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WELCOME TO THE OGLALA LAKOTA COLLEGE DEPARTMENT OF NURSING

Welcome to Oglala Lakota College Department of Nursing. We are excited for you to begin your nursing journey. A career in nursing will offer you a wide variety of opportunities in life.

The University of South Dakota operated a satellite nursing program at Pine Ridge from 1972 to 1984 and at Rosebud from 1972 to 1983. In 1986, Oglala Lakota College received approval from the South Dakota Board of Nursing to operate its own nursing program and provide individuals with the opportunity to earn an Associate of Arts Degree in Nursing. Upon completion of the curriculum, the student is eligible to take the National Licensing Examination (NCLEX) for licensure to practice as a Registered Nurse. Designed to meet the needs of adult learners, the program can be completed in three to four years.

This is an exciting time to be involved in healthcare. Here in Indian Country there is a need for Native American nurses and physicians. The OLC Nursing program is dedicated to the development of nurses who will have a deep respect and understanding of the Lakota culture. Each of you will bring to the program as well as the profession, your unique and special experiences, abilities and heritage. Such diversity makes this program a rich and stimulating environment in which to learn.

Academic degree programs in nursing are developed to offer participants a career ladder approach, that is, you may earn degrees in sequence with one degree building on the next. For example, once you have earned the associate degree in nursing and become licensed to practice as a registered nurse, you may begin to work on a baccalaureate degree in nursing, followed by a Master's degree, and ultimately a Doctoral degree in nursing. Nurses with higher degrees fill jobs with expanding roles and responsibilities including research, education, leadership, primary care, population health,

advanced specialization, and administration. You will be exposed to upward mobility opportunities as you proceed through this program.

The purpose of the student handbook is to communicate to students the nursing department's policies and vision that guide program learning activities and student outcomes. Students are expected to review this handbook carefully as it serves to clearly delineate expectations that govern student behaviors and activities.

OGLALA LAKOTA COLLEGE MISSION STATEMENT

Oglala Lakota College is chartered by the Oglala Sioux Tribe with a mission to provide educational opportunities—community services and certificates, GED, associate, bachelor and graduate degrees. OLC provides frameworks of excellence for student knowledge, skills, and values towards Piya Wiconi—a new beginning for harmony in the fulfillment of aspirations and dreams.

Tribal

Provides the Lakota with outstanding graduates
Promotes the study and practice of tribal sovereignty
Works with tribal entities toward building our nation
Helps students to gain meaningful employment and live healthy lifestyles

Cultural

Utilizes Lakota cultural values in all learning frameworks
Celebrates Lakota culture including sacred songs and ceremonies
Research, study, facilitate, and disseminate Lakota language, culture and philosophy
Provides leadership to maintain and revitalize Lakota culture and philosophy

Academic

Encourages high student learning expectations through active and collaborative learning, which will be measured through assessment standards
Maintains a supportive campus environment through advising, counseling, tutoring, scheduling, and providing financial assistance
Practices open enrollment and students will acquire relevant knowledge, skills, and values to make a living in a diverse world, and to be a self-fulfilled person who is a contributing member of their family, community and tribe
Pursues the creation of Oglala Lakota University

Community

Supports local communities in educational and other development
Engages people as active, productive members of their tribes and communities
Offers frameworks for leadership development in the context of communities and organizations
Provides lifelong learning through continuing education and community activities

NURSING DEPARTMENT MISSION, VISION STATEMENTS

MISSION STATEMENT

The mission of the nursing department is to provide academic excellence that will prepare an Associate Degree (AD) nurse to respond with relevant knowledge and skills to meet health care needs of individuals and families as an entry level nurse.

VISION STATEMENT

The Nursing Department will have resources in qualified faculty to increase/mentor the development of tribal nursing faculty to promote *Wolakolkiciyapi*. The department will continue to encourage the furthering of nursing education with the purpose of disease prevention and health promotion of the native peoples.

NURSING STATEMENT OF PHILOSOPHY

The mission statement and purposes of the parent institution, Oglala Lakota College, has guided the faculty of the Department of Nursing in developing the philosophy, organizing themes, and objectives of the program. The faculty believes that nursing, as a human caring profession, has the primary responsibility to address the holistic health care and health promotion/disease prevention needs of individuals and families on the reservation and surrounding rural communities.

The faculty also believe that “caring” is a central aspect of nursing, valued by all cultures. Each culture has caring behaviors, some unique, and others universal. The Lakota term “*wico kupa awanyanke*” means “one who watches over or cares for the sick”. We believe nursing concerns itself with “caring for” and “caring about”.

The nurse is a responsible and accountable member of society who is committed to lifelong learning, education and service, as a means of responding to the needs of that society. We believe cultural groups have the right to retain their traditional health practices and life ways while participating in the western health care system. Although learning is an individual process, the transmission of knowledge is a social and cultural process. The acquisition of knowledge is conditioned by cultural milieu and social structure. Culture affects and shapes the way in which an individual perceives experiences and learns about the world. Lifelong learning involves continuous pursuit of diverse opportunities for intellectual growth, enabling the nurse to fully participate in a pluralistic society.

PROGRAM LEARNING OUTCOMES

The Oglala Lakota College, Department of Nursing prepares the Associate Degree Nursing graduate who will:

Learning Outcome #1: Apply knowledge of the nursing process and critical thinking as a framework for clinical decision making. *Lakota Value: Woksape-Wisdom*

Learning Outcome #2: Demonstrate cultural competency and caring behaviors for the purpose of providing culturally appropriate nursing care to diverse populations. *Lakota Values: Wowahola-Respect, Wacantognaka-Generosity*

Learning Outcome #3: Incorporate professional/legal, ethical accountability into practice, embracing the values of the profession and assuming the various nursing roles of life-long learner, teacher, client advocate, leader/manager, and care provider. *Lakota values: Woohitika-Courage, Wacantognaka-Generosity.*

Learning Outcome #4: Utilize evidence-based practice and technology to provide safe, competent, holistic nursing care to clients across the lifespan. *Lakota Value: Woksape-Wisdom.*

Learning Outcome #5: Communicate and collaborate with client, family, healthcare and interdisciplinary teams to provide holistic health care and promotion/disease prevention. *Lakota Value: Wowahola-Respect.*

Technology

Basic computer and technical skills are required and integrated into the entire curriculum. By graduation all students will have the following skills:

- Computerized patient information
- Computerized medication administration
- Internet research use for information and to access research databases
- Proficiency in online testing skills for NCLEX readiness

NURSING CURRICULUM AND FRAMEWORK

The characteristics and needs of the people of South Dakota and the setting of the program influence the nursing curriculum. Although the graduates of our AD program will emerge with commonly recognized competencies, the means of accomplishing these competencies will differ due to the setting and the students.

The Lakota people perceive education as a life-long process that strengthens and encourages the individual to grow. Growth develops through the relationships an individual has within the *tiwahe* and environment.

Nursing education is a holistic, life-long process integrating concepts from the physical, behavioral, and social sciences, and progressing on a knowledge base from simple to complex. Nursing faculty serve as facilitators, providing activities that individualize, guide and evaluate learning experiences. Responsibility for learning is shared by both students and faculty. The student's self-awareness, self confidence and ability to provide holistic nursing care are enhanced when cultural sensitivity is facilitated in the education setting.

CONCEPTUAL MODEL

This department conceptualizes nursing as a circular, holistic model that is reflective of Lakota values and philosophy. This model adopts the Lakota medicine wheel with dimensions of spiritual, emotional, mental and physical well-being. The department utilizes Marjorie Gordon's functional health patterns listed under the four dimensions to identify client needs.

CURRICULUM CONSTRUCTION

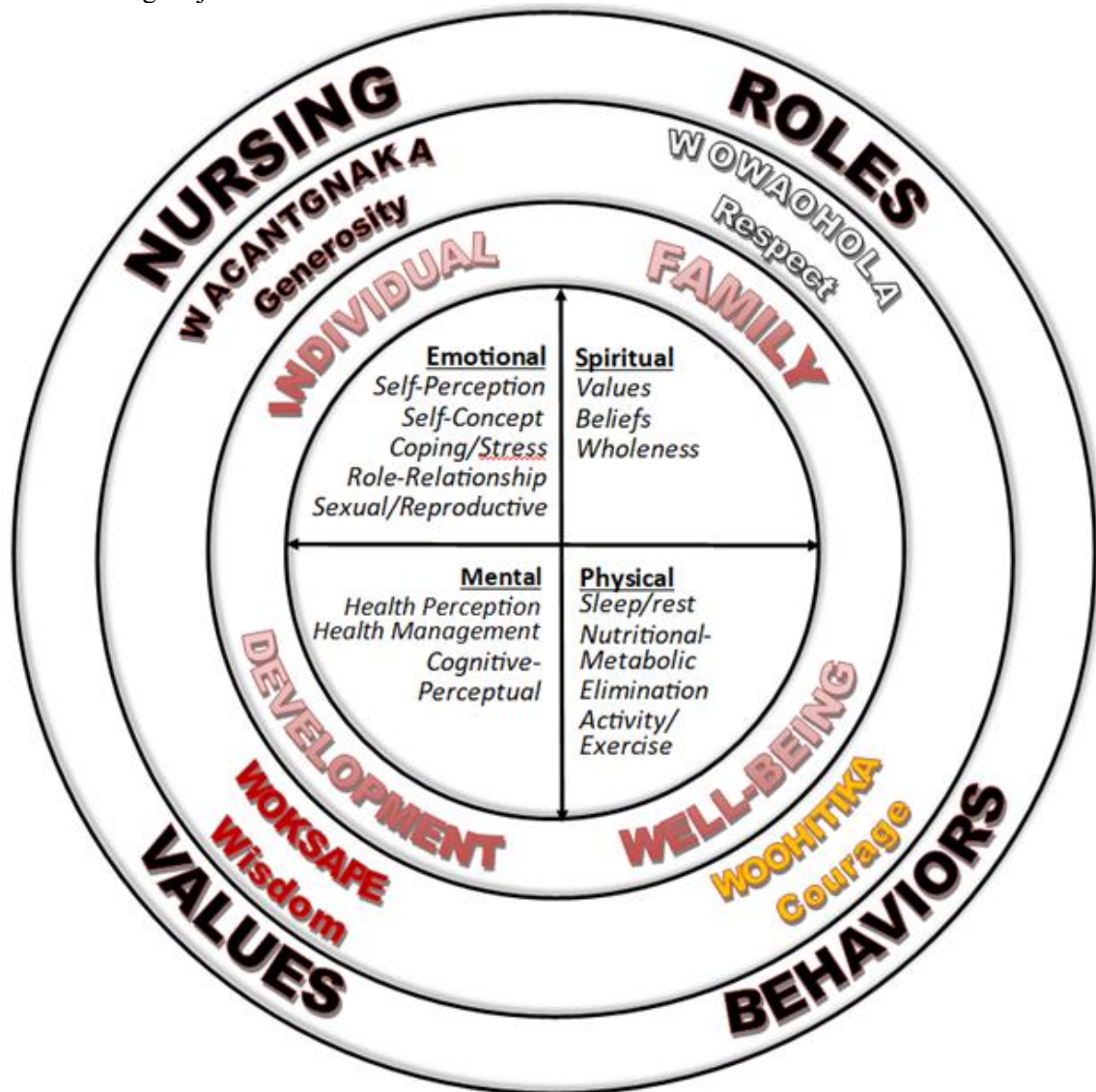
The nursing curriculum focuses on the discipline of nursing and is supported by other sciences, Lakota studies and the general education courses. The nursing curriculum concurs with the generally accepted pattern for Associate Degree education and is consistent with college-wide policy. The Associate of Arts Degree in Nursing requires a total of seventy-one (71) semester hours of credit: forty-one (41) of these credits are nursing courses and thirty (30) credits are in the liberal arts and sciences, including Lakota studies (three credits). The candidate for an Associate of Arts Degree in Nursing from Oglala Lakota College must have satisfactorily completed the entire curriculum.

Students in the Department of Nursing earn one credit hour for every hour of classroom (1:1 ratio) theory per week in a semester. One hour of college credit is earned for three (3) hours of lab/clinical experience, every week for the fifteen week semester (3:1 ratio).

Clinical simulation hours compared to clinical hours in a direct patient care setting are at a 2:1 ratio (example: 24 direct patient clinical hours equates to 12 clinical hours of simulation).

The curriculum is offered within a semester structure. Students may alter the sequencing of some support courses in order to provide some flexibility in their curriculum; however, students must enroll in nursing courses in a prescribed sequence.

The organizing framework provides a blueprint for placement of content and learning experiences in the nursing major.



CURRICULUM ORGANIZING FRAMEWORK

MAJOR CONCEPTS

Person	Society Environment	Balance Imbalance	Nursing
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SUB-CONCEPTS

Holistic Emotional Physical Spiritual Mental	Holistic Economical Political Social Cultural	Holistic Promotion Restoration Maintenance	Holistic Transcultural- Professional Human Caring
Development Infant Youth Adult Elder	Developmental <i>Wacantognaka</i> (Generosity) <i>Woohitika</i> (Courage) <i>Wowahola</i> (Respect) <i>Woksape</i> (Wisdom)	Developmental Body-Mind-Spirit- Integration	Developmental AD Nurse Roles and Behaviors
Individual and Family In the Community	Focal versus Global Local versus National	Functional versus Dysfunctional Patterns	Functions Learner Teacher Advocate Manager Caregiver Processes Nursing Process Communication Collaboration Critical Thinking

Oglala Lakota College
Associate of Arts Degree in Nursing
 Plan of Study

REQUIRED PREREQUISITES:					
FALL		credits	SPRING		credits
MATH 134	INTERMEDIATE ALGEBRA	4	PSY 103	GENERAL PSYCHOLOGY	3
CHEM 233	GENERAL CHEMISTRY	3	LAK 103	LAKOTA LANGUAGE OR LAKOTA CULTURE	3
CHEM 231	EXPERIMENTAL GENERAL CHEMISTRY I LAB	1	NURS 224	ANATOMY & PHYSIOLOGY FOR NURSING	4
ENG 103	COMPOSITION 1	3	NURS 102	MEDICAL TERMINOLOGY FOR NURSING	2
Total credits:		11	Total credits:		12
*Apply now for acceptance for following Fall Nursing core courses					
FIRST YEAR NURSING PROGRAM COURSES:					
FALL		credits	SPRING		credits
NURS 216	FOUNDATIONS OF HOLISTIC NURSING	6	NURS 232	PHARMACOLOGY FOR NURSING II	2
NURS 212	FOUNDATIONS OF HOLISTIC NURSING LAB	2	NURS 246	HOLISTIC ADULT HEALTH NURSING I	6
NURS 222	PHARMACOLOGY FOR NURSING I	2	NURS 241	HOLISTIC ADULT HEALTH NURSING I LAB	1
NURS 202	PHARMACOLOGY FOR NURSING I LAB	2	BIO 204	MICROBIOLOGY	4
Total credits:		12	Total credits:		13
SECOND YEAR NURSING PROGRAM COURSES:					
FALL		credits	SPRING		credits
NURS 332	PHARMACOLOGY FOR NURSING III	2	NURS 354	TRANSITION INTO PRACTICE	4
NURS 313	TRANSCULTURAL & PROF NURSING	3	NURS 363	HOLISTIC MENTAL HEALTH NURSING	3
NURS 336	HOLISTIC ADULT HEALTH NURSING II	6	NURS 364	HOLISTIC MATERNAL CHILD NURSING	4
NURS 331	HOLISTIC ADULT HEALTH NURSING II LAB	1	NURS 362	HOLISTIC MATERNAL CHILD NURSING LAB	2
Total credits:		12	Total credits:		13

**GPA Requirement to apply to the Nursing Program: 3.0

Total
Nursing Program credits: 50
TOTAL ASSOCIATE DEGREE CREDITS: 73

ACADEMIC ADVISEMENT AND COUNSELING

In addition to nursing department faculty and staff, all the services of Oglala Lakota College are available to nursing students. If you feel the need for personal, educational or financial help, your instructors or your college center counselors can guide you to the proper department or person for assistance. Students may contact the Student Support Services Program. Appointments are encouraged for your convenience, as well as that of faculty.

APPLICATION AND ADMISSION PROCESS

Bootcamps- All students interested in the OLC Nursing program are encouraged to attend the nursing boot camps held every winter/spring. Nursing boot camps provide students with program details, as well as guidance in preparation for the Admissions Exam.

Application Procedure

Interested students, including incoming freshmen, OLC students who wish to declare Nursing as their major, and/or transfer students may apply to the Nursing program.

All students must complete the general OLC admissions process:

- Incoming Freshman students will take the Accuplacer (must test into the 100 level Math and English or higher, OLC policy 70-300)
- Students who have taken classes at OLC previously, but have stopped-out for more than two semesters and have not taken Engl 103 or Math103, must complete the college readiness assessment, and must test into the 100 level Math and English or higher (OLC policy 70-300)
- Transfer students must provide official transcripts to the Registrar's office from all other institutions (Anatomy and Physiology transfer courses must have been taken within four years; transfer courses are assessed and approved by Registrar office)

Apply to the Nursing Program (rolling admission)

- The Nursing Application is located on the OLC website>Current Students>Areas of Study>Nursing
- *3.0 GPA is required for admissions into the nursing program*
- *All applications will be reviewed each spring semester; applications for the fall cohort must be received by March 1 of that year.*

Students will register, study, and take the Nursing Admissions test in the Spring semester

- Admissions cut score = composite score of 55% for admission into the Nursing Program
- Students not obtaining this cut score can study and retest one time during the spring testing cycle by May 1st.

Depending on each student's progress of the status sheet/courses upon applying, the student will be given notification of acceptance as a Nursing Candidate (either not ready to start Nursing Core Courses/working on prerequisites or ready to begin the Nursing Core Courses if all requirements are met).

- All students will be advised by the Nursing faculty to ensure classes are taken in the recommended order, and that they are on-track for meeting their individual academic goals.
- Students will register for and pass semester prerequisite or nursing core courses while maintaining required GPA (prerequisites courses: 3.0 GPA; core courses: 2.0 GPA)

- Once students have met all prerequisite courses and application requirements, they will interview. If selected, the student will receive official notification in late May/early June. Once the student confirms acceptance, they will begin the OLC Nursing Program core courses in the Fall semester.

General Application Information

The Nursing Application is located on the OLC website>Current Students>Areas of Study>Nursing

Students are selected each spring to begin the nursing program in the fall semester. The application procedure involves submission of the following:

1. **Submission of complete application- incomplete applications will be denied**
2. Submission of *two* Reference Forms
3. Certificate of Degree of Indian blood (if not already on the file with OLC) if applicable
4. Official high school transcripts or GED certificate (if not already on the file with OLC)
5. Official transcripts from all *outside* colleges, universities, vocational, or post-secondary schools attended (if not already on file with OLC) sent to the *Registrar office*
6. **Written essay** (*minimum of 500 words*) incorporating the four Lakota values of: Respect, Wisdom, Courage, and Generosity; Within the essay, you must answer the following questions:
 - A. Why have you chosen nursing as a career?
 - B. What type of nursing interests you?
 - C. What do you hope to do with your nursing degree?

Admission: Pre-Requisite Courses

To maintain candidacy as a Nursing Student, the student must have completed the following courses, or their equivalent, with a “C” or better and have an overall GPA of 3.0 or higher.

