KRAMER SCHOOL OF NURSING

STUDENT HANDBOOK

August 1, 2022– July 31, 2023

THIS HANDBOOK SUPERSEDES AND REPLACES ANY AND ALL PREVIOUS HANDBOOKS. INFORMATION INCLUDED IS SUBJECT TO CHANGE WITHOUT NOTICE.

These policies and procedures, supplemental in nature to policies and procedures in the *Oklahoma City University (OCU) Student Handbook*, the *OCU Undergraduate Catalog*, and the *OCU Graduate Catalog* are intended to clarify material contained therein or to address concerns and subjects not covered by those documents. Where Kramer School of Nursing (KSN) policies are silent as to policies enumerated in the *OCU Student Handbook* and catalogs, those documents shall govern.

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Chapter One:

Policies & Procedures for

All KSN Students

1-A. General Information

Standard of Responsibility

Every student is expected to observe the highest standards of conduct, both on and off the campus. The University cannot accept responsibility for the education of any student who is not in sympathy with the purposes and the regulations of the University.

The University reserves the right to exclude any student whose conduct or academic standing it regards as undesirable, and without assigning any further reason therefore; in such cases the fees due or which may have been paid in advance to the University will not be remitted or refunded in whole or in part. Neither the University nor any of its officers shall be under any liability whatsoever for such exclusion. Any student under disciplinary suspension shall be persona non grata on campus except for official business.

The entire judicial structure of the University is set forth in the *Oklahoma City University Student Handbook*, available from the Office of the Dean of Students. Students are responsible for knowing all information contained in the Oklahoma City University undergraduate and graduate catalogs (as appropriate to their degree program) and all class schedules. Copies of these documents can be obtained in the Office of the Registrar and/or online.

Each student in the Kramer School of Nursing is responsible, not only for information contained in this nursing student handbook, but for reading, understanding, and adhering to policies outlined in the *Oklahoma City University Student Handbook* and the Oklahoma City University undergraduate and graduate catalogs (as appropriate to their current degree program) in their entirety. The policies within these documents are subject to change, and it is the student's responsibility to adhere to any published changes that take place throughout the academic year.

Tuition and mandatory fees have been set regardless of the method of instruction and will not be modified or refunded in the event instruction occurs remotely or via a hybrid model for any part of the Academic Year. In the event Oklahoma City University cancels in-progress courses because of a campus closure or institution-wide transition to remote instruction, and such cancellation results in a change in a student's enrollment status, Oklahoma City University may, at its discretion, refund a portion of the student's tuition and/or course-specific fees (such as lab fees). Temporary or permanent changes to the method of instruction, regardless of when they are implemented, are not grounds for refunds under the University's tuition and fee refund policy.

We believe the value of an Oklahoma City University education and degree, whether in-person or remote, continues to greatly exceed tuition. Moreover, our main educational costs are continuing, as the services they provide are continuing; our infrastructure costs are continuing; and we are incurring additional costs

for online education and actions we are taking to respond to the pandemic. As such, Oklahoma City University does not refund tuition because of changes to the method of instruction.
We continue to work with students and families who are in financial distress due to the coronavirus pandemic, and we encourage you to reach out if you need help. Please contact the Financial Aid Office for more information.

Every effort has been made to ensure the accuracy of the information presented in the KSN Student Handbook. However, all courses, course descriptions, materials, schedules, sequences of courses in programs, instructor designations, curricular degree requirements, methods of instruction, locations of instruction, and fees described herein are subject to change or elimination without notice. This information is provided solely for the convenience of the reader and does not constitute or create a contract between prospective or current students and Oklahoma City University. Students should consult the appropriate department, school, college, or graduate division for current information, as well as for any special or temporary rules or requirements imposed by the department, school, college, or graduate division.

Mission Statement of Oklahoma City University

Oklahoma City University prepares all learners to Create, Lead, and Serve. We provide a diverse, inclusive culture committed to producing graduates who think critically and innovatively, communicate effectively, and use their knowledge and talents to make a local and global impact.
Oklahoma City University is committed to an education that:
*Provides students with the skills and confidence to adapt to and excel in a complex and dynamic world
*Invests continually in its students, staff, faculty, alumni, and programming to enrich academic and co-curricular offerings
*Fosters partnerships within and beyond the university to enrich lifelong learning
*Develops informed global citizens ready to engage with their communities and contribute to the world
*Develops graduates who are ethical, highly employable professionals
*Honors our United Methodist history and tradition of scholarship and service

Mission Statement of Kramer School of Nursing

The mission of Kramer School of Nursing is to provide individualized education and unique service opportunities that prepare professional nurses who practice with integrity, knowledge, and compassion while positively impacting the health care needs of diverse communities.

The Kramer Way

KSN is committed to the creation of an atmosphere of caring, kindness, and respect: the core values of the Kramer Way. These attributes are to be present and visible in all interactions at Kramer School of

Nursing, whether the interactions are between faculty and staff, faculty and student, and all other individuals within KSN. It is our belief that learning best occurs in such an environment. We expect it of ourselves; we expect it of our students.

Nondiscrimination Statement

Oklahoma City University adheres to all federal and state civil rights laws prohibiting discrimination in private institutions of higher education. The University will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, religion, color, sex, pregnancy, political affiliation, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, sexual orientation, gender, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.
Reports of discrimination, harassment, and/or retaliation may be made using any of the following options. There is no time limitation on the filing of allegations. However, if the responding party is no longer subject to Oklahoma City University's jurisdiction, the ability to investigate, respond and provide remedies may be more limited:
Report directly to the Title IX Coordinator or Deputy Title IX Coordinator

Ms. Joey C. Croslin
Title IX Coordinator
Administration Building
Suite 205 (405) 208-5075
jcroslin@okcu.edu

KSN Student Code of Ethics

As nursing students at Oklahoma City University's Kramer School of Nursing, we pledge to embrace our first responsibility to those entrusted to our care and with those with whom we work in the course of our studies. We will:

- Respect and defend the dignity and freedom of every person: self, colleagues, faculty, patients and their families, and all those with whom we work;
- Respect and advocate for the rights of all patients, families, and colleagues;
- Maintain confidentiality, truthfulness, and integrity in all privileged information and in the use of all communication methods, including emerging social networks;
- Provide compassionate care to all people entrusted to us regardless of their ages, color, race, culture, gender, religion, sexual orientation, illness, reasons for illness, or the location of their homes;

- Engage in evidence-based practice to assure the highest quality of nursing care;
- Refuse to participate in any action, behavior, or procedure that is unethical; that violates the dignity, freedom, conscience, or privacy of self or others; or that places self or others at risk;
- Engage in self-care behaviors and activities through a balance of work and leisure time;
- Facilitate the development of a caring community for other students and for all who are instrumental in our education by showing respect, mentoring, speaking for those who need an advocate, and aiding all in times of need; and
- Support policies, procedures, and guidelines of Oklahoma City University and Kramer School of Nursing, and use established structures to promote understanding and dialogue to facilitate responsible change.

Accreditation and Approval

The Oklahoma City University Kramer School of Nursing is approved by the Oklahoma Board of Nursing, located at 2501 N Lincoln Blvd., Ste 207, Oklahoma City, Oklahoma 73105, and available by phone (405-962-1800) and on the web (https://nursing.ok.gov/). Traditional Undergraduate graduates of this state-approved program are eligible to apply to write the National Council of Licensure Examination (NCLEX) for Registered Nurse Licensure. The Kramer School of Nursing is also accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) for its BSN programs, the Master of Science in Nursing (MSN) program, and the Doctor of Nursing Practice (DNP) program. To contact the ACEN, write to 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, call (404) 975-5000, or visit them on the web at www.acen.org. Oklahoma City University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Curriculum

Philosophy

We, the Faculty of Kramer School of Nursing, believe:

As faculty of a faith-based institution of higher education, the education of individuals for the profession of nursing is a calling with spiritual implications that leads to a deeper commitment, higher goals, a pursuit of excellence, and service to others. We believe that our obligation is to produce professionals who are skilled clinically, who can think critically, and who are ethically and legally accountable for their actions. We believe that both faculty and students must be culturally competent and sensitive to the range of beliefs they will encounter among those with whom they have professional interaction. We aspire to treat each member of our student body as an individual with distinct needs for fostering his or her success and welfare.

Baccalaureate graduates develop a foundation for the acquisition of the knowledge, skills, critical thinking, and experience necessary for success and leadership in nursing. We strive to provide well-rounded clinical experiences caring for clients throughout the life span. Graduates are prepared to function within the global community and to employ the fruits of their education to improve their communities.

Nursing at the master's level requires the attainment of knowledge, beliefs, and skills needed for more complex and higher level nursing roles through theoretical, evidence-based, and applied studies. Master's education prepares nurses for these roles by building on the foundations of baccalaureate nursing education.

Doctoral education prepares nurse scholars for leadership roles in education, research, and service by developing and advancing empirical knowledge. Nursing knowledge is derived from the scholarship of discovery, application, and integration into practice. Doctoral education stimulates intellectual inquiry and creativity to promote evidence-based practice in the discipline of nursing.

The Faculty of the Kramer School of Nursing offers the following descriptions of core concepts of the nursing curriculum:

Nurse/Nursing Professional nursing incorporates direct care to clients, education, leadership, and scholarship. The professional nurse is an integral part of the health care team who uses critical thinking, the nursing process, and competent clinical skills to assist clients to achieve optimal levels of health. Nursing practice integrates knowledge of liberal arts, sciences, and general education as a basis for caring for clients in diverse settings. Nursing practice is a collaborative activity involving individual clients, family members, community members, and other members of the health care system. The nurse collaborates with and educates clients according to the ability of the client to participate actively in health care decision-making and activities. The uniqueness of nursing is an attitude of caring demonstrated through ethically and legally accountable frameworks of nursing practice. Professional nursing is a calling with spiritual implications that leads to a deeper commitment, higher goals, a pursuit of excellence, and service to others.

Caring Caring requires connections between the nurse and client based on empathy, acceptance, and respect. The caring nurse collaborates with the client to promote health, restore wellness, and prevent illness. Caring incorporates dignity, humanity, wholeness, and spiritual harmony.

Client Client is defined as those with whom the nurse interacts for the purpose of optimizing health care. The client may be an individual, a family, a group, or the

community as a whole. The concept of community may range from local communities to the broad global community. Nurses care for clients across the life span of human development.

Environment The environment consists of multiple factors that influence the interactions of nurse, client, and health outcomes. The environment incorporates the client's internal micro system as well as the external macro system. The micro system includes the interdependent physical, mental, social, and spiritual subsystems. The macro system is the structures, settings and organizations within which health care, education, or scholarship is provided. Within the health care system, the professional nurse coordinates, collaborates, and delegates nursing care of clients.

Health Health is a framework for identification of the level of physical, mental, social, and spiritual well-being of clients. Wellness is a state of optimal physical, mental, social, and spiritual well-being. A well individual assumes responsibility to function at optimal levels in physical, mental, social, and spiritual realms. An individual's actual or perceived level of wellness may be identified using the wellness-illness continuum.

Student Learning Outcomes

Student learning goals are expressed as program learning outcomes of the degree programs of the Kramer School of Nursing, are derived from the Mission Statement, and are reflective of the Kramer School of Nursing Philosophy. The program learning outcomes are based on the following professional nursing guidelines:

- AACN Essentials (2008/2011)
- QSEN

Kramer School of Nursing used these standards in designing the programs and curriculum and continues to use them in ongoing quality improvement. For role specific professional competencies, refer to the appropriate subsection of this handbook for the program goals of each level of degree program.

Kramer School of Nursing Programs

Traditional Undergraduate Education provides an entry into the profession as new nurses. Students receive a BSN degree and eligibility to apply for the National Council Licensure Examination (NCLEX) to become a Registered Nurse. The program prepares students to provide and evaluate nursing care to address the existing and emerging health care demands of the total patient community.

Professional Advancement Programs are for Registered Nurses (RN), Advanced Practice Registered Nurse (APRN). The RN-BSN track is an accelerated program for RNs wanting to complete the BSN

degree. The Master of Science in Nursing (MSN) offers a track in Nursing Education that prepares students for careers in academia or staff education, a track in Nursing Leadership that prepares graduates for executive and administrative careers, and a track in Community-Based Public Health (CBPH) that prepares graduates to assume leadership roles in CBPH settings. The Doctor of Nursing Practice (DNP) program has multiple options:

1. A 66-credit-hour BSN-DNP (Family Nurse Practitioner) track.
2. A 67-credit-hour BSN-DNP (Adult-Gerontology Acute Care Nurse Practitioner) track.
3. A 68- credit hour BSN-DNP (Psychiatric Mental Health Nurse Practitioner) track.
4. A 30-credit-hour MSN-DNP clinical track for nurse practitioners, nurse anesthetists, and other advanced practice nurses to obtain their professional clinical doctorate.
5. A 30-credit-hour MSN-DNP community based public health track for registered nurses who have experience and desire to work in community health and public health settings.
6. A 31-32-credit-hour MSN-DNP executive leadership track for nurse administrators with advanced certification to obtain their professional leadership doctorate. Students may choose an educational leadership focus or an organizational leadership focus.

The PhD focuses on nursing education and research, preparing nurses for careers in research and/or professorates. Finally, KSN offers a variety of post-doctoral and post-masters certificate options.

1-B. Admission, Progression, Graduation

Technical Fitness Standards

Nursing education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills and professional attitudes and behaviors. The nursing degrees awarded by Oklahoma City University Kramer School of Nursing at the completion of the educational process certifies that the individual has acquired a base of knowledge and skills requisite for the practice of nursing at the respective undergraduate or graduate level.

To this end, all courses in the curriculum must be completed successfully. In order to acquire the knowledge and skills to function in a variety of clinical situations and to render a wide spectrum of patient care, candidates for the undergraduate and graduate degrees in nursing must have abilities and skills in five areas:

- Observation
- Communication
- Motor
- Conceptual-Integrative
- Behavioral-Social

Technological compensation can be made for some disabilities in certain of these areas, but a candidate should be able to perform in a reasonably independent manner and exercise independent judgment.

Observation. The candidate must be able to observe demonstrations and participate in didactic courses and simulated learning opportunities. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation requires the use of common sense, as well as the functional use of the senses of vision, audition, olfaction, and palpation.

Communication. Candidates must communicate effectively using English in clinical and classroom settings. A candidate must be able to elicit information from patients, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but reading and writing. The candidate must be able to communicate effectively and efficiently with all members of the health care team in both immediate and recorded modes.

Motor. Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other assessment techniques. A candidate should be able to perform nursing skills requiring the use of gross and fine motor skills (e.g. IV insertion, venous blood draw, urinary catheter insertion). A candidate should be able to execute motor movements reasonably required to provide nursing care and emergency response to patients. Examples of emergency responses reasonably required of nurses are cardiopulmonary resuscitation, medication administration, and application of pressure to stop bleeding. Candidates must perform actions which require the use of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Candidates should also be able to assist and/or participate in various lifting activities.

Conceptual-Integrative. These abilities include measurement, calculation, reasoning, analysis, synthesis, and retention of complex information. Critical thinking and clinical judgement requires all of these intellectual abilities in order to provide safe, optimal nursing care. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

Behavioral-Social. Candidates must possess the emotional health required for the full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress in the classroom and clinical area. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical environment. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and educational process.

Reasonable accommodations will be considered on a case-by-case basis for individuals who meet eligibility under applicable statutes. Any person expecting to need accommodations should request them prior to beginning the program, as some accommodations may not be considered reasonable and may impact an applicant's ability to complete all components of the nursing program.

Transfer of Credit

Consistent with the OCU Undergraduate and Graduate Catalogs, equivalent courses may be transferred from accredited colleges and universities to OCU. All transfer work will be reviewed on a case-by-case basis. Transfer analysis must be completed before completing a Degree Completion Plan for applicable programs. Equivalency of courses for transfer will be determined at the initial transcript evaluation during the application process. Students may petition for approval of non-nursing course work that is in question as to equivalency. Once admitted to Kramer School of Nursing, students planning to take courses at other universities must have prior approval of the Dean or designee on the "Student Petition" form. General Education courses may need to be approved by the General Education Committee or its designees.

