Oklahoma Baptist University

College of Graduate and Professional Studies

Master of Science in Nursing

Student Handbook
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Section I: Academic Policies
Academic Advisement
Students are assigned an academic advisor upon admission who assists them with planning their program of study. Students and advisor discuss the terms of the program requirements at appropriate intervals throughout the program. Advisors advise students on meeting the program requirements; however, it is the student’s responsibility to schedule advising appointments and to complete all degree requirements.

Students enrolled in online courses may make arrangements for a Virtual Chat or telephone call with advisor at a mutually agreed upon time. Students may also access advisor via OBU email.

The College of Graduate and Professional Studies Dean can assist with non-academic concerns if the student desires.

Cell Phone Usage
In order to maintain an optimal environment for learning, cellular phones should be turned off or set to vibrate during class. In the rare event that a student feels it will be necessary to take a phone call during class time, notice should be given to the professor in advance, as a courtesy. If a student receives a call, it is appropriate to leave the room then answer the call.

Class Participation
Because of the accelerated nature of course scheduling and the importance of team-building among cohort peers in the College of Graduate and Professional Studies Programs, it is essential that students participate in class regularly. When extenuating circumstances arise forcing a student to miss class, notice should be given as soon as possible to the faculty member as well as the College of Graduate and Professional Studies office.

In online courses, regular and consistent participation is expected of all students. If the student is unable to participate in discussion board or complete an assignment, he/she should make arrangements with the faculty in advance. The student is expected to look for any announcements and to monitor/participate in discussions as outlined in course syllabi.

Responsibility for fulfilling all course requirements lies with the student. Faculty members have the option of granting make-up assignments or exams for missed class periods.

Conditional Admission Policy
Applicants who score below the minimum Admission Index, but have relevant work experience since receiving the bachelor’s degree, and who are otherwise judged qualified, may be admitted conditionally. The conditional status will be dropped if, after the completion of 9 credit hours, the student will have maintained a GPA of at least a 3.0. Failure to maintain this GPA will result in the student’s withdrawal from the program.
Discussion Forum Guidelines

Participation in the discussion forums is critical for maximizing learning experiences in any online course. In this course, students are required to be a part of an online community of learners who collectively interact through discussion to enhance and support the professional performance of each other. Part of the assessment criteria for the course includes evaluating the quality and quantity of your participation in the discussion forums.

The course faculty will monitor student discussions for consistency with the process and content with the objectives for the forum, but faculty will not address every single post in most cases. S/he might share a related idea, intervene when the discussion goes off-track, or tie student comments together to help deepen student understanding of learning outcomes. Faculty will check the discussions periodically during the week.

Some characteristics considered to be part of excellent discussion contributions are outlined below. These characteristics will be considered when assessing the quality and level of student participation.

- Posts and responses should be thorough and thoughtful. Just posting an “I agree,” or “Good ideas” will not be considered adequate. Support statements with examples, experiences, and references. It is expected that in your initial post, you will include at least one citation from the assigned reading and one citation from a peer-reviewed journal article which relate to the discussion.
- Be brief. Keep each post and response to one or two paragraphs, for approximately 200-250 words.
- Make certain that all posts and responses address the question, problem, content, or situation as presented for discussion. This does not mean you should not extend the topic, but do not stray from the topic and its associated content.
- Add to the discussion by including prior knowledge, work experiences, references, web sites, resources, etc. Give credit when appropriate.
- Contributions to the discussions (posts and responses) should be complete, and free from grammatical, spelling, sentence structure, and APA citation errors.
## Discussion Forum Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>____ Points</th>
<th>____ Points</th>
<th>____ Points</th>
<th>____ Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quality</strong></td>
<td>Posts are well-developed and answers provide clear evidence of critical thinking and in-depth analysis.</td>
<td>Posts show some development, and some critical thinking and analysis is evident in answers.</td>
<td>Posts show nominal development and only the beginnings of critical thinking and analysis.</td>
<td>Posts show no development and are mostly reiteration of what the textbook or others have said.</td>
</tr>
<tr>
<td></td>
<td>Questions or observations add greater depth to the discussion by introducing new ideas, resources, and/or examples.</td>
<td>Questions and observations add to the discussion by expanding the ideas of others.</td>
<td>Contributions (questions or observations) do not clearly add to the discussion.</td>
<td>Initial post does not meet the minimum of 200 words.</td>
</tr>
<tr>
<td></td>
<td>Initial substantive post is a minimum of 200 words.</td>
<td>Initial post does not meet the minimum of 200 words.</td>
<td>Initial post does not meet the minimum of 200 words.</td>
<td>Initial post does not meet the minimum of 200 words.</td>
</tr>
<tr>
<td></td>
<td>The post is supported by citations from the required readings and at least 1 additional reference.</td>
<td>The post is supported by citations from the required readings and at least 1 additional reference.</td>
<td>The post is supported by only 1 peer-reviewed reference.</td>
<td>No quality sources/references/citations were used.</td>
</tr>
<tr>
<td></td>
<td>Student is absent in the discussion forum activities during the week.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criteria</td>
<td>_____ Points</td>
<td>_____ Points</td>
<td>_____ Points</td>
<td>_____ Points</td>
</tr>
<tr>
<td>--------------------------</td>
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</tr>
<tr>
<td>APA Format</td>
<td>All citations are referenced and all references are cited.</td>
<td>All citations are referenced and all references are cited.</td>
<td>All references are not cited. All citations are not referenced.</td>
<td>References are not cited at all. Incorrect APA format is used when citing and referencing.</td>
</tr>
<tr>
<td>(There will be no point deduction for incorrect indent, spacing, and hyperlinks in discussion postings.)</td>
<td>Correct APA format is used when citing and referencing.</td>
<td>Incorrect APA format is used when citing and referencing.</td>
<td>Incorrect APA format is used when citing and referencing.</td>
<td>Incorrect APA format is used when citing and referencing.</td>
</tr>
<tr>
<td>Grammar, Spelling, Sentence Structure</td>
<td>Initial post and all responses are free of grammar, spelling, and sentence structure errors.</td>
<td>Initial post is free of grammar, spelling, and sentence structure errors.</td>
<td>Initial post and responses have 5 or less grammar, spelling, and sentence structure errors.</td>
<td>Initial post and responses have more than 5 grammar, spelling, and sentence structure errors.</td>
</tr>
<tr>
<td>Timeliness</td>
<td>Initial substantive posting is submitted prior to required due date.</td>
<td>Initial substantive posting is submitted by due date.</td>
<td>Initial substantive posting is submitted by one day after due date.</td>
<td>Initial substantive posting is submitted two days after due date.</td>
</tr>
<tr>
<td>Criteria</td>
<td>Points</td>
<td>Points</td>
<td>Points</td>
<td>Points</td>
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</tr>
<tr>
<td><strong>Interaction</strong></td>
<td>Responds to a minimum of two other classmates’ initial posts, using at least 50 words which are thoughtful and extend the depth of the issue in discussion. Responses posted prior to required due date.</td>
<td>Responds with some depth to a minimum of two other classmates’ initial posts, using 40 words or less. Responses posted by due date.</td>
<td>Responds to only one other student’s initial post with minimal engagement or depth using fewer than 40 words. Response posted after due date.</td>
<td>Engagement limited to a response to other students’ secondary posts only. Responses posted last three hours of module.</td>
</tr>
</tbody>
</table>

Total Points: ____
Grade Appeals

In the case of a grade appeal, the student shall be considered to have an authentic grievance when he/she can demonstrate that his/her grade for a course has been adversely affected because a faculty member has:

1. Made an error in the calculation of the grade or has made an error in reporting the grade to the Registrar;
2. Made an arbitrary, prejudiced, or capricious evaluation of the student;
3. Created and enforced course policy that is arbitrary, prejudiced, or capricious;
4. Failed to notify (or make a reasonable attempt to notify) the student in a timely manner of course requirements, policies, and/or penalties;
5. Failed to notify (or make a reasonable attempt to notify) the student in a timely manner of failure to achieve educational objectives;
6. Infringed upon the contractual rights of the students as delineated in the course syllabus, the Catalog, or other University policy documents;
7. Violated the civil or human rights of the student as defined by law.

Grade appeals should begin by the student contacting the faculty member to attempt resolution. The first contact must be made within 10 working days of the date that final grades are posted. If the faculty member is unavailable, the student should contact the Academic Dean to petition for an extension. If the initial consultation does not result in a satisfactory outcome, the student may request a conciliatory conference with the Dean of the Graduate College, the Academic Dean and the faculty member. Such a request must be made in writing within five working days after the initial consultation with the faculty member. Should the conciliation conference not yield a satisfactory result, the student may request a formal hearing. A written request for a formal hearing must be submitted by the student within 10 working days after the conciliation conference. The written request must be submitted to the Chief Academic Officer. The petition must include detailed factual data and other information that the petitioner deems pertinent to his/her case, including an account of the informal procedures and why the attempted resolution was unsatisfactory.

Within five working days after receiving the student’s petition, an ad hoc hearing committee shall be formed. The Chief Academic Officer shall select two graduate school faculty members. The Dean of the Graduate College shall select two graduate students. The ad hoc hearing committee will select an additional faculty member to be a non-voting chairman. No person with a conflict of interest shall be selected. The hearing shall be within 10 working days of the selection of the ad hoc hearing committee at a time and place determined by the Chief Academic Officer and communicated to all parties through his/her office.

The ad hoc hearing committee will not be bound by strict rules of legal evidence. Serious efforts will be made to obtain the most reliable evidence. The decision will take the form of finding of fact, conclusions, and a recommended disposition of the appeal. The findings of fact, conclusions, and recommended disposition must be based solely on the hearing records and pertinent University policies and procedures. The findings, conclusions, and recommendations shall not be inconsistent with applicable provisions of local, state, and federal law.

The following rules and procedures will apply to all grade appeals:
A. Time limits may be extended by the Chief Academic Officer when he/she considers the reasons for an extension to be warranted. However, a grade appeal should be resolved within six months.

B. The committee shall be provided copies of all written correspondence that have been exchanged relative to the appeal. These materials shall be collected by the Chief Academic Officer and given to the Chairman of the committee.

C. All proceedings shall be closed to anyone except the participants and the committee. The committee will review written documentation and hear oral statements from the two parties. At the discretion of the Chair, other students or faculty members may be invited for a portion of the hearing to provide relevant information.

D. All proceedings and records of proceedings shall be confidential.

E. A tape recording or video recording of the formal hearing will be made by the University. A transcript shall be provided at the expense of the party or parties requesting it.

F. All formal hearing documents shall be kept in the confidential files in the office of the Chief Academic Officer. The ad hoc hearing committee will present its decision in writing within five working days to all parties and to the Chief Academic Officer. Should the student initiate court action, the University reserves the right to discontinue internal procedures or to continue same to complete a record as the case warrants. The ad hoc hearing committee may decide:
   - To uphold the grade assigned by the faculty member;
   - Suggest that the faculty member or the Chief Academic Officer change the student’s grade; or
   - To negotiate a mutually acceptable compromise between the student and the faculty member.

At least three of the four voting members of the committee must concur that the grade should be changed before a decision is made to change a grade.

Grade Reports
Grades are issued within 10 days of the close of a course. All grade reports are issued online. Students can access final grades on Banner at https://banner.okbu.edu.

Graduate Academic Dishonesty Policy
The University maintains a strict policy concerning academic dishonesty, which includes cheating, plagiarism, giving or acquiring assistance on an examination or paper when expressly forbidden by the instructor, and any other practices which demonstrate a lack of academic integrity. Cheating occurs any time a student uses deception in order to avoid fulfilling the specific requirements of an assignment or course and/or in order to receive a higher grade than he/she might otherwise receive. Plagiarism occurs when a student appropriates passages or ideas from someone else’s writing into his/her own without providing proper documentation and/or without using quotation marks to indicate when he/she is directly quoting or using ideas from a source. The responsibility lies with the student to know and adhere to principles of academic honesty.
Graduation Requirements

- Completion of required 35 credit hours of coursework for MSN program
- Cumulative grade point average of 3.0 in all College of Graduate and Professional Studies coursework with a maximum of two C's and no D's
- Fulfillment of all financial obligations to the University
- Payment of graduation fee
- Approval by the Graduate Council, excluding student membership

Group Work Expectations

It is the expectation of the College of Nursing that when group projects as assigned, all group members contribute in a timely manner his/her share of high-quality work.

Non-Degree-Seeking Students

Non-degree-seeking students requesting admission into a Certificate Program must meet the following admission requirements:

- Masters in Nursing from a program accredited by an approved nursing accrediting body
- Official transcript reflecting work from the accredited college of nursing where the Masters of Science in Nursing degree was awarded. These must be mailed to: OBU Graduate School, 3800 N May Ave., Oklahoma City, OK 73112
- Completed application form
- Current license to practice professional nursing in the United States

Non-degree-seeking students who are not enrolling in a Certificate Program must meet the following admission requirements:

- Baccalaureate in Nursing from a program accredited by an approved nursing accrediting body.
- Completed application form
- Current license to practice professional nursing in the United States

Non-degree-seeking students who wish to matriculate into a degree-seeking program must apply and meet all admission requirements for that degree. Courses taken by a non-degree-seeking student will apply to degree requirements when applicable to the degree program.

Non-degree-seeking students are not eligible for financial aid.

Non-degree-seeking students may take no more than 10 credits before applying for full admission to the College of Nursing.
Non-Discrimination Policy
Oklahoma Baptist University strives to maintain high standards of professional ethics in an atmosphere in which individuals do not abuse their personal authority or power in interpersonal relationships.

The OBU College of Graduate and Professional Studies is committed to maintaining a humane atmosphere in which the race, color, gender, age, national origin, marital status, and cognitive or physical disability are not disparaged. The University will not tolerate language or behavior directed against particular persons or groups the intent of which is to degrade, humiliate, embarrass, frighten, or otherwise dehumanize.

Recording and Transmission Devices
The use of recording and transmission (including cell phones) devices in the classroom by students without authorization from the instructor or the Graduate College office is prohibited. The participation of individual students in class should not be recorded without their permission. Any authorization for the use of recording devices in the classroom or online by students carries with it the following limitations:

- Recordings shall be used only for the student’s private study.
- Information from the recordings shall not be made available to other persons not enrolled in the course; and
- All recordings shall be destroyed at the end of the semester. This includes any course-related or student work.

Requirements for Grade Point Average (GPA)
A cumulative GPA of 3.00 or above is required in order to earn the graduate degree. A maximum of two C’s and no D’s may count toward the degree. If the cumulative GPA falls below 3.0 after the completion of nine credit hours, the student will be placed on academic probation for the following twelve credit hours or until the student’s cumulative grade point average is at least 3.00, whichever is shorter.

Failure to reach the above minimum within the next twelve credit hours will result in the suspension of the graduate student from the University. Notification will come from the chief academic officer. Graduate students under academic suspension normally may apply to the chief academic officer for reinstatement. Reinstatement of the graduate student is not automatic but depends on the quality of evidence submitted to the chief academic officer, in consultation with the appropriate academic dean to justify belief that normal progress may be made toward satisfaction of degree requirements. Reinstated graduate students must pass all courses attempted for each succeeding semester with a course grade no lower than B or a second suspension will result.

Graduate students who have earned the requisite number of semester hours for the degree but have not reached a 3.00 cumulative GPA are required to satisfy quality point deficiencies through enrollment in courses of graduate level (i.e. courses numbered 5000 or above) as approved by his/her academic dean.
Special Services
The College of Graduate and Professional Studies provides support services to students with disabilities. The School is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. If you have a need for services due to disabilities, please contact the Dean of the College of Graduate and Professional Studies at 405.585.4601.

Transfer Credits
A maximum of six credit hours or two courses from an accredited College of Graduate and Professional Studies will be considered for transfer credit. Only grades of B or above will be considered, and coursework should have been completed within the last six years. Transfer credit requests will be carefully evaluated by the Dean of the College of Nursing, and are not automatically granted.
Section II: Curriculum and Course Information
Academic Paper Format
All graduate nursing students will be required to prepare formal papers using APA format according to the latest edition of the American Psychological Association publication manual.

Admission Requirements – MSN Program
- Admission to the OBU Graduate and Professional Studies program
- Current license to practice professional nursing in the United States kept on file with the University
- Successful completion of a basic statistics course
- A baccalaureate degree with an upper division major in nursing from a program accredited by an approved nursing accrediting body
- A minimum GPA of 3.0 in the last 60 hours of coursework toward the undergraduate nursing degree
- One year of work experience as a registered nurse preferred but not required for students enrolling in the Nurse Educator Track
- Application fee and deposit fee due at the time of application

Alternate Assignment Policy
In the event that the learning management system is down, students may submit assignments via faculty email to meet the assigned deadline. In the event that the student’s email system is also down, a 24-hours extension will be given to the student by the faculty to complete the submission.
Computer Specifications

Students should have a computer with high-speed Internet access. You will be required to watch videos, develop PowerPoint presentations, and engage in virtual sessions needing a webcam and access links outside of Learning Management System. Additional computer requirements will be outlined in course syllabi.

Recommended minimum requirements for student and instructor computers:

Installed Operating Systems
- Windows 7 or Windows 8
- Mac OSX 10.6 and newer
- To install programs, you must have an administrator-level login on the computer

Internet Connection
- 1.5-3.0 mps (megabits per second) This is a low-end DSL connection. Anything lower will prevent successful support using remote support software, or downloading updates to programs.
- Latest version of Firefox browser

Computer Hardware
- 2.0 Ghz Dual Core CPU
- 4 GB RAM
- 5 GB free space on hard drive
- XGA display monitor with 1024x768 resolution and 65,536 (16 bit) colors or better.
  Recommended: SXGA 1280x1024 or higher with true color (32 bit).

Note: If computers do not meet these requirements for RAM, operating system, and/or internet connection speed, technical support will be limited.

Recommended Items for Extended Support
There are times when your computer may have to be “refreshed” to operate correctly. One or more of the following items may be needed to provide full support for your issue:

- Valid operating system CD
- Factory restore CD
- Manufacturer’s warranty

Mobile Devices
Canvas has mobile apps available for these systems:

- iOS 7 and newer
- Android 2.3 and newer

Canvas-Supported Screen Readers for Those Who Have Difficulty Reading the Screen
- Macintosh – VoiceOver (the latest version for Safari)
- PC – JAWS (latest version for Internet Explorer 10 & 11 and Firefox)
- There is no screen reader support for Canvas in Chrome
These Operating Systems Are No Longer Supported by Microsoft (Limits Student Technical Support)

- XP, SP 1 – discontinued support as of 10/10/06
- XP, SP 2 – discontinued support as of 7/13/10
- XP, SP 3 – discontinued mainstream support as of 4/14/09
- XP, SP 3 – discontinued extended support as of 4/18/14
- Vista, SP 1 – discontinued support as of 7/12/11
- Vista, SP 2 – discontinued **mainstream** support as of 4/10/12 (paid extended support available from Microsoft)
Criteria for Grading

A-Level Performance
- Clearly stands out as an excellent performance
- Has unusually sharp insight into material and initiates thoughtful questions
- Sees many sides of an issue
- Articulates well and writes logically and clearly
- Integrates ideas previously learned
- Anticipates next steps in progression of ideas

A-level work could be put on reserve for all students to review and emulate. The performance of an A-level student is an example for others to emulate.

B-Level Performance
- Grasps subject matter at a level considered to be “good” to “very good”
- Is an active listener and participant in class discussions
- Speaks and writes well
- Accomplishes more than minimum requirements
- Work is of a high quality

B-level work indicates a high quality of performance and is given in recognition for solid work. A “B” is considered a high grade.

C-Level Performance
- Demonstrates a satisfactory comprehension of the subject matter
- Accomplishes only the minimum requirements
- Displays little to no initiative
- Communicates orally and in writing at an acceptable graduate level
- Has a generally acceptable understanding of all basic concepts

C-level work represents average work. A student receiving a “C” has met course requirements, including deadlines.

D-Level Performance
- Quality and quantity of work is below average
- Unable to demonstrate satisfactory comprehension of the subject matter
- Unable to accomplish the minimum requirements
- Unable to communicate orally and in writing at an acceptable graduate level
- Unable to understand basic concepts

D-level work does not meet minimum criteria.
Curriculum Map
All students take Common Core courses. Each student also takes the courses in his/her chosen area of emphasis.

E-Mail Communication
Students are responsible for checking their campus e-mail for class assignments and other announcements from the College of Nursing. All communication will be sent to the student’s OBU e-mail address. In online courses, faculty will be responsible to respond to students within 24 hours based on the parameters established by the faculty. Specific faculty availability will be included in the course syllabi.

Grading Scale
The following is the grading scale for the College of Nursing:

- A – 90-100%
- B – 80-89%
- C – 70-79%
- D – 60-69%
- F – below 60%

Late Assignments
Assignments must be posted by the due date and time identified by each course. For compressed courses, assignments that are more than 2 days late (including weekends) earn no points, with a 10% deduction for one day and 20% for the second day.

Learning Management System
Students will find syllabi and course materials online at the OBU course management system: [https://www.okbu.edu/academic-technology/learn.html](https://www.okbu.edu/academic-technology/learn.html).
# MSN Plan of Study

## Common Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 5003</td>
<td>Health Care and Nursing Informatics</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5023</td>
<td>Nursing Research: Evidence for Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5033</td>
<td>Philosophical Foundations of Professional Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5053</td>
<td>Nursing Leadership and Health Care Policy</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5513*</td>
<td>Advanced Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5523*</td>
<td>Advanced Pharmacology Applications</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5533*</td>
<td>Advanced Pathophysiology</td>
<td>3</td>
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</tbody>
</table>

## Specialty Track Courses

### Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 5113</td>
<td>Strategies and Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5123</td>
<td>Curriculum Design and Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5471</td>
<td>Advanced Nursing Practicum I</td>
<td>1</td>
</tr>
<tr>
<td>NURS 5483</td>
<td>Advanced Nursing Practicum II</td>
<td>3</td>
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Or

### Global/Public Health

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 5303</td>
<td>Global Health and Community Development</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5323</td>
<td>Cross-Cultural Care</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5471</td>
<td>Advanced Nursing Practicum I</td>
<td>1</td>
</tr>
<tr>
<td>NURS 5483</td>
<td>Advanced Nursing Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5603</td>
<td>Population-Based Health Promotion</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5613</td>
<td>Assessment of Communities</td>
<td>3</td>
</tr>
<tr>
<td>NURS 5623</td>
<td>Epidemiology</td>
<td>3</td>
</tr>
</tbody>
</table>

### Capstone

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 5981</td>
<td>Capstone Seminar</td>
<td>1</td>
</tr>
<tr>
<td>NURS 5993</td>
<td>Capstone Course</td>
<td>3</td>
</tr>
</tbody>
</table>

## TOTAL PROGRAM HOURS

**CREDITS: 35**

*Global Health students do not take NURS 5513, NURS 5523, and NURS 5533*
“Netiquette” for Online Environments

Students are expected to be respectful in the online environment. Each student is responsible to read comments of fellow students, be cooperative in group activities, and provide positive, timely, and constructive feedback. Students will be held to the Ten Core Rules of Netiquette as outlined at http://www.albion.com/netiquette/corerules.html.

Online Course Submissions

Central Standard Time in the United States is the accepted time zone for all courses submissions. Assignments must be posted by the due date and time identified by each course.

Requirements for Clinical Practicum Sites

Documentation of current American Heart Association CPR certification for health care providers (adults and children), immunizations, criminal background check, drug urine screen, health insurance, and professional liability insurance is required by all clinical agencies. From time to time additional requirements may be established by agencies in order to use these agencies for clinical practicum sites. Students are required to complete these requirements upon admission to the program.

A copy of documentation of clinical requirements should be uploaded to Castle Branch Document Manager by the student. All questions regarding clinical requirements should be referred to the Associate Dean. The college staff verifies that the documentation meets the requirements. Documents are maintained in the Castle Branch Document Manager Database.
RN-BSN/MSN Admission Requirements

Registered Nurses applying for the RN-MSN option must meet the following requirements for full admission to the upper-division nursing courses:

- Cumulative GPA of at least 2.8
- Complete online application and pay admission fee
- Complete OBU College of Graduate and Professional Studies admission requirements
- Graduation from a State Board of Nursing approved and/or an approved nursing national accrediting body. (For exceptions to this policy, see Academic Catalog.*)
- Proof of, and maintenance of, unencumbered licensure to practice as a Registered Nurse in Oklahoma and/or any other state
- For progression to MSN program, student must meet MSN admission criteria
- Credit for courses listed below will be held in escrow. The student will receive 44 credit escrow hours upon successful completion of the program.

<table>
<thead>
<tr>
<th>Total Hours Held in Escrow for RNs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NURS 1101</strong> – Nursing Seminar</td>
</tr>
<tr>
<td><strong>NURS 3523</strong> – Pathophysiology &amp;</td>
</tr>
<tr>
<td>Care of Adult Clients</td>
</tr>
<tr>
<td><strong>NURS 3233</strong> – Practicum: Acutely</td>
</tr>
<tr>
<td>III Adult</td>
</tr>
<tr>
<td><strong>NURS 3512</strong> – Pathophysiology &amp;</td>
</tr>
<tr>
<td>Care of the Pediatric Client</td>
</tr>
<tr>
<td><strong>NURS 3253</strong> – Practicum: Acutely</td>
</tr>
<tr>
<td>III Pediatrics</td>
</tr>
<tr>
<td><strong>NURS 3252</strong> – Application Lab</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>NURS 4143</strong> – Complex Care</td>
</tr>
<tr>
<td>Nursing</td>
</tr>
<tr>
<td><strong>NURS 4242</strong> – Practicum: Complex</td>
</tr>
<tr>
<td>Care</td>
</tr>
<tr>
<td><strong>NURS 4153</strong> – Chronic Conditions</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**TOTAL HOURS GIVEN: 44 credits**
Provide documentation of immunization requirements for assigned clinical experiences:
  o Hepatitis B vaccine with dates of each injection completed. A complete Hepatitis B vaccination series (series of 3) or declination waiver is required
  o Negative tuberculin skin test(s) (in conformity with the Oklahoma State Department of Health’s guidelines, as expressed at Oklahoma Administrative Code 310:667-5-4) or an annual negative symptom survey and provider validation with a negative chest X-ray every 5 years
  o Varicella (chicken pox) – a two-injection series; a written verification of varicella history, varicella vaccination, or a varicella titer by a physician or a physician’s designee
  o Measles, Mumps, and Rubella (MMR) vaccination(s) or positive titer(s), including two appropriately spaced does of the measles and mumps vaccines or positive mumps and measles titers
  o Tetanus-Diphtheria Pertussis (Tdap) Vaccine – routine booster of Td vaccine should be given at 10-year intervals
  o Seasonal influenza vaccinations and, at the request of the facility, vaccination for other strains of influenza
  o Any other immunizations that may be required by clinical agencies
• Basic Life Support and Automated Emergency Defibrillation CPR for Healthcare Providers (American Heart Association) that does not expire before the end of the semester
• Provide proof of personal health insurance and validation of health insurance annually
• Complete a criminal background check
• Complete drug screening

Program Completion
• Student must complete all required program pre-requisite courses for the RN-BSN program in order to graduate with a baccalaureate degree.

*OBU cannot accept course work credits from institutions not accredited by a Council for Higher Education Accreditation (CHEA) or United States Department of Education (USDE) recognized accreditation organization. Non-accredited institutions include vocational or trade schools and other institutions whose purpose and curricula indicate their restrictive nature. However, after earning 24 credit hours in residence at OBU with a GPA of 2.00 or higher, credits earned at a college or university not accredited by a CHEA or USDE recognized accrediting organization may be applied to the students’ OBU transcript as applicable credit for a degree (refer to Academic Catalog).
RN-BSN/MSN Plan of Study

Pre-Requisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>6</td>
</tr>
<tr>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>Diversity Course (foreign language, world religions)</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts/Humanities</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete the following courses with a minimum grade of “C”

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutrition &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>Microbiology and lab</td>
<td>4</td>
</tr>
<tr>
<td>Human Anatomy and lab</td>
<td>3-4</td>
</tr>
<tr>
<td>Human Physiology and lab</td>
<td>3-4</td>
</tr>
<tr>
<td>Introduction to General and Biological Chemistry and lab</td>
<td>4</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Basic Statistics</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>7-9</td>
</tr>
</tbody>
</table>

**Total..................................................................................................................................56-57 credits**

In addition to the above prerequisites, the following nursing courses are required for completion of the Bachelor of Science, RN option:

Undergraduate Nursing Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL 3076 – Biblical Ethics</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3313 – Research and Evidence for Health Care</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3323 – Professional Formation</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4123 – Nursing Management for Collaborative Practice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4234 – Practicum: Population-Focused Health</td>
<td>4</td>
</tr>
<tr>
<td>NURS 4533 – Community and Population Health</td>
<td>3</td>
</tr>
<tr>
<td>*NURS 4612 – Nursing Capstone</td>
<td>2</td>
</tr>
<tr>
<td>**NURS 5003 – Healthcare and Nursing Informatics</td>
<td>3</td>
</tr>
<tr>
<td>**NURS 5053 – Nursing Leadership and Health Policy</td>
<td>3</td>
</tr>
<tr>
<td>**NURS 5513 – Advanced Health Assessment</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total..................................................................................................................................30 credits**

*This course is only taken by students who choose to exit with a Bachelor of Science in Nursing degree. If you choose to continue with the MSN, you would receive credit for this course upon completion of the MSN.

**Graduate/Undergraduate Studies Concurrently (GUSC) awarded in MSN program
Total Hours to be Credited for Associate Degree or Diploma and RN Licensure*

NURS 1101 – Nursing Seminar
NURS 3011 – Assessment
NURS 3093 – Practicum: Mental Health
NURS 3163 – Care of Families
NURS 3171 – Pharmacology I
NURS 3182 – Pharmacology II
NURS 3223 – Psychopathology
NURS 3233 – Practicum: Acutely Ill Adult
NURS 3242 – Practicum: Childbearing Families
NURS 3252 – Application Lab
NURS 3253 – Practicum: Acutely Ill Pediatrics
NURS 3411, 3421, 4411, and 4421 – Simulation Labs I-IV (4 credits)
NURS 3512 – Pathophysiology and Care of the Pediatric Client
NURS 3523 – Pathophysiology and Care of Adult Clients
NURS 4143 – Complex Care Nursing
NURS 4153 – Chronic Conditions
NURS 4173 – Practicum: Long-Term Care
NURS 4242 – Practicum: Complex Care

Total Hours Given ........................................................................................................................................44
* The student will receive credit for these courses upon successful completion of the baccalaureate plan of study.

Total BSN Program Hours ................................................................................................................................130

MSN Courses

NURS 5003 – Health Care and Nursing Informatics** Credits: 3
NURS 5023 – Nursing Research: Evidence for Nursing Practice Credits: 3
NURS 5033 – Philosophical Foundations of Professional Nursing Credits: 3
NURS 5053 – Nursing Leadership and Health Policy** Credits: 3
NURS 5513 – Advanced Health Assessment** *** Credits: 3
NURS 5523 – Advanced Pharmacology Applications*** Credits: 3
NURS 5533 – Advanced Pathophysiology*** Credits: 3
NURS 5981 – Capstone Seminar Credits: 1
NURS 5993 – Capstone Course Credits: 3

**Graduate/Undergraduate Studies Concurrently (GUSC) awarded in MSN program

***Global/Public Health students do not take NURS 5513, NURS 5523, and NURS 5533.
Specialty Tracks

Nurse Educator

NURS 5113 – Strategies and Evaluation  
Credits: 3

NURS 5123 – Curriculum Design and Evaluation  
Credits: 3

NURS 5471 – Advanced Practicum I  
Credits: 1

NURS 5483 – Advanced Practicum II  
Credits: 3

Global/Public Health

NURS 5303 – Global Health and Community Development  
Credits: 3

NURS 5323 – Cross-Cultural Care  
Credits: 3

NURS 5613 – Assessment of Communities  
Credits: 3

NURS 5623 – Epidemiology  
Credits: 3

NURS 5471 – Advanced Practicum I  
Credits: 1

NURS 5483 – Advanced Practicum II  
Credits: 3

NURS 5603 – Population-Based Health Promotion  
Credits: 3

Total MSN Program Hours:...........................................................................................................35 Credits

TurnItIn Benchmark

Plagiarism is not tolerated within the OBU College of Nursing. The faculty uses a tool to detect plagiarism with the platform of www.Turnitin.com. This tool provides a measure of originality in terms of a percentage of how much a written assignment matches other publications such as websites, books, articles, and other student papers. Each faculty has the right to set an acceptable benchmark of originality expected as appropriate for a written assignment within a course. This will be clearly communicated to the students within the description and expectations of the assigned project.

Students also are not permitted to utilize any paraphrasing software to evade plagiarism-detection software.
Section III: Professional Organizations

Sigma Theta Tau International Honor Society

Sigma Theta Tau is the international honor society of nursing. Further information may be found at http://www.nursingsociety.org.

The purposes of Sigma Theta Tau are:

- To recognize superior achievement;
- To recognize the development of leadership qualities;
- To foster high professional standards;
- To encourage creative work; and
- To strengthen commitment to the ideals and purposes of the profession

Graduate nursing students who meet the membership requirements are nominated by the nursing faculty for membership in the Beta Delta chapter of Sigma Theta Tau International. Further information may be found at http://thecircle.nursingsociety.org/betadeltachapter/home.
Section IV: Program Overview
Accreditation

The baccalaureate degree in nursing and master’s degree in nursing at Oklahoma Baptist University are accredited by the Commission on Collegiate Nursing Education (CCNE).

Commission on Collegiate Nursing Education
655 K Street, NW Suite 750
Washington, DC 20001

(202) 887-6791
www.aacnnursing.org/CCNE

The Baccalaureate of Science in Nursing degree program received accreditation by the Commission on Collegiate Nursing Education on April 28, 2015 and has continuing accreditation status for 10 years, extending to June 30, 2025.

The Master of Science in Nursing degree program was granted accreditation by the Commission on Collegiate Nursing Education on April 28, 2015 and has continuing accreditation status for 10 years, extending to June 30, 2025.

The Oklahoma State Board of Nursing (www.ok.gov/nursing) has granted continued approval.
Mission, Vision, and Purpose

Mission of Oklahoma Baptist University
As a Christian liberal arts university, Oklahoma Baptist University transforms lives by equipping students to:

- Pursue academic excellence
- Integrate faith with all areas of knowledge
- Engage a diverse world, and
- Live worthy of the high calling of God in Christ

Mission of the College of Nursing Graduate Program
Building on a professional nursing education at the undergraduate level, the mission of the Master of Science in Nursing program at OBU is to prepare advanced nurses for leadership roles in health care of diverse populations within rapidly changing health care systems. This is accomplished through the integration of advanced professional knowledge and Christian beliefs.

Vision of the College of Nursing
The vision of the nursing program at Oklahoma Baptist University is to be a pace-setter for excellence in professional nursing education.

Purpose of the College of Nursing
The College of Nursing exists to offer an education program for the preparation of a professional nurse within the framework of a liberal arts Christian college.
Philosophy and Organizing Framework

Philosophy
The College of Nursing offers programs which combine both a professional and liberal arts education within a Christian university. The philosophy of the College of Nursing clarifies the structure underpinning our programs. Our goal is to produce caring, competent, professionals who are prepared to integrate personal faith with the discipline of nursing and who can engage in service within a diverse world.

Organizing Framework
The nursing curriculum is built on a foundation of liberal arts, a Christian faith-based understanding of humanity, the physical and social sciences, and the management of information.

We believe professional, relational nursing practice is developed by cultivating a spirit of inquiry and maintaining a consistent focus on promoting the health of varied populations. Spirit of inquiry, relational practice, professional practice, and health focus are addressed in levels of increasing complexity as the student progresses through the nursing program.

Elements of Professional Nursing Development

Spirit of Inquiry – An academically excellent general education not only lays the groundwork for professional reasoning, but also ignites intellectual curiosity within the learner. Professional reasoning and a persistent sense of curiosity optimize patient outcomes and advance nursing knowledge and practice. The nursing curriculum structures leveled learning experiences regarding ordered, persistent thinking through the skills of gathering evidence, critical thinking/reflecting, and clinical judgment/reasoning with the goal of using clinical imagination to create innovative solutions (Benner et al, pp. 84-86).

Relational Practice – We believe that nursing is integrally involved in transformative work that centers around conscious relationships with others. Building on a faith-based liberal arts foundation, the nursing curriculum provides leveled learning opportunities regarding relational practice through the development of communication skills, mutuality, teamwork, and collaboration (IOM, 2011).

Professional Practice – Professional practice is demonstrated through the various roles of a professional nurse. Formation of the professional role is at the heart of educating nurses (Benner et al, 2010, pp. 86-87). The nursing curriculum provides leveled learning experiences regarding the formation of professional practice through opportunities to be provider, coordinator, designer, and leader of health care.

Health Focus – Professional nursing practice centers around the health promotion of varied populations. The curriculum provides leveled learning opportunities regarding the focus of health care beginning with individuals/self, moving to families, communities, and systems (AACN, 2014).

The development of professional and relational practice based on ordered thinking infused with a spirit of inquiry prepares learners to integrate faith, ethics, and social justice in their professional roles; to seek quality and safety in delivered care; and to promote health for diverse populations in each level as
they progress through the program. Diversity can be defined as being composed of differing elements (Diversity, 2018). This diversity should attract both students and faculty from a variety of background to create a multicultural community of learners. It should assist to develop skills which facilitate the care of a range of individuals, families, communities, and systems. These values are central to both OBU and to nursing’s professional standards which are found in the American Association of Colleges of Nursing’s Essentials of Baccalaureate Education (AACN, 2008), the Institute of Medicine’s Future of Nursing report (IOM, 2011), Quality and Safety Education for Nurses (qsen.org, 2016), and AACN’s Public Health: Recommended Competencies (AACN, 2014).

OBU offers programs which allow further educational development for nurses holding a practical nursing license and a registered nursing license earned in an Associate Degree program. These degrees provide the same opportunities to refine one’s professional, relational, health-focused practice with excellence and a basis in Christian faith. The College of Nursing expands the professional nursing role in the Master of Nursing program with advanced degrees in Nursing Education and Globa/Public Health.

In addition to a curriculum that is clearly structured, we believe optimal learning takes place in an interactive, reflective environment with the guidance of expert faculty (Benner et al, 2010, pp. 82-84). Starting with professionals who are committed to Christian higher education, nursing education at OBU facilitates a transformative process to which learner, teacher, and recipient of care all contribute and benefit.

References


Student Outcomes

OBU Educational Goals
A graduate from OBU will:

1. Demonstrate proficiency in an academic or professional discipline in a liberal arts context and engage in the process of academic discovery as a life-long learner.
2. Think critically and creatively about complex problems in order to develop, communicate, implement, and evaluate innovative solutions.
3. Integrate Christian faith and worldview in broad and discipline-specific contexts in a diverse world by analyzing, evaluating, and engaging in issues of local, regional, national, and global importance.

BSN Outcomes
Upon completion of the BSN program, the student will:

1. Apply clinical judgment/reasoning to diverse populations, providing safe, quality, health-focused care based on current evidence.
2. Work in collaboration with individuals, families, communities, and professional colleagues as a provider and leader in health care delivery.
3. Exercise stewardship in the management of fiscal and human resources, engagement in civic and regulatory processes, and competence in management of information and technology.
4. Demonstrate commitment to life-long learning and professional growth.
5. Integrate faith consistent with a Christian worldview into professional practice, demonstrating ethical integrity, accountability, and a commitment to respect and compassion for all.

MSN Outcomes
Upon completion of the MSN program, the graduate will be expected to:

1. Demonstrate an advanced understanding of the physical and social sciences by recognizing health care issues and designing culturally-sensitive change for improved health outcomes.
2. Provide collaborative leadership within systems and interprofessional groups, measuring and evaluating outcomes for continuous quality improvement, maximizing use of information and technology, and applying evidence-based practice to improve care delivery.
3. Provide leadership in policy development and advocacy regarding clinical prevention and population health issues.
4. Integrate faith consistent with a Christian worldview into professional practice, demonstrating ethical integrity, accountability, and a commitment to respect and compassion for all.

Nurse Educator Outcomes
Upon completion of the Nursing Education emphasis, the student will be expected to:

1. Demonstrate creativity in facilitating learning, and in evaluation.
2. Evaluate learning outcomes using valid and reliable measures.
3. Analyze the effectiveness of various methods for evaluating learning outcomes.
4. Analyze the relationship between teaching strategies and learning styles.
5. Demonstrate the ability to facilitate learning in various settings.
6. Provide leadership using an evidence-based model to develop strategies for resolving specific education issues.
7. Participate as a leader in an organization to achieve educational goals.

Global/Public Health Outcomes

Upon completion of the Global/Public Health emphasis, the student will be expected to:

1. Identify communities within culturally-diverse groups around the world and assess the health needs of those communities.
2. Provide leadership with interprofessional teams to assist communities prioritize needs and to empower locals to bring about holistic, sustainable change.
3. Demonstrate cultural competency while addressing global health challenges using global nursing, health promotion, and community development theory, as well as mission strategy to facilitate change in communities.
4. Interface with stakeholders using a socio-ecological systems approach to reduce health disparities.
5. Evaluate the effectiveness of programs and policies through the collection and management of data.
Section V: Program Policies
Acknowledgement of Graduate Nursing Handbook and Academic Catalog

It is important for the student to read this handbook and the graduate section of the College of Graduate and Professional Studies and to refer to it during the year. While the University will assist the student in planning progress through the course of study and activities described in this handbook, it remains the student's responsibility to plan and achieve the requirements in a timely and satisfactory manner.

This handbook and the Graduate Academic Catalog to which it refers, are not contracts. The content of these publications and the policies and programs which are described in them may be changed or eliminated at any time. The University processes and policies which the publications describe are not set forth for the purpose of promising a student that these will in every instance be precisely followed, but to help the student understand the processes and policies the University currently and normally follows.

A student must remain in good standing within the University to remain eligible to pursue the graduate nursing program. Further, the University’s student conduct code and academic policies applicable to all the University’s students are enlarged upon for those students in the College of Nursing. Students who would become advanced nurses are seeking positions which our society deems special and which impact the health and welfare of individuals and the public health of communities and the nation. Nursing is a profession and those who train nurses have a duty to maintain the standards of the profession. In the course of applying for and undertaking the graduate nursing program at the University, the faculty will be obliged to make assessments of the student’s academic performance and conduct, using professional criteria.

The College of Nursing is operated by the University in a manner consistent with the University’s policy regarding nondiscrimination. In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the American’s with Disabilities Act of 1990, Oklahoma Baptist University does not illegally discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its administration of educational policies, programs, or activities, its admissions policies, scholarship and loan programs, athletic or other university administered programs or employment.

I acknowledge that I have access to the College of Nursing Graduate Nursing Handbook and Graduate Academic Catalog. I understand that I am responsible for understanding the content of these two documents.

______________________________________________  ______________________________________
Printed Student Name                                Student Signature

________________________________________
Date
Admission of a Student from an Unaccredited Nursing Program

Any student applying to the OBU College of Nursing with a nursing degree from an unaccredited nursing program may be considered as a conditional admit. The conditional status will be dropped, if after the completion of 9 credit hours the student has maintained a GPA of 3.0 or higher. Failure to maintain this GPA will result in the student’s withdrawal from the program.
Clinical Practicum Requirements

Documentation of requirements must be submitted to the College of Nursing by the designated due date. Students and faculty are required to keep a copy of their own personal health documents. Late submission of immunizations/titers, PPD testing, CPR, background checks, drug screens, or mandatory training will result in a student not being able to attend clinical. A copy of documentation of clinical requirements should be uploaded to CastleBranch Document Manager by the student and faculty. All questions regarding clinical requirements should be referred to the Team Leader. The documents are maintained in the CastleBranch Document Manager.

Additional requirements may be established by specific agencies. Students and faculty are required to meet the health policies of the clinical facility. The College of Nursing Clinical Contract states that the agency reserves the right to restrict students from practice in that facility when the safety of clients is in jeopardy.

<table>
<thead>
<tr>
<th>Requirement Name</th>
<th>Requirement Description</th>
<th>Due Date</th>
<th>Reporting Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles</td>
<td>Please provide documentation of 2 vaccinations for Measles. A positive antibody titer for Measles (lab report required) will be accepted if there is no record of vaccination. If your titer is negative or equivocal, new alerts will be created for you to receive the vaccination series.</td>
<td>12/31</td>
<td>Administered Date Vaccine #1 Administered Date Vaccine #2 Enter Interpretation Enter Results</td>
</tr>
<tr>
<td>Mumps</td>
<td>Please provide documentation of 2 vaccinations for Mumps. A positive antibody titer for Mumps (lab report required) will be accepted if there is no record of vaccination. If your titer is negative or equivocal, new alerts will be created for you to receive the vaccination series.</td>
<td>12/31</td>
<td>Administered Date Vaccine #1 Administered Date Vaccine #2 Enter Interpretation Enter Results</td>
</tr>
<tr>
<td>Rubella</td>
<td>Please provide documentation of 2 vaccinations for Rubella. A positive antibody titer for Rubella (lab report required) will be accepted if there is no record of vaccination. If your titer is negative or equivocal, new alerts will be created for you to receive the vaccination series.</td>
<td>12/31</td>
<td>Administered Date Vaccine #1 Administered Date Vaccine #2 Enter Interpretation Enter Results</td>
</tr>
<tr>
<td>Vaccination</td>
<td>Requirements</td>
<td>Date</td>
<td>Administered Date</td>
</tr>
<tr>
<td>-------------</td>
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</tr>
<tr>
<td><strong>Varicella</strong>&lt;br&gt;(Chicken Pox)</td>
<td>One of the following is required: 2 vaccinations OR Positive antibody titer (lab report required) OR A written verification of disease by a physician or a physician's designee. If your titer is negative or equivocal, new alerts will be created for you to receive the vaccination series.</td>
<td>12/31</td>
<td>Vaccine #1&lt;br&gt;Administered Date Vaccine #2&lt;br&gt;Enter Interpretation Enter Results</td>
</tr>
<tr>
<td><strong>Hepatitis B</strong></td>
<td>One of the following is required: 3 vaccination series OR 2 vaccination series (Twinrix) OR positive antibody titer (lab report required). If your titer is negative or equivocal, new alerts will be created for you to receive the vaccination series.</td>
<td>12/31</td>
<td>Titer&lt;br&gt;Administered Date Vaccine #1&lt;br&gt;Administered Date Vaccine #2&lt;br&gt;Administered Date Vaccine #3 Enter Results</td>
</tr>
<tr>
<td><strong>Tuberculous (TB)</strong></td>
<td>One of the following is required: 2-step TB skin test (Second test is to be applied 1 to 3 weeks after reading of the first.) OR Past 2-step test plus one subsequent annual OR Past 2 annuals showing no more than 365 days between. If positive skin test results, provide a clear chest x-ray. The renewal will be set at 1 year for negative skin tests and 5 years for chest x-rays. For annual renewal: 1-step TB skin test OR for those with chest x-rays, a completed TB Symptom Questionnaire from a healthcare provider. The annual test (both injection and reading) can be completed only within the following dates: June 1 to July 31 OR December 15 to January 10 AND must be 365 days or less from a previous test. When it has been 5 years since the last chest x-ray, a new chest x-ray is required.</td>
<td>June, July or December</td>
<td>Enter Interpretation Enter Results Renewal Alert Trigger Renewal Date Step #1 Administered Date Step #2 Administered Date</td>
</tr>
<tr>
<td>Requirement</td>
<td>Description</td>
<td>Administered Date</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td>Tetanus, Diphtheria, &amp; Pertussis (Tdap)</td>
<td>Documentation of a Tdap booster within the past 10 years. The renewal date will be set for 10 years from the administered date of the booster.</td>
<td>12/31</td>
<td></td>
</tr>
<tr>
<td>CPR Certification</td>
<td>CPR Certification must be the American Heart Association Basic Life Support for Healthcare Professional course. No other CPR is acceptable. CPR training can be completed only in the following dates: June 1 to July 31 OR December 1 to 31.</td>
<td>June, July, or December</td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Provide a copy of both sides of your current health insurance card or proof of coverage. If name on card does not match yours, verification of coverage from your provider is required. Renewal will be set at January 10th annually.</td>
<td>1/10</td>
<td></td>
</tr>
<tr>
<td>Influenza</td>
<td>Submit documentation of a flu shot administered during the current flu season. Renewal date will be set for October 15th annually.</td>
<td>10/15</td>
<td></td>
</tr>
<tr>
<td>Confidentiality Statement</td>
<td>For undergraduate students only: Please provide your signed OBU Confidentiality Statement. Document is available for download from the student handbook for this requirement.</td>
<td>12/31</td>
<td></td>
</tr>
<tr>
<td>Student Handbook Signature Page</td>
<td>For undergraduate and Graduate and Professional students: Please provide your signed OBU Student Handbook Signature Page. Document is available for download from the student handbook for this requirement.</td>
<td>12/31</td>
<td></td>
</tr>
<tr>
<td>NESA Mandatory Education</td>
<td>For undergraduate students only: Annually complete three mandatory education modules and achieve 85% on the related exam. Renewal will be set at January 10th annually.</td>
<td>1/10</td>
<td></td>
</tr>
<tr>
<td>RN License</td>
<td>For faculty and Graduate and Professional students only: Verification of a current, unencumbered US RN license from the Board of Nursing in your state</td>
<td>Variable</td>
<td></td>
</tr>
</tbody>
</table>
Complaint Policy

The Student Complaint and Grievance Policy does not supersede specific policies involving special cases such as academic integrity and grade appeals, Title IX, sexual harassment, and due process within discipline procedures/hearings. Those special cases have specific policies and procedures that are outlined separately. A student who is unsure of which policies or procedures should be followed may discuss the matter with the Dean of Students, Director of Human Resources, or the Title IX coordinator.

University policies provide the opportunity for students to file informal concerns or complaints, or formal grievances concerning any member of the University community while acting in an official capacity (e.g. faculty member, administrator, staff member). Information regarding procedures may be obtained from the Academic Center and/or the Office of Student Development.

Following the investigation, evaluation, and resolution of the formal grievance, the student and the University department/college will receive a written report of the outcome of the dispute. If the student’s concern is not resolved at the formal grievance level, then the student is able to submit a final formal written grievance to the President by following the procedures outlined below. This policy and form may be accessed in the Student Greenbook at https://www.okbu.edu/student-life/handbook.html.

Dress Code

The purpose of the dress code for the College of Nursing is to promote a professional appearance. When acting in the capacity of graduate nursing students and members of the nursing profession, students are to be dressed and groomed in a manner which will enhance client confidence as well as respect from nursing colleagues and other health professionals. Furthermore, student attire will comply with safety standards and facilitate job performance.

Students are to wear a white finger-tip length lab coat (no embroidery, emblems or logos). The OBU ID badge should be clearly visible. All articles of personal attire should be scrupulously clean, i.e., freshly washed, wrinkle-free and in good condition. A watch with a second hand, a wedding and/or engagement ring and one pair of plain metal post-type pierced earrings are the only items of jewelry that may be worn. No hoop earrings are allowed.