FALL		credits	SPRING		credits
MATH 134	INTERMEDIATE ALGEBRA	4	PSY 103	GENERAL PSYCHOLOGY	3
CHEM 233	GENERAL CHEMISTRY	3	LAK 103	LAKOTA LANGUAGE OR LAKOTA CULTURE	3
CHEM 231	EXPERIMENTAL GENERAL CHEMISTRY I LAB	1	NURS 224	ANATOMY & PHYSIOLOGY FOR NURSING	4
ENG 103	COMPOSITION 1	3	NURS 102	MEDICAL TERMINOLOGY FOR NURSING	2
Total credits:		11	Total credits:		12

Academic Skills Evaluation/Entrance Testing

Prior to being considered as a candidate for admission, the student must take an entrance assessment examination and meet the required cut score (currently, 55% composite). This assessment is an important indicator of whether or not the student has adequate academic skills to succeed in the

nursing curriculum. After a complete application is received, the candidate will be notified of testing dates.

PRIOR TO starting the nursing courses you must complete:

1. Comprehensive background clearance and drug testing;
2. Completed physical and eye exam;
3. Current immunizations and PPD results;
4. Current copy of Healthcare Provider CPR (BLS) course completion;
5. Group interview with Department Chairperson/Faculty.
6. IHS Background Check Clearance Process (initiate during summer)

Qualification Criteria

Students who have completed all prerequisites will be selected according to the following criteria as seats allow:

1. *G. P. A. of 3.0 or better
2. Tribal Enrollment priority as follows:
 - Enrolled members of the Oglala Sioux Tribe who are veterans
 - Enrolled members of the Oglala Sioux Tribe
 - Enrolled members of other Lakota Tribes who are veterans
 - Enrolled members of other Lakota Tribes (Rosebud and Cheyenne River priority)
 - Other enrolled tribal members
3. Reference letter(s), interview and an essay assist the faculty to evaluate desired personal characteristics for health professionals and those that are reflective of Lakota values.

When in the judgment of the Nursing Department Admissions Committee the program can accommodate additional students, non-tribal applicants who meet all above requirements will be considered.

****After assessing the above criteria, the most weight will be given to academic standing (GPA).***

4. **Comprehensive background clearance:** If issues of concern appear on the completed background check, the concerns may be reviewed by nursing department personnel, the SD Board of Nursing and clinical sites. This review *might* result in barring admission and/or dismissal from the program.

5. **Drug Screen:** Failure to undergo a drug screen, a positive drug screen, or a sample that has evidence of tampering will result in barred admission. If the drug screen is positive and a verified medical prescription exists (and the student is under the current treatment of a licensed medical professional who verifies this prescription will not interfere with clinical judgment), the test will be deemed negative.

Comprehensive Background Clearance and Drug Testing Policy*

Purpose:

The Comprehensive Background Clearance and Drug Policy are implemented to:

- Protect public/client safety
- Meet the requirements of contracted clinical agencies
- Comply with eligibility for licensure

All nursing students submit to a drug test prior to beginning classes in the fall semester. Random drug testing may be conducted throughout the school year. Student(s) may be required to submit

to a urine drug screen if there is a reasonable suspicion of intoxication with substances or possession of substances or related paraphernalia: *Refer to Policy 62-120 Substance Abuse Drug Free Work Environment Policy*. Any student testing positive will be referred to the OLC SAP (Student Assistance Program) and potentially barred from the program that academic year, with the option of retesting and applying for readmission the following academic year.

**The student is responsible for costs of the Comprehensive Background Clearance and drug screen.*

DRUG/SUBSTANCE USE

Oglala Lakota College adheres to the federal guidelines governing a drug free workplace. Any student deemed by the instructor/staff to be impaired from the use of prescription, over the counter drugs, alcohol or illegal drugs may be dismissed from class or clinical settings. The impaired student will be referred by the instructor to the department chair and/or OLC SAP staff.

Students should be aware that the Board of Nursing, which is mandated by the state to regulate the practice of nursing, may deny a nursing license to any person having a drug or alcohol problem. The law states:

36-9-49. Grounds for denial, revocation, or suspension of license, certification, or application. In compliance with chapter 1-26, the Board of Nursing may deny an application for licensure or certification or may deny, revoke, or suspend a license or certificate and may take other disciplinary or corrective action it considers appropriate in addition to or in lieu of such an action upon proof that the applicant, licensee, or certificate holder has:

1. Committed fraud, deceit, or misrepresentation in procuring or attempting to procure licensure or certification;
2. Been convicted of a felony. The conviction of a felony means the conviction of any offense which, if committed within the State of South Dakota, would constitute a felony under its laws;
3. Engaged in the practice of nursing under a false or incorrect name or under a fictitious or assumed business name which has not been registered pursuant to chapter 37-11 or impersonated another licensee or certificate holder of a like or different name;
4. Become addicted to the habitual use of intoxicating liquors or controlled drugs as defined by chapter 34-20B to such an extent as to result in incapacitation from the performance of professional duties;
5. Negligently, willfully, or intentionally acted in a manner inconsistent with the health or safety of persons entrusted to his or her care;
6. Had a license, certificate, or privilege to practice as a registered nurse, licensed practical nurse, certified registered nurse anesthetist, or clinical nurse specialist denied, revoked, or suspended or had other disciplinary action taken in another state, territory, or foreign country;
7. Violated any provisions of this chapter or the rules promulgated under it;

8. Aided or abetted an unlicensed or uncertified person to practice nursing;
9. Engaged in the practice of nursing during a time his or her license or certificate is lapsed, on inactive status, suspended, or revoked;
10. Been guilty of incompetence or unprofessional or dishonorable conduct;
11. Exercised influence within the nurse-patient relationship for the purpose of engaging a patient in sexual activity. For the purpose of this subdivision, the patient is presumed incapable of giving free, full, and informed consent to sexual activity with the nurse; or
12. Engaged in gross sexual harassment or sexual contact.

http://www.sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=36-9-49

Reasonable Suspicion Testing

Nursing students may be required to submit to reasonable suspicion testing under this department policy, OLC policy, or a clinical agency policy while participating in class, lab, simulation or clinical experiences. If a nursing student is involved in a course-related accident or course-related incident involving safety or patient care, the student may also be subject to reasonable suspicion. Reasonable suspicion may be based on but not limited to observable phenomena such as direct observation of substance use and/or the physical symptoms or manifestations of substance use, such as:

- Speech – incoherent, confused, rapid, slow, slurred, rambling, shouting, profanity, or change in speech.
- Coordination – swaying, staggering, lack of coordination, grasping for support, slowed reflexes.
- Demeanor – change in personality, excited, combative, agitated, aggressive, violent, argumentative, indifferent, threatening, antagonistic, mood swings, irritability, restlessness.
- Alertness – change in alertness, sleepiness, drowsiness, confusion.
- Physical – bloodshot eyes, teeth grinding, nasal redness, dry mouth, flushed face, tremors, pupillary changes, odor of substance and/or alcohol.
- Appearance – dirty clothing, disheveled.
- Performance – unsafe practice, unsatisfactory work, absenteeism, tardiness.
- Evidence of involvement in the use, possession, sale, solicitation or transfer of illicit drugs.

If a faculty member or clinical agency staff observes behaviors listed above, the nursing student will be removed from the educational setting and the department chair will be notified. The chair will decide if drug/alcohol testing is warranted. If the decision is made to test the student, arrangements will be made to have the testing done immediately. The nursing student must use and follow the procedures of the drug testing laboratory designated by the clinical agency or nursing department. If immediate alcohol testing is needed, arrangements will be made with a local clinical agency at the student's expense. The nursing student will be responsible for the cost of all substance testing. The nursing student is not to drive themselves for testing nor should they be driven by another faculty or student. If the student refuses testing, arrangements for travel home should still be made. If the results of the drug/alcohol screen are positive, the department chair will follow OLC's EAP policies. If the student refuses or fails to submit to the substance screen, it will be treated as a positive test, jeopardizing their standing in the nursing program.

The OLC EAP director, nursing department chair, and the student will develop a plan to address individual student circumstances.

6. **Available resources:** The number of students admitted for each fall semester will not exceed available faculty or clinical resources and will be determined each spring.
7. Provisional selection and notification of students for the fall semester will be made by late spring. All returning students and students with provisional acceptance are required to attend the mandatory orientation prior to the start of classes.

HEALTH FORMS

Students accepted into the nursing program must submit a complete health record prior to starting the nursing core curriculum. The health record includes a health history, physical examination within the last year, vision examination within the last year, as well as a current immunization record and these must be documented and submitted prior to enrollment in nursing classes. Students must submit documentation of:

1. MMR series (2) or serological laboratory evidence of immunity (titers)
2. Varicella (Chicken Pox) series (2) or serological laboratory evidence of immunity (titers) or history of disease from healthcare provider
3. Tdap- (Tetanus/Diphtheria/Pertussis) within the last 10 years
4. Hepatitis B series (3) or serological laboratory evidence of immunity (titers)
5. Flu - influenza vaccination(s) or an approved exemption (medical or religious). A request for exemption must be completed and approved prior to influenza season, and must be signed by a Healthcare provider. If approved, a surgical mask is required at all times while on the premises of a clinical site. This is a mandate by the DHHS. Documentation of a flu shot administered during the current flu season OR declination waiver is due by November 1 of every year.
6. TB - Tuberculosis Skin Test (TB). Proof of two TB skin tests within the previous 12 months; complete annually
7. COVID-19 testing/results and/or immunization per OLC, OST, and clinical site requirements, and/or documentation of allowable exemption on file.

Students are permitted in the clinical setting only after verification of current health status including adequate corrected vision, hearing, immunizations and current basic life support (BLS) certification. If the nursing faculty determines that a student has health concerns which may impair his/her progress in the program or which may impair client safety, the nursing department may require verification by a healthcare provider as to the student's fitness to continue in the program (See www.olc.edu/local_links/nursing/ Health form).

