-shirts are to be worn. Close-toed shoes with solid surface on the top and sides are required. Clogs, slides, and half-shoes are prohibited. No perfume or cologne should be worn. A professional appearance is expected.

2. Jewelry: Where permitted, jewelry should be understated and complimentary to a well-groomed, professional appearance. Jewelry is limited to a watch, one ring on the ring finger, and studs on ears only. Nose rings, tongue rings, other facial jewelry, and/or fingernail jewelry are not appropriate. Flesh colored or transparent plugs for gauged ears, nose rings, etc., are permitted when in clinical attire or professional dress.

3. Nails: Nails should be well-groomed, trimmed (less than 5/8 inches from base to tip). Artificial nails and nail polish of any kind are prohibited. Nails should not interfere with job duties or performance.

4. Hair: Hair and facial hair must be well-kept. Non-natural hair tones are not permitted. Facial hair should be well groomed, neatly trimmed, and may not interfere with personal protective equipment (PPE). Hair that extends past shoulders must be secured in patient care areas and simulations/labs.

5. Tattoos: Tattoos should remain covered when in clinical attire or professional dress.

(Revised/Approved 4/25)

Academic Integrity

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

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

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

Academic integrity: the pursuit of learning without the use of dishonesty. Please see the following link:
The Bulldog - Academic Dishonesty (swosu.edu)

In addition to university policy, please note:

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

Consequences of Academic Dishonesty

Determination of whether an act violates academic integrity is the sole discretion of the faculty or instructor. A statement of the incident shall be retained in a separate, sealed file for (five) years after the incident has been resolved and then destroyed. A maximum penalty for a first offense for cheating is a course grade of "F", dismissal from the course, and suspension from the nursing program. If the student is readmitted after the one-year suspension, the student is placed on permanent probation. Repetition of any dishonest incident shall result in permanent suspension from the program.
- A first offense of plagiarism, whether of self or others, will result in a minimum removal of APA/grammar points for the assignment, up to possible failure of the course. The student will be placed on non-academic probation and will remain on probation throughout the program.

- A second offense of plagiarism, whether of self or others, will result in a minimum of failure of the course, up to possible removal from the program.

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

Unprofessional Conduct

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

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

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

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

Reporting of Unprofessional Conduct

In situations in which unprofessional conduct occurs outside the learning environment, incidents should be reported to the professionalism committee chair. See appendix A for the form to be submitted.

If students have a reason to report an incident regarding a faculty or staff member, this should also be reported to the professionalism committee chair. All reported incidents must include a description of the events and contact information for the person reporting the incident. No anonymous complaints will be accepted. The professionalism committee chair will then share this report with the faculty or staff member's appropriate supervisor. It is then the professionalism committee chair's responsibility to follow up with the supervisor regarding any actions that may be taken. All matters brought before the professionalism

committee are to be held in the utmost confidence and members of the committee who do not hold to this standard will be reprimanded accordingly.

Non-Academic Progression Review Procedure and Appeal

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

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

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

Faculty discretion determines policy violations.

Appeals: within seven working days of the date of the determination notice, the student may appeal, in writing, to the Chair of the DON.

PROBATION POLICY

Probation serves as a warning period for students to improve in specified areas. It may be initiated by faculty, program administrators, or the Professionalism Committee and can result in penalties up to dismissal from the nursing program. The terms of the probation contract are determined in consultation with course or program coordinators. Students must meet contract goals and objectives during the specified probation period. Academic or non-academic probation may be imposed based on performance or professionalism issues. Upon

completion of probation, outcomes range from return to good standing to dismissal. The Chair of Nursing adheres to SWOSU and Oklahoma Board of Nursing policies regarding dismissal for felony convictions or drug abuse. Nursing students undergo drug screening and background checks as required by clinical facilities, with positive findings resulting in expulsion. Random screenings of both drugs and backgrounds may occur at the student's expense.

