# Table of Contents

Section 1: Introduction .................................................................................................................... 5
  A. Student Verification Quiz Instructions .......................................................................................... 7
  B. Student Verification Quiz: Release of Information ........................................................................ 7
  C. Student Verification Quiz Questions ............................................................................................. 8

Section 2: Overview of nursing program ...................................................................................... 10
  A. Faculty & Staff ................................................................................................................................... 11
  B. Mission, Philosophy, Core Curricular Strands and Student Learning Outcomes ................................ 12
  C. Academic Program ............................................................................................................................ 14
  D. Equal Opportunity Statement ........................................................................................................... 14
  E. ADA Statement Regarding Special Accommodations ........................................................................ 15
  F. Communication: D2L & UCO email addresses ................................................................................ 15
  G. Health Conditions ............................................................................................................................. 15
  H. UCO Policies and Procedures for Students ..................................................................................... 15

Section 3: Admission, Progression, & Graduation ........................................................................ 16
  A. Performance Standards for Admission and Progression in the Department of Nursing .................. 17
  B. Anticipated Expenses Nursing – Based on 2020-2021 ...................................................................... 18
  C. Admission & Progression in the Undergraduate Nursing Program .................................................... 19
  D. Dosage Calculation Testing ................................................................................................................. 20
  E. Name or address change ....................................................................................................................... 20
  F. Procedure for readmission to nursing program .................................................................................. 20
  G. Graduation from the nursing program ............................................................................................... 21
  
In order to meet the criteria for graduation, students must comply with all requirements as indicated: 21
  H. Requests for Recommendation Letters .............................................................................................. 21
  I. Department of Nursing Pinning Ceremony .......................................................................................... 21
  J. Oklahoma Board of Nursing Statement .............................................................................................. 22
  K. NCLEX-RN Process ............................................................................................................................ 22
  L. OBN Guidelines for NCLEX Candidates with History of Arrest/Conviction or Prior Disciplinary Action .......................................................................................................................... 23
Section 4: Standards of Behavior .................................................................................................. 25
  A. Standards of Ethical Nursing Practice ................................................................................. 26
  B. Student Misconduct .............................................................................................................. 26
  C. Dismissal from the nursing program ................................................................................... 27
  D. Plagiarism .............................................................................................................................. 28
  E. Academic Dishonesty Policy from Student Code of Conduct ............................................. 28
Section 5: Facilities ....................................................................................................................... 30
  A. Meeting Rooms .................................................................................................................... 31
  B. Borrowing Lab Equipment ................................................................................................... 31
  C. Posting announcements and flyer ....................................................................................... 31
Section 6: Classes & Grades ......................................................................................................... 32
  A. Attendance Policy ................................................................................................................ 33
  B. Departmental Grading Scale ............................................................................................... 33
  C. Departmental Grading Policy ............................................................................................. 33
  D. Course Syllabi ...................................................................................................................... 33
  E. Papers ................................................................................................................................... 34
  F. Taping Of Classes ................................................................................................................ 34
  G. Dismissal of Classes for Adverse Weather ......................................................................... 34
  H. Evaluation of Program and Teaching Effectiveness ............................................................. 34
  I. Rounding Rules ................................................................................................................... 34
  J. Examinations ......................................................................................................................... 34
  K. Procedure for Grade Appeal .............................................................................................. 35
  L. Capstone Description ......................................................................................................... 35
Section 7: Clinicals ...................................................................................................................... 37
  A. Unsafe Nursing Practice Policy .......................................................................................... 38
  B. Requirements to Enter Clinical Agencies ........................................................................ 38
  C. Transportation to clinical sites ........................................................................................... 40
  D. Professional clinical appearance ....................................................................................... 41
  E. Clinical Attendance ............................................................................................................. 45
  F. Dismissal of Clinical for Adverse Conditions .................................................................... 45
  G. Clinical Grading Criteria ................................................................................................... 45
  H. Clinical Assignments and Preparation ............................................................................... 46
I. Individual Conference and Evaluation ................................................................. 46
J. Safety in Clinical Area and Skills Lab ................................................................. 46
K. Standard Precaution Procedures ...................................................................... 46
L. Caring For Clients with Infectious Diseases ....................................................... 47

Section 8: Student Success ....................................................................................... 49
A. Peer tutoring program .......................................................... 50
B. Connection Group Meetings ................................................................. 50
C. Achievement Examinations ......................................................................... 50
D. Departmental Learning Resource Center .................................................. 50
E. Nursing Department Skills Lab ................................................................. 51
F. University Library ......................................................................................... 51
G. Student Support Services ............................................................................ 51

Section 9: Student Opportunities ........................................................................ 52
A. Scholarships ................................................................................................. 53
B. Awards ......................................................................................................... 54
C. University of Central Oklahoma Student Nurses’ Association (UCOSNA) .... 55
D. Campus-wide Student Organizations ......................................................... 56
E. Sigma Theta Tau International .................................................................... 56
F. Department of Nursing Committees ............................................................ 56

APPENDICES ....................................................................................................... 58

Appendix A: Constitution and Bylaws of the University of Central Oklahoma Student Nurses’ Association ................................................................. 59
Section 1: Introduction
July 1, 2020

Dear UCO Nursing Student,

Welcome to the UCO Department of Nursing! It is my desire that you experience a positive learning environment during your educational experience with this Department. This UCO Nursing Student Handbook is intended to assist you in making your experience a positive one. You are expected to read and adhere to the guidelines and policies as outlined in this handbook. Together, we can make this the best year ever!

If I can be of assistance to you, please let me know. I wish you every success as you work toward completion of your goal of becoming a professional registered nurse. Have a great year!

Sincerely,

Barbara Arnold, EdD
Chairperson
A. Student Verification Quiz Instructions

Please read (a) the latest edition of the UCO Department of Nursing Student Handbook, (b) the Oklahoma Board of Nursing Guidelines for NCLEX and AUA Certification Candidates with a History of Arrests/Convictions/Prior Disciplinary Action (found in Section 3K of the Student Handbook) and (c) the Performance Standards (found in Section 3A of the Student Handbook). The handbook is located on D2L / Nursing, BS Community course / Content / Nursing Handbook.

Once you have read the handbook, please login to Nursing, BS Community course / Assessments / Quizzes / Verification (for current year).

Complete the quiz to indicate that you have read, understand the contents, and agree to abide by and/or meet the policy, procedures, and standards within the handbook and appendixes.

Please note:
The quiz on D2L must be completed by the end of the first week of school each academic year.

In addition, your clinical requirements must be up-to-date and not expire before your last day of clinical for the semester. Students will be unable to attend clinical until these requirements are completed. Please see UCO Department of Nursing Student Handbook for policy regarding clinical requirements and clinical absences.

B. Student Verification Quiz: Release of Information

The quiz states the following:

The University of Central Oklahoma Nursing Program is granted authorization to release your clinical requirement information to healthcare clinical facilities with which the University of Central Oklahoma has a clinical contract or agreement. This release will be in effect until your last clinical date in the Nursing Program. Specific information that this release covers is detailed in the Nursing Student Handbook (Section 6).

The information release includes:
- Name
- Immunization records
- PPD or CXR results
- Date of Basic Life Support/Healthcare Provider course
- National Background check, criminal and sex offender reports
- Results of drug screen
- Professional Liability Insurance
- Required Annual Training
- OSHA safety training
- Hazards Communications training
- Restraint training
- TB safety training
HIPPA training
Any needed information that a clinical facility may require.

(For more detailed information regarding the above items, see Student Handbook, Section 6)

In the event the student does not give such authorization and release, the student shall be disqualified from participation at the clinical facility. The results of the clinical requirement information must be satisfactory to the healthcare clinical facility.

C. Student Verification Quiz Questions
The Verification quiz asks you to answer the following questions:

1. I have read, understand the contents, and agree to abide by and/or meet the policy, procedures, and standards of the following:
   UCO Department of Nursing Student Handbook
   Oklahoma Board of Nursing Guidelines for NCLEX and AUA certification candidates with a history of arrests/convictions/prior disciplinary action (found in this handbook).
   Performance standards as outlined in the handbook.

2. The University of Central Oklahoma nursing program is granted authorization to release your clinical requirement information to healthcare clinical facilities with which UCO has a clinical contract or agreement. This release will be in effect until your last clinical date in the nursing program. Specific information that this release covers is detailed in the nursing student handbook.

3. I understand that as a nursing student I am a member of a profession that places me in a position of confidence requiring the utmost discretion and professionalism. I acknowledge that as a member of the nursing profession I have a responsibility to act in a matter consistent with the essential attributes of the profession.

4. I agree to protect the privacy of faculty, peers, patients and family members of patients by not disclosing confidential information about faculty, peers, patients or their family members that is disclosed to me in my capacity as a UCO nursing student. In addition, I agree not to disclose confidential information about my agency or institution that is disclosed to me in my capacity as a UCO nursing student. I will adhere to HIPAA guidelines.

5. I have/will read the syllabus of the nursing courses I am taking this semester and I understand the criteria established for grading my course work. I understand that my average on exams must be 76 or higher in order to attain a passing grade for the course. I understand I will need to read each syllabus for each course before classwork begins.

6. I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the American Nurses Association (ANA) Code of Ethics for Nurses.

7. I will maintain and uphold the academic integrity policy of the department of nursing and will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stingling or copying another’s assigned work, or lying about any situation.

8. I will not recreate any assignments or portions of any exam for my own use or for use by others during my enrollment in the department of nursing.

9. I will not accept or access any unauthorized information related to any exam administered during my enrollment in the department of nursing.

10. I will sign my own papers and other documents and will not sign any other student’s name to anything,
including class rolls/attendance sheets.

11. I will not allow any student access to any of my work for copying.

12. I will not discuss or post any information about faculty, peers, patients, family members, or any clinical facility on any electronic venue (i.e., Facebook, Twitter, Instagram, cell phones, etc.). Nor will I leave/save my patient, family, faculty, clinical facility or student information on any open access desktop or hard drive.

13. I will not solicit or offer verbal or written information on any graded assignments such as labs, returns, simulations, exams, or quizzes with other students who have not yet completed these assignments.

Section 2: Overview of nursing program
**A. Faculty & Staff**

The faculty and staff of the nursing department are available to communicate with you by phone or email. Office hours are posted on faculty office doors. Please feel free to reach out with any questions or concerns.

**NURSING OFFICE: 974-5000**

<table>
<thead>
<tr>
<th>DEPARTMENT CHAIRPERSON</th>
<th>DEPARTMENT ASSISTANT CHAIRPERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Barbara Arnold</td>
<td>Dr. Pamela Rollins</td>
</tr>
<tr>
<td>974-5000</td>
<td>974-5184</td>
</tr>
<tr>
<td>Room 124C</td>
<td>Room 124B</td>
</tr>
<tr>
<td><a href="mailto:barnold@uco.edu">barnold@uco.edu</a></td>
<td><a href="mailto:prollins@uco.edu">prollins@uco.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADMINISTRATIVE ASSISTANT</th>
<th>CAREER ADVANCEMENT ASSISTANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vicki Addison</td>
<td>Laurie Lisle</td>
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<tr>
<td>974-5110</td>
<td>974-5162</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LAB MANAGER</th>
<th>CLINICAL COORDINATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diane Gaston</td>
<td>Ashley Wilson</td>
</tr>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>Phone</th>
<th>Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>K. Brashears</td>
<td>974-5181</td>
<td>120</td>
<td><a href="mailto:kbrashears@uco.edu">kbrashears@uco.edu</a></td>
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<tr>
<td>S. Barnes</td>
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<td><a href="mailto:sbradley@uco.edu">sbradley@uco.edu</a></td>
</tr>
<tr>
<td>E. Cooper</td>
<td>974-5183</td>
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</tr>
<tr>
<td>J. Elderton</td>
<td>974-5186</td>
<td>131</td>
<td><a href="mailto:jelderton@uco.edu">jelderton@uco.edu</a></td>
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<tr>
<td>N. Fister</td>
<td>974-5180</td>
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</tr>
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<tr>
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<tr>
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<tr>
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<td>974-5190</td>
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</tr>
<tr>
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<td>974-5176</td>
<td>143</td>
<td><a href="mailto:lirider@uco.edu">lirider@uco.edu</a></td>
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<tr>
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<tr>
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</tr>
<tr>
<td>V. Vessier</td>
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<td>149C</td>
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<tr>
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<td><a href="mailto:cwillkerson5@uco.edu">cwillkerson5@uco.edu</a></td>
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<tr>
<td>A. Willis</td>
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<td>150F</td>
<td><a href="mailto:awillis8@uco.edu">awillis8@uco.edu</a></td>
</tr>
<tr>
<td>R. Wilson</td>
<td>974-5986</td>
<td>139</td>
<td><a href="mailto:rwilson37@uco.edu">rwilson37@uco.edu</a></td>
</tr>
</tbody>
</table>
B. Mission, Philosophy, Core Curricular Strands and Student Learning Outcomes

MISSION
The mission of the University of Central Oklahoma, Department of Nursing is to provide transformative educational experiences that promote a culture of excellence in the art and science of nursing. The traditional undergraduate, career advancement, and graduate programs offer dynamic curricula built on a foundation of multi-disciplinary research and scholarly practice that are relevant, futuristic, and responsive to health and health care trends. Graduates are lifelong learners prepared to practice with integrity and compassion while enhancing the health of diverse persons and communities.
Revised: May, 2014

PHILOSOPHY
Within the framework of the mission statements of the University of Central Oklahoma, College of Mathematics and Science, and the Department of Nursing, the faculty is committed to the following beliefs about recipients of care, health, environment, nursing, and nursing education.

Recipients of Care
Recipients of care may be viewed as individuals, members of a family, community, and society. These recipients are in constant, mutual interaction with the environment, both affecting the environment and being affected by it. Every individual is a unique, holistic being who has dignity and worth. Central to the uniqueness of each individual is the freedom of choice and accountability for choices made. Individuals have a right to seek optimal health in a variety of settings and to receive competent nursing care that is congruent with their culture, beliefs, and needs. Families are groups of individuals who identify themselves as a social unit. Individuals and families interact, communicate, and are interdependent with society. Communities and societies are integrated systems that unite groups from various cultures based on shared beliefs, customs, values, and activities.

Health
Health includes components of physical, mental, and/or social well-being, not just absence of disease or infirmity (WHO, 1948). Health is a continually changing state influenced by biological, psychological, spiritual, cultural, economic, and sociological factors. Recipients of care actively participate in defining and achieving health.

Environment
Environment consists of internal and external influences that are the context of everyday life. Internal factors include physical, psychosocial, developmental, and spiritual dimensions. External factors include geopolitical, physical, psychosocial, cultural, historical, and economic aspects of the social world. The interrelationship of the environment and the recipient of care impact health.

Nursing
Professional nursing is a caring, dynamic process that provides compassionate, respectful, and patient-centered care. The nurse accepts responsibility for reflection and professional growth,
and is accountable for his/her nursing practice. The nurse functions in a leadership role by actively engaging in community and professional efforts to improve the quality of health care and to meet the changing health needs of society.

Nursing Education
Nursing education is the integration of knowledge and experience through which an individual develops his potential and establishes values. Transformative learning is a holistic process that places students at the center of their own active and reflective learning experiences. Faculty facilitates learning by creating an environment in which change and growth can occur. Faculty recognizes the individual needs of the learner and creates a variety of learning experiences that provide continuity and increasing complexity in clinical reasoning/judgment. Professional nursing education takes place in an institution of higher learning to ensure both a liberal education and knowledge specific to nursing. Baccalaureate education provides a foundation for evidence-based practice, acquiring clinical reasoning and judgment, identifying community health needs, developing leadership behaviors, and pursuing graduate study.

STUDENT LEARNING OUTCOMES (SLOs)
Student learning outcomes are the skills, knowledge or behaviors that are expected as a result of the learning activities in the nursing program. Student learning outcomes are based on professional standards of various nursing organizations, such as AACN, QSEN, ANA, etc. There are 10 student-learning outcomes that students must demonstrate competency in order to graduate from the nursing program. Student learning outcomes include the following:

1. **Patient-Centered Care**: Provide compassionate, respectful, and non-judgmental patient-centered care to maximize human potential and recognize the individual, family, or community as a partner in health and health care decisions.

2. **Clinical Reasoning and Judgment**: Use clinical reasoning and judgment in the provision of safe, quality care that promotes the health of individuals, families, communities, and society.

3. **Evidence Based Practice**: Use evidence-based practice and synthesize knowledge, concepts and theories from nursing, liberal arts, and sciences to create innovative solutions, make practice decisions, and enhance the profession of nursing.

4. **Communication**: Communicate effectively with individuals, families, colleagues, and community members, fostering shared decision-making, acknowledging diversity, and establishing mutual respect to improve health outcomes.

5. **Information and Technology**: Use information and technology in a legal and ethical manner to communicate, manage knowledge, mitigate error, support decision-making, and increase health literacy of individuals and families.

6. **Systems Based Practice**: Identify the larger context of factors that influence health and healthcare systems to improve health outcomes.

7. **Quality Improvement & Safety**: Implement interventions based on legal and ethical obligations to mitigate the risk of harm related to individual, organizational, and community factors in a variety of situations.

8. **Leadership**: Use leadership skills to influence the knowledge, attitudes, values, and behaviors of individuals, groups, organizations, and communities to facilitate goal attainment.
9. **Professionalism**: Demonstrate professionalism through actions that reflect integrity, lifelong learning, and self-reflection to meet professional standards and adapt to changes in future nursing practice.

10. **Collaboration/Teamwork**: Interact effectively with diverse healthcare professionals, exhibiting mutual respect, teamwork, and collaboration.

References


**C. Academic Program**

The Department of Nursing offers a program of instruction leading to a Bachelor of Science degree with a nursing major. The baccalaureate program includes planned learning opportunities designed to meet the needs of beginning and career advancement students.

The program of the Department of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Oklahoma Board of Nursing.

The University of Central Oklahoma’s undergraduate catalog provides specific information about each of the academic programs, admission requirements, course outlines, financial information, and academic probation.

**D. Equal Opportunity Statement**

In compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, the Family and Medical Leave Act of 1993, the Civil Rights Act of 1991, and other Federal Laws and Regulations, the University of
Central Oklahoma does not discriminate on the basis of race, color, national origin, sex, 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.

**E. ADA Statement Regarding Special Accommodations**

The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests by contacting Disability Support Services, at (405) 974-2516 (V/TTY). The DSS Office is located in the Nigh University Center, Room 305. Students should also notify the instructor of special accommodation needs as soon as possible. Per Title IX of the Education Amendments of 1972 (“Title IX”), pregnant and parenting students may request adjustments by contacting the Title IX Coordinator, at (405) 974-3377 or TitleIX@uco.edu. The Title IX Office is located in the Lillard Administration Building, Room 114D

**F. Communication: D2L & UCO email addresses**

UCO e-mail is one of the official means to contact students. Students are expected to monitor, when classes are in session, both D2L e-mail and UCO email for assignment and messages from faculty. It is possible to receive UCO and D2L email notifications on your mobile devices. Please refer to the Office of Information Technology for instructions on how to do this.

**G. Health Conditions**

The student is responsible for providing any DSS accommodation letter to the course coordinator and notifying each clinical instructor and appropriate agency personnel of any health condition that might require special consideration such as pregnancy, diabetes, epilepsy, etc.

**H. UCO Policies and Procedures for Students**

Please refer to the UCO Student Code of Conduct and Handbook for university policies and for further information related to: UCO Policies and Students’ Rights, Campus Activities and Organizations, Parking, Emergencies, University Department of Public Safety, Student Conduct and Appeals
Section 3: Admission, Progression, & Graduation
### A. Performance Standards for Admission and Progression in the Department of Nursing

Candidates for degree must demonstrate mastery/skills in these areas:

<table>
<thead>
<tr>
<th>Domain</th>
<th>Mastery/Skill</th>
<th>Some Examples of Necessary Activities (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Demonstrate critical thinking in clinical judgments.</td>
<td>Identify cause-effect relationships in clinical situations, develop nursing care plans.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Demonstrate problem-solving skills. Adapt to stressful situations.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interact appropriately and effectively with individuals, families, and groups from a variety of socioeconomic, cultural, and intellectual backgrounds.</td>
<td>Establish rapport with patients/clients, family members, and other members of the healthcare team.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Recognize appropriate boundaries in relationships with patients/clients, family members, and other members of the healthcare team.</td>
</tr>
<tr>
<td>Communication</td>
<td>Sends and receives verbal, non-verbal and written information appropriately, intelligibly, and effectively in a timely manner.</td>
<td>Explain treatment procedures, initiate health teaching, review lab results or new orders.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Receive and provide report on patients during transfer of care, document and interpret nursing actions, assessments, and patient/client responses, and communicate findings and requests to other members of the healthcare team.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Provide safe and effective nursing care, using appropriate techniques</td>
<td>Calibrate and use equipment. Maintain sterility and aseptic technique as necessary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Appropriately reposition, transfer, and assist with ambulation of patients/clients maintaining safety for the patient/client and self.</td>
</tr>
<tr>
<td>Observation</td>
<td>Monitor and assess health needs. Respond effectively, in a timely manner, to observed changes in patient/client condition.</td>
<td>Monitor alarms, emergency signals, ausculatory sounds, and cries for help.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Observe patient/client responses/behaviors and respond appropriately.</td>
</tr>
<tr>
<td>Patient Examination</td>
<td>Perform physical assessment of patient/client condition and responds with appropriate treatment in a timely manner.</td>
<td>Perform inspection, palpation, percussion, and auscultation during a physical examination, i.e. landmarks for injections, patient skin color changes, changes in pitch with percussion of abdomen, differentiating normal and abnormal breath sounds.</td>
</tr>
</tbody>
</table>

All students in order to progress and complete the degree in nursing must meet these Performance Standards. These skills must be demonstrated with or without appropriate accommodations. The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their request by contacting Disability Support Services, at (405) 974-2516 (V/TTY). The DSS Office is located in the Nigh University Center, Room 309. Students should also notify the instructor of special accommodation needs as soon as possible.
**B. Anticipated Expenses Nursing – Based on 2020-2021**

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Tuition and Fees (Subject to Change) (Resident Fee)</td>
<td>$21,585.30</td>
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<tr>
<td>Sophomore Year (based on 12 hours load): 327.05/hr.</td>
<td>$3,924.60</td>
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<tr>
<td>Junior Year (based on 13 hour x 2): 327.05/hr.</td>
<td>$8,503.30</td>
</tr>
<tr>
<td>Senior Year (based on 12-14 hour load x 2): 327.05/hr.</td>
<td>$9,157.40</td>
</tr>
<tr>
<td>$260.55 - General Tuition</td>
<td></td>
</tr>
<tr>
<td>50.15 - College of Math &amp; Science Fee</td>
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<tr>
<td>16.35 – Nursing Fee</td>
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<tr>
<td>Textbooks and Course Syllabi</td>
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<tr>
<td>Sophomore Year:</td>
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<tr>
<td>Junior Year:</td>
<td>$ 850.00</td>
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<tr>
<td>Senior Year:</td>
<td>$ 550.00</td>
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<tr>
<td>Uniforms, shoes, photo name tag and patches</td>
<td>$250.00</td>
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<tr>
<td>Stethoscope</td>
<td>$20.00 – 80.00</td>
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<tr>
<td>Bandage Scissors, Watch w/second hand and Pen Light</td>
<td>$39.00</td>
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<tr>
<td>Professional Liability Insurance ($15.00/year)</td>
<td>$30.00</td>
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<td>Screening tests and immunizations (MMR, PPD, Hepatitis B Vaccine, Varicella Titer, Tdap) through UCO Student Health Center, Public Health Department, or personal physician/clinic</td>
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<tr>
<td>BLS Healthcare Provider (CPR) Certification/Recertification - ($30 X 2)</td>
<td>$60.00</td>
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<tr>
<td>Graduation Fee &amp; Graduation Expenses + Cap and Gown Fee</td>
<td>$70.00</td>
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<tr>
<td>Exam Soft – ($30.00/year)</td>
<td>$90.00</td>
</tr>
<tr>
<td>Achievement Exams - HESI Testing Package - $123.60 Per Semester</td>
<td>$618.00</td>
</tr>
<tr>
<td>UCO Nursing Department Student Handbook from Advanced Printing</td>
<td>$10.00</td>
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<tr>
<td>(also available online)</td>
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<tr>
<td>Federal Criminal Background Check</td>
<td>$41.00</td>
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<tr>
<td>Drug Screening</td>
<td>$40.00</td>
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<tr>
<td>My Clinical Exchange membership ($36.50 x 3 yrs)</td>
<td>$109.50</td>
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<tr>
<td>Student Nurses Association (SNA) Dues - $10.00 Per Semester</td>
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<tr>
<td><strong>TOTAL ESTIMATED EXPENSES FOR ESSENTIAL ITEMS</strong></td>
<td>$25,637.80</td>
</tr>
</tbody>
</table>

**Additional Expenses:**
- Computerized answer sheets for exams from University Bookstore
- Transportation costs to clinical agencies (i.e., gas) and parking
- Fees for attendance at workshops (ONA Legislative Day, OSNA Conventions)
- Student Nurses Association state & national dues
- NCLEX-RN exam fees (after graduation)
- Licensure fees (after graduation)
C. Admission & Progression in the Undergraduate Nursing Program

Students must meet prerequisite course requirements (as outlined in the UCO Catalog) to progress in the program. Students are required to successfully complete courses within one level (semester) before starting course work in the next level. Students may enroll a maximum of two times in any given nursing course. Students may not continue in the UCO Nursing Program if either of the following conditions occurs:

- Failure (grade of D or F) of a nursing course on the second attempt
- Failure (grade of D or F) of two nursing courses.