Students who do not meet all requirements and policies related to safety and health will not be allowed to begin clinical courses. Students are responsible for maintaining currency and providing documentation of requirements in order to progress in clinical courses.

NURSING STUDENT ESSENTIAL ABILITIES POLICY

OLC nursing faculty has specified essential abilities critical to the success of students enrolled in the nursing program. Students are expected to meet these essential abilities with or without reasonable accommodations. Reasonable accommodations will be arranged in compliance with ADA and OLC requirements.

Essential neurological functions include: ability to use the senses of seeing, hearing, touch, and smell to make correct judgments regarding patient conditions and meet physical expectations to perform required interventions for the purpose of demonstrating competence to safely engage in the practice of nursing. Behaviors that demonstrate essential neurological and physical functions include, but are not limited to observation, listening, understanding relationships, writing, and psychomotor abilities consistent with course and program expectations.

Essential motor functions/physical requirements include: The student should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other assessment techniques. A student should be able to perform nursing skills requiring the use of gross and fine motor skills (e.g. IV insertion, venous blood draw, urinary catheter insertion). Students should be able to execute motor movements reasonably required to provide nursing care and emergency response to patients. Examples of emergency responses reasonably required of nurses are cardiopulmonary resuscitation, medication administration, and application of pressure to stop bleeding. Students should also be able to assist and/or participate in various lifting activities.

The student must be able to respond promptly to urgent situations that may occur during clinical training and must not hinder the ability of other health care team members to provide prompt care and treatment to patients.

Essential communication skills to include: ability to communicate effectively using English with fellow students, faculty, patients, and families and all members of the health care team. Skills include verbal, written, and nonverbal abilities consistent with effective communication.

Essential intellectual/conceptual skills to include: ability to measure, calculate, analyze, synthesize, and evaluate in order to engage competently in the safe practice of nursing.

Other essential behavioral attributes: ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair behavior or judgment.

The student, in accordance with this Nursing Student Handbook, must demonstrate responsibility and accountability for actions as a student developing professional nurse. Students failing to meet these essential abilities, as determined by faculty, at any point in their academic program may have their progress interrupted until they have demonstrated their ability to meet these essential abilities within negotiated time frames. If you need any special accommodations due to a disability, please contact Student Assistance Program (SAP).

Legal Limitations for Licensure in Accordance with the State Board of Nursing:

The following questions usually appear on licensing applications. If you answer "yes" to any of these questions, you may not be eligible to become licensed as a Registered Nurse (see individual state boards of nursing websites).

1. Has disciplinary action ever been taken regarding any health license, certificate, registration or permit that you hold or have held?
2. Have you ever been denied a license, certificate, registration or permit to practice as a nurse or any regulated health occupation in any state or country?
3. Are there charges pending against you regarding a violation of any federal, state or local law relating to the use, manufacturing, distribution or dispensing of controlled substances, alcohol or other drugs?
4. Have you ever been convicted of, pled guilty or nolo contendere to:
 - A violation of any federal, state or local law relating to the use, manufacturing, distribution or dispensing of controlled substances, alcohol or other drugs?
 - Any offense, misdemeanor, or felony in any state? (Except for minor violations of traffic laws resulting in fines)?
5. Have you ever been denied staff membership or privileges in any hospital or health care facility or had such membership or privilege revoked, suspended or subjected to any restrictions, probation or other type of discipline or limitations.

TRANSFER STUDENTS

All transfer students, who are in good academic standing from another institution will be considered on a space available basis. Students must meet all Oglala Lakota College pre-nursing course requirements. Chairpersons of each department review transfer credits for acceptance. General policies and requirements are found in the college catalog and student handbook.

PROGRESSION

Progression in the nursing program requires a **minimum** grade of 80% in nursing courses. All nursing courses with a grade below 80% must be repeated with an outcome of a 80% grade or higher in order to progress to the next semester. Prerequisite and corequisite science courses must be passed with a minimum grade of 70%.

A minimum GPA of 2.0 is required to graduate with an Associate Degree in Nursing from Oglala Lakota College.

Individual course syllabi outline expectations for the completion of each course. The standardized achievement examination specific to each course must be taken and remediated.

A student placed on academic probation within the Nursing Department will be required to meet with the instructor to create a documented plan to ensure a successful semester. Any student who does not meet the minimum requirement of an 80% after two exams will be placed on departmental academic probation, which includes the OLC Early Alert process.

ACADEMIC PROBATION/EARLY ALERTS

Faculty submit academic Early Alerts electronically according to OLC and nursing policy. Department-specific policy is to submit an academic early alert following the failure of the course's second exam, in order to create a student action plan. Nursing faculty are the college center advisors/counselors for nursing students. Plans for intervention and student contracts are completed and shared with students within the department, rather than that responsibility falling upon college center counselors.

A student may be placed on departmental academic probation for any of the following reasons:

1. Absences
2. Tardiness
3. Late submission of assignments
4. Failed more than one unit exam/quizzes (below 80%)
5. Unprofessional behavior

Academic Probation/early alert will require a written plan that addresses student action by specified dates. Failure to honor the contract may result in failure of the course. If a student is placed on academic probation in more than one course in the same academic year the student may be asked to withdraw from the program.

ACADEMIC ACCOUNTABILITY POLICY

Tardiness to class/labs: If you believe you will be late, contact the instructor immediately. Tardiness does not belong in the realm of professional nursing. Announcements and vital information are shared at the beginning of each class; tardiness will ultimately affect your performance and grade. In addition, tardiness is disruptive and disrespectful to fellow students and the instructor.

Tardiness to class of 15 minutes or greater results in a tardy for your attendance record for that day. Tardiness to class of over 1 hour results in an absence for your attendance record for that day. Three tardy days throughout the semester of less than one hour may add up to one absence.

Absences: If the student misses three classes in succession or 5 total classes (30% of class), they will be dropped per OLC policy (per course).

Attendance in nursing arts labs, theory classes, and clinical labs is mandatory. Students must contact the course faculty **prior to** an absence if unable to attend that day's theory, lab or clinical. Theory content missed will be made up according to each instructor's discretion. Faculty may evaluate more than 3 (three) consecutive absences and this may lead to department academic probation or the student may be dropped from the course entirely. The student may be dropped from the course and/or program after 5 (five) total absences for courses meeting once a week and after 10 total absences for courses meeting twice a week.

Statement of Academic Integrity

As a condition of enrollment in the nursing program, all students are expected to adhere to the Honor Code/Pledge, which follows:

"On my honor, I promise not to give or receive aid on examinations. I understand the consequences of my actions in accordance with the nursing program policy regarding cheating, plagiarism, and fraudulent behavior."

If a student witnesses a violation of the Honor Code, he/she has only two options:

1. he/she may choose to confront the violator, giving the person the option to come forward, or
2. he/she may notify the instructor involved of the violation both verbally and in writing.

The nursing program reserves the right to exclude, at any time, students whose conduct or academic standing is unsatisfactory.

Academic Dishonesty is something that will not be tolerated as these actions are fundamentally opposed to “assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance”.

A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by OLC Nursing Department accepts the academic requirements and criteria of the institution. It is the student’s responsibility to be aware of policies regulating academic conduct, including the definitions of academic dishonesty, the possible sanctions and the appeal process.

For the purposes of this policy, an academic exercise is defined as any assignment, whether graded or ungraded, that is given in an academic course or must be completed toward the completion of degree or certification requirements. This includes, but is not limited to: Exams, quizzes, papers, oral presentations, data gathering and analysis, practical and creative work of any kind.

Definitions of Academic Dishonesty

Below are definitions of some common types of academic dishonesty. It is within each instructor’s discretion to interpret the level of academic dishonesty, to include but not limited to:

Cheating: This includes:

- The unauthorized use of any materials, notes, sources of information, study aids or tools during an academic exercise;
- The unauthorized assistance of a person other than the course instructor during an academic exercise or exam, or following;
- The unauthorized viewing of another person’s work during an academic exercise;
- The unauthorized securing of all or any part of assignments or examinations, in advance of submission by the instructor.

Fabrication/Falsification: The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence or a university record.

Plagiarism: Submitting as one’s own work or creation any material or an idea wholly or in part created by another. This includes:

- Oral, written and graphical material
- Both published and unpublished work
- content generated by Artificial Intelligence (AI)
- It is the student’s responsibility to clearly distinguish his/her own work from that created by others, including AI generated content. This includes the proper use of quotation marks, paraphrasing and the citation of the original source based on APA formatting requirements. Students are responsible for both intentional and unintentional acts of plagiarism.

Bribes/Favors/Threats: Attempting to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions is prohibited.

Complicity: Helping or attempting to help someone commit an act of academic dishonesty.

See OLC policy: 76-300-1 Academic Honesty Procedure

REPORTING PENDING CRIMINAL CHARGES

Each student admitted to the Nursing program has a continual obligation to report any criminal felony or misdemeanor (including drug and/or alcohol) charges pending against him/her.

- It is required that a written explanation of the pending charges be submitted to the Department Chair of the Nursing program **within 72 hours of the incident.**
- A decision regarding the student's continued participation in clinical or patient experiences while the charges are pending will be made by the Department Chair of the Nursing program with faculty input. Classroom attendance may also be suspended.
- The student is responsible for keeping the Department Chair informed as to the outcome of the charges with court documentation required within 72 hours of the judgment.
- The Nursing Department will review the case to determine whether the student will be permitted to continue in the program or be dismissed.
- The Nursing Department reserves the right to call/convene a committee including the Vice President of Instruction and Student Assistant Program (SAP)
- Failure to comply with any aspect of this policy may result in dismissal from the program

DISMISSAL

The following circumstances will lead to dismissal from the classroom, clinical setting or failure to progress within the program:

1. Failure to achieve a grade of 80% or better in all nursing courses, 70% in science courses, or failure to achieve a satisfactory evaluation in the clinical component of the course.
2. Failure to achieve an 80% or better on clinical written assignments
3. Absences in classroom, labs or clinical practicum as defined by OLC Policy, Nursing Department Student Handbook, and individual syllabi.
4. Performance or negligence that might result in physical or emotional jeopardy to another in the academic or clinical areas.
5. Failure to immediately report a client/care error to the clinical instructor.
6. Being under the influence of alcohol or other drugs while in the academic or clinical setting.
7. Fraudulent or untruthful charting in a medical record.
8. Dishonesty, e.g. stealing from the college or clinical agency, plagiarizing papers, cheating on exams.
9. Willful destruction or theft of OLC or clinical agency property.
10. Unprofessional conduct, which includes absences, tardiness and/or incivility in the classroom and clinical sites. This applies to overnight stays in motels/dorms for clinical rotations.
11. Failure to protect client confidentiality.
12. Failure to uphold the contract if placed on academic probation.

READMISSION

The program's expectation is that the student communicates their intentions and plans with the Department Chair. Students are not guaranteed automatic reinstatement in the program, and may be expected to reapply. Any student who temporarily withdraws from the department is expected to remain competent in acquired nursing knowledge and skills. The student must complete the department specific orientation.

Requesting Readmission: Students must submit a readmission application prior to the start of the semester for which they wish to register.

READMISSION TO PROGRAM FOLLOWING FAILURE/WITHDRAWAL

Students who are reapplying to the program must meet current admission requirements. If it has been greater than four years, the student must repeat NURS 224 Anatomy and Physiology for Nursing.

NURSING COURSE REQUIREMENTS

Nursing Program Grading Scale

All Nursing Core Courses:

A= 94-100 = 4 grade points

B= 87-93 = 3 grade points

C= 80-86 = 2 grade points

D= 73-79 = 1 grade points

Other OLC Courses:

A= 90-100 = 4 grade points

B= 80-89 = 3 grade points

C= 70-79 = 2 grade points

D= 60-69 = 1 grade points

The student must successfully complete each nursing course by meeting the following criteria:

1. Earn a cumulative average of 80% on all exams/quizzes; points earned for other assignments are not added unless the student achieves 80% average on exams and complete required remediation
2. Earn an 80% average or "pass" on all clinical assignments
3. Complete all nursing skills/laboratory assignments successfully
4. Earn a satisfactory clinical evaluation. If a clinical evaluation is unsatisfactory at midterm the Early Alert procedure would apply
5. Demonstrate competency in medication calculation and administration
6. Complete all course work successfully
7. To prioritize academic success, clinicals may be postponed until exam averages reach 80% or above.

EXAMS POLICY

OLC nursing program exams provide documentation of student learning related to course objectives. Exams provide evidence of an individual student's understanding of course material and allows for progression through the program. Faculty will use the department's learning management system, NCLEX preparation software, and other exam formats to assess student

content mastery. Students are given the opportunity to review their scores and the exams following tests and are provided the opportunity to discuss individual exam items.

Tardiness/missed exams

Tardiness on exam days is disruptive to your classmates. Please contact the instructor *immediately* if you anticipate being late or absent to an exam. If a student is tardy to an exam, a penalty may be applied per instructor discretion.

If student notifies instructor of tardiness prior to the exam:

- The student will be expected to take the exam immediately following class.
- If this is not possible, it is the *student's* responsibility to take the exam within the same day of the missed exam, or a penalty may be applied to the exam. This will be up to the discretion of the instructor, considering individual student circumstances.

If the student does NOT notify the instructor of tardiness/absence prior to the exam:

- The exam is considered “missed” and a penalty may be applied to the exam per instructor discretion.
- The student is expected to take the exam that day;
- If this is not possible, it is the *student's* responsibility to schedule a make-up exam time with the instructor within 24 hours of the missed exam, and take the exam within three days of originally scheduled time;
- No subsequent exams may be taken until the missed exam is completed. If an exam is not taken within one week of the scheduled date, the student may receive a zero for that exam, at the discretion of the instructor, considering individual student circumstances.

During Exams

- All student possessions (backpacks, cell phones/smart devices/watches, books, etc.) must be placed away from the student testing area or in a separate room.
- Students may only have a pencil, blank paper, and calculator while testing

Moodle (Virtual Campus) and other software platforms will be used for course exams. Once all students have taken an exam, the instructor may open the exam to students for study and review purposes.

Students who disagree with exam items may approach faculty and explain their rationale.

Student exam scores will be posted in Jenzabar no later than one week from the date of the test. Student scores are based on the nursing department grading scale.

Virtual Testing

Due to illness, weather, or other restrictions, testing may need to be conducted in a virtual format. Students will be expected to adhere to the following guidelines:

- The student will remain on camera during the exam and will mute their mic, with the entire face visible. Students will notify the instructor prior to leaving their camera during an exam.
- Academic integrity guidelines apply during all exams, in-person or virtually.

Standardized Achievement Examinations

Numerous OLC nursing department courses require standardized achievement tests as part of evaluation for each course. Testing and remediation must be completed prior to the established deadline in order to progress to the next semester course(s). All students are required to complete assigned remediation on these exams regardless of their score.

GRADUATION REQUIREMENTS

Students are required to submit the Graduation Application by the deadline. A grade point average of 2.0 is required for graduation from the nursing program. Requirements for graduation with an Associate of Arts Degree in the nursing curriculum must be completed within four years after initial acceptance into the nursing program. All students must complete program requirements prior to graduation.

NCLEX-RN

To practice as an RN, the graduated student must pass the National Council of Licensing Exam (NCLEX-RN), a national examination for nurses completing an RN program. The purpose of the following is to assist the student through the process of preparing for NCLEX.

The NCLEX application:

You must apply for licensure in the state in which you live (South Dakota residents apply in South Dakota, Nebraska residents apply in Nebraska, etc., regardless of where you plan to take the NCLEX-RN exam).

South Dakota residents:

1. Application is found online at: https://www.sdbon.org/rn_lpn/exam/
2. Complete online application and submit payment.
3. Have official transcripts sent to the SD Board of Nursing office with the degree conferred.
4. Complete a criminal background check and submit the fee payment. You must use fingerprint cards that are sent to you by the SD Board of Nursing office. These cards are returned with a **money order**. Begin this process at the end of March or first of April.

5. At this time, also register for the NCLEX: <https://www.ncsbn.org/nclex-application-and-registration.htm>
 - a. Complete Registration
 - b. After an NCLEX registration is created, it will remain open for 365 days awaiting candidate eligibility from the Nursing Regulatory Board (cleared background check, etc). Once you are eligible for testing, you must test within the validity dates on the Authorization to Test (ATT) email.
 - c. Once you are eligible and have received your ATT, you may schedule your examination by selecting either “Sign in” or “Register” from the menu. You must test within the validity dates of your ATT. These validity dates cannot be extended for any reason. Appointments may be made up to one business day in advance.

Attention: *Please make sure that you check your spam and junk folders as it is possible that any of the communications from Pearson VUE could automatically go to one of these folders.*

Nebraska residents:

1. Application must be downloaded and submitted to the Department of Health and Human Services (DHHS) Licensure Unit:
<http://dhhs.ne.gov/licensure/Documents/ExaminationRNLPN.pdf>
 - a. The application fee varies
 - b. A wallet-sized photograph is required.
 - c. Have official transcripts sent with the degree conferred.
 - d. Complete a criminal background check through the nearest Nebraska State Patrol office (Troop E – Scottsbluff 4500 Avenue I Scottsbluff NE 69361); Phone: 308-632-1214(call to make an appointment)
2. Follow step #5 above for South Dakota residents.

HEALTH ISSUES AND PREGNANCY

In the event a student experiences an acute or chronic illness, injury or becomes pregnant, the student must inform the program Chairperson as well as their clinical instructor(s). OLC provides student counseling services upon request.

It is the student’s responsibility to be aware of the recommended Center for Disease Control (CDC) guidelines related to avoidance of exposure to infectious diseases by pregnant women. Neither OLC nor its affiliated clinical agencies assume responsibility for any harm that might occur to a fetus or pregnant student.

The student must submit a statement from their healthcare provider noting any restrictions to participation in clinical nursing experiences. It is the student’s responsibility to report any change of condition to the Chairperson and faculty. Faculty will make a reasonable effort to allow make-up of missed clinical experiences; however, the student must understand that extended absences may result in the inability of the student to meet clinical objectives. Students who withdraw from nursing courses for documented health problems are permitted to apply per the readmission policy and procedure.

PROGRAM COSTS AND FINANCIAL ASSISTANCE

Program costs vary semester to semester, depending on the books and online resources utilized in the course. Students are encouraged to purchase all modules, access codes and books; purchase of educational software is mandatory. Course materials are available through a combination of the OLC Bookstore and the website Akademos (accessible through the OLC website). Many materials purchased in semester one of the first year are used throughout the program. Students who withdraw from the program will be assessed additional fees if readmitted to the program. Due to the rapid changes in health care, textbooks are frequently updated through new editions.

Financial assistance is coordinated through the OLC's Financial Aid Office at Piya Wiconi. The OLC Nursing Department does not provide gas vouchers for class or clinical attendance.

Stipends and Scholarships may be tied to attendance and grades.

Student Scholarship Administration

Oglala Lakota College and the nursing department offer numerous scholarships and awards to students each year. Scholarships have specific criteria for eligibility. The Department Chair is responsible for convening scholarship review meetings. Faculty committee members review and select scholarship recipients based on student applicants, scholarship criteria, and, potentially, financial need. **When necessary, the chair reviews applicants with the Financial Aid Office to determine or rank eligibility.**

In circumstances where the Nursing Faculty Committee chooses scholarship recipients, the following procedure applies:

- Nursing department faculty committee members review student scholarship applications to determine if they meet eligibility requirements;
- In most cases, scholarships will be awarded to students who are not eligible for partial or full SDS scholarship funds, and applicants will then be ranked according to scholarship criteria, financial need, and/or GPA;
- The committee selects recipients;
- The Chair notifies selected recipients of scholarship awards and informs them when disbursement will occur.

LIABILITY INSURANCE

Students enrolled in the associate degree nursing program are legally and ethically accountable for the care they provide to assigned clients. Financial liability may result if a client is physically or emotionally injured due to a nursing error or omissions while under student care. If funds are available, the cost of the liability insurance may be covered. The recommended liability insurance may be purchased through the Nursing Service Organization (NSO). Information regarding coverage can be found at: <https://www.nso.com/malpractice-insurance/individuals/nursing-students>

APPROPRIATE CHANNELS IN ADDRESSING PROBLEMATIC SITUATIONS

Student Course of Action

1. Go to the person (student, faculty, or staff) involved first. If this is difficult for you, then speak to your advisor, a trusted faculty, or staff member first for assistance in planning how to approach this person. *If speaking directly to the student, faculty, or staff member involved did not resolve the situation, then proceed to the next level.*
2. Go to the course instructor (if that is not the person in #1) with a trusted advocate (counselor or faculty member). *If speaking to the course instructor did not resolve the situation, then proceed to the next level of authority.*
3. Go to the chairperson (if that is not the person in #1). *If speaking to the course instructor did not resolve the situation, then proceed to the next level of authority. At any time the student may bring the issue to a full faculty meeting.*
4. If the above action did not resolve the situation, then follow the OLC student handbook procedure and student grievance procedure. *A written record of the above course of action is the responsibility of the student when proceeding to the governing student handbook.*

STUDENT ORGANIZATIONS

The Oglala Lakota College Student Senate has been in place since January 1993. Students from each of the nine college districts and extensions elect a student senator. Membership is open to any student currently registered at the college. In addition to the Student Senate, the Department of Nursing encourages membership and participation in the Nursing Student Organization.

Nursing student representatives are encouraged to participate in Department of Nursing Faculty meetings (one representative and an alternate from each level). When issues pertaining to specific students are discussed, student representatives will be dismissed from the meeting. Any student Organization minutes must be submitted to the Administrative Assistant monthly.

Oglala Lakota College Nursing Department

Student Organization By-Laws

Article I

The name of the organization shall be the OLC Student Nurses Organization

Article II

Purpose

The purpose of this organization shall be:

1. To foster a spirit of cooperation among students and faculty.
2. To promote and encourage activities in the best interest of the college.
3. To provide a means of student expression and support.
4. To encourage student involvement and support.

5. To develop and promote positive leaders through experience in leadership (Government).

Article III

Section I: All members of the student organization have certain powers guaranteed by the following policies under Oglala Lakota College, as follows: PPM-000 Student Rights and Responsibilities, PPM-87-000 Student Activities, PPM 87-200 Student Organizations:

1. Administration of elections
2. Presentation of student concerns to Nursing Faculty Committee
3. Application of the organization's constitution to the college during the year
4. Holding student organization meetings, recording them, and filing minutes with Chair
5. Constitutional proposals and changes
6. Fundraising as/if needed (which may include contribution of class dues)

Section II: Members of the student organization have guaranteed rights; however, the Nursing Faculty Committee, Vice President of Business and/or the President of the college can overrule them. The President has veto power to eliminate any proposition he/she feels is not beneficial to the college.

Article IV

All members of the student organization must maintain acceptable conduct in order to run for and to hold office. Student organization members must have a minimum grade of "C" academic average for the preceding semester as outlined in the OLC Nursing Department Student Handbook.

Article V

The OLC Student Nurses Organization is divided into two separate organizations (Level I and Level II) and shall elect the members of the student organization for a term of one year. Nomination of the student organization leadership positions shall be determined by anonymous paper ballot for Level I students, and verbal majority vote for Level II students. Candidates for the election of the student organization must be officially enrolled and accepted into the nursing program. All candidates must have and maintain acceptable conduct and grade average in order to run for and hold office.

Class members shall vote on items affecting the organization verbally during meetings and decisions shall be recorded by the Secretary. The President shall make student organization decisions and/or appointments, in consultation with the council of the student organization, and the approval of the advisor.

The organization's advisor will be the primary course instructor for that level. Level I: Fundamentals instructor. Level II: Med-Surg Instructor.

Article VI

Student Organization

Section I: Membership

The student organization shall consist of executive officers (see below) of the student body, and class members for that student level.

Section II: Officers

The executive officers of this organization shall be president, vice president, secretary and treasurer.

- A. **Duties of the president:** facilitating meetings, organization meeting dates, leadership; organizing any needed fundraisers.
- B. **Duties of the vice president:** fulfilling the president's role during any absence; assisting with organizing fundraisers.
- C. **Duties of the secretary:** keeping accurate meeting minutes and agenda; submitting minutes in a timely fashion to the Nursing Faculty Chair.
- D. **Duties of the treasurer:** responsibility of bookkeeping and submitting deposits in a timely fashion.

Article VII

Meetings

The student organization shall meet as necessary at the discretion of the president or advisor, at least one time per semester. The president, with the approval of the advisor, may call a special meeting in addition to regularly scheduled meetings.

CHILDREN AND PETS ON THE PREMISES

Nursing students are not permitted to bring children into the OLC nursing classrooms or dorms, unless specified events. Nursing students are not permitted to bring pets into the OLC nursing building unless they can provide documentation that the animal is a service animal.

CLINICAL POLICIES/PROCEDURES

Each clinical course lists behavioral objectives to be achieved. These objectives are developed to facilitate the application of theoretical concepts to laboratory and clinical situations. The instructor evaluates and shares student progress on a regular basis. Written evaluations are shared with students throughout the semester and evaluate student progress towards meeting course objectives. The summative evaluation must demonstrate that each clinical objective has been met in a satisfactory manner in order to pass the clinical course. If the student must repeat a clinical course, they must repeat the corresponding didactic course as well.

DURING CLINICALS

Attendance

Each clinical experience contributes significantly to the student's growth and progression toward achieving clinical objectives, therefore, attendance is required. All clinical absences must be made up, within the semester and/or instructor's schedule. If makeup is not feasible, an unsatisfactory clinical will be given and the entire course will be failed.

When a clinical absence or tardiness is unavoidable, students must inform the instructor at least one hour before the scheduled starting time. Students should use their own discretion in cases of severe weather or unsafe road conditions.

Tardiness to clinicals: Students are expected to arrive at clinicals early, as is the case for the professional nurse. If you believe you will be late, contact the instructor immediately. If you arrive to clinicals more than 30 minutes late without notifying your instructor you may be asked to leave for the day, resulting in an unsatisfactory clinical grade for that day. Students who are asked to leave will be given an unexcused absence and may be given an unsatisfactory grade. If a student has an unexcused absence from a clinical, they may be asked to appear before the nursing faculty to discuss their status before continuing with clinical experiences.

When visiting the hospital to gather client information prior to clinical rotations, students are expected to identify themselves as Oglala Lakota College nursing students by wearing their name badge(s) and dressing in appropriate clothing as instructed.

1. Students are responsible for transportation to and from clinical agencies.
2. Faculty will consider excused absences for students to attend workshops or other related activities on an individual basis.
3. Make-up for clinical absences is mandatory and at the discretion of the faculty.
4. During the assigned clinical activity, students must report to the clinical instructor and/or designated staff member when arriving and leaving the nursing unit or agency.
5. Students are required to meet all clinical objectives, including completion of entire shifts as scheduled.
6. Confidentiality relating to all client information must be maintained. Visiting clients outside of clinical hours is discouraged, unless assigned.
7. Legal implications prevent students from accompanying clients out of the clinical area.
8. Accepting gifts from clients is prohibited.
9. In the event of an accident or injury, the student should notify the nursing instructor, e.g. needle sticks, blood/bodily fluid exposure, musculoskeletal or thermal injury and/or radiation exposure (See related Exposure Guidelines and Injuries/Accidents sections below).

Uniform and Dress Policy

The purpose of the uniform and dress policy is to maintain acceptable standards of grooming and safety for the student and client. Credibility as a health care provider is influenced by appearance and behavior. While in the clinical setting, nursing students represent the Oglala Lakota College Department of Nursing.

General Information Concerning Appearance

- a. Appropriate attire as directed and ID badges must be worn when entering the clinical site for pre-clinical assignments.
- b. Nursing students must be neat and well groomed at all times when in the clinical area.

- c. Underclothing should not be visible through the uniform.
- d. Hair must be clean, tied back and/or restrained; human hair color only.
- e. Fingernails must be clean, short and unpolished. No artificial nails are allowed.
- f. Perfumes/lotions, cologne should not be used as these odors may bother patients.
- g. If earrings are worn, they must be one stud in each ear only, consistent with student and patient safety.
- h. Students may be asked to cover tattoos depending location and content.

Dress for Clinical Experience

- a. Student I.D. badge is required to be worn, and agency I.D. if applicable.
- b. The uniform consists of navy blue nursing scrubs, appropriate shoes (no open in front or back, no crocs).
- c. The uniform must be clean, neat, and properly fitting.
- d. For reasons of hygiene, protection of patients and public, the uniform is to be worn in the health facility setting only.
- e. A watch, bandage scissors, stethoscope, pen-light, and pen are required.
- f. Use of cell phones/electronic devices will not be permitted while on clinical units without permission of faculty. If faculty are not in attendance, the student is expected to follow agency policies.
- g. The student should use discretion in clinical situations when a uniform is not required. Professional attire is expected; hats or head coverings that are appropriate for the medical setting are acceptable for only medical/religious reasons, and documentation must be provided.
- h. Personal items must be appropriate in content.

CLINICAL PERFORMANCE AND EVALUATION

Clinical evaluation is a growth process that faculty and students engage in over the course of the clinical experience. Clinical components, including required paperwork, are graded using the percentage point, pass/fail, unsatisfactory/satisfactory, or unsatisfactory/developing/accomplished methods, depending upon the course. Students must pass both theory course and related clinical course or both courses will need to be repeated.

In order to evaluate student performance thoroughly, the instructor is responsible for observing the following skills, OR taking report from nursing staff designee who directly observed the student:

- Assessing medication knowledge and monitoring medication calculation and administration
- Reviewing documentation, following facility guidelines for student documentation
- Identifying student clinical strengths and weakness and facilitating goal setting
- Evaluating and grading written clinical assignments

Student Written Clinical Assignments

Student clinical paperwork will be evaluated using rubrics tailored to that course's learning objectives and learning outcomes.

CLINICAL SITES

Clinical activities take place on and off the Pine Ridge Reservation. Clinical hours vary with activity and objectives. Clinical activities include Nursing Arts laboratory, outpatient, and inpatient settings. Simulation activities in the Nursing Arts Laboratory are planned for practice, demonstration of proficiency, and decision-making. Agencies used as clinical sites include hospital, rehab facilities, long-term care facilities, preschool/day care centers, schools, clinics and patient homes.

Travel and Lodging

Students are responsible for housing and for transportation to and from clinical practicum activities. Oglala Lakota College may assist lodging arrangements as feasible. Mileage will not be reimbursed.

As a representative of the college all students are expected to behave in a responsible and professional manner. Students who wish to bring family members when traveling to clinical rotations will be responsible for their own accommodations.

MEDICATION ERRORS

A medication error is defined as any situation in which one or more of the rights of medication administration are violated. If an error occurs, the patient's safety is of utmost importance. Students and faculty must report a medication error to the clinical instructor faculty as well as the nurse manager or charge nurse as soon as the error is recognized. Any intentional behavior in the clinical area which exposes a patient to physical or emotional harm may cause a student to be dropped from the nursing program.

EXPOSURE GUIDELINES

OLC Nursing Program's policy is that students, faculty, or staff who are involved in an accidental needle stick receive immediate medical attention and are offered counseling, evaluation, treatment, and follow up as necessary. In accordance with OSHA regulations, these procedures must be strictly followed. In the event of a needle stick or other exposure, faculty will notify the Department Chair in a timely manner. Faculty should complete the Accidental Needle Stick/Injury Report and submit to the nursing department Chair within 24 business hours.

INJURY/ACCIDENTS

If a student is injured during the clinical experience, it is his or her responsibility to inform the instructor immediately. Agreements with clinical facilities demand specific procedural steps that faculty and students are expected to follow. A written summary of the incident must be forwarded to the Nursing Department Chair within three days of the incident. Faculty should complete the Accidental Needle Stick/Injury Report and submit to the nursing department Chair within 24 business hours.

AIR/GROUND TRANSPORTATION OF PATIENTS

It is the College of Nursing's policy that students are not allowed to participate in air/ground transportation of patients during any clinical assignments. The reasons for this decision are

students' safety, college's liability and the fact that there are no contractual agreements between the OLC Department of Nursing and any ground/air transport agencies. Students failing to follow the stated policy will be subject to disciplinary action.

OLC NURSING ARTS LAB POLICIES/PROCEDURES

The OLC Nursing Department maintains the Nursing Arts Lab for hands-on learning experiences to prepare students for clinical settings. The lab is used by faculty to explain, clarify, and demonstrate nursing procedures. The lab is open during business hours for students to practice any clinical skill for which resources are available.

Students are encouraged to work independently or in small groups to rehearse skills in preparation for lab skills check-off days, simulations, and skill performance in clinical settings. Students practice these procedures in a supportive learning environment to develop skills and a better understanding of nursing care. They have many opportunities to practice skills prior to evaluation.

Each course lists behavioral objectives that the student must achieve to pass the nursing arts lab course. These objectives are developed to facilitate the application of theoretical concepts to clinical laboratory situations, and ultimately nursing practice. Written and oral evaluations are shared with students as determined by the course and faculty. The summative evaluation must demonstrate that students meet each lab skill objective in a satisfactory manner in order to pass the course. Lab skills may be individually graded, or be comprehensively graded as satisfactory or unsatisfactory.

Each lab experience contributes significantly to the student's growth and progression toward achieving clinical objectives, therefore, attendance is mandatory. All absences must be rescheduled within one week in accordance with the instructor's schedule. If the makeup session does not occur, an unsatisfactory grade will be given and the entire course will be failed. When nursing lab absence or tardiness is unavoidable, students must report to the instructor at least one hour before the scheduled start time. Students should use their own discretion in cases of severe weather or unsafe road conditions, but are still required to contact the instructor ahead of time.

Student Lab Rules – students will:

1. Demonstrate professional behavior at all times, including punctuality, demeanor, integrity, respect and ethical behaviors
2. Participate in taking care of their professional learning space (dispose of garbage and used supplies appropriately, clean surfaces as needed, etc.)
3. Return all used and unused supplies in appropriate place
4. No food and beverages during lab or simulations
5. Avoid use of pens, markers, iodine or betadine on or near mannequins
6. Wear OLC official clinical scrubs when participating in lab
7. Do not incorporate outside technology unless directed by faculty and/or staff (i.e. Laptops, cell phones, tablets, cameras)

8. Notify their faculty of absence or tardiness prior to the start of the scheduled lab experience

Safety Guidelines in Nursing Arts Lab

Physical Safety in the Nursing Arts Lab

Refer to Exposure Guidelines and Injury/Accident sections above. Examples of harm incidents include, but are not limited to a cutaneous reaction to gloves, solutions, or tape; needle stick injury; eye injury; superficial laceration. Students will inform faculty immediately for evaluation of the injury. Students will be escorted to a medical facility as needed.

Psychological Safety in the Nursing Arts Lab

A psychologically safe learning environment is the emotional climate that is created through the interaction among all participants (including instructors). This is a positive emotional climate in which all participants feel at ease taking risks, making mistakes, or extending themselves beyond their comfort zone. Psychological safety greatly affects the learners' academic achievement and social interactions. In order to promote a psychologically safe learning environment, faculty will adhere to the following guidelines:

- Engage learners in a pre-briefing prior to the beginning of the lab activity
- Encourage participation from all learners
- Promote respect among all lab users: student to student, student to faculty/staff, and faculty/staff to student
- Be aware of the effects of unintentional bias and cultural differences

Student psychological or emotional reactions to simulations will be monitored by faculty during simulations. If any situation becomes psychologically unsafe for a student for any reason, the faculty member should immediately suspend the activity. If faculty or students observe or express that a situation is psychologically unsafe due to the nature of a simulation, for instance, it will be suspended.

CLINICAL SIMULATION IN THE NURSING ARTS LAB

In order to provide an equitable learning experience for all students, students will maintain confidentiality regarding simulation scenarios, peer actions, and debriefing discussions.

Expectations for Simulation Session Participants

Participants in a simulation will:

- Demonstrate professional behavior at all times, including punctuality, demeanor, integrity, respect and ethical behaviors
- Participate in care of their professional learning space (dispose of garbage and used supplies appropriately, clean surfaces as needed, etc.)
- Return all used and unused supplies in appropriate place

- Avoid food and beverages during simulations
- Avoid use of pens, markers, iodine or betadine on or near mannequins
- Wear OLC official clinical scrubs when participating in a simulation
- Not incorporate outside technology unless directed by faculty and/or staff (i.e. Laptops, cell phones, tablets, cameras)
- Notify their faculty of absence from the simulation learning experience, prior to the start of the simulation experience
- **Briefing: Pre-Briefing and Debriefing during Simulation**

Pre-Briefing, Instructor:

A pre-briefing session at the beginning of each simulation will include:

- Review of students' pre-simulation preparation work
- Ground rules (confidentiality; mutual respect; participation expectations)
- Roles of the simulation instructor and students
- Learning objectives for the simulation
- Simulation clinical outcomes
- Instructor evaluation methods for the simulation
- If there are signs of emotional discomfort or distress from a learner before, during, and/or after a simulation, the faculty should offer one-on-one support via discussion with the learner in a private area, provide additional resources if appropriate, and inform the Department Chair.

Examples of harm incidents include, but are not limited to a cutaneous reaction to gloves, solutions, or tape; needle stick injury; eye injury; superficial laceration. Students will inform faculty immediately for evaluation of the injury. Students will be escorted to a medical facility as needed.

Debriefing:

- Instructors and students will participate in a debriefing following all simulations.
- The purpose of debriefing sessions is to facilitate student reflection on practice in order to foster the development of clinical judgment.

At the end of each simulation and debriefing, students will anonymously evaluate their experience using the Co-Curricular Activity Evaluation form.

Students anonymously evaluate their clinical simulation learning experience, including the simulation faculty, at the end of each simulation experience.

Medications and Equipment Used in Simulation:

Clinical Simulations in the Nursing Arts Lab use realistic supplies and equipment to provide an environment as similar to clinical practice as possible. All simulated medications and equipment must stay within the confines of the lab/lab-designated areas.

Simulated Medications:

All medications in the Nursing Arts Lab are simulated and are not to be used for clinical practice.

Simulated Equipment:

All equipment in the lab is for educational purposes only, unless otherwise labeled. All simulated equipment is not to be used for clinical practice.

PERSONAL CONDUCT AND PRIVACY

The Oglala Lakota College Department of Nursing has a responsibility to maintain high professional standards. The faculty reserves the right to determine whether a student has the personal, scholastic and health qualifications necessary to meet those expectations. Students are involved with the complete care of clients in many facilities. A violation of a client's right to privacy and confidentiality could be reason for dismissal. Verbal and/or physical abuse may be grounds for dismissal.

Unacceptable behavior including but not limited to inappropriate language, not following the chain of command, violation of the dress code or any other unprofessional conduct can result in dismissal from the course and/or program.

Information obtained by students during the clinical practicum activities related to clients, agency personnel and clinical facility is confidential. This information may only be discussed in nursing class and conference time for the purpose of learning. Discussion of this information outside of class is unacceptable. Any written or electronic materials related to clinical activities shall not identify full name, social security number or medical record number. Accessing client records for reasons other than fulfilling clinical assignments is a violation of confidentiality and may be grounds for dismissal from the program.

Faculty uses the following guidelines in the interpretation of confidentiality to determine safe, ethical nursing practice that ensures patient information is safeguarded.

A breach of confidentiality includes the following but is not limited to:

1. Revealing information about a client to another person who is not involved with the direct provision of care to the identified client.
2. Revealing events or partial information about a client or clinical experience to another person (such as a relative or friend).
3. Revealing information about a client or clinical situation to other persons involved in the client's care in an area where the discussion may be overheard by others (such as other health care workers, visitors or client's family members).
4. Photocopying or photographing any client, part of a client's record, medication forms or chart data.
5. Identification of a client by name, medical record number, or social security number on any written notes or forms which leave the clinical area setting.
6. Revealing information about a client or clinical situation via any form of social media.

A situation involving poor judgment about the sharing of information about a client constitutes unsafe nursing practice. Faculty and/or program administrators will review each situation.

Grounds for dismissal from the Nursing Program are probable if evidence demonstrates lack of confidentiality regarding patient information in any form.

Social Media

It is imperative that students use good judgment when using social media. An excerpt from the NCSBN “A Nurse’s Guide to the Use of Social Media” states this:

Nurses are welcome to use social media in their personal lives. This may include having a Facebook page, a Twitter feed or blogging on various websites. Nurses can positively use electronic media to share workplace experiences, particularly those events that are challenging or emotionally charged, but it is imperative not to mention patients by name or provide any information or details that could possibly identify them in order to protect patients’ right to privacy.

Depending on the particular BON (Board of Nursing), inappropriate disclosure on social media by a nurse may be deemed as:

- unprofessional conduct
- unethical conduct
- moral turpitude (defined as conduct that is considered contrary to community standards of Justice, honesty or good morals)
- mismanagement of patient records
- revealing a privileged communication; and
- breach of confidentiality

Being in the nurturing and caring profession, it is advisable to NOT post anything considered derogatory or offensive regarding fellow classmates, faculty, staff, the college, clinical personnel, or clients. This also includes inappropriate photos and soliciting on any website.

Students must seek prior approval from the Nursing Chair before creating any social media page or site related to OLC and/or the Nursing Department/courses.

STUDENT RECORDS POLICY

This policy is intended to specify the conditions under which students have access to any and all official records, files and data directly related to them as individuals in order that they know the basis of decisions that affect them and to protect them from unwarranted invasions of their privacy.

Definitions

Official records and files

1. The student’s official Nursing Department record folder (including digital copy) contains admissions application and supporting documents, correspondence pertaining to the student’s experience while enrolled, notification of leave and return from leave (e.g. M.D. 's letter), exam scores and final transcript. Upon graduation, this file becomes the alumna/us file.

2. Financial aid records include Nursing Student Needs Analysis (if applicable), financial award forms, and supplementary information provided in application for loans or scholarships are kept in a separate file.
3. Student health information is kept in a file separate from financial and academic records.

Student Access

Students may have access to all records as defined above upon request (allowing for the convenience of the custodians in drawing records out of the file). Files are to be examined in the Nursing Department main office. Copies will be made upon request (again, allowing for the convenience of the custodians).

Henceforth, as soon as an individual officially becomes a nursing student, he/she may have access to the files as above upon request.

Access by Others

Any faculty member who has a legitimate educational purpose may have access to the student's individual record files. No files may leave the building. In the interest of privacy, a faculty member may take a file to his/her office.

No one except those faculty who comprise the Nursing Admissions Committee and Vice President of Instruction may have access to the file.

It is understood that no one outside the college may have access to student records at any time.

Faculty who require general information on enrolled students for research/evaluation purposes may request that such information be pulled from a group of records at the convenience of the office staff. No identifying data will be pulled; students' names and clinical specialties will be coded.

After five years, files will be edited to include only the application, face sheet and essay, final summary or other references requested by the student, exit exam score reports, final transcript, status sheet and correspondence related only to requests for transcripts post-graduation.

Grievance Committee Records

At the conclusion of the grievance procedure, one copy of material submitted in the course of a grievance procedure will be retained in the Chairperson's (or her designee) confidential file. A brief summary of the grievance solution will be filed in the student's permanent record.

Challenge Procedure

The student may challenge the inclusion of any material to ensure that the records are accurate (refer to OLC policy 76-200).

Release of Information outside the Nursing Department

Transcripts will be sent out only at the student's specific request to the Registrar's Office.

Unless the student has requested otherwise, the only information sent out by the Chairperson (unless listed as a reference) will be the student's name, birthplace and date, social security number, date of graduation or dates of attendance, degree or certificate received, and major field of study, for the purpose of verifying student information for the state board of nursing upon graduation.

In general, no personal information about a student other than that already a matter of public record will be released outside the department except at the written request or with the written consent of the student, or in response to judicial process.

PROFESSIONALISM:

It is up to you to learn how to manage course expectations, ask for help, and create a plan that helps you be successful.

Please remember these key points:

- Nursing is nothing like the prerequisite courses.
- You must put in the work to get the outcome you want. You control your future; we support the learning.
- We are here to guide you and support you. There is no way we can cover all necessary content in lecture so it will feel like you are teaching yourself at times.
- Ask questions, but first, check your resources!

Did you look in the course syllabus?

Did you read it in the assigned content?

Did you listen to the online lectures?

Did you check the assignment rubric?

- If it is not located in any of these items, THEN ask the instructor.

We are here to help, but that also means helping you locate answers independently. Once you are a nurse, you will need to locate answers in prescriber orders, facility policies, and evidence based and/or best practice resources.

- When sending a text message or email, **please** remember these key points. It's just common courtesy:

Start with a greeting.

Provide a clear and concise message. Please read it prior to sending.

Think of it as documentation as a nurse. Would you want this message to be read aloud or used in a legal situation?

Include details, facts, and, if appropriate, a suggested resolution.

Avoid sending messages and emails in haste as these are not able to be recalled once the send button is hit.
End with a closing statement and sign your name.

Professionalism is expected with all interactions. Here are additional professional expectations:

- Attend class on time
- Submit course work on time
- Communicate professionally
- Complete exams as scheduled
- Fully participate in group work and activities
- Follow the professional appearance guidelines
- Stop rumors! Clarify things with the faculty members
- Respect yourself and others in everything that you do
- Be kind and give yourself and others grace to make errors

Unprofessional conduct is defined as, but not limited to:

- Fraud or deceit in filing application for admission to school, such as false representation on application materials.
- An act that violates the accepted social norms regarding conduct of one person towards another.
- Social norms refers to laws, written or unwritten, that protect the individual and/or their property from unwanted acts of another such as stealing, lying, cheating and/or slander.
- Conviction of a felony
- Incivility of any kind

OGLALA LAKOTA DORM ADMISSION AND OCCUPANCY HANDBOOK AND POLICIES Available upon request

Oglala Lakota College

Department of Nursing Multi – Waiver Release Form

1. I give permission for my picture from the Oglala Lakota College-Department of Nursing student identification photo to be reproduced as part of a composite picture for the College of Nursing, Department of Undergraduate Nursing for faculty use, and for my clinical name badge. I authorize OLC – Nursing to photograph me and/or my property and authorize OLC – Nursing the absolute right and unrestricted permission to publish and/or use such photographs for use in any of its publications and/or promotional materials, in any format.
2. I give permission for the OLC -Nursing to provide my OLC-Nursing identification number, social security number, immunization status, background check results, TB test results, and urine drug screen results to the healthcare agencies where I have nursing student clinical experiences. I understand the release of this information is necessary to permit access for full clinical participation.
3. I understand that I am responsible for all of my own medical expenses due to injury or illness and agree to hold harmless, release, and indemnify agents, servants, employees, faculty and students of OLC – Nursing from all causes of action, claims demands, or liability, which may arise during my course of study, on behalf of myself, my heirs, my executors, administrators or assigns, or on behalf of my minor child or children or his/her/their heirs, executors, administrators or assigns for the same.
4. I understand that I must report criminal offenses (misdemeanors or felonies) to Nursing Student Services within two working days of the offense. Examples include, but are not limited to minor consumption of alcohol, minor possession of alcohol, assault, vandalism, driving while under the influence, disorderly conduct, etc. I understand that many moving violations are misdemeanors and therefore must be reported and payment/clearance documented to ensure no warrants exist. I agree to make the required reports and documentation. I understand that certain criminal offenses may impact my ability to obtain licensure and complete practical components of the educational process.
5. I have read and understand the Progression requirements, found in the Nursing Handbook, and for the Oglala Lakota College Nursing Department.
6. I give permission for the Oglala Lakota College Nursing Department faculty and staff to release information related to my grades, class attendance, clinical performance, and other academic issues, upon my request, for the purpose of letters of recommendations. These requests are applicable to job, internship, and scholarship

applications; graduate school recommendations; letters of reference; and any other recommendations I request. I understand I must provide contact information to my references in a timely manner.

7. I acknowledge that I have read and understand the Nursing Student Handbook.
8. I understand the OLC Nursing Department meets the licensure and approval requirements in South Dakota. I understand licensing and approval requirements differ in each state; therefore, it is my responsibility to research requirements through the state Board of Nursing if I am planning to seek licensure outside of South Dakota.

Printed Student Name:

Student Signature:

Date: