

Nursing Programs

Rules and Procedures



OWENS
COMMUNITY COLLEGE

Fall 2025-Spring 2026

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**Owens Community College
Nursing Department
Associate Degree Nursing Program
Rule 1**

(A1) Student Admission, (A2) Student Readmission (A3) Advanced Standing, (A4) Student Progression, (A5) Requirement for Completion of each course and the Program.

**Orig. Date Effect: 8/26/2010
Revision Date: 12/14/2023
Last date reviewed: 3/20/2025
Date to Review: 2/2027**

OBN 4723-5-12 A1-5

Purpose: Admission, Progression, Readmission and Advanced Standing, and Completion Criteria will ensure success in the nursing program and success with the state board licensure examination (NCLEX)

Rule A1: ADN Student Admission Criteria

Procedure:

The registered nurse program and LPN-RN progression programs are selective health admissions programs. Nursing program applicants must meet established minimum criteria to be considered for the nursing program. Only applicants who meet the minimum criteria in January (for fall semester entrance) and August 15 (for spring semester entrance) will be awarded points. If the cohort size is not filled an additional review may be added and will be announced through the Records office. The potential nursing applicant needs to be aware that meeting minimum standards does not ensure admission to the nursing program. Applicants for the nursing program tend to be well qualified and only the top candidates are selected for each semester (fall or spring).

Selective Health Admissions for:

- Cardiac Sonography
- Dental Hygiene
- Diagnostic Medical Sonography
- Magnetic Resonance Imaging
- Physical Therapist Assistant
- Registered Nursing including LPN to RN
- Radiologic Technology
- Vascular Sonography

Candidates may apply for a maximum of three programs:

Checklist for Evaluation – Minimum requirements for the Selective Health Programs:

1. Current Owens OCID
2. Current Owens Ozone email account
3. Completed program application
4. Official transcripts from high school, college or university attended (including LPN and RN programs attended, if applicable) that must be sent directly to the Owens Community College Records Office.
5. For LPN to RN Candidates only, a current, valid LPN license.

Program Selection Criteria: The points earned in each of the two sections will be totaled and applicants will be ranked. All candidates earning the minimum number of points will be accepted but may not be offered a seat due to program capacity. Candidates with the higher point total will be contacted first to accept their seat. Candidates will continue to be contacted regarding opportunity for enrollment until all program seats are filled.

Applicants will earn points based upon the following two criteria:

Grade Point Average (GPA) – A maximum of 19 points can be earned in this section. Points are earned for a cumulative GPA of 2.5 or higher on a 4.0 system.

For applicants who do not meet the requirements to be evaluated as a college student, the high school GPA on file at Owens will be used.

Grad

GPA	Points Awarded
3.6 - 4.0	19
3.41 - 3.59	17
3.11 - 3.4	16
2.81 - 3.1	14
2.5 - 2.8	12

Bonus Points – A maximum of 18 points can be earned in this section.

Applicants who earn a grade of “C” or better in the most recent attempt of these courses will earn point(s) in this section. Candidates can bonus earn points only for the math course that is contained within program.

COURSE	“A” Grade	“B” Grade	“C” Grade
Anatomy & Physiology I (BIO 211)	3 points	2 points	1 point
Anatomy & Physiology II (BIO 212)	3 points	2 points	1 point
Composition I (ENG 111) or (ENG 111P)	3 points	2 points	1 point

Math course included in program only Quantitative Reasoning (MTH 133)* or Introductory Statistics (MTH 213) or (MTH 213P)**	3 points	2 points	1 point
Language of Medicine (HIT 125)	3 points	2 points	1 point
Introduction to Health Sciences (IPE 101)	3 points	2 points	1 point

MTH 133 or MTH 213 Cardiac Sonography, Diagnostic Medical Sonography, Magnetic Resonance Imaging, Radiologic Technology, Vascular Sonography
MTH 213 ** Dental Hygiene, Physical Therapist Assistant, Registered Nursing

Criteria for a Tied Score: The following criteria, in the order listed, will be used to break a tie if two or more candidates earn the same number of points:

Criteria for a tied score:

1. Highest GPA points
2. Highest bonus points
3. Highest number of in program courses completed
3. Points for grade in BIO 211
4. Date of program application

If two students remain tied after the above determinations have been made, a lottery system will be used to determine the selected candidate.

Progression/Completion Requirements:

All students entering or enrolled in the Nursing Program must achieve a “C” or better in all courses within the plan of study to progress through the program. This includes all NUR courses and general education courses within the plan of study. Students who fail to achieve grades of “C” or better in courses within the plan of study must see a nursing advisor. One 100 level nursing course may be repeated one time and one 200 level nursing course may be repeated one time. If a student is unsuccessful (earns a grade of “D” or “F”) in two 100 level Nursing courses or two 200 level Nursing courses, or earns a grade of “D” or “F” in one nursing course twice, the student is permanently dismissed from the Nursing Program and is ineligible for readmission. All nursing courses (NUR) listed for each semester must be taken in the semester listed. Non-nursing courses listed for each semester must be taken in the semester listed or prior to the semester listed.

Military Education Programs

- a. Owens Community College evaluates military training and the award of credit according to the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services and recommendations from the respective academic school and program area.
 - b. Courses for which credit was earned while in the military must be listed on official military documents (i.e. DD214, DD295, Army/ American Council on Education Registry Transcript). Other official military documents may be used as the basis for evaluation at the discretion of the Registrar or her/his designee if they contain the elements necessary for evaluation.
 - c. Courses and credit awarded by an originating institution (e.g. college/university) based on a military educational experience are eligible for evaluation and the award of College transfer credit as outlined within the policy. Courses must be listed on an official transcript from the originating institution according to course number and hours of credit awarded.
 - d. Courses for which credit was earned while in the military, but through enrollment at a college or university are eligible for the evaluation and award of transfer credit as outlined within the policy. Courses must be listed according to course number and hours of credit awarded on an official transcript of the originating institution, or on the official military documents.
7. The program requirements for students in the selected admissions program are those in effect for the term of admittance in the program.
 1. The program chair or coordinator of the program is the designated authority to permit a change in catalog of record for the completion of degree or certificate requirements in a previous catalog. In lieu of program chair or coordinator, the dean of the school is the designated authority.

Rule A2: ADN Student Readmission

Procedure:

Non-Academic Readmission

- A student who withdraws during the first semester will not automatically be readmitted. The student must resubmit a “request for evaluation” for the Registered Nursing Certificate. The student will be added to the list of applicants based on date and time the form was submitted.
- Students, who leave the program during the second, third or fourth semester for reasons other than academic, may request readmission and will be readmitted providing there is course seat availability. The student may request readmission by contacting the Academic Adviser.
- Exception will be made to active duty military on deployment. Upon return from military deployment, & verification of documentation, these students will be permitted to go the top of the readmission list of students no matter when the form was submitted. If the student is deployed after the drop date, and an incomplete cannot be arranged, they may follow the College policy and apply for a special withdrawal.

Academic Readmission

Before a student can request readmission due to academic reasons, they must have received their final grade of a “D” or “F” in a nursing course or must have had a failing grade at the time of withdrawal. Then they need to complete the following readmission procedure before being considered:

Readmission procedure:

The following information is in the current Student Handbook & College Catalog and is intended to aid students who have been unsuccessful in a nursing course.

Once the Nursing Program Administration and/or nursing advisor is notified that a student is unsuccessful in a nursing course the following will occur:

- A Nursing Hold (SN) will be placed on the student account
- A student who registers without approval will be dropped from the nursing courses until permission is granted to register.
- Students cannot register for any Nursing *course(s) until the end of the semester and all grades have been posted.
- Students will be notified via email by the Chair/Nursing Program when the nursing hold will be lifted and when they can register.
To register for a non-nursing class, contact a nursing adviser.

What the student must do:

1. Student needs to schedule an appointment with their academic nursing adviser.
2. The Student and the academic advisor complete the readmission request form and create a revised academic plan.
3. A student requesting readmission will be required to attend a success seminar. This success seminar must be completed by the end of the following semester. Failure to complete this requirement will result in the student being unable to register for any nursing classes.
4. If there are more students requesting readmission than seats available, students will be placed in a lottery drawing for the available seats. Students not readmitted due to lack of available seats would be readmitted prior to next semesters lottery based on available seats.

Non-compliance with Readmission Criteria:

If the student does not meet with the nursing advisor or follow the agreed upon Success Plan, the student will risk being dropped from the course(s) for not complying with the readmission policy.

Students are readmitted on a space available basis.

Students are subject to nursing department rules in place at the time of readmission.

Program re-entry. If a student withdraws from a program and later re-enters, the program requirements in the catalog current at the time of re-entry are in effect. Pursuant to the Ohio Revised Code 4723 and rule 4723-5-12 of the Ohio Administrative Code, students who reenter or are readmitted to an Ohio school of nursing must “meet the curriculum requirements effective at the time of readmission.”

The program chair or Program Administrator is the designated authority to permit a change in catalog of record for the completion of degree or certificate requirements in a previous catalog. In lieu of program chair or coordinator, the dean of the school is the designated authority.

Rule A3: ADN Advanced Standing Criteria

Students who are accepted in the Licensed Practical Nurse/Associate Degree Nursing Progression Program will adhere to the following procedures.

Procedure:

Students, who are accepted in the Licensed Practical Nurse/Associate Degree Nursing Progression Program, are granted 13 Semester Hours of Waived Credit. These hours include: Basic Nutrition (FNH 121), Language of Medicine (HIT 125) and NUR 101 & NUR 102.

LPN-RN students take NUR 110 (9 credit hours) in lieu of NUR 101 & NUR 102 (17 credit hours total) required in the RN Program. The difference in NUR courses is 8 credit hours between the RN program and the LPN – RN program.

Credit hours are as follows:

FNH 121	2 credit hours
HIT 125	3 credit hours
NUR 101 & 102	8 credit hours (17 credit hours (NUR 101 & 102) hours minus 9 credit hours (NUR 110))
Total	13 credit hours

Rule A4: ADN Student Progression Criteria

Procedure:

1. All students entering or enrolled in the Nursing Program must achieve a “C” or better in all courses within the plan of study to progress through the program.
2. Failure to take or pass any one of these courses with a “C” or better will result in the student not being able to progress in nursing courses and the student must meet with a Nursing Advisor.
3. One 100 level nursing course may be repeated one time and one 200 level nursing course may be repeated one time. If a student earns a failing grade (“D” or “F”) in two 100 level Nursing courses or two 200 level Nursing courses, or earns a failing grade in one nursing course twice, the student is permanently dismissed from the Registered Nursing Program and is ineligible for readmission.
4. All nursing courses (NUR) listed for each semester must be taken in the semester listed.
5. Non-nursing courses listed for each semester must be taken in the semester listed or prior to the semester listed.

Rule A5: ADN Completion of each Course and Program (Exit Criteria)

Procedure:

a. Course

1. Students must achieve a 77% (with no rounding) or better in each nursing course for successful progression from course to course.
2. Students must achieve a satisfactory on each of the clinical objectives listed on the nursing course clinical evaluation tool for successful progression.

b. Program

1. Traditional students must successfully complete the program of study within 3 years (6 semesters) and LPN to RN have 5 semesters to successfully complete the program of study.
 - a. Students who are in active Military Service may be granted an extension of the 3 or 4 year rule.
2. Following successful completion of the entire program of study, the Nursing Program Administrator will send a “Program Completion Letter” to the Ohio Board of Nursing. The graduate is then eligible to take the licensing examination (NCLEX-RN).

Licensure

Program graduates are eligible to take the NCLEX-RN examination to become a Registered Nurse. Students who plan to take the NCLEX must submit fingerprints to the Bureau of Criminal Identification and Investigation within six months of taking the examination. The Ohio Board of Nursing has the right to refuse to grant licensure to applicants who have been convicted of a misdemeanor, felony or egregious felony as described in the ORC Section 4723.09

Clinical Agency Requirements

To meet certain agency requirements, background checks will also be performed prior to the first clinical experience. Based on the results of the background check, the clinical agencies may deny a student access to the clinical experience.

References:

Owens Community College Catalog

Ohio Board of Nursing (2017)

**OWENS COMMUNITY COLLEGE
NURSING DEPARTMENT
Practical Nursing Certificate**

Rule: 1

OBN 4723-5

**Title: (P1) Student Admission, (P2) Student
Readmission (P3) Advanced Standing,
(P4) Student Progression, (P5) Requirement
for Completion of each course and the Program**

Effective Date: Upon Start of Program
Revision date: 05/24/2023
Last Date Reviewed: 05/24/2023
Date to Review: 02/2025

Purpose: Admission, Progression, Readmission and Advance Standing, and Completion Criteria will ensure success in the nursing program and success with the National Council Licensure Examination (NCLEX-PN).

Rule P1: PN Student Admission Criteria

Procedure:

1. Entrance requirements include graduation from high school or its equivalent, and high school chemistry with a "C" or better. Students need algebra with a "C" or better in high school or can take MTH 091 at Owens to meet the Algebra requirement.or use of Accuplacer testing. If college courses have been completed, the student must have a minimum college GPA of 2.0. The student must complete a Nurse Aid Training Program with documentation of completion or have recent equivalent experience with written verification from the employing health agency. Students must also achieve a passing score, 50% on all 4 sections (Reading, English, Math, and Science) of the Test of Essential Academic Skills (TEAS), the Program entrance examination.
2. Following acceptance into the program, students must meet health requirements and obtain CPR - Health Care Provider certification by the American Heart Association or the American Red Cross Professional Rescuer course prior to beginning clinical courses. Contact the Program Coordinator or the Office of Enrollment Services for more information. Students must also complete a background check. Some offenses preclude students from attending clinical at extended care facilities. Contact the Program Coordinator for more information.
3. Students are admitted in the Fall semester on the Toledo campus. Only applicants who meet the minimum criteria by January for Fall semester starts will be evaluated. Enrollment is limited by availability of clinical spaces. Students who do not initially qualify for entrance into the Nursing Program may take Arts and Sciences courses as specified in their plan of study by the Nursing Program. Upon successful completion of these courses, the student may reapply for entrance into the program. Contact the Office of Enrollment Services for specific details and requirements.

4. Students with military service who wish to waive portions of the admission criteria will be reviewed on an individual basis.

Military Education Programs

- a. Owens Community College evaluates military training and the award of credit according to the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services and recommendations from the respective academic school and program area.
- b. Courses for which credit was earned while in the military must be listed on official military documents (i.e. DD214, DD295, Army/ American Council on Education Registry Transcript). Other official military documents may be used as the basis for evaluation at the discretion of the Registrar or her/his designee if they contain the elements necessary for evaluation.
- c. Courses and credit awarded by an originating institution (e.g. College/university) based on a military educational experience are eligible for evaluation and the award of College transfer credit as outlined within the policy. Courses must be listed on an official transcript from the originating institution according to course number and hours of credit awarded.
- d. Courses for which credit was earned while in the military, but through enrollment at a college or university are eligible for the evaluation and award of transfer credit as outlined within the policy. Courses must be listed according to course number and hours of credit awarded on an official transcript of the originating institution, or on the official military documents.

Rule P2: PN Student Readmission

Procedure:

Non-Academic Readmission

- A student who withdraws during the first semester will not automatically be readmitted. The student must resubmit a “request for evaluation” for the Practical Nursing Certificate. The student will be added to the list of applicants based on date and time the form was submitted.
- Students, who leave the program during the second or third semester for reasons other than academic, may request readmission and will be readmitted providing there is course seat availability. The student may request readmission by contacting the Practical Nursing Certificate Coordinator.
- Exception will be made to active duty military on deployment. Upon return from military deployment, & verification of documentation, these students will be permitted to go the top of the readmission list of students no matter when the form was submitted. If the student is deployed after the drop date, and an incomplete cannot be arranged, they may follow the College policy and apply for a special withdrawal.

Academic Readmission

- If a student fails to achieve a “C” or better in any course within the plan of study, the student must complete the following to be considered for readmission:
 1. Meet with the Program Coordinator or Department Chair to formulate a plan for readmission and complete a request for readmission form.
 2. Contact the Department of Nursing Academic Advisor for assistance in the development of a written academic plan to resolve the academic problems.
 3. The academic plan is submitted to the Department Chair/Coordinator and Dean for approval. This plan must be completed and approved to continue enrollment in the School of Nursing.
 4. Readmission is based on space availability.
 5. If several students are petitioning to re-enter and a limited number of seats are available, priority will be given based on the date and time the readmission form was submitted.

Program re-entry. If a student withdraws from a program and later re-enters, the program requirements in the catalog current at the time of re-entry are in effect.

Rule P3: PN Advanced Standing Criteria

Procedure:

Advanced standing may refer to the following types of students:

- a. Transfer student from another practical nursing program.
 - b. Transfer student from a professional nurse education program – including the OCC ADN program.
1. A student admitted to the Program with advanced standing shall meet all admission requirements and the Program’s curriculum for currently enrolled students.
 2. The Nursing Chair/Program Coordinator will determine the amount of credit granted to an advanced standing applicant – refer to Rule 21.

Rule P4: PN Student Progression Criteria

Procedure:

- All students entering or enrolled in the Nursing program must achieve a “C” or better in all courses within the plan of study to progress through the program. Students who fail to achieve this grade in the nursing courses must see the Program Chair or program coordinator. A student may repeat two nursing courses in the program. A second failure in the same nursing course or failure of more than two nursing courses will result in

dismissal from the nursing program and the student will be ineligible for readmission to the program.

- All Nursing Program courses must be completed within a period of six semesters, including summer semesters.
- Students who are in active Military Service may be granted an extension of the 6 semester rule.
- Non-NRP courses listed for each semester must be taken, and successfully completed in that semester or prior to the semester listed, depending on the semester start dates (Fall or Spring start). To earn the Practical Nursing certificate, a grade of “C” or higher must be earned in all required courses within the program plan of study.
- Students are required to take a comprehensive predictor exam during NRP 106 (see ATI comprehensive predictor exam testing policy).

Rule P5: PN Completion of each Course and Program (Exit Criteria)

Procedure:

Licensure/ Clinical Agency Requirements

Program graduates are eligible to take the NCLEX-PN examination to become Licensed Practical Nurses. Students who plan to take the NCLEX must submit fingerprints to the Bureau of Criminal Identification and Investigation within one year prior to taking the examination. The Ohio Board of Nursing has the right to refuse to grant licensure to applicants who have been convicted of a misdemeanor, felony or an egregious felony as described in the ORC: Section 4723.09.

To meet certain clinical agency requirements, background checks will also be performed prior to the first clinical experience.

The program chair or coordinator of the program is the designated authority to permit a change in catalog of record for the completion of degree or certificate requirements in a previous catalog. In lieu of program chair or coordinator, the dean of the school is the designated authority.

Reference: Owens Community College Catalog
Ohio Board of Nursing 4723-5-12 Program Policies

**Owens Community College
Nursing Department
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule: 2**

Fees and Expenses

**Orig. Date Effect: 08/26/2010
Revision Date: 04/18/2012
Last date reviewed: 05/20/2021
Date to Review: 09/2024**

OBN 4723-5-12

Purpose: To assess cost for providing nursing education to students in the Owens Community College Associate Degree Nursing Program & Practical Nursing Certificate and to maintain consistency of policy for all students.

Rule: The Board of Trustees determines tuition and fees for Owens Community College. The Nursing Program determines lab fees for the nursing courses. Fees must be paid prior to the beginning of classes each semester, unless other arrangements are made with the Bursar's office.

Procedure:

1. Fees are reviewed annually by Board of Trustees.
2. School literature is updated annually to reflect current changes.
3. Fees are communicated to currently enrolled students & available in the online schedule.
4. The following finance information is listed in the Owens Community College's website:

Late registration	Deferred Payment Plan
Refund of Fees	Delinquent Account Policy
General Fees	

Reference(s): Owens Community College Student Financial Services

**Owens Community College
Nursing Department
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule: 3**

Student Health Services

Classroom & Clinical Setting

Orig. Date Effect: 08/26/2010

Revision Date: 05/24/2023

Last date reviewed: 05/24/2023

OBN 4723-5-12

Date to Review: 05/2025

Purpose: Healthy students are more likely to be successful academically.

Procedure:

1. In the event of an injury or emergency on campus, see the On Campus Injury/Medical Procedures policy on the Owens website under Department of Public Safety (DPS) at <https://www.owens.edu/dps/>
2. In the event of illness or injury during the clinical experience, students will be treated according to the procedure in the student resource manual and/or referred to their family physician or to the nearest emergency program.
3. Payment for services is the responsibility of the student.

Reference(s): Owens Community College Student Resource Manual
Owens Community College web site: <https://www.owens.edu/dps/>

**Owens Community College
Nursing Department
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule: 4**

Advising Services

OBN 4723-5-12

**Orig. Date Effect: 08/26/2010
Revision Date: 04/02/2013
Last date reviewed: 05/20/2021
Date to Review: 09/2024**

<p>Purpose: Provision of Academic Advising for nursing students to support them in achieving their educational and career goals.</p>

Advising Services (Per OAC 4723-5-12 (A8))

Procedure:

1. Owens Community College Academic Advising engages, challenges, and supports a diverse student population to assist in achieving the educational and career goals.
2. An open-door advising policy exists for the Associate Degree Nursing Program & the Practical Nursing Certificate students who require advising and support related to success in the nursing programs.
3. Appointments are recommended. Appointments allow students and their advisor to prepare for an appointment. Students will find the name of their academic advisor and office location listed in Ozone.
4. Academic Advisors at Owens community College are part of the Student Services Department. The nursing program has advisors located on the Toledo and Findlay Campus.
5. Students are assigned an advisor based on their major and will work with that advisor during the pursuit of a degree or certificate.
6. Academic advisors are a student's principle point of contact for academic issues that impact educational progress. They are familiar with the College and the School of Nursing & Health Professions programs and can either answer student's questions themselves or direct students to one of many campus resources. An academic advisor can assist a student with course planning, registration, and academic counseling.

7. Advisors provide the following services:
 - a. Answers questions about majors, minors, certificate programs.
 - b. Provides academic planning.
 - c. Provides registration assistance.
 - d. Connects students to resources on campus: including career planning, records, financial aid and academic assistance.
 - e. Supports students having academic difficulties (test-taking, time management, study strategies...).

**Owens Community College
Nursing Department
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule: 5**

Grievance and Appeal

OBN 4723-4-5-12

**Orig. Date Effect: 8/26/2010
Revision Date: 4/15/2017
Last date reviewed: 05/01/2025
Date to Review: 02/2027**

<p>Purpose: To ensure that all grievance activities are handled fairly and expeditiously.</p>
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3358:11-2-54 [Grade Appeal Policy](#)

- (A) Purpose. Owens community college provides a process of appeal in the event that a student disagrees with a course grade.
- (B) Application. This rule applies to all students in credit courses including developmental education courses.
- (C) Implementation. The chief academic officer will implement procedures and forms, which are consistent with the provisions of this rule.

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 11/22/2009, 2/13/2016, 6/9/2024

Procedure:

1. When a student disagrees with a course grade(s) issued by the college instructor, the student may appeal the grade by initiating an Academic Grade Appeal Form.
An appeal form may be initiated when any of the following occur:
 - a. There is a computational or clerical error of a grade;
 - b. The student was graded differently than stated in the syllabus or assignment;
 - c. The grade assigned is inconsistent with other grade assignments in the course using the established grading scale for the course.
 - d. The instructor is not able to or refuses to assign a grade.
 - e. The instructor is not available to review a possible computational error.
 - f. The grade assigned is inequitable.

2. The student must initiate the grade appeal by discussing the grade with individuals in the order listed below until either a resolution is reached or all steps are completed:

- a. (Step 1) Course instructor/faculty member
- b. (Step 2) Department head in which the course is offered
- c. (Step 3) Dean of the academic school in which the course is offered

3. The grade appeal process will be addressed in a timely manner, depending on the availability of information related to the appeal.

4. If taking the steps above does not result in an acceptable resolution, the academic [grade appeal form](#) must be formally submitted by the student to the Chief Academic Officer by the end of the semester following the semester in which the course was taken, including summer semester. The appeal will be reviewed by the Chief Academic Officer/Designee. The decision of the Chief Academic Officer/Designee is final.

5. If a grade change is warranted, the instructor will be notified, and the instructor or designee will submit a grade change form to the Records Office for processing. The signed academic grade appeal form shall be submitted to the Records Office and included in the student's record.

(These procedures conform to the POLICY amended by the Board of Trustees on February 2, 2016, and said policy has been filed with the State of Ohio Electronic Rule Filing with the policy effective date of February 13, 2016) 1

Reference(s): The College Grievance Procedure can be found in the College Catalog on the web at: <https://www.owens.edu/trustees/policies.html>

**Owens Community College
Nursing Department
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule: 6**

Clinical Supervision of a Nursing Student

OBN 4723-5-12

**Original date effect: 9/20/10
Revision Date: 4/18/2012
Last date reviewed: 05/20/2021
Date to Review: 09/2024**

Purpose: Adherence to safe clinical practice in accordance with Ohio Board of Nursing section 4723 of the Ohio Revised Code and rules 4723-5-20 and 4723-5-21 of the Administrative Code.

Rule: A faculty member, clinical teaching faculty, clinical teaching assistant (part-time faculty), or clinical preceptor must be immediately available to the student to provide guidance and evaluation of the student's performance.

Procedure:

1. A qualified nursing faculty member, clinical teaching faculty, clinical teaching assistant (part-time faculty) or clinical preceptor is responsible for planning the student's clinical experience.
2. A qualified nursing faculty, clinical teaching faculty, clinical teaching assistant (part-time faculty), or clinical preceptor must supervise the delivery of nursing care by a student to an individual or group of individuals.
3. A qualified nursing faculty, clinical teaching faculty, clinical teaching assistant (part-time faculty) or clinical preceptor may assign responsibility for supervision of a nursing task performed by a student, to an appropriate staff member at the clinical agency.
4. A qualified nursing faculty, clinical teaching faculty, clinical adjunct or clinical preceptor must supervise the preparation of medication for administration and the administration of medication to a client by a student.
5. For clinical preceptors, the records must include verification of a current valid license: names and locations of employers in the field of nursing, and time periods, by month and year, experience in the practice of nursing as a registered nurse or licensed practical nurse with demonstrated competence in the area of clinical practice in which the preceptor provides supervision to a nursing student;.

**Owens Community College
Nursing Department
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule: 7**

Evaluation of Student Progress

OBN 4723-5-12

**Effective Date: 9/20/10
Revision Date: 5/24/2023
Last date reviewed: 05/24/2023
Date to review: 02/2025**

<p>Purpose: Successful completion of the nursing program is dependent on feedback and the periodic evaluation of a student's progress in each course and in the program.</p>

Rule: Periodic evaluation of the student's progress by the faculty of each nursing course will take place as the student progresses through the program.

Procedure:

Theory:

1. Student's progress is evaluated as an ongoing process throughout each individual course.
2. The faculty teaching the sections of each course determines the weight given to tests and assignments collectively.
3. Following unsuccessful outcomes on tests or assignments, students are issued an early alert and are encouraged to make an appointment with the course instructor to discuss concerns and strategies for success. If deemed necessary, recommendations are made for seeking additional assistance (ex. Nursing Retention Specialist, Academic Advisor).
4. Students receive a composite grade for each course at the end of the semester.

Clinical:

1. A clinical evaluation of satisfactory or unsatisfactory is based on the clinical student learning outcomes for the nursing course.
2. Students must meet each of the course clinical learning outcome behaviors with a passing grade at the end of the semester.
3. Students are expected to submit a self-evaluation of their clinical performance and will receive a performance evaluation from their clinical faculty. Evaluations are given at the completion of the clinical experience for all courses. Midterm evaluations are given for any course of 8 weeks or longer. Evaluations are submitted to the full-time theory faculty for their input, approval, and final grade determination.
4. An unsatisfactory performance on the final clinical evaluation results in a course grade of “D”.

Lab:

1. A lab evaluation of satisfactory or unsatisfactory is based on the lab student learning outcomes for the nursing course.
2. Students must meet each of the lab learning outcome behaviors with a passing grade at the end of the semester.
3. Lab skill evaluations are submitted to the full-time theory faculty for their input, approval, and final grade determination.
4. An unsatisfactory performance on the lab evaluation results in a course grade of “D”.

**Owens Community College
Nursing Department
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule: 8**

Student Conduct Policy

**Orig. Date Effect: 8/26/2010
Revision Date: 4/28/2017
Last date reviewed: 05/20/2021**

OBN 4723-5-12 Policy C

Date to Review: 09/2024

Purpose: To maintain the integrity, the standards of safe care, and the professionalism of the Nursing Program set forth in accordance with chapter 4723-5, of the Ohio Revised Code/ Nurse Practice Act.

Rule: The Owens Community College Student Code of Conduct can be found at:
<https://www.owens.edu/conduct/>

Procedure:

1. The Student Code of Conduct contained within the Owens Community College Nursing Student Handbook contains rules and policies that are followed by the Nursing Program with regard to student behavior.
2. In accordance with the Ohio Board of Nursing rule 4723-5-12 Policy C, the following discipline policy is enforced:
 - (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
 - (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
 - (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
 - (4) A student shall implement measures to promote a safe environment for each patient.
 - (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
 - (6) At all times when a student is providing direct nursing care to a patient the student shall:

- (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:
- (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
 - (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- (10) A student shall not misappropriate a patient's property or:
- (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
 - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
 - (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
 - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

- (a) Engage in sexual conduct with a patient;
- (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
- (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
- (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Reference(s): Ohio Board of Nursing Chapter 4723-5-12 Program Policies (Feb, 2022)

**Owens Community College
Nursing Department
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule No. 9**

Record Retention

OBN 4723-5-21

**Orig. Date Effect: 1/25/2011
Revision Date: 02/15/2017
Last date reviewed: 05/24/2023
Date to Review: 05/2025**

<p>Purpose: To meet the record retention requirements set forth by Owens Community College, the Owens Community College Nursing Program and the Ohio Board of Nursing.</p>

Rule:

1. Owens Community College retains files which document the work history of regular and part-time faculty and staff (personnel files). Information includes documentation of current active licensure as a registered nurse in Ohio, academic credentials, years of clinical practice and teaching experience. Record information is kept for a period of six years after the person has left program employment and then destroyed.
2. Records for the program, which include minutes of scheduled faculty and committee meetings, are kept according to the Owens Community College record retention policy.
3. To provide security for student files and to be compliant with FERPA regulations.

Procedure:

4. Student files that contain transcripts, admission and transfer information are kept electronically according to the Records procedure. Evaluations (didactic, lab & clinical), correspondence, and other information pertaining to students enrolled in the nursing program, are retained electronically in the program while the student is actively enrolled, plus 6 years and then destroyed. Destruction or removal of information from former student files will be done according to the Owens Community College Record Retention Plan.
5. Nursing program administrator files, which contain outcome measurements used for accreditation purposes are retained in the electronic network drive backed up by the college.
6. Exam performance database electronic record keeping system, used to record student exam grades are retained electronically in the program while the student is actively enrolled, plus 6 years.

7. Faculty reporting of grades submitted to registrar, course evaluations, competency evaluation and change of grade forms are to be kept by the Registrar for the active year of the student plus 6 years.
8. Online grades are to be kept via Blackboard Gradebook for the active year plus 1 year.
9. Student course work produced in class and clinical - e.g. papers; journals, audio, video and photographic productions; exams; quizzes; projects; portfolios; etc.; not returned to students because (1) the student never made arrangements to have the work returned, or (2) the faculty's policy is to keep that work---is to be destroyed after 1 year.
10. Retention of student files by faculty may be up to two (2) semesters after a student has completed a course depending upon the notification of a student grade appeal. See <https://cdn.owens.edu/trustees/procedures/retention-schedule-11-4-13.pdf>
11. NUR 203 student files, disciplinary forms, and files of former nursing program students will be kept in a separate file room that is locked at all times. Keys to the file room can be obtained from the nursing administration. All doors into and out of the nursing area will also be locked after normal working hours, 8:00 AM – 4:30 PM, Monday through Friday that constitutes a double lock for all student files. Destruction or removal of information from former student files will be done according to the Owens Community College Record Retention Plan.
12. Students requesting copies of information from their current or former student file must submit a request in writing to the Department of Nursing Office staff at least 48 hours in advance of needing the documents, excluding holidays and weekends. Copies of all documents will be made by the Program of Nursing staff. Copies of student file documents will not be mailed. The student must provide proper identification when picking up copies of all file documents.

“All formal academic appeals process must be filed by the end of the semester following the semester in which the course was taken including summer semester. The Academic Appeal process will be handled in a timely manner depending on the availability of information related to the appeal. Academic Appeal decisions will be rendered no later than the 8th week of the semester following the semester in which the Request for Academic Appeal form is submitted to the Office of the Vice Provost. The decision of the Vice Provost is final.

If the appeal is approved and a grade change is warranted, the instructor will be contacted by the Vice Provost or designee to submit a grade change to the Office of the Registrar.

Reference(s): Owens Community College Intranet; Board Policies and Procedures.
<https://cdn.owens.edu/trustees/procedures/retention-schedule-11-4-13.pdf>

**Owens Community College
Nursing Department
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule: 11**

Attendance/Tardiness in the Clinical Site and/or Clinical Lab Area

**Orig. Date Effect: 9/20/2010
Revision Date: 02/14/2025
Last date reviewed: 02/26/2025
Date to Review: 05/2027**

Purpose: To provide the student with the optimal opportunity to meet the clinical and lab objectives. A missed day will hinder the student from meeting the clinical and lab objectives. Inability to meet the objectives results in an unsatisfactory clinical and lab performance, therefore a failure in the nursing course.

Rule:

Clinical site/clinical laboratory attendance is mandatory. Any clinical absence must be made up. Students should contact the Clinical Coordinator about their makeups. All clinical makeups will be completed at the end of the semester.

Banking of hours:

Students may request to “bank” up to and including two (2) clinical days in a semester. To bank means: completing one full clinical day in advance of an anticipated **approved** absence. Students, who wish to “bank” hours, must get permission of Chair or Assistant Chair prior to obtaining any banked hours.

Students requesting to “bank” clinical hours will provide documentation to the Chair/Assistant Chair explaining the reason for the “banking” of the clinical hours. Banking of hours is usually restricted to medical reasons or military obligations. Further documentation may be required at the Chair/Assistant Chair’s discretion.

Lab content is typically presented once and not repeated. It may be possible to attend Lab from another option course section to meet the lab hour requirements if space available and approval received from Lab Coordinators.

Procedure:

Clinical Lab Absence:

In the event a student is going to be absent from the clinical site, the student must notify the clinical faculty prior to the start of the clinical day, and the Clinical Coordinator via email within 24 hours of the absence. Failure to do so will result in a Type II disciplinary action at the discretion of the clinical instructor.

Any clinical site absence **MUST** be made up. A second clinical site miss in any **ONE SEMESTER WILL** necessitate withdrawal from the **course and/or semester**, or if the miss occurs after the official college drop date for the course (refer to college class schedule for official drop date), the student will be assigned a failing grade (D) for the clinical course if the student has achieved at least a grade of D in the theory portion of the course.

All absences will be made up at the end of the semester, unless permission for banked hours was obtained or unless there are extenuating circumstances to be determined by the nursing administration in consultation with the clinical and course faculty.

All clinical site make-ups will be arranged via the Clinical Coordinator. Failure to attend on the scheduled make-up day and time will count as a clinical miss and may result in failure of the course.

On campus College Lab(s):

Attendance at the *entire* college lab is mandatory and attendance will be taken. If a college lab is missed, it **MUST** be made up. A second college lab miss** in any **ONE SEMESTER WILL** necessitate withdrawal from the **course and/or semester**, or if the miss occurs after the official college drop date for the course, the student will be assigned a failing grade (D) for the course if the student has achieved at least a grade of D in the theory portion of the course. Extenuating circumstances will be considered on a case by case basis.

**** NUR 101 includes college lab twice a week.** A third college lab miss** in **NUR 101 WILL** necessitate withdrawal from the **course and/or semester**, or if the miss occurs after the official college drop date for the course, the student will be assigned a failing grade (D) for the course if the student has achieved at least a grade of D in the theory portion of the course. Extenuating circumstances will be considered on a case by case basis.

The student will be counted absent for the following:

Tardiness at Clinical Site: Students are considered tardy if they arrive to the clinical site after the posted start of clinical. This also includes leaving the clinical early.

Under 15 minutes.

If a student arrives after but less than 15 minutes from the assigned start time, the student will be given a one-time verbal warning. If there are any subsequent occurrences of tardiness, the student may continue with the clinical day but it will still be counted as a clinical miss. Inclement weather or road conditions will be taken into consideration.

15 minutes or more.

If a student arrives 15 minutes or more after the assigned start of the clinical day, the student is considered tardy and will be sent home and counted absent. Inclement weather or road conditions will be taken into consideration.

If a student comes to clinical and is ill or becomes too ill to participate in clinical during the clinical day, the student will be sent home and counted absent for the day. Examples of this may

be a fever > 101, productive cough, any visible drainage, or an injury that prohibits the student from performing duties as assigned.

Tardiness at College Lab: Students are considered tardy if they arrive after the posted start of college lab. This also includes leaving the lab early.

Less than 10% of total lab time (50 min lab=5 min)

If a student arrives after the assigned start time but less than 10% of the total lab time, the student will be given a one-time verbal warning. If there are any subsequent occurrences of tardiness, the student may continue with the lab day but it will still be counted as a lab miss. Inclement weather or road conditions will be taken into consideration.

10% of total lab time or more (150 min lab=15 min)

If a student arrives after the assigned start time and over 10% of the total lab time, the student is considered tardy and counted as absent. The student may continue to participate in the lab but will also receive a makeup assignment. Inclement weather or road conditions will be taken into consideration.

Illness: Illness of the student or a student's family member(s) resulting in a clinical site or lab miss will be counted as an absence.

If a student comes to lab and is ill or becomes too ill to participate in lab during the lab day, the student will be sent home and counted absent for the day. Examples of this may be a fever > 101, productive cough, any visible drainage, or an injury that prohibits the student from performing duties as assigned.

Unprepared for Clinical day:

If the student arrives at clinical unprepared for the clinical day, they will be sent home, and the event will be counted as a clinical miss and must be made up.

Unprepared for the Lab day:

If the student did not complete the required homework prior to the start of the lab day, it will be counted as a clinical lab day absence. The student may continue to participate in that day's lab content plus a makeup assignment will be given to the student.

College Lab Checkoff Absence:

In the event a student is going to be absent from their scheduled checkoff, the student must notify the lab coordinator prior to the start of their scheduled time. Failure to do so will result in a Type II disciplinary action at the discretion of the lab coordinator.

The student will be dismissed from a nursing course for the following: Does not pertain to NUR 101, 110 and NRP 120

Deficient in:

School Requirements: If a student is not current with his/her health requirements at the start of the orientation day, the student will be dismissed and forfeit the course for that semester.

Missed Orientation: If a student is absent on the orientation day at the clinical site, the student will be dismissed and forfeit the course for that semester.

