



**NORTHEASTERN STATE UNIVERSITY**  
**COLLEGE OF MATHEMATICS, SCIENCE, AND NURSING**  
**DEPARTMENT OF HEALTH PROFESSIONS: NURSING PROGRAM**

**NURSING STUDENT HANDBOOK**

**2007-2008**



NORTHEASTERN STATE UNIVERSITY  
DEPARTMENT OF HEALTH PROFESSIONS: NURSING PROGRAM

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## P R E F A C E

The Nursing Student Handbook was compiled by nursing faculty members and nursing students in an attempt to give new nursing students pertinent information regarding the nursing program. This handbook is to be used in conjunction with the *Northeastern Student Handbook* which can be obtained at <http://www.nsuok.edu/studentaffairs> Student Policies can be accessed at <http://www.nsuok.edu/policies/student> The Dean of Student Affairs office is in Admin. 204.

This handbook serves as a guide for many of the questions you may have as you enter the nursing program. The handbook contains content related to the Northeastern State University Nursing Program, Student Policies, Advising and Graduation Requirements, Student Services, Student Organizations and Activities and Student Participation in department and program affairs. Some items are subject to change from time to time. It is best to consult your advisor for any needed clarification.

Northeastern State University is committed to providing access to the university for people with disabilities. Under university policy and federal and state laws, qualified people with disabilities are entitled to reasonable accommodations that will allow them access to programs, jobs, services, and activities unless the accommodation would pose an undue hardship on the university.

It is the responsibility of each student with a disability to notify the university of such disability and to make a request for an accommodation prior to enrollment. Requests should be filed through the Office of Student Affairs. Upon request for reasonable accommodation, appropriate modifications will be determined on a case-by-case basis and will not necessarily incorporate all requested changes.

The Board of Regents of Oklahoma Colleges in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act, and other federal laws and regulations, does not discriminate on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, political affiliation, 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.

## **BACHELOR OF SCIENCE IN NURSING FOR REGISTERED NURSES**

### **PURPOSE OF THE PROGRAM**

Nursing offers a 30 credit hour upper-division program leading to a Bachelor of Science in Nursing degree for licensed registered nurses. The mission of the program is to provide educational mobility for associate degree and diploma prepared nurses and to provide preparation for graduate education in nursing. The curriculum, designed to build on the students' previous education and experience, prepares nurses for professional nursing practice. Major areas of emphasis include family nursing, community health, leadership, and research. Graduates are prepared to provide primary health care in diverse settings; to provide education to individuals, families, and community groups; and to continue lifelong learning.

The minimum time required to complete the program is one (1) academic year (one 8-week semester and two 16-week semesters), provided the student meets all other Department and University requirements. Students working full-time typically complete the program in 4-6 semesters (two academic years). Students may take a maximum of five (5) years to complete the program after enrolling in nursing courses with field experiences. Courses are offered on-site in Muskogee, by video-conference (VC) to select distant sites, and by the Internet (online).

### **PROGRAM GOALS**

1. Provide the diploma and associate degree nursing graduate with a broadened educational base for improvement of nursing practice.
2. Offer a baccalaureate program in nursing that instills lifelong learning and provides basic preparation for graduate education in nursing.
3. Provide a nursing program designed to meet the needs of the state, region, and nation by preparing RNs at the baccalaureate level to practice professional nursing in diverse roles & settings
4. Facilitate students' mastery of knowledge and skills essential to professional nursing.
5. Enable students to broaden their knowledge base through selected general education, prerequisite, and support courses.
6. Provide an educational environment that will foster professional development and personal growth of students and faculty.
7. Promote faculty and student involvement in activities relating to the promotion of health of individuals, families, communities and society.

## PHILOSOPHY

Northeastern State University is strongly committed to excellence in instruction, to appropriate basic and applied research, to educational outreach and service, and to cultural activities that enhance the quality of life in the region and state. The university's mission is to provide undergraduate and graduate education leading to bachelor's degrees, master's degrees in selected areas, and a doctoral degree in Optometry. The philosophy and objectives of the Nursing Program are in accord with the mission and purposes of the University. The nursing faculty shares beliefs about the person, environment, society, health, nursing, learning, professional nursing education, and professional role development that form the philosophy of the Nursing program.

The **Person** is viewed as a unique, holistic individual worthy of respect and dignity. Each person is an interrelated physical, mental, social, and spiritual system. The person is an experiencing and perceiving individual, family, community, or population who interacts with the environment and is the focus of nursing. Each person, during the dynamic process of development, strives for well-being, is responsible for individual health, and exercises the right of choice regarding health needs.

The **Environment** reflects two interrelated components. First, the internal environment comprises all the dimensions of the person. Second, the external environment, everything outside the person, comprises multiple dimensions that affect the person. Patterns of interaction between the internal and external environment make each individual, family, and community unique.

**Society**, the context of nursing, is dynamic and pluralistic. It is made up of persons who live together as families and communities with their own value systems. Society is characterized by diverse groups and populations. Within groups, the family is the fundamental and most significant unit, and is self-defined. Patterns of interaction within the family affect the health of individuals, families, and communities.

**Health** is a dynamic state of well-being in which the potential of a person is realized to the fullest extent possible. It is a continually evolving and varying process and state. Health is “an experience that is often expressed in terms of wellness and illness, and may occur in the presence or absence of disease or injury” (*ANA Scope & Standards of Practice*, 2004, p. 48). Persons are active participants in achieving health. The professional nurse is a role model and seeks to empower individuals, families, and communities to accept self-responsibility and accountability for their own well-being.

**Nursing:** “is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations” (Nursing’s social policy statement, 2003, p. 6). Central to the practice of professional nursing is the value of altruism reflected by concern for the welfare of persons. Nursing is a scientific discipline validated through research. The art of nursing encompasses caring and partnering with

individuals, families, communities, and populations as they strive toward meaningful health. Nursing employs the nursing process with persons in their environments. Nursing assists in the mastery of developmental tasks, knowledge, and skills necessary to promote, attain, and maintain health.

**Teaching/learning:** Teaching is a reciprocal exchange of knowledge, beliefs, values, attitudes, and skills that promotes lifelong learning. Teaching is the facilitation of mutual learning that requires partnering, sharing experiences, and creating a collaborative educational environment that fosters critical thinking. Learning is the outcome of teaching that can be reflected in cognitive, affective, and psychomotor domains. Teaching/learning seeks to advance growth through experiences that promote a sense of excitement, curiosity, creativity, and discovery.

**Professional Nursing Education:** is the integration of liberal, science, and nursing concepts and theories to facilitate acquisition and refinement of knowledge, beliefs, values, attitudes, and skills reflected in cognitive, affective, and psychomotor domains. Based on a philosophical foundation of valuing student success and supporting professional role development, the concepts and theories from nursing and related disciplines form the structure of the nursing curriculum. Professional nursing education prepares students to practice as a professional nurse in diverse roles and settings.

American Nurses Association. (2004). *Nursing: Scope & standards of practice*. Washington, DC: nursebooks.org The Publishing Program of ANA.

American Nurses Association. (2003). *Nursing's social policy statement* (2<sup>nd</sup> ed.). Washington, DC: American Nurses Publishing.



## CURRICULUM COMPONENTS

The faculty's beliefs about nursing have been conceptualized through eight central concepts: nursing, person, health, environment, society, learning, professional role development, and professional nursing education. This conceptualization forms the program philosophy that supports the curriculum framework and framework model, and directs the program objectives, curriculum design, course progression, and outcome measures. From the philosophy of nursing, program objectives have been developed. The curriculum framework "V" model reflects: 10 domains of professional nursing, and increasing depth and breadth of nursing knowledge and practice through eight nursing courses (See Appendix A).

The faculty's beliefs about nursing have been conceptualized through eight central concepts: nursing, person, health, environment, society, learning, professional role development, and professional nursing education. This conceptualization forms the program philosophy that supports the curriculum framework and framework model, and directs the terminal program objectives, curriculum design, course progression, and outcome measures. From the philosophy of nursing, program objectives have been developed. The curriculum framework "V" model reflects: 10 domains of professional nursing and increasing depth and breadth of nursing knowledge and practice through eight nursing courses developed over three levels (See Appendix A).

The terminal program objectives (TPOs) are the stated outcomes that define the professional role of the BSN and provide a vision for lifelong learning. The current TPOs are reflected in each nursing course's objectives, are fully demonstrated in the capstone course of Professional Nursing Synthesis, and perceived as the 10 domains of the conceptual framework. These domains, originally identified through analysis of *Standards of clinical nursing practice* (1998) and *Social policy statement* (1995; 2003) are woven throughout the curriculum. Achievement of the TPOs is demonstrated through a capstone course.

It is the faculty's belief that progression through the program allows students to move toward higher levels of cognitive development and professionalism. An assumption is that students entering the program have achieved associate degree nursing competencies. Associate and diploma prepared nurses care for individuals in a supervised setting, while baccalaureate nurses are better prepared to independently function in a wider variety of settings. The faculty's goal and expectation is that through course content and field experiences, students will develop higher levels of critical thinking. The knowledge gained becomes an intrinsic part of the students' practices, leading to a willingness to accept diverse points of view and a commitment to a personal and professional nursing role that shows a maturity of thinking and reasoning. The process includes analysis of course content, synthesis of knowledge gained, and personal actions that demonstrate the behaviors portrayed in the professional role domains.

## **BRIEF OVERVIEW OF THE CURRICULUM AND COURSE SEQUENCING**

The faculty views the program's courses as intersecting and overlapping. Through this conceptualization, a system develops where levels exist in the context of levels of thinking. Thus courses are sequenced according to content introduced, so that concepts build the levels of thinking. Courses focus on the individual's professional nursing roles and behaviors in family care, community, and organizations. Sequencing allows the student to build creativity and critical thinking, and advance in a direction that provides development of competencies that are representative of the professional nursing role. Faculty expects demonstration of increasing student skills within the 10 domains as they progress through the program.

Professional Role Development (Nurs 3003) and Health Assessment (Nurs 3053) establish the basis of the subsequent course content and the direction of the curriculum. The major concepts and theories taught introduce the student to the professional nursing role. Emphasis is focused on student self-reflection to examine personal and professional belief systems and develop critical thinking skills. Students are taught the history, steps, and value of the nursing process. Gordon's Functional Health Patterns is introduced as an organizing framework for conducting and recording a health status assessment. In addition, nursing diagnosis is examined by studying the purpose, history, current issues, and research related to this nursing tool.

Family Health Nursing (Nurs 3205), Leadership in Nursing (Nurs 4215), and Research in Nursing (Nurs 4103) are offered in the fall. Family Health Nursing introduces major concepts and theories related to family health nursing practice throughout the life span. Field experiences focus on holistic health promotion within the family context. Leadership in Nursing focuses on continued development of leadership and management skills based on relevant theories and concepts. Field experiences provide an opportunity for the student to collaborate with professionals in an organizational setting. The student in the role of change agent implements a project for change. Research in Nursing introduces the elements of quantitative and qualitative research processes that culminate into the development of a quantitative research proposal. Statistics is required as a prerequisite for Research in Nursing.

Courses offered in the spring are: Community Health Nursing (Nurs 4115); Professional Nursing Synthesis (Nurs 4293); and Mental Health Nursing (Nurs 3373). Community Health Nursing introduces the student to theory and concepts relevant to nursing practice and public health in the community. Field experience provides the student with opportunity to apply the nursing process in the assessment of family as client and community as partner. Community Mental Health Nursing is concerned with the introduction of theories and concepts that expand professional consciousness related to individual, family, and community mental health issues. Professional Nursing Synthesis (Nurs 4293) integrates professional nursing skills and concepts developed throughout the nursing program, with emphasis on research utilization and evidence based practice. Field experiences include collaboration with a preceptor in an area of the student's choice that reflects professional goals and development of an evidence based project.

Student field experiences include both structured and unstructured health care settings. Scientific inquiry is formally introduced as fundamental to nursing practice and is operationalized in group studies of individuals, families and communities. Integrated into each course are opportunities for the student to practice the professional nursing role in diverse settings. The development of the professional nursing role is expected to be visible throughout the student's progression in the program.

Several one and two credit selected study courses are available to students for in-depth study of a specific area of nursing. These courses were developed to meet the changing learning needs of the students as regional and national demands on the profession were identified. These courses apply as elective credit. The following is a list of selected nursing study courses available.

Nursing 4240, SLST: Independent Study Topic Negotiated

Nursing 4242, SLST: Delegation

Nursing 4752, WKSP: Special Topics

Non-nursing courses are selected to support the nursing major and include statistics. If elective hours are needed, students are encouraged to select courses that directly support current nursing practice or career goals.

### **TERMINAL PROGRAM OBJECTIVES**

1. Partner with patients and other health care professionals to provide primary health care through health promotion, protection, and restoration, and end of life care.
2. Apply the nursing process, based on current knowledge and theory, to provide holistic care directly or indirectly to diverse patients across varied environments.
3. Mobilize and manage information, technology, and other human resources effectively.
4. Respond to and initiate change by leading, advocating, and partnering with professionals, communities, and populations to improve health and healthcare.
5. Contribute to the professional development of colleagues.
6. Build skills in critique and use of research.
7. Assume responsibility and accountability for professional practice and lifelong learning.

## TYPICAL NURSING SCHEDULE BY SEMESTER

### One Year Program Completion Option

Summer Semester	Fall Semester	Spring Semester
Statistics** Nurs 3003 - Online* Nurs 3053 - Online	Nurs 3205 Nurs 4103 Nurs 4215	Nurs 3373 Nurs 4115 Nurs 4293

### More than One Year Program Completion Option: Example 1

Summer Semester	Fall Semester	Spring Semester
Nurs 3003* - online Nurs 3053 (or next summer)	Nurs 3205	Nurs 3373 (or next spring) Nurs 4215
Summer Semester	Fall Semester	Spring Semester
Statistics** (if not done yet)	Nurs 4103 Nurs 4215	Nurs 4293

### More than One Year Program Completion Option: Example 2

Summer Semester	Fall Semester	Spring Semester
Nurs 3003* - online Statistics**	Nurs 3205 Nurs 4105	Nurs 3373 Nurs 4115
Summer Semester	Fall Semester	Spring Semester
Nurs 3053	Nurs 4215 Nurs 4293	

### More than One Year Program Completion Option: Example 3

Spring Semester	Summer Semester	Fall Semester
Nurs 3003* Nurs 4115	Nurs 3053 (or next spring) Statistics** (if not done yet)	Nurs 3205 Nurs 4103 Nurs 4215
Spring Semester	Summer Semester	Fall Semester
Nurs 3373 Nurs 4293		

\* Must be taken prior to or concurrent with the first field experience course

\*\* May substitute one of the following courses (Math 1513 prerequisite): Soc. 3323, Math 3513, or Bus 3933.

**English Proficiency:** All candidates for a degree must meet English proficiency requirements.  
**Upper Division Credit:** Total hours must include at least 40 hours of credit in courses numbered 3000 and 4000. At least 60 hours must be from a four-year college or university (includes advanced standing credit).

Students may take a maximum of five (5) years to complete the program after enrolling in nursing courses with field experiences.

**ADDITIONAL PROGRAM PROGRESSION OPTIONS**

More than One Year Program Completion Option: Example 4

Summer Semester	Fall Semester	Spring Semester
Statistics** (if not done yet)	Nurs 3003* (if not done yet) Nurs 4103 (if statistics done) Nurs 4215	Nurs 3373 Nurs 4215
Summer Semester	Fall Semester	Spring Semester
Nurs 3053 - online	Nurs 3205 Nurs 4293	

More than One Year Program Completion Option: Example 5

Spring Semester	Summer Semester	Fall Semester
Nurs 3003* Nurs 4115	Nurs 3053 (or following spring) Statistics** (if not done yet)	Nurs 4103 (if statistics done) Nurs 4215
Spring Semester	Summer Semester	Fall Semester
Nurs 3373 Nurs 3053 (if not done yet)		Nurs 3205 Nurs 4293

More than One Year Program Completion Option: Example 6

Summer Semester	Fall Semester	Spring Semester
Statistics** (if not done yet)	Nurs 3003* Nurs 3205 Nurs 4103 Nurs 4215	Nurs 3053 Nurs 3373 Nurs 4115 Nurs 4293

\* Must be taken prior to or concurrent with the first field experience course

\*\* May substitute one of the following courses (Math 1513 prerequisite): Soc. 3323, Math 3513, or Bus 3933.

## STUDENT POLICIES

### ENGLISH PROFICIENCY

English proficiency is required of all students graduating from NSU. English proficiency consists of three components. All three components must be successfully completed in order to demonstrate English proficiency.

#### Component 1. Placement of Students

- A. Students with high school deficiencies will be required to complete English 0123 during the first semester of enrollment or successfully score at or above the qualifying score on the Test of CPT-Sentence Skills Test.
- B. All students scoring less than 19 on the ACT-English sub-test and less than 3.25 high school GPA in English will be required to take the CPT-Sentence Skills Test. Transfer students who have not completed English 1113, Freshman Composition I, will be required to take the CPT-Sentence Skills Test if their ACT-English sub-test is less than 19 and high school GPA in English is less than 3.25.
- C. Students scoring above the qualifying score on the CPT-Sentence Skills Test will be allowed to enroll in English 1113.
- D. Students scoring below the qualifying score on the CPT-Sentence Skills Test must successfully complete English 0123 with a grade of "C" or better prior to enrollment in English 1113.
- E. Students taking English 0123 must take the CPT-Sentence Skills Test at the end of the course. Students who do not pass the course with a grade of "C" or better must re-enroll in English 0123 until they are successful in passing the course.
- F. All students **must** complete Component 1 of English Proficiency (achieving a qualifying score on the CPT-Sentence Skills Test or passing English 0123) within the first 24 hours. Failure to meet this requirement may block registration with the exception of enrollment in English 0123.
- G. Students who are unsuccessful in passing English 0123 are advised to undertake additional educational experiences to improve their skills in addition to continued enrollment in English 0123 each semester until this requirement is satisfied. These experiences may include but are not limited to:
  - a) attending tutorial sessions in a writing lab
  - b) personal individualized study

Component 2. Completion of English 1113 and 1213 with grades of "C" or better or demonstrated competency through Advanced Standing

- A. After completing English 0123, all students must continue in the appropriate courses each succeeding semester until the English composition requirements are satisfied in full.
- B. All students who have not completed English 1113 and English 1213 with a grade of "C" or better will be required to demonstrate proficiency in English composition by:
  - a) re-enrolling in English 1113 and/or English 1213 and passing with a "C" or better, or
  - b) passing the CLEP test for English composition
  - c) complete the WritePlacer online test with a score of 9 or 10 for proficiency in ENGL 1113 or a score of 11 or 12 for proficiency in ENGL 1113 and ENGL 1213.
- C. Students who take English 1113 by CLEP will meet the requirements of Component 2 of English Proficiency by making a "C" or better in English 1213. Students who successfully complete English 1213 by CLEP will meet the requirements of Component 2 of English Proficiency.
- D. All students should complete the English requirements at the earliest opportunity. It is advisable for students to complete component 2 in the first 60 credit hours.
- E. Writing ability of all students will be assessed as part of the Mid-Level General Education assessment.

Component 3. Writing Intensive Experience in the Major

- A. All students are required to complete a writing intensive experience in their major.
- B. At a minimum, all students will experience at least one upper division course that has extensive writing assignments.

NOTE: English proficiency is a graduation requirement.

## **COMPUTER PROFICIENCY**

Computer proficiency is a graduation requirement for all students, effective Fall 1999. Students should complete the requirement in the first **30 hours** of course work. Transfer students are expected to have completed this requirement by the time they transfer to NSU. Transfer students who have completed an Associate of Arts or Associate of Science degree at an Oklahoma community college or a community college in which NSU has an articulation agreement are considered to have met this requirement along with their general education curriculum. Transfer students who have not completed an AA or AS degree and have not completed the computer proficiency requirement before entering NSU will be required to meet the requirement by graduation through course work equivalent to one of the following courses or by demonstrated proficiency. A satisfactory score on the CLEP, Bus. (3 credit hrs), Bus. Dept. proficiency (3 credit hrs), or proficiency examination (no credit hrs) will meet this requirement. The NSU proficiency examination covers basic knowledge and application skills about the computer and in the Microsoft word processing, database, and spreadsheet programs, and the Internet.

CS/IS 1003  
IS 1133

Computers in Modern Society  
Fundamentals of Computer Usage (for business majors)

Transfer or equivalent courses from other Oklahoma schools may be checked at: <http://www.okhighered.org/student-center/transfer-stdnts/course-transfer.shtml>

Minimum technology competencies are established for each nursing course. Students are expected to meet or exceed these minimum requirements, and to seek assistance from the instructor if deficits are identified. The nursing faculty periodically review the minimum computer proficiencies; revisions occur as needed and as approved.

## **MAJOR - MINOR REQUIREMENTS**

The major in nursing consists of:

30 credits lower-division nursing (either by transfer or credit-by-examination)

30 credits upper-division nursing

60 total nursing credits

Because of the large number of credits, the nursing program is considered a major-minor. Therefore nursing students do not need to declare a minor.



## **ADMISSION, PROMOTION AND RETENTION POLICIES**

### **Admission Requirements**

In order to qualify for admission to the upper-division major in nursing the student must:

Be graduated from a state-approved associate degree or hospital diploma-nursing program. Graduate nurses may be admitted on the condition that they must achieve R.N. status by the end of the first semester.

Be currently licensed as a R.N. License must be validated by the nursing program office. It is recommended that students have at least one year of nursing practice within the last three years, or have completed a refresher course in nursing within the last year.

Have in force professional liability insurance with minimal limits of \$1,000,000/incident and \$3,000,000/aggregate. A photocopy of the front page of the policy showing the company name, policy number, liability amounts and dates of effectiveness must accompany the application to the nursing program. The nursing program must also be named as a certificate holder.

Submit a physical examination report which includes Tetanus immunization, either a negative PPD tuberculin test (yearly) or a negative chest x-ray, either Rubella immunization or a positive Rubella screen, either Hepatitis B series vaccine or signed declination, and either influenza vaccine or a signed declination (some agencies may require further verification of health status). If born after 1956, Rubeola immunity is needed (evidence of a second MMR or rubeola titer).

Have current cardiopulmonary resuscitation (CPR) card for adult, child, and infant (American Heart Association's BLS Healthcare Provider Course or American Red Cross's Community CPR). A photocopy of both sides of the card, showing name, course, effective dates, instructor, and signatures must accompany application to the Nursing Program and be kept current for all field experience nursing courses.

Have an overall grade point average of 2.0 with no grade below a "C" in nursing support (upper & lower-division) and lower-division nursing courses. Diploma graduates must have successfully completed a battery of nursing proficiency tests. Credits for lower-division nursing content will be awarded to those who successfully pass the tests and the first 12 hours of the nursing program.

A background check for abuse, violence, and substance abuse is required beginning fall 2000. A drug screening check may be required by some facilities or agencies.

Have completed or are concurrently completing lower-division requirements with credit hours distributed as shown on the following page. Maximum transfer credit from a junior college is 64 hours. RNs with an Oklahoma Associate of Science or Associate of Arts degree will have satisfied all General Education requirements; certain lower-division pre-requisites must be completed with a grade of "C" or better by all RNs. All other RNs must meet NSU General Education requirements.

### General Education:

Language Arts (9 hrs.) - English Composition I & II, and Fundamentals of Oral Communication

Social Science (9 hrs.) - American History, American Government, and Fundamentals of Geography

Humanities (6 hrs.) - (choose any 2): Humanities I, Humanities II, Global Humanities, World Literature, Intro to Philosophy, Early Western Civilization, Comparative Religion, Art Appreciation, Native American Art, Introduction to Music, Rock Music History, Music Appreciation, Music Theatre Appreciation, Jazz Appreciation, World Music, Theatre Appreciation, Film Appreciation, or Foreign Language (up to 3 hours)

Quantitative Analysis (3 hrs.) e.g., Math 1513 College Algebra

Health & Physical Education (4 hrs.) - Basic Nutrition or Personal Health, and 1 hour PE activity

Computer Literacy (3 hrs.) - CS/IS 1003, IS 1133, or NSU test out, or AA or AS degree

Lower Division Nursing Support: (Natural and Behavioral Science courses also meet General Education requirements)

Natural Sciences (11-16 hrs.) – Anatomy, Physiology, Microbiology, General Chemistry

Behavioral Science (3 hrs.) – Intro to Psychology

Quantitative Analysis (3 hrs.) – Statistics

Nursing (30 hrs.) - Transfer credit or credit-by-examination

### Application Procedures:

Applications for admission will be accepted through November 1 and January 1 prior to the spring and fall semesters in which the applicant wishes to begin the field experience nursing sequence. Applications for admission will be reviewed in December and February of each year. Applications received after that time may be considered if spaces are available. Applications should be filed as early as possible. A complete application is composed of the following:

1. Completed application forms (University and Nursing Program)
2. Official transcripts from each school attended
3. Three reference names provided on application to nursing program
4. Completed health form with Tetanus, TB, Rubella, Hepatitis B, & Rubeola (if needed) documentation
5. Photocopy of professional liability insurance policy face sheet
6. RN license number for verification
7. Photocopy of both sides of current CPR card
8. Completed background check form and release form, and drug testing if applicable
9. Meet all requirements for admission to the university as given in the NSU catalog
10. Tests for diploma nurse graduates (contact the nursing program chair for information about nursing proficiency tests. All tests should be completed at least six weeks prior to the semester of admission to the nursing program).

### Promotion Policy:

The student will be allowed to progress in the program if the following criteria are met:

1. 2.0 or above in a nursing support course;
2. 2.0 or above in the nursing courses; in combined theory and field experience courses, a passing grade of "C" or better in each component must be received in order to pass the course;
3. Overall GPA of 2.0 or above which includes elective credits;
4. Current R.N. licensure, current professional liability insurance with minimal limits of \$1,000,000 per incident and \$3,000,000 per aggregate, and current CPR certification is maintained, and relevant immunizations and field experience pre-tests are updated annually.
5. A student who has stopped out of the nursing program can be readmitted on a space available basis. A written letter must be submitted to the nursing program chair requesting re-entry into the nursing program prior to the beginning of the semester in which the student wishes to re-enroll.

The student who is re-entering the nursing program must meet the same requirements as students in the class that she/he is joining. A new degree plan must be submitted if the student has not been continuously enrolled, or if requirements have changed since the student was last enrolled in the nursing program. Another background check may be requested.

### Retention Policies:

1. When a student receives less than a 2.0 in nursing or support courses, the student cannot take any subsequent courses requiring the course as a pre-requisite until an acceptable grade is achieved. If the overall GPA is less than 2.0 the student will be placed on probation until it is rectified (maximum of two semesters).
2. In combined theory and field experience courses, a student must receive a passing grade of "C" or above in each component (field experience & theory) in order to pass the course.
3. A nursing course can be taken a maximum of two times.
4. Completion of the program must occur within five (5) years of starting the first field experience nursing course.
5. In the case of unethical, illegal or unprofessional behavior, or violations found in the Unsafe Nursing Practice Policy, the Admission, Promotion and Retention Committee will investigate, impose any sanctions, and determine retention in the program by a simple majority 2/3 of the membership. Such violations may also be subject to disciplinary actions under the university conduct code and/or relevant Nurse Practice Act. See Unsafe Nursing Practice Policy.

Any student with a disability whose condition prohibits achievement of any admission, promotion, or retention requirement may petition for waiver.

## **GENERAL ACADEMIC POLICY AND APPEALS PROCEDURES**

### General Academic Policy:

Instructor responsibilities include:

1. to inform students of course requirements;
2. to evaluate students fairly based on academic performance defined by the instructor;
3. to encourage free and open discussion, inquiry and expression;
4. to provide competent instruction and advisement.

Student responsibilities include:

1. to inquire about course requirements when in doubt about them;
2. to maintain the standards of academic performance established by the instructor and nursing program;
3. to initiate the appeals procedure if they believe their academic rights have been violated.

Student academic rights include:

1. protection of freedom of expression (the student is responsible for learning content of the course, but has the right to disagree with the data and views presented or to reserve judgment about opinions voiced);
2. protection against improper disclosure;
3. protection against improper academic evaluation.

### Grade Appeal Procedure

A student may petition a grade change by using the Grade Appeals Process if satisfactory resolution cannot be reached after consultation with the instructor and/or academic dean. The grade appeals process must be formally initiated with a written appeal to the Dean within four months following awarding of the original grade. Please contact the dean of the college in which the grade was given for a copy of the grade appeals process.

### Grievance Procedure

The university, in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, section 504 of the Rehabilitation Act of 1973, section 402 of the Readjustment Assistance Act of 1974, American with Disabilities Act, and other federal laws and regulations, does not discriminate on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, political affiliation, 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. In addition, the university will not tolerate any behavior, verbal or physical conduct, by any administrator, supervisor, faculty or staff member which constitutes sexual harassment of a student.

A committee, consisting of faculty members and students, has been created to consider any complaints by students concerning these regulations. An outline of the grievance procedure is on

file in the office of Human Resources and the office of the Dean of Student Affairs.

## **Grievance Procedures**

It is the goal of the Grievance Committee that complaints be resolved by informal discussion between the parties involved. If the complaint can not be resolved informally, a formal Grievance Procedure is available to all students. It provides for a prompt and impartial review of the grievance without fear of discrimination or reprisal because of exercising your rights under university policy and the law.

**Step 1.** The grievant will arrange for a meeting with the Dean of Student Affairs in order to attempt to resolve the problem. This should be done within one week after the date of the incident causing the grievance.

**Step 2.** If the complaint can not be resolved at Step 1, the grievant should write his/her grievance, containing the following information:

- A clear and detailed statement of the complaint.
- The specific requests being made on the part of the university to resolve the problem.
- A summary of the discussion between the grievant and the appropriate party at the informal level and a summary of the discussion with the Dean of Student Affairs. This written grievance is to be submitted to the University Affirmative Action Compliance Officer.

**Step 3.** The Affirmative Action Compliance Officer will call a meeting of the Grievance Committee within a timely manner after receiving the complaint. The Committee will consider the complaint and meet with the concerned parties as deemed necessary. The Chairperson will review the committee recommendations with the Academic Vice President and will then issue a written decision to the grievant. The final decision will be issued within one week after the committee meeting. Copies will be sent to all concerned parties.

If the student is not satisfied with the final decision and wishes to pursue it further, he/she may contact the appropriate federal agency.

(<http://www.nsuok.edu/studentaffairs/rightsandresponsibilities/index.html> )

## **Complaint Procedures**

- a. Any faculty, staff or student may file a complaint in the Office of Student Affairs or with another university official for an incident that they have either personally experienced, or has been reported to them.
- b. The *written complaint* must contain the nature of the alleged act, include a detailed statement of the events; including dates, places, names and phone numbers of witnesses or those involved in the alleged incident.
- c. All complaints that name an employee of the university (including graduate assistants and other student employees) as the offender to the Office of Human Resources, which will investigate and process the complaint under a university guidelines.
- d. With the exceptions noted in subsection (c) above, the student conduct procedure as outlined in the NSU Student Conduct Code will be utilized for complaints alleging student misconduct.
- e. When a complaint is received the information will be reviewed to determine:
  1. that no Student Conduct Code violation exists;
  2. that further investigation is required; or
  3. that there is a potential Student Conduct Code violation.

(<http://www.nsuok.edu/studentaffairs/rightsandresponsibilities/index.html> )

## STATEMENT ON ACADEMIC MISCONDUCT

Academic misconduct includes cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement, or assisting others in any such act or attempts to engage in such acts. Academic misconduct in any form is inimical to the purposes and functions of the University and therefore is unacceptable and prohibited. All students are responsible for adhering to the Student Code of Conduct, which is accessible at <http://www.nsuok.edu/studentaffairs/handbookpolicies/index.html>

A. **Cheating** - The term "cheating" includes, but is not limited to:

1. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
2. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
3. The acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff;
4. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

B. **Plagiarism** - The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

C. **Acts of dishonesty** - Acts of dishonesty, including but not limited to the following:

1. Cheating, plagiarism, or other forms of academic dishonesty.
2. Furnishing false information to any University official, faculty member, or office.
3. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
4. Falsifying or participating in the falsification of any University record. (RUSO Student Policy 4.3.2a Students' Obligations and Regulations)
5. Any other act of dishonesty which adversely affects the University or the pursuit of its objectives. (RUSO Student Policy 4.3.2a Students' Obligations and Regulations)

Any faculty member, administrator or staff member may identify an act of academic misconduct and should report that act to the department head/college dean, Vice President for Academic Affairs or administrative supervisor.

Students violating the standards of academic honesty are subject to disciplinary action including reduction of a grade(s) in a specific course, assignment, paper, or project; a formal or informal reprimand at the professorial, dean, or academic vice president level; expulsion from the class in which the violation occurred; expulsion from a program; or expulsion from the university. See the Student Code of Conduct for further information

(<http://www.nsuok.edu/studentaffairs/handbookpolicies/index.html> )

### **POLICY ON NURSING CLASSES OPEN TO NON-ADMITTED STUDENTS**

The following courses are open to all registered nurses whether or not they plan to be admitted and progress in the nursing program.

N3003 Professional Nursing Role

N3053 Health Assessment

N3373 Community Mental Health Nursing

N4240 Selected Studies (1-2 hours)

N4750 Workshop in Nursing (1-3 hours)

### **FORMER NSU STUDENT**

Students who have attended NSU, but did not enroll in the immediate past semester (summer sessions are not included), must complete an application for admission. Students who have enrolled in another college since attending NSU must also submit official transcripts of all work attempted. If the student's grade point average meets retention standards and the disciplinary record is satisfactory, the student will be admitted.

### **WITHDRAWALS**

If it is necessary for a student to drop (terminate work) any class or to withdraw completely from all courses at the University, a student must complete the process by doing the following:

1. To drop a course, the student can go to Enrollment Services (if he/she has not declared a major), Admissions and Records at the Tahlequah Campus, Student Services at the



Broken Arrow or Muskogee Campus, or use the EXCELS phone enrollment system at 918-456-5511, ext. 5580.

2. To completely withdraw from all courses, the student must go to the Office of Admissions and Records at the Tahlequah Campus or the Student Services Office at the Broken Arrow or Muskogee campuses. If the student cannot go to the office in person, the student can call the Office of Admissions and Records at 800-722-9614 or 918-456-5511, ext. 2200, for assistance.
3. Online nursing students may email Ms. Paula Page, Associate Registrar, with the following information: full legal name, social security number, status of being an online nursing student and a request to withdraw, and specific course number, title, and zap number. If withdrawing from a field experience course, the field experience number, title and zap number should also be included.

*Withdrawal Before or During the Twelfth Week* - if a student formally withdraws from single classes or completely from the University before or during the twelfth week, the instructor will assign a "W" (withdrew passing) regardless of the student's progress in the course.

*Withdrawals After Twelfth Week* - if a student formally withdraws from single classes or completely from the University after the twelfth week, the instructor will assign a "W" or "F" depending on the student's standing in the class at the time of withdrawal. A "W" will be assigned if the student was passing at the time of withdrawal. An "F" will be assigned if the student was failing at the time of withdrawal.

*Students Who Stop Attending Class* - if a student simply ceases to attend class or classes and has not formally withdrawn, the instructor will assign an "F" grade at the end of the semester.

*Withdrawal Periods Permitted* - a student may process a formal withdrawal from single classes from the time of add and drop until the last week of classes in a semester and until the last week of a summer term. No class withdrawals are permitted in the last week of a semester or the last week of a summer term. The last date to withdraw with a "W" is published each semester in the schedule of courses. Failure to follow the above procedures may have a negative impact on a student's standing with the university and financial aid status.

A complete withdrawal from the University is permitted any time after the student is enrolled up to the last week of a semester or the last day of summer term. Complete withdrawals are not permitted during the last week of classes in the fall or spring semesters.

## CREDIT-BY-EXAMINATION POLICIES

Graduates of hospital schools of nursing who wish to enroll in the Northeastern State University nursing program must earn thirty credits for lower division nursing by successfully completing the designated nursing proficiency tests. The National League for Nursing's *Nursing Acceleration Challenge Exams (NACE) RN-BSN* are currently being pilot tested. Credits earned by examination can be recorded after the student is admitted to the nursing program and has completed twelve (12) hours of credit at the university and the first semester of the nursing program. To have the hours transcribed to the transcript, the student must pay \$15/credit hour.

<u>Title of Test</u>	<u>Total Testing Time</u>	<u>Fee</u>	<u>Credit Semester Hours</u>
Care of the Adult Client	4 hours	\$55	10
Care of the Client during Childbearing and Care of the Child	4 hours	\$55	10
Care of the Client with a Mental Disorder	2.5 hours	\$55	10

Application for taking the tests must be made through NSU's Assessment Office.

Northeastern State University  
705 North Grand  
Tahlequah, OK 74464

When applying to take the tests, applicants are encouraged to schedule a separate date for each test; a minimum of two dates will be required to complete all three tests. Sufficient time should be planned for receipt of all test scores before the fall or spring semester that applicants plan to enter the first field experience nursing course. If you wish additional information please contact the Chair of the Nursing Program.

Summary Descriptions for the NLN *Nursing Acceleration Challenge Exams (NACE) II RN-BSN*

1. Care of the Adult Client (10 credits). Assesses knowledge of the nursing care of adult clients with a variety of common health problems. Applicable to various practice settings. 219 multiple-choice, four-option items. Four hours allowed for testing.
2. Care of the Client During Childbearing and Care of the Child (10 credits). Assesses knowledge of the nursing care of clients during the antepartal, intrapartal, and postpartal periods. Also addresses the nursing care of children and adolescents in various stages of health and illness. 203 multiple-choice, four-option items. Four hours allowed for testing.
3. Care of the Client with a Mental Disorder (10 credits). Addresses the broad spectrum of psychological wellness and illness. Evaluates understanding of psychosocial assessment

and nursing intervention strategies to support client strengths. 132 multiple-choice, four-option items. Two and one half hours allowed for testing.

## **ADVANCED PLACEMENT POLICY**

No upper division nursing credits are open to credit-by-examination. Therefore, advanced placement in the nursing program is not possible. \*

The nursing faculty bases this policy upon the following rationale:

1. The upper division nursing program builds and expands upon the student's basic nursing education;
2. Lower division nursing content is not repeated;
3. A major ingredient of the baccalaureate RN educational process is the socialization to professional nursing through the interactional processes that occurs in classroom and field experience settings.

\* Advanced Standing Credit (upper-division) for previous lower division nursing education through transfer credit for associate degree nurses or credit-by-examination for diploma nurses is awarded after 12 hours of upper-division nursing has been completed.

## **POLICY ON HIV, TB, AND OTHER INFECTIONS**

As registered nurses, students are expected to follow the Communicable Disease Center's (CDC) guidelines, as well as those of the respective field agency or facility, when dealing in field experiences with any individual, family, or group who is or may be positive for human immunodeficiency virus (HIV), mycobacterium tuberculosis (TB), or any other infection. Students are to use Standard Precautions as minimal guidelines. Any accidental exposure or violation of safety guidelines is to be immediately reported to the respective instructor and/or Nursing Program Chair and to the field experience agency.

Links to specific online information for review are found in the online field experience courses on Blackboard.

## **HAZARD COMMUNICATION STANDARD**

Because of the potential exposure of workers to various chemical hazards in the work environment, the Occupational Safety and Health Administration (OSHA) has issued a rule called "Hazard Communication." The goal of this rule is to be sure employers and employees know about work hazards and how to protect themselves. The Hazard Communication Standard (HCS) assumes that "employees have both a need and a right to know the hazards and identities of the chemicals they are exposed to when working" (1). Knowledge of hazards in the work environment is sometimes referred to as the "public's right to know."

All work environments where potential exposure to chemicals could occur are required by law to identify all hazardous chemicals, to label all containers, and to develop material safety data sheets (MSDSs) on each hazardous chemical. Hospitals are one work environment which must comply with these OSHA requirements.

The Hazard Communication Standard requires chemical manufacturers or importers to determine the hazards of each product and to communicate the hazard information and associated protective measures to customers through labels and MSDS's. Employers in turn must identify and list hazardous chemicals in their workplaces and obtain MSDSs and labels for each hazardous chemical showing hazard warnings appropriate for employee protection. Employers must also develop and implement a written hazard communication program and communicate hazard information to their employees through labels, MSDSs, and formal training programs. (2)

As a student, you should be aware of the Hazard Communication Standard and know what it involves. In essence you should know that:

1. All hazardous chemicals in the hospital will be identified and listed.
2. A data sheet will be available for each hazardous chemical.
3. All potentially hazardous chemicals should be labeled.
4. Data regarding hazardous chemicals in a given work site are available to employees in that area.

Links to specific online information for review are found in the online field experience courses on Blackboard.

### **COORDINATED HAZARD COMMUNICATION AND HIV, TB, AND OTHER INFECTIONS PROGRAM**

1. All new students admitted to or returning to the nursing program and new faculty must initially:
  - a. review the online resources related to Hazard Communication, TB, etc. found in the respective online field experience courses.
  - c. obtain passing post test scores of 70% or higher (hazard communication and TB post tests) prior to beginning field experiences. The relevant online resources must be reviewed again before any required re-testing.
2. Students and faculty must subsequently annually review the appropriate online resources prior to beginning a field experiences.
3. Post-test scores will be kept on record in the Nursing Program and be provided to various field agencies as is requested or required.

## HEALTH POLICY

The Nursing Program requires a physical examination report as a part of the program admission process. In addition to the physical examination the following documentations are required:

1. Yearly PPD tuberculin test. If the test is positive a chest x-ray is required. Persons who have had a positive PPD test once should not repeat the test. The usual routine for a person with a positive skin test is to be referred to a physician for a chest x-ray and consideration for isoniazid prophylaxis. Yearly chest X-rays are not necessary and will not routinely be done. Some facilities may require a repeat chest X-ray within a specified time period.
2. A positive rubella titer or evidence of one immunization (1<sup>st</sup> MMR). If born after 1956, evidence of rubeola immunity is required and may be documented by either a second MMR (if 1<sup>st</sup> MMR done) or a rubeola titer. Those born before 1957 are considered immune.
3. Hepatitis B vaccine series or a signed declination. Because of field experience arrangements with health care facilities, students admitted into the nursing program are **strongly** encouraged to have completed the first dose of the Hepatitis B vaccine series prior to beginning the program and follow-up with completing the series of vaccinations at the recommended schedule. Students electing not to be vaccinated are **required** to sign a waiver indicating their understanding of the risks involved.
4. Tetanus immunization. A tetanus immunization is recommended as needed every 10 years.
5. Varicella (chicken pox) immunization is not currently required but data regarding students' status is required, e.g., contracted disease, immunization, & unknown. A dated, written statement related to the date of contraction of varicella and according to who is required. Evidence of an immunization or titer can also be submitted.
6. Flu immunization or a declination is required. Documentation should annually be submitted October – December.

The above items are required by the field experience facilities and agencies and by the field experience agreements. Students must have documented proof of these items prior to field experience rotations. **Some field experience agencies may require further verification of health status.** Students may not be at a field experience site without having all the needed documentation on file in the nursing program. Some of the above immunizations are available at the NSU Student Health Center or local county health departments.

## HEALTH INSURANCE

Nursing students are highly encouraged to carry personal health and accident insurance while a

student in the nursing program at Northeastern State University. The university and/or field experience agency will not assume responsibility for medical bills incurred for injury while a student. If a student does not have a personal medical insurance plan, a student insurance policy is available through the Office of Student Affairs.

### **UNSAFE NURSING PRACTICE POLICY**

**DEFINITION:** Unsafe nursing practice is jeopardizing a client's life, health or safety, engaging in unprofessional conduct, or violating the ethical code for nurses. Unsafe nursing practice is defined to include, but is not limited to the following behaviors of a registered nurse who is a student in the upper-division baccalaureate degree completion nursing program at Northeastern State University:

- \* Jeopardizing a client's life, health, or safety by conduct that shall include but not be Limited to the following:
  - A. Failure to supervise adequately the performance of acts by any person working at the nursing student's direction; or
  - B. Delegating or accepting delegation of a nursing function or prescribed health care function when the delegation or acceptance could reasonably be expected to result in unsafe or ineffective client care; or
  - C. Unauthorized alternations of medication; or
  - D. Failure to utilize appropriate judgment in administering safe nursing practice based upon the expected level of nursing preparation; or
  - E. Failure to exercise technical competence in carrying out nursing care; or
  - F. Performing new nursing techniques or procedures without proper education and preparation; or
  - G. Failure to report through the proper channels the unsafe or illegal practice of any person who is providing nursing care; or
  - H. Engaging in activities which do not fall within the realm of standardized nursing practice; or
  - I. Endangering the welfare of the client through own physiological or mental health status; or
  - J. Failure to seek guidance from field experience instructor in providing care to individuals, families and communities, when failure to do so could reasonably be expected to result in unsafe or ineffective client care.

\* Engaging in unprofessional conduct. Unprofessional conduct is nursing behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the nursing profession and which could jeopardize the health and welfare of the people which shall include but not be limited to the following:

- A. Inaccurate recording, reporting, falsifying or altering client records; or
- B. Verbally or physically abusing clients; or
- C. Falsely manipulating drug supplies, narcotics or client records; or
- D. Appropriating without authority medications, supplies or personal item of the client or agency; or
- E. Falsifying documents submitted to the Nursing Program; or
- F. Leaving a nursing assignment without properly advising appropriate personnel; or
- G. Violating the confidentiality of information or knowledge concerning the client and/or agency; or
- H. Conduct detrimental to the public interest; or
- I. Discriminating in the rendering of nursing services; or
- J. Aiding and abetting the practice of practical nursing, registered nursing or advanced practice nursing by any person not licensed as a Licensed Practice Nurse or a Registered Nurse or recognized as an Advanced practitioner; or
- K. Impersonating a licensed practitioner, or permitting another person to use her/his nursing student identification for any purpose; or
- L. Aiding, abetting or assisting any other person to violate or circumvent any law or rule or regulation intended to guide the conduct of a nurse or nursing student.
- M. Forging a prescription for medication/drugs; or
- N. Presenting a forged prescription; or
- O. Selling or attempting to sell a controlled dangerous substance or otherwise making such drugs available without authority to self, friends, or family members; or
- P. While caring for a client, engaging in conduct with a client that is sexual or may reasonably be interpreted as sexual, or in any verbal behavior that is seductive or sexually demeaning to a client, or engaging in sexual exploitation of a client; or
- Q. Obtaining money, property or services from a client through the use of undue influence, harassment, duress, deception or fraud; or
- R. Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws; or
- S. Allowing own value system to interfere with client care/well-being; or
- T. Misrepresentation of achievement of field experience preparation requirements and objectives; or
- U. Failure to honor organizational mission, goals, structure, and policies in the implementation of student projects.

\* Violating the ethical code for nurses, which shall include but not be limited to the following:



- A. Lack respect for human dignity and the uniqueness of the client, restricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- B. Fails to safeguard the client's right to privacy.
- C. Fails to act to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
- D. Fails to assume responsibility and accountability for individual nursing judgments and actions.
- E. Fails to exercise informed judgment and use individual competence and qualifications when seeking consultation, accepting responsibilities, and delegating nursing activities to others.
- F. Failure to safeguard the organization's integrity by engaging in conduct detrimental to the organization's mission and function.

(Adapted from the Nurse Practice Act of the State of Oklahoma and the Code of Ethics by the American Nurses' Association)

A nursing student at Northeastern State University is a registered nurse and a student in the upper division baccalaureate degree completion nursing program, and is therefore subject to the academic standards review of the Unsafe Nursing Practice Policy and/or to the Nurse Practice Act of the State of Oklahoma or the licensing state. A violation of the Unsafe Nursing Practice Policy is a violation of academic standards and/or the Nurse Practice Act. Conduct which falls under the Unsafe Nursing Practice Policy may also be subject to disciplinary action under the applicable Northeastern State University conduct code.

**SANCTIONS IMPOSED FOR UNSAFE NURSING PRACTICE:** If a nursing student at Northeastern State University demonstrates unsafe behavior in a course or courses, the nursing faculty may impose any of the following sanction(s):

- A. Immediate suspension from the setting.
- B. Additional learning assignments designed by the faculty to contribute to the achievement of course objectives and change of unsafe behavior.
- C. Grade of "F" for course and dismissal from the Nursing Program.
- D. Immediate dismissal from course.
- E. Report of unsafe nursing practice to the Oklahoma Board of Nursing or relevant licensing board in the relevant state.

### **HIPAA CONFIDENTIALITY AND PRIVACY**

Confidentiality of information is a specific area of concern addressed within the various field

experience agreements that are signed by representatives from Northeastern State University and various facilities and agencies. According to these field experience agreements, “the school, along with school students, shall respect and conscientiously observe the confidential nature of all information which may come to either or all of them, individually or collectively with respect to patients and patients’ records”.

A patient’s/client’s record is a legal document and all entries must be accurate. Information on a record is confidential and cannot be disclosed to those not authorized to care for the patient/client without the consent of the patient/client.

Every citizen can withhold any information about himself/herself that he/she desires. Nursing students must be especially careful about invading the patient’s/client’s privacy.

It is understood that information concerning patients/clients, facilities/agencies, and others may be selectively shared with other students and instructors within the context of the nursing course and its requirements. Every effort should be made to keep the information confidential, such as using initials instead of the patient’s/client’s name for written care plans. Under no circumstances may any information concerning patients/clients and patients’/clients’ records be shared with anyone outside of the facility/agency or course context. This rule is also recommended for any other information obtained within the field experience setting and experience. Particular care should be taken when in the corridors, dining rooms, commons areas, etc., that conversations are not overheard.

#### Witnessing

Students are not to serve as witnesses of operating and diagnostic permits, wills, or other legal documents.

#### Signature

Students are to use their legal signature and registered nurse credential. Additional designators may be required according to the field experience agency’s policies and procedures.

#### Transportation

Students may not transport clients in a private automobile due to liability constraints. Students and faculty may not ride together in private automobiles for the same reasons.

#### Medications

Students may only give medications according to the specific guidelines of the assigned field experience facility/agency. Faculty instructors must be informed if medications are to be given by the student.

Links to specific online information for review are found in the online field experience courses on Blackboard. A post-test score of 70% or better must annually be achieved. The following confidentiality agreement must be signed and on file in the Nursing Office before any field experience is started.

**NORTHEASTERN STATE UNIVERSITY  
COLLEGE OF SCIENCE AND HEALTH PROFESSIONS  
NURSING PROGRAM**

**Policy and Procedure and Confidentiality Agreement**

In consideration for being allowed to participate in the clinical program offered by Northeastern State University, I agree as follows:

I understand that it is my responsibility to read the current Nursing Student Handbook and to be accountable for the material contained within it. I agree to maintain confidentiality of patient/client information as described in this Handbook.

By signing this statement, I certify that I have read the handbook and understand and agree to abide by all applicable policies and procedures whether set out in this handbook or otherwise communicated to me. I understand that the policies and procedures set forth herein may be changed by the Nursing Program.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

5/1/98 Approved

I, \_\_\_\_\_, have read the **Unsafe Nursing Practice Policy** and

(Print full name)

indicate acceptance of this policy while completing the baccalaureate degree completion nursing program at Northeastern State University by my signature below. I will retain a copy of the policy until graduation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **NURSING STUDENT DRESS CODE**

When going into field experience areas, the student will conform to the dress code of the agency.

In community settings, wear neat dress clothes with a lab jacket.

A Northeastern State University name pin with the following information and uniformity is to be worn during all field experience assignments.

First initial, last name, R.N.  
NSU Nursing Student

Dimensions: one inch by three inches. White background with green lettering.  
These pins may be ordered through office supply and sports centers.

This name pin is not to be worn during employment in any setting.

## **BACKGROUND CHECK POLICY**

The State of Oklahoma law requires employees and volunteers (students) working in facilities that care for individuals under the age of 18 years to be checked for felonies, abuse, violence, and sexual abuse. In 2004-05, the Joint Commission of Accreditation of Healthcare Organizations (JCAHO) addressed criminal background information in its revised standards and included students. As a result, our nursing affiliation facilities have changed their policies. Background checks are a current requirement in all of our nursing Clinical Agreements. Throughout the State of Oklahoma, all nursing and other healthcare programs now require formal Criminal Background Checks. The norm is that these background checks must be from all states that the student has resided or worked in during the past year. At present, this is a one time check, unless otherwise warranted.

Consequently, all students who plan to formally enter the program must have clear Criminal Background Checks on file in the Nursing Office. The appropriate Criminal Background Check form must be completed (see Instructions file) and submitted to the appropriate state agency; the student is responsible for the costs. Those who have or are residing in other states must use their relevant state forms; those residing in Oklahoma and working in another state (and vice versa) must complete forms for both states. When the original completed report is received, it must be mailed or physically submitted, along with a signed Release form, to the Program Chair. If the envelope is marked as “Confidential”, only the Program Chair will open it. Please note: a National Criminal Background Check (fingerprint) is not required, nor will it substitute for a state background check. Photocopies, faxed copies, or other non-original documentation will not be accepted, in Oklahoma and other states, it is not legal to copy a background check.

All Criminal Background Checks are retained under lock and key by the Nursing Program Chair, and are separately kept apart from the regular student files. If a Criminal Background Check is

not clear, further investigation may be required. At a minimum, the Nursing Program Chair must collaborate and share the information with each facility that the student desires to use for a field experience; the facility makes the final decision as to whether field experience there is possible. This information and arrangement is only shared with the relevant instructor(s). The Nursing Program does not guarantee field experience placement for a student whose background check is not clear.

Since most of the Criminal Background Check Requests require 4-6 weeks to process and return, students are strongly recommend to complete the relevant form and submit it in June/July or October/November, prior to formally entering the program in the fall or spring semester respectively. Students should contact the Nursing Program Chair If there are any questions.

### **CRIMINAL RECORD BACKGROUND CHECK STUDENT RELEASE**

*A Criminal History Information Request (CHI Request), including a Sex Offender Registry (SOR) check, is required for enrollment in the Bachelor of Science in Nursing for Registered Nurses (RN-BSN) program at Northeastern State University (NSU).*

I agree that I am responsible for requesting and providing a satisfactory criminal background check report, including a SOR check.

I agree that I may be denied enrollment in or disqualified from continuing in the RN-BSN program for failing to timely make a CHI Request that includes a SOR check, for failing to timely provide an original copy of the background check report(s), or for presenting a background check report that reveals criminal history and/or registration as a sex offender.

By signing below, I give my permission to Northeastern State University to release the results of my criminal history/background and sex offender registry check(s), including any documentation or information incidental thereto, to any clinical facility for the purpose of securing field experience (clinical training) for me.

I hereby fully release and discharge Northeastern State University, its officers, administrators, board members, employees, instructors, agents, assigns, contractors, insurers and attorneys, as well as any and all clinical facilities, their officers, administrators, boards members, employees, instructors, agents, assigns, contractors, insurers and attorneys, and each of them, from any and all claims, liability, or causes of action for damages, known or unknown, arising out of or relating to any investigation of my background and the release of information obtained through that investigation.

Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

## **DRUG SCREENING**

A drug screening may be required by some facilities or agencies. The student is responsible for any costs. According to the Oklahoma Board of Nursing, any non-negative screen must be reported to the relevant Board of Nursing. Most states offer a Peer Assistance Program.

## **STUDENT'S RESPONSIBILITY FOR LEARNING**

As an adult student returning to school, you will have many demands on your time. You will need to set priorities, taking into consideration your work, your family and your learning responsibilities as well as responsibility for your personal needs. It is important that you budget your time to include regular sessions for studying and keeping reading assignments current. If you feel yourself getting frustrated and bogged down, see your advisor and/or your instructors. They are concerned about you as an individual and are willing to help you in priority setting and alternatives.

The Nursing Program recognizes that many of you will be fulfilling employment obligations while continuing your education. While every effort will be made to provide flexible scheduling it is not possible to meet every student's need. It will be your responsibility to plan employment schedules around nursing requirements.

## **CLASS ATTENDANCE GUIDELINES**

1. Students are expected to attend all classes (onsite, ITV, or online) and all field experience assignments, and to arrive on time. In the event absence is unavoidable, the instructor should be notified prior to class. In the event a field experience assignment is missed, the field experience agency must also be informed in advance.
2. Each instructor will inform students at the beginning of each course of the attendance requirements and the effect absences will have on grading. Attendance policies are also printed in each course syllabus.
3. No make up classes are offered. The student will be responsible for achieving the objectives for any classes missed.

## **EXAMINATIONS**

All examinations must be taken at the scheduled times unless a justifiable emergency arises and/or prior arrangements are made with the instructor.

## **ACADEMIC ADVISING OF NURSING STUDENTS**

The Nursing Program faculty have put together the following information on academic advising of nursing students that will be helpful to you as you progress in the nursing program.

Each nursing student is assigned an advisor from the nursing faculty, usually after formally entering the Nursing Program. Until the formal assignment is made, the Program Chair will be the initial advisor.

The student is ultimately responsible for his/her own program and decisions related to it. The advisor's role is to offer expertise and guidance, not to make decisions for the student. The advisor is a significant support person for the student as well as a monitor of the advisee's progression toward educational goals.

You are expected to contact your assigned advisor to develop a program completion plan of a realistic progression of courses. Any change in schedule or Drop/Adds should be arranged through your assigned advisor or Program Chair.

Students are responsible to for contacting an advisor (by phone, fax, email, mail, or face-to-face appointment) for enrollment in courses for the next semester. Do not wait until the last minute to contact an advisor or the Program Chair. **Plan ahead!**

## **DEGREE PLANS/PLANS OF STUDY**

As soon as the student begins taking courses at Northeastern State University, the student should make request that the advisor develop a degree plan/plan of study. A final degree check and application for graduation is made in the semester preceding the projected last semester of enrollment. This is essential in order to check for deficiencies or elective hours that must be completed to meet graduation requirements.

## **ENROLLMENT BY TELEPHONE**

Any student admitted to the university can enroll by telephone. After discussing enrollment with an advisor, students can call the NSU Excels number, (918) 458-0888 or extension 5580, and complete enrollment. For more information regarding telephone enrollment, please see the semester schedule.

## **APPLICATION FOR GRADUATION**

Students must meet all degree requirements for graduation, including but not limited to the following, before degrees are conferred. Students must have a minimum of 30 hours from NSU and 60 hours (excluding physical education activity courses) from a four-year institution, of

which at least 40 hours (excluding physical education activity courses) must be upper division (3000/4000) credit. The minimum number of hours for graduation is 124, of which a maximum of 4 hours can be physical education activity courses. The student must have an overall graduation/retention GPA of 2.0 and a 2.0 graduation/retention GPA in NSU course work.

Degrees are conferred at the end of fall and spring semesters. Students completing degree requirements at the end of a summer term may participate in the spring commencement.

Each student who expects to complete degree requirements must file an application for bachelor's degree in the Office of Admissions by March 1 for summer graduation, May 1 for fall graduation, and October 1 for spring graduation. The bachelor's application must be turned In with a copy of the official degree plan.

The Graduation Fee shall be paid in the Business Office. Degrees are recorded on the student's transcript. Diplomas will be mailed twelve weeks after the conferral date.

### **GRADUATION REQUIREMENTS**

The minimum number of semester hours required for a Bachelor's Degree is 124, of which at least 40 must be of senior college level (classes numbered 3000 and 4000).

Students must spend in residence at this University, a minimum of 30 weeks with the completion of at least 30 semester hours, including the final eight (8) semester hours required for graduation.

Courses by correspondence and/or extension may be applied toward graduation but may not exceed 24 semester hours of the required work for the BSN degree. For further information, see the 1992 Correspondence Study Policy.

Degrees are conferred twice during the calendar year: at the close of the spring semester and at the close of the winter session.

Academic caps and gowns are ordered through the University Bookstore.

Students are expected to be familiar with all general degree requirements as printed in the University Catalog.

### **TRANSFER STUDENTS**

Sixty-four (64) credit hours from a community college are applicable toward a degree.

Students must take 60 hours at a four-year college or university. Nursing students meet this requirement through 30 hours of advanced standing credit that are awarded after 12 hours of the nursing major are completed, and through 30 hours of the upper-division nursing major.



Northeastern State University

APPLICATION FOR BACHELOR'S DEGREE

\*WILL ONLY BE ACCEPTED WITH OFFICIAL DEGREE PLAN ATTACHED\*

Due: May 1 for Fall / October 1 for Spring / March 1 for Summer

I expect to complete all requirements for a degree by *FALL SPRING SUMMER* \_\_\_\_\_  
(Circle One) Year

Social Security Number \_\_\_\_\_ Date \_\_\_\_\_

NAME: \_\_\_\_\_  
Print your name EXACTLY as you wish it to appear on your DIPLOMA. (Ex. John Michael Doe).

Mail Diploma To: \_\_\_\_\_  
Street City State Zip

Phone after graduation \_\_\_\_\_

E-mail address after graduation \_\_\_\_\_

Major Degree Code (See back of form) : 7880

Tahlequah Campus Graduation Ceremonies are held during the **fall** and **spring** of each year and are open to all NSU students.

Broken Arrow Campus Graduation Ceremony is held only during the **spring**. This ceremony is for students who fully or primarily attend classes at Broken Arrow.

Students who expect to complete requirements at the end of the **summer** may participate in the spring graduation exercises at either campus as indicated above.

I plan to attend the graduation ceremony at ***TAHLEQUAH*** ***BROKEN ARROW***  
***NOT ATTENDING***

(Circle One)

Graduation fee is \$15.00 Date Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_ Cashier's Int \_\_\_\_\_

Student's Signature \_\_\_\_\_

**Return Form and \$15 Check To:**

Nursing Program, Northeastern State University  
PO Box 549  
Muskogee, OK 74402-0549

Graduation information can be obtained from the NSU Website ([www.nsuok.edu](http://www.nsuok.edu)) one month before the ceremony. Information will not be mailed.

## **NURSING PINS**

Nursing pins are ordered and purchased through the Department of Health Professions: Nursing program by the individual student late in the fall or spring semester of the senior year. The pinning ceremony is the responsibility of the graduating senior class members to plan, organize, implement, and finance.

The BSN pin, designed by the first graduating class, appears below:

The lettering is from the Cherokee alphabet and in English means “Seeking A Better Way”



## **TIME CAPSULE TRADITION**

The first graduating class of the NSU Nursing Program buried a time capsule that was first opened in 20 years (year 2004). The next time capsule opening is scheduled for 2024. Each year the graduating class selects a symbol to be engraved on the stone faceplate in recognition of that year's graduates. Mr. Armel Walden at Kelly Monuments (previously Gifford Monument Company) in Muskogee (682-2641) agreed to do the annual engraving for free on the second stone. The senior class selects what symbol they want to use. In April of each year, the class should contact Kelly Monuments and gain approval of the desired symbol.

## **STUDENT SERVICES**

### **COUNSELING SERVICES**

The mission of the Office of Student Affairs is to promote a balanced and healthy learning environment for every student on campus. The staff strive to reduce drug and alcohol issues through education and assessment and to offer support to students facing a range of emotional and interpersonal issues. The Office of Student Affairs is committed to promoting:

- Personal Responsibility
- Communication Skills
- Conflict Management
- Critical Thinking
- Diversity
- Community and Global involvement
- Professionalism
- Technology
- Lifelong Learning
- Wellness

The Student Affairs Counselor and through a working alliance with the Student Health Center provides:

- Short-term counseling
- Assessment
- Crisis management
- Referrals to campus and community resources

These programs are designed and implemented to strengthen and enrich the lives of Northeastern State University students.

### **STUDENT DEVELOPMENT**

The primary mission of Student Development is to assist students with the resolution of personal and academic concerns which may impede the learning process through programs and assistance that seek to develop the whole student; intellectually, socio-emotionally, spiritually, mentally, and physically. Programs include a mentoring program to help students acclimate to the NSU environment, and diversity awareness through Diversity Week events and more.

#### **Diversity Programming and Advisement Services**

Both students and the University community have the opportunity to develop understanding of diversity at multiple levels by either attending or hosting events that are inclusive of the diversity of students that make up the NSU campus. Whether it is a program, guest speaker, or special event, members of the NSU community can meet with a staff member to discuss

and evaluate upcoming events to ensure exposure or inclusion of diverse beliefs, cultures, or points of view.

The Office of Student Affairs offers a series of culturally enriching programs that provides

- Educational training, workshops, or speakers around diversity issues;
- Supports culturally oriented student groups/populations;
- Serves as an advocate for student concerns/interests;
- Collaborates with other groups for multicultural programming that highlight and enrich the diversity within the NSU community.

### **STUDENT HEALTH CENTER**

Northeastern State University Student Health Services is committed to promoting student's physical, emotional, and behavioral success by providing innovation programs to increase student knowledge and practice of healthy behavior through awareness and prevention.

Services are only available to currently enrolled NSU students. Assessment, diagnosis, and treatment of illnesses and minor injuries are provided by a Family Nurse Practitioner.

- In-house laboratory testing such as, pregnancy test, urine dip stick, strep screen, mono screen, and influenza screen.
- Other diagnostic testing as preformed by Tahlequah City Hospital Minor suturing.
- Immunizations, such as Hepatitis B, Tuberculosis testing, Diphtheria Toxoid, Meningitis, and Measles, Mumps, Rubella. Specialty referrals as needed.

Health education is additionally available.

- Educational pamphlets are available to address common health related conditions and prevention.
- Health educational workshops, presentations, and information distribution available upon request.

Transfer Students from the following states will need to show proof of immunization, regardless of academic status, to Student Affairs: Alabama, Arkansas, Idaho, Iowa, Kansas, Maine, Nevada, Montana, S. Dakota, Vermont, and W. Virginia.

### **STUDENT FINANCIAL SERVICES**

The NSU office of Student Financial aid is dedicated to informing and educating its students of their options regarding federal student aid. Our main purpose is to provide students with

the opportunity to reach their educational goals by ensuring that they receive all federal aid they are eligible for (<http://www.nsuok.edu/finaid> ).

See the home page of Student Financial Services for information about submitting the *Free Application for Federal Student Aid* (FAFSA), types of aid available (loan programs, grants, scholarships, & income tax credits), and completion of various loan processes. There are also links to policies related to satisfactory progress and withdrawal. Various student job listings are available. Information about Regents, various NSU nursing, and physician manpower scholarships are announced and posted on the Nursing Student Association Blackboard site at various times during each spring semester.

### **RiverHawk Shoppe (Bookstore)**

Bookstore services are provided at Tahlequah, Broken Arrow, and Muskogee. Nursing books are usually available for onsite purchase at the Broken Arrow and Muskogee bookstores. Distance education students may order books to be mailed by contacting the Tahlequah bookstore (918-456-5511, ext. 2510, or toll-free at 888-879-0020). Books cannot be mailed to post office box addresses.

Textbook lists are posted on the Nursing Student Association Blackboard site. Students may order or purchase from the NSU bookstores, use other various online resources, or borrow from previous students (if textbook edition is correct).

### **CAREER SERVICES**

Career Services plays a significant role as part of the NSU Enrollment Management Team. The primary mission of NSU Career Services, through partnerships with employers, graduate schools, faculty and alumni, is to empower students and alumni to be self-sufficient in utilizing and marketing their education, skills and experiences to achieve life-long career success.

The Career Center offers a variety of services to all majors and at all stages of their careers. Staff members build and maintain relationships with alumni and employers who can provide internships, entry level positions and opportunities for experienced professionals. Staff members are dedicated to empowering students as active participants in their own career development. Through career exploration and experiential opportunities, students are motivated to expand their knowledge of themselves and the world of work. Partnering with faculty and colleagues, and recognizing that each individual has unique needs, our staff helps students and alumni make the most of their NSU education by offering resources, networking, and employment opportunities.

Career Services encourages the discovery and refinement of students' work values, interests and skills, and their relationship to academic and career planning. The mission is accomplished through student involvement and collaboration with faculty and employers

utilizing state of the art technology. Numerous career fairs, on-campus recruiting, and resume writing and interviewing workshops are held during the academic year.

Services and resources are available on the web site

(<http://www.nsuok.edu/careerservices/about.html> ) or visit Room 1 of Haskell Hall Annex at the Tahlequah Campus and Building A, 2nd Floor, Room 218 at the Broken Arrow Campus.

## **DISABILITY SERVICES**

In conjunction with the overall mission of Northeastern State University and the Office of Student Affairs, Student Disability Services is committed to ensuring an atmosphere of understanding and awareness of special needs in a welcoming, friendly environment. By providing or arranging reasonable accommodations and services, Student Disability Services Collaborates with the campus community to promote equal access to educational and enrichment experiences for the academic and personal growth of the students we serve. The advocacy each student receives supports the student's endeavor for self-sufficiency and determination to succeed.

Under University policy, the federal Americans with Disabilities Act (ADA), and state laws, students with qualified disabilities are entitled to reasonable accommodation unless the accommodation would pose an undue hardship upon the University.

Upon acceptance to the University, contact Donna Agee, Coordinator of Student Disability Services, at 918-444-2120 or [ageedm@nsuok.edu](mailto:ageedm@nsuok.edu) for an appointment, so we may discuss your special needs and educational objectives (<http://www.nsuok.edu/studentaffairs/disabled/index.html> ).

### **Eligibility for Service**

To qualify for services, students must meet the federal requirements under the Americans with Disabilities Act (ADA, 1990) to have a qualified disability, which are as follows:

"A cognitive, physical, or emotional impairment that substantially limits one or more major life activities such as working or learning."

Students must also be able to provide valid documentation from an appropriate professional or agency that:

1. States the disability(ies).
2. Describes the diagnostic criteria and/or instruments used.
3. Describes the required accommodations.
4. Is reasonably current, in the case of a learning disability such as ADD or ADHD, and describes the current functional limitations.

## **Request Accommodation**

It is the student's responsibility to request assistance under the ADA.

1. [Contact the Office of Student Affairs](#) and meet with the Coordinator of Student Disability Services.
2. Provide documentation to support disability or complete an [NSU Authorization for Release of Information Form](#) and send it to the appropriate professional or agency.
3. Make a written request using the [NSU Official Request Form](#) or list accommodation(s). Assistance with this process is available at the student's request.
4. Await the outcome from the review of your requests by the Coordinator of Student Disability Services.
5. If a referral for services is provided, follow the directions given to you by the Coordinator of Student Disability Services.
6. If a request is denied and you wish to appeal. [Contact the Coordinator of Student Disability Services](#) for information on this process.
7. Renew your requests for accommodations prior to the start of each new semester.

## **Services**

Student Disability Services include, but are not limited to:

- Volunteer note-takers
- Tutors referrals
- Special testing arrangements
- Books on CD
- Workshops relating to the American Disability Act and other student disability related topics
- Alternative formats for educational materials

## **DEPARTMENT OF PUBLIC SAFETY**

The Department of Public Safety is open 24 hours a day, seven days a week. Officers are certified by the State of Oklahoma as Peace Officers and can exercise the same powers as any State Peace Officer. A number of crime prevention programs are employed on the main campus, e.g. crime prevention; foot, bike, and student patrols; escort service, and eight emergency phones



located throughout the campus. An officer is also assigned at the Muskogee campus; escort service to parked vehicles is available on request. Similar safety services are available to students receiving ITV courses at the distant sites. Crime statistics are publicly available and also published on the department's web page (<http://arapaho.nsuok.edu/~publicsafety>).

## **SIGMA THETA TAU INTERNATIONAL** **ZETA DELTA CHAPTER-AT-LARGE**

### History

The Nursing Honor Society (NHS) at Northeastern State University (NSU), formed in 1984 by four students in the first graduating class, began the first step in forming a local chapter of Sigma Theta Tau International (STTI), the honor society of nursing. The NHS adopted the purposes and eligibility standards of STTI. At least three regular meetings were held each year, two of which had scholarly programs. Overall, the NHS strove to recognize excellence in nursing and those who had already demonstrated achievement in this area.

In 1993, the Nursing Honor Society initially explored the possibility of forming a Chapter-At-Large (CAL) with the Zeta Delta Chapter of STTI at the University of Tulsa (TU). In August 1994, a formal CAL application was submitted to STTI. After a site evaluation visit in February 1995, the STTI Board of Directors approved the CAL application. On April 21, 1995, the Zeta Delta Chapter-At-Large (ZD CAL) of STTI was chartered.

### Mission

STTI is the Honor Society of Nursing and it exists to promote the development, dissemination and utilization of nursing knowledge. STTI is committed to improving the health of people worldwide through increasing the scientific base of nursing practice. In support of this mission, the Society advances nursing leadership and scholarship, and furthers the use of nursing research in health care delivery as well as in public policy.

### Purposes

The purpose of this society shall be to: 1) Recognize superior achievement, 2) Recognize the development of leadership qualities, 3) Foster high professional standards, 4) Encourage creative work, and 5) Strengthen commitment to the ideals and purposes of the profession.

### Eligibility

Candidates shall have demonstrated superior scholastic achievement, evidence of professional leadership potential, and/or marked achievement in the field of nursing. Candidates shall be elected from students enrolled at TU and/or NSU in baccalaureate and masters programs that have been accredited by the nationally recognized accrediting body for professional nursing.

Students who have completed at least one-half of the required nursing component of the baccalaureate curriculum and have demonstrated ability in nursing shall be eligible. Students shall have a grade average of at least 3.0 on a four-point scale. The number of students from any one class shall not exceed one-third of the total number expected to graduate from that class and shall rank not lower than the highest 35% of their class in scholarship. Students are invited to join by the Eligibility Committee during the spring semesters of the junior and senior years. The annual membership fee reflects a \$35 CAL and a \$20 STTI fee.

### CAL Activities

There are at least two business meetings each fiscal year, each having scholarly programs. The CAL usually sponsors an Annual Research Day each fall. The Board of Directors reflects representatives from both schools and meet periodically throughout the year. New members are inducted each April. A number of standing and special committees have representation from each school, have responsibilities, and meet as needed during the ye

## **ARTICLES FOR THE NORTHEASTERN**

NSU's newspaper is published weekly by college journalists. Current and archived editions can be accessed at <http://arapaho.nsuok.edu/%7Etne/index.htm#> The Tsa La Gi Magazine is a student online magazine (<http://arapaho.nsuok.edu/%7Etsalagimag/index.html> ).

Students may submit articles for publication. Articles should include who, what, where, when, why, comments, and the name and phone number of person submitting the article. This information provides the staff with the contact person in case they have any questions regarding the article.

## **NORTHEASTERN STATE UNIVERSITY NURSING STUDENT COUNCIL**

The purpose of this organization is to serve as a unified voice representing the nursing student's viewpoint to the Nursing Program and the academic community, and to provide student services that compliment those offered by the university through the Office of Student Affairs. The function is to develop more effective communication between students, faculty, and administration to assist students in achieving their fullest potential while considering the uniqueness of the nursing program, and to develop a network system among the students for sharing educational and professional ideas, curriculum concerns, and social activities.

Any nursing student admitted to the Nursing Program shall be eligible for membership. There are no membership dues. All members shall have equal opportunity in the organization government. Candidates for office will submit brief biographical summaries for students' review. Officers shall be elected annually in September when the office terms begin. This organization will only be as strong as the members make it. Every student is encouraged to join and become active.

## AWARDS

### NSU Awards Available

#### 1. Honor Society Award

Eligibility includes completion of at least two full semesters at NSU, belonged to or participated in at least three NSU approved organizations or activities, accumulated a GPA of 3.50 for seniors or 3.65 for juniors, and demonstrated excellence in academic achievement, citizenship, leadership, group participation, moral and social development. Applications may be obtained from the NURSING PROGRAM Office in February, and must be completed by mid March and turned in to the faculty nominator. It requires one faculty to sign as a nominator, and a copy of the student's current transcript. Award is given at the Annual Honors Assembly in late April or May.

#### 2. Academic Achievement Award

The Academic Achievement Award is granted to one student in each undergraduate degree granting discipline. The student must have completed at least two semesters at NSU with a grade point average of at least 3.5 in the given academic discipline. Each department decides how the recipient is selected as long as the minimum requirements listed above are met. The department must return their selection by mid March. The award is given at the Annual Honors Assembly in late April or May.

#### 3. Student Activity Award

Each February, NSU sends sponsors of every approved NSU organization an application for this award. The sponsor and members select one outstanding student from their organization for this award. It is awarded to the student by peer selection based on accomplishments within the organization. The student must have completed at least two semesters at NSU with a grade point of at least 3.00. The award is given at the Annual Honors Assembly in late April or May.

#### 4. Who's Who Among Universities and Colleges

Applications are distributed in the fall of each year, and students may pick up the applications and return it to the Student Affairs Office in the Administration Building. Applicants are screened and selected by the NSU Committee, then forwarded to the Who's Who National Office for final selection. Eligibility considers GPA of 3.00, excellence in academic and community achievement, school activities, and leadership. The award is given at the Annual Honors Assembly in late April.

### Nursing program Awards

Each year the Nursing program faculty selects two students for the Edna Chamberlain Academic Achievement Award and the Outstanding Student Award. Students do not apply for these

awards. The Nursing program Chair selects the recipient(s) of the Award for Achievement in Nursing Research. Awards are presented at the end of the final semester.

## **STUDENT PARTICIPATION IN NURSING PROGRAM AFFAIRS**

### **STUDENT PARTICIPATION IN GOVERNANCE**

Students have several opportunities to have a voice in the affairs of the Northeastern State University and the Department of Health Professions: Nursing program. Students are encouraged to take advantage of these opportunities.

The governing organization for the Northeastern State University student population is the Student Senate, which operates under the Constitution approved by the student body. Senators are elected from all segments of the campus community.

The governing organization of the Department of Health Professions: Nursing program is the Faculty-Student Organization. Students may elect one representative and one alternate to the following Program Committees:

- Admissions, Retention and Promotion
- Curriculum
- Library
- Public Relations
- Assessment

Representatives and alternates are elected by ballot early in the fall semester of each year. Representatives and alternates may attend all meetings except those which pertain to admission, promotion and retention of students. The representative may participate in the respective committee with full voice and vote. The alternate may have full voice without vote.

The President of the NSU Student Council is the representative to the General Faculty meetings with the Vice-President as the alternate representative. The Faculty-Student Organization Bylaws follow.

**BY-LAWS FOR DEPARTMENT OF HEALTH PROFESSIONS: NURSING  
PROGRAM**

**FACULTY-STUDENT ORGANIZATION**

**ARTICLE I. Title**

The name of this organization shall be the Northeastern State University Department of Health Professions: Nursing program Faculty-Student Organization.

**ARTICLE II. Purposes and Functions**

Section 1. Purposes.

The purposes of the Northeastern State University Department of Health Professions: Nursing program Faculty-Student Organization shall be to:

- A. Foster the ongoing development, implementation and evaluation of an undergraduate nursing program for registered nurses based on high standards of education and nursing practice;
- B. Facilitate communications and cooperation among members; and
- C. Expedite the business of the Department of Health Professions: Nursing program.

Section 2. Functions

The functions of the Northeastern State University Department of Health Professions: Nursing program Faculty-Student Organization shall include the following:

- A. To promote the best interests of Northeastern State University, The Department of Health Professions: Nursing program, its faculty and students;
- B. Act upon matters of Department of Health Professions: Nursing program educational policies in accordance with the overall policy of Northeastern State University and based upon acceptable standards of professional nursing education;
- C. Enact such rules and regulations as it may deem desirable to promote or enforce such policies;
- D. Implement the policies approved by the Faculty-Student Organization;
- E. Formulate a program that will provide positive, long-range plans for the nursing program based upon the R.N.'s need for education, and society's need for professional nursing care, both now and in the future;
- F. Decide upon curricula and proposed courses of study;
- G. Prepare and implement a plan for ongoing evaluation of all aspects of the program;
- H. Decide upon nursing student policies deemed essential for professional nursing school and not specified by the University Student Personnel Policies;
- I. Formulate and implement plans to encourage faculty research and other scholarly activities, and to further professional growth of faculty; and

- J. Coordinate all NURSING PROGRAM activities to provide the best atmosphere for learning, teaching, scholarly development, and service.

### **ARTICLE III. Memberships of the Department of Health Professions: Nursing program Faculty-Student Organization**

#### Section 1. Faculty Membership

The faculty of the Northeastern State University Department of Health Professions: Nursing program shall include the Nursing program Chair of Nursing and all persons who hold Board of Regents appointments with a rank of full-time Instructor, Assistant Professor, Associate Professor, or Professor. Part-time, and/or adjunct faculty shall have voice but no vote in this organization.

#### Section 2. Student Membership.

- A. All student representatives shall be determined by election. Declared nursing majors shall elect one representative and one alternate. The alternate representative may attend all meetings and may vote only when the official representative is not present. The President of the NSU Nursing Student Council, elected by nursing majors, is the representative to the General Faculty meetings. The Vice-President is the alternate representative.
- B. Elected student representatives shall have full voice and vote, and shall be eligible to serve on all committees. Student participation on the Admission, Retention and Promotion Committee is limited to functions related to policy development and review.

### **ARTICLE IV. Organization Structure**

#### Section 1. Faculty Officers.

##### A. Presiding Officers:

The Nursing program Chair of Nursing shall preside at meetings of the organization. In his/her absence, the Nursing program Chair shall appoint a presiding officer.

##### B. Secretary:

Each year a secretary will be elected by the faculty to record actions of the organization meetings for that year. Minutes will be recorded according to an accepted format.

#### Section 2. Meetings.



- A. There shall be at least one (1) meeting each month during the Fall and Spring. Summer meetings will be called as necessary to consider Summer Semester business only.
- B. Meetings shall be held at the time and place mutually agreed to by the Faculty-Student Organization members.
- C. Additional meetings may be called by the Nursing program Chair or upon request of any member.
- D. The Nursing program Chair shall prepare and circulate an agenda prior to each meeting. Any member may request placing items on the agenda.
- E. Each member shall receive a copy of the minutes and one (1) copy shall be placed on file in the Department office.
- F. Minutes will be distributed to other individuals on campus according to university protocol.

### Section 3. Quorum.

- A. A majority of the voting members of the Organization shall constitute a quorum at meetings.
- B. A majority is defined as one (1) more than one-half (1/2) of the total voting membership.

### Section 4. Order of Business.

The order of business at regular faculty meetings shall be as follows:

- A. Announcement of quorum;
- B. Approval of minutes;
- C. Announcement and communications;
- D. Reports;
- E. Unfinished business;
- F. New business;
- G. Adjournment.

### Section 5. Committees.

- A. Standing committees shall include the following:
  - 1. Admissions, Retention and Promotion
  - 2. Curriculum
  - 3. Library
  - 4. Public Relations
  - 5. Assessment
- B. Other committees may be established as deemed necessary by the faculty.

- C. Ad hoc committees may be appointed by the Nursing program Chair as needed for specific functions.

Section 6. Membership and Officer Selection of Standing Committees.

- A. Faculty committee members shall be elected by the faculty at the first official faculty meeting of the fall semester.
- B. Nominees shall be selected on the basis of interest, qualifications and his/her job responsibilities.
- C. Each committee shall have a faculty member as Chair and a secretary elected by the committee members.
- D. The Nursing program Chair of Health Professions: Nursing program shall be an ex officio member of all committees.
- E. Student representatives shall be elected by their peers during the first four weeks of fall classes.
- F. Full implementation of this committee structure may be modified until such time as there is a sufficient number of faculty members to implement it fully.

Section 7. Admissions, Retention and Promotion Committee.

A. Membership.

The Admissions, Retention and Promotions Committee shall consist of no less than three faculty members and one student member.

B. Meetings.

This committee shall meet once each semester or as often as necessary to review student applications and matters pertaining to retention and promotion.

C. Purposes.

The purposes of this committee shall be to develop and periodically review and evaluate policies for the admission, retention and promotion of students.

D. Functions.

1. Review admissions policies annually, and if needed recommend any changes to the faculty. (Review to be initiated by November and completed by January of the academic year);

2. Review student applications for admission to the nursing major on the basis of established admission criteria;
3. Develop and review annually retention and promotion policies;
4. Develop and review annually an appeals system for consideration of student grievances;
5. Recommend policies for advanced placement of students in the program;
6. Collect data on students for evaluation of admission, retention and promotion policies:
  - a. Baseline data (pre-admission and admission)
  - b. Curriculum Levels
7. Review students for promotion according to established criteria;
8. Review students who do not meet criteria for retention and/or promotion and recommend course of action;
9. Review student handbook annually and if needed recommend changes to the faculty;
10. Functions student representative does not participate in are:
  - a. Reviewing student applications for admission;
  - b. Collection of data on students for evaluation of admission, retention and promotion policies;
  - c. Reviewing students for promotion;
  - d. Reviewing students who do not meet criteria for retention and/or promotion and recommend course of action.

## Section 8. Curriculum Committee.

### A. Membership.

The Curriculum Committee shall consist of no less than three faculty and one student member.

### B. Meetings.

The committee shall meet twice each semester or as often as needed to perform its functions.

### C. Purposes.

The purposes of the Curriculum Committee shall be the ongoing development, evaluation and revision of the curriculum.

### D. Functions.

1. Evaluate course syllabi for inclusion of essential concepts, articulation of courses and level objectives; and contribution to program objectives;

2. Conduct a formative and summative evaluation of each course taught for effectiveness of concept inclusion and application in both theory and field practice.
3. Collect post-graduate data on each graduate for research and program evaluation and improvement;
4. Recommend long-range plan for course offerings based on projected student enrollment and needs;
5. Determine need and establish criteria for field experience resources needed to implement program objectives;
6. Consider proposed curriculum changes recommended by student representatives and/or faculty;
7. Evaluate curriculum according to overall program evaluation plan;
8. Recommend revision and updating of curriculum as needed to maintain a quality baccalaureate program in keeping with current and future needs.

#### Section 9. Public Relations Committee.

##### A. Membership.

The Public Relations Committee shall consist of no less than three faculty members and one student member.

##### B. Meetings.

Meetings shall be held once a semester during the academic year or as often as needed to perform its functions.

##### C. Purposes.

The purposes of this committee shall be:

1. To furnish information about the nursing program to prospective students, prospective faculty members and the general public;
2. To project an image of professional nursing as reflected by the Upper Division Nursing program at Northeastern State University.

##### D. Functions.

The functions of this committee shall include the following:

1. Providing current information about the program;
2. Developing a student recruitment plan with a time table for implementation;
3. Keeping all program information current;
4. Working with the Public Information Director in keeping information about the program before the public;

5. Representing the Department of Health Professions: Nursing program at Public events;
6. Participating on Northeastern State University recruitment teams;
7. Presenting programs in hospitals and other health care facilities which are related to staff development and the Northeastern State University Department of Health Professions: Nursing program;
8. Involving students in recruitment activities.

#### Section 10. Library Committee.

##### A. Membership.

The Library Committee shall consist of no less than three faculty members and one student member.

##### B. Meetings.

This committee shall meet once each semester or as often as needed to perform its functions.

##### C. Purposes.

The purposes of the Library Committee shall be to assess adequacy of library holdings, recommend acquisitions and encourage library use.

##### D. Functions.

1. Evaluate library holdings annually to determine adequacy of:
  - a. nursing literature and audio-visual materials
  - b. literature in relevant science and nursing support courses
2. Confer with faculty in each nursing course to determine library needs for each course;
3. Encourage students and faculty to make maximum use of the library resources;
4. Review and keep up-to-date files on nursing and health literature catalogs;
5. Recommend and approve library acquisitions.

#### Section 11. Assessment Committee

##### A. Membership.

The Assessment Committee shall consist of no less than three faculty members and one student member.

##### B. Meetings.

This committee shall meet a minimum of once during the academic year or as often as needed to perform its functions.

C. Purposes.

The purposes of the Assessment Committee shall be to ensure on going systematic evaluation of all program components as well as the required and optional outcomes of the academic program. The findings from the evaluation are then used for development, maintenance, and revision of the program as based on aggregate, trended data.

D. Functions.

1. Evaluate the Program Evaluation Plan.
2. Evaluate all required and optional NLNAC accreditation outcome criteria.
3. Evaluate all assessment measures.
4. Evaluate input from all standing committees.
5. Evaluate all aggregate data for trends.
6. Use evaluations to make recommendations back to all standing committees regarding the development, maintenance, and revision of the program and/or components.

Amendments of these By-laws may be made by a majority vote of the members present at any meeting, providing the amendment shall be presented in writing to the members at least one (1) week prior to the meeting.

## **EVALUATION**

### **STUDENT PARTICIPATION IN EVALUATION**

In addition to participation in Department of Health Professions: Nursing Program governance through committees, students are expected to assist in the program evaluation process. Students are requested to anonymously submit a formal evaluation of every nursing course each fall and spring semester. The evaluations differ for onsite, ITV, and online courses. The aggregated evaluation results and written comments are shared with the faculty, program chair, and college dean after final grades have been submitted. Evaluations are used for course, program, and faculty assessments, developments, and improvements.

Students are also requested to provide baseline assessment data prior to graduation. The various surveys focus on demographics, employment, curriculum components, terminal program objectives, critical thinking attitudes, and perspective about nursing and the BSN program. An anonymous evaluation of the Nursing Program Chair is also included in the mailing. Students are expected to return all surveys by a specified date.

**NORTHEASTERN STATE UNIVERSITY**  
**DEPARTMENT OF HEALTH PROFESSIONS: NURSING PROGRAM**

**Student Evaluation of Program Director**

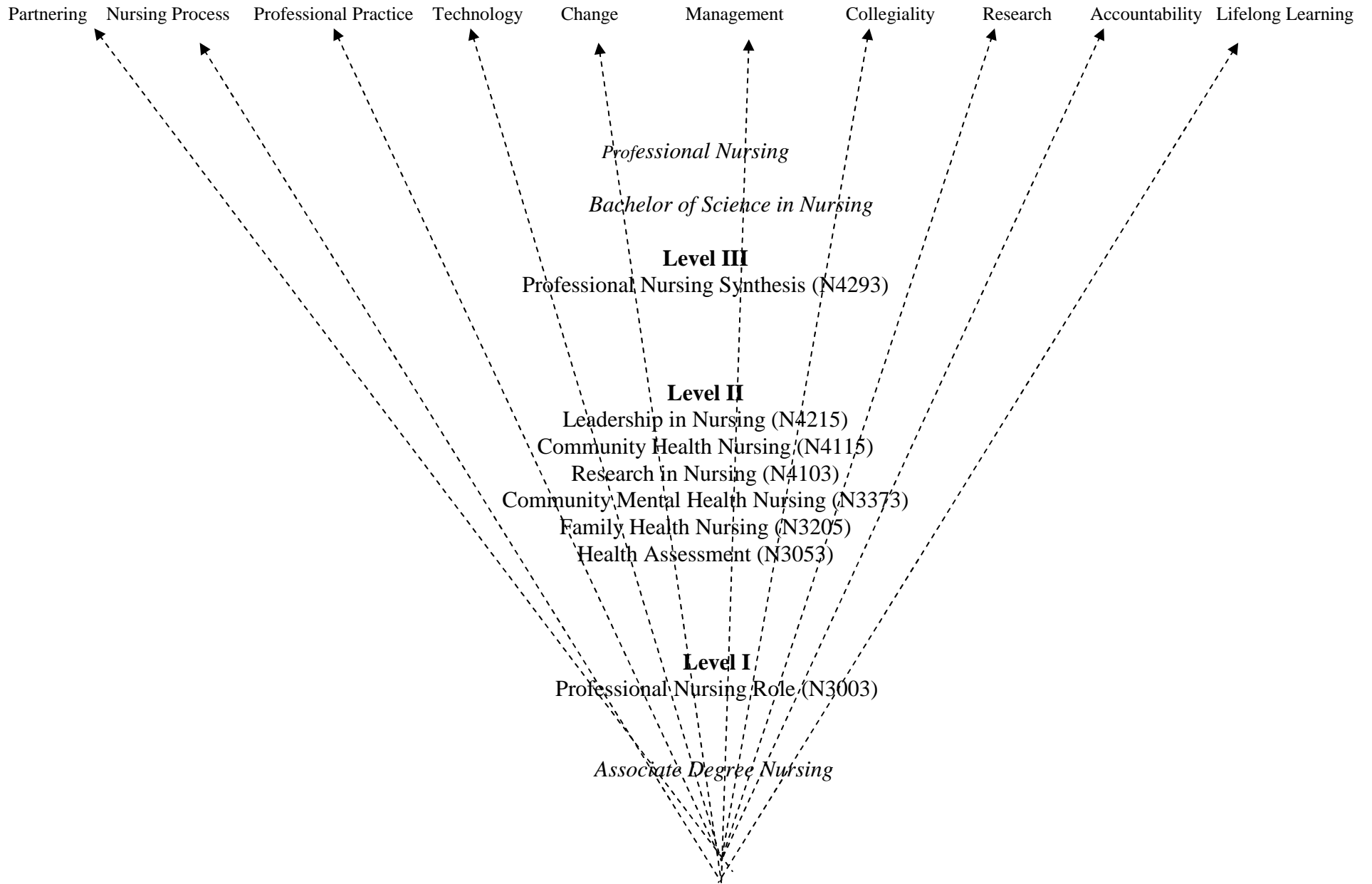
Please respond to each line below by checking the appropriate column.

	LOW		AVG.		HIGH	
	1	2	3	4	5	NA
Provides opportunities for student input into program development						
Maintains open communications with students						
Keeps students informed of program progress						
Provides opportunities for students to serve on policy making committees						
Provides leadership in developing non-discriminatory student policies						
Provides opportunities for students to evaluate faculty and curriculum						
Attempts to recruit and support faculty qualified to implement program goals						
Maintains professional educational standards in the development of the program						
Attempts to provide flexible schedules						
Provides adequate advising system						
Shows a genuine interest in students						

ADDITIONAL COMMENTS: (Use reverse side if necessary)



**Appendix A**  
**Curriculum Framework Model**



## **Appendix B**

### **Minimum Technology Competencies for Nursing Courses Minimum Technology Skills**

#### **Level I**

##### **N3003**

Use a word processing program for course assignments.  
Send and receive E-mail with attachment.  
Complete database tutorial assignments.

#### **Level II**

##### **N3053, 3205, 3373, 4103, 4115, & 4215**

Build skills in using various databases for course assignments  
Use various technology tools within Blackboard to facilitate working with partners or small groups, e.g., asynchronous & synchronous discussions, sharing files, etc.  
Critically evaluate various online resources.  
Build skills in developing PowerPoint presentations.  
Develop a budget using a spreadsheet program.

#### **Level III**

##### **N4293**

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Demonstrate enhanced technology skills