Academic Probation/At Risk

The probation form (Appendix N) is used to notify the student of probation or at-risk status and to document student performance issues leading to probation or at-risk status. A student will be placed on academic probation for failing to meet any of the required retention standards. In clinical courses, satisfactory performance using the performance evaluation tool is mandatory for a passing grade. Behaviors that could lead to academic probation include but are not limited to:

- Consistently fails to meet clinical outcomes or fails to remediate areas of needed improvement indicated on the performance evaluation tool.
- GPA less than 2.0 in nursing courses or in overall retention GPA.
- Exam score or average of 75% or less (prior to next exam).
- Clinical assignment score or average of 75% or less (prior to next clinical assignment).

Students who improve and maintain their exam and course average to meet or exceed the required 75% average may be removed from probation.

Appendix A

Southwestern Oklahoma State University
Department of Nursing

Criminal Background Check Clearance Policy

1. Students requesting admission to the SWOSU Department of Nursing will provide a criminal background check, including the sexual offender portion, as part of the admission procedure and annually throughout.

2. Repeat criminal background checks may be required as deemed necessary by faculty or clinical agencies during the course of the student's tenure in the Department of Nursing.

3. Criminal background check non-clearance may hinder the student's admission and/or completion of clinical requirements.

4. Students with arrests/convictions after criminal background check clearance are required to report the arrest/conviction to the Director of the Traditional BSN Program, Department of Nursing.

5. The Oklahoma Board of Nursing criminal history eligibility for licensure is located on website listed below. Oklahoma will not allow state licensure due to the following per OBN website: https://oklahoma.gov/nursing/criminal-history.html

Appendix B

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
DEPARTMENT OF NURSING

PROTECTED HEALTH INFORMATION POLICY

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

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

Level I Violations
Examples
- Misdirected faxes, e-mails & mail.
- Failing to log-off or close or secure a computer with protected PHI displayed.
- Leaving copy of PHI in a non-secure area.
- Discussing PHI in a non-secure area (lobby, hallway, cafeteria, elevator, etc., where others are likely to overhear).
Minimum Disciplinary/Corrective Action
- After investigation, the incident will be presented to the Professionalism committee for appropriate consequence.

Level II Violations
Examples
- Releasing, removing, or otherwise using patient data without facility and instructor approval for any reason. You may not print, photograph, or otherwise remove patient data from any site except that which you write in your own words for care planning needs. Paraphrasing or restating a prior provider's notes is unacceptable.
- Accessing or allowing access to PHI without having a legitimate reason.
- Giving an individual access to your electronic signature or password.

- Accessing patient information due to curiosity or concern, such as a family member, friend, neighbor, coworker, famous or "public" person, etc.
- Taking photos at the clinical site that do not include any patient or members of the public in the photograph without the express permission of the instructor.
- Social networking that discusses the clinical site in any way but does not disclose any PHI (ex-"Had a terrible night at Big Hospital OB clinicals," or "Loved my day at Small Emergency Department!").
- Negative comments about facilities, staff, patients, or other guests of the facility.
- Calling clinical sites to request patient information over the telephone.
- Asking questions about client care or care plans within the hearing of the patient or other facility guest. Students should ask questions of other staff or team members in private when collaborating with other team members.
- Failing to remove names or other identifying PHI from records, including care plans, SimChart® charting, or other assignments.
- Requesting another individual to inappropriately access patient information.
- Inappropriate sharing of ID/password with another or encouraging others to share ID/password OR use of another's password.
- Taking photos at the clinical site that include the patient, any member of the public, PHI without written permission of the instructor, clinical site, and any involved individual.

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

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

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

Appendix C

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
DEPARTMENT OF NURSING

Exposure to Blood and/or Body Fluids Procedure

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

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

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

The Director of Traditional BSN Program of the Department of Nursing will:
1. Counsel with the instructor as necessary regarding the exposure of the student.
2. Inform SWOSU Health Services of the exposure.

Appendix D

Southwestern Oklahoma State University
Department of Nursing

Mastery of Pharmacology Calculation Examination

Policy
Mastery of Pharmacology Calculation Examination

Purpose
To facilitate students' proficiency in drug calculations.

Procedure
Calculation Exam
The calculation exam will be administered at the beginning of every semester during nursing school. Final answers should be rounded according to each exam's instructions. Answers will be marked as incorrect if rounding errors are present.

