



FRAN AND EARL ZIEGLER
COLLEGE OF NURSING
The UNIVERSITY *of* OKLAHOMA HEALTH SCIENCES CENTER



Student Handbook



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Welcome Message from Dean Hoff

It is my upmost privilege to welcome you to the University of Oklahoma Health Sciences Center Fran and Earl Ziegler College of Nursing. You have worked hard to get here, and I want you to know the faculty and staff await your arrival and look forward to supporting your success. Founded in 1911, OU Nursing has a long tradition of nursing excellence and we are dedicated to our mission of *advancing health in Oklahoma and beyond by educating future leaders, engaging in scientific discovery, translating evidence into practice, and driving innovation.*

Nursing is the nation's largest healthcare profession, with nearly 4.2 million registered nursing nationwide. Your opportunities are endless, and we look forward to seeing what the future holds for you as an OU Nurse.

This handbook is a compilation of the major University and College policies related to the student experience. It is updated regularly, so please review it often and let us know if you have questions. I look forward to meeting each of you and being part of your academic and professional journey. Best wishes for a successful academic year!

Julie Anne Hoff, PhD, MPH, RN

Dean

President's Associates Presidential Professorship

Fran and Earl Ziegler College of Nursing

The University of Oklahoma Health Sciences Center

1. Introduction to the Student Handbook

The OU CON Student Handbook is an important document for all students to read and refer to during their academic career at The University of Oklahoma. The OUHSC CON Student Handbook is published for informational purposes. While every effort is made to present the information accurately, the actual text of the policy, procedure, or law should be consulted as the authoritative source of information.

If you have any questions regarding these policies, contact the Office of Student Affairs at Nursing@ouhsc.edu or call 405-271-2428.

2. Fran and Earl Ziegler College of Nursing Vision, Mission, and Values

Vision Statement

OU Nursing will revolutionize education, research, and practice to elevate the profession, drive health equity, and improve health outcomes.

Mission Statement

OU Nursing advances health in Oklahoma and beyond by educating future leaders, engaging in scientific discovery, translating evidence into practice, and driving innovation.

Inclusiveness Statement

At the University of Oklahoma Health Sciences Center Fran and Earl Ziegler College of Nursing, we educate students to be on the forefront of innovative nursing, a role made complete through a strong commitment to diversity and inclusion.

We value the mutual exchange of ideas and information and are committed to treating others with respect and dignity across national origin, race, ethnicity, religion, age, sexual orientation, gender identity, socioeconomic status, disability, and veteran status.

We encourage the expression of a variety of viewpoints, incorporating different perspectives that support the education and preparation of future nursing leaders to meet the health needs of a diverse and ever-evolving society.

Core Values

- Creativity
- Diversity, Equity, and Inclusion
- Excellence
- Financial Stability
- Honesty
- Respect
- Transparency

3. Administrative Directory

Office of the Dean

Julie Anne Hoff, PhD, MPH, RN 405-271-2420
Dean of the College

Jennie McCartney-Brady 405-271-2420
Assistant to the Dean

Academic Affairs

Gage E. Paine, J.D., PhD 405-271-1491
Associate Dean Ext. 49227

Suzanne Bauman 405-271-1491
Assistant to Associate Dean Ext. 49227

Amy Costner-Lark, DNP, APRN-CNP, FNP 405-271-1491
Assistant Dean for Academic Affairs Ext. 49241

Emma Kientz, DNP, APRN-CNS, CNE 918-660-3954
Assistant Dean for Academic Affairs

Administration and Finance

Laurie Price, CPA 405-271-2420
Associate Dean for Administration and Finance Ext. 49289

Jeffrey Cooper, PhD, SHRM-CP 405-271-2420
Assistant Dean for Administration and Finance Ext. 49141

Clinical Affairs

Melissa Craft, PHD, APRN-CNS, AOCN, FAAN 405-271-1491
Associate Dean for Clinical Affairs, Outreach, and Practice Innovation Ext. 49120

Student Affairs

Vacant

Executive Director

Amy Janzen, MA

Director for Student Success

405-271-1491

Ext. 49215

Matt Songer

Assistant Director for Admissions

405-271-1491

Ext. 47442

Jessica Thompson

Director of Student Engagement

405-271-41491

Ext. 49210

Department Chairs

Kathy Dwyer, PhD, RN

Population Health and Health Systems Science, Chair

405-271-1491

Ext. 49223

Isaac J. Washburn, PhD

Biobehavioral Health Service, Chair

405-271-1491

Ext. 49107

Karina M. Shreffler, PhD

Child and Family Health Sciences, Chair

405-271-1491

Ext. 49237

Program Directors

Kathryn Konrad, PhD, RNC-OB

Baccalaureate Programs

405-271-1491 Ext.

49234

Amy Costner-Lark, DNP, ARNP-CNP, FNP-C

Doctor of Nursing Practice and Graduate and Professional Programs

405-271-1491

Ext. 49241

Emily J. Jones, PhD, RNC-OB, FAHA, FPCNA, FAAN

PhD Programs

405-271-1491

Ext. 49135

4. Academic Policies

4.1 Academic Workload

Academic Workload is explained by a description of “full-time enrollment” and the credit-hours required for the on-time completion of a specified program of study leading to a degree, certificate, or other academic acknowledgement. There are limits on the maximum number of credit hours a student may enroll in each semester. The maximum student overload in a given semester or term is limited to the number of credit hours which is fifty (50) percent greater than the total number of weeks in the applicable academic term. OUHSC Student Handbook, section 3.1.

4.1.1 Full-time Enrollment copy handbook, with link

The determination of full-time enrollment within the CON varies by program. In all cases the semester credit hour (SCH) is the standard unit used to determine enrollment status and each student’s educational attainment and progress. One SCH will normally be awarded for a class meeting one hour per week for sixteen weeks. One SCH will normally be awarded for a laboratory meeting for a minimum of two hours per week.

4.1.2 Maximum Number of Credit Hours

Students enrolled in the baccalaureate programs of the CON usually enroll in fifteen (15) hours per semester but may enroll in up to eighteen hours (18) with permission from the appropriate program director.

Graduate students within the CON usually enroll in up to sixteen (16) hours in the fall and spring semesters and up to nine (9) hours in a summer session but may enroll in additional hours with permission from the appropriate program director and the Graduate College.

4.2 Enrollment Changes

4.2.1 Adds/Drops

After students have completed an initial registration for a particular term, they will be permitted to add a new course(s) or drop courses with the approval of the instructor and dean of the college as required. The final dates to process initial enrollment falls on the last day of the first week of classes (third day of a summer session). Read the full add/drop policy, at OUHSC Student Handbook, section 3.6.2.

4.2.2 Cancellation

Registration may be canceled at any time before the first day of classes without financial obligation to the University. Students who have received a financial aid

disbursement for the term must contact the Bursar's office. OUHSC Student Handbook, section 3.6.2.

4.2.3 Withdrawal

Withdrawing from the HSC refers to dropping all enrolled courses for a given term.

A withdrawal may be processed during the first two weeks of a regular term or the first week of a summer term without financial obligation to the University. No grade will be recorded for withdrawals during this time, nor will any record be maintained on the permanent record.

Students withdrawing within the first six weeks of the fall or spring semester, or the first three weeks of the summer semester will receive a grade of W.

Beginning the seventh week of the fall or spring semesters or the fourth week of the summer semester, students who are passing their courses when the withdrawal petition is received should be assigned a grade of W. Students who are failing their courses when the withdrawal petition is submitted may be assigned an F. W or F grade assignments are at the discretion of the individual course faculty. The OUHSC does not assign W/P (withdrawn while passing) or W/F (withdrawn while failing) grades. Back to the handbook

Students withdrawing from all courses or dropping individual courses must review the academic calendar found at <https://admissions.ouhsc.edu/Academic-Calendar> or for deadlines regarding the assignment of W or F grades.

It is the student's responsibility to formalize withdrawals and drops by completing and submitting the appropriate forms to the Office of Student Affairs. Withdrawal from or dropping a course is not accomplished by failing to attend classes or speaking or leaving messages for faculty or staff. Students who fail to formally withdraw or drop a course(s) will be subject to tuition with possible penalties and the recording of a failing grade on their transcript.

4.2.4 Readmission

Students who complete only a part of the nursing major courses, and who are in good academic standing, before withdrawing from the University may be readmitted as long as they meet the admission requirements and can complete the nursing major courses within a six-year time limit. Beyond one academic year, students must reapply to be admitted to the CON.

In general, any student dismissed for poor academic performance will not be considered for readmission. LPN to BSN, ABSN and traditional students who are dismissed may apply for readmission upon completion of an associate degree RN program and successful completion of the NCLEX-RN examination. Readmission is not guaranteed and will only be granted by the Admission, Graduation and Progression Council of the College.

4.3 Satisfactory Academic Progress

Continued enrollment at OUHSC requires maintaining satisfactory academic performance levels. Below are the criteria for satisfactory academic progress in the degree programs of the CON.

4.3.1 College of Nursing Grading Scales

4.3.1.1 Graduate Programs

| | |
|----------|---------------------------------|
| 90—100 | A (4 grade points) |
| 80—89 | B (3 grade points) |
| 70—79 | C (2 grade points) |
| 60—69 | D (1 grade point, not passing) |
| Below 60 | F (0 grade points, not passing) |

4.3.1.2 Undergraduate Programs

| | |
|---------------|-----------------|
| 89.50 – 100 | A |
| 79.50 – 89.49 | B |
| 75.0 – 79.49 | C |
| 66.0 – 74.99 | D (not passing) |
| < 66 | F (not passing) |

4.3.1.3 Satisfactory/Unsatisfactory Grades

The grade of S (satisfactory) indicates a passing grade. The grade of U (unsatisfactory) is used to indicate that no credit will be given for the course.

4.3.1.4 Incomplete Grades

The grade of I (incomplete) is a temporary grade used when a student who, for reasons satisfactory to the instructor, is unable to complete specific identifiable requirements of a course and as a result cannot be assigned any other grade. The I grade is typically used in situations in which illness or other extenuating circumstances prevent the student from completing course requirements. Course requirements for the course in which an I grade is recorded must be completed within one calendar year from the end of the term in which the student received the I grade. No student who is failing a course when grades are awarded may receive an “I”.

Two points should be noted:

1. The grade of I in a course, which is a prerequisite for other courses will prevent the student from enrolling in those courses.
2. If by the end of one calendar year no change in grade has been submitted, the grade of I becomes a permanent part of the student’s transcript. (OUHSC Student Handbook Section 3.8.8.1)

4.3.1.5 Licensure

Students in the RN-BSN, graduate and professional programs must hold an unencumbered and current RN license while enrolled in coursework. The RN license must be within the state where clinical practicums are completed.

Students who begin a graduate or professional program prior to RN licensure are able to enroll in the first semester while waiting to sit for the NCLEX-RN. However, all students must be a licensed RN before they are able to enroll in any subsequent semesters.

Students enrolled in the LPN to BSN program must have an active unencumbered LPN license before beginning any coursework.

If a student encounters license issues, faces disciplinary action from any state board of nursing, or loses their RN license while enrolled in the program, they must let program director know immediately. **Failure to make this notification is grounds for dismissal from the College.**

4.3.2 Bachelors of Science in Nursing

Minimum academic requirements: 1) maintain a cumulative grade point average of 2.0 on a 4.0 scale, and 2) earn a grade of “C” in all nursing major courses. A grade of D is a failing grade at the CON.

