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I

NURSING PROGRAM DESCRIPTION
MISSION STATEMENT

The Department of Nursing is committed to quality nursing education which uses a holistic caring framework to promote quality and safe healthcare. Our mission encourages personal and professional development of faculty, staff and students. An appreciation for diverse perspectives and humane values is central to the mission. Building on a liberal arts education and a strong science foundation, the goal of the Department of Nursing is to prepare lifelong learners who are committed to the profession, the community, and to meeting changing health care needs of society.

Approved 11/20/09

BSN PROGRAM OBJECTIVES

<table>
<thead>
<tr>
<th>Level One - Sophomore</th>
<th>Level Two – Junior</th>
<th>Level Three - Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify knowledge and values from the arts and sciences of a liberal education to provide competent nursing care for diverse patient populations</td>
<td>Apply knowledge and values from the arts and sciences of a liberal education to provide competent nursing care for diverse patient populations</td>
<td>Synthesize knowledge and values from the arts and sciences of a liberal education to provide competent nursing care for diverse patient populations</td>
</tr>
<tr>
<td>Describe innovative quality and safety processes within clinical microsystems, using leadership skills of ethical and critical decision-making, interprofessional collaboration, care management and conflict resolution</td>
<td>Discuss innovative quality and safety processes within clinical microsystems, using leadership skills of ethical and critical decision-making, interprofessional collaboration, care management and conflict resolution</td>
<td>Apply innovative quality and safety processes within clinical microsystems, using leadership skills of ethical and critical decision-making, interprofessional collaboration, care management and conflict resolution</td>
</tr>
<tr>
<td>State the principles of research and evidence-based practice to improve patient care outcomes</td>
<td>Define the principles of research and evidence-based practice to improve patient care outcomes</td>
<td>Apply the principles of research and evidence-based practice to improve patient care outcomes</td>
</tr>
<tr>
<td>Discover, retrieve, and utilize technology and other sources of information to enhance nursing practice with supervision</td>
<td>Discover, retrieve, and utilize technology and other sources of information to enhance nursing practice with assistance</td>
<td>Discover, retrieve, and utilize technology and other sources of information to enhance nursing practice</td>
</tr>
<tr>
<td>Recognize human, fiscal and material resources to achieve quality health care outcomes, considering organizational and environmental forces</td>
<td>Identify human, fiscal and material resources to achieve quality health care outcomes, considering organizational and environmental forces</td>
<td>Apply human, fiscal and material resources to achieve quality health care outcomes, considering organizational and environmental forces</td>
</tr>
<tr>
<td>Describe inter and intra professional communication and collaboration skills to deliver evidence-based, patient-centered care to diverse patient populations</td>
<td>Practice inter and intra professional communication and collaboration skills to deliver evidence-based, patient-centered care to diverse patient populations</td>
<td>Demonstrate inter and intra professional communication and collaboration skills to deliver evidence-based, patient-centered care to diverse patient populations</td>
</tr>
<tr>
<td>Implement evidence-based, culturally competent, holistic nursing care that values patient and family preferences with patients experiencing health alterations in acute or chronic care settings and the community</td>
<td>Implement evidence-based, culturally competent, holistic nursing care that values patient and family preferences with patients experiencing health alterations in acute care settings and the community</td>
<td>Implement evidence-based, culturally competent, holistic nursing care that values patient and family preferences, across the health-illness continuum and in all health care settings</td>
</tr>
</tbody>
</table>
Practice professionalism by applying the principles of commitment, compassion, conscience, confidence, competence, and conduct in order to achieve optimal health outcomes for diverse patient populations

Demonstrate professionalism by applying the principles of commitment, compassion, conscience, confidence, competence, and conduct in order to achieve optimal health outcomes for diverse patient populations

Integrate professionalism by applying the principles of commitment, compassion, conscience, confidence, competence, and conduct in order to achieve optimal health outcomes for diverse patient populations

Senior Level Objectives (End of Program) Approved 1/19/10
All Objectives Revised 9/2/10, 9/3/10

VALUES

We believe in:

- The value of lifelong learning that includes development of intellectual abilities and humane values.
- The integration of liberal arts with a strong science base as the foundation of quality nursing care.
- Holistic caring as the framework for nursing practice to promote health of clients of all ages and in all health conditions.
- Purposeful and reflective clinical experience as the basis for developing expert nurse clinicians.
- The value of diversity to the profession and learning community with multicultural sensitivity incorporated into delivery of health care.
- Service as an inherent component of professional nursing that will promote access to quality nursing care.
- Scholarship that includes inquiry and critical reasoning as necessary for development of nursing knowledge and evidence for delivery of nursing care.
- The value of using developing technology to enhance nursing practice.

Approved 11/20/09

PURPOSE

The purpose of the Otterbein University Bachelor of Science in Nursing Program is to prepare competent professional nurses through the use of teaching, research, practice, and service. The nursing major is based on a liberal arts education that is progressively developed throughout the program. Students apply a framework of caring and utilize nursing science to enhance the health status of individuals, families, groups, and communities in a variety of settings. Students will be able to apply critical analysis and clinical reasoning to effectively respond to changing health care needs of a diverse society. The Bachelor of Science in Nursing Program prepares nurses with a general knowledge base and abilities to function effectively in a variety of nursing roles while providing a firm foundation for graduate study.
HOLISTIC CARING TAPESTRY

Otterbein’s Caring Framework has been developed with six components that are interdependent and interwoven into an educational framework for the nursing program which integrates the mission, values, and purpose of the program.

COMMITMENT:
- Dedication
- Quality and Safe Care
- Inquiring/Questioning
- Evidence Based Practice
- Continuous Professional Development
- Present and Future Orientation
- Global Health

COMPASSION:
- Service
- Sensitivity/Empathy
- Human Dignity
- Embracing Diversity

CONSCIENCE:
- Altruism
- Advocacy
- Autonomy
- Accountability
- Integrity/Honesty
- Political Activism
- Social Justice

CONFIDENCE:
- Leadership
- Management
- Adaptability
- Nurse-Patient Relationship
- Collaborative Communication

COMPETENCE:
- Nursing Process
- Evidence-Based Practice
- Prioritization/Delegation
- Liberal Arts Foundation
- Science Foundation
- Research
- Clinical/Critical Reasoning
- Theory Application
- Synthesis
- Cultural Competence
- Information Management and Patient Care Technology
- Creativity
- Reflection

CONDUCT:
- Professionalism/Leadership
- Accountability for Self and Delegated Care
- Pride/Enthusiasm
- Civility/Role Modeling
- Collaboration with Inter-professional Team
- Self-Care
- Aesthetic/Art

Approved 6/16/09

HOLISTIC CARING TAPESTRY DEFINITIONS

Caring:
This is a central theme and core of the nursing caring tapestry and is pivotal in all the activities that are associated with the art and science of nursing. Caring is a dynamic, multi-dimensional and universal concept that enhances and preserves human dignity. Caring interventions contribute to health promotion, maintenance, and restoration to achieve the greatest potential for holistic well-being. Caring is guided by compassion, conscience, conduct, competence and commitment where there is mutual trust and sound moral and ethical values. Caring for self and others involves self-awareness and belief in personal empowerment and includes promoting academic and practice standards to ensure the quality of the profession.

Commitment:
Commitment is a pledge to integrate shared decision-making, quality and safety components into holistic care. It is the affective ability needed to keep one’s obligations congruent with one’s desires and to guide choices related to one’s trust and obligation to the profession of nursing. The dedication of the graduate is one of inquiry and questioning to constantly endeavor to strive toward providing the highest level of professional care. Commitment is made to lifelong professional development and a utilization of evidence based practice. Commitment includes the attitudes of empowerment, advocacy, assertiveness, courage, self-responsibility and accountability. Global health and sustainability will provide direction for the future endeavors in the delivery of patient care.

Compassion:
Compassion encompasses both the nurse’s empathy for and connection with the patient/family and the nurse’s ability to translate these affective characteristics into culturally sensitive care that embraces diversity and individualized care. Preserving and promoting human dignity and autonomy are constant from birth until death.
Conscience:

Conscience involves knowledge, skills, and attitudes constituting an awareness of one’s moral responsibility to self and others. Nurses need knowledge of ethical theory, legal principles, moral development, social justice and self-determination theory. Conscience serves as a guide by providing insight into personal and diverse societal values. Conscience will be evidenced by attitudes of open-mindedness, truth seeking, courage, examination of one’s values and respect for cultural beliefs/values of others as well as social justice. Professional practice will be autonomous within the legal parameters of the nursing profession and will actively seek ways to enhance health for everyone.

Confidence:

Confidence implies a pervading belief or trust in one’s self. It is a belief in one’s abilities to accomplish a desired task within a caring relationship with: clients, students, faculty, nurses, and other healthcare professionals. Confidence is demonstrated by an assertive demeanor, verbalized positive regard for self and others, willingness to learn, empowerment, adaptability and self-awareness. Collaborative communication is essential to an effective nurse-patient relationship. The graduate will possess skills that provide the basis for leadership and management within the context of patient-nurse relationships with advancement into larger realms of responsibility. Effective written, oral, electronic and non-verbal communication is required of professional nurses.

Competence:

Competence is possessing the knowledge, judgment, skills, energy, experience and motivation to fulfill the demands of professional practice. Competence builds on the liberal arts and science foundations as well as the knowledge and skill sets of nursing. It integrates reflective clinical and creative reasoning, theory application, collaboration and negotiations, the nursing process as well as prioritization and delegation of care. Competence begins with being inquisitive and willing to seek help and to provide help and builds from novice to expert. It requires lifelong professional development and a commitment to research and evidence based practice. Cultural competence is sensitivity to culture, race, gender and sexual orientation with the ability to provide holistic individualized care to every client. With competence, there is an ability to be creative in relationships, care, and critical analysis.

Conduct:

Collaborating with the inter-professional team is the ability to work with others for a common goal. There is a need to be responsive to a number of constituents and skills needed include negotiation, communication, problem solving, role modeling and critical thinking. Clear, assertive and honest communication is necessary to establish and maintain caring human relationships that form the basis for professional nursing. Professionalism includes a respect for diversity, a positive response to change, and a belief in the positive benefits of self-care and health promotion. Utilizing critical thinking involves nursing practice theory and research for professional decision making and the pride and enthusiasm to be creative in approach to individualizing care.
II

PROGRAM OF STUDY:
BACHELOR OF SCIENCE IN NURSING
ADMISSION TO THE NURSING PROGRAM

These policies are required by the Ohio Administrative Code, found in Rule 4723-5-12. Students are admitted to the Nursing program once per year. The application deadline is February 15 in order to start in Fall Semester of the same year. Applications are available in the Nursing office.

1) Prerequisites that must be completed prior to starting are: BIO 1810, 1820; CHEM 1100, 1110, 1200; INST 1501 or 1502 or 1503; PSYC 1000, 2000.
2) A minimum grade of “C” is required in BIO 1810, 1820, 2800, 3500; CHEM 1100, 1200; and INST Identity Projects (INST 1501-1503). If a grade less than “C” is earned, these courses must be repeated in order to meet prerequisite and degree requirements.
3) Students must have a minimum 3.0 grade point average (GPA) on a 4.0 scale.

Refer to the Otterbein University Catalog Major Requirements for further details at: http://otterbein.catalog.acalog.com/preview_program.php?catoid=14&poid=872&returnto=769

Freshman intending to major in nursing enter as pre-nursing students and must submit a separate application for progression into nursing courses during the spring semester of their freshman year. Freshman students who meet the following high school criteria are guaranteed progression into the nursing curriculum if they meet the prerequisites during their freshman year. The guarantee high school criteria are: 3.5 high school GPA or better and a 25 composite or better on the ACT or a 1650 composite or better on the SAT. (High school guarantee criteria subject to change.) Once at Otterbein, guaranteed pre-nursing students must meet all Otterbein criteria for progression into the Nursing program. All pre-nursing freshmen, with and without the guarantee, must meet the same minimum criteria for progression into the sophomore nursing curriculum and complete the application for admission into the nursing program; however, admission will be competitive and on a space-available basis and preference will be given to those most highly qualified.

Transfer students, in addition to following transfer student University admission procedures, must submit a nursing application when all prerequisites are completed and they are ready to enter nursing courses. Nursing application forms are available from the Office of Admission and the Department of Nursing. The highest qualified transfer students are selected for admission on a space-available basis. Contact the Department of Nursing, 1 South Grove Street, Otterbein University, Westerville, Ohio 43081 or by calling 614-823-1614 for further information.

Refer to the Otterbein University Special Admission Procedures for First-time Freshmen and Transfer Students for further details at http://otterbein.catalog.acalog.com/content.php?catoid=14&navoid=784.

DEGREE REQUIREMENTS

This policy is required by the Ohio Administrative Code, and is found in Rule 4723-5-12.

Candidates for the Bachelor of Science in Nursing (BSN) degree must complete all university and Nursing Department degree requirements. Refer to the Otterbein University Catalog Major Requirements for further details at http://otterbein.catalog.acalog.com/preview_program.php?catoid=14&poid=872&returnto=769
HONORS PROGRAM

The Honors Program at Otterbein University is designed to provide intellectual stimulation and challenge for students with high academic ability. Please refer to the Otterbein University Course Catalog for specific information regarding the Honors Program along with other Academic Honors and Recognition. 
http://www.otterbein.edu/public/Academics/SchoolsUniversityPrograms/UniversityPrograms/Honors_Program.aspx

MINORS

GENERAL MINORS

As a nursing student, you may also minor in business, sports medicine, psychology or other disciplines. Refer to your Otterbein University Course Catalog for details on requirements to earn a minor at http://otterbein.catalog.acalog.com/content.php?catoid=14&navoid=769.
Otterbein University  
Department of Nursing  
Bachelor of Science in Nursing (BSN) Curriculum  
Semester curriculum*

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>J Term</th>
<th>Spring</th>
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</table>
| Freshman | INST 1000 (Freshman Year Seminar) - 4 cr  
Chem 1100 – 3 cr (Intro to Chem)  
Chem 1110 – 1 cr (Chem lab)  
BIOL 1810 – 4 cr (Anat & Physio 1)  
Psych 1000 – 4 cr (Intro to Psych) | 16 credits                                       | INST 1501, 1502 or 1503 – 4 cr (English)  
Chem 1200 – 4 cr (Bio & Organic Chem) is substitute for INST 2400 Natural Fdns  
BIOL 1820 – 4 cr (Anat & Physio 2)  
Psych 2000 – 4 cr (Developmental Psych) | 16 credits                                      |
|        | BIOL 3500 – 4 cr (Pathophysiology)  
Health/Activity – 1 cr  
NURS 2600- 8 cr - Founds/Assessment  
NURS 2400- 3 cr - Nutrition | 16 credits                                       | Math 1240 – 4 cr (Statistics)  
BIOL 2800- 3 cr (Microbiology)  
NURS 2700 - 7 cr - Prof. Nursing I (med-surg)  
NURS 2300 – 3 cr - Intro Pharmacology | 17 credits                                      |
| Sophomore 2012-13 | INST 2006 (Interconnections) 4 cr  
INST (Creativity & Culture) 2600 – 4 cr - your choice  
NURS 3300 – 2 cr - Evidence Based Practice - Research  
NURS 3800 - 7 cr - Family | 16 credits                                       | INST (Reflection & Responsibility) 4 cr – choose  
2201, 2202, 2203 or 2204  
NURS 3600 – 8 cr - Prof. Nursing II (mental health and med-surg)  
NURS 3500 – 3 cr - Public Health & Epidemiology | 15 credits                                      |
|        | INST 3500 – 4 cr – dyad (student choice)  
NURS 4300 – 8 cr - Prof. Nursing III (acute care children & adults)  
NURS 4400 – 2 cr – Health Poliy/Global  
NURS 4999 – 3 cr - Nursing Elective OR SYE travel elective | 17 credits                                       | INST 4000 – 4 cr – dyad (student choice)  
NURS 4700 – 6 cr - Prof. Nursing IV (acute care Medical-surgical Immersion)  
NURS 4800 – 3 cr - Leadership  
NURS 4500 – 2 cr - Gerontology | 15 credits                                      |

*Italicics=clinical course*
<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Sem hrs</th>
<th>Sem comp</th>
<th>Grade</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>INST 1000 – Freshman Year Seminar</td>
<td>4</td>
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<tr>
<td>INST 1501, 1502 or 1503 – English</td>
<td>4</td>
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<tr>
<td>INST 2006 – Dimensions of Culture &amp; Society</td>
<td>4</td>
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<tr>
<td>INST 2600 – Creativity &amp; Culture (student choice)</td>
<td>4</td>
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<tr>
<td>INST – Reflection &amp; Responsibility – choose 2201, 2202, 2203 or 2204</td>
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<tr>
<td>INST 3500 – Dyad (student choice)</td>
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<tr>
<td>INST 4000 – Dyad (student choice)</td>
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<td>Chem 1100 – Intro to Chemistry</td>
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<td>Chem 1100 – Chem Lab</td>
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<tr>
<td>Chem 1200 – Bio &amp; Organic Chemistry</td>
<td>4</td>
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<td></td>
<td>Substitute for INST 2400 Natural Fdns</td>
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<tr>
<td>BIOL 1810 – Anatomy &amp; Physiology I</td>
<td>4</td>
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<tr>
<td>BIOL 1820 – Anatomy &amp; Physiology 2</td>
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<tr>
<td>BIOL 2800 – Microbiology</td>
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<tr>
<td>BIOL 3500 – Pathophysiology</td>
<td>4</td>
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<tr>
<td>Math 1240 – Statistics</td>
<td>4</td>
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<tr>
<td>PSYCH 1000 – Intro to Psychology</td>
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<td>PSYCH 2000 – Developmental Psychology</td>
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<td>Health/Activity (only traditional students)</td>
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<td>NURS 2300 – Intro to Pharmacology</td>
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<td>NURS 2400 – Nutrition</td>
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<tr>
<td>NURS 2600 – Foundations/Assessment</td>
<td>8</td>
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<tr>
<td>NURS 2700 – Professional Nursing I</td>
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<tr>
<td>NURS 3300 – Evidence Based Practice – Research</td>
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<tr>
<td>NURS 3500 – Public Health &amp; Epidemiology</td>
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<td>NURS 3600 – Professional Nursing II</td>
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<tr>
<td>NURS 3800 – Family</td>
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<tr>
<td>NURS 4300 – Professional Nursing III</td>
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<td>NURS 4400 – Health Policy/Global</td>
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<td>NURS 4500 – Gerontology</td>
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<td>NURS 4700 – Professional Nursing IV</td>
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<td>NURS 4800 – Leadership</td>
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<tr>
<td>NURS 4999 – Nursing elective or SYE Travel Elective</td>
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</tbody>
</table>

4/10/12

REFER TO UNDERGRADUATE NURSING WEBSITE FOR INFORMATION ON POLICIES OF THE NURSING DEPARTMENT WITH REGARD TO ADMITTANCE, RETENTION, AND ASSISTIVE SERVICES FOR STUDENTS.

http://www.otterbein.edu/public/Academics/Departments/Nursing.aspx

REFER TO THE UNDERGRADUATE CATALOG FOR INFORMATION ON COURSES, PREREQUISITES, AND GRADUATION REQUIREMENTS.

http://otterbein.catalog.acalog.com/content.php?catoid=14&navoid=769
PROGRAM REQUIREMENTS FOR CLINICAL COURSES

Participation in any clinical experience is NOT permitted until all clinical requirements are met. Failure to complete the requirements prior to the course deadline may result in failure of the nursing course and/or dismissal from the nursing program. Please see POLICY & PROCEDURE SECTION.

ESSENTIAL PERFORMANCE REQUIREMENTS*

In order to accomplish the objectives of the nursing program safely, students must possess the ability and fitness to perform in a manner that will not jeopardize safety and well-being of their patients or themselves. The Nursing Department may require nursing students who pose a threat to the safety of others or to themselves in the health care environment to withdraw from the nursing program pursuant to the policy in the Otterbein University Course Catalog on withdrawal and subject to the Grade Policy in the Department of Nursing Undergraduate Student Handbook. All students admitted to the nursing program must be able to meet the essential performance requirements with or without accommodations. Each situation will be reviewed on an individual basis.

These essential performance requirements include but are not limited to the following five areas of ability:

**Observation:** Must be able to observe demonstrations and experiments in the basic sciences. Must be able to observe a patient accurately to identify cyanosis or absence of respiratory movement and when a patient is in imminent danger; perform equipment calibrations; read small print on medication containers, physician’s orders and equipment monitors; and perform physical assessments.

**Communication:** Must be able to speak, hear and observe patients in order to elicit information, describe changes in the patient, and perceive nonverbal communications. Must be able to hear monitor alarms, emergency signals, patients’ calls for help, call bells from patients, stethoscope sounds originating from a patient’s blood vessels, heart, lungs, and abdomen, etc. Must have verbal and language capabilities to communicate effectively and sensitively with patients regarding their nursing plan of care. Must have reading and writing skills sufficient for patient communication, record keeping and professional health care team interactions.

**Motor:** Must be able to stand for prolonged periods of time, perform cardiopulmonary resuscitation, quickly move about and transport patients during emergencies, carry infants, maneuver quickly in confined spaces, etc. Other motor requirements include carrying equipment, pushing, pulling, stooping, kneeling, bending, and climbing stairs. Must be able to lift, push and pull with assistance (mechanical or co-worker) the weight of the average patient specific to the clinical area working in. Other motor skills include eye-hand-foot coordination, repetitive arm and hand movements and finger dexterity, using sterile techniques, inserting catheters, preparing and administering medication (oral, intramuscular, intravenous) and numerous other invasive procedures.

**Intellectual-Conceptual, Integrative and Quantitative Abilities:** These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, a critical skill for nurses, requires all of these intellectual abilities. Must be able to collect data pertinent to a patient’s health, analyze the assessment data, identify outcomes for an individualized plan of care for the patient, develop a plan of care that prescribes strategies to attain the expected outcomes, and evaluate
the achievement of the expected patient care outcomes. The ability to incorporate new information from peers, teachers, and the professional literature in formulating diagnoses and care plans is essential.

**Behavioral, Social and Ethical Attributes:** Emotional stability and the ability to accept responsibility and accountability are essential. Must be capable of developing mature, sensitive and effective relationships with patients from diverse social, cultural and ethnic backgrounds. Must have awareness of ethical actions related to the well being of others and as part of the direct patient service role required of registered nurses. Must be able to tolerate physically and mentally taxing workloads and function effectively under stress.

**Must have a valid Ohio Driver’s License or access to transportation to local/regional clinical and observational sites.**

**DISABILITY SERVICES***
The Office of Disability Services (ODS) at Otterbein University is charged with ensuring that all qualified students with disabilities have equal access to an education and to campus life. This access is provided to students through the provision of legally mandated (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act) services, accommodations, and advocacy. Accommodations might include extra time for exams, distraction reduced test space, note taking assistance and priority registration. ODS provides services to students with obvious physical disabilities such as visual impairments, hearing impairments and mobility impairments as well as to students diagnosed with learning disabilities, Attention Deficit Disorder/Hyperactivity Disorder (ADHD), and psychiatric disorders.

Reasonable accommodation in course work or clinical experiences will be made for students with special needs on an individualized basis. In order to receive accommodations, students must provide ODS with appropriate documentation of their disability. After reviewing the documentation of a student’s disability, ODS staff will determine appropriate academic services and accommodations, depending on the disability. When students are enrolled in nursing courses, they have the responsibility to discuss their special needs with course faculty so that reasonable accommodations can be made in a timely manner. Nursing faculty and ODS work together to determine appropriate accommodations that allow students to succeed in the program without jeopardizing the essential requirements of the program.

**GRADE REQUIREMENTS***

1. A minimum grade of "C+" (77%) is required in all nursing courses. To proceed in the sequence of nursing courses, all prerequisite nursing courses must be completed with a "C+" or better (effective class of 2014 and later).

2. Whenever a B.S.N. student interrupts enrollment in the three-year sequence of nursing courses (regardless of reason), the student must apply for re-enrollment into nursing courses at least one semester prior to re-entry (for fall re-entry, application must be submitted by February 1). Late submission of materials may negatively affect the student's re-enrollment. Re-enrollment is not guaranteed and is determined by the Nursing Admission Review Committee on an individual basis. The full policy and procedure for re-enrollment is located in the Department of Nursing Undergraduate Student Handbook (Section III).
3. A student receiving two grades of "C-" (C minus) or lower in the original attempt in BIOL 1810, 1820, 2800, 3500; CHEM 1100 and 1200; a grade of "C" in any nursing course); or any combination of these courses will no longer be able to continue in the BSN Program. A student may attempt only one nursing course twice in the BSN Program. An attempt is defined as being enrolled in a course beyond the 25th class day. Receiving a grade of "C" or lower or a "W" (Withdrawal) in the original attempt of any nursing course will constitute an attempt.

**COMPUTER/INFORMATION TECHNOLOGY**

Students taking on-line courses should be aware of the hardware and software recommendations of the information technology department. See informational technology list under resources at [www.otterbein.edu](http://www.otterbein.edu). Also at this site is information on how to secure passwords and access Blackboard, and other essential information.

Revised 7/05

**TECHNICAL REQUIREMENTS**

There are specific computer requirement for online courses: PC Windows 7. All of the Otterbein computers are upgraded to Windows 7 and Word 2007 or Word 2010. Otterbein computers (faculty) will no longer support Word 2003. Students will need to have access to a computer in compliance with these requirements.

Refer to IT website: [http://www.otterbein.edu/its/standards.asp](http://www.otterbein.edu/its/standards.asp)

**STUDENT EMAIL ADDRESS**

The only email address the Nursing Department and Faculty will use to contact the student is the student’s Otterbein University email address. The student is responsible for checking emails sent to their Otterbein University webmail accounts and Black Board for course information.
III

NURSING DEPARTMENT ORGANIZATIONAL STRUCTURE
DEPARTMENTAL COMMITTEES WITH STUDENT MEMBERS

CURRICULUM COMMITTEE

The functions of the Curriculum Committee are to review and evaluate courses, proposed curriculum changes, grading, and evaluation policies, and clinical expectations.

NURSING ADMISSION REVIEW COMMITTEE

The functions of the Nursing Admission Review Committee are to evaluate admission policies and procedures, provide accurate information for prospective students, to review applicants for admission, to make final decisions about student admissions, and to establish/implement student recruitment procedures.

STUDENT/FACULTY COMMITTEE

The functions of the Student/Faculty Committee are to provide a communication link between students and faculty on matters not directly related to curriculum concerns. The committee plans and implements student-faculty activities to facilitate student-faculty interaction. It also coordinates and evaluates community outreach efforts that involve student-faculty participation. In addition, the committee establishes and coordinates faculty development activities to meet the professional and curricular needs of the Department of Nursing.

PROGRAM EFFECTIVENESS COMMITTEE

The functions of the Program Effectiveness Committee are to monitor and evaluate progression, retention and graduation of students in the undergraduate and graduate programs. It also conducts and analyzes student evaluations including end of program, 6-month post-graduation survey, employer survey in order the develop, revise, and assure implementation of the Department Evaluation Plan. The committee maintains a database of longitudinal data to evaluate/analyze program success, identify and tracks changes in programs or curriculum that are responses to evaluation feedback.

STUDENT GOVERNANCE AND REPRESENTATION

1. Class officers for BSN students will be elected by the fourth week of every Fall semester by and for each class (Sophomore, Junior, and Senior). Officers are: President, Vice President, Secretary/Treasurer and one alternate for each of these positions. If there is further interest by students, additional offices can be added (i.e.: Historian).

2. The class officers are responsible for the following activities:

President: Attend Curriculum Committee meetings, conduct class meeting and coordinate fundraisers and class activities.

Vice President: Attend Nursing Admission Review Committee meetings, conduct class meetings and perform other presidential duties in the absence of the President as well as support the president in fundraising projects and class social activities.
Secretary/Treasurer: Attend Student/Faculty Committee meetings, record minutes of class meetings, be responsible for class correspondence and monitor and coordinate class finances.

4. The alternates will attend their designated meetings when their class officers are unable to attend. It is the responsibility of the officer to contact the alternate representative if they are unable to attend these meetings.

5. Student members of the Nursing Department Committees are granted full voting privileges within the respective committees. When issues involving private student information are handled in committees, students are excused from that portion of the meeting.

OTTERBEIN UNIVERSITY GOVERNANCE

University governance gives students voting rights, along with faculty and administration, on all campus policy and decision-making bodies. In the University Senate, which is the major policy-making body, students sit in equal numbers with faculty and administrators. Students also sit on most councils and committees on campus. All students in good standing are eligible for election to the Senate. Students can also participate in a Student Forum. The Otterbein University Board of Trustees has legal authority over all actions of the Senate. Two voting student seats and two voting faculty seats are on the board.
IV

NURSING DEPARTMENT POLICIES AND PROCEDURES
ABSENCE

College students are adult learners and make choices about classroom attendance. Some classroom and laboratory learning experiences may be mandatory. Sometimes class attendance and participation will be graded.

If a classroom/laboratory absence occurs, it is the responsibility of the student to contact the instructor or a fellow student to obtain the missed material and assignments.

The student must call the instructor prior to class if the student will miss a scheduled quiz or exam for the absence to be considered “excused.”

At the discretion of course faculty, the student may be asked to submit a doctor’s/health professional’s statement on appropriate letterhead stating the reason for the student’s absence from course work.

Students are REQUIRED to attend ALL clinical learning experiences:
    a. In cases where the student’s physical/mental health is in question, upon request of the clinical instructor and course coordinator, the student will be required to obtain a written statement from a physician on appropriate letterhead stating that the student is physically/mentally capable of completing their clinical assignment.
    b. In case of absence, the student will initiate contact with their preceptor concerning possible alternative learning experiences. Determination of whether alternative learning experiences to meet clinical objectives are available is at the discretion of course faculty.
    c. If the clinical objectives for the course are not met by the end of the last week of the semester, the student will receive an “unsatisfactory” for clinical performance.

ACCOUNTABILITY

This policy is required by the Ohio Administrative Code, and is found in Rule 4723-5-12 & Rule 4723-5-25.

The student demonstrates professional accountability and learner responsibility by the following behaviors:

    Conducts himself/herself with integrity in professional and academic endeavors. We do not anticipate any problem with cheating and plagiarism. It is assumed that students have read and understand the statement on Plagiarism, Cheating and Dishonesty, that is found in the Otterbein University Life Handbook. www.otterbein.edu/resources/CLH/index.asp. Any infraction of these guidelines will result in a student failing the course.

    Complete written work and psychomotor skills at designated times and achievement level.

    Is present and punctual for clinical experience; and reports absence using the proper mechanism.

    Takes initiative for making alternative arrangements when unable to meet commitments.
Participates in own self-evaluation and identifies own areas of strengths and areas for growth.

Applies ethical codes and legal guidelines in regard to written work and in the utilization of the nursing process.

Seeks learning experiences as needed to reach designated achievement level.

Maintains client confidentiality and privacy.

**APPEAL/CHANGE OF GRADE**

Grades submitted to the Registrar’s Office are considered final unless (1) evidence of an error can be presented, or (2) the student is convinced his or her academic performance was evaluated on other than an academic basis or in a prejudiced or capricious manner. Grades should not be changed by arranging to complete additional work or by meeting criteria not in accord with those applied to all other students enrolled in the course.

Reviewed 1/12

**BUREAU OF CRIMINAL INVESTIGATION (BCI) CLEARANCE**

A BCI background check must be completed by all students due to healthcare agency requirements prior the starting classes. Newly accepted students will be given information for completion at the time of acceptance. In-state residents are screened by the State of Ohio; students that have lived outside of the state of Ohio within the past five years are screened by the State of Ohio and the FBI. Students must have an acceptable report from the BCI to meet clinical requirements in the program. The Ohio Board of Nursing requires another BCI clearance prior to taking the National Council Licensure Examination-Registered Nurse (NCLEX-RN). Any unacceptable reports need to be resolved prior to beginning clinical nursing courses. Students are responsible for associated fees.

Note: Occasionally health care agencies may require a repeat of BCI clearance for students placed at their facility; students are responsible to complete this as required.

**CELL PHONE POLICY**

Student may not have cell phones or pagers on their person in clinical sites.

Students may have cell phones and pagers on their person during class time, but must have them turned off or set on silent mode. No phone messages, texting or communication devices may be accessed during class time, as it may distract other students.

Students may not have cell phones or pagers on their person during class examinations; they must be turned off or set on silent mode and stored in purses, briefcases, or bookbags. No access is permitted during the examination period.

Revised 1/05
CHANGE IN PROGRAM POLICY

1. Students will be notified of any change in program policy through email messages, course announcements and revisions to catalog or undergraduate handbook.

2. When new policies related to nursing student progression and/or program completion are adopted, they apply to new students entering the program. Effective February 1, 2012, students currently in the program are held to nursing progression and completion policies in place at the time they enter the program.

Faculty Organization Committee approved on 01/26/12

CHEMICALLY DEPENDENT NURSING STUDENT POLICY

- **Nursing Department Faculty Philosophy Regarding Substance Abuse**

  The Department of Nursing faculty believes they have a professional and ethical responsibility to patients who receive nursing care from students, and to the community, to provide a teaching/learning environment which is safe, healthful, and efficient. The use, sale, transfer or possession of illicit substances or alcohol by students on the Otterbein University campus or while on clinical assignment creates the potential for harm to others.

- **University Policy**

  The Department of Nursing faculty will follow the University's policy prohibiting the illegal possession, use or distribution of drugs and/or alcohol by students on university property. Violators will be prosecuted in accordance with applicable laws and ordinances and will be subject to disciplinary action by the University in conformance with University policy. (See Otterbein University Campus Life Handbook, Policy on Alcohol and other Drugs.)

- **Definition of Chemical Dependency**

  Chemical dependency is defined as an illness in which alcohol or drug use interferes with the person’s ability to function safely and affects the person’s physical, emotional, and social health. Chemical dependency is characterized by physical and/or psychological dependence on drugs and/or alcohol and if untreated causes health problems and even death.

- **Student Responsibility**

  The Otterbein community functions on the basis of mutual trust and responsibility. It is the nursing student’s responsibility to avoid use of any alcohol and/or drugs that will in any way impair safe and effective functioning in clinical, including clinical preparation and activities. Nursing students have a responsibility to their peers to help identify affected peers and encourage them to seek professional intervention.

- **Faculty Responsibility**
The Department of Nursing faculty will confront students with behaviors consistent with substance abuse. These students will be referred to the Vice President of Student Affairs where further action will be taken (Booklet: Substance Abuse Policy, Otterbein University). Students may or may not continue with their nursing education depending on the student's compliance with treatment and contract initiated with the Vice President of Student Affairs and the chairperson of the Nursing Department at the time of intervention.

Faculty believes that students who comply with treatment and remain drug free can become safe practicing nurses.

- **Potential Characteristics of Chemically Dependent Students**
  
  **Behavioral characteristics:**
  - Absenteeism; tardiness; frequently leaves clinical unit
  - Behavioral changes: i.e., mood swings and irritability
  - Excuses or apologies for failure to meet deadlines
  - Isolation/withdrawal from the group
  - Decreased classroom and clinical productivity
  - Fluctuating clinical performance
  - Pervasive alcoholic odor or persistent use of mouthwash
  - Inappropriate physical appearance

  **Physiologic characteristics:**
  - Flushed eyes
  - Red eyes
  - Abnormal pupil constriction or dilation
  - Unsteady gait
  - Slurred speech
  - Blackouts
  - Declining health

- **Faculty Guidelines for Managing Chemical Dependence in the Nursing Student**

  a. Gather and document data on behaviors as described in the Otterbein University Campus Life Handbook, Policy on Alcohol and other Drugs. If the student demonstrates any of these behaviors on the clinical unit the faculty will:
     I. Relieve the student from the patient assignment;
     II. Send the student home with family or a friend that the student designates to drive;
     III. Collaborate with the clinical facility regarding substance-abuse policies pertaining to students in the clinical setting.

  b. Intervene (include chairperson)
     I. Present documented impaired performance behaviors to the student;
     II. Expect student resistance or denial, but remain firm;
     III. Refer student to Associate Dean of Academic Affairs.
Clinical experiences are designed to provide the opportunity to apply the concepts of the curriculum and the methodology of nursing process to the practice of nursing. Content for application is derived from designated class work and readings. Opportunities for sharing of information and experiences with peers occurs during the post clinical conference and discussions. Information and experiences from clinical with others that contains any identifying information about clients is NOT to be shared in any type of social networking or social media. All written references to clinical information and experiences is to be for educational purposes ONLY.

CLINICAL EXPECTATIONS

Various agencies in the Columbus area are used for clinical assignments ranging from hospitals to public and private health institutions. Depending on the needs of the students and the nature of the clinical, these hours may be spread over two days or completed in one. In some situations a choice as to the type of clinical experience and the hours preferred is available. In courses that require additional clinical hours, the student is expected to negotiate the time with the instructor. Some students have scheduling conflicts between the clinical hours and other classes. If this occurs, the clinical time takes preference.

Students are expected to discuss any conflict with the instructors of the courses. Transportation to clinical and meals during clinical time are to be arranged by the student.

STUDENT CONDUCT WITHOUT ONSITE INSTRUCTOR

Some clinical experiences may require a student to visit an agency without the instructor being present. The student is responsible for conduct as a professional and as a representative of Otterbein University. Remember, these agencies are giving time, space, and experience. Conduct while there may well influence whether future students will be able to utilize these experiences, or have them withdrawn.

1. Always wear the Otterbein University nursing clinical picture ID badge and a uniform or lab coat.
2. Seek out the person in charge upon arrival at the agency.
   a) Introduce self.
   b) Explain reasons for being there.
   c) Be prepared to state the specific goals for the visit.
3. Always carry student ID card. ID cards act as a verification of status in the University. These agencies have a responsibility to protect their patients; therefore, they may request a positive identification.
4. After having completed the experience, seek out the person in charge and tell her/him before leaving.
5. Be responsible for transportation and safety to and from clinical agencies and observation experiences. Notify the instructor whenever an appointment with an agency has been broken.
CPR CERTIFICATION POLICY

A completed American Heart Association CPR Basic Life Support Course for Health Care Providers (BLS-C) is required prior to clinical course work. Certification is valid for two years and recertification is required prior to expiration. American Red Cross or any other organization’s CPR classes are NOT accepted for this requirement. If more convenient, students may sign up for a CPR class offered by the Nursing Department. Call 823-1226 for more information about classes.

DISHONESTY POLICY

In addition to acts of plagiarism and cheating, acts of dishonesty include, but are not limited to the following:

A. Furnishing false information to any University official, faculty member or office.
B. Forgery, alteration or misuse of any University document, record or instrument of identification.
C. Falsification, distortion, or misrepresentation of information before a judicial body.
D. If a student provides false information related to their housing arrangements, they will be expected to pay for both housing and meal costs for the entire academic year and be charged with falsifying records.

Acts of dishonesty as aforementioned constitutes a Level IV violation, and will be referred to Judicial Council. (Otterbein University Campus Life Online Handbook)

EVALUATION

Evaluation of the student learning experience is an ongoing process throughout the curriculum that includes self evaluation, clinical evaluation, academic evaluation and program evaluation. The student is expected to demonstrate professional accountability and responsibility through self directed learning experiences and goals.

Self-Evaluation

Self-evaluation is an integral part of assuming responsibility for one's own learning. The student will demonstrate professional role behaviors by conducting himself/herself with integrity in clinical and academic endeavors; applying ethical codes in personal conduct with peers, faculty and clients; and demonstrating accountability for personal and professional growth.

The student is expected to complete course work in a timely manner at an appropriate achievement level, demonstrate safe clinical practice and assume accountability for actions. The student will actively participate in a mid-quarter and final evaluation during each clinical course in order to establish and review mutually determined learning goals and opportunities. The student is responsible for contacting the faculty periodically for the purpose of evaluation as he/she works toward the completion of the course objectives.
The student is expected to complete the standardized examinations as required by selected courses. These tests provide the student and faculty with important feedback. The cost for these examinations are included in course fees.

**Clinical Evaluation**

The student is expected to demonstrate safe and effective care to a diverse client population within the hierarchy of human kind by integrating the professional role of caregiver, teacher and collaborator. The student will apply the nursing process, nursing theory and nursing research within a caring framework. Evaluation of progress toward completion of clinical goals will be conducted with the clinical faculty and/or clinical preceptor at mid-semester and end-semester dates.

**Academic Evaluation**

The student is expected to demonstrate academic achievement through the individual course objectives and evaluation process as outlined in the individual course syllabus. The student is evaluated by course faculty through an ongoing process that may include course examinations, written projects and/or oral presentations. The student is responsible for contacting the faculty periodically for the purpose of evaluation as needed.

**Program Evaluation**

The student is expected to demonstrate satisfactory completion of individual level objectives and overall program objectives by the end of their academic curriculum. The evaluation process will be a continuing process by the course faculty, clinical faculty and academic advisor.

The student will have the opportunity and responsibility to evaluate overall curriculum, individual course curriculum and faculty. The student will complete course and faculty evaluations at the completion of each course. The student will also be encouraged to provide feedback to faculty through informal discussions and dialogue.

The student who has graduated is expected to evaluate the nursing curriculum through periodic surveys, informal discussions and dialogue.

Employers of student who have graduated from the nursing program are encouraged to provide feedback regarding student performance and preparation through periodic surveys, informal discussion and dialogue.

**EXTRA TIME ON EXAMINATIONS POLICY**

Test-taking in the Otterbein University Nursing Program is designed to provide students the opportunity to demonstrate knowledge and skills related to nursing content. It is expected that each student nurse will prepare for test-taking by reading all related materials, attending lectures, participating in labs and clinicals and seeking support with test-taking at the Academic support Center as needed.

There are selected situations in which a student requires modification in the test-taking procedures.
A student who has a diagnosis that falls under the guidelines of the Americans With Disabilities Act will be granted the modifications in the test-taking procedures as stipulated in a letter from the Academic Support Center at Otterbein University.

A student who is admitted to the nursing program and whose country of origin does not have English as the primary language can negotiate with the course coordinator for extra test-taking time when the following criteria are met.

1. Otterbein University records indicate that English is not the primary language in the student’s country of origin.
2. The student provides a plan for becoming more proficient in use of the English language and decreasing the barrier.
3. The student negotiates with the course coordinator for extra time on a test at least one week before the test is scheduled.

The additional test-taking time should not exceed one and one-half the designated allocated time. Additional test-taking time may be utilized in the sophomore year. Students in upper-division courses will be encouraged to adhere to allocated exam time. Upper division course coordinators will evaluate need for additional time on case-by-case basis.

FEES/EXPENSES POLICY

In addition to tuition, other course fees are required. See the complete schedule of fees on the Business Office site.

*All Sections were cited from Otterbein University website: http://www.otterbein.edu/public/Academics/Departments/Nursing/NursingAdmission/ProgramRequirements.aspx

GRADE POLICY
This policy is required by the Ohio Administrative Code, and is found in Rule 4723-5-12.

In order to receive a grade of “C+” or better in a nursing course, the student must meet all course requirements which are listed specifically in each course syllabus. Students must read each course syllabus carefully for grading criteria.

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C</td>
<td>77-79</td>
</tr>
<tr>
<td>C-</td>
<td>73-76</td>
</tr>
<tr>
<td>D+</td>
<td>70-72</td>
</tr>
<tr>
<td>D</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>60-66</td>
</tr>
<tr>
<td>below 60</td>
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</tbody>
</table>

Revised 1/12
POLICY FOR DETERMINATION OF FAILING GRADE*
This policy is required by the Ohio Administrative Code, and is found in Rule 4723-5-12.

Students who earn a "Satisfactory" in clinical and earn less than 77% average for all exams will receive a course grade of:
1. “C” if the exam average is 72-76%, or
2. “C-“ if the exam average is 70-72%, or
3. “D+” if the exam average is 67-69%, or
4. "D" if the exam average is 60-66%, or
5. "F" if the exam average is 59% and below.

The course summary grades will not be considered in calculating grades of students who receive a C or lower in their exam average.

Students who earn an “Unsatisfactory” in clinical will receive a course grade of:
1. “D” if the course summary grades are 77% or greater, or
2. “F” if the course summary grades are less than 77%.

*Effective for the class of 2014 and later

RELATED POLICIES AND PROCEDURES

Appeal/Change of Grade Policy

Student Grievance Policy

Student Petition Policy

GRADING

Each student will receive a grade report at the end of each semester, and a permanent transcript of all coursework attempted and grades earned are maintained in the Office of the Registrar. Students may view their grades and an unofficial transcript via the Cardinal Web for Students.

- **Grading Scale**

The following grades are included in the calculation of the grade point average (GPA):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.7</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>67-69</td>
<td>1.3</td>
</tr>
<tr>
<td>D-</td>
<td>60-65</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>59 &amp; below</td>
<td>0.0</td>
</tr>
</tbody>
</table>

The following grades are not included in the calculation of the grade point average:
- **F** = failing from pass/fail graded course
- **IP** = coursework is incomplete; temporary condition
NR = grade not reported by instructor; temporary condition
P = passing from pass/fail graded course
R = repeated course
S = satisfactory from satisfactory/unsatisfactory graded course
T = transfer credit from another institution
U = unsatisfactory in satisfactory/unsatisfactory graded course
W = withdrawal with permission

- In-Progress (IP) Grades

“IP” is the temporary symbol given when course requirements have not been met due to circumstances beyond the student’s control. An incomplete grade should only be considered when the majority of the work has already been finished. The pressures of a normal academic load or the desire to do extra work in the course are not sufficient reasons for granting an in-progress status.

The amount of additional time permitted might be no more than a few days or weeks since it should be proportional to the student’s illness or absence, etc. while remaining fair to others who were enrolled in the course. The IP must be completed no later than the following applicable deadline or sooner if prescribed by the instructor: for Autumn IPs, the last day of the Spring classes; and for Spring IPs, the last day of Autumn classes.

Due to extraordinary circumstances, an IP completion deadline may be considered for extension. To receive consideration, the student (not the faculty) must submit a written request/rationale to the Vice President for Academic Affairs at the end of the exam period of the term that that IP is due for completion.

It is the student’s responsibility to contact the course faculty to arrange for completion of the work, and it is the faculty’s responsibility to submit the final grade. When no grade is received, the default grade previously provided by the instructor will be assigned.

Revised 1/12

GRIEVANCE POLICY

This policy is required by the Ohio Administrative Code, and is found in Rule 4723-5-12.

NURSING DEPARTMENT STUDENT GRIEVANCE PROCESS

1. Student Grievance
2. Individual Course Faculty Member
3. Program Director of the Major
4. Director of Graduate or Undergraduate Programs
5. Department Chair
6. Dean of Professional Studies/Graduate School

7. University System of Due Process

Students are first expected to express their views and try to resolve conflict on an informal basis. Ample opportunities exist for students to express these views and concerns through individual and/or small group discussion.

1. Procedure for resolution of grievance within the Nursing Department:
   a. Every effort should be made by the student to resolve the conflict with the individual faculty member.
   b. Should no resolution occur the student is urged to discuss the situation with the Program Director of the major.
   c. If there is no satisfactory resolution, the student should speak with the Director of Nursing Graduate or Undergraduate Studies.
   d. The next step is to speak with the Nursing Department Chair.
   e. Should resolution still not occur the student should arrange a meeting with the Dean of Professional Studies/Graduate School.
   f. The Curriculum Committee, Nursing Admissions Review Committee and the Student-Faculty Committee are available as vehicles for the receipt and consideration of students' views and grievances relevant to the stated purpose of each committee.

2. If a student's perceived grievance is not resolved through departmental and/or professional studies/graduate program, the University's formal system of due process may be initiated by the student as outlined in the Otterbein University Campus Life Handbook under Appeals Council and Academic Council Refer to : http://www.otterbein.edu/resources/index.aspx

3. Any student who is convinced that his/her academic performance has been evaluated on other than academic basis or in a prejudiced or capricious manner has the right to appeal. The evidence leading to this conclusion shall be presented by the student in writing to the Dean of the School of Professional Studies/Graduate School after the student has consulted with the professor involved and the Department of Nursing as outlined.

4. The Dean of Professional Studies/Graduate Program shall consult with the student and the faculty member, after which the appeal may be passed on to the Appeals Council for its consultation and judgment. The actual grade change, if deemed in order by the Appeals Council, shall be determined by the Dean of Professional Studies/Graduate Program in consultation with the student and the professor involved in the appeal, or, if the professor is unavailable, with the Department Chair.

- Appeals (Academic Council)
  Through the Academic Council, which is a standing committee of the University Senate, an avenue for appealing academic policies is provided all students. An Academic appeals Committee of the Graduate Committee deals with all issues of academic misconduct involving graduate students. Details regarding the appeal process are available from the Office of Academic Affairs. Minutes of past Academic Council meetings are on file in the Library.
GUIDELINES FOR WRITTEN PAPERS POLICY

Papers submitted to complete course requirements are expected to follow the American Psychological Association (APA) format unless otherwise specified. The current reference for the APA format is: American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: author. Consult this reference for general and specific guidelines/format for written papers including title page, body of paper, quotations, use of references in the paper and reference page.

HEALTH INSURANCE POLICY

The student is financially responsible for any testing or treatment needed following a course-related injury or illness. It is strongly recommended that the student has adequate health insurance coverage.

HEALTH PROBLEMS POLICY

This policy is required by the Ohio Administrative Code, and is found in Rule 4723-5-12.

Students are responsible for informing faculty about health alterations and/or conditions which may affect safety and competency in the clinical setting. Students are required to submit a faculty-specified doctor's/health professional's statement on appropriate letterhead regarding status of this health condition before participating in clinical experiences to the student's instructor.

Students are also responsible to inform clinical instructor's about any conditions including but not limited to pregnancy, skin not intact or immunocompromised conditions that may affect their clinical assignments to clients with serious communicable diseases. If the student is uncertain, the student should discuss question(s) with faculty. Confidentiality of information will be maintained.

Revised 1/12

DISABILITY STATEMENT

Otterbein is committed to ensuring that students with disabilities have access to an education. In order to receive appropriate accommodations in this class, students must first be registered with the Office for Disability Service (x1618 or kmanley@otterbein.edu). Students should also schedule an individual meeting with course faculty as early in the semester as possible to discuss individual needs and accommodation request. If necessary, accommodations can be made for the course.

HEALTH REQUIREMENTS POLICY

A medical history and physical examination are required prior to enrolling in the first nursing clinical course. Health record forms are mailed to all students beginning the clinical sequence in nursing. The physical examination includes tests and immunizations which are required by agencies to protect both the student and the patient. Students must provide proof of up-to-date immunizations as specified by the Student Health Center. This includes current written documentation of two annual successive TB skin tests; if not available, a two-step Mantoux TB skin test is required (or chest x-ray if recommended
by the health care provider). The Hepatitis B vaccine series and annual influenza vaccines or a waiver (available from the Nursing Department) is also required.

Students are NOT allowed to participate in clinical experiences until all health requirements are met and on file at the Nursing Department Office and Student Health Center

INCIDENT REPORT POLICY AND PROCEDURE

Students enrolled in the Otterbein University Nursing Program are required to report and document incidents that occur during course activities which may actually or potentially lead to personal injury or harm.

When such an incident occurs, students are required to immediately report the incident to their on-site supervisor. An agency incident report form should be completed by the student and reviewed by the on-site supervisor before submitting to the agency supervisor. A Student Incident Report, filled out and signed by both the student and the on-site supervisor, should be completed within 24 hours. The faculty member coordinating the student's course activities (if he/she is not the on-site supervisor) should read and sign the report and send the report to the course coordinator as soon as possible.

Student Incident Report(s) will be kept in a student's permanent file located in the Department of Nursing Office. The faculty member and Department Chairperson are responsible for documenting any actions recommended in regard to the incident.

Students are financially responsible for any testing or treatment for course-related injuries (see Health Insurance recommendations).

Student Incident Report forms are available in the Nursing Office, Science Center, Room 236.

LEARNING CONTRACT POLICY

Policy Goal:

To assist the nursing student to attain a satisfactory level of academic, clinical and professional success.

Policy Statement:

A learning contract will be initiated by the course coordinator with a student to support identified performance needs related to academic, clinical, or professional concerns and/or conduct. Expectations for student performance can be found in the student handbook, course syllabus, and the clinical course evaluation. Failure to meet all elements of the Learning Contract constitutes failure in the course.

Applicability:
The Learning Contract policy applies to Otterbein University students enrolled in nursing programs at the Bachelor of Science, Masters of Science in Nursing, and Doctorate in Nursing Practice levels.

**Policy Authority:**

Nursing Department Chairperson, who may be contacted through the Nursing office at 614-823-1614.

**Policy Availability:**

The Learning Contract policy can be found in student handbooks and the Learning Contract forms will be available on Blackboard for faculty.

**Related policies or requirements:**

The prerequisite requirements for the Nursing course are listed in the syllabus for the specific course and the Course Catalog.

**Implementation Procedure:**

To implement a Learning Contract a minimum of two (2) Faculty members must be present at a meeting with the student.

All Faculty members present must sign and date the Learning Contract (See Learning Contract Forms). The student is encouraged to sign the Learning Contract to indicate knowledge of the Learning Contract but the Learning Contract remains in place if the student refuses to sign the document.

Item #9 on the Learning Contract indicates that the student has read the Learning Contract but does not imply agreement to all information listed in the Learning Contract. The student is encouraged to comment on the Learning Contract as well as offer suggestions pertaining to his or her learning objectives as stated in the Learning Contract.

Faculty Organization Committee 01/26/2012
LEARNING CONTRACT:

Otterbein University
Undergraduate Nursing Program
Learning Contract

Student: ___________________________  Date: ____________  Semester and Year: ___________________________

Course/clinical location: ____________________________________________

1. What is the situation requiring a learning contract (Please list References)?

2. What behaviors of the student need to be changed or improved?

The student will need to complete:

3. What are the required student outcomes?

4. What support does the faculty indicate is needed to accomplish the expected student outcomes?

5. What support does the student indicate is needed to accomplish the change in behavior (optional)?

6. What is the date(s) of expected change of behaviors and/or expected student outcomes?

7. Faculty comments:
8. Student’s response:

9. Should the requirements of this contract not be met, a failing grade will be assigned. Student initials:________

10. Outcome(s):

Student Signature: ________________________________ Date: ______________
(This contract is in effect even without student signature)
Faculty Signature: ________________________________ Date: ______________
Course Coordinator: ________________________________ Date: ______________

Revised 01/26/12
LIABILITY INSURANCE POLICY

Otterbein University provides liability insurance coverage for undergraduate nursing students during their clinical experiences.

PLAGIARISM AND CHEATING POLICY

We do not anticipate any problem with cheating and plagiarism. It is assumed that students have read and understand the statement on Plagiarism and Cheating that is found in the Otterbein Campus Life Handbook. Any infraction of these guidelines could result in a student failing the course.

“It is necessary to ascertain with accuracy an individual’s strengths and weaknesses in order to prepare a proper academic program for students and to evaluate their work. Thus the ‘high standard of personal integrity’ in the classroom means that an individual will not receive credit for work which is not their own.”(Otterbein University Campus Life Online Handbook, p. 34)

In the taking of examinations, any attempt to receive assistance from persons, papers, or printed materials without the permission of the faculty member constitutes dishonesty. This definition applies not only to activities within the examination room, but also any attempt to obtain beforehand copies of examination questions without the faculty member’s consent, including attempts to obtain them from students taking the exam at an earlier time during the year. In short, all such unauthorized procedures constitutes dishonesty. A student who willingly provides assistance not condoned by the University to another student is also in violation, whether or not the student providing the assistance has completed the examination.

You must become familiar with and use the APA format. Consistent with APA are the following ideas. In preparing essays, reports, and other out-of-class projects, any use of the words or ideas of someone else as though they were yours constitutes plagiarism. This definition applies to the use of both printed and unprinted sources, including the work of other students or faculty. To avoid plagiarism, all borrowed materials must be fully documented. Direct quotes, however small, must be placed in quotation marks or indented beyond the regular margins, and their sources must be clearly identified. Ideas or arguments not directly quoted but paraphrased must also be documented; merely altering the wording does not make their substance a student’s own work. Facts, formulas, and other types of information which are widely known and considered common knowledge in a field do not always require documentation, but a student may not falsely claim the independent derivation or observation of such materials, nor borrow without acknowledgement someone else’s special arrangement or use of it. When in doubt, the student should consult a member of the faculty. If acceptable methods of documenting borrowed materials are not clear, the student is to consult beforehand with the faculty member who will receive the finished work.

The use of an identical or nearly identical piece of work to fulfill requirements in more than one course without the knowledge of the faculty members involved constitutes dishonesty. If a student wishes to prepare a single piece of work for more than one course, the written permission of both faculty members must be secured beforehand. If a student wishes to submit a revised version of an earlier piece of work, written permission must be secured beforehand and the earlier version must be submitted along with the final version. When in doubt, a student should check with the faculty member.
Where evidence indicates a violation of this standard, action pertaining to a given course grade or removal from class participation may be taken at the discretion of the professor, but only after consultation with the student. The student may appeal such action through the Vice President for Academic Affairs to the Appeals Council.

The professor is encouraged to submit evidence of cheating and plagiarism to the confidential file maintained in the office of the Vice President for Academic Affairs. A second violation will be reviewed by the Judicial Council and may subject the student to suspension or dismissal as determined by the Council.

Decisions of the Judicial Council are subject to appeal to the Appeals Council according to the procedures in Article VII of the University Bylaws.

PRECEPTOR

Policy
A formalized preceptor-student relationship is required of all students enrolled in courses in the Otterbein University Department of Nursing who are in off-campus roles providing administrative, educational, and/or clinical services to clients within approved community agencies and institutions.

Preceptor Definition
A preceptor is a professional who advocates and fosters personal and professional growth of the student while serving as a supporter, role model, and resource person. The preceptor serves as an extension of faculty and assists in providing student learning opportunities and evaluation.

Preceptor Qualifications
a) Completion of an approved registered nursing education program in a jurisdiction as defined in paragraph (P) of rule 4723-5-01 of the Administrative Code;
b) Experience for at least two years in the practice of nursing as a registered nurse with demonstrated competence in the area of clinical practice in which the preceptor provides supervision to a nursing student;
c) A baccalaureate degree in nursing is preferred for undergraduates;
d) A Masters degree is preferred for graduate education;
e) Current, valid licensure as a registered nurse in the jurisdiction or foreign country where the supervision of a nursing student’s clinical experience occurs;
f) If functioning as an Advanced Practice Nurse, must be certified in his/her area of expertise;
g) Willingness to commit to student learning, orientation, and communication with faculty.

Preceptor Criteria for Selection
Potential preceptor will complete and submit the Preceptor Qualification Form (see attached form). Preceptors will be selected through collaboration with healthcare agencies, clinical coordinators, and course faculty members. Preceptors need to meet outlined qualifications to be selected. Graduate students may suggest a preceptor, but final approval must be made by course faculty. Institutional contracts must be completed prior to student placement by the Department of Nursing Administrative Assistant and Chair.

Preceptor Role
a) Participate in identification of learning needs of the student.
b) Set goals with the student in collaboration with the faculty.
c) Act as a role model.
d) In clinical settings, provide patient care in accordance with established, evidence-based nursing practice standards.
e) Fulfill duties according to institutional policies and procedures.
f) Maintain mature and effective working relationships with other team members.
g) Use resources safely, effectively, and appropriately.
h) Demonstrate leadership skills in problem solving, decision making, priority setting, delegation of responsibility, and in being accountable.
i) Recognize that role elements may be new to the student.
j) Facilitate the student’s professional socialization into the new role and with a new staff.
k) Provide the student with feedback on his/her progress, based on preceptor’s observation of performance, assessment of achievement of competencies and outcomes documentation.
l) Plan learning experiences and assignments to assist the student to meet professional and identified goals.
m) Consult with the faculty liaison as necessary.

Preceptor Orientation
Preceptors will complete an orientation with the course faculty that includes;
   a) Role expectations
   b) Review of course materials provided by faculty
   c) Review of evaluation of student form
   d) Contact information for course faculty

*Faculty are ultimately responsible for preceptor performance.*
<table>
<thead>
<tr>
<th>SECTION I: NAME, EDUCATION, EXPERIENCE</th>
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<tbody>
<tr>
<td>Preceptor Name</td>
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<tr>
<td>Facility/Employer Name</td>
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<td>Name of Original Nursing Education Program</td>
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<td>List any other Degrees in Nursing or Related Fields</td>
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<td>Nursing Experience</td>
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<tr>
<td>Experience as RN</td>
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<tr>
<td>Experience as LPN</td>
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**COMPLETE EITHER SECTION II A OR II B OR BOTH**

**SECTION II A: CURRENT SPECIALTY CERTIFICATION (if applicable)**

<table>
<thead>
<tr>
<th>Name of Specialty Certification</th>
<th>Certifying Organization</th>
<th>Certification Valid Through</th>
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**SECTION II B: DEMONSTRATED COMPETENCE**

Describe your competency in the area of clinical practice in which you will be a preceptor

<table>
<thead>
<tr>
<th>SECTION III: LICENSURE</th>
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<tbody>
<tr>
<td>State of Licensure</td>
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45
SECTION IV: EMPLOYMENT - The preceptor may attach current resume or curriculum vitae. Each preceptor must demonstrate at least two years of nursing practice.

<table>
<thead>
<tr>
<th>Employer name</th>
<th>Employer location</th>
<th>Dates of employment</th>
<th>Unit or area of practice</th>
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SECTION V: VERIFICATION OF LICENSURE – The education program is required to maintain documentation of license verification for each preceptor.

SECTION VI: OHIO ADMINISTRATIVE CODE (OAC) RULES

Rule 4723-5-10(A)(5), OAC, specifies that a preceptor for an RN nursing education program shall have (a) completed an approved registered nursing education program; (b) have experience for at least two years in the practice of nursing as an RN with demonstrated competence in the area of clinical practice in which the preceptor provides supervision to a nursing student; (c) have a current, valid license as an RN. A BSN is preferred.

Rule 4723-5-11(A)(5), OAC, specifies that a preceptor for an PN nursing education program shall have (a) completed an approved practical nursing education program; (b) have experience for at least two years in the practice of nursing as an LPN with demonstrated competence in the area of clinical practice in which the preceptor provides supervision to a nursing student; (c) have a current, valid license as an PN.

Rule 4723-5-20(F), OAC, specifies that the teaching assistant or preceptor providing supervision of a nursing student shall at least:

1. Have competence in the area of clinical practice in which the teaching assistant or preceptor is providing supervision to a student;
2. Design, at the direction of a faculty member the student’s experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled;
3. Clarify with the faculty member
   a. The role of the teaching assistant or preceptor;
   b. The responsibilities of the faculty member;
   c. The course and clinical objectives or outcomes;
   d. The clinical experience evaluation tool; and
(4) Contribute to the evaluation of the student’s performance by providing information to the faculty member and the student regarding the student’s achievement of established objectives or outcomes.

Rule 4723-5-20(G), OAC, specifies that a preceptor shall provide supervision to no more than two nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.

__________________________________________  ______________________________________
Preceptor Signature (attesting to accuracy of information)  Date

_______________________________________________________________
Printed Name
November 2011
RE-ENROLLMENT POLICY AND PROCEDURE
This policy is required by the Ohio Administrative Code, and is found in Rule 4723-5-12.

A BSN student who has been out of Otterbein University for more than one year, must re-apply to the University. Whenever a BSN student interrupts enrollment in the three-year sequence of nursing courses (regardless of reason), the student must petition for re-enrollment into nursing courses at least one semester before re-entry. For fall re-entry, the petition must be submitted by April 1. Late submission of materials may negatively affect the student’s re-enrollment. Re-enrollment is not guaranteed and is determined by the Nursing Admission Review Committee on an individual basis.

To be eligible to petition for re-enrollment, the student must meet the following requirements:

1) Be currently accepted by the university (If a student is out for more than one year, a new university application must be submitted.).

2) Have a minimum Otterbein University GPA of 2.7.

3) Have degree completed within 6 years.

4) Have a minimum cumulative GPA of 2.7 on a 4.0 scale (all colleges attended in past 10 years blended).

Students who have been dismissed from the BSN program due to academic failures (see Undergraduate Student Handbook “Grade Policy”) must successfully petition the Nursing Department Nursing Admission Review Committee to be allowed to re-enter the BSN program prior to applying for re-enrollment.

PROCEDURE
1) Obtain a Re-Enrollment form from the Nursing Department.

2) Submit the completed form and all required materials to the chairperson of the Nursing Admission Review Committee by the first day of classes of the semester prior to the desired re-entry (for fall classes, materials must be submitted by April 1 of the prior spring term).

PROCESS
The application will be reviewed by the Nursing Admission Review Committee and a decision will be made by the fifth week of the semester prior to re-enrollment. Acceptance for re-enrollment is not guaranteed, and is based on the following factors:

a) Space availability in class.

b) Reason for interruption of enrollment (academic versus health, financial, personal).

c) If academic, evidence of remediation activities to strengthen future academic performance, and past academic record.

d) Current Otterbein GPA and cumulative GPA.

e) Length of time out of nursing sequence.

f) Total number of credit hours earned at Otterbein University.

g) For Nursing 2600 only: student re-entry is based on current year admission criteria and applicant pool.

Revised 6/04, 5/09, 10/10, 01/12
OTTERBEIN UNIVERSITY
BACHELOR OF SCIENCE IN NURSING PROGRAM
RE-ENROLLMENT PETITION

NAME:  

Mailing Address:  

Phone: (H)  (W)  (C)  

COURSE APPLYING TO ENTER
Course Number:  Year:  Semester:  

LAST NURSING COURSE ENROLLED IN
Course Number:  Year:  Semester:  

REASON FOR INTERRUPTION OF ENROLLMENT
☐  Academic – Specify:  
☐  Other – Specify:  

You must staple the following to this application form:

1.  Photocopy of all academic work completed at Colleges/Universities other than Otterbein University (transcripts &/or grade cards).

2.  If the reason for interruption of enrollment was academic, a written statement specifying activities taken to remediate, with any available supportive evidence.

3.  Any other statements that will support your application for re-enrollment.

---------------------------------------------------------------------------------------------------------------------
FOR DEPARTMENT USE ONLY
Date Received:  Initials:  
Committee Decision:  
Letter Sent:  

Revised 6/04, 12/11
STUDENT CONDUCT POLICY

This policy is required by the Ohio Administrative Code, and is found in Rule 4723-5-12-C
(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client’s response to that care.
(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
(3) A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
(4) A student shall implement measures to promote a safe environment for each client.
(5) A student shall delineate, establish, and maintain professional boundaries with each client.
(6) At all times when a student is providing direct nursing care to a client the student shall:
   (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   (b) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
(8) A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code;
(9) A student shall not:
   (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
   (b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
(10) A student shall not misappropriate a client’s property or:
   (a) Engage in behavior to seek or obtain personal gain at the client’s expense;
   (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client’s expense;
   (c) Engage in behavior that constitutes inappropriate involvement in the client’s personal relationships; or
   (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client’s personal relationships.
For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
(11) A student shall not:
   (a) Engage in sexual conduct with a client;
   (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
   (c) Engage in any verbal behavior that is seductive or sexually demeaning to a client;
(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This policy is required by the Ohio Administrative Code, and is found in Rule 4723-5-12.

1. A student or applicant for the Otterbein University Bachelor of Science in Nursing Program may petition the BSN Curriculum Committee to consider waiver or modification of selected curricular requirements. A student/applicant may petition the Curriculum Committee to consider one or more of the following.
   a) A change in nursing course sequence.
   b) Waiver or modification of nursing course prerequisites.
   c) An exception to curriculum policy/policies.
   d) Waiver or modification of a lower division general education and/or nursing prerequisite.

2. The student/applicant must consult with the academic advisor or other appropriate faculty member prior to submitting the petition to the Curriculum Committee and the advisor must sign the petition indicating that he or she has read the petition.

3. A written petition must be submitted to the Curriculum Committee one week prior to the Curriculum meeting. The petition should contain:
   a) A copy of the current curriculum requirement/policy.
   b) A brief description of the alteration in curriculum.
   c) A statement of rationale.
   d) Additional background or related information, if necessary, which may assist the Curriculum Committee in making an appropriate decision.

4. The student/applicant may, if desired, appear before the Curriculum Committee to discuss the petition.

5. Written notice of the Curriculum Committee's recommendations on the petition will be given to the student/applicant.

6. The decision of the Curriculum Committee will be implemented unless the student/applicant chooses to appeal the finding to the Faculty Organization meeting.

7. The student/applicant must notify the chair of the Department of Nursing of the intent to appeal the decision at least 72 hours before the Faculty Organization meeting.

8. Written notice of the decision on the appeal will be given to the student/applicant within 10 days of the decision by the Chair of the Department of Nursing.

STUDENT RECORD POLICY

Student files will be kept in a secured file cabinet in the nursing department. Student files will contain the following records:

1. Nursing program application
2. Letter of acceptance
3. Evaluation of transfer/clinical credit
SUBSTANCE ABUSE POLICY (Draft policy pending final approval from Faculty Organization Committee)

Purpose
The Department of Nursing is committed to educating its students about the problems of substance abuse because this significant health risk is unfortunately prevalent among nurses. The most common cause for disciplinary action by the Ohio Board of Nurses concerns substance abuse. In addition to the impacts on the personal and psychological integrity of abusers, substance abuse may significantly impact the ability of nurses and nursing students to provide safe, competent patient care. Recognizing that substance abuse is both a disease and a professional hazard, the Department of Nursing has established this substance abuse policy in addition to that found in the University Student Handbook in Section 8—University Judicial Policies Defined which can be found at: http://www.otterbein.edu/public/CampusLife/HealthAndSafety/StudentConduct.aspx.

This nursing policy has been written in accordance with the American Association of Colleges of Nursing (AACN)’s Substance Abuse Statement (updated 1998) found at: http://www.aacn.nche.edu/publications/position/substance-abuse-policy-and-guidelines.

This policy emphasizes that Otterbein Nursing Department’s conduct standards for nursing are greater than those of the ordinary student or citizen due to the inherent responsibilities assumed by the nursing role and the trust which the public places on the nursing profession to do no harm. In order to further the interests of the academic community and clinical agencies with which our student nurses gain their practical experiences, Otterbein University Department of Nursing adopts this policy to assist each student to develop a responsible lifestyle which is both rewarding to the student and respectful of the rights of others.

Policy
For obvious health and safety concerns, nurses must conduct health care and educational activities as fully in control of their manual dexterity and skills, mental faculties, and judgment as possible. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students in a health care setting poses an unacceptable risk for patients, colleagues, the University, and affiliating clinical agencies. Preventing and/or detecting substance abuse, as defined below, is particularly critical in the nursing undergraduate and graduate programs, where students spend considerable amount of time learning patient care in a variety of clinical settings. The Department of Nursing recognizes its responsibility to endeavor to provide a safe, healthy, and efficient academic environment for students and to cooperate with clinical agencies in providing for the safe and effective care of their patients during nursing students’ clinical experiences in their facilities. Therefore, the following policy has been adopted to:

1) Proscribe substance abuse and/or activities or behaviors a) that are prohibited by the University’s Drug and Alcohol policies under University Judicial System Defined, or b) which may subject the involved student, other individuals, and the University to legal penalties or consequences, or c) which may cause a deterioration of the atmosphere and circumstances under which the care of patients and the nursing educational programs are conducted;
2) Identify students in the BSN, MSN, and DNP programs who may have a drug or alcohol-related impairment or conviction that may impact their ability to learn safe nursing care practices or that may create unacceptable risks for the University or clinical agencies in which students have clinical experiences;

3) Cooperate with affiliating clinical agencies by requiring nursing students reporting to such agencies to consent voluntarily a) to allow those agencies to drug test the student in accordance with their policies, and b) to disclose any drug testing results to appropriate Otterbein University Department of Nursing Chairperson.

4) Require all students enrolled in the Otterbein University Nursing Program to submit to mandatory drug testing based upon reasonable suspicion of substance abuse.

The Following are Prohibited

A) The purchase, manufacture, distribution, possession, sale, storage or use of an illegal drug or controlled substance while on the premises or property owned or controlled by the university or in vehicles used for university business;

B) Use of alcohol, an illegal drug or a controlled substance that occurs while not on University property or in University vehicles, but that adversely affects the safety of other students, employees, visitors or patients. This includes the use of alcohol at authorized official University functions or at an authorized University site that may adversely affect the safety of any other person;

C) Use of prescription or over-the-counter medications without heed to warnings about impact on performance or safety;

D) Distribution to others of drugs or controlled substances obtained pursuant to a prescription, except by a duly licensed and certified person, while in or on premises or property owned or controlled by the university;

E) Arrival to class or the clinical setting under the influence of illegal drugs or alcohol;

F) Arrival to class or work under the influence of legal drugs to the extent that there is an adverse effect on the student’s ability to perform;

G) Failure to abide by clinical agencies’ substance abuse policies and procedures;

H) Failure to comply with this policy by any student will constitute grounds for disciplinary action;

I) Any student who is convicted under a criminal statute for a drug-related offense is required to notify the dean and program officer or appropriate representative not later than five days after such conviction.

Definition of Terms
Drug testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.
 Illegal drug means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

Impaired means that a person’s mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor and attitudes as manifested in speech or actions. Impairment will include addiction to and/or physical dependence upon chemical substances.

Nursing student means any individual formally enrolled in the Otterbein University Nursing Programs in pursuit of BSN, MSN, or DNP degrees, including registered nurses (RN) and students taking courses via distance education, special students, or in post-graduate study, either alone or in combination with any other degree, regardless of the specific location of the student.

Reasonable suspicion means that evidence which forms a reasonable basis for concluding that it is more likely than not that a person has engaged in substance abuse. Facts which could give rise to reasonable suspension include, but are not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained accidents. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.

Substance abuse means (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any nursing student while on University or affiliated clinical site premises or while participating in any University or affiliated clinical site-sponsored or related activity, including any nursing-related course or clinical training activity; (b) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any nursing student while on University or affiliated clinical site premises or while participating in any University-or affiliated clinical site-sponsored or related activity, including any nursing-related course or clinical training activity; and (c) a nursing student’s use of alcohol or any drug in such a way that the student’s performance in any nursing course, including activities at any clinical site, is impaired.

Drug Testing Procedures
If there is reasonable suspicion that the student is impaired due to substance abuse, drug testing is mandatory. Drug testing procedure will include:

1) Drug tests will be arranged by the Department of Nursing unless done in cooperation with the affiliating clinical agency. The cost of this drug testing will be borne by the Department of Nursing.

2) Tests will be conducted by a qualified laboratory in accordance with established methods and procedures. Confidentiality of the student as well as the validity of the sample will be
protected by the testing facility. The procedure for collection as determined by the collection site, will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures that ensure that the samples identified to a nursing student actually contain materials from that student, that the samples are protected from tampering, and that the analysis of them is done in accordance with reasonable and accepted medical standards.

3) The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse (including alcohol), as determined at the discretion of the Medical Review Officer of the testing facility, or for the use of any drugs which are reasonably suspected of being abused or used by the student.

4) Presumed positives will be confirmed by the best currently available techniques. If the test is positive, the entirety of the available evidence, including health history, will be used to determine the presence or absence of substance abuse. Positive test results shall be documented in the student's nursing records in the Department of Nursing.

5) The testing laboratory will notify the Chair of the Department of Nursing of test results if the test was requested by the Department of Nursing, or will notify the Dean for Professional Studies of test results if the test was requested by a clinical agency.

**Outcomes**

A) If the initial screening test is negative, that fact will be noted in the student’s record. Unless there is compelling evidence to do otherwise, the preliminary investigation will cease and the student will be released from further action.

B) A nursing student will be dismissed from Otterbein University Nursing Program if a) the student refuses to submit to drug testing based upon reasonable suspicion; or b) a student’s drug testing results are positive.

C) Licensed nursing students who refuse to submit to drug/alcohol testing based upon reasonable suspicion or who have positive drug test results will also be reported to the Ohio State Board of Nursing. Full reinstatement of licensure will be required for an unrestricted return to the educational program.

**Confidentiality**

All drug testing results will be treated by Otterbein University and the Department of Nursing as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate school officials to perform their job functions, disclosure is needed to override public health and safety concerns, or the student has consented in writing to the release of the information. The Department of Nursing and the University shall have the right to use and disclose the results of drug testing required by this policy in connection with internal academic purposes and in connection with the defense of any student grievance and any claims filed by the study and/or personal representative.

**Consideration for Re-Entry into the Nursing Program at Otterbein University**

A student who is dismissed from the Otterbein University Nursing Program due to a positive drug test will be considered for readmission if the following conditions are met:
1. Submission of a verifiable letter from a recognized drug treatment agency stating that the student has successfully completed a substance abuse program.

2. Submission to a drug test prior to readmission. This drug test will be at the student’s expense. A positive drug test will result inineligibility for readmission.

3. Submission to drug tests as requested by the Department of Nursing or clinical agencies after readmission at the student’s expense.

**Incidence of Reoccurrence after Readmission**

A student who is re-admitted to the nursing program, and thereafter tests positive for any drug/alcohol test or is otherwise determined to have engaged in substance abuse as defined herein, will be dismissed from the program and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the nursing program.

**Appeal Process**

A nursing student may appeal the Department of Nursing’s decision to dismiss or not to re-admit a student through the established University Appeals Procedure found at:


on page 17 of the Campus Life Student Handbook

Appeals Council - Hears appeals brought from other councils and committees and has final authority in many cases involving violation of University rules. However, in cases of suspension or dismissal a student may file an appeal to the President. This must be done in writing within 48 hours of the notification of the sanction, either verbally or written. Appeals Council members may not serve on another judicial body. Membership: three faculty and three students for two-year terms, with a limit of four consecutive years.

Policy derived from Monroe College Nursing Drug Abuse Policy

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**UNIFORM POLICY**

Students in the Otterbein Bachelor of Science in Nursing Program have the dual responsibility of representing both an esteemed profession and a reputable institution of higher education. Because the uniform is a symbol of the profession, it should be worn proudly with decorum and respect. To achieve this objective, the faculty has adopted and shall enforce the following regulations.

1. **General Regulations**

   The uniform must be neat, clean and well-fitted at all times. Students will wear the Otterbein University uniform in the clinical setting and may wear the uniform in transit to and from the clinical area. Any student who wears or displays the Otterbein student nursing uniform in an unprofessional
manner will be subject to disciplinary action which could include suspension or dismissal from the program.

A white lab coat is worn with the uniform top or pants, or street clothes depending on the clinical setting. In order to minimize contamination, lab coats and uniforms top or pants must be laundered weekly after use.

Various clinical agencies reserve the right to establish uniform policies specific to their agencies.

2. Uniform: Student is to purchase two uniform outfits (allows for laundering after each use, and wear for three years).
   - TOP: Tan embroidered scrub top
   - PANT: Red scrub bottom, elastic or drawstring waist. Pants must be hemmed to above the shoe.
   - LAB COAT: White, embroidered
   - SHOES: All white leather low heel oxford, slip-on, or athletic shoe with enclosed back and toe. No colored laces; no colored stripes permitted
   - SOCKS: White socks or hose
   - ADDITIONAL TOP: If additional shirt worn under the scrub top for warmth, the color must coordinate with the scrub top in the colors of tan, cream or white only.

   Equipment:
   - STETHOSCOPE: High quality; any color; any length tubing
   - TOOLKIT: purchase through the Nursing Department Skills Lab.
   - WATCH: Plain band & face with second hand, or digital with readout in seconds

   Name Badge: Worn at all times in the clinical setting
   - OTTERBEIN PHOTO ID CARD: obtained from Campus Center (if lost student must pay replacement cost)

   Other:
   - JEWELRY: The amount of jewelry worn with the uniform will be minimal and conservative in style. Specifics are listed below.
     - EARRINGS: A maximum of two small, plain post-style earrings that fit closely against the ear lobes. No hoops or dangles.
     - BODY PIERCINGS: Jewelry is limited to lobes of ears only; jewelry and plastic spacers must be removed from all other visible piercing sites. Tongue piercing jewelry must be removed.
     - RINGS: Limited to wedding band and engagement rings only. No large, raised mounts. All rings must be removed in clinical areas that require frequent vigorous handwashing techniques.
     - PIN: Pin of student’s basic program and/or pin denoting membership in a professional nursing honorary society or professional service may be worn on uniform, unless prohibited by clinical agency.
     - NECKLACES: None permitted.
     - HAIR: Hair is to be clean and neatly confined at all times. If it is long (below nape of the neck), it must be pulled back away from the face and up off the collar. Small plain barrettes or elastic band only may be used for this purpose. No scarves, ribbons, or other decorative ornaments are to be worn in the hair with the uniform.
MAKEUP: If worn, makeup must be moderate in amount and tastefully applied. No perfume or cologne is to be worn.

NAILS: Natural nails must be clean, neatly trimmed, and have less than a ¼ inch nail tip. No nail polish, artificial nails or tips may be worn.

TATOOs: All body tattoos must be covered with clothing, or opaque makeup/covering.

CULTURAL EXCEPTIONS: Any exceptions to the above requirements must be approved by the course coordinator

UNSAFE BEHAVIOR POLICY
Unsafe (negligent) behavior is defined as an error(s) in judgment and/or incompetent performance of service or procedure in which the client is harmed/potentially harmed physically, socially, and/or emotionally. Unsafe behavior includes actions performed as well as actions omitted. Unsafe behavior at any time during a nursing course on the part of a student may result in clinical/course failure.

Reviewed 1/12

URINE DRUG SCREEN POLICY
A urine drug screen is required of all students, at the student’s expense, prior to admission to the nursing programs. The results are sent directly to the Department of Nursing. A positive drug screen will result in an inability to successfully progress in the nursing program. Any attempt to provide a fraudulent urine specimen will result in an inability to successfully progress in the nursing program. Subsequent drug screening may be requested by nursing faculty, failure to comply with such requests will result in an inability to successfully progress in the nursing program. All such cases will be evaluated on an individual basis. Please contact the Nursing Department Office located in the Science Center, 614-823-1614 or 888-8550 for information regarding the procedure and locations for completing the drug screen.

Revised 6/09

TRAVEL TO CLINICAL SENIOR YEAR
Recommend that senior year students have access to a car for transportation to clinical sites that could be outside of Franklin County.
VI

STUDENT RESOURCES
NURSING DEPARTMENT OFFICE

LOCATION: Science Center, Room 236

PHONE #: (614) 823-1614; (888) 749-8550

FAX #: (614) 823-3131

HOURS: Posted on door; usually Monday through Friday, 8:30 AM to 5 PM. Summer Hours 8:30 - 4:00 PM

PERSONNEL: The departmental administrative staff is available to provide a variety of information about the university or department.

MAILBOXES: Faculty mailboxes are located in the nursing office to facilitate the communication process; traditional student’s mailboxes are located in the Campus Center.

DEPARTMENT ANNOUNCEMENTS

General university information is sent to students via their Otterbein e-mail account which is the only email address used for communication in the program. Specific Nursing Department information is announced via the Nursing Blackboard site. All students are enrolled in the Nursing Blackboard site when actively enrolled in nursing courses.

ACADEMIC ADVISOR

Following admission and enrollment as a nursing major, each student is assigned a faculty advisor. It is the responsibility of every student whether traditional or continuing studies to arrange appointments with their faculty advisor to review graduation requirements and planned course of study. Contact each semester is recommended.

Faculty post office hours on their office doors, and are available for appointments during the academic year only (August through May).

Faculty advisors can be a source of support and advocacy during enrollment in the nursing program.

Students experiencing academic or personal difficulties are encouraged to contact their faculty advisor to facilitate early support and advice in the situation.

ACADEMIC SUPPORT CENTER

Non-credit individualized assistance in reading, writing, study skills, and time management is available for all students. Individualized sessions in time management, note-taking, reading efficiency, test-taking, and preparation of written assignments are offered. Hours are 8:30 AM to 5 PM daily. Go to the second floor of the Library or call 823-1610 for an appointment. This help is free to students and may be used on a part time basis or long term standing. The Center can be helpful to students who are
unable to organize their studies to meet the demands of University work; it can also serve the student who is having difficulty managing the material of one course.

**ALUMNAE ASSOCIATION**

Student graduates are eligible for membership in the Otterbein Nursing Alumnae Association. Alumnae are encouraged to join this association. Information is available in the Nursing Office, Science Center Room 236.

**ARTS/MUSIC/DRAMA**

Otterbein hosts and/or sponsors a wide variety of cultural events and programs that promote and encourage intellectual dialogue. Read the “Tan and Cardinal”, and bulletin boards for more information or call:

- Artist Series 823-1600
- Music Department 823-1508
- Theatre Department 823-1657
- Theatre Box Office 823-1109

**BOOKSTORE**

Otterbein University Bookstore hours while school is in session are:

- Monday-Friday 9:00 a.m. – 5:00 p.m.
- Saturday 10:00 a.m. – 2:00 p.m.

Textbooks must be purchased prior to the start of classes. Course textbooks may be purchased at the Bookstore on the Otterbein campus or students may reserve, pre-pay or purchase books on-line at www.otterbein.bkstr.com.

Textbooks purchased on-line will be mailed to your home address. There is a shipping charge for this service. Required textbooks are listed in the Bookstore, on the Bookstore web site, and in the course syllabus.

**CAMPUS CENTER**

The Campus Center is located at 100 Home Street and is a focal point of the campus community. The building houses the Campus Bookstore Dining Halls and the Campus Center Office. In the lower level of the Campus Center is a “theater in the round”. This is the location of a Summer Theater Program and is used for various University theater productions. All students are required to obtain an ID card which is issued in the Campus Center. Please call the Campus Center (823-3202) for times and dates the ID cards can be issued.

**CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT**

The Center for Career Planning offers students a variety of career resources and assistance while in attendance at Otterbein University and beyond. Resources and services include academic and career
exploration, job and internship search skill-building, and job search tools including resumes, cover letters, and mock interviews. Contact the Center for Career Planning at 823-1456 or visit their website at http://www.otterbein.edu/public/CampusLife/ServicesAndResources/Career.aspx for more information on programs, resources and services or to schedule an individual appointment.

CLASS FACULTY ADVISOR

Class Faculty Advisor(s) will be chosen by the Department Faculty Organization for each incoming sophomore class and remain that class advisor for 3 years. The Class Advisor(s) meets periodically with class officers to assist with planning of class activities and organizing the pinning ceremony.

COMMENCEMENT/GRADUATION INFORMATION

COMMENCEMENT CEREMONY

The University holds two commencement ceremonies in May. The Saturday ceremony is for graduate students and the Sunday ceremony is for undergraduate students. All graduates (Summer, Autumn, and Spring) are invited to the May commencement. Guest seating at commencement is limited according to space availability. Form to complete is on the Registrar’s web page. http://www.otterbein.edu/public/Academics/Registrar/FormsResources.aspx

To participate in either ceremony, a student must:
1. Complete all academic degree requirements, and
2. Request and submit a fully signed Application for Degree, and
3. Submit any additional required paperwork as specified in the Application for Degree, and
4. Meet all outstanding financial obligations.

Refer to Registrar Forms, Transcripts, and Resources at: website http://www.otterbein.edu/public/Academics/Registrar/FormsResources.aspx and click on Request for Graduation Application Packet.

National Council Licensure Examination for Registered Nurses (NCLEX-RN)

Student meeting BSN degree graduation requirements are eligible to register for the National Council Licensure Examination. This computerized exam is offered year round at approved test centers and leads to Registered Nurse Licensure. Information and registration for the exam is given to senior students eligible to take the exam.

Senior Picture Composite Policy

The policy for inclusion in the senior picture composite for the Nursing program will be consistent with the University policy for graduation which requires students to complete graduation requirements by the end of summer semester of the same year. Students who sign up for graduation pictures will be asked to indicate the semester in which degree requirements will be completed; only those who
indicate completion by the end of summer semester of the same year will be included in the nursing composite.

Otterbein Nursing Program Pin

The Otterbein nursing pin is gold with raised gold lettering and a red Greek cross behind the gold book and lamp. The following characteristics of the pin have special meanings: circular shape - unit or completeness; gold - worthiness; red - courage; laurel – achievement; and book and lamp (from the Otterbein University Seal) - light and knowledge. Graduating students may purchase the pin through the campus bookstore. Students have the option to purchase a BSN chain guard to attach to their pin.

COMPUTER ACCOUNT

Students must have access to a computer and have obtained a local internet service or use the computer resources on campus. An Otterbein University network account must be established to access online course materials. To activate an Otterbein account go to the Information Technology website at http://www.otterbein.edu/its/ and follow the directions to activate an account. The Student Help Desk is staffed Monday-Thursday, 8:30 AM to 9:00 PM; Friday, 8:30 AM - 6:00 PM and on Saturday, 8:00 AM – 2:00 PM. Email may also be sent to helpdesk@otterbein.edu

COPY CENTER

The Copy Center (823-1658) is located in the lower level of Towers Hall and can be used during the day for copying papers, reports, etc. a fee is charged for copying at the Copy Center.

PERSONAL COUNSELING

Personal counseling is available to students enrolled full-time at Otterbein University by contacting Student Affairs at 823-1250.

EATERIES

Several on-campus eateries are available for purchasing food:
1. OtterDen (located on the first floor of the Campus Center)
2. Cafeteria (located in the Campus Center, second floor)
3. The Otterbean (located adjacent to the Library)
4. The Roost Express (located on the first floor of Roush Hall)

In addition, vending machines are available in the Commuter Lounge of Towers Hall and in various buildings on Campus.
FINANCIAL AID

Information about loans may be obtained from the Financial Aid Office located in the lower level of the Administration building on the corner of W. College and Grove Street.

HEALTH CENTER

Access to the Student Health Center services is limited to full-time students with paid fees and part-time students on an annual fee for service basis. The Center is located east of the Campus Center at 78 W. Home Street or call 823-1345.

INFORMATION TECHNOLOGY

Students have access to a variety of computers and assistance with their use in the public computer rooms located in Roush Hall 15A, Library 200, Library 201, Library basement, Towers 127, and Science 244. Opportunities include word processing, computer-assisted instruction, and a variety of other computer-based activities. For IT assistance, call the HELP line at 614-823-1060.

LIBRARY

The Courtright Memorial Library hours and services can be located at their website at www.otterbein.edu/resources/library/library.htm.

Open Reserves

Open reserves are available at the circulation desk on the first floor. Request references by title. These materials circulate for 1, 3 or 7 days and are not renewable. A reading list for a course can be accessed by lecturer name, course number or title from the online catalog.

Closed Reserves

1. Some nursing courses may make required readings available for review in the library but with a limited check out policy. These closed reserves are available at the circulation desk on the first floor. Request references by title. A reading list for a course can be accessed by lecturer name, course number, or title from the online catalog.

2. Closed reserve references may be used in the library for 2 hours. References also circulate overnight, i.e., from 1 hour before closing until the library opens the next day.

3. Electronic closed reserved materials are also available for selected courses.

Special Services

1. Online Database Searches and Interlibrary Loans. For more information on library services, visit the library webpage or obtain a brochure on these services at the reference or circulation desks.

2. Book Depository is outside the Library main entrance. Only USE WHEN THE LIBRARY IS CLOSED.
4. Individual and group study rooms. Keys are available at the circulation desk with a current Otterbein ID.
5. Internet Access
6. Media Viewing Facilities
7. Reservations for equipment, such as laptops, camcorders, digital cameras, and projectors.

Library Holdings & OhioLINK

Courtright Memorial Library holdings represent a breadth of subject matter across all of the disciplines. The library is part of a consortium of 21 private institutions in Ohio (OPAL). Membership in OPAL allows Otterbein to belong to the statewide consortium called OhioLINK which gives students 24 hour access to any holding in Ohio academic libraries. OhioLINK is a computer network of libraries and electronic information resources, offering access to research databases and a combined Central Catalog from most Ohio Colleges, Universities, community Colleges and the State Library of Ohio. Its goal is to provide easy access to information and rapid delivery of library materials throughout the state. For information on how to search for books and articles online, go to the library website and click the Library Research Tutorial.

Obtaining Library Privileges

Students have direct access to the Otterbein University main campus library by using their Cardinal Card. To learn more about obtaining a Cardinal ID Card, go to www.otterbein.edu, select library, and then go to Frequently Asked Questions on obtaining a library card and accessing library resources off campus.

The Courtright Memorial Library hours and services can be located at www.otterbein.edu/resources/library/library.htm

NATIONAL NURSING ORGANIZATIONS

NATIONAL STUDENT NURSES ASSOCIATION (NSNA)

This is a national organization for students of nursing. The purpose of the organization is to contribute to nursing education, to provide programs of professional interest and concerns, and to aid in the development of the whole person and his/her professional role. The benefits of membership include reduced cost of attending NSNA or OSNA sponsored workshops; information about scholarships, traineeships, loans and NCLEX preparation materials; subscription to NSNA's official magazine; and interaction with other student nurses.

OHIO STUDENT NURSE ASSOCIATION (OSNA)
OTTERBEIN UNIVERSITY NURSING STUDENT ASSOCIATION (OUNSA)

Ohio has a State Chapter (OSNA), and the Otterbein nursing program has a university chapter, the Otterbein Cardinal Nursing Student Association (OCNSA) of the national association. Students who join as individual members in the NSNA automatically become members of OSNA and OCNSA. Nursing students may choose to become a member of OCNSA only. An
informational meeting about NSNA is conducted during the first week of Fall semester for all nursing students. Membership forms can be obtained at this meeting or by writing to NSNA, 555 West 57 Street, New York, N.Y., 10019.

INTERNATIONAL HONOR SOCIETY OF NURSING, SIGMA THETA TAU KAPPA LAMBDA CHAPTER
Sigma Theta Tau International Honor Society of Nursing is the second largest nursing organization in the United States. The name Sigma Theta Tau is derived from the initials of the Greek words Storga, Tharos, Tima, meaning love, courage and honor and represent the charge of the Society.
The purposes of the Society are to:
1. Recognize superior achievement.
2. Encourage the development of leadership qualities.
3. Foster high professional standards.
4. Stimulate creative work.
5. Strengthen commitment to the ideals and purposes of the profession.
6. Provide support, including funding, to other organizations exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code.
7. Assist and engage in any other activities which are permitted to be carried on by organizations exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code (International bylaws, 2011-2013).

Membership is conferred upon nursing students in baccalaureate and graduate programs who demonstrate excellence in nursing or upon qualified bachelors, masters, and doctoral graduates who demonstrate exceptional achievement in the nursing profession. The Sigma Theta Tau chapter at Otterbein University is Kappa Lambda. Membership in the chapter is through invitation. The requirements for student candidates are superior academic achievement, academic integrity, and professional leadership potential. Baccalaureate students have to complete “at least one-half of the required nursing curriculum” and “rank not lower than the highest 35 percent of their class in scholarship” (International bylaws). The chapter serves its members through a variety of programs, activities, and services.

NURSING SKILLS LABORATORY

Three Nursing Skills Laboratories are located in the Science Center, Rooms 336, 337 and 442. A Nursing Skills Laboratory Coordinator and Assistant(s) teach and evaluate the skill component of selected courses in the BSN nursing curriculum. Each Laboratory contains hospital beds, manikins, equipment, and a variety of aids to facilitate the development of competent psychomotor skills. Self-directed learning materials, videotapes and TV-VCR/DVD monitors are available to support students in their efforts to reinforce or refresh nursing skill knowledge.

Students are encouraged to practice with a partner to obtain feedback on performance. A student assistant is available during posted open lab hours. Currently enrolled nursing majors may access the Nursing Skills Laboratory (Science Center Room 336) most days including weekends using their Cardinal Card.
PARKING

Otterbein University campus parking passes are available for full-time and part-time students that will be on campus on a regular basis for a fee. A sticker can be purchased at the University Police Department office located at 194 W. Main Street.

RECREATION

CLEMENTS RECREATION CENTER AND RIKE CENTER

In addition to enrolling in Health and Physical Education classes, full time students are eligible to use the facilities at the Rike Center and Clements Recreation Center. These include racquetball, tennis, basketball, and volleyball courts, a baseball and softball diamond, an archery area, football and soccer fields, and both indoor and outdoor running tracks. The Clements Center contains a fitness center consisting of numerous cardiovascular and controlled weight machines.

Otterbein participates in the prestigious Ohio Athletic Conference. For ticket information about any athletic event, call the Athletic Department, located in the Rike Center (823-1653). Students may use their student ID for admission into events or to use the athletic facilities.

From time to time, the University community might have special fitness programs that are open to all students. Watch the “Tan and Cardinal”, or call the Rike Center for information.

STUDENT LIFE

http://www.otterbein.edu/public/CampusLife/

Services and Resources

- Academic Support
- Cardinal Card
- Center for Career Planning
- Chaplain
- Counseling
- Diversity
- Orientation

Health and Safety

Five Cardinal Experiences

Division of Student Affairs
WRITING CENTER

The Writing Center provides individual help for the student with writing problems. Students need to bring a sample of their writing to the first appointment. The center is located in the Library on the second floor.