Students entering the sophomore year of the nursing program must meet the following criteria:
- been accepted into the nursing program
- completed all prerequisites for sophomore level courses, including Anatomy, and be concurrently enrolled in the courses that are a prerequisite for entering the junior year (Physiology, Individual and Family Development, and Intro to Nursing)
- International students (i.e. students for whom English is a second language regardless of resident status) must have a minimum TOEFL score of 560 on the written examination or equivalent on internet version.

Students entering the junior year of the nursing program must have:
- Been accepted into the nursing program.
- Successfully completed all prerequisite courses including Physiology, NURS 1221 Introduction to Nursing, NURS 2207 Foundations of Nursing, and NURS 2113 Individual and Family Development through the Lifespan.
- Passed the Dosage Calculation progression examination in Foundations of Nursing (NURS 2207)

Students entering the second semester of the junior year of the nursing program must have:
- been accepted into the nursing program.
- passed the Dosage Calculation progression examination administered in the Junior 1 semester
- successfully completed all Junior 1 courses

Students entering the senior year of the nursing program must have:
- been accepted into the nursing program.
- completed all prerequisite courses, Junior Level Courses, and Statistics. Statistics is a prerequisite for NURS 4513: Research & Evidence Based Practice
- passed the Dosage Calculation progression examination administered in the Junior 2 year
Students entering the senior year of the nursing program as career advancement students must have:

- been accepted into the nursing program.
- completed all prerequisite courses and requirements.
- passed the Dosage Calculation examination if in the LPN to BS track (see section below).

**D. Dosage Calculation Testing**

All students will successfully complete Dosage Calculation Exams at the end of the sophomore, J1, and J2 semesters in order to progress to the next semester clinical courses. Any student entering the S1 semester must successfully complete the exam if not already completed the previous semester. The student has three (3) opportunities to achieve the required minimum score of 90% on the examinations.

**E. Name or address change**

Name or address changes at the University level are not automatically reflected in the Nursing Department files. Students whose name and/or address are changed at any time after admission to the program are required to notify the UCO Office of Student Services and the Department of Nursing. A form is available in the Nursing Office.

**F. Procedure for readmission to nursing program**

This section only applies to students who are eligible for progression in the program (See Admission & Progression in the Program, Section 3C). Students who have been accepted to the program but did not begin the first semester of the sophomore year should contact the nursing office for information about reapplication procedures.

Students who withdrew for any reason, did not complete all sophomore or junior level courses, or failed a course which requires them to wait until the next semester to retake the course must:

- Meet with the Course Coordinator to determine a future plan.
- Submit a letter to the Chairperson of the Department about reapplying for readmission. In the letter describe:
  1. The student’s intent, what class, and what semester they plan to return,
  2. Any academic and/or work-related experiences since leaving the program,
  3. The actions you have taken to correct any problem areas previously identified by you and the nursing faculty,
  4. How you have met any conditions for readmission identified by the faculty during your last advisory conference,
  5. If you have taken any courses, submit a current transcript.

Student readmissions after withdrawals or failures are not guaranteed. Readmissions may be limited and will be provided based on space available in classrooms and clinicals. Students who are not enrolled in nursing courses for one or more semesters may be subject to requirements for additional background checks and drug testing. Students who apply for readmission must update all required screening tests, CPR certification, OSHA training, any other training required by hospitals (TB, restraints, etc.) and purchase professional liability insurance.
G. Graduation from the nursing program
In order to meet the criteria for graduation, students must comply with all requirements as indicated:

- Must maintain a “C” (76%) or better in all nursing courses and a passing grade in all clinical components
- Must be in good standing with the University (i.e., no financial holds and all equipment and written materials returned to the Department of Nursing).
- Must apply for graduation/degree check. This certification must be obtained no later than the deadline specified by UCO graduation policies. The University requires application for graduation and fees must be paid as per University guidelines.
- Successful program completion qualifies a graduate to take the NCLEX-RN Exam (subject to approval by the Oklahoma Board of Nursing). The graduating seniors will be informed of the NCLEX-RN application process during NURS 4821: Preparing for Entry into Practice.

H. Requests for Recommendation Letters
When a student needs a letter of reference, faculty members may be contacted to provide the reference. The following guidelines should be adhered to by the student as a professional courtesy to the faculty:

- Request faculty permission prior to listing their name on a resume as a reference.
- Provide information about the position or scholarship for which you are applying.
- Provide any forms provided by the requesting facility and have your name on the form.
- Provide information about yourself that will assist the faculty member in writing a reference letter e.g., GPA, list of awards and activities, goals, etc.
- If a specific type of information is required, please let the faculty know what information will be most helpful.
- Include the name of the individual who will receive the reference.
- Provide a stamped addressed envelope.

Letters of Good Standing may be requested from the Nursing Chairperson. The student should:

- Fill out the Request for Letters Form found in the nursing office.
- Requests submitted by noon on Monday will be ready for pick-up by Friday.
- Requests submitted at other times may be delayed until the next Friday.

I. Department of Nursing Pinning Ceremony
The school pin of the Department of Nursing is conferred twice a year during the Pinning Ceremony at the close of the spring and fall semesters. Nursing students who have completed all degree requirements are eligible to receive this pin. This ceremony is held at a suitable location on campus. During this ceremony and prior to the conferring of the school pin several awards are recognized and presented to the recipients. Following the ceremony a reception is held to honor the graduating seniors. Proper attire for pinning and graduation consists of cap and gown. Students are encouraged to wear their Sigma Theta Tau International, Alpha Chi and/or Mortar Board, SNA recognition symbols (e.g., cords, etc.), and others as appropriate.
**J. Oklahoma Board of Nursing Statement**

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

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

The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. Potential applicants to state-approved education programs, with a criminal history, may obtain an initial determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The initial determination of eligibility for licensure petition can be accessed at [http://nursing.ok.gov/initialdeterm.pdf](http://nursing.ok.gov/initialdeterm.pdf).

**K. NCLEX-RN Process**

All students will be given directions for completing the NCLEX-RN Licensure Application during the final semester in NURS 4821.
L. OBN Guidelines for NCLEX Candidates with History of Arrest/Conviction or Prior Disciplinary Action

For additional information, please contact the
Oklahoma Board of Nursing
2915 N. Classen Blvd., Suite 524
Oklahoma City, OK  73106 (405) 962-1800
www.ok.gov/nursing

NCLEX or AUA Certification Applicants

With History of Arrest/Deferred Sentence/Conviction Policy

I. Regulatory Services staff may approve the application of an NCLEX or AUA certification Applicant with a misdemeanor offense in the following cases:

A. First instance of a misdemeanor including but not limited to bogus checks, larceny of merchandise, or violation of a state or federal narcotics or controlled dangerous substance law; and

B. The misdemeanor offense was not plea bargained from an initial felony charge; and

C. The candidate has no other criminal charge(s), judgment, or sentencing pending.

Regulatory Services staff may, at their discretion, request further review by the Investigative Division of any Application for their approval and/or review.

II. All other Applications of NCLEX or AUA certification Applicants with arrest(s), history of disciplinary action, and/or judicial declaration of mental incompetence, will be reviewed by the Investigative Division and prosecuting attorney for a decision regarding approval. The Investigative Division Staff may utilize the NCLEX/AUA Applicant Disciplinary Guidelines (OBN Policy/Guideline #I-33).

III. All Applications of Applicants with arrests, misdemeanors, felonies, history of disciplinary action, or judicial declaration of mental incompetence, not falling within the parameters of Section I and/or the NCLEX/AUA Applicant Disciplinary Guidelines, must come before the Informal Disposition Panel and/or the Board for decision.

Any Applicant with four or greater criminal offenses shall appear before the Informal Disposition Panel and/or the Board.
IV. **Regulatory Authority:** 59 O.S. §567.8

<table>
<thead>
<tr>
<th>Board Approved: 09/95</th>
<th>OBN Policy/Guideline #E-20</th>
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<tr>
<td>Board Reviewed w/o Revision: 3/18</td>
<td>Page 1 of 1</td>
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<tr>
<td>Board Revised: 1/2000; 9/01; 11/02; 1/05; 1/09; 11/09; 11/14</td>
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<tr>
<td>P:/Administration/Executive/Policies/Education/E-20 NCLEX or AUA Certification Applicants with History of Arrest-Deferred Sentence-Conviction Policy</td>
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</tbody>
</table>
Section 4: Standards of Behavior
A. Standards of Ethical Nursing Practice

A nursing student is part of the nursing profession and is expected to maintain appropriate conduct and be committed to the ethical obligations and standards of the profession. Unethical conduct is nursing behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the nursing profession and which could jeopardize the health and welfare of others which shall include, but not be limited to the following:

- Appropriating without authority medications, supplies or personal items of the client or agency,
- Falsifying documents submitted to the Department of Nursing or in the clinical setting,
- Violating the confidentiality of information or knowledge concerning the client,
- Conduct detrimental to the public interest,
- Impersonating a licensed practitioner, or permitting another person to use her/his nursing student identification for any purpose,
- Allowing own value system to interfere with client care/well-being,
- Professional boundaries violations, including sexual misconduct,
- Violating the ANA Code of Ethics,
- Any illegal behavior.

(Adapted from the Code for Nurses by the American Nurses’ Association, the Nurse Practice Act of the State of Oklahoma, Professional Boundaries by the National Council of State Boards of Nursing)

If a nursing student demonstrates unethical behavior in a course or courses, the nursing faculty may impose any of the following sanction(s):

- Removal from the setting.
- Additional learning assignments designed by the faculty to contribute to the achievement of course objectives and change undesirable behavior.
- Grade of “D” or “F” for course.
- Dismissal from course.
- Dismissal from the nursing program.

B. Student Misconduct

According to the University Code of Student Conduct, the objective of the University of Central Oklahoma as well as the Department of Nursing is to provide an opportunity for education to all its students. (Please review the previously linked Code of Conduct for the University of Central Oklahoma @ http://online.fliphtml5.com/ekrc/bfru/#p=1). Standards of conduct or limits of behavior are defined. Rules are designed to insure optimal conditions for learning for all students and to fulfill the intent of the Philosophy of the Department of Nursing.

Both students and faculty are able to report incidents involving academic dishonesty, sexual misconduct, general misconduct, or “for information only” incidents. Reporters may remain anonymous. Some examples of misconduct include: intimidation, abuse, discrimination, bullying, disorderly conduct, or any violation of UCO policy. The process for reporting is at this link: https://www.uco.edu/offices/student-conduct/report-and-incident. In the case of student or academic misconduct the student is required to meet with the appropriate faculty member. A final conference summary of the same information in a letter format will be placed in the student’s file which will document the incident.
Nursing students are also expected to behave according to the American Nurses Association (ANA) Code of Ethics for Nurses which can be found at https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/. There are nine provisions in the ANA Code of Ethics.

**Provision 1:** The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

**Provision 2:** The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

**Provision 3:** The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

**Provision 4:** The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

**Provision 5:** The nurse owes 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.

**Provision 6:** The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

**Provision 7:** The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

**Provision 8:** The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

**Provision 9:** The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy” (ANA, n.d., *Code of Ethics for Nurses*, https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/).

**C. Dismissal from the nursing program**

The Department of Nursing reserves the right to require a student’s withdrawal from the program regardless of academic standing if any of the following conditions exist: (this list is not all inclusive)

- All forms of dishonesty including, but not limited to, cheating, plagiarism, knowingly furnishing false information to an institution and/or an instructor, forgery, alteration or misuse or being a part of the forgery, alteration or misuse of an institution’s records or documents, stealing, or violating the integrity of examinations, quizzes, or other learning activities (See Student Affirmation Statement and Appendix M)
- Inability to meet Performance Standards (see Appendix J)
- Confirmed Positive Drug Screen
- HIPAA violation, falsification of medical records, or Negligence in the clinical setting
- Violation of ANA Code of Ethics for Nurses
- Violation of the Departmental Standards for Ethical Nursing Practice (see Appendix F)
Unsafe nursing practice (see Appendix E)

D. Plagiarism

Plagiarism is defined as when “an author presents the work of another as if it were his own work. This can extend to ideas as well as written words. If an author models a study after one done by someone else, the originating author should be given credit.” (American Psychological Association (2001). Publication Manual of the American Psychological Association, 349). Plagiarism is considered academic dishonesty and is punishable under the guidelines defined for academic dishonesty. Please refer to the UCO Code of Student Conduct policies for additional information. See Student Affirmation Statement for additional statements on academic integrity and ethical behavior.

E. Academic Dishonesty Policy from Student Code of Conduct

Violation of these expectations, as specified above and in Sections III, IV, and V, may result in penalties up to and/or including expulsion from the University. Academic dishonesty includes, but is not limited to: plagiarizing; cheating; turning in counterfeit or unoriginal work; stealing academic material; knowingly falsifying academic documents; accessing confidential academic records without authorization; disclosing confidential academic information without authorization; and turning in the same work to more than one class without the expressed permission of the instructors involved. Each student is expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experience both in and out of the classroom.

Specific examples of academic dishonesty include, but are not limited to
A. Cheating on an examination or the preparation of academic work;
B. Copying from another student’s test paper, laboratory report, other report, or computer files, data, listings, and/or programs;
C. Using, during a test, materials not authorized by the professor or instructor;
D. Collaborating with or aiding another person, without authorization, during an examination or in preparing academic work;
E. Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying or possessing in whole or in part, the contents of an un-administered examination;
F. Substituting for another student, or permitting another student to substitute for one in taking an examination or preparing academic work;
G. Bribing another person to obtain an un-administered examination or information about an un-administered examination;
H. Plagiarizing or appropriating another’s work or idea without properly acknowledging incorporation of that work or idea into academic work; students of a group are responsible for plagiarized material contained in group work
I. Examples of plagiarism include, but are not limited to, the following:
   1. The submission of any work that has been downloaded from the internet.
   2. The submission of any work that included quotations, paraphrasing, or the ideas of another without proper citation.
i. Unauthorized reuse of work or the turning in of the same work to more than one (1) class without the expressed permission of the instructors involved;

J. Any forgery, alteration, or misuse of academic documents, forms or records, in hard copy or electronic format;

K. Attempting to bribe any faculty, staff, or student to alter a grade;

L. Attempts by unauthorized individuals or organizations to access student records without the expressed written consent of the student.

Examples of violations include, but are not limited to the following:

1. Illegally accessing information from student or faculty information terminals;

2. Misrepresenting oneself to obtain another student’s transcript, semester grades or class registration; and,

3. Using a student’s ID number without his or her expressed written permission to gain access to other University services.

M. Knowingly falsifying admissions information.
Section 5: Facilities
A. Meeting Rooms

The University Library has study rooms available as a resource for students. Many other rooms may be reserved for student organization meetings, as well. Departmental classrooms may be available for student organization meetings (see Departmental secretary for scheduling of rooms). Room 150 is a faculty work room. It is not to be used by students without permission from a faculty member or meeting in a faculty office.

B. Borrowing Lab Equipment

Any student wanting to check out lab equipment or other items from the department for use outside of the Coyner Health Sciences Building must complete the following steps: Coordinate with the Lab Manager, and return the item to the lab manager as soon as possible, as the equipment may be reserved by another student. Please remember that you are responsible for the item until it is checked in. It is very important that we keep an accurate record of the location of all equipment so they will be available for both faculty and students when they need them. Student may be charged for equipment not returned. Please note that if you wish to view/review/use materials that are part of class/clinical preparation or assignments, you may need to discuss an appropriate time with the faculty member responsible for the class/clinical. Check to see if special arrangements or instructions (i.e., group, instruction in use of blood glucose monitors) are needed prior to checking out the materials.

C. Posting announcements and flyers

Please refer to the University policy on flyers.
Section 6:
Classes & Grades
A. Attendance Policy
Students are expected to attend all classes in order to meet the objectives of the course and the nursing program. Attendance policy is determined by individual course instructors and will be located in the course syllabus. Clinical, lab, and/or simulation absences may result in the student being unable to complete the objectives and therefore failing the course.

B. Departmental Grading Scale
The department of nursing courses use the following grading scale for all courses:
90 - 100% = A
83 - 89% = B
76 - 82% = C
70 - 75% = D
Below 70% = F

C. Departmental Grading Policy
To pass each nursing course the student must (a) achieve a minimum of 76% on the theory examinations, if applicable AND (b) achieve a minimum of 76% on the theory examinations when combined with other course requirements AND (c) achieve a minimum of 76% or a passing grade on the clinical evaluation tool, if applicable. If a student does not meet the criteria listed above, a grade of “D” or “F” will be recorded as the official grade.

- A grade of “A” will be recorded if the combined course requirements result in a computed grade of 89.5% to 100%.
- A grade of “B” will be recorded if the combined course requirements results in a computed grade of 82.5% to 89.49%.
- A grade of “C” will be recorded if the combined course requirements results in a computed grade of 75.5% to 82.49%.
*A grade of “D” will be recorded if the combined course requirements result in a computed grade of 69.5% to 75.49%.
*A grade of “F” will be recorded if the combined course requirements result in a computed grade of 69.49% or less.
*A grade of “F” will also be recorded if the student does not obtain 76% in the course(s) of the semester prior to his/her anticipated graduation.

Please note: *Raw scores will be used as a basis for calculating grades and only the final grade will be rounded.

D. Course Syllabi
Specific guidelines are found in each course syllabus. Students are responsible for reading and adhering to the criteria and procedures outlined for each course. Students will be advised of any changes in the course syllabus verbally and/or in writing. Each nursing syllabus is considered the student-teacher contract for that specific course. Please be sure you understand the evaluation policy, as practices may vary from course to course or semester to semester.
**E. Papers**

Course syllabi will outline specific instructions for assigned written work. Refer to Nursing BS Community on D2L for APA Guidelines.

**F. Taping Of Classes**

Students must obtain permission from the instructor or guest lecturer prior to class if they intend to audio record any class session.

**G. Dismissal of Classes for Adverse Weather**

The President of the University of Central Oklahoma has the sole authority to dismiss classes due to adverse weather conditions. Students are encouraged to sign up for the Central Alert System in order to receive weather notifications. If you are in doubt, call the UCO Weather Line at 974-2002, check for e-mail messages, check UCONNECT or listen to the news media (radio and TV). Students are urged to use personal discretion in times of inclement weather. Your safety is the primary consideration in weather situations.

**H. Evaluation of Program and Teaching Effectiveness**

Student feedback is a valuable component of quality improvement in the Department of Nursing. Students have an opportunity to provide instructor/course feedback through student feedback to departmental Chairperson during scheduled meetings, student feedback on departmental or University evaluations (e.g., Graduating Senior Surveys, course evaluations), individual student-faculty discussions and evaluation of expectations of each other, and/or participation as an elected and approved student representative on the Faculty Curriculum and Assessment Committee.

**I. Rounding Rules**

Instructions for rounding will be included with individual questions on Dosage Calculation Exams and on Dosage Calculation questions included in classroom theory exams. Students should follow the directions carefully, incorrect rounding will result in questions being counted incorrect.

**J. Examinations**

All exams must be taken as scheduled. Any student unable to take the exam at the scheduled time must notify the course coordinator prior to the exam. In the event you cannot contact the course coordinator, you may notify the Department of Nursing secretary. Notification must be made prior to the beginning of the test. Permission to take the exam other than at the scheduled time must be granted by the course coordinator. If any student does not follow the above guidelines, a zero will be recorded for that exam. Extenuating circumstances, such as a car accident, will be handled on an individual basis. Make up exams must be taken within one week.
of the scheduled date. An alternate form of the exam may be given at the faculty’s discretion.

Students must provide their own computer answer sheet for all examinations. These may be purchased at the UCO Bookstore.

Exam grades will be posted within a maximum of five working days or as stated in the course syllabus following an exam. Student questions or concerns regarding the exam results must be directed in writing to the course coordinator within one week of posting grade.

K. Procedure for Grade Appeal
A student who wishes to appeal a grade must use the College and University processes. See the UCO Code of Student Conduct, the departmental Chairperson or Dean, College of Mathematics and Science for more information.

L. Capstone Description
The Baccalaureate Nursing Program Capstone is a set of culminating activities during which the student will demonstrate fulfillment of University and Nursing Department requirements for the degree. The Nursing curriculum is designed to build on a liberal arts foundation and the core principles of the University Central Six which support transformation through discipline knowledge, leadership, research and scholarly activities, service learning and civic engagement, global and cultural competencies, and health and wellness. All required nursing courses are designed to meet national standards for nursing education and nursing practice. Courses are designed to build concepts incrementally to assure successful accomplishment of the defined Nursing Program Core Competencies (or Student Learning Outcomes). Additionally, the Nursing Program has incorporated the Value Rubrics adopted by UCO for Critical Thinking and Written Communication, as well as Integrative Learning as a guide for course development.

The Leadership and Community Courses in the last semester of the senior year will focus on facilitating transition from role of student to the role of the professional nurse in contemporary health care environments. Students are expected to integrate learning from previous courses in areas defined by the program core competencies including patient-centered care, clinical reasoning and judgment, evidence-based practice, communication, information and technology, systems-based practice, quality improvement and safety, leadership, professionalism, and collaboration and teamwork.

The components of the Capstone in Nursing are:

1. **Project Implementation:** A project will be implemented allowing the student to demonstrate an ability to synthesize and apply knowledge and skills acquired in this academic program to real-world nursing issues and concerns. The project will affirm the student’s ability to think critically and creatively to solve practical issues and concerns related to nursing practice at the individual, family, community, organizational or systems level. The student will also demonstrate the ability to
make reasoned and ethical decisions and communicate effectively orally and in writing. Using an evidence-based approach the student will develop a project for proposal by the end of the Senior 1 semester that will be implemented in the final semester before graduation. The project may be directed at a variety of health and health care settings and will be related the areas defined by the nursing program core competencies.

2. **Personal Philosophy of Nursing**: By incorporating knowledge and skills from past learning experiences with personal reflection on values and theories, the student will be able to envision themselves as a professional nurse. This experience will guide the student as they move from graduation as a novice nurse toward self-actualization and becoming an expert nursing professional. This paper will demonstrate their ability to synthesize information and the ability to express ideas in a scholarly form of communication.

Updated 4/2016
Section 7: Clinicals
A. Unsafe Nursing Practice Policy

The definition of unsafe nursing practice includes any action that jeopardizes a client’s life, health, safety or welfare. Unsafe nursing practice includes, but is not limited to, the following behaviors of a nursing student:

- Accepting the delegation of a nursing function or prescribed health care function when the delegation or acceptance could reasonably be expected to result in unsafe or ineffective client care;
- Failure to utilize appropriate judgment in administering safe nursing practice based upon the expected level of nursing preparation;
- Failure to exercise technical competence in carrying out nursing care;
- Performing new nursing techniques or procedures without proper education and preparation;
- Engaging in activities which do not fall within the realm of standardized nursing practice;
- Endangering the welfare of the client through impaired physiological or mental health status;
- Inaccurate recording, reporting, falsifying or altering client records;
- Verbally or physically abusing clients;
- Falsely manipulating drug supplies, narcotics or client drug records;
- Leaving a clinical assignment without properly advising appropriate personnel;

(Adapted from the Nurse Practice Act of the State of Oklahoma, the Ethical Code for Nurses by the American Nurses’ Association.)

A violation of the Unsafe Nursing Practice Policy is a violation of academic standards. Conduct which falls under the Unsafe Nursing Practice Policy may also be subject to disciplinary action under the applicable departmental and conduct codes of the University of Central Oklahoma. Sanctions imposed for unsafe nursing practice may include one or more of the following:

- Removal from the setting.
- Grade of “F” for course.
- Dismissal from course.
- Dismissal from the nursing program.

B. Requirements to Enter Clinical Agencies

Required screening tests, immunizations and documentation of these requirements can be obtained at your private physician’s office, Public Health Department, Student Health Center at UCO and/or at your own place of employment and a copy provided to the Nursing Department Secretary. If you receive a flu shot at the SNA flu clinic, keep a copy of your form. For all requirement, keep a copy of the results and turn a copy into the Nursing office by the announced deadline. Information submitted to the office will be placed in your permanent file.

It is the student’s responsibility to keep insurance, CPR and other requirements current while a student in the program. Prior to the start of each semester, the student should review to be sure their requirements are up to date. It is recommended that students receive hepatitis B vaccinations and yearly influenza vaccines to protect the students as well as their clients.

Students are required to provide written verification of the following bolded items prior to the
first clinical experience in the nursing program (new students will receive additional instructions at Program Orientation):

*Initial Requirements*

**National Criminal Background Checks.** Apply online at [https://www.validityacademics.com](https://www.validityacademics.com). Your completed background check will be e-mailed to the Department of Nursing Chairperson.

**Two MMRs** (measles, mumps, rubella) immunizations

**Varicella titer or varicella vaccine** (series of 2 injections 4 weeks apart). If the titer is negative, you will need to get vaccinations.

**Hepatitis B Vaccination series** or sign a waiver form to refuse the vaccine. If the series of three injections has not been completed, you must come by the office and sign a hepatitis refusal form which will be valid until you complete the series. Students who sign a waiver form and do not intend to take the Hepatitis B series must see Department Chairperson before going to clinical for information regarding the risks involved with this decision.

**Urine Drug Screening**

In partnership with our clinical facilities, the Department of Nursing is committed to providing safe and effective care for our clients. With this in mind and in compliance with our contracts with clinical partners the Department of Nursing has instituted the following policy. Policy Statement: Students must submit to and successfully pass urine drug screening for illicit or inappropriate prescription drug use before beginning clinical experiences. For students who remain continuously enrolled, drug testing will not be routinely repeated. Students who behave in a manner consistent with substance use/abuse maybe required to undergo additional drug screening tests. This policy applies to behaviors noted in any educational setting, including classroom, laboratory or clinical. In addition, Clinical Facilities retain the right to require drug testing in compliance with personnel policies in force during clinical rotations. Urine is the method that will be used to test for nine (9) substances or their metabolites: marijuana, opiates, semi-synthetic and synthetic narcotics, cocaine, phencyclidine, amphetamines, barbiturates, benzodiazepines, methaqualone.

Although marijuana is legal for some persons in the State of Oklahoma, marijuana is a Schedule 1 substance under federal law and continues to be an illegal substance for the purposes of this policy.

Students will be required to give consent for the results of the testing to be released to the Department of Nursing. Collection of Specimens will be unannounced and will be completed at a site designated by the drug company. Students will be contacted by the drug screen company via UCO e-mail with instructions of when, where and how to complete this test. Students refusing testing or who do not complete the testing within the stated time frame are subject to dismissal from the program. Drug Testing will be at the student’s expense and must be paid prior to or at the time of testing. A photo ID is required to be presented at the time of sample submission.

Test results:
All test results will be held in secured files and can only be accessed by authorized
personnel of the Department of Nursing. Non-negative specimens will undergo further testing to confirm the presence of tested substances. Confirmed non-negative results will be reviewed by the Medical Review Officer, who is a licensed medical doctor. The student and their Healthcare Providers will be contacted to determine legitimate reasons for a non-negative result. Any student with a confirmed positive test (after review by the Medical Review Officer) will be subject to dismissal from the program. Students who are dismissed from the program related to a confirmed positive drug screen may be allowed to petition for readmission to the program after successful completion of a drug treatment program and with the recommendation of a therapist at that program. Students readmitted under these circumstances will be subject to random, unannounced drug screening.

*Annual Requirements*

*TB Skin Test*
*If you have never had a TB skin test OR it has been more than 12 months, please submit the results of a PPD skin test and the results of a PPD booster (2nd PPD taken 1-2 weeks after the first PPD). BOTH results need to be submitted.*
*If you have had a TB skin test with the last 12 months, you will need a new PPD.*
*If you have previously had a positive results on a PPD, please contact the Department of Nursing office for instructions. Please submit proof of both PPDs (the old one and the new one) being administered and read.*

*BLS for Healthcare Provider certification from the American Heart Association.*
Must be current at all times while enrolled. NOTE: Dated tests and/or documentation must be current. See the letter mailed to you from the departmental Chairperson for more information regarding sophomore, junior and senior requirements. Other BLS courses are NOT acceptable.

*Influenza vaccinations* are required by the majority of the metro area hospitals where you will be attending clinicals.

*NESA exam:*
Currently, this exam is administered on D2L in the Nursing, BS Community. This exam is a hospital requirement for all students who will be attending clinical. You must complete and pass to be able to attend clinical. The NESA Exam Resource Materials are available on the Nursing, BS Community under “content.” You will need to complete this examination YEARLY, and meet the passing score requirements set by the facilities. Students progressing through the program as anticipated will take it during the sophomore year, before the start of the J2 semester, and before the start of the S2 semester. Topics you are expected to master include “hot button” topics that registered nurses in practice also receive annual training on. These topics include, but are not limited to:*O.S.H.A. safety training, *Hazards Communication training, *Restraint training, *TB safety training, *HIPAA training

*C. Transportation to clinical sites*
Students are required to provide reliable transportation to and from the clinical sites in the community.
D. Professional clinical appearance

Each student represents the university in all professional and course related activities and in the completion of all course related requirements. The student is expected to display professional behavior, and the following professional appearance is expected. If a student appears at a clinical agency inappropriately attired and/or without an identification badge, the clinical instructor may send the student home with an unexcused absence or have the student retrieve their badge and return to clinical.

Uniform Attire
Students providing direct patient care will wear the student uniform, except when specified by a clinical instructor. This full uniform is expected to be worn for preplanning, clinical rotations, simulations, and labs. The uniform consists of “royal” blue pants and top. Scrub top must be of significant length to cover the top of the pants. No undergarments (i.e. bra or underwear) may be visible when the student is in any position. Specific brands/styles will be specified by the Department of Nursing. A shirt may be worn under the uniform top as allowed at the facility. No jackets may be worn while in patient care. Shoes must be solid black, white, or gray, and must have a closed toe, a closed heel, be puncture and fluid resistant, and have non-skid soles. A small emblem or logo on the shoes in a different color is acceptable. Uniforms must be laundered each time they are worn.

Business Casual Attire
On days when students do not wear uniforms to their agency, business casual attire will be worn with the UCO name badge. Individual clinical agencies may require adherence to their specific dress codes. Business casual dress may be permitted for some clinical learning activities. Business casual dress is expected for activities where the student represents the Department of Nursing such as conference attendance, unless alternate dress is specified. When in doubt, ask about attire for a function you will be attending.

Business casual is crisp, neat, and should look appropriate even for a chance meeting with a CEO. Business casual is classic and conservative rather than trendy. Clothing should not look like cocktail, party, or picnic attire. Avoid extremes of style and color. Avoid tight or baggy clothing. Clothing should not be ripped, frayed, or faded. See Appendix O.

Hair and head coverings
Hair must be neat, trimmed, and pulled back where it will not interfere with the care of patient or be a potential source of transmitting infection. Extremes in hair color must be avoided. Students must keep facial hair neat and trimmed. Hats or other headgear such as beads or decorative items are prohibited.

Jewelry, Body Piercings, and Tattoos
Due to concerns for patient safety, minimal jewelry is preferred. The only jewelry which may be worn are engagement and/or wedding rings and one pair of small gold or silver stud earrings (for pierced ears with a maximum of one stud per ear). Nose rings, tongue studs, facial jewelry, or any visible body piercings including clear studs are not permitted. Visible tattoos and body art must be covered at all times.
Scents, Hygiene, and Finger nails
It is expected that students, as potential members of the health profession, will uphold standards of good grooming at all times. Students must perform daily hygiene. Students must avoid smelling of strong odors, including tobacco, perfume, or cologne. Students may not have false fingernails or finger nail jewelry. Natural fingernails should be short enough to minimize the danger of injury and infection. Colored nail polish is not to be worn when in uniform.

Identification Badges and Miscellaneous Items
Identification badges must be purchased in the Nigh University Center Student ID office room 134. The badge must be worn at all times when the student is obtaining clinical experiences in both in-patient, outpatient, and volunteer settings. The identification badge must be worn at eye level. No other identification badges may be on your person while functioning as a student. The University of Central Oklahoma Department of Nursing patch shall be worn on the upper left sleeve of the outermost layer of the uniform. The patch must be attached 1 inch below the shoulder seam, and it may be purchased through the University Bookstore. Stethoscope covers and/or other adornments are not allowed on stethoscopes due to infection control issues.

<table>
<thead>
<tr>
<th>Appropriate Business Casual Attire:</th>
<th>Inappropriate Business Casual Attire:</th>
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<tr>
<td><strong>DO WEAR THIS</strong></td>
<td><strong>DO NOT WEAR THIS</strong></td>
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<tr>
<td>Neatly-pressed khaki, black, or navy pants that must cover the ankle</td>
<td>Denim apparel, including pants, skirts, jackets, and vests</td>
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<tr>
<td>Neatly-pressed long-sleeved, buttoned solid color shirt</td>
<td>Athletic apparel, including sweat shirts, sweat pants, swim wear, or shorts</td>
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<tr>
<td>Unwrinkled polo or golf style shirts</td>
<td>Yoga pants, leggings, spandex, stretch pants, or Capri pants</td>
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<td>Minimal jewelry and accessories, including a conservative watch</td>
<td>Clothing with potentially offensive imprinted or screened messages</td>
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<tr>
<td>Skirts must come to your knees while standing. While you are seated, your thighs should be covered. If your skirt comes to just below the knee, a slit to just above the knee might be acceptable.</td>
<td>T-shirts when worn as outer wear, sleeveless shirts, tank tops, crop tops, or shirts that expose the midriff</td>
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<tr>
<td>Shoes must be closed toe and heel with non-skid soles</td>
<td>Strapless dresses, backless dresses, or dresses with string ties or straps</td>
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<tr>
<td><strong>Evening, party clothes, or neckties</strong></td>
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<tr>
<td><strong>Mini-skirts (anything more than 1” above the knee is prohibited)</strong></td>
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<tr>
<td><strong>Athletic shoes, flip flops, strap sandals, hiking boots</strong></td>
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**Policy title: Professional Clinical Appearance**

- Supported by 100% of hospitals that focused on the words “professional appearance” in their policies.
- Garvin et al. (2014) found 93% of nurses perceived the importance of professional clinical appearance.

**Solid blue scrub uniform**
UCO’s policy requires students to purchase a solid blue clinical scrub uniform.

- Thomas et al. (2010) demonstrated that hospital patients perceived nurses who wore solid color scrubs were more skilled and knowledgeable than nurses in other types of scrubs.

**White t-shirt**
UCO’s policy allows a white t-shirt to be worn under the scrub uniform.

- Hospital policies that addressed undershirt requirements and scrub jackets restricted them to be a solid color only.
- Three out of eight (37.5%) hospitals required a specific color of layering undershirt to be worn under the scrub uniform.

**White lab coats**
White lab coats are no longer required as part of the UCO student nurse uniform

- Lab coats were not allowed for students at one clinical facility, although most hospitals did not promote or condone the use of lab coats.
- Wiener-Well et al. (2011) recommended that due to the potential for organism transmission, lab coats should not be utilized.
- However, Bearman et al. (2014) did not suggest banning white lab coats; rather, the researchers recommended limiting the potential contact of the coat with the patient due to infection control concerns.

**Denim**
UCO’s policy prohibits denim clothing.

- Supported by 100% of hospital policies that do not allow denim clothing.
<table>
<thead>
<tr>
<th><strong>Pants</strong></th>
<th>Pants other than dress slacks are inappropriate. Clothing should be free of rips and holes. Students may not wear yoga pants, leggings as pants, stretch pants, or Capri pants.</th>
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</thead>
<tbody>
<tr>
<td><strong>Shirts</strong></td>
<td>Shirts such as those with spaghetti straps, halter-tops, muscle shirts, tank tops, and sleeveless shirts were deemed unacceptable in 62.5% of hospitals, one long-term care facility, and one outpatient department.</td>
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<tr>
<td><strong>Skirts</strong></td>
<td>Seven out of eight (87.5%) hospitals had requirements for skirt lengths, although the recommendations varied among facilities.</td>
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<tr>
<td><strong>Undergarments</strong></td>
<td>Visible undergarments were not allowed at 62.5% of hospitals and two outpatient departments.</td>
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<tr>
<td><strong>Clothes that expose the midriff</strong></td>
<td>100% of hospitals agreed that professionals should not wear any clothing that exposed the abdomen or cleavage, and garments that were sexually provocative or revealing were not appropriate.</td>
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<td><strong>Laundering practices</strong></td>
<td>Sanon and Watkins (2012) and Wiener-Well et al. (2011) found significant amounts of bacteria on uniforms after hospital shifts. Scott et al. (2015) identified 13.5% of nursing students did not practice wearing clean scrubs on a daily basis. Potter and Justham (2012) found that 21% of registered nurses admitted to not wearing a clean uniform each day.</td>
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<tr>
<td><strong>Shoes</strong></td>
<td>62.5% of hospital policies required closed toe shoes. Bearman et al. (2014) also recommended closed-toe shoes have soles that resist slipping to help promote health care workers’ safety. Only one hospital recommended a certain color of shoes.</td>
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<tr>
<td><strong>Hair</strong></td>
<td>Supported by three-quarters of hospitals that required hair to be worn in a way that would not interfere with the care of patients. Clavelle et al. (2013) found that patients preferred their nurses to have their hair off the shoulders.</td>
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<tr>
<td><strong>Hair color</strong></td>
<td>Four out of eight (50%) hospitals, two long-term care facilities, and one outpatient facility banned extreme or non-natural hair colors.</td>
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<tr>
<td><strong>Facial hair</strong></td>
<td>62.5% of hospitals and two outpatient facilities required facial hair to be neat and well groomed.</td>
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<tr>
<td><strong>Jewelry and body piercings</strong></td>
<td>62.5% of hospitals, three long-term care facilities, and one outpatient department completely banned visible body piercings. Patients viewed both male and female care providers to be less professional if they had visible body piercings (Westerfield et al., 2012).</td>
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<tr>
<td><strong>Body art and tattoos</strong></td>
<td>62.5% of hospitals, one long-term care facility and one outpatient department required tattoos to be covered. Several hospitals and outpatient facilities that did not ban visible piercings and tattoos focused on them being covered if they were distracting or offensive. Thomas et al. (2010) found that nursing students, faculty, and patients perceived a nurse with piercings and tattoos possessed less skill, knowledge, and caring than a nurse that did not have piercings and body art. Westerfield et al. (2012) found that patients viewed female nursing staff with visible piercings and tattoos as less professional than those female nurses without piercings and tattoos.</td>
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<tr>
<td><strong>Hygiene</strong></td>
<td>75% of hospitals stipulated that co-workers must practice daily hygiene.</td>
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### Scents

Students may not smell of strong odors such as tobacco, perfume, or cologne.

- 100% of hospitals banned strong odors from items such as tobacco products, perfume, and cologne.
- Strong scents were also banned in one long-term care facility and one outpatient department.

### Fingernails

UCO’s policy bans artificial fingernails, nail jewelry, and colored nail polish.

- Artificial fingernails were not permitted at 87.5% of hospitals, two long-term care facilities, and one outpatient facility.
- 75% of hospital policies listed that employees’ fingernails must be clean and trimmed short.
- Clavelle et al. (2013) also found that patients did not like nurses to have long fingernails.

### Identification badges

(Recommend considering an enhancement to the nursing student identification badge to have the words Nursing Student in larger lettering for patients to read)

- Patients also reported a sincere desire to know who was caring for them, and they preferred nurses to display large, easy-to-read identification badges (Bearman et al., 2014; Nazarko, 2014; Wocial et al., 2014).

### Gum chewing

Gum chewing is not allowed during clinical experiences.

- Two hospital policies and one long-term care facility’s policy recommended that gum not be chewed in patient care areas due to a perceived lack of professionalism.
- Three nursing schools prohibited gum chewing.

### Make-up

Make-up should appear natural

- Half of the hospitals and one long-term care facility stressed that make-up should be worn to appear natural and not heavy.
- Two nursing schools recommended no heavy make-up.

### References


E. Clinical Attendance

Students are expected to attend all clinicals in order to meet the objectives of the program and legal requirements for licensure. If the student is unable to attend clinical due to an emergency, such as an accident, illness, or death in the immediate family, he/she is responsible for notifying the instructor and the clinical facility prior to the scheduled time. Documentation of the emergency and/or illness may be requested by the faculty. Students who have clinical absences must meet with clinical and course faculty to determine how clinical objectives can be met.

A physician’s release statement specifying the extent to which the student may participate in clinical activities is required in the following situations:

- Inability or restricted ability to perform clinical activities safely (i.e., back injury, fractures, birth of a baby, surgery, or other disabilities). **NOTE: A full release statement is required when there are no longer activity restrictions.**
- Personal illness or injury resulting in clinical absence of more than one week (1-3 days)

F. Dismissal of Clinical for Adverse Conditions

The President of the University of Central Oklahoma has the sole authority to dismiss classes. If you are in doubt, call the UCO Weather Line at 974-2002, check for e-mail messages, check UCONNECT or listen to the news media (radio and TV). If the University is closed because of weather or other adverse conditions, clinicals will be cancelled. Alternate arrangements may need to be made in order for students to meet clinical objectives.

If classes are delayed (late start) on a clinical day, the student should wait for communication from the instructor. Students are urged to use personal judgment about safety in times of inclement weather, and are expected to communicate with course and clinical faculty in a timely manner.

G. Clinical Grading Criteria

Clinical Grading Criteria Clinical grade will be based on the UCO Department of Nursing Clinical Evaluation Tool. The clinical learning objectives are standardized for across the curriculum yet areas of emphasis are individualized to each clinical course. The Department of Nursing Clinical Evaluation Tool can be found in the syllabus of each clinical course.
H. Clinical Assignments and Preparation
See the course syllabus for specific instructions related to clinical assignments and preparation. If not prepared the student will not stay on the nursing unit or care for the assigned client and will be relieved of duties for that clinical time. This will be an automatic unexcused absence, and the incident will be reflected in the clinical evaluation component.

I. Individual Conference and Evaluation
Each student will be expected to schedule conferences according to individual need. If the instructor feels the student needs a conference and the student has not scheduled a conference the instructor will schedule one for the student. Student must make arrangements for conferences at least one (1) day prior to conferences or call instructor to ensure availability of instructor. The student’s performance in the clinical area is evaluated by the University of Central Oklahoma Clinical Evaluation Tool. Other clinical evaluation tools may be utilized as part of pilot projects.

J. Safety in Clinical Area and Skills Lab
The University of Central Oklahoma does not provide personal health insurance for students injured while participating in clinical rotations and skills labs. This should be covered by your own personal policy. Any treatment received in a facility during clinical (for illness or injury) will be billed to the individual student. Universal precautions are advocated throughout the program for the safety of the student, as well as the client. The University of Central Oklahoma and the Department of Nursing are not responsible for any loss or damage of personal property during clinical or skills lab experience. Students are advised to keep valuables at home or secured in the trunk of their cars when indicated. Students are further advised to refrain from entering and/or to exit any clinical situation in which they perceive physical harm may occur. The student is to notify his/her clinical instructor immediately if the preceding situation occurs. Students are required to obtain permission from faculty or the lab manager before bringing a non-nursing student into the lab.

K. Standard Precaution Procedures
All patients present in a health care setting with a known diagnosis of an infectious disease will continue to be placed in proper category-specific isolation, and the student will use those precautions mandated by the clinical agency’s policies. All patients’ blood, body fluids or tissues will be considered to be potentially infectious, and Standard Precautions will be used on all patients regardless of other isolation status. Standard Precautions are to include the following procedures:

- All nursing students will routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient.
- Gloves will be worn when touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids and for performing venipuncture and other vascular access procedures. Gloves will be changed after contact with each patient. Masks and goggles or face shields will be worn during procedures that are likely to generate splashes of blood or other body fluids.
- Hands and other skin surfaces will be washed immediately and thoroughly with an antimicrobial soap if contaminated with blood or other body fluids. Hands will be washed
immediately after gloves are removed.

- All nursing students will take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle-stick injuries, needles will not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, as well as discontinued IV equipment, scalpel blades, and sharp items will be placed in puncture-resistant containers which should be located as close to the patient care area as possible.

- Nursing students who have exudative and/or open lesions or weeping dermatitis will report this to appropriate faculty and may be required to refrain from all direct patient care and from handling patient care equipment until the condition resolves.

- All patients’ blood, body fluids, or tissue specimen spills will be cleaned up promptly with a bleach solution diluted 1:10. For large spills, call housekeeping personnel. When removing internally placed tubes (enteral tubes, urinary drainage tubes), discard in a trash container provided in the patient’s room. Dispose of small dressings in the glove as it is removed, and discard larger dressings in appropriate plastic bags.

- Any needle stick, mucous membrane or cutaneous blood/body fluid exposure to a nursing student will be reported promptly to the faculty person and be reported to Employee Health Service promptly so investigation and any necessary follow-up can be instituted. All testing and follow-up care for the student will be at the student’s expense. Care may be completed through the UCO Student Health Center or personal physician.

- If a nursing student sustains a splash of blood or other body fluid on his/her uniform or lab coat, the student will remove the soiled clothing and apply a scrub uniform from the clinical area. The student will carry soiled clothing home in a plastic bag, and will wash any soiled uniforms/lab coats separately in the appropriate wash cycle. If the fabric can be bleached, an additional safeguard is to launder in a 1:10 bleach/water solution.

- All students and faculty will use Universal Precautions guidelines in determining when barriers are needed.

- Education on Standard Precautions will be provided for all new students prior to their first clinical rotation and updates will be provided each year for all students through completion of the NESA exam. Students caring for clients in the community setting will use protective gear as indicated by the nature of the care and as specified by the clinical agency: gloves, masks, goggles, gowns/aprons, disinfectant hand cleanser, plastic bags.

**L. Caring For Clients with Infectious Diseases**

The faculty of the Department of Nursing at the University of Central Oklahoma believes that all clients are entitled to quality nursing care, regardless of their diagnoses. The faculty also believes that all health care workers should be knowledgeable about matters pertaining to self-protection and potential transmission of infectious diseases. Nursing students with a confirmed pregnancy, is immunocompromised, or has an infection should consult with a physician to determine appropriate clinical activities. Other nursing students are expected to care for clients with any infectious disease (including AIDS & HBV), using the guidelines developed by the Center for Disease Control (CDC). All nursing students and faculty are expected to utilize
Universal Precautions in the care of all clients. Nursing students are expected to notify the appropriate nursing faculty of any of the aforementioned health care situations.
Section 8:
Student Success
A. Peer tutoring program.
Peer tutors are available in the nursing lab for help with skills and course material. Hours are posted outside Room 124.

B. Connection Group Meetings
As a benefit to you as a student, each student is assigned a faculty connection advisor. Members of that group are composed of groups of students at different semesters in the nursing program that are assigned to a faculty member advisor. The purpose of the group is to provide support and mentoring to students as they progress through the program. You will receive an invitation to group and individual meetings. At those meetings you will have the opportunity to talk with other students and faculty. Building a relationship with your faculty advisor may serve as a valuable professional resource. Frequency and scheduling of dates and meeting locations for the advisor meetings will be posted on the D2L Nursing, BS Community Site at the beginning of the semester. The number of meetings held by the individual advisor groups will be determined and communicated to the students by the individual faculty advisor.

C. Achievement Examinations.
Students are required to take achievement examinations designated by the Department of Nursing. Course syllabi and the faculty will provide detailed information for administration dates and times. Instructions will be given on how to pay for the standardized tests online. This is a program requirement. Achievement examinations allow the student to compare his/her progress in nursing with a nationally-normed comparison group. Achievement examinations allow for remedial learning activities to be assigned to students, based on their scores. This allows students the opportunity to acquire the needed information in each area prior to progressing in the program. Low scores on achievement exams indicate issues with mastery of course material and possible risk for program progression/completion and/or passage of NCLEX. A conference with a faculty advisor will be required for scores below the specified required benchmark. Remediation of the material and repeat testing will be required for all scores of below the designated appropriate level.

D. Departmental Learning Resource Center (Computer Lab, Coyner, Room 102)
The Learning Resource Center if open from 7:30 AM - 4:30 PM, except when classes or testing is scheduled in the LRC. The computers in the LRC are for the student’s use. These computers have Internet access. This computer lab use is for educational purposes only. Examples of educational use include: computer simulations, logging on to UCONNECT for e-mail, enrolling or withdrawing from courses, writing papers or completing assignments, and use of D2L. There is NO FOOD OR DRINK allowed in the LRC. In order to conserve paper and other supplies printing is limited to 5 pages per print job. If you have any questions about the computers or using the computer programs, please do not hesitate to get help from the office staff. During times of heavy use of the computer lab please limit your time on a computer to 30 minutes as a courtesy to your fellow students. Please be quiet when in the LRC as other students are studying.
E. Nursing Department Skills Lab
Various learning activities take place in the skills lab, including: Regularly scheduled clinical simulation classes, assessment skills classes, general demonstrations on skill techniques, peer tutors are available to help with skills and class material. The skills lab may be used during the posted hours or with faculty permission. Equipment and practice materials may be used in the skills lab and only select items may be checked out through the lab manager for use in other areas. After practice sessions in the lab, each student is required to return the station and models to a clean, neat appearance.

F. University Library
(http://library.uco.edu) The W. Max Chambers Library is well equipped to meet student needs. There are large open stack reading rooms, study rooms and offices. The library has a computer lab for use in writing papers, etc. Laptop computers are available for check out. Wireless internet is also available throughout the building (and the campus). Remote access to library materials is available electronically.

G. Student Support Services – (https://www.uco.edu/student-resources/federal-education-programs/sss/)
Please refer to the UCO General Catalog and UCO Web Page for student support services: Admission and Registration, Financial Aid, Student Health Center, University Policies, Academic Support Center (ASC), Counseling Center
Section 9:
Student Opportunities
A. Scholarships

The UCO Department of Nursing recognizes that some students may need financial assistance. Information regarding scholarships is available from the Department of Nursing and the UCO Financial Aid Department. These scholarships are available to full-time students enrolled in a minimum of twelve semester credit hours per academic semester or 8 semester credit hours during the summer term. Partial and full tuition waivers are available through the Department of Nursing. Incoming sophomore through senior 2 students are encouraged to apply.

In addition to scholarships/loans offered by Student Financial Aid (974-3336), the Department of Nursing offers many scholarships. These scholarships are usually awarded on the basis of academic achievement, financial need, character, citizenship, and leadership. Inquiries should be directed to the Department of Nursing, 974-5000. Notice of applications will be posted on student bulletin boards and on the Nursing, BS Community site on D2L.

Tuition waiver:
This tuition waiver is available once a year, applications are typically due in early June. All current students, incoming sophomore through incoming S2s are eligible to apply. Watch the Nursing, BS Community for the application and deadlines.

The UCO Foundation awards several scholarships through the College of Math & Science. There is one application to complete that can be applied to these scholarships. Please see this link: https://www.uco.edu/cms/scholarships/. You will need to have the following information: UCONNECT Username and Password, Activities, Awards Received, Personal Statement, Transcript - an electronic copy of your most recent official transcript (ie. PDF or JPG file). It will need to be uploaded to your application. For a UCO transcript, please visit a kiosk in the Night University Center or click here for more information, and 2 Faculty Email Addresses for References (Please contact your faculty member to request permission to be a reference) These scholarship applications typically open in December, and close in mid-February. They are awarded for the following academic year. The Department encourages students to apply for this financial assistance as well as other scholarships outside of the University. When applying, your application will be submitted to each scholarship you are eligible for. There may be additional requirements for specific scholarships, such as an essay. Scholarships are awarded as funds are available.

The following is a list of scholarships that may be available for application:
- Mary Ellen Lovelace Scholarship
- Elizabeth Wiebe Nursing Scholarship
- Professors Mohamad Shaaf and Susan Hassed Scholarship
- Evelyn Hamil Shopp Scholarship – Senior 1 student
- Billie Heinzeg Muzny Scholarship
- Martin Family Foundation
- Milah P. Lynn Nursing Scholarship Fund
- Eunice Boston Gay Scholarship
- Kecia Stevens scholarship

In addition, the department encourages students to apply for scholarships outside of the College.
of Math and Science. Inquiries may be made to the following sources:

- **UCO Scholarship Guide**
  - [https://www.uco.edu/admissions-aid/financial-aid/scholarships/](https://www.uco.edu/admissions-aid/financial-aid/scholarships/)

- **National Student Nurses Association**
  - [http://www.forevernursing.org/](http://www.forevernursing.org/)

- **March of Dimes**

- **Physician Manpower Training Commission Nursing Scholarships**
  - [http://pmtc.ok.gov/nurses](http://pmtc.ok.gov/nurses)

- **Sigma Theta Tau International**
  - [https://www.sigmanursing.org/advance-elevate/scholarships](https://www.sigmanursing.org/advance-elevate/scholarships)

- **American Business Women’s Scholarship**
  - [http://sbmef.org/Site/Scholarships.cfm](http://sbmef.org/Site/Scholarships.cfm)

- **American School Health Association Scholarship (if member of ASHA)**
  - [http://www.ashaweb.org/news-events/awards/](http://www.ashaweb.org/news-events/awards/)

- **Johnson & Johnson Campaign for Nursing’s Future**
  - [https://www.discovernursing.com/scholarships#no-filters](https://www.discovernursing.com/scholarships#no-filters)

- **Zonta Professional Women’s Scholarship**

- **US Public Health Services**

- **Tylenol Future Care Scholarship**

- **Armed Forces Assistance/ROTC**

- **New York Life Foundation Scholarship**

- **Pell Grant**

- **Veteran’s Administration Scholarship**

- **Most area hospitals have a variety of student programs and scholarships. Check with the appropriate Nursing Education Department and/or Nurse Recruiter.**

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### B. Awards

The following awards are presented annually to outstanding junior and senior students.

<table>
<thead>
<tr>
<th>Award Title</th>
<th>Criteria</th>
<th>Presented at:</th>
</tr>
</thead>
</table>
| Outstanding Sophomore Clinical Student (selected by Sophomore faculty)      | Enthusiasm for clinical nursing  
Ability to problem-solve clinical situations  
Communicates effectively with peers, patients, families, and staff  
Is self-directed, takes initiative for learning  
Reliable, dependable  
Seeks learning experiences  
Creative nursing care  
Recognizes and utilizes spontaneous patient teaching opportunities  
Demonstrates theoretical knowledge  
Caring, sincere, gentle bedside manner | CMS Awards Reception |
| Outstanding Junior Clinical Student (selected by Jr. faculty)                |                                                                                       |                                |
| Outstanding Senior Clinical Student (selected by Sr. faculty)                |                                                                                       |                                |
| Outstanding Graduating Senior (Nominated by Senior Faculty, selected by Nursing Faculty) | Displays professional/leadership behavior  
Outstanding performance in both theory and clinical  
Demonstrates involvement in Community Service | CMS Awards Reception  
and/or Pinning Ceremony |
<table>
<thead>
<tr>
<th>Award</th>
<th>Criteria</th>
<th>Ceremony</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding Career Advancement Student – RN and/or LPN student</td>
<td>Displays professional/leadership behavior</td>
<td>CMS Awards Reception</td>
</tr>
<tr>
<td>(Nominated by Career Advancement Committee, selected by Nursing Faculty)</td>
<td>Outstanding performance in both theory and clinical Demonstrates involvement in Community Service</td>
<td></td>
</tr>
<tr>
<td>Department Leadership Award – Graduating Senior</td>
<td>Must be a graduating senior Solicits input of peers and faculty for decision making Follows chain of command Consistently positive Creates a positive image in the community Formal and informal leadership role</td>
<td>Pinning Ceremony</td>
</tr>
<tr>
<td>(selected by total faculty)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pearl Emma Graff Award for Outstanding Seniors in Oncology Nursing – Senior Student</td>
<td>Must be a senior Nursing Student at UCO Demonstrate a special interest in oncology nursing Demonstrate clinical excellence in the care of the oncology patient during either their junior or senior year Recipient will be notified prior to presentation</td>
<td>Pinning Ceremony</td>
</tr>
<tr>
<td>(nominated and selected by senior faculty)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairperson Award – Second Semester Senior</td>
<td>Senior nursing student with minimum GPA of 3.0 in the nursing major Has consistently supported the Department of Nursing e.g. serving on committees Presents a positive professional image of the department to the college, university, and community. Demonstrates future leadership potential</td>
<td>Pinning Ceremony</td>
</tr>
<tr>
<td>(selected by total faculty and chairperson)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quod Curamus – Second Semester Senior</td>
<td>Student who best represents the school moto, Quod Curamus – Because We Care Demonstrates a caring attitude towards patients and fellow students</td>
<td>Pinning Ceremony</td>
</tr>
<tr>
<td>(selected by Senior students)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UCO Student Nurses Association Award for Leadership/Professionalism – Second Semester Senior student</td>
<td>Member of NSNA, active at both State and Local levels Regularly attends meetings of the UCO SNA Mentor for other students to become members Student advocate for the nursing program Actively involved in community projects Displays an interest in effecting legislation which effects health care A true leader; someone people look to for help, advice, and leadership Senior, selected by SNA membership</td>
<td>Pinning Ceremony</td>
</tr>
<tr>
<td>(selected by students)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Khader K. Hussein M. D. Award in Palliative Care – Senior Student (selected by Sr. Faculty)</td>
<td>Senior Nursing Student, One time per calendar year Student interested and involved in the area of palliative care</td>
<td>Pinning Ceremony</td>
</tr>
<tr>
<td></td>
<td>Khader K. Hussein M. D. Award is presented each year to an outstanding senior nursing student. The student who’s interest, involvement, and performance in the area of palliative care and end-of-life issues. Dr. Hussein has served as Volunteer Medical Director for Hospice of Oklahoma County, Inc. He was instrumental in raising funds to start this hospice. He serves as a trustee of the Hospice Foundation of Oklahoma, Inc. For many years, Dr. Hussein has served our community as an oncologist/hematologist. He helped establish the Central Oklahoma Cancer Center at Southwest Medical Center. In his role, he has mentored countless medical and nursing students.</td>
<td>Certificate and check is awarded by the Hospice Foundation of Oklahoma, Inc.</td>
</tr>
</tbody>
</table>

**C. University of Central Oklahoma Student Nurses’ Association (UCOSNA)**

Membership in the University of Central Oklahoma Student Nurses’ Association is open to all...
nursing majors. Membership in the University of Central Oklahoma Student Nurses’ Association is required for all students admitted to the Nursing Program. The University of Central Oklahoma Student Nurses’ Association is the Student Government organization for the Department of Nursing. Monthly meetings are held on campus. Announcements and/or posters will be posted ONE WEEK PRIOR to each meeting stating the program and place of the meeting. This association is affiliated with the National Student Nurses’ Association, whose purpose is to assume responsibility for contributing to nursing education in order to provide for the highest quality in health care, to provide programs representative of fundamental and current professional interests and concerns, and to aid in the development of the whole person, their professional role, and their responsibility for health care.

Class Representatives
The Executive Committee of the UCOSNA will include: President, President-Elect, Secretary, and Treasurer. Each class will elect representatives to the UCO SNA Student Leadership Council. These positions include Class Liaison, Special Event Coordinator, Fundraising Coordinator, and Philanthropies Coordinator.

**D. Campus-wide Student Organizations**
Please refer to the UCO Catalog of login to OrgSync.com for campus-wide student organizations.

**E. Sigma Theta Tau International**
The University of Central Oklahoma, the University of Oklahoma, Oklahoma Baptist University, Oklahoma City University and Southern Nazarene University, Southwestern Oklahoma State University form the Beta Delta Chapter-at-Large of Sigma Theta Tau International, the Honor Society for Nursing. The purposes of Sigma Theta Tau International are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, strengthen commitment to the ideals and purposes of the profession. Eligibility requirements are an overall G.P.A. of at least 3.0 or higher and a ranking in the upper 35% of the class. In addition, the student must have completed at least half of the required nursing courses. Professional leadership potential and ability in nursing are important characteristics of students inducted each year. Induction into Sigma Theta Tau is held during the Fall and Spring semester of the school year. Students may obtain further information regarding membership from the Department of Nursing faculty.

**F. Department of Nursing Committees**
Students are encouraged to participate in selected department committees. Student representatives will be chosen during class elections. Committees of the Department of Nursing, which offer opportunities for student participation, are: Curriculum Committee, and the Student Leadership Counsel. The membership and functions of these committees with student representation are as follows:

**Curriculum Committee**
The Curriculum Committee shall be composed of appointed faculty members from the junior and senior program levels. Student membership shall be composed of the elected SNA class liaison from each program level (4 total), and one career advancement student representative.
Functions of the committee include: Evaluate program and course objectives for congruency with the philosophy and conceptual framework, evaluate Departmental Content Grid and course syllabi of required nursing courses to determine whether course content facilitates attainment of course objectives, review the criteria for selection and retention of clinical agencies, review faculty requests for curriculum revisions (i.e., textbook changes, content deletions/additions or leveling of content) and make recommendations to total faculty, review the results of NCLEX-RN and make recommendations for curriculum changes to total faculty, review and implement the committee’s component of the Program Evaluation Plan (PEP), and utilize the Program Evaluation Plan in devising annual goals.

Student Affairs Committee
The Student Affairs Committee shall be composed of appointed faculty members. Student membership shall be composed of UCOSNA officers and class representatives (class liaisons, philanthropy representatives, special event coordinators, and fundraising representatives). The functions of this committee include: facilitate exchange of ideas and concerns between students and faculty, provide opportunities for student leadership development and enrichment, develop an Esprit de Corps for the Department, College and University, serve as resource persons for committees planning student activities, review and revise the Department of Nursing Student Handbook annually, review and implement the components of the Program Evaluation Plan (PEP) related to students, and utilize Program Evaluation Plan in devising goals. The committee meets a minimum of once monthly.
APPENDICES
APPENDIX A.
Constitution and Bylaws of the University of Central Oklahoma Student Nurses’ Association

Article I
Name

Section 1 The name of this organization shall be the University of Central Oklahoma Student Nurses Association

Article II
Purpose and Functions

Section 1 The purpose of the UCO SNA is to aid in the development of the individual student and to instill in students of nursing, as future health professionals, an awareness of and a desire to contribute to improving the health care of all people.

Section 2 The functions of UCO SNA shall include the following:
(a) To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues.
(b) To speak for nursing students to the public, institutions, organizations, and governmental bodies.
(c) To promote and encourage students’ participation in interdisciplinary activities.
(d) To influence the development of relevant approaches to nursing education
(e) To support the recruitment efforts of UCO SNA, Oklahoma Nursing Student Association (ONSA), and National Student Nurses’ Association (NSNA) of all students regardless of race, color, creed, sex, age, national origin or economic status.
(f) To promote collaborative relationships with the National Student Nurses’ Association, American Nurses’ Association, the National League for Nursing, and all other nursing associations.
(g) To promote collaborative relationships with related health organizations.
(h) To promote collaborative relationships with the faculty of UCO.

Article III
Membership and Dues

Section 1 Any student majoring in nursing and currently enrolled at the University of Central Oklahoma is eligible for membership in this organization.
Section 2

UCO SNA membership dues shall be collected from enrolled nursing students at the beginning of each semester. Dues shall be collected for each semester the student is enrolled at UCO School of Nursing. UCO SNA dues are $10.00 per semester. SNA members wanting to be a member of NSNA or to participate in National Conventions are responsible to pay their own NSNA dues.

Section 3

The sponsors of this organization shall be four full-time members of the nursing faculty of the University of Central Oklahoma who have agreed to serve as sponsors and who serve on the Student Affairs Committee.

Section 4

Officers of this organization shall be in good academic standing with the University of Central Oklahoma and the UCO School of Nursing.

Section 5

Each member shall agree to abide by all applicable rules and regulations pertaining to clubs and organizations as stated in the UCO Student Handbook.

Article IV

Officers and Their Qualifications and Duties

Section 1

The officers of this organization shall consist of a president, president-elect, secretary, treasurer, class liaisons (6), fundraising coordinators (4), philanthropies coordinators (4), and special events coordinators (4).

Section 2

All officers shall be elected in the fall and spring semesters for the currently available offices. The residing President and President elect shall conduct the elections.

