



**OHIO**  
**UNIVERSITY**

**SCHOOL OF NURSING**  
**UNDERGRADUATE**  
**STUDENT HANDBOOK**

**Associate in Applied Science – Nursing (AAS-N)**  
**Advanced Placement Track for LPN to RN (AAS-N)**  
**Traditional Bachelor of Science in Nursing (BSN)**  
**RN to BSN Program**

**August 2022**  
**Appended 11-2022**

# Ohio University School of Nursing

## Undergraduate Student Handbook

This handbook is designed for individuals who have been admitted to one of the following programs in the School of Nursing:

- **Associate of Applied Science - Nursing (AAS-N)** - a two-year prelicensure program offered on the Chillicothe, Southern, and Zanesville campuses. Each of these campuses also offer the LPN to RN (AAS-N) advanced placement track.
- **Bachelor of Science in Nursing** - a traditional, four-year prelicensure program available on the Athens, Chillicothe, Eastern, Southern, and Zanesville campuses. An accelerated BSN option may be available on some campuses for students with a baccalaureate degree in other disciplines.
- **RN to BSN Program** - an online program for licensed RNs. This program also has an early admission option for students in the second year of an Ohio University prelicensure AAS-N program.

The handbook provides information about the Ohio University (OHIO) School of Nursing (SON) and the policies that are important for its functioning. Section I provides some historical notes and program overviews.

The next three sections address specific phases of a student's life in the SON: admission, progression, and graduation. Each section will include useful information for student success. The appendices contain program information and useful forms and guidelines.

Students are responsible for being familiar with and abiding by all information in the handbook. Each student needs to sign a form indicating that they

- (a) were provided access to the handbook via the website,
- (b) read it,
- (c) understood the information in it, and
- (d) agree to conduct themselves in accordance with the handbook.

The signed form is to be returned to the appropriate School of Nursing office and kept in the student's academic file. Receipt of *Student Handbook* Form is in Appendix G.

Information that appears in this handbook related to progression within the program and/or completion of the program will be in effect until the class of original admission graduates. If a student leaves the program for any reason, e.g., illness, personal reasons, course failure, or other reasons not named, and returns to the program in a different class, the handbook that exist for the class to which they return will apply.

Handbook information and policies not related to progression or completion of the program may be changed with notice.

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# Section I

## GENERAL INFORMATION

### School of Nursing (SON)

The Ohio University (OHIO) School of Nursing (SON) is a school within the College of Health Sciences and Professions (CHSP). The SON comprises the largest number of faculty and students within the CHSP. The mission of the CHSP focuses on population health, interprofessional education, rural healthcare, underserved populations, engagement in global health education, and an emphasis on reflection and promoting diversity in health settings. The SON is dedicated to excellence in nursing education. Through provision of multiple pathways and points of access for careers in nursing, the SON has continually evolved to meet the needs of students and the healthcare workforce while adhering to our mission of preparing nurses whose work reflects the highest standards of collaboration, ethics, innovation, and care.

The SON offers the following undergraduate programs:

- Associate of Applied Science in Nursing (AAS-N),
- Advanced Placement Track for Licensed Practical Nurses (LPN) to Registered Nurse (RN),
- Traditional Bachelor of Science in Nursing (BSN),
- RN to BSN (online).

The SON offers the following Master of Science in Nursing (MSN) program tracks:

- Family Nurse Practitioner (FNP),
- Adult Gerontology-Acute Care Nurse Practitioner (AG-ACNP),
- Psychiatric Mental Health Nurse Practitioner (PMHNP),
- Nurse Educator,
- Nurse Leader.

Post-graduate certificate programs include: FNP, AG-ACNP, PMHNP, Nurse Educator, and Nurse Leader.

The DNP program offers a concentration in advanced clinical or executive practice to further expand the knowledge and skills of the advanced nurse clinician or administrator for the BSN to DNP student or the MSN to DNP student.

### **Vision Statement**

The Ohio University School of Nursing will provide accessible state-of-the-discipline undergraduate and graduate nursing education. The School will focus on fostering preservation, promotion, and restoration of health in the global community. Our graduates will be highly competent practitioners, leaders, and scholars who are grounded in a sense of inquiry and committed to human caring within a climate of diversity.

### **Mission Statement**

The Ohio University School of Nursing's mission is to augment the students' education to prepare them to succeed in any organizational environment. The faculty is committed to providing a curriculum that is sensitive to the cultural diversity in the society and the changing demands for healthcare through utilization of local, state, and international partnerships and collaboratives. The School also promotes excellence in the profession through scholarship and service.

## **Philosophy**

**Humans** are complex, holistic beings with worth and dignity. They possess the right and ability to make choices and decisions about their lives. They participate in life as individuals, family members, members of small and large groups, and members of various communities and cultures. All aspects of life contribute to the development of knowledge, beliefs, and values that in turn influence the choices made by humans.

Humans are in constant interaction with an **environment** that is both internal and external to the human body. Environmental and human systems influence one another through continuous interaction and exchange of energy with the environment. This unique and changing environment influences human life and health in neutral, positive, and negative ways. Humans can alter their own environment and the environment of others through their choices. The perceptions created by the interaction between humans and their environment influence learning and behavior and are a major focus of nursing.

**Nursing** is a caring discipline based on the health needs of society. Nursing practice is a socially and culturally responsive process through which clients are assisted to maximize health potential. Nurses utilize the nursing process and scientific inquiry in practice. Nurses assist client systems (be it an individual, family, group, community, or population) to clarify health values, provide knowledge and skills about health, and coordinate health-related resources to promote, maintain, and restore health.

**Health** is dynamic and unique to the individual. It allows utilization of resources to achieve maximum potential for daily living. When a client system has the necessary knowledge, skills, and resources, choices are made that contribute to their health and quality of life. Differing values, expectations, and perceptions may alter the definitions of health and the actions taken by various client systems in seeking health. Health promotion and prevention behaviors are essential to the health and well-being of a client system throughout the lifespan.

## Section II

# ADMISSION

### Application Procedures

Individuals seeking admission to one of the programs offered by OHIO SON must meet the admission criteria of OHIO prior to consideration for admission to the nursing program. Prospective students apply to OHIO indicating their choice of nursing program. Once it has been determined that an individual has met OHIO's admission standards the application is reviewed for admission to the specified SON program: Associate in Applied Science – Nursing (AAS-N), AAS-N Advanced Placement track for LPN to RN, traditional four-year Bachelor of Science in Nursing (BSN), RN to BSN, MSN, or DNP. Admission to OHIO does not guarantee admission to the specific nursing program of choice. Admission to any one of the nursing programs is selective and competitive. The criteria for each of the nursing programs are described in the table below.

Students should refer to the SON website, [www.ohio.edu/chsp/nrse](http://www.ohio.edu/chsp/nrse), for additional information, SON application deadlines, etc.

Required for Application	AAS-N	AAS-N LPN-RN	Traditional BSN	RN to BSN
Completion of University application	X	X	X	X
Completion of SON application for Program Site	X	X	X	
Completed courses in algebra, biology, & chemistry with grade of "C" or better at high school or college level	X	X	X	
Associate degree or diploma in nursing				X
Statement of Education & Career Goals	X Optional	X Optional	X Optional	
Minimum G.P.A. of 2.75	X	X	X	
Grade of "C" or better in all prerequisites/support courses	X	X	X	X
Minimum overall G.P.A. of 2.0 with a grade of B or better in nursing courses				X
Current unencumbered LPN license		X		
Current unencumbered RN license in states that the clinical experiences will be completed.				X
Letters of reference (3)				
Complete the standardized nursing admission exam with minimal acceptable score* See SON website: <a href="http://www.ohio.edu/chsp/nrse">www.ohio.edu/chsp/nrse</a>	X	X	X	
State and federal mandated background check that is clear of disqualifying offenses in the state(s) which clinical experiences will be completed	Required prior to the start of clinical	Required prior to the start of clinical	Required prior to the start of clinical	
Health and immunization documentation* See SON website: <a href="http://www.ohio.edu/chsp/nrse">www.ohio.edu/chsp/nrse</a>	Required prior to the start of clinical	Required prior to the start of clinical	Required prior to the start of clinical	

## Taking Ohio University AAS-N and RN to BSN Courses Concurrently

1. The student must successfully complete the first term in the AAS-N program.
2. If the student is not already in ND1205, complete and sign an Update of Program form adding the ND1205 major code. Do not drop the AAS-N code (AA2342).
3. The Operations Coordinator or Associate Director at the respective program site must send a recommendation to the School of Nursing (SON) Lead Advisor for approval.
4. Once approval is received, the student must email the School of Nursing at [nursing@ohio.edu](mailto:nursing@ohio.edu) and request to be enrolled in NRSE 4510.
5. The student must maintain an 80% (B-) or higher in all AAS-N and RN to BSN courses.
6. After successful completion of NRSE 4510 (Professional Nursing Practice) the AAS-N student may register for subsequent RN to BSN courses in the program by emailing [nursing@ohio.edu](mailto:nursing@ohio.edu). Students may not register for NRSE 4600 (Nursing Excellence) until they obtain a Registered Nurse license.

## Health Policies

There are several documents necessary to comply with SON's health policy. Please note that it may be necessary to meet additional health requirements for specific clinical experiences, e.g., obstetrics. The items required must be on file before the student attends their first clinical experience. Some items will need to be provided only once while the student is in the School of Nursing while other items must be periodically renewed. A brief explanation of each item is included in this section of the *Handbook*.

**Possible exposure to infectious materials:** If a student is exposed to blood, body fluids, or other infectious materials or is involved in other potentially harmful incidents during a clinical or nursing lab session, the student should follow the protocol in the agency in which the incident occurs. All incidents should be reported to the School of Nursing instructor/preceptor immediately. The instructor or the preceptor will assist the student in identifying the appropriate treatment and need for referral. If confidential testing and counseling is needed, it is available through local health departments. Examples of incidents or injuries include, but are not limited to needle sticks, falls, or back strain. A description detailing the situation is to be provided to the appropriate School of Nursing office. Treatment is the financial responsibility of the student.

## Ohio University School of Nursing Undergraduate Programs Required Documentation for Clinical Rotations

Prior to First Day of Clinical	AAS-N	AAS-N LPN -RN	Traditional BSN	RN to BSN
Current professional liability insurance	X	X	X	
Current unencumbered RN license in states that the clinical experiences will be completed.				X
Current unencumbered Ohio LPN license. <i>*Required only upon admission</i>		X		
Current Professional BLS/CPR* for Healthcare Providers certification with AED (hands on skills component required for health care providers for both adult and children)	X	X	X	
Signed HIPAA Form	X	X	X	
State and federal mandated background check that is clear of disqualifying offenses in the state(s) which clinical experiences will be completed	X	X	X	
Mantoux Two-Step TB skin-test or QuantiFERON-TB Gold (QFT)	X	X	X	
Varicella vaccination series or proof of titer	X	X	X	
Hepatitis B series or proof of titer	X	X	X	
Measles, Mumps, Rubella series or proof of titer	X	X	X	
Diphtheria/Pertussis/Tetanus (Tdap) Within the past 10 years	X	X	X	
Influenza Vaccine* <i>*Dependent upon clinical agency requirements</i>	X	X	X	
COVID-19 Vaccine* <i>*Dependent upon clinical agency requirements</i>	X	X	X	
FERPA (Release of Information, if applicable)	X	X	X	X
Negative Drug Screen* <i>*May be required to be repeated by clinical facility</i>	X	X	X	
School of Nursing Health Clearance Form; Health Documentation for Clinical Rotations Form; Core Performance Standards for Nursing Student Attestation Form; Student Health Disclosure Form	X	X	X	



Annual Requirements	AAS-N	AAS-N LPN -RN	Traditional BSN	RN to BSN
One step TB test – or QuantiFERON-TB Gold (QFT) <i>Note: If the TB test is expired, a Mantoux Two-Step TB test or QuantiFERON-TB Gold (QFT) must be repeated and the student cannot attend clinicals until after the results are received by the School of Nursing</i>	X	X	X	
Current Professional BLS/CPR* for Healthcare Providers certification with AED (hands on skills component required for health care providers for both adult and children) *Required to maintain active certification throughout the program.	X	X	X	
Current unencumbered RN license in states that the clinical experiences will be completed - upon expiration				X
Professional Liability Insurance – upon expiration	X	X	X	
Negative Drug Screen* *May be required to be repeated by clinical facility	X	X	X	
Influenza Vaccine* *Dependent upon clinical agency requirements	X	X	X	
COVID-19 Vaccine* *Dependent upon clinical agency requirements				

### **Health Insurance**

All domestic students on the Athens campus who are enrolled in five (5) or more credit hours (one (1) credit for international students) must carry health insurance. Students are automatically billed for insurance. They may waive this coverage if they are covered by another policy. The waiver request must be completed yearly. For directions on how to waive the University’s health insurance plan, please visit the Bursar’s Office website <https://www.ohio.edu/student-insurance/waiver>

### **Physical Examination**

A physical examination by a licensed physician, physician assistant, or nurse practitioner must be completed and on file in the nursing office by the date specified on the appropriate form. The form must include a physician’s, physician assistant’s or nurse practitioner’s statement of the student’s ability to meet the physical and mental requirements of nursing practice. Obtain a Health History and Physical Exam form from the nursing office at your campus.

### **Immunizations**

Students participating in clinicals shall provide documentation of the immunizations listed on the chart above. The CDC recommends the influenza and Covid-19 vaccines for health care personnel. If an individual cannot be immunized for health reasons they must submit medical exemption documentation from a licensed physician, physician, or nurse practitioner.

### **Student Illness**

With any illness (physical, emotional, mental) or condition (pregnancy), the nursing program may recommend/require that the student request documentation from a physician and/or a counselor certifying the student is able to perform all the duties expected of a student nurse. The student may not be able to continue in the program until such a statement is received.

### **Hospitalization**

Following any required hospitalization, the student needs to submit to the nursing faculty a written letter from the relevant provider certifying that the student is able to return to school and to perform all the duties expected of a student nurse. This letter must be received before the student may resume participation in classroom and/or clinical activities.

### **Expenses Related to Illness**

The student is responsible for any expenses they incur while acting in the capacity of a student. For example, if a student sticks himself/herself with a contaminated needle, they will be responsible for all expenses related to treatment.

### **Basic Life Support (BLS) for Health Care Providers**

Students must present to the nursing office evidence of BLS healthcare provider certification prior to the deadline established by the relevant campus. The BLS certification must include adult, child, infant and AED BLS at the professional level. BLS certification must be current, and students are expected to **maintain** their BLS certification until completion of the nursing program. BLS certification and recertification are at the expense of the student.

A BLS certification course may be offered at Ohio University. Certification by the American Red Cross or the American Heart Association is recommended. However, other nationally recognized providers may be approved by the nursing office. Prior approval by the SON is required for all other BLS certification providers other than American Red Cross or American Heart Association. Certification must include a skills check-off.

### **Occupational Safety and Health Administration (OSHA)**

Students need to have reviewed the latest recommendations regarding response to needlesticks and blood borne pathogens. These can be found on the OSHA website (<http://www.osha.gov>).

### **HIPAA Compliance**

All those in healthcare must now comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need-to-know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, when administering a medication, the healthcare provider would have full access to the medical record. This is covered by the patient's consent for treatment.

To protect patient/client privacy, all information that could identify the patient/client must be removed from student papers, such as care plans and case studies. Information to be removed includes the individual's name,

initials, address, phone number, fax number and Social Security number. Student papers may not be copied for careless circulation and handling.

Written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extend to oral communications which extend beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet all the clinical agency's requirements as part of the clinical affiliation.

Students are required to sign the School of Nursing's HIPAA form (see Appendix G) that states the student understands the HIPAA regulations. This form will be kept in the student's file in the appropriate School of Nursing office.

### **BCI/FBI Criminal Background Check**

All students attending clinicals in the School of Nursing are required to undergo a criminal background check prior to admission to the Ohio University School of Nursing. The cost of background checks is the responsibility of the student. In addition, once admitted to the School of Nursing, all students are required to report pending criminal charges, convictions, and plea agreements, regardless of severity, within 30 calendar days to the School of Nursing Associate Director of your campus and to the School of Nursing Director. An affected student must keep the School of Nursing informed throughout the criminal proceeding. Court documents may be required by the SON. Failure to disclose information will result in suspension and possible expulsion from the program.

In addition to the FBI/BCI reports required for admission to the SON and those subsequently required by clinical facilities for student placement, all prelicensure students must complete a BCI/FBI background check when they apply to take the licensing exam. The form acknowledging required submission of FBI and/or BCI reports can be found in Appendix G.

It is a law in Ohio that all persons who care for children or older adults have a background check.

