

University of Central Oklahoma
DEPARTMENT OF
NURSING
GRADUATE STUDENT
HANDBOOK

2019-2020

Table of Contents

- A. Section 1: Introduction
 - 1. Chair's Welcome
 - 2. Introduction to Handbook
- B. Section 2: Overview of Nursing Program
 - 1. Faculty and Staff
 - 2. Mission, Philosophy, and Student Learning Outcomes
 - 3. *Standards of Clinical Nursing Practice*
 - 4. Equal Opportunity Statement
 - 5. ADA Statement Regarding Special Accommodations
 - 6. Communication: D2L and UCO email
 - 7. Health Conditions
 - 8. UCO Policies and Procedures for Students
- C. Section 3: Admission, Progression and Graduation
 - 1. Admission to the Graduate Program of Nursing
 - 2. Anticipated Expenses
 - 3. Degree Track Requirements
 - 4. Plan of Study
 - 5. Degree Plan Changes
 - 6. Part-Time Study
 - 7. Evaluation of Teaching Effectiveness
 - 8. Evaluation of Program Effectiveness
 - 9. Leave of absence Policy
 - 10. Readmission Policy
 - 11. Graduation from the Nursing Program
 - 12. Department of Nursing Pinning Ceremony
 - 13. Post-graduation Certifications
- D. Section 4: Standards of Behavior
 - 1. Standards of Ethical Nursing Practice
 - 2. Student Misconduct
 - 3. Dismissal from the nursing program
 - 4. Plagiarism
 - 5. Academic Dishonesty Policy
- E. Section 5: Facilities
 - 1. Meeting Rooms
 - 2. Borrowing lab equipment
 - 3. Posting announcements and flyers
- F. Section 6: Classes & Grades
 - 1. Course Syllabi
 - 2. Attendance Policy
 - 3. Departmental Grading Scale
 - 4. Departmental Grading Policy
 - 5. Taping of Classes
 - 6. Dismissal of Classes for Adverse Weather
 - 7. Procedure for Grade Appeal
- G. Section 7: Student Success
 - 1. Departmental Learning Resource Center
 - 2. Nursing Department Skills Lab
 - 3. University Library
 - 4. Student Support Services

Table of Contents

Section 1: Introduction	5
Department Chair Welcome Letter.....	6
Section 2: Overview of Nursing Program	7
Nursing Department Faculty.....	8
Mission, Philosophy & Student Learning Outcomes.....	9
Vision and Mission.....	9
Master of Science, Nursing Student Learning Outcomes.....	10
Standards of Clinical Nursing Practice.....	11
Equal Opportunity.....	11
ADA Statement Regarding Special Accommodations.....	11
Communication: D2L & UCO email addresses.....	11
Health Conditions.....	11
UCO Policies and Procedures for Students.....	11
Section 3: Admission, Progression and Graduation	12
Admission to the Nursing Program.....	13
Anticipated Program Expenses for Master of Science, Nursing.....	14
Degree Track Requirements.....	15
Evaluation of Teaching Effectiveness.....	16
Evaluation of Program Effectiveness.....	16
Part-Time Study.....	16
Hybrid Courses.....	16
Computer and Email Resources.....	16
Plan of Study.....	16
Degree Plan Changes.....	17
Academic Standards.....	17
Grading Policy.....	17
Writing Requirements, Resources, and APA Format Requirements.....	17
Student Misconduct.....	18
Equal Opportunity.....	20
Release of Information.....	20
Resources.....	20
Readmission Policy.....	22
Graduation.....	23

Graduation Information	23
Graduation semester:	23
Pinning Ceremony	23
Post-Graduation Certifications.....	24

Section 1: Introduction

Department Chair Welcome Letter



August 12, 2019

Dear UCO Graduate Nursing Student,

Welcome to the Nursing Graduate Program at the University of Central Oklahoma! It is my hope that your experiences within the program will personally prepare you with the necessary skills and knowledge needed for your chosen nursing role as a master's prepared nurse in the future.

This UCO Graduate Nursing Student Handbook has been developed 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.

I wish you every success as you work toward completion of your goal of becoming a master's prepared nurse. Please note that I am here to assist you in this journey with an open door.

It Takes a Village,

Barbara E. Arnold

Chairperson Department of Nursing

Section 2: Overview of Nursing Program

Nursing Department Faculty

Welcome to the UCO Master of Science, Nursing program. We are here to assist in your journey throughout your graduate studies to accomplish your professional goals. Your faculty advisor will be your first point of contact in the graduate program, but all graduate faculty will be available to assist you in any way we can.

Department Chairperson

Dr. Barbara Arnold
405-974-5000
Room 124A
barnold@uco.edu

Department Assistant Chairperson

Dr. Pamela Rollins
405-974-5184
Room 124B
prollins@uco.edu

Administrative Assistant

Vicki Addison
405-974-5110
vaddison@uco.edu

Graduate Program Coordinator

Dr. Karen Vessier
405-974-5163
kvessier@uco.edu

Department of Nursing Faculty (*indicates graduate faculty)

Dr. Barbara Arnold*	405-974-5191	143	barnold@uco.edu	Service-learning, Civic engagement, Gerontology, Motivational Studies, Diabetes, Critical Care
Dr. Kate Brashears	405-974-5181	120	kbrashears@uco.edu	Pediatrics, Foundations
Kimberly Bryan	405-974-5187	133	kbryan2@uco.edu	Critical-care, Pharmacology
Jodi Elderton	405-974-5186	131	jelderton@uco.edu	Critical care nursing, client needs and abilities
Nelda Fister	405-974-5180	150C	nfister@uco.edu	Human development, pediatrics
Diane Gaston	405-974-5185	129	Dgaston3@uco.edu	Lab manager
Dr. Nancy Gwin	405-974-5146	149B	ngwin@uco.edu	Emergency and critical care nursing, Academic Dishonesty, Patient education
Connie Harris	405-974-5178	150A	Charris22@uco.edu	Pathophysiology, Clinical documentation, Clinical decision-making
Dr. Leann Laubach*	405-974-5182	150D	llaubach@uco.edu	Simulation, NICU, Palliative care, Critical thinking
Dr. Stefanie LeGrande*	405-974-5190	141	slegrande@uco.edu	Assessment of critical thinking and clinical reasoning in the clinical setting, Professional learning communities
Dr. Linda Rider*	405-974-5000	121A	lrider@uco.edu	Maternal-newborn, Transition to practice, teaching and learning
Dr. Pamela Rollins*	405-974-5184	127	prollins@uco.edu	Complex adaptive systems, emotional intelligence, Community engagement and Public health
Dr. Marcy Tanner-Garrett*	405-974-5189	166	mtannergarrett@uco.edu	Med/surg, High Acuity, Leadership, EKG, Career Advancement, Advanced research
Dr. Kathy Smith	405-974-5188	135	Ksmith18@uco.edu	Med/Surg, Mental health
Dr. Karen Vessier*	405-974-5163	149C	kvessier@uco.edu	Leadership, Health Policy
Dr. Angela Willis*	405-974-5179	150B	Awilliss8@uco.edu	Pediatrics
Dr. Gina Wilson	405-974-5986	139	Rwilson37@uco.edu	Med/surg nursing

Mission, Philosophy & Student Learning Outcomes

Vision and 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 multidisciplinary 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.

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:

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 on the basis of 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, 2018). 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 consist 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. Health is impacted by the interrelationship of the environment and the recipient of care.

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 their potential and establishes values. Transformative learning is a holistic process that places students at the center of their own active and reflective learning experiences. The faculty facilitates learning by creating an environment in which change and growth can occur. The faculty recognizes the individual needs of the learner and creates a variety of learning experiences can provide continuity and increasing complexity in clinical reasoning and judgment. Professional nursing education takes place in an institution of higher learning to ensure both a liberal education and knowledge specific to nursing.

Revised: May 2014

Master of Science, Nursing Student Learning Outcomes

The graduate of the MS, Nursing program will be able to:

- Provide care based upon advanced knowledge in health assessment, pathophysiology, and pharmacology; with integration of content related to genetics and genomics for diverse populations and cohorts of clients in clinical and community-based microsystems.
- Integrate concepts and scientific findings from nursing, psychosocial fields, genetics, public health, quality improvement, global perspectives, health policy, negotiation, and organizational sciences for application to chosen domain of nursing practice
- Assume a leadership role in assessing organizations and coordinating the managements of human, fiscal, and physical healthcare resources at the microsystem, mesosystem, and macrosystem levels.
- Participate in systems review to critically evaluate and anticipate risks to client safety and to improve quality of client care delivery.
- Use appropriate teaching/learning principles and strategies, as well as current information, materials, and technologies to facilitate learners within the chosen domain of nursing practice.
- Utilize information systems/technology and practice-care technology for the improvement of education and healthcare within the chosen domain of practice.
- Effect change through advocacy for the profession, interdisciplinary healthcare team, and client.
- Lead and mentor other nurses and healthcare workers to promote quality, evidence-based care, and collaboration within the entire interprofessional healthcare team for improving patient and population health outcomes.
- Apply and integrate broad, organizational, patient-centered, and culturally responsive concepts in the delivery (planning, management, and evaluation) of evidence-based clinical prevention and population-based care and services to individuals, families, communities, and aggregate/clinical populations.
- Advanced professionalism and professional values
- Conduct practice within ethical-legal guidelines, professional policies and regulations, and standards of practice associated with nursing educations and other specialty areas of practice.
- Build on nursing knowledge to advance quality of nursing practice.
- Communicate effectively to achieve quality outcomes.

Adapted from American Association of Colleges of Nursing (2010). The essentials of master's education in nursing (Draft). Retrieved from: <https://aacnnursing.org/Teaching-Resources/Tool-Kits/Masters>

Standards of Clinical Nursing Practice

Department of Nursing faculty and students uphold the profession's standards of clinical practice. This baseline for graduate level practice is established on the American Nurses' Association (ANA) *Social Policy Statement: The Essence of the Profession*, 2010 Edition and the ANA *Nursing: Scope and Standards of Practice*, 2nd Edition, 2010. Relevant specialty standards provide additional baseline expectations for practice in each specialty area.

Equal Opportunity

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.

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.

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.

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.

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 and Graduation

Admission to the Nursing Program

**Submit the following items to the Jackson College of Graduate Studies (JCGS),
100 N. University Dr., Nigh University Center, Rm. 404, Edmond, OK 73034.**

1. Online application for admission [UCO: Apply for Graduate Studies](#)
2. Official copies of undergraduate and graduate transcripts from each institution attended with all degrees posted.
3. All transcripts must be from accredited institutions. Undergraduate transcripts must show:
 - a. A minimum 3.00 GPA overall or 3.00 GPA in the last 60 hours attempted.
 - b. Baccalaureate degree with a major in nursing from a program that has received nursing accreditation from an agency approved by the Department of Education or its equivalent with at least a 3.00 GPA.
 - c. Complete an undergraduate or graduate course in statistics.
4. Application may be made for conditional admission by students having an overall undergraduate GPA of at least 2.50 or at least 2.25 with five years having passed since the date of the first bachelor's degree.
5. A current unrestricted license to practice as a Registered Nurse in the state of Oklahoma is required.
6. A written statement of purpose describing the applicant's plans and rationale for graduate study at UCO.
7. Students with a native language other than English must submit evidence of English language proficiency. See the graduate catalog for university level requirements. Students who do not yet hold licensure as a Registered Nurse in the U.S. must submit evidence of English language proficiency as reflected by one of the following:
 - a. Test of English Language Proficiency Score (TOEFL-iBT) of 26 Speaking and 83 Total
 - b. Test of English for International Communications (TOEIC) score for Listening and Reading of 725, for Speaking and Writing of 140.
 - c. International English Language Testing System (IELTS) score of 6.5 (academic format) or 7.0 (spoken band)
 - d. Michigan English Language Assessment Battery (MELAB) score 3 Speaking and 81 Total
8. Formal approval by the selection committee is required for admission.
9. The UCO Graduate Nursing Program is governed by the Jackson Graduate College (JGC) policies as presented in the JGC Catalog. [2020-21-graduate-catalog.pdf \(uco.edu\)](#)

Anticipated Program Expenses for Master of Science, Nursing

Tuition and Fees (Per one semester credit hour, Subject to Change) (Graduate Resident Fee)	\$ 14,917.30— 15,457.30 (Resident)
\$328.10 - General Tuition & fees (Resident) OR \$761.70 General Tuition & fees (Non-Resident) (all courses, 34 credits) \$45.35 - College of Math & Science Fee per credit (all courses, 34 credits) \$30.00 – Nursing Fee per credit (all courses, 34 credits) \$60.00 - Online (Web) Course Delivery Fee/credit (hybrid courses, minimum of 20 credits core courses)	\$ 29,459.70— 30,199.70 (Non-Resident)
Textbooks and Course Syllabi (Estimated)	\$2,500.00
Application fee, Student ID, Name Badge	\$95.00
Professional Liability Insurance (varies)	\$15-\$150
Screening tests and immunizations (MMR, PPD, Hepatitis B Vaccine, Varicella Titer, TDap) through UCO Student Health Services, Public Health Department, or personal physician/clinic	\$205.00
BLS Healthcare Provider (CPR) Certification/Recertification - (\$30 X 2)	\$60.00
Graduation Fee & Graduation Expenses + Cap, Gown, and Hood Fee	\$75.00
UCO Nursing Department Graduate Student Handbook from Advanced Printing	\$5.00
National Criminal Background Check	\$40.00
Drug Screening	\$ 40.00
Medical insurance (required for international students, available for other students) \$874.00 Annual	\$1748.00
TOTAL ESTIMATED PROGRAM EXPENSES FOR ESSENTIAL ITEMS	\$18,627.30 (Resident) \$35,657.70 (Non-Resident)

Degree Track Requirements

Students complete a minimum of 34 graduate credit hours. Students choosing a pathway in Education or Specialty Options are required to develop a plan of study (POS) with the Graduate Program Coordinator by end of the first semester.

Required Core Courses		19 hours
<u>Course Prefix and Number</u>	<u>Course Title</u>	
NURS 5163	Innovations in Nursing	
NURS 5213	Theoretical Foundations	
NURS 5323	Leadership in Healthcare Organizations	
NURS 5233	Advanced Research/EBP	
NURS 5414	Practice Emersion Experience	
NURS 5980 or 5990	Graduate Project OR Graduate Thesis	

Pathway Option Courses*		15 hours
<u>Course Prefix and Number</u>	<u>Course Title</u>	
NURS 5333	Quality, Safety & Technology in Healthcare	
NURS 5353	Legal/Ethical Issues in Healthcare	
NURS 5443	Complex Adaptive Systems	
NURS 5243	Healthcare Finance Management	
NURS 5363	Performance Improvement in Healthcare	
NURS 5713	Health Policy & Advocacy	
NURS 5733	Advanced Human Science Concepts in Nursing	
NURS 5423	Designing & Evaluating Learner-Centered Curriculum in Nursing	
NURS 5613	Methods for Evaluating Learning Outcomes	
NURS 5603	Transformative Teaching Strategies	
NURS 5113	Advanced Pathophysiology	
NURS 5133	Advanced Pharmacology	
NURS 5153	Advanced Health Assessment	

*Course Options from outside of nursing are allowed with approval of the graduate program coordinator

Evaluation of Teaching Effectiveness

Student feedback and input in the evaluation of teaching effectiveness are facilitated by:

- Student evaluations of each course
- Student evaluations of each instructor
- Individual student-faculty discussions and evaluation of expectations of each other

Evaluation of Program Effectiveness

Student feedback and input in the evaluation of program effectiveness are facilitated by:

- Student feedback to Faculty Advisor during scheduled meetings
- Student feedback on departmental or University evaluations (e.g., Graduating Surveys, course evaluations)
- Individual and/or group student-faculty discussions
- Suggestion Box (Discussions, D2L, MS, Community)

Part-Time Study

You may complete the master's program on a part-time basis. You become a part-time student if you take less than nine semester hours during a fall or spring semester. Consult the Graduate Program Coordinator to plan your sequence of studies and consult the graduate catalog for descriptions of courses and the prerequisites and co-requisites for each course.

Hybrid Courses

By definition hybrid courses have 51%-100% of their content delivered online. All UCO courses utilize the Desire to Learn (D2L) program. Technical support for use of D2L is provided through <https://www.uco.edu/technology/trc/>

Computer and Email Resources

Desire to Learn (D2L) is a resource for faculty and students to facilitate communication and learning. Students are expected to utilize this tool to complete and submit assignments as indicated in the syllabus and by the faculty.

D2L is available at learn.uco.edu using the designated sign-in.

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.

Plan of Study

Each student must file a plan of study with the Graduate Coordinator and the Jackson College of Graduate Studies by the end of the first semester of graduate work. The plan must be signed and dated by the student and the Graduate Coordinator before it can be considered official.

Degree Plan Changes

When a degree plan changes you will be required to complete a Change of Degree Program form. The Nursing Graduate Coordinator and the Jackson College of Graduate Studies must approve the form.

Academic Standards

Students are required to meet the following course work standards:

- Overall GPA of 3.00 or higher.
- No more than 6 hours of “C”. A maximum of 6 credit hours may be repeated.
- Courses with a grade lower than “B” do not meet degree requirements and must be repeated.
- Project or Thesis. Construct a nursing project or complete an acceptable thesis and successfully defend it in public. If thesis is chosen, submit two paper copies of the thesis and one electronic copy to the library through Proquest and the thesis’ title page, original signature page, summary and abstract page to the JCGS. (*Graduate advisor approval required to enroll in project or thesis*)
- Final Requirements. Apply for graduation through the JCGS by advertised deadline.

Grading Policy

NURSING MASTERS GRADING SCALE

93 - 100% = A

83 - 92% = B

76 - 82% = C (does not meet degree requirements)

70 - 75% = D

Below 70% = F

*Incomplete = Students who receive a grade of incomplete for a nursing course must complete the course requirements before beginning nursing courses in a subsequent semester.

***Final Course Grade:** Final Grade in each course will be available on the internet through the UCONNECT system (See UCO Class Schedule Catalogue for more information).

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.

Attendance Policy

Students are expected to attend all classes in order to meet the objectives of the program. Absences may affect the student’s grade since content missed cannot be made up by the faculty. Attendance policy may be determined by individual course instructors.

Writing Requirements, Resources, and APA Format Requirements

The standard for all written assignments (unless specified otherwise by faculty) is the *Publication Manual of the American Psychological Association* (2010). Resources to assist the student are available on the MS, Community site.

Students may be required to repeat scholarly papers with grades below 80% in order to pass a graduate level nursing course. Penalties will be applied, and the original grade may be used for course grade purposes.

***Unacceptable Submission Policy** – A course instructor may elect not to grade scholarly papers that have excessive errors on the first page of narrative and/or severe disorganization of thoughts. Such papers will be returned to the student for correction and resubmission within 72 hours. Late penalties, as specified in the course syllabus, will be applied.

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. 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.

In the case of student or academic misconduct the student must meet with the appropriate faculty member before a final decision is made to formally dismiss the student from the program, or to assign a grade of “F” in the course. Students are accountable for meeting the guidelines and criteria for each assignment and providing accurate information to support that the criteria have been met. Any student who gives false information regarding any part of a required assignment or project will receive an “F” in the course and may be subject to dismissal from the nursing program. The student may apply for readmission to the Department of Nursing. A final conference summary or the same information in a letter format will be placed in the student’s file which will document the incident.

Standards for 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.
- 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 ethical Code for Nurses.

- 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 and the University of Tulsa School of Nursing.)

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

Immediate suspension from the setting.

Additional learning assignments designed by the faculty to contribute to the achievement of course objectives and change undesirable behavior.

Grade of "F" for course.

Immediate dismissal from course.

Dismissal from the nursing program.

Unsafe Nursing Practice Policy

DEFINITION: Unsafe nursing practice is jeopardizing a client's life, health, safety or welfare. Unsafe nursing practice is defined to include, but is not limited to, the following behaviors of a nursing student:

- Failure to supervise adequately the performance of acts by any person working at the nursing student's direction;
- Delegating or 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 nursing 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 and the University of Tulsa School of

Nursing.)

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.

Plagiarism - See UCO Student Conduct Policies for Additional Information.

“The key element of this principle is that authors do not present the work of another as if it were his own work. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit.” (American Psychological Association (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington DC: Author. P. 16.).

Equal Opportunity

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.

Release of Information

Clinical requirement information to healthcare clinical facilities with which the University of Central Oklahoma has a clinical contract or agreement:

Name	Required annual training
Immunization Records	OSHA Safety Training
TB screening results	Hazards Communication training
Date of BLS	Restraint training
National Background Check	TB safety training
Results of drug screen	HIPAA training
Proof of personal liability insurance	

Resources

Library Resources

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 and study rooms. 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).

Nursing Department Learning Resource Center (Computer Lab)

The Learning Resource Center hours are from 7:30 AM - 4:30 PM, and Tuesday evenings during scheduled class times. The LRC may be closed when classes or testing are scheduled

in this location. The computers in the LRC are for the use of students. These computers are installed with Windows 7 and have Internet access.

Nursing Department Skills Lab

A wide range of learning activities take place in the skills lab, including:

- Regularly scheduled clinical simulation classes
- Assessment skills classes
- General demonstrations on skill techniques

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 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.

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:

- Go through the faculty member of that course or the Lab Manager
- Return the item as soon as possible, as the equipment may be reserved by another student.

REMEMBER: You are responsible for the item until it's 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: 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.

Student Support Services - Information Available at <https://www.uco.edu>

Please refer to the UCO General Catalog and UCO Web Page for student support services: Admission and Registration, Financial Aid, Student Health Service, University Policies, Academic Support Center (ASC), and Counseling Center.

Tutor.com

Online tutoring services in multiple areas (including writing) are available 24/7 through tutor.com at [UCO: BELL](https://www.tutor.com). Students receive 10 hours of online tutoring per semester with one-on-one real-time sessions. Additional tutoring hours may be requested.

Leave of Absence Policy

Approved Leave of Absence

Students who plan to take a leave of absence for one semester or more must notify the Graduate Program Coordinator of their decision in writing by the beginning of the regular semester. This time frame does not include summer breaks. The notification should briefly outline the reason for the leave of absence (i.e. personal, health related, employment) and the time frame for anticipated resumption of coursework.

Return Policies after Absence

Return Following a Leave of absence of 1 semester:

Students returning from a one semester leave of absence must submit a letter to the Graduate Program Coordinator regarding intent to resume coursework. Arrangements to revise the plan of study must be made with the graduate coordinator.

Return Following a Leave of absence of 2 or more semesters:

- In congruence with the policies of the Jackson College of graduate studies, students must reapply to the graduate college if the leave of absence is greater than two (2) semesters excluding summer session.
- Students returning from an extended leave of absence must submit a letter of request to have their courses reviewed by the Graduate Program Coordinator. This request should be placed six weeks before date of resuming coursework.
- Refer to Graduate policy on time to degree regarding length of leave or non-enrollment.

Unapproved Leave of Absence

Students who fail to comply with the leave of absence policy must submit a letter to Graduate Program Coordinator in order to be considered for re-enrollment. These cases will be reviewed on an individual basis.

Readmission Policy**Readmission after Withdrawal**

- Students applying for readmission must meet the requirements of the Jackson College of Graduate Studies.
- The process of re-enrollment is required of all students who have withdrawn from the University. Withdrawn status is defined as a graduate student dropping all registered courses during the fall or spring semester or not registering for more than one semester with plans to enroll in a subsequent semester. If space is available, approval for re-enrollment will normally be given to students who were in good academic standing in the Department of Nursing prior to their withdrawal.
- Only students in good academic standing are eligible for re-enrollment in the Department of Nursing. To be considered for re-enrollment, the student must submit a formal request letter to the Graduate Program Coordinator. A decision will be made in coordination with the Graduate Admissions, Retention, Progression, Communications, & Policy Committee. This request must be placed by the preference date for new admissions.
- The Graduate Program in the Department of Nursing requires the student to have had a minimum 3.0 GPA when last enrolled. Students who resume study in the Graduate Program must meet with the Department of Nursing Graduate Program Coordinator to determine the plan of study. Additional coursework may be required for students who have withdrawn from graduate studies. This will be determined based on the period of time the student has been away from the University and prior course work completed. The plan of study may include a requirement of demonstrating continued competence.
- Students must maintain continuous enrollment while in project/thesis according to the Jackson College of Graduate Studies.

- Students with military obligations fall under the guidelines of the University Policy on military leave.

Readmission after Non-Attendance

Students who have stopped attending classes may be eligible for readmission. The following procedures apply:

1. Meet with the nursing Graduate Program Coordinator to determine a plan of study
2. Submit an application for readmission to the Graduate College. Include a letter which describes:
 - A. Any academic and/or work-related experiences since leaving the program
 - B. Actions taken to correct any problem areas previously identified by the student or nursing faculty
 - C. How any conditions for readmission (as identified during last advisory conference) have been met.
 - D. If additional courses have been taken, submit an updated transcript.

The nursing graduate faculty will evaluate all materials submitted and make the final decision regarding readmission. Student readmission is limited due to space available in classrooms.

Graduation

Graduation Information

Below you will find some very important information about graduation and pinning. Please contact the Graduate Coordinator if you have any questions.

Graduate students pay individually for pins and pictures and should check the Nursing, MS Community page for more information.

One semester prior to graduation:

Graduating students should apply for graduation and pay fees. See graduation central for more information and application deadlines. Information, applications and deadlines are not the same for baccalaureate graduates and masters graduates, so be sure to select the appropriate application.

Graduation semester:

Once the graduate project or thesis is completed, students completing a masters degree should schedule their project or thesis defense with their committee prior to graduation during scheduled defense date. More information is located on the Nursing, MS Community page or from the graduate coordinator.

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. Masters nursing students who have completed all degree requirements are eligible to receive this pin. The ceremony is held on campus sometime during the weekend of graduation. Following the ceremony is a reception held to honor graduates.

Pinning practice typically takes place a day or two before the pinning ceremony. Contact the Graduate Coordinator for the specific date and time.

Proper attire for pinning and graduation consists of the cap, gown, and hood for masters graduates. Students are encouraged to wear their Sigma Theta Tau International, Alpha Chi and/or Mortar Board, and others as appropriate. The graduation attire can be purchased from the bookstore. See graduation central for more information.

Refer to the Jackson College of Graduate Studies Catalog for more specifics.

Post-Graduation Certifications

Certifications are not a graduation requirement. Graduates are encouraged to sit for specialty certifications for which they may be eligible. Possible certifications can be found online and include options such as Nurse Educator or Nurse Executive.

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