No more than six credit hours of graduate-level work may be transferred for the MSN and MSN-DNP degrees. No more than nine credit hours of graduate-level work may be transferred for the BSN-DNP degree. No more than 33 credit hours of master's level coursework may be transferred for application toward completion of PhD requirements. No more than 15 credit hours of previous study at the post-master's or doctoral level may be accepted for the PhD degree.

Students may request approval of coursework that is not addressed in the University's online course equivalency list, or other established mechanisms may determine equivalency by using the "Student Petition" form available from the appropriate program specialist. Once a student is admitted to the university, coursework taken at other colleges must have prior approval using the "Student Petition" form.

Undergraduate students wishing to transfer in general education courses may need to have those courses approved by the assigned representatives of the General Education Committee as applicable. Any graduate transfer course must have at least a grade of B (3.0) to be accepted. Graduate students desiring transfer credit must initiate that process during the initial phases of their degree planning. If the process is delayed, the transfer may not be accepted. Kramer School of Nursing encourages all coursework be taken at Oklahoma City University, because supporting courses retain the holistic focus of the curriculum.

Student Petition Form

Students requesting special permission related to taking overloads, meeting residency requirements, taking courses elsewhere, and so forth are to submit the "Student Petition" form to the appropriate Program Specialist for routing. The form is available from any KSN Program Specialist.

Identification Verification

The Kramer School of Nursing reserves the right to prohibit enrollment in nursing courses by any person whose identity cannot be confirmed. At least two current original government-issued documents are required, one of which must include both a photograph and official signature of the student. The documents can be issued by any country or state. If the names on the identification documents do not match the name being used by the student, the student must provide legal proof of the name change (e.g., marriage license, divorce decree, or court order).

The following forms of identification are acceptable:

- driver's license
- state identification card
- passport
- military identification card
- birth certificate
- Tribal membership cards
- Social Security card with signature
- check cashing card with signature
- Original Certificate of Naturalization (USCIS Form N-550 or N-570)
- Certificate of Citizenship (USCIS Form N-560 or N-561)
- Form I-551 (green card)
- RN licensure

Both forms of identification will be analyzed for authenticity by a KSN employee. The authenticating person will place a readable photocopy of the documents in the student's file.

Verification of English Language Requirement

All students must be proficient in writing, speaking, and reading English. Naturalized USA citizens, immigrants with permanent residence status, and international students from non-English speaking* must demonstrate proof of English proficiency as evidenced by one of the following options:

1. A test score on any of the following examinations of at least:

International TOEFL Internet Based Test (contains spoken English test)	TOEIC (Test of English for International Communication)	IELTS (International English Language Testing System)
Total 83 Speaking sections 26	Listening and reading 725 Speaking and Writing 140	Speaking 7.0 All other sub-bands 6.5

2. Completion of a minimum of 45 credits in a regionally accredited US college or university
3. Two years attendance and graduation from high school in an English speaking country.*
4. This requirement is waived for students who have already passed the NCLEX-RN.

*English speaking countries listed in the current *Cambridge Encyclopedia of Language:*

American Samoa	Falkland Islands	South Africa
Anguilla	Fuji	St. Helena
Antigua/Barbuda	Grenada	St. Kitts & Nevis
Australia	Guam	St. Lucia
Bahamas	Guyana	St. Vincent
Barbados	Ireland	Trinidad & Tobago
Belize	Jamaica/West Indies	Turks & Caico Isle
Bermuda	Liberia	United Kingdom
British Guyana	Montserrat	United States
Canada (except Quebec)	New Zealand	Virgin Islands
Cayman Islands	Sierra Leone	Dominica

Grading Scale

The grading scale for the Kramer School of Nursing is consistent with Oklahoma City University's grading scale and is on a 12-point system. Percentages and/or grades will not be rounded. The twelve-point grading scale is as follows:

Grade	Percentage
A	92.50 to 100.00%
A-	90.00 to 92.49%
B+	87.50 to 89.99%
B	82.50 to 87.49%
B-	80.00 to 82.49%
C+	77.50 to 79.99%
C	75.00 to 77.49%
C-	70.00 to 74.99%
D+	67.50 to 69.99%
D	62.50 to 67.49%
D-	60.00 to 62.49%
F	59.99% and below

Pinning and Recognition Ceremony

This is a Kramer School of Nursing function at which special recognition is given to qualified nursing students and employees. All faculty, staff, and graduating students are expected to attend the ceremony. Graduates of all KSN programs are eligible to wear a school pin. The Ceremony will be held at the end of the fall and spring semesters.

Withdrawal and Readmission Policy

Withdrawal procedures apply to students who are unable or unwilling to progress in the nursing program for any reason. The following steps must be taken:

1. Meet with the Dean or designee of the Kramer School of Nursing and/or the Program Chair, as appropriate, for an exit interview. The interview and/or exit survey will focus on the reasons for withdrawal or failure to progress, any plans the student might have regarding readmission to the program, and/or opportunities for remaining at the university in another major. The link to the exit survey can be found at https://forms.office.com/Pages/ResponsePage.aspx?id=FZ8JUZtJ1USih6xTrCY4leOoQILSpDpAhdEWLZpxtolUOEZZTVI5Szk1Wk1KNEpJMzNFQkNWWTMzSi4u.
2. The student will be advised of the procedures for withdrawal, readmission to the nursing program, and/or change of major.
3. A copy of the exit survey is placed in the student's file.

Students who are also withdrawing from the University should follow the guidelines listed in the Oklahoma City University catalogs for full withdrawal procedures.

Readmission to the Kramer School of Nursing involves the following process:

1. A student must submit a request to the Chair of his/her degree program requesting readmission into the program at the appropriate level.
2. Considerations for readmission are based on the following:
    a. number of previous withdrawals/course failures
    b. available space
    c. completion of required prerequisite course work
    d. current admission criteria
    e. evaluation of transfer credit
    f. reason for the prior withdrawal
3. If the student is readmitted to the program, it will be his/her responsibility to comply separately with the readmission policy of the University.
4. A readmitted student must comply with the curriculum in effect at the time of readmission, not the time of first admission.

5. A readmitted student is responsible for the cost of updated background check and drug screening.

1-C. Student Success

Faculty Mentoring and Counseling

Faculty advising represents a dialogue between the faculty and students to understand academic needs of students and match those needs with available programs and resources. Counseling with a faculty advisor does not necessarily entail matters of a personal nature, but the advisor may be able to refer the student to available resources for such purposes. Faculty advising deals with the following areas in relation to the student.

- Academic growth and evaluation
- Barriers to academic success
- Support services utilization
- Follow-up on recommended remedial work
- Selection of vocational and life goals

Academic advising and enrollment assistance will be provided by the Program Chair and Program Specialist.

Enrollment in Courses and Minimum Grade Requirements

Each semester, nursing students report to their academic advisors for enrollment. Pre-enrollment is required of all nursing majors. It is the responsibility of the student to enroll in courses as they are offered and as specified in the Degree Completion Plan.

Undergraduate students must earn a grade of C (2.0) or better in the prerequisite general education courses towards the nursing major and all NURS courses. A grade of C- (1.75) is acceptable for any OCU general education course which is not a prerequisite for the nursing program. Any undergraduate transfer course, whether a general education, prerequisite, or a nursing course, must have at least a grade of C (2.0) to be accepted.

Undergraduate students must earn a C (2.0) or better in all nursing courses required for their BSN program, whether taken at OCU or elsewhere. Nursing course grades of C- (1.75) or below are considered failing. This includes independent study nursing courses taken to meet a graduation requirement. A nursing student may repeat one failed nursing course to raise the grade. If the student earns a grade of C- (1.75) or below on the repeated required course or on the first attempt of any other required nursing course, the student will be dismissed from the nursing program. In Traditional

Undergraduate nursing courses, students must earn at least 75% of the points possible in theory, at least 75% of the points possible in application, and a passing grade in clinical performance.

Traditional undergraduate students who do not achieve an exam average of 80% in spring semester courses may only take a total of two courses in the following summer.

Graduate students must earn at least a B- (2.75) in courses with a NURS prefix; grades of C+ (2.25) or below are considered failing. This includes independent study nursing courses taken to meet a graduation requirement. In any other required course, the student must have a C (2.0) or higher. The student may have a grade of C (2.0) or C+ (2.25) in only two non-nursing courses required for the degree. Students must earn at least 80% of the points possible on course exams before other points will be considered in calculation of the course grade. Failure to achieve an average of 80% or higher on all examinations will result in a final course grade equal to the average of the exam scores. Students may repeat only one nursing course. If the student earns a grade of C+ (2.25) or below on the repeated required course or on the first attempt of any other required nursing course, the student will be dismissed from the nursing program.

A nursing student in any program may re-enroll in only one nursing course regardless of reason. A student who is passing and in good standing, who needs to delay completion for personal reasons after two-thirds of the class has transpired, may request an "I" (Incomplete) according to university policy. Enrollment in other nursing courses and progression in the program are granted according to established course prerequisites. Non-attendance of classes does not constitute official withdrawal.

Syllabus Changes

If a syllabus is revised, the faculty will be responsible for communicating any updates or revision in the course syllabus by posting a revised syllabus on the learning management system (LMS)/Desire2Learn (D2L) with the date of the revision.

Testing and Review Policy

Students are expected to take each exam when it is scheduled. In the event a student misses an exam, the Course Coordinator must be notified in advance. Students who are ill must bring a note from their Health Care Provider. Students with a death in the family must bring evidence (obituary, funeral service program). Student athletes may receive permission to take an alternate exam early. Students who do not notify the Course Coordinator in advance may be denied the opportunity to make up the exam, lose a portion of the points possible for the exam, or other consequences. Students who receive prior permission to be absent for an exam will be given an alternate make-up exam. Exams that are allowed to be made up must be taken within one week of return to school or a grade of zero may be assigned. "Pop" (unannounced) quizzes may not be made up. Arrangements for all make-up work must be made within 24 hours of return to school. Students who arrive more than 10 minutes late for an exam will be

considered to have missed the exam, will need to reschedule a time to take the exam and will be penalized according to the below schedule.

There is a score penalty for missing exams. For the first make-up exam, the earned grade will be multiplied by 0.9 for a maximum grade of 90% on the exam. The second make-up exam earned grade will be multiplied by 0.8 for a maximum grade of 80% on the exam. If a student takes a third make-up exam, the earned grade will be multiplied by 0.75 for a maximum grade of 75% on the exam. These penalties do not apply to students taking the alternate exam before the test date.

Students are encouraged to review all exams. Test review is an opportunity for learning. A review time will be provided during class time following the exam. This is done to identify areas of weakness, facilitate test taking abilities, and clarify misconceptions concerning the course content. An exam may be reviewed by appointment with the professor up to two weeks following the exam. Exams may not be reviewed until after everyone has taken the exam. There will be no opportunity to review exams after the end of the two-week review period.

Paper, books, food, purses, wallets, beepers, cell phones, watches, and all other electronic devices are to be placed in an area of the classroom designated by the faculty. Electronic devices must be silenced, and the testing environment must be quiet. If calculators are needed for medication calculations, they will be provided by the proctors. Foam ear plugs ONLY may be used.

Hats or scarves may not be worn. Religious apparel worn as part of the traditional observance of the religious faith practiced by the student may be allowed. Eating or drinking is not allowed during testing.

Students are to be allowed 1.5 minutes for each test question during their first semester of nursing courses, then 1.35 minutes thereafter (in accordance with the amount of time graduates have to complete the licensing exam). On math exams, students are allowed 3 minutes per question in the first semester, then 2.5 minutes per question thereafter. No additional time will be allowed to complete the exam after the test time is over. Once students leave the testing room, they are expected to leave the area so they do not disturb other still taking the test. Computers are to remain in the room until the testing time is over or until the student can demonstrate that the exam has been submitted via the online system.

Nursing exams are administered and graded using an online testing system. Only answers submitted via this process will be allowed. The exam scores obtained using this process will be used to generate the course grade.

Students are required to own a laptop and are responsible for maintaining the computer in such a way that it is compatible with the testing software used for both classroom exams and for standardized testing. Students must provide their own laptops for exams.

Academic Honesty

KSN complies with University policies regarding academic honesty and student misconduct outlined in the University catalog and student handbook. Plagiarism, whether intentional or not, may result in

penalties. Students are accountable for all work that is submitted or presented for evaluation. Interaction with peers is encouraged in dialoguing about an issue. However, use of information from other people, publications, or media without proper acknowledgment and citation is considered plagiarism. The "Rule of Thumb" for citation is that if one is not born knowing the information, a source must be cited. Penalties for plagiarism, cheating, or other forms of dishonesty can include requiring redoing the assignment, failure of the assignment, and/or failure of the course. Additional penalties may be imposed according to the regulations of the Kramer School of Nursing and Oklahoma City University as outlined in the *OCU Student Handbook* and the OCU catalogs.

Academic Integrity

Academic honesty is required in all aspects of a student's relationship with the university. Academic dishonesty may not be course-specific and includes falsification or misrepresentation of a student's academic progress, status, or ability, including, but not limited to, false or altered transcripts, letters of documentation, registration or advising forms, or other documents related to the student's academic career at Oklahoma City University or other colleges or universities. Students are personally responsible for the correctness and accuracy of information supplied to the university. Any student who knowingly gives incorrect information to the university is subject to disciplinary action that may lead to suspension. Students are advised that cheating and plagiarism are not tolerated. The university expects all students to maintain high standard of ethics in their academic activities. In this context, forms of academic dishonesty include, but are not limited to, cheating on tests, examinations or other class/laboratory work; involvement in plagiarism (the appropriation of another's work and/or the unacknowledged incorporation of that work in one's own); collusion (the unauthorized collaboration with another person); misrepresentation of actions; and falsifying information. Sanctions for failure to conform to the academic honesty policy may include, but are not limited to, requiring a student to redo an assignment; recording an F (failure) for a particular test, examination, class/laboratory assignment which involved dishonesty; or recording an F (failure) for a final course grade. Additional penalties may be imposed according to the regulations of the Kramer School of Nursing and Oklahoma City University as outlined in the *KSN Student Handbook*, the *OCU Student Handbook*, and the OCU catalogs.

Academic Integrity Reporting Form

Faculty members will complete the "Academic Integrity Reporting Form" for all incidents of suspected, reported, or confirmed student violation of the academic honesty policy.

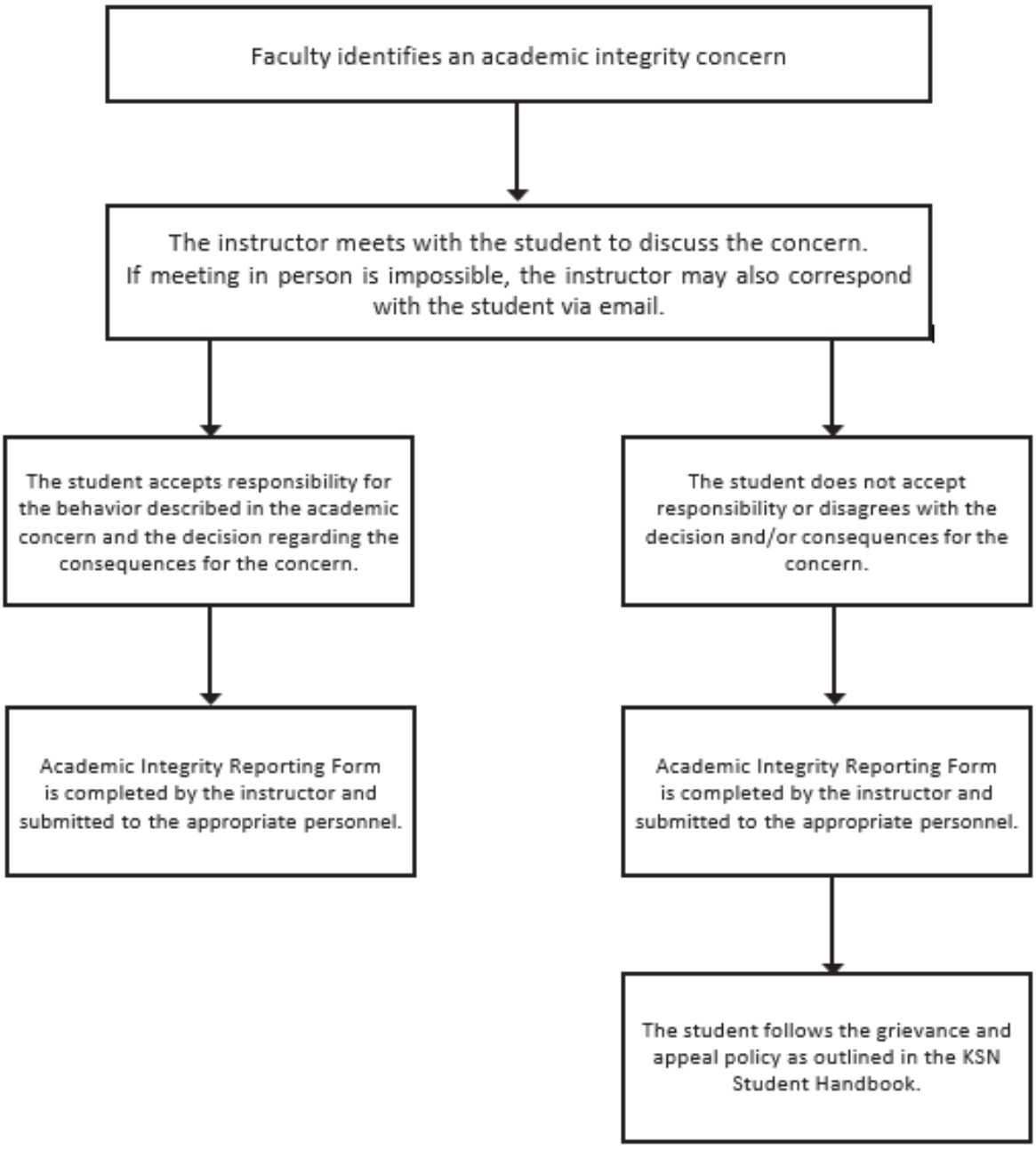
Initiation of the "Academic Integrity Reporting Form" by the faculty teaching the nursing course and the form will be completed with the student. If it is not possible to meet in person, the faculty member may also correspond with the student via email. The student will receive an electronic notification that they were reported for a concern and the "Academic Integrity Reporting Form" will be added to the Academic Integrity database. The student will be informed that the Academic Integrity Committee (AIC) uses this information to monitor trends and to track reported incidents.

In situations in which the student does not accept responsibility for the identified behavior or disagrees with the decision and/or consequences related to the identified academic integrity concern the student should follow the Communication of Concerns and Formal Complaints policy as outlined in the KSN Student Handbook. An "Academic Integrity Reporting Form" is still to be completed by the faculty member and submitted to the appropriate program chair and the chair of the AI committee. Students should note that accepting responsibility for the concern and/or decisions regarding consequences is not an admission of intentionally violating academic integrity.

Information Only Reporting will be submitted by a faculty member who believes that a student made an unintentional mistake and who does not want to file an official report. The faculty member will speak with the student suspected of violating the policy before sending forward a report.

Note: When an "information only" report is received by the AIC for a student who already has one or more "information only" reports on file, the AIC may review the evidence to make a determination of whether there is sufficient evidence to support a violation of the Academic Integrity policy.

Procedural Flowchart for Academic Integrity Concerns



Written Work Format

KSN requires the use of the American Psychological Association (APA) format for all formal papers. The final authority is the American Psychological Association (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: American Psychological Association. **Failure to use APA format, including appropriate spelling, grammar, syntax, and punctuation, may result in return of the student's paper without grading and/or with penalties as described in individual course syllabi.** Students with writing difficulties are encouraged to download Grammarly, a writing assistance tool.

Learning Resources

Dulaney-Browne Library: located directly east of the McDaniel University Center. Resources available at the library are described at http://www.okcu.edu/library/services.aspx. The Oklahoma City University Student ID serves as a library card and must be presented to check out materials. Further information regarding library resources and services is available at the Information Desk on the first floor. Many resources and literature search engines are also available online (http://www.okcu.edu/library/resources.aspx). The library has extended hours during final exams. The library is closed for all University holidays. KSN students may also use and check out materials available throughout the state, including the OUHSC Bird Library, using an OKShare card obtained from the Dulaney-Browne Library.

Learning Enhancement Center: located in Dulaney-Brown library. The Center offers tutoring in a wide variety of subjects, including writing papers, APA format, and most areas of the core curriculum, as well as other subjects taught by the Petree College of Arts and Sciences. For students wishing to receive tutoring in mathematics, the Math Lab in the Dawson-Loeffler building is available. To schedule an appointment, stop by the Learning Enhancement Center or call (405) 208-5040. More information on the Learning Enhancement Center may be found at http://libguides.okcu.edu/lec .

Computer labs: located in the McDaniel University Center, the Dulaney-Browne Library, and in the Meinders School of Business. Call Campus Technology Services at (405) 208-5555 for more information.

Student Absenteeism and Tardiness

Classroom attendance is strongly encouraged because students are responsible for all material presented in class. It is the responsibility of the student to contact the Course Coordinator regarding makeup work within 24 hours of return to class or clinical experience. Students must follow the guidelines in the syllabus and the procedures outlined in the *KSN Clinical/Practicum Handbook*. Excessive absences or tardiness may result in failure of a nursing course. Refer to course syllabi for specific guidelines. A

written health care provider's statement indicating a full release to return to clinical without restrictions must be presented prior to resuming class or clinical experience for absences of more than two consecutive class days or following surgery. Failure of the student to comply with these guidelines may result in probation, suspension, or dismissal.

Student Leave of Absence

A student wishing to take a leave of absence must speak to the Program Chair before submitting his/her request. This request must be submitted in writing. Discontinuance of study without permission from the University does not constitute a leave of absence. If a student requests a leave of absence after the beginning of the semester, normal drop and withdrawal deadlines apply. A leave of absence requires a withdrawal from all enrolled courses. These courses are not subject to the progression policy for failed/repeated courses. If the leave is granted, the Degree Completion Plan is nullified. A student requesting a leave of absence for medical reasons will be required to provide proper documentation. A student on medical leave may be required to obtain clearance from a physician or other health practitioner before returning from leave. There are two categories of leaves:

1. Personal: Examples of personal leave include students deciding to leave the University for a time to work, to study elsewhere, to handle a family crisis, or to pursue other personal goals. Those considering a leave of absence should contact the Program Chair and complete the Leave of Absence form.

2. Medical: A student requesting medical leave has a health situation that will temporarily interfere with his/her studies. A student requesting a medical leave of absence after the withdrawal period must provide documentation from a health care provider.

Return from any leave of absence is negotiated with the Program Chair at the time of the request. A student wishing to extend or alter the leave of absence arrangement must notify the Program Chair in writing not less than one month prior to the beginning of the semester of his/her expected return. Students who have been granted a medical leave of absence for psychological or medical reasons must also provide evidence that they are ready to resume their studies and rejoin the campus community; such evidence includes a letter from his or her health care provider. Students returning following a leave of absence will be subject to drug screening and an updated background check.

Upon return from a leave of absence, students will hold the same academic standing (e.g., probation) as prior to the leave. The student's Degree Completion Plan will be revised to show the remaining coursework to be completed in sequence and the expected graduation date. The time for degree completion will be recalculated and may be subject to university regulations.

Late Papers

Each course syllabus will provide the student with the date each assignment is due. Late papers may receive a reduction in grade as stipulated by the individual instructor in the syllabus. It is the responsibility of the student to make appropriate arrangements with the faculty, according to the written policy in each syllabus, regarding late papers.

Early Warning Report

The "Early Warning Report" may be used for any nursing student who is not making satisfactory progress in any portion of a nursing course. This system may be used before a student is placed on probation. The following are reasons for initiation of the "Early Warning Report" when the student has been unsuccessful in one or more of the following areas:

- attending class on a regular basis
- completing assigned work
- participating in class
- taking examinations
- achieving a passing grade in clinical
- achieving a passing grade on two exams in a 16-week course or one exam in a summer course
- demonstrating professional behavior
- other, as identified by the faculty

Initiation of the "Early Warning Report" will be by the faculty teaching the nursing course and the form will be completed with the student. After an agreed upon period of time, a meeting to determine the student's progress will be conducted. If the conditions of the form have not been met, it is the responsibility of the course faculty to discuss the consequences with the student and a report sent to the same persons receiving the initial report. Students are responsible for keeping track of their scores and progress within each course. A student will have 5 calendar days to respond. Faculty members are not obligated to prepare an "Early Warning Report" to inform students of unsatisfactory performance.

KSN Probation

KSN Probation is defined as a designated period of time during which a nursing student is required to show satisfactory improvement in his/her GPA, test scores, and/or academic or clinical performance. The following may result in academic probation at any time:

- unsatisfactory academic achievement
- unsatisfactory clinical achievement
- unprofessional behavior
- other concerns

KSN Probation may be authorized only by the Dean using the form "Notice of Placement on KSN Probation." The Chair of the appropriate degree program and the Dean or designee or his/her designee will meet with the student to inform the student of the reason for the probation. Appropriate other faculty may also attend. The student is to be informed of his/her right to have a non-legal non-participating support person present at the meeting. Completion of the "Notice of Placement on KSN Probation" form is required.

After an agreed upon period of time specified in the "Notice of Placement on KSN Probation" form, the program Chair and Dean or designee will evaluate the student's progress. If the conditions of KSN Probation are met, the Dean or designee will request that the Dean terminate the probation and send written notification to the same persons receiving the initial notice.

If the conditions of KSN Probation have not been met, the program Chair and Dean or designee or his/her designee will meet with the student and discuss the consequences. Written notice of this meeting will be sent to the same persons receiving the initial report. If the conditions of KSN Probation are not met, the student may be dismissed from the Kramer School of Nursing by the Dean or the probationary period may be extended with the completion of a new "Notice of Placement on KSN Probation" form marked "Updated [date]." Only the Dean can dismiss any student from KSN (a student is automatically dismissed upon failure of the second required nursing course). If the student's probation is extended or continues beyond one course, the appropriate program Chair will monitor progress and watch for any negative patterns.

Student Enrichment/Remediation Plan and Early Warning

The student enrichment/remediation plan will be initiated as follows. If a concern arises, such as a student performing below standard on assignments or exams, appropriate faculty will be notified. The faculty will meet with the student to develop an individualized plan for enrichment and/or remediation. If an "Early Warning Report" is initiated with a student, the student and the faculty may develop a plan and intervention strategies, and establish a schedule of appointments for follow-up. Interventions should be based upon the assessment and identification of specific problem(s). The following serve as guidelines for planned interventions:

Problems identified could be in the following areas:

- *Attendance/participation*, indicating potential issues with priority setting, personal problems, and/or interpersonal skills
- *Completion of work*, indicating potential issues with priority setting, personal problems, and/or time management
- *Clinical performance*, indicating potential issues with priority setting, personal problems, interpersonal skills, and/or time management

- *Testing*, indicating potential issues with priority setting, time management, study skills, knowledge base/comprehension, test-taking skills, and/or test-taking anxiety

Interventions recommended to address these problems may include:

- Counseling with professor and/or advisor
- Referral by professor and/or advisor for other counseling
- Text/journal readings
- Tutoring
- Individualized assignments
- Instructional media
- Remedial courses
- With student's approval, referral to the KSN Student Success Committee

Communication of Concerns and Formal Complaints

Concern

A student with a concern should start by determining if the matter is sufficiently important to pursue. Examples of concerns include simply raising awareness about an issue, obtaining a better understanding of how a decision was made, or requesting a specific change for self or future students. If the student decides the concern should be pursued, the student is to start with the faculty or staff member closest to or involved with the issue, as that is the person with the best information and first-line authority to resolve the matter. Inappropriate persons to discuss the matter with include other students, faculty not associated with the course or exam the student is questioning, or external persons. Skipping proper communication steps is unprofessional and is a violation of policy.

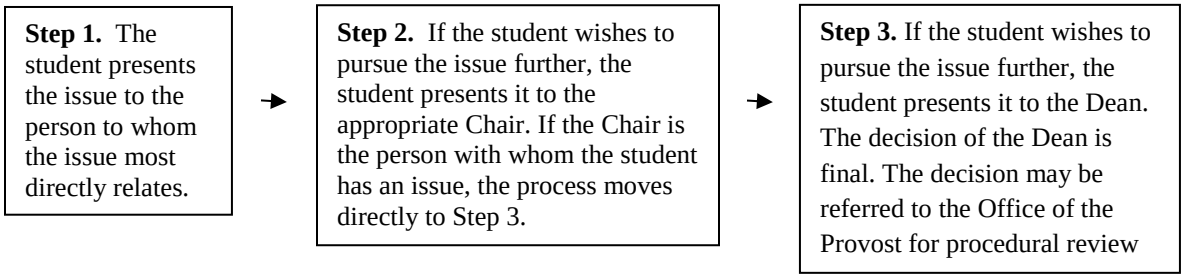
Please note, for grade appeals, allegations of sexual harassment, and academic honesty appeals, policies are found elsewhere in this handbook and the university catalog. Policies in themselves cannot be appealed; students may address policy issues/concerns during scheduled Nursing Faculty Organization meetings through the class representative.

Formal Complaint

A formal complaint is a written statement of dissatisfaction that is presented to Kramer School of Nursing. In situations where the student believes an incorrect decision was rendered and thinks that the concern is of sufficient importance to pursue further, the student may proceed to submit written communication along with the Communication Tracking Form for Formal Complaints. The faculty or staff member then has five school days to respond to the student in writing or email. School days are defined as Monday through Friday when classes are in session, excluding breaks, final exam periods, and holidays. A copy of the communication and the Communication Tracking Form for Formal Complaints is to be signed and dated by the faculty or staff member, attached to the student's written communication, and placed in the student's file.

Grievance and Appeal of Formal Complaint

In situations where the student believes an incorrect decision was rendered and thinks that the matter is of sufficient importance to pursue further, the student may proceed to submit a written communication along with the Communication Tracking Form for Formal Complaints and meet with the appropriate Chair, with both parties following the same procedure outlined above regarding a response deadline, communication, and record keeping. If the Chair is the person with whom the student has an issue, the process moves directly to the Dean. Issues not resolved then proceed to the Dean. The Dean's decision is final. All parties must follow the same procedure outlined below regarding a response deadline, communication, and record keeping.



Grievance Procedure for Grade Appeal

A grade awarded by the course instructor is presumptively correct, and the instructor's determination is generally final. Other than for mathematical or data entry errors, no final grade can be changed except on proof of exceptionally egregious circumstances as defined below. If a student has reasonable grounds to believe that a final grade received for final academic judgment made with respect to him or her in an y course or program of study was based on violation of established university policies, procedures, or regulations, substantial error, bias, or miscarriage of justice, the student may, within ten school days of the receipt of the final grade, initiate a grievance. School days are defined as Monday through Friday when classes are in session, excluding breaks, final exam periods, and holidays.

A student who wishes to appeal a grade must follow the procedure published in the current OCU catalog appropriate to his or her program. In situations where the student believes an incorrect grade was assigned, the student may proceed to submit written communication along with the Communication Tracking Form for Grade Appeals and meet with the course faculty to begin OCU's Informal Grievance Procedure. In situations where the student believes an incorrect decision was rendered and thinks that the appeal is of sufficient importance to pursue further, the student may proceed to submit written communication along with the Communication Tracking Form for Grade Appeals and meet with the appropriate Chair, with both parties following the same procedure outlined above regarding a response deadline, communication, and record keeping. If the Chair is the person with whom the student has an issue, the process moves directly to the Dean. Issues not resolved by the course faculty and Chair, then proceed to the Dean using the Formal Grievance Procedure in the OCU catalog.

Program Chairs, Deans, nor any university official has the authority to change grades, but can determine whether school or university policy has been followed properly in a fair manner in the delivery of courses and calculation of grades.

KSN students are subject to the rights, policies, and penalties listed in the *OCU Student Handbook* and the Oklahoma City University undergraduate or graduate catalog, as appropriate.

Student Dress Code in Classes and at Special Events

Faculty have the right to require students they perceive to be dressed inappropriately to make immediate modifications or to leave the premises to make specified corrections. Students will adhere to the following, as well as the rules within the university's student code of conduct.

Nursing classes:

- Students will dress modestly. Deeply plunging necklines or skirts/shorts that come higher than mid-thigh are unacceptable.
- Clothing should not bear logos (other than OCU or KSN), profanity, or designs advocating tobacco, liquor, illegal substances/behaviors, or unethical activities.
- Students should practice personal hygiene to prevent odors, and use fragrances sparingly.
- Additional rules apply during examinations.
    - Traditional undergraduate students will follow the dress code for lab settings found in the clinical/practicum handbook

Special events including, but not limited to, conferences, Legislative Day, career fairs, Pinning Ceremony, and visits to the Oklahoma Board of Nursing:

- Rules listed above for classes will continue to apply.
- Students must wear business casual attire, such as slacks, skirts, dresses, shirts, blouses, and dress shoes, as if going for job interviews. Suits, ties, and sport coats are optional.
- Skirts or dresses must be no shorter than mid-thigh.
- Jeans, tennis or athletic shoes, sweat pants or other athletic attire, t-shirts, and flip-flops are not allowed.
- Formal attire is not allowed, nor are strapless dresses/tops or those with spaghetti straps.
- Military dress uniforms are appropriate and encouraged.

Clinical/Simulation/Practicum Information

Clinical/Simulation/Practicum policies are located in the *KSN Undergraduate Clinical/Practicum Handbook* and the *KSN Graduate Clinical/Practicum Handbook.*

Preceptorships

Arranging Preceptorships

These guidelines are adapted from the Oklahoma Board of Nursing Preceptor policy. Preceptors for students in post-licensure online programs will meet the requirements for the state in which the student is completing the practicum experience. Preceptors are used for supervision of students in clinical and role practicum experiences. Preceptors are not required for observational experiences. A preceptor is employed by the facility in which the experience takes place who agrees to provide supervision to the student for a specified period of time during the preceptor's scheduled work hours in order to assist the student to meet established learning outcomes. All preceptors are to be approved in advance by the course coordinator/faculty for the relevant course. A faculty member is not on site.

A nurse preceptor shall have the following minimum qualifications:

- At least one year of experience in nursing
- Current unencumbered licensure as an RN
- Comparable or greater formal educational preparation than the student is pursuing

A written agreement will be established with the cooperating agency, the preceptor, and the Kramer School of Nursing, and shall delineate the functions and responsibilities of the parties involved in the preceptorship. Preceptor agreement forms must be completed and returned to the professor of the course for which the preceptorship fulfills requirements before the preceptorship experiences begin. No student is to accept or volunteer for any activity for which s/he is not qualified.

The designated faculty member shall be ultimately responsible for the student's education and shall monitor and evaluate learning experiences. Although the preceptor may provide input regarding the student's performance, the faculty member retains responsibility for evaluation of the student's achievement of the learning outcomes.

Faculty will have the final responsibility for selection/approval of practicum sites or, if allowed by the professor, students may select areas of interest for their preceptorships at sites approved by course faculty. When working with any facility or agency, students who work with preceptors may negotiate to work their shift any day, evening or nighttime hours, weekdays and/or weekends. The faculty will be available by telephone. *Scheduled shifts may not conflict with classroom attendance. Because patient safety is of utmost importance, students must ensure at least 6 hours of rest prior to the beginning of any shift. Students may not schedule any shifts that will require them to be awake for more than 16 hours at a time.* Faculty will confer with preceptors as needed.

Preceptor Program Policies

The purpose of these policies is to ensure the safety of the agency's clients and to protect the preceptor, preceptor agency, student, and nursing program.

1. A written agreement between the agency and Kramer School of Nursing is required.
2. The agency shall ensure that:
    a. The preceptor understands and agrees to function in the preceptor role as outlined in the course syllabus. This role must be approved and supported by the administration of the agency.
    b. The preceptor is provided with salary and benefits by the preceptor's employing agency commensurate with his/her position within the agency while acting as preceptor and receives no compensation from Oklahoma City University.
    c. The student is allowed to participate with the supervision of the preceptor, in experiences that enable him/her to meet the learning outcomes of the course.
    d. The preceptor cosigns all health record documentation with the student.
    e. The preceptor provides faculty with the written evaluation of the student's performance and log of dates and times at the completion of the preceptor experience.
3. Kramer School of Nursing will ensure that:
    a. Each preceptor is oriented to the role and mentored by a faculty member.
    b. Each preceptor and preceptor agency is provided with policies and learning outcomes of the preceptor program.
    c. The preceptor is provided with these preceptor policies.
    d. A faculty member is available by phone during all experiences.
    e. Faculty will confer with preceptors as needed throughout the experience.
4. The student will be responsible for:
    a. Writing individual learning outcomes for each experience, if required, subject to approval by faculty and by the preceptor. The student must meet the individual learning outcomes, as well as the course learning outcomes, to complete the related component of the course.
    b. Negotiating times and dates for each clinical/practicum experience with the preceptor, subject to faculty approval. The times and dates must fall within the framework specified and must be submitted to course faculty in writing. The total number of preceptor hours must meet the total number of hours required for the course.
    c. Ensuring that hours are not completed independent of the preceptor.
    d. Evaluation of the preceptor experience at its completion.

Preceptor Role

Experienced professionals in the health care community possess invaluable talents, knowledge and abilities. When these rich experiential gifts are shared with students, it opens opportunities for learning that are unique to the clinical experience. The student benefits from the interaction with a role model while focusing on special learning needs. The preceptor benefits from the teaching experience. As a

result, both are better prepared as the student transitions into higher levels of professional practice. The role of preceptor should be undertaken with consideration for the following:

1. The preceptor, functioning as an employee of the preceptor agency, acts as a teacher and role model for the student. Otherwise, the preceptor is not expected to perform outside of his/her professional role. It is the sharing of the reality of this role that is the value of the experience for the student.
2. The preceptor experience is best facilitated when the preceptor maintains open communication with the student and faculty. The student should be provided with a verbal appraisal of performance each day s/he spends with the preceptor. At the completion of the clinical/practicum experience, the preceptor will provide a written evaluation of the student's overall performance to the course faculty. The faculty will share the preceptor's evaluation with the student. The faculty retains the responsibility for assigning the grade but will depend on preceptor feedback to assist in making these decisions.
3. If a situation arises during the experience that the preceptor believes beyond his/her role to handle, faculty will be available for immediate consultation. Preceptors are encouraged to call or contact faculty if any doubt exists. A preceptor may request immediate assistance from faculty, if necessary.

Student Role

The faculty at Kramer School of Nursing view learning as a shared experience between teacher and learner. The preceptor program enables the student to design a personal learning experience that best suits individual learning needs within the framework of the course. The student's primary responsibility lies in communication of these needs to the preceptor and faculty, who can then assist the student in meeting these needs. Times and dates are negotiated with the preceptors and approved by faculty prior to beginning the experience. It is the student's responsibility to let faculty know his/her schedule. It is important to keep communication lines open between the student, preceptor, and faculty at all times. Graduate students have additional and/or specialized needs and responsibilities and are referred to the appropriate section of the Handbook for further information.

Preceptor Evaluation Tool

The criteria for evaluating the student's performance are identified in the "Preceptor's Evaluation of Student" form. Additional anecdotal notes may supplement the evaluation. Students will review these criteria prior to writing individual learning outcomes for any experience if required. Students also have an opportunity to evaluate their experiences with the preceptor.

1-E. Emergencies

Cancellation of Classes

On-campus classes will be held unless OCU closes. Closing notices are posted on the university's front web page and local news media. Notices are also sent out via the OCU Blue Alert. Students are

encouraged to sign up for Blue Alert at https://www.okcu.edu/police/emergency-notification/ . The campus weather hotline number is (405) 208-5871.

Clinicals. Faculty and students are to follow the main OCU website, www.okcu.edu, for cancellation of classes and activities. With the exception of clinicals scheduled in the summer sessions, if OCU is closed then clinical is cancelled. Faculty who cannot make it to clinical must notify both the Course Coordinator and the Clinical Chair, who will collaborate to try to find a replacement. The faculty member must also notify clinical students and the facility of the change. If a student is unable to make it to clinical for any reason, including weather, then arrangements may be made for a clinical make-up or alternate assignment. Faculty will use good judgment about releasing clinical early when weather or other crisis conditions are changing and must keep clinical facilities informed whenever schedules change.

Campuses outside the Oklahoma City area. Instructors may cancel classes or labs with permission of the Program Chair (or a KSN Dean if the Chair is not available). The instructor is responsible for notifying every student and the facility as early as possible about the cancellation.

Pandemic, Quarantine, or Prolonged Wide Area Emergency

During a declared pandemic, students will adhere to the established KSN policies and procedures regarding absences as published in their course syllabi and *KSN Student Handbook*. The student must notify faculty of illness or quarantine. A plan to assist the student to complete the necessary requirements of the course will be developed on a case-by-case basis related to the circumstances.

A student in isolation or quarantine bears responsibility for initiating contact with faculty requesting information being provided in the course during the absence, including class, lab, and clinical practicum experiences. The faculty will gather requested information and provide it to the student.

In times of pandemic, illness, or quarantine, the student and the faculty will together establish a written plan for course completion, including the components needed and the time frame. This plan will be signed by the student and faculty, with copies given to each and the Program Chair. If signatures are not possible, reasonable alternatives verifying the plan are permitted. The original will be placed in the student's Kramer School of Nursing record.

Announcements, assignments, and other information for general purposes posted on Bluelink, on the university web page, or on the distance education platform will be considered official notices when faculty need to reach all course enrollees. *The official form of communication (outside of class, lab, or clinical practicum experiences) between faculty and individual students is the university email system using university email addresses.* When communication via electronic systems is not possible, official communication will be through the United States Postal Service with confirmation of receipt requested when official notice of receipt is warranted. *Telephone conversations may be helpful and warranted in*

urgent situations but are considered unofficial because no record can be made. Telephone information should be followed by an email or other written communication whenever confirmation of the conversation may later be needed.

COVID 19 Pandemic Guidelines

Students are required to follow University policies regarding COVID 19. See the most current policy at https://www.okcu.edu/main/coronavirus. Refer to course syllabus for any KSN policies specific to COVID 19. These standards also mean that anyone with the following symptoms should stay home: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. Testing for COVID 19 is available at Campus Health; please call Campus Health at (405) 373-2400 for an appointment so appropriate isolation may be observed. Students who are symptomatic or who test positive for COVID 19 must bring a Health Care Provider Release to course faculty before returning to campus or clinical. The release form will be placed in the appropriate student file.

- Campus Health has screening to identify faculty, staff, and/or students who may be vulnerable or high-risk. Assessment should be made prior to the beginning of classes or as soon as possible to safeguard the vulnerable individual.

Crisis Management Plan for the Kramer School of Nursing Building

Fire

- Pull the fire alarm.
- Call Campus Police at (405) 208-5911.
- Contact the KSN building manager at (405) 208-5900.
- If not too dangerous, the building manager is to go to each room and instruct occupants to evacuate to the designated location.
- All occupants and staff should remain in designated locations until clearance is given by OCU Police. Designated location: south parking lot of NSW (nursing school west building) and west lawn of Meinders School of Business for students and faculty in NSE.

Violent Crime

- Determine the severity of the crime.
- Contact OCU Police at (405) 208-5911.
- Contact the Dean or designee at (405) 208-5900.
- Have witnesses or victims remain until the proper authorities arrive.

Non-Violent Crime (e.g., theft, injuries, property damage, etc.)

- Contact OCU Police at (405) 208-5911 with details.
- Assist any injured, then secure area until help arrives.
- Notify the Dean or designee of KSN at (405) 208-5900.

Bomb Threats

- Remain calm, courteous, and professional. Do not place the caller on hold or attempt to transfer the call.
- Allow the caller to complete everything s/he has to say. Never argue with or ridicule the caller. Let the caller know you want to save lives and urge him/her to help you.
- Where possible, have someone responsible quietly listen into the conversation.
- Use a note pad or a prepared form to record important information.
- Call OCU Police at (405) 208-5911.
- Contact the Dean or designee and follow additional instructions.

Medical Emergencies

- Remain calm and quickly assess the situation.
- Call OCU Police at (405) 208-5911.
- Do not administer any type of treatment if you have not been specifically taught how to handle the problem. Do not move the victim unless his/her current location is causing harm or is a possible endangerment to life.
- Contact the Dean or designee at (405) 208-5900 and Student Health at (405) 208-5090 and follow additional instructions.
- Remain calm; help the victim relax; keep him/her warm and comfortable until qualified emergency personnel arrive.
- Keep crowds from gathering around the victim and keep the general area clear for emergency personnel.

Tornado

- Signaled by Oklahoma City community sirens.
- Remain calm. Turn on all available televisions and radios to local weather stations.
- OCU Police will contact all building monitors or their designee.
- Notify all occupants that the National Weather Service has issued a tornado warning.
- The building manager should go to each room and instruct occupants to evacuate to the designated location.
- Everyone should remain in designated locations until clearance is given with repetitive short blasts from the community's alert horns. Designated locations for KSN (both buildings) is Basement level, Bass School of Music.

Active Shooter

- Signaled by Campus Alert System via cell phones and computers.
- Evacuate, if safety permits.
- Lock all external doors, as safety permits.
- Shelter in place, preferably in a classroom or office without windows. Hide behind solid objects.

- Lock internal doors; turn off lights; silence computers and cell phones.
- If in a room with windows, stay out of line-of-sight.
- Do not unlock the door until the "all clear" is given via cell phone or computer or until police unlock it.
- As a last resort, and *only when your life is in imminent danger*, attempt to disrupt and/or incapacitate the active shooter by:
    - Acting as aggressively as possible against him/her
    - Throwing items and improvising weapons
    - Yelling, committing to your actions

Electrical Emergencies

- Assess the emergency.
- Contact the university Facilities services at (405) 208-5382. After office hours contact OCU Police at (405) 208-5001.
- Remind everyone affected by the power outage not to use candles or any open flame during the emergency.

Plumbing Emergencies

- Assess the immediate situation.
- Contact the university Facilities services at (405) 208-5382. After office hours contact OCU Police at (405) 208-5001.
- Notify the KSN Building Manager at (405) 208-5900.

1-F. Other Official Policies

Tobacco Use on Campus

Oklahoma City University has adopted a tobacco-free campus policy. The use or distribution of tobacco, including smoking and the use of smokeless tobacco, is prohibited on university property, including all indoor and outdoor spaces, private vehicles on campus and university-owned, leased or operated vehicles. This policy applies to students, employees, visitors, and vendors. Use of tobacco in a clinical facility is determined by that facility's policies. Regulation of tobacco use in off-campus course settings will be determined by the facility in which the classes take place, and faculty have the right to restrict such use even further.

Alcohol, Illegal Drugs, Firearms

Policies related to these issues at OCU are in the *Oklahoma City University Student Handbook*. Possession or use of alcohol, illegal drugs, or firearms is not permitted in clinical areas. A student

suspected of being under the influence of alcohol or an illegal drug is subject to dismissal from the program.

Children at KSN or Clinicals/Practicums

- Sick children should not be brought to campus. Anyone who brings a sick child is to be told to remove the child immediately by the first KSN employee who becomes aware of the situation.
- Students may not bring well children to class or laboratory sessions without prior approval of the course professor. Factors to consider include the behavior of the child, the impact of the child on all present, and the appropriateness of the topic to which the child would be exposed. The professor is under no obligation to allow children, even if all these considerations are deemed to have no potentially negative effect. The professor also has the right to change the approval to disapproval without notice for any reason or for no reason. The student is to remove the child immediately without argument.
- Pre-teen children are not to be left unattended in another area of Kramer School of Nursing. Custodial adults of teenage children left waiting in another room are to notify the Building Manager and the appropriate professor or supervisor regarding the teenager's presence in the building, in case of emergency.
- Children are never to be brought to a clinical/practicum experience.

Electronic and Social Media Policy

Nursing students are placed in positions of confidence requiring the utmost discretion and professionalism. A Kramer School of Nursing (KSN) student acknowledges that as a future member of the nursing profession, each individual is responsible for acting in a manner consistent with the attributes of the profession.

Electronic media and online social media platforms allow students of Oklahoma City University (OCU) and Kramer School of Nursing to engage in professional and personal communications. The goal of this policy is to protect KSN, and others associated with KSN, from any risk posed by the use of electronic media and online social media platforms. This policy identifies standards of conduct for KSN students and establishes a formalized set of rules that will be enforced with disciplinary action.

Student content placed within social media platforms, or contributed through other forms of electronic media, becomes immediately searchable and easily shared. Such content leaves the contributing individual's control and may be traced back to the individual after long periods of time. Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. Any violation of client privacy protected under regulatory or federal guidelines such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 is considered unethical and a breach of privacy and confidentiality which will result in disciplinary action.

I. Policy

This policy does not attempt to identify all current and emerging electronic media or social media platforms. This policy addresses user-generated content contributed by students on any current and emerging electronic media and online social media platforms or any other form of electronic media. Examples of such content include but are not limited to images, recordings, and text.

II. Guidelines for Online Professional or Personal Activity

These guidelines apply to all KSN students who engage or participate in current and emerging electronic media and social media platforms for professional purposes or casual conversation.

Privacy/Confidentiality: Privacy relates to those aspects of a client's life and information that he or she can control. It is that control that the nurse is charged with helping preserve. Confidentiality is a term that refers to making sure that once a client has shared personal information, such data are used only in ways that are authorized by the client (Twomey, 2008). Discussion in any public setting of issues pertaining to a client or client's family without the client's permission violates client confidentiality is unethical and will result in disciplinary action. This includes but is not limited to:

- Discussion held in public places (such as hallways, break rooms, elevators, and cafeterias) and media fora (includes television or print media), as well as any current or emerging social media platforms and all additional forms of electronic media.
- Posting of unauthorized images and recordings is unethical and a breach of privacy/confidentiality. This includes unauthorized photographs when all the parties involved have not consented or are clients or students in clinical settings.

Professionalism: Professionalism is behavior expected of nursing students on and off campus. Professionalism in nursing includes a responsibility to display a professional demeanor in any and all situations. This standard applies to situations in cyberspace and includes any current and emerging social media platforms and all additional forms of electronic media. Any behavior by a nursing student which fails to conform to accepted professional standards is considered unprofessional conduct as defined by the KSN Student Handbook and may result in disciplinary action.

- Professional demeanor is required of students in cyberspace in the same manner as it is required in all other settings. Students must be mindful of behavior that is illegal or a violation of any KSN policy.
- Any inappropriate behaviors identified through postings will be investigated. Inappropriate behaviors include, but are not limited to, offensive language, gestures, or remarks found on any

current and emerging electronic media, online social media platforms, or other forms of electronic media.

- Incivility and cyber-bullying, as well as inappropriate images and unauthorized recordings of clients or other persons affiliated with KSN and OCU, are considered inappropriate behavior and as such are subject to disciplinary action.
- It is unethical for a nursing student to disparage through word, gesture, or deed a classmate, client, or colleague. This includes making slanderous or libelous statements regarding the professional competency, knowledge, qualifications, skills, or services of any faculty, staff, or professional colleague through any current and emerging electronic media, online social media platforms, or other forms of electronic media.

Conflict of Interest: It is a violation of KSN policies and guidelines to receive monetary gain while representing oneself as a KSN student. Students are prohibited from participating in online fora, such as advertising for pay and/or product endorsement without the written consent of the Dean of KSN. Students are not to respond to requests for information from the press or media.

III. Consequences

Any violation of the "Electronic and Social Media Policy" is a violation of OCU and KSN academic and professional behavior standards and may result in disciplinary action.

Reference: Fowler, M. (2015). *Guide to the code of ethics for nurses with interpretive statements: Development, interpretation, and application.* American Nurses Association.

Laptop Computer Requirement and Minimum Specifications

All KSN students in all programs who have two or more semesters of nursing courses remaining before graduation are required to have laptop computers, except for students not yet eligible to start nursing courses. Students required to have laptops must bring their laptops to the orientation for their program for verification by the Campus Technology department that the minimum specifications have been met and to have anti-virus software loaded (see section below for link to free anti-virus software). KSN students who are required to have laptops are to bring their laptops to all nursing classes.

Traditional Undergraduate students at the Kramer School of Nursing must use hardware products running on the Windows operating system to ensure OS compatibility with all software used by the school. Free downloads of software are available to students. A Traditional Undergraduate student who already owns an Apple laptop is not required to purchase an additional laptop but is responsible for bringing a laptop on testing days that has a Windows operating system that has been approved by Campus Technology. Students who do not bring laptops ready to be used for testing will not be allowed

to test.

Computer Hardware and Equipment Requirements: Computer – regular access to a fairly recent Mac or PC, preferably not more than three years-old, with a current operating system to complete the online course activities in D2L. For more information regarding Campus Technology Service computer requirements, please go to https://www.okcu.edu/campus/resources/technology/resources/requirements.

- Operating System – The latest version of Windows or Mac OS, with all updates applied;
- Processor – the more computational the applications and coursework you will be involved with, the higher speed your processor should be;
- Memory – refer to the minimum requirements of the software you will be using with your courses and the number of applications you might have open at any one time;
- Plug-ins – a PDF reader, the Zoom application;
- Browser - It is strongly recommended that the latest Microsoft Edge, Google Chrome or Firefox is used as 5 your primary browser, Internet Explorer is not supported. More information regarding browser support of D2L, please click https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm?tocpath=Get%20started%7CBrightspace%20platform%20requirements%7C_____7
- Video and audio capabilities;
- Regular access to the internet and capable of downloading large files efficiently;
- Webcam
- Headset or microphone/speakers
- We may be located in different location but we still want to see you! Video conferencing is extremely powerful. We may be using video conference software with you. Most computers have integrated cameras and mics, but please check your computer to ensure both work and to familiarize yourself with the settings.

Netiquette

Netiquette stands for network etiquette, and it is the code of behavior when communicating online. Observing common procedures and basic guidelines can help improve communication in shared online spaces such as discussion forums and email. In your online course, you will have many opportunities for social interaction but you will not always have the opportunity to observe facial expressions, body language and voice tone. Some general netiquette guidelines that will help overcome these hurdles are:

1. Be Professional. Although you may want to utilize jokes or sarcasm in your communication, humor frequently depends on facial cues or voice tones. Without face---to---face communication, your joke or sarcasm may be viewed as criticism.
2. Participate! This is a shared learning environment. It is not enough to log in and read the discussion thread of others. For the maximum benefit to all, everyone must contribute.
3. Exercise Brevity Make sure your comments are concise. Don't stray from the discussion topic.
4. Emphasize Respectfully: If your goal is to emphasize a point, bold the word(s) that you want to stand out. TYPING IN ALL CAPS IS CONSIDERED SHOUTING ON THE INTERNET.
5. Remember to respect the privacy of your peers. Your class discussion board is open only to those enrolled in the class. Do not forward postings or comments from your classmates to others without permission.

6. Read your post a second time before pressing submit checking again for messaging and tone. If you think there is anything that might qualify as improper netiquette, consider revising your response. Remember that there's a person or a whole class at the receiving end of your post.
7. Debate is welcome and can stimulate great discussion but be polite in responding to others. Remember, we are responding and discussing ideas. Personal attacks will not be tolerated. When something goes wrong, ask for forgiveness.
8. Use correct spelling and grammar when composing your message. Acronyms are common in online speech, but please try to avoid them in your classroom posting. Although very popular, the excessive use of acronyms and emoticons can make your message difficult to read.

For more information about netiquette, and online communication more generally, please refer to the following:

1. The Core Rules of Netiquette
2. Email Etiquette for Students
3. Using Logic

Additional netiquette information:

- Check your OCU email and LMS on a daily basis.
- Students must use the LMS to submit assignments. No assignments will be accepted through email.
- Contact your Instructor first or cc them when requesting technical support.
- Submit all Learning Management System (LMS) requests for support to D2LHelp@okcu.edu.
- **Learning Management System (D2L) Support**: The University utilizes Desire2Learn or D2L as its platform to deliver digital course content. https://ocuonline.okcu.edu/d2l/login You may contact the D2L Help Desk in any of the following ways.
    - (405) 208-5584 or onlinehelp@okcu.edu (email preferred)
- Use the same single-sign on username and password provided for BlueLink to access D2L: https://aisbansso.okcu.edu:9443/authenticationendpoint/BlueLinkLogin/bluelink.html
- Use this online System Check to determine whether or not your computer is compatible with D2L: https://ocuonline.brightspace.com/d2l/systemCheck
- For a basic overview of D2L functionality, visit our printable guides for Students: https://drive.google.com/file/d/1_vZTFg8sKTpLTsO1n-GnBj3qw4-BuWpE/view
- For support with online courses or D2L, support is available 24 hours a day, 7 days a week in the following ways:
- Phone – (405) 208-5550
- Email - onlinehelp@okcu.edu

Equipment Loan Policy

Loaning of human patient simulators and medical equipment is strictly prohibited. Laptops may be checked out on an emergency basis only (i.e., personal computer failure during an exam) for less than

eight hours. The Administrative Assistant is responsible for checking in and out laptops. The Administrative Assistant will contact all students who have checked out a laptop within returning it within 12 hours for follow-up. If the laptop is damaged or lost, the Administrative Assistant will notify Operations Manager. The Operations Manager will invoice the responsible party for damages and/or lost property. A hold may be placed on the student's account until the laptop is repaired/replaced.

Transportation

Students are responsible for their own transportation to school and off-campus experiences. Students who carpool are responsible for knowing whether or not the driver of the carpool has car insurance and are urged to carpool only with those who are covered by insurance, as the University is not responsible for any car accidents. Students are not permitted to transport clients and/or client family members in their cars.

Fees

Nursing students pay a set nursing fee per credit hour taken each semester. This fee money is in turn used to fund student services and equipment, including background checks, drug screens, testing, lab packs, A/V equipment, registration fees for required conferences, graduation photos, KSN pins, and more. Students in RN-BSN and MSN online programs that do not pay fees, will be required to pay for background checks and drug screens; other optional expenses may include graduation photos, KSN pins, and honor cords.

Sigma Theta Tau International

Sigma Theta Tau International, the honor society of nursing, is an organization whose purposes are to (a) recognize superior achievement, (b) recognize the development of leadership qualities, (c) foster high professional standards, (d) encourage creative work, and (e) strengthen local, regional, national, and international levels. Membership is by invitation to students or nursing leaders who meet the criteria. Criteria can be found at https://www.sigmanursing.org/why-sigma/sigma-membership/apply-now/student-membership-criteria.

Student Representatives for Faculty Organization Meetings

A student from each program is invited to attend the formal business meetings of the KSN Faculty Organization to facilitate communication between the student body and faculty. Faculty will recommend a qualified nursing student and an alternate for representation from each program. The representative and alternate must be in good academic standing and be able to attend. Student representatives may participate at meetings but do not have voting privileges and may be dismissed during portions of meetings deemed confidential.

1-G. Other Useful Information

KSN Faculty and Staff Directory

Office of the Dean

Dr. Gina Crawford, Interim Dean & Associate Professor	(405) 208-5910	gmcrawford@okcu.edu

Leadership Team

Dr. Casey Cassidy, Interim Assistant Dean, Director of the Meinders Simulation Center & Associate Professor	(405) 208-5997	cjcassidy@okcu.edu
Dr. Christine Fisher, Chair of BSN Education & Assistant Professor	(405) 208-5932	cefisher@okcu.edu
Dr. Cene' L. Livingston, Chair of Advanced Practice Programs, Lead Faculty PMHNP track & Associate Professor	(405) 208-5902	cllivingston@okcu.edu
Dr. Vanessa Wright, Chair of Graduate Education & Associate Professor	(405) 208-5964	vfwright@okcu.edu
Ms. Lauren Castelli, Operations Manager	(405) 208-5918	lecastelli@okcu.edu

Staff

Ms. Candice Black, Communications and Outreach Coordinator	(405) 208-5961	crblack@okcu.edu
Ms. Stacy Calhoun, Clinical Regulations Specialist	(405) 208-5933	sjcalhoun@okcu.edu
Ms. Sherri Christian, Graduate Clinical Specialist	(405) 208-5901	schristian@okcu.edu
Ms. Gwendolyn Curry, Advanced Practice Clinical Liaison	(405) 208-5222	gcurry@okcu.edu
Ms. Shannon Rowland, Traditional BSN Program Specialist	(405) 208-5959	sjrowland@okcu.edu
Ms. Deborah Taber, Intake Specialist	(405) 208-5924	djtaber@okcu.edu
Ms. Stacey Warden, Graduate Program Specialist	(405) 208-5960	Sjwarden@okcu.edu
Ms. Odalie Wildes, RN-BSN Program Specialist	(405) 208-5909	owildes@okcu.edu

Faculty

Prof. Kim Abernathy, Clinical Instructor, Lead Faculty AGACNP Track	(405) 208-5881	kabernathy@okcu.edu
Prof. Gracy Amalraj, Clinical Assistant Professor	(405) 208-6407	jamalraj@okcu.edu
Dr. Kristen Bomboy, Clinical Instructor	(405) 208-5511	ktbomboy@okcu.edu
Dr. Dia Campbell-Detrixhe, Director of Research and Scholarship & Professor	(405) 208-5955	ddcampbelldetrixhe@okcu.edu

Dr. Janice Carr, Associate Professor	(405) 208-5886	jrcarr@okcu.edu
Dr. Megan Dernaika, Clinical Assistant Professor	(405) 208-6409	mdernaika@okcu.edu
Dr. Elizabeth Diener, Professor	(405) 208-5944	ejdiener@okcu.edu
Dr. Toni Frioux, Associate Professor & DNP-C Lead Faculty Community Based Public Health Track	(405) 208-5880	tdfrioux@okcu.edu
Dr. Cheryl Frutchey, Associate Professor	(405) 208-5921	CFrutchey@okcu.edu
Prof. Shella Gettings, Clinical Instructor	(405) 208-5898	sgettings@okcu.edu
Prof. Janice James, Clinical Instructor	(405) 208-5788	jdjames@okcu.edu
Dr. Michelle Johnston, Assistant Professor & Lead Faculty Family Nurse Practitioner	(405) 208-4996	mljohnston@okcu.edu
Prof. Erin Marburger, Clinical Instructor	(405) 208-5879	emarburger@okcu.edu
Prof. Pamela Melson, Clinical Assistant Professor	(405) 208-5966	prmelson@okcu.edu
Prof. Beth Pitman, Clinical Assistant Professor	(405) 208-5887	bepitman@okcu.edu
Dr. Lois Salmeron, Dean Emeritus & Professor	(405) 208-5907	LSalmeron@okcu.edu
Dr. Brandi Stanley, Clinical Instructor	(405) 208-5934	bbstanley@okcu.edu
Prof. Pamela Tucker, Interim RN-BSN In-person Coordinator & Clinical Assistant Professor	(405) 208-6405	pktucker@okcu.edu
Dr. Danna Weathers, Clinical Instructor	(405) 208-5884	drweathers@okcu.edu

Please click the link to access Kramer School of Nursing Faculty and Staff information
https://www.okcu.edu/nursing/about-us/faculty-staff

Physical location: NSW: NW 27th & Florida; NSE: NW 27th & Blackwelder
Mailing address: 2501 N. Blackwelder Ave., Oklahoma City, OK 73106-1493
Fax number: (405) 208-5914

Campus Telephones

Students should not ask to use faculty and staff telephones. Campus phones have voice mail for leaving messages. Only emergency messages for students while in class will be taken by the Administrative Assistant.

Student Services

Campus Health: Available to students, faculty, and staff with health concerns. The clinic is located in the KSN west building. The Clinic's hours are 8:30 a.m. to 5 p.m. Monday through Friday. Appointments can be made by calling (405) 373-2400. Campus Health providers do not provide services to students outside the state of Oklahoma. Additional information can be found at:
https://www.okcu.edu/students/health

Disability Services: Students with disabilities who wish to access services may initiate their request by contacting the Disability Services Office located in the Dulaney Brown library. Students with disabilities who believe they are eligible to receive accommodations may initiate their request filling out the OCU campus disability registration form. Campus Disability & Access Services hours of operation are: Monday through Friday, 8am to 5pm or by appointment; virtual appointments available by request. Additional information can be found at: https://www.okcu.edu/campus/resources/das

OCU Identification Card: A permanent card issued to each student for as long as the student is enrolled at the University. Cards are only issued in person at the Office of Student Accounts. It identifies the student, allows participation in various student activities, gives access to the cafeteria and student government elections, is required for printing documents on campus, and serves as the student's library card. It will admit the student to many University activities and events.

Parking Permit: Required when parking on campus. Permits are available from the OCU Police Department on the 4th floor of the Administration Building.

Food Services: Provided in the University cafeteria and Alvin's Market, all located in the McDaniel University Center. Food plans for the cafeteria meals and "Stars Bucks" for use at Alvin's Market are available for all students through the Student Accounts office in the Administration Building, as well as Stars Cash for use at area restaurants.

KSN Food Bank: Maintained to assist nursing students in urgent need of food for themselves or their immediate families. Referrals and requests are to be made to the KSN Food Bank Coordinator, Dr. Janice Carr. Disbursals of food will be kept confidential. Donations to the Food Bank are welcome. University chaplains are also available to help in times of crisis.

Health Insurance: OCU requires all full-time students to maintain student health insurance as a condition of enrollment. If a student already has health insurance coverage, they are encouraged to complete the Student Health Insurance Plan (SHIP) waiver form online at https://studentcenter.uhcsr.com/okcu.edu.

Campus Police: On duty 24 hours a day, seven days a week, in an effort to keep the OCU community safe. Those noticing anything or anyone suspicious are encouraged to call Campus Police at (405) 208-5001. For campus emergencies, dial (405) 208-5911. As a security measure, it is necessary at times for University police officers to check ID cards of students. Students should not be in classroom buildings after closing hours.

Escort Service: Available to any student wishing to be escorted across campus at night by calling (405) 208-5001. One-way escorts to various nearby apartment complexes are also available. Check with the Campus Police Department regarding schedules.

Cash: May be obtained on campus by use of a cash card machine located inside the front entrance of the McDaniel University Center or by personal checks up to $50.00 per day through the Oklahoma City University Student Accounts office in the Administration Building.

University Bookstore: Located on the lower level of the McDaniel University Center. Items available from the bookstore include textbooks, school supplies, current paperbacks, magazines, gift items, toiletries, clothing, and postage stamps. The bookstore website can be accessed at https://okcu.slingshotedu.com/#/landing

Financial Assistance: Available to eligible students seeking financial aid through the Office of Financial Aid located in the Administration Building or through the listed contact information (https://www.okcu.edu/financialaid/contact). Guidelines for applying for financial aid are provided by the Office of Financial Aid. Students who are eligible for and desiring on-campus employment should contact Human Resources. Questions about scholarships should be directed to the Financial Aid office. Financial holds are placed on the records of any student who has a past-due financial obligation to the University or is in default on a student loan. A hold prevents students from receiving transcripts and other student records. The hold will remain until the Financial Aid Office receives notification that the obligation has been taken care of by the student.

Office of Student Diversity and Inclusion: Student Diversity and Inclusion, within the Office of Diversity and Inclusion, creates and supports programs and initiatives designed to expand awareness, understanding, appreciation, and respect for OCU's culturally, ethnically, socially, and spiritually diverse campus community. Additional information can be found at: https://www.okcu.edu/students/diversity-inclusion

University Counseling: University counseling services are available for currently enrolled students who can travel to campus. Providers do not provide services to students outside the state of Oklahoma. Counseling sessions are confidential, typically 45-50 minutes long, and free of charge. The office of University Counseling is located in Walker Hall, on the northwest side. Hours of operation are Monday-Friday 8:00 am to 5:00 pm. Call (405) 208-7901 to make an appointment. Additional information can be found at: https://www.okcu.edu/campus/resources/counseling

Career Services: The Career Planning and Development Center assists OCU students and alumni in developing and implementing career/life plans that support their personal and professional objectives after graduation. Call for an appointment or come by the office to get started. The Career Planning and Development Center offers the following services:

- Employment opportunity listings
- Internship and fellowship opportunities
- Resume composition and production
- The Campbell Interest and Skill Survey, if you are unsure about your career direction
- Seminars and workshops

- Resume referral program
- On-campus recruiting
- The Career Pursuit job fair

More information about these services can be found at https://www.okcu.edu/students/career-services.

Chapter Two:

Policies & Procedures:

Traditional and RN-BSN Undergraduate Education

Program Learning Outcomes of the Bachelor of Science in Nursing (BSN) Degree

The BSN graduate of the Kramer School of Nursing will function as a professional nurse able to:

1. Demonstrate clinical competence in the provision of ethical and legal nursing care.
2. Collaborate with and educate clients regarding self-care activities designed to promote health, restore wellness, and prevent illness.
3. Utilize the nursing process as a critical thinking framework for problem solving and making effective clinical judgments.
4. Promote physical, mental, social, and spiritual health across the life span within diverse cultures.
5. Manage, coordinate, and delegate care of clients within and in collaboration with the health care system.
6. Exemplify the caring behaviors of acceptance of, respect for, and empathy with the client.

Learning outcomes for every course in the curricula have been written to assure achievement of these program outcomes.

2-A. Policies & Procedures: Traditional BSN Students

Nursing Course Prerequisites for Traditional Undergraduate Programs

See current undergraduate student catalog.

NCLEX-RN Preparation Plan

It is important for students to prepare for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) from the first semester of nursing school. Students will complete the following NCLEX-RN preparation plan which includes, but is not limited to:

- standardized testing at various stages of the program
- practicing NCLEX-RN type questions as part of coursework
- identifying content areas of weakness and a plan for remediation.

Standardized Testing

Students will be required to take nationally standardized specialty exams to assess satisfactory competency. The score received will be reflected in points for designated courses in the theory portion of the course.

Standardized Testing Schedule

Course	Test
NURS 3005 Foundations of Nursing	RN Fundamentals
NURS 3103 Pharmacology	RN Pharmacology
NURS 3304 Mental Health Nursing	RN Mental Health
NURS 4104 Community Health Nursing	RN Community Health
NURS 4504 Family Health Nursing	RN Maternal Newborn
NURS 4704 Critical Care Nursing	RN Adult Medical-Surgical
NURS 4904 Child Health Nursing	RN Nursing Care of Children
NURS 4905 Nursing Leadership	RN Comprehensive Predictor RN Leadership

Group Testing Procedures

Faculty members have the option of using group testing in nursing courses. A combination of group and individual testing may be utilized for the exams, except for the final exam which will only be given as an individual test. The student must first pass the examination with at least a 75% on the individual test in order to achieve the benefit of the group grade. The student must also pass the theory component of the course at a 75% or higher level on an individual basis to access and benefit from any of the group grades. Group grades will NOT be added into the final grade until the end of the semester.

Eligibility Requirements by the State of Oklahoma for Registered Nurse Licensure

Kramer School of Nursing at Oklahoma City University is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

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

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6].

Refer to information provided on the Oklahoma Board of Nursing's website at https://nursing.ok.gov/.

Information for Applicants for Licensure or AUA Certification with History of Arrests, Convictions, or Prior Disciplinary Action

Applicants for licensure or AUA certification in Oklahoma who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; **or** have ever had disciplinary action taken against another health-related license or certification; **or** have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing. Failure to report such action may be a violation of the *Oklahoma Nursing Practice Act*. All applicants for licensure as a registered nurse or licensed practical nurse must have submitted a criminal history records search conducted by the Oklahoma State Bureau of Investigation not more than three (3) months prior to submission of the application [59 O.S. §567.5]. Effective November 1, 2003, a candidate for a license to practice as a registered nurse or licensed practical nurse shall submit to the Oklahoma Board of Nursing "certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received" [59 O.S. §567.5]. **Therefore, applicants for licensure in Oklahoma with one or more felony convictions cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received.** The applicant must submit the following information to the Board:

1. Application for licensure and licensure fee
2. A signed letter from the applicant describing the location and circumstances of the offense, date, court action taken and current status
3. OSBI criminal history search not more than three (3) months old
4. If applicable, **certified** copies of the Affidavit of Probable Cause, Information Sheet, Charges, Judgment and Sentence, and verification that the sentencing requirements are complete (these documents may be obtained from the courthouse in the county in which the arrest took place). Please ensure that the copies are certified, e.g., they are stamped with the court seal.

Failure to submit the above information in a timely manner may result in a delay in processing the application. After Board staff reviews this information, the applicant will be notified of any additional action that must be taken. The applicant may be required to appear before the Board. Additional documentation that may be requested prior to this appearance, includes, but is not limited to, letters of reference from a clinical faculty member, the director/dean of program, a probation officer, employer or others. Please be aware that an applicant may **not** be eligible for licensure or endorsement to surrounding states due to individual states' restrictions, even if the applicant is able to be licensed in Oklahoma. Individuals who plan to apply for licensure in other states must check with that state's board of nursing to obtain information on requirements. Form X02 Revised 6/01, 11/02, 12/04, 4/27/2011

NCLEX or AUA Certification Applicants with History of Arrest/Deferred Sentence/Conviction Policy

I. Regulatory Services staff may approve the application of an NCLEX or AUA certification candidate with a misdemeanor offense in the following cases:
   A. First instance of a misdemeanor including but not limited to bogus checks, larceny of merchandise, or violation of a state or federal narcotics or controlled dangerous substance law; and
   B. The misdemeanor offense was not plea bargained from an initial felony charge; and
   C. The candidate has no other criminal charge(s), judgment, or sentencing pending.

Regulatory Services staff may, at their discretion, request further review by the Investigative Division of any Application.

II. All other Applications of NCLEX or AUA certification Applicants with arrest(s), history of disciplinary action, and/or judicial declaration of mental incompetence, will be reviewed by the Investigative Division and prosecuting attorney for a decision regarding approval. The Investigative Division Staff may approve the Application of an NCLEX or AUA certification candidate in the following cases:

A. The criminal charge resulting in deferred sentence or conviction was not for a felony or misdemeanor involving physical harm to another; and
B. The conviction did not result in a sentence of incarceration that was served; and
C. The deferred sentence or conviction is older than ten (10) years and the Applicant has successfully completed the terms of the sentence and has had no other subsequent criminal offenses or unbecoming conduct.

If the deferred sentence or conviction is more than five (5) years old and involved alcohol related incidents, the Applicant may be asked to submit to an Evaluation from an approved provider that meets the criteria established by the Board. Upon receipt of the Evaluation, if there are no recommendations for treatment or monitoring, the applicant will be approved without disciplinary action. If the Evaluation has recommendations for treatment or monitoring, the Applicant will be offered a Stipulated Order based upon the Evaluator and/or IDP or Board recommendations.

III. All other Applications of candidates with arrests, misdemeanors, felonies, history of disciplinary action, or judicial declaration of mental incompetence, not falling within the parameters of Section I and II above, must come before the IDP or Board for decision.

IV. Regulatory Authority: 59 O.S. §567.8

Board Approved: 09/95 OBN Policy/Guideline #E-20
Board Reviewed w/o Revision: Page 1 of 1
Board Revised: 1/2000; 9/01; 11/02; 1/05; 1/09; 11/09

Licensure or Certification for those with a Criminal History

The State Board of Nursing determines licensure requirements. For specific requirements regarding criminal history, whether misdemeanor, felony, or expunged, see the board of nursing in which you intend to apply. The Oklahoma Board of Nursing statement can be found in "The Oklahoma Board of Nursing Rules" Section 485 10-11-4.

2-B. Policies & Procedures: RN-BSN Students

RN-BSN Pathway Options

- There are two cohort options available for the RN-BSN students
    - In-person cohort or online cohort
    - International students in the US on F1 status will be eligible for the in-person cohort
- In-person face-to-face cohort
    - Students and faculty will meet in person in a classroom setting
- Online cohort

- The classes will be asynchronous online
- International students in the US on F1 status are not eligible for this program because it does not support the enrollment required by F1 regulations
- The state in which the student resides must be a member of The National Council for State Authorization Reciprocity Agreements (NC-SARA)

Nursing Course Sequence in the RN-BSN Curriculum

First Semester	
First eight weeks	NURS 4202 RN-BSN Professional Nursing NURS 4403 RN-BSN Health Assessment
Second eight weeks	NURS 4605 RN-BSN Community Health Nursing
Second Semester	
First eight weeks	NURS 4503 RN-BSN Nursing Research
Second eight weeks	NURS 4805 RN-BSN Nursing Leadership

Progression Requirements for RN-BSN Students

Completion of the 124 credit hours required for a BSN will be under the following conditions:

- All RN-BSN applicants who have graduated from a state Board of Nursing approved program receive 72 transfer credit hours for their unencumbered U.S. RN license.
- 22 hours of portfolio credit will be awarded for applicable nursing experience, certifications, and continuing education units.
- All general education and elective credits can be earned through transfer credit, through OCU courses, as portfolio credit, or by utilizing challenge examinations such as CLEP.
- Students will be required to take 18 credit hours of specified nursing courses and 12 credit hours of general education/elective courses at OCU.
- All students will be required to take at least 30 credit hours at OCU.
- The KSN TOEFL requirement is waived for students who have passed the NCLEX-RN.
- Each student enrolled in the RN-BSN program shall have a current, unencumbered Registered Nurse license

The nursing major courses will be taught in eight-week blocks. Nursing courses may be taken along with general education/elective courses. BSN requirements for students who graduated from a diploma or non-nationally accredited RN program are handled on a case-by-case basis. Credit granted to RNs by Oklahoma City University for prior learning as portfolio credit will be posted on transcript as submitted, approved, and processed. None of these credits count toward the 30 credit hours of Oklahoma City University residency requirement.

To progress to the next sequential semester, the student must earn grades as specified in Section 1.C. Enrollment in Courses and Minimum Grade Requirements.

Chapter Three:

Policies & Procedures:

Graduate Education

3-A. Policies & Procedures: Master's Students

Program Learning Outcomes of Master of Science in Nursing (MSN) Degree Tracks

The MSN graduate of the Kramer School of Nursing will function as an advanced professional nurse able to:

1. Demonstrate the capacity to develop environments promoting professional, ethical, and legal nursing practice.
2. Design, implement, and evaluate comprehensive programs based upon advanced theoretical knowledge that promote health, restore wellness, prevent illness, and incorporate self-care activities.
3. Synthesize nursing research findings and integrate evidence based processes to develop critical thinking frameworks for problem solving and making effective clinical, educational, and administrative judgments.
4. Demonstrate leadership in promotion of physical, mental, social, and spiritual health across the life span within diverse cultures.
5. Provide collaborative and innovative leadership to coordinate and delegate care of clients and to manage health care systems.
6. Develop practice environments that exemplify the caring behaviors of acceptance, respect, and empathy.

Learning outcomes for every course in the curriculum have been written to assure achievement of these program outcomes.

Nursing Courses in the MSN Curriculum

Previous college-level courses will be evaluated to assure completion of an undergraduate or graduate-level statistics course that will fulfill the prerequisite requirement for NURS 6323. While students may begin the MSN program without a statistics course, they cannot progress to NURS 6323 without it.