Therefore, the Ohio Board of Nursing (OBN) will require successful graduates to submit an FBI and BCI report upon application to the OBN for preparation of taking the NCLEX licensure exam. The commission of certain crimes can bar an individual from being considered for licensing and some will disqualify an individual for caring for certain populations. See Appendix C. The Ohio Board of Nursing Criminal History Fact Sheet can be found at: <https://nursing.ohio.gov/wp-content/uploads/2021/04/List-of-Potentially-Disqualifying-Offenses-4.12.2021.pdf>

Students who have been admitted (or who are applying) to the School of Nursing will notify the Associate Director of their campus nursing program if they have been charged/convicted of a crime or involved in any Community Standards disciplinary actions. If an individual in one of the prelicensure programs (AAS-N or BSN) has been convicted of any offense on these lists, the student should understand that the Ohio Board of Nursing may deny testing for licensure based on criminal history. **Should a student be convicted of an offense while in the program, they are subject to dismissal.**

Any student who has any documented involvement with one of the offenses on the lists and the offense has been addressed in a manner that would remove any problem, the student needs to provide the School of Nursing with the information, e.g., court documents.

Procedure for obtaining a background check: Effective June 2008 the Bureau of Criminal Investigation and Identification generally will accept electronic fingerprints only for background checks. There are a few exemptions. Go to the Ohio Board of Nursing website (<http://www.nursing.ohio.gov/>) for details about exemptions. If you need guidance on this, please contact your local School of Nursing office for instructions on obtaining the background check.

### **Liability Insurance**

Each pre-licensure student attending clinical is required to carry liability or malpractice insurance with minimum limits of \$1,000,000/\$3,000,000. For those students who are currently licensed as RNs, this insurance must be above and beyond that which is provided through your employing agency. Evidence of coverage and dates must be presented. Health care facilities used for clinical practice may also request that you present evidence of coverage.

An individual is legally and financially responsible for injury caused as a result of one's negligence. Liability claims have been made involving students and graduates. These claims have included charges of error, negligence, and omission as well as bodily injury and property damage. Even those of you who are not yet registered nurses are personally responsible for your own activities in your contacts with patients; therefore, you need personal liability insurance.

Most of these insurance companies offer expert legal counsel when a claim is filed or threatened. Thus, you would have counsel that can assist you with unjust claims and threats.

Students, who do not present evidence of coverage by assigned clinical time, will not be permitted to complete clinical activities.

### **Release of Information**

At times there are individuals who need to see the files of students. The most common example of this activity would be during an accreditation visit or a site visit by the Ohio Board of Nursing. The School of Nursing requires your signature on the release of information forms to allow accreditation/program approval visitors access to student files. At no time will any student's file be available for any individual or group that is not regularly connected with the ongoing education of the students. See Appendix G.

## **CORE PERFORMANCE STANDARDS FOR NURSING STUDENTS**

The *Core Performance Standards for Nursing Students* are the essential abilities and characteristics required for completion of the undergraduate nursing degree programs at Ohio University School of Nursing and consist of mental, emotional, sensory, motor, interpersonal, communication and critical-thinking competencies.

These core competencies are the minimum and essential skills necessary to participate fully in all aspects of obtaining the knowledge and skills necessary to provide nursing care safely and effectively. Patient safety and well-being are major factors in establishing requirements involving the competencies required of undergraduate nursing students.

The School of Nursing does not discriminate against qualified individuals with disabilities who apply for admission to or who are enrolled in the program. Qualified individuals shall not be excluded from admission or participation in School of Nursing educational programs and activities solely because of their disability or medical condition.

The School of Nursing is committed to providing reasonable accommodations to qualified individuals with disabilities, including but not limited to learning disabilities. A reasonable accommodation is one that does not require a fundamental alteration in the nature of the program or lower academic and/or clinical standards. Accommodations that fundamentally alter the nature of the academic program, could jeopardize the health and safety of others, or cause an undue burden to the program are not considered reasonable accommodations. Regular consistent attendance and participation is essential to learning, especially for all scheduled clinical experiences. Use of trained intermediaries to carry out functions described in the *Core Performance Standards for Nursing Students* is not permitted. A student's judgment and skills may not be mediated by reliance upon someone else's power of selection, observation, or clinical ability.

All students admitted to nursing are expected to be able to demonstrate the specified core competencies throughout their program of study. Progression in the program may be denied if a student is unable to demonstrate the *Core Performance Standards for Nursing Students* with or without reasonable accommodations. Should a current or prospective enrollee have or develop a disability that poses a significant risk to the health and safety of patients, self, or others that cannot be eliminated with a reasonable accommodation, the person may be denied admission to or removed from the program.

The School of Nursing is committed to enabling students with identified disabilities by reasonable means or accommodations to complete academic and experiential learning required for completion of all degree programs. The university offers a process for a student to request an accommodation for a disability. More information is available at <https://www.ohio.edu/accessibility>. Prospective or current students with a potential accessibility accommodation request are encouraged to contact the Office of Accessibility services prior to application to the nursing program to determine if reasonable accommodations can be made. Revealing a disability is voluntary and student disability information is handled in a confidential manner. Reasonable accommodations will be made to comply with the university's responsibilities to facilitate equal access to university programs, events, activities, and services for students with disabilities according to the legal, ethical, and philosophical principles of Section 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act (ADA).

The core competencies that have been identified as necessary to meet nursing curriculum requirements include, but are not necessarily limited to, the following:

**General Abilities:** The student is expected to possess functional use of the senses of vision, touch, hearing, and smell so that data received by the senses may be integrated, analyzed, and synthesized in a consistent and accurate manner. A student must also possess the ability to perceive pain, pressure, temperature, position, vibration, and movement that are important to the student's ability to gather significant information needed to effectively evaluate patients. A student must be able to respond promptly to urgent situations that may occur during clinical training activities and must not hinder the ability of other members of the health care team to provide prompt treatment and care to patients.

**Motor Ability:** The student must be able to perform gross and fine motor movements with sufficient coordination needed to perform complete physical examinations utilizing the techniques of inspection, palpation, percussion, auscultation, and other diagnostic maneuvers. A student must develop the psychomotor skills reasonably needed to perform or assist with procedures, treatments, administration of medication, management and operation of diagnostic and therapeutic medical equipment, and such maneuvers to assist with patient care activities such as lifting, wheelchair guidance, and mobility. The student must have sufficient levels of neuromuscular control and eye-to-hand coordination as well as possess the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving, and physical exertion required for satisfactory and safe performance in the clinical and classroom settings including performing CPR, if necessary. The student must possess the ability of manual dexterity that would be required for certain activities, such as drawing up solutions in a syringe.

**Communication:** The student must communicate effectively both verbally and non-verbally to elicit information and to translate that information to others. Each student must have the ability to read, write, comprehend, and speak the English language to facilitate communication with patients, their family members, and other professionals in health care settings. In addition, the student must be able to maintain accurate patient records, present information in a professional, logical manner and provide patient counseling and instruction to effectively care for patients and their families. The student must possess verbal and written communication skills that permit effective communication with instructors and students in both the classroom and clinical settings.

**Intellectual, Conceptual, and Quantitative Abilities:** The student must be able to develop and refine problem-solving skills that are crucial to practice as a nurse. Problem-solving involves the abilities to measure, calculate, reason, analyze, and synthesize objective and subjective data, and to make decisions, often in a time urgent environment, that reflect consistent and thoughtful deliberation and sound clinical judgment. Each student must demonstrate mastery of these skills and possess the ability to incorporate new information from peers, teachers, and the nursing and medical literature to formulate sound judgment in patient assessment, intervention, evaluation, teaching, and setting short- and long-term goals.

**Behavioral and Social Attributes:** Compassion, integrity, motivation, effective interpersonal skills, and concern for others are personal attributes required of those in the nursing programs. Personal comfort and acceptance of the role of a nurse functioning under supervision of a clinical instructor or preceptor is essential for a nursing student. The student must possess the skills required for full utilization of the student's intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities in the classroom and clinical settings; and the development of mature, sensitive, and effective relationships with patients and other members of the health care team. Each student must be able to exercise stable, sound judgment and to complete assessment and interventional activities. The ability to establish rapport and maintain sensitive, interpersonal relationships with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds is critical for practice as a nurse. The student must be able to adapt to changing environments; display flexibility; accept and integrate constructive criticism given in the classroom and clinical settings; effectively interact in the clinical setting with other members of the healthcare team; and learn to function cooperatively and efficiently in the face of uncertainties inherent in clinical practice.

**Ability to Manage Stressful Situations:** The student must be able to adapt to and function effectively to stressful situations in both the classroom and clinical settings, including emergency situations. The student will encounter multiple stressors while in the nursing programs. These stressors may be (but are not limited to) personal, patient care/family, faculty/peer, and or program related.

Borrowed from: Drexel University College of Nursing and Health Professions. (November 16, 2022). *Technical Standards For Admission, Academic Progression, and Graduation*. <https://drexel.edu/cnhp/academics/departments/Nursing-Undergraduate/Technical-Standards-Nursing/>

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Upon admission and throughout your time of enrollment into the Ohio University School of Nursing programs, you must be able to meet the ***Core Performance Standards for Nursing Students*** and any additional technical requirements of clinical agencies utilized by the School of Nursing.

## STUDENTS WITH DISABILITIES

The School of Nursing is committed to the belief that the assurance of equality of opportunity and full participation at Ohio University for persons with disabilities should be supported. All programs within the School of Nursing follow Ohio University's policies on "Services for Individuals with Disabilities." Any student with a disability is eligible to receive services from Ohio University.

Students who believe they have a disability and have not met with an Accessibility Coordinator, are strongly encouraged to do so by taking the following steps:

1. Contact Student Accessibility Services: <https://www.ohio.edu/university-college/student-accessibility-services>
2. Provide required documentation to Student Accessibility Services.
3. The student is responsible for any fees for testing or professional consultation required to obtain documentation of a disability.
4. The student's Accessibility Coordinator will work in conjunction with the nursing department to determine if/which reasonable accommodations can be made.
5. Once approved, students will submit an online request each semester that will list the student's current classes and approved accommodations. Once their Accessibility Coordinator has determined if/which accommodations can be made, the student will receive email notification from the Accessibility Coordinator.

Any student who suspects they may need an accommodation based on the impact of a disability should contact the class instructor privately to discuss the student's specific needs and provide written documentation from the Office of Student Accessibility Services. If the student is not yet registered as a student with a disability, they should contact the Office of Student Accessibility Services. The student is responsible for notifying the faculty member of the course as soon as possible if you have any special needs that may affect your ability to complete assignments or any course work. You should discuss these with the faculty member at the beginning of the semester in order to provide Ohio University (OHIO) approved accommodations for those needs. The faculty member will need a copy of the documentation that details the accommodations for which you qualify. Failure to notify the faculty member in a timely manner may result in a delay in implementation of accommodations. Accommodations are not retroactive prior to receipt of the written documentation of approved accommodations.

Any student who feels that they may need an accommodation to address the challenges of a disability should contact the Office of Student Accessibility Services on their respective campus.



## Section III

# PROGRESSION

### Student Conduct

Students are beginning professionals. Students begin to learn about the expectations of professional behavior from the first day of enrollment. One of the characteristics of a profession is the use of a code of conduct to guide decisions about behavior. A set of guidelines is useful because they make values, obligations, and limitations explicit. The guidelines can help with decision making but will not provide answers to all complex decisions. Students are encouraged to discuss questions and concerns about conduct with instructors and peers.

It is believed that the practice of nursing and the education of future nurses will be built upon integrity, a sense of responsibility, and self-discipline. Nurses are accountable for practicing within the framework of professional nursing standards (American Nurses Association, *Scope and Standards of Professional Practice*). It is a corollary that nursing students are expected to conduct themselves, both inside and outside of the School of Nursing, in a comparable fashion.

#### CIVILITY IS BEHAVIOR THAT:

1. shows respect towards others,
2. causes another to feel valued and contributes to mutual respect, effective communication, and
3. team collaboration.

Our primary commitment is to learn from the instructors, from each other, from the materials and from our work. We acknowledge differences amongst us in values, interests, and experiences. We will assume that people are always doing the best they can, both to learn the material and to behave in socially productive ways. By sharing our views openly, listening respectfully, and responding critically to ideas, we will all learn. Most students exhibit appropriate behavior in class, but sometimes there is disagreement over the definition of “appropriate” behavior.

Learning is a group activity, and the behavior of each person in class in some way or the other affects the learning outcomes of others. If we keep these thoughts in mind, the classroom experience will be a better one for everyone involved. See Appendix G.

#### **Standards of Safe Care.**

Below are the safe care guidelines taken from the Ohio Administrative Code pertaining to the law and rule of Ohio Nursing Education Programs (Chapter 4723-5-12(C)(1)-(26) <http://codes.ohio.gov/oac/4723-5> ). Students will sign a form acknowledging receipt of the standards of safe nursing care listed below and their agreement to abide by those guidelines. See Appendix G.



**OAC 4723-5-12(C)(1) - (26)**

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
  - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section [4723.01](#) and division (B)(20) of section [4723.28](#) of the Revised Code for a registered nurse, and division (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:
  - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
  - (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- (10) A student shall not misappropriate a patient's property or:
  - (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
  - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
  - (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships;  
or
  - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

- (a) Engage in sexual conduct with a patient;
- (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
- (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
- (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

- (a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;
- (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the students assigned clinical responsibilities.

## **Social Media**

The same laws, professional expectations, and guidelines for interacting in person apply online as well. Students are liable for anything they post to social media sites. Students are expected to adhere to professional standards including the ANA code of ethics <https://www.nursingworld.org/coe-view-only>.

1. Abide by Ohio Board of Nursing Law & Rule related to social media. OAC 4723-4-03(H) [https://codes.ohio.gov/ohio-administrative-code/rule-4723-4-03#:~:text=Rule%204723%2D4%2D03%20%7C,practice%20as%20a%20registered%20nurse.&text=\(A\)%20A%20registered%20nurse%20shall,the%20rules%20of%20the%20board](https://codes.ohio.gov/ohio-administrative-code/rule-4723-4-03#:~:text=Rule%204723%2D4%2D03%20%7C,practice%20as%20a%20registered%20nurse.&text=(A)%20A%20registered%20nurse%20shall,the%20rules%20of%20the%20board).
2. Abide by Ohio University's "OHIO's Social Media Guidelines". <https://www.ohio.edu/student-affairs/community-standards/student-code-of-conduct>
3. Protect confidential and proprietary information:
  - a. Do not post confidential or proprietary information about other people (including but not limited to patients, faculty and staff, other students, preceptors, and co-workers).
  - b. Students must follow the applicable federal requirements such as FERPA and HIPPA in cyberspace.
  - c. Students must adhere to all applicable university and clinical agencies' privacy and confidentiality policies.
  - d. Students who share confidential information do so at the risk of disciplinary action or expulsion.
4. Comments regarding any clinical experiences are prohibited, with or without identifying information.
5. Respect copyright and fair use.
  - a. Students may not use OHIO logos for endorsements.
  - b. Students may not use the OHIO logo or any other university images or iconography on personal social media sites.
  - c. Students must be cognizant of pictures in their uniform where OHIO SON logo can be seen.

- d. See University Policy on Copyright, University Policy on Computer and Network Use, Policy on Publication of Periodicals distributed to Off-Campus Audiences, and Policy on News Media Relations.
6. Students are prohibited from using any recording device at any clinical facility and/or location. Recording device means any audio recorder, electronic device, or other instrument for making an audio or visual recording.
7. Violations will be addressed in accordance with the SON Civility Policy and/or Community Standards and Student Conduct Code of Conduct. <https://www.ohio.edu/student-affairs/community-standards>
8. Please review Social Media guidelines for nurses <https://www.ncsbn.org/347.htm>

### **Substances that Impair Judgment and Performance**

The nursing faculty and students at the School of Nursing recognize the importance of protecting the public from chemically impaired practitioners. In carrying out our professional responsibility, it needs to be recognized that any use, sale, illegal possession and/or transfer of controlled substances and/or alcohol during class hours, while on clinical assignment, or as a representative of the School of Nursing will constitute grounds for disciplinary action up to and including dismissal from the School of Nursing. Arrest or conviction of the use, sale, illegal possession and/or transfer of controlled substances and/or alcohol outside of the campus can subject the student to the same disciplinary action up to and including dismissal.

The Standards of Safe Care guidelines are listed in the *SON Undergraduate Handbook*, Section III. There are specific guidelines listed which directly address substances that impair judgment in practice. The student will sign a form acknowledging that the student has received a copy of the guidelines and will abide by those guidelines. The form that the student must sign and turn in to the appropriate School of Nursing office can be found in Appendix G of this *Handbook*.

The following procedure will be implemented if, in a faculty member's professional judgment, a student participating in any classroom, laboratory, or clinical activity is exhibiting signs of chemical impairment.

Behaviors that may cause a faculty member to implement the procedure include, but are not limited to, the following: slurred speech, decreased coordination, drowsiness, pinpoint or dilated pupils, reddened eyes, forgetfulness, difficulty concentrating, impaired judgment, sedation, decreased inhibitions, euphoria, incomplete, sloppy, or inaccurate charting, or repeatedly being late to clinical area.

1. The faculty member has the right to request drug testing based on observed behaviors. The student will be asked for a verbal explanation of the behavior.
2. The faculty member may require a blood/urine screen test to be done immediately. Expenses associated with the testing of specimens are the responsibility of the student. Failure to comply may lead to disciplinary action up to and including dismissal.
3. The faculty member will prepare a written report that documents the student's observed behaviors and the effect upon the student's performance.
4. The written report will be submitted to the Director/Associate Director of the program and the relevant Dean. A follow-up meeting will be conducted. The purpose of this meeting will be to review the documentation of the alleged chemical impairment; provide the student an opportunity to offer an explanation of their conduct; and discuss the potential academic consequences related to the alleged policy violation.

## **Unacceptable Academic Behavior and/or Conduct**

In addition to the standards of conduct for nursing students there are conduct expectations of university students. Students are responsible for notifying the Associate Director of the Nursing Program of any conduct in which their behavior involves the Community Standards Office.

A student or student organization found to have violated any of the following offenses will be subject to the full range of sanctions (reprimand, disciplinary probation, suspension, or expulsion). Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the student code of conduct.

<https://www.ohio.edu/student-affairs/sites/ohio.edu.student-affairs/files/2021-09/Student%20Code%20of%20Conduct%202021-2022.pdf>

### ***Ohio University Student Code of Conduct, Part D: Prohibited Conduct***

The university considers the behavior described in the following sub-parts as inappropriate for members of the Ohio university community. These rules apply to all Ohio university students, student groups, and student organizations for behavior that occurs both on and off campus. The right of all students to seek knowledge, debate and freely express their ideas is fully recognized by the university.

#### **1. Academic Misconduct**

- a. Plagiarism: Using another's work, in whole or in part, without acknowledging the source and presenting that material as one's own academic work. This includes, but is not limited to:
  - i. Reproducing another person's work, whether published or unpublished (this also includes using materials from companies that sell research papers)
  - ii. Using another's ideas or written words without properly acknowledging the source:
    - a. Quoting a source word for word without providing quotation marks and citations.
    - b. Copying words or ideas from a source without appropriate citations.
  - iii. Submitting work that is substantially identical to another source in content and/or organization without appropriately citing the source.
  - iv. Using other intellectual property in a work without appropriate citations, permissions, or rights (when applicable). Intellectual property includes but is not limited to images, videos, software programs, computer code, or pieces of music.
- b. Cheating: Any attempt by a student to answer questions on a test, quiz, or assignment by means other than his or her own knowledge, without authorization from the instructor resulting in unfair academic advantage. This includes, but is not limited to:
  - i. Using the textbook or other materials, such as a notebook, not authorized for use during an examination.
  - ii. Using technology (i.e. cell phones, laptop computers, social media, text messages, etc.) to aid in the completion of work when not permitted to do so.
  - iii. Observing or copying the work of another student or allowing another student to plagiarize, copy, or observe one's own work.
  - iv. Using unauthorized material during a test, notes, formula lists, notes written on clothing, etc.
  - v. Taking a quiz, exam, or similar evaluation in place of another person.

- vi. Providing or requesting assistance from another person in a manner prohibited by the instructor.
- vii. Using a laboratory, computer, or calculator inappropriately or without authorization.
- viii. Changing material on a graded exam and then requesting a re-grading of the exam.
- ix. Acquiring unauthorized knowledge of an examination or any part of an examination.
- x. Signing in any person other than oneself for class attendance.
- c. Multiple Submissions: Submitting the same academic work for credit more than once unless specifically authorized by the instructor of record.
- d. Fabrication or Falsification: Knowingly using and/or presenting invented or fabricated information, falsified research, or other findings.
- e. Misrepresentation: Misrepresenting facts in an attempt to gain an academic advantage. This includes, but is not limited to:
  - i. Providing false or misleading information in an attempt to receive an extension or postponement of a test, quiz, or other assignment.
  - ii. Providing false or misleading information in an attempt to receive a re-take of an exam or a re-submission of an assignment.
  - iii. Providing false or misleading information as part of an academic probation/dismissal appeal process.

Please note: An instructor may impose a grade penalty for academic misconduct and/or file a disciplinary referral.

## 2. Possessing/Providing False and Misleading Information

- a. Furnishing false information to university officials or law enforcement officers acting within the scope of their job duties.
- b. Forgery, alteration, or misuse of university documents and/or records.
- c. Possession, use and/or attempted use of false identification.
- d. Manufacture, distribution, or sale of false identification.
- e. Transferring, lending, borrowing, or altering university identification.

## 3. Alcoholic Beverages Violation

- a. Use and/or possession of alcoholic beverages except as expressly permitted by law and University Policy 24.001. This includes, but is not limited to, the underage possession or consumption of alcohol.
- b. Selling, distributing, or furnishing of alcoholic beverages except as expressly permitted by law and University Policy 24.001. This includes but is not limited to providing alcohol to a person under the legal drinking age.
- c. Furnishing or causing to be furnished any alcoholic beverage to any person in a state of noticeable intoxication.
- d. Misconduct under the influence of alcohol including but not limited to operating a vehicle under the influence, disorderly conduct by intoxication, and public intoxication.
- e. Failure of a student organization to take all necessary steps to ensure that no person under the legal drinking age possesses alcoholic beverages at functions it sponsors or within any property or transportation it owns, operates, and/or rents.

#### 4. **Controlled Substance and/or Drug Violation**

- a. Use and/or possession of marijuana or substances derived from marijuana, except as expressly permitted by law.
- b. Use and/or possession of other controlled substances except as expressly permitted by law.
- c. Use and/or possession of drug related paraphernalia except as expressly permitted by law.
- d. The abuse, misuse, sale, or distribution of prescription or over the counter medication.
- e. Manufacture, distribution, sale and/or offer for sale of any controlled substance or drug, except as expressly permitted by law.
- f. Intentionally or recklessly inhaling or ingesting substances (e.g. nitrous oxide, glue, paint, etc.) that will alter a person's state of mind.
- g. Misconduct under the influence of a controlled substance, including but not limited to operating a vehicle under the influence, disorderly conduct by intoxication, and public intoxication.

#### 5. **Disruptive Conduct**

- a. Conduct that substantially and materially disrupts or interferes with university operations including but not limited to teaching, research and/or administrative activities which occur on or off campus.
- b. Causing, inciting, or participating in any disturbance that presents a clear and present danger to others, causes physical harm to others, or damage and/or destruction of property, including but not limited to participating in or inciting a riot
- c. Failure to comply with lawful orders of university officials or law enforcement officers acting within the scope of their job duties.
- d. An act which deliberately interferes with the freedom of speech of any member or guest of the university community.
- e. Misuse and/or tampering with any university safety equipment including but not limited to firefighting equipment, fire alarms, smoke detectors, blue light phones, etc.
- f. Public Urination
- g. Election Tampering: Tampering with the election of any Ohio university recognized student organization, including the student senate.

#### 6. **Harmful Behavior**

- a. Physical harm or threat of physical harm to any person.
- b. Harassment: Unwelcome conduct (including written or electronic communication) that is so severe, pervasive, and objectively offensive that it substantially interferes with the ability of a person to work, learn, live or participate in, or benefit from the services, activities, or privileges provided by the university. In no event shall this provision be used to discipline a student for speech protected by the first amendment of the United States.
- c. Discrimination: Unwelcome conduct (including written or electronic communication) against another individual that is based upon an individual protected category (as defined in Ohio University Policy 40.001) that is so severe, pervasive, and objectively offensive that it substantially interferes with the ability of a person to work, learn, live or participate in, or benefit from services, activities, or privileges provided by the university. In no event shall this provision be used to discipline a student for speech protected by the first amendment of the United States.
- d. Reckless but not accidental action that poses a reasonable risk of physical harm to others.
- e. Stalking: (For stalking based on sex or gender, please see Section D.7.h., below.) A course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or that would cause a reasonable person to suffer substantial emotional distress. A "reasonable person" is a person under similar

circumstances or similarly situated to the victim. "Substantial emotional distress" is significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling. Stalking requires two or more acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means engages in the following behaviors: follows, monitors, observes, surveils, threatens, or communicates to or about a person; or interferes with a person's property. The following are examples of behaviors that could constitute stalking: sending unwanted emails, texts, letters, or gifts; asking someone or someone's acquaintances where they are or where they are going; repeatedly calling someone on the phone; using the internet to threaten someone; appearing at someone's class or workplace without a legitimate reason.

## 7. **Sexual Harassment and Other Sexual Misconduct**

Charges under this section of the student code of conduct will be addressed through the sexual harassment and other sexual misconduct process, which may be found in Appendix B

- a. Sexual Harassment by Quid Pro Quo: See University Policy 03.004: Sexual Harassment and Other Sexual Misconduct. (Appendix C)
- b. Sexual Harassment under Title IX: See University Policy 03.004: Sexual Harassment and Other Sexual Misconduct. (Appendix C)
- c. Non-Consensual Sexual Intercourse: See University Policy 03.004: Sexual Harassment and Other Sexual Misconduct. (Appendix C)
- d. Non-Consensual Sexual Contact: See University Policy 03.004: Sexual Harassment and Other Sexual Misconduct. (Appendix C)
- e. Sexual Exploitation: See University Policy 03.004: Sexual Harassment and Other Sexual Misconduct. (Appendix C)
- f. Domestic Violence: See University Policy 03.004: Sexual Harassment and Other Sexual Misconduct. (Appendix C)
- g. Dating Violence: See University Policy 03.004: Sexual Harassment and Other Sexual Misconduct. (Appendix C)
- h. Stalking: See University Policy 03.004: Sexual Harassment and Other Sexual Misconduct. (Appendix C)
- i. Sexual Harassment under University Policy: See University Policy 03.004: Sexual Harassment and Other Sexual Misconduct (Appendix C)
- j. Retaliation: See University Policy 03.004: Sexual Harassment and Other Sexual Misconduct. (Appendix C)

## 8. **Hazing**

- a. Recklessly or intentionally endangering the mental, emotional, or physical health and/or safety of a student: See University Policy 23.010: Hazing.
- b. Brutality of a physical nature: See University Policy 23.010: Hazing.
- c. Coerced consumption: See University Policy 23.010: Hazing.
- d. Acts intended to cause mental stress: See University Policy 23.010: Hazing.
- e. Coerced activities: See University Policy 23.010: Hazing.
- f. Acts of sexual harassment or other sexual misconduct as defined by University Policy 03.004. 9.

## 9. **Theft**

- a. Taking without consent the property or services of the university, another person, business, or organization.



- b. Possessing property that can reasonably be determined to have been stolen from the university, another person, business, or organization.

**10. Damage to Property**

- a. Vandalism, destruction, or damage to public or private property.
- b. Reckless but not accidental action that poses a reasonable risk of damage or destruction of public or private property.

**11. Use or Possession of Weapons and/or Dangerous Materials**

- a. Possession, storage, or use of weapons including but not limited to firearms, compressed-air guns, pellet guns, etc. on university owned or affiliated property except as expressly permitted by law.
- b. Possession, storage, or use of dangerous materials including but not limited to fireworks, explosives or chemicals which are corrosive or explosive on university owned or affiliated property except as expressly permitted by law.
- c. Any object not mentioned above used to intimidate, threaten, harm, and/or provide force can be considered a weapon under this provision.
- d. Use of a weapon to intimidate, threaten, or harm another person. The possession of pepper spray for personal protection is permitted. A violation of this policy includes: the misuse of pepper spray in a manner that causes or threatens serious harm to the safety and security of others.

**12. Misuse of Keys and/or Access Device**

- a. Unauthorized use, distribution, duplication, or possession of any key or other access device issued for any campus building, structure, room or facility.

**13. Misuse of the University Disciplinary Processes**

- a. Falsification, distortion, or misrepresentation of information during the community standards process or sexual harassment and other sexual misconduct process, including filing a false complaint against another person.
- b. Hindering or interfering with the community standards process by failing to abide by the notice from a university official to appear for a student conduct meeting or hearing.
- c. Intimidation or retaliation in response to an individual's participation in, or use of, the community standards process.

**14. Trespass or Misuse of Facilities**

- a. Misuse or unauthorized use of any facility.
- b. Unauthorized entry or attempted entry into any facility.

**15. Violation of Ohio University Student Housing Handbook**

- a. Violation of any published housing and residence life policy, rule and/or regulation, including the housing contract.

**16. Violation of University Policy**

- a. a. Violation of any university policy and/or procedure of Ohio university.

**17. Violation of Law**

- a. Conduct that would constitute a violation of any local, state, and/or federal law, including violation of the Code of Ordinances of the city of Athens.

## **18. Complicity**

- a. Presence during any know or obvious violation of university rules, regulations, policies, and/or law in such a way as to enable, condone, or encourage a violation of policy and/or the law.
- b. Failure to act as a responsible bystander, provided it is safe to do so, by choosing to not remove oneself from the situation, or to address the situation directly with other parties, or by failing to seek assistance to resolve the situation.

## **ADVISING**

Students are assigned a program advisor. The name of the advisor is printed on the DARS (Degree Audit Reporting System). Students are encouraged to speak with faculty members when they have an academic problem. Contacting the instructor of the course and/or the advisor can assess the problem and explore ways to correct the problem. Problem-solving an academic problem in collaboration with a faculty member is good practice for assisting clients to tackle health care problems. School of Nursing administrative staff members also have a wealth of information about the processes of academic life. They have excellent information about the campus's resources and how to access them.

### **Academic Advising**

Students are assigned an academic advisor at the start of their program. The DARS report lists the name of the academic advisor. Some campuses also hold group advising sessions especially during the preregistration period of each semester. Your advisor can help create an educational plan to meet your academic, professional, and personal goals.

Your advisor will also assist you in preparing an appropriate schedule of classes. It is the student's responsibility to monitor their own progress toward meeting graduation requirements. It is strongly recommended that you maintain regular contact with your advisor throughout your program.

The University Academic Advising Council has established guidelines for academic advising. The expectations of the academic advisor can be found at: <https://www.ohio.edu/sites/default/files/2020-07/Advising%20Expectations.pdf>

## **Classroom Policies**

### **Registering for a Class**

#### **Traditional BSN and Associate Degree in Science-Nursing**

Students are assisted with registering for nursing classes by their academic advisor. Specific instructions will be provided at orientation. Dates for orientation will be provided in the acceptance letter.

#### **RN to BSN Program**

The Registrar's Office will send a letter stating that students are eligible for registration. The letter will include registration instructions. Students also may contact their academic advisor for further information.

If a student moves to a state not included on the approved admitting states for Ohio University RN to BSN program their eligibility to take NRSE 4600 and graduation is not guaranteed. RN to BSN students

must maintain an active unencumbered registered nurse license from one of the approved states throughout the duration of the program.

### **Two Hour Rule**

The two-hour rule will be followed in all on-campus nursing classes as stated in the *Ohio University Undergraduate Catalog*. If a student misses the first two contact hours of a course for which they are registered, the instructor has the option of removing the student from the class roster. Exceptions include: an excused absence (as defined in the *Ohio University Undergraduate Catalog*) or an absence due to unforeseen emergencies. Each incident will be reviewed on an individual basis.

### **Dropping a Class or Withdrawing from the University**

Students who wish to withdraw from any program in the School of Nursing are expected to notify and meet with a faculty member or the Associate Director of the program in which the student is enrolled. The student must officially withdraw appropriately from the University. If a student quits attending class without officially withdrawing from the University, it is likely that all courses they stopped attending will show a grade of “FS” (failure stopped attending) at the end of the term. Consult with the appropriate School of Nursing office for assistance. There is a date for each semester which marks the end of the time when withdrawals are allowed. You can find this date on the academic calendar at <http://www.ohio.edu/registrar/>.

### **How to Drop a Course**

1. Prior to withdrawing for a course, please discuss the alternatives/consequences with your nursing academic advisor. Dropping a course may impact your progression in the nursing program. Financial Aid may also be negatively impacted.
2. Refer to the Academic Calendar or MyOHIO Student Center to find the deadlines and penalties for dropping a course.
3. Notify your academic advisor and SON office your intentions to drop the course.
4. Complete the drop process in your MYOHIO Student Center.

### **How to Cancel Registration Before Classes**

Cancellation of registration is defined as dropping all classes prior to the start of the first day of classes. This means that you have dropped all classes that you are scheduled to take. You may drop the classes via MyOHIO or you can call or visit your campus Student Services office to obtain a Cancellation of Registration form, which you then complete and return to your Student Services’ office.

### **How to Withdraw from the University**

1. Withdrawing from the University is defined as dropping all classes on or after the first day of classes and no later than the day before the last day of classes for the semester or sub-term.
2. See your MyOHIO Student Center for approved withdrawal dates.
3. Apply for withdrawal by completing a withdrawal request form obtained from the CHSP or Regional Campus Student Services office. When the request has been approved by your respective Student Services office, your withdrawal is processed by the registrar’s office, which grants an official withdrawal after determining that all obligations to the University have been met.

### **Application for an Update of Program for the RN to BSN Program**

If you have attended Ohio University previously to enrolling in the RN to BSN program, you will need to complete an Update of Program form. This form can be obtained from the RN to BSN Knowledge Center <https://www.ohio.edu/chsp/nursing/knowledge-center> under Forms and Resources. Instructions for submitting the form are on the bottom of the form.

### **Relocating**

Students occasionally wish to change campuses while in the undergraduate nursing program. Approval to relocate between undergraduate nursing programs sites must be given by the Associate Director of both campuses (the sending and the receiving campus) and the Selection Committee of the receiving campus. Students who have been approved to relocate must complete the Relocate Form for the School of Nursing and return it to the appropriate School of Nursing office. Copy of this form is in Appendix G.

### **Policies**

Upon request, SON Policies are available to review with your Associate Director.

### **Fees**

Nursing is a practice discipline which necessitates specific experiential learning activities to ensure adequate preparation for contemporary practice. There are fees associated with these additional resources and equipment/supplies for which the student will be responsible.

### **Use of Nursing Skills Lab**

The Nursing Skills Lab is an educational facility and is to be used as such. Any activities not associated with approved university academic programs will not be permitted.

1. Only approved persons will be permitted to use the Lab. This generally would represent currently enrolled Ohio University nursing students, faculty, administration, and staff.
2. Nursing students are permitted to use the Lab any time during posted open lab hours and at other times by arrangement with the Nursing Skills Lab faculty or staff. Exceptions to this rule will be explained to students by the Nursing Skills Lab faculty, staff, or SON faculty.
3. If the Nursing Skills Lab faculty or staff is not available, students may have a nursing faculty member unlock the Lab or students may obtain the key from the relevant School of Nursing office as long as appropriate supervision is available. Maintenance personnel are **not** permitted to unlock the Lab for students.
4. Students are not permitted to loiter in the Lab.
5. Supplies/equipment purchased for use in the campus lab are to be used in the labs/simulation only. The University is not responsible for the improper or unauthorized use of supplies.
6. Fees may be assessed for clinical placements and laboratory supplies.
7. Students are expected to clean up their work area after they have finished practicing.
8. Students are not to remove any equipment from the Lab unless they have permission from the Nursing Skills Lab faculty, staff, or SON faculty.
9. The phone in the Lab is for faculty and emergency use only.
10. During times of greatest use, students may use AV equipment on a sign-up basis only. Persons unfamiliar with operating the AV equipment or encounter problems should contact the Nursing Skills Lab faculty or staff.

11. Lab times not reserved for specific course related activities will be designated as “open” lab. Open lab times will operate on a “first come, first served” basis. During “open” lab times, an individual is expected to limit the use of any one piece of equipment to one hour. There can be exceptions to this rule if the equipment is not needed by another person.
12. The Lab is a study environment so talking and extraneous noises should be kept to a minimum. Students may be videotaping and/or using any of the AV equipment.
13. Food, drink, smoking, vaping, or any form of tobacco products are **NOT** permitted in the lab.
14. Students should refer to the appropriate syllabus for specific instructions about the lab activities and assignments for their nursing courses.

### **Recording Lectures/Presentations**

Recordings of instructional sessions/content cannot be shared with others, as it is intellectual property of the instructor.

### **Communication Devices**

Electronic communication devices need to be in silent mode or off in classroom, lab, or clinical. Communication devices must be silent and stored away from the testing area during exams and quizzes.

## **Attendance**

### **Class Attendance**

Rules about attendance at Ohio University are at the discretion of the individual faculty member. Faculty members in the School of Nursing have agreed upon some general guidelines about attendance. Some of these guidelines may be specified with more detail in the syllabus for a specific class.

Attendance to nursing classes is the responsibility of adult students and expected. Students are held accountable for classroom content and therefore attendance for class instruction is expected. The faculty understands that some circumstances may prevent a student from attending class. It is the student’s responsibility to obtain the content from the missed class from peers. It is also the student’s responsibility to notify the individual instructor prior to missing the class. Attendance may be taken within each course.

Excessive absences from the classroom could jeopardize the student’s standing within the course. Patterns of excessive absences will be reviewed by the faculty and the student will be counseled accordingly. A health care provider excuse may be required.

Attendance is a slightly different concept in an online program. No one physically attends in a classroom setting, but one is expected to be an active participant in the online course requirements.

Due dates for assignments will be specified in each course syllabus. There may be penalties for late work. If a student has scheduled a meeting with a client or an agency and cannot attend, it is a student’s responsibility to notify all parties involved.

The Ohio University School of Nursing uses learning groups in many of the online RN to BSN courses. It is essential for all students in courses using learning groups to understand personal and professional responsibilities and obligations to other collaborating group members. In courses where learning groups are used, the group work is not optional and full participation from all students is expected. You may or

may not have a choice about the group of students that you work with in every class that utilizes learning groups.

Family and friends are not permitted to attend nursing classes whether in the classroom or in a clinical facility. The nature of the subject matter, the confidential nature of some discussions, the equipment, and the general distraction caused by additional people in the room create an environment not suitable for guests.

### **Clinical and Lab Attendance Policy**

Clinical requirement documents must be provided to the nursing office prior to the deadline established by the relevant campus. Failure to submit will result in a clinical deficiency and result in students being prohibited from participating in the clinical experience until documentation is submitted. This will be an unexcused absence and must be made up.

For any course that has an assigned clinical or campus lab, attendance for the clinical and campus lab portions of that course is mandatory. Failure to notify the instructor and course coordinator in advance of the absence may result in a Performance Improvement Plan. Clinical absences or tardiness may result in a Performance Improvement Plan.

In the event a student is unable to attend the laboratory class when held at the Clinical Education Skills/Simulation Lab, the student must notify the School of Nursing office on the respective campus or the nursing instructor no later than one hour prior to the start of the clinical/lab. If unable to reach an instructor by phone within the one-hour prior to the clinical/lab timeframe, the student is responsible to then send an email within one hour prior to the start of the clinical/lab to the instructor and/or course coordinator to inform them of the absence.

When laboratory is scheduled on the clinical site off campus, the student must notify the instructor, the assigned unit prior to lab starting time. The student should identify themselves by name, and state that they are a nursing student. The student should the request that the charge nurse and the instructor be informed regarding the absence.

If a student arrives on the unit after the scheduled start time of the clinical experience, the student may be asked to return home. If a student exhibits a pattern of clinical absences or tardiness a Performance Improvement Plan may be initiated by clinical faculty. Since absence from the Clinical Education Skills Lab or the clinical agency lab must be made up, the student is responsible for the following:

1. If ill, remaining home to protect oneself, one's peers, and patients,
2. Reporting one's absence from the clinical as directed in the syllabus for each course,
3. Scheduling make-up times with the respective instructor before the next scheduled clinical.

Make-up options are at the discretion of the course instructor. Missed clinical time must be made up in the clinical setting. If a student has more clinical hours to make up than are remaining in the semester, the student is at risk of failing the course.

### **Absence from a Scheduled Exam**

1. Students who arrive late to a scheduled exam will be admitted but will not be allotted additional time to complete the exam.

2. Without establishment of acceptable cause for an exam absence, the student may receive a 10% grade deduction from the total points possible for that exam.
3. Acceptable causes for exam absence will be determined by the course faculty in accordance with the Ohio University *Undergraduate Catalog* section entitled “Excused Absences” in the Class Attendance Policy section. Whenever possible, make-up exams may follow the schedule for all University courses as determined by the Associate Dean. It is the student’s responsibility to make arrangements with the respective instructor to take the exam. Verification will be required.

### **Quizzes**

1. Quizzes may be given at any time in any nursing course. Each instructor will determine how and when a quiz may occur.
2. Quizzes may be unannounced and administered at variable times during the class period.
3. Quizzes may consist of any number of questions, and the content may be taken from assigned reading material or any other material assigned as part of the course.
4. Make-up quizzes will follow the guidelines of the *Ohio University Undergraduate Catalog* section entitled “Excused Absences” within the Class Attendance Policy section. Instructors are not obligated to provide make-up quizzes for reasons not addressed in the excused absences policy.

### **Student Medical Care while in Class or at Clinical Learning Experience**

To the extent that any first aid or emergency care is required in connection with an injury or illness incurred by a student during performance of their clinical training during a rotation, the student shall be treated at the clinical facility as appropriate. If any first aid or emergency care is required in connection with an injury or illness incurred by a student in the classroom, the faculty will report the emergency and Dial 911. Additionally, the faculty or Director/Associate Director will notify the appropriate university administrative officials on campus.

### **Assignments for Clinical and Campus Lab Experiences**

1. Learning Objectives are listed on the course lab and clinical evaluations. It is the responsibility of each student to read the objectives and plan how they will meet the objectives.
2. Specific guidelines may be given for the student’s written (or other) preparation before lab (pre-clinical) and after lab (post-clinical).
3. Pre-clinical assignments must be completed on the correct form and turned in to the instructor as designated by each course syllabus. Any student who comes unprepared to the clinical site and campus lab, without the written (or other) pre-clinical work may be asked to leave. The clinical time must be made up.
4. A pattern of incomplete post clinical work may lead to a Performance Improvement Plan (PIP).
5. Students **MUST** submit proof of liability insurance to the instructor, or the SON designated representative on each campus before a clinical assignment will be given. Documentation provided must show dates of coverage.
6. All information in the chart is **strictly confidential**. Students are expected to take notes but do not write down the client’s name or the physician’s name, use initials instead. Students are not to discuss their

- client with anyone except the instructor, agency staff or other students in the clinical group.
7. Students are not to take spouses, children or friends to the clinical unit when obtaining assignments and collecting information.
  8. Students representing the SON outside of clinical experiences must wear a Lab coat and photo ID with appropriate professional attire.
  9. Students are advised not to take items of value, such as purses, to the clinical unit when obtaining assignments or the day of clinical lab.
  10. Students will report to and get instructions from **only** the SON instructor or the preceptor. If you are unsure of **anything**, ask the instructor or preceptor first.
  11. Clinical instructors are autonomous in how they wish to structure the clinical experience in order to meet student needs and course objectives. Policies vary among clinical units and between the health care facilities. It is the student's responsibility to understand the expectations of their clinical instructor, and to learn the policies of the assigned nursing unit.
  12. Unless otherwise stated and/or arranged, students are expected to remain in the clinical facility during the entire clinical experience.
  13. All cellular phones must be on silent or off and not used in the clinical area unless authorized by the clinical instructor.

### **Student Evaluation and Performance Improvement Plans (PIP)**

The School of Nursing faculty believes that the learning environment encompasses both class and clinical experiences. The student is expected to follow course syllabus objectives, student handbook policies, agency policies, and professional ethics and/or legal scopes of practice. Faculty members have the responsibility to teach students while continuing to provide for the safety of the patient/client. Faculty members use a variety of tools to evaluate student performance. Some of these tools include exams, presentations, pre- and post-clinical seminars and written work, and the midterm and final clinical evaluation reports/conferences. Some general guidelines have been developed to assist with the combined formative and summative evaluation tasks. These are:

1. *Performance Improvement Plan (PIP)*: If a student displays unsatisfactory/unacceptable behaviors and/or clinical performance or failing to meet clinical objectives, the nursing instructor may initiate a PIP with the student. The PIP will serve as a learning contract between the student and the instructor.
  - a. The PIP will include the behavior(s) which led to the contract, goals, expected outcomes, strategies and/or interventions to achieve the goals, and related consequences of meeting/not meeting the goals.
  - b. The student and the nursing instructor will specify a date when they meet to evaluate the effectiveness of the Performance Improvement Plan. Inability to meet the terms of the contract will result in a course grade of "F". Refer to the specific nursing course syllabus/clinical evaluation tool/*School of Nursing Undergraduate Student Handbook* to identify what comprises a deficiency that may result in a PIP being initiated.
  - c. Faculty members reserve the right to have a student immediately removed from the learning



- environment based upon unsafe student behaviors and/or clinical performance. This can result in a course grade of “F”.
- d. Students can fail a course as a result of their performance even though a PIP was not completed earlier in the term.
2. *Skills Exams*: Students will be allowed three attempts to master a given skill in a course. If the skill is not successfully completed after three attempts during the semester, the student will receive a course grade of “F”. Failure to notify the instructor/lab supervisor prior to missing a scheduled appointment for a skills exam will constitute one failure.
  3. *Skills Remediation*: At any point, students may self-refer for supplemental skill practice. Those who demonstrate unsatisfactory performance in clinical or lab experiences, however, may be required to remediate to ensure patient safety and achieve success in the course. When a skill deficit is identified, remediation should take place prior to the next scheduled clinical day and/or skill evaluation.
  4. *Student Success Plan*: If a student is considered “at risk” for not academically passing a nursing course or if they score less than the established benchmarks on standardized testing assessments, they are expected to participate in a formal remediation process. A student success plan may be developed by the student and/or faculty member to identify areas of strengths and weaknesses related to the application of knowledge, nursing process and critical thinking. At the discretion of the course faculty and/or remediation specialist, the student may be advised to complete the *Strategies for Student Success* form. The faculty will continue to monitor the student’s progress in the course, but it is the student’s responsibility to incorporate the strategies identified on the plan and remediate to improve their success in the course/test.

## Professional Attire

### Uniform Policy

The image of the nurse is enhanced by wearing appropriate and professional attire. One should wear the uniform with pride as a student in a respected profession and in representing the Ohio University School of Nursing. Professional appearance and behavior should always be maintained when in uniform. Professional dress codes for health care personnel communicate to clients who we are and our respect for our discipline. They serve an additional purpose because they maximize conditions which promote medical asepsis which assists in the prevention of disease in clients.

Each student will be sent information regarding the purchase of uniforms and a list of necessary equipment when notified of acceptance into the School of Nursing. It is the responsibility of each student to obtain the necessary uniform and equipment items within the dates specified in the letter. Different campuses use different companies for the purchase of the uniform. This information will be included in the information accompanying the letter of admission.

Questions concerning the uniform (fit, quality, etc.) should be directed to the uniform representative and not to the respective School of Nursing office. Unless specified otherwise by your instructor, each student will be expected to wear the full uniform to all clinical assignments. Full clinical uniform may be required during lab at the discretion of the course instructor.

## **Student Nurse Uniform**

1. Nursing Uniform: Top and Pants Uniform
  - AAS-N students: Regulation green pants and white uniform top
  - BSN students: Regulation green pants and green uniform top.
  - Pants leg must cover top of sock.
  - AAS-N & BSN Student may wear an optional long sleeve white shirt under their uniform
2. Uniform must be clean and free of discoloring, stains, and wrinkles.
3. Students may prefer to wear a regulation green or white skirt or dress style uniform. Skirts must be no shorter than one inch above kneecap (wash before shortening). Full length white slip (specially treated nylon or polyester and cotton combinations are best) is to be worn with white skirt or dress style uniform. (Nylon can produce static electricity which can be dangerous in the hospital environment). Plain white hose are to be worn if wearing a skirt or dress.
4. Personal Protection equipment must be worn as directed by Ohio University and/or clinical agencies.
5. The Ohio University School of Nursing patch is worn on the left sleeve of the uniform. The photo ID badge is worn on the left side of the uniform below the level of the collar.
6. White lab coats or green scrub jackets may be worn during clinical and anytime the student is not in full uniform, but performing activities related to a nursing course and/or representing the School of Nursing (e.g., health agency observation experiences, pre-clinical preparation work, skills lab). Lab coats/jackets should be worn with dress clothes with the OHIO photo ID above the left chest pocket and the OHIO patch on the left sleeve. The same consultation coat can be worn with the polo uniform option.
7. Full coverage under garments must be worn. Only white or skin-tone underwear are to be worn. This includes briefs, boxer shorts, t-shirts, and bra. No thongs should be worn.
8. Socks that match shoe color must cover ankles or higher. Students may wear white knee highs or panty hose. Designer hose, socks and footies are not acceptable with any uniform.
9. Shoes must be clean with clean matching shoelaces. Solid white or black shoes are acceptable. No open-heeled or open-toed shoes are permitted. Mesh/cloth materials on shoes are accepted based on institution policy.
10. Pregnant students may wear a maternity-style uniform similar to the SON approved uniform. The student will be expected to comply with all requirements of the uniform policy.
11. No use of tobacco (smoke or smokeless), vaping, chewing of gum, or drinking of alcohol will occur while in the SON uniform or when representing the OHIO SON.

## **Personal Hygiene**

1. It is expected that the student will practice good personal body hygiene.

2. Make-up should be modest and as natural as possible, avoiding heavy eye shadow, lipstick, etc.
3. Cologne, perfumes, and other scents should be avoided due to sensitivities of patients and staff.

### **Hair and Nails**

1. Conservative hair styles are required for all students. Hair length that touches the collar or longer must be worn up and away from the face. The use of plain bobby pins, barrettes, ponytail bands, and/or head bands (green, white or black) are acceptable.
2. While representing OHIO SON, naturally occurring hair colors are required.
3. Well-trimmed mustaches are permitted. Beards are permitted provided they are well trimmed and no longer than one inch in length.
4. Fingernails should not exceed the length of the fingertips and be clean. Nail polish, acrylic nails, gel nails, or nail jewelry are not permitted.

### **Jewelry**

1. Plain wedding bands and non-smart wrist watches are allowed. Students are not permitted to wear necklaces, dangling earrings, or bracelets.
2. No piercings other than the ears may be visible. Jewelry in pierced areas other than the ears must be removed, covered, or replaced with flesh-colored posts. Students with pierced ears may wear one post earring in each ear, tragus piercing included.
3. Tattoos are required to be covered, with hand/wrist tattoos following clinical agencies' policy.

### **Equipment Needed**

Students need to have a watch with a sweep second hand, bandage scissors, small notebook, and ink pen with appropriate color of ink (usually black), pen light, and hemostats (5 ½ inches, straight Kelly). A stethoscope will be needed; some campuses provide information for ordering these. Check with your campus before buying. A stethoscope with a bell and a diaphragm is preferred.

### **Compliance with Uniform Policy**

Any student who does not comply with the uniform policy will be asked to leave the clinical/lab area. Make-up clinical or lab hours will be arranged at the instructor/Associate Director's discretion. A Performance Improvement Plan (PIP) may be issued. If make-up times are not available, the student will be at risk of failing the course.

## GRADING

### Support Courses

Prerequisite courses and support courses for all undergraduate programs (AAS-N, BSN, RN to BSN) must be completed with a grade of “C” or better. If a student withdraws or receives a “C-” or lower grade in a prerequisite course, the course must be repeated before the student can continue with nursing courses. This policy applies to each of the support courses listed in the Program of Study/Curriculum Plan. Some nursing courses have support courses as prerequisites that must be completed prior to enrolling in the course.

### Nursing Courses

Undergraduate students must have a cumulative GPA of 2.00 (C) to graduate. Undergraduate nursing students must attain a score of “80%” (B-) in each nursing course to progress to the next set of course(s). To successfully pass a course, a total accumulative score of 80% (B-) must be achieved on all exams and quizzes in clinical courses. **There will be no rounding of points/percentages used to determine final grades.**

The SON has adopted pharmacology math exams to be administered during the program. A student must achieve a score of 90% in order to pass the course. The student will have 3 opportunities to pass a version of the exam. **A clinical failure will result if the student cannot achieve a 90% by the third attempt. This will result in course failure.**

An academic failure results from achieving less than a “80%” (B-) in any nursing course or a withdraw-failing in any nursing course or multiple nursing courses in the same academic term. Students are eligible to apply for readmission one time only following academic failure. **Readmission to the program is NOT guaranteed.**

### Grading Scale for Determination of School of Nursing Course Grades

94 - 100 = A	73 - 75 = C
90 - 93 = A-	70 - 72 = C-
86 - 89 = B+	66 - 69 = D+
83 - 85 = B	63 - 65 = D
80 - 82 = B-	60 - 62 = D-
76 - 79 = C+	0 - 59 = F

### Grades in Clinical Courses

Several courses in the SON have a clinical component. To pass clinical courses a student must receive a grade of “Satisfactory” in the clinical component of the course and achieve the required percentage of points in the theory portion of the course for the specified program. An “Unsatisfactory” in the clinical component of a course results in an automatic failure regardless of the number of points obtained in the theory portion of the course. The course must be repeated before enrolling in another nursing course. The course may be repeated once. When a student is unsuccessful because of a failure in the clinical component of a course, the grade for the course will be “F.” If the student withdraws prior to completion of the course, and the student was failing the course (lecture and/or clinical) the grade will be recorded as

“WF.” A “WF” will be regarded as an “F” by the Selection Committee when considering readmission for the student.

### **Standardized Exams**

Standardized testing will be utilized throughout the traditional and LPN to RN, AAS-N, and traditional BSN programs.

The exams provide good information to students about their grasp of the content in specific content areas. Students pay a fee each semester to cover the administration of the exam and the content and review materials provided to them.

The testing plan allows for standardized testing based on the test plan for the NCLEX -RN exam. The testing plan will assist faculty and students to identify areas of strength and weakness related to application of knowledge, nursing process and critical thinking.

Students will participate in standardized testing and remediation plans in both the AAS-N and traditional BSN programs. Specific testing information will be provided on the course syllabi.

### **Grades of Incomplete**

The student is expected to complete all course requirements (class and clinical) for each semester. Grades of incomplete (“I”) are not automatically given when there are missing assignments at the end of the semester. However, because of extenuating circumstances, such as hospitalization or death of an immediate family member, a student sometimes is unable to complete all the work. Students must discuss with the faculty member the reasons why an incomplete grade is being requested. This discussion is to occur as soon as the student recognizes that a problem exists. If this occurs, a student may receive an “incomplete” instead of a letter grade for the course. The faculty will review and make a decision in each individual situation.

Faculty members, while willing to be as flexible as possible, are not obligated to grant the use of an incomplete grade. With an approval for the Incomplete grade status, an “I” grade is submitted. To erase the incomplete and receive a letter grade, the student must fulfill the course requirements within the first **two** weeks of the following semester in which they are enrolled. Otherwise, the incomplete automatically converts to a grade of F.

### **Appeal of Grades**

There is a process for appealing the grade received in a course. To quote the University policy: “A student may appeal a grade through the chairperson of the department to the dean of the college, provided that a concerted effort was made by the student to resolve the matter with the instructor. The burden of proof for a grade change is on the student, except in those cases involving charges of academic dishonesty” (online *Ohio University Undergraduate Catalog*). Please go to <https://www.ohio.edu/chsp/policies-and-forms> for the *College Policy and Procedure for Grade and Disciplinary Appeals*. Students may also contact the Associate Director of the program in which they are enrolled for additional details and forms if the grading issue is unresolved at the instructor level.

## **Grievance Procedures**

The SON uses the University's definition and administrative process for Academic Grievances to define and handle formal student complaints. Examples of academic grievances include course content and instructor behavior. If a student wishes to grieve an academic matter that is not protected by academic freedom, the student should first seek resolution of the matter with the instructor. If resolution is not reached, the student should take his or her grievance to the department chair or school director. To do this, the student may complete the Student Grievance Report Form and submit it to the Associate Director of the program in which the student is enrolled no later than two weeks after the beginning of the semester immediately following the incident(s) involved. If resolution cannot be reached at that level, the student should consult the Dean of his or her college. See Appendix G.

Students may contact the Office of the Ombudsman (<https://www.ohio.edu/ombuds> or email [omsbud@ohio.edu](mailto:omsbud@ohio.edu)) for advice and counsel at any time during the academic grievance processes described above

Students are able to file discrimination and equity issues with the [Office of Equity and Civil Rights Compliance](#) and all equal opportunity obligations, including affirmative action, and efforts to fulfill ADA/504 requirements should be sent to <https://www.ohio.edu/university-college/student-accessibility-services>

## **Informal Complaints**

Informal complaints are typically resolved at the level of the Course Lead or Associate Director. If the student's complaint cannot be resolved at the level of the Associate Director, it would be forwarded to the campus Dean or SON Director. Students are encouraged to bring any complaint regarding the program to their course instructor. Examples of informal complaints that have been received include timing of class, clinical, or lab, choice of textbooks or electronic resources, and availability of tutors.

## **Dismissal**

The Ohio University School of Nursing is an academic and professional community committed to the education of students and the achievement of professional goals which, in turn, leads to better health care of people. The development of this community requires that all members contribute to an environment that maintains the highest standards of academic, personal, and professional integrity and respects individual differences and viewpoints.

Failure to adhere to these expectations will be grounds for dismissal from the SON.

Nursing students in all SON programs are expected to provide safe nursing care and maintain standards as described in the OHIO Code of Conduct (<https://www.ohio.edu/communitystandards/>), the Student Conduct Guidelines described elsewhere in this *School of Nursing Undergraduate Student Handbook*, and the SON Civility Expectations outlined in this handbook. Behaviors that violate the expectations of the profession and/or the University may be grounds for dismissal from the University or the SON or both bodies.

### **Non-academic Reasons for Failure**

The behavior of any student which is considered:

1. Unsafe
2. a breach of the NSNA Code of Ethics or the ANA Code of Ethics  
<https://www.nursingworld.org/coe-view-only>
3. a breach of the OHIO Student Code of Conduct or the SON civility expectations may be grounds for dismissal. <https://www.ohio.edu/student-affairs/community-standards/student-code-of-conduct>

Relevant behaviors may occur during:

1. either clinical and/or classroom instruction
2. while on OHIO property or
3. at a clinical agency approved for study.

Such behaviors include, but are not limited to:

1. academic misconduct
2. lying
3. stealing
4. abuse of client(s)
5. mental or bodily harm
6. manufacture, distribution, sale, offer for sale, or possession of drugs or narcotics
7. substance abuse
8. falsifying nursing data and
9. disclosing confidential information.

### **Academic Reasons for Failure**

Undergraduate nursing students must maintain a cumulative GPA of 2.00 (C) on a 4-point scale in order to remain in good standing. Failure to maintain this requirement may result in dismissal from the program.

1. Academic failure results from achievement of a grade lower than an 80% (B-) or a withdraw failing in any nursing course or multiple nursing courses in the same academic term.
2. Prelicensure students:
  - a. If the grade of 80% (B-) is not achieved in a required nursing course, the student must apply to be readmitted and that course must be repeated before the student will be permitted to progress to the next academic term within the program.
  - b. Students are eligible to apply for progression and readmission one time only following academic failure.
  - c. Progression and readmission in the program is NOT guaranteed.

### **Procedures for Dismissal**

1. Alleged violations of academic or professional misconduct may be adjudicated within the department/school and college or on referral to the Office of Community Standards and Student Responsibility by the instructor of the course in which the allegation of academic misconduct arises. Following a decision of dismissal, the student has the right to appeal according to the CHSP Grade

and Disciplinary Appeals: College Policy and Procedure (<https://www.ohio.edu/chsp/policies-and-forms>).

2. Alleged violations of nonacademic misconduct as articulated in the OHIO Student Code of Conduct (i.e., those not directly related to academic or professional conduct) are referred to the office of Community Standards and Student Responsibility for resolution. Following a decision of dismissal, the student has the right to appeal according to the University's Student Code of Conduct.
3. Students who have been dismissed from the School of Nursing program must wait a minimum of three (3) years to reapply for the same program and will be evaluated as new students.

## **Readmission**

Students who were not successful in or withdrew from any nursing course must apply for readmission. Readmission to any SON program is not guaranteed.

All students seeking readmission to the SON must submit the completed application to the office of the relevant SON program/campus. Applications for readmission should be submitted within two weeks of the unsuccessful/relevant semester close date or a date designated by the relevant SON office. Applications submitted after the designated time will be reviewed at the discretion of the associate director.

When a student applies to re-enter the School of Nursing, they will be expected to meet the same academic and clinical requirements as other students who will be enrolling in the same nursing course. It is expected that the re-entering student will review the skills and content that have been presented in the previous nursing courses and to be as proficient in the clinical lab as the other students. It is the responsibility of the student to review the skills and content and to seek assistance from the nursing faculty when necessary. A student seeking readmission may be required to successfully complete a skills checkoff and/or a remediation course (i.e., NURS 2009, NRSE 4900). Enrollment in Supplemental Instruction courses and additional meetings with academic advisors may be required as conditions for readmission.

Applicants will be notified of admission as soon as decisions are made. Students are responsible for complying with all specified conditions of readmission throughout the remainder of the program.

Students wishing to re-enter the SON after being out of the program from one to three years will be re-evaluated. Students who have been out of the School of Nursing prelicensure programs (AAS-N or BSN) for more than three (3) years must reapply and will be evaluated as new students.

## **Student Life**

### **OHIO Identification Card**

Every student needs an OHIO identification card. These are photo identification cards that allow you to check books out of the library, participate in events, and obtain some services. Students will receive information about how and where to obtain student identification cards during orientation. You can get an OHIO ID card at any of the campuses.



### **Using Voice Mail**

When you call a faculty member or one of the School of Nursing offices and are connected to voicemail, please follow these guidelines when leaving a message.

1. Provide your name, PID number, telephone number, and a brief statement of what you are requesting.
2. Speak slowly and distinctly and state your phone number twice.

### **Email**

1. Make sure you provide your first, last name and your PID number. If applicable, include the course number in the subject line.
2. Be clear and communicate your request professionally.

### **College of Health Sciences and Professions (CHSP) Student Advisory Council**

The Council is made up of students from many programs in CHSP, and its purpose is to represent the students in all six schools of the College and facilitate interaction between students and faculty outside the classroom. In addition, the Council performs other duties which include: (a) helping to increase student's awareness of potential career-enhancing extracurricular activities; (b) serving on college committees; and (c) providing a forum through which students may recognize outstanding faculty.

### **Organizations**

All campuses have student nursing organizations. Each campus will have a faculty advisor, and students are encouraged to join and participate. Ohio University School of Nursing is associated with the Lambda Omega chapter of Sigma Theta Tau International Society of Nursing. This is an honor society and students in the baccalaureate and graduate programs may be invited to join.

### **Office of Information Technology (OIT)**

OIT Services are available on all campuses. Their website is <http://technology.ohio.edu/support/>.

### **Learning Support**

Every campus has an academic support center for students. The center assists in the development of basic skills and provides technical assistance to the student body.

Resources vary by campus. Tutoring is available to students who are experiencing academic difficulties. Please contact the Student Services Office on the respective campus for further information.

### **Financial Aid**

A comprehensive program of financial aid consisting of scholarships, grants and work study is available to students eligible for aid. Specific deadlines apply for application dates and are determined by Ohio University's Financial Aid office. Visit their website for details: <https://www.ohio.edu/financialaid>. You may also contact the Office of Student Services on your campus for additional information.

### **Personal Counseling Services**

Ohio University provides mental health and adjustment services to students and consultation to faculty, administrators, and parents of students. For more information, please visit <https://www.ohio.edu/counseling/telehealth>

### **Career Counseling and Placement Services**

Assistance is available to help students explore careers using interest inventories and career counseling. Information on job requirements, availability of positions and job search strategy assistance is available. Help is also available in the areas of interviewing skills, cover letters, and resume writing.

Campuses frequently host job fairs throughout the year which give students a chance to meet and talk with potential employers from various business and service areas. Check with the office of Student Services on your campus to obtain information regarding date, registration, procedures, etc. or visit the Career and Leadership site at: <https://www.ohio.edu/student-affairs/career-and-leadership>

## Section IV

# GRADUATION

### Graduation

Students may graduate at the end of any semester but may only participate in undergraduate commencement ceremony at the end of fall or spring semester. The system will assess the student an application fee. Go online to <https://www.ohio.edu/registrar/grades-and-graduation>.

Students **must apply** for graduation and pay the graduation fee no later than the date published for the semester they wish to graduate. Applications need to be submitted by the established deadline. The student may apply online for graduation at <https://www.ohio.edu/registrar/grades-and-graduation>. The deadline for applying for graduation can be found on the Registrar's Office website.

### Pinning

Each campus/program will manage the details of any ceremony that occurs.

### Licensing Exam (NCLEX-RN)

Upon the successful completion of either the AAS-N degree or the BSN degree at Ohio University, the individual is eligible to apply to sit for the RN licensing exam (NCLEX- RN). Once the individual passes the NCLEX-RN they are entitled to sign "RN" after their signature and practice professional nursing as a registered nurse.

Steps for applying to NCLEX-RN exam:

- Complete and submit a Board of Nursing Application and the appropriate fee to the desired state of licensure.
- Obtain background checks and submit per the desired state board of nursing requirements.
- Register with the Testing Service and pay the necessary testing fee.

The SON submits completion documents for each student directly to the Ohio Board of Nursing for those testing in Ohio. If the student elects to seek licensure in a state other than Ohio, it is the student's responsibility to complete all application steps required by that state. The student must notify the Associate Director of the respective nursing program of the decision to sit for the exam outside of Ohio and provide the Associate Director with a complete list of what they are required to do.

Information regarding any misdemeanors or felonies must accompany a board application. The Board of Nursing may deny an individual convicted, adjudged guilty by a court, or who has pled guilty to any felony the right to take the nursing licensure examination. The Board also has the right to deny an individual convicted, or judged guilty by a court, or pled guilty to any misdemeanor resulting from or related to the use of drugs or alcohol. Individual consideration by the Board is given each situation. Thus, if any incoming student has been convicted of a felony, this should be brought to the attention of the Board of Nursing immediately. It is the student's responsibility to notify the Board of Nursing.

## Appendices

- A. Contact Information for Each Program**
- B. American Nurses Association Code of Ethics**  
<https://www.nursingworld.org/coe-view-only>
- C. Offenses that Disqualify an Individual from obtaining an RN license in Ohio and for Caring for Children and/or Older Adults**
- D. AAS-N Program Information**
- E. BSN and RN to BSN Program Information**
- F. Program Plans and Schedules**
- G. Forms**

## Appendix A

### CONTACT INFORMATION FOR EACH CAMPUS

#### **Athens Campus**

Ohio University School of Nursing  
Grover Center E317  
Athens, Ohio 45701  
nursing@ohio.edu

740-593-4494  
800-560-0144 (toll free)  
740-593-0286 (fax)

#### **Chillicothe Campus**

Ohio University School of Nursing  
101 University Drive  
Chillicothe, Ohio 45601  
Chillicothe-nursing@ohio.edu

740-774-7282  
740-774-7711 (fax)

#### **Eastern Campus**

Ohio University School of Nursing  
45425 National Rd. W  
St. Clairsville, OH 43950  
[Eastern-nursing@ohio.edu](mailto:Eastern-nursing@ohio.edu)

740-699-2345

#### **Lancaster Campus**

Ohio University School of Nursing  
1570 Granville Pike  
Lancaster, OH 43130

#### **Southern Campus**

Ohio University School of Nursing  
1804 Liberty Avenue  
Ironton, Ohio 45638  
Southern-nursing@ohio.edu

740-533-4633  
740-533-4557 (fax)

#### **Zanesville Campus**

Ohio University School of Nursing  
1425 Newark Avenue  
Zanesville, Ohio 43701  
Zanesville-nursing@ohio.edu

740-588-1515  
740-588-1527 (fax)

#### **Ohio University-Dublin**

Ohio University School of Nursing  
6805 Bobcat Way  
Dublin, Ohio 43016

614-793-5633  
614- 793-5688 (fax)

## Appendix B

### AMERICAN NURSES ASSOCIATION CODE OF ETHICS

#### American Nurses Association Code of Ethics for Nurses

<https://www.nursingworld.org/coe-view-only>

<https://www.nursingprocess.org/nursing-code-of-ethics-and-interpretive-statements.html>

- Provision 1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
- Provision 2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- Provision 3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- Provision 4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- Provision 5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- Provision 6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- Provision 7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- Provision 8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- Provision 9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

## Appendix C



### Ohio Board of Nursing

[www.nursing.ohio.gov](http://www.nursing.ohio.gov)

17 S. High Street, Suite 660 • Columbus, Ohio 43215-3466 • 614-466-3947

#### LIST OF POTENTIALLY DISQUALIFYING OFFENSES

Applicants for a license or certificate that have pled guilty to, been convicted of, or been found judicially guilty of any the following crimes **may be disqualified** from being licensed as a registered nurse, licensed practical nurse, advanced practice registered nurse, dialysis technician intern, dialysis technician, certified community health worker, or medication aide. The following crimes are considered by the Board of Nursing (Board) to be directly related to the duties/responsibilities of the licensed occupations:

**1. Any Offense of Violence as defined in 2901.01(A)(9), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:**

- (a) 2903.01 Aggravated Murder, 2903.02 Murder, 2903.03 Voluntary Manslaughter, 2903.04 Involuntary Manslaughter, 2903.11 Felonious Assault, 2903.12 Aggravated Assault, 2903.13 Assault, 2903.15 Permitting Child Abuse, 2903.21 Aggravated Menacing, 2903.211 Menacing by Stalking, 2903.22 Menacing, 2905.01 Kidnapping, 2905.02 Abduction, 2905.11 Extortion, 2905.32 Trafficking in Persons, 2907.02 Rape, 2907.03 Sexual Battery, 2907.05 Gross Sexual Imposition, 2909.02 Aggravated Arson, 2909.03 Arson, 2909.24 Terrorism, 2911.01 Aggravated Robbery, 2911.02 Robbery, 2911.11 Aggravated Burglary, 2917.01 Inciting to Violence, 2917.02 Aggravated Riot, 2917.03 Riot, 2917.31 Inducing Panic, 2919.25 Domestic Violence, 2921.03 Intimidation, 2921.04 Intimidation of attorney, victim, or witness in criminal case or delinquent child action proceeding, 2921.34 Escape, 2923.161 Improperly discharging firearm at or into a habitation, in a school safety zone or with intent to cause harm or panic to persons in a school building or at a school function, 2903.34(A)(1) Patient Abuse, 2911.12(A)(1), (2), or (3) Burglary, 2919.22(B)(1), (2), (3), or (4) Endangering Children, and Felonious sexual penetration in violation of former section 2907.12 of the Revised Code.
- (b) A violation of an existing or former municipal ordinance or law of this or any other state or the United States, substantially equivalent to any section, division, or offense listed above in 1.(a).
- (c) An offense, other than a traffic offense, under an existing or former municipal ordinance or law of this or any other state or the United States, committed purposely or knowingly, and involving physical harm to persons or a risk of serious physical harm to persons.
- (d) A conspiracy or attempt to commit, or complicity in committing, any offense listed above in 1. (a) – (c).

**2. Any Sexually Oriented Offense as defined in 2950.01(A), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:**

- (a) 2907.02, Rape, 2907.03, Sexual battery, 2907.05, Gross sexual imposition, 2907.06, Sexual imposition, 2907.07, Importuning, 2907.08, Voyeurism, 2907.21, Compelling prostitution, 2907.22, Promoting prostitution, 2907.32, Pandering obscenity, 2907.321, Pandering obscenity involving a minor or impaired person, 2907.322, Pandering sexually

- oriented matter involving a minor or impaired person, or 2907.323, Illegal use of minor or impaired person in nudity-oriented material or performance of the Revised Code.
- (b) A violation of section 2907.04, Unlawful sexual conduct with minor, of the Revised Code when the offender is less than four years older than the other person with whom the offender engaged in sexual conduct, the other person did not consent to the sexual conduct, and the offender previously has not been convicted of or pleaded guilty to a violation of section 2907.02, 2907.03, or 2907.04, Unlawful Conduct with minor, or a violation of former Section 2907.12 of the Revised Code.
  - (c) A violation of section 2907.04, Unlawful Conduct with minor, of the Revised Code when the offender is at least four years older than the other person with whom the offender engaged in sexual conduct or when the offender is less than four years older than the other person with whom the offender engaged in sexual conduct and the offender previously has been convicted of or pleaded guilty to a violation of section 2907.02, 2907.03, or 2907.04, or a violation of former Section 2907.12 of the Revised Code.
  - (d) A violation of section 2903.01, Aggravated murder, 2903.02, Murder, 2903.11, Felonious assault, of the Revised Code when the violation was committed with a sexual motivation.
  - (e) A violation of division (A) of section 2903.04, Involuntary manslaughter, of the Revised Code when the offender committed or attempted to commit the felony that is the basis of the violation with a sexual motivation.
  - (f) A violation of division (A)(3) of section 2903.211, Menacing by stalking, of the Revised Code.
  - (g) A violation of division (A)(1), (2), (3), or (5) of section 2905.01, Kidnapping, of the Revised Code when the offense is committed with a sexual motivation.
  - (h) A violation of division (A)(4) of section of section 2905.01, Kidnapping, of the Revised Code.
  - (i) A violation of division (B) of section 2905.01, Kidnapping, of the Revised Code when the victim of the offense is under eighteen years of age and the offender is not a parent of the victim of the offense.
  - (j) A violation of division (B) of section 2903.03, Voluntary manslaughter, of division (B) of section 2905.02, Abduction, of division (B) of section 2905.03, Unlawful restraint, of division (B) of section 2905.05, Criminal child enticement, or of division (B)(5) of section 2919.22, Endangering children, of the Revised Code.
  - (k) A violation of section 2905.32, Trafficking in persons, of the Revised Code when either of the following applies: (a) The violation is a violation of division (A)(1) of that section and the offender knowingly recruited, lured, enticed, isolated, harbored, transported, provided, obtained, or maintained, or knowingly attempted to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain, another person knowing that the person would be compelled to engage in sexual activity for hire, engage in a performance that was obscene, sexually oriented, or nudity oriented, or be a model or participant in the production of material that was obscene, sexually oriented, or nudity oriented; (b) The violation is a violation of division (A)(2) of that section and the offender knowingly recruited, lured, enticed, isolated, harbored, transported, provided, obtained, or maintained, or knowingly attempted to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain a person who is less than eighteen years of age or is a person with a developmental disability whom the offender knows or has reasonable cause to believe is a person with a developmental disability for any purpose listed in divisions (A)(2)(a) to (c) of that section.
  - (l) A violation of division (B)(4) of section 2907.09 Public indecency, of the Revised Code if the sentencing court classifies the offender as a tier I sex offender/child-victim offender relative to that offense pursuant to division (D) of that section



- (m) A violation of any former law of this state, any existing or former municipal ordinance or law of another state or the United States, any existing or former law applicable in a military court or in an Indian tribal court, or any existing or former law of any nation other than the United States that is or was substantially equivalent to any offense listed in above in 2. (a) – (l).
- (n) Any attempt to commit, conspiracy to commit, or complicity in committing any offense listed above in 2. (a) – (m).

### **3. Registered Sex Offender Status**

An applicant who is required to register as a sex offender as defined in Section 2950.01, ORC, under the law of Ohio, or under the substantially equivalent law of another jurisdiction or the federal government, may be denied a license.

### **4. Any Drug Abuse Offense as defined in Section 2925.01(G), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:**

- (a) 2913.02(A) Theft of Drugs, 2925.02 Corrupting Another with Drugs, 2925.03 Trafficking, Aggravated Trafficking in Drugs, 2925.04 Illegal Manufacture of Drugs – Illegal Cultivation of Marijuana-Methamphetamine Offenses, 2925.041 Illegal Assembly or Possession of Chemicals for Manufacture of Drugs, 2925.05 Funding, Aggravated Funding of Drug or Marijuana Trafficking, 2925.06 Illegal Administration or Distribution of Anabolic Steroids, 2925.11 Possession of Controlled Substances, 2925.12 Possession of Drug Abuse Instruments, 2925.13 Permitting Drug Abuse, 2925.22 Deception to Obtain a Dangerous Drug, 2925.23 Illegal Processing of Drug Documents, 2925.24 Tampering with Drugs, 2925.31 Abusing Harmful Intoxicants, 2925.32 Trafficking in Harmful Intoxicants – Improperly Dispensing or Distributing Nitrous Oxide, 2925.36 Illegal Dispensing of Drug Samples, 2925.37 Counterfeit Controlled Substance Offenses, of the Revised Code.
- (b) A violation of an existing or former law of this or any other state or the United States that is substantially equivalent to any section listed above in 4. (a).
- (c) An offense under an existing or former law of this or any other state, or of the United States, of which planting, cultivating, harvesting, processing, making, manufacturing, producing, shipping, transporting, delivering, acquiring, possessing, storing, distributing, dispensing, selling, inducing another to use, administering to another, using, or otherwise dealing with a controlled substance is an element.
- (d) A conspiracy to commit, attempt to commit, or complicity in committing or attempting to commit any offense listed above in 4. (a) – (c).

### **5. Any Theft Offense as defined in Section 2913.01(K), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:**

- (a) 2911.01 Aggravated Robbery, 2911.02 Robbery, 2911.11 Aggravated Burglary, 2911.12 Burglary, 2911.13 Breaking and Entering, 2911.31 Safecracking, 2911.32 Tampering with Coin Machines, 2913.02 Theft, 2913.03 Unauthorized Use of a Vehicle, 2913.04 Unauthorized Use of Property – computer, cable, or telecommunication property, 2913.041 Possession or Sale of Unauthorized Cable Television Device, 2913.05 Telecommunications Fraud, 2913.06 Unlawful Use of Telecommunications Device, 2913.11 Passing Bad Checks, 2913.21 Misuse of Credit Cards, 2913.31 Forgery -Forging Identification Cards or Selling or

Distributing Forged Identification Cards, 2913.32 Criminal Simulation, 2913.33 Making or Using Slugs – misdemeanor only, 2913.34 Trademark Counterfeiting, 2913.40 Medicaid Fraud, 2913.42 Tampering with Records, 2913.43 Securing Writings by Deception, 2913.44 Personating an Officer, 2913.45 Defrauding Creditors, 2913.47 Insurance Fraud, former Section 2913.47, 2913.48 Workers' Compensation Fraud, former Section 2913.48, 2913.51 Receiving Stolen Property, 2915.05 Cheating- Corrupting Sports, 2921.41 Theft in Office.

(b) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to any offense listed above in 5. (a).

(c) An offense under an existing or former municipal ordinance or law of this or any other state, or of the United States, involving robbery, burglary, breaking and entering, theft, embezzlement, wrongful conversion, forgery, counterfeiting, deceit, or fraud.

(d) A conspiracy or attempt to commit, or complicity in committing, any offense listed above in 5. (a) through (c).

(e) Section 2913.30, ORC, Counterfeiting.

(f) Section 2913.49, ORC, Identity Fraud.

(g) Section 2923.32, ORC, Engaging in Corrupt Activity.

(h) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to the crimes, and/or a conspiracy or attempt to commit, or complicity in committing, any offense listed above in 5. (e) through (g).

## **6. Other Criminal Offenses**

(a) Section 2909.22, ORC, Soliciting or providing support for an act of terrorism;

(b) Section 2909.23, ORC, Making terroristic threat;

(c) Section 2909.26, ORC, Criminal possession of chemical, biological, radiological or nuclear weapon or explosive device;

(d) Section 2909.27, ORC, Criminal use of chemical, biological, radiological or nuclear weapon or explosive device;

(e) Section 2909.28, ORC, Illegal assembly or possession of chemicals or substances for manufacture of prohibited weapons;

(f) Section 2909.29, ORC, Money laundering in support of terrorism.

(g) Section 2917.33, ORC, Unlawful possession or use of a hoax weapon of mass destruction;

(h) Section 2917.47, ORC, Improperly handling infectious agents;

(i) Section 2919.12, ORC, Unlawful abortion;

(j) Section 2919.121, ORC, Unlawful abortion upon a minor;

(k) Section 2919.123, ORC, Unlawful distribution of an abortion-inducing drug;

(l) Section 2919.13, ORC, Abortion manslaughter;

(m) Section 2913.14, ORC, Abortion trafficking;

(n) Section 2913.15, ORC, Dismemberment feticide;

(o) Section 2919.151, ORC, Partial birth feticide;

(p) Section 2919.17, ORC, Terminating or attempting to terminate a human pregnancy after viability;

- (q) Sections 2919.193 through 2919.195, Performing or inducing an abortion before determining whether there is a detectable fetal heartbeat; or without informed consent when there is a detectable heartbeat; or after detection of a detectable heartbeat;
- (r) Section 2919.201, ORC, Abortion after gestational age of 20 weeks;
- (s) Section 2921.12, ORC, Tampering with evidence;
- (t) Section 2921.13, ORC, Falsification;
- (u) Section 2921.22, ORC, Failure to report a crime or knowledge of death or burn injury;
- (v) Section 2921.36, ORC, Illegal conveyance of weapons, drugs or other prohibited items on to the grounds of a detention facility or institution;
- (w) Section 2921.41, ORC, Theft in office;
- (x) Section 2923.16, Improperly handling firearms in a motor vehicle;
- (y) Section 2923.161, Improperly discharging a firearm at or into a habitation, in a school safety zone, or with the intent to cause harm or panic to persons in a school building or at a school function;
- (z) Section 2923.17, ORC, Unlawful possession of dangerous ordnance; illegally manufacturing or possessing explosives;
- (aa) Section 2923.20, ORC, Unlawful transaction in weapons;
- (bb) Section 2923.21, ORC, Improperly furnishing firearms to a minor;
- (cc) Section 2923.24, ORC, Possessing criminal tools;
- (dd) Section 2923.32, ORC, Engaging in a pattern of corrupt activity;
- (ee) Section 2923.42, ORC, Participating in a criminal gang;
- (ff) Section 2927.01, ORC, Abuse of a corpse; Gross abuse of a corpse;
- (gg) Section 2927.11, ORC, Desecration;
- (hh) Section 2927.12, ORC, Ethnic intimidation;
- (ii) Section 2927.13, ORC, Selling or donating contaminated blood;
- (jj) Section 2927.15, ORC, Unlawful collection of a bodily substance;
- (kk) Section 2927.17, ORC, Advertising of massage services;
- (ll) Section 2927.24, ORC, Contaminating substance for human consumption or use or contamination with hazardous chemical, biological, or radioactive substance – spreading false report of contamination;
- (mm) Any criminal offense that is based on (a) engaging in a profession that requires a license, without holding a current, valid license, or (b) that is another criminal offense, set forth in Ohio Revised Code Sections: 4715.99, 4723.99, 4725.99, 4729.99, 4730.99, 4731.99, 4732.99, 4734.99, 4759.99, 4760.99, 4761.99, 4762.99, 4765.99, 4774.99, 4778.99, or 5747.99.
- (nn) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to the crimes, and/or a conspiracy or attempt to commit, or complicity in committing, any offense listed above in 6. (a) through (mm).

#### **Review of Applicant's Offense History by the Board of Nursing**

**The above listed crimes are not automatically disqualifying. The Board reviews the facts of each case on an individual basis. The offense may or may not result in a proposed action to deny licensure. The factors considered may include, but are not limited to the following:**

- The nature and seriousness of the offense;
- Passage of time since the crime was committed and whether all terms ordered by the court were successfully completed;
- Whether any other offenses were committed since the crime;

- Relationship of the crime to the ability, capacity, and fitness required to perform the duties and responsibilities of the occupation;
- Any evidence of mitigating rehabilitation or treatment successfully completed, including whether a certificate of qualification for employment under Section 2953.25, ORC, or of achievement or employability under Section 2961.22, ORC, has been obtained;
- Whether denial of the license is reasonably necessary to ensure public safety.

The Board does not have the authority to conduct an investigation of an individual who has not applied for a license or certificate. If an applicant has a criminal history, the Board conducts a thorough investigation and considers the above factors and others, including the facts and circumstances underlying the offense; and the total number and pattern of offenses.

#### **Determination by Board Whether a Crime is on the List of Potentially Disqualifying Offenses**

You may request a letter from the Board of Nursing stating whether a crime is on this list of potentially disqualifying offenses by emailing: [disqualifying-offense-requests@nursing.ohio.gov](mailto:disqualifying-offense-requests@nursing.ohio.gov). A credit card payment of \$25.00 is required.

#### **Other Consequences of Criminal History - Not Regulated by Board of Nursing**

Although the Board may grant a license or certificate to an applicant who has a criminal offense history, an individual may be restricted from working in certain settings based on his or her criminal history due to federal and state laws, which require criminal records checks prior to employment in certain settings, and which may impose absolute or discretionary bars to employment in certain patient care settings, for example, in facilities or settings involving care provided to older adults or children. *See, e.g., Ohio Administrative Code 173-9-07; 3701-60-07; 5123:2-2-02; 5160-45-07.*

#### **Enrollment in Education Programs**

**The Board cannot answer questions regarding one's eligibility to attend nursing, dialysis, medication aide, or community health worker schools, or participate in clinical instruction.** Nursing and other programs vary in regard to enrollment criteria, so it is recommended that you contact the nursing or other program to determine whether you are eligible to enroll. Hospitals and other medical facilities may not authorize individuals to participate in the clinical instruction necessary to complete a program based on criminal history.

**Note that it is fraudulent for a third party, such as a nursing program faculty or admissions director, to submit a license application attesting to be the license applicant.**

## **Appendix D**

### **AAS-N END-OF-PROGRAM STUDENT LEARNING OUTCOMES**

The end-of-program student learning outcomes (EPSLO) are based on professional nursing standards and guidelines, organize the curriculum, and are consistent with contemporary nursing practice. The EPSLOs are as follows:

1. Student will be able to apply knowledge and evidence-based practice to provide a safe and effective care environment for their patients.
2. Student will be able to demonstrate autonomy in assessing and analyzing physiological, psychosocial, spiritual, and cultural patient data for a variety of patient populations across the lifespan.
3. Student will be able to utilize the nursing process while providing care for a variety of patient populations across the lifespan.
4. Student will employ effective communication skills when interacting with patients, families, members of the community, and members of the multidisciplinary healthcare team.
5. Student will be able to execute nursing care in a professional manner adhering to ethical and legal frameworks.

## **APPENDIX E**

### **BSN END-OF-Program Student Learning Outcomes**

The end-of-program student learning outcomes (EPSLO) are based on professional nursing standards and guidelines, organize the curriculum, and are consistent with contemporary nursing practice. The EPSLOs are as follows:

1. The student will demonstrate clinical reasoning skills using the nursing process that result in the application of theory to safe professional nursing practice.
2. The student will employ effective communication skills when interacting with patients, families, members of the community, and members of the interdisciplinary healthcare team.
3. The student will execute evidence-based practice principles within the BSN scope of practice to ensure quality of care to culturally diverse individuals and populations

# **Appendix F**

## **CURRICULUM PLANS**

**Associate in Applied Science (AAS)**

**AAS LPN to RN Advanced Placement**

**Traditional Bachelor of Science in Nursing**

**RN to BSN Program**



**OHIO**  
UNIVERSITY

**School of Nursing**  
**Associate in Applied Science (AAS)**  
**Credit and Clock Hours**  
**Distribution**

<b>Semester 1</b>					
<b>Course Name</b>	<b>Course #</b>	<b>Theory: Hours/Term <i>or</i> (Credit Hours)</b>	<b>Lab: Hours/Term <i>or</i> (Credit Hours)</b>	<b>Clinical- Hours/Term <i>or</i> (Credit Hours)</b>	<b>Total Clock Hours/ (Total Credit Hours)</b>
Foundations of Nursing Practice	NURS 1111	52.5 hrs./term (3.75 credit hrs.)	10.5 hrs./term (0.25 credit hr.)	21 hrs./term (0.5)	84 (4.5)
Health Assessment Across the Lifespan	NURS 1112	28 hrs./term (2 credit hrs.)	21 hrs./term (0.5 credit hr.)	0	49 (2.5)
Pharmacology I	NURS 1131	21 hrs./term (1.5 credit hrs.)	21 hrs./term (0.5 credit hr.)	0	42 (2)
Principles of Human Anatomy and Physiology I	BIOS 1300				4 (Lecture & Lab)
Introduction to Child Development	EDEC 1600				3
<b>Total Nursing Credit Hours in Semester 1</b>					<b>9</b>
<b>Total Non-Nursing Credit Hours in Semester 1</b>					<b>7</b>
<b>Semester 2</b>					
Medical Surgical Nursing I	NURS 1211	70 hrs./term (5 credit hrs.)	28 hrs./term (0.66 credit hrs.)	56 hrs./term (1.34 credit hrs.)	154 (7 credit hrs.)
Mental Health Nursing	NURS 1221	49 hrs./term (3.5 credit hrs.)	3 hrs./term (0.07 credit hr.)	18 hrs./term (0.43 credit hr.)	70 (4 credit hrs.)
Pharmacology II	NURS 1231	28 hrs./term (2 credit hrs.)	0	0	28 (2 credit hrs.)
Principles of Human Anatomy and Physiology II	BIOS 1310				4 (Lecture & Lab)
<b>Total Nursing Credit Hours in Semester 2</b>					<b>13</b>
<b>Total Non-Nursing Credit Hours in Semester 2</b>					<b>4</b>
<b>Semester 3</b>					
<b>Course Name</b>	<b>Course #</b>	<b>Theory: Hours/Term <i>or</i> Minutes/Term (Credit Hours)</b>	<b>Lab: Hours/Term <i>or</i> Minutes/Term (Credit Hours)</b>	<b>Clinical- Hours/Term <i>or</i> Minutes/Term (Credit Hours)</b>	<b>Total Clock Hours/ (Total Credit Hours)</b>
Medical Surgical Nursing II	NURS 2111	70 hrs./term (5 credit hrs.)	28 hrs./term (0.66 credit hrs.)	56 hrs./term (1.34 credit hrs.)	154 hrs./term (7 credit hrs.)
Maternal-Newborn Nursing (may be 7-week course)	NURS 2121	31.5 hrs./term (2.25 credit hrs.)	10.5 hrs./term (0.25 credit hrs.)	21 hrs./term (0.5 credit hrs.)	63 hrs./term (3 credit hrs.)
Pediatric Nursing (may be 7-week course)	NURS 2131	31.5 hrs./term (2.25 credit hrs.)	10.5 hrs./term (0.25 credit hrs.)	21 hrs./term (0.5 credit hrs.)	63 hrs./term (3 credit hrs.)
Elementary Microbiology <i>or</i> Microbes and Humans	BIOS 2010 <i>or</i> BIOS 2210				3
<b>Total Nursing Credit Hours in Semester 3</b>					<b>13</b>
<b>Total Non-Nursing Credit Hours in Semester 3</b>					<b>3</b>



Semester 4					
Medical Surgical Nursing III (7-week course)	NURS 2211	56 hrs./term (4 credit hrs.)	21 hrs./term (0.5 credit hrs.)	42 hrs./term (1 credit hr.)	119 hrs./term (5.5 credit hrs.)
Integrated Nursing Practice (7-week course)	NURS 2221	42 hrs./term (3 credit hrs.)	6 hrs./term (0.14 credit hrs.)	120 hrs./term (2.86 credit hrs.)	168 hrs./term (6 credit hrs.)
**Elementary Statistical Reasoning	PSY 1110				3
***Writing and Rhetoric I	ENG 1510				3
<b>Total Nursing Credit Hours in Semester 4</b>					<b>11.5</b>
<b>Total Non-Nursing Credit Hours in Semester 4</b>					<b>6</b>

\*PSY 2410 or CFS 2710 can fulfill the EDEC 1600 requirement. Please note that CFS 2710 does not meet the Connected World Arch.

\*\*PSY 2110 or MATH 2500 can fulfill the PSY 1110 requirement.

\*\*\* Course can be taken anytime throughout the program but must be completed prior to program completion.

### AAS-N Credit and Clock Hour Summary

	Theory	Lab	Clinical	Total
<b>Total Nursing Program Clock Hours</b>	<b>479.5</b>	<b>159.5</b>	<b>355</b>	<b>994</b>
<b>Total Nursing Program Credit Hours</b>	<b>34.25</b>	<b>3.78</b>	<b>8.47</b>	<b>46.5</b>
<b>Total Non-Nursing Credit Hours</b>				<b>20</b>
<b>Total Program Credit Hours</b>				<b>66.5</b>

#### Calculation of Credit Hours:

1. Theory Clock Hour Calculation: Credit hour x 1 clock hour x 14 weeks. Students have an additional 1 week for final exam time that is not included in instructional time.

➤ One theory clock hour equals 55 minutes.

2. Clinical and Lab Clock Hour Calculation: Credit hour x 3 clock hours x 14 weeks = total clock hours of instruction per semester.

➤ One Lab and Clinical clock hour equal 60 minutes.



**OHIO**  
UNIVERSITY

School of Nursing

**Associate in Applied Science (AAS) LPN to RN Advanced Placement Track Credit and Clock Hour Distribution**

Course Name	Course #	Theory: Hours/Term <i>or</i> Minutes/Term (Credit Hours)	Lab: Hours/Term <i>or</i> Minutes/Term (Credit Hours)	Clinical: Hours/Term <i>or</i> Minutes/Term (Credit Hours)	Total Hours/Term (Credit Hours)
Principles of Human Anatomy and Physiology I <i>(must be completed prior to enrollment to NURS 2031)</i>	BIOS 1300				4 (Lecture & Lab)
<b>Total Non-Nursing Credit Hours Required Before Admission to NURS 2031</b>					<b>4</b>
<b>Semester 1</b>					
*LPN-RN Transition	NURS 2031	14 hrs./term (1 credit hr.)			14 hrs./term (1 credit hr.)
LPN-RN Bridge	NURS 2041	42 hrs./term (3 credit hrs.)	35 hrs./term (0.83 credit hr.)	7 hrs./term (0.17 credit hr.)	84 hrs./term (4 credit hr.)
Principles of Human Anatomy and Physiology II	BIOS 1310				4
**Introduction to Child Development	EDEC 1600				3
<b>Total Nursing Credit Hours in Semester 1</b>					<b>5</b>
<b>Total Non-Nursing Credit Hours in Semester 1</b>					<b>7</b>
<b>Semester 2</b>					
Medical Surgical Nursing II	NURS 2111	70 hrs./term (5 credit hrs.)	28 hrs./term (0.66 credit hrs.)	56 hrs./term (1.34 credit hrs.)	154 hrs./term (7 credit hrs.)
Maternal-Newborn Nursing <i>(may be 7-week course)</i>	NURS 2121	31.5 hr./term (2.25 credit hrs.)	10.5 hrs./term (0.25 credit hrs.)	21 hrs./term (0.5 credit hrs.)	63 hrs./term (3 credit hrs.)
Pediatric Nursing <i>(may be 7-week course)</i>	NURS 2131	31.5 hrs./term (2.25 credit hrs.)	10.5 hrs./term (0.25 credit hrs.)	21 hrs./term (0.5 credit hrs.)	63 hrs./term (3 credit hrs.)
Elementary Microbiology <b>OR</b> Microbes and Humans	BIOS 2010 OR BIOS 2210				3
<b>Total Nursing Credit Hours in Semester 2</b>					<b>13</b>
<b>Total Non-Nursing Credit Hours in Semester 2</b>					<b>3</b>
<b>Semester 3</b>					
Medical Surgical Nursing III <i>(7-week course)</i>	NURS 2211	56 hrs./term (4 credit hrs.)	21 hrs./term (0.5 credit hrs.)	42 hrs./term (1 credit hr.)	119 hrs./term (5.5 credit hrs.)
Integrated Nursing Practice <i>(7-week course)</i>	NURS 2221	42 hrs./term (3 credit hrs.)	6 hrs./term (0.14 credit hrs.)	120 hrs./term (2.86 credit hrs.)	168 hrs./term (6 credit hrs.)
***Elementary Statistical Reasoning	PSY 1110				3
****Writing and Rhetoric I	ENG 1510				3
<b>Total Nursing Credit Hours in Semester 3</b>					<b>11.5</b>
<b>Total Nursing Credit Hours in Semester 3</b>					<b>6</b>

\*Must have active Ohio LPN license upon enrollment to NURS 2031

\*\*PSY 2140 or CFS 2710 can fulfill the EDEC 1600 requirement. Please note that CFS 2710 does not meet the Connected World Arch.

\*\*\*PSY 2110, or MATH 1500 can fulfill the PSY 1110 requirement.

\*\*\*\* Course can be taken anytime throughout the program but must be completed prior to program completion.

**Calculation of Credit Hours:**

1. Theory Clock Hour Calculation: Credit hour x 1 clock hour x 14 weeks. Students have an additional 1 week for final exam time that is not included in instructional time.

- One theory clock hour equals 55 minutes.

2. Clinical and Lab Clock Hour Calculation: Credit hour x 3 clock hours x14 weeks= total clock hours of instruction per semester.

- One Lab and Clinical clock hour equal 60 minutes.

**Explanation of CTAG and Substitution Credit**

Upon admission to the AAS-N LPN-RN Advanced Placement Track students will receive CTAG credit for the following:

NURS 1111, Foundations of Nursing Practice	4.5
NURS 1112, Health Assessment Across the Lifespan	2.5
NURS 1131, Pharmacology I	2
NURS 1231, Pharmacology II	2
<b>Total Credit Hours Awarded through CTAG for AAS: LPN to RN Advanced Placement Track</b>	<b>11</b>

Upon successful completion of 2031 and 2041 LPN-RN students receive substitution credit for the following courses that are offered in the Traditional AAS-N program:

NURS 1211, Medical Surgical Nursing I	7
NURS 1221, Mental Health Nursing	4
<b>Total Credit Hours Substituted for AAS: LPN to RN Advanced Placement Track</b>	<b>11</b>

The 22 combine credit hours earned through CTAG and Course substitution are added to the 5 hours earned in NURS 2031 and 2041. The LPN-RN cohort then completes an additional 24.5 hours of nursing coursework in semesters 2 and 3 as shown in the Program of Study.

**AAS-N: LPN to RN Advanced Placement Track Credit and Clock Hour Summary**

	Theory	Lab	Clinical	Total
<b>Total Nursing Program Clock Hours</b>	287	111	267	665
<b>Total Nursing Program Credit Hours</b>	20.5	2.63	5.37	29.5
<b>Total Non-Nursing Credit Hours</b>				20
<b>Total Credit Awarded Through Advanced Placement</b>				22
<b>Total Program Credit Hours Awarded Upon Graduation</b>				71.5



**OHIO**  
UNIVERSITY

**School of Nursing**

**Credit and Clock Hours Distribution  
Ohio University School of Nursing  
ONE OHIO Traditional Baccalaureate Program**

**Ohio University School of Nursing: Athens, Chillicothe, Eastern, Lancaster, Southern, and Zanesville**

**Curriculum Semester Plan**

**Nursing Courses are BOLD**

**Year 1**

<b>Semester 1</b>	<b>Total Credit Hrs.</b>	<b>Theory Credit Hrs.</b>	<b>Theory Clock Hrs.</b>	<b>Lab Credit Hrs (Clock Hrs)</b>	<b>Clinical Credit Hrs (Clock Hrs)</b>	<b>Total Course Clock Hrs</b>
BIOS 1300, Principles Human A&P I <i>Pillars Natural Science</i>	4	4				
ENGL 1510, Writing & Rhetoric I <i>Foundations Written Communication</i>	3	3				
PSY 1010, General Psychology <i>Pillars Social and Behavioral Sciences</i>	3	3				
<b>NRSE 1111, Clinical Judgment I (*OR may be taken semester 2) <i>Bridge Ethics and Reasoning</i></b>	<b>2*</b>	<b>2*</b>	<b>28*</b>			<b>28*</b>
CHEM 1205, Survey of Chemistry of Health Sciences <b>AND</b> CHEM 1205L, Survey of Chemistry of Health Sciences Lab <i>Arch Natural World</i>	4 1	5	4	1		
<b>Total Credits</b>	<b>15/17*</b>					
*Students may take NRSE 1111 in fall OR spring semester.						
<b>Semester 2</b>	<b>Total Credit Hrs.</b>	<b>Theory Credit Hrs.</b>	<b>Theory Clock Hrs.</b>	<b>Lab Credit Hrs (Clock Hrs)</b>	<b>Clinical Credit Hrs (Clock Hrs)</b>	<b>Total Course Clock Hrs</b>
BIOS 1310, Principles Human A&P II <i>Pillars Natural Science</i>	4	4				
NUTR 1000, Nutrition	3	3				
Student Elective Choice <i>Arch Constructed World</i>	3	3				
<b>NRSE 1111, Clinical Judgment I (OR may be taken semester 1) <i>Bridge Ethics and Reasoning</i></b>	<b>2*</b>	<b>2*</b>	<b>28*</b>			<b>28*</b>
Student Elective Choice Pillars Humanities Texts and Concepts	3	3				
Elective (Student Choice)	2	2				
<b>Total Credits</b>	<b>15/17*</b>					
*If NRSE 1111 not taken fall semester						

02/18/2022

**Year 2**

<b>Semester 3</b>	<b>Total Credit Hrs.</b>	<b>Theory Credit Hrs.</b>	<b>Theory Clock Hrs.</b>	<b>Lab Credit Hrs (Clock Hrs)</b>	<b>Clinical Credit Hrs (Clock Hrs)</b>	<b>Total Course Clock Hrs</b>
<b>NRSE 2111, Clinical Judgment II</b> <i>Bridge Speaking and Listening</i>	<b>2</b>	<b>2</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>28</b>
<b>NRSE 2121, Pathophysiology</b>	<b>3</b>	<b>3</b>	<b>42</b>	<b>0</b>	<b>0</b>	<b>42</b>
<b>NRSE 2231, Health Assessment</b>	<b>3</b>	<b>2</b>	<b>28</b>	<b>1 (42)</b>	<b>0</b>	<b>70</b>
BIOS 2010 Elementary Microbiology <i>Pillars Natural Sciences</i> OR BIOS 2210, Microbes & Humans <i>Pillars Natural Science</i>	3	3				
PSY 2410, Child & Adolescent Psych OR EDEC 1600, Intro to Child Development <i>Arch Connected World</i>	3	3				
Elective (Student Choice)	2	2				
<b>Total Credits</b>	<b>16</b>					
<b>Semester 4</b>	<b>Total Credit Hrs.</b>	<b>Theory Credit Hrs.</b>	<b>Theory Clock Hrs.</b>	<b>Lab Credit Hrs (Clock Hrs)</b>	<b>Clinical Credit Hrs (Clock Hrs)</b>	<b>Total Course Clock Hrs</b>
<b>NRSE 2211, Clinical Judgment III</b> <i>Bridge Diversity and Practice</i>	<b>2</b>	<b>2</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>28</b>
<b>NRSE 2221, Foundations of Nsg Practice</b>	<b>5</b>	<b>3</b>	<b>42</b>	<b>0.75 (31.5)</b>	<b>1.25 (52.5)</b>	<b>126</b>
<b>NRSE 2241, Pharmacology in Nsg</b>	<b>4</b>	<b>4</b>	<b>56</b>	<b>0</b>	<b>0</b>	<b>56</b>
PSY 1110, Elementary Statistical OR MATH 1500, Introductory Statistics <i>Foundations Quantitative Reasoning</i>	3	3				
Student Choice ** <i>Foundations Intercultural Explorations</i>	2	2				
<b>Total Credits</b>	<b>16</b>					
**CHSP requires an Interprofessional Education (IPE) course for all Health Sciences Bachelor's degrees, this requirement can be met with the Foundations Intercultural Explorations Course. Recommended: IHS 2210 or IHS 2220.						

02/18/2022 Updated

**Year 3**

Semester 5	Total Credit Hrs.	Theory Credit Hrs.	Theory Clock Hrs.	Lab Credit Hrs (Clock Hrs)	Clinical Credit Hrs (Clock Hrs)	Total Course Clock Hrs
NRSE 3111, Clinical Judgment IV	1	1	14	0	0	14
NRSE 3251, Evidence Based Nursing Practice	3	3	42	0	0	42
NRSE 3131, Nsg Care of Adults I	8	5	70	0.5 (21)	2.5 (105)	196
Student Elective Choice <i>Pillars Humanities Arts</i>	3					
<b>Total Credits</b>	15					
Semester 6	Total Credit Hrs.	Theory Credit Hrs.	Theory Clock Hrs.	Lab Credit Hrs (Clock Hrs)	Clinical Credit Hrs (Clock Hrs)	Total Course Clock Hrs
NRSE 3211, Clinical Judgment V	1	1	14	0	0	14
NRSE 3231, Nsg Care of Adults II	8	5	70	0.40(16.8)	2.6 (109.2)	196
NRSE 3141, Mental Health Nsg	4	3	42	0.10 (4.2)	0.90 (37.8)	84
NRSE 3700J Junior composition <i>Foundations Advanced Writing</i>	3	3				
<b>Total Credits</b>	16					

**Year 4**

Semester 7	Total Credit Hrs.	Theory Credit Hrs.	Theory Clock Hrs.	Lab Credit Hrs (Clock Hrs)	Clinical Credit Hrs (Clock Hrs)	Total Course Clock Hrs
NRSE 4121, Management and Leadership in Nsg	2	2	28	0	0	28
NRSE 4141, Nsg Care Children and Families	6	4	56	0.2 (8.4)	1.8 (75.6)	140
NRSE 4151, Nsg Care of Populations: Family & Community	4	3	42	0.1 (4.2)	0.9 (37.8)	84
<b>Total Credits</b>	12					
Semester 8	Total Credit Hrs.	Theory Credit Hrs.	Theory Clock Hrs.	Lab Credit Hrs (Clock Hrs)	Clinical Credit Hrs (Clock Hrs)	Total Course Clock Hrs
NRSE 4211, Clinical Judgment VI	2	2	28	0	0	28
NRSE 4401, Professional Practice in Nursing <i>Bridge Learning and Doing Capstone</i>	8	3.5	49	0.5 (21)	4 (168)	238
NRSE 4601, Nsg Excellence	3	3	42	0	0	42
<b>Total Credits</b>	13					
<b>TOTAL CLOCK HOURS</b>			749	140.7	594.3	
<b>TOTAL PROGRAM CLOCK HOURS</b>						1,484
<b>Each student completes required electives to equal 120 total credit hours.</b>						
<b>Summary:</b> Non-Nursing 49 credit hours Nursing 71 credit hours Total 120 credit hours						
Clinical and Lab clock hour calculation: Credit hours X 3 clock hours x 14 weeks = clock hours per semester. Theory clock hour calculation: Credit hour x 1clock hour x 14 weeks = clock hours per semester. One theory clock hour equals 55 minutes. Lab and Clinical clock hour equal 60 minutes.						

## **5-WEEK RN TO BSN SEMESTER CURRICULUM**

An individual plan of study will be reflected on the Degree Audit Requirements System (DARS). This plan will include both requirements that have been met and those that require completion before graduation. Before graduation, students must meet Ohio University general education requirements, residency requirements and university requirements for graduation.

**NRSE 4510** – Professional Nursing Practice (**MUST be first course taken**)

**NRSE 4520** – Health Assessment and Promotion (4 Cr)

**NRSE 4530** – Family Nursing (3 Cr)

**NRSE 4540** – Community Health Nursing (4 Cr)

**NRSE 4550** – Evidence Based Nursing (4 Cr)

**Prerequisite** or concurrent: Statistics

**NRSE 4560** – Gerontologic Nursing Care (3 Cr)

**NRSE 4570** – Diversity (3 Cr)

**NRSE 4580** – Leadership in Nursing (3 Cr)

**NRSE 4600** – Nursing Excellence (3 Cr) Capstone Course (**MUST be last NRSE course taken**)

**Students must take NRSE 4510 prior to or concurrently with other courses to proceed in the program. All courses are offered a minimum of once a year.**

# Appendix G

## FORMS

Consent for Criminal Background Check  
Health Insurance Portability & Accountability Act (HIPAA)  
Receipt of Student Handbook  
Non-Academic Grievance Report Form  
Release Forms for Viewing/Retaining Student File Documents  
SON Relocation Form  
Standards of Safe Care  
Student Civility Expectations



## STUDENT MUST SIGN AND RETURN

### CONSENT FOR CRIMINAL BACKGROUND CHECK

I acknowledge that I, as a student enrolled in the AAS-N, Traditional BSN, RN to BSN or Graduate program at Ohio University, understand the requirement of submitting criminal background record checks as requested by the school. I understand that my enrollment is conditional pending receipt of a criminal background report(s) from the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation. I understand that during the time of my enrollment as a student in the School of Nursing that I must report pending criminal charges, convictions, and plea agreements, regardless of severity, within 30 calendar days to the School of Nursing Associate Director on my campus and the School Director, and keep the School of Nursing informed throughout the criminal proceeding(s). I understand that court documents may be required by the School, and failure to disclose information will result in suspension and possible expulsion from the program.

This record must indicate that I have not been convicted of, nor plead guilty to any of the offenses (or the substantial equivalent thereof if the conviction was in another state) as defined in Ohio Revised Code 2901.01(A)(9) (<https://nursing.ohio.gov/wp-content/uploads/2021/04/List-of-Potentially-Disqualifying-Offenses-4.12.2021.pdf>) or the comparable law and rule in the state in which you are completing clinicals.

Student Printed Name: \_\_\_\_\_

PID \_\_\_\_\_

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

Date: \_\_\_\_\_

# Health Insurance Portability & Accountability Act

## HIPAA Statement

All those in healthcare must now comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures & must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if one must administer a medication, you will have full access to the medical record. This is covered by the patient's consent for treatment.

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans & case studies. Information to be removed includes the individual's name, initials, address, phone number, fax number & social security number. Student papers may not be copied for careless circulation & handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality & privacy also extends to oral communications which extend beyond the need to know for treatment &/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation.

HIPAA is a federal law. Penalties for wrongful disclosure include fines and/or imprisonment.

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I have read and understand the HIPAA Regulations as it applies to patient/client privacy issues.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
SON Program/Campus

\_\_\_\_\_  
PID

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

STUDENT MUST SIGN AND RETURN THIS PAGE

## Receipt of *Ohio University Student Handbook* Form

I have received notification of how to access the *Ohio University School of Nursing Undergraduate Student Handbook*.

I agree to abide by the policies and principles explained in the *Handbook*.

For those policies pertaining to progression and completion, follow the *Handbook* under which you were admitted.

PRINTED NAME \_\_\_\_\_

PID: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_ Campus Attending \_\_\_\_\_

WITNESS \_\_\_\_\_

Please return this form signed and dated to the School of Nursing office on your campus.

**Ohio University School of Nursing  
Student Non-Academic Grievance Report Form**

This form is to be used for student grievances NOT related to a grade received in a class. Complete this form (print or type the information) and submit to the School of Nursing Associate Director appropriate for the program and the campus you are attending.

**STUDENT NAME:** \_\_\_\_\_ **PID#:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** (     ) \_\_\_\_\_

**PERMANENT ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** (     ) \_\_\_\_\_

**NAME OF FACULTY MEMBER INVOLVED:** \_\_\_\_\_

**HAS THIS MATTER BEEN DISCUSSED WITH FACULTY MEMBER INVOLVED (please circle):** YES    NO

**IF YES, DATE:** \_\_\_\_\_

**BACKGROUND OF PROBLEM:**

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**PROPOSED SOLUTION:**

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**SIGN AND DATE BELOW:**

**Signature:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_  
Student

**Signature:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_  
Director/Associate Director, School of Nursing

**Signature:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_  
Dean's Representative

## Release Forms for Viewing/Retaining Student File Documents

Ohio University School of Nursing  
**Release Form**  
**Review of Student File Information by Accrediting Bodies\***

I, \_\_\_\_\_ (print name) give my consent for the visitors from accrediting organizations to view my personal file, School of Nursing records, and/or papers I have completed. This consent is valid for the entire time I am a student in the Ohio University School of Nursing.

Signature: \_\_\_\_\_

PID \_\_\_\_\_

Date: \_\_\_\_\_

### **Permission to Copy/Retain Class Assignment Form**

I, \_\_\_\_\_ (print name) give the faculty of Ohio University School of Nursing permission to copy and/or retain any assigned work that I complete in my nursing courses. I understand that this work may be shared with affiliated agencies and/or accrediting bodies of Ohio University School of Nursing.

Signature: \_\_\_\_\_

PID \_\_\_\_\_

Date: \_\_\_\_\_

\*Including but not limited to:

Ohio Board of Nursing

Commission on Collegiate Nursing Education

National League for Nursing Accreditation Commission

**RELOCATE FORM for SCHOOL OF NURSING**

Request for Transfer to Another Campus

Submit this form with **all** information completed to the Associate Director of the ADN or BSN program when requesting a transfer to another campus. This form must be received by the School of Nursing no later than prior to the starting date of the semester requested for transfer. See relevant campus School of Nursing office for additional information.

**Note: If approved, you must complete the ADN or BSN program at the new campus. You will not be permitted to transfer within the Ohio University ADN or BSN program more than once.**

1. Name \_\_\_\_\_

2. Home Address \_\_\_\_\_  
\_\_\_\_\_

3. Phone # \_\_\_\_\_

4. PID \_\_\_\_\_

5. Date of this request \_\_\_\_\_

6. Last enrolled in the program:

Date: \_\_\_\_\_ Semester: \_\_\_\_\_ Campus: \_\_\_\_\_

7. Program of Study (ADN or BSN): \_\_\_\_\_

8. Semester and year for which you are seeking admission:  
( ) Fall \_\_\_\_\_ ( ) Spring \_\_\_\_\_ ( ) Summer \_\_\_\_\_

9. Campus you wish to transfer to \_\_\_\_\_

10. Name of nursing course(s) to which you are seeking admission \_\_\_\_\_  
\_\_\_\_\_

11. College grade point average at present date \_\_\_\_\_

12. Courses taken since enrolled in the program:

Class Number	Course Title	Where Taken	When Taken	Grade

13. Why do you believe the School of Nursing Committee should approve this application?  
Why do you wish to transfer to another campus? Use back of page or submit attachment.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

14. **Recommendation from current School of Nursing campus**

\_\_\_\_\_  
Associate Director Signature

\_\_\_\_\_  
Date

**Standards of Safe Care Form**  
OAC 4723-5-12(C)(1)-(26)

Form is to be completed, signed, and turned into the relevant School of Nursing office.

I, \_\_\_\_\_ have read the Standards of Safe Care that is part of the law governing the practice of student nurses in Ohio. I understand that these standards exist to guide my practice and to protect patients/clients. I agree to practice in accordance with these standards.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**PID** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Program:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

## Ohio University School of Nursing Student Civility Expectations

CIVILITY IS BEHAVIOR THAT:

- 1) Shows respect toward another,
- 2) causes another to feel valued, and
- 3) contributes to mutual respect, effective communication and team collaboration.

Our primary commitment is to learn from the instructors, from each other, from the materials and from our work. We acknowledge differences amongst us in values, interests and experiences. We will assume that people are always doing the best they can, both to learn the material and to behave in socially productive ways. By sharing our views openly, listening respectfully, and responding critically to ideas, we will all learn. Most students exhibit appropriate behavior in class, but sometimes there is disagreement over the definition of “appropriate” behavior.

Learning is a group activity, and the behavior of each person in class in some way or the other affects the learning outcomes of others. If we keep these thoughts in mind, the classroom experience will be a better one for everyone involved.

### Civility Expectations Form

By signing this form, I acknowledge understanding of civil expectations as outlined in the *Ohio University School of Nursing Undergraduate Nursing Handbook*.

Student Name (please print): \_\_\_\_\_

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

Student PID: \_\_\_\_\_ Date: \_\_\_\_\_