Hair must be well-groomed in natural hair colors and, if longer than collar length, it must be worn up or secured at the nape of the neck. Ribbons and headbands are not permitted. Male students should be clean-shaven or wear neatly trimmed beards or moustaches. Fingernails should be clean, short, rounded, smooth and unpolished. All direct care providers should have nails less than ¼-inch long. Short nails and clear polish seem to have no effect on the microbial load. Long and artificial nails increase the microbial load. Long nails can injure the patient and cause gloves to tear, and are not permitted (AORN Standards, 2013).

Professional clothing (business casual) is appropriate for most agencies. Wear solid pants or skirts. Jeans are not appropriate professional attire. Skirts should cover your knees when seated. Any type top, shirt, or blouse will show no exposed skin and should completely cover the chest and midriff area. Proper undergarments must be worn. Closed-toed shoes and hosiery/socks are required. Scrubs should only be worn in appropriate inpatient acute care settings. You must have approval from preceptor and clinical instructor before these can be worn. Jeans, tee shirts, tee shirts with logos, and tennis shoes are not to be worn in any setting.
Body art and/or tattoos may not be visible when the student is in uniform. Students will be required to cover visible tattoos during clinical practicum

Exceptions to the Dress Code
When religious or cultural practices require a change in the dress code, the student may petition the faculty for an exception this policy. The specific religious beliefs or cultural practices must be cited. Exceptions may not be granted if not approved by the practicum setting.

Consequences to Failure to Follow the Dress Code
Students who do not adhere to the published dress code will not be allowed to participate in practicum and a Counseling Record will be completed.

Dress Code for Global Practicum
The course professor will ultimately determine the dress code for nursing students working in an international setting. Dress code will be determined after careful research; however, modifications of the dress code may be needed as more information regarding dress is gathered after arrival on the field.

Part-Time Graduate and Professional Studies Students
Students can be admitted to the CGPS nursing programs with either a part- or full-time status. The student can take as little as one course in any semester.

Courses in the RN-MSN program will be distributed to accommodate the part-time status while still meeting pre-requisite or concurrent course requirements. There can be a lapse in enrollment of a part-time student for up to one year without required re-application.

RN-MSN and MSN nursing degrees must be completed in no more than 5 years. If the student chooses to exit at the BSN, the degree must be completed in no more than 3 years.
Preceptor Agreement
Oklahoma Baptist University
Graduate and Professional Studies

In an effort to meet individual learning needs, faculty in the College of Nursing encourage students to select their own preceptors and practicum sites with guidance from course faculty. This fosters the development of networking skills in the student and assures preceptor availability at a time and geographic location most suitable to the student’s needs.

As a preceptor, I have received a copy of the course objectives, learning activities, time expectations and evaluation requirements. I have received a copy of and understand the guidelines for the preceptor, student, and faculty. I understand the terms of this Preceptor Agreement.

Preceptor Name (Printed) ____________________________________________
Preceptor Signature ________________________________________________
Date _____________________________________________________________

Course Faculty Name (Printed) _______________________________________
Course Faculty Signature ____________________________________________
Date _____________________________________________________________

Student Name (Printed) _____________________________________________
Student Signature _________________________________________________
Date _____________________________________________________________

Semester __________________ Year ____________________
Preceptor Guidelines

In the OBU College of Graduate and Professional Studies, post-licensure students work closely and collaboratively with both faculty and preceptors to plan and carry out their guided practice. The OBU College of Nursing believes that positive learning experiences are facilitated when students assist in selecting preceptors and practicum sites. This can foster the development of networking skills in the student and helps to assure preceptor availability at a time and geographic location most suitable to the student's learning needs. Preceptors may be used in 4000 and 5000 level nursing courses. Preceptors may not precept more than two students at once.

For the RN to BSN/MSN Program – Preceptor Qualifications

- Must be Bachelor’s prepared and have two years of experience in the specific practice area
- Must be willing to facilitate student learning through supervision, mentorship, and evaluation
- Must be able to assist in providing practicum assignments which are congruent with course requirements
- Must be accessible with adequate time for teaching during student practicum hours
- Must hold an unencumbered license to practice in the area in which he/she practices
- Must submit license, credentials, and vitae to the OBU College of Nursing and receive approval to serve as preceptor prior to commencement of the clinical experience

For the Global Nurse Program – Preceptor Qualifications

- Must be Master’s-prepared, or have qualification equivalent to Master’s preparation or higher in the specialty area
- Must have at least one year of experience in a setting with diversity
- Must be willing to facilitate student learning through supervision, mentorship, and evaluation
- Must be able to provide practicum assignments which are congruent with course requirements
- Must be accessible with adequate time for teaching during student practicum hours
- Must hold an unencumbered license to practice in the area in which he/she practices
- Must submit license, credentials, and vitae to the OBU College of Nursing and receive approval to serve as preceptor prior to commencement of the clinical experience

For the Nurse Educator Program – Preceptor Qualifications

- Must be Master’s-prepared or higher; Master’s degree in nursing preferred
- Must have 2 years’ experience as a nurse educator
- Must be employed by an institution that prepares nurses or be a full-time clinical educator
- Must be willing to facilitate student learning through supervision, mentorship, and evaluation
- Must be able to provide practicum assignments which are congruent with course requirements
- Must be accessible with adequate time for teaching during student practicum hours
- Must hold an unencumbered license to practice in the state in which he/she practices
- Must submit license, credentials, and vitae to the OBU College of Nursing and receive approval to serve as preceptor prior to commencement of the teaching experience

For the Non-Nurse Preceptor – Preceptor Qualifications

- Must be Master’s-prepared or higher; Doctoral degree preferred
- Must have 2 years’ experience in the area of specialty
• Must be willing to facilitate student learning through supervision, mentorship, and evaluation
• Must be able to provide practicum assignments which are congruent with course requirements
• Must be accessible with adequate time for teaching during student practicum hours
• Must hold an unencumbered license or certification in the location in which the practicum will be held, if applicable
• Must submit license, credentials, and vitae to the OBU College of Nursing and receive approval to serve as preceptor prior to commencement of the teaching experience
• Must be supervised by a full-time nursing faculty member

Preceptor Responsibilities
• With the student and faculty, identify a variety of opportunities for the student’s practicum experience
• Collaborate with faculty in selection of specific educational experiences and the amount and type of supervision to be provided by faculty
• Assist student in developing and applying knowledge and skill for population and leadership-based practice
• Model professional practice
• Provide ongoing feedback regarding student’s progress, identifying problems and suggesting ways to resolve issues
• Evaluate student’s performance and communicate needs or concerns to student and/or practicum faculty

Course Faculty Responsibilities
• Assume responsibility for overall coordination of the course and student expected learning outcomes and learning assessments
• Provide preceptor with an orientation to his/her role and responsibilities and with course objective and performance expectations
• Establish and maintain communication and consultation with the preceptor and student
• Assume responsibility for the evaluation process of the student’s practicum performance, incorporating data supplied by preceptor and student
• Provide feedback on student’s performance to practicum faculty, who will assume final evaluation and assignment of grade.

Information for All Post-Licensure Students
Practicum experiences, sites, and preceptors will be negotiated between the student, preceptor, and OBU officials. A preceptor agreement must be signed and submitted to the College of Nursing prior to the commencement of the clinical experience.
Preceptor Policy
A preceptor agreement is a written agreement between the student, preceptor and the OBU College of Nursing that details the specific activities, behaviors and time frames for the clinical practicum experience. This agreement must be signed by the preceptor and course faculty and be on file in the College of Nursing before the clinical experiences commence at the site.

Professional Behavior, Code of Ethics
Professional behaviors include the personal attributes and conduct expected of the individual engaged in the practice of nursing. Courteous behavior is expected in the classroom and clinical settings. Students are expected to demonstrate responsibility for their personal and professional learning and to practice assuming responsibility for their own behavior in every setting, especially in the clinical setting. The College of Nursing is responsible to respond and investigate any unethical behavior. This includes, but is not limited to, behavior involving the abuse of any substance by a student while enrolled (this includes semesters as well as period between semesters) in the College of Nursing.

Professional Conduct
Professional conduct includes, but is not limited to, the following:

- Provides services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems
- Safeguards the client’s right to privacy, assumes responsibility and accountability for individual nursing judgements and actions
- Demonstrates competence and acts to safeguard the client and the public when health care and safety are affected by incompetent, unethical, or illegal practice of any person
- Exercises informed judgement based on the level of education
- Demonstrates caring and concern for the client
- Participates in the professional efforts to educate the client about self-care and the public about the role of nursing
- Interacts with others in a respectful manner
- Collaborates with members of the health professions and other citizens in promoting efforts to meet the health needs of the public
- Follows the Ten Core Rules of Netiquette in online environments, as outlined at http://www.albion.com/netiquette/corerules.html.
Unprofessional Conduct

Unprofessional conduct includes failure to adhere to the applicable standard of care and a pattern of practice or other behaviors which demonstrate incapacity or incompetence to practice as a nurse or graduate nursing student. Failure to uphold the Code of Ethics will result in disciplinary action which includes counseling and possible dismissal from the nursing program.

Unprofessional conduct includes, but is not limited to, the following:

- Performing acts beyond the authorized scope of the level of nursing
- Assuming responsibilities without adequate preparation
- Failing to take appropriate action or to follow policies and procedures
- Inaccurately recording, falsifying, or altering a patient’s record or agency record
- Physical or verbal abuse
- Violation of confidentiality
- Diversion of drugs, supplies, or property of patients or agencies
- Commission of a felony
- Abuse of substances such as alcohol or drugs
- Mental or physical incompetence
- Violation of agency policies or professional standards
- Failure to follow appropriate rules of netiquette

Consequences of Unprofessional Conduct

At the discretion of the faculty, any student who violates professional conduct is subject to the following consequences:

- Verbal warning with redirection
- Written warning with redirection
- Dismissal from clinical/classroom for unprofessional behavior
- Recommendation for dismissal from program
Student Confidentiality Agreement

Oklahoma Baptist University

College of Graduate and Professional Studies

College of Nursing

Patient or client confidentiality at the facilities used by the Oklahoma Baptist College of Nursing during clinical experiences is of primary importance. In addition to each facility policy, a federal law called the Health Insurance Portability and Accountability Act (HIPAA) requires patient health information to be kept confidential. Additionally, patients and their families have a right to deal with their issues in a private and secure manner, trusting that their privacy will be maintained. In order to protect this right to confidentiality and to comply with federal and state laws, students must agree to hold all information (including, but not limited to: patient names, their health information, and relevant agency information) gained through their clinical assignments or professional/research projects at any facility used by the Oklahoma Baptist University College of Nursing in strictest confidence. Confidentiality includes, but is not limited to:

- Discussing patients or their health conditions with persons who do not have a need to know
- Accessing confidential information that is not within the scope of the assignment
- Misusing, disclosing without proper authorization, or altering confidential information
- Removing from the facility any documents with individually identifiable patient data

I understand the terms of the Student Confidentiality Agreement, and I agree to abide by the above confidentiality requirements. I further understand that any breach of a patient’s confidentiality may result in disciplinary action against me as described in the Oklahoma Baptist College of Nursing Student Handbook.

Student Name (Printed) __________________________________________

Student Signature __________________________________________

Date __________________________________________

Student Confidentiality Agreement

Oklahoma Baptist University

College of Graduate and Professional Studies

College of Nursing

Patient or client confidentiality at the facilities used by the Oklahoma Baptist College of Nursing during clinical experiences is of primary importance. In addition to each facility policy, a federal law called the Health Insurance Portability and Accountability Act (HIPAA) requires patient health information to be kept confidential. Additionally, patients and their families have a right to deal with their issues in a private and secure manner, trusting that their privacy will be maintained. In order to protect this right to confidentiality and to comply with federal and state laws, students must agree to hold all information (including, but not limited to: patient names, their health information, and relevant agency information) gained through their clinical assignments or professional/research projects at any facility used by the Oklahoma Baptist University College of Nursing in strictest confidence. Confidentiality includes, but is not limited to:

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I understand the terms of the Student Confidentiality Agreement, and I agree to abide by the above confidentiality requirements. I further understand that any breach of a patient’s confidentiality may result in disciplinary action against me as described in the Oklahoma Baptist College of Nursing Student Handbook.

Student Name (Printed) __________________________________________

Student Signature __________________________________________

Date __________________________________________
Substance Use

Statement of Philosophy
The College of Nursing supports the University policy prohibiting possession and or distribution of alcohol and illicit drugs by students, employees, and others on University premises or in connection with any University activity. Further, the University may discipline a student for the violation of alcohol or drug laws wherever that violation occurs.

The nursing faculty at Oklahoma Baptist University believes they have an ethical and professional responsibility to provide a safe teaching and learning environment for students. Nursing faculty also have an obligation to insure the safety of clients who receive nursing care from OBU nursing students.

Indications of Possible Substance Abuse
Manifestations of substance abuse are variable. However, the following categories may be indications of the problem:

**Physiologic**
- Slurred or rapid speech
- Trembling hands; persistent rhinorrhea
- Altered pupil dilation
- Flushed face
- Red eyes
- Swollen face
- Odor or scent of chemical or substance
- Unsteady gait
- Hand tremors
- Declining health

**Behavioral**
- Excessive absenteeism and/or marked changes in class attendance
- Changes in punctuality
- Late assignments with elaborate excuses for not meeting deadlines
- Reduced attentiveness in classroom and/or clinical setting
- Isolation or withdrawal from peers and faculty
- Unsafe clinical performance resulting in placing clients at risk
- Errors in decision-making in clinical settings
- Leaving clinical area frequently
- Illogical or sloppy charting
- Decreasing classroom and/or clinical productivity
- Changes in mental status: forgetfulness, confusion, decreased alertness, extreme mood swings, and/or irritability
- Inappropriate responses
- Dishonesty
- Changes in personal appearance, such as an unkempt appearance
- Memory loss
Process for Addressing Suspected Substance Abuse

When a nursing faculty observes characteristics of substance abuse by a nursing student in the clinical (simulation lab, skills lab) or classroom setting, the student will be removed to a private area where the faculty will talk with the student concerning these observations. The student will be given an opportunity to respond to the faculty’s observations. If this incident occurs within a clinical setting, the student will be relieved immediately of further clinical responsibilities for that day. The student will be required to provide a for-cause urine drug screen at their expense within two hours of the incident (if time exceeds two hours, drug screen will be considered a positive). This specimen will be sent to a certified medical laboratory from a list provided by the College of Nursing.

It is the responsibility of the faculty who observes the incident to gather and document data on the observed behaviors. This data will be presented to the Dean of the College of Nursing within one working day of the occurrence. Within five working days of the alleged incident, the Dean of the College of nursing will schedule a conference with the nursing student. Those participating in the conference will include the student, the Dean of the College of Nursing, the faculty making the report, and student’s advisor.

Consequences of Substance Abuse

If there is probable cause and/or a positive drug screen, the student will be dismissed from clinical, dismissed the nursing program, and will receive an “F” in the course. If a student refuses to obtain a for-cause drug screen, they will be dismissed from the clinical setting, dismissed from the nursing program, and receive an “F” in the course. Written report of action will be filed in the student record. Student is not eligible for readmission to the program. An appeal process is available to students in accordance with University policies.
Section VI: Scholarships and Loans
Graduate Teaching Assistantships
The University utilizes graduate students in teaching assistantships. Students are welcome to inquire with the College of Graduate and Professional Studies if interested. More information can be found at www.okbu.edu/graduate.

Scholarships
Please visit the College of Graduate and Professional Studies website for further information. https://www.okbu.edu/graduate/nursing/index.html
Section VII: University and Program Services
Bookstore
Students may find required textbooks listed for purchase at the OBU Tree of Life bookstore located online at: https://okbu.treeoflifebooks.com/.

Faculty Office Hours
Nursing faculty will be available to graduate students by phone, email, or virtual chat for conferences and concerns. After business hours, telephone calls to faculty members should be reserved for emergencies only.

Information Technology Services
Graduate students can direct questions regarding technology to the HelpDesk 24 hours a day. The HelpDesk can be accessed via email at helpdesk@okbu.edu or at 405.585.5200. You may also access information regarding Canvas, OBU’s learning management system, on the OBU webpage at http://okbu.edu/academic-technology/learn. Specific IT support information will be posted within Canvas.

Library Services
OBU’s regular library hours can be found on the OBU website at: http://okbu.libguides.com/main. The OBU library (the Mabee Learning Center) provides on- and off-campus access to library resources with partial and full access to online journals, and full access to databases. The College of Nursing’s liaison librarian, Rachel Hawkins, is available for specialized resource assistance. She can be reached by phone at 405.585.4520 or by email at Rachel.Hawkins@okbu.edu.

Wellness Center
Graduate students are welcome to use the Recreation, Wellness, and Aerobics Center (the RAWC) on the Shawnee campus. The regular RAWC hours and services can be found at https://www.okbu.edu/wellness/index.html or by phone at 405.585.5225. You must have your student ID or know your student ID number to gain entry.