



Ottawa
University



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NURSING

Student Handbook

2024-2025

Nondiscrimination Statement and Policy

Ottawa University is committed to equal opportunity for all persons and does not unlawfully discriminate on the basis of race, age, sex, color, religion, disability, national origin, sexual orientation or any other characteristic protected by law. This commitment applies to all members of the Ottawa University community including faculty members, staff members and students, as well as associates of a student, volunteers, suppliers, and other persons doing business with the University.

Furthermore, this commitment applies to all policies, programs, and procedures of the University. Compliance with regard to nondiscrimination policies is the responsibility of each Campus Executive Officer/Provost, who will work in conjunction with the University's Office of Human Resources.

Individuals, who believe they may have been discriminated against, should contact their Campus Executive Officer/Provost or the University's Director of Human Resources.

Disclaimer

The Ottawa University Nursing Student Handbook is a supplement to the Student Handbook for Ottawa University adult, professional and graduate students.

Contact Information

Ottawa University's main nursing location:
6450 Sprint Parkway, Suite 200 | Overland Park, KS 66211
913-266-8600
www.ottawa.edu/nursing

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Purpose of Handbook

The Ottawa University Nursing (BSN and MSN) Student Handbook contains information specific to BSN and MSN students. It has been developed to assist nursing students with policies, procedures, and other information specific to the Nursing Program. It does not serve to replace information provided in the [Student Handbook](#) for Ottawa University Adult, Professional and Graduate Students, Ottawa University Course Catalog, or in updates provided on the MyOttawa Portal (<https://myottawa.ottawa.edu>) and/or within the communication provided in course-specific Blackboard sites. Students must be familiar with the overall policies of Ottawa University as well as the Nursing Department. Students are required to read the University and Nursing student handbooks and all students are to adhere to the policies obtained in both.

These policies/handbooks are subject to ongoing review and possible revisions. Every effort will be made to inform students of changes and students are encouraged to check the Ottawa University website (www.ottawa.edu) for the most current information. If questions arise that are not addressed in this handbook, please consult a faculty member or your advisor. Students should seek clarification, if needed, before signing the acknowledgment/validation of the Handbook at the end of this document.

The faculty reserves the right to make program modifications as necessary to meet current professional standards and accreditation criteria.

Services for Students with Disabilities

Reasonable accommodations for persons with known disabilities are made in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. No person with a known disability is intentionally excluded from participation in, will be denied the benefit of, or otherwise be subject to discrimination under any University policy, program, service, or in relation to employment because of a disability.

University programs and facilities are intended to be accessible to persons with disabilities. Students must declare their disabilities and request related classroom accommodations by submitting a completed accommodations request form, as well as necessary documentation, to their campus disabilities services coordinator. The University requires reasonably recent documentation of a disability and reserves the right to request additional information and documentation if needed; confidential medical information will remain confidential to the extent required and allowed by state and federal law. Requests for accommodation and documentation of a disability must be received for evaluation at least one to two weeks prior to implementation of accommodations. Additional time may be required for some accommodation requests. To ensure the timely provision of services, students should initiate their requests early. Information is available through the local disability services coordinator at each campus.

I. Overview of the Nursing Program

A. Introduction

Letter from the Nursing Director and Nursing Faculty Team

Congratulations and welcome to Ottawa University Nursing!

It is my privilege and pleasure to welcome you to Ottawa University Nursing program. Ottawa University is an institution steeped in history and honor, which is reflected in our nursing program. Whether you are admitted to the BSN prelicensure program offered in eight (8) week terms year-round, or the online RN-BSN and MSN programs designed for busy nurses who need a flexible online learning environment, our programs advance critical thinking through education, practice, and research. All our courses are 8 weeks in length and delivered with opportunities for you to collaborate with your peers and instructors to improve your critical thinking skills and achieve program objectives.

As our mission states, we are committed to excellence in nursing education that empowers our nursing graduates as servant leaders to improve health outcomes for individuals, families, groups, and communities in diverse population settings. We will accomplish this by building on the strengths of our diversity and delivering a dynamic educational experience to a diverse population of students, reflective of the patients and communities we serve. Our nursing courses are designed and taught by instructors with extensive experience who understand and appreciate current nursing practice and trends. Our program utilizes the [American Association of Colleges of Nursing (AACN), 2021] *The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2021) as guidelines and reference for professional nursing standards in education.

Ottawa University's nursing instructors are committed to providing exceptional quality, compassionate, and professional educational experiences to each of our students. We believe that you are the future leaders of the nursing profession and look forward to helping you achieve your professional goals.

Best wishes,



Dr. Ruth Burkhart

Dr. Ruth Burkhart, DNP, MSN, MA, RN-BC, LPCC
Director of Nursing/Associate Professor

The Ottawa University Nursing Leadership Team, Faculty, and Staff

B. Program Contact Information

Nursing Program Staff Office Hours

9:00 a.m. – 5:00 p.m. (CT) Monday – Friday

See hours posted in course syllabus or via announcements

Contact Information

Toll-free 800-755-5200, ext. 10433

Fax Number 913-273-1700

Mailing Address 6450 Sprint Parkway, Suite 200 | Overland Park, KS 66211

Director of Nursing/Associate Professor

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C. Programs Overview

Ottawa University offers **two nursing degree programs, the BSN and the MSN**. There are three major points of entry to achieve the ***Bachelor of Science in Nursing (BSN)***: 1. Prelicensure BSN program for students who have completed the required prerequisite courses and met admission requirements. The BSN Prelicensure program is offered primarily onsite at the Overland Park, Kansas, campus, with various clinical rotations at health facilities located throughout the major metropolitan Kansas City area. The BSN Prelicensure is an (8) eight-week term program comprised of sixteen courses. Of the (16) courses offered, three courses are offered online, and three courses are offered in a hybrid format, partially onsite and partially online. 2. The RN-BSN program is a BSN degree completion for a registered nurse (RN) who has graduated from an accredited associate degree or diploma nursing program, and has met prerequisite requirements. This is an online program with an eight-hour Practicum in the student's home area. 3) The ADN-BSN concurrent enrollment program (CEP) is for students who have been accepted and are enrolled in an Associate Degree Nursing Program partner school. This is an online concurrent program with an eight-hour Practicum in the student's home area.

The second degree offered is a graduate nursing curriculum that leads to a ***Master of Science in Nursing (MSN)***. Two MSN tracks are offered: Nurse Educator and Nurse Leader, and both tracks are online, with course designated Practicum obtained in the student's home area. Student experiences may occur in the student's place of employment with prior approval. The Nurse Educator track has direct care hours required. The MSN Nurse Leader track has a fully online format, as well as an online with partial on-ground requirements. The partial on-ground format requires (3) weekends of onsite instruction per year at the Overland Park, KS campus, for a (2) year consecutive degree plan option.

For all nursing programs offered, prior college course credits obtained will be evaluated for transfer credit. Nursing credits obtained within an accredited associate degree or diploma program will be evaluated, and appropriate credit given after an individual assessment is performed. Regardless of the program, an enrollment and academic advisor will be assigned to assist the student with an individualized educational plan in order to address each student's prior transfer credits and unique circumstances.

It is important to note that admission to the Prelicensure BSN program does not guarantee graduation from the program, and graduation from the program does not guarantee a successful pass of the NCLEX-RN, the National Council Licensure Examination for entry level practice as a Registered Nurse. However, upon successful completion of the BSN at Ottawa University, and conferment of the Bachelor of Science in Nursing degree, the OU graduate is eligible to sit for the NCLEX-RN exam.

The BSN prelicensure curriculum is delivered primarily onsite in the classroom, Skills and SIMs lab, and various clinical facility settings. The three courses with 100% online delivery, and three courses designed for a hybrid format, utilize application-based assignments and projects. For the RN-BSN and MSN 100% online delivered curriculum, application-based assignments, projects, practice experiences, and/or online Simulation exercises broaden student understanding of the roles and responsibilities of the professional nurse.

Accreditation

Ottawa University is accredited by The Higher Learning Commission and a member of the North Central Association, 312-263-0456, www.hlcommission.org.

The baccalaureate degree nursing program at Ottawa University is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791.

The master's degree program in nursing at Ottawa University is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791.

D. Department of Nursing Mission Statement

As an integral component of Ottawa University, the Nursing Program embraces the University's mission of providing the highest quality liberal arts and professional education in a caring, Christ-inspired community of grace and open inquiry. We are committed to excellence in nursing education that empowers our nursing graduates as servant leaders to improve health outcomes for individuals, families, groups, and communities in diverse population settings.

E. Department of Nursing Philosophy

The Nursing Programs support Ottawa University's mission and vision of serving adult learners and organizations through its programs in order to prepare diverse student populations for lives of enlightened faith, exemplary service, inspired leadership and personal significance. *The Essentials: Core Competencies for Professional Nursing Education* [American Association of Colleges of Nursing (AACN), 2021] serves as the framework for designing and guiding the nursing educational programs. Other important professional nursing guidelines that support the curriculum design are: *The Guide to the Code of Ethics for Nurses: Interpretation and Application* (American Nurses Association, 2015); *The Code of Ethics for Nurses with Interpretive Statements* (American Nurses Association, 2015); *Scope and Standards of Practice* (ANA, 2015); *Guide to Nursing's Social Policy Statement* (ANA, 2015); and, the educational competencies of the various levels of nursing education (AACN, 2021, NLN, 2012). These professional standards and guidelines provide a strong foundation for the Nursing Programs that will prepare professional nurses as leaders in a variety of settings. Originally, the Ottawa University nursing program was founded upon the AACN Essentials (2008) and revised with the launch of the 2021 New Essentials (AACN, 2021). The faculty members serve as mentors, role models, and guides to facilitate the student's successful journey through the chosen program of study. They are committed to providing a high-quality nursing education that recognizes previous knowledge and experience in an effort to promote an advanced learning environment and appreciation for reflective nursing application while, at the same time, making every effort to reduce unnecessary repetition. Most importantly, the nursing department incorporates a set of core values that serve to guide the work of those striving to fulfill its mission. Those values consist of the following: Honesty, Trust, Fairness, Respect, Responsibility, Leadership, Professionalism, Innovation, and Diversity. It is also important to note that a liberal education in arts, sciences, and humanities, emphasized alongside the nursing education major courses, is valued in the Ottawa University Nursing Programs. This comprehensive approach results in graduates prepared to practice evidence-based nursing, effective communication, quality interprofessional collaboration, servant leadership, ethical decision-making and holistic care. The intent of this preparation is for graduates to improve health outcomes for diverse populations.

F. Department of Nursing Program Goals

The BSN program goals are to:

1. Provide quality nursing education by remaining on the forefront of current trends in nursing standards and practices to meet the health care needs of individuals, families, groups, and communities.
2. Cultivate a compassionate educational environment based on Christ-centered values that encourage a commitment to lifelong learning and professional nursing development for both students and faculty.
3. Engage in collaborations with community health care facilities to discover learning opportunities for students that will empower them to be innovators and leaders in nursing.
4. Prepare students to be culturally and professionally competent nurses in a variety of diverse health care and community settings.
5. Serve students as well as faculty, customers, groups, and communities with whom we partner.

The MSN program goals are to:

- Promote excellence in nursing education that is consistent with current and future trends to meet the diverse health care needs of individuals, families, groups, communities, and populations.
- Develop servant leaders in a variety of nursing settings that embody professional competence and cultural humility.
- Enhance student development of collaborative skills so they may function as transformational leaders across healthcare, educational systems, and other professional environments.
- Foster a culture of commitment to lifelong learning and professional development for faculty as well as students based on Christ-inspired values.
- Uphold the best interests of students, faculty, customers, groups and communities with which we partner.

G. Program Governance

The Nursing Program is managed by the Director of Nursing who reports to the Dean of Arts and Sciences. The Nursing Program Advisory Board is a community of interest partnership in which professional members and stakeholders from surrounding health care and educational organizations are represented in order to provide guidance, direction, and input on contemporary nursing, nursing education, and nursing workforce issues and trends with the goal of continuously improving the quality of the programs.

H. Conceptual Framework

The below illustration depicts the conceptual framework of Ottawa University Nursing and is a product of the philosophy, mission, values and goals that shape the organizational components of the curriculum:



The conceptual model for the Nursing Program is derived from the mission and the adopted professional standards and guidelines of the program. The above graphical illustration of this model is depicted and characterized by the nine core values that unify the theme, each displayed on one of the model spokes, alongside an encircling and embraced community of diverse individuals. A foundation of the student’s prior nursing knowledge and experience enrich and support the organization and coherence of the nursing degrees. Central to the core of nursing and as represented in this pictorial description is the infusion of the nursing process that provides the framework for utilizing critical thinking skills in all facets of nursing practice. The hub of the model further clarifies and encompasses the population served in which the overall objective is to prepare professional nurses to become future leaders in improving health care. All components are interrelated and can influence one another and all have an important purpose for the program. Furthermore, the outer portion of this hub features central descriptions that assist in summarizing the program’s goals and demonstrates the interactions between the nurse, the professional expectations and other essential attributes and components in the environment in which nursing occurs. These themes, concepts and relationships, although summarized in the illustration of the conceptual model, are intertwined and evident throughout the BSN and MSN curricula.

I. Program Student Learning Outcomes

A. BSN Program Student Learning Outcomes (PSLOs)

The following are the PSLOs correlated with the AACN Essentials (2021) that are integrated into the program.

New Essentials (AACN, 2021)	BSN PSLOs
	The graduate of the BSN program will:
1. Knowledge for Nursing Practice	1. Demonstrate the integration of knowledge from the liberal arts and sciences with the knowledge of theories, including nursing, as a foundation for nursing practice.
2. Person Centered Care	2. Provide holistic, compassionate, person-centered care based on the nursing process and best evidence to implement sound clinical judgment.
3. Population Health	3. Advocate for equitable and inclusive health outcomes and policies for diverse populations based on the social determinants of health.
4. Scholarship for Nursing Practice	4. Integrate the best evidence into clinical judgment and when applying the nursing process to deliver person-centered nursing care.
5. Quality and Safety	5. Practice quality improvement principles that promote a culture of safety for patients, providers, and the work environment.
6. Interprofessional Partnerships	6. Develop respectful, collaborative, interprofessional relationships using effective communication practices that promote quality healthcare delivery.
7. Systems-Based Practice	7. Employ resources that promote diversity, equity, and inclusion when navigating the complexities of health care systems across the continuum of care.
8. Information and Healthcare Technologies	8. Manage information and communication technologies in the delivery of quality care of patients, communities, and populations.
9. Professionalism	9. Exhibit professionalism based upon the ethical and legal values inherent in nursing practice.
10. Personal, Professional, and Leadership Development	10. Embrace a personal commitment to self-care, lifelong learning, and leadership development.

B. MSN Program Student Learning Outcomes (PSLOs)

The following are the PSLOs correlated with the AACN Essentials (2021) that are integrated into the program.

New Essentials (AACN, 2021)	MSN PSLOs
	The graduate of the MSN program will:
1. Knowledge for Nursing Practice	1. Synthesize knowledge from the humanities and sciences with the art and science of nursing to inform education, practice, and research.
2. Person Centered Care	2. Model compassionate, holistic person-centered care of diverse individuals, families, groups, populations, and their communities.
3 Population Health	3. Create partnerships that promote equitable health outcomes and effective advocacy policies to address the social determinants of health across the continuum of care.
4 Scholarship for Nursing Practice	4. Engage in scholarly inquiry that results in translation of evidence to support advanced nursing practice including clinical prevention, wellness, and population health.
5 Quality and Safety	5. Employ a culture of quality and safety, using improvement science, which advocates for change from an advanced nursing practice perspective.
6 Interprofessional Partnerships	6. Model high-level interpersonal collaboration and leadership to improve health systems and outcomes.
7 Systems-Based Practice	7. Champion health care policy, finance, and regulatory issues that promote diversity, equity, and inclusion within complex systems of healthcare.
8 Information and Healthcare Technologies	8. Analyze information management and healthcare technologies for strategic planning in the delivery of advanced nursing care in complex healthcare systems.
9 Professionalism	9. Advocate for consistent application of ethical and legal standards that advance diversity, equity, and inclusion in all nursing arenas.
10 Personal, Professional, and Leadership Development	10. Personify an individual nursing commitment to self-care, lifelong learning, and leadership development to advance the nursing profession.

J. Expected Personal Characteristics of Student Behavior

The Nursing Program administration, faculty and staff consider the following characteristics as defining expected student nurse behavior. Ottawa University adheres to the American Nurses Association's Code of Ethics (2015a), and the American Nurses Association Position Statement on Incivility, Bullying and Workplace Violence (2015b). The following behaviors must be demonstrated throughout each course and throughout the program, to include:

- Demonstrates honesty
- Demonstrates respect
- Demonstrates integrity in test taking, course work, and provision of patient/client care
- Accepts responsibility
- Acts to always ensure the safety of patients/clients, self and others.
- Follows the policies and guidelines of the University, program, and affiliating healthcare partners
- Demonstrates organizational skill, as this is considered a professional behavior
- Demonstrates discipline and self-direction in own learning
- Maintains patient/client confidentiality
- Reports to class/campus/practicum experiences free of alcohol and/or illegal and/or judgement-impairing substances
- Demonstrates effective interpersonal relationships

- Presents self as a mature and caring adult
- Uses appropriate communication to interact with faculty, fellow students and other members of the health care team and works cooperatively in peer groups
- *Submits completed material by the assigned date, considered a professional behavior

***Please note: Ottawa University also has a zero-tolerance policy for any behavior which disrupts its educational mission of providing a safe and effective learning environment for all.**

All prelicensure BSN students are required to read and sign the following documents upon program entry:

1. Ottawa University Nursing Academic & Clinical Code of Conduct
2. Ottawa University Standards of Student Behavior and Code-of-Conduct
3. Ottawa University Unsafe Clinical Practice Guidelines

References

American Nurses Association (2015a). *American Nurses Association position statement on Incivility, bullying and workplace violence*. <https://www.nursingworld.org/~49d6e3/globalassets/practiceandpolicy/nursing-excellence/incivility-bullying-and-workplace-violence--ana-position-statement.pdf>

American Nurses Association (2015b). *Code of ethics for nurses*. American Nurses Publishing.

Ottawa University (2023). *Standards of student conduct*. [Ottawa University - Standards of Student Conduct \(smartcatalogiq.com\)](https://www.smartcatalogiq.com)

***PLEASE NOTE:** All assignments are due on their due dates. Because of the time-accelerated format of the BSN and MSN Programs, consistently late assignments in a practicum-focused/activity-based nursing major course will not be allowed. Arrangements with the instructor for an extenuating situation will be considered individually. It is the student's responsibility to communicate extenuating circumstances to their instructor PRIOR to the assignment deadline unless the nature of the event is unavoidable. Failure to comply with this expectation in a practicum-focused/activity-based nursing major course may become grounds for failure of the course.

K. Nursing Program Performance Improvement Contract

Performance Improvement Contracts are designed to help students succeed in a course when the student has been experiencing difficulties. It is not intended to be punitive, but it is a serious effort to identify ways to avoid failure in a nursing major course. A Performance Improvement Contract will include competencies not being achieved, description of problem behaviors, goals to achieve in order to be successful in the course, and a mutually developed plan. This plan will include deadlines by which these goals must be achieved. The student is expected to fully participate in implementing the plan for improvement. If a student is unable to meet the terms of their performance improvement contract, it may become grounds for failure of the course or dismissal from the program. If a second Program Performance Improvement Contract is issued to a student during their continuous enrollment in the BSN or MSN Program, the student's progression in the program will be evaluated by the Academic Dean of Arts & Sciences.

Any Performance Improvement Contract assigned to a student due to unprofessional behavior, incivility, or bullying as described by the American Nurses Association Code of Ethics (2015a), the American Nurses Association Position Statement on Incivility, Bullying, and Workplace Violence (2015b), or Ottawa University Standards of Student Conduct (2023) will be reviewed with the Academic Dean of Arts and Sciences, and may include review by the designated campus President. Progression in the program will be contingent upon the approval of their recommendation in the Performance Improvement Contract form at that time. **Please see a copy of this contract form in Appendix handbook.**

L. BSN Curriculum

Newly admitted and returning students should contact their BSN academic advisor before starting/enrolling in any courses in the program. This will ensure that they take the correct foundation, support courses, and sequencing of courses in the major to fulfill their BSN degree requirements. Also refer to the current Ottawa University Academic Catalog found at: <http://ottawa.smartcatalogiq.com/2020-2021/Catalog> in the “Academic Catalog” section for further information for other course requirements.

Please Note: Online students and adult campus students are required to complete three mandatory liberal arts education courses unique to the University. Please refer to this link for additional information on this requirement for LAS 30012, UNV 30001 and LAS 45012:

LAS/ UNV Courses at the Adult and Online Campuses. **For Prelicensure BSN students, LAS 30112 is integrated into prelicensure BSN course NRSG 30001. LAS 45012 is integrated into the BSN prelicensure BSN course NRSG 46003.*

Ottawa University Liberal Arts Studies

Mandatory for all Adult/Online Ottawa University Students*

- LAS 30012 Writing and Critical Thinking in the Liberal Arts (first course)
- UNV 30001 Academic Success and Personal Significance (2 credit hours) - (Course runs concurrently with the student's first course above-however, in 5 weeks only)
- LAS 45012 Global Issues in the Liberal Arts

*Prelicensure BSN Program LAS requirements are met through integration into the (60) hour Nursing Core

Breadth Area Requirements (minimum of 6 credits in each area below) *
Art/Expression (i.e. English Composition, Communication, Speech, Foreign Language, Critical Reading, Public Speaking, Performing Arts, Creative Writing)
Social/Civic (i.e. Psychology, Sociology, Political Science, Economics, History, Government, World Geography, Marriage and Family, World Civilizations)
Science/Description (i.e. Mathematics, Natural Sciences, Research, Health and Nutrition, Biology, Chemistry, Physics, Astronomy, Geology)
Value/Meaning (i.e. Literature, Theory of Art/Music, Religion, Philosophy, Ethics, Logic, Critical Thinking, Anthropology)

**All previous college/university credits will be evaluated on an individual basis for transfer to Ottawa University (i.e., the above hours may be documented by transcribed coursework)*

Undergraduate Degree: Total Credit Hours Required for Graduation (RN-BSN)

- All BSN: Minimum of 120 credit hours, 30 hours in residence at Ottawa University
- BSN Prelicensure: 60 hours core curriculum, courses taken sequentially
- RN-BSN: Minimum of 42 credit hours of upper-division courses (300 level and above)
- RN-BSN: Minimum of 28 credit hours in the major (Minimum of 12 hours of upper division credit in residence in major)
- All BSN: All grades for courses in the major must be at a “C” level or better
- All BSN: A grade of “C” or better in all required LAS coursework.

Foundation Courses

The following may be taken at Ottawa University or equivalencies/substitutions transferred in. Please note not all FOUNDATION courses may be available online:

- BIO 20342 Human Anatomy and Physiology LAB
- BIO 20343 Human Anatomy and Physiology *or accepted substitute course
- BIO 30242 Microbiology LAB
- BIO 30243 Microbiology
- PSY 36000/HUS 36000 Statistics for Social Sciences

*** Courses Meeting the Prelicensure BSN Pre-requisite Requirements are Available Within Ottawa University, either at the Ottawa Campus or Online

Students requesting transfer of nursing credit from a BSN program will be reviewed on a case-by-case basis.

BSN Prelicensure Program

Pre-requisites

English Composition-General Education-English Proficiency.....	3 Credit Hours
Written Communication-General Education	3 Credit Hours
Introduction to Psychology-Psychology/General Education.....	3 Credit Hours
Human Growth and Development-Psychology/General Education	3 Credit Hours
College or Intermediate Algebra-Math.....	3 Credit Hours
Statistics for Healthcare-Statistics	3 Credit Hours
Biology-Science Core.....	3 Credit Hours
Anatomy and Physiology I with Lab-Science Core.....	4 Credit Hours
Anatomy and Physiology II with Lab *or accepted substitute course	4 Credit Hours
Microbiology with Lab-Science Core	4 Credit Hours
Nutrition	3 Credit Hours
Speech/Oral Communication.....	3 Credit Hours
Sociology/Psychology	3 Credit Hours
General Electives.....	18 Credit Hours
Total.....	60 Credit Hours

BSN Prelicensure Core Courses/Curriculum

NRSG 30001 Introduction to Professional Nursing (3 Credit Hours)

Introduces the pre-licensure student to the art and science of professional nursing that integrates knowledge from the liberal arts and sciences. Competencies for entry level practice are explored. Historical perspectives of nursing are examined and correlated with current trends in practice. Fundamental professional communication, including writing skills, are further refined.

-Prerequisite-Acceptance into the Prelicensure BSN Program

NRSG 32006 Pathophysiology (3 Credit Hours) [offered in a hybrid format]

Examines the basic pathophysiology of selected disease processes that may occur across the lifespan. Major pathophysiological concepts are explored using a body systems approach while emphasizing the application of this knowledge to the assessment, planning and interventions for holistic, person-centered care.

-Prerequisite-Acceptance into the Prelicensure BSN Program; Anatomy and Physiology; and Microbiology

NRSG 32007 Health Assessment (3 Credit Hours)

This course introduces the prelicensure nursing student to the foundational skills required to perform a comprehensive physical health assessment across the lifespan. Emphasis is placed on the critical thinking skills required for obtaining an accurate collection and analysis of patient health information, as well as the

development of fundamental physical assessment techniques as well as the development of fundamental physical assessment techniques as a basis for clinical judgment.

-Prerequisite-Acceptance into the Prelicensure BSN program; Pathophysiology

NRSG 32010 Pharmacology (3 Credit Hours)

This course is designed to develop theoretical knowledge of pharmacotherapeutics for nursing practice. Emphasis is placed on the major classes of clinically important medications and their safe administration. For each therapeutic drug classification, the basic mechanism of drug side effects, routes of administration, and common indications will be reviewed. Nursing implications relative to the utilization of drug therapy are examined.

-Acceptance into the Prelicensure BSN Program; Introduction to Professional Nursing and Pathophysiology

NRSG 33000 Fundamental I w/Lab and Clinical (4 Credit Hours)

This course introduces students to basic nursing concepts and skills, including the nursing process as a basis for developing clinical judgment. The four spheres of care-promotion of health and well-being / disease prevention; chronic disease care; regenerative or restorative care; and hospice / palliative / supportive care are introduced. Theoretical knowledge is applied to skills laboratories and clinical experiences. Essential ethical, legal, and professional standards pertaining to quality, safety, asepsis, infection control, and documentation are emphasized throughout.

Prerequisite-Acceptance into the Prelicensure BSN program; Introduction to Professional Nursing

NRSG 33001 Fundamentals II w/ Lab and Clinical (4 Credit Hours)

This course is a continuation of Fundamental I to build upon foundational nursing skills and concepts previously introduced. Students will apply evidence-based practice in the laboratory, simulation and clinical care situations. There is an integration of lab and diagnostics tests as well as assessment skills to underpin care planning, intervention, and evaluation. The four spheres of care are expanded with a focus on health and well-being promotion/disease prevention as well as an emphasis on the teaching/learning process in person-centered care. Legal and ethical aspects of safe, quality care is emphasized in all situations including medication administration, infection control and documentation.

Prerequisite-Acceptance into the Prelicensure BSN program; Introduction to Professional Nursing; Health Assessment; Fundamentals I w/ Lab and Clinical

NRSG 34000 Adult Health I w/Lab and Clinical (4 Credit Hours)

This course applies the nursing process in providing person-centered care of adult and older adult patients. There is continued application of the four spheres of care with a focus on health promotion and well-being/disease prevention; chronic disease care; and regenerative or restorative care. Common health conditions are addressed with integration of pertinent lab and diagnostics testing to assist in safe, quality care. Emphasis is placed on the progressive development and application of clinical knowledge, clinical judgment, skills, and professional values within a legal/ethical framework. Evidence-based practice is emphasized during didactic as well as laboratory, simulation and clinical learning experiences.

Prerequisite-Acceptance into the Prelicensure BSN program; Introduction to Professional Nursing; Health Assessment; Fundamental I and II w/Lab

NRSG 34100 Health Promotion/Population Health and Clinical (4 Credit Hours)

The concepts of community and public health management, health promotion and disease prevention including the social determinants of health across the lifespan are explored. Health disparities of vulnerable population groups will be analyzed through epidemiologic approaches. Significance is placed on the nurse's role as it pertains to disaster or public health emergencies. Health agencies, policy, global health issues and mass casualty disasters are included. Levels of prevention, risk factors and major determinants of health are investigated. Skills will be acquired in the areas of community assessment, program planning, implementation and evaluation of population-based interventions. Laboratory, simulation and clinical

learning experiences are included.

Prerequisite-Acceptance into the prelicensure BSN program; Introduction to Professional Nursing; Health Assessment; Fundamentals I and II w/ Lab

NRSG 46003 Nursing Research and Evidence-based Practice (3 Credit Hours) [offered in a hybrid format]

This course is cross-listed with NRSG 46003: Nursing Research and Evidence Based Practice Course serves as an introduction to nursing research and evidence-based practice and includes the Relationship of theory, research and practice. Focuses on guiding students to critically analyze scholarly endeavors for the best evidence to use in nursing practice. Differentiation of types of Scholarly inquiry are examined including qualitative, quantitative and mixed methods that includes the levels of evidence. The process for selecting clinical questions to systematically explore as a basis for evidence-based practice is addressed.

There is exploration of ethical and legal issues salient to nursing research.

Prerequisite-PSY36000 Statistics for Social Sciences or equivalent statistics course.

NRSG 44000 Adult Health Nursing II w/Lab and Clinical (4 Credit Hours)

This course is a continuation of Adult Health Nursing I and builds upon acquired knowledge of the adult and older adult's select developmental, acute, or chronic health concerns. Expanding the utilization of the nursing process with increasingly complex health care problems of this population group will be emphasized. The learner will continue to cultivate professional role development in critical thinking, clinical judgment, communication and evidence-based interventions through experiential learning in laboratory, simulation and clinical learning experiences.

-Prerequisite-PSY 36000 Statistics for Social Sciences or equivalent statistics course

NRSG 44001 Adult Health Nursing II w/Lab and Clinical (4 Credit Hours)

This course is a continuation of Adult Health Nursing I and builds upon acquired knowledge of the adult and older adult's select development, acute or chronic health concerns. Expanding the utilization of the nursing process with increasingly complex health care problems of this population group will be emphasized. The learner will continue to cultivate professional role development in critical thinking, clinical judgment, communication, and evidence-based interventions through experiential learning in laboratory, simulation and clinical learning experiences.

-Prerequisite-Acceptance into the Prelicensure BSN program; Adult Health I w/Lab and Clinical

NRSG 44001 Psychiatric/Mental Health Nursing w/ Lab and Clinical (4 Credit Hours)

In this course, students apply theories and best evidence to provide compassionate, person-centered care across the lifespan among diverse populations experiencing psychiatric/mental health issues. Professional standards, ethical and legal parameters, safety and quality outcome measures are priorities. There is an emphasis on individualized care that promotes diversity, equity and inclusion within the context of family, community and the socio-cultural environment. Psychopharmacology, and supervised learning experiences in the laboratory and at cooperating clinical agencies are a required part of the course.

-Prerequisite-Acceptance into the Prelicensure BSN program; Introduction to Professional Nursing; Health Assessment; Fundamentals I and II w/Lab; Adult Health I and II w/Lab and Clinical

NRSG 44002 Maternal/Newborn Nursing w/Lab and Clinical (4 Credit Hours)-

This course provides a holistic approach to the biological, psychological and sociological concepts of nursing care involving reproductive, maternal and newborn health. Female reproductive anatomy and physiology are reviewed, with emphasis on the physiologic and pathophysiologic processes associated with pregnancy, labor and delivery. Effective strategies utilizing critical thinking and clinical judgment in the application of risk assessment and interventions of professional nursing practice for childbearing women, their newborns and their families will be explored. Legal and ethical issues and culturally sensitive care pertaining to the childbearing family will be evaluated. This course will provide opportunities for varied clinical experiential learning in women's healthcare settings. Simulated laboratory

experiences emphasize newborn and perinatal nursing care.

-Prerequisite-Acceptance into the Prelicensure BSN program; introduction to Professional Nursing; Health Assessment; Fundamentals I and II w/ Lab; Adult Health I and II w/ Lab and Clinical

NRSG 44003 Pediatric Nursing w/Lab and Clinical (4 Credit Hours)

This course focuses on the application of the nursing process in person-centered care of pediatric and adolescent patients. Emphasis is placed on normal growth and development, accident/injury prevention, quality improvement, safety and care of acute and chronic pediatric disorders. Using the nursing process as a guide, the learner will integrate evidence-based knowledge and developmentally appropriate care in a family-centric approach to achieve positive healthcare outcomes in pediatric patients. Key concepts to be explored include developmentally appropriate anatomy, physiology, pathophysiology, social determinants of health and legal and ethical considerations unique to pediatrics, and their role in health assessment, health promotion, and disease prevention, and culturally and family sensitive care across the pediatric continuum of care.

-Prerequisite-Acceptance into the Prelicensure BSN program; introduction to Professional Nursing; Health Assessment; Fundamentals I and II w/Lab; Adult Health I and II w/ Lab and Clinical

NRSG 44100 Adult Health Nursing III w/Lab and Clinical (4 Credit Hours)

In the last of a 3-part course series, students will have an opportunity to sharpen their clinical judgment and prioritization of care abilities, as well as their procedural skills while working with adult patients who have unstable, emergent and /or critical illnesses. There is integration of the nursing process, technological and scientific knowledge and time management with logic and critical thinking to potentiate optimal health outcomes for diverse adult patient populations, interprofessional partnership skills and further developed to establish mutual healthcare goals for diverse adults. Specific legal, ethical and policy issues are explored. Active learning strategies in didactic as well as simulated and clinical settings are employed.

-Prerequisite-Acceptance into the Prelicensure BSN program; Introduction to Professional Nursing; Health Assessment; Fundamentals I and II w/Lab; Adult Health I and II w/ Lab and Clinical

NRSG 46001 Leadership and Management (3 Credit Hours)

In this course, students apply principles of leadership and management theories for effective evidence-based practice. Specific ethical and legal issues are addressed in addition to promoting diversity, equity and inclusion in practice. Systems-based practice, interprofessional partnerships, quality and safety principles, information and healthcare technologies, as well as financial and regulatory management, are explored. Today's complex health care setting is the context for various approaches to change management as a nurse leader.

-Prerequisite-Acceptance into the Prelicensure BSN program; Introduction to Professional Nursing Evidence-Based Practice/Research

NRSG 49100 Capstone w/Lab and Clinical (6 Credit Hours)

The Capstone course is the final nursing clinical immersion experience for the Prelicensure nursing student which ensures readiness to enter practice and transition to the professional nurse practice role. This culminating nursing course provides (120) hours in a clinical setting with an assigned nurse preceptor under the supervision of the clinical faculty. Opportunities are provided for synthesis, integration, and application of knowledge and skill acquired in previous coursework and clinical experience. Emphasis is placed on demonstration of all BSN Program Student Learning Outcomes throughout the course including didactic, lab and clinical experiences.

-Prerequisite-Completion of all Prelicensure BSN courses; Prior approval by Academic Advisor, Clinical Coordinator and Director of Nursing Program

RN-BSN Program Curriculum

The following required nursing major courses are all offered online.

RN-BSN Major Courses

NRSG 30000 Professional Nursing Theory, Roles, and Practice (3 credits)

Introduces foundational concepts and essential components of the professional baccalaureate prepared nurse role. Examines nursing theory, quality practice, and ethical/legal issues. Analyzes historical nursing advocates/issues as well as professional nursing topics/trends of today.

NRSG 30007 Health Promotion and Teaching Culturally Diverse Populations in Nursing (4 credits)

Focusing on health promotion concepts, theories, and tools, learners explore nursing care of individuals, families, and special populations from a cultural perspective. Promoting culturally relevant age-specific healthy lifestyles across the life span are addressed. Cultural perspective is expanded through health risk assessment screening, leveraging health educational resources, and the use of targeted strategies for promoting the health and well-being of diverse populations. Using the concepts of cultural awareness, sensitivity, and humility, learners explore the social determinants of health important to equitable care domestically and internationally.

NRSG 32000 Clinical Informatics and Technology (3 credits)

Explores the impact of the vast amount of technology used in today's health care organizations. Focuses on information technology as related to health care safety, quality improvement, resource utilization, and data management to improve outcomes. Other topics include the ethical and legal issues impacting the use of technology in health care.

NRSG 32006 Human Pathophysiology (3 credits)

Course explores cellular functions and pathology and the changes that occur within the human body as a response to various disease processes. Discusses the role of the professional nurse in the management of specific health problems across the lifespan.

Prerequisites: Chemistry, Anatomy and Physiology, Microbiology, and NRSG 30000 Professional Nursing Theory, Roles, and Practice.

NRSG 32009 Health Assessment (3 credits)

Focuses on expanding and refining knowledge and assessment skills needed in performing a complete nursing health assessment across the life span. Students will describe and analyze assessment findings. Techniques explored: Interviewing, observation, percussion, palpation, inspection, and auscultation utilizing selected volunteers and/or simulated experiences.

Prerequisite: NRSG 32006 Human Pathophysiology.

NRSG 46000 Health Care Policy and Regulations (4 credits)

Examines the development of health care policy in the U.S. and the influences of societal, political, and economic environments on the health care industry. Explores the interaction of government and other regulatory agencies within the health care industries.

NRSG 46003 Nursing Research and Evidence Based Practice (3 credits)

Course serves as an introduction to the concepts of nursing research methods and theoretical principles. Focuses on providing students with the knowledge base to define and critically analyze and evaluate clinical research problems and develop techniques to practically implement the evidence in leadership or professional practice roles.

Prerequisite: SOC 36000 Statistics for Social Sciences or equivalent statistics course.

NRSG 46006 Community Based Nursing (3 credits)

Examines health issues, disease prevention, and current trends in public health within diverse urban and

rural settings. Topics include evaluation of evidence-based nursing and various epidemiological principles to develop an effective understanding of the role of the professional nurse in the community setting.

Prerequisite s: NRSNG 32003, NRSNG 46003, and SOC 36000 or equivalent.

NRSNG 46009 Nursing Leadership and Management (3 credits)

Course utilizes theoretical principles of management to provide the student with the foundation to become an effective change agent/leader/manager in today's complex health care setting. Topics include strategic planning, quality improvement, and organizational/system leadership.

Prerequisites: NRSNG 46003, NRSNG 30006, and NRSNG 46000.

NRSNG 49003 Professional Nursing: Integration of Concepts (3 credits)

Capstone course that provides the opportunity to reflect, integrate, and synthesize key concepts from previous courses as well as observations from "real-world" experiences. Students prepare a written proposal on an approved topic of their choice which addresses a plan related to a relevant and timely nursing/health care concern. Proposal incorporates knowledge obtained from previous program courses to include such areas as evidence-based research, patient safety, performance improvement, cultural competence, ethical leadership, and health care access.

M. MSN Curriculum

Newly admitted and returning students should contact their MSN academic advisor before starting/enrolling in any courses in the program. This will ensure that they take the correct sequencing of courses in the major to fulfill their MSN degree requirements. Also refer to the current Ottawa University Academic Catalog found at www.ottawa.edu in the "Academic Catalog" section for further information for other course requirements.

**All previous college/university credits will be evaluated on an individual basis for transfer to Ottawa University (i.e., the above hours may be documented by transcribed coursework).*

Graduate Degree: Total Credit Hours Required for Graduation:

- Minimum of 30 hours in residence at Ottawa University
- Minimum of 36 credit hours in the major

Required Nursing Major CORE Courses (6 courses)

NRSNG 7000 Transition to the Graduate Nursing Role (3 credits)

This course is the first course in the program and is designed to assist the nursing student with transition to graduate study at Ottawa University in order to enhance their opportunities for success in the program. A historical perspective of the scientific and theoretical basis of nursing at the graduate level of practice is explored. Emphasis is placed on standards for scholarly writing and linkages between theory, practice and research in advanced nursing practice. Core competencies vital to all advanced practice roles and health care in complex systems are addressed. In addition, students explore the complex ethical responsibilities that are faced by today's nursing leaders

NRSNG 7100 Advanced Pathophysiology (3 credits)

This course focuses on advanced physiology and pathophysiology across the life span with emphasis on clinical decision making when caring for patients with acute and chronic diseases. Disease prevention and health promotion are also emphasized.

NRSNG 7200 Advanced Pharmacology (3 credits)

This course focuses on advanced pharmacotherapeutics across the life span with emphasis on clinical decision making when caring for patients with acute and chronic diseases. Current issues and best practices in pharmacology are included.

NRSG 7300 Advanced Health Assessment (3 credits)

This course builds upon the student's previous health assessment knowledge and experience. Emphasis will be placed on holistic assessment, intervention, and evaluation using a family-centered approach as well as an exploration of evidence-based strategies for prevention and management

NRSG 7400 Research to Improve Quality and Safety for Graduate Nursing Roles (3 credits)

This course builds upon statistics and expands understanding of research methods and critical analysis of the literature as a foundation for evidence-based practice at the graduate level. There is a focus on the evaluation of outcomes and risk analysis to ensure the improvement of safety and quality in the care of diverse populations.

Prerequisite: Undergraduate Statistics (Statistics for Social Sciences or equivalent statistical course approval)

NRSG 7500 Cultural Diversity, Policy and Advocacy within Population Health (3 credits)

This course uses the principles of epidemiology to evaluate disease prevention and health promotion data when advocating for health care policies that meet the needs of diverse population groups. In addition, there is a deeper exploration of cultural diversity and cultural humility with a special emphasis on vulnerable populations.

Required Courses for MSN Nurse Educator Concentration (6 courses)

NRSG 7601 Foundations for Nurse Educator Practice (3 credits)

This course introduces the theoretical and research base for nurse educator practice in a variety of settings. The nurse educator roles of teaching, service and scholarship are explored and include an emphasis on nurse educators as leaders and change agents who pursue continuous quality improvement within the educational environment. In addition, there is an emphasis on domains of learning and adult learning theory from a learner-centered philosophy. The goal of this approach is to facilitate learner achievement of desired outcomes.

Prerequisite: Successful Completion of CORE MSN Courses or Approval by Program Coordinator and/or Director/ designee

NRSG 7602 Teaching Strategies for Today's Nurse Educator (3 credits)

This course emphasizes the theoretical and evidence base for effective teaching in nursing education. Students will examine and evaluate a variety of traditional and innovative teaching/ learning strategies used in didactic, lab and clinical settings and identify best practices. There is an emphasis on creating a learner-centered environment that fosters student engagement, clinical reasoning and critical thinking. Techniques to assess student achievement of learning outcomes are highlighted.

NRSG 7603 Curriculum Design and Assessment Techniques in Nursing Education (3 credits)

This course explores models for curriculum design, development, and evaluation within the context of organizational mission, philosophy, goals, and desired learning outcomes and competencies. There is a focus on internal and external factors influencing the curriculum. The course will also explore key strategies to enhance critical thinking in the development of instructional design, as well as test construction and item analysis. Analysis of assessment and evaluation data is addressed to facilitate student learning and enhance program effectiveness.

NRSG 7604 Instructional Technology and Simulation in Nursing Education (3 credits)

This course examines current and emerging instructional technologies and simulation, used in a variety of nursing educational settings and e-learning environments, including online. Application, implementation, and evaluation of instructional technologies and simulation concepts are explored to enhance understanding of evidence-based interactive learning practices for direct and indirect patient-care roles.

NRSG 7605 Nurse Educator Practicum (3 credits)

This course comprises the nursing education practicum in selected organization (s) with opportunities to apply educational knowledge, skills, and concepts in a guided and transformational context in nursing education. An evidence-based practice approach is used to guide the scholarly project developed in this course and completed in the capstone.

Prerequisite: Approval by Program Coordinator and/or Director/designee is required for enrollment.

NRSG 7606 Nurse Educator Capstone (3 credits)

This capstone course focuses on the integration of knowledge with advanced nursing practice competencies in the role of nurse educator to demonstrate attainment of program outcomes. The scholarly project provides validation of the student's ability to translate evidence into practice, improve quality outcomes, advance interprofessional collaboration, embrace diversity, and lead change in nursing education. Prerequisite: Successful completion of all MSN nursing courses or Approval by Program Coordinator and/or Director/designee is required for enrollment.

Required Courses for MSN Nurse Leader Concentration (6 courses)

NRSG 7701 Foundations for Nurse Leader Practice (3 credits)

This course introduces the theoretical and research base for nurse leader practice in a variety of settings. There is an emphasis on nurse leaders as scholars and change agents who pursue continuous quality improvement within the health care environment. Professional communication skills such as conflict management and negotiation are addressed. There is a focus on human resource management in health care organizations, including the unique challenges encountered related to staffing, unionism, productivity, and performance evaluation in today's complex health care delivery settings. Prerequisite: Successful Completion of CORE MSN Courses or Approval by Program Coordinator and/or Director/designee

NRSG 7702 Health Information and Systems Management as a Nurse Leader (3 credits)

This course examines the essential components of healthcare information systems and patient-care technology in complex healthcare settings. A systems approach is used to evaluate healthcare delivery modes and work design in order to improve key performance metrics.

NRSG 7703 Legal and Ethical Issues for Nurse Leaders (3 credits)

This course explores salient legal and ethical issues faced by nurse leaders. There is a focus on professional accountability, interprofessional communication, advocacy, embracing diversity and promoting access to healthcare. In addition, evidence-based practice that is based on outcomes measurement and research is addressed.

NRSG 7704 Business Concepts for Nurse Leaders (3 credits)

This course provides opportunities to examine critical business acumen needed by nurse leaders. Healthcare economics, strategic planning and financial management topics are explored to enhance the effectiveness of the nurse leader in today's complex health care environments.

NRSG 7705 Nurse Leader Practicum (3 credits)

This course comprises the nurse leadership practicum focusing on management of outcomes for individuals and populations. An evidence-based practice approach is used to guide the scholarly project developed in this course and completed in the capstone. Strategies to change practice for optimal outcomes are explored.

Prerequisite: Approval by Program Coordinator and/or Director/designee is required for enrollment.

NRSG 7706 Nurse Leader Capstone (3 credits)

This capstone course focuses on the integration of knowledge with advanced nursing practice competencies in the role of nurse leader to demonstrate attainment of program outcomes. The scholarly project provides validation of the student's ability to translate evidence into practice, improve quality

outcomes, advance interprofessional collaboration, embrace diversity, and facilitate change as a nurse leader.

Prerequisite: Successful completion of all MSN nursing courses or Approval by Program Coordinator and/or Director/designee is required for enrollment.

II. Program Admissions

A. Admission Requirements: BSN Pre-licensure Students

Ottawa University Nursing seeks to admit qualified applicants for a 60-Credit hour timeline accelerated Bachelor of Science in Nursing prelicensure program, completed in eight (8)-week terms, or approximately one-and-a-half-year period of time (16 months). Qualified students must hold US citizenship, either a GED (general equivalency diploma) or high school diploma, and successful completion of the program pre-requisite course credits, with a minimum of 2.5 Grade Point Average (GPA). A total of (120)-Credit hours are required for graduation from Ottawa University with a baccalaureate degree.

Admission Criteria and Ranking Scale (22 total points possible)

Criteria	Ranking	Point Range
Cumulative GPA	2.5 - 2.7 = 5 2.8 - 2.9 = 6 3.0 - 3.3 = 7 3.4 - 3.5 = 8 3.5 - 3.8 = 9 3.9 - 4.0 = 10	5 - 10
Entrance Exam score (TEAS)	70-77% and above	7
	65-69%	5
58.7% cut score (proficient category)	58.7%	2
Healthcare Professional Experience Equivalency (LPN, CNA, nursing assistant, patient care tech)		3
(2) Professional Letters of Recommendation		5
Kansas or Arizona residency		2
TOTAL		27

BSN Prelicensure Program Pre-requisites

Course	Category	Credit Hours
OU LAS credits	Liberal Arts Studies	10* integrated into prelicensure curriculum
English Composition	General Education – English Proficiency	3
Written Communication	General Education	3
Introduction to Psychology	Psychology/General Education	3
Human Growth and Development	Psychology/General Education	3
College or Intermediate Algebra	Math	3
Statistics for Healthcare	Statistics	3
Biology	Science Core	3
Anatomy and Physiology I with Lab	Science Core	4
Anatomy and Physiology II with Lab*or accepted substitute course	Science Core	4
Microbiology with Lab	Science Core	4
Nutrition?		3
Speech/Oral Communication		3
Sociology/Psychology		3
General Electives		18
TOTAL		60

Other Clinical Clearance Requirements	Date/Other
Completed Ottawa University Application	_Date:
Admission Request Letter with Career Goals	
Official Transcripts – all prior college course work	
Background Check and Criminal Record Check (CRC)	Date:
Negative 12-panel Drug Screen* Validity Screening order for LabCorp – <u>must test within timeframe of test order & dilute test not accepted. NO RETEST POSSIBLE</u>	Date:
Proof of Health Insurance	Date:
American Heart Association BLS CPR card	Expiration Date:
(2) Professional Recommendation Letters (*from those familiar with your work and ethics	

B. Admission Requirements: RN-BSN Students

See also Concurrent Enrollment Requirements CEP

I. Admission Criteria and Ranking Scale (22 total points possible)

Formal admission to the program is determined by the Nursing Admission Team or assigned designee upon completion of all application requirements. The student cannot begin the program until all application materials are submitted and reviewed.

Application Deadlines for RN-BSN Program (2 weeks prior to start of term)*

Admission to the RN-BSN program is determined on a first come, first served basis for students meeting the following application requirements; students are admitted at any term

Requirements

- A completed Ottawa University student application for admission.
- Current, unrestricted RN licensure in the U.S. (this must be maintained throughout the program). Licenses will be verified.
- Successful completion of a criminal background check. Applicant is responsible for this cost (<https://www.ottawa.edu/professional/tuition-and-financial-aid/tuition-and-fees/>) Background check information will be sent to applicants after the application is obtained
- Two professional or academic references (using our Reference Form available on website).
- Career Statement of professional experience and goals in nursing (no more than 2 pages).
- Please include current and previous work experience as an RN (due to the format of the program, current or recent RN work experience is strongly recommended, but not mandatory).
- A degree from an *accredited associate degree or diploma-nursing program with a minimum cumulative 2.5 GPA (per 4.0 scale) on previous coursework.
- Submission of official transcripts of all previous college/university coursework.
- A personal interview (arranged conveniently with the applicant) may be required at the discretion of

nursing program leadership.

**Regional, national faith-related, or national career-related institutions with CHEA-recognized accreditation.*

Please Note:

- All previous college/university credits will be evaluated on an individual basis for transfer to Ottawa University.
- It is the student's responsibility to have official transcripts from every college/university which were previously attended forwarded to Ottawa University.
- The Ottawa University Nursing Program utilizes an outside vendor for background checks. Through an online interface with the vendor, students request that the background check be performed, pay for the background check via credit card or money order, and receive access to the application form. The Ottawa University Nursing Program Admission Team designee will receive access to the background check results. The Nursing Program Admission Team or designee will conduct a case-by-case analysis of any situation involving criminal or questionable behavior discovered by the background check. A copy of the student's background check may be provided to an outside facility/agency requesting this information if a student wishes to participate in a course project on their premises.

***Please Note: The University reserves the right to change this deadline requirement at any time.*

RN-BSN Provisional Admission — Effective July 1, 2014:

Applicants who are new nursing graduates may be offered provisional admission pending passage of the NCLEX and receiving RN licensure. Receipt of licensure must be obtained by the end of the student's second term in the RN-BSN program.

- Provisionally-accepted applicants must complete and submit all other required documents (Note, as per above: RN license will be submitted as soon as it is obtained/received, but no later than the end of the student's second term in the RN-BSN program).
- Failure to comply with provisional admission requirements will result in dismissal from the program.

Validation of Prior Learning:

Any student with ADN/diploma nursing credits that are more than ten years old must have their credential validated. This is accomplished by:

1. Graduation from an accredited nursing program.
2. Current, unrestricted licensure to practice as a Registered Nurse in the U.S. AND
3. Successful completion of NRSG 30000 Professional Nursing Theory, Roles, and Practice with a "C" or above and one other required nursing major course with a "C" or above (with a prefix of NRSG).

Prior ADN/diploma nursing courses will be held in escrow until the successful completion of NRSG 30000 and one other required nursing major course in the program (with a prefix of NRSG) as noted above. Upon successful completion of these two courses, the prior ADN/ diploma nursing course credits will be transcribed as transfer credit applicable toward the Ottawa University BSN degree.

The Ottawa University Nursing Program Admission Team

The Nursing Program Admission Team is comprised of the following representatives:

- Director of Nursing
- Nursing Program Directors
- University Registrar
- Director of Enrollment or appointed departmental designee

II. RN – to – BSN Student Application Requirement Summary

	Requirement on Admission	Deadline	Renewal (if appropriate)
<input type="checkbox"/>	Submission of official transcripts of <u>all</u> previous college/university coursework. Applicant must have graduated from an accredited associate degree or diploma-nursing program with a minimum cumulative 2.5 GPA (per 4.0 scale) on previous coursework. <i>It is the student's responsibility to have official transcripts from every college/university previously attended forwarded to Ottawa University.</i>	No later than 2 weeks prior to start of term	N/A
<input type="checkbox"/>	Proof of current, unrestricted RN Licensure in U.S. (student is to provide a copy or validation of RN license). Licenses will be verified.	No later than 2 weeks prior to start of term	Upon Expiration
<input type="checkbox"/>	Completed OU student application for admission (<i>Application Fee: refer to Tuition and Fees</i>)	No later than 2 weeks prior to start of term	N/A
<input type="checkbox"/>	Follow and complete instructions for Criminal Background Check (<i>Students are responsible for this fee: Refer to Instructions</i>)	No later than 2 weeks prior to start of term	Renewal: Only as Requested by Practicum Facility/ Organization
<input type="checkbox"/>	Two professional or academic letters of recommendation (see OU Nursing Program Reference Forms)	No later than 2 weeks prior to start of term	N/A
<input type="checkbox"/>	Career Statement of professional experience and goals in nursing (no more than 2 pages). Please include current and previous work experience as an RN (due to the format of the program, current or recent RN work experience is strongly recommended, however, not mandatory). (<i>Consider 500 words</i>)	No later than 2 weeks prior to start of term	N/A
<input type="checkbox"/>	Copy of current CPR (professional/healthcare) card	Prior to Enrollment in First Course is preferred, however, it is mandatory before course-specific practice experiences	Upon Expiration
<input type="checkbox"/>	Evidence of current immunizations (with health status form)	Prior to Enrollment in First Course is preferred, however, it is mandatory before course-specific practice experiences	As stated on OU Nursing Program Health Status Form or if renewal is requested by Practicum Facility/ Organization
<input type="checkbox"/>	Signed Acknowledgement of: OU Nursing Program Accountability Form	<u>Must be completed Prior to Enrollment in First Course</u>	N/A

* Students may also be responsible for the costs of an updated criminal background check, if any, as required by an outside facility in which they plan to conduct an assignment for an observational experience and/or application-based project.

** Immunizations and titer checks are available through primary care offices (physicians and nurse practitioners), clinics, and some public health departments. Some health insurance plans do not cover adult immunizations, so it is recommended that students check with their plans before making appointments. Please Note: Students are expected to carry their own health insurance, and some agencies require that students show proof of professional liability insurance.

C. Admission Requirements: Concurrent Program (CEP) Students

There are two entry points for students to be in the CEP program. The first is at the beginning of the associate degree program (ADN) and the second is at the midpoint of the ADN program.

Concurrent Enrollment Program (CEP) students use a specific process that differs from that of RN applicants. Students who wish to be enrolled in an associate degree nursing program and taking online BSN courses from Ottawa University at the same time begin the application process through the community college system. Currently, OU has a partnership with the Maricopa County Community College District (MCCCD) and it is through MCCCD that the application process begins. The following lists the steps for students interested in concurrent enrollment from the beginning of their ADN program.

STEP 1:	Student wants to pursue MaricopaNursing/Ottawa University Associate-Baccalaureate Concurrent Enrollment Program (CEP).
STEP 2:	Student is referred to advisement regarding course requirements for an associate's degree from MaricopaNursing, and to an advisor for the Ottawa University Nursing Program for the BSN.
STEP 3:	Student applies to and is accepted into the MaricopaNursing pool (queue).
STEP 4:	Student attends MaricopaNursing Associate-Baccalaureate CEP <u>Information Session in Person or online</u> .
STEP 5:	Student submits CEP <u>Application</u> .
STEP 6:	Student submits admission checklist, CEP application, HESI A2 scores, and unofficial transcripts from all educational institutions at college of first choice.
STEP 7:	Maricopa/Ottawa University Associate-Baccalaureate CEP Acceptance Committees review applications and select applicants for admission into Maricopa/Ottawa University Associate-Baccalaureate CEP for upcoming semester.
STEP 8:	Applicants selected for placement are notified of application status by MaricopaNursing and accept/refuse placement.
STEP 9:	Accepted students apply to Ottawa University Undergraduate Admissions and enroll in <i>LAS 30012: Writing and Critical Thinking</i> and <i>UNV 30001: Academic Success and Personal Significance</i> .
STEP 10:	Student submits unofficial community college transcript to Registrar and their financial advisor after each term.
STEP 11:	Student graduates with Associate of Applied Science (AAS) in Nursing from MCCCD; eligible to take NCLEX-RN licensure exam.
STEP 12:	Student takes NCLEX-RN to obtain registered nurse licensure.
STEP 13:	Student may complete final credits in one or two terms at Ottawa University after obtaining their AAS if did not complete BSN courses before NCLEX-RN exam eligibility.
STEP 14:	Student must submit an official transcript from MCCCD with AAS degree.
STEP 15:	Receipt of RN licensure (within the U.S.) must be submitted to Ottawa University before BSN graduation eligibility is met.

I. RN-BSN CEP Student Application Requirement Summary

All Ottawa University (OU) prospective Concurrent Enrollment Program (CEP) NURSING student applicants must provide documentation of the following required forms/information prior to or upon acceptance into the program (or per specific deadlines listed below).

Please scan or fax documents to:

MaricopaCEP@ottawa.edu

Fax: 1-888-497-6435

	Requirement on Admission	Deadline	Renewal (if appropriate)
<input type="checkbox"/>	Acceptance into the Maricopa Nursing queue <i>and</i> into Maricopa Nursing CEP Program	Applicants will have this completed prior to applying to OU. This will be verified by Maricopa Nursing staff.	N/A
<input type="checkbox"/>	<p>Completed Maricopa Nursing and Ottawa University Nursing Program pre- and co-requisites (see list below). Submission of official transcripts of all previous coursework with a minimum cumulative 2.5 GPA (per 4.0 scale) on coursework*</p> <p><i>It is the student's responsibility to have official transcripts forwarded to Ottawa University in care of the University Registrar.</i></p> <p>Previous courses used for GPA Calculation:</p> <ul style="list-style-type: none"> • First Year Composition (ENG 101 and ENG 102 or ENG 107 and ENG 108)* • College Mathematics (MAT 140 or higher)* • Critical Reading* (CRE 101) or test exempt • Chemistry (CHM 130, CHM 130LL) or HS Chemistry • Introduction to Psychology (PSY 101 or PSY 240)* • Human Anatomy and Physiology I and II (BIO 201, BIO 202)* • Microbiology (BIO 205)* • Human Pathophysiology (HCR 240)* May be in-progress to apply. • Humanities Elective* 	No later than 3 weeks prior to start of term	N/A
<input type="checkbox"/>	Completed OU student application for admission (<i>Application Fee: refer to Tuition and Fees</i>)	<p>Signed acknowledgement of OU Nursing</p> <p>No later than 3 weeks prior to start of term. <i>Application fee waived.</i></p> <p>Must be completed prior to enrollment in first OU course.</p>	Program CEP Accountability Form

Key Information for RN-BSN CEP (continued from previous page)

- Students must be accepted into the MaricopaNursing pool (queue) to be eligible for the program.
- All students must complete both MaricopaNursing and Ottawa University Nursing Program pre- and co-requisites as noted above. Repeated coursework will be accepted for all prerequisite courses.
- To ensure that pre- and co-requisites meet program requirements, students are encouraged to meet with MaricopaNursing and Ottawa University academic advisors.
- All MaricopaNursing/Ottawa University Associate-Baccalaureate CEP nursing courses will be taught at the MaricopaNursing program location or in an online format.
- Final determinations of transfer credits will be made by both MaricopaNursing and Ottawa University admissions personnel.
- Students currently enrolled in a MaricopaNursing Program are not eligible to transfer into the MaricopaNursing/Ottawa University Associate-Baccalaureate CEP, unless prior authorization is obtained or the student meets requirements for another approved entry point with Ottawa University

Midpoint CEP Admission

Students interested in attending Ottawa University after successfully completing Blocks 1 and 2 at a Maricopa Nursing school must meet with the Ottawa University Enrollment Advisor to begin the process. To be considered for participation in the Midpoint CEP, the following is required:

- A cumulative GPA of 2.5 or higher from all schools attended is required for admission to the Ottawa University BSN nursing major Midpoint CEP program
- Successful completion of Blocks 1 and 2 at a MaricopaNursing school.
- Mandatory meeting with Ottawa University Enrollment Advisor for program review before acceptance into OU CEP program
- Successful completion of HCR 240 Human Pathophysiology
- Students can transfer up to 80 credit hours from an accredited college/university; final determinations of transfer credits will be made by Ottawa University admissions personnel.

Please Note: Repeated coursework will be accepted for identified Ottawa University prerequisites.

**Courses used for GPA calculation*

Please Note: Repeated coursework will be accepted for identified Ottawa University prerequisites.

<p align="center"><u>MaricopaNursing Prerequisites and Co-requisites</u> (this is an abbreviated list: refer to page 24 for list of courses)</p>	<p align="center"><u>Additional Ottawa University Nursing Prerequisites or Co-requisite</u></p>
Chemistry (CHM 130, CHM 130LL) [<u>Or HS Chemistry</u>]	Human Pathophysiology (HCR 240)* [May be in-process to apply]
Human Anatomy and Physiology I and II (BIO 201; BIO 202)*	
Microbiology (BIO 205)*	
<p align="center"><u>The following requirements may be taken either prior to or during the program.</u></p>	
Introduction to Statistics (PSY230) or HUS 36000 at OU (counts toward upper division credit)	
Upper division elective of choice at Ottawa University (4 credit hours) if needed – MN Fall Entry Option	

Steps to Successful Completion

Of Maricopa/Ottawa University Associate-Baccalaureate MIDPOINT Concurrent Enrollment (CEP) Program

STEP 1:	Student wants to pursue MaricopaNursing / Ottawa University Associate-Baccalaureate Mid-point Concurrent Enrollment Program (CEP).
STEP 2:	Student has successfully completed Blocks 1 and 2 at a MaricopaNursing school.
STEP 3:	Student to meet with MCCCCD to have entry application form signed
STEP 4:	Student to meet with Ottawa University Enrollment Advisor.
STEP 5:	Student submits unofficial transcripts from all educational institutions to OU Enrollment Advisor
STEP 6:	Student completes online admissions application for Ottawa University (OU) at: https://www.ottawa.edu/apply
STEP 7:	Students requests official transcripts from every educational institution attended. Official transcripts must be mailed or sent electronically directly to OU Admission Services by the records office of the issuing institution. If you have not completed an associate degree or higher, you will also need to request your official high school transcript showing proof of graduation. Official transcripts should be mailed to: Office of Registrar Ottawa University 1001 South Cedar Street Ottawa, KS 66067
STEP 8:	Student receives an Acceptance Letter to confirm admission to the Midpoint CEP at OU.
STEP 9:	Student meets with Academic Advisor to complete Graduation Plan.
STEP 10:	Student enrolls in <i>LAS 30012: Writing and Critical Thinking</i> and <i>UNV 30001: Academic Success and Personal Significance</i>
STEP 11:	Student submits unofficial community college transcript to Registrar and their financial advisor after each term.
STEP 12:	Student graduates with Associate of Applied Science (AAS) in Nursing from MCCCCD; eligible to take NCLEX-RN licensure exam.
STEP 13:	Student takes NCLEX-RN to obtain registered nurse licensure.
STEP 14:	Student must submit an official transcript from MCCCCD with AAS degree.
STEP 15:	Completion of all OU coursework and receipt of RN licensure (within the U.S.) must be submitted to Ottawa University before BSN graduation eligibility is met.

Key Information

- All students must complete Ottawa University Nursing Program Foundation Courses prior to OU Midpoint CEP alternative track (with the exception of Statistics):
 - Ottawa University BSN Foundation Courses:
 - Anatomy and Physiology and Lab
 - Microbiology and Lab
 - Statistics (not required before acceptance)

- All MaricopaNursing/Ottawa University Associate-Baccalaureate Midpoint CEP nursing courses will be taught at the MaricopaNursing program location or in an online format.

Midpoint CEP Student Application Requirement Summary

All Ottawa University (OU) prospective Midpoint Concurrent Enrollment Program NURSING student applicants must provide documentation of the following required forms/information prior to or upon acceptance into the program (or per specific deadlines listed below).

	Requirement	Deadline	Renewal (if appropriate)
<input type="checkbox"/>	Successful Completion of Blocks 1 and 2 at a MaricopaNursing School.	No later than 3 weeks prior to start of term.	N/A
<input type="checkbox"/>	Completed Ottawa University Nursing Program pre- and co-requisites (see list below).	At time of OU Application	N/A
<input type="checkbox"/>	Completed AAS / BSN Midpoint CEP (Blocks 3 or 4) Entry Application and have signed by MCCCCD nursing advisor.	At time of OU Application	N/A
<input type="checkbox"/>	Submission of official transcripts of all previous coursework with a minimum cumulative 2.5 GPA (per 4.0 scale) on coursework* (It is the student's responsibility to have official transcripts forwarded to Ottawa University in care of University Registrar). *Previous Courses Used for GPA Calculation: <ul style="list-style-type: none"> • First Year Composition (ENG 101 and ENG 102 or ENG 107 and ENG 108)* • College Mathematics (MAT 140 or higher)* • Chemistry (CHM 130, CHM 130LL) or HS Chemistry • Critical Reading* (CRE 101) or test exempt • Introduction to Psychology (PSY 101 or PSY 240)* • Human Anatomy and Physiology I and II (BIO 201, BIO 202)* • Microbiology (BIO 205)* • Human Pathophysiology (HCR 240)* May be in- progress to apply • Humanities Elective* 	No later than 3 weeks prior to the start of the term.	N/A
<input type="checkbox"/>	Completed OU student application for admission	No later than 3 weeks prior to the start of the term. (application fee waived)	Signed acknowledgement of OU Nursing Program CEP
<input type="checkbox"/>	Accountability Form	Must be completed prior to enrollment in first OU course.	N/A

NOTE: Students may apply for acceptance to the OU Midpoint CEP six times per year.

D. Admission Requirements: MSN Students

All Ottawa University (OU) prospective MSN student applicants must provide documentation of the following required forms/information prior to or upon acceptance into the program (or per specific deadlines listed below).

I. Application Deadlines for Program (2 weeks prior to start of term)**:

Admission to the MSN program is determined on a first come, first served basis for students meeting the following application requirements; **students are admitted three times per year (Fall 1, Spring 1, Early Summer):**

- A completed Ottawa University student application for admission.
- Current, unrestricted RN licensure in the U.S. (this must be maintained throughout the program). Licenses will be verified.
- Successful completion of a criminal background check. The applicant is responsible for this cost (**Application and Fee Information**): **the form that needs to be linked here included in the email**
- Current resume
- Two professional or academic references (using our Reference Form available on website).
- Career Statement of professional experience and goals in nursing (no more than 2 pages).
- A bachelor's degree from an *accredited nursing program with a minimum cumulative 3.0 GPA (per 4.0 scale) on previous coursework.
- Submission of official transcripts of all previous college/university coursework.
- A personal interview (arranged conveniently with the applicant) may be required at the discretion of the Nursing Program Admission Team.

**Regional, national faith-related, or national career-related institutions with CHEA-recognized accreditation.*

Please Note:

- All previous college/university credits will be evaluated on an individual basis for transfer to Ottawa University.
- It is the student's responsibility to have official transcripts from every college/university previously attended forwarded to Ottawa University.
- The Ottawa University Nursing Program utilizes an outside vendor for background checks. Through an online interface with the vendor, students request that the background check be performed, pay for the background check via credit card or money order, and receive access to the application form. The Ottawa University Nursing Program Admission Team designee will receive access to the background check results. The Nursing Program Admission Team or designee will conduct a case-by-case analysis of any situation involving criminal or questionable behavior discovered by the background check. A copy of the student's background check may be provided to an outside facility/agency requesting this information if a student wishes to participate in a course project on their premises.

***Please Note: The University reserves the right to change this deadline requirement at any time.*

NOTE: Students may apply for acceptance to the OU MSN PROGRAM 2 times per year

II. MSN Student Application Requirement Summary

A. MSN General Student Application Requirements

All Ottawa University (OU) prospective MSN students must provide written documentation of the following required forms/information prior to or upon acceptance into the program (or per specific deadlines listed below).

Please scan or fax documents to:

Kathryn.bayne@ottawa.edu

Fax: 913-273-1700

	Requirement	Deadline	<i>For OU Graduates</i>	Renewal
<input type="checkbox"/>	Submission of official transcripts of <i>all</i> previous college/university coursework. Applicant must have graduated from an accredited <i>Bachelor of Science in Nursing</i> (BSN) program with a minimum cumulative 3.0 GPA (per 4.0 scale) on previous coursework - <i>It is the student's responsibility to have official transcripts from every college/university previously attended forwarded to Ottawa University.</i>	No later than 2 weeks prior to start of term	Officials Waived	N/A
<input type="checkbox"/>	Proof of current, unrestricted RN Licensure in U.S. (student is to provide a copy or validation of RN license). Licenses will be verified.	No later than 2 weeks prior to start of term	No later than 2 weeks prior to start of term	Upon Expiration
<input type="checkbox"/>	Completed OU <u>graduate</u> student application for admission	No later than 2 weeks prior to start of term	No later than 2 weeks prior to start of term – <i>fee waived</i>	N/A
<input type="checkbox"/>	Follow and complete instructions for Criminal Background Check <i>(Students are responsible for this fee: Refer to Instructions)</i>	No later than 2 weeks prior to start of term	No later than 2 weeks prior to start of term	Renewal: Only as requested by practicum Facility/Organization
<input type="checkbox"/>	Current Resume/CV	No later than 2 weeks prior to start of term	Waived	N/A
<input type="checkbox"/>	Two professional or academic letters of Recommendation (see OU Nursing Program Reference Forms)	No later than 2 weeks prior to start of term	Waived	N/A
<input type="checkbox"/>	Career Statement of professional experience and goals in nursing (no more than 2 pages). Please include current and previous work experience as an RN and other career achievements. <i>(At least 500 words)</i>	No later than 2 weeks prior to start of term	Waived	N/A
<input type="checkbox"/>	Copy of current CPR (professional/healthcare) card	Prior to Enrollment in First Course is preferred, however, it is mandatory before course-specific practice experiences	<i>Updated</i> information prior to Enrollment in First Course is preferred, however, it is mandatory before course-specific practice experiences	Upon Expiration
<input type="checkbox"/>	Evidence of current immunizations (with health status form)	Prior to Enrollment in First Course is preferred, however, it is mandatory before course-specific practice experiences	<i>Updated</i> information prior to Enrollment in First Course is preferred, however, it is mandatory before course-specific practice experiences	As stated on OU Nursing Program Health Status Form or if a renewal is requested by Practicum Facility/Organization
<input type="checkbox"/>	Signed Acknowledgement of: OU Nursing Program Accountability Form	<u>Must</u> be completed prior to enrollment in first course	<u>Must</u> be completed prior to enrollment in first course	N/A

III. MSN On-ground Student Application Requirements – International Students

MSN Application and Onboarding Requirements

Application Requirements (collected by HMS as part of the application process)	Onboarding Requirements (collected by OU as part of the onboarding process post-acceptance)
<ul style="list-style-type: none"> ● Application form ● Statement of Purpose/Goal Statement ● Degree Certificates, university transcripts, nursing credentials. Transcripts evaluated by Commission on Graduates of Foreign Nursing Schools (CGFNS)--<i>These evaluations are required for immigration purposes, and students should be able to obtain copies if needed.</i> Transcripts from US universities where a degree was earned must show the degree conferral date or graduation date. ● Two letters of recommendation ● Current Resume/CV ● Proof of NCLEX-RN (obtained through NURSUS) ● Proof of English Proficiency TOEFL 84 IBT, recommended minimum speaking band 26; IELTS 6.5, all individual bands 6.0 or above, recommended speaking band ● Passport ● Visa, current I-20, and I-94 (if applicable) ● Financial Support/bank statement showing \$29,530 USD and affidavit of support if sponsored 	<ul style="list-style-type: none"> ● Acknowledgement of Admission ● Transfer-In form (if applicable) ● CPT form, job offer letter and job description - if not employed students will have 60 days to obtain CPT employment ● Proof of health insurance ● Official transcripts ● Self-disclosure of all misdemeanors, felonies, and plea agreements (even if adjudication was withheld) ● Criminal background check ● Submission of state and federal fingerprint checks ● Copy of current CPR (professional/healthcare) card ● Proof of immunization prior to first on-ground weekend

IV. Tuition and Fees

Please refer to this link on the University website for information regarding tuition and fees: www.ottawa.edu/adult-and-graduate/tuition-financial-aid/tuition-and-fees.

I. RN-BSN and MSN Students

In addition to all costs listed on the above site including the application fee, course and technology fees, ALL students will be responsible for:

1. Official transcript request (s) from previously attended colleges/universities upon application to program
2. Technology Fee
3. A mandatory, one-time fee of \$103.99 for a simulation requirement called Shadow Health® - a web-based Digital Clinical Experiences™ tool used in a portion of the courses in the program. Students will have lifetime access to this product.
4. Textbooks (there are certain textbooks that students are required to purchase for successful completion of a course; other texts may be supplemental — refer to individual course syllabi).

Textbook costs vary per course. Students are responsible for obtaining the required textbooks and/or electronic materials from the appropriate sales agency.

5. Ottawa University Conferral Fee
6. Health physical, PPD update, CPR update and other immunizations
7. Criminal Background Check
8. Health insurance

II. Prelicensure BSN Students

In addition to all costs listed on the above site including the application fee, course and campus technology fees, ALL students will be responsible for:

1. Official transcript request (s) from previously attended colleges/universities upon application to program
2. Nursing Technology and Simulation Fee
3. Textbooks (there are certain textbooks that students are required to purchase for successful completion of a course; other texts may be supplemental — refer to individual course syllabi). Textbook costs vary per course. Students are responsible for obtaining the required textbooks and/or electronic materials.
4. Ottawa University Conferral Fee
5. Health physical, PPD update, and other immunizations
6. Criminal Background Check
7. Health insurance
8. OU Nursing Pin for Pinning Ceremony (part of student fees)

Refer to the [Student Handbook](#) for Ottawa University Adult, Professional and Graduate Student, page 34, for additional details concerning Financial Information including direction regarding Financial Aid and Financial Assistance Programs. In addition, each student is assigned a Financial Advisor during their duration in the program.

III. Academics

A. Academic Advising

All students are assigned a program academic advisor who works in collaboration with nursing faculty. Every effort will be made to keep the same academic advisor assignment throughout the student's program of study. The advisor helps the student develop a degree plan and provides direction and assistance with course selection, University policy interpretation and program-related questions. Students are encouraged to contact their individual instructor for guidance with specific course issues and/or concerns. Refer to the OU website at www.ottawa.edu/professional/admissions/student-services-team.

B. Overland Park Campus Learning Resource Center (LRC)

To provide a quiet onsite learning environment with access to online and nursing textbook resources, the Overland Park Campus provides a designated Learning Resource Center, equipped with several tables, computers, and a bookcase which holds various nursing textbooks available for prelicensure BSN student use. The Overland Park LRC is in coordination with the Ottawa University Gangwish Library resources and head librarian. The majority of extra-curricular academic resources for the prelicensure BSN program are online, web-based resources.

Particularly helpful to the prelicensure BSN student are the Gangwish Library weblinks located on the ottawa.edu website, lower right-hand corner of the homepage, listed below.

NURSING PROGRAM RESOURCES

[Gangwish Library Handout](#)

[Kansas State Library Healthcare Databases](#)

[List of Science and Medical Databases at Ottawa](#)

[Ottawa University APA Style Libguide](#)

[Ottawa University Counseling Libguide](#)

[Ottawa University Mental Illness and Crisis Libguide](#)

[Ottawa University Psychology Reference Resources Libguide](#)

[Ottawa University Nursing and Medicine Libguide](#)

[Ottawa University Open Education Textbooks and Resources Libguide](#)

[Nursing Database Resource List](#)

[RefWorks Handout](#)

C. Other Academic Requirements in Programs: the RN-BSN and MSN Practice Experience

1. RN-BSN Students

Students enrolled in the BSN Completion program will select their practice experience site to meet the course objectives for NRS 46006 Community Based Nursing and NRS 46009 Nursing Leadership and Management. All practicum sites must be approved in advance. The clinical practice experience may also be completed through virtual simulation via Oxford Medical Simulation. Guidelines for the practicum experience for NRS 46006 and NRS 46009 (student and preceptor guides, including information on immunization requirements, identification badges, dress codes, etc...) can be accessed on the MyOttawa Portal (<https://myottawa.ottawa.edu/ICS/Students>) or please refer to these separate program handbooks:

- Ottawa University Nursing Preceptor Guide for BSN Completion Program (Orange Handbook)
- Ottawa University Nursing BSN Completion Program Student Guide: Practice Experience (Green Handbook)

Please Note: Students are required to read the above guides and all students are to adhere to these policies, as well. Mandatory forms for the practicums are included in these guide books.

2. MSN Students

Students enrolled in the MSN program will select their practice experience to meet the course student learning outcomes for NRS 7605 Nurse Educator Practicum and NRS 7606 Nurse Educator Capstone OR NRS 7705 Nurse Leader Practicum and NRS 7706 Nurse Leader Capstone. All practicum sites must be approved in advance. Preceptor and student guides to follow.

D. BSN Prelicensure Clinical Guidelines

A. General Requirements for Clinical Experiences

The safety and well-being of all involved in the student clinical learning experience must be taken into consideration at all times. Safety is foundational to the OU Nursing clinical guidelines. Facility orientation, situational awareness, and clinical faculty guidance and supervision assist the student in compliance with all clinical policies and procedures, those of the facility and Ottawa University Nursing. The nursing student is preparing to enter a profession held to a very high standard of accountability and responsibility, and must begin to hold themselves accountable to the same standard at all times in the clinical setting. Time in the clinical setting is essential in acquiring and anchoring the essence of nursing practice. It is precious and cannot be redeemed. The OU nursing student is expected to use their clinical time wisely at all times. Should there be an observation or report of any unsafe or inappropriate behavior in the clinical setting, the clinical faculty will take immediate action to remove the student from the patient care area for follow-up. Subsequent follow-up by the clinical faculty and sharing of relevant information with nursing leadership could result in the requirement for faculty counsel and or remediation, a performance improvement plan, or dismissal from the clinical site, with further action to be determined by the nature of the incident.

B. Prelicensure Clinical Clearance

The clinical clearance requirements for prelicensure BSN students and clinical faculty are mandatory prior to the clinical experience, and must be updated as needed to maintain compliance with current national standards and the guidelines of clinical facility partners. For example, CPR certification must be maintained throughout the prelicensure program, and the 2-step TB skin test must be done annually, and results submitted to the Clinical and Practicum Coordinator. Clinical clearance requirements include the general student orientation offered online through the MOKAN clinical consortium, individual facility orientation requirements, and criminal background and fingerprinting. There may be additional requirements such as FIT mask testing. The requirements of the Capstone orientation may include additional requirements. The Clinical and Practicum Coordinator maintains a database but it is the student's responsibility to ensure ongoing clinical clearance compliance.

**Refer to the Prelicensure Admission Requirements for specific Clinical Clearance information.

Please note that some states do not allow those with felony charges or conviction to obtain a nursing license. It is recommended that the student contact their intended state of initial licensure to clarify as needed. The Kansas State Board of Nursing may deny application for RN licensure, depending on the nature of the charges or offense.

C. Prelicensure Drug Screening and Impairment Policy

Ottawa University nursing students are required to submit, at their own expense, proof of a **negative 12-panel** drug screen on admission using Validity Screening Services. **The Validity Screening order for drug screen at Lab Corp is time-limited and testing must be done within the timeframe. Please note: a dilute test outcome is not accepted & re-test is not accepted.** Some healthcare facilities require an annual screen. Should a clinical facility require the annual drug screening, the student would be required to submit another negative drug screen prior to completion of the 16-month prelicensure BSN program, at their own expense. Concern for public safety drives clinical facility drug screening policy and must be treated as such by Ottawa University Nursing and its students. Ottawa University Nursing takes a “no-tolerance” stance in regard to substance

abuse and/or presenting to the clinical experience in a state of physical or cognitive impairment. Engaging in the use of an intoxicating or mind-altering substance during the prelicensure program places the student at risk for unsafe behavior and dismissal from the program. Presenting to class or a clinical setting in an observed or reported intoxicated or “under-the-influence” of a mind-altering substance will result in immediate dismissal from the clinical experience and consultation with nursing leadership for further action, to include the safety of the student. Presenting to a clinical setting in a fatigued state will result in dismissal for the clinical day. Ottawa University Nursing discourages a worked shift prior to a student clinical shift.

D. Prelicensure Student Health Screening and Insurance

Ottawa University nursing students are required to submit clearance from a medical provider to engage in the physical rigors of the clinical nursing experience. These rigors include the capacity and endurance to independently ambulate, bend, and lift at least 50 pounds. Students who are pregnant must provide a clearance letter from their medical provider to engage in clinical experiences. Students are required to provide proof of a current health insurance policy on admission and maintain that policy throughout their enrollment in the prelicensure BSN program.

E. Confidentiality

Clinical facilities require student orientation to Confidentiality, and many require the student to read and sign a Confidentiality statement specific to that facility. In addition to safe-guarding the federally protected rights of the patient/client for privacy of medical information, as mandated by the Health Insurance Portability and Accountability Act of 1996 (Public Law 104–191 104th Congress: “Health Insurance Portability and Accountability Act of 1996”), adverse events can occur when a patient/client’s rights to confidentiality are violated. It is the student nurse’s responsibility to protect the confidentiality of protected patient information to which they have been granted access, and to avoid accessing any protected patient information not directly involved in their student clinical experience. This means having situational awareness so protected information is shared only in appropriate settings, such as the direct clinical setting, pre- and post-conferences, and with the appropriate personnel, such as facility staff involved in the care of the patient/client, instructor, and with select peers in the appropriate setting, and with relevancy to the patient/client care experience. The patient/client is in a vulnerable situation and care must be taken to respect their needs by avoiding inappropriate self-disclosure. Nursing care and self-disclosure is always about the patient’s needs. The trust placed in nurses is a sacred honor, and one which must be safe-guarded by the student nurse. Lack of situational awareness can result in a serious breach of confidentiality, with adverse consequences to the patient/client, facility, student, and Ottawa University.

In addition to caution with what is said and in what setting, it is of the utmost importance that the following rules are followed at all times:

- i. No patient/client record from any clinical facility is to be copied and/or removed from the facility
- ii. No pictures are to be taken in the clinical patient/client care area of any clinical facility, or on the grounds of any clinical facility to avoid any possibility of violating protected health information.
- iii. No posting or recording of any clinical experience on social media is allowed.

Breaching patient/client confidentiality is such a serious matter that any occurrence is subject to probation and/or dismissal from the Ottawa University Nursing program.

F. Prelicensure Uniform and Personal Appearance

The Ottawa University Nursing uniform is pewter gray scrub top and pants, white, gray, or black undershirt if needed, short or long-sleeved, designated white lab coat with the Ottawa University Nursing insignia patch on the left upper sleeve. The uniform shoe is to be solid black or white and comprised of fluid resistant material. No fabric or mesh shoes are allowed for student protection. Socks should be a corresponding color to the shoe and cover the entire ankle. The student is to bring their stethoscope, bandage scissors, pocket-size notebook, black pen, and permanent black marker to clinical and keep with them throughout the clinical day. The student nurse uniform and Student ID badge are to be worn at all times while working in the Skills

or SIM lab, and any clinical setting. The selected scrub style numbers are below:

Women's

- Cherokee i-flex CK 680 mock wrap knit top – Pewter
- Cherokee i-flex Mid-Rise Pull-on Knit Waist Pants – Pewter
- Cherokee white snap front princess seam lab coat – style 1369 – 32”

Mens's

- Cherokee i-flex CK661 top
- Cherokee i-flex CK006 pant
- CK401T white lab coat – 32”

The student is to present to the clinical setting dressed in the approved, clean, and unwrinkled program uniform, hair off shoulders and out of eyes. Hair must be a natural color. Long ponytails will be required to be pinned up to avoid falling into work areas. Head coverings worn for religious reasons or for protection must be appropriate and secured to prevent any cross-contamination. In some settings, the student may wear the white lab coat. If worn, the lab coat must be clean and unwrinkled. No head, face, or tongue jewelry is allowed as some clinical facilities do not allow this. Generally, facilities allow only one earring - a post only - and no dangling earrings, for safety reasons. Flesh or clear spacers must be worn in other piercings or gauges. If wearing a post piercing in the ear for alleviating migraines (Daith piercing), the sum total of ear piercings may not exceed three. A doctor's note for wearing a Daith Piercing may be requested. No necklaces, bracelets or other jewelry are allowed for safety reason. A watch may be worn, but smart watches are not allowed. It goes without saying, but a reminder may be needed. It is expected that the student will present to all clinical activities bathed and with clean hair. No perfume, cologne, or scented lotion is allowed due to the possibility of patient/client allergies. Facial hair is to be kept trimmed. Tattoos are to be covered if the clinical facility requires this. Fingernails are to be kept trimmed and short. No artificial fingernails, bonding tips, wrappings, acrylic, gel finishes, or nail polish are allowed as research has shown these harbor organisms which can cause infection. No false eyelashes are allowed. Minimal, modest makeup is allowed when allowed by the facility. Chewing gum while in the clinical experience is considered unprofessional behavior. Smoking or chewing tobacco in a clinical facility is not allowed, and smoking in compliance with facility policy is discouraged due to the smell left on the student uniform, which may trigger an allergic response in a patient/client.

Students are not allowed in the clinical setting without their name badge. The Ottawa University nursing student name badge is to be placed in the upper left-hand corner of the scrub top. The name badge will read:

**Legal Name
BSN Student Nurse**

Some clinical facilities require a separate facility badge. The clinical faculty in coordination with the Clinical and Practicum Coordinator will arrange for facility badge availability. The student is responsible for wearing the badge when onsite at the corresponding clinical facility and for ensuring it is turned in to the clinical faculty at the end of the clinical rotation at the facility.

G. Student Clinical Supervision Requirements and Guidelines

All students are required to agree to abide by the **Nursing Clinical Student Expectations** and **Unsafe Clinical Practice Guidelines** through review and signage of the two documents (Appendices). These expectations provide the structure for clinical practice while a student at Ottawa University.

Students are not allowed onsite in any patient care area of a clinical facility without a supervising clinical faculty. The clinical experience is first and foremost a learning experience, one requiring hands-on clinical instruction by a qualified nurse in the role of clinical instructor and a designated facility employee(s). Once

assigned to a clinical area, students are not to leave that area without the permission of the clinical faculty, or designated facility nurse, in which case the clinical instructor is to be notified unless accompanied by the nurse or his/her designee. Nursing students must agree to remain under clinical supervision while in the clinical setting. Should an unresolved concern arise regarding a clinical instructor while in the clinical setting, the student is to notify nursing program leadership. **Students must take their orange clinical folders to clinical in a designated clinical bag and NOT leave any belongings at a facility, including the folder.** It is the student's responsibility to ensure that skills checked off in the clinical site receive instructor documentation on the skills check-off sheet, which is to be kept in the orange clinical folder. Students cannot have personal phones out for view in any clinical site, per MOKAN and OU nursing policy. Phones are to be kept in an inconspicuous, safe place while in the clinical setting. Students are expected to seek guidance from clinical instructor in some clinical settings, as some facilities cannot provide a locked student room.

H. Skills and Simulation (SIM) Lab Guidelines

The Skills and Simulation lab experiences are vital preparation for onsite clinical experiences. Additionally, simulation experiences augment opportunities for learning in key specialty clinical areas, such as critical care, pediatrics, maternal/infant, and psychiatric/mental health. **Structured learning** in the Skills and Simulation (SIM) labs provide opportunities for the development of nursing knowledge and skills through hands-on learning experiences under clinical faculty guidance and supervision in a safe, non-patient contact, setting. The Simulation experience allows for operationalization of a standardized patient case study involving the student and student peers, which develops and enhances critical thinking, reasoned analysis, and clinical judgment skills in a teamwork setting. Simulated learning, combined with supervised onsite clinical facility experience, provides experienced nurse interaction in student assimilation of knowledge and experience for safe entry level nursing practice upon graduation.

Every hour counts in the Skills and SIM labs and the clinical setting. All hours are needed to achieve the objectives of each course in the prelicensure curriculum, ensure the student has adequate clinical preparation upon graduation, and meet course completion requirements. Students are expected to use their Skills lab time effectively, asking questions when something is not clear, and taking the initiative to practice, and seeking instructor time for check off for mandatory skills.

Students are expected to arrive to all scheduled lab and clinical experiences on time and prepared for the day. Tardies to lab or clinical experiences is unacceptable. More than one tardy is cause for a Nursing Program Performance Improvement Contract. Should an unavoidable situation occur, and arrival on time to lab or clinical appears unlikely, the student is to contact the Clinical and Practicum Coordinator if a lab experience and the clinical faculty if the clinical experience is located at a facility. Hours lost due to absences in the SIM lab or clinical setting experiences must be made-up. The clinical faculty is to be notified promptly of an unavoidable absence, and the Clinical and Practicum Coordinator notified if the unavoidable absence is in the Skills lab. **Students must take their orange clinical folders to Skills and/or SIMS lab in a designated clinical bag and NOT leave any belongings in a lab, including the folder.** It is the student's responsibility to ensure that skills checked off in the Skills and/or SIM lab receive instructor documentation on the skills check-off sheet, which is to be kept in the orange clinical folder.

It is the student's responsibility to schedule make-up lab and clinical hours with the instructor. If more than 20% of clinical hours are missed (more than 12 hours of a 60-hour clinical rotation), the student may need to withdraw from the course and request to repeat it. This decision is made in coordination with the student, the instructor, and nursing leadership.

An absence will be excused – though still needing to be made up – if the student notifies either the clinical faculty or the Clinical and Practicum Coordinator prior to the absence, and the absence is due to such events as an unexpected emergency, personal illness, the illness of a child, or the death of a family member. Documentation will be required for such events. **An unexcused absence is a 10% grade deduction for the course. Students who do not pass the clinical portion of the class will receive a failing grade,**

regardless of other assignment and exam grades. * Please see Nursing **Clinical Student Expectations** in the Appendices

I. Pre-clinical Dosage and Calculation Exam

Each student must successfully pass a proctored Dosage and Calculation exam (D&C exam) at 95% prior to the initial clinical rotation. The Dosage & Calculation exam with corresponding minimum pass scores are required at the following intervals up to the final term of Capstone:

. Term 3 (Fundamentals II/Pharmacology) - *must pass at 95%
. Term 5 (Adult Health II) *must pass at 100%
. Term 7 (Pediatrics) *must pass at 100%
. Term 8 (Capstone) *must pass at 100%

Exams are tailored to the progressive learning of the curriculum. Failure to achieve the cut score as stated in the above table requires an individualized remediation plan with the BSN Program Director or designated faculty. After completion of the remediation, the student is allowed to re-take a Dosage and Calculation Exam. Should the student not pass, one additional remediation and re-take is allowed for a total of two re-takes. A no-pass on the 3rd Dosage and Calculation Exam results in the student being dismissed from clinicals for that term, and withdrawal from courses with clinical attached.

J. Student Nurse Documentation

Ottawa University nursing students are allowed to document nursing notes and flow sheets per the clinical facility policy, after check-off on this skill in Fundamentals, and with approval of the supervising clinical faculty at the clinical site after review of the note. The correct way for the student to sign their entry is: Student Name, OU Nursing Student.

K. Clinical Incidents and Medication Errors

An incident in the clinical setting includes such occurrences as accidents, needle sticks, staff or patient / client complaint regarding the student, etc., as well as a medication or treatment error. Should an incident or error occur in the clinical setting, the student is to notify the designated facility nurse and the clinical faculty immediately and follow their directions. The “Clinical Incident and Medication Error” reporting form is included in the Appendix of this handbook. The student and clinical faculty complete the form, and the clinical faculty follows up with Ottawa University nursing leadership. Additional steps or documentation at the facility may be required. Proper notification of appropriate facility and OU personnel in the event of an incident or error is very important for the protection of all involved.

L. Guidelines for Clinical Evaluation

Instructor feedback and guidance are a vital component of the student clinical learning experience, whether that learning takes place in the Skills lab, the SIM lab, or at a clinical facility. Part of that feedback is the evaluation process, which takes place as a part of the learning experience, as well as the final clinical evaluation. Though clinical experiences are Pass/Fail, students are evaluated based on safe practice and sound clinical judgement. **Examples of unsafe practice, which result in a Fail of the clinical experience include but are not limited to:**

1. Practices outside the scope of the student learning experience by independent actions and those not authorized for the student’s learning experience
2. Does not seek guidance in performing a task for which the student is not competent
3. Fails to report crucial information regarding the patient/client to appropriate personnel
4. Violates the rights of the patient/client, including disrespect of a patient/client, or a confidentiality violation, etc.
5. Creates a safety hazard for the client in the physical environment
6. Refuses instruction or guidance from the clinical faculty or facility staff; demonstrates poor attitude/disrespect for facility rules

IV. Nursing Program General Policy Overview

Please Note: The nursing program adheres to the academic policies as outlined in the [Student Handbook](#) for Ottawa University Adult, Professional and Graduate Students, the official student handbook. However, specific policies related to the nursing program are addressed in this section and supplement the university policies.

A. Academic Integrity

1. All nursing students must adhere to Ottawa University's Academic Integrity policy as outlined in the Student Handbook, found at the weblink below:

chrome-extension://efaidnbmninnibpcjpcglclefindmkaj/https://www.ottawa.edu/getmedia/b37fcb0f-7a53-44f4-a0d7-7ddfa653fac3/APGS_StudentHandbook_202324b.pdf.aspx

The Ottawa University Catalog 2024-25, Standards of Student Conduct, which includes the OU academic honesty policy can be found at the following weblink: <https://ottawa.smartcatalogiq.com/en/2024-2025/catalog/academic-affairs/copy-of-standards-of-student-conduct/>

The Academic Integrity policy for Ottawa University nursing students emphasizes the following:

- Cheating is strictly prohibited.
- All personal items and study aids are to be stored in designated areas during proctored exams.
- Students must submit original work and properly cite any previously submitted content using the current APA format, while also obtaining faculty approval for its reuse.
- The use of AI content generators, including tools like ChatGPT, is prohibited.
- Sharing exam questions online or on social media is also forbidden.

Any incidents of suspected cheating, plagiarism, or the use of AI in academic work will be promptly reported to Nursing leadership, which will then collaborate with the School Dean in accordance with Ottawa University's academic policy to address the concerns.

B. Confidentiality and HIPPA

All students must adhere to the Health Insurance Portability and Accountability Act of 1996 ("HIPPA") policies in all facilities in which students engage in practice experiences in their program of study as well as within all online educational practices of the University. Furthermore, students must follow all agency policies regarding use of and access to electronic medical records or other confidential information within their chosen practice experience organization. **Students are advised to exercise caution in posting to group chats to avoid confidentiality or other legal/ethical violations.**

Failure to preserve patient confidentiality will result in dismissal from the program.

For more information on these laws, please refer to the following websites for information on:

- FERPA: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>
- HIPAA: <http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

B. Social Media

Students must not post confidential information related to faculty/staff, students, practicum facility sites and employees, patients or others they have contact with in the role of a professional nursing student at Ottawa University on social networking sites. Please refer to these additional resources for guidance related to nursing and social media:

- <http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social->

- <https://www.ncsbn.org/NCSBNSocialMedia.pdf> and
- <https://www.ncsbn.org/347.htm>

C. Safety in RN-BSN and MSN Practicum

Patient and client safety and well-being are given the utmost priority in any practice experience setting. Students whose behaviors endanger patient/client safety will be asked to leave the practicum agency and meet with the Ottawa University Director of Nursing as soon as possible. **Serious breaches of patient/client safety may result in dismissal from the program.**

D. Professional Conduct in the RN-BSN and MSN Practicum

The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008), the Essentials of Master's Education in Nursing (2011), and The Essentials: Core Competencies for Professional Nursing Education (AACN, 2021) state that professional values and behaviors are the foundation for professional nursing practice. In addition, another important professional nursing guideline that supports the curriculum design and professional framework for the nursing program is the following: *Guide to the Code of Ethics for Nurses with Interpretive Statements: Development, Interpretation, and Application, 2nd Edition* (American Nurses Association, 2015) and *The Code of Ethics for Nurses with Interpretive Statements* (American Nurses Association, 2015). BSN and MSN students are expected to follow the *ANA Code of Ethics* in their own practice, academic and practice experience settings. The *ANA Code of Ethics* with Interpretive Statements can be found at: <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

Furthermore, students are directed to the [Student Handbook for Ottawa University Adult, Professional and Graduate Students](#) and the Ottawa University Standards for Student Behavior [Ottawa University - Standards of Student Conduct \(smartcatalogiq.com\)](#) for additional information regarding student conduct.

E. Student Complaint (Grievance) Policy and Procedure

Follow the Academic Grievance Policy and Procedures as written in the Student Handbook for Ottawa University Adult, Professional and Graduate Students at [CLICK HERE](#) (pp. 22-23).

F. Exam Study Guides & Exam Reviews

It is the prelicensure BSN program policy to utilize exam study guides in most courses. These study guides **will not** list specific content in each question. Exam Reviews may be offered by either a course instructor or the BSN Program Director, as deemed appropriate. Exam Review sessions are not to be confused with **group Tutoring sessions, which are not to be conducted by Zoom**, as doing so could inhibit student honesty regarding deficiencies in knowledge, application, and /or areas of needed remediation.

G. Progression in Program / Repeating Courses / Readmission to Program

The Nursing Program follows the *Ottawa University Adult, Professional and Graduate Student Standards of Progress* for grade requirementswith the exceptions listed below.

- **Prelicensure BSN program** grading sets minimum pass at 75% cumulative average, and requires a 75% exam average before grades from other assignments are added. **Students may repeat only one required nursing major course in which a grade of less than “C” is earned. Students receiving a second D, F or Unsatisfactory grade in a required nursing major course will be withdrawn from the program.**

- **RN-BSN Students** wishing to improve their grade point average of a particular course may repeat that course in a subsequent term (as course availability permits) one time in the Nursing Program Major. Refer to the [Student Handbook](#) for Ottawa University Adult, Professional and Graduate Students regarding Repeating Courses. **Students may repeat only one required nursing major course in which a grade of less than “C” is earned. Students receiving a second D, F or Unsatisfactory grade in a required nursing major course will be withdrawn from the program.**
- **MSN Students** may receive no more than two grades of “C” in accordance with the OU Graduate Standards of Progress.
- Requests for readmission to the BSN and MSN Programs are individually reviewed. **Readmission is not guaranteed.**

H. Special Issues Related to the Practice Experience

- Health Concerns:* Once a student is enrolled in Practicum Courses, it is the student’s responsibility to inform his/her course instructor and the Director of Nursing of their health concerns (i.e., life threatening allergies, pregnancy, or any special health care need) or disability at the beginning of the term or as soon as diagnosed. A note from the student’s health care provider indicating safety of participation in the practicum experience may be required. If the student has a health condition or disability that will require an accommodation in a practice experience facility setting, the student should discuss this with their academic advisor and Director of Nursing as soon as possible.
- Illness:* Students should not appear in a practice experience site if they are ill or suspect that they have a contagious disease. If a student has been exposed to a communicable disease (for example, chicken pox or strep throat) the student should contact their preceptor and instructor to cancel their appointment and discuss rescheduling.
- Adherence to Standard Precautions:* Students are expected to understand and strictly adhere to Standard Precaution guidelines and infection control practices as established by the CDC and the Occupational Safety and Health Administration (OSHA) to reduce the risk of contact, droplet and airborne transmission of pathogenic microorganisms.

I. Criminal Background Check

A criminal background check is required for acceptance into the program. For students enrolled in the CEP through MCCCCD, MCCCCD is responsible for monitoring the background check. RN-BSN and MSN students will be responsible for the cost of this background check. In addition, students should also understand that they are responsible for the costs of an updated/additional criminal background check (if any) required by an outside facility in which they plan to conduct an observational experience and/ or application-based project. Criminal background checks from current or previous employers will not be accepted. Students are responsible for immediately notifying the Ottawa University Director of Nursing of any change in the status of their criminal record.

J. Cardiopulmonary Resuscitation (CPR) Verification

All students must have current Health Care Provider CPR certification on file at the beginning of the program and especially prior to Practicum Courses. MCCCCD monitors this for CEP students while they are enrolled in the MCCCCD program.

K. Student Immunization Requirements

All students must have up-to-date immunization records throughout the nursing program. Please refer to the Ottawa University Nursing Health Forms on the following page for **BSN Prelicensure Immunization Requirements.**

RN-BSN CEP

MCCCD monitors immunization status for the RN-BSN CEP students while they are enrolled in the MCCCD program. Subsequent to MCCCD program graduation, CEP students must submit current immunizations to OU.

RN-BSN and MSN Immunization Consideration

If an immunization is contraindicated for medical reasons, students are required to file documentation of medical contraindication, and specific requirements may be waived. The Practicum placement site for the RN-BSN and MSN programs may require all the immunizations listed on the “Ottawa University RN-BSN and MSN Health Status Form” on a subsequent page in this handbook.

Pre-licensure BSN Immunization Requirements

Immunization Record	Date/Other
Measles, Mumps and Rubella (MMR)	Dose #1: Dose #2: OR Titer Result:
Tetanus/Diphtheria/Pertussis (Tdap) Immunization must be current (within the past 10 years). Td is not acceptable.	Date given:
Varicella (Chicken Pox)	Dose #1: Dose #2: OR Titer Result:
Hepatitis B	Dose #1: Dose #2: Dose #3: OR Titer Result: OR student signs an appropriate declination form (please submit from provider and attach to this) document).
Updated Proof of TB Skin Test – 2 step date <i>(may provide documentation from institution in which most recent test performed)</i> *Please Note: Current annual negative 2-step PPD tuberculin skin test or annual proof of symptom free screening from employer is accepted <i>if facility maintains a formal compliance program.</i>	A screen for tuberculosis via evidence of a TB skin test result annually <i>or per institutional policy*</i> . If this is positive, a follow up test is required. All previous reactors will be required to have a chest x-ray and/or evidence of treatment, in lieu of a skin test. Date of PPD Testing: Result: POS/NEG Chest X-ray Date:
Covid Vaccine	Dose #1: Booster:
Annual Influenza Vaccine	Date:

RN-BSN and MSN Health Status Form
(Immunization Listing Only)

Immunization Record	Date/Other
Measles, Mumps and Rubella (MMR)	Dose #1: Dose #2: OR Titer Result:
Tetanus/Diphtheria/Pertussis (Tdap) Immunization must be current (within the past 10 years). Td is not acceptable.	Date given:
Varicella (Chicken Pox)	Dose #1: Dose #2: OR Month/Year of Varicella Illness OR Titer Result:
Hepatitis B	Dose #1: Dose #2: Dose #3: OR Titer Result: OR student signs an appropriate declination form (please submit from provider and attach to this) document).
Updated Proof of TB Skin Test – 2 step date <i>(may provide documentation from institution in which most recent test performed)</i> *Please Note: Current annual negative 2-step PPD tuberculin skin test or annual proof of symptom free screening from employer is accepted <i>if facility maintains a formal compliance program.</i>	A screen for tuberculosis via evidence of a TB skin test result annually <i>or per institutional policy*</i> . If this is positive, a follow up test is required. All previous reactors will be required to have a chest x-ray and/or evidence of treatment, in lieu of a skin test. Date of PPD Testing: Result: POS/NEG Chest X-ray Date:
Covid Vaccine	Dose #1: Booster:
Annual Influenza Vaccine	Date:

Please Note: Some agencies in which the student may select for an observational experience or application-based project opportunity may require other health requirements in addition to those of the Ottawa University Nursing Program (such as a seasonal influenza vaccine). Unless medically contraindicated, Ottawa University endorses seasonal influenza vaccination. It is the responsibility of the student to check with the individual agency in which they wish to participate for their project to determine if such additional health requirements are required for this experience. Additional verifications and completed forms required by an agency must be on file and approved before students may engage in a practicum. A student’s failure to have all required immunization documentation on file may influence the nursing program’s ability to place the student in a practicum. It is the student’s responsibility to maintain documentation of TB tests, required immunizations, and CPR certification at all times.

If the RN-BSN or MSN student engages in practicum-related activities without a current TB test, or documentation of required immunizations or CPR certification, students may be given a failing grade or administratively withdrawn from the program.

L. RN-BSN and MSN Students Mandatory Requirement Policy

Students are required to keep all immunizations, CPR, PPD and current RN license (in good standing and in the state in which practicum is to be conducted) up to date at all times and most importantly during NRSRG 46006 and NRSRG 46009 for RN-BSN students and NRSRG 7605 and NRSRG 7606 OR NRSRG 7705 and NRSRG 7706. RN-to-BSN and MSN students are responsible for keeping their RN license current, unencumbered, and active. If at any time while in the nursing program the student has an issue with his/her RN license, he/she is required to contact the Director of Nursing immediately. Failure to report licensure changes will result in disciplinary action, including possible dismissal from the academic program

M. Miscellaneous

Changes in Current Address, Phone, Email or Name

It is very important that the Nursing Program Administrative Office have current contact information in order to maintain accurate records and to be able to contact the student. Therefore, it is the student's responsibility to inform the Ottawa University Nursing Administrative Office as well as current faculty, of any changes in name, address, phone number, or email address. The University will routinely send official communications to the University email address.

Since email has been adopted as a primary mechanism for sending official communications to students, **students must check email regularly in order to read important messages and notifications.** Certain communications may be time-sensitive. Failure to read official university communications sent to the student's official OU email addresses does not absolve students from knowing and complying with the content of those official communications.

Student Representatives on Committees

It is very important that OU nursing students participate in governance of the nursing program through the Nursing Program Curriculum Committee. A minimum of one volunteer from the BSN and MSN Programs will be encouraged to represent fellow students on the Nursing Program Curriculum Committee. The Nursing Program Curriculum Committee meetings are held at least twice per year and students will be notified at least 2 weeks in advance of the meeting date and time. Student input is also solicited per course evaluation as well as informally through suggestions to faculty and/or staff throughout the course of study.

Student Files

In keeping with the policies of Ottawa University, the scholastic records of a student are confidential and subject to examination only in official use in compliance with Family Educational Rights and Privacy Act of 1974.

To find out more information about potential career opportunities as a BSN, visit these sites:

- Johnson and Johnson's Discover Nursing: <https://www.discovernursing.com/>
- The American Nurses Association: <http://www.nursingworld.org/>
- American Association of Colleges of Nursing: <http://www.aacn.nche.edu/>

National Student Professional Organization Opportunities:

Nurses Christian Fellowship (NCF)

Nurses Christian Fellowship is a non-denominational professional organization and ministry of nurses and nursing students, both undergraduate and graduate: <http://ncf-jcn.org/>

National Coalition of Ethnic Minority Nurse Associations (NCEMNA)

NCEMNA is a unified force advocating for equity and justice in nursing and health care for ethnic minority populations: <http://www.ncemna.org/>

National Hispanic Nurses Association (NHNA)

The National Association of Hispanic Nurses provides the voice for nearly 2000 member nurses across the United States. NAHN is devoted to promoting safe, quality health care delivery to Hispanic communities and individuals: <http://www.nahnnet.org/>

National Alaska Native American Indian Nurses Association (NANAINA)

NANAINA is a committed group of persons from every corner of the country, dedicated to the health and well-being of the American Indian and Alaska Native people. Some of us are ourselves American Indian, Alaska Native, some not. We are nurses, non-nurses, serving or not in communities and programs for American Indians and Alaska Natives. Regardless, we hope you will join us in our cause, our endeavors to raise the health of our people and to advance our profession: <https://nanaina.org/>

National Student Nurses' Association (NSNA)

National Student Nurses' Association is a nonprofit organization for students enrolled in associate, baccalaureate, diploma, and generic graduate nursing programs: <http://www.nсна.org/>

Sigma Theta Tau International (STTI)

Sigma Theta Tau International is the honor society for nursing. Its purposes are to promote leadership and scholarship in nursing. Membership is highly selective, prestigious, and by election only: <http://www.nursingsociety.org/>

ADDITIONAL LINKS TO STUDENT RESOURCES:

Please refer to the Student Handbook for Ottawa University Adult, Professional and Graduate Students at [CLICK HERE](#), Ottawa University webpage at www.ottawa.edu or University Catalog for all University information related to University-wide student services including Library, Bookstore and Information Regarding Fees.

V. Appendices

Forms

- Nursing Program Performance Improvement Contract
- Validation of Handbook: General Nursing
- Clinical Incident and Medication Error Reporting Form
- Nursing Student Clinical Expectations
- Unsafe Clinical Practice Guidelines
- Nursing Academic and Clinical Code of Conduct
- Ottawa University Standards of Student Conduct

Nursing Program Performance Improvement Contract

Purpose: To provide written agreement between student, academic advisor, faculty and Director of the Nursing Program to satisfy areas of needed growth.

SECTION 1

A time-specific contract needs to be drawn up and agreed upon by Faculty, Student, Academic Advisor and Director of Nursing. Faculty initiates this form and alerts the Academic Advisor to set up a meeting with the Student.

Student Name: _____ Date: _____

Area in Need of Improvement

Plan for Improvement

Resources

Expected Date for Completion _____

Student

Director of the Nursing Program

Faculty

Academic Advisor

Validation of Handbook: General Nursing

My signature below indicates I have read and understand the information and policies presented in this publication. I understand that the Ottawa University Nursing Program and the faculty reserve the right to make changes to this handbook as necessary to adhere to state, regional, and national accreditation standards. I agree to abide by the regulations delineated in this handbook.

Student Name (PRINT)

Student Signature

Date

Please sign and return by fax or scan to the Ottawa University Nursing Administrative Office at:

Fax Number:.....913-273-1700

Email Address: nursing@ottawa.edu
ruth.burkhart@ottawa.edu
Samantha.young@ottawa.edu

Clinical Incident and Medication Error Reporting Form

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Name of Student: _____

Description of the Incident/Medication Error (facts observed and reported)

Medical Provider Notified: ___ Yes ___ No

Medical Orders

Treatment Obtained: ___ Yes ___ No

Description of Treatment Obtained

Description of Follow-up Action Taken

Outcome of Action Taken

Further Follow-up Needed

Incident Report Filed at: _____ Date: _____

Incident Report Filed by: _____ Date: _____

Signature/Clinical Faculty: _____ Date: _____

Signature/BSN Program Director: _____ Date: _____

Signature/Director of Nursing: _____ Date: _____

Nursing Clinical Student Expectations

- . The BSN student is expected to adhere to Ottawa University Nursing policies and procedures at all times while participating in an Ottawa University clinical experience, per the Student Handbook. This includes punctuality, dependability, and professional behavior. The student is to contact their clinical faculty promptly if a clinical day tardy or absence is possible. Tardies and absences are strongly discouraged, per clinical policy.
- . Prior to the clinical experience, the student is expected to coordinate with the Nursing Clinical & Practicum Coordinator to ensure clinical clearance is up-to-date, and for facility specific orientation instructions. The Coordinator will send updates regarding clinical clearance and orientation compliance updates to course didactic and clinical faculty. The student is expected to check email regularly for clinical updates and compliance tasks which need completion.
- . The Capstone student may have additional facility orientation requirements due to the nature of the clinical experience.
- . The student is to ensure a clean uniform and adequate preparation for the clinical day, whether that is lab, the Simulation lab, or a clinical shift. This includes having adequate sleep to remain alert and on task throughout the clinical day. Professional dress and behavior is required at all times, per clinical policy.
- . The student is expected to arrive to the clinical day prepared for the learning experience, with clinical day assignments completed, and clinical day goal and objectives ready. Being on time is of utmost importance. Better to be early rather than late as tardiness past the 30-minute pre-conference results in a requirement to make-up the entire clinical day. Only (2) tardies are allowable. The third tardy results in dismissal from clinical, which means failure of the course.
- . Only one excused absence is allowed per course, and clinical day make-up will be required. The student is expected to communicate clearly, and stay accessible, to communication with clinical faculty. General program communication is via Ottawa.edu email, but notification via phone instead of email is expected for more urgent matters.
- . Only one unexcused absence from a clinical day is allowed per course, and will result in a 10% grade deduction for the course, with a clinical day make-up required. An unexcused absence is one which is not reported to and approved by the clinical faculty. A No-Call/No-Show to a clinical day is considered an unexcused absence.
- . The student is expected to work cooperatively with the clinical faculty and any clinical area staff as assigned, receiving feedback as part of the learning process. The student is expected to ask questions assertively yet politely if something is not clearly understood. Student instruction, guidance, and evaluation are part of the clinical learning process.
- . If a student needs remediation in a skill area or a particular procedure, this is to be viewed as part of the learning process and not a failure. The end goal is tying clinical practice with what is

learned in the classroom. The student should expect a mid-point and final clinical evaluation with the clinical faculty.

- . The student is expected to notify clinical faculty promptly of concerns or changes to the schedule while in clinical. Should an error, clinical incident, or adverse event occur during a clinical experience, the student is expected to notify the clinical faculty immediately and wait in the clinical area until their arrival.

I have read and agree to follow the expectations for BSN clinical students listed above.

Student Name/Signature

Date

Unsafe Clinical Practice Guidelines

In addition to the Ottawa University Clinical Evaluation tool, the following behaviors are listed to assist faculty in identifying unsafe clinical practice behavior. This is a representative list, and not inclusive of all possible unsafe clinical behaviors.

1. Threatens, or acts in such a way, to harm the physical safety of a patient. Examples – unprepared for clinical, neglecting to provide a needed medication or treatment; neglecting to use bed side rails, or ambulation device when ordered; violations of aseptic technique; violations of the “6 Rights of Medication Administration”; unsafe IV infusion procedure; failure to provide safe administration of O2; unsafe use of hot packs, heat lamps, or other equipment which could cause burn; failure to follow fall precautions when indicated/ordered; significant medication error.
2. Threatens, or acts in a way, to psychologically harm a patient, staff, or peer or faculty while in an academic or clinical setting. Examples, using derogatory language, blaming/verbally attacking, arguing; making derogatory remarks about beliefs or values; bullying, incivility, or making rude comments directed toward another.
3. Commits a confidentiality violation. Example – accesses a patient record without a need to know; shares confidential information with someone without a need to know; shares confidential information via social media (includes photos).
4. Failure to follow facility or clinical faculty instructions or policy. Example – engaging in unauthorized patient care, managing patient requests without seeking proper guidance or providing appropriate information to staff for follow-up.
5. Demonstrates poor boundaries with patients, peers, facility staff. Example – getting involved in facility gossip, accepting gifts, sharing personal information with a patient
6. Demonstrates ineffective interaction/communication with the healthcare team. Example – failure to recall/provide necessary information with the team; negative attitude or disruptive personality conflicts which hinder the efficient functioning of the team.
7. Demonstrates poor nursing judgement/impaired clinical decision making. Examples – failure to report critical information; repeated incidents of faulty decision making in regard to nursing situations; failure to seek guidance or instruction when needed, such as in performing unfamiliar procedures.
8. Failure to identify own limitations or areas of weakness in knowledge, skill, or safe decisional capacity; moves ahead independently when that is not appropriate.
9. Failure to admit errors of omission or commission; covering up errors rather than reporting them to clinical faculty; failure to accept responsibility for attitude and behavior.
10. Refusal to take direction or correction by clinical faculty.
11. Failure to recognize ethical and/or legal issues of pertinence to a clinical situation.

Student Signature: _____ Date: _____

Faculty Co-Signature: _____ Date: _____

Nursing Academic & Clinical Code of Conduct Prelicensure Nursing Students

Ottawa University prelicensure nursing students begin the Bachelor of Science in Nursing (BSN) program by pledging the following at the Induction & White Coat Ceremony,

*As I begin my nursing educational journey, I solemnly pledge to:
Use all the knowledge, skills, and understanding that I possess when providing professional nursing care.
I will honor the sacred duties and traditions of the nursing profession.
I pledge myself to the service of humanity and will endeavor to serve with honor, respect, and dignity.*

Acknowledging the sacred public trust placed in the nurse, and the potential positive or negative impact of the Ottawa University nursing student actions to public welfare, the Code of Professional Conduct for those students admitted to the prelicensure BSN program is set forth. All Ottawa University prelicensure BSN nursing students are required to review and sign this Professional Standards and Code of Conduct.

The scope of Ottawa University's Professional Standards and Code of Conduct is based in the American Nurses Association Code of Ethics for Nurses with Interpretive Statements (ANA, 2015a) and the American Nurses Association American Nurses Association "Position Statement on Incivility, Bullying, and Workplace Violence" (ANA, 2015b), and the National Student Nurses' Association "Code of Ethics", Section 3: Code of Academic and Clinical Conduct and Interpretive Statements (NSNA, 2022). Agreement with the Ottawa University Nursing Academic & Clinical Code of Conduct by signage of this document, is understood to include agreement with the three prior cited sources utilized, the American Nurses Association "Code of Ethics for Nurses with Interpretive Statements" (ANA, 2015a), the American Nurses Association "Position Statement on Incivility, Bullying, and Workplace Violence" (ANA, 2015b), and the National Student Nurses Association "Code of Ethics" (NSNA, 2022).

The Ottawa University Nursing Academic & Clinical Code of Conduct

Professional Standards of Conduct for nursing students includes both expected competent actions of attitude, behavior, knowledge, and skill, and those attitudes, actions, and behaviors which are to be avoided. Congruent with the American Nurses Association Code of Ethics with Interpretive Statements (ANA, 2015a), the student is expected to hold oneself to the highest level of accountability and responsibility for one's own attitude, behavior, actions, knowledge, and skill level. Accountability is accepting and owning the consequences of that responsibility demonstrated by action. While in the BSN program, the student will be held to a high standard of competency in all five areas - attitude, behavior, actions, knowledge, and skill. The student is expected to demonstrate through attitude and actions that the rights and welfare of others, including the patients under their care, and colleagues and partners involved in that care, is of primary importance. Practicing Registered Nurses are held to the highest standards of communication effectiveness related to the nature of the role. Nurses accomplish tasks within the context of work and collaboration with others - patients, patient families or friends, colleagues, external partners, and others. Self-management under stress – that is, effective management of one's verbal and non-verbal behavior regardless of situation - is an essential skill of the professional nurse. Many position descriptions for Registered Nurses include communication

and interpersonal skill competency. There is zero tolerance at Ottawa University for incivility or bullying of any kind, as outlined in the American Nurses Association “Position Statement on Incivility, Bullying, and Workplace Violence” (ANA, 2015b). Credible evidence of incivility and/or bullying under this description will result in a Performance Improvement Plan (PIP). Continued incidents of credible evidence of incivility and/or bullying will result in student dismissal from the nursing program.

Specific tenants of the Nursing Academic & Clinical Code of Conduct, required of Ottawa University nursing students, are listed below:

1. Demonstrate respect and value for the rights and welfare of others through one’s attitude and behavior, at all times, in all situations. Avoid dishonesty at all times, in words and actions.
2. Communicate at all times in a respectful, mature adult manner, congruent with the communication style expected of professional nurses, regardless of how one is perceived they are being spoken to. Resolve conflict through respectful, assertive communication, utilizing guidance from faculty and/or clinical faculty as needed. Refuse to retaliate verbally in a direct or indirect manner.
3. Manage one’s emotions and emotional reactions in a mature, adult manner. Avoid responding to negative comments heard about others, whether that occurs in the academic or the clinical setting. Seek guidance from faculty and/or clinical faculty as needed.
4. Maintain good boundaries with others in the academic and clinical setting through demonstrated understanding of the roles of the student nurse, faculty, clinical faculty, and external partners in various academic and clinical settings.
5. Demonstrate compliance with all aspects of Ottawa University Nursing policies, and continually strive to do one’s best to promote and encourage compliance with those policies.
6. Maintain confidentiality of protected and privileged information, at all times, in all situations. No recording in clinical settings ever. No recordings in class or meetings or with others involved in your OU nursing education without expressed consent.
7. Support diversity, equity, and inclusion through ongoing efforts to be impartial and just in attitude and behavior.
8. Continually strive for excellence in learning and applying knowledge and skill in the academic and clinical setting. Maintain accountability for competent knowledge and skill by never performing a skill without the competency to do so.
9. Accept instruction, direction, and correction from faculty and clinical faculty.
10. Use every opportunity to promote positive interaction with others – fellow students, faculty, staff, patients and staff at clinical facilities, and all internal and external partners to Ottawa University

References

American Nurses Association (2015c). *Incivility, bullying and workplace violence*. <https://www.nursingworld.org/practice-policy/nursing-excellence/official-position-statements/id/incivility-bullying-and-workplace-violence/>

American Nurses Association (2015b). *American Nurses Association position statement on Incivility, bullying and workplace violence*.

<https://www.nursingworld.org/~49d6e3/globalassets/practiceandpolicy/nursing-excellence/incivility-bullying-and-workplace-violence--ana-position-statement.pdf>

American Nurses Association (2015a). *Code of ethics for nurses*. American Nurses Publishing.

National Student Nurses' Association (2022). *Code of ethics*.

06.19.24 RB

Student Signature: _____ Date: _____

Faculty co-signature: _____ Date: _____

Ottawa University Standards of Student Behavior And Code of Conduct Policy

[Ottawa University - Standards of Student Conduct \(smartcatalogiq.com\)](http://smartcatalogiq.com)

From the 2023-24 Catalog

III. Student Standards of Behavior

Code-of-Conduct Policy

Education for individual development is the central focus of the University experience. The aims and objectives of the University permeate this general theme and provide the context for university regulations. The University maintains a “Code-of-Conduct Policy” to protect and support any member of the Ottawa community who believes he/she may have been compromised as described below:

Code of Conduct: All members of the Ottawa University Community are responsible for sustaining the highest ethical standards of the University, and of the broader communities in which it functions. The University values honesty, trust, fairness, respect and responsibility and strives to integrate these values into its teaching, research and business practices. It is the intent of the Code of Conduct and Ethics to protect academic freedom, a collegial atmosphere, teaching and scholarship; to advance the mission of the University; and to help preserve the highest standard of business dealings.

Student Behavior

Appropriate and orderly behavior is expected of all students. First, the University is a Christian liberal arts and professional studies institution. This definition particularizes the aims and expectations of the members of the University community and underlies the standards and policies of the institution. Second, the University regulations are designed to provide maximum opportunity for out-of-class learning and student development. Third, although the adult campuses are not residential in design, the University’s aim is to sustain the kind of community life in which a student’s total educational experience is deepened and enriched. The rights and responsibilities of the individual are considered within the context of the basic standards necessary to maintain a sense of community. In this context, the University has developed clear statements of institutional standards of behavior and expectations for each student. These standards and expectations are consistent with, but distinct from, specific regulations, which are the minimum regulations necessary. These standards are:

1. To maintain order and not tolerate behavior that impinges upon the freedom, humanity, and privacy of other persons.
2. To maintain a way of student life that is physically and psychologically healthy.
3. To protect the University from behavior that threatens its ability to exercise its responsibility and to achieve its educational mission.
4. To preserve satisfactory relations with the larger University constituency so that the University can marshal the necessary resources to devote its attention to its primary mission and tasks.

With this in mind, the University assumes that students are responsible members of the University community. Students at the University must act in such a manner as to reflect their consideration and respect for the rights and welfare of other individuals and of the community as a whole. Students whose behavior is inconsistent with the Christian or academic traditions and standards of the institution are subject to disciplinary action. Students whose behavior is disruptive, threatening, or compromises the safety, integrity, or humanity of others will not be tolerated. The University reserves the right to impose sanctions up to, and including, expulsion from the institution in these instances. Unless otherwise specified, the following actions are prohibited at any time during which the person is a student at the University regardless of whether or not classes are in session, whether on University property or at other places:

1. All forms of dishonesty including cheating, plagiarism and supplying false information, as well as forgery or use of documents or instruments of identification with intent to mislead or defraud.
2. Theft of or damage to the property of another person or of the University , as well as receiving, retaining or disposing of the lost or mislaid property of another person or of the University .
3. Unauthorized entry, use or occupation of University facilities, as well as the unauthorized possession, duplication or use of keys to any University facility.
4. Physical, verbal or written harassment or abuse of another person, including sexual harassment, as well as threatening or attempting to inflict personal injury, or creating a substantial risk of such injury, to another person, or any violation of the University's policy regarding prohibited discrimination, harassment and/or retaliation.
5. Misusing or tampering with fire alarms, fire-fighting equipment or safety equipment.
6. The unauthorized or illegal selling, purchasing, producing, or possession of any lethal weapons, explosives, fireworks, or incendiary devices.

7. Engaging in illegal activity.
8. Possession, use or distribution of illicit drugs and/or drug paraphernalia.
Disruptive or disrespectful behavior, property damage or personal harassment as a consequence of illicit drug use. Any other violation of the University's policy regarding prohibited drug and/or alcohol use.
9. Possession, consumption and being under the influence of or the providing of beverages containing alcohol on property owned or supervised by the University or at University functions. Disruptive or disrespectful behavior, property damage or personal harassment as a consequence of alcohol consumption. Funds collected by members of the University cannot be used to purchase such beverages.
10. Engaging in such conduct as public nudity, indecent exposure or other unlawful deviant behavior.
11. Engaging in or inciting others to engage in conduct that disturbs the peace of the University, involves a significant disruption of University activity, or impedes reasonable freedom of expression or movement of other members of the University community or its guests.
12. Failing to comply with the directions of authorized University personnel in the performance of their assigned duties.
13. Violating other regulations of the University including, but not limited to, those pertaining to University facilities, motor vehicles and off campus University events.
14. Hazing that constitutes an invasion of rights, causing bodily harm, physical exhaustion, suffering or personal offense, or that interferes with the regular activities of the University.
15. Using access codes or other telephone software elements to create harassing, threatening, racial, or lewd message received by others and/or enable the calling party to have a call inappropriately billed to another party.
16. Tobacco use in any building on campus except where authorized.
17. Solicitation except for student, faculty, or staff- produced articles (such as paintings, pottery, cakes, jewelry, t-shirts, etc.) or with the consent of the appropriate campus President.

University Action and Student Due Process

If a student is believed to be in violation of any of these behavior policies, the student will be notified by the Residential Dean of Students or APGS Campus President or his/her designee of

the alleged violations, the date and time for the conference meeting, and the appointment details to review the circumstances of the incident. A Student Conduct Administrator will be appointed to determine if a violation has occurred. At the meeting or through documents presented in advance, the student is allowed to present information or evidence on his/her behalf. If the accused student should so desire, one additional person is allowed to attend the meeting for personal support; however, that additional person may not formally speak during the meeting. After the meeting, the Conduct Administrator will determine whether, by a preponderance of the information, a sanction is warranted, which may include remedies, resolutions, or penalties. The University reserves the right to suspend or dismiss a student for a specific period of time, or permanently separate the student from the University as a result of student behavior violation. Following the meeting, the student will be notified of the University's decision in a timely fashion, usually within 10 business days. The student is limited to one appeal. All student behavior-related disciplinary decisions or sanctions may be appealed one time. To do so, the student must submit the appeal in writing within three (3) business days of the decision to the Dean of Student (residential) or Campus President (APGS) or designee of either.