To provide exemplary nursing education to a diverse student population for the development of tomorrow’s nurse leaders who focus on the unique needs of patients, families, and communities.

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 the student has 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 Counseling Center, MSC or UCSO, 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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Statement of Understanding and Acceptance
Murray State College Nursing Program

Student Name____________________________________ School Year________________

Acknowledgement of Counseling and Receipt of Student Handbook
I have received a copy of and have been counseled by the Nursing Program Chair concerning the Murray State College Nursing Program rules, policies, procedures, and practices outlined in the Nursing Program Student Handbook and the Murray State College Student handbook. My signature and initials express my understanding and acceptance of these rules, policies, procedures and practices.

I understand that I must achieve a passing grade of 75% in each nursing course and clinical component of the program before being promoted to the next level.

I understand that I must submit to drug and alcohol testing, and that if I test positive for drugs or alcohol or refuse to fully participate or cooperate in the testing process, I will be dismissed from the program.

I understand that I must submit documentation of items listed under admission policies by the specific date required. These include but may not be limited to; Physical Exam form, American heart Association CPR certification, immunizations records, OSBI check, Drug check, and Medicare Fraud check.

I have been advised of the attendance policies and understand non-compliance can lead to class failure or dismissal.

I understand the general and academic policies for the MSC Nursing Program stated in the Student handbook and will abide by them.

I have been made aware that MSC and the clinical facilities are NOT responsible for student personal injury while participating in the clinical laboratory. I understand that I am urged to carry suitable health/hospital insurance.

I have read and will abide by the MSC Nursing Program’s “Student Cell Phone Usage” policy.

I have read and will abide by the MSC Nursing Program’s “Confidentiality Policy”.

I have read and will abide by the MSC Nursing Program’s “Disciplinary Action Policy”.

I understand that it is suggested that I open my MSC email account and Blackboard course announcements to check or program related communication on a daily basis but at a minimum I am to check my MSC student email and Blackboard course at least every 48 hours. Students will receive a disciplinary action if policy is not followed.

I have read the HIPAA information in this document and I understand, my responsibilities related to HIPAA in the program and prior to any clinical experiences.

I understand that as a student at Murray State College, I hereby release Murray State College, the Board of Regents of Murray State College, its officials, officers, and employees from all claims, demands, damages, actions or causes of action, whether on account of damages to property, bodily injury or death, or from negligence resulting from my participation in learning activities on and off the campus of Murray State College. This includes but is not limited to field trips, professional association meeting trips, and all other learning activities.

I understand that the MSC nursing program may survey my employer after I graduate.

I understand and will comply with the appropriate dress code for each situation. I will comply with personal hygiene and grooming requirements of this program and recognize that failure to do so could lead to dismissal from the program.

I received a printed copy of the Nursing Program Student Handbook and the Murray State College Student handbook and am aware that the Nursing Student handbook is available in each course on blackboard. www.mscok.edu

Signature of Student____________________________________________________
Date___________________________

Signature of MSC Nursing Program Chair_________________________________
Date___________________________

Revised (07/2014)
2014-2015 COLLEGE CALENDAR

Regular Sessions are for 16 weeks. The add period is through the 5th day of class. The drop period is through the 10th day of class.  
Intersession courses are 10 day sessions that are scheduled in between Regular Sessions. The Add/Drop deadline is the 2nd day of class.  
Six (6) Week Sessions are scheduled on Saturdays only. The Add/Drop deadline is the 2nd day of class.  
Block Sessions are 40 hours a week for 4 weeks. The Add/Drop deadline is the 2nd day of class.

<table>
<thead>
<tr>
<th>Summer Session 2014</th>
<th>Fall Session 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/31 - 4/04 (Current Students)</td>
<td>3/31 - 4/04 (Current Students)</td>
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<tr>
<td>4/07 – 6/04 (Open Enrollment)</td>
<td>4/08 – 8/20 (Open Enrollment)</td>
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<tr>
<td>5/02 – 5/30 (5/16, 19, 20, 21, 22, 23, 27, 28, 29, 30)</td>
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<td>10/16 – 17</td>
<td>12/6 Week Session</td>
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<td>10/28</td>
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<td>11/06 – 07</td>
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<td>Thanksgiving Break</td>
<td>Regular Session Last Day to Request W (with Instructor Signature and Grade Required)</td>
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<td>Final Exams (Regular Session)</td>
<td>Regular Session Add Period Ends</td>
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<tr>
<td>Ardmore Campus Convocation</td>
<td>Regular Session Drop Period Ends</td>
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<td>Tishomingo Campus Convocation</td>
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<td>Ardmore Campus Convocation</td>
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<td>10/28</td>
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<tr>
<td>11/06 – 07</td>
<td>MSC Homecoming Reunion</td>
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<td>Regular Session Last Day to Request W (with Instructor Signature and Grade Required)</td>
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<td>Thanksgiving Break</td>
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</tr>
<tr>
<td>Final Exams (Regular Session)</td>
<td>Regular Session Drop Period Ends</td>
</tr>
<tr>
<td>Ardmore Campus Convocation</td>
<td>Tishomingo Campus Convocation</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Ardmore Campus Convocation</td>
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<tr>
<td>1st 6 Week Session</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>2nd 6 Week Session</td>
<td>1st 6 Week Session</td>
</tr>
<tr>
<td>Winter Break</td>
<td>2nd 6 Week Session</td>
</tr>
<tr>
<td>2014 COLLEGE CALENDAR</td>
<td>Winter Break</td>
</tr>
<tr>
<td>Fall Break</td>
<td>2014 COLLEGE CALENDAR</td>
</tr>
<tr>
<td>Summer Session 2014</td>
<td>Fall Break</td>
</tr>
<tr>
<td>3/31 - 4/04 (Current Students)</td>
<td>Fall Break</td>
</tr>
<tr>
<td>4/07 – 6/04 (Open Enrollment)</td>
<td>4/08 – 8/20 (Open Enrollment)</td>
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<tr>
<td>5/02 – 5/30 (5/16, 19, 20, 21, 22, 23, 27, 28, 29, 30)</td>
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<td>Fall Break</td>
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<tr>
<td>9/06 – 9/27 (9/06, 13, 20, 27, 10/04, 11)</td>
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<tr>
<td>10/16 – 17</td>
<td>12/6 Week Session</td>
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<td>10/28</td>
<td>60% Date</td>
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<td>11/06 – 07</td>
<td>MSC Homecoming Reunion</td>
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<tr>
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<td>Regular Session Last Day to Request W (with Instructor Signature and Grade Required)</td>
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<tr>
<td>Thanksgiving Break</td>
<td>Regular Session Add Period Ends</td>
</tr>
<tr>
<td>Final Exams (Regular Session)</td>
<td>Regular Session Drop Period Ends</td>
</tr>
<tr>
<td>Ardmore Campus Convocation</td>
<td>Tishomingo Campus Convocation</td>
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<td>Ardmore Campus Convocation</td>
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<td>Labor Day Holiday</td>
</tr>
<tr>
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<td>1st 6 Week Session</td>
</tr>
<tr>
<td>Winter Break</td>
<td>2nd 6 Week Session</td>
</tr>
</tbody>
</table>
2014-2015 COLLEGE CALENDAR

Spring Session 2015
10/27 - 31 (current students) ................................................................. Enrollment (No Enrollment on 11/24 – 28, 12/22 – 1/2)
11/03 – 1/16 (Open Enrollment)
12/16 – 1/09 (12/16, 17, 18, 19, 22, 1/5, 6, 7, 8, 9) ........................................... Intersession
1/05, 06, 07, 09 .................................................................................................................. Student Orientation
1/12 ................................................................................................................................. Regular Session Add Period Ends
1/16 ........................................................................................................................................ Martin Luther King Day Holiday
1/24 – 2/28 (1/24, 31, 27, 14, 21, 28) .............................................................................. 1st 6-Week Session
1/26 ..................................................................................................................................... Regular Session Drop Period Ends
2/13 ........................................................................................................................................ Spring Graduation Applications Due
3/07 – 5/2 (3/7, 28, 4/11, 16, 25, 5/2) ............................................................................. 2nd 6-Week Session
3/16 - 20 ........................................................................................................................... Spring Break
3/31 ........................................................................................................................................ 60% Date
4/03 ................................................................................................................................. Good Friday Holiday
4/10 ....................................................................................................................................... Regular Session Last Day to Withdraw with AW or W
5/05 - 11 ............................................................................................................................ Final Exams (Regular Session)
5/12 ....................................................................................................................................... Classes End (Regular Session)

Summer Session 2015
3/30 – 4/2 (Current Students) ................................................................. Enrollment (No Enrollments on 4/3, 5/22, 5/25, 5/29)
4/6 – 6/3 (Open Enrollment)
5/15 – 5/29 (5/15, 18, 19, 20, 21, 22, 26, 27, 28, 29) ...................................................... Intersession
5/25 ....................................................................................................................................... Memorial Day Holiday
6/01 ........................................................................................................................................ Classes Begin (Regular and 1st 4-Week Session)
6/01 – 6/25 ............................................................................................................................ 1st 4-Week Session
6/03 ..................................................................................................................................... Regular Session Add Period Ends
6/08 ........................................................................................................................................ Regular Session Drop Period Ends
6/29 – 7/23 ............................................................................................................................. 2nd 4-Week Session
7/03 ....................................................................................................................................... Independence Day Holiday
7/06 ......................................................................................................................................... 60% Date
7/07 ....................................................................................................................................... Regular Session Last Day to Drop with AW or W
7/09 ....................................................................................................................................... Regular Session Last Day to Request W
## Nursing Program Curriculum

### Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1113</td>
<td>English Composition</td>
<td>3</td>
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<tr>
<td>PSY 1113</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>A&amp;P*1124</td>
<td>Human Anatomy and Physiology</td>
<td>4</td>
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<tr>
<td>NUR 1118</td>
<td>Fundamentals for Nursing</td>
<td>8</td>
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<td><strong>Total</strong></td>
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### Spring Semester

<table>
<thead>
<tr>
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<tr>
<td>PSY 2523</td>
<td>Developmental Psychology</td>
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<td>A&amp;P*1134</td>
<td>Human Anatomy and Physiology</td>
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<tr>
<td>NUR 1129</td>
<td>Health Promotion &amp; The Nursing Process I</td>
<td>9</td>
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<td><strong>Total</strong></td>
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### Summer Session

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<td>MIC* 1124</td>
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### Fall Semester

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<tr>
<td>NUT 1553</td>
<td>Nutrition</td>
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<tr>
<td>HST 1483</td>
<td>(or) American History</td>
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<tr>
<td>HST 1493</td>
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<tr>
<td>HUM 1111</td>
<td>Humanities</td>
<td>1</td>
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<tr>
<td>NUR 2219</td>
<td>Health Promotion &amp; The Nursing Process II</td>
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<tr>
<td><strong>Total</strong></td>
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### Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENG 1213</td>
<td>English Composition or Speech 1113</td>
<td>3</td>
</tr>
<tr>
<td>GVT 1113</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>NUR 2220</td>
<td>Leadership and the Nursing Process</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Total Program Credit Hours** | 70

*If you take Anatomy & Physiology I & II and Microbiology at Murray State you must complete one year of high school chemistry with a grade of "B" or higher or one semester of college level chemistry with a grade of "C" or higher as a prerequisite.
If you transfer in A & P and Microbiology you do not need to take chemistry and will follow the policies at the facility where the sciences were taken.*
### Required Textbooks for Graduating Class of 2015

<table>
<thead>
<tr>
<th>Title of Book</th>
<th>Ed.</th>
<th>Author</th>
<th>Publisher</th>
<th>ISBN #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Surgical Nursing – Critical Thinking for Collaborative Care Text and Study Guide</td>
<td>7th</td>
<td>Ignatavicius – Workman</td>
<td>Elsevier/Saunders</td>
<td>978-1-4377-14517-0</td>
</tr>
<tr>
<td>Maternity &amp; Women Health Care With Video Series</td>
<td>10th</td>
<td>Lowdermil, Perry</td>
<td>Mosby/Elsevier</td>
<td>978-0-323-07429-2</td>
</tr>
<tr>
<td>Nursing Diagnosis Handbook</td>
<td>10th</td>
<td>Ladwig, Ackley</td>
<td>Mosby/Elsevier</td>
<td>978-0-323-08549-6</td>
</tr>
<tr>
<td>Wong's Essentials of Pediatric Nursing</td>
<td>9th</td>
<td>Hockenberry, Wilson</td>
<td>Elsevier/Mosby</td>
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<tr>
<td>Saunders Comprehensive Review for the NCLEX RN Exam</td>
<td>5th</td>
<td>Sylvestri</td>
<td>Elsevier/Saunders</td>
<td>978-1-4377-0825-7</td>
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<tr>
<td>Physical Examination &amp; Health Assessment Pocket Companion</td>
<td>6th</td>
<td>Jarvis</td>
<td>Elsevier/</td>
<td>978-1-4377-1442-5</td>
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<tr>
<td>Comprehensive Handbook of Laboratory Diagnostic Tests with Nursing Implications</td>
<td>4th</td>
<td>Leeuwen, Poilhuis-Leth, Bladh</td>
<td>FA Davis</td>
<td>978-0-8036-2304-0</td>
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**Tuition and Expense Sheet**

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<th>Item</th>
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<th>Spring</th>
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<td>MSC ID Card $10.00 Each Semester</td>
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<td>Uniforms and Nursing Supplies</td>
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<td>Graduation Pin</td>
<td></td>
<td>$90.00</td>
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<td>Misc. Supplies</td>
<td>$20.00</td>
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<tr>
<td>Agency Drug Screen</td>
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<td>Criminal History Records Serch</td>
<td>$39.00</td>
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<tr>
<td>OBN Application</td>
<td>$85.00</td>
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<tr>
<td>OBN Photograph</td>
<td>$10.00</td>
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<tr>
<td>NCLEX_RN Application</td>
<td>$200.00</td>
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<tr>
<td><strong>TOTAL COSTS</strong></td>
<td><strong>$5,405.00</strong></td>
<td><strong>$393.00</strong></td>
<td><strong>$3,971.00</strong></td>
<td><strong>$2,798.00</strong></td>
<td><strong>$12,567.00</strong></td>
</tr>
<tr>
<td><strong>MSC Nursing only</strong></td>
<td></td>
<td></td>
<td>$2,798.00</td>
<td><strong>$7,367.00</strong></td>
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</tbody>
</table>

*Student liability insurance & OSNA dues must be paid by the time specified.*

Additionally, nursing students are required to have bandage scissors, a stethoscope, wrist watch with a second hand, and uniform patches. Nursing students provide their own transportation to the health care agencies used for clinical laboratory experiences. Students should determine how many miles of travel will be involved and budget accordingly. Car-pooling helps decrease travel expense.

*revised 7/2014*
Section 1: Overview of the Murray State College Nursing Program

1.1 Program Description

Murray State College offers a four semester and one summer session nursing program that leads to an Associate in Applied Science Degree. The program has national accreditation by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 404/975-5000, www.nlnac.org. The Murray State College Nursing Program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered or practical nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present, in person, valid documentary evidence of:

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

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

Associate Degree Nursing Programs are structured in such a way that: 1) they are conducted by institutions of higher education; 2) they require two years to complete; 3) the course of study combines nursing theory and practice with college level general education courses in the arts and sciences; 4) nursing students have the same rights, privileges and obligations as other college students; 5) the associate degree program graduates are prepared to provide safe, effective holistic nursing practice utilizing the nursing process. 6) Students perform direct client care activities during scheduled clinical laboratory learning experiences.
1.2 Murray State College Mission Statement

The mission of the college states: 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. A graduate of Murray State College will have achieved several key outcomes and the nursing program supports the following general education goals (revised 2012).

1. Effective Communication - MSC provides students with the educational opportunities necessary 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 in which students demonstrate problem-solving and 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 necessary 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 which will encourage self-management skills, foster a healthy lifestyle, and provide personal enrichment

1.3 Conceptual Framework for Nursing Education/Practice

The associate degree nursing program is an integral part of Murray State College, as such; it functions within the mission, philosophy and goals of the college.

Mission of the Murray State College Nursing Program: To provide exemplary nursing education to a diverse student population for the development of tomorrow’s nurse leaders who focus on the unique needs of patients, families, and communities.

The philosophy of the Murray State College Nursing Program reflects the mission, goals and philosophy of Murray State College and functions within its framework. We believe that:

**Human Beings:** Human beings are the “synergy of unique and complex attributes, values, and behaviors, influenced by that individual’s environment, social norms, cultural values, physical characteristics, experiences, religious beliefs and practices, and moral and ethical constructs”. (NLN 2010)
Environment: Human beings exist in, and are affected by, complex and constantly changing environments composed of internal and external factors. Environmental factors influence self-care needs and abilities. The environment both impacts and is impacted by human beings.

Health: Health is a dynamic state of bio-psycho-social well-being that fluctuates on a wellness-illness continuum. Health is influenced, and defined by, individual perceptions, values, and preferences and is impacted by the ability to adapt to changes in order to meet perceived needs.

Nurses and Nursing: “Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations” (ANA). Nurses, and the nursing profession, seek to promote human flourishing through development and application of nursing judgment. Nurses should possess a perpetual spirit of inquiry used to “raise questions, challenge traditional and existing practices, and seek creative approaches to problems” to the benefit of themselves, patients, families, and communities. Nursing requires a commitment to lifelong learning and the development, and continued enhancement, of professional identity.

The Murray State College Nursing Program implements its mission and philosophy guided by the educational model developed through the use of “Outcomes and competencies for graduates of practical, vocational, diploma, associate degree, baccalaureate, master's, practice doctorate, and research doctorate programs in nursing” developed by the National League for Nursing (2010). In using the model, the students will attain mastery of the core competencies necessary for progressive, real-world, lifelong nursing experiences. The model consists of the following components:

1. Core Values- There are seven core values that are implicit in nursing’s historic paradigm and are foundational for associate degree nursing programs. The core values are caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness. The core values are apparent throughout the nursing profession from basic nursing care to advanced research and practice.

2. Integrating concepts- Emerging from the seven core concepts are six (6) integrating concepts- context and environment, knowledge and science; personal and professional development; quality and safety, relationship centered care; and teamwork. The integrating concepts are illustrated throughout our associate degree program as professional and multidimensional development during student learning experiences. For each integrating concept apprenticeships are identified. Apprenticeships are defined as areas of knowledge, practice and ethics. Knowledge encompasses science and theory; practice is the ability to perform in a thoughtful, deliberate and informed way; and the ethical component recognizes that individuals perform in a set of recognized values and responsibilities.
3. Program Outcomes - Our program outcomes are the expected culmination of all learning experiences occurring throughout our nursing program including mastery of the four essential nursing practice competencies which are built upon the core values and integrating concepts. The nursing program outcomes expected of our graduates include:

A Human Flourishing: Nurses must use human flourishing as a way to “advocate for patient and families in ways that promote their self-determination, integrity growth as human beings.” (NLN, 2010)

B Nursing Judgment: “Nursing judgment encompasses three processes: namely, critical thinking, clinical judgment, and integration of best evidence into practice. Nurses must employ these processes as they make decisions about clinical care, the development and application of research and the broader dissemination of insights and research findings to the community, and management and resource allocation”. (NLN, 2010)

C Professional Identity: Nurses must continually develop their professional identity by internalization of core values and perspectives recognized as integral to the art and science of nursing. The core values become self-evident as the nurse learns, gains experience, and grows in the profession. The nurse embraces values in every aspect of practice while working to improve patient outcomes and promote the ideals of the nursing profession. Professional identity is evident in the lived experience of the nurse, in his or her ways of “being,” “knowing,” and “doing.”

D Spirit of Inquiry: Nurses must have “a persistent sense of curiosity that informs both learning and practice. A nurse infused with a spirit of inquiry will raise questions, challenge traditional and existing practices, and seek creative approaches to problems. The spirit of inquiry suggests to some degree, a childlike sense of wonder. A spirit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in ambiguous, uncertain, and unpredictable situations.” (NLN, 2010) We must encourage and support students at all levels to be agents of change. Nurses must also inquire about practice strategies to incorporate evidenced-based practice and best practices for a critical reflection on the health care system.

4. Education and nursing practice is an exciting and challenging discipline and are essential to each other. We strive to develop nursing pedagogies that will support nursing course instruction around patient care. We strive to improve the practice environment to support nurses and ensure the best possible care for patients, families and communities.


Section 2.0 General Information

2.1 MSC Contact Information

The program is located at Murray State College in Tishomingo, Oklahoma. The mailing address for the program is:

Murray State College Nursing Program  
One Murray Campus NAH #106  
Tishomingo, OK  73460

The MSC Nursing Program's web site is linked to the MSC home page and is a valuable site of information about the program. The use of the web site and internet resources will continue to increase. Students are encouraged to become familiar with this site:

http://www.mscnursing.com

2.2 Nursing Program Facilities

Within the building, the following areas are to be found:
Learning Resource Center, Nursing Skills Laboratory, , One classroom, One seminar room  
Nursing Program Chair’s Office, Nursing Program Reception area, One conference room, Faculty Offices  
Faculty mail boxes are available in the Lobby  
A Parking decal must be obtained each year.

Computers are provided in the LRC for your convenience. Please save your work to your own CD-ROM or Thumb Drive. Work should not be saved to the hard drive. Anything on the hard drive is subject to removal at any time by faculty. Personal headphones are required when working on computers and/or TV-VCR's in the LRC. A printer is not available in the LRC. The room also serves as a study area for students as it is furnished with tables and chairs. This room is available for student use from 8:00 a.m. to 5:00 p.m. Monday through Friday. Any nursing instructor or the secretary will unlock the door when request. Children are not allowed in the classroom, the Skills Lab, or the LRC.  
Eating or drinking is not allowed in the LRC.

2.3 Library Facilities

As a student in the Nursing Program, you will be required to do library research in conjunction with your studies. The following is a brief summary of library facilities for your use.

The library is open Monday through Thursday 7:30 a.m. - 8:30 p.m., Friday 7:30 a.m. - 4:00 p.m., and Sunday 5:30 a.m. – 8:30 p.m. The library is located in the Zimmerman Science Building.
2.4 Inclement Weather Policy

a) For inclement weather information concerning clinical, check Blackboard announcements and e-mails.
b) Classes are canceled only by decision of the MSC President. (See inclement weather policy posted on bulletin board.)
c) Each individual instructor will consult with the Director of the Nursing Program and decide whether clinical laboratory will meet.
d) If there WILL NOT be a clinical lab or class due to inclement weather, arrangements will be made, if possible, for make-up at a later date.
e) If there WILL be a clinical lab or class, then each student will need to make a decision, based on his/her own particular circumstances, and so inform to instructor and make arrangements for make-up as necessary.

2.5 OKLAHOMA BOARD OF NURSING-Employment of Student Nurses

The Oklahoma Board of Nursing was established to safeguard the public health and welfare of the residents of Oklahoma by ensuring that any person who practices or offers to practice registered nursing, practical nursing, or advanced practice nursing in this state is competent to do so. The Board also ensures that any person who practices or offers to practice as an advanced unlicensed assistance person in this state is competent to do so. The Board accomplishes this purpose through the regulation of nursing licensure, unlicensed assistance certification, nursing practice and nursing education. The purpose, as defined in the Oklahoma Nurse Practice Act, supersedes the interests of any individual, the nursing profession or any special interest group.

OKLAHOMA BOARD OF NURSING
2915 N. Classen Boulevard, Suite 524
Oklahoma City, OK 73106 (405) 962-1800

Employment of Nursing Students or Non-Licensed Graduates Guidelines
When a nursing student or a recent graduate of a nursing education program is employed by a health care institution, the following guidelines shall be utilized:

I. A nursing student or a recent graduate of a nursing education program may be employed as a Nurse Technician or a Practical Nurse Technician as follows:

A. After evaluation of competency and as defined in the employing facility’s job description, the Nurse Technician and the Practical Nurse Technician are allowed to perform all duties of a nursing assistant, as well as other technical skills which have been learned in a nursing education program and for which competency has been previously demonstrated under the supervision of a faculty member. Delegation of nursing functions must fall within the Oklahoma Board of Nursing Policy, #P-02, Delegation of Nursing Functions to Unlicensed Persons.

B. Exceptions include but are not limited to the following: The Nurse Technician or Practical Nurse Technician may not administer medication (including but not limited to
blood products and intravenous fluids), perform assessments, act in a supervisory position, take verbal orders from the physician or other health care provider, or develop the plan of care.

C. A Registered Nurse is directly responsible at all times for the Nurse Technician/Practical Nurse Technician, who is functioning as an unlicensed person with a defined job description. The RN must be physically present in the institution, not, however, providing direct supervision for every activity.

II. Definitions:

A. The Nurse Technician
   1. is currently enrolled in a program of registered nursing or between terms/semesters; or
   2. has completed a program of registered nursing and has applied to write the licensure examination. The graduate may continue to be employed in a Nurse Technician role until licensed in any state, territory, or country, provided that the first licensure examination is taken within 90 days after graduation and the examination is passed within 6 months of graduation, on either the first or the second attempt.

B. The Practical Nurse Technician:
   1. is currently enrolled in a program of practical nursing; or
   2. has completed a program of practical nursing and has applied to write the licensure examination. The graduate may continue to be employed in a Practical Nurse Technician role until licensed in any state, territory, or country, provided that the first licensure examination is taken within 90 days after graduation and the examination is passed within 6 months of graduation, on either the first or the second attempt.

III. Job Description and Identification:

A. A written job description for the Nurse Technician/Practical Nurse Technician must be developed by the employing facility and provided to the Nurse Technician/Practical Nurse Technician. The job description may be more restrictive than the Board policy but may not be less restrictive.

B. The Nurse Technician/Practical Nurse Technician shall not wear a patch, uniform, or nametag that identifies him/her as a student of the nursing education program.
Section 3: Admission

3.1 Admission requirements

1. Nursing students will pay the nursing admission fee in the business office and bring the receipt to the Nursing Program Executive assistant by the second Thursday in July.
2. Students must have professional liability insurance to attend clinical and this is paid for with a portion of the nursing admission fee.
3. Students will complete a current federal background check (includes Medicare Fraud Check).
4. Students must attend the Nursing Program Orientation prior to the first day of class.
5. Students must complete Cardiopulmonary resuscitation training prior to the first day of class. Health Care Provider CPR certification including infant, child and adult that does not expire during the program is a prerequisite to the program.
6. Students must obtain a physical exam by the second Thursday in July.
5. All students are required to be members of the Murray State College Chapter of the Oklahoma Nursing Student Association.

3.2 Physical and Mental Qualifications

Minimal physical and mental qualifications necessary to be considered for, and progress through, the Murray State College Nursing Program are, but not limited to the following:

1. The ability to independently care for clients.
2. The ability to move around the client's room and in work areas.
3. Visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and accurately read monitors.
4. Auditory acuity sufficient to hear instructions, requests, monitoring alarms, auscultate heart lung and bowel sounds.
5. The motor ability necessary to manipulate equipment and supplies and to utilize palpation and percussion in client assessment.
6. The ability to speak, write, and comprehend the English language proficiently.
7. The ability to communicate in a professional manner, establishes rapport with clients and colleagues, use problem solving skills, and function effectively under stress.
3.3 Information for applicants with History of Arrest, Convictions or Judicially Declared Incompetent

Individuals who have been arrested for any offense or ever convicted of a felony prior to admission to the Nursing Program are considered on an individual basis by the Nursing Selection and Retention Committee. In these deliberations, the Committee considers the following factors:

1. The nature of the crime;
2. Evidence of rehabilitation;
3. Personal characteristics;
4. Behaviors/actions since the crime was committed;
5. The total criminal record;
6. The disciplinary action of the court.

Individuals who have been declared mentally incompetent by a court of law prior to admission to the Nursing Program are considered on an individual basis by the Nursing Selection and Retention Committee. In these deliberations, the Committee considers the following factors:

1. The nature of the problem;
2. Evidence of rehabilitation;
3. Personal characteristics;
4. Pertinent records (declaration of incompetency, psychiatric evaluation, counseling summary, etc.)
### 3.4 Immunization Guidelines

Each student MUST provide evidence against the following diseases:

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Evidence of Immunity</th>
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</table>
| Tuberculin PPD (Mantoux Skin Test) | Evidence of negative tuberculin PPD (Mantoux) test received between June 1st of current year and August 1st of current year.  
**OR**  
If evidence of a positive Tuberculin (Mantoux) test then:  
Evidence of Follow-up negative Chest x-ray.  
**OR**  
Evidence of dates of isoniazid-based therapy and evidence of dates of therapy |
| MMR (Measles, Mumps, Rubella) | Documentation of immunity by either:  
Evidence of two immunizations at least 4 weeks apart after the age of 12 months old  
**OR**  
Evidence of positive blood test for IGG antibodies |
| Hepatitis B           | Documentation of immunity by either:  
Evidence of three (3) injections of Hepatitis B vaccine given over a six (6) month period.  
**OR**  
Evidence of positive blood test for IGG antibodies  
**OR**  
Completion of a waiver indicating the student’s unwillingness to undergo the vaccination |
| Varicella (Chicken pox) | Documentation of immunity by either:  
Evidence of two (2) varicella immunizations received at least four (4) weeks apart. Note: if second dose is delayed, Do Not repeat #1 dose. Just receive dose #2.  
**OR**  
Evidence of a positive blood test for IGG antibodies. |
| Tdap (Tetanus, diphtheria, pertussis) | Documentation of immunity by either:  
Evidence of three (3) childhood Diphtheria-Pertussis-Tetanus (DPT) immunizations and evidence of one adult Tetanus-Diphtheria (Tdap) immunization within the last 10 years  
**OR**  
Evidence of two (2) adult (Tdap) immunizations received at least four (4) weeks apart with at least one of these received in the last 10 years. |
| Influenza             | Documentation of immunity by either:  
Evidence of Influenza vaccination when available in the fall  
**OR**  
Will be required to wear a mask during your clinical rotation |

Students who suspect that they may be pregnant must consult a physician regarding advisability of immunization against rubella, rubeola, varicella and Hepatitis B. Pregnant students must submit rubella and rubeolla titers and sign a waiver declining Hepatitis B vaccine if not previously immunized against Hepatitis.

Evidence of immunity must be completed and on file by the second Thursday in July of the current year.
Section 4: Student Policies

4.1 ANA Code of Ethics

The MSC Nursing Program utilizes the ANA Code of Ethics as guidelines for professional nursing practice. The ANA Code of Ethics are outlined below.

<table>
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<tr>
<th>The ANA Code of Ethics</th>
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<tr>
<td>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.</td>
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<tr>
<td>The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.</td>
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<td>The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.</td>
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<tr>
<td>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.</td>
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<tr>
<td>The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal professional growth.</td>
</tr>
<tr>
<td>The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.</td>
</tr>
<tr>
<td>The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.</td>
</tr>
<tr>
<td>The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.</td>
</tr>
<tr>
<td>The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.</td>
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4.2 Student Uniform/Dress Code Policy

General Considerations

THE STUDENT UNIFORM CANNOT BE WORN IN ANY EMPLOYMENT SITUATION NOR CAN THE STUDENT BE IDENTIFIED IN ANY MANNER AS A NURSING STUDENT WHILE EMPLOYED. To do so is in direct violation of the Oklahoma Nursing Practice Act which regulates the practice of professional and practical nursing. Refer to Guidelines for the Employment of Nursing Students prepared by the Oklahoma Board of Nursing. (See page 17)

Student uniforms are worn only for clinical experiences and as requested by the faculty for special events.

Students must identify themselves to patients and facility personnel.

Photo IDs and the MSC Nursing Program patch are worn on the uniform at all times. Patches must be secured on the left upper sleeve.

Specific Regulations

Uniform

1. Navy blue scrubs- Student must purchase 2 new scrub sets at the beginning of the program.

2. White or Navy blue lab coats with college patch on left arm may be worn over the student uniform or may be worn over street clothes for specific rotations.

3. White or Navy blue long sleeve t-shirts are allowed under scrub tops.

3. Clean white, black or gray closed toed shoes only.

4. Undergarments must not be visible;

5. Additional information:
   a. Only one ring may be worn on each hand.
   b. No visible body piercing or tongue rings (jewelry) are allowed. One pair of small studs for pierced ears is acceptable.
   c. A wrist watch with a second hand is worn with the uniform.
   d. Bandage scissors, stethoscope, and hemostats are carried in the uniform pocket.
   e. Any questionable jewelry must be approved by instructor.
   f. Any visible tattoo may be required to be covered according to clinical facility policy.
Personal Grooming

1. Hair should be clean and neatly combed, secured away from the face (no bows) confined further as needed or directed by instructor. Close shaves are expected; neatly trimmed mustaches or beards are acceptable.
2. Make-up may be worn in moderation, no false eye lashes.
3. Nails clean and short-trimmed, no nail polish or artificial nails or tips.
4. Daily bathing and deodorant use is required.
5. No perfume or scented lotion.

Additional Dress Information

a. In addition to the standard uniform, most agencies have a dress code which has further guidelines for dress while on duty. Murray State College instructors and students are guests in the agencies and are asked to comply with guidelines established for nursing personnel within the agency. Questions about proper dress can be addressed with the clinical instructor in the agency.

b. From time to time when attending clinical learning experiences, students will wear professional casual. (No sandals, no see-through or low cut tops, no jeans, no leggings, no dangle earrings.) The instructors will provide specific information.

c. Classroom dress must consist of appropriate clothing to not disturb or to be considered offensive to faculty, students, or guests that would come into the class to observe, teach, or learn. This includes appropriate tops and shorts that do not expose any inappropriate body parts or have inappropriate sayings on them. Students who come to class that do not wear appropriate clothing will be asked to leave. Faculty has authority to ask any student to leave the class if policy is not adhered to.

4.3 Social Networking/Informatics

a. Student/Faculty interaction on Facebook, Twitter or My Space etc. is not allowed while the student is enrolled in the MSC Nursing Program. Absolutely no posts on any social network will be made regarding patients, clinical facilities or staff in your clinical rotations or employment.

b. Murray State College Nursing Program has a Facebook page that you may “like” to receive updates and information about the MSC nursing program. The Facebook page is “Murray State College Nursing Program”.

c. Texting of faculty by students is not allowed except for specific school related correspondence.

d. Videotaping of simulation labs may be used for the education of the MSC Nursing Student.
4.4 Student Cell phone Use

Students may not use cell phones during class time or clinical time without prior approval by instructor. Cell phones must be kept off the student desk during class time and out of pockets during clinical time. Cell phone usage in class or clinical is a disruption of the education process and may result in disciplinary action, including but not limited to the disciplinary action including dismissal.

4.5 Substance Abuse and Drug Testing

To insure the safety of our students, faculty and patients, all students will be tested for drugs and alcohol. The use of alcohol and illegal drug has a direct effect on the safety, personal health, attendance, productivity and the quality of work of all students. Additionally random drug screens may be requested at any time. Finally, reasonable suspicion testing will be performed as needed and all drug and alcohol testing will be conducted in compliance with the applicable law.

Students will be responsible for the cost of this test.

4.6 Smoking Policy

MSC is a smoking/tobacco free campus. The smoking policy will be followed for each clinical facility attended.

4.7 Information for applicants for Licensure with History of Arrest, Convictions or Judicially Declared Incompetent

No individual will be admitted to or graduated from the Nursing Program who has not or will not complete any parole and/or probationary requirements 5 years prior to the expected date of graduation. Acceptance into the Nursing Program in no way guarantees student’s acceptance into clinical facilities or eligibility to take NCLEX.

Individuals are advised that the Oklahoma Board of Nursing will consider their application for licensure by examination on an individual basis. This may require a personal appearance before the Board in the final semester of the program. It is the prerogative of the Board to grant or deny the application.

4.8 Retention of Persons Convicted of a Felony or Judicially Declared Incompetent

Individuals who have been convicted of a felony while enrolled in the Nursing Program will be summarily dismissed and will not be eligible for readmission.

Individuals who have been declared mentally incompetent while enrolled in the Nursing Program are expected to continue their treatment regime until obtaining professional release. Individuals may be summarily dismissed from the program. The nursing faculty reserves the right to require psychiatric reevaluation at any time.
4.9 Progression Requirements

Students enrolled in the nursing courses, i.e., Nursing 1118, Nursing 1129, Nursing 2219, Nursing 2220, must have a 2.0 grade point average (a grade of not less than "C") at the completion of each course. Failure to complete each course with a 2.0 will prevent continuation in the Nursing Program or graduation with an Associate in Applied Science Degree. Additionally, a clinical evaluation of "Satisfactory" must be achieved in each nursing course, regardless of performance on classroom examination, in order to successfully complete the course and to continue in the Nursing Program.

Prerequisite courses or concurrent enrollment course requirements must be completed in order to enroll in each nursing course. Refer to the college catalog for specific information.

4.10 Disciplinary Action/Dismissal from the Nursing Program

Students may receive disciplinary action for failing to abide by the standards of professional and student conduct as outlined by the Oklahoma Board of Nursing, the American Nurses Association of Code of Ethics, the Murray State College Disciplinary Rules and Regulations (see MSC Student Handbook), or failing to abide by any of the student policies outlined in the MSC Nursing Program Student Handbook. Any student who receives five (5) disciplinary actions during the semester will be dismissed from the nursing program.

1. Informatics
   a. I will access blackboard and email at least every 48 hours or I will receive a disciplinary action.
   b. If I do not access blackboard for a period of 10 consecutive days without prior notification I will be dismissed from the nursing program.
   c. I will not share information on any exam, ATI material or other course material that I have taken with students who have not taken the exam.
   d. I will not print any exam, ATI material or other course material that I take in this course.
   e. I will not copy or photograph any exam, ATI material, or other material in this course in any form.
   f. I will report any of the aforementioned to an instructor immediately if I or anyone else has committed any of these acts.

2. Any infraction of the Oklahoma Nursing Practice Act or the Rules and Regulations Relating to Nursing in the State of Oklahoma, specifically:
   A. Fraud or deceit
      - False representation of facts
      - Cheating on examinations or written work, including utilizing previous classes’ course material.
   B. Is Guilty of a felony, or any offense reasonably related to the qualifications, functions or duties of any licensee or advanced unlicensed assistant, or any offense an essential
element of which is fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed, or any conduct resulting in the revocation of a deferred or suspended sentence or probation imposed pursuant to such conviction while enrolled in the program.

C. Negligence
- Omission to do something which the student has been taught to do.
- Doing something which a reasonable and prudent student would not do under the same or similar facts and circumstances in the practice of nursing.
- An exercise of so slight a degree of care as to justify the belief that there was a conscious disregard or indifference for the health, safety, or welfare of the public shall be considered a substantial departure from the accepted standard of care.

D. Is intemperate in the use of alcohol or drugs, which could endanger patients and which could result in behavior that interferes with the responsibilities of the student.

E. Exhibits through a pattern of practice or other behavior actual or potential inability to practice as a nursing student with sufficient knowledge or reasonable skills and safety due to impairment caused by illness, use of alcohol, drugs, chemicals or any other substance, or as a result of any mental or physical condition, including deterioration through the aging process or loss of motor skills, mental illness, or disability that results in ability to practice with reasonable judgment, skill or safety; provided, however, the provisions of this paragraph shall not be utilized in a manner that conflicts with the provisions of the Americans with Disabilities Act;

F. Has been adjudicated as mentally incompetent, mentally ill, chemically dependent or dangerous to the public or has been committed by a court of competent jurisdiction, within or without this state.

G. Unprofessional conduct is nursing behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the nursing profession generally prevailing in the State of Oklahoma and which could jeopardize the health and welfare of the people which shall include but not be limited to the following:
- inaccurate recording, falsifying or altering patient records; or
- verbally or physically abusing patients; or
- falsely manipulating drug supplies, narcotics, or patient records;
- appropriating without authority medications, supplies, or personal items of the patient or agency; or
- falsifying documents submitted to the Board of Nursing; or
- leaving a nursing assignment without properly advising appropriate personnel; or
- violating the confidentiality of information or knowledge concerning the patient; or
- conduct detrimental to the public interest; or
- discriminating in the rendering of nursing services; or
- aiding and abetting the practice of practical nursing, registered nursing or advanced practice nursing by any person not licensed as a Licensed Practical Nurse or a Registered Nurse or recognized as an Advanced Practitioner; or
- impersonating any applicant or acting as proxy for the applicant in any examination required for the issuance of a license; or
- impersonating another licensed practitioner, or permitting another person to use his/her license or certificate of recognition for any purpose; or
- aiding, abetting, or assisting any other person to violate or circumvent any law or
rule or regulation intended to guide the conduct of a nurse; or
• forging a prescription for medication/drugs; or
• presenting a forged prescription; or
• selling or attempting to sell a controlled dangerous substance or otherwise making such drugs available without authority to self, friends, or family members; or
• while caring for a patient, engaging in conduct with a patient that is sexual or may reasonably be interpreted as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient, or engaging in sexual exploitation of a patient; or
• obtaining money, property, or services from a patient, other than reasonable fees for service provided to the patient, through the use of undue influence, harassment, duress, deception or fraud; or
• engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws.

H. Any deliberate act that jeopardizes a patient's life, health, or safety. Conduct which jeopardizes a patient's life, health, or safety shall include but not be limited to the following:

• delegating or accepting the delegation of a nursing function or a prescribed health care function when the delegation or acceptance could reasonably be expected to result in unsafe or ineffective patient care; or
• unauthorized alterations of medications; or
• failure to utilize appropriate judgment in administering safe nursing practice based upon the level of nursing for which the individual has been trained
• failure to exercise technical competence in carrying out nursing care; or
• performing new nursing techniques or procedures without proper education and preparation; or
• failure to report through the proper channels the unsafe or illegal practice of any person who is providing nursing care.
• Fails to maintain professional boundaries with patients, as defined in the Board rules; or
• Engages in sexual misconduct, as defined in Board rules, with a current or former patient or key party, inside or outside the health care setting.

Oklahoma Board of Nursing-07/12/2012
4.11 Readmission Policies

1. Readmission to the Nursing Program is in no way guaranteed.

2. Students seeking readmission to Nursing 1118 must follow the same procedure as applicants seeking initial admission to the Nursing Program. Students will receive additional application points for attainment of LPN licensure. Deadline for application is the first Friday in March in any given year.

3. Students who are dismissed from the program for academic or disciplinary actions may be readmitted to NUR1129, 2219 or 2220 after careful consideration on an individual basis. Students seeking readmission to NUR1129 may be required to audit NUR1118. The student must also write a letter to the Nursing Program Chair, stating reasons for original withdrawal and cite changes that have occurred which will enhance the student’s ability to successfully complete the Nursing Program at the present time. Students will receive additional consideration if they attain LPN licensure before seeking readmission.

4. Students will be readmitted into the Nursing Program one time only.

5. Students who withdraw from the program for reasons other than academic or disciplinary actions may be readmitted to Nursing 1129, 2219, or 2220 after requesting consideration for readmission in writing to the Nursing Program Chair, stating reasons for original withdrawal and cite changes that have occurred which will enhance the students ability to successfully complete the Nursing Program at the present time.

Section 5: Academic Policies

5.1 Classroom Attendance Policy

Regular attendance is essential to optimum academic achievement. Therefore, the student is expected to attend every meeting of the course in which he/she is enrolled. Students will be dismissed from the program if absences exceed the amount allowed. Absences in excess of one hour per course hour enrolled are considered sufficient to seriously affect academic achievement in class. Students will be counseled at 8 hours for NUR1118, 11 hours for NUR1129 & NUR2219, 13 hours for NUR2220.

Students will be counseled and placed on probation at 10 hours for NUR1118, 13 hours for NUR1129 & NUR2219, 15 hours for NUR 2220.

The term counseled refers to the student being informed by the Nursing Program Chair, by means of a written notice stating the student is failing to meet the course requirements of the Program. The term Probation refers to the student being informed by the Nursing Program chair that due to the students continued failure to meet or comply with the course requirements of the program the student will be placed on a probationary period in which the students’ performance, conduct, progress, and/or skills will be closely evaluated to determine if the student is suitable to continue in the Nursing Program or should be dismissed. The terms and conditions of the probation will be
determined by the Nursing Program Chair and Nursing faculty and will be specific to the particular circumstances concerning the student and the gravity of the conduct of the student. The student will remain on probation for the remainder of the program.

If absence from class is unavoidable students are required to notify, by telephone, the current instructor responsible for the unit being taught. Students are expected to be on time to classes and may not be admitted once class is started until the first available break. Students who leave class for any reason may not be allowed back into class until the next available break.

5.2 Methods of Instruction/Learning

Methods of instruction/learning may include discussion, demonstration, clinical laboratory experiences, conferences, written assignments, reading assignments, audio-visual, case studies, internet assignments, examinations, case studies, field trips, pre and post clinical assignments, simulation lab, and service learning projects.

5.3 Methods of Evaluation

Methods of evaluation for student achievement of each course include: written examinations, clinical performance, nursing care plans, written assignments, campus and clinical laboratory skill performance, case studies, simulations and group discussions projects. The syllabus for each nursing course provides specific information. Grades will be posted in the blackboard grade book. The laws governing the rights of students prohibit the issuing of grades via telephone.

All written papers prepared by the student to meet course requirements become the property of the Nursing Program. To assist in the overall evaluation of the nursing curriculum and specific course requirements, papers are not always returned to the student. If students wish a copy, they are advised to make photocopies or save their papers to their personal computer.

Theory and Clinical Grades will be as followed:

- 90-100 = A
- 80-89 = B
- 75-79 = C
- 65-74 = D Automatically means failure in the nursing program

Students must have passing grade in Theory and Clinical in order to successfully complete the course and to continue in the nursing program. Specific grading and evaluation procedures have been developed for each nursing course and are located in the course syllabi which are distributed to students at the beginning of each semester.
5.4 Examinations

All examinations require recall, analysis, and application of concepts covered in lectures, discussion, readings, and supplemental materials. Students are responsible for all material covered in the readings even if these materials are not discussed in class. Examinations will include a variety of question formats.

Students are expected to be present for all quizzes and examinations. Excused absences from examination will be given only for extenuating circumstances. To be excused from or tardy for an examination, the nursing instructor must be notified by the student prior to the beginning of the exam and the student must have a verifiable, valid excuse. If the nursing instructor is not notified, or if the excuse is considered invalid by the instructor, a grade of zero will be recorded for that examination.

If the above criteria have been met, the student will take the examination by appointment, at the end of the semester. Notification on the secretary’s voice mail will NOT be considered valid. All Unit exams must be taken before the Final Examination for each course.

5.5 Clinical Experiences

To apply newly acquired skills and knowledge to actual client situations, arrangements for clinical experiences have been made with health agencies within the area. Students participate in clinical lab according to assigned scheduled rotations. Those tasks required of the student correspond to the skills he or she is mastering in each unit of the course.

Students are responsible for their transportation to the clinical facilities. They will be placed in clinical agencies according to their place of residence whenever possible.

5.6 Nursing Skills/Simulation Laboratory

1. Students must dress appropriately in clinical attire and bring a pen, skills pack, and wear a watch to each return demonstration requiring use of such items. The Essential Nursing Skills Checklist must also be brought to the Skills Lab.

2. Time must be allowed to re-fold, re-pack, or re-place or otherwise return supplies and equipment to correct condition after practice and return demonstration.

3. Students are assigned laboratory time to practice and to do return demonstrations. Additional practice time may be utilized by any student as long as it does not interfere with assigned practice time and return demonstrations.

4. Students will receive a grade for each skills lab rotation according to the skills check off rubric.

5. Students are required to have thoroughly completed each ATI Skills Module assignments before the assigned skill return. Any student not completing the ATI assignments will be denied admission into the skills lab and receive a zero (0) for the skills lab check off. The student will be required to make up the skills lab day after completion of the ATI
assignment with the grade remaining zero (0). The student will be counseled by the Nursing Program Chair after failure to have completed one (1) Skills Module assignment. The term counseled refers to the student being informed by the Nursing Program Chair, by means of a written notice stating the student is failing to meet the course requirements of the Program.

The student will be placed on Probation after failure to have completed two (2) Skills Module assignments. The term Probation refers to the student being informed by the Nursing Program chair that due to the students continued failure to meet or comply with the course requirements of the program the student will be place on a probationary period in which the students' performance, conduct, progress, and/or skills will be closely evaluated to determine if the student is suitable to continue in the Nursing Program or should be dismissed. The terms and conditions of the probation will be determined by the Nursing Program Chair and Nursing faculty and will be specific to the particular circumstances concerning the student and the gravity of the conduct of the student. The student will remain on probation for the remainder of the program.

6. The Murray State College Nursing Program utilizes universal precautions in all skill laboratory and clinical laboratory Practice. Blood borne pathogen guidelines are utilized within these universal precaution requirements.

7. All body fluid spills are cleaned with a solution of one part bleach to three parts water.

5.7 Clinical Laboratory Attendance Policy

In learning to function as a contributing member of the nursing profession, students must develop responsible, accountable behavior patterns and have an adequate amount of time in which to practice and demonstrate proficiency in the various nursing roles. In order to assist with this process, the following policy has been developed.

a) Students are expected to attend all clinical laboratory experiences. Any absence from clinical laboratory will necessitate a decision by the Nursing Review Committee as to the arrangement of make-up days or additional assignments. Students are required to submit a clinical absence form for each absence (form available on Blackboard). Students must notify the instructor’s voice mail and clinical facility prior to scheduled clinical hours if they are going to be absent or tardy that day. Notification must be made at least one hour prior to clinical. Voice mails left on secretary’s phone will not be accepted.

b) If the student is not present when clinical pre-conference begins and has failed to notify the faculty, a disciplinary action will be received.

c) If the student comes to clinical ill, he/she will be sent from the clinical area and will be given a clinical absence.

d) A nursing student who has been absent due to illness or injury must present, on request of the instructor, a written statement regarding status of health from the attending physician. The
Medical Release form for this must be obtained from the Nursing Office. The instructor reserves the right to make final decision of admitting the student to class or clinical utilizing the criteria of client safety.

Section 6: Compliance

6.1 Murray State College - Academic Integrity Statement

Definition and Application
Murray State College strictly adheres to upholding the principles of academic integrity, while striving to incorporate, assess, and recognize the scholarly excellence of its students. It is the responsibility of the student to maintain the integrity of his/her class-assigned work, and to be familiar with what constitutes academic integrity; it is the responsibility of both student and faculty to deal with infractions against this integrity code.

For many reasons, including a surge in the use of digital technology, the prevalence and availability of electronic and non-electronic sources, and the sometimes lack of earlier educational training in what constitutes plagiarism and misrepresentation, a growing number of students seem unaware of what constitutes academic misconduct. Students practicing integrity will implement honesty and make socially-acceptable choices in creating any academic work. This involves purposefully avoiding such actions as lying, stealing, cheating, or plagiarizing when it comes to any class assignment or project.

Academic Misconduct
Listed below are examples of, but not limited to, what constitutes academic misconduct in Murray State College classes.

- Plagiarism, intentional or unintentional. It is the student’s responsibility to understand what constitutes plagiarism, and take steps to prevent plagiarism in class work. (See below for specifics.)
- Cheating and the use of unauthorized outside sources or unauthorized materials on tests, exams, or any assigned writing or class project
- Improper collaboration between student and unauthorized person(s)
- Submitting the same assignment for more than one class without express permission from instructor(s)
- Lying, fabrication, forgery or alteration of documents, etc. to gain academic advantage. This deals with, but is not limited to, obtaining an excused absence; gaining additional time to make up or complete an assignment; forging drop slips; falsifying diplomas, transcripts, etc.; fabricating data or sources for research papers or lab work; assisting others with perpetrating academic misconduct; destroying or stealing another’s information, work, assignment, etc.; computer manipulation (hacking) to access tests, change grades, etc.; or interfering with or intimidating someone reporting academic misconduct

Plagiarism
To plagiarize is defined by the Merriam-Webster online dictionary as “to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source” (May 2012). Be mindful that plagiarism does not apply only to text; it can also apply to obscure facts or data, photos and graphics, maps, charts, drawings or other images, and even unfounded opinions. Plagiarizing someone else’s words, facts or images does more than break Murray State College code; it is also illegal. These words and items are property and have value. They are protected by copyright law. If you cannot copyright the words and ideas presented in your class work, it should be cited. Specifically, plagiarism includes, but is not limited to, the following:

- Copying words and presenting them as your own writing. Copying exact wordage, even if the source is listed, if the wording is not indicated within quotation marks as being someone else’s wording arrangement. Copying exact wordage and making small, minimal changes (“patchwork” plagiarism), even if the source is listed. The student should paraphrase, which means coming up with his/her own interpretation and complete rewriting of the quoted material.
- Presenting someone else’s ideas as your own, even if they are paraphrased (in your own words).
- Plagiarism must be avoided in all class work. Pleading ignorance as to what constitutes plagiarism is not a defense. It is the student's responsibility to understand what constitutes plagiarism, as well as other forms of academic misconduct.

Penalties

Academic integrity is of pivotal concern to all students and faculty. Students who participate in academic misconduct not only denote baser character traits among themselves, but also mar the reputation of the college. Therefore, all reports of academic misconduct are treated as serious offenses.

How an academic misconduct incident is handled rests first and primarily with the faculty member overseeing the work assignment or project, and details and severity should be addressed in the class syllabus. Penalties include, but are not limited to, the following:

- **Admonition (warning) and possible assignment grade reduction** – The instructor may admonish the student in various ways. This may result in a grade reduction that does not exceed the value of the assignment; requiring the assignment to be redone and resubmitted; or simply assigning a zero (0) or failing (F) score to the particular assignment. Admonishment is for lesser offenses only.
- **Failure in and/or expulsion from the class** – The instructor may drop the student immediately from class with an “F” (failing) or “AW” (administrative withdrawal) grade. This action should be accompanied by a written detailed account to the Department Chair of the incident, including supporting document(s) if possible, and the instructor’s recommendation of action.
- **Administrative expulsion from college** – Especially in the case of a second misconduct incident and other mitigating circumstances, the instructor may choose to take the issue to the Vice President of Academic Affairs and request the student be withdrawn from the college with an “F” (failing) grade. This action should be accompanied by a written detailed account of the incident, including supporting document(s) if possible, and the instructor’s recommendation of action.
• Incidents of academic dishonesty should be reported by memorandum to the Vice President for Academic Affairs.

Appeal
A student accused of academic misconduct may choose to appeal the decision of his/her instructor by going to the Vice President of Academic Affairs for rescinding the instructor’s decision or for validation of that decision. The student (someone taking at least one current class) must bring his/her grievance in writing within thirty (30) calendar days of the instructor’s decision as announced to the student. If the student wishes to pursue grievance resolution beyond the second validation of penalty, he/she must provide a complete, formal Written Grievance Request (see “Chapter VII—Student Grievance Procedures” in the Murray State College Student Handbook, Section 5). A Grievance Committee will be formed consisting of a random choice of MSC employees, students, and the Vice President of Student Affairs or a designee (Sections 6, 7).

6.2 Student Appeal Of Course Grade Procedure

The evaluation of student performance reflected in the final course grade becomes a part of the permanent student record of the college and is recorded on the college transcript for the student. This grade is based upon several specified factors relating to the achievement of course objectives as demonstrated by the student and assessed by the instructor according to the policies of the college and shall be considered final unless an appropriate appeal is filed by a student. Whenever a student has a legitimate concern with a course grade issued by the instructor; i.e., the grade was incorrectly issued, miscalculated or inequitable, the following appeal procedure and no other may be followed by such student.

Step 1:
A. The student shall obtain the Grade Appeal Form available in the office of the Vice President of Academic Affairs.
B. The student shall within thirty (30) days following the issuance of the grade in question confer with the instructor who issued such grade and outline the reasons why it is felt the grade has been incorrectly issued. Within five (5) working days following this conference, the instructor shall advise the student in writing of his/her action. The instructor may leave the grade unchanged, or he/she may specify the grade change made as a result of the appeal. In either case, the instructor will specify the reasons for the action.

In the event the instructor fails to respond to the appeal within five (5) working days or the response is not satisfactory to the student, the student will proceed to Step 1C.

C. If the student is still dissatisfied after following Step 1B, he/she should contact the area department chairperson within five (5) working days. The chairperson shall arrange a three-way meeting with the student, instructor, and the chairperson. A written record of the meeting and decision is to be kept.

Step 2:
If the student’s dissatisfaction persists, he/she may request that the case be reviewed at a hearing before a Review Committee. The Review Committee shall consist of the Vice President of Academic Affairs as chairperson, the chairperson of the department involved, two faculty chosen randomly, and two Student Government officers.

Such request shall be received no later than fourteen (14) working days following the date the instructor communicates his/her decision in Step 1 above. Such request shall be made to the Vice President of Academic Affairs, and the Review Committee shall hear the case within ten (10) working days thereafter.

At such review the student shall be allowed to appear in person and present any evidence, including the testimony of others, which is reasonably relevant for a termination as to whether or not the grade in question was in fact correct.

The instructor who issued the grade will be given the opportunity for further clarification as to how the grade was determined.

The Vice President of Academic Affairs will communicate the decision of the Review Committee in writing within ten (10) working days after such hearing is finally closed.

**Step 3:**
If the student is dissatisfied with the decision rendered in Step 2, he/she will have an additional five (5) working days after notification of the decision to appeal it to the President. After receiving the report of the Review Committee, the President will determine if Steps 1 and 2 were followed. If Steps 1 and 2 have been followed, the President will:

A. Talk with the student to get further clarification of the problem.
B. Talk with the faculty member, divisional chairperson and Vice President of Academic Affairs to get further clarification of the problem.

After careful consideration of all facts, but within five (5) working days, the President will render a decision in writing to the student. The decision of the President will be to either:

A. Sustain the action of the Review Committee, or
B. Refer the appeal back to the Review Committee if new information is brought forward in Step 3, or
C. Refer the appeal back to the Review Committee for additional study and review of procedures followed.

The President shall take any other actions necessary to protect the student’s right to due process and the instructor’s right to academic freedom.

**Step 4:**
If the student is dissatisfied with the decision rendered by the President in Step 3, he/she may appeal the decision to the Board of Regents for Murray State College.

The procedures for addressing the Board of Regents are outlined in the Manual of Governing Policies (available in the President’s office).

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**GRADE APPEAL**

The following information should be submitted to the Grade Appeal Review Committee through the office of the VPAA.

A concise statement explaining your reason for appeal should also be submitted.
6.3 Students Educational Rights and Privacy

In accordance with the Family Educational Rights and Privacy Act (FERPA—also known as the Buckley Amendment), students of Murray State College (MSC) are guaranteed certain rights with respect to their education records. These rights include:

1) The right to inspect and review the student’s education records within 45 days of the day MSC
receives a request for access. (Exceptions to the right to inspect and review records are (a) confidential letters and statements of recommendation – regarding admission, application for employment, or receipt of an honor or honorary recognition – if the student has waived his or her right to inspect and review those letters and statements and (b) financial records of his or her parents.)

2) Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. Positive identification of the student shall be required prior to examination of records. The MSC official will make arrangements for access and notify the student of the time and place where the records may be inspected. The student is not guaranteed the right to seclusion in examining the records or the right to remove any records. If the MSC official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

3) The right to request the amendment of the student’s education records that the student believes is inaccurate. Students may ask MSC to amend a record that they believe is inaccurate. They should write the MSC official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If MSC decides not to amend the record as requested by the student, MSC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

4) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to college officials with legitimate educational interests. A college official is a person employed by MSC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom MSC has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

5) The right to refuse the release of directory information. If the student chooses to exercise that right, he/she must appear in person in the Office of the Registrar by the tenth class day in the fall or spring semesters, or the fifth class day in the summer term, and sign a form stipulating that information not be released.

6) The right to file a complaint with the U. S. Department of Education concerning alleged failures by MSC to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

   Family Policy Compliance Office
   U. S. Department of Education
6.4 Release Of Student Information

In accordance with FERPA, prior consent of the student is not required to release directory information. Directory information is a category of information and does not refer to a publication known as a “Directory.” Students have the right to refuse the release of directory information as explained above.

Information that MSC has declared to be directory information is listed below:
Student's name, address, telephone number, electronic mail address, date and place of birth, photographs, participation in officially recognized activities and sports, field of study (major), honors and awards, weight and height of athletes, enrollment status (full-, part-time), dates of attendance, most recent previous school/college attended, classification, degrees and awards received and dates of receipt, and anticipated date of graduation based on completed hours.

FERPA requires the signed and dated consent of the student for the release to anyone (including parents) with the following exceptions--(a) other college officials within the educational institution who have legitimate educational interests; (b) to Federal, State and local authorities conducting an audit, evaluation, or enforcement of education programs, (c) in connection with a student's application for, or receipt of, financial aid; (d) organizations or educational agencies conducting legitimate research, provided no personal identifiable information about the student is made public; (e) accrediting organizations; (f) parents of a dependent student upon proof of dependency (exclusive of international students); (g) to comply with a judicial order or lawfully issued subpoena, (h) in connection with an emergency when such information is necessary to protect the health or safety of the student or other persons, (i) directory information, (j) results of a disciplinary hearing to an alleged victim of a crime of violence, (k) final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution’s rules or policies, and (l) disclosure to the parent of a student under 21 years of age if the institution determines that the student has committed a violation of its drug or alcohol rules or policies.

Personal information shall only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the information without written consent of the student.

6.5 HIPAA Policy

Patients have rights to privacy and confidentiality. Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the only communication about patients that is necessary to provide, manage, and coordinate care is permitted. To ensure that students and faculty of the Nursing program understand the importance of this law the following policy is enacted:
I. Students and Faculty of the Nursing Program of Murray State College understand the importance of patient confidentiality.

II. The College does not fit the definition of “Business Associate” for the purposes of HIPAA regulations. Specifically, a “Business Associate” is a person or entity that performs certain functions or activities that involve the use or disclosure of protected health information on behalf of, or provides services to, a covered entity”. This does not describe the nature of the clinical affiliation for the purpose of educating health care professionals. “A member of the covered entity workforce is not a business associate.” Students engaged in clinical education are in facilities for the purpose of learning, and function under the direction or oversight of the employees, who are part of the workforce entity. When Murray State College students and functioning within an institution for the purpose of education they are part of the “workforce entity”. Such activity is covered in the section on Health Care Operations (45 CFR 164.501): “(2) Reviewing the competence or qualifications of health care professionals, evaluating provider and health plan performance, training health care and non-health care professionals, accreditation, certification, licensing, or credentialing activities;” Under General Provisions (45 CFR 164.506): “A covered entity may, without the individual’s authorization: Use or disclose protected health information for its own treatment, payment, or health care operations.”

III. No student will be approved for clinical experiences until the required training and documentation for HIPAA has been completed. Murray State College requires that every student in the Nursing Program will:

a. Complete the ATI HIPAA module.

The Nursing Student Handbook is as accurate as possible, but the information may not remain current for all of the academic years. Changes in courses, course content, credit, fees, regulations, semester calendar, curriculum, and other college matters may be changed in accordance with established college procedures and without prior notice. Such changes authorized by the College apply both to prospective students and to those previously enrolled, unless the latter are specifically exempted.

Section 7: Forms

FERPA Authorization and Consent for Release
Murray State College Nursing Program
As part of my program requirements, I am scheduled for educational opportunities outside of the classroom. These include clinical practicum experiences, volunteer experiences, or other educational requirements outside of Murray State College. The institutions/agencies where I am scheduled to complete my placement may require that Murray State College release the following results before I begin my placement.

Therefore, I authorize Murray State College to release the following information to any institution/agency that may be required to complete the educational program:

1. Criminal Background Check results,
2. Medicare Fraud Check results,
3. Drug Screening results,
4. CPR certification documentation
5. Health & Immunization Records, and
6. Proof of Professional Liability Insurance coverage
7. Videotaping of skills/simulation labs for instructional use in the program

This permission extends for the duration of my enrollment as a student at Murray State College.

I understand that the information disclosed pursuant to this authorization, may be subject to re-disclosure by the recipient institutions.

___________________________
Print Name

___________________________
Signature

___________________________
Date

___________________________
MSC ID #

Please retain this copy of this form for your records. A copy will be provided for your signature. Copies should be returned to the Nursing Program Executive Assistant and will be retained in your permanent file.
I, ____________________________, voluntarily give permission for 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
- Venipuncture with a straight needle and an angiocath
- Fingerstick to obtain blood for blood glucose determination

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

I, ____________________________, elect not to participate in the above stated procedures. I understand a Liability Waiver has been signed and I agree to follow the established guidelines therein.

Date ______________________________

Student Signature ____________________________________________________________________

Please retain this copy of this form for your records. A copy will be provided for your signature. Copies should be returned to the Nursing Program Executive Assistant and will be retained in your permanent file.

Clinical Site Confidentiality and Security Statement

Murray State College Nursing Program
As a Murray State College student/visitor at specific clinical sites, you may have access to confidential information including patient, financial, or business information obtained through your association with clinical sites. The purpose of this agreement is to help you understand your duty regarding confidential information.

Confidential information is valuable and sensitive and is protected by law and clinical site policies. The intent of these laws and policies is to assume that confidential information will remain confidential, that is, it will be used only as necessary to accomplish student assignments. Your responsibilities for protecting confidential information are outlined below. Accordingly, as a condition of and in consideration of my access to confidential information, I agree to the following:

1. I will not access confidential information for which I do not have a legitimate need to know.
2. I will not disclose protected demographic health information that could be used to identify a patient. This includes name, street address, city, county, precinct, zip-code, birth date, admission date, discharge date, date of death, telephone number, fax number, email address, social security number, medical record number, and full face photographic images and any comparable images.
3. I will not in any way divulge, copy release, sell, loan, review, alter or destroy any confidential information except as authorized within the scope of my association with any clinical site/
4. I will not reveal my computer access code (if applicable) to anyone for any reason, nor will I utilize another user’s password in order to access any system. I accept responsibility for all activities occurring under my password.
5. If I observe or have knowledge of unauthorized access or divulgement of confidential information I will report it immediately to my supervisor.
6. I will not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through my work assignment.
7. I will respect the ownership of proprietary software (if applicable) and not operate any non-licensed software on my computer.
8. I understand that all electronic communication systems and all information transmitted by, received from or stored in these systems is the property of the clinical site and should not be used inappropriately or for personal gain. I also understand that all electronic communication may be monitored and is subject to audit.
9. I understand that my failure to comply with this agreement may result in disciplinary action, which might include, but is not limited to, termination of my privileges at the clinical sites.

By signing this agreement, I acknowledge that I have read, understand, and will conform to the responsibilities outlined above.

__________________________  __________________________
Signature  Date

__________________________
Printed Name

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