BSN students who receive two failing grades may be dismissed from the CON for poor academic performance.

BSN students must have a grade point average of 2.0 in all courses taken at the University of Oklahoma Health Sciences Center to enroll in 4000 level nursing courses.

4.3.3 Masters of Science in Nursing and Doctor of Nursing Practice

Minimum academic requirements: 1) maintain a grade point average of 3.0 on a 4.0 scale in all course work completed and 2) the total number of credit hours of C grade applied toward the MSN, DNP, and/or certificate cannot exceed twenty-five (25) percent of the total letter-graded course work required for the degree and/or certificate. If a student’s academic record includes enrollment in more than one graduate degree and/or certificate program, the student must maintain a minimum grade point average of 3.0 in each program.

MS students who earn a grade of D or F in a required course must register for the required course the next time it is offered. Students who earn a passing grade (A, B, C, or S) in a class cannot repeat that class unless the program requires a grade of A or B. Such a request from the program must be approved by the Vice Provost for Academic Affairs or designee. Both the original grade and the repeat grade will be included in the calculation of the grade point average.

4.4 Academic Appeals and Petitions

4.4.1 Academic Appeals

The faculty is responsible for making academic evaluations of students. If a student feels they have been evaluated wrongfully or unfairly by an instructor related to: an academic evaluation in a course, a thesis or dissertation defense, a general or comprehensive exam, suspension or dismissal under the Student Professional Behavior in an Academic Program Policy, and academic program-related decisions resulting in the student being dismissed from the program or being required to repeat a semester or a year and has been unable to resolve the matter in conference with the instructor and/or the department chair, the student may request a hearing by the College of Nursing's Academic Appeals Board. The sole basis for an appeal is an alleged prejudice or capricious evaluation or decision. The policy and procedures regarding academic appeals are detailed in the OUHSC Faculty Handbook, Section 4.16. A student may seek guidance about academic policies and procedures from the College of Nursing Student Affairs dean, and/or the OUHSC Vice Provost for Academic Affairs.

4.4.2 Petitions Regarding Course of Study

A petition is required to deviate from the recommended program of study.

Undergraduate students are not eligible to petition deviation from their programs.

Graduate students wishing to deviate from the recommended program of study, including changing the sequencing of courses, changing any prerequisites, or requesting course substitution or transfer, may petition the College.

Prior to submitting the petition, graduate students should meet with their program director. The petition should:

1. Describe the specific request and include supporting rationale and permission of the instructor,
2. Be submitted to the Office of Student Affairs to be forwarded to Admissions, Progression, and Graduation Council, and include the course syllabus of the previously taken course for a request for course substitution or transfer.

4.5 Academic Probation and Dismissal

Students who do not maintain satisfactory progress towards their academic objective will be placed on probation or dismissed from the program. ([OUHSC Student Handbook 3.2](#))

4.5.1 Academic Probation

A student who fails to maintain a grade point average of 2.0 in the BSN or 3.0 in the MSN, DNP, or post-graduate certificate programs will be placed on academic probation for one semester. At the completion of the probationary semester, students must have achieved the requisite minimum grade point average in their program during that

semester to be removed from probation or to continue on probation if their overall GPA does not meet the minimum requirements.

Students who earn a grade of D or F will be placed on probation, and provided with a required alternative plan of study, for the duration of the curriculum. Such alternative plan of study may delay graduation depending on course availability. BSN students may be required to change from one track to another to complete the alternative plan of study.

4.5.2 Academic Dismissal

Students who have been placed on probation and do not achieve the required grade point average of 2.0 in the BSN or 3.0 in the MSN or DNP during the next semester, may be dismissed from the program.

In the BSN program, a second grade of D or F in any repeated nursing course may result in dismissal from the College regardless of the cumulative grade point average.

4.6 Academic Integrity

Academic Integrity means honesty and responsibility in scholarship (OUHSC Student Handbook Section 2.3). The basic assumptions regarding student academic work at the OUHSC are:

1. Students attend the University of Oklahoma in order to learn and grow intellectually.
2. Academic assignments exist for the sake of this goal and grades exist to show how fully the goal is attained.
3. A student's academic work and grades should result from the student's own effort to learn and grow. Academic work completed in any other way is fraudulent.

Academic integrity means understanding and respecting these basic truths, without which the University cannot exist. Academic misconduct violates the assumptions at the heart of all learning. It destroys the mutual trust and respect that should exist between students and professor. Academic misconduct is unfair to students who earn their grades honestly. (OUHSC Faculty Handbook, Section 4.17)

4.7 Attendance Policy

Only officially enrolled students may attend class. Students are responsible for the content of courses in which they are enrolled. Specific policies concerning attendance requirements, announced, and unannounced examinations are the responsibility of the individual instructor. All mid-term and final examinations will be announced and published in advance (See 4.8 Examinations).

The student is responsible for the content, assignments, and material of any course in which they officially enrolled and as described in the course syllabus. Because of the unique nature of the content, classes, seminars, and practical experiences cannot be repeated within the same course.

4.8 Examinations

Oklahoma State Regents for Higher Education regulations require that those institutions that reserve the final week of the semester as a testing period shall ensure that all classes meet during the testing period. Final examinations are given at the discretion of the instructor, or, in the case of multiple sections, the department in which the course is offered. The current schedule for final exams is listed in the Academic Calendar section of the Office of Admissions and Records website.

<https://admissions.ouhsc.edu/Academic-Calendar>

When a final examination is given, the student must take the examination. If a final examination is given, no faculty member is authorized to depart from the published examination schedule for either a class or an individual without approval, as stated in the Faculty Handbook. Early final examinations are prohibited. Final Examination has been defined as follows: an examination that is comprehensive in nature or which accounts for a greater proportion of the final grade than an examination given during the semester. (President, 2-10-86) A student will not be expected to take more than two final examinations in one day. In cases where a student has three or more exams scheduled for the same day, instructors must offer make-up exams. The student's number of exams will be brought down to two by the following procedure:

1. If a student has three or more exams on the same day, the instructor(s) giving the third and subsequent exams must provide make-up exams during the week designated for final exams for that semester.
2. The student must notify the instructor or department of the third and subsequent final exams scheduled within a single day. Such notification must be given to the specific instructor or department before the end of the twelfth week of classes (sixth week of the summer term).

In the event a conflict should arise from the scheduling of two or more final examinations at the same time, the student will attend the examination for the class that met first during the week, according to the student's class schedule. The instructor(s) giving the second and subsequent exams must provide make-up exams during the week designated for final exams that semester.

Summer Final Examination Regulations

During the summer session, if a final examination is to be given, it must be administered during the final regular class period, or the final two class periods if additional time is required, as long as the final exam does not exceed two hours in length.

OUHSC Student Handbook Section 3.8.7

4.9 Student Evaluations

Student Evaluation of the Course cannot be included as a part of the course grade. Each student is given the opportunity to complete a course evaluation during the final weeks of the course. Instructors use this information as valuable feedback to enhance future iterations of the course. The course evaluation responses are aggregated and provided to course faculty. Individual evaluations are not provided for faculty review. The reports are made available to instructors after final grades have been posted. Student evaluation of the course will not affect student grades.

4.10 Enrollment Holds

Enrollment holds may be issued by the College of Nursing, the Library, the Bursar, Admissions and Records, or the Parking Office to students failing to comply with University/campus policies. Official enrollment is not permitted unless all enrollment holds are lifted by the initiating department(s). A late enrollment fee may be assessed if enrollment holds are not resolved in a timely manner.

4.11 Grade Posting

All assignment and examination grades are posted and accessible to students through the course learning management system.

4.12 Leaves of Absence (LOA)

Students may request a leave of absence by contacting the College of Nursing Office of Student Affairs or their Program Director. The leave of absence cannot be granted retroactively.

Students who are granted a leave of absence are allowed to remain out of school for no more than one academic year. If a student does not re-enroll within the one-year period, an additional leave of absence must be granted, or the student will be required to reapply and be re-admitted before enrolling again.

A Leave of Absence has no effect on time limits for completion of degree requirements. Students receiving financial aid are required to contact the Financial Aid Office for

information on Return of Title IX funds because of a temporary interruption in the student's program of study.

Students who do not request a leave of absence and fail to re-enroll for a term must formally apply for readmission to the program to enroll in future terms. Failing grades are recorded for students who register for a term, do not attend classes, and do not secure a leave of absence or formally withdraw from classes.

4.13 Transfer of Credit

Transfer Credit is approved when courses completed from previous institutions of higher education may be used to fill a prerequisite or to meet a general education requirement. To help in your educational planning, the University of Oklahoma Office of Admissions has developed [course equivalency tables](#) for the two-year and some four-year institutions. Transfer courses that do not have an exact OU equivalent, but have been approved for general education credit, also appear on this list.

Courses that have no OU equivalent will transfer to the University and often can be applied toward a degree. The course may substitute for required courses or transfer as elective credit. The degree-granting college will evaluate all transfer courses for equivalency and determine how each course will apply toward the University of Oklahoma Health Sciences Center degree. If a transfer course has not been approved for equivalency previously, it is necessary to begin the petition process with a completed [Petition for Transfer Course Review Form](#) and syllabus. The instructions and mailing address are included on the form. Use one form for each course to be reviewed.

Upon receipt, the Office of Admissions and Records, in accordance with the current University of Oklahoma course evaluator guidelines, will review the petition content and the course syllabus for equivalency to the corresponding OU course. The Office of Admissions and Records may approve or deny equivalency, or recommend the course be considered for substitution by the degree-granting college. Once a determination is made by the University, the petitioner will be notified.

4.13.1 MSN and DNP Transfer Policy

The acceptance of transfer credit from another institution for an MSN and DNP degree programs is determined in accordance with the following criteria:

- a. The course work transferred must represent valid graduate credit earned in graduate level courses from an accredited college or university.
- b. The credit must carry a grade of A, B, or S.
- c. The credit must not be more than six years old at the time of admission to the degree program. In special cases, credit more than six years old may be transferred if recommended and validated by the department and approved by the Dean.
- d. The credit must be applicable to the degree program. The transfer must be approved by the College of Nursing.

Students may not apply one course to more than one degree program. No more than 25 percent of the degree requirements may be transfer credit.

5. University and HSC Policies

5.1 Academic Appeals Policy and Procedures

Students who are dismissed or suspended from their program may request a hearing under the OUHSC Academic Appeals Policy ([OUHSC Faculty Handbook, section 4.16](#)). A student may not appeal an action simply because he /she does not agree with it (Regents, 12-1-1).

5.2 Academic Misconduct Code

The Academic Misconduct Code describes academic misconduct as including cheating, plagiarism, fabrication, fraud, destruction, bribery, or intimidation; assisting others in any act proscribed by this Code; or attempting to engage in such acts. It is the responsibility of each faculty member and each student to be familiar with the definition, policies, and procedures concerning academic misconduct as cited in the Academic Misconduct Code.

The definitions of each type of academic misconduct, as well as reporting, investigation, potential disciplinary actions (i.e., censure, limited notation suspension, permanent notation suspension, expulsion) and the appeals processes are detailed in the Academic Misconduct Code. ([OUHSC Faculty Handbook, Appendix C](#))

5.3 Changes in Student Name or Address

A Student Information Change Request must be completed whenever a student's name or address changes. The forms may be obtained at <https://admissions.ouhsc.edu/Current-Students/Forms>. Forms must be submitted to the Office of Admissions and Records.

5.4 Computer Encryption

Computer encryption requirements can be found at <https://it.ouhsc.edu/services/infosecurity/documents/PCDEncryptionDecisionFlowChart.pdf>.

5.5 Computer Requirements

Computer requirements can be found at <https://nursing.ouhsc.edu/Student-Resources/Technology-Support>.

It is the student's responsibility to ensure that their laptop is compatible with the required security tools in order to participate in their program's curriculum.

5.6 Computer Systems and Networking Policy

Access to computer systems and networks owned, operated, or provided by the University is predicated on compliance with certain responsibilities and obligations and is granted subject to university policies and local, state, and federal laws. By using University information systems or computing resources, you agree to abide by and comply with the applicable policies, procedures, and laws. Acceptable use must be ethical, reflect academic honesty, and show responsible use in the consumption of shared resources. Acceptable use also demonstrates respect for intellectual property, ownership of data, system security mechanisms, and freedom from intimidation and harassment. Information created or stored on university computer resources, networks, and systems may be subject to the Oklahoma Open Records Act.

The complete policy can be found at [je](#).

5.7 Consensual Relations Policy

The University's educational mission is promoted by professionalism in faculty-student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and students that harm this atmosphere undermine that professionalism and hinder fulfillment of the University's educational mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse, their power.

The complete policy can be found in the [OUHSC Faculty Handbook, Appendix I](#).

5.8 Criminal Background Checks Policy for Current Students and Conditionally Accepted Students (HSC)

Many facilities that The University of Oklahoma colleges use for clinical experiences require students to pass criminal background checks and/or a drug screen test. Each clinical facility may have specific requirements related to background checks or drug testing of students and employees unique to that facility. Such background checks and drug tests are rotation practice site requirements, not requirements of The University of Oklahoma or the College.

The College of Nursing is responsible for providing acceptable training sites for its students, preparing students appropriately for required board or licensure exams, and providing students with the appropriate knowledge to practice their profession. It is the

student's responsibility to comply with the criminal background check and drug test requirements of the facilities in which the student rotates. Prior to the rotation start date, the student should contact the appropriate academic department or college clinical representative. Lack of timeliness in supplying the required documentation and testing to the facility may delay the student's participation in the scheduled clinical experience.

The College is not responsible for finding rotation practice sites for students who are unable to meet the requirements for rotation practice sites, including passing background checks or drug screens; nor does it assure that a graduate will be allowed to register for required exams or obtain required licenses to practice. Students should be aware that failure to pass a background check or drug test, as determined by each facility, will prevent the student from participating in that clinical experience and may delay the student's completion of the degree program requirements or prevent Page 36 of 45 the student from completing the degree program.

- A. The criminal background check shall include a criminal history records search conducted by the Oklahoma State Bureau of Investigation that is not more than ninety (90) days old.
- B. Contingent upon available resources by the Oklahoma Board of Nursing (OBN), all criminal background checks effective January 1, 2013, shall include all the following:
 1. Submission of a full set of fingerprints to the Board for the purpose of permitting a state and federal criminal history records search pursuant to Section 150.9 of Title 74 of the Oklahoma Statutes and Public Law 92-54 that is not more than ninety (90) days old. The Oklahoma State Bureau of Investigation may exchange these fingerprints with the Federal Bureau of Investigation.
 2. The applicant shall furnish the OBN fingerprints as established by Board rules and a money order or cashier's check made payable to the Oklahoma State Bureau of Investigation;
 3. The OBN shall forward the fingerprints along with the applicable fee for a national fingerprint criminal history records search to the Bureau;
 4. The Bureau shall retain one set of fingerprints in the Automated Fingerprint Identification System and submit the other set to the FBI for a national criminal history record search;
 5. Any and all state and federal criminal history record information obtained by the OBN from the Bureau or the FBI which is not already a matter of public record shall be deemed nonpublic. The confidential information shall be restricted to the exclusive use of the OBN, its members, officers, investigators, agents, and attorneys in evaluating the applicant's eligibility or disqualification for licensure and
 6. Fingerprint images may be rejected by the OSBI and the FBI for a variety of reasons, including, but not limited to, fingerprint quality or an inability by the OSBI or FBI to classify the fingerprints. These rejections require the applicant to be fingerprinted again. Applicants with fingerprints rejected for improper registration will be required to re-register, re-pay and be re-

fingerprinted. The applicant is responsible for insuring and verifying that all data is correct in the fingerprinting process.

5.9 Accessibility and Disability Accommodations

The University of Oklahoma is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, The University of Oklahoma ensures that no “qualified individual with a disability” will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by The University of Oklahoma.

Students must initiate their request for reasonable accommodation through the Accessibility and Disability Resource Center. Accommodations are provided on an individual basis and depend on the need for services and documentation of disability. Students will meet virtually with a staff member of the Center via Zoom for an initial intake and to jointly identify appropriate accommodations. Students should renew their request for accommodation each semester. See the ADRC website for details regarding the documentation necessary for evaluation. (<https://www.ou.edu/adrc/drc-registration>)

Students who have received documentation from the ADRC regarding reasonable accommodations related to a course must provide this documentation to the course instructor in writing within the first week of the course. The ADRC will work with the course instructor in making accommodations.

5.10 Discrimination/Grievance Procedure

The University in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age (40 or older), religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures.

Any student, faculty, or staff member who believes they have been discriminated against should file a report under the Grievance Procedure and contact the Equal Opportunity Office on the Health Science Center campus directly at (405) 271-2110 or www.ou.edu/eoo The full procedure can be found in the [OUHSC Faculty Handbook, Appendix J](#).

5.11 Drug and Alcohol Use

The University of Oklahoma and the College of Nursing are committed to a program and policy that prevents alcohol abuse and drug use. Various treatment options, both on and

off campus, are available to members of the university community to address drug or alcohol use concerns. All students, faculty, and staff are subject to the University of Oklahoma Policy on Prevention of Alcohol Abuse and Drug Use. The policy in its entirety is available at the [OUHSC Faculty Handbook, section 5.11](#).

5.12 Drug Screening

This policy applies to all University of Oklahoma Health Sciences Center students/accepted applicants admitted to designated degree program that include or may include a clinical experience at a health care facility that requires drug screening as a condition of its affiliation with the university. See the [OUHSC Drug Screening Policy](#) for details.

5.13 Ethics in Research

Research and other scholarly activity at the University of Oklahoma must be above reproach. All faculty, staff, and students of the University community have the responsibility to ensure the integrity and ethical standards in any activity with which he or she is associated directly, and or any activity of which there is sufficient knowledge to determine its appropriateness. Misconduct in the conduct of research undermines the scholarly enterprise and erodes the public trust in the University community to conduct research and communicate results using the highest standards and ethical practices. The University of Oklahoma is responsible both for promoting scholarly practices that prevent misconduct and for developing the policies and procedures for dealing with allegations or other evidence of scholarly or research misconduct. Additional information on University Policy on Ethics in Research may be found in the [OUHSC Faculty Handbook, Section 3.25](#).

5.14 Student Code of Honor

Students of the University are guaranteed certain rights by the Constitutions of the United States, State of Oklahoma, and the University of Oklahoma Student Association. This code establishes specific student rights and responsibilities while maintaining a learning environment conducive to the University's mission.

5.15 Student Professional Behavior in an Academic Program Policy (HSC)

The University of Oklahoma Health Sciences Center (OUHSC) strives to attract, matriculate, and train health professions and public health, biomedical, and pharmaceutical sciences students who not only possess the intellectual capacity for health professions and graduate study but also have a high capacity for ethical and professional behavior. Since training in ethical and professional behavior is an integral part of training in the health professions, conduct during training is an academic issue.

Professionalism is one critical cornerstone of a successful academic program, just as it is a cornerstone of the responsible conduct of research, maintaining integrity and compassion in the delivery of health care, and building collegial and conscientious health professions team.

5.16 Student Rights and Responsibilities Code and Procedures

Students of the University are guaranteed certain rights by the Constitutions of the United States, State of Oklahoma, and the University of Oklahoma Student Association. This code establishes specific student rights and responsibilities while maintaining a learning environment conducive to the University's mission.

Details of the Student Rights and Responsibilities Code, as well as procedures when students fail to adhere to the Code of Conduct, are found in the [OUHSC Faculty Handbook, Appendix C](#).

5.17 Protecting and Safeguarding Protected Health Information (PHI)

Every student is responsible for protecting and safeguarding Protected Health Information (PHI), in accordance with the University's Health Insurance Portability and Accountability Act (HIPAA) policies, found at <https://apps.ouhsc.edu/hipaa/>. Protecting PHI is a fundamental ethical concept and a standard in healthcare that is expected of every student. As a new or returning student at the University of Oklahoma Health Sciences Center Fran and Earl Ziegler College of Nursing, you understand and agree to the above and to the following:

You are not to bring to the University any confidential or proprietary information of another entity or previous employer unless you were specifically authorized by both that entity and the College of Nursing. Such information may include but is not limited to student or patient information, research information, and trade secrets.

To the extent that you receive specific authorization to take such information from another entity or previous employer, you may not bring that information to the University; put it on university-owned property, devices, or systems; or use it in the scope of your degree pursuit without the specific prior written permission of your department chair, program director, or supervisor. If you receive such permission, you must protect the information in accordance with all University policies, including policies on security of electronic data.

Upon your departure from the University, you may not take any confidential proprietary information with you. You will be asked to attest that you have deleted all such information from your personally owned devices and have returned all University confidential or proprietary information.

You must take OUHSC's required online HIPAA training annually, as required. You may be required to take HIPAA training at rotation or affiliation sites as well.

You must have all devices you use for university business encrypted by your OUHSC Information Technology Tier 1 team. University business includes checking your email and take class notes. You must report erratic computer behavior or unusual/suspicious email to your Tier I or IT at (405) 271-2203 or (888) 435-7486.

Prompt reporting of HIPAA violations is required by federal law. You must report immediately any suspected violation and any loss or theft of PHI or devices containing PHI to your instructor and to the University Privacy Official at (405) 271-2033 or (405) 271-8767.

If you have questions about protecting confidential or proprietary data, including PHI, ask your instructor or contact the College of Nursing HIPAA Officer at (405) 271-8767.

6. General Policies

6.1 Academic Coaching and Tutoring

At the Fran and Earl Ziegler College of Nursing, you have a Student Success Team ready to support you. Resources include tutoring, academic coaching, organization, and study skills help. Whether you are an undergraduate or graduate student, you can reach out to a Student Affairs team member for assistance. You can email nursing@ouhsc.edu to ask questions or schedule an appointment. [The Nursing Student Support and Success Sharepoint](#) also has valuable information, study tips, and the current tutoring schedule.

6.2 Accreditation and Approval

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program and post-graduate APRN certificate program at The Fran and Earl Ziegler College of Nursing at the University of Oklahoma Health Sciences Center is accredited by the Commission on Collegiate Nursing Education.

6.2.1 General Statement on Accreditation

The University of Oklahoma College of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE), One DuPont Circle, NW Suite 530, Washington, DC 20036.

The University of Oklahoma College of Nursing is approved by the Oklahoma Board of Nursing. <https://nursing.ok.gov>

6.3 Alumni Association

All graduates of the College of Nursing are members of the University of Oklahoma Alumni Association and the Alumni Association of the College of Nursing. The College of Nursing Alumni Association promotes the goals and purposes of the College, encourages interest in the College among graduates, students, and friends, and fosters good fellowship among graduates.

6.4 Books and Learning Material

Students will be provided with a list of all required learning materials including ISBN numbers.

An order form along with ordering instructions will be provided to all incoming BSN students who must use this vendor to purchase books. Graduate students may purchase their books via internet vendors.

6.5 Children on campus

Children on campus must be attended by a parent or guardian at all times. No children are permitted in the classrooms, laboratories, or teaching areas. Children may not be left unattended in the building while their parent attends class. Facilities for the care of minor children are not available in the College of Nursing. Children may be given a tour of the CON during non-class times.

6.6 E-mail

All students are assigned an OU Health Sciences Center e-mail address. The OUHSC email address is the official means of electronic communication between administration, faculty, and students. As a result, all communication to students regarding scholarships, policies, events, etc. are sent via the HSC email system. Administration and faculty expect that students check their campus email frequently to avoid missing important messages. Do not set up forwarding services from your email to a personal account due to possible HIPAA and FERPA violations.

6.7 Emergency alerts

Emergency Communication System (ECS)

The University of Oklahoma's Emergency Communications System (ECS) enables the University to send time-sensitive notifications about emergency situations to all students, faculty, staff, and identified campus affiliates. These urgent messages will be transmitted to all available voice services, e-mail and text messaging options listed for

your account. It is up to you to provide and confirm the contact information for the messages to reach you. The messages will provide information and instructions for action during a given situation. The effectiveness of the ECS is dependent on the accuracy of the contact information in the system. It is suggested that you enter a personal cell phone number as your primary cell phone and that you select the “Text Message” option for this number. (Please note that you may incur additional charges for text messaging on your cell phone depending on your service provider.) Contact information from the campus information systems is transmitted nightly to the ECS to update the system. This information will not be shared with other entities, and it will be kept private and confidential. Please visit the ECS website for more information: <https://www.ouhsc.edu/police/Emergency-Management/ECS>

6.8 Financial Aid and Scholarships

6.8.1 Financial Aid

Several types of financial aid are available to those who qualify. Application forms and specific information may be obtained from the [Office of Financial Aid](#), Room 301, David L. Boren Student Union.

The Office of Financial Aid mailing address is: Office of Financial Aid, The University of Oklahoma Health Sciences Center, PO Box 26901, Oklahoma City, Oklahoma 73190. Early application is encouraged and the Free Application for Federal Student Aid (FAFSA) form requesting assistance for the next academic year should be submitted to the Office of Financial Aid. Check the [website](#) for important dates.

6.8.2 Scholarships

In order to be eligible for College of Nursing Scholarships, a FAFSA must be filed EACH year. The most current information on scholarships and loans is available on the [Financial Aid Website](#).

The Offices of Student Affairs and Alumni Affairs of the College of Nursing are frequently notified of new scholarships. Notices of new financial aid programs are posted on the College of Nursing website. Students may apply for all scholarships online at the [Fran and Earl Ziegler College of Nursing website](#).

Students are urged to contact staff in the Office of Student Affairs for assistance in meeting financial needs.

6.9 Name Tags

Please check with your Office of Student Affairs regarding purchase of the official name tag. Name tags are required for students while in clinical settings.

6.10 Parking

Parking regulations vary with each campus. Information regarding parking permits will be provided to you at the time of your orientation. For details, please contact your Office of Student Affairs.

6.11 Responsible Conduct of Research

All students participating in research or projects pertaining to human subjects must receive training in Responsible Conduct of Research (RCR). The level of training is based upon the degree program. Training for doctoral students must occur prior to enrolling in doctoral dissertation research. RCR training for thesis masters' students must occur prior to enrolling in master's thesis research. For non-thesis master's students, training must occur prior to approval to take the comprehensive examination. Programs must submit a yearly proposal to the Graduate College Responsible Conduct of Research Committee as to how their students will meet this requirement by June 1 for the upcoming academic year.

6.12 Severe Weather Precautions

During normal working hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, Campus Police will monitor local weather advisories when severe weather conditions exist. If it is determined that the campus is in the projected path or will be exposed to severe weather, Campus Police will alert building occupants and advise on necessary precautions. Extended campuses and distant sites will be notified in the case of severe weather for their area. After normal working hours and on weekends and holidays, Campus Police will call the College after hours contact to notify those known to be in the building of severe weather conditions if necessary.

<https://www.ouhsc.edu/police/Emergency-Management/ECS>

6.13 Sigma Theta Tau International

Sigma Theta Tau is the international honor society for nursing. The purposes of the organization are to support research, recognize leadership and scholarly achievement, and strengthen commitment to the ideals of the profession of nursing.

Beta Delta Chapter at Large is an Oklahoma chapter of Sigma Theta Tau and represents the University of Oklahoma, the University of Central Oklahoma, Oklahoma Baptist University, Oklahoma City University, Southern Nazarene University, and Southwestern Oklahoma State University. Students in the BSN Program who demonstrate excellence in academic, personal, and professional areas are eligible for membership in Beta Delta.

6.14 Smoking Policy/Tobacco Free

In accordance with the state Smoking in Public Places Act, the University has established a Smoking in Public Places Policy. All facilities of the Health Sciences Center in Oklahoma City and Tulsa are smoke-free and on the Norman campus as indicated through the provision of this policy. All buildings owned or operated by the University of Oklahoma will be free from smoking as noted.

Definitions – “Building” is defined for the purpose of this policy as an enclosed, indoor area owned or operated by the University of Oklahoma and used by the general public, serving as a place of work for university employees or a meeting place for a public body (as defined in the Open Meeting Act OS 25, Section 304), including but not limited to offices, classrooms, laboratories, libraries, auditoriums, arenas, theaters, performance/exhibit halls, museums, meeting rooms, cafeterias and restaurants or public conveyances (including elevators, trolleys and buses). “Smoking” means the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device.

Signs will be posted at all entrances to university buildings stating that the buildings are smoke-free. Faculty, staff, or students within the building may ask any person smoking in the building to refrain. OUHSC Student Handbook, section 3.20. ref faculty handbook

6.15 Social Media

6.15.1 Course Communications:

All course communications must be through the OUHSC learning management system and/or OUHSC email. Students should not use personal email or social media accounts for university-related communications.

6.15.2 Personal Content:

Students should be aware that future employers might review their social media postings as part of any hiring process. Students should exercise caution and use their best professional judgement when deciding what information to share on social media.

6.15.3 Patient Information:

Under no circumstances are students allowed to utilize, comment on, discuss, or take or post pictures of or information about patients or client(s) in a social media site/venue. Posting patient or client information on any electronic site/venue is prohibited and may result in a violation of state or federal law, including HIPAA. Posting about other training-related matters may result in academic or disciplinary consequences, including but not limited to a grade reduction or a Professional Concerns Report under the Student Professional Behavior in an Academic Program Policy. This includes Facebook, Twitter, YouTube, and all other social media platforms.
pathway.

6.15.4 Professional Practice:

OU College of Nursing students are held to the American Nurses Association (ANA) Social-Media Standards. Students must review and comply with the ANA's Six Principles for Social Networking and other ANA related documents on social media.

Principle 1. Nurses must not transmit or place online individually identifiable patient information.

Principle 2. Nurses must observe ethically prescribed professional patient-based boundaries.

Principle 3. Nurses should understand that patients, colleagues, organizations, and employers may view postings.

Principle 4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.

Principle 5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.

Principle 6. Nurses should participate in developing organizational policies governing online conduct.

6.16 Student Affairs

The Office of Student Affairs provides student services such as, academic advisement, assistance with student organizations' activities, referrals for personal counseling and general information for currently enrolled and prospective students. The Office also maintains official student records and coordinates admission, profession and graduation requirements and activities for students.

6.17 Student Center and Services

The David L. Boren Student Union on the Health Sciences Center is located directly north of the College of Nursing at 1006 North Stonewall and can be reached via an underground tunnel from the college. The Center provides food, computer support, student counseling, the Writing Center, recreation spaces, and other services.

HSC Student Counseling Services offers both in-person and telehealth video-conferencing appointments to OUHSC students and residents in Oklahoma. Services include individual counseling, couples counseling and group counseling.

Counseling Services Appointments

The OUHSC Writing Center, located in Room 214 in the HSC Student Union, serves the students, faculty, and staff of the entire OU Health Sciences Campus. Services provided by the Writing Center include help with topic selection, strategies for successful research, proper citation use, grammar correctness and draft revision.

HSC Writing Center

IT Student Services Support including VDI requests, WIFI configuration, printing services and computer encryption can be found here:

[IT Student Services](#)

The David L. Boren Student Union hosts a variety of conference and individual study areas accessible to OUHSC students 24/7 throughout the year. Desktop computers, whiteboards, television with cable and a break room are all available on a first come, first-serve basis. The Student Union also has Lounge Areas, a Lactation Room, Reflection Room, and HSC Food services.

6.18 Student Identification

A current student identification card is required on all campuses for use of University Library materials, for admission to university events, and for access to university facilities after normal operating hours. The identification card is issued when fees are paid. For students enrolled in an online program, a university ID is optional.

6.19 Student Organizations

College of Nursing defines student organizations as a group of undergraduate or graduate students who unite to promote or celebrate a common interest. Recognized student organizations create opportunities for leadership development, learning, student engagement, and fostering of shared interests. [Click here for more information.](#)

6.20 Student Records and Information

Information maintained by the University of Oklahoma about students, and, in some instances, former students is covered under the Family Educational Rights and Privacy Act (FERPA). FERPA information is defined as either directory or confidential. Any office gathering such information and/or having custody of it shall release it only in accordance with policy or as otherwise required by law. When a student enrolls at the university and furnishes data required for academic and personal records, there is an implicit and justifiable assumption of trust placed in the University as custodian of such information. This relationship continues with regard to any data subsequently generated during the student's enrollment.

For further details see:

<https://provost.ouhsc.edu/Portals/1037/assets/documents/FacultyHandbookOUHSC.pdf?ver=2019-09-30-135426-620>

6.21 Phones

Faculty have the prerogative to set expectations regarding phone use in the classroom. All members of the CON are asked to use phone etiquette appropriate to the situation in which they find themselves.

6.22 Transcripts

The official transcript is a permanent record of student academic performance and includes grades earned and enrollment status, and semesters in which the student is placed on academic probation, or academic dismissal. Permanent academic records for undergraduate graduate coursework earned at the Health Sciences Center are available from the Office of Admissions and Records (A&R) on the Health Sciences Center campus (405) 271-2359.

Requests for official transcripts of coursework completed at the University of Oklahoma College of Nursing may be made to the Health Sciences Center Admissions and Records Office. It normally requires several days to process requests for transcripts of Norman Campus coursework. There is no charge for official transcripts.

The University reserves the right to withhold a transcript, official or unofficial, from any student with financial indebtedness to the University or during the resolution of an alleged act of academic misconduct.

6.23 Tuition and Fees

It is the responsibility of the student to register and pay fees on the dates specified on the Academic Calendar. Questions about tuition and fee payment should be directed to the Bursar Office at (405) 271-2433. Click here for estimated cost of tuition and fees.

6.24 Veteran Services

The Health Sciences Center Office of Admissions and Records provides certification of enrollment for HSC students receiving financial assistance through the Veterans Administration. Students receiving VA assistance who are enrolling at the University of Oklahoma Health Sciences Center College of Nursing for the first time are encouraged to contact the Admissions and Records office at (405) 271-2359 at their earliest convenience to begin the processing of necessary paperwork.