Section 3

Any member of this organization who meets the following qualifications shall be eligible to be a candidate for office:
(a) Candidates for office shall be chosen from among those members who have volunteered or who have been nominated by a member of this organization.
(b) Candidates for office shall be chosen from among those members who shall be full-time nursing majors, enrolled in 12 or more hours, throughout their term of office with the exception of J2 students taking Service Learning in the summer and S1 students that take research in the summer.
(c) Officers shall have cumulative grade point average of 2.5 or better.
(d) Officers are strongly encouraged to become members of ONSA and/or NSNA for the full term of office.

Section 4

Executive Officers
(a) Executive committee will consist of the (4) faculty sponsors, the President, the President elect, the Secretary, and the Treasurer.
(b) The Executive committee will meet monthly with the SNA Leadership monthly meeting.
(c) The Executive committee will review the monthly agenda for the officer meeting and the general meeting.
(d) The Executive committee will review any and all issues that arise that any member deems necessary.
(e) The Executive committee is responsible for reviewing the Bylaws and making recommendations at the Officer and General meeting, annually.

Section 5  Duties of officers.

(a) The President shall:
1) Be a full time Senior 2, in good standing
2) Preside at all meetings of this organization and of the Executive Board of the UCO SNA.
3) Attend all monthly SNA general meetings, monthly SNA officer meetings, and monthly SNA executive board meetings.
4) Participate in a minimum of 2 philanthropy events during each semester while in office.
5) Appoint special committees with the approval of the Executive Board.
6) Approve expenditures as submitted by the treasurer and authorized by the Executive Board.
7) Attend required UCO organization and budget meetings along with the treasurer.
8) Perform all other duties pertaining to the office and shall represent this organization in all official matters.
9) Submit chapter constituency form to NSNA annually.
10) Assist the President Elect with nominations and elections as needed.

(b) The President Elect shall:
1) Be a full time Senior 1 (with the exception of those taking Research in the summer), in good standing.
2) Be a member of the Executive Committee of UCO SNA.
3) Attend all monthly SNA general meetings, monthly SNA officer meetings, and monthly SNA executive board meetings.
4) Participate in a minimum of 2 philanthropy events during each semester while in office.
5) Assume the duties of the President in the absence of the President.
6) Assume the duties of the President during their Senior 2 semester
7) Conduct elections with the President for the appropriate vacancies in November and in March.
8) Communicate SNA information to the sophomore class.
9) Collect SNA dues from the sophomore class at the UCO nursing program orientation and act as the sophomore class liaison in curriculum meetings.
10) Attend required UCO organization and budget meetings along with the treasurer and President.
11) Be responsible for the revisions and recommendations for changes in the bylaws.
12) Perform such duties as assigned by the President in accordance with the priorities and needs of the association.

(c) The Secretary shall:
1) Be a full-time Senior 1 (with the exception of those taking Research in the summer), in good standing.
2) Be a member of the Executive Board of the UCO SNA.
3) The Special Events and the Philanthropies Chairpersons report directly to the Secretary.
4) Attend all monthly SNA general meetings, SNA officer meetings, and SNA executive board meetings.
5) Participate in a minimum of 2 philanthropy events during each semester while in office.
6) Keep on file an accurate list of the names and addresses of all officers and members of this organization and mail a list of officers’ names and addresses to the ONSA office immediately after election.
7) Keep on file an accurate list of UCO SNA members.
8) Keep records of all organization correspondence, including all meeting minutes.
9) Conduct the general correspondence of the organization by the request of the President or the Executive Board.
10) Be responsible for keeping attendance and activity records current.
11) Arrange speakers for SNA general meetings
12) Take attendance at all Exec, Officer, and General Meetings.
13) Purchase and sell SNA cords for graduations and ensure that those members attending 75% of total meetings have permission to purchase/wear such cords at pinning.
14) Perform such duties as assigned by the President in accordance with the priorities and needs of the association

(d) The Treasurer shall:
1) Be a full-time Senior 1 student (with the exception of those taking Research in the summer), in good standing.
2) Be a member of the Executive Board of the UCO SNA.
3) Attend all monthly SNA general meetings, monthly SNA officer meetings, and monthly SNA executive board meetings.
4) Participate in a minimum of 2 philanthropy events during each semester while in office.
5) The Class Liaisons and the Fundraising Officers will report to the Treasurer. The Treasurer is a member of the Executive Committee.
6) Act as custodian of the organization’s funds and deposit these funds with the Finance Office of the University of Central Oklahoma.
7) Submit regular reports as may be required by the Board, the Department of Nursing, or the Dean of Student Activities.
8) Submit monthly financial reports at the general meeting
9) Submit the UCOSA budget request each February
10) Defend the UCOSA budget request along with the President.
11) Request sponsorship funding from UCOSA when needed.
12) Keep accurate entries of acquisitions and disbursements of organization funds.
13) Prepare an annual report of the transactions of the Treasurer’s Office to be submitted to the Executive Board.
14) Submit a financial report to the members of the Executive Board when requested to do so.
15) Submit books for auditing to the Executive Board prior to the annual election of officers.
16) Perform such duties as assigned, by the President, in accordance with the priorities and needs of the association.

(e) SNA Philanthropy Officer
1) Shall be a fulltime Junior 1, Junior 2 (with the exception of those taking Service Learning in the summer), Senior 1 (with the exception of those taking Research in the summer), and Senior 2 student, in good standing.
2) Required to attend all SNA general meetings and SNA officer meetings.
3) Participate in a minimum of 2 philanthropy events during each semester while in office.
4) The Senior 2 Philanthropy officer will be the Philanthropy Chair, and all Philanthropy officers will report to them.
5) The Senior 2 Philanthropy officer will report to the Secretary
6) The Senior 2 Philanthropy officer will give the updates for their officer group at SNA officer and general meetings.
7) Responsible for determining, advertising, and coordinating all philanthropy projects performed by UCO SNA.
8) A minimum of one charitable project should be coordinated each semester.
9) Coordinates scrubs closet donations and distributions.

(f) SNA Class Liaison Officer
1) Shall be a fulltime Junior 1, Junior 2 (with the exception of those taking Service Learning in the summer), Senior 1 (with the exception of those taking Research in the summer), and Senior 2 student, in good standing.
2) Required to attend all SNA general meetings and SNA officer meetings.
3) Participate in a minimum of 2 philanthropy events during each semester while in office.
4) The Senior 2 Class Liaison Officer will be the Class Liaison Chair, and all Class Liaisons officers will report to them.
5) The Senior 2 Class Liaison Officer will report to the Treasurer.
6) The Senior 2 Class Liaison will give the updates for their officer group at SNA officer and general meetings.
7) Required to communicate all SNA information to their respective classes.
8) Required to collect SNA dues from their class at the beginning of each semester.
9) Required to attend monthly Dept. of Nursing Curriculum Committee meetings with faculty.
10) Solicit input from classmates regarding curriculum and clinical issues.

(g) SNA Fundraising Officer
1) Shall be a fulltime Junior 1, Junior 2(with the exception of those taking Service Learning in the summer) , Senior 1(with the exception of those taking Research in the summer) , and Senior 2 student, in good standing
2) Required to attend all SNA general and officer meetings.
3) Participate in a minimum of 2 philanthropy events during each semester while in office.
4) The Senior 2 fundraising officer will be the Fundraising chairperson, and all Fundraising officer will report to them.
5) The Senior 2 fundraising officer will report to the Treasurer.
6) The Senior 2 fundraising officer will give a report at the SNA officer and general meetings.
7) Responsible for determining fundraising ideas, contacting vendors as needed, advertising, coordinating fundraising events, and coordinating recruitment day including keeping up with the vendor list for this event with input from the general student body.
8) Required to keep meticulous records of all monies spent and received and communicate with the Treasurer regarding such.

(h) SNA Special Events
1) Shall be a fulltime Junior 1, Junior 2(with the exception of those taking Service Learning in the summer) , Senior 1(with the exception of those taking Research in the summer) , and Senior 2 student, in good standing
2) Required to attend all SNA general and officer meetings.
3) Participate in a minimum of 2 philanthropy events during each semester while in office.
4) The Senior 2 special events officer will be the Special Events chairperson, and all Special events officers will report to them.
5) The Senior 2 special events officer will report to the Secretary.
6) The Senior 2 special events officer will give a report at the SNA officer and general meetings.
7) Responsible for planning, organizing the Senior Celebration, Senior Pinning, and preparing gift baskets New Student Welcome every semester.
8) The Senior 2 officer will be responsible for creating a slideshow presentation for their class, to be presented at Senior Celebration and Senior Pinning.
9) The Senior 2 officer will be responsible for organizing composites for the Senior 2s each semester.
10) The Special Events officers are also responsible for the recruitment of new members.

Section 6 The officers shall receive prior approval from the Treasurer for all expenditures and will submit to the Treasurer a report of their expenditures with receipts in a timely manner.

Section 7 Officers shall deliver to their successors all records, papers, or other property belonging to the organization within one week following their termination of office. Officers must attend the final SNA meeting and participate in the orientation of the new officers.

Section 8 The officers shall attend all SNA and officer meetings assigned by the President. If they are unable to attend, they must notify the President and find a replacement to communicate the information (if Senior 2)

Article V
Elections

Section 1
(a) All positions for each office shall be elected in November and March of each semester except for Treasurer and Secretary, which will be elected at the beginning of the J2 semester.
(b) All positions are held for a one-year term.
(c) Candidates for the office of President-Elect shall be chosen from the entire student body before the end of the candidate’s junior 2 semester.
(d) Candidates shall be a full-time senior nursing student the following year, for the purpose of these candidates 12 hours will be considered full time, during which he/she will serve his/her term.
(e) Candidates for the offices of Secretary and Treasurer will be chosen from the entire student body at the beginning of the candidate’s junior 2 semester. These offices will be elected in alternating semesters (spring and fall). Candidates will be a full time senior nursing student the following year (with the exception of those taking Research in the summer). These candidates will be enrolled in at least 12 hours, during which he/she will serve his/her term (with the exception of those taking Research in the summer).

Section 2 The President Elect will notify the Sophomore and Junior 2 class as to the dates and deadlines for the nominations, campaigning, and elections.

Sections 3 The President and President Elect will coordinate the voting process for the elections in a fair and confidential manner.
Section 4 A special elections shall be called to fill any vacancy other than that of the President at the meeting following the announcement of the vacancy.

Section 5 No student on University probation shall have his or her name on the ballot. An elected officer put on University probation shall be removed for the remainder of the term, but may become eligible for the election the following year.

Article VI
Meetings

Section 1 The regular meeting of this organization shall be held at least monthly as scheduling permits.

Section 2 There shall be a mandatory SNA Leadership meeting at least monthly.

Section 3 Special meetings of this association may be called when deemed necessary by the Executive Board and/or one-third (1/3) of the members of the association.

Section 4 The regular time and place for meetings will be posted at the beginning of each semester, and a copy shall be submitted to the Chairperson of the Department of Nursing for approval. The Faculty Chairperson for SNA must approve speakers and entertainment from outside of the department.

Section 5 One faculty sponsor must be present at all general meetings and executive board meetings of the organization.

Section 6 All meetings of this association shall be conducted according to parliamentary law as set forth in Roberts Rules of Order. Newly Revised where the rules apply and are not in conflict with these Bylaws.

Article VII
Quorum

Section 1 Two officers, one faculty sponsor, and one-third of the members of this organization shall constitute a quorum at meetings of this organization, provided that one of the officers is the President or the Vice-president.

Section 2 Four officers of the executive board and one faculty sponsor shall constitute a quorum at any meeting of the Executive Board.

Section 3 All decision requiring a vote, shall be passed with a simple majority.
Article VIII
Executive Board

Section 1 The Executive Board shall consist of the officers and faculty sponsors of this organization.

Section 2 The Executive Board shall meet once a month as part of the SNA Leadership meeting.

Section 3 The Executive Board shall:
(a) Have the power to temporarily fill vacancies in any office except the offices of President or Vice-President.
(b) Approve the budget, authorize the monetary disbursements, and provide proof of reconciliation of all accounts prior to leaving office.
(b) Perform all other duties as may be specified in these bylaws.

Section 4 Termination of office shall occur: if executive board members do not attend meetings regularly, have numerous unexcused absences, and/or not fulfilling duties of the office as stated above, per the discretion of the Executive Board.

Article IX
Amendments

Section 1 Amendments to this constitution may be made by a two-thirds (2/3) vote of the members present at any meeting, provided that the amendment shall have been proposed by a majority of the executive board or by petition of twenty or members or business meeting prior to the vote on the amendment. The amendment must be submitted in writing and approved by the office the Chairperson of the Department of Nursing before becoming effective.

Revised and approved January 2020
Review Sheet

Student Handbook
Date of Review by Committee: 04/09/2018
Date of Review by Committee: __/__/____
Date of Review by Committee: __/__/____
Date of Review by Committee: __/__/____

Date of Faculty Approval: 05/08/2018
Date of Faculty Approval: __/__/____
Date of Faculty Approval: __/__/____
Date of Faculty Approval: __/__/____

Handbook Sections
Section #/page: ______
Date of Review by Committee: __/__/____
Date of Faculty Approval: __/__/____

Section #/page: ______
Date of Review by Committee: __/__/____
Date of Faculty Approval: __/__/____

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