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2621 Whisenant Drive
Duncan, OK 73533

Murray State College is committed to providing equal access to college programs and services for all students. Under College policy and federal and state laws, students with documented disabilities are entitled to reasonable accommodation to ensure that they have an equal opportunity to perform in class. If any member of the class has such a disability and needs special academic accommodation, please report to the Murray State College Testing Center before the end of week one of the semester. Reasonable accommodation may be arranged after verification of your situation. Do not hesitate to contact MSC if any assistance is needed in this process.

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Accreditation and Approvals

Institutional Accreditation

- Higher Learning Commission of the North Central Association of Colleges and Schools
The Higher Learning Commission
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
Telephone: (800) 621-7440 / (312) 263-0456
Fax: (312) 263-7462
Web site: www.hlcommission.org
Status: Full Accreditation Spring 2024

State Program Approval

- Oklahoma Board of Nursing
2915 N Classen, Ste. 524
Oklahoma City, OK 73106
Telephone: 405-962-1800
Fax: 405-962-1821
Web site: <https://oklahoma.gov/nursing.html>
Last review Spring 2024 Full approval

Program National Accreditation

- The Accreditation Commission for Education in Nursing, Inc. (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Telephone: (404) 975-5000
Fax: (404) 975-5020
Web site: www.acenursing.org
Status: Accredited Spring 2024. Next Visit Spring 2032

INTRODUCTION

Welcome to the Murray State College Nursing Program. This handbook is an essential resource, outlining key policies, procedures, and guidelines for your journey in the nursing program. For future reference, please ensure this remains accessible throughout your studies. You can find an electronic copy of this handbook on our Murray State College website.

It is essential to review this handbook thoroughly, your individual course syllabi, and any additional materials provided to ensure you are well informed about the program requirements and expectations.

Our Nursing Program at Murray State College offers a robust 70-credit hour curriculum leading to an Associate of Applied Science in Nursing. Completing this program qualifies you to sit for the National Council Licensure Examination (NCLEX) for licensure as a Registered Nurse (RN). Our curriculum is carefully designed to integrate core nursing theories with essential general education courses, providing a comprehensive educational experience. Students will also gain practical experience through clinical rotations across various healthcare settings, which will prepare them for a successful nursing career.

PROGRAM OVERVIEW

Mission Statement

Murray State College provides opportunities for student learning, personal growth, professional success, and community enhancement. The nursing program supports this mission, and nursing students have the same rights, privileges, and obligations as other college students and are encouraged to participate in college life.

Program Goals

- **Student-Centered Program:** Deliver a nursing education program tailored to the needs of our students and local healthcare communities.
- **Learning-Focused Environment:** Provide an environment that facilitates learning and professional growth in nursing.
- **Resource Development:** Strengthen the nursing program through partnerships with local healthcare facilities and community resources.
- **Mission Alignment:** Uphold and advance Murray State College's mission, values, and vision through the nursing program.

Functions

In response to the needs and backgrounds of our students, the evolving community we serve, and societal expectations, the faculty and administration of Murray State College are committed to fulfilling the following functions:

1. **Comprehensive Education:** To provide a comprehensive two-year post-secondary educational program serving the south-central Oklahoma counties of Atoka, Bryan, Carter, Coal, Garvin, Johnston, Love, Marshall, Murray, and Pontotoc.
2. **Technical and Occupational Focus:** To offer educational programs with a predominant emphasis on technical and occupational education.
3. **General Education:** To offer a program of general education that enables students to develop the attitudes, knowledge, skills, and qualities necessary to be effective as individuals, family members, and citizens.
4. **Transfer Preparation:** To provide educational programs of two years or less for students planning to transfer to baccalaureate and professional programs at four-year institutions.
5. **Remedial Education:** To offer education for youth and adults whose previous educational experiences have not prepared them for collegiate-level achievement.
6. **Guidance and Counseling:** To provide opportunities for academic guidance and counseling services for all students.
7. **Community Services:** To enhance the cultural, economic, and social environment of the areas served by the college through community services.
8. **Economic Development:** To provide leadership and assistance in economic development activities to enhance the quality of life in the service area.
9. **Technological Advancement:** To facilitate learning environments that utilize appropriate technology to enhance instructional delivery and student learning. Additionally, the college makes its physical plant available for use by community organizations. It leverages the special talents, leadership, and influence of its professional staff to promote the economic, civic, and cultural life of the community.

STUDENT LEARNING OUTCOMES

End of Program Student Learning Outcomes (SLO's)

A Murray State College Nursing Program graduate should demonstrate a deep understanding of health-illness theories and the capability to apply the nursing process in various settings. By integrating the roles of provider and manager of client care, as well as a member within the nursing profession, the graduate will be able to:

1. Evaluate ethical, legal, and professional standards to make patient-centered decisions and advocate for patient rights, safety, and welfare across healthcare settings.
2. Integrate collaboration with patients, families, and interprofessional healthcare teams to provide holistic, culturally responsive, patient-centered care.
3. Develop and implement individualized patient education that promotes health, autonomy, self-management, and informed decision-making.
4. Adapt therapeutic communication and team communication strategies to support safe, respectful, and collaborative patient care.
5. Prioritize, manage, and coordinate safe patient care using clinical judgment, organizational policies, clinical guidelines, and standards of practice.
6. Evaluate personal practice through professional identity, accountability, self-reflection, and commitment to ongoing growth within the role and scope of the nurse.
7. Integrate information technology, evidence-based practice, quality improvement principles, and National Patient Safety Goals to support safe, high-quality patient care.

Course Level Student Learning Outcomes

	NUR1118 Fundamentals for Nursing	NUR11129 Health Promotion and The Nursing Process I	NUR2219 Health Promotion and The Nursing Process II	NUR2220 Leadership and The Nursing Process
Effective Communication	Recall therapeutic and professional communication techniques in the clinical setting.	Apply therapeutic communication and knowledge of group dynamics to work effectively within the interdisciplinary team to improve patient outcomes and continuity of care.	Implement therapeutic communication and knowledge of group dynamics to work effectively within the interdisciplinary team to improve patient outcomes and continuity of care.	Engage in effective communication and collaboration in intra and interdisciplinary teams across various contexts in the care of multiple patients.
Responsible Citizenship	Describe the nursing process and how it is used to formulate a safe, professional, patient-centered care plan.	Discuss the promotion of patient autonomy, ongoing growth, and integrity through the role of patient educator.	Recognize the promotion of patient autonomy, ongoing growth, and integrity through the role of patient educator.	Incorporate teaching-learning principles within the registered nurse's scope of practice to prevent illness.
Global Awareness	List selected health promotion concepts in the care of patients from diverse backgrounds.	Locate patient information to collaborate with the patient throughout the nursing process to deliver holistic,	Use patient information to collaborate with the patient throughout the nursing process to deliver holistic,	Integrate evidence-based practice into patient-centered care, using the nursing process across various

Critical Thinking	Describe critical thinking and clinical judgment conceptual foundations of nursing as they apply to the nursing role in caring for patients with common health disturbances.	culturally appropriate nursing care. Determine the capacity to demonstrate accountable and responsible self-awareness in pursuing continued and evolving competency development in theoretical knowledge and clinical practice environments.	culturally appropriate nursing care. Demonstrate accountable and responsible self-awareness in pursuing continued and evolving competency development in theoretical knowledge and clinical practice environments.	settings and populations. Demonstrate professional, legal, and ethical accountability within the scope and standards of nursing practice.
	Define the difference between personal and professional values and legal/ethical responsibilities in practice.	Explain the importance of the current workflow environment to proficiently oversee and coordinate patient care within the healthcare team, ensuring alignment with the established scope of practice and organizational policies.	Conduct a thorough critical evaluation and appraisal of the current workflow environment to proficiently oversee and coordinate patient care within the healthcare team, ensuring alignment with the established scope of practice and organizational policies.	Formulate safe and effective clinical judgments guided by the nursing process, clinical reasoning, and evidence-based practice.
Quantitative Reasoning	Define the difference between personal and professional values and legal/ethical responsibilities in practice.	Recognize the importance of National Patient Safety Goals (NPSGs), information technology, quality improvement processes, and evidence-based research to enhance the quality of client care and ensure utmost safety.	Infer the utilization of NPSGs, information technology, quality improvement processes, and evidence-based research to enhance the quality of client care and ensure utmost safety.	Utilize information and technology to communicate information and support decision-making and safe client care organization.
	Identify standard safety and infection control measures to perform nursing skills correctly.	Determine ethical and professional guidelines to support comprehensive nursing practice, particularly when advocating for patients' rights, safety, dignity, and best interests.	Apply ethical, legal, and professional standards to support comprehensive nursing practice and advocate for patients' rights, safety, dignity, and best interests.	Analyze data to monitor and improve the quality and safety of patient care.
Information & Technology Literacy				
Health and Wellness				

Murray State College General Education Learning Outcomes

(Revised 2012)

A graduate of Murray State College will have achieved several key outcomes, and the nursing program supports the following general education goals:

1. **Effective Communication:** MSC provides students with the educational opportunities to develop effective communication skills essential for daily interaction in society and the workplace.
2. **Responsible Citizenship:** MSC provides an educational environment in which students demonstrate an awareness of social and civic responsibilities.
3. **Global Awareness:** MSC provides students with educational opportunities to learn about cultural diversity and global awareness through curricular and extracurricular activities, including lectures, music, literature, film, and art.
4. **Critical Thinking:** MSC provides educational opportunities where students demonstrate problem-solving and critical thinking skills necessary for personal and professional success.
5. **Quantitative Reasoning:** MSC provides educational opportunities for students to collect and use quantitative data, create and examine quantitative models, apply mathematical skills, and solve scientific problems.
6. **Information & Technology Literacy:** MSC provides students with educational opportunities to demonstrate and apply information literacy skills and utilize technological resources necessary for personal and professional success.
7. **Health and Wellness:** MSC provides students with educational opportunities to encourage self-management skills, foster a healthy lifestyle, and provide personal enrichment.

NURSING PROGRAM DEGREE SHEETS

Traditional Pathway



Associate of Applied Science in Nursing
Traditional Pathway
2025-26 Degree Check

Name:		Completed by:		
ID:		Date:		
General Education Requirements (19 Credits)	Credits	Grade	Semester	Notes
Communication (6 Credits)				
ENG 1113 English Composition I	3			
ENG 1213 English Composition II	3			
History and U.S. Government (6 Credits)				
HST 1483 US History to 1877 (or) HST 1493 US History since 1877	3			
GVT 1113 American Federal Government	3			
Liberal Arts (6 credits)				
PSY 1113 Intro to Psychology	3			
PSY 2523 Developmental Psychology	3			
Humanities (1 Credit) See catalog for a listing of acceptable courses.				
Program Core Requirements (51 Credits)	Credits	Grade	Semester	Notes
Science (8 Credits) Must be completed within 10 years from anticipated graduation date				
A & P 2124 Human Anatomy and Physiology I	4			
A & P 2134 Human Anatomy and Physiology II	4			
MIC 2224 Intro to Microbiology	4			
Health Science (3 credits)				
HS 1553 Nutrition or NUT 1553	3			
Nursing (36 credits)				
NUR 1118 Fundamentals for Nursing	8			
NUR 1129 Health Promotion and the Nursing Process I	9			
NUR 2219 Health Promotion and the Nursing Process II	9			
NUR 2220 Leadership and the Nursing Process	10			
Strongly Recommended Program Support Electives (0 Credits Required)				
BIO 1404 Principles of Biology	4			
*Grade of C or higher is a prerequisite for AP 2124 at Murray State College.				
CHM 1114 General Chemistry I	4			
SOC 1113 Introduction to Sociology	3			
MTH 1213 Introduction to Statistics	3			
NUR 2553 NCLEX Review	3			
COL 1211 Success Strategies	1			
Additional Recommended Electives (0 Credits Required)				
Any Area 4 course from the college catalog	3			
MOA 1113 Medical Terminology I	3			
HWP 2213 First Aid	2			
HS 1113 Fundamentals of Pharmacology	3			
MTH 1513 Precalculus (Algebra)	3			
SPC 1113 Fundamentals of Speech	3			
HS 1113 Math for Meds	3			
SPA 1114 Beginning Spanish I	4			
Substitutions must be approved by the Dean of Nursing				
Total Credit Hours Required: 70	15 hours at MSC	Min 2.0 GPA	Min 19 Hours in Gen Ed Core	

Career Mobility Pathway



Associate of Applied Science in Nursing
Career Mobility Pathway
2025-26 Degree Check

Name:		Completed by:		
ID:		Date:		
General Education Requirements (19 Credits)	Credits	Grade	Semester	Notes
Communication (6 Credits)				
ENG 1113 English Composition I	3			
ENG 1213 English Composition II	3			
History and U.S. Government (6 Credits)				
HST 1483 US History to 1877 (or) HST 1493 US History since 1877	3			
GVT 1113 American Federal Government	3			
Liberal Arts (6 credits)				
PSY 1113 Intro to Psychology	3			
PSY 2523 Developmental Psychology	3			
Humanities (1 Credit) See catalog for a listing of acceptable courses.				
Program Core Requirements (51 Credits)	Credits	Grade	Semester	Notes
Science (8 Credits) Must be completed within 10 years from anticipated graduation date				
A & P 2124 Human Anatomy and Physiology I	4			
A & P 2134 Human Anatomy and Physiology II	4			
MIC 2224 Intro to Microbiology	4			
Health Science (3 credits)				
HS 1553 Nutrition or NUT 1553	3			
Nursing (36 credits)				
NUR 1113 Nursing Role Transition	3			
Direct and Challenge Exam Articulation Credit for NUR 1118 and NUR 1129	14			
NUR 2219 Health Promotion and the Nursing Process II	9			
NUR 2220 Leadership and the Nursing Process	10			
Strongly Recommended Program Support Electives (0 Credits Required)				
BIO 1404 Principles of Biology	4			Prerequisites may be waived by the Dean of Nursing.
*Grade of C or higher is a prerequisite for AP 2124 at Murray State College.				
CHM 1114 General Chemistry I	4			
SOC 1113 Introduction to Sociology	3			
MTH 1213 Introduction to Statistics	3			
NUR 2553 NCLEX Review	3			
COL 1211 Success Strategies	1			
Additional Recommended Electives (0 Credits Required)				
Any Area 4 course from the college catalog	3			
MOA 1113 Medical Terminology I	3			
HWP 2213 First Aid	2			
HS 1113 Fundamentals of Pharmacology	3			
MTH 1513 Precalculus (Algebra	3			
SPC 1113 Fundamentals of Speech	3			
HS 1113 Math for Meds	3			
SPA 1114 Beginning Spanish I	4			
Substitutions must be approved by the Dean of Nursing				
Total Credit Hours Required: 70	15 hours at MSC	Min 2.0 GPA	Min 19 Hours in Gen Ed Core	

CAMPUS RESOURCES

Student Services

Murray State College Academic Calendar

The Academic Calendar provides key dates for each term, including the last day to add a class, the deadline to drop a class for a 100% refund, and the final date to withdraw from a class with a "W" grade. For more details, click to subscribe to the [MSC College Events Calendar](#)

Nursing Advisement

Nursing advisors can be contacted at:

- Azrah Pratt - apratt@mscok.edu
- Cathy Perry - cperry@mscok.edu

Academic Support

- [Academic Support Services](#) are available to meet the needs of our students. For further information or to schedule an advisement session, please get in touch with the MSC-Tishomingo Academic Advisement Center at (580) 387-7201 or the [MSC-Ardmore Advisement Center](#) at (580) 319-0370.

Student Success Center (SSC)

- The Student Success Center is located in the library on the Tishomingo campus. It offers individual and online tutoring services, peer-led learning, and group study activities for various subjects and courses. The Student Success Center also houses a writing lab where students can schedule an in-person or online appointment for assistance with writing assignments. For detailed information about the services provided, please visit the SSC's website at <https://www.mscok.edu/academics/student-success-center>

Library

- The MSC Library/Learning Resource Center is a comfortable service-oriented facility. A friendly and knowledgeable staff can assist students using various online library resources, including the MSC catalog, full-text periodicals, and web-based databases. For further information, contact the MSC-Tishomingo Library at (580) 387-7310 or email askMSClibrary@mscok.edu
- The hours at the **MSC Library in Tishomingo** are Monday – Thursday, 7:30 a.m. to 8:30 p.m.; Friday, 7:30 a.m. to 4:00 p.m.; Sunday, 5:30 p.m. to 8:30 p.m.
- The hours at the **MSC Library in Ardmore** are Monday-Thursday, 7:30 a.m. to 8:00 p.m.; Friday, 7:30 a.m. to 4:00 p.m.; Saturday and Sunday – Closed.

Tutoring Services

- The Help Center in Tishomingo is in the Library, housed in the Library Science Building. The Ardmore Help Center is located in Room 228 on the Ardmore Campus. Both campuses tutor MSC students in various areas, including but not limited to English, Mathematics, and Science.

- The Student Success Center also provides academic and career coaches, college success workshops, group study rooms, and online tutoring. For more information, contact the Student Success Center at 580-387-7589 or studentsuccesscenter@mscok.edu.
- If you have any questions concerning professional tutors at MSC-Tishomingo or MSC-Ardmore, please email testingcenter@mscok.edu.

MSC Testing Centers

- Testing Services are available for faculty-approved proctored exams and make-up tests at the Tishomingo and Ardmore Campuses. After the faculty submits a request for testing services, the student must plan with the testing center coordinator at the appropriate testing site to complete the test in the allotted time. Off-site, faculty-approved, proctored testing is available but must be arranged through the testing center coordinator.
- **Ardmore Campus Testing Center Information:** The Testing Center hours are Monday through Thursday, 8:00 a.m. to 5:00 p.m. and 8:00 a.m. to 4:00 p.m. on Friday. Other hours may be available by arrangement. Before arriving, you must call for an appointment at (580) 319-0371 or email testingcenter@mscok.edu.
Tishomingo Campus Testing Center Information: Library Science Building 118: The Testing Center hours are 7:30 a.m. to 4:00 p.m., Monday through Friday. Other hours may be available by arrangement. You must call for an appointment before arriving at the center in LS 118 for testing at (580) 387-7304 or e-mail testingcenter@mscok.edu (preferred).
- **Proctored Exams for Students who are outside of the MSC area:**
 If students cannot attend one of the MSC Testing Centers, they can use Respondus Monitor and Lockdown Browser as designated by the instructor. The student will need the required technology, such as web cameras, a microphone, a laptop or desktop computer, and high-speed internet. An ethernet-wired Internet connection with a speed of 3.0MBPS is strongly preferred. If you have any questions, please contact one of the [MSC Testing Centers](#).
- The internet is required to take all of your exams. An internet connection will run continuously during your exam administration through Respondus Monitor or other proctoring solutions as directed by the instructor. We strongly recommend using an Ethernet (wired) Internet connection with a speed of at least 3.0 Mbps or higher while taking your exams if possible. If you use a wireless, USB modem, laptop connect card, or mobile hotspot connection during an exam, you can run into problems due to dropped/interrupted connections. If an issue occurs, please contact your instructor or one of the MSC Testing Centers. Respondus provides a “Quick Start Guide” for students.

Financial Aid

- **MSC FAFSA Code: 003158**
- MSC offers a variety of grants, loans, work-study, and scholarships to help students meet the cost of attending MSC. Information collected from the Free Application for Federal Student Aid (FAFSA) will determine the amount of aid needed for each student. The FAFSA calculates the amount the student's family is expected to provide and the amount of need-based aid the student can receive. Our primary purpose is to provide counseling and prompt, courteous assistance to students and their parents in identifying, applying for, and receiving financial aid to meet educational costs.

- If you enroll in this or any other course at MSC and you determine that you cannot complete the semester, you must officially withdraw from that class (or from school if needed). If you receive federal financial aid and do not attend at least one class through 60% of the semester, you WILL be responsible for repaying a portion of the federal financial aid you received.
- **For financial aid information, contact:**
Financial Aid Office Student Services Building, Suite 108
One Murray Campus, Tishomingo, OK 73460
Phone: 580-387-7220; Fax No. 580-371-9844; Email: financialaid@mscok.edu
Office Hours (August through May): Monday through Friday; 8:00 am to 5:00 pm
Summer Office Hours (June and July): Monday through Thursday, 8:00 am to 5:00 pm.

Inclement Weather

- For inclement weather updates concerning clinical and/or skills lab sessions, check Blackboard announcements, email, and CampusShield notifications.
- Classes are canceled only by the decision of the MSC President (refer to the inclement weather policy in the Murray State College Student Handbook).
- Each instructor will consult the Dean of Nursing to decide whether clinical and/or skills labs will proceed.
- If clinical and/or skills labs are canceled due to inclement weather, arrangements will be made, if possible, for a make-up session later in the semester.
- If clinical and/or skills labs are to proceed, each student must assess their individual circumstances to decide on attendance, inform the instructor accordingly, and plan for a make-up day if possible.

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) is a civil rights law enacted in 1990 to prohibit discrimination against individuals with disabilities in all areas of public life, including employment, education, transportation, and all public and private places open to the general public. The ADA is designed to ensure equal rights and opportunities for people with disabilities, covering a wide range of sectors through its comprehensive provisions.

Murray State College is committed to providing all students equal access to college programs and services. Under college policy and federal and state laws, students with documented disabilities are entitled to reasonable accommodation to ensure that students have an equal opportunity to perform in class. The Associate Degree Nursing Program complies with College policies regarding Civil Rights and the Rights of Individuals with Disabilities.

Performance requirements are the basic activities a nursing student must be able to complete in a

reasonably independent manner. A student who poses a direct threat to the health or safety of others or to themselves will not meet the clinical/skills competencies required in the Nursing Program. Determination will be made on an individual basis.

- **Reasonable accommodation:** “Change in the way things are customarily done that will enable an individual with a disability to enjoy equal opportunities.” (ADA 1620.20)
- **Essential functions:** Functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation. (ADA 1630.2m)
- **Direct threat:** A significant risk to the health or safety of others that cannot be eliminated or reduced to an acceptable level by modifying policies, practices, or procedures by providing auxiliary aids or services.

Please email any inquiries regarding the Americans with Disabilities Act (ADA) directly to the Testing Center at testingcenter@mscok.edu.

ACADEMIC DISHONESTY

Academic dishonesty is the deliberate use of fraudulent misrepresentation to gain undeserved intellectual credit, either for oneself or another. Academic misconduct, on the other hand, refers to gaining an intellectual advantage by violating specific standards, but without deliberate intent or fraudulent means.

At Murray State College, we hold the conviction that assessments within the Nursing Program must accurately reflect each student’s individual capability to perform competently as a Registered Nurse. This is not only vital for the integrity of our program but also critical for the trust placed in us by the healthcare system and its consumers.

- **Upholding Integrity:** The Nursing Program faculty are committed to maintaining the highest standards of academic integrity. We diligently plan and evaluate course assignments and examinations, believing that the integrity of these components is essential for the success of our program and the protection of our hard-working students. Those who invest effort in completing assignments and preparing for exams deserve a fair academic environment.
- **Reporting Concerns:** If you suspect or witness any violations of the Academic Dishonesty

or Misconduct Policy, you are encouraged to report your concerns directly to a faculty member. The faculty member will guide you on any further steps and will escalate the issue to the Teaching Team as necessary. It is your responsibility to understand what constitutes academic dishonesty or misconduct.

- **Examples of Academic Dishonesty or Misconduct:** While specific examples will be detailed in our policy documents, they generally include, but are not limited to, plagiarism, cheating on exams, fabrication of data, and unauthorized collaboration.

INFORMATION TECHNOLOGY

Technology Support

For technical support regarding internet connectivity, email access, or Blackboard issues, please contact the Information Technology department at Murray State College. You may reach them by phone at 580-387-7160 or online at [Murray State College IT Support](#). Please submit a detailed support ticket through the website to facilitate prompt and effective assistance. Include all relevant information to ensure that your issue is addressed efficiently. Please contact the appropriate instructor for questions related to course content or assignments.

- For Lippincott Technical Support, contact 800-468-1128
- For Evolve Technical Support, contact 800-222-9570

Computer Requirements

All students admitted to the Murray State College Nursing Program must possess a laptop computer that meets or exceeds our specified system requirements. Please note that Chromebooks and iPads are not acceptable substitutes for laptops. It is crucial that the device you use is a fully functional laptop to ensure compatibility with all necessary software and platforms used throughout the program.

Criteria	Windows	Mac
Operating System	Genuine, 64-bit, updated versions of Windows 10 (v. 22H2) or Windows 11 (v. 22H2 or 23H2) with English (United States) language pack installed.	Genuine versions of Monterey, Ventura, or Sonoma
CPU Processor	Your operating system supports a non-ARM-based processor.	Intel, M1, or M2 processor. Devices using Apple's M1 and M2 processors and Apple Rosetta 2 are supported.
RAM	4GB of usable RAM or higher is required; 8 GB or higher recommended	4GB of usable RAM or higher is required; 8 GB or higher recommended
Hard Drive	4GB or higher of available space	4GB or higher of available space
Internet Access	A high-speed connection is required (25 Mbps download/3Mbps upload)	A high-speed connection is required (25 Mbps download/3Mbps upload)
Screen Resolution	1280 x 768. Scaling should be set to 100%	1280 x 768. Scaling should be set to 100%
Browser	The latest version of Chrome or Firefox	The latest version of Chrome or Firefox
Webcam	Capable of connecting to instructors using Zoom and virtual assignments.	Capable of connecting to instructors using Zoom and virtual assignments.

Microphone

Capable of connecting to instructors using Zoom and virtual assignments.

Capable of connecting to instructors using Zoom and virtual assignments.

Technical Skills Required

- **Email Communication:** Students must be proficient in email, including sending and receiving attachments in Microsoft Word (.doc or .docx).
- **Document Creation and Submission:** Students must create and submit documents in Microsoft Word formats (.doc or .docx).
- **Basic Computer Skills:** Proficiency in essential computer functions, such as copying and pasting text, is necessary.
- **Online Video Access:** Students should know how to access and use YouTube for educational purposes.
- **Microsoft Office Skills:** Students must be skilled in using Microsoft Word and PowerPoint to create documents and presentations.
- **Image Handling:** Students need to know how to take screenshots, save them in an approved format, and upload them to Blackboard for submission.

COMMUNICATION

Effective communication is crucial for professional practice, and the Nursing Program at Murray State College prepares students to excel in this area. Understanding the appropriate use of communication tools, including social media, is essential as part of your development.

Use of Social Media

Social media can be a helpful way for students to connect and support one another; however, nursing students are expected to use social media responsibly and professionally.

Students must maintain the privacy and confidentiality of patients, clinical sites, classmates, faculty, staff, and the Nursing Program. Students may not post or share information, photos, comments, recordings, or details about clinical, classroom, simulation, skills lab, or program experiences in a way that could identify a person, facility, or situation.

Students should remember that private, anonymous, or “friends-only” posts may become public through screenshots, sharing, or reporting.

Failure to use social media in a professional and appropriate manner may result in disciplinary action, up to and including dismissal from the Nursing Program. See MSCNP 03.08: Use of

Electronic Devices and Social Networking for the full policy.

Email Communication Guidelines

Murray State College provides each student with an email account. This email will be used for official campus communications and will be the primary method faculty and program staff use to communicate with you. To ensure efficient email communication, please adhere to the following guidelines:

Email Address Usage: Always use your mscok.edu email address for all campus and course-related communications.

- We assume the email address provided by Murray State College is private. Sensitive information regarding your course performance may be sent to this address. Consider privacy implications if you forward your Murray State College emails to another account.
- If you have forwarded your Murray State College email to another email provider, be cautious, as replies from the forwarded address might be flagged as spam. Due to privacy regulations, faculty cannot accept emails from non-Murray State College addresses. It is advisable to communicate through your official Murray State College email.

Email Content:

- Include a descriptive subject line in all your emails to clarify the topic of your message.
- Always sign your emails with your name to ensure clarity and professionalism.
- Check your email at least daily to stay current with all communications.
- Faculty members aim to respond to emails on their office days. You can expect a reply by the next office day.

Appropriate Use:

- Use student and instructor email addresses strictly for course and program-related business.
- Refrain from sending non-course related materials such as virus warnings, jokes, anecdotes, solicitations, or other personal business unless explicitly permitted.
- Please avoid including instructors or other students in your personal email contact groups to prevent non-course-related emails from circulating among class members.

These guidelines ensure that all communication is professional, secure, and effective, supporting your educational success at Murray State College.

Telephone/Text Communication

Telephone and text communication with your faculty provides convenient and rapid access for pertinent discussions. The following guidelines are established to maintain healthy boundaries between faculty and students:

- **Clinical Instructor Contact:** Before the first day of clinical, you will receive a Mongoose number for your clinical instructor. Your instructor will specify their preferred method of communication (phone call or text message) and provide guidelines for appropriate use. You are responsible for saving this number so you can contact your clinical instructor regarding clinical obligations. This number should not be shared with other students.
- **Voicemail Communication:** Voicemail is an effective way to communicate with instructors. The Murray State College telephone system will notify instructors via email

when a message is received. Note that only voicemails left on the college's system are officially documented; messages left on personal voicemail systems are not. Text messages should be reserved for immediate needs. If your issue is not urgent, it is better to send an email providing documentation of the communication.

- **Instructor Availability:** Instructors typically do not work evenings, weekends, or during unusual circumstances outside these hours. Voicemails and emails will generally be checked on the next office day.
- **Non-Instructional Periods:** Instructors are unavailable during college holidays, spring and fall breaks, and the period between the spring and fall semesters. During these times, they may not respond to telephone or email messages.

Feedback/Course Feedback

At Murray State College, our faculty are dedicated to providing our students the best possible learning experiences. We recognize that sometimes, despite careful planning, activities may not achieve the intended outcomes. We value constructive feedback and encourage you to share any concerns or suggestions on how learning experiences could be improved or made more meaningful for you. Please direct your feedback directly to the faculty members involved.

Please note that the Murray State College nursing faculty frequently meet to discuss various aspects of the program, including content, policies, clinical experiences, student performance, exams, and assignments. These discussions help us make informed, collaborative decisions. We value direct and respectful communication, which contributes to the effectiveness of our educational efforts.

Toward the end of each semester, you will have the opportunity to complete end-of-course evaluations. Our instructors and leadership team take this feedback seriously and often implement changes based on your suggestions. We appreciate the time and effort you put into completing these evaluations, as they play a crucial role in helping us enhance our courses and your learning experience at Murray State College.

RECOMMENDATION LETTERS

As you advance through your educational and professional journey, you may need a letter of recommendation. At Murray State College, our nursing faculty are proud of your accomplishments and are ready to help support your future aspirations by providing letters of recommendation. Whether you're applying for a job, a scholarship, or further education, a well-crafted letter from one of your instructors can make a significant difference.

Requesting a Letter of Recommendation

When requesting a letter of recommendation from our nursing faculty, please be prepared to provide specific information to facilitate a strong and effective letter:

- **Recipient's Name and Position:** Clearly state the name and title of the person or the office to whom the letter should be addressed.
- **Mailing Address:** Provide the postal or email address where the letter should be sent.
- **Purpose of the Recommendation:** Describe the position, program, or opportunity you seek.

Please allow at least five business days to prepare and process your letter. Keep in mind that the issuance of a letter of recommendation is subject to the discretion of the individual faculty member.

Requesting a Letters of Good Standing or Other Administrative Letters

The Nursing Department at Murray State College is ready to assist with providing letters of good standing and other administrative documentation. If you need such a letter, please direct your request to the Dean of Nursing and include the following details:

- **Recipient's Name and Position:** Specify the name and position of the individual to whom the letter should be addressed.
- **Mailing Address:** Provide the mailing address for physical delivery or an email address if electronic delivery is preferred.
- **Purpose of the Letter:** Briefly explain why the letter is needed.

Please address your request directly to the Dean of Nursing and allow a minimum of five business days for us to process and respond.

EXAMINATIONS

The Murray State College Nursing Program is committed to preparing students to provide safe and effective care. A key method for evaluating student knowledge, skills, and abilities is through rigorous examinations, which are a focal point of the curriculum due to their role in demonstrating the care competence required for the NCLEX-RN licensure examination. Our faculty craft course objectives and examinations guided by the most recent NCLEX-RN test plan to ensure student achievement aligns with professional standards.

- **Examination Development:** Exams are constructed based on the course and unit learning objectives outlined in the MSC Nursing Student Handbook, Blackboard, Course Syllabi, and Unit Learning Guides. Students must meet these objectives, whether covered in class, presented in handouts, or included in PowerPoint presentations. Students are expected to utilize all assigned readings and resources provided on the content homepage to prepare adequately.
- **Cognitive Levels in Examinations:** Items on examinations are designed according to Bloom's revised taxonomy, which includes cognitive levels such as Remembering, Understanding, Applying, Analyzing, Evaluating, and Creating. As nursing practice involves the application of knowledge, skills, and attitudes, there is a growing emphasis on

higher cognitive levels as students advance through the program. Approximately 95% of examination items target application and analysis levels by the final course.

- **Multi-Logical Thinking:** Higher-level exam items require multi-logical thinking or the application of multiple facts to a patient situation. Responses to application and analysis-level questions demand integration of knowledge across various resources and cannot be sourced from a single page of a textbook, handout, or PowerPoint slide.

Preparing for Examinations

At Murray State College Nursing Program, we understand the importance of applying knowledge to real-world patient situations. Students must engage in deep-level material processing to excel in examinations and clinical assessments. Here are some effective strategies to help you succeed:

- **Pre-Class Preparation:**
 - Read the objectives and complete the assigned readings before class to grasp the scope and depth of the material thoroughly. This preparation will enable you to participate actively in class discussions and activities rather than passively observing.
- **Post-Class Review:**
 - Review your handouts and lecture notes soon after class to reinforce learning. Revisit these materials the next day and again before exams to strengthen retention and understanding.
- **Deep-Level Processing:**
 - Engage actively with your textbook by making notes in the margins to reflect on what you're learning.
 - Use color-coded highlighters to organize information according to the nursing process steps, such as blue for assessments, pink for medications, and yellow for nursing actions.
 - Annotate your materials with symbols or letters to indicate critical nursing actions, patient safety measures, or tasks that can be delegated to other healthcare professionals.
- **Active Application:**
 - Identify and distinguish between late and early signs of patient complications as you study.
 - Collaborate with your study group to apply theoretical knowledge to case studies, which can be found in the free resources provided with your textbooks.
 - Enhance your understanding by answering 200-300 NCLEX-RN style questions related to the content that will appear on the exam.
- **Instructor Support:**
 - If you need additional guidance or clarification, do not hesitate to request an appointment with your instructor. They are here to support your academic success.

STUDENT NURSES ASSOCIATION

As a professional nurse, you will have the opportunity to join various professional organizations. The Student Nurses Association (SNA) is our nursing students' professional organization at

Murray State College. Dedicated to organizing, representing, and mentoring, our SNA advocates for high-quality nursing education and care standards. As members, students actively participate in developing the essential skills needed to become responsible and accountable nurses.

Membership Benefits and Activities:

- **Networking Opportunities:** SNA membership offers extensive networking possibilities that facilitate access to academic support, friendships, job opportunities, and valuable professional information.
- **Professional Development:** SNA is committed to preparing its members for lifelong involvement in professional nursing organizations. It gains recognition through active participation in projects that benefit nursing students and the broader community.
- **Community Engagement:** Members contribute to and benefit from initiatives that positively impact the community.

Membership Requirements:

- **Enrollment:** All nursing students are enrolled in the SNA during their first semester and remain members until after graduation.
- **Meetings and Programs:** Meetings are held each semester on campus. Program details and other SNA activities are announced in advance on Blackboard and through our social media channels.
- **Membership Registration:** Membership forms are provided during orientation. Students are required to pay membership fees according to our established policy.

Support and Fundraising:

- Additional funds to support SNA activities are raised through donations, fundraising projects, and membership fees.

GRADUATION AND LICENSURE INFORMATION

Students at Murray State College who have successfully completed the third semester (NUR 2219) of the Nursing Program Curriculum are eligible to sit for the NCLEX-PN Examination. For further details, review the requirements for testing and licensure on the Oklahoma Board of Nursing website at <https://nursing.ok.gov>.

- **Graduation and NCLEX Application Information:** Comprehensive guidance regarding graduation requirements and the NCLEX application process is provided in NUR 2220.
- **Accommodations for the NCLEX:** Students needing accommodations for the NCLEX can address this during the application process. A specific form within the application must be completed to request these accommodations.

Requirements for Licensure in Oklahoma

The Nursing Program at Murray State College is fully approved by the Oklahoma Board of Nursing. Graduates from our state-approved program are eligible to apply for the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma

licensure must fulfill all state and federal requirements to hold an Oklahoma nursing license.

Licensure Requirements Include:

- Completion of a state-approved nursing education program that meets educational requirements.
- Successful passage of the licensure examination.
- Submission of an application for licensure, which includes a criminal history records search and proof of citizenship or qualified alien status as defined under [59 O.S. §§567.5 & 567.6].

Legal and Residency Requirements for Licensure:

- Under United States law (United States Code Chapter 8, Section 1621) and Oklahoma state law, a license to practice nursing is typically issued only to U.S. citizens, U.S. nationals, and legal permanent resident aliens.
- Other qualified aliens may receive a temporary license valid until their visa status expires or for one year if no expiration date is provided. Applicants in this category must present valid documentary evidence to the Oklahoma Board of Nursing in person, which may include:
 1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States.
 2. A pending or approved application for asylum in the United States.
 3. Admission into the United States in refugee status.
 4. A pending or approved application for temporary protected status in the United States.
 5. Approved deferred action status.
 6. A pending application for adjustment of status to legal permanent resident.
- **Board Authority and Considerations:** The Oklahoma Board of Nursing has the authority to deny, condition, or penalize licensure, as well as to issue and discipline licenses. Decisions are made on a case-by-case basis, considering an applicant's criminal history, disciplinary actions on any professional or occupational license, and judicial declarations of mental incompetence [59 O.S. §567.8].
- **Pre-Licensure Evaluation for Applicants with Criminal History:** Individuals with a criminal history considering applying to our state-approved education program may request a determination of eligibility for licensure from the Oklahoma Board of Nursing for a fee. This petition can be accessed at [PETITION TO REQUEST DETERMINATION OF ELIGIBILITY FOR LICENSURE or CERTIFICATION FOR INDIVIDUALS WITH HISTORY OF CRIMINAL CONVICTION.](#)

Regulatory Authority: 59 O.S. §567.12

WORDS OF WISDOM FROM GRADUATES

Our alumni have been exactly where you are and have some friendly advice to share. Here's what they recommend for making the most of your nursing journey at Murray State College:

- "Treat nursing school like it's your full-time job. I only worked two shifts a week and it

was a game changer for managing my coursework."

- "Honestly, take that advice about studying three hours for every credit hour seriously. It sounds like a lot, but it's the secret sauce to passing."
- "Don't wait to start those NCLEX practice questions. I learned the hard way that the first exam isn't a gentle warm-up."
- "Discover when and where you study best. For me, it was morning hours in the library—zero distractions."
- "Home is full of distractions. Campus study spots became my sanctuary. Plus, it felt like going to 'work' helped me focus."
- "I had a chat with my family about pitching in more. Everyone stepped up, and it made a huge difference."
- "A hard rule—never post about your clinical experiences. It's not only unprofessional, it's also a legal risk."
- "Got questions? Don't shy away from asking. Faculty are there to help, not judge. Their tips kept my grades above 80%."
- "Use those unit objectives like a treasure map—they lead straight to what's on the exams."
- "I kept all my notes and care maps in one digital spot. Made it super easy to revisit and reuse info."
- "I stayed on point by tackling NCLEX questions even during breaks. It's like keeping your brain in shape!"
- "Those textbooks? They come in clutch! Not only for the units but also the NCLEX when you graduate. An investment you won't regret!"

These pieces of advice are straight from the hearts of those who've walked this path. Take their words to heart, and you'll find your own path through nursing school just a little smoother!

POLICY SECTION 1:
Admission, advanced standing,
and transfer policies

MSCNP 01.01: General Nursing Admission Requirements

Policy

In addition to meeting Murray State College admission requirements, all applicants to the Nursing Program must meet the following requirements:

1. Be officially admitted to Murray State College.
2. High School Diploma or General Education Development Certificate (GED)
3. Meet the reading requirement by achieving one of the following:
 - Minimum ACT Reading score of 20, or
 - Minimum Next-Generation Accuplacer Reading score of 250.
4. Next-Generation Accuplacer Reading exam may be taken two times during an application cycle with two weeks in between, not exceeding six times a year.
5. Accuplacer scores are valid for three years from the testing date if taken at Murray State College.
6. A minimum grade of “C” is required in all courses necessary for the Associate of Applied Science degree, and a GPA of 2.5 or higher in courses required for the Nursing Program.
7. Complete and submit all application materials through the Nursing Application portal by the established deadline.
8. Submit all official college transcripts to the Registrar. Transcripts for transfer coursework used to meet prerequisite requirements must be received by the Registrar no later than two weeks before the application deadline to allow for processing.
9. Applicants must complete an extensive criminal background check using the vendor specified by the Nursing Department. Background check results may be submitted to clinical partners for review. Admission or continuation in the Nursing Program may be denied if a student’s criminal history prevents placement at required clinical sites. Refer to MSCNP 02.01 for additional information.
10. Applicants who are accepted into the program but do not enroll in the semester for which they were accepted must reapply to be admitted into the program.
11. Once the semester begins, students cannot transfer between course sites within the Nursing Program. A site in this context is defined as a traditional classroom location, online, or any other delivery modality.
12. Murray State College fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 and ADA 1990 for qualified handicapped individuals. It is important to note that to successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, an individual must be able to perform certain physical activities that include vocal, visual, auditory, and dexterity requirements.

MSCNP 01.02: Admission by Transfer

Policy

1. Qualified applicants will be admitted based on space availability.
2. Applicants must be fully admitted to Murray State College.
3. Meet all General Nursing Admission Requirements.
4. Have completed previous nursing courses at a school of nursing approved by a State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).
5. Have no more than one academic year between completing the last nursing course and transferring into the Murray State College Nursing Program.
6. Request transfer admission only into NUR 1129 or NUR 2219.
7. Submit the following before transfer admission can be considered:
 - Course descriptions and syllabi from previous nursing courses
 - A letter from the applicant stating the reason for transfer
 - A summary of previous clinical experience
 - Documentation of skills provided by faculty from the transferring school
 - A letter of recommendation from the Department Head, Dean, or Director of the previous nursing program
8. All college credits from other institutions will be evaluated on an individual basis to determine their possible application to the nursing curriculum requirements of Murray State College.

MSCNP 01.02a: Skills Checklist for Transfer Students

Policy

It is crucial to assess transfer students' previous coursework and skill development to ensure proper placement within the curriculum and facilitate student success. The following checklist is designed to assist in evaluating the competencies of transfer students in relation to their skill development:

1. **Theoretical and Laboratory Skills:** Mastery of the theoretical aspects of nursing skills and practical laboratory experience are essential for all transfer students.
2. **Clinical Practice:** Clinical practice is required for certain skills. This helps comprehensively assess the student's abilities and readiness for advanced coursework.
3. **Skill Proficiency Levels:**
 - a. Skills marked with one asterisk (*) are required to enter the second semester.
 - b. Skills marked with two asterisks (**) are required to enter the third semester.

Skill	Semester of Theory	Laboratory Practice	Clinical Practice
Therapeutic Communication	*	*	*
Patient Interview	*	*	*
Temp/Pulse/Resp	*	*	*
Blood Pressure	*	*	*
Pain Assessment	*	*	*
Psychosocial Assessment	*	*	*
Physical Assessment	*	*	*
Safe Patient Handling	*	*	*
Proper Body Mechanics	*	*	*
Use of Restraints	*	*	*

Dressing Changes	*	*	*
Intake and Output	*	*	*
Oxygen Administration	*	*	*
Isolation Techniques	*	*	*
Oral Medications	*	*	*
Medication Injection	**	**	
IV Medications	**	**	
Intravenous Therapy	**	**	
Sterile Technique	*	*	**
Catheterization	*	*	**
Removal of Indwelling Catheter	*	*	**
Nasogastric Tubes	**	**	**

MSCNP 01.03: Career Mobility Admission Requirements

Admission to the Career Mobility Pathway is open to:

- Licensed Practical Nurses with an active, current, unencumbered Oklahoma or multistate license, and
- Paramedics who hold an active, unencumbered National Registry Certification and/or Oklahoma license.

In addition to meeting the General Nursing Admission Requirements, Career Mobility applicants must:

1. Provide proof of active, unencumbered LPN licensure or Paramedic certification/licensure.
2. Submit all required college transcripts.
3. Complete the following courses with a grade of “C” or higher before admission to NUR 2219:
 - ENG 1113 English Composition I
 - ENG 1213 English Composition II
 - PSYC 1113 Intro to Psychology
 - PSY 2523 Developmental Psychology
 - A&P 2124 Human Anatomy and Physiology I
 - A&P 2134 Human Anatomy and Physiology II
 - MIC 2224 Intro to Microbiology
 - NUR 1113 Nursing Role Transition
4. Complete or be concurrently enrolled in the following courses:
 - HST 1483 U.S. History to 1877 or HST 1493 U.S. History since 1877
 - GVT 1113 American Federal Government
 - Humanities elective, 1 or 3 credit hours
 - HS 1553 Nutrition
5. Complete and submit all Career Mobility application materials through the Nursing Application portal by the established deadline.
6. Pay the Direct Articulation Fee of \$225. Upon successful completion of NUR 1113, all prerequisite coursework, and payment of the Direct Articulation Fee, students will be awarded credit for NUR 1118 and NUR 1129.
7. Enter NUR 2219 within two calendar years of completing NUR 1113.
8. Complete the major nursing courses required for the degree within four semesters. This timeline begins with the student’s initial enrollment in the Career Mobility section of NUR 2219.
9. Ensure the advanced standing process is completed before applying for graduation.
10. Career Mobility applicants with in-progress coursework and/or pending licensure may be conditionally accepted at the time of application.
11. Students may enroll in NUR 1113 only when they are within one semester of submitting an application for admission to the Nursing Program and hold an active LPN or Paramedic License.
12. Students who were unsuccessful in the traditional nursing program and apply to return through the Career Mobility pathway must complete all required courses in the Career Mobility track. This may require repeating previous coursework.

Special note: Students residing more than 250 miles from any Murray State College campus or its satellite locations may be ineligible for admission to the Career Mobility Program. Applicants should know that significant distance can introduce additional administrative and financial responsibilities. It is the student's responsibility to consider these factors when applying. Missing required in-person events such as clinicals, skill check-off days and tests due to driving distance may result in an unexcused absence.

MSCNP 01.04: Admission Notification and Orientation

1. Students will be notified at least six weeks before the first semester of classes regarding their eligibility for admission to the Murray State College Nursing Program.
2. Students accepted into the Nursing Program are required to attend a mandatory orientation before the start of the semester. Clinical requirements and other program expectations will be reviewed during orientation.
3. A mandatory two-day intensive will be held the week before the start of the class for traditional students.
4. A mandatory three-day intensive will be held the week before the start of the class for the career mobility students.
5. Each subsequent semester will require a one-day intensive held the week before the start of classes

POLICY SECTION 2:
Skills, Clinical, and Simulation

MSCNP 02.01: Student Clinical Requirements

1. A mandatory orientation will be held for a full day before the start of the semester.
 - a. Clinical Requirements will be reviewed at that time.
2. Students must use the background check vendor specified by the Nursing Department.
 - a. The background check results should be included in the Application submission documents.
 - b. This background check includes:
 - i. Criminal Background
 - ii. Sex Offender Background Check
 - iii. Federal Sanction Background Check
 1. Office of Inspector General (OIG) Check
 2. General Services Administration/System for Award Management (GSA/SAM) Check
 3. Office of Foreign Assets Control Check
 - c. **Please note:** Background checks are submitted to clinical partners for review. If all clinical sites cannot be cleared for the student's participation, the student may not be eligible for admission or continuation in the program.
 - d. Admission to the Nursing Program may be denied to any student with a criminal history.
3. All students admitted to the program must undergo a urine drug screen (UDS) by a lab approved by the nursing program.
 - a. Issues with UDS samples, dilution, or questionable outcomes may require repeat testing. Students are responsible for these additional costs.
 - b. Positive UDS are reviewed by a Medical Review Officer (MRO)
 - i. Students are required to answer the call from the MRO and answer questions related to a positive drug screen
 - ii. Failure to answer the MRO or failure to answer questions honestly and accurately results in a presumptive positive UDS
 - iii. A presumptive positive UDS may result in administrative withdrawal from the Murray State College Nursing Program.
 - c. Any student receiving a positive UDS will not be allowed to attend clinical experiences (see *MSCNP 03.09*).
 - d. Any student with a positive UDS will be referred to the Executive Director of Student Affairs and Title IX director, who will assist and facilitate the student's referral to community substance abuse resources.
 - e. Admission to the Nursing Program may be denied to any student with a positive UDS.
4. A student admitted for the first time to the Murray State College Nursing Program must have a negative two-step TB skin test or QuantiFERON Gold test, then yearly thereafter to be admitted or to continue clinicals.
 - a. **Note:** Students with a history of a positive TB skin test or gold standard test and/or have had contact with an active TB patient then the student is required to follow current recommended CDC guidelines, which could include obtaining a chest x-ray, a gold standard test, and/or a public contact release statement from a qualified healthcare provider (**NOTE: X-rays may be obtained at a county health department or with a private physician**).
5. Nursing students must present documentation of the following that will be valid through the end of the semester:

Ongoing Requirements

1. A nursing student is required to show yearly proof of the following that will be valid through the end of the semester:
 - a. Absence of active tuberculosis evidenced by a negative IGAR-TSPOT TB or QuantiFERON Gold test.
 - i. If a student converts to a positive TB skin test or gold standard test and/or has had

contact with an active TB patient, then the student is required to follow current recommended CDC guidelines, which could include obtaining a chest x-ray, a gold standard test, and/or a public contact release statement from a qualified healthcare provider (**NOTE: X-rays may be obtained at a county health department or with a private physician**).

- b. Influenza immunization
 - i. Fall Admissions and Returning Students
 1. Due October 15th
 - a. If October 15th falls on a weekend, the deadline is the Friday before.
 - ii. Spring Admissions
 1. Due the specified date in orientation.
 - c. COVID vaccination or exemptions may be required by clinical sites.
 - d. **American Heart Association** Basic Life Support Certification (CPR for Healthcare Providers) card
 - e. Clinical education required by clinical partners.
2. If a student lapses in the program (an interruption of normal progression--one semester or more), an extended background check and a urine drug screen may be required.
 3. Students are responsible for all costs associated with the admissions and ongoing clinical site requirements.
 4. All clinical requirements must be updated by the specified date in orientation initially and then maintain current compliance during the duration of the program.
 - a. Failure to upload required documentation by the due date may result in dismissal or the student being placed on contract for failure to adhere to professional responsibilities.
 - b. Failure to upload required documentation by the due date will result in the inability to attend clinical, which will result in an unexcused clinical absence and a disciplinary action.
 - c. **Please note:** Clinical make-ups are not guaranteed. *Refer to MSCNP 03.03*.
 5. A nursing student who experiences illness or injury while enrolled in the nursing program at Murray State College will assume total financial responsibility for diagnostic procedures and/or medical care. Neither the clinical facility nor Murray State College will assume any liability.
 6. A nursing student who has been ill or injured must submit a Release to Return to Clinical Activity form (Appendix D), completed by a health care provider, before returning to class or clinical activities. The health care provider's statement must include any limitations related to the illness, condition, or prescribed medications.
 - a. Students with limitations may not be allowed to participate in clinicals as a matter of client/patient safety.
 7. A pregnant nursing student who delivers during the semester will, upon return to class, submit a Release to Return to Clinical Activity form (Appendix D) completed by a Health Care Provider.
 8. A nursing student will not attempt to attend class or clinical when the student's illness might be contagious.
 - a. When a student experiences any illness including, but not limited to
 - i. Fever
 1. Temp > 100.4° F
 - ii. Gastrointestinal disturbances more than two times in a 24 hour period
 1. Vomiting
 2. Diarrhea
 - b. The student should not come to campus or clinical
 - c. The student should notify the Dean of Nursing, and their unit or clinical instructor.
 - d. **Note:** Failure to notify the appropriate personnel may result in disciplinary action for failure to adhere to professional responsibilities (*See: MSCNP 04.03*).

Special Circumstances

1. A urine drug screen (UDS) may be required of any student admitted to the Nursing Program whenever chemical impairment is suspected (*See: MSCNP 03.09*).
2. A student who has a positive UDS or background check while enrolled in the Nursing Program may be prohibited from attending clinical activities and may be administratively withdrawn from the program (*Refer to MSCNP 03.09*).
3. If evidence of a positive UDS is presented to the Nursing Department, regardless of whether it was solicited by the department, the student may be immediately dismissed from the Nursing Program.
4. If evidence of a criminal background is presented to the Nursing Department, regardless of whether it was solicited by the department, the student may be immediately dismissed from the Nursing Program.
5. Any dismissal may be appealed in accordance with the Murray State College Academic Discipline, Procedures, and Grievances process outlined in the Academic Dishonesty or Misconduct policy in the Murray State College Student Handbook.

Note: If the clinical facility policy differs from the Murray State College Nursing Program policies, the student must comply.

Students with a positive UDS who have a medical marijuana card are not exempt from this policy. Healthcare agencies have not made allowances in this area, and we are subject to adhering to facility policies during our clinical experiences. With a positive UDS, you would not be able to attend clinical. If you are ineligible to attend clinical, you cannot successfully complete the program. With this, you would be requested to withdraw or be administratively withdrawn.

In the event of a student accident or injury, faculty should notify the Dean of Nursing and inform them of the situation. If possible, faculty members on site should request a copy of any incident report completed. This information is then communicated to the Office of Academic and Student Affairs for the purpose of documentation.

MSCNP 02.02: Guidelines for Abilities Required to Provide Client Care

Policy

To successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, students must demonstrate the following essential abilities, with or without reasonable accommodations:

1. **Visual Acuity:** Ability to accurately prepare and administer medications, perform essential client assessments, and provide safe nursing care.
2. **Auditory Perception:** Ability to hear and interpret verbal communication from clients and healthcare team members, including communication through masks, and to assess health needs using monitoring devices such as stethoscopes, infusion pumps, cardiac monitors, and fire alarms.
3. **Motor Coordination:** Ability to respond promptly and safely perform skills required for client care, including equipment manipulation, patient movement, and CPR.
4. **Intellectual and Emotional Stability:** Ability to plan, implement, and manage safe client care while demonstrating appropriate cognitive, psychological, and emotional stability.
5. **Physical Strength:** Ability to assist with lifting and positioning patients and handling necessary medical equipment.

Program Compliance and Procedures

1. **Compliance with Legal Standards:** Murray State College complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and provides support for qualified individuals with disabilities.
2. **Health Status Changes:** Students experiencing significant health changes (e.g., surgery, pregnancy, disabling illness, or injury) must provide a “Release to Return to Clinical Activity” form completed by a healthcare provider. The form must verify the student’s ability to meet clinical requirements or identify any necessary restrictions (*refer to MSCNP 02.01*).
3. **Educational Continuance Under Restrictions:** Students may continue in the program provided their health restrictions do not pose a safety risk to themselves or others. Consultation with the Office of Human Resources is recommended when managing restrictions.
4. **Rights to Appeal:** Students denied admission or continuation in the program due to inability to meet these standards have the right to appeal. Grievance procedures are available through the Office of Academic Affairs and are on the Murray State College website.

Note: Honest and complete disclosure on required forms is essential for the safety of patients and students. Falsification or omission of information may result in disciplinary action, including possible dismissal from the program.

MSCNP 02.03: Professional Liability Insurance - Student

Policy

1. The Murray State College Nursing Program requires that all nursing students have professional liability insurance.
2. Students in the Nursing Department at Murray State College are covered by enrollment in the Student Malpractice Blanket Liability Insurance Program.

MSCNP 02.04: Universal Precautions Policy

Policy

The Nursing Department at Murray State College is committed to ensuring student and faculty safety and well-being. We prioritize protection from all foreseeable hazards associated with client care. In response to the increasing threats posed by infectious diseases, the department diligently provides students with the most current and relevant information to safeguard their health and that of their clients.

1. Since medical history and examination cannot reliably identify all patients infected with blood-borne pathogens, standard precautions will be used consistently for ALL patients, regardless of diagnosis. Nursing students will routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when any patient's contact with blood or other body fluids is anticipated. Standard precautions are to include the following procedures:
 - a. Gloves will be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, handling items or surfaces soiled with blood or body fluids, and performing venipuncture and other vascular access procedures.
 - b. Gloves will be changed after contact with each patient.
 - c. Droplet precautions, including masks and protective eyewear or face shields, will be worn during procedures that are likely to generate droplets or sprays of blood or body fluids to provide protection for mucous membranes of the mouth, nose, and eyes.
 - d. Gowns or aprons will be worn as necessary to prevent contamination of clothing and protect the skin from blood and body fluid exposure.
 - e. Hands and other skin surfaces will be washed immediately and thoroughly if contaminated with blood or other body fluids.
 - f. Nursing students will take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during disposal of used needles and when handling sharp instruments after procedures. To prevent needle-stick injuries, needles will not be recapped, purposely bent, or broken by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items will be placed in puncture-resistant biohazard containers for disposal.
 - g. To minimize direct contact transmission, CPR mouth shields, resuscitation bags, or other ventilation devices will be available where mouth-to-mouth resuscitation is predictable.
2. Nursing students with special health problems may be exempted from caring for patients with suspected or diagnosed communicable diseases. Students must provide their primary healthcare provider with a released statement identifying specific limitations regarding patient care in a healthcare environment. The release form will be submitted before participation in the clinical setting.
3. Students and faculty will follow health care agency/facility policy.

MSCNP 02.05: Storage, Use, and Disposal of Hypodermic Syringes and Needles

Policy

1. Hypodermic syringes and needles will be kept in a secure location.
2. Hypodermic syringes and needles may be used by nursing students to practice nursing skills under the supervision of the nursing faculty.
3. Hypodermic syringes and needles will be used in the skills lab or other faculty-designated practice areas. They are not to be removed from the practice areas.
4. Immediately after final use, the hypodermic syringe and needle will be disposed of in a special puncture-resistant biohazard container specifically for contaminated syringes and needles.
5. Containers of contaminated hypodermic syringes and needles will be disposed of at appropriate intervals by designated nursing faculty/staff.

MSCNP 02.06: Clinical Facilities

The Oklahoma Nursing Practice Act and Rules established the requirements for faculty-to-student ratios in clinical areas involving direct care of clients, stating that the ratio “shall be defensible in light of safety, learning objectives, students’ level, patient acuity, and program outcomes.” This means the assigned ratio must be appropriate and justifiable based on these factors to ensure both safe patient care and effective student learning.

Policy

1. A contract is required with each clinical agency or facility used for student learning experiences involving more than an observation. The contract must be reviewed at periodic intervals for changes and updates.
2. A letter of agreement is required for agencies used for observational experience. The agreement letter must be reviewed periodically for changes and updates.
3. Criminal background checks, including a Sex Offender Registry check and a urine drug screen, are required under agreements with institutions where student clinical experiences are scheduled.
4. If the clinical facility policy differs from Murray State College Nursing Program policy, the student will be required to comply with the clinical facility policy.

Reference: [OKLAHOMA BOARD OF NURSING RULES \[O.A.C. TITLE 485.\] Rule 485:10-5-4.1.5 - Page 12](#)

MSCNP 02.07: Clinical Preceptors

Policy

1. Clinical preceptors provide effective opportunities for students to develop and utilize skills related to coordinating and managing patient care for a group of patients. Practicing nurses present a strong resource for helping the student develop these skills.
2. “Clinical preceptors may be used to supervise students in community health, leadership/management, independent study, elective courses, home health, and selected hospitals and long-term care facility experiences consistent with Board policy. This policy applies to students enrolled in nursing education programs leading to licensure as a Registered Nurse or Licensed Practical Nurse.”

Reference: [OKLAHOMA BOARD OF NURSING RULES \[O.A.C. TITLE 485.\] Rule 485:10-5-4.1.6 - Page 12](#)

MSCNP 02.08: Student Skills Lab Return Progression

Policy

Clinical skills are an extension of what is learned in the classroom and are integral to many interventions nurses use to care for their patients. Therefore, students must meet a basic level of proficiency in the required skills.

1. Students must complete the required clinical skills to progress in the program.
2. Students will have three attempts to successfully return and demonstrate the required skills.
3. Students are required to complete prescribed remediation after each unsuccessful return demonstration.
4. If a student is unable to successfully return, demonstrate the required skills within three attempts:
 - a. The student receives an unsatisfactory grade for clinical, thus failing clinical for the course.
 - b. A failing clinical grade results in a failing grade for the course (a recorded grade of “D”).
 - c. The student is subject to the interruption of normal progression policy (*MSCNP 04.01*)

MSCNP 02.09: Nursing Student Dress Code for Clinical, Labs, and Simulation

Policy

Clinical, Labs, and Simulation Uniform Dress Code:

As professionals in training within the healthcare field, nursing students at Murray State College are expected to adhere to specific dress and grooming standards. These standards reflect the expectations of the nursing profession and are designed to promote a safe, hygienic, and professional environment for all students, faculty, and patients. Below, you will find detailed guidelines regarding the required attire, personal grooming, and behavior expected of students within our Nursing Program. These policies ensure that our students meet clinical requirements and embody the professionalism essential to their future roles as registered nurses.

Uniform Requirements

- **Scrubs:** Students must wear Cherokee brand royal blue scrubs in one of the following approved styles:
 - Workwear
 - Infinity
 - Flexible
 - Luxe
 - iFlex

Each student must purchase four new sets of scrubs at the beginning of the program.

- **Lab Coats:** Cherokee brand, royal blue lab coats with a Murray State College patch on the left arm and two finger widths below the shoulder are mandatory. These may be worn over the uniform or street clothes during specific rotations.
- **Undershirt:** White, black, gray, or royal blue long-sleeve T-shirts may be worn under scrub tops. Uniforms should fit comfortably to allow movement and ensure proper coverage. Scrub tops may be tucked. Undergarments must not be visible.
- **Shoes:** Shoes must be clean, closed-toed, and in white, black, or gray colors only. No canvas shoes, sandals, or open-heeled shoes are permitted.
- **General Appearance:** Uniforms must be wrinkle-free. Jewelry should be minimal and not hinder infection control or safety;
 - a maximum of two earrings per ear is allowed
 1. no dangling earrings
 2. no permanent jewelry
 3. no ear gauges
 4. no visible facial jewelry
 - a. nose piercings
 - b. tongue piercings
 - c. eyebrow piercings
 - d. dermal piercings, etc.
 - one flat ring may be worn
 - Clinical badge must be visible and worn on either side of the chest
 - Required Clinical/Simulation/Lab Supplies
 1. Writing utensils (pens, pencils)
 2. A wristwatch with a second hand is required
 - a. no smart watches allowed

3. Bandage scissors
4. Stethoscope
5. Penlight

Personal Grooming

- **Hair and Facial Hair:** Hair must be clean, neatly combed, and secured from the face and above the shoulders. Students with long hair extending below the shoulders must keep it pulled back and properly secured during clinical activities. Hair should not fall forward covering the face when leaning forward. Extreme or unnatural hair coloring, feathers, or decorative hair accessories that distract from a professional appearance are not permitted. Facial hair should be neatly trimmed or shaved; beard covers may be required by clinical facilities.
- **Make-up and Nails:** Make-up should be worn conservatively. No artificial lashes or extensions are allowed. Nails must be clean, short-trimmed, and without polish or artificial treatments.
- **Hygiene and Scents:** Daily bathing and deodorant use are required. Students should avoid strong or offensive odors, including perfumes, scented lotions, or cigarette smoke.

Special Considerations

- **Clinical and Lab Settings:** Students may be required to wear professional dress when not required to wear the full uniform for certain clinical labs, like home health or mental health nursing. In these cases, students are responsible for maintaining a professional appearance.
- **Visibility and Identification:** Photo ID's and the MSC Nursing Program patch must always be worn on the uniform. Patches are to be secured on the left upper sleeve of the scrub top and lab jacket.
- **Non-Compliance:** The student uniform must not be worn in any employment situation. An individual may not be identified as a nursing student while performing employment duties, as this is a direct violation of the Oklahoma Nursing Practice Act.

Note: This policy reflects our clinical partners' most conservative dress and clinical site requirements. Requirements may vary slightly depending on specific department policies. Visible tattoos may need to be covered according to the clinical facility's policy.

General classroom, exam day, and program event dress code expectations are addressed in MSCNP 03.04: General Nursing Student Dress Code for Classroom, Exam Days, and Program Events.

POLICY SECTION 3:

Student Policies

MSCNP 03.01: Attestations

Policy

Students entering the Nursing Program at Murray State College, whether through traditional, transfer, or career mobility pathway, must complete and sign specific attestations to formalize their enrollment. These forms will be provided during mandatory orientation sessions.

Note: Students must review, complete, and return these forms as directed at orientation. Copies of these forms can also be found in Appendix A of this handbook, for convenience and prior review.

MSCNP 03.02: ANA Code of Ethics and Professional Nursing Standards

Policy

This policy outlines the ethical and professional standards based on the ANA Code of Ethics, which all nursing students and faculty in the MSC Nursing Program are expected to uphold. These guidelines are fundamental to fostering an environment of integrity, respect, and professionalism in nursing practice.

The ANA Code of Ethics
The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
The nurse's primary commitment is to the patient, whether an individual, family, group or community.
The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, maintain competence, and continue personal and professional growth.
The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.
The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, maintaining the integrity of the profession and its practice, and shaping social policy.

MSCNP 03.03: Attendance

Consistent attendance is a cornerstone of student success in the Nursing Program at Murray State College. Attendance in classroom, clinical, skills, and simulation settings is essential for developing the knowledge, judgment, and professional behaviors required of nurses.

Policy

1. General Expectations

Students are expected to attend all scheduled classroom, clinical, skills, and simulation sessions and to actively participate in required learning activities. Attendance and punctuality reflect professional behavior and are essential to developing the responsibility and accountability expected in nursing.

2. Arrival and Preparation

Students must arrive on time and prepared for all scheduled sessions. Tardiness, unpreparedness, or failure to meet readiness requirements may result in the student being dismissed from the learning environment, recorded as absent, and subject to disciplinary action.

Arriving more than 10 minutes late to clinical, skills, or simulation experiences due to avoidable circumstances may be considered an unexcused absence. Circumstances deemed unavoidable will be reviewed on a case-by-case basis.

3. Mandatory Completion of Clinical and Simulation Experiences

Clinicals, skills labs, and simulation experiences are required components of the Nursing Program. Students are expected to attend all assigned experiences. Any absence may require make-up experiences, including make-up experiences scheduled in a future semester. Excessive absences, failure to complete required make-up experiences, or any absence that prevents the student from meeting course or clinical objectives may result in delayed progression or dismissal from the Nursing Program, as determined by the Dean.

4. Excused and Unexcused Absences

Students are expected to attend all scheduled classroom, clinical, skills lab, and simulation experiences. While limited flexibility may be provided for unavoidable circumstances, absences are strongly discouraged and may affect the student's ability to meet course and program outcomes.

Up to two (2) excused absences per course may be permitted due to unavoidable circumstances. Beginning with the third (3rd) excused absence in a course, a Disciplinary Action (DA) may be issued.

Any unexcused absence may result in a Disciplinary Action (DA) and a grade of zero (0) for any missed assignments, activities, or clinical requirements.

5. Absence Reporting

Students must notify the Dean of Nursing and the course instructor or clinical supervisor prior to the start of class or clinical if they will be absent or late. Failure to provide timely notification may result in the absence being recorded as unexcused, regardless of the reason.

6. Health-Related Requirements and Documentation

Students returning from illness or injury may be required to submit a written statement from the attending physician verifying their ability to safely provide patient care. Students who arrive at clinical while ill will be dismissed from the clinical area and recorded as absent for that day.

7. Pregnancy or Major Medical Events

Students must notify the Dean of Nursing within two (2) weeks of pregnancy confirmation or

within 24 hours of a major illness, injury, or surgical procedure. A physician's release is required for major illness, injury, or surgical procedure to continue participation in clinical activities and must indicate the student can meet performance requirements. Students who are pregnant or experiencing pregnancy-related conditions may request reasonable accommodations through the College's designated accommodation process. The Nursing Program will follow applicable College policies and federal requirements and will not discriminate based on pregnancy or related conditions.

8. Scheduling Restrictions

Students are expected to avoid scheduling vacations, elective surgeries, appointments, or other planned events that conflict with class, clinical, skills lab, simulation, or other required program activities.

The Nursing Program recognizes that some medical or dental appointments may be difficult to schedule outside of required program activities. Students must make every reasonable effort to schedule appointments outside of program time. When an unavoidable conflict occurs, the student must notify the appropriate faculty member and Dean as soon as possible.

Absences related to unavoidable medical or dental care, illness, emergency situations, or other circumstances beyond the student's control may be considered excused. Absences related to vacations, elective procedures, personal convenience, work schedules, or events that could reasonably be scheduled outside of program time may be considered unexcused.

Final classification of an absence as excused or unexcused is at the discretion of the Dean. Make-up work, make-up experiences, or other requirements may be assigned.

9. Zoom Attendance

Attendance by Zoom may be permitted only in limited circumstances, such as confirmed communicable illness or other situations approved by the Dean of Nursing. Zoom attendance is not intended for convenience and must be approved in advance unless circumstances prevent prior approval.

When approved, the student must be well enough to remain engaged, attend with the webcam on for the full session, and actively participate as directed. Zoom attendance may not be available for all class, clinical, skills lab, or simulation experiences and does not guarantee that the student has met all required course or clinical objectives.

10. Attendance Penalties and Academic Impact

Unexcused absences may result in a one (1) point deduction from the final percentile grade on the Nursing Clinical Evaluation Tool and may include additional assigned make-up work. Make-up clinical or simulation experiences are not guaranteed.

Career Mobility Students

Lecture attendance is not required for Career Mobility students; however, participation in orientation, unit and final exams, pharmacology quizzes, and dosage calculation quizzes are mandatory and must be completed in person on scheduled dates.

MSCNP 03.04: General Nursing Student Dress Code for Classroom, Exam Days, and Program Events

Policy

This policy applies to general classroom attendance, exam days, and approved Nursing Program events. Clinical, skills lab, and simulation attire requirements are addressed in MSCNP 02.09: Nursing Student Dress Code for Clinical, Labs, and Simulation. When students are participating in clinical, skills lab, or simulation experiences, MSCNP 02.09 controls.

General Dress Code

1. Standard Attire:

- a. Students are required to wear royal blue Cherokee brand scrubs during all classroom sessions, simulation labs, clinical settings, and any approved Murray State College functions unless otherwise stated.

2. Classroom Flexibility:

- a. In classroom settings, students can wear hoodies, sweatshirts, or other non-offensive outer coverings. Students are not allowed to wear prohibited items as outlined below. These items should be worn over the standard scrub attire but must be removable at the request of staff or faculty.

3. Prohibited Items:

- a. Clothing that is offensive or disruptive is not permitted at any time. This includes but is not limited to attire with inappropriate logos, messages, or images.

Clinical Attire

1. Students must adhere to the clinical attire policy (*MSCNP 02.09*) in clinical settings.

Exam Day Dress Code

1. Non-Scrub Attire:

- a. On exam days, students are not required to wear scrub tops. Instead, students may wear scrub pants with Murray State College attire (t-shirts, sweaters, etc.). NO hoodies allowed.

Enforcement:

1. Faculty can ask students to leave the classroom if they are not dressed according to the policy. This action is necessary to maintain a professional and respectful learning environment.

Compliance

Failure to comply with the dress code policy may result in disciplinary action, up to and including dismissal from the program for repeated offenses. Each student is responsible for understanding and adhering to these guidelines to ensure a professional appearance and respect for all members of the Murray State College community.

Dress code requirements are enforced only as they relate to safety, infection control, identification, clinical agency requirements, testing security, classroom expectations, professional standards, or other academic/program-related requirements.

MSCNP 03.05: Grade Requirements and Scale

Policy

Students enrolled in the Nursing program at Murray State College are required to maintain a minimum grade of 75% or higher in each Nursing course to progress to further courses and qualify for graduation. A cumulative grade point average of 2.0 must be maintained to remain in the Nursing program at Murray State College.

Student grades, progression, remediation, clinical evaluation, and program completion decisions are based solely on academic and program-related criteria. These criteria may include attendance, demonstrated knowledge or understanding of course content, examination performance, assignment completion, clinical performance, skills lab performance, simulation performance, patient-safety expectations, professional competency, communication, professional accountability, and the student's ability to meet established course, clinical, and program outcomes.

Student grades shall not be evaluated based on a student's opinions, beliefs, or conduct in matters unrelated to academic situations.

1. Grading conversion scale:

A: 90% - 100%

B: 80% - 89%

C: 75% - 79%

D: Scoring less than 75% will result in automatic failure of the nursing course.

2. Grade Requirements for Course Completion

- a. **Exams:** Students must achieve a minimum average exam grade of 75% or above to complete the course as outlined in each course syllabus.
- b. **Clinical:** Students must achieve a minimum average grade of 80% to successfully complete the course as outlined in each course syllabus.
- c. **Dosage Calculation:** Students must achieve a minimum average quiz grade of 80% to successfully complete the course as outlined in each course syllabus.*
- d. **Additional coursework:** Additional coursework will be averaged into the final grade once exam, dosage calculations, and clinical minimum requirements have been met.

Note: In the event of discrepancies between listed assignments for a grade in the syllabus and the learning management system, the syllabus information is the final authority on these matters. In the event of discrepancies between what is captured in the learning management system and a student's grade on an assignment, the student should reach out to faculty to discuss the discrepancy.

*There is a one-time opportunity to take the Special Problems in Nursing course if you do not initially meet the required 80% in the dosage calculations column. In this course, you must earn at least an 80%. Even if you score higher, the dosage calculation average will still be replaced with an 80%. Until the course is completed, an Incomplete will remain on your record.

MSCNP 03.06: Graduation Requirements

Policy

1. Students are responsible for ensuring they meet all requirements for their degree as outlined by Murray State College.
2. Degree requirements must be completed as listed in the current college catalog.
3. A minimum of 15 semester credit hours must be completed in residence at Murray State College before an associate degree is awarded.
4. Students are required to apply for graduation through the Office of the Registrar by accessing their student portal.
5. A cumulative graduation grade-point average of 2.0 or higher is required, along with any additional grade requirements specified by the department for the major program. This GPA calculation excludes repeated courses, remedial courses, and physical education activity courses. Failure to achieve a 2.0 in each course will prevent students from continuing in the Nursing Program or graduating with an Associate in Applied Science Degree.
6. Students should consult the most recent Murray State College catalog for up-to-date graduation requirements.

MSCNP 03.07: Guidelines for Accommodation of Students with Disabilities

Policy

Murray State College is committed to providing equal access to educational opportunities for all students, including those with disabilities. This commitment aligns with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the ADA Amendments Act of 2008. Our Associate Degree Nursing Program adheres to these principles, ensuring that all students have the opportunity to successfully progress through the nursing curriculum and function competently upon graduation.

Performance Requirements:

Students must meet specific physical, sensory, and cognitive standards to successfully complete the nursing program. These include but are not limited to:

1. **Visual and Auditory Abilities:** Sufficient to monitor and assess health needs.
2. **Motor Skills:** Adequate to perform movements required to provide general patient care and treatment.
3. **Communication Skills:** Effective verbal and written communication.
4. **Intellectual and Emotional Functions:** Ability to reason, analyze, and synthesize complex information effectively.

Reasonable Accommodations:

Murray State College provides reasonable accommodations to ensure that students with documented disabilities can meet the essential functions of the nursing role. Accommodations are made on an individual basis and can include, but are not limited to, adjustments in testing environments, assignments, and equipment used.

Procedure for Requesting Accommodations:

1. Students in need of accommodations should contact the testing center at testingcenter@mscok.edu.
2. After verifying ADA needs, accommodations will be arranged.
3. The ADA officer will provide documentation to the Dean of Nursing. The Dean will then distribute the necessary information to the faculty involved in the student's courses.
4. Students may test within the classroom environment or in a designated testing center, depending on their specific accommodations.

Essential Functions Defined:

1. **Physical Requirements:** Students must be able to lift a minimum of 35 lbs., maintain balance, and perform precise motor skills.
2. **Sensory Requirements:** Students must possess sufficient tactile, hearing and visual skills for patient care to ensure safety in monitoring and treating patients.
3. **Cognitive and Emotional Stability:** Students must possess and exercise the ability to manage stress effectively and adapt to changing environments safely for both students and patients.

Note: Students who cannot meet the essential functions with accommodations may be unable to continue in the nursing program. Decisions regarding students' capability to meet performance standards are made on a case-by-case basis, focusing on the safety and health of all involved.

MSCNP 03.08: Use of Electronic Devices and Social Networking

Policy

This policy outlines the acceptable use of electronic devices and social media within the Nursing Program at Murray State College. It aims to ensure that students and faculty use technology and social media responsibly and professionally, enhancing educational experiences while safeguarding patient privacy and maintaining professional boundaries.

Electronic Device Usage:

1. Students may use approved electronic resources during clinical experiences for educational or patient-care related purposes, such as eBooks, drug guides, clinical reference applications, and course materials. Use must comply with facility policy, HIPAA, and faculty direction.
Personal use of electronic devices, including cell phones, is not permitted during clinical experiences unless authorized by faculty or the clinical facility. Any approved personal use must occur outside of patient care areas.
2. Personal phone conversations, texting, and smartwatches are prohibited during class time, skills labs, simulations, and classrooms. Devices should be turned off and placed in the pockets provided at the front of the room during classes unless otherwise specified for classroom instruction. Devices should be kept out of sight during clinical sessions.

Social Media Usage:

1. Students must not post confidential information about Murray State College, its staff, students, clinical facilities, or patients. This includes any identifiable patient information, which is protected under HIPAA.
2. Interaction between students and faculty on social media platforms is prohibited while enrolled in the Nursing Program.
3. Posting defamatory, offensive, or derogatory content is forbidden and may be considered harassment.
4. All content shared on social media should be considered permanent; students should post responsibly and seek faculty guidance if unsure.

Media and Recording:

1. Recording or photographing in clinical settings or during simulation labs without explicit written permission is strictly forbidden.
2. Images captured during simulation labs or on campus may be used for educational or marketing purposes by the Nursing Program at Murray State College.

Disciplinary Actions:

1. Violating these guidelines may result in disciplinary action, including dismissal from the Nursing Program at Murray State College.
2. Any instance of potential HIPAA violations or privacy breaches will be subject to immediate review and possible legal action.

MSCNP 03.09: Guidelines for Chemically Impaired Students

Policy

Murray State College Nursing Program is committed to providing a safe, supportive, and professional learning environment for all students. The Nursing Program recognizes that substance use and addiction are serious concerns and that recovery and treatment may be possible. The Nursing Program also has a responsibility to maintain a safe, drug-free, and emotionally healthy learning environment that supports student success, protects patient safety, and meets clinical agency requirements.

Substance Use Guidelines:

1. **Recognition of Addiction as an Illness:** Addiction affects a student's academic and clinical performance, potentially endangering both the student and the patient. It is the student's responsibility to seek diagnosis and treatment for any substance-related illness.
2. **Prohibited Substances:** Despite Oklahoma state law authorizing marijuana use for medical conditions, the use and possession of marijuana remain prohibited under federal law. Therefore, the use of medical marijuana is not permitted for students within the Nursing Program at Murray State College.
3. **Compliance with Clinical Affiliates:** Students must adhere to all clinical affiliates' policies, including those related to the use of substances.

Substance Screening Protocol:

1. **Screening Procedures:** Substance screening may be conducted routinely, randomly, or for cause. If faculty, in consultation with the Dean of Nursing, observes behavior suggestive of impairment, for-cause testing will be initiated.
2. **Testing Process:** Specimens are collected by a certified testing service and screened following the contracted laboratory's protocols. Positive results undergo review by a Medical Review Officer (MRO) before confirmation.
3. **Costs:** Screening costs are included in the nursing program fees for students.

Consequences of Policy Violation:

1. **Engagement Restrictions:** Students exhibiting behavior suggestive of impairment may be prohibited from participating in classroom, clinical, and laboratory experiences.
2. **Dismissal:** Students may be subject to disciplinary action, administrative withdrawal, or dismissal from the Nursing Program for a positive urine drug screen, refusal to submit to required screening, tampering with or attempting to alter a screening, failure to comply with program or clinical agency requirements, policy violations, or unprofessional behavior. Because clinical participation is required for progression, students who are unable to meet clinical agency requirements may be ineligible to continue in the program.
3. **Testing Refusal:** Failure to provide a specimen as requested will be treated as a positive screening result.
4. **Readmission:** Students seeking readmission after dismissal related to positive screening must refer to the Nursing Program at Murray State College's Readmission Policy.

Note: Students with a positive urine drug screen (UDS) who are in possession of a medical marijuana card are not exempt from this policy. Healthcare agencies have not made allowances in this area, and we are subject to following facility policies during our clinical experiences.

MSCNP 03.10: Nursing Student Representation on Nursing Department Committees

Policy

1. Students enrolled in core courses of the nursing program have a voice through student representatives on selected nursing departmental standing committees.
2. Students may be appointed to ad hoc committees when appropriate.
3. The Nursing program at Murray State College faculty reserves the right to exclude the student representative from discussions that could infringe upon the privacy of another student or faculty member or if disciplinary actions are being considered.
4. Student representative responsibilities may include:
 - a. Provide input from a student perspective
 - b. Orient new student representative
 - c. Share information obtained with peers and seek additional information from peers, and/or
 - d. Actively participate in the recruitment and retention of students.

MSCNP 03.11.1: Occurrence Policy and Procedures

Policy

Occurrences are minor infractions or professional behavior concerns that require documentation, counseling, and corrective action. Occurrences are intended to provide students with feedback and an opportunity to correct behaviors that do not meet Nursing Program expectations.

General Conduct Expectations

Students in the Nursing Program at Murray State College are expected to adhere to professional and student conduct standards as defined by the Oklahoma Board of Nursing, the American Nurses Association Code of Ethics, and the Murray State College Disciplinary Rules and Regulations. Failing to meet these standards may lead to disciplinary actions as outlined in the Nursing Program Student Handbook.

Definition of Occurrences

Occurrences may include, but are not limited to:

- Tardiness to class, lab, simulation, clinical, or other required program activities.
- Leaving class, lab, simulation, clinical, or other required program activities early without approval.
- Coming unprepared for class, lab, simulation, or clinical.
- Failure to bring required materials, supplies, equipment, or documentation.
- Late submission of required assignments, forms, or documentation when not communicated appropriately.
- Other minor professional behavior concerns related to academic, clinical, skills lab, simulation, patient-safety, communication, preparation, course, or program expectations.

Occurrences are tracked within the student's nursing course for the semester and include classroom, lab, simulation, clinical, and program-related activities.

Occurrence Limits

First-semester nursing students enrolled in NUR 1118 may receive up to three occurrences during the semester before formal disciplinary action is considered.

Students in all subsequent nursing semesters are expected to demonstrate continued growth in accountability, preparation, communication, and professional behavior. Therefore, more than one occurrence in a semester may result in disciplinary action.

A repeated occurrence for the same behavior or concern may result in disciplinary action even if the student has not exceeded the semester occurrence limit. Once a concern has been documented and discussed with the student, the student is expected to correct the behavior.

The Nursing Program reserves the right to move directly to disciplinary action when behavior is severe, unsafe, unethical, dishonest, disruptive, or otherwise inconsistent with professional nursing expectations.

Procedure for Occurrences

Each occurrence will be documented by the instructor and discussed with the student. The discussion should identify the concern, expected corrective action, and any needed support or remediation.

The instructor, in collaboration with the Dean of Nursing or designee when appropriate, will determine whether the concern should be classified as an occurrence or whether disciplinary action is warranted based on the nature, frequency, and impact of the behavior.

MSCNP 03.11.2: Disciplinary Action Policy and Procedures

Policy

The Murray State College Nursing Program has a structured process for documenting, counseling, and correcting minor professional behavior concerns through an occurrence management process. The purpose of this process is to promote accountability, support student success, and prepare students to meet the professional expectations of nursing practice.

General Conduct Expectations

Students in the Nursing Program at Murray State College are expected to adhere to professional and student conduct standards as defined by the Oklahoma Board of Nursing, the American Nurses Association Code of Ethics, and the Murray State College Disciplinary Rules and Regulations. Failing to meet these standards may lead to disciplinary actions as outlined in the Nursing Program Student Handbook.

Disciplinary action may be initiated when:

- A first-semester student enrolled in NUR 1118 exceeds three occurrences in a semester.
- A student beyond the first nursing semester receives more than one occurrence in a semester.
- A student repeats the same behavior or concern after prior documentation or counseling.
- A student commits a serious or severe infraction.
- A student demonstrates unsafe, dishonest, disruptive, or professionally inappropriate actions related to academic, clinical, skills lab, simulation, or program-related activities.
- A student violates college, nursing program, or clinical agency standards.
- A student's behavior negatively affects the learning environment, patient safety, clinical placement, peers, faculty, staff, or the public.

Disciplinary actions may include, but are not limited to, written notice, required remediation or corrective action plan, removal from class, lab, simulation, or clinical activity, removal from a clinical site, probation, referral to the Nursing Retention Committee, or dismissal from the Nursing Program.

Students may receive no more than five disciplinary actions during their enrollment in the Murray State College Nursing Program. A student who receives a fifth disciplinary action will be reviewed by the Nursing Retention Committee and may be dismissed from the Nursing Program. The committee may consider the nature, severity, timing, and pattern of the disciplinary actions when making a recommendation. Final action will be determined by the Dean of Nursing or designee in accordance with applicable Nursing Program and Murray State College procedures.

The specific disciplinary action will depend on the seriousness and nature of the offense, the student's history, the impact on the learning or clinical environment, and applicable college, program, or clinical agency requirements.

Dismissal from the Nursing Program may occur for reasons including, but not limited to:

- Unprofessional or unethical behavior as per the ANA Code of Ethics.
- Failure to comply with professional and student conduct standards.
- Breach of any policy in the Nursing Program Student Handbook.
- Violation of Murray State College policies or disciplinary rules.
- Violation of clinical agency policies or denial of clinical privileges by a clinical agency.
- Behavior that endangers or has the potential to endanger a patient, student, faculty member, staff member, or member of the public.
- Failure to maintain patient confidentiality, including HIPAA violations.
- Academic dishonesty, fraud, deceit, falsification, or misrepresentation.
- Criminal activity affecting student performance, clinical eligibility, or program participation.
- Substance use, impairment, or drug/alcohol-related concerns that affect safety, performance, or

eligibility for clinical participation.

- Harassment, intimidation, bullying, disruptive behavior, or other conduct during academic, clinical, skills lab, simulation, or program-related activities that interferes with learning, patient safety, clinical placement, or the rights and safety of others.
- Vandalism, misuse, or abuse of clinical equipment, simulation/lab equipment, college property, or clinical agency property.
- Violation of the Nursing Program social media policy.
- Failure to meet academic, clinical, or professional requirements for progression.

Documentation and Review

All occurrences and disciplinary actions will be documented and maintained in the student's nursing program record according to program and college record retention practices.

Review Process:

Students who receive two disciplinary actions within a semester are required to meet with the Nursing Retention Committee. Following review, the committee may recommend continued progression with conditions, remediation, probation, or dismissal.

Final action will be determined by the Dean of Nursing or designee in accordance with applicable Nursing Program and Murray State College procedures.

Students will receive written notice of disciplinary action and will have the opportunity to respond. Students may appeal disciplinary decisions according to the applicable Murray State College grievance or appeal procedure.

MSCNP 03.12: Appeal and Grievance Procedure

Policy

This policy outlines the procedure for students to appeal academic misconduct decisions and outlines students' rights concerning their educational records following the Family Educational Rights and Privacy Act (FERPA).

Academic Misconduct Appeal Process

- 1. Initial Appeal:**
 - a. A student accused of academic misconduct may appeal the decision of their instructor by submitting a written grievance to the Dean of Nursing immediately following the instructor's decision.
 - b. A student accused of academic misconduct may appeal the decision of their instructor by submitting a written grievance to the Dean of Nursing within thirty (30) calendar days of the instructor's decision.
- 2. Validation Process:**
 - a. The Vice President of Academic Affairs will review the appeal to validate or rescind the instructor's decision. This step serves as a preliminary reassessment of the case to ensure fairness.
- 3. Further Grievance Resolution:**
 - a. If the student wishes to pursue further grievance resolution following the second validation of the penalty, they must submit a formal Written Grievance Request as outlined in "Chapter VII—Student Grievance Procedures" of the Murray State College Student Handbook.
- 4. Grievance Committee Formation:**
 - a. A Grievance Committee will be formed, consisting of a random selection of MSC employees, students, the Vice President of Student Affairs, or a designee to hear the appeal.

Students' Educational Rights and Privacy (FERPA Rights)

- 1. Record Inspection and Review:**
 - a. Students have the right to inspect and review their education records within 45 days of receiving an access request from MSC. Requests must be submitted in writing to the appropriate MSC official.
- 2. Amendment of Records:**
 - a. Students may request amendments to records they believe are inaccurate by writing to the responsible MSC official, clearly identifying the record and specifying the inaccuracies.
- 3. Consent to Disclosures:**
 - a. Students have the right to consent to disclosures of personally identifiable information unless FERPA authorizes disclosure without consent.
- 4. Directory Information:**
 - a. Students may refuse the release of directory information by signing a form at the Registrar's Office within specified deadlines each term.
- 5. Right to File a Complaint:**
 - a. Students have the right to file a complaint with the U.S. Department of Education regarding alleged failures by MSC to comply with FERPA requirements.

MSCNP 03.13: Policy Updates

Policy

- Nursing Department faculty and staff frequently review existing policies and procedures for updates.
- Policy updates are heard and approved by the appropriate departmental committee.
- Committee members bring policy updates to faculty meetings for consideration and approval.
- The Nursing Program encourages elected student representatives from each cohort to communicate student questions, concerns, and feedback to nursing faculty and program leadership. This may include feedback related to policies, procedures, and other program matters.
- Policy updates may become effective upon notification or with the next published Nursing Student Handbook.
- Students are responsible for following the most current Nursing Program policies once notified of the update.

MSCNP 03.14: Testing and Remediation Policies

Policy

The Murray State College Nursing Program is committed to preparing students to provide safe, effective, and professional nursing care. Examinations are a critical component of this preparation. Exams evaluate student knowledge, clinical judgment, application of concepts, and readiness for progression in the program and preparation for the NCLEX-RN licensure examination.

Examination Procedures and Guidelines:

1. **Timing and Navigation:** Students will receive 1.5 minutes per question for Exam questions and 2 minutes per question for dosage calculation quizzes. Backward navigation is disabled to align with NCLEX guidelines; once an answer is submitted, it cannot be revisited.
2. **Exam Environment:**
Students are expected to maintain a secure and professional testing environment. Exams must be taken with only approved items in the testing area.

Approved items may include:

- Laptop with Respondus LockDown Browser capabilities
- Writing utensils
- Drinks

Due to multi-factor authentication requirements, students may use a cell phone only for the purpose of logging into the exam or required testing platform. Once login/authentication is complete, the electronic device must be silenced and placed in the designated storage area at the front of the room or another location identified by faculty.

Electronic devices include, but are not limited to:

- Cell phones
- Smartwatches
- Tablets
- Earbuds or headphones
- Any device capable of communication, recording, internet access, messaging, photography, or data storage

Use of an electronic device for any purpose other than faculty-approved login/authentication is prohibited during testing. Unauthorized use or possession of an electronic device during an exam may be considered a violation of academic integrity and may result in a grade of zero for the exam, disciplinary action, and/or dismissal from the Nursing Program.

All other personal items, including books, bags, notes, papers, vehicle keys, and personal belongings, must be placed in the designated area outside of the testing space or in another location identified by faculty.

3. **Preparation and Attendance:** Students are required to have completed all assignments before taking unit examinations. Any student not completing any assignment will be denied admission into the testing area. Students must remain in the exam room until completion

unless otherwise permitted.

4. **Makeup Exams:** Makeup exams may be different from the original but will be equitable. They must be scheduled if the student misses the regular exam date or arrives late.
5. **Review and Scoring:** Students will not be allowed to review their completed exams to maintain test integrity. Scores will be recorded in Blackboard.
6. **Unit Exams and Quizzes:** Unit exams and quizzes are designed to evaluate student achievement of course learning outcomes. Exams and quizzes may include various question formats, including but not limited to multiple choice, multiple response, ordered response, fill-in-the-blank, dosage calculation, case study, and NCLEX-style clinical judgment questions.

Remediation Policy:

1. **Performance Analysis:** Faculty will analyze examination results statistically to pinpoint commonly missed questions and topics. Based on this analysis, they will formulate targeted remediation strategies to address these areas, ensuring that instruction is responsive to student needs and enhances their understanding.
2. **Individualized Remediation:** Students performing significantly below the cohort average may receive individualized remediation developed with the faculty and the Dean of Nursing.
3. **Mandatory Participation:** All students, regardless of score, are required to complete remediation as assigned. This ensures continuous improvement and mastery of all subject areas covered in the exams.

POLICY SECTION 4:
Counseling and Dismissal

MSCNP 04.01: Interruption of Normal Progression

Policy

1. **Traditional Students:** Must complete the required Nursing major area courses for the Associate of Applied Science in Nursing degree within four years or eight semesters, starting from the first enrollment in NUR 1118 Fundamentals of Nursing.
2. **Career Mobility Students:** Must complete the required Nursing major area courses within four semesters, beginning with the first enrollment in NUR 2219 Health Promotion and The Nursing Process II.

Interruption of Progression:

Progression may be interrupted under the following circumstances:

- Failure to achieve an 80% or higher average in Dosage Calculations.
- Failure to achieve an 80% or higher average in Clinical.
- Failure to achieve a 75% or higher average in Exams.
- Failure to achieve a grade of "C" or better in any required course.
- Withdrawal from any major course necessary for the degree.
- Approved delay in progression for no more than two semesters.
- Failure to maintain a GPA of 2.0 or higher.
- Positive urine drug screenings (UDS).
- Criminal convictions that preclude state licensure or participation in clinical care.

Contract Compliance and Re-enrollment:

- Students on a contract must comply with all specified activities. Failure to do so may result in dismissal from the program and ineligibility to re-enroll in the nursing course.

Course Repetition and Re-enrollment Limits:

- Students may enroll in any major Nursing course no more than twice, whether due to withdrawal or failure.
- Re-enrollment is conditional and subject to the time limits specified in previous points.

Priority for Re-enrollment:

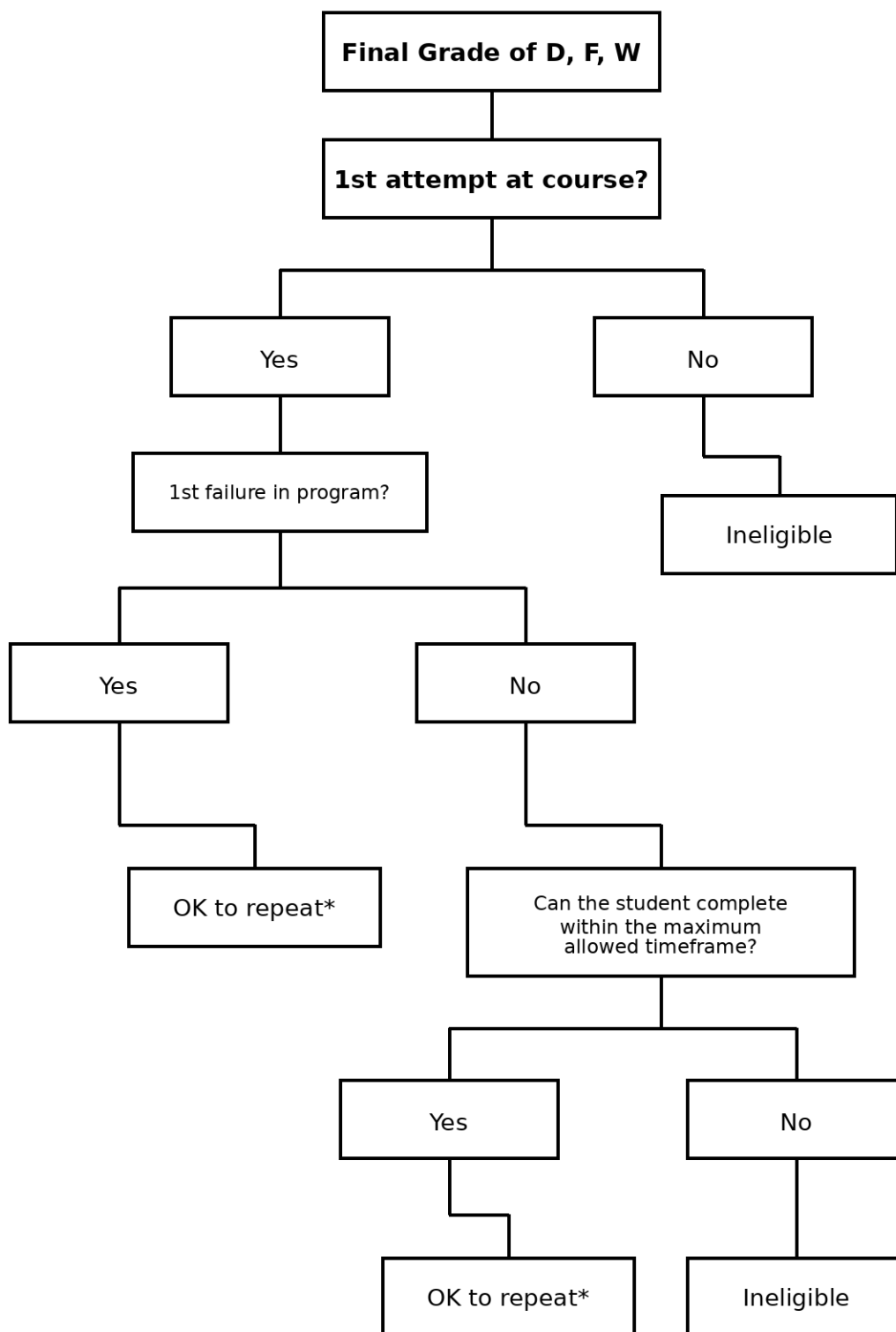
- If space is limited, the Dean of Nursing will apply the "Criteria for Establishing Priority for Selection of Students Wishing to Re-Enroll" to determine eligibility.
- Re-enrollment is not guaranteed.

Reapplication after Interruption:

- Students who have had an interruption in their studies and wish to return must reapply to the nursing program.
 - Students seeking readmission to the program, whether after a failure or a withdrawal for personal reasons, must submit a letter to the Dean of Nursing. This letter should detail the reasons for their previous departure (failure or personal circumstances) and describe changes or new circumstances that will support a successful return to the program.
- The letter and the circumstances surrounding the interruption will be taken to the appropriate committee and a decision will be made based on availability of seats.

Advisory Support:

- Students considering withdrawing from a nursing course are advised to consult with the Nursing Advisor, the Office of Financial Aid, and the Business Office to understand the implications of their decision.



***Note:** Being eligible to repeat does not guarantee you the opportunity to repeat. Please see *MSCNP 04.01, #7*, for more details about space availability considerations and course-specific repeater limits.

MSCNP 04.02: Criteria for Establishing Priority for Selection of Students Wishing to Re-enroll

Policy

1. **Space Availability and Priority:** All re-enrollment in the Nursing Program is subject to space availability. Students who must re-enroll to complete the program within the allotted timeframe (**four years for traditional students and two years for career mobility students**), as per policy *MSCNP 04.01*, will be given re-enrollment preference.
2. **Re-Enrollment Restrictions:** Students may re-enroll in a required nursing course for the Associate of Applied Science in Nursing program one time only, with a maximum of two nursing course repeats permitted throughout the program. Students who are unsuccessful in any nursing course after a second attempt may not be eligible for readmission to the program. (*Refer to MSCNP 04.01*).
3. **Grounds for Denial of Re-Admission:** Re-admission may be denied for reasons including, but not limited to:
 - Serious violations involving patient safety.
 - Dishonesty in any clinical situation.
 - Academic dishonesty.
 - Violations of the Murray State College or Murray State College Nursing program policies or procedures (*Refer to MSCNP 04.04*).
4. **Re-Enrollment Priority:** Students within each re-enrollment priority group will be ranked based on their course grade at the time of progression interruption, previous nursing course performance, and documented professional behaviors related to program expectations.
5. **Handling Excess Eligible Students:** If more students are eligible to re-enroll than available spaces allow, students will be selected based on a holistic review of academic performance and documented professional behavior. When students are otherwise similarly qualified, cumulative GPA may be used as an additional ranking factor. If a tie still exists, a lottery system may be used to determine placement.

MSCNP 04.03: Student Success Support

Policy

The Student Success Support procedure is designed to support nursing students who are repeating a semester, re-entering the program after an interruption in progression, or not making satisfactory progress in the academic, clinical, simulation, or professional components of a nursing course. This process is intended to identify areas of concern early, provide individualized support, and promote successful progression in the nursing program.

Students who are approved to repeat a nursing semester due to course failure may be required to enroll in and successfully complete an additional one-credit-hour Student Success Support course during the first semester in which they return to the program. This course is designed to provide structured support, remediation, accountability, and academic/professional development. Enrollment in the course may be required as a condition of re-enrollment and/or continued progression in the nursing program. Students are responsible for all tuition, fees, books, supplies, or other costs associated with the course.

Reasons for Success Support:

Student Success Support may be initiated for, but is not limited to, the following reasons:

1. A student is repeating a nursing semester or re-entering the program after an interruption in progression.
2. A student demonstrates unsatisfactory performance in one or more of the following areas:
 - a. Regular attendance in class, lab, simulation, or clinical sessions.
 - b. Completion of assigned coursework.
 - c. Participation in class, lab, simulation, or clinical activities.
 - d. Performance on examinations.
 - e. Achievement of satisfactory grades in clinical assignments.
 - f. Achievement of a passing grade at mid-term.
 - g. Demonstration of professional behavior.
 - h. Other areas as identified by the faculty.

Student Success Support Process

1. The Dean of Nursing, or designee, will initiate the success support process.
2. A designated faculty member may be assigned to oversee the specific responsibilities outlined in the student's success support plan.
3. The student and Dean of Nursing, or designee, will develop an individualized corrective action or success support plan. The plan may address academic performance, clinical performance, professional behavior, attendance, communication, preparedness, accountability, or other areas related to successful progression.
4. For students repeating a semester due to failure, the individualized success support plan may include required enrollment in a one-credit-hour Student Success Support course during the semester of return.
5. The Student Success Support course may include academic success planning, study strategies, test-taking strategies, skills remediation, clinical judgment development, professional behavior expectations, attendance monitoring, faculty check-ins, tutoring, or other activities designed to support student success.
6. Students are responsible for all tuition, fees, books, supplies, or other costs associated with any required Student Success Support course.
7. Progress toward the individualized success support plan will be reviewed at regular intervals. During these reviews, the student and Dean of Nursing, or designee, will discuss progress, identify any continued areas of concern, and determine whether additional support, remediation, or adjustments to the plan are needed.
8. Failure to meet the requirements of the individualized success support plan, including any required

Student Success Support course, may impact the student's continued progression in the nursing program. Possible outcomes may include continued monitoring, additional remediation, delayed progression, removal from the repeated course, ineligibility for continued re-enrollment, or dismissal from the program.

9. Students are responsible for monitoring their own scores, attendance, professional behavior, and overall progress within each course to ensure they are meeting the expectations outlined in the individualized success support plan.

MSCNP 04.04: Student Dismissal

Policy

1. **Initiation of Counseling Procedure:** When a student fails to meet the requirements of the Nursing Program at Murray State College, the student success support procedure will be initiated. This includes a detailed flowchart outlining the steps for support and guidance, ensuring that students who are not making satisfactory progress receive individualized advisement and assistance.
2. **Professional Standards and Immediate Dismissal:**
 - a. Students may be dismissed from the Nursing Program in accordance with applicable College and Nursing Program policies when the student fails to meet established academic, clinical, patient-safety, professional competency, attendance, testing security, confidentiality, clinical agency, or program progression requirements.
Dismissal may be considered when concerns are related to academic situations, clinical performance, patient safety, ability to meet course or program outcomes, clinical agency requirements, or standards required for nursing practice.
3. **Grounds for Immediate Dismissal and Denial of Re-admission:**
 - a. Serious violations that compromise patient safety.
 - b. Dishonesty in any clinical setting that potentially impacts the quality of care.
 - c. Unexcused absences or failure to notify the Dean of Nursing and instructors appropriately before exams and clinical sessions.
 - d. Academic dishonesty, including plagiarism, cheating, unauthorized access to instructional materials, or other forms of academic misconduct.
 - e. Violations of the Murray State College Student Code of Conduct.
 - f. Non-compliance with the student success support procedure or contract terms, failing the course.
 - g. A positive result on a urine drug screen.
 - h. Criminal convictions during enrollment in the Nursing Program that affect eligibility for clinical participation.
4. **Appeal Process:**
 - a. Students dismissed from the program for any of the above reasons may appeal the decision according to the Murray State College Student Handbook.
5. **Grievance Regarding Academic Concerns:**
 - a. Any student with grievances related to grades, faculty, or department-related issues should refer to the Murray State College grievance policy as outlined in the Student Handbook.

Appendices

Attestation Forms

Forms

- Nursing Program Student Handbook Attestation
- Oath of Confidentiality
- Release of Information
- Authorization for Photography and Recording of Simulation Sessions
- Agreement for Simulation/Lab
- Invasive Skills Liability Waiver

Medical Forms

Forms

- Physical Examination Form
- Hepatitis B Vaccination Declination Form

Student Expectation Forms

Forms

- Statement of Understanding and Program Expectations

Clinical Activity Forms

Forms

- Release to Return to Clinical Activity

Student Counseling and Program Forms

Forms

- Student Success Support and Contract Form



Nursing Program Student Handbook Attestation

I understand that the Murray State College Nursing Program Student Handbook is available on the Murray State College website. I acknowledge my responsibility to read and adhere to the policies contained within this handbook and any updated policies posted on the Murray State College website during my nursing education at Murray State College.

Student Name (print): _____ Date: _____

Student Signature: _____

Oath of Confidentiality

I understand that any patient, family, or simulation information I access through records, direct client contact, or caregiver/student conferences at Murray State College is privileged and must be held in strict confidence.

I will not access information concerning any patient I am not directly involved with. I will ensure the privacy of all information by documenting only on appropriate procedural forms, which will be kept secure according to agency policy. When including such information in written assignments, I will ensure it is presented in a way that prevents any identification of specific patients or families.

I agree to abide by all policies and procedures of the agency I am assigned, prioritizing the privacy, security, and well-being of the patients and families I serve. Should I be found violating these confidentiality requirements, I may face disciplinary action from the facility and/or the Murray State College Nursing Department. By my signature below, I certify that I have read and agree to adhere to client and family information requirements.

Student Name (print): _____ Date: _____

Student Signature: _____



MSC Nursing Program FERPA Authorization and Consent Release

This form authorizes the release of the student's clinical requirement information to healthcare clinical facilities with which Murray State College has established clinical contracts or agreements. This authorization will remain in effect until the student's final clinical date in the Nursing Program at Murray State College.

The information release includes, and the permission extends for my enrollment as a student at Murray State College.

- Criminal Background Check results,
- Medicare Fraud Check results,
- Drug Screening results,
- CPR certification documentation
- Health & Immunization Records, and
- Proof of Professional Liability Insurance coverage
- Videotaping of skills/simulation labs for instructional use in the program

You will be notified if the healthcare facility denies you participation in a clinical rotation due to content in the information release.

Clinical Facility Contract Settlement:

"If the student does not provide such authorization and release, the student shall be disqualified from participating at the clinical facility. The results of the clinical requirement information must be satisfactory to the healthcare clinical facility."

I authorize the Murray State College Nursing Department to release the information to the healthcare facilities for clinical rotations.

Student Name (print): _____ Date: _____

Student Signature: _____



**MSC Nursing Program
Authorization for Photography and Recording**

I grant Murray State College and its designated representatives the right to photograph and record my image and likeness. These photographs and recordings may be used for promotional purposes, including showcasing the program and school. I understand that these materials will not be used outside of Murray State College without the explicit consent of all involved parties. By signing below, I release Murray State College from any claims or liabilities arising from the use of these materials.

Student Name (print): _____ Date: _____

Student Signature: _____



MSC Nursing Program
Authorization for Photography and Recording of Simulation Sessions

I grant Murray State College and its designated representatives the right to photograph and record my participation in clinical labs and simulation sessions during my time at the college. These recordings may be used to evaluate group and individual performances and educate current and future faculty, staff, and students about clinical and simulation education. I understand these recordings will not be used outside of Murray State College without explicit consent from all involved parties. By signing this, I release Murray State College from any claims about using these materials.

Student Name (print): _____ Date: _____

Student Signature: _____



MSC Nursing Program Agreement for Simulation/Lab

As a Murray State College Simulation Lab user, I recognize the importance of maintaining confidentiality regarding simulated patient scenarios and fellow students. I adhere to the Health Insurance Portability and Accountability Act (HIPAA) and all other applicable federal and state laws that protect confidentiality. Should I become aware of any breaches of confidentiality, I agree to report these to my instructor or lab facilitator promptly.

I agree to adhere to the following guidelines in the Murray State College Simulation Lab:

- **Confidentiality:** All patient information is confidential. Inappropriate viewing, discussing, or disclosing this information violates the Murray State College Nursing Program Oath of Confidentiality. This applies to all information formats: electronic, written, overheard, or observed. I may use, disclose, or copy information only regarding my educational duties. Any breach of this policy may also violate HIPAA regulations.
- **Lab Environment:** No food, drinks, gum, ink, or bags are allowed in the simulation lab bays. The lab is a learning environment and all scenarios should be treated professionally. Respect and professional behavior are expected towards simulated patients, fellow students, and faculty. Simulated patient care experiences are for learning and must not be used to humiliate others.
- **Respect for Equipment:** Simulation manikins must be treated respectfully and as live patients. Always support the head when moving or turning the manikin. No written material, electronic material, or parts of the manikins are to be removed from the lab. Hospital supplies, such as medications, needles, and linens, must remain in the lab.
- **Use of Writing Instruments:** Pens, markers, and other permanent writing instruments are prohibited in the simulation lab bays except where designated (e.g., whiteboard dry-erase markers and table with pens necessary for assignments). These items can permanently stain the skin of the simulator manikin. Pencils are allowed for documentation but must not be used directly on the simulator.
- **Equipment Care:** Only the supplied lubrication spray will be used to lubricate equipment. Do not use any other substances.
- **Preparation and Punctuality:** Complete and review any preparation materials provided by your instructor before the start of each simulation. I will be on time for all labs and simulation sessions.

I have read the above-listed expectations and always agree to follow them when using the Murray State College Simulation Lab simulator manikin. Non-adherence to these expectations may result in dismissal from the simulation lab.

Student Name (print): _____ Date: _____

Student Signature: _____



**MSC Nursing Program
Invasive Skills Liability Waiver**

I, _____, voluntarily permit another student to perform the following nursing procedures on me as a learning experience under the direct supervision of a nursing instructor:

- Intramuscular Injection, 0.5 - 1.5 ml Normal Saline
- Subcutaneous Injection, 0.5 - 1.5 ml Normal Saline
- Intradermal Injection, 0.1 - 0.3 ml Normal Saline
- Peripheral Intravenous Catheter placement with 1-2 ml saline flush

Universal Precautions will be adhered to while performing all the above skills.

Student Name (print): _____ Date: _____

Student Signature: _____

I understand a Liability Waiver has been signed, and I agree to follow the established guidelines.

I, _____, do not consent to allow another student to perform any nursing procedures on me as part of a learning experience, even under the direct supervision of a nursing instructor.

Student Name (print): _____ Date: _____

Student Signature: _____

I understand that I will not be permitted to participate in the shared learning experience and will instead need to practice on a nonliving object.



MSC Nursing Program Statement of Understanding and Program Expectations

Student Name (print): _____ Academic Year: 202()-202()

I acknowledge that I have received, reviewed, and been counseled on the rules, policies, procedures, and expectations outlined in the Murray State College Nursing Program Student Handbook, applicable course syllabi, clinical agency requirements, and the Murray State College Student Handbook. My signature and initials below signify my understanding of these expectations.

_____ I understand that I am responsible for reviewing and following the Nursing Program Student Handbook, applicable course syllabi, clinical agency requirements, and applicable Murray State College Student Handbook policies.

_____ I understand that I must meet the required 75% or above exam average, 80% or above clinical average, 80% or above dosage calculation average, final course grade, attendance, clinical, skills lab, simulation, and program progression requirements to successfully complete each nursing course and continue in the Nursing Program.

_____ I understand that I must maintain academic integrity and will not participate in cheating, plagiarism, falsification, unauthorized collaboration, copying another student's work, stealing, or lying about any academic, clinical, simulation, testing, or program-related matter.

_____ I understand that I may not recreate, copy, photograph, record, share, access, or distribute any exam item, exam content, quiz content, testing material, or unauthorized testing information. I also understand that no visual review of exam materials will be granted to any student.

_____ I understand that I must sign my own documents and may not sign another student's name to any document, sign-in sheet, form, record, assignment, or program document.

_____ I understand that I may not allow another student to access, copy, photograph, or submit my paperwork, assignments, clinical documents, or program records.

_____ I understand that recording, photographing, or sharing course, classroom, clinical, skills lab, simulation, exam, patient, faculty, staff, or student information is prohibited unless specifically authorized. I understand that any recording must be pre-approved by the Dean of Nursing.

_____ I understand that Nursing Program expectations are aligned with professional nursing standards, including the American Nurses Association Code of Ethics for Nurses.

_____ I understand that I must maintain confidentiality, including HIPAA, simulation confidentiality, clinical confidentiality, and confidentiality related to faculty, peers, patients, families, facilities, and program-related information. I understand that I may not discuss, post, store, transmit, photograph, record, or share protected or confidential information through social media, messaging apps, cell phones, personal devices, open-access computers, or unsecured storage locations.

_____ I understand that I must use my MSC email address when communicating within the Nursing Program and that I am responsible for checking my MSC email and Blackboard course announcements daily for program-related communication.

_____ I understand that I must comply with attendance, notification, dress code, personal

hygiene, grooming, electronic device, testing, clinical, skills lab, simulation, and program participation requirements.

_____ I understand that I must arrive on time and come prepared for class, clinical, skills lab, simulation, testing, and program activities with required supplies, assignments, technology, paperwork, and clinical documents. If an absence occurs, I am responsible for notifying faculty as required and obtaining missed notes, assignments, announcements, and information.

_____ I understand that I must have a laptop that meets the technology requirements listed in the Nursing Program Student Handbook.

_____ I understand that participation in clinical, skills lab, simulation, and other learning activities may involve risk of personal injury or exposure to illness. I understand that I am encouraged to carry suitable health/hospital insurance.

_____ I understand that I must submit to drug and alcohol testing as required by the Nursing Program or clinical agency requirements. I understand that a positive result, refusal to test, failure to cooperate, or failure to complete the testing process may affect admission, clinical participation, progression, or continuation in the Nursing Program.

_____ I understand that I must present official ADA accommodation documents to the Murray State College Testing Center as soon as I receive them and that I must be able to complete the performance requirements for students enrolled in the Nursing Program, with or without reasonable accommodation.

_____ I understand that concerns related to academic performance, clinical performance, patient safety, confidentiality, attendance, testing security, professional competency, clinical agency requirements, or program requirements may affect progression in accordance with applicable Nursing Program and College policies.

_____ I understand that clinical facilities may have vaccination, health, documentation, and compliance requirements that are separate from Murray State College requirements. I understand that failure to meet clinical facility requirements may affect my ability to participate in clinical experiences and progress in the Nursing Program.

By signing this acknowledgment, I confirm that I have received, reviewed, and had the opportunity to ask questions about the Nursing Program Student Handbook, program expectations, and applicable Murray State College Student Handbook policies. I understand that failure to meet these expectations may be addressed under the applicable Nursing Program policy, course syllabus, Student Success Support process, disciplinary process, clinical agency requirement, or Murray State College Student Handbook procedure.

Signature of Student _____ Date _____



MSC Health Care Programs Code of Student Professional Expectations

Nursing students are responsible for reviewing and following the applicable Murray State College Student Handbook, including the MSC Health Care Programs Code of Student Professional Conduct, as well as all Nursing Program policies, clinical agency requirements, and course expectations.

The Nursing Program may address concerns related to academic performance, clinical performance, patient safety, confidentiality, clinical agency requirements, professional competency, attendance, or program progression in accordance with the Nursing Program Handbook, the Murray State College Student Handbook, and applicable clinical agency requirements.

Grade, progression, remediation, clinical evaluation, and program completion decisions will be based only on academic and program-related criteria and will not be based on a student's opinions, beliefs, or actions in matters unrelated to academic situations.



MSC Nursing Admission Physical Examination Form

Name: _____

Date of Birth: _____

Measurements and Other Findings			
Height:	Weight:	Build: Please circle Slender Medium Heavy Obese	
Blood Pressure:	Pulse:	Respirations:	Temperature:

Clinical Evaluation			
Normal	Abnormal	(Check each item in the appropriate column: "N.B." if not evaluated.)	Notes: Describe each abnormality in detail
		1. Head, Eyes, Ears, Nose, Throat	
		2. Neurological	
		3. Respiratory	
		4. Cardiovascular	
		5. Gastrointestinal	
		6. Genitourinary	
		7. Musculoskeletal	
		8. Metabolic/Endocrine	
		9. Mental Health/Psychiatric	

Questions below are **REQUIRED** to be completed

1. Is the student under treatment for any medical or mental health condition that might impair the student's participation in Nursing School or clinical activities:

Yes _____ No _____

If yes, please explain:

2. Does the student have any allergies that faculty or clinical agencies should know? _____

Signature of Physician/Physician Assistant/Nurse Practitioner

Date

Print Name of Physician/Physician Assistant/Nurse Practitioner

Telephone

Office Address

City

ST

Zip



HEPATITIS VACCINATION REFUSAL

- < I have been informed of my risk of acquiring Hepatitis B and the damage that this disease can do.
- < I have been instructed on the value of being vaccinated for this disease.
- < I have been informed that I am considered high risk for being exposed to blood or body fluids that are potentially contaminated with Hepatitis B, and that vaccination is a safe and effective method of prevention.
- < I elect to not take the Hepatitis B vaccine.

Signature: _____ Date: _____

Medical Clearance Form For Return To Clinical Practice Sessions

Student Name _____ Date _____

Students in the Nursing Program at Murray State College are required to engage in direct patient care in clinical settings and perform clinical skills in a nursing laboratory. Any student with a health condition or experiencing a change in health status (such as surgery, pregnancy, immunosuppression, or other disabling illnesses) that could affect their ability to safely and effectively provide patient care must submit documentation from a healthcare provider. This documentation must confirm the student's ability to meet the physical demands necessary to participate in clinical experiences. These requirements include:

- **Visual Acuity:** Necessary for accurate medication preparation and administration and for the observation skills required for patient assessment and nursing care.
- **Auditory Perception:** It is essential to receive verbal communication from patients and healthcare team members and to assess health needs using monitoring devices like stethoscopes, IV infusion pumps, cardiac monitors, fire alarms, etc.
- **Motor Coordination:** Required for prompt response and safe execution of patient care skills, including equipment manipulation and performing CPR.
- **Cognitive and Emotional Stability:** Vital for planning and implementing safe and effective patient care, reflecting the need for sound intellectual function and psychological stability.
- **Physical Strength:** Needed to assist in lifting and positioning patients and/or handling medical equipment.

This document certifies that _____ has been under my medical supervision for the treatment of illness, pregnancy, delivery, disease, or injury. Following a comprehensive medical evaluation, I conclude that this student is medically fit to resume participation in clinical experiences, fulfilling the physical demands as previously specified.

☐ With no restrictions

☐ With the following restrictions: _____

Health Care Provider Name (Print) _____ Signature: _____

As a student, I understand that limitations may prevent me from completing the clinical requirements.

Student Signature: _____ Date: _____

FOR CONFIDENTIAL FILE:

RETURN TO: Murray State College Nursing Program
One Campus Drive
Tishomingo, Ok 73460
Email: nursing@mscok.edu
Phone: 580.387.7420



Student Success Support Contract

Student Name: _____ Course: _____ Date: _____

Reason(s) for Student Success Meeting (select all that apply):

☐
☐
☐

Failure to do assigned work.
Failure to complete work on time.
Failure to participate in class.

☐
☐
☐

Failure to achieve satisfactory performance in clinical
Failure to achieve a passing grade.
Did not meet professional expectations during class, clinical, skills lab, simulation, or program-related activities.

Explain:

Specific requirement(s) for satisfactory performance:

Date by which satisfactory performance must be achieved: _____

Requirements in this plan must be directly related to academic performance, clinical performance, attendance, course outcomes, program outcomes, patient safety, professional competency, or other academic situations connected to successful completion of the Nursing Program. Failure to meet the above requirements may result in a failing course grade ("F"), or placement on contract, probation, or dismissal from the Nursing Program at Murray State College. Any dismissal may be appealed.

Performance Follow-up

☐

Achieved satisfactory performance

☐

Did not achieve satisfactory performance

The student:

If not achieved, consequence(s):

Student Signature (if not achieved): _____

Date: _____

Faculty Signature: _____

Date: _____

Dean of Nursing's Signature: _____

Date: _____

Murray State College



From HERE, Go ANYWHERE