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

Grades on the calculation exam will be as follows:
    Passed on 1st Attempt = 100 points (Passing Score = greater than or equal to 90%)
    Passed on 2nd Attempt = 85 points (Passing Score = greater than or equal to 90%)
    Passed on 3rd Attempt = 75 points (Passing Score = greater than or equal to 90%)

Semester Two – Four:

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

Grades on the calculation exam will be as follows:
    Passed on 1st Attempt = 100 points (Passing Score = greater than or equal to 90%)
    Passed on 2nd attempt = 75 points (Passing Score = greater than or equal to 90%)

Approved Spring 2022
Reviewed 3/25
Revised 3/25

Appendix E

Southwestern Oklahoma State University
Department of Nursing

Skill Masteries

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

Approved Spring 2022
Revised 5/22

Appendix F

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
DEPARTMENT OF NURSING

Reminder of Policies

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

Student plans to remediate performance and signature:

_____

_____

_____

_____

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

Faculty member initiating reminder: _____

Date: _____

Student acknowledging reminder of policies: _____

Date: _____

Appendix G

**SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
DEPARTMENT OF NURSING**

Oklahoma Board of Nursing Requirements for Licensure

The Southwestern Oklahoma State University Department of Nursing is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. Application information can be found:
https://oklahoma.gov/nursing/applications.html

Appendix H

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
DEPARTMENT OF NURSING

HESI REVIEW AND TESTING POLICY

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

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

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

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

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

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

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

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

Students are required to take the following exams in their 4th semester:
1. HESI Compass Launch
2. HESI Compass Exit Exam A
    -Followed by Study Plan A
    -Followed by HESI 3 day in-person Live Review
3. HESI Compass Exit Exam B

Appendix I

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
DEPARTMENT OF NURSING

IV Policy

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

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

(Approved/Revised 01/2019, 10/24)

Appendix J

<u>**Southwestern Oklahoma State University**</u>
<u>**Department of Nursing**</u>

Marijuana Policy

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

(Approved 2/22/2022)

Appendix K

<u>Southwestern Oklahoma State University</u>
<u>Department of Nursing</u>

Professionalism Report

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

Type of Report: Unprofessional Behavior

Student being reported:

Name: _____

Email: _____

Person submitting report:

Name: _____

Email: _____

Telephone: _____

Type of event/behavior:

_____Academic

_____Alcohol/Substance Abuse/Misuse

_____Professional Attire

_____Professional Behavior

_____Other: _____

_____

Description of event/behavior:
Please describe the event/behavior in as much detail as possible. Information should include but is not limited to date/time/place of incident, all parties involved in the incident, and any attempts at a resolution prior to submission of this form. Please attach additional sheets if necessary.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____
Printed Name of Person Submitting Report   Date

_____
Signature of Person Submitting Report

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

Appendix L

NOTICE OF PROBATION

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
DEPARTMENT OF NURSING

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

Probation type:
☐**Academic probation/at risk status:** (exam and/or clinical paperwork average <75%). Student will remain on academic probation until exam and/or clinical paperwork is ≥75%. Student may remain on at risk status for at least one semester following probation if exam and/or clinical paperwork persist at or near a 75% average throughout the semester. **Course coordinator who initially placed student on probation will evaluate at the end of the semester. Course coordinators at the next level will monitor at-risk status and make recommendations to student to improve academic success.**
☐**Non-academic probation:** for reasons other than exam or clinical paperwork average such as those described in the Department of Nursing handbook. Student will remain on non-academic probation evaluation for the remainder of this course and at least one semester following probation. **Faculty who initially placed student on probation will evaluate at the end of the semester, and course coordinators at the next level will continue to monitor probationary status during the next semester.**
☐**Program probation:** the student is at risk or on probation in more than one course. Student will remain on probation for the remainder of the program. Student must meet with nursing program chair. **Course coordinator who initially placed student on probation will evaluate at the end of the semester, and course coordinators through the remainder of the program will continue to monitor probationary status. Progress will be discussed at a faculty meeting at the end of each semester.**

Reason for probation if not Academic:

Conditions to be met during probation and recommendations from faculty for improvement (please check those that apply): If the terms of this probation are met as described, the student will be returned to good standing on **(date)_____.**
☐**Exam, clinical paperwork, and/or major assignments to be at or above 75% average**
☐**No further instances of initial cause for probation**
☐**Meet with instructor to discuss study and/or success strategies**
☐**Consider a study group or study skills course**
☐**Must remediate clinical "Needs Improvement" rating, if applicable, by:_____**
☐**Reduce work/outside time commitments**
☐**Required Assignments/Due Dates: _____**
☐**Other: _____**

(continued)

Consequences if conditions are not met:
☐ **Failure of clinical**
☐ **Failure of course**
☐ **Program probation**
☐ **Dismissal from program**
☐ **Other:** _____

Faculty member (s)	Signature or Initials	Date
Student signature acknowledging receipt*		
Faculty member or administrator initiating probation[1,2]		
Course Coordinator for course initiating probation if not the same as above[1,2]		
Faculty member[2]	_____ Tammy Blatnick _____ Glenna Davis _____ Kaytlin Froneberger _____ Megan Goucher _____ LeaAnne Hume _____ Samantha Kennedye _____ Eunice Lonebear _____ Patricia Pierce _____ Marianne Wood	
Department Chair or Dean [2]	_____ Elissa Saunders _____ Darryl Barnett	

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

*place in student file

Appendix M

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
DEPARTMENT OF NURSING
PROBATION CONTRACT CONTINUATION AND EVALUATION

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

Explanation of evaluation of probation/at risk status:

At the end of the evaluation period, the student was:
☐ Returned to good standing
☐ Placed on program probation
☐ Retained on probation
☐ Retained on at-risk status
☐ Dismissed from the program
☐ Referred to: _____
☐ Other: _____

Faculty member (s)	Faculty initials	Date
Student signature acknowledging receipt*		
Faculty member or administrator initiating probation[1,2]		
Course Coordinator for course initiating probation if not the same as above[1, 2]		
Faculty member[2]	_____ Tammy Blatnick _____ Glenna Davis _____ Kaytlin Froneberger _____ Megan Goucher _____ LeaAnne Hume _____ Samantha Kennedye _____ Eunice Lonebear _____ Patricia Pierce _____ Marianne Wood	
Department Chair or Dean [2]	_____ Elissa Saunders _____ Darryl Barnett	

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

*place in student file

Appendix N

STUDENT PROCESS FOR EXAMS AND GROUP EXAMS

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
DEPARTMENT OF NURSING

Unit Exams, Final Exams, and HESI Specialty Exams
To provide a fair and unbiased testing environment, students must review and adhere to our Department of Nursing Testing Policy.

Process – Classrooms will be set up with adjacent chairs facing opposite of one another, assigned seating, a dry erase board, a marker, and an eraser on each seat. Earplugs available upon request. Calculators will be enabled in Exemplify and HESI Specialty Exams. All students must wait outside of the classroom until random numbers are provided at the door where they then enter to locate their seats.

Personal property, including hats, caps, beanies, hoodies, hooded jackets, bags, bottled drinks, hot drinks, phones, smart watches, recording devices, etc., will not be present in the classroom during exam and group exam times.

Underprepared Students – Students arriving late to an exam, who have not downloaded the exam at least 10 minutes prior to the start time, or who do not bring a charged working computer to exams may incur the "Policy on Late Testing" penalty outlined in the Department of Nursing Student Handbook. Power stations are available for emergencies, but please do not rely on these. Faculty must be notified at a minimum of two hours prior to the exam if a student is unable to take the exam at the scheduled time. Make-up exams will be given at the sole discretion of faculty and with proper documentation.

Assessment Flow – Assessment flow will be of one minute and 20 seconds per question item. Juniors can expect the ability to navigate backwards to previous questions whereas seniors can expect to answer the question only once in preparation for boards. A simple calculator is enabled on the screen for all exams. Questions during exam times may be answered by faculty when it relates to formatting or grammar. Guidance may not be provided when a question relates to a learned concept.

Limited use of bathroom permitted after students has received permission by raising their hand to make the request. Only one student in the bathroom at a time and accompanied by a proctor (Elsevier Education, 2023; Oermann & Gaberson, 2021).

Students must submit and upload all exams and group exams prior to exiting the classroom. Students must show the upload screen to the proctor before exiting the classroom.

Exam grades will be posted in Canvas by the course coordinator within one week of the exam providing all students have tested and the exam analysis is complete.

Group Exams/Exam Reviews
Research shows there is a benefit to discussion that results among students when discussing reasons for choosing answers during group exams (Efu, 2019; Oermann & Gaberson, 2021). Exam reviews may be offered related to time constraints. There is no one-on-one review of individual exams.

Process – Each group should contain three to five students for group exams. Faculty will assign the group exam download to a student within each group. Group exams allow for 15 minutes of discussion and 15 minutes to view rationales. Students must upload the group exams prior to exiting the classroom.

Faculty will not discuss exam items during or after the group exam. If a student has a specific question or concern regarding an exam item, they may send an email to faculty. The following must be included:
- Details of the question, answer, and the alternative answer.

- Explain the rationale or what was found in the research.
- Provide a screenshot of the textbook page or any reputable academic source.

All questions and concerns regarding exam items must be submitted by 2359 on the day of the group exam/exam review. Responses to these emails will follow the communication timeline of the individual instructor found in the course syllabus.

References

Efu, S. (2019). Exams as learning tools: A comparison of traditional and collaborative assessment in higher education. *College Teaching, 67*(1), 72-82. https://doi.org/10.1080/87567555.2018.1531282

Elsevier Education. (2023). *Practical tips for proctoring tests.* https://evolve.elsevier.com/education/expertise/review-testing/practical-tips-for-proctoring-tests/

Oermann, M. H., & Gaberson, K. B. (2021). *Evaluation and testing in nursing education* (6th ed.). Springer Publishing.

Appendix O

COUNSELING

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
DEPARTMENT OF NURSING

Date:

Student:

Type of counseling: Inappropriate Clinical/Skills Lab Conduct/Assignments

Previous counseling: None

Summary of counseling:
_____has been counseled for inappropriate clinical/simulation lab conduct. The following behaviors have been exhibited and are considered unprofessional:
1. Inappropriate conduct exhibited within the skills lab setting regarding unprofessional behavior.
    a. _____ was absent from the _____ simulation on _____and did not submit the preparation questions due the night prior _____.

Your inappropriate behavior has resulted in student counseling. For the remainder of your time within the SWOSU Nursing Program, you must adhere to all the policies and procedures identified in the SWOSU Nursing Program Student Handbook. The following behavior must occur:

1. Ex: Must be prepared for clinical/simulation lab and on time for the scheduled rotation.

Failure to adhere to the above provision may result in probation and possible dismissal from the nursing program.

A copy of this counseling letter will be permanently placed in your student file. Other SWOSU Nursing Program Faculty and Administration may be notified that you have been counseled.

By signing below, you acknowledge that you have read the above counseling documentation, that you have had the opportunity to discuss this action, and that you understand the terms and conditions of this behavioral conduct counseling documentation.

STUDENT SIGNATURE: _____DATE:_____

INSTRUCTOR SIGNATURE: _____DATE:_____

INSTRUCTOR SIGNATURE: _____DATE:_____

INSTRUCTOR SIGNATURE: _____DATE:_____

INSTRUCTOR SIGNATURE: _____DATE:_____

COORDINATOR SIGNATURE: _____DATE:_____

STUDENT COMMENTS:

Appendix P

Skill Masteries Contract

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

Student was not yet successful with the following mastery:

The student may repeat the skill mastery in this course, and the repeat performance must be satisfactory according to the rubric in order to pass. The student may not complete this skill in clinical until it has been successfully performed in lab and must do so within two weeks of the original mastery attempt or before the end of the course, whichever comes first. Unsuccessful performance on repeated masteries will result in failure of the course. Please refer to the policy in the DON Handbook.

Faculty suggestions for success at 2nd skill mastery/remediation:

Learner plans to ensure successful skill mastery by the 2nd attempt:

    Learner printed name:
    Learner signature:

    Evaluator printed name:
    Evaluator signature:

Date: