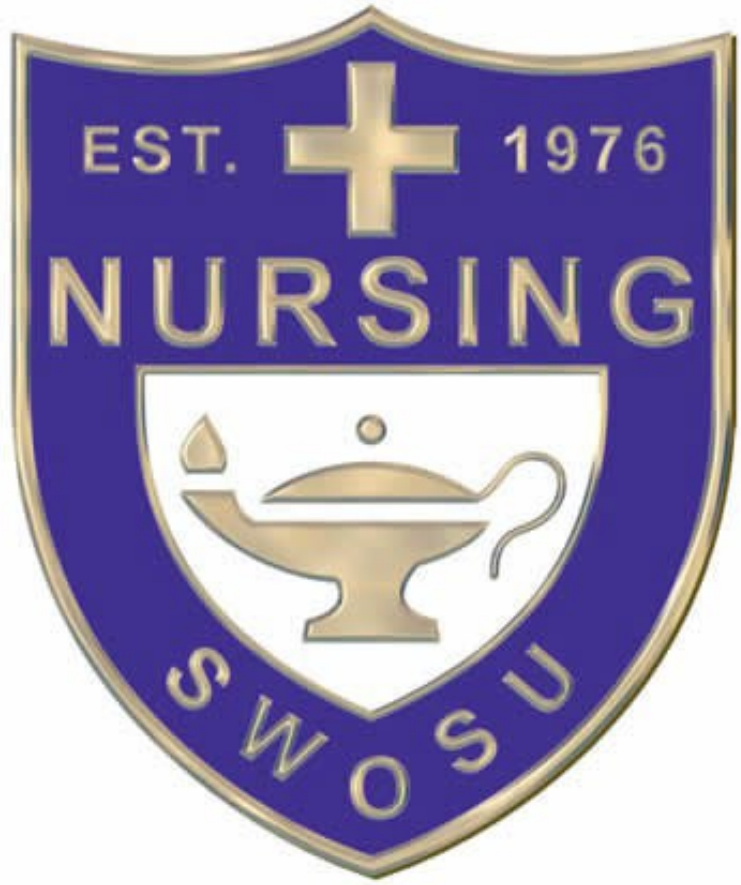
SOUTHWESTERN OKLAHOMA STATE UNIVERSITY



DEPARTMENT OF NURSING STUDENT HANDBOOK

2026 2027 Academic Year

Southwestern Oklahoma State University, in compliance with Title VI and Tile VII of the Civil Rights Act of 1964, Title IX in the Education Amendment of 1972, Section 603 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 based on 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

Table of Contents

DON Student Handbook ***2***

Contents **2**

Program Information 4
SWOSU DON Mission and Vision 4
Student Learning Outcomes 4
Immunizations and Clinical Site Prerequisites 5
HESI Review and Testing 6
Access to File 6
Release of Student Information 7
Financial Assistance, Scholarships, and Awards 7
Advisement 7
Admission Requirements for the LPN to BSN Program 7
Retention, Promotion, and Dismissal 8
Admissions Committee Authority 10
Grading 10
SWOSU Student Grievance Policy 11
Complaints, Grievances, and Appeals Policy 11
Attendance 12
Services for Students with Disabilities 14
Student Code of Conduct 14
Student Communication 14
Student Membership on Department of Nursing Committees 14
Professionalism Committee 14
Code of Ethics for SWOSU Nursing 15
Social Media Policy 16
Artificial Intelligence Policy 17
Academic Integrity 17
Standards for Written Work 18
Consequences of Academic Dishonesty 19
Unprofessional Conduct 19
Reporting of Unprofessional Conduct 20
Non-Academic Progression Review Procedure and Appeal 20
Probation Policy 21
Academic Probation 22
Clinical Information 22
Smartphones, Cell Phones, and Electronic Device Policy 24
Marijuana Policy 25

Non-Smoking Policy 25
Student Identification and Learning Management System (LMS) 25
Required Programs, Equipment, and Updates 25
Helpful SWOSU Links 26
Appendix A Criminal Background Check Clearance Policy 27
Appendix B Protected Health Information Policy 28
Appendix C Exposure to Blood and/or Body Fluids Procedure 31
Appendix D Oklahoma Board of Nursing Requirements for Licensure 32
Appendix E HESI Testing and Remediation Policy LPN-to-BSN 33
Appendix F Testing Policy 40

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 into 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 (DON) admitted its first student to the upper School clinical component of the nursing major during the Fall semester, in 1977. The program is state-approved and nationally accredited.

Accreditation Commission for Education in Nursing
3990 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 of 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, and the dynamic process of adult learning and the practice of nursing. The faculty endeavors 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 Clinical Site Prerequisites

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

1. Documentation of Measles, Mumps, and Rubella (MMR) immunity by two (2) doses of MMR or by positive antibody titers.
2. Documentation of varicella immunity by two (2) doses of varicella or by positive antibody titers. History of varicella disease will not be accepted.
3. 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 before the deadline. The third dose must be completed by the end of the first semester in the nursing program.
4. Documentation of Tdap vaccine received within the last 10 years.
5. Documentation of the current season's influenza vaccine. Must be received no earlier than August 1st of each year.
6. Documentation of the seasonal dose of COVID-19 vaccine is recommended by the Centers for Disease Control and Prevention (CDC). Currently, the vaccine is not required by the clinical sites our department partners with. Clinical sites report vaccination status for all individuals. Those vaccinated should provide documentation of a current seasonal dose, if received, and documentation of the original series, when available.
7. BLS/CPR (cardiopulmonary resuscitation) certification from the American Heart Association (AHA) "Basic Life Support for Healthcare Providers" level. This must not expire within a semester. Renewal dates must be in May, June, or July.
8. A background check is completed at admission and renewed yearly, and as deemed necessary, this is completed through the Department of Nursing. See Appendix A of the handbook.
9. 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. This must not expire within the semester. Renew in May, June, or July.

Please note: First-time tests 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 there is ever a positive reaction to the tuberculin screening, the following documentation is required

a. Documentation of the previous positive reaction
b. A negative X-ray radiology report within the last 90 days
c. 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 from 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 >365 days must complete a two-step screening at renewal.

(Revised/Approved: 05/2023, 03/2025, 04/2026)

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 before 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 Exam achievement tests for baccalaureate nursing students. These tests are administered throughout the program and are designed to measure students' ability to apply concepts in specific clinical nursing content areas, while ensuring they are prepared to confidently pass the NCLEX-RN. Through preparation, remediation, meaningful insights, and much more, HESI prepares students for the Next Generation NCLEX. The HESI Specialty Exam benchmark score is 850. Completion of Essential Packets and any assigned Case Studies in HESI Remediation are both required before the HESI Specialty Exam retake. These criteria are required to complete the course. Students must follow all HESI testing policies as detailed in Appendix E: HESI Review and Testing Policy

Access to File

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

Release of Student Information

In keeping with SWOSU policies, a student's scholastic records are confidential and subject to examination only for official use, in compliance with the Family Educational Rights and Privacy Act of 1974. Official transcripts of scholastic records are issued to external parties through the SWOSU Registrar only upon the student's request. 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 scholarship/award information is available at www.swosu.edu/nursing. The criteria for each Scholarship and Award are clearly stated and include assessable behaviors and characteristics. The cumulative grade point average will be utilized to determine eligibility for the scholarship when required. Scholarship and award announcements 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 that make it impossible to grant those awards and/or scholarships. 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 prerequisites for nursing must be completed before 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.

Admission Requirements for the LPN to BSN Program

To be considered for admission to the LPN to BSN Program, applicants must meet the following criteria:

- **Oklahoma Residency**: Applicants must be current legal residents of the State of Oklahoma.
- **GPA Requirement**: Applicants must have a minimum retention GPA of 2.50.

- **LPN License**: Applicants must hold a valid, unencumbered Licensed Practical Nurse (LPN) license in the state of Oklahoma.
- **Clinical Participation**: Students must be available to attend clinical experience on the days and times designated by the nursing program. Clinical assignments may vary by semester and clinical site.
- **Prerequisite Coursework**: All prerequisite courses must be completed before the start of nursing coursework. Due to the rigorous nature of the program, prerequisite courses may not be taken concurrently with nursing courses.
- **Admission Eligibility**: Meeting the minimum admission requirements does not guarantee acceptance into the program. Admission eligibility is determined through a competitive ranking process of qualified applicants. Final admission decisions are made by the LPN to BSN Admissions Committee.
- **Note**: Completion of all admission requirements establishes eligibility for consideration but does not guarantee admission to the program. Admission is based on available space and applicant ranking.

Retention, Promotion, and Dismissal

A nursing student remains in good standing in the nursing program by meeting all the following requirements:

- Earn a minimum grade of "C" in each nursing course.
- Maintain a cumulative exam average of at least 75% in each nursing course.
- Meet all course-specific requirements and standards as outlined in the individual course syllabus.

Failure to meet any of the above requirements may result in academic review and could affect progression within the nursing program.

First Semester Nursing Course Failure and Reapplication Policy and Purpose Statement/Rationale

This policy establishes the procedures and requirements for nursing students who do not complete one or more courses during their first semester in the nursing program. This policy provides a clear pathway for students who experience an academic setback while maintaining the academic standards and integrity of the nursing program.

Students enrolled in the first semester of the nursing program who fail a nursing course may be eligible to continue in the program by reapplying for admission, subject to the conditions outlined below.

1. Failure or withdrawal of one course. A student who fails or withdraws one of the three courses during the first semester may reapply to the nursing program for the following semester, provided that the nursing program's application cycle remains open. The student must complete and submit the required application materials by the established application deadline. Reapplication does not guarantee admission to the program. If readmitted, the student will be required to repeat the failed course in accordance with the program's academic policies and course availability.
2. Failure or withdrawal of one course when the application cycle is closed. If a student fails or withdraws one course at the conclusion of the semester and the application cycle for the following semester has already closed, the student may submit a formal written request to the Admissions Committee for permission to remain in the nursing program for the following semester and repeat the failed course.

   The request should include:

   a. The failed course and the circumstances that contributed to the unsuccessful outcome.
   b. The student's plan for completing the course upon repetition.
   c. Any relevant information or documentation the student wishes the Admissions Committee to consider.

   The Admissions Committee will review the request and determine whether the student may remain in the program and repeat the failed course. Approval is not automatic and will be based on the student's academic standing, circumstances, likelihood of successful completion, and applicable program requirements.
3. Failure or withdrawal of two or more courses. A student who fails or withdraws from two of the three courses during the first semester will be dismissed from the nursing program.

   Students dismissed under this provision are not eligible to continue or repeat the failed courses in the program during the following semester. The student must wait until the next available nursing program admission cycle and submit a new application for admission.

   Reapplication following dismissal does not guarantee readmission. The student must meet all admission requirements and will be considered along with other applicants in accordance with the program's established admissions process.

Second or Third Semester Nursing Course Failure and Reapplication Policy and Purpose Statement/Rationale

1. Students who withdraw from or fail a course during the second or third semester must enroll in the withdrawn or failed course the next time it is offered. These students are not required to reapply to the nursing program.
2. Students will not be required to repeat courses they have successfully completed. Please review the course sequence and prerequisites in the course catalog.
3. Students who withdraw from or fail a clinical course must repeat all required clinical hours associated with that course.
4. Students are limited to a maximum of two (2) course failures and/or withdrawals during the program.

Program Completion Policy for Programs Leading to Eligibility for Licensure

Students enrolled full-time in the LPN-to-BSN program must complete the curricular requirements for the degree within three (3) calendar years from the date of first enrollment. Students who do not complete degree requirements within the designated time will be suspended from the program. Given that these programs lead to eligibility for licensure, it is important to complete the requirements in a timely manner to enhance the opportunity for a successful outcome on the NCLEX.

Admissions Committee Authority

The Admissions Committee has the authority to review individual student circumstances and make decisions regarding requests for continuation or reapplication, consistent with this policy and the nursing program's established academic and admission standards.

Grading

To pass a nursing course, a student must meet the criteria outlined in the course syllabus. Examples include, but are not limited to:

- Earn at least 75% test average
- Earn at least 75% clinical assignment average
- Earn at least 75% on all coursework

Other requirements are established in individual courses and are outlined in the course syllabi. The Department of Nursing does not round final grades. Bonus points will not be applied to exams or quizzes. The grading scale used for all nursing classes is outlined below.

A = 90-100
B = 80-89.9
C = 75-79.9
D = 74.9-66
F = 65.9 and below

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

Complaints, Grievances, and Appeals Policy

Purpose Statement/ Rationale

The purpose of this policy is to provide students with clear, formal procedures for communicating complaints, grievances, and appeals through the appropriate chain of command. This process ensures that concerns are addressed promptly and fairly while fostering the development of problem-solving skills essential for professional nursing practice.

Complaints: First Step

Within the Department of Nursing, the following procedure should be followed:

Students are encouraged to meet to discuss the complaint directly with the **nursing instructor** most directly involved and attempt resolution informally.

If the student is not comfortable approaching the nursing instructor directly or is not satisfied with the result of their meeting, the student should discuss the matter in a timely fashion with the **course coordinator** (traditional BSN program) or **program coordinator** (LPN-to-BSN, RN-to-BSN, or MSN programs) via the contact listed in the syllabus. The coordinator will provide consultation to resolve the complaint informally and will provide a copy of this policy to the student.

If the student remains dissatisfied with the result of this meeting, he or she should present the complaint to the **nursing department chair** as listed in the course syllabus, along with

any documentation related to the complaint. The nursing department chair will investigate the complaint, discuss the complaint with the student and any other involved parties, and will decide regarding the complaint.

Grievances: Second Step

If a student remains dissatisfied with the result of the informal intervention of the complaint, she/he should present the concern as a formal grievance in writing to the **Academic Dean**. The Academic Dean shall investigate the matter thoroughly and respond to the student in writing within 10 business days.

If the student wishes to appeal the decision of the Academic Dean, they will follow the procedures outlined in the Southwestern Oklahoma State University's Student Handbook. Generally, grievances regarding non-academic misconduct will be handled via the Dean of Students. Grievances regarding academic misconduct will be handled via the provost.

Appeals

In keeping with the university grievance procedures (see Southwestern Oklahoma State University Student Handbook), students who feel academic regulations and procedures have been improperly applied in specific instances may have their grievances addressed through the general appeals processes. These concerns include, but are not limited to:

a. Americans with Disabilities Act Amendment Student Grievance Procedure
b. Sexual Harassment Complaint Process
c. Working Conditions Complaint Process
d. FERPA Complaint Process
e. Student Academic Appeals Procedures
f. Appeals Process for Student Conduct Sanctions

Formal grievances will be kept for accreditation purposes for the number of years required by the accrediting body.

Attendance

Attendance and Participation Responsibility

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

Students must notify faculty in advance of any anticipated absence from an on-campus activity.

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

Submit all assignments by the designated deadline.

If attendance policies in the course syllabi differ, follow the stricter rule.

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.

To review information regarding Title IX click the link below

Title IX

Policy on Late Testing

For missed exams: Students must notify faculty at least 2 hours before the scheduled exam if they cannot attend.

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

In case of illness: A healthcare provider's note submitted to the SWOSU Department of Nursing must cover the date of the missed exam.
Students must plan to take the exam on the day they are cleared to return. For example, if a student is released on Wednesday, they should plan to take the exam 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.

Late Assignment Policy

Late assignments will not be accepted. Students are responsible for submitting all assignments by the stated due date and time. Because this program has online courses, please be mindful that technology does not always work as expected. Waiting until the last minute to complete or submit an assignment may result in technical difficulties that prevent timely submission. Technical issues occurring at or near the deadline will not be considered an acceptable reason for a late submission.

Students are encouraged to plan and submit assignments early enough to allow time to address any unexpected technical issues.

Exceptions to the late assignment policy may be considered on a case-by-case basis at the instructor's discretion. Students who experience extenuating circumstances that may prevent them from submitting an assignment by the deadline should communicate with the instructor as soon as possible. Approval of a late submission is not guaranteed and may be subject to specific conditions, including a revised submission deadline or other requirements determined by the instructor.

Services for Students with Disabilities

Services for Students with Disabilities

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 Code of Conduct as set forth in the SWOSU Student Handbook.

Student Communication

Communication will be shared via Canvas and/or email. Students must check announcements and email regularly (a minimum of daily is encouraged).

Student Membership on Department of Nursing Committees

Each cohort will select two students, approved by faculty, to represent their peers in the following Department of Nursing standing committees: Curriculum 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 the right of membership except in instances defined by committee faculty.

Professionalism Committee

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 interest of those they serve above their own."

Purpose: The purpose of the Professionalism Committee at SWOU 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 through a concerted effort by the students, faculty, administration, alumni/preceptors, and other stakeholders in the SWOSU DON, and it 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, 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.

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 is a reflection 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, the 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, privileged, proprietary, copyright, trade dash secret, or any patient information or images of any information attained from the clinical experience, rotation site, 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, or Nursing Chair to do so.
6. A user must always avoid making any statement 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.

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 coursework. 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 coursework, 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).

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 student 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 include it as if 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: Academic Dishonesty

In addition to the 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 assessment. 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.

Standards for Written Work

All LPN to BSN students are required to have regular access to a laptop computer. All work, written or typed using Microsoft Word, is grammatically correct, properly punctuated, spelled correctly, and legible. Strikeovers on typewritten work are unacceptable. Students are encouraged to use Upswing or the university's Writing Center. Appropriate, descriptive terminology will be used.
Papers received after the specific time and due date will be accepted/evaluated according to the specific course syllabus. All written work must follow the specified format, according to the American Psychological Association Manual for Publication.

AI (artificial intelligence) resources can be used for knowledge building. Alternatively, it can serve as a source of plagiarism. Students are required to cite any use of AI as they would any other references for assignments (including the use of Grammarly). Any uses of AI must be clearly described in the final submission. AI should not be considered a professional reference. The AI score must be no more than 15% when submitted to TurnItIn® except when reviewed and approved by the instructor. Please refer to the probation policy for the consequences of failing to meet these requirements.

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 dishonesty 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 PA/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 in the Academic Appeals Procedure.

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 improvement relating to the professionalism issue 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 student's 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 the student(s) whose situations will be considered in detail will be notified in writing or by email 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 not be present. The student may not present witnesses without prior consent from 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 email and/or in writing of the outcome.

Students failing to meet professional standards may be placed on course or program probation and requested to withdraw, based on the severity of the infraction, as determined by the professionalism committee. Violations include unprofessional communication, ethics breaches, scope of practice violations, negligence, PHI policy violations, and 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 drug and background may occur at the student's expense.

Academic Probation

The probation form is used to notify the student of probation 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.

Clinical Information

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 who is supervised and/or authorized by a faculty member of the Department of Nursing who is assigned to the course in which the experience occurs.

Travel Arrangements

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

Liability Insurance

Liability/malpractice insurance coverage for at least $2,000,000 per occurrence/$4,000,000 per year is provided by the Department of Nursing.

Personal Appearance and Clinical Attire

1. Clinical attire is 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. Closed-toed shoes with a solid surface on the top and sides are required. Clogs, slides, and half-shoes are not permitted. No perfume or cologne should be worn. A professional appearance is expected.
2. Jewelry: Where permitted, jewelry should be understated and complementary to a well-groomed, professional appearance. Jewelry is limited to a watch, one ring on the ring finger, and studs in the 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 and 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 the shoulders must be secured in patient care areas and in simulations/labs.
5. Tattoos: Tattoos should remain covered when in clinical attire or professional dress.

Clinical Attendance Policy

Students are expected to attend all clinical experiences. Clinical absences will only be excused in the following instances:

- Non-elective hospitalization of student or immediate family member as long as medically necessary.
- Contagious illness absence with a written excuse from a medical provider.
- Death in the immediate family.
- Other extenuating circumstances will be evaluated on a case-by-case basis by the clinical coordinator; however, if the faculty committee determines that the absence

is not excused, the unexcused absence may fail of the course. If a student is missing a clinical shift, the clinical instructor must be notified at least 2 hours before the arrival time.

- To pass the clinical component of the course, all clinical objectives must be met.
- It is the student's responsibility to meet with the program coordinator and arrange a make-up for a missed clinical. Missed assignments and/or clinical experience replacements will be provided by the clinical coordinator, as long as the arrangements do not fundamentally alter the course requirements.
- In the case of an excused absence, students are entitled to return to their program in the status they held before the leave began.

Clinical Tardy Policy

Punctuality is an essential component of professional clinical practice. Students are expected to arrive on time and be prepared to participate in clinical activities at the designated start time. Students who arrive more than 10 minutes late to clinical will be dismissed from the clinical experience for that day. The student will be required to complete a make-up clinical in accordance with program requirements. The make-up clinical will be scheduled at the discretion of the clinical coordinator/program coordinator and may be subject to additional requirements or fees, if applicable. Students are responsible for planning accordingly and allowing sufficient time for travel, parking, and preparation to ensure they arrive on time. Repeated tardiness may result in additional academic or clinical consequences in accordance with program policies.

Smartphones, Cell Phones, and Electronic Device Policy

The purpose of this policy is to establish guidelines for the 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 the clinical setting 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 the classroom, labs, or clinical setting 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 family members via cell phones 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.

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.

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. Tobacco Policy

Student Identification and Learning Management System (LMS)

The Department of Nursing uses an online learning system (Canvas) to instruct LPN-to-BSN students. Guides are posted in Canvas for students who are not familiar with the LMS. It is the student's responsibility to use these guides to navigate the LMS appropriately.

The verification of the identity of students who participate in distance education coursework, including all courses using the learning management system at SWOSU, may make use of a variety of methods, including but not limited to:

1. Secure login and passcode
2. Proctored examinations
3. New or other technologies and practices that are effective in verifying the identity of students.

SWOSU uses these reasonable and appropriate safeguards to protect student privacy.

Required Programs, Equipment, and Updates

- All students are required to have access to a reliable laptop computer and internet connection. Students are not required to purchase additional software separately.
- Microsoft Office, Adobe Reader, current anti-virus protection (configure to automatically update and scan), current version of web browser

- SWOSU Information Technology Services Computer Recommendations can be found at the following link: The Bulldog - Computer Recommendations

Helpful SWOSU Links

Services for Students with Disabilities	Services for Students with Disabilities
Academic Appeals Procedure	Academic Appeals Procedure
Authority of Academic Appeals Committee	Authority of the Academic Appeals Committee
Appeal Procedures for Contesting a Course Grade	Appeals Procedure for Contesting a Course Grade
Appeal Hearing Procedures	Appeal Hearing Procedures
Procedure for Review of a Request to Change a Grade to a Withdrawal (W)	Procedure for Review of a Request to Change a Grade to a Withdrawal (W)
Family Educational Rights and Privacy Act	Family Educational Rights and Privacy Act

Appendix A
Criminal Background Check Clearance Policy

Southwestern Oklahoma State University Department of Nursing

1. Students requesting admission to the SWOSU Department of Nursing will provide a criminal background check, including the sex offender portion, as part of the admission procedure and annually throughout the program.
2. Repeat criminal background checks may be required as deemed necessary by faculty or clinical agencies during 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 the website below. Oklahoma will not allow state licensure due to the following, per the OBN Website: Applicants for Licensure or Certification with a Criminal History

Appendix B
Protected Health Information Policy

Southwestern Oklahoma State University Department of Nursing

Principles: Protected health information (PHI) is confidential and protected from access, use, or disclosure except by authorized individuals requiring access to such information. Attempting to obtain or use, actually obtaining or using, or assisting others to obtain 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 I 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 that 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 Violation Examples

- Misdirected faxes, emails, and mail
- Failing to log off or close a secure computer with protected PHI displayed.
- Leaving a 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/Correction Action

- After investigation, the incident will be presented to the Professionalism Committee for appropriate consequences.

Level II Violation 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 note is unacceptable.
- Assessing 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 pubic in the photograph without the express permission of the instructor.
- Social networking that discusses the clinical site that does not include any patient or members of the public in the photograph without the express permission of the instructor.
- Social networking that discusses the clinical site in any way that does not disclose any PHI (ex. "Had a terrible night at Big Hospital OB clinicals," or "Love 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 by phone.
- 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 using another's password.
- Taking photos at the clinical site that include the patient, any member of the public, or 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

Exposure to Blood and/or Body Fluids Procedure

Southwestern Oklahoma State University Department of Nursing

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 the exposure.

The clinical instructor will:

1. Report the exposure to the health care agency, clinical oversight, LPN-to-BSN Program Coordinator, the Director of the Traditional BSN program, and 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 and 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

Oklahoma Board of Nursing Requirements for Licensure

Southwestern Oklahoma State University Department of Nursing

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 at the following website:

Application Instructions & Information

Appendix E
HESI Testing and Remediation Policy LPN-to-BSN

Southwestern Oklahoma State University Department of Nursing

Purpose: The purpose of this policy is to provide guidelines for standardized testing and remediation processes using the HESI examinations. HESI Exams are one method to assist in students' success and are known to be highly predictive of their success in passing the NCLEX (Shah et al., 2022). The main purpose of incorporating HESI exams throughout the nursing curriculum is to:

- Allow students to identify their current knowledge on specific content areas and client needs categories.
- Provide information for students to engage in self-directed and lifelong learning.
- Identify gaps in knowledge and facilitate a remediation plan to improve deficient areas.
- Provide a benchmark and standardized method for calculating course points.
- Identify at-risk students early in the program to offer additional activities that support their success in the program and with passing the NCLEX.
- Assist in demonstrating a minimum knowledge level for key nursing competencies involved in patient safety (e.g., medication calculation) for clinical rotations and clinical practice.
- Provide an opportunity for students to gain experience taking NCLEX-style standardized tests.
- Offer insight to faculty about gaps in the curriculum and opportunities to improve teaching practices and integration of content across the curriculum.

HESI Testing and Benchmarking

The HESI exam is a proctored computerized nursing test given in-person. All HESI specialty exams are allowed 2 hours and 10 minutes of test-taking time and HESI exit exams 3 hours and 30 minutes, except for individuals with university-approved accommodations. Research demonstrates that a score of 900 and higher on the HESI exit exams is highly predictive of passing the NCLEX exam (Shah et al., 2022), making the program's established benchmark score of 900 for all HESI specialty and exit exams. The program is permitted to change this benchmark score as needed and per necessary policy change.

HESI Exam Placement and Timing: Course

If a student has an excused absence for the HESI Exam, the student must arrange to take the HESI exam earlier and not later than the scheduled date to allow for ample time for remediation. Remediation materials are not available until all exams are completed. The

timing of the HESI exam and remediation supports students' preparation for their course finals.

HESI Specialty Exam Placement and Corresponding Nursing Courses

HESI Exam	Course
Community Health	NURS 4803 Community Health Promotion
Health Assessment	NURS 4733 Advanced Physical Assessment
Pediatric	
Critical Care	NURS 4816 Critical Concepts
Medical-Surgical	NURS 4766 Acute & Chronic Care
Pharmacology	NURS 4783 Pharmacology & Clinical Judgment
Dosage Calculation	
Maternal	
Psychiatric/Mental Health	
Fundamentals	NURS 4703 Role Transitions
Pathophysiology	

HESI Specialty Exams and Course Grading

All HESI Specialty exams will contribute to the exam category.

Other Faculty-Made HESI Exams and Blueprinting

Other exams not listed as mandated exams may be integrated into courses at the discretion of the course lead, and guidelines for scoring and remediation should be explained in the course syllabus. The faculty shall strive to develop exam items following guidelines in accordance with the National Council of State Boards of Nursing and the National League of Nursing to promote consistency across the curriculum in removing bias and promoting fair testing. Faculty will blueprint each test item to the following unit: unit objectives, Bloom's Taxonomy, and NCLEX Test Plan Categories. The percentage of difficulty items and the type of exam items will progress throughout the program.

Faculty-Made Exam Data Review

After each faculty-made exam, the faculty will review each test item's data and statistics. The faculty reserve the right to eliminate or change item scoring based on the data and statistics, which may result in an exam score change.

HESI Exit Exams

HESI Exit Exam content is distributed to align with the NCLEX Test Plan Client Needs Categories. Two attempts of the HESI Exit Exam are administered during the final semester

of the program. Remediation of the client needs categories will be a key component of the course.

HESI Security and Academic Honesty

HESI test items, including the post-exam review with rationale, are secure items and must not be copied or pictures taken of exam items, and exam items mut otherwise not be shared. Any notes taken during the exam must be turned in to the proctor after the exam. Students taking the HESI remotely will be subject to live proctoring and the determination of any academic integrity issues identified by professional proctors. Any disruption of exam items or rationales, or any academic dishonesty on the HESI exam, will be managed in accordance with the university's academic integrity and professionalism policies, additional applicable policies, and the student handbook.

The nursing program uses data forensics to analyze exams and items for aberrancy. The nursing program reserves the right to reissue an exam in cases where aberrant scores are detected. The nursing program has the right to analyze any student testing to look for uncharacteristic scores that might indicate a student's score is not reflective of their true knowledge. This includes scores that are very high, very low, and/or very different from previous performance by that student (e.g., student scores in the 600s throughout the program and then a score in the 900s). If there is any suspicion of aberrant testing, the nursing program will require that student to re-test. If the student refuses to re-test, the student will earn a failing grade for the course.

Testing Environment

In-Person

Students are asked not to wait outside the testing room for more than 5 minutes before their scheduled exam time. (This is a courtesy to keep the hallway quiet for those in the testing room prior). Students will be assigned randomized seating by the faculty. Students are not allowed late entry after 15 minutes and must reschedule the exam if arrival is later than 15 minutes for any reason, which may result in an incomplete grade until the exam is taken.

Proctor Actions

- Review with students items now allowed in the testing environment: personal items, phones, smartwatches, papers except for blank scratch paper, earbuds, headphones, drinks, and food. Earplugs are allowed.
- Instruct students to remove smartwatches and smart devices.
- Remove cellular phones from the room during testing.

- Proctors should be actively moving about the room, watching students and their behavior. Crowded test environments may require multiple proctors to help ensure that students are not sharing content.
- Proctors will not answer questions about the content of the question, but may ask students to read the question again, look for keywords, think critically, etc.
- During any proctored exam, faculty reserve the right to disrupt the exam for security purposes. Students may be asked to step away from their computers while faculty inspect computer screens. If any evidence of academic dishonesty (e.g., collusion, impersonation, and/or proxy testing) is discovered, the student's exam will be stopped immediately.

Online

Students should be instructed to review the online HESI examination requirements and practice exams at least 24 hours before home testing. The online practice test will help students check their equipment, understand testing procedures, and allow students to rectify any issues prior to the date of examination. Faculty should ensure that remote test-takers have completed this step and should refrain from opening the exam until confirming student readiness.

Exam Absences

At the discretion of the instructor, students may be excused from an exam attendance for reasons such as health, family emergencies, or student participation in an approved university-sponsored event(s). However, students are responsible for notifying their instructor in advance, when possible, for excusable absences. If so, as directed by the instructor, the student must bring a written excuse from the professional healthcare provider. If the absence is not excused, a grade of a zero (0) will be recorded. Students are responsible for contacting faculty to schedule make-up exams. Make-up exams will be scheduled in accordance with faculty and students' availability.

Remediation for all HESI Exams

All students are required to remediate the recommended materials following each HESI exam. The remediation requirements are dependent on each student's HESI score associated with each exam and should be clearly stated in the course syllabus. The required level for remediation and the process for demonstrating completion of remediation will be outlined in the syllabus for each course. Research indicates that proper remediation improves students' critical thinking, reasoning, and test-taking skills.

Procedure for Personalized Learning Plan

- After taking a HESI exam, students receive a HESI exam report with their score.

- Once all students in a cohort have completed the HESI exam, the exams are uploaded for processing to generate their Personalized Learning Plan.
- In the Personalized Learning Plan, students will receive content, case studies, and quizzes.
- Students are required to complete their Personalized Learning Plan while logged in to their HESI platform.
- DO not print and log out of the HESI platform to study. Time spent and work completed in their Personalized Learning Plan is monitored within the HESI platform.
- HESI Exam and Personalized Learning Plan results are available as individual student, cohort, and program reports. These reports will be used to help support student academic needs at the end of each semester and throughout the program.

HESI Personalized Learning Plan

After each HESI exam, learners will receive a Personalized Learning Plan (PLP). These plans are specific to each student and the questions missed on the assessment. PLPs will contain content to review in the form of short text excerpts and Osmosis videos, case studies to apply the content to a relevant patient scenario, and quiz questions to assess learning. The amount of each resource within a PLP will vary based on the HESI score, with students scoring higher receiving less and students scoring lower receiving more.

All students are required to complete their HESI PLP as part of post-exam remediation. Progress and completion of all components of the PLP are tracked in HESI for both students and faculty. To receive credit, all PLP requirements must be met on or before the due date. Students should complete their Personalized Learning Plan while logged in to the HESI platform.

This component emphasizes the importance of mastering foundational knowledge and skills necessary for safe and effective nursing practice. Students must complete all remediation activities to earn the full remediation credit.

Recommended HESI Remediation Plan

Specialty/Custom HESI Exam

HESI Exam Score	Personalized Learning Plan Expectations
900 or above	Review: 4 readings or videos Apply: 1 case study Assess: 5 quiz questions
850-899	Review: 7 readings or videos Apply: 1 case study Assess: 10 quiz questions

750-849	Review: 9 readings or videos Apply: 2 case studies Assess: 15 quiz questions
Below 750	Review: 12 readings or videos Apply: 2 case studies Assess: 20 quiz questions

HESI Exit Exams

HESI Exit Exam Score	**Personalized Learning Plan Expectations**
900 or above	Review: 4 readings or videos Apply: 1 case study Assess: 5 quiz questions
850-899	Review: 7 readings or videos Apply: 1 case study Asses: 12 questions
750-849	Review 9 readings or videos Apply: 2 case studies Assess: 18 quiz questions
Below 750	Review: 12 readings or videos Apply: 2 case studies Assess: 25 quiz questions

HESI Conversion Chart

HESI Conversion Score Look-Up Table for Exams with NGN Items

HESI Score Range	Conversion Score
>1105	100
1105 - 1095	99
1094 - 1084	98
1083 - 1073	97
1072 - 1062	96
1061 - 1051	95
1050 - 1039	94
1038 - 1028	93
1027 - 1017	92
1016 - 1006	91
1005 - 995	90
994 - 984	89
983 - 973	88
972 - 962	87
961 - 950	86
949 - 939	85
938 - 928	84
927 - 917	83
916 - 906	82
905 - 895	81
894 - 884	80
883 - 873	79
872 - 862	78
861 - 851	77
850 - 839	76

HESI Score Range	Conversion Score
838 - 828	75
827 - 817	74
816 - 806	73
805 - 795	72
794 - 784	71
783 - 773	70
772 - 762	69
761 - 750	68
749 - 739	67
738 - 728	66
727 - 717	65
716 - 706	64
705 - 695	63
694 - 684	62
683 - 673	61
672 - 662	60
661 - 651	59
650 - 639	58
638 - 628	57
627 - 617	56
616 - 606	55
605 - 595	54
594 - 584	53
583 - 573	52
572 - 562	51

HESI Score Range	Conversion Score
561 - 550	50
549 - 539	49
538 - 528	48
527 - 517	47
516 - 506	46
505 - 495	45
494 - 484	44
483 - 473	43
472 - 462	42
461 - 451	41
450 - 439	40
438 - 428	39
427 - 417	38
416 - 406	37
405 - 395	36
394 - 384	35
383 - 373	34
372 - 362	33
361 - 350	32
349 - 339	31
338 - 328	30
327 - 317	29
316 - 306	28
305 - 295	27
294 - 284	26

HESI Score Range	Conversion Score
283 - 273	25
272 - 262	24
261 - 251	23
250 - 239	22
238 - 228	21
227 - 217	20
216 - 206	19
205 - 195	18
194 - 184	17
183 - 173	16
172 - 162	15
161 - 150	14
149 - 139	13
138 - 128	12
127 - 117	11
116 - 106	10
105 - 95	9
94 - 84	8
83 - 73	7
72 - 62	6
61 - 51	5
50 - 39	4
38 - 28	3
27 - 17	2
16 - 6	1
<6	0

Appendix F
Testing Policy

Testing Environment

All course examinations will be administered in person at a designated testing environment.

- Students should not wait outside the testing room more than 5 minutes before their scheduled exam time. This helps maintain a quiet environment.
- Students will be assigned randomized seating by faculty or the proctor.
- Students arriving more than 15 minutes late will not be permitted to enter the examination.
- Students are responsible for arriving on time and prepared to test.

Testing Procedures

The following items are not permitted in the testing environment:

- Cell phones and other personal electronic devices
- Smartwatches or other smart devices
- Notes, books, paper, or other unauthorized materials
- Earbuds or headphones
- Food or drinks
- Personal belongings, unless otherwise directed by faculty.

Earplugs are permitted. Blank scratch paper may be provided by the proctor and must be turned in at the conclusion of the examination.

Students must remove and secure smartwatches and other devices before testing. Cell phones must be removed from the testing areas as directed by the proctor.

Proctor Responsibilities

Proctors will:

- Review testing procedures and prohibited items before the examination.
- Assign randomized seating.
- Actively monitor the testing environment.
- Use additional proctors when needed to maintain exam security.
- Address testing or security concerns as necessary.

Proctors will not answer questions about examination content or provide assistance that could influence a student's answer. Proctors may direct students to reread the question, identify keywords, or apply critical-thinking strategies.

Faculty reserve the right to interrupt an examination when necessary to maintain exam security. Students may be asked to pause testing and step away from their computer while faculty inspect the testing environment.

Examination Review and Testing Irregularities

The nursing program reserves the right to review examination data for unusual or aberrant testing patterns. This may include scores that are significantly inconsistent with a student's previous performance or other testing patterns that raise concerns about the validity of an examination result.

When appropriate, the nursing program may require a student to retest to verify examination performance. A retest may be administered under additional testing-security measures.

A retest requirement does not, by itself, constitute a finding of academic dishonesty. Any suspected academic integrity violation will be addressed separately in accordance with applicable university policies.

If a student refuses a required retest, the examination may be considered invalid, and the student may receive a failing grade, consistent with applicable course and program policies.

Professional Expectations

Students are expected to maintain professional behavior and comply with all testing procedures. Failure to follow testing procedures may result in removal from the testing environment, invalidation of an examination, a required retest, or other consequences consistent with university and program policies.