A maximum of six credit hours of previous study at the master's level may be accepted as transfer credit on a case-by-case basis. This process is to precede the finalization of the formal Degree Completion Plan. Students will be responsible for information covered in these classes and will be asked to demonstrate comprehension of this information throughout the MSN program. The student must submit a Student Petition to the Graduate Specialist to request that such hours be considered for transfer.

A maximum of 6 transfer credit hours with grades of at least a B (3.0) are allowed for any MSN pathway program and only by permission of the appropriate program chair. A master's degree is required for entry into all of the certification programs; a master's degree and certification as a nurse practitioner are required for admission into one of the nurse practitioner certification tracks. Transfer or prior learning credit is approved prior to initial enrollment. Each student enrolled in the MSN program or Post-Master Certificate track shall have a current, unencumbered Registered Nurse license. Students in the advanced practice tracks must have a current, unencumbered Oklahoma Registered Nurse license and be certified in another advanced practice specialty.

RN-to-MSN Option

Registered Nurses, who have bachelor's degrees in non-nursing fields from accredited institutions recognized by Oklahoma City University and meet MSN admission requirements, may bypass the BSN and progress directly to the MSN courses by first taking the following BSN-level courses and earning grades of at least C (2.0).

NURS 4403 RN-BSN Health Assessment
NURS 4605 RN-BSN Community Health Nursing
NURS 4805 RN-BSN Nursing Leadership

Graduation Requirements

The general academic and graduation requirements are presented in the *OCU Graduate Catalog*. These requirements must be completed within a five-year period from the date of the first day of class for the first MSN course attempted. Procedure as established by the Registrar's Office will be followed for authorizing completion of all requirements and eligibility for graduation. It is the student's responsibility to obtain the required signatures and releases for graduation. Failure to complete the process will delay posting of the degree and the release of the diploma and official transcript verifying degree completion. Purchase or rental of doctoral regalia is the responsibility of the student. The OCU Bookstore is available to assist the student in the process.

In order to qualify for a Master of Science in Nursing degree, the following must be satisfactorily completed:

- All required course work.
- A University Graduation Application form processed through the Graduate Programs Specialist.
- The MSN scholarly project.
- The "MSN Project Completion Approval Form" submitted no less than 14 days prior to the last class day of the semester of intended graduation to the KSN Chair of Graduate Education.
- Submit an electronic version of approved final project to Program Chair.

- Any other requirements outlined in the project submission process (provided to students by the Graduate Program Specialist)

3-B. Policies & Procedures: Doctoral Students

Program Learning Outcomes for the Doctoral Programs

The American Association of Colleges of Nursing (AACN) provides indicators of quality for all levels of professional nursing education. The indicators for doctoral education are well-organized and widely available as online publications: *The Indicators of Quality in Research-Focused Doctoral Programs in Nursing* (AACN, 2001), *The Essentials of Doctoral Education for Advanced Nursing Practice* (AACN, 2006), ,*Common Advanced Practice Registered Nurse Doctoral-Level Competencies (AACN, 2017), Adult-Gerontology Acute Care Nurse Practitioner Competencies (AACN, 2021), Adult Gerontology Acute Care and Primary Care NP Competencies (NONPF, 2016), Nurse Practitioner Core Competencies (NONPF, 2017), and Population-Focused Nurse Practitioner Competencies (NONPF, 2013).* These publications provide benchmarks for performance and achievement, and set standards for faculty and infrastructure resources. All accrediting organizations for nursing education (Accreditation Commission for Education in Nursing, the Commission for Nursing Education Accreditation, and the Commission on Collegiate Nursing Education) accept the AACN standards as appropriate measures of excellence. Kramer School of Nursing used these standards in designing the doctoral programs and continues to use them in ongoing quality improvement.

Program Learning Outcomes of the Doctor of Philosophy (PhD) Degree

The PhD graduate of Kramer School of Nursing will function as a professional nurse able to:

1. Create and sustain environments exemplifying professional, ethical, and legal nursing practice.
2. Design, implement, and evaluate comprehensive education, clinical practice, administration, and/or research programs based upon advanced theoretical knowledge that promote health, enrich the environment, and advance the nursing profession.
3. Design, implement, and evaluate nursing research to establish evidence-based practices using critical thinking frameworks for problem solving and making effective clinical, educational, administrative, and/or research judgments.
4. Advance the scholarship of nursing through the promotion of physical, mental, social, and spiritual health across the life span within diverse cultures.
5. Integrate research and advanced theoretical knowledge to promote interprofessional collaboration and provide transformational leadership within health care systems.
6. Guide, mentor, and support individuals and groups to create practice environments that exemplify the caring behaviors of acceptance, respect, and empathy.

Program Learning Outcomes of the Doctor of Nursing Practice (DNP) Degree

The DNP graduate of Kramer School of Nursing will function as a professional nurse able to:

1. Create and sustain environments exemplifying professional, ethical, and legal nursing practice.
2. Design, implement, and evaluate comprehensive education, advanced clinical practice, administration, and/or research programs based upon advanced theoretical knowledge, national practice standards and/or clinical practice guidelines that promote health, enrich the environment, and advance the nursing profession.
3. Examine, implement, and evaluate nursing research and clinical practice guidelines to establish evidence-based advanced clinical practices using critical thinking frameworks for problem solving and making effective advanced clinical, educational, administrative, and/or evidence-based clinical practice policies and procedures.
4. Integrate the scholarship of nursing through the promotion of physical, mental, social, and spiritual health across the life span within diverse cultures.
5. Integrate research, advanced clinical practice guidelines, and theoretical knowledge to promote inter-professional collaboration and provide transformational leadership within health care systems.
6. Guide, mentor, and support individuals and groups to create advanced clinical practice

Learning outcomes for every course in the doctoral curricula have been written to assure achievement of these program outcomes.

Prior Learning Credit for Graduate-Level Courses

The process of granting graduate-level course credit for prior learning is a process designed to validate the equivalency of prior academic courses to courses in the graduate degree curriculum. The student provides objective, verifiable evidence of mastery of the designated course's content and achievement of the course objectives. Evidence would include a grade of B or higher and syllabus from course requested for credit.

The following steps and conditions apply in all cases:

1. Students wishing to apply for prior learning credit for a course must communicate this request to the appropriate program chair.
2. Credit for prior learning will not be posted on the graduate degree transcript until the student has passed 15 or more credit hours of courses taken at Oklahoma City University in the graduate program.
3. The student is to submit the applications for prior learning credit to the appropriate program chair.
4. No grade will be awarded for prior learning credit, and the credit will not be considered in calculating a GPA. The transcript will show the course number and title that the prior learning credit is replacing, along with a grade of "Credit." If the application is denied, no listing will be made on the transcript, and the student will take the course for a grade.

5. An application for prior learning credit may be made only once for a course.
6. No more than six credit hours of graduate-level work may be transferred for the MSN and MSN-DNP degrees. No more than nine credit hours of graduate-level work may be transferred for the BSN-DNP degree. No more than 33 credit hours of master's level coursework may be transferred for application toward completion of PhD requirements. No more than 15 credit hours of previous study at the post-master's or doctoral level may be accepted for the PhD degree.

Progression Requirements for Doctoral Students

Students in the PhD and DNP programs must maintain continuous enrollment in the program as specified in the individualized Degree Completion Plan. The PhD student has 10 years to complete the program, the MSN-DNP student has five years, and the BSN-DNP student has eight years. If the program is not finished within the designated time, additional coursework may be required, or the student may not be allowed to continue. If the student wishes to remain in the program, a formal written request for extension must be made by the student and approved by the Track advisor and Chair.

To progress, the student must have passed all prerequisite courses. To graduate, the student must have passed all required courses, have earned the necessary number of graduate hours, and have met all other graduation requirements. A grade below a B- (2.75) is considered failing in doctoral work. The student may retake one course. A second failure in that course or in another course will result in dismissal from the program.

The student may be placed on probation for violation of university student policies, including professional behavior expectations. Unprofessional behavior is defined by the *OCU Student Handbook* and the Oklahoma Board of Nursing. Should the student be placed on probation, the Chair of Graduate Education, the Dean or designee (or his/her designee), and/or the Chair of Advanced Practice Programs will meet with the student to inform the student of the reasons for probation. Appropriate other faculty may also attend. The student may have a non-legal nonparticipating support person present at the meeting. The "Notice of Placement on KSN Probation" form will be completed. One copy will be given to the student and one copy placed in the permanent student file. See Section 1.C. KSN Probation for steps to resolve probation.

Withdrawal and Leave of Absence

Standard university withdrawal policies and procedures will apply to students who choose not to finish the PhD, MSN-DNP, or BSN-DNP program (see Section 1-B. Withdraw and Readmission Policy for those procedures). The student is to meet with the appropriate program chair for an exit interview that will focus on the needs of the student and discussion of whether withdrawal or a leave of absence is better. Students who desire to remain in the program and need a one-semester leave of absence or who wish to revise their degree completion plan must submit the request in writing in a letter to the

appropriate program chair If the student is in good standing with the program and if the request is granted, a leave of absence may be taken. The time frame for the leave of absence will be considered on a case-by-case basis. The Chair will respond in writing to the student declaring the parameters of the leave of absence. A new degree completion plan must be created any time a change takes place, specifying the projected time to return and the new degree completion date.

Residency Requirements

Each student enrolled in a Nurse Practitioner track or DNP program shall have a current, unencumbered Registered Nurse license in Oklahoma or a multi-state compact license through the entirety of the program. The BSN-DNP program is designed for individuals who are committed to completing the professional doctoral degree through continuous enrollment in a four-year plan of study. Students in the PhD program must hold a current, unencumbered Registered Nurse license in the state in which they practice or the international equivalent for practice in their country of origin. For BSN-DNP and BSN-to-PhD students, 5000 and 6000-level courses will meet on-campus either weekly, bi-weekly, or monthly as determined by the individual plan of study. 7000 level classes and above meet in three-day intensive sessions in person each semester with additional requirements completed throughout the semester in varying formats.

The MSN-DNP and post-master's PhD programs are designed for individuals who work full time and who may or may not be geographically located within driving distance of OCU. Therefore, the residency requirement will be met by maintaining year-round (including summers) continuous enrollment (unless on an approved leave of absence or as designated on their DCP) and by coming to campus for all the following:

- On-campus class meetings
- Oral defense of candidacy exam (PhD students only)
- Oral defense of DNP project (DNP students only)
- Oral defense of dissertation proposal (PhD students only)
- Oral defense of dissertation (PhD students only)
- Other visits to campus required by faculty that are approved by the program Chair

Program Completion

All doctoral programs require a culminating product that shows the student's ability to synthesize knowledge in a new, original way as a type of scholarly work. Since the PhD is a research doctorate, a research study will be presented as a dissertation. For the DNP, a project that demonstrates the student's mastery of doctoral theory through a venture that identifies a practice problem and proposes an original solution that is based on the research of others will be completed. Procedure as established by the Registrar's Office will be followed for authorizing completion of all requirements and eligibility for

graduation. It is the student's responsibility to obtain the required signatures and releases for graduation. Failure to complete the process will delay posting of the degree and the release of the diploma and official transcript verifying degree completion. Purchase or rental of doctoral regalia is the responsibility of the student. The OCU Bookstore is available to assist the student in the process.

Policies and Procedures Specific to DNP Students

MSN-DNP

The MSN-DNP track at Kramer School of Nursing is a clinical, community-based public health, or administrative practice-focused program designed to educate nurses to apply research and function at an advanced level of client care or administration of client care services in a chosen area of expertise. The MSN-DNP track is designed to create expert clinicians/administrators with the abilities to affect health care of clients positively, provide leadership in health policy, and translate research into evidence-based practice. Students are provided the opportunity to expand and refine clinical skills by designing advanced practicum experiences that meet their goals. The MSN-DNP tracks at OCU will require 30 credit hours post-master's degree and post-APRN or other approved certification and licensure.

Refer to the current Oklahoma City University Graduate Catalog for information about each program track.

A maximum of 6 transfer credit hours with grades of at least a B (3.0) are allowed for any MSN-DNP track and only by permission of the appropriate program chair. Transfer or prior learning credit is approved prior to initial enrollment.

BSN-DNP Program/FNP, AGACNP, or PMHNP Track

The BSN-DNP program with a focus on the Family Nurse Practitioner, Adult Gerontology Acute Care Nurse Practitioner or Psychiatric Mental Health Nurse Practitioner at Kramer School of Nursing is a clinical practice-focused program designed to educate students with a bachelor's degree in nursing to advanced clinical practice. Students will learn to apply advanced critical thinking skills and judgment in managing patients with acute and chronic conditions and function at an advanced level of client care and services in the setting appropriate for their chosen track. The DNP program is designed to create expert clinicians with the abilities to affect health care of clients and communities positively, provide leadership in health policy, and translate research into evidence-based practice. Students are provided the opportunity to develop and refine clinical skills through advanced practicum experiences. BSN-DNP/NP students will take graduate and doctoral level classes and gain 1,000 hours in clinical settings focusing on patient care and the DNP Project. Students must earn at least 80% of the points possible on course exams before other points will be considered in calculation of the course grade. Failure to achieve an average of 80% or higher on examinations will result in a final course grade equal to the

average of the exam scores. Students will need to maintain Oklahoma RN licensure in order to participate in their clinical settings as an FNP, AGACNP, or PMHNP DNP student. Upon graduation, students will be eligible to sit for certification exams to enable them to practice as a Family Nurse Practitioner, Adult Gerontology Acute Care Nurse Practitioner, or Psychiatric Mental Health Nurse Practitioner.

A maximum of 6 transfer credit hours with grades of at least a B (3.0) are allowed for any DNP pathway program and only by permission of the Chair of Advanced Practice Nursing. Transfer or prior learning credit is approved prior to initial enrollment.

Post-DNP Certificate Clinical Research Methods

A 15 credit post-DNP certificate is offered to provide this population with knowledge and skills to conduct original research.

Refer to the current Oklahoma City University Graduate Catalog for information about each program track.

DNP Project

DNP students are to begin preparing a project proposal during the Translational Research and Evidence-Based Practice course (NURS 7253). Once the student has selected the topic and begun developing the proposal, s/he is to select an appropriate committee Chair and two committee members with expertise relevant to the topic. Committee members must have doctorates or MSN prepared Advanced Practice faculty. Committee members may be full- or part-time faculty from any discipline relevant to the project, and may be from OCU or another university. Any non-nursing or non-OCU committee members requested must be approved by the Chair of Advanced Practice.
The project Chair will advise and approve the student's writing of the proposal, assist with obtaining needed approvals and funding (if any), implementation of the project, and writing of the project paper. The Chair will also convene the project committee for oral defense of the completed project. The presentation is open to the public.

The defense presentation should last 30 - 60 minutes. The student is expected to use visual aids or media. The committee will then be allowed to ask questions and may or may not permit questions from the audience. At the end of the defense the audience and the student will be dismissed for the committee to discuss the decision. The decision of the majority will stand. The committee's decision will immediately be shared with the student. The committee will have the following options:

1. Accept and pass unconditionally

2. Accept and pass with minor revisions of the project that are to be submitted to the committee Chair within 14 calendar days, allowing the student to complete the DNP that same semester, if possible
3. Unsuccessful completion, meaning the project paper needs changes that will take longer to complete and another oral defense is required

At the conclusion of a passing defense, the committee will sign the "Project Approval Form" and submit it to the KSN Chair of Advanced Practice Programs and then to the KSN Dean for signatures. The student will then meet with the Graduate Specialist to review requirements for completing the submission process for binding through the Dulaney-Browne Library and electronic publication. The defense process and all required documentation must be submitted at least three weeks prior to the end of the semester during which the student wishes to graduate. Any additional personal copies ordered will be forwarded to the student.

Policies and Procedures Specific to PhD Students

The PhD program at Kramer School of Nursing is a research-focused program designed to prepare graduates to extend nursing knowledge through independent research and creative scholarship in clinical and academic settings. The PhD in nursing curriculum for Oklahoma City University is designed to create nurse scholars who possess an expert body of knowledge and research skills to contribute further to that body of knowledge. This expertise is gained through coursework in science and theory development, research design and analysis, and a cognate focus or foci of the student's choice. KSN has a history of excellence in producing master's-level nurse educators; doctoral level courses have been created to build on that foundation with a nursing education cognate. Students may, however, choose from additional cognates focusing on research design and methodologies beyond the required PhD coursework or organizational leadership. Depending on the student's prior degrees and work experience, a combination of all three of these areas can be taken to meet student-specific interests within the degree curriculum with the approval of the advisor and KSN Chair of Graduate Education.

The PhD program will require a minimum of 90 credit hours post-baccalaureate. Students with a master's degree may be admitted directly to the PhD program. Students with an undergraduate degree are eligible for the BSN-to-PhD pathway. Students with a graduate degree can receive as many as 33 credit hours toward the 90 credit hours total, whether their master's degrees are in nursing or in a relevant field. Breakdown of the remaining 57 credits is as follows:

- Core courses: 18 credit hours
- Cognate (focus area) courses: at least 15 credit hours per cognate/elective
- Research and statistics courses: 24 credit hours, of which at least 12 must be in Dissertation Seminar and Dissertation

A maximum of 15 transfer hours with grades of at least a B (3.0) are allowed and only by permission of the Chair of Graduate Education. Transfer credit or prior learning is approved prior to initial enrollment. Refer to current Oklahoma City University graduate catalogue to view course tracks, courses, and course descriptions.

BSN-to-PhD

This option is designed for individuals with strong academic backgrounds. It is a direct entry option for those who have strong interests in research and/or an academic career. The degree plan for this program combines the MSN and PhD curriculum as previously identified.

PhD Candidacy

The purpose of the Candidacy Exam is to demonstrate the student's ability to synthesize information learned in the doctoral courses taken to that point and readiness for the dissertation. Candidacy exams will not be required of DNP students. PhD students are to enroll in Candidacy and take their candidacy exams after completing all required (non-dissertation) courses, but before taking NURS 9903 Dissertation Seminar. The student will answer questions that will be individualized addressing three areas:

- Theory and philosophy
- The focus area(s) of concentration
- Research designs and methods that might be used to investigate the problem identified by the student for study

The student will be allowed to write the Candidacy Exam as a take-home test and may use all resources available but must write the answers without assistance from and without editing by another person. The answer to each question may not exceed 5,000 words and must be submitted electronically in APA format.

Within two weeks after submitting the written portion of the Candidacy Exam, the student will be notified if s/he is eligible for the oral examination. The faculty appointed to read and hear the Candidacy Exam answers will include the faculty advisor and two other graduate faculty members selected by the student or appointed by the program Chair. The ruling of the majority of the three faculty members will stand. One of three possible rulings can be made:

1. The student has earned candidacy status and may proceed with fulfilling the degree completion plan.
2. The student has not yet achieved candidacy status but has the potential to do so. The ruling will include what additional course work must be completed before retaking the Candidacy Exam. A student is allowed a maximum of three attempts to pass the Candidacy Exam. Ineligibility to

present the oral examination, after submitting the written portion of the Candidacy Exam, will count as a failure. Failure of the third attempt will result in dismissal from the program.

3. The student will not be allowed to continue in the program. Students who cannot demonstrate the ability to synthesize doctoral level information and/or fulfill a dissertation on the Candidacy Exam will be dismissed.

PhD Dissertation

PhD students are to begin preparing a dissertation proposal during the research courses NURS 8103 Qualitative Research Methods and/or NURS 8203 Quantitative Research Methods. Once the student has selected the research topic and has begun developing the proposal, s/he is to select an appropriate dissertation committee Chair and two committee members with expertise relevant to the topic or the research methodology. The Chair must hold a research doctorate and be on the full-time faculty of Kramer School of Nursing. Committee members must have doctorates, may be full- or part-time faculty from any discipline relevant to the dissertation, and may be from OCU or another university. Any non-nursing or non-OCU committee members requested must submit a current CV and be approved by the KSN Chair of Graduate Education.

The dissertation Chair will advise and approve the student's writing of the proposal, assist with obtaining all needed approvals and funding (if any), implementation of the research, and writing of the dissertation. The chair must approve, sign, and submit any required proposals sent to the IRBs. The Chair will also convene the dissertation committee for the oral defense of the written proposal and the final oral defense of the completed dissertation.

The student must pass the proposal defense and receive written approval of the proposal by the dissertation committee before proceeding with data collection or any implementation of the research. The proposal defense takes place during enrollment in NURS 9903 Dissertation Seminar and must precede enrolling in any dissertation credit hours. The proposal defense decision is pass/fail. The student is allowed one failure per topic. If a second proposal failure occurs, the student may be dismissed from the program or required to choose a new topic for research.

The student is eligible to enroll in dissertation hours after NURS 9903 Dissertation Seminar once the proposal defense is passed. The student must enroll in at least nine dissertation credit hours total (NURS 9913, 9923, 9933). If the dissertation research and/or manuscript preparation is not completed at the end of the nine credit hours, the student must enroll in at least one hour of dissertation (NURS 9941-3) per semester thereafter, including summers, until the PhD degree is finished. The student is to conduct original research, prepare the final dissertation product, and conduct the oral defense while actively enrolled in dissertation hours.

After receiving authorization from the dissertation Chair, the student may schedule the oral defense. The time must be mutually agreed upon by all members of the dissertation committee. The presentation is open to the public. The student is to submit a clean, current print copy and electronic copy of the dissertation to each committee member at least 14 days before the defense.

At the defense the student will have 60 minutes to present the research orally and should use visual aids or media as desired. The committee will then be allowed to ask questions and may or may not permit questions from the audience. At the end of the defense the audience and the student will be dismissed for the committee to discuss the decision. The decision of the majority will stand. The committee's decision will immediately be shared with the student. The committee will have the following options:

1. Accept and pass unconditionally
2. Accept and pass with minor revisions of the dissertation that are to be submitted to the committee Chair within 14 calendar days, allowing the student to complete the PhD that same semester if possible
3. Unsuccessful completion, meaning the dissertation needs changes that will take longer to complete and another oral defense is required

At the conclusion of a passing defense, the committee will sign the "Dissertation Approval Form" and submit it to the KSN Chair of Graduate Education and then to the KSN Dean for signatures. The student will then meet with the Graduate Specialist to review requirements for completing the submission process for binding through the Dulaney-Browne Library and electronic publication. This should occur at least three weeks prior to the end of the semester during which the student wishes to graduate. One copy of the bound dissertation plus any additional personal copies ordered will be returned to the student.

Appendix:

Forms

A. Forms Required for All KSN Programs

Oklahoma City University
Student Waiver and Release Agreement

I, _____, have agreed to participate in the Oklahoma City University's _____ program from __ _____ until _____ ("the Program"). In consideration for being permitted to participate in the program, I hereby agree and represent that:

- I have health insurance to provide adequate coverage for any injuries or illness that I may sustain or experience while participating in the program and have supplied proof of this insurance. By my signature below, I certify that I have confirmed that my health care coverage will adequately cover me for the duration of this program. I hereby release the University, the employees and or agents from any responsibility or liability for expenses incurred by me for illness or injuries during my participation in this program.
- I understand that, although the University will attempt to maintain the program as described in its publications and brochures, it reserves the right to change the program, including the itinerary, travel arrangements or accommodations at any time and for any reason, with or without notice, and that the University, or the employees or agents of the University, shall not be responsible or liable for any expense or losses that I may sustain because of these changes.
- I understand the University reserves the right to decline to retain me in the program at any time, should my actions or behavior, in the sole discretion of the University, be determined to impede or obstruct the progress of the program in any way.
- Furthermore, I grant Oklahoma City University permission to reproduce all photographs, video, movies, or sound recordings taken of me during the time I participate in the program.
- I understand that, although the University has made reasonable effort to assure my safety while participating in this program, there are unavoidable risks in travel and certain education activities and I hereby release and promise not to sue the University, or the employees and agents of the University, for any damages or injury (including death) caused by, derived from, or associated with my participation in the program, except for such damages or injury as may be caused by the gross negligence of willful misconduct of the employees or agents of the University.
- I agree that, should any provision or aspect of this agreement be found to be unenforceable, all remaining provisions of the agreement will remain in full force and effect.
- I represent that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this agreement, I have the right to consult with the advisor, counselor, or attorney of my choice.
- I agree that, should there be any dispute concerning my participation in the program that would require the adjudication of a court of law, such adjudication will occur in the courts of, and be determined by the laws of the State of Oklahoma.
- This agreement represents my complete understanding with the University concerning the University's responsibility and liability for my participation in the program, supersedes any previous or contemporaneous understandings I may have had with the University on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

- I represent that I am at least eighteen (18) years of age, or if not, that I have secured below the signature of my parent or guardian, as well as my own.

_____	_____
Student's signature	Date
_____	_____
Signature of parent or guardian (if required)	Date
_____	_____
Signature of other participant, if applicable (sponsor, guest, guide, etc.)	Date

Submit this signed form to your program specialist within one week of the first day of your first nursing course.

Request for Leave of Absence Form

Student name: _____ B#: _____

KSN program: ____Traditional Undergraduate BSN ____RN-BSN ____MSN ____DNP ____PhD

Type of leave requested: ____Personal
____Medical (attach documentation from health care provider)

Brief description of reason for request:

Semester(s) included in leave:

____Fall 20__

____Spring 20__

____Summer I 20__

____Summer II 20__

Date of planned return to KSN: _____

I understand I will be required to complete a new Degree Completion Plan upon return. If my leave exceeds the period designated above, I may not be granted continuance in the program.

_____ _____
Student's Signature Date

____Request approved ____Request not approved

_____ _____
Program Chair's Signature Date

Copy of form and plan to student. Original to student file.

Kramer School of Nursing Student Handbook

I acknowledge with the below signature that I have received an orientation to the KSN Student Handbook, including directions on how to access it online. I understand that I am responsible for compliance with the policies and procedures contained within the KSN Student Handbook.

_____	_____	_____
Student's Printed Name	Student's Signature	Date

Oklahoma City University
Kramer School of Nursing
Communication Tracking Form for Formal Complaint

Student's name	Issue

Formal Complaint
A formal complaint is a written statement of dissatisfaction that is presented to Kramer School of Nursing. In situations where the student believes an incorrect decision was rendered and thinks that the concern is of sufficient importance to pursue further, the student may proceed to submit written communication along with the Communication Tracking Form for Formal Complaints. The faculty or staff member then has five school days to respond to the student in writing or email. School days are defined as Monday through Friday when classes are in session, excluding breaks, final exam periods, and holidays. A copy of the communication and the Communication Tracking Form for Formal Complaints is to be signed and dated by the faculty or staff member, attached to the student's written communication, and placed in the student's file.

Grievance and Appeal of Formal Complaint
In situations where the student believes an incorrect decision was rendered and thinks that the matter is of sufficient importance to pursue further, the student may proceed to submit a written communication along with the Communication Tracking Form for Formal Complaints and
meet with the appropriate Chair, with both parties following the same procedure outlined above regarding a response deadline, communication, and record keeping. If the Chair is the person with whom the student has an issue, the process moves directly to the Dean. Issues not resolved then proceed to the Dean. The Dean's decision is final. All parties must follow the same procedure outlined below regarding a response deadline, communication, and record keeping.

These communication steps must be followed in the order shown below before proceeding to the appropriate university official or committee. Each KSN official must sign below prior to the student presenting the issue at a higher level. Students attempting to bypass a level without a signature from preceding officials will be referred back to the appropriate level. Steps 1and 2 below constitute a formal complaint. Step 3 begins the process for grievance and appeal of the formal complaint.

I have received or heard this student's formal complaint and have sent my written response to the student as specified above.

Step 1: Faculty/Staff member's name	Signature	Date
Step 2: Chair's name	Signature	Date
Step 3: Dean's name	Signature	Date

A copy of this form is to be placed in the student's file as each new signature is added.

Oklahoma City University
Kramer School of Nursing
Communication Tracking Form for Grade Appeal

_____
Student's name

A grade awarded by the course instructor is presumptively correct, and the instructor's determination is generally final. Other than for mathematical or data entry errors, no final grade can be changed except on proof of exceptionally egregious circumstances as defined below. If a student has reasonable grounds to believe that a final grade received for final academic judgment made with respect to him or her in any course or program of study was based on violation of established university policies, procedures, or regulations, substantial error, bias, or miscarriage of justice, the student may, within ten school days of the receipt of the final grade, initiate a grievance. School days are defined as Monday through Friday when classes are in session, excluding breaks, final exam periods, and holidays.

A student who wishes to appeal a grade must follow the procedure published in the current OCU catalog appropriate to his or her program. In situations where the student believes an incorrect grade was assigned, the student may proceed to submit written communication along with the Communication Tracking Form for Grade Appeals and meet with the course faculty to begin OCU's Informal Grievance Procedure. In situations where the student believes an incorrect decision was rendered and thinks that the appeal is of sufficient importance to pursue further, the student may proceed to submit written communication along with the Communication Tracking Form for Grade Appeals and meet with the appropriate Chair, with both parties following the same procedure outlined above regarding a response deadline, communication, and record keeping. If the Chair is the person with whom the student has an issue, the process moves directly to the Dean. Issues not resolved by the course faculty and Chair, then proceed to the Dean using the Formal Grievance Procedure in the OCU catalog.

Program Chairs, Deans, nor any university official has the authority to change grades, but can determine whether school or university policy has been followed properly in a fair manner in the delivery of courses and calculation of grades.

These communication steps must be followed in the order shown below before proceeding to the appropriate university official or committee. Each KSN official must sign below prior to the student presenting the issue at a higher level. Students attempting to bypass a level without a signature from preceding officials will be referred back to the appropriate level. Steps 1and 2 below constitute OCU's Informal Grievance Procedure. Step 3 begins the Formal Grievance Procedures process for grade appeals.

I have received or heard this student's grade appeal and have sent my written response to the student as specified above.

_____	_____	_____
Step 1: Faculty's name	Signature	Date
_____	_____	_____
Step 2: Chair's name	Signature	Date
_____	_____	_____
Step 3: Dean's name	Signature	Date

A copy of this form is to be placed in the student's file as each new signature is added.

E. Forms Required for Doctoral Projects/Dissertations

Oklahoma City University
Kramer School of Nursing

Project/Dissertation Committee Form

Student: _____ Date: _____

Mark one: ___ Project ___ Dissertation

Title: _____

The following hereby agree to serve on the committee:

_____	_____	_____	_____
Chairperson Name	Role	Signature	Date
_____	_____	_____	_____
Member Name	Role	Signature	Date
_____	_____	_____	_____
Member Name	Role	Signature	Date

Please indicate where these persons may be reached, if not Kramer School of Nursing faculty.

Original to the Graduate Specialist for student file
Copies to Committee Chairperson and student

Oklahoma City University
Kramer School of Nursing

Project/Dissertation Completion Approval Form

Student: _____ Date of oral defense: _____

Mark one: ___ Project
___ Dissertation

Title: _____

Decision of Committee:

___ Pass unconditionally. Student met all requirements and demonstrated achievement of the program goals.

___ Pass with revisions that, if submitted to the Chairperson within 14 days, will render the project finished. Student otherwise met all requirements and demonstrated achievement of the program goals.

___ Project/dissertation needs changes requiring an additional semester or longer, or student was unable to demonstrate achievement of program goals.

_____	_____	_____
Chairperson Name	Signature	Date
_____	_____	_____
Committee Member Name	Signature	Date
_____	_____	_____
Committee Member Name	Signature	Date

Original to the Graduate Specialist for student file
Copies to Committee Chairperson, Chair of Graduate Education, Dean, and student

Oklahoma City University
Kramer School of Nursing

Acceptance Sheet for Project/Dissertation

Title: _____

Student's Name: _____

_____	_____	_____
Committee Chairperson (name)	Signature indicating approval	Date
_____	_____	_____
Committee member (name)	Signature indicating approval	Date
_____	_____	_____
Committee member (name)	Signature indicating approval	Date
_____	_____	_____
Chair of Graduate Education (name)	Signature indicating approval	Date
_____	_____	_____
Dean (name)	Signature indicating approval	Date