# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WELCOME TO THE NURSING PROGRAM</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PROGRAM POLICY AGREEMENT</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MISSION/PHILOSOPHY STATEMENTS</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>ROGERS STATE UNIVERSITY</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>SCHOOL OF MATHEMATICS, SCIENCE, AND HEALTH SCIENCES</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>DEPARTMENT OF HEALTH SCIENCE</td>
<td>7</td>
</tr>
<tr>
<td>I</td>
<td>SECTION I THE BACHELOR OF SCIENCE IN NURSING PROGRAM</td>
<td>8</td>
</tr>
<tr>
<td>1.1</td>
<td>MISSION STATEMENT</td>
<td>8</td>
</tr>
<tr>
<td>1.2</td>
<td>PHILOSOPHY</td>
<td>8</td>
</tr>
<tr>
<td>1.3</td>
<td>BACHELOR OF SCIENCE DEGREE NURSING PROGRAM GOALS &amp; OUTCOMES</td>
<td>10</td>
</tr>
<tr>
<td>1.4</td>
<td>AMERICAN NURSES ASSOCIATION’S CODE OF ETHICS FOR NURSES</td>
<td>11</td>
</tr>
<tr>
<td>1.5</td>
<td>AMERICAN NURSES ASSOCIATION’S SCOPE AND STANDARDS OF PRACTICE</td>
<td>11</td>
</tr>
<tr>
<td>1.6</td>
<td>APPROVAL BY THE OKLAHOMA BOARD OF NURSING</td>
<td>12</td>
</tr>
<tr>
<td>1.7</td>
<td>ACCREDITATION BY ACCREDITATION COMMISSION FOR EDUCATION IN NURSING, INC. (ACEN)</td>
<td>12</td>
</tr>
<tr>
<td>1.8</td>
<td>ADMISSION POLICY</td>
<td>12</td>
</tr>
<tr>
<td>1.9</td>
<td>ENROLLMENT REQUIREMENTS</td>
<td>13</td>
</tr>
<tr>
<td>1.10</td>
<td>STUDENT DOCUMENTATION FOR FIELD EXPERIENCE SITES</td>
<td>14</td>
</tr>
<tr>
<td>1.11</td>
<td>LICENSURE AS A REGISTERED NURSE</td>
<td>14</td>
</tr>
<tr>
<td>1.12</td>
<td>CORRESPONDENCE/MAILING ADDRESS</td>
<td>14</td>
</tr>
<tr>
<td>1.13</td>
<td>BACHELOR OF SCIENCE PLAN OF STUDY</td>
<td>15</td>
</tr>
<tr>
<td>1.14</td>
<td>PROJECTED PROGRAM EXPENSES</td>
<td>17</td>
</tr>
<tr>
<td>1.15</td>
<td>AMERICAN WITH DISABILITIES ACT</td>
<td>18</td>
</tr>
<tr>
<td>1.16</td>
<td>FINANCIAL AID INFORMATION</td>
<td>18</td>
</tr>
<tr>
<td>1.17</td>
<td>EMERGENCY LOANS</td>
<td>18</td>
</tr>
<tr>
<td>II</td>
<td>SECTION II ACADEMIC POLICIES</td>
<td>18</td>
</tr>
<tr>
<td>2.1</td>
<td>ACADEMIC STATUS OF “GOOD STANDING”</td>
<td>18</td>
</tr>
<tr>
<td>2.2</td>
<td>STATEMENT ON GRADES</td>
<td>19</td>
</tr>
<tr>
<td>2.3</td>
<td>CALCULATING NURSING COURSE GRADES</td>
<td>19</td>
</tr>
<tr>
<td>2.4</td>
<td>PROGRESSION IN THE NURSING PROGRAM</td>
<td>19</td>
</tr>
<tr>
<td>2.5</td>
<td>GRADUATION REQUIREMENTS</td>
<td>19</td>
</tr>
<tr>
<td>2.6</td>
<td>EVALUATIONS</td>
<td>19</td>
</tr>
<tr>
<td>2.7</td>
<td>REQUESTS FOR GRADE OF INCOMPLETE</td>
<td>19</td>
</tr>
<tr>
<td>2.8</td>
<td>FILING A COMPLAINT OR GRADE APPEAL</td>
<td>20</td>
</tr>
<tr>
<td>2.9</td>
<td>FILING A GRIEVANCE</td>
<td>20</td>
</tr>
<tr>
<td>2.10</td>
<td>WITHDRAWAL FROM A NURSING COURSE</td>
<td>22</td>
</tr>
<tr>
<td>2.11</td>
<td>PROBATION</td>
<td>22</td>
</tr>
<tr>
<td>2.12</td>
<td>SUSPENSION</td>
<td>22</td>
</tr>
<tr>
<td>2.13</td>
<td>DISMISSAL AND APPEAL OF DISMISSAL</td>
<td>23</td>
</tr>
<tr>
<td>2.14</td>
<td>READMISSION</td>
<td>24</td>
</tr>
<tr>
<td>2.15</td>
<td>TRANSFERS</td>
<td>24</td>
</tr>
<tr>
<td>2.16</td>
<td>POLICY ON ADMISSION OF STUDENTS WITH DISCIPLINARY PROBLEMS</td>
<td>24</td>
</tr>
<tr>
<td>2.17</td>
<td>ACADEMIC MISCONDUCT</td>
<td>25</td>
</tr>
<tr>
<td>2.18</td>
<td>CONFERENCES WITH STUDENTS.</td>
<td>26</td>
</tr>
<tr>
<td>III</td>
<td>SECTION III GENERAL POLICIES AND PROCEDURES</td>
<td>27</td>
</tr>
<tr>
<td>3.1</td>
<td>CHANGES IN HEALTH STATUS</td>
<td>27</td>
</tr>
<tr>
<td>3.2</td>
<td>CHANGE OF NAME, ADDRESS AND PHONE</td>
<td>27</td>
</tr>
<tr>
<td>3.3</td>
<td>NURSING FACULTY OFFICE HOURS</td>
<td>27</td>
</tr>
<tr>
<td>3.4</td>
<td>ADMINISTRATIVE ESTOPPEL STATUS</td>
<td>27</td>
</tr>
</tbody>
</table>
3.5 MOBILE PHONES
3.6 POLICY ON SMOKING
3.7 SOLICITATION
3.8 SEXUAL HARRASSMENT
3.9 DRUG AND ALCOHOL/SUBSTANCE ABUSE POLICY
3.91 DRUG SCREENING POLICY FOR STUDENTS
3.10 STUDENT COMMUNICATION REGARDING NEEDS, CONCERNS, AND ADVISEMENT
3.11 VISITORS/CHILDREN IN CLASS
3.12 PROCEDURE IN CASE OF EMERGENCY
3.13 REFERENCE/RECOMMENDATION LETTERS
3.14 STUDENT COMPLAINT
3.15 STUDENT NON-ACADEMIC CODE OF CONDUCT
3.16 STUDENT REPRESENTATION ON FACULTY COMMITTEES
3.17 VARIANCE REPORT
3.18 NOTIFICATION TO STUDENTS OF POLICY CHANGES
3.19 STRATTON TAYLOR LIBRARY
3.20 TECHNOLOGY DEVICES (PDA & LAPTOP COMPUTERS)

SECTION IV  POLICIES AND PROCEDURES RELATED TO CAMPUS AND CLINICAL

4.1 FIELD EXPERIENCE SITE AGREEMENTS
4.2 LEGAL RESPONSIBILITIES OF THE CLINICAL STUDENT
4.3 FIELD EXPERIENCE DRESS CODE
4.4 WEATHER POLICY
4.5 FAMILY MEMBERS AND FRIENDS
4.6 PARKING AT FIELD EXPERIENCE SITES
4.7 STUDENTS AS A REPRESENTATIVE OF ROGERS STATE UNIVERSITY
4.8 PATIENT CONFIDENTIALITY

SECTION V  FORMS

5.1 HEALTH CARE PROVIDER STATEMENT
Welcome to the Rogers State University Nursing Program:

Included in this handbook are the Nursing Program’s philosophy and framework for the Bachelor of Science Degree Nursing Program, departmental policies and information that will be useful to you during your educational experiences. These policies ensure that the rights and responsibilities of all involved are clearly stated and protected.

The nursing faculty adheres to the policies and information in this handbook and reserves the right to make changes through committee action. Please keep informed.

Best wishes as you pursue your Bachelor of Science Nursing degree.

RSU Nursing Faculty
PROGRAM POLICY AGREEMENT

I. RECEIPT OF ROGERS STATE UNIVERSITY BACHELOR OF SCIENCE DEGREE NURSING PROGRAM STUDENT HANDBOOK
I have received a copy of the student handbook. I understand I am responsible to read it completely and will be held accountable for complying with all policies and procedures of the nursing program. It is my responsibility to ask for clarification from the Health Sciences Department Head, regarding any policy or procedure I do not understand. I am responsible for following addendums to the student handbook. I understand that I am also responsible to read and comply with the Student Code of Rogers State University. I understand that the RSU Student Code is located online at www.rsu.edu/resources/studentcode/

II. RESPONSIBILITY FOR CONDUCT AND ACTIONS AS A NURSING STUDENT
I understand that having been admitted to the Rogers State University Bachelor of Science Degree Nursing Program, I am held responsible for my conduct and actions as a nursing student. I understand that breach of Rogers State University Student Code or Nursing Program policies or the ANA Code of Ethics may result in consultation, and perhaps probation, suspension or dismissal depending on the nature of my actions. I understand that patient safety, privacy and dignity are of the highest priority in nursing and nursing education.

III. CONFIDENTIALITY STATEMENT
I shall respect and conscientiously observe the confidential nature of all information, which may come to me with respect to faculty, peers, patients, and patient records.

IV. TITLES VI AND XII OF THE CIVIL RIGHTS ACT OF 1964 AND TITLE IX OF THE EDUCATION AMENDMENTS OF 1972
I understand that Rogers State University complies with Titles VI and XII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other federal laws and regulations; and does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, 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. I understand I may follow the grievance procedure guidelines described in this Handbook and the Student Code if I wish to file a complaint.

V. MEDICAL TREATMENT.
I understand I am responsible for payment for any medical treatment that may be necessary subsequent to any injury or disease or exposure to disease associated with any field experience assignment.

VI. COMPUTER USER AGREEMENT
As a condition of using the Rogers State University computer equipment, I agree to follow Title 23, Computer Use Policies, of the Student Code of Responsibility and Conduct.

VII. RN LICENSURE
I understand that an active unencumbered RN license is required at all times during completion of the RN to BSN program. New licenses, or any change in licensure, should be presented to the Health Sciences Administrative assistant for verification.

__________________________  _________________________
Student Signature                      Date

__________________________  _________________________
Student Printed Name                       Student ID
Mission/Philosophy Statements

ROGERS STATE UNIVERSITY

Who We Are

Rogers State University is a regional university, located in northeastern Oklahoma, governed by the Board of Regents of the University of Oklahoma within a state system coordinated by the Oklahoma State Regents for Higher Education. As a university, we are committed to the preservation, transmission, and advancement of knowledge.

Our Mission

Our mission is to ensure students develop the skills and knowledge required to achieve professional and personal goals in dynamic local and global communities. Our commitments, which support the RSU mission, are as follows:

1. To provide quality associate, baccalaureate, and graduate degree opportunities and educational experiences which foster student excellence in oral and written communications, scientific reasoning, and critical and creative thinking.

2. To promote an atmosphere of academic and intellectual freedom and respect for diverse expression in an environment of physical safety that is supportive of teaching and learning.

3. To provide a general liberal arts education that supports specialized academic programs and prepares students for lifelong learning and service in a diverse society.

4. To provide students with a diverse, innovative faculty dedicated to excellence in teaching, scholarly pursuits, and continuous improvement of programs.

5. To provide University-wide student services, activities, and resources that complement academic programs.

6. To support and strengthen student, faculty, and administrative structures that promote shared governance of the institution.

7. To promote and encourage student, faculty, staff, and community interaction in a positive academic climate that creates opportunities for cultural, intellectual, and personal enrichment for the University and the communities it serves.

Rev & Approved: January 2010
SCHOOL OF MATHEMATICS, SCIENCE, AND HEALTH SCIENCES

School of Mathematics, Science, and Health Sciences Mission Statement

Central to the mission of the School is the preparation of students to achieve professional and personal goals in their respective disciplines and to enable their success in dynamic local and global communities. Three departments comprise this School, the Departments of Biology, Health Science, and Math and Physical Science. These departments pledge to deliver existing and newly developed programs that meet student demands, and to be responsive to the evolving culture of academia in general and the sciences in particular.

Our Strategy is to foster an academic setting of diverse curricula that inherently incorporates an environment of service and collegiality.

The Curriculum utilizes academically rigorous methodologies delivered by a quality faculty who possess a broad base of content knowledge and promote the acquisition, application and discussion of current subject matter. The School uses effective instructional techniques, empirical and evidenced-based inquiry, innovative technology, and a variety of learning environments for the purpose of enhancing student learning.

Our commitment to Service enhances the public welfare and economic development potential of our region by cultivating strategic partnerships with health and science-related industries, secondary and higher education institutions, and through active participation and leadership in civic and professional organizations by our faculty and students. These collaborative efforts are based on the belief that through shared relationships, service reinforces and strengthens learning, and learning reinforces and strengthens service. An emphasis of service encourages social awareness and responsibility among faculty and students.

The School promotes a challenging, positive, and inquisitive Collegial environment of high ethical standards and of frequent interactions between faculty and students to foster independent thought and the collegial exchange of ideas.

Furthermore, the School recognizes the importance of scientific literacy in general education and its contribution to the liberal studies curriculum of the university.

Revised January 2009
DEPARTMENT OF HEALTH SCIENCES

MISSION STATEMENT

The Department of Health Sciences is one of 11 academic departments at Rogers State University. The Health Sciences Department supports the mission of Rogers State University. The department’s mission is to prepare students to achieve personal and professional goals and to educate safe and competent beginning practitioners of selected health fields. The department also prepares students majoring in other fields with health courses to support their degrees.

The faculty is committed to excellence in teaching and student service. Learning is best accomplished by providing students with accurate and reliable information, opportunities for individualized learning experiences, and guidance and direction to support resources. The teacher-learner relationship is enhanced when accountabilities and expected outcomes are clear. Students are supported and guided by the faculty to become active participants in learning in order to achieve professional and personal goals. The Health Sciences faculty believes that scientific reasoning and critical thinking are reflected as clinical judgment.

The purpose of the RSU Health Sciences Department is to:

1. Provide a baccalaureate degree, associate degrees, and educational opportunities for students, both traditional and non-traditional.

2. Provide opportunities for students to demonstrate competence in written and oral communications, scientific reasoning, and critical thinking, which emphasizes qualitative as well as quantitative skills.

3. Promote and encourage a positive academic climate with students, community, faculty, and staff for instruction and communication.
SECTION I  NURSING PROGRAM-BACHELOR OF SCIENCE

1.1 MISSION STATEMENT

The Rogers State University Associate Nursing Program exists to provide selected students with educational opportunities, in the classroom and clinical settings, to prepare for entry into the profession of nursing. Graduates of the Rogers State University Associate Degree Nursing Program are eligible to take National Council Licensure Examination to become a Registered Nurse. The associate graduate is prepared at an entry level of nursing practice and will require on-going education, both formal and informal to advance in the expertise of nursing practice.

The Rogers State University Bachelor of Science Program exists to build on Associate degree nursing graduate (ADN) and Diploma graduate educational preparation. The degree provides an opportunity for ADN and Diploma registered nurses to achieve academic and personal goals and to develop stronger clinical reasoning and analytical skills to advance their careers. Graduates of the Bachelor of Science degree in nursing are prepared for graduate programs in nursing.

1.2 PHILOSOPHY

The nursing faculty supports the mission of Rogers State University. The faculty believe nursing education is best suited to institutions of higher learning and that evidence based practice and the use of critical thinking provide the foundation for appropriate clinical decision making. Concepts inherent in the practice of nursing are person, health, environment, nursing, nursing process, communication, learning, and nursing education at the associate degree and bachelors degree levels.

Health is a dynamic state of biological, psychological, behavioral, and social well-being and reflects each patient’s ability to adapt to his/her environments. Wellness and illness are based on the person’s perception of his/her quality of life at any given time. One’s history, culture, heritage, family, community, and environment influence one’s self-perception.

Person refers to individuals, families, groups, local and global community populations that are recipients of nursing care. Persons have problems, needs and resources that evolve throughout their development, and are influenced by changing internal and external environments. The person has decision making ability based upon cultural values and beliefs. Persons strive for well being, are responsible for individual health, and exercise autonomy regarding health needs.

Environment consists of natural, biological, psychological, spiritual, behavioral, social, and cultural factors. The internal environment comprises the biopsychosocial dimensions of the person, and the external environment includes society, which is dynamic and pluralistic.

Nursing is a scientific, practice discipline with a defined body of knowledge based on theories, concepts, and principles from the biological, physical, psychological, social, educational, and nursing sciences.

Nursing practice is validated through research and evidence. Nursing practice includes taking into account the legal and ethical rights and responsibilities of patients/clients, other caregivers, and health care providers. Leadership, collaboration, and consultation among nurses and other health care providers and support systems are critical in meeting patient needs.

Nursing practice involves the use of the Nursing Process to promote and maintain health and wellness, prevent illness, diagnose and manage patient responses to potential or actual health problems, facilitate adaptation to health impairments, assist rehabilitation, and maximize the opportunity for dignity in living and dying.
Communication is an ongoing, complex, and interactive process that forms the basis for building interpersonal relationships. Its components include oral, nonverbal, written communication skills and listening. Effective communication is key in all aspects of promoting health with all recipients of nursing care.

Learning/Education: The faculty is committed to excellence and innovation in teaching and student service for traditional and non-traditional students. Learning is best accomplished by providing students with accurate and reliable information reflecting current clinical practice and research. It is a process of acquiring knowledge, beliefs, values, and attitudes that can be reflected in cognitive, affective, and psychomotor domains. Teaching seeks to advance growth through learning experiences that promote a sense of excitement, curiosity, creativity, and discovery. The teacher-learner relationship is enhanced when accountabilities and expected outcomes are clear.

Nursing Education: The nursing faculty believes that nursing education, practice, and research are inextricably intertwined. Faculty provides expertise, models interdisciplinary collaboration for students, and creates opportunities for research. Students are supported and guided by faculty to become active participants in learning in order to achieve professional and personal goals.

Professional nursing education integrates theories and knowledge from the arts, sciences, and nursing to further develop critical thinking skills that are characteristic of, and provide the foundation of, professional nursing practice. Professional role development is evaluated throughout the nursing educational program. The application of theory, research based knowledge, and evidence-based practice in direct and indirect nursing care and in the formation of partnerships is evaluated. The faculty supports the need for continuing education in nursing as a means to improve the delivery of health care and knowledge of policies related to health care, and as a means for meeting information needs in rural and underserved areas.

Differentiation of Associate Degree and Bachelor of Science in Nursing Degrees is identified as follows:

**Associate Degree Nurse (ADN):** The Associate Degree Nurses functions in the role of caregiver. She/he gives quality care to clients, which is based on scientific knowledge. Associate Degree Nurses assume responsibility for their own actions and participate as collaborative members of the health care team. In a variety of settings, the Associate Degree Nurse utilizes the nursing process and critical thinking as a basis for decision-making; functions as a communicator and educator of health care practices for the client and family; and directs peers and/or other nursing personnel in the aspects of client care. As a member within the discipline of nursing, the Associate Degree Nurse practices within the legal and ethical framework of nursing.

The Associate Degree Nurse functions as designer of care, client advocate, and user of technology. The Associate Degree Nurse is aware of health care policies and trends. The Associate Degree Nurse manages client care in structured health care settings using a variety of resources.

As a member within the discipline, the Associate Degree Nurse commits to a life-long learning process that contributes to his/her professional development. The Associate Degree Nurse participates in collegial relationships to establish a continuity of client care, based on validated research findings.

**Baccalaureate Degree Nurse (BSN):** The Baccalaureate Degree Nurse provides theoretically-derived nursing care. She/he uses research-based knowledge to plan, coordinate, implement and evaluate nursing care. The Baccalaureate Degree Nurse functions as an educator by designing, coordinating, implementing and evaluating comprehensive teaching plans for identified populations. The Baccalaureate Degree Nurse uses critical thinking to address complex health issues.

As a manager of care, the Baccalaureate Degree Nurse functions as a client advocate, recognizing and addressing social and legislative issues related to client health care. Baccalaureate Degree Nurses promote optimal use of human and multi-technological health care resources by coordinating client care planning and using multiple technological resources in the delivery of client care within a variety of settings.
As a member within the profession, Baccalaureate Degree Nurses commit to life-long learning and mentorship, which facilitates professional development and establishes professional networks. The Baccalaureate Degree Nurse collaborates with other health care providers and evaluates published research for application in practice.

Differentiation of roles is further defined by roles and competencies required of graduates. The competencies are derived from American Association of Colleges of Nursing’s *The Essentials of Baccalaureate Education for Professional Nursing Practice (2008)* and National League for Nursing’s *Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master’s, Practice Doctorate, and Research Doctorate Programs in Nursing (2010).* Approved 10/20/2007 Rev 05/8/2012

### 1.3 BACHELOR OF SCIENCE NURSING PROGRAM GOALS & OUTCOMES

**BS/N Program Goals**

The Bachelor of Science in Nursing has six Nursing Education Unit Outcomes/Program Goals which are consistent with the University Mission Statement and Goals. The overall purpose of this Bachelor’s program is to produce a graduate who will be able to:

1. Provide professional nursing care, considering individual differences, ethnic identity, environmental changes, and cultural or societal values for persons, families, groups, and communities with a variety of health needs, problems, and issues within diversified health care settings.
2. Use professional nursing theories, concepts, and principles from the biological, physical, psychological, social, educational, and nursing sciences to provide research informed nursing care.
3. Assume responsibility and accountability for evaluation of own professional practice while considering the legal and ethical rights and responsibilities of patients, other caregivers, and nurses.
4. Provide leadership, collaboration, and consultation among nurses and other health care providers and support systems that are critical in meeting patient needs.
5. Communicate effectively in a variety of settings with varied populations.

**BS/N Program Student Learning Outcomes**

The Student Learning Outcomes in the BS/N Program reflect the program goals and address the students’ competencies upon program completion. The outcomes are as follows:

Upon completion of the BS/N program, the graduate will:

1. Expand his/her professional role as a provider of care to incorporate nursing theory into the design and coordination of safe nursing care of individuals, families, local, and global community population.
2. Advocate for the provision of ethical professional nursing care which focuses on culturally competent cost-effective quality outcomes.
3. Demonstrate leadership and management competencies including professional growth in critical thinking, problem-solving, effective communication, and collaboration skills.
4. Appraise research and evidence-based findings for nursing practice.
5. Evaluate how information technology enhances the quality of nursing care.
6. Choose to contribute to the growth of the nursing profession.
BS/N Program Outcomes

The Program Outcomes in the BS/N Program are measurable, consumer-oriented indices designed to evaluate the degree to which the program is achieving its overall purpose.

Graduates of the program will:

1. Be prepared to be employed in rural health care settings within three years following graduation.
2. Advance in their positions within three years following graduation.
3. Enroll in formal advanced education within three years, (i.e., higher education programs, professional certification programs, clinical specialization credentials, etc.).
4. Express satisfaction with the professional nursing educational experience at Rogers State University.

Approved 9/13/2007; Revised 12/1/2008, 7/28/2014

1.4 AMERICAN NURSES ASSOCIATION’S CODE OF ETHICS FOR NURSES

1. The nurse in all professional relationships practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes or the nature of health problems.
2. The nurse’s primary commitment is to the patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.


1.5 AMERICAN NURSES ASSOCIATION’S (ANA)
SCOPe AND STANDARDS OF PRACTICE

ANA Standards are essential references for all practicing nurses, nursing students and faculty, other health care providers and researchers, and professionals in health care funding, legal, policymaking, and regulatory work. The Standards were revised in 2010 and a copy is on reserve in the Library. The standards address advanced and general clinical practice and the non-clinical practice of nursing role specialties. They encompass all aspects of contemporary professional nursing practice. They discuss the scope and prospects of practice and delineate practice standards and professional Standards of Practice. They include six standards of practice: 1) assessment 2) diagnosis 3) outcomes identification 4) planning 5) implementation and 6) evaluation. They also emphasize 9 standards of professional performance: 7) quality of practice 8) education 9) professional practice evaluation 10) collegiality 11) collaboration 12) ethics 120 research 14) resource utilization and 15) leadership.

Source: Nursing: Scope and Standards of Practice, 2010
1.6 APPROVAL BY THE OKLAHOMA BOARD OF NURSING

The Rogers State University Associate Degree Nursing Program is approved by the Oklahoma Board of Nursing (OBN). The Board of Nursing, by law, has authority and legal jurisdiction over basic educational programs of nursing, nursing practice and nursing licensure in Oklahoma. As students in the RN-BS/N program are licensed registered nurses, the Oklahoma Board of Nursing does not provide approval over site. The Oklahoma Nurse Practice Act and Rules do apply to the Bachelor of Science in Nursing Program and are available on the Oklahoma Board of Nursing web site at www.ok.gov/nursing/index.html.

Contact information for OBN: Oklahoma Board of Nursing
2915 N Classen Boulevard, Suite 524
Oklahoma City, OK 73106
Telephone: (405) 962-1800
Fax: (405) 962-1821

1.7 ACCREDITATION BY ACCREDITATION COMMISSION FOR EDUCATION IN NURSING, INC. (ACEN)

The Rogers State University Associate Degree Nursing Program is accredited by the Accreditation Commission for Education in Nursing. This nursing program was granted continued accreditation during June 2010, for the maximum time period of eight years. The next review period will be spring 2018. The Bachelor of Science Nursing Program is also accredited by the Accreditation Commission for Education in Nursing. This nursing program was granted initial accreditation during July 2009, for the maximum time period (for new programs) of five years. The next review will be spring 2014. ACEN establishes national criteria for nursing education programs throughout the nation. These criteria are aimed at improving and assuring the highest quality of nursing education.

Contact information for ACEN: Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Telephone: (404) 975-5000
Fax: (404) 975-5020

1.8 ADMISSION POLICY

Nursing program admission requirements secondary to university admission, are listed below.
1. Admission to the University as a bachelor degree seeking student.
2. Completion of an Application for Bachelor of Science in Nursing
3. Submission of official transcripts or test scores from all colleges, universities, and/or nursing schools attended
4. Hold associate degree or diploma in nursing.
5. Hold a valid, unencumbered Registered Nurse license.
6. Demonstration of a cumulative GPA of 2.5 in previous course work applicable to the associate degree or diploma in nursing.

Student will be admitted on a fulltime or part time basis.
1.9 ENROLLMENT REQUIREMENTS

All students are required to submit a Health Care Provider Statement, Immunization Statement and Waiver, immunization record, a copy of their Student Identification Card, and documentation of AHA Basic Life Support (BLS) for Healthcare Provider certification and proof of personal malpractice insurance. Students who do not provide a Health Care Provider Statement, Immunization Statement & Waiver, documentation of required immunizations, results of urine drug screen, copy of Student Identification Card, and/or documentation of required AHA BLS training will be placed on Administrative Estoppel status.

All immunization records must be turned into the Student Health Clinic. The Health Care Provider Statement is to be completed by the student and their health care provider. The Student Health Clinic physician can conduct the examination at no charge. Appropriate health care providers must complete the Immunization Record. All documents must be legible and dated in order to be accepted.

Submitted health records become the property of RSU. Students are required to retain a copy of all health records.

REQUIRED IMMUNIZATIONS

Documentation of all immunizations must be submitted to the Student Health Center prior to the beginning of the semester in which they begin their Field Experience hours:

1. Negative PPD Skin Test for Tuberculosis annually. The report must be read in millimeters and indicated on the immunization record. If the skin test is positive, a (negative) chest x-ray is required.
2. Two Measles, Mumps, Rubella Vaccinations or positive Rubella Titer screening test. If field experience is with Jane Phillips Medical Center, Bartlesville, female students of childbearing age must provide a positive rubella titer in addition to MMR Vaccinations
3. Tetanus, Diphtheria and Pertussis (Tdap) for Adults
4. Hepatitis B Vaccine (3 injection series) is required. Includes three injections-initial, one month, and six months.
5. Varicella (chicken pox) or immunity verification.
6. Influenza vaccination annually.

The RSU Student Health Center provides most required immunizations and the TB skin test. In some instances, a fee will be charged to the student’s account. Contact the Health Center at 918-343-7614 for an appointment. Additionally, immunizations are offered at little or no charge through your local Health Department, except for the Hepatitis B vaccine. Contact the Health Department in the County in which you reside or your private physician for information about immunizations. Submit verification of immunization on the provided form to the Student Health Center by the requested date. All immunization records will be kept in the Student Health Center.

DRUG SCREENING

Documentation of a urine drug test must be submitted to the Student Health Center prior to the beginning of field experiences – but no more than 30 days prior (due to some field experience sites requiring this time frame). Students are to obtain the required drug screening through RSU’s Student Health Center. The complete Drug Screening Policy is listed in Section III General Policies and Procedures.

REQUIRED CPR

Current CPR certification at the AHA Healthcare Provider level is required. You may become CPR certified by participating in classes offered by Rogers State University Health Sciences Department (8 hours), the American Heart Association (8 hours), and area hospitals. A fee is required for RSU’s classes. You are required to submit documentation of current AHA Basic Life Support for Healthcare Provider certification.
BACKGROUND CHECK
The student, upon admission, must complete a criminal background check including a check of the Sex Offenders and Mary Rippy Violent Crime Offenders lists to meet the terms in the clinical agency contracts. This program requires completion of a Federal Bureau of Investigation (FBI) and Oklahoma State Bureau of Investigation (OSBI) background checks.

Applicants with a history of Arrest/Conviction/Prior Disciplinary Action (Oklahoma Board of Nursing) may be restricted from entering into the Rogers State University Bachelor of Science Degree Nursing Program. By agreement with our field experience sites, students with a history of felony conviction or Medicare fraud may not be able to attend a field experience site, and thereby may be exited at any point in the curriculum due to the inability to complete field experience assignments. Falsification of any admission, financial aid, or academic document may result in revocation of admission or other academic or disciplinary action.

Any arrest, charge, or conviction for a felony or a misdemeanor may affect a student’s ability to attend certain field experience sites for clinical education and field work which may affect a student’s ability to meet course objectives and student’s ability to pass the course.

1.10 STUDENT DOCUMENTATION FOR FIELD EXPERIENCE SITES

Bachelor of Science in nursing students must provide the following prior to first clinical/field experience:
all required immunizations, TB skin test results, Varicella results, CPR card, verification of a completed drug screening, criminal background report, and proof of personal malpractice insurance. This information may need to be presented to the facility clinical/field instructor prior to attending a field experience rotation. Additionally, students must have the aforementioned documentation with them at all times when doing a field experience rotation. It is the student’s responsibility to comply with the criminal background check, immunizations, TB test and drug test requirements of the facilities in which the student rotates. The background checks, immunizations, TB tests and drug tests, etc. are rotation practice site requirements, not requirements of Rogers State University or the clinical programs in the Department of Health Sciences. The student will not be allowed to attend the facility clinical/field experience until the documents are submitted. Lack of timeliness in supplying the required documentation and testing may delay the student’s progression in the course or program and participation in the scheduled field experience.

The nursing program is not responsible for finding rotation practice sites for students. Students should be aware that failure to pass a background check or drug test or other facility requirement, as determined by each facility, will prevent the student from participating in field experiences and may prevent the student from completing the degree program.

1.11 LICENSURE AS A REGISTERED NURSE IN OKLAHOMA

It is the student’s responsibility to maintain an unencumbered current Oklahoma RN license at all times during completion of the RN to BSN program.

1.12 CORRESPONDENCE/MAILING ADDRESS

PLACE YOUR NAME AND STUDENT ID ON ALL RECORDS AND MAIL TO:
Rogers State University
Health Sciences Department
Bachelor of Science Nursing Program
1701 West Will Rogers Blvd.
Claremore, Oklahoma 74017
## 1.13 BACHELOR OF SCIENCE WITH A MAJOR IN NURSING

### Plan of Study

#### General Education Requirements

<table>
<thead>
<tr>
<th>Communications</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1113 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1213 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1113 Speech Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social and Behavioral Sciences</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>Choose from the following:</td>
<td></td>
</tr>
<tr>
<td>HIST 2483 American History to 1877</td>
<td></td>
</tr>
<tr>
<td>HIST 2493 American History since 1877</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Political Science</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS 1113 American Federal Government</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Science</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 1113 Introduction to Psychology</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Science and Mathematics</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Science</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 1315 General Chemistry I</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Biological Science</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose from the following:</td>
<td></td>
</tr>
<tr>
<td>BIOL 1114 General Biology</td>
<td></td>
</tr>
<tr>
<td>BIOL 1134 General Environmental Biology</td>
<td></td>
</tr>
<tr>
<td>BIOL 1144 General Cellular Biology</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1513 College Algebra</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose from the following:</td>
<td></td>
</tr>
<tr>
<td>ART (HUM) 1113 Art Appreciation</td>
<td></td>
</tr>
<tr>
<td>COMM (HUM) 2413 Theatre Appreciation</td>
<td></td>
</tr>
<tr>
<td>ENGL 2613 Introduction to Literature</td>
<td></td>
</tr>
<tr>
<td>HUM 2113 Humanities I</td>
<td></td>
</tr>
<tr>
<td>HUM 2223 Humanities II</td>
<td></td>
</tr>
<tr>
<td>HUM 2893 Cinema</td>
<td></td>
</tr>
<tr>
<td>MUSC (HUM) 2573 Music Appreciation</td>
<td></td>
</tr>
<tr>
<td>PHIL 1113 Introduction to Philosophy</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Global Studies</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose from the following:</td>
<td></td>
</tr>
<tr>
<td>BIOL 3104 Plants and Civilization</td>
<td></td>
</tr>
<tr>
<td>ECON 3003 International Economic Issues and Policies</td>
<td></td>
</tr>
<tr>
<td>GEOG 2243 Human Geography</td>
<td></td>
</tr>
<tr>
<td>HIST 2013 World Civilization I</td>
<td></td>
</tr>
<tr>
<td>HIST 2023 World Civilization II</td>
<td></td>
</tr>
<tr>
<td>HUM 3633 Comparative Religion</td>
<td></td>
</tr>
<tr>
<td>LANG 1113 Foundations of World Language</td>
<td></td>
</tr>
<tr>
<td>NAMS 1143 Native Americans of North America</td>
<td></td>
</tr>
<tr>
<td>NAMS 2503 Cherokee I</td>
<td></td>
</tr>
<tr>
<td>PHIL 1313 Values and Ethics</td>
<td></td>
</tr>
<tr>
<td>POLS 3053 International Relations</td>
<td></td>
</tr>
<tr>
<td>SPAN 1113 Beginning Spanish</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose three hours from courses not selected above</td>
<td></td>
</tr>
<tr>
<td>or from the following courses:</td>
<td></td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
</tr>
<tr>
<td>ECON 2113 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2123 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1113 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 1014 Earth Science</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 1114 Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 1124 Physical Geography</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 1224 Historical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 2124 Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 1014 General Physical Science</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 1114 General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1114 General Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1134 General Environmental Biology</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1503 Mathematics for Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1613 Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1715 Pre-Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MATH 2264 Analytical Geometry &amp; Calculus I</td>
<td>4</td>
</tr>
</tbody>
</table>

**Support Courses**

<table>
<thead>
<tr>
<th><strong>Course</strong></th>
<th><strong>Credits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 3033 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2843 Statistics or SBS 3063 Social &amp; Behavioral Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 3204 Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2124 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PHAR 2113 Fundamentals of Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition Elective</td>
<td>3</td>
</tr>
<tr>
<td>HLSC 3323 Pathophysiology for the Health Professions</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Support Credits** 23

**Program Core Requirements**

<table>
<thead>
<tr>
<th><strong>Course</strong></th>
<th><strong>Credits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Specialty**</td>
<td>29++</td>
</tr>
<tr>
<td>NURS 4003 Professional Nursing Role</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4013 Health Assessment/Promotion</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4224 Family, Community &amp; Public Health Nursing I</td>
<td>4</td>
</tr>
<tr>
<td>NURS 4113 Rural Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4213 Nursing Science and Research</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4234 Family, Community &amp; Public Health Nursing II</td>
<td>4</td>
</tr>
<tr>
<td>NURS 4214 Management and Leadership in Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NURS 4223 Professional Nursing Practice Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Upper Division Nursing Courses** 27

**Total Nursing Credits** 56

<table>
<thead>
<tr>
<th><strong>Course</strong></th>
<th><strong>Credits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Degree Credits** 124

**Advanced standing credit.** (Since this degree builds upon initial associate degree or diploma nursing preparation, the Registered Nurse receives advanced standing credit for a portion of the nursing major. Twenty-nine (29) hours of 3000 level nursing credit will be awarded upon admission into the program for the associate degree nurse and following validation of nursing course work by the diploma prepared nurse.) These hours are represented on the degree plan as **Professional Specialty.**
1.14 PROJECTED PROGRAM EXPENSES FOR BS IN NURSING
ROGERS STATE UNIVERSITY
DEPARTMENT OF HEALTH SCIENCES

Estimated Projected Expenses for BS/N Program

<table>
<thead>
<tr>
<th>R/O</th>
<th>ITEM</th>
<th>ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Nursing Liability Insurance</td>
<td>$100</td>
</tr>
<tr>
<td>R</td>
<td>Federal (background check)</td>
<td>$65</td>
</tr>
<tr>
<td>R</td>
<td>Lab Coat, and Name Badge</td>
<td>$50</td>
</tr>
<tr>
<td>R</td>
<td>Immunizations</td>
<td>$150</td>
</tr>
<tr>
<td>R</td>
<td>AHA CPR Certification</td>
<td>$65</td>
</tr>
<tr>
<td>R</td>
<td>Degree Check fee</td>
<td>$40</td>
</tr>
<tr>
<td>R</td>
<td>Graduation Picture Composite</td>
<td>$20</td>
</tr>
<tr>
<td>R</td>
<td>Professional Specialty – Advanced Standing transcription fee</td>
<td>$348</td>
</tr>
<tr>
<td>O</td>
<td>RSU Nursing Program Pin</td>
<td>$40 and up</td>
</tr>
<tr>
<td>O</td>
<td>Graduation Cap &amp; Gown</td>
<td>$60</td>
</tr>
<tr>
<td>O</td>
<td>RSU Graduation Announcements</td>
<td>$20 and up</td>
</tr>
<tr>
<td></td>
<td>TOTAL (Required/ Estimated)</td>
<td>$838</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Tuition</th>
<th>Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 4003</td>
<td>3</td>
<td>600.90</td>
<td>63.00</td>
<td>632.70</td>
</tr>
<tr>
<td>NURS 4013</td>
<td>3</td>
<td>600.90</td>
<td>88.00</td>
<td>657.70</td>
</tr>
<tr>
<td>NURS 4213</td>
<td>3</td>
<td>600.90</td>
<td>63.00</td>
<td>632.70</td>
</tr>
<tr>
<td>NURS 4113</td>
<td>3</td>
<td>600.90</td>
<td>63.00</td>
<td>632.70</td>
</tr>
<tr>
<td>NURS 4224</td>
<td>4</td>
<td>801.20</td>
<td>110.00</td>
<td>869.60</td>
</tr>
<tr>
<td>NURS 4234</td>
<td>4</td>
<td>801.20</td>
<td>84.00</td>
<td>843.60</td>
</tr>
<tr>
<td>NURS 4214</td>
<td>4</td>
<td>801.20</td>
<td>84.00</td>
<td>843.60</td>
</tr>
<tr>
<td>NURS 4223</td>
<td>3</td>
<td>600.90</td>
<td>63.00</td>
<td>632.70</td>
</tr>
<tr>
<td>Total</td>
<td>27</td>
<td>$5,408.10</td>
<td>$324.00</td>
<td>$5,732.10</td>
</tr>
</tbody>
</table>

| Professional Specialty | 29 credit hrs | $348.00 |
| General Education Requirements | 45 credit hrs | $9,013.50 + books |
| Support Course Requirements | 23 credit hrs | $4,606.90 + books |
| Nursing Courses | 27 credit hrs | $5,732.10 + books |

Total Credit Hours | 124

A good estimate for books would be $110.00 per class for the BS/N courses.
1.15 AMERICAN WITH DISABILITIES ACT

STUDENTS WITH DISABILITIES: Rogers State University is committed to providing students with disabilities equal access to educational programs and services. Rogers State University ensures that no qualified individual with a disability will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination on the basis of disability under any program or activity offered. Any student who has a disability that he or she believes will require some form of academic accommodation must inform the professor of such need during or immediately following the first class attended. Before any educational accommodation can be provided, it is the responsibility of each student to prove eligibility for assistance by registering for services through Student Affairs.

Students needing more information about Student Disability Services should contact the Coordinator of Student Disability Services in the Office of Student Affairs at Rogers State University, 1701 W. Will Rogers Blvd, Claremore, OK 74017  918-343-7599. Please refer to: http://www.rsu.edu/campus-life/student-resources/disability-services/ for more information.

NON-DISCRIMINATION: Rogers State University does not discriminate on race, color, national origin, sex, age, disability, or veteran status.

1.16 FINANCIAL AID INFORMATION

Financial aid is available to students through a variety of sources including grants, scholarships, loans, and part-time employment from federal, state, institutional and private sources. The student should refer to the RSU Bulletin section, specifically "Student Cost and Financial Aid". Students should be aware of the credit hour limitation for federally funded financial aid.

1.17 EMERGENCY LOANS

The RSU Foundation has established an Emergency Student Loan Fund to provide temporary assistance for students while they await disbursement of their financial aid.

Requests for assistance under this program should be directed to the Financial Aid Department: Kelly Hicks (KellyHicks@rsu.edu 918-343-7573).

SECTION II  ACADEMIC POLICIES

2.1 ACADEMICS STATUS OF “GOOD STANDING”

Student in "Good Standing"
The statement of “good standing” is required for many applications for scholarships and grants, honors recognition, and national and state awards as well as for most letters of academic standing to potential employers.

The student in "Good Standing" has:
1. A progression/graduation GPA of at least 2.0
2. A current grade “C” or higher in enrolled nursing classes
3. No academic or field experience probation in place or pending
4. No disciplinary action in place or pending

The designation of “good standing” is made by reviewing the criteria as they apply to the most recent semester.
2.2 STATEMENT OF GRADES

A student must achieve an average of at least 75% to pass a Bachelor of Science nursing course. No grade lower than a C will be accepted in the major.

2.3 CALCULATING NURSING COURSE GRADES

The course grade is calculated using the following scales to determine the letter grade for the course:

- A = 90 - 100%
- B = 80 - 89%
- C = 75 - 79%
- D = 65 - 74%
- F = 64% and below

Each student must earn a final course percentage of 75% or higher to pass the course.

The clinical/field experience components are graded on a pass-fail basis. All clinical/field experience objectives must be achieved to pass.

2.4 PROGRESSION IN THE NURSING PROGRAM

A student’s progression in the Bachelor of Science Nursing Program must be consistent with the Curriculum Plan in effect at the time of admission or re-admission.

2.5 GRADUATION REQUIREMENTS

A student must achieve a “C” or higher in each course specified on the degree plan and a minimum GPA of 2.0 to graduate with a Bachelor of Science degree in Nursing. Additional requirements for graduation are listed in the RSU Bulletin.

2.6 EVALUATIONS

Students complete evaluations of each instructor and the field experiences. There are also individual course, graduate, six month post graduate, employer, and three year post graduate evaluations, which all students are encouraged to complete. This information is required to meet accreditation standards and assessment measures.

2.7 REQUESTS FOR GRADE OF INCOMPLETE

Students may petition for an "I" or Incomplete grade by submitting a signed written request to the instructor. This petition must contain a deadline for completion of the course and the student’s signature. A petition for an "I" must be submitted prior to the final examination.

The student must meet all requirements as stated in the RSU Bulletin: An incomplete may be used to indicate that additional work is necessary to complete a course. It is not a substitute for an "F" and no student may be failing a course at the time an "I" grade is issued. To receive an "I", the student should have satisfactorily completed 70 percent of the course work for the semester but be unable to complete the remaining work due to extenuating circumstances. In order for an "I" to be awarded, the appropriate forms must be agreed upon by student and faculty. IF the contract is not fulfilled within 3 months of the last class in which the " I " is being given, the instructor has the option of allowing the "I" to stand or awarding an "F". An "I" is GPA neutral.
2.8 FILING A COMPLAINT OR GRADE APPEAL

Students should refer to the university policy found at http://www.rsu.edu/wp-content/uploads/2015/06/StudentCodeofConduct.pdf

2.9 FILING A GRIEVANCE

When a student believes that s/he has been treated unfairly or has been evaluated unprofessionally, the student is expected to speak with faculty to resolve the problem. If the problem is not satisfactorily resolved between the student and personnel involved, the student may file a Grievance Form with the Health Sciences Office. (Grievance Forms are available in the Health Sciences Office.)

The Department Head, Health Sciences, will activate the Grievance Committee consisting of faculty and students from the Health Sciences Department and one non-Health Science faculty. This committee has the authority to call for any further information needed from the student, clinical facility, staff in the clinical area, other students, University officials, or Faculty. The committee may request and review any related documents. The Department Head, Health Sciences, on behalf of the committee, may consult with the Oklahoma Board of Nursing.

The functions of the Grievance Committee are to hear grievances, determine validity, and make recommendations concerning their solution. The Committee is to be formed and function only after a documented attempt at resolution has been made between/among the parties involved.

GRIEVANCE POLICY
Health Sciences Department
Rogers State University

I. Committee Limitations:

A. The Committee will meet to hear grievances related to:

1. Academic evaluation
2. Personality conflicts
3. Violation of student/faculty rights as defined in Student or Faculty Handbook
4. Performance evaluation/Clinical Performance

B. Time Restrictions for initiation of procedure

1. Academic grievances - must be initiated within two (2) weeks of the subsequent semester.
2. Other Grievances - within two (2) weeks of their occurrence providing an unsuccessful attempt at resolution has taken place.

C. Confidentiality: Record of all committee minutes, decisions and recommendations shall be kept in a locked file in the Department Head’s office. Official notification of decisions and recommendations shall be made only to the parties involved unless otherwise stipulated and approved by all parties involved.
II. Committee Membership: For any grievance hearing, a committee made up of four (4) persons shall be appointed.

III. Committee Authority: The Committee shall convene to hear the grievance. The Grievance Committee reserves the right to enter into Executive Session should any member request it and the Chairperson approve. All voting shall be by secret ballot and the result of the vote noted only by decision of the Committee.

Barring an appeal of the Grievance Committee's decision and recommendations, the Chairperson of the Committee shall be responsible for issuing the recommendations. Should the recommendations appear inappropriate for solution, the Chairperson shall notify the committee and the parties involved, and the Committee shall re-convene with the express purpose of seeking an alternative. All parties from the initial meeting shall participate in this process, and any revised recommendations shall be made in writing and monitored as before.

A. The committee membership will consist of:
   1) One (1) BS/N faculty.
   2) One (1) BS/N faculty or instructor
   3) One (1) student representative.
   4) One (1) non BS/N faculty

At each meeting there must be representation from each category and only one (1) vote from each category.

B. Selection of committee membership:
   Each person chosen to serve on the Grievance Committee must meet the following criteria:
   1) Ability to maintain confidentiality.
   2) Objectivity.
   3) Availability for meetings (child care problems, student employment, etc.)
   4) Satisfactory academic performance (students).
   5) Student representatives will be elected by students and health science faculty members by health science faculty, an additional instructor representative will be selected by college faculty.

C. Selection of committee Chairperson:
   1) The Chairperson of this Committee will be chosen by the members of the Committee.
   2) Members of the Committee will disqualify themselves or be disqualified by the Committee for reasons of personal prejudice or personal involvement in the case, (if so warranted) being heard by the Committee.

IV. Procedure

A. Request for Grievance Forms from the Health Sciences Division Office - to be done no later than seven days (7) following an unsuccessful attempt at resolution.

B. Formal Grievance Forms, along with pertinent data, returned to Health Sciences Division office within seven (7) days from the date that the Grievance Form was requested.

C. Upon receipt of the completed Grievance Forms and all pertinent data from student, the Department Head, Health Sciences, shall provide to the student a written response acknowledging receipt of Grievance form and indicating that a committee will be formed to review the grievance form and pertinent data submitted within seven (7) days.

D. Student will be notified of the decision and recommendations of the Grievance Committee in writing within seven (7) days of the completion of the hearing; said notification to carry the initials of all Committee Members.
E. Student or faculty member shall have the right to appeal the decision of the Grievance Committee to the Dean, School of Health Sciences, providing a written request is made within seven (7) days of receipt of Committee’s decision.

F. Within seven (7) days of receiving a written request to appeal the Committee’s decision, the Dean, School of Health Sciences shall make arrangements to meet with the student, confirming the date in writing.

I. Within seven (7) days of the meeting, the Dean, School of Health Sciences shall make known in writing his/her decision and recommendations regarding the grievance in question.

J. The student or faculty member shall have the right to appeal the decision of the Dean, School of Health Sciences, to the Academic Vice President, provided such an appeal is made in writing within seven (7) days of receipt, of the Dean, School of Health Sciences’ decision.

K. Additional appeal procedures will be identified by the Office of the Academic Vice President.

The student is responsible for providing the Health Sciences Department with a current mailing address. Should any materials be lost in the mail, date of notification shall be considered effective the date of initial mailing.

Approved 1/8/2010

2.10 WITHDRAWAL FROM A NURSING COURSE

Students cannot be graded with a “W” unless they have initiated a withdrawal according to the guidelines in the RSU Bulletin.

2.11 PROBATION

Students whose participation in the course is not consistent with policies stated in the Nursing Student Handbook and the RSU Bulletin will be placed on probation. Behaviors that may result in placement on probation include but are not limited to:

1. Unsafe behavior or unprofessional appearance in the clinical/field experience setting
2. Unprofessional behavior
3. A pattern of tardiness or absence from clinical/field experience or theory sessions
4. Theory grade less than “C”
5. Written work grade less than “C”
6. Late homework

A specified probationary period will be allowed for the student to demonstrate improvement. The exact terms of the probation will be specified in a Faculty Report. The terms will include the behaviors required to remove the probationary status. If the terms of the probation are not met the student may be dismissed from the program.

2.12 SUSPENSION

A student may be suspended from the classroom or field experience site:
1. To allow a full, unimpeded, and objective investigation of an event or behaviors when there is a question as to safe clinical practice.
2. To facilitate communication with the preceptor related to an event or unprofessional behavior.
3. To assure that other students may proceed with their learning experiences where there has been a history of disruptive conduct.
4. To investigate an actual or potential position of liability related to an event or the student's behaviors.

In the event that a serious behavior, error, or conduct problem evidences itself, it may be determined that the student should be suspended. In such cases; a full investigation and report will follow. The instructor is responsible for evaluating the situation and reporting to the Health Sciences Department Head. A final decision as to clinical/field experience suspension of the student will be made as promptly as possible following a full investigation. The student will be notified in writing that he/she has been suspended. The length of time of the suspension will vary depending on the situation. The outcome of the suspension may be one of the following:

1. Return to clinical/field experiences
2. Place on probation, and return to clinical/field experiences
3. Dismiss from the nursing program
4. Dismiss from the University.

An opportunity will be provided for the clinical/field experience time (or its equivalent assignment) to be made up if the student is returned to the clinical/field experience area following suspension.

See the Rogers State University Student Code Title 12 Code of Academic Conduct and Title 14 Code of Non-academic Conduct

2.13 DISMISSAL AND APPEAL OF DISMISSAL

A student may be dismissed from the Rogers State University Bachelor of Science Degree Nursing program for any of the following reasons:

1. Any incident or action by the student that is unsafe or negligent as judged by the faculty
2. Violation of policies in the Rogers State University Bachelor of Science Degree Nursing Program Student Handbook
3. Violation of the ANA Code for Nurses or Standards of Nursing Practice including any academic or clinical dishonesty.
4. Violation of the Rogers State University Student Conduct Code
5. Adjudication of guilt in any incident of fraud, deceit, or a felony or any offense that shall constitute a felony.
6. Deliberate omission of fact on any academic or clinical record.
7. Falsification of any clinical or academic record.
8. Violation of state or federal laws, particularly those laws pertaining to patient care, i.e., HIPAA.
9. Refusal of student access to patients or premises by clinical site authorities.
10. Failure to maintain an active unencumbered RN license.

Procedures for Dismissal:

1. Attempts will be made to contact the student for a conference. A certified letter notifying the student of the conference date will be mailed to the student’s last known address within fifteen (15) days of the conference date.
2. Attendance at the dismissal conference is limited to the student, Health Sciences Department Head, pertinent faculty and other University officials as deemed appropriate by the Health Sciences Department Head.
3. The notice of dismissal will be given in writing.
4. If efforts to contact the student for a dismissal conference are unsuccessful, a certified letter with the written notice of dismissal will be mailed to the student’s last known address.
5. Students who are dismissed from the Nursing Program are not eligible for readmission.
Appeal of Dismissal:

The student who has been dismissed from the Nursing Program has the right to appeal. To file an appeal, the student is to submit the following information in writing to the Health Sciences Department Head, within five (5) working days of the date on which the student was notified of his/her dismissal.

1. State grounds for appeal.
2. Sign and date the document.

Mail or deliver the document to the Health Sciences Department Head.

The Health Sciences Department Head, will appoint an Appeals Committee consisting of members of the nursing faculty. This committee has the authority to call for any further information needed from the student, clinical facility, staff in the clinical area, other students, University officials, or faculty. The committee may request and review any related documents. The Health Sciences Department Head, on behalf of the committee, may consult with the Oklahoma Board of Nursing. The written decision will be mailed to the student's address within fifteen (15) working days of the receipt of the written appeal. The student is responsible for providing the nursing program with a current mailing address.

2.14 READMISSION

Students are expected to complete the BS/N nursing courses within three years of being officially admitted to the program. Students who do not successfully complete the required nursing courses within three years of official admittance must reapply for the program.

All applicants for readmission must meet the following criteria before consideration for readmission.

1. Submission of completed application for readmission.
2. Submission of official transcripts of all coursework.
3. Verification that Health Sciences office has the most recent transcripts from Rogers State University & other universities/colleges attended.
4. Submission of a letter describing a plan for successful completion in the event of readmission.

2.15 TRANSFERS

Students must meet the university requirements for transfer before being considered for transfer into the nursing program. Pre-requisites, General Education, and Nursing course work will be evaluated for congruency with the nursing program requirements. All student academic work will be evaluated on an individual basis.

2.16 POLICY ON ADMISSION OF STUDENTS WITH DISCIPLINARY PROBLEMS

Applicants currently under disciplinary action from any academic institution are not eligible for admission. See nonacademic admission policies in the RSU Bulletin.

Applicants with a past history of disciplinary action or falsification of admission, financial aid, medical, or any other record or document from any academic institution must present complete documentation of the event. The Policies Committee may request a letter of explanation and documentation from the institution regarding the event and/or request an interview with the applicant regarding the incident. The Committee may deny an application for admission or readmission based upon a history of disciplinary action or falsification of university or clinical documents.
2.17 ACADEMIC MISCONDUCT

Students are expected to follow University policies as put forth in the institution’s Student Code of Responsibilities and Conduct. Student Code of Conduct: http://www.rsu.edu/student-affairs/docs/student-code.pdf (Search for "Title 12 of Academic Conduct). In accordance with the Code of Academic Conduct, instances of alleged academic misconduct will follow the policies and procedures as described in Title 12. As a general rule, a faculty at Rogers State University has the responsibility of enforcing the academic code. Therefore, if academic misconduct is suspected, the faculty will submit a letter of alleged academic misconduct to the Office of Student Affairs. It is the student’s responsibility to be aware of behaviors that constitute academic dishonesty.

Code of Academic Conduct (Title 12 code of Academic Conduct)

- **Cheating**: the use of unauthorized materials, methods, or information in any academic exercise, including improper collaboration.
- **Plagiarism**: the representation of the words or ideas of another as one’s own, including:
  - Direct quotation without both attribution and indication that the material is being directly quoted; e.g. quotation marks
  - Paraphrase without attribution
  - Paraphrase with or without attribution where the wording of the original remains substantially intact and is represented as the author’s own
  - Expression in one’s own words, but without attribution, of ideas, arguments, lines of reasoning, facts, processes, or other products of the intellect where such material is learned from the work of another and is not part of the general fund of common academic knowledge
- **Fabrication**: the falsification or invention of any information or citation in an academic exercise
- **Fraud**: the falsification, forgery, or misrepresentation of academic work, including the resubmission of work performed for one class for credit in another class without the informed permission of the second instructor; or falsification, forgery or misrepresentation of other academic records or documents, including admissions materials and transcripts; or the communication of false or misleading statements to obtain academic advantage or to avoid academic penalty;
- **Destruction**: misappropriation, or unauthorized possession of University property or the property of another
- **Bribery or Intimidation**: assisting others in any act proscribed by this Code or attempting to engage in such acts
- **Personal Misrepresentation and Proxy**: taking another person’s place in an exam, placement test, or other academic activity, either before or after enrollment; having another person participate in an academic evaluation activity or evaluation in place of oneself.
**Intellectual Property:** It is a common misconception that material on the Internet is free. That is false. All intellectual property laws apply. Students are expected to post only material that is theirs by right of creation. Proper credit must be given for any material used which the student does not personally create. This includes images. For example, professionally done photos belong to the photographer and not the subject who only buys copies.

**COPYRIGHT POLICY:** The materials on this course website are provided for the educational purposes of students enrolled in the Nursing Science & Research at Rogers State University. These materials are subject to U.S. copyright law and are not for further reproduction and transmission.

**PRIVACY:** The internet may change or challenge notions of what are private and what isn’t. Although the course is protected by a password, such as tools are not perfect as human beings are using them. The student is relatively protected by the password but no one can guarantee privacy on-line.

a) Course software enables the instructor to know which students have logged in, where in the course site they have visited, and how long they have stayed. The technology support people have access to information posted at the site.

b) Course Security: In the event the student uses a public terminal (for example, at a hotel or library) the student needs to completely close the browser software when finished. This will prevent another person from accessing the course using the student’s identification, doing mischief in the student’s name, and violating the privacy of other students. The student is not to allow access to the course to those not registered in the course. Passwords should be guarded.

c) Students sometimes want to discuss their grade via e-mail. E-mail is NOT secure or private. If an individual student requests his/her grade, the instructor cannot legally send to that student his/her grade through e-mail without a legal signature from that student on a permission form. The instructor may e-mail the typical group listing with obscured names.

[To instructors: For more information about student rights, see Student Code of Conduct]

d) Participants are expected to represent their identities in a truthful manner. Falsifying your identity is grounds for disciplinary action of all parties involved.

### 2.18 CONFERENCES WITH STUDENTS

Student conferences are part of the teaching-learning process. They are used for warnings, faculty reports, evaluation and problem solving. These conferences are an inherent element of the total nursing program and the student is required to participate in all scheduled conferences and evaluations. Only the student, faculty member, Department Head, or those designated by the Department Head are to be present during conferences.

Rev 7/28/2014
SECTION III GENERAL POLICIES AND PROCEDURES

3.1 CHANGES IN HEALTH STATUS

If the student experiences a change in health status, such as surgery, injury, illness, pregnancy, or childbirth, the student shall submit an additional “Health Care Provider” statement in order to return to class or clinical. The Health Sciences Department reserves the right to request a “Health Care Provider” statement. The additional “Health Care Provider” statement must be provided to the department prior to resuming class or clinical. Students may not return to class or clinical until the additional “Health Care Provider” statement is reviewed by faculty.

3.2 CHANGE OF NAME, ADDRESS AND PHONE

Students with a change of name, address or phone are to submit this information to the Health Sciences Department Office. Forms are located in the Health Sciences Office. The student must maintain a current name and mailing address with the department office.

3.3 NURSING FACULTY OFFICE HOURS

Each faculty member will post office hours outside their office door. Full-time faculty members will post a minimum of eight office hours per week on campus at time most conducive to contact with students. These hours may vary from week to week. Students should plan to visit faculty members during these times or by appointment. Students may communicate with faculty members by calling the faculty member or sending an email message.

3.4 ADMINISTRATIVE ESTOPPEL STATUS

Students are expected to meet all deadlines associated with completion of administrative records. In the event a student does not meet the announced deadline, they will be placed on “Administrative Estoppel” status. Students who are on “Administrative Estoppel” status will not attend field hours, theory classes or other course related activities until the status is lifted. Any deficiencies must be completed before the status is rescinded. Absences due to “Administrative Estoppel” status are considered “unexcused absences.”

3.5 MOBILE PHONES

A non-distracting classroom environment is a key factor in the learning process. Cellular phones are to be put away and set without audible rings. Cellular phones may be checked at break time. Emergency phone calls are viewed as necessary; however, they are expected to be rare. In addition, all students will refrain from texting in the classroom setting. The supervising faculty may ask a student to leave the classroom if texting.

3.6 POLICY ON SMOKING

RSU is a smoke-free campus. Smoking or dipping tobacco is not permitted anywhere on campus, including the parking lots. Students are not allowed to smoke or dip tobacco during field experience hours. The student is reminded that the odor of cigarette smoke may linger on the breath, hands, hair, and/or clothing. Appropriate measures should be taken to prevent offending patients, staff, peers, or faculty. Students may be asked to leave the field experience site if smoke odor is offensive to patients, staff, peers, or faculty.

3.7 SOLICITATION

Refer to the Rogers State University Student Code of Conduct Title 8 policy on solicitation.
3.8 SEXUAL HARRASSMENT

Refer to the Rogers State University Student Code of Conduct Title 21 policy on Personal Conduct and specifically on Sexual Misconduct.

3.9 DRUG AND ALCOHOL POLICY/SUBSTANCE ABUSE POLICY

Refer to the Rogers State University Student Code of Conduct Title 15.3 policy on Personal Conduct, Alcohol and substance Abuse.

DRUG SCREENING POLICY FOR STUDENTS

DRUG SCREENING FOR STUDENTS ATTENDING A CLINICAL ROTATION SETTING

<table>
<thead>
<tr>
<th>Scope/Designated Programs</th>
<th>The information in this policy is intended for all Rogers State University (RSU) students/accepted applicants admitted to designated degree programs that include or may include a clinical component at a health care facility that requires drug screening as a condition of its affiliation with the University. Students should check with their school and/or degree program for specific requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>Drug screening(s) are required of all students/accepted applicants in designated programs effective Fall Semester 2008, as defined in Scope/Designated Programs above. As applicable, students/accepted applicants who do not pass the drug screening may be unable to complete degree requirements or may be denied admission to or suspended or dismissed from the degree program.</td>
</tr>
</tbody>
</table>
| Rationale                 | 1. Health care providers are entrusted with the health, safety, and welfare of patients; have access to confidential and sensitive information; and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student’s or accepted applicant’s suitability to function in a clinical setting is imperative to promote the highest level of integrity in health care services.  
2. Clinical facilities are increasingly required by the accreditation agency Joint Commission on Accreditation of Healthcare Organizations (JCAHO), to provide a drug screening for security purposes on individuals who supervise care, render treatment, and provide services within the facility.  
3. Clinical rotations are an essential element in certain degree programs’ curricula. Students who cannot participate in field experiences due to a positive drug screening are unable to fulfill the requirements of a degree program. Therefore, these issues must be resolved prior to a commitment of resources by the university or the student or accepted applicant.  
4. Additional rationale include (a) meeting the contractual obligations contained in affiliation agreements between RSU and the various health care facilities; (b) performing due diligence and competency assessment of all individuals who may have contact with patients and/or research participants; (c) ensuring uniform compliance with JCAHO standards and agency regulations pertaining to human resource management; (d) meeting the public demands of greater |
diligence in light of the national reports on deaths resulting from medical malpractice and medical errors.

<table>
<thead>
<tr>
<th>Timing and Procedures of the Drug Screening</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accepted Applicants:</strong> &lt;br&gt; (as defined in Scope/Designated Programs)</td>
<td></td>
</tr>
<tr>
<td>• The respective university/program designee will provide accepted applicants to designated programs with the necessary procedures and consent forms for the required drug screening.</td>
<td></td>
</tr>
<tr>
<td>• Accepted applicants in designated programs must complete the following within 30 days prior to beginning field hours:</td>
<td></td>
</tr>
<tr>
<td>- Complete and sign the Drug Screen Consent and Release Form and return form to drug screening vendor.</td>
<td></td>
</tr>
<tr>
<td>- Successfully pass the drug screen with sufficient time for the vendor to provide clearance documentation to the university program designee.</td>
<td></td>
</tr>
<tr>
<td>If an accepted applicant fails to complete the above within 30 days of beginning field hours, he/she will jeopardize admission status in the program.</td>
<td></td>
</tr>
</tbody>
</table>

| Current Students: <br> (as defined in Scope/Designated Programs) |  |
| • Current students in designated programs will be drug-tested at the beginning of each academic year or more frequently if required by the clinical rotation site or by RSU. |  |
| • Students who need to complete drug screening will be provided with the necessary procedures and consent forms for the required drug screening by the respective university designee. |  |
| • Students who fail to adhere to the drug testing deadline set by the university will be suspended from all classes until the vendor (see below) provides RSU with clearance documentation to the university or program designee. |  |

| Identification of Vendors |  |
| RSU will designate an approved vendor(s) to perform the drug screenings. Results from any company or government entity other than those designated by RSU will not be accepted. |  |

| Allocation of the Cost |  |
| Students and accepted applicants must pay the cost of the drug screenings. |  |

| Period of Validity |  |
| Drug screenings will generally be honored by RSU for a period of one year but may be required on a more frequent basis depending on the requirements of a clinical rotation site. Students who have a break in enrollment may be required to retest before they can re-enroll in any courses. A break in enrollment is defined as non-attendance of one full semester (Fall or Spring) or more. |  |
### Drug Screening Panels

<table>
<thead>
<tr>
<th>Panels</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amphetamines</td>
<td></td>
</tr>
<tr>
<td>Barbiturates</td>
<td></td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td></td>
</tr>
<tr>
<td>Cocaine Metabolite</td>
<td></td>
</tr>
<tr>
<td>Opiates</td>
<td></td>
</tr>
<tr>
<td>Phencyclidine (PCP)</td>
<td></td>
</tr>
<tr>
<td>Marijuana (THC) Metabolite</td>
<td></td>
</tr>
<tr>
<td>Methadone</td>
<td></td>
</tr>
<tr>
<td>Methaqualone</td>
<td></td>
</tr>
<tr>
<td>Propoxyphene</td>
<td></td>
</tr>
</tbody>
</table>

The drug screening may include testing for at least the following drug panels plus alcohol:

1. Amphetamines
2. Barbiturates
3. Benzodiazepines
4. Cocaine Metabolite
5. Opiates
6. Phencyclidine (PCP)
7. Marijuana (THC) Metabolite
8. Methadone
9. Methaqualone
10. Propoxyphene

### Reporting of Findings and Student/Accepted Applicant Access to Drug Screening Report

The vendor will provide the university or program designee with a list of those students who passed a drug screen test. The vendor will also provide the student/accepted applicant with the results of the drug screening report.

Students with a positive drug screen will have an opportunity to consult with a Medical Review Officer, provided by the vendor, to verify whether there is a valid medical explanation for the screening results. If, after review by the vendor’s Medical Review Officer, there is a valid medical explanation for the screening results, the vendor will notify the University of a clear test. If, after review by the Medical Review Officer, there is not a valid medical explanation for the positive screen, then the test results will stand.

Any appeal right based on a positive screen rests solely among the student/accepted applicant, the Medical Review Officer, and the vendor.

### Positive Drug Screen

An “offense” under this policy is any instance in which a drug screening report shows a positive test for one or more of the drugs listed above in the Drug Screening Panels section.

- Accepted applicants with a positive drug screen will not be allowed to begin classes or clinical assignments until the vendor provides clearance documentation to the university or program designee. The university may defer admission to a future semester or require the student to reapply for a future semester if not cleared by the drug screening vendor. Accepted applicants with a positive drug screen who eventually enroll at RSU will be considered to have committed their first offense. Students should be aware that failure to pass drug screening, as determined by each facility, will prevent the student from participating in that clinical experience and may delay the student’s completion of the degree program requirements or prevent the student from completing the degree program.

- Any student with a positive drug screen may be suspended for the remainder of the semester and be administratively withdrawn from all courses and/or suspended for the following semester at the university’s or program’s discretion. Random drug screenings may be required by RSU for the remainder of the student’s enrollment. The university may impose additional sanctions and students are encouraged to check with the university for specific details on these possible additional sanctions.

**NOTE:** Students who are suspended may not be able to
<table>
<thead>
<tr>
<th>Second Offense:</th>
<th>progress to the next semester based on specific program requirements (i.e., many programs are “lock-step” with completion of one semester a pre-requisite for progression to the next semester.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Any student who has a second positive drug screen will be dismissed from the degree program.</td>
</tr>
<tr>
<td>Falsification of Information</td>
<td>Falsification of information will result in immediate removal from the accepted applicant list or dismissal from the degree program.</td>
</tr>
<tr>
<td>Confidentiality of Records</td>
<td>Drug screening reports and all records pertaining to the results are considered confidential with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act [FERPA] regulations. For additional information on FERPA, please see <a href="http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html">http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html</a>.</td>
</tr>
</tbody>
</table>
| Recordkeeping | Reports and related records (both electronic and paper media) shall be retained in a secure location in the respective college or program office for the timeframe listed below, unless otherwise required by law.  
- Current Students – 5 years  
- Accepted Applicants – 2 years (provided no pending complaint) |

Approved by OU Board of Regents Sept. 2008  
Reviewed by OU Legal Aug. 2009

**NOTE TO BS/N STUDENTS:** When a positive drug screen - it is the responsibility of the Rogers State University BS/N program to notify the Oklahoma State Board of Nursing.

**3.10 STUDENT COMMUNICATION REGARDING ADVISEMENT, NEEDS, AND CONCERNS**

Students are assigned a faculty advisor and are encouraged to communicate frequently with their faculty advisor to ensure timely completion of their degree plan.

The formal line of communication is student – to – nursing faculty assigned to the course; then, student – to – Curriculum Coordinator, then Health Sciences Department Head. However, students should feel free to communicate their needs and concerns to the Department Head if they are not satisfied with the outcome of any experience in the program. Either a verbal discussion or a signed written complaint form may be used. The student may be required to document concerns in writing with their signature. You may schedule an appointment with the Health Sciences Department Head, through the Health Sciences Office. The student is requested to follow this process in seeking methods to meet needs and express concerns.
3.11 VISITORS/CHILDREN IN CLASSES

Visitors are not allowed in class unless it a guest speaker or faculty guest. Students are NOT to bring their children to the classroom, skills laboratory, or any field experience. Young children cannot be left unattended in the building or on the ROGERS STATE UNIVERSITY Campus. Do not bring young children to conferences with faculty. These conferences are academic and require the full attention of the student and faculty.

3.12 PROCEDURE IN CASE OF EMERGENCY

In an emergency situation, the Nursing Program and Health Sciences Department will attempt to contact the student. FOR THIS REASON, IT IS VERY IMPORTANT THAT CURRENT NAME, ADDRESS, PHONE NUMBER AND INFORMATION REGARDING ANOTHER CONTACT PERSON BE ON FILE WITH THE HEALTH SCIENCES OFFICE.

3.13 REFERENCE/RECOMMENDATION LETTERS

All faculty and students must follow the following procedure when a reference/recommendation letter is requested.
1. The student must get verbal permission from the selected faculty.
2. The student will complete the request form and submit back to the Health Science Department Office
3. This form is placed in the selected faculty mailbox.
4. Faculty will write the appropriate letter on RSU letterhead and submit to the Health Science Department Record Specialist.
5. A copy will be placed in the student files.
6. The letter will be mailed to the appropriate recipient by the Health Science Department.

3.14 STUDENT COMPLAINT

A complaint may be filed when a student is not satisfied with an experience or outcome related to a nursing course or the Nursing Program. Appropriate forms to file a complaint are located in the Health Science Department Office. Information submitted as a complaint is to be factual, accurate, and complete. Prior to filing a complaint, a student is encouraged to explore other ways to resolve the situation or problem. A complaint, once filed will be reviewed and sent through the appropriate channels of communication to determine the best way to resolve the situation. All complaints must be written, dated and signed by student in order to be addressed.

If a student has a concern that the nursing program is not in compliance with education expectations, he/she may write to any of the agencies listed:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Telephone: (404) 975-5000
Fax: (404) 975-5020
www.acenursing.org

The Higher Learning Commission (HLC)
230 North La Salle St. Ste. 7-500,
Chicago, IL 60604-1411
Telephone: (800) 621-7440
Fax: (312) 263-4762
www.ncahlc.org
3.15 STUDENT NON-ACADEMIC CODE OF CONDUCT


3.16 STUDENT REPRESENTATION ON FACULTY COMMITTEES

Students are selected by their peers for representation on the Nursing Curriculum Committee. The purpose of this representation is to assure student input to the Nursing Faculty that may be considered in the development of policies and procedures, curriculum, assessment and program evaluation.

3.17 VARIANCE REPORT

The field experience segment of the program is a learning experience for the student. In disclosing errors the student and faculty members can review the incident and learn from the experience. Failing to disclose an error may result in failure of the field experience. The student is to immediately report to the faculty member any critical incident or error which occurs in the field experience area. Faculty will notify the Health Sciences Department Head, immediately, any time a critical incident occurs, particularly if an incident report is filed with the hospital/agency. The faculty will immediately complete an Incident Report and Risk Management form. These forms are to be filed with the University administration on the same day of the incident.

3.18 NOTIFICATION TO STUDENTS OF POLICY CHANGES

The Student Handbook is reviewed annually. Each student documents receipt and understanding of the Student Handbook by signing the Program Policy Agreement form. Policy revisions other than annual revisions are communicated directly to each student by written memo. Periodically, the Handbook may be redistributed during January.

3.19 STRATTON TAYLOR LIBRARY

The Stratton Taylor Library is available on the main campus for student use. Library hours typically are as follows:

When classes are in session:  
- Monday-Thursday: 7:30 a.m. to 10:00 p.m.
- Friday: 7:30 a.m. to 6:00 p.m.
- Saturday: 12:00 p.m. to 8:30 p.m.
- Sunday: 1:30 p.m. to 10:00 p.m.

When classes are not in session:  
- Monday-Friday: 8:00 a.m. to 5:00 p.m.

The Library is not open during Fall or Spring Break or during Holidays.

3.20 TECHNOLOGY DEVICES (PDA & LAPTOP COMPUTERS)

Regarding the use of Personal Digital Assistant (PDA) and laptop computers:
1. All students must follow the following procedure when using a PDA in campus and during field experiences:
   - PDA’s may be used in the classroom setting at the discretion of the supervising faculty member.
PDA’s may be used in the field settings at the discretion of the supervising faculty member in accordance with individual facility policy. Supervising faculty may request that the student refrain form PDA use at any time.

2. All students must follow the following procedure when using a laptop computer in campus and field settings:

- Laptop computers may be used in the classroom setting at the discretion of the supervising faculty member.
- Laptop computers SHOULD NOT BE used in the field setting.
- Supervising faculty may request that the student refrain from laptop computer use at any time.

SECTION IV POLICIES AND PROCEDURES RELATED TO CAMPUS AND FIELD HOURS FACILITIES

4.1 FIELD EXPERIENCE SITE AGREEMENTS

The Nursing Program has a contractual agreement with a variety of hospitals, extended care facilities, and community health agencies. Students are responsible to check with faculty before initializing ANY field hour experiences. Students are responsible for following the facility guidelines for medication administration as they pertain to BS/N students.

4.2 LEGAL RESPONSIBILITIES OF THE FIELD HOURS STUDENT

Students are legally responsible and liable for their negligent actions in the field setting. Students base their field experience upon the Oklahoma Board of Nursing Nurse Practice Act & the Nursing Process.

LIABILITY INSURANCE

Effective January 1, 2014, all RN to BS/N student applicants must provide documentation of professional liability insurance coverage with minimum limits of $1,000,000/ incident and $3,000,000 aggregate. For a list of agencies that provide professional liability insurance coverage to individuals (RN’s), check the RSU Nursing website or contact our office.

4.3 FIELD EXPERIENCE DRESS CODE

The BS/N students are expected to represent the University and the Nursing Program in a positive way. The student’s appearance is to be consistent with the approved dress code, as well as with the dress code of their assigned field experience facilities.

Students who fail to meet the dress code, hygiene, and appearance policies will be counseled. Students who cannot achieve compliance with policy will be dismissed from the field experience.

UNIFORM:
Bachelor of Science Nursing students wear a white lab coat over professional dress and shoe attire.
NAME TAGS:
Students are required to wear RSU nametags any time they are in uniform or representing RSU as a student. Pin nametag holders are permissible. Bachelor of Science nursing students must wear a nametag that displays status as a registered nurse as well as a student.

4.4 WEATHER POLICY / EMERGENCY ALERT SYSTEM
Campus closings due to weather are announced on major local television stations. Rogers State University's emergency alert system can enable you to receive voice messages to your home and/or cell phones; text messages to your cell phones; and written messages to e-mail accounts. Students are responsible to judge the safety of traveling in their area.

4.5 FAMILY MEMBERS AND FRIENDS
Family members, children, and friends are not to visit the student during class or at the field site.

4.6 PARKING AT FIELD EXPERIENCE SITES
Many sites have designated parking areas for students. Check with your faculty member regarding designated parking areas prior to the learning experience. Field Experience site students illegally parked may have vehicles towed.

4.7 STUDENTS AS A REPRESENTATIVE OF ROGERS STATE UNIVERSITY
A nursing student is expected to represent Rogers State University and the Nursing Program in a positive way to the patient and the community. The student's appearance is to be consistent with the dress code while entering, exiting or while present in any field experience facility as a representative of the University and Program. The student's behavior is to be consistent with that expected of an adult learner and student of nursing.

4.8 PATIENT CONFIDENTIALITY
The student is to maintain patient confidentiality at all times. The patient's rights must be considered and use of the medical record should be to obtain the information needed for the care plan and care of the patient. Breach of patient confidentiality is a violation of ethics, HIPAA, FERPA, and course/program objectives and may result in academic or disciplinary action as well as immediate dismissal from the Nursing Program. In addition, breach of patient confidentiality may be grounds for legal action by patients against nursing students for invasion of privacy. See the Affiliation Confidentiality Agreement.

Under no circumstances are students to make electronic copies of patient medical records.
SECTION V FORMS

5.1 HEALTH CARE PROVIDER STATEMENT

ROGERS STATE UNIVERSITY
Bachelor of Science Degree Nursing Program
Health Care Provider Statement

Student Academic Role and Clinical Performance Requirements:
All nursing students must be physically, emotionally, and academically able to safely demonstrate completion of all required learning activities, and achieve all required clinical and course objectives in order to successfully complete the nursing program curriculum within time limits. Students with physical, mental, or emotional limitations indicating need for special accommodation should schedule an appointment with the Health Sciences Department Head. This appointment should be made prior to the beginning of the nursing educational experience and as needed to review methods to assist the student. Nursing Students will be expected to provide nursing care regardless of race, color, national origin, sex, age, religion, disability, status as a veteran, socioeconomic group, sexual preference, lifestyle, or health issue. This expectation is consistent with the American Nurses’ Association Code of Ethics.

Nursing Students will be in clinical courses requiring the safe application of gross and fine motor skills, and complex critical thinking skills as an inherent element of nursing practice. Usual and required activities routinely conducted by students include: physical assessment (inspection, palpation, percussion, auscultation); hygiene management; management and assisting with patient mobility; wound management; medication administration; and invasive procedures. Required abilities are: walking, standing, bending, turning, reaching, talking, listening, visual inspection, and moderate to heavy lifting. There always exists potential exposure to communicable diseases and pathogens such as Cytomeglovirus (CMV) and Erythema Infectiosum (Fifth’s Disease).

STUDENT INSTRUCTIONS: I understand the student academic role and clinical performance/field experience requirements and agree that I have the primary responsibility for my own health status. I agree that I will not knowingly place myself, patients or others in unsafe situations based upon my physical, mental, or emotional limitations. I authorize my health care provider to release to Rogers State University the information requested below concerning my health status.

<table>
<thead>
<tr>
<th>Signature of Student:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name of Student:</td>
<td></td>
</tr>
</tbody>
</table>

HEALTH CARE PROVIDER INSTRUCTIONS: Please complete the following questions with the understanding of the academic role and clinical performance requirements of nursing students. Do not attach any medical records.

1. Does the student have any communicable diseases, limitations, or disabilities that would interfere with their performance of the academic or clinical requirements as specified on this form? Check box below:
   - [ ] NO
   - [ ] YES, specify:

   If YES on question #1, what special accommodations are medically necessary to assist the student with academic or clinical performance?

2. If YES on question #1, state any instructions or limitations with which the STUDENT has been advised to comply.

3. If the student is pregnant, specify the expected due date.

<table>
<thead>
<tr>
<th>Signature of Health Care Provider (MD, DO, NP, PA)</th>
<th>Date</th>
</tr>
</thead>
</table>

PRINT name of Health Care Provider

Office Address
City, State, ZIP

NOTE: The signatures of both the student and the health care provider are required. The names and information must be legible to be accepted. Illegible documents will be returned to the student. FAX number (918) 343-7628.