Math Requirement: Successful completion of the math test/re-test is required for courses **NUR 102, 201, 202, 203 and NRP 121, 122, 123** prior to the **first Friday of the semester at 12 noon**. If you do not achieve an 80% or greater on your 1st attempt, you will need to remediate and retake the exam. Students are not permitted to administer medications at clinical until the math requirement is met. You may only re-test once. Failure to meet the 80% required score will result in the student being dropped from their clinical course, and necessary co-requisites as applicable. Extenuating circumstances will be considered on a case by case basis to be determined by the nursing administration in consultation with the clinical and course faculty. The math test will be taken in a computer lab and you are to use the calculators that are available on the computers only. Scrap paper will be provided to you at the time of the test.

CORE Orientation: Core Orientation must be **completed by 12 noon the first Friday of the semester**. Students must obtain an 80% on the post test by the second attempt or they may be dropped from the course. Extenuating circumstances will be considered on a case by case basis to be determined by the nursing administration in consultation with the clinical and course faculty.

- **NUR 101, NUR 110, NRP 120, NRP 121, NRP 122 and NRP 123**
Students ONLY: Failure to achieve an 80% after 2 attempts on the post test will result in the need for remediation with the course instructor.
- The student must take the posttest and achieve an 80% prior to their second clinical day and the attendance policy will be applied. A clinical miss for this reason would not constitute an excused absence.
- If a student is not current in CORE orientation requirements. The student will be issued a Group II disciplinary action and will not be permitted to attend clinical until successfully completed. Please refer to the rule related to clinical absences.

Background Checks: If a student fails to comply with required background check by the specified date, the student will be dismissed and forfeit the course for the semester.

**Owens Community College
Nursing Department
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule No. 12**

Clinical/Lab Dress Code

Orig. Date Effect:	11/17/2010
Revision Date:	05/24/2023
Last date reviewed:	05/24/2023
Date to Review:	09/2024

Purpose: The dress code was established to ensure an appearance considered appropriate for the nursing profession and the Nursing Programs.

Rule: Proper attire is mandatory. Nursing students at the clinical and lab sites represent not only themselves but also Owens Community College Nursing Programs and the nursing profession. For this reason, a standard uniform style has been adopted. Nursing students will be dismissed from the clinical/lab area if adherence to this code is not maintained. Revisions to the dress code may occur according to individual clinical affiliate requirements. **Students must also abide by individual Clinical Site Guidelines.**

Procedure:

Personal Hygiene and General Appearance

A. Personal Hygiene:

1. No offensive body odors.
2. No strong-smelling perfumes, after shave lotion or deodorant.
3. Make-up must be simple and subdued.
4. Chewing of gum or candy will not be permitted.

B. Hair:

1. Clean and well groomed.
2. Must be off the shoulder.
3. Long hair must be pulled back and secured. (Ponytails are permitted)
4. Beards must be clean and well groomed.
5. No decorative hair ornaments such as ribbons or bows. Clips or headbands should be simple.
6. Follow facility policy regarding hair color alterations.

C. Nails:

1. Clean and manicured.
2. Maximum length to the end of the finger.
3. No nail polish is preferred, but clear or light pink non-chipped polish is permitted.
4. No nail enhancements such as artificial nails, wraps, tips, acrylics, etc are permitted.

D. Jewelry:

1. Rings may include a wedding band and/or engagement ring only.
2. Necklaces will consist of fine link gold or silver, one chain only.
3. Earrings will be studs only.

- a. In the event a student has ear gauges in place, skin tone caps are worn within the gauge whenever the student is in the clinical area.
4. No other jewelry is permitted including, but not limited to, nose rings, eyebrow rings, lip rings or tongue rings.
5. Medic-alert jewelry is permitted.

E. Tattoos:

1. Tattoo policy to be followed per facility.

Uniform Requirements

A. Clinical Uniform:

1. Approved Owens Community College student uniform.
 - a) Owens approved uniform red logo tops and black scrub pants/skirts.
2. Skirt length to the knee or longer and worn with hose.
3. Hose/socks/undergarments must be neutral, white or black.
4. Nothing permitted under the uniform except for a simple solid white or black, short-sleeved or close-fitting long-sleeved t-shirt or turtleneck.
5. Shoes and laces may be white or black, clean, polished and in good condition. Canvas, mesh, open-toed or open-heeled shoes not permitted. Logo on shoes must be minimal and in subdued colors.
6. Uniform white lab coats with appropriate Owens logo are optional.

B. Lab Attire (OPEN, COLLEGE, HPS):

1. Students are required to wear black scrubs as well as following items 2-6 from the above guidelines.
2. Non-logo black or white scrub jacket may be worn.

C. Identification for Clinical and Lab:

1. Students are required to wear their Owens Community College picture identification.
2. Additional identification badge(s) worn as required by the clinical facility.

Equipment (Required for clinical and lab):

- A. Bandage scissors
- B. Wrist watch with a second hand or a digital watch with displayed seconds
- C. A stethoscope
- D. Hemostat
- E. Penlight

**Owens Community College
Nursing Department
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule: 13**

Academic Misconduct Process and Procedures

Orig. Date Effect:	12/03/2010
Revision Date:	05/24/2023
Last date reviewed:	05/24/2023
Date to Review:	02/2025

Purpose: To maintain the integrity of the nursing program and to ensure that graduates demonstrate qualities described in the Mission and Vision of Owens Community College and in accordance with the Nurse Practice Act.

Rule: The procedures for investigating, adjudicating and imposing sanctions for student academic misconduct differ somewhat from those applied to other violations of the Student Code of Conduct. Based on the severity and/or frequency of the alleged act(s) of misconduct, an instructor will initiate either an informal (meeting) or formal (hearing) process to bring resolution to the issue.

NOTE: Some schools and programs must maintain academic and professional standards beyond those outlined in the Student Code of Conduct. For more information, please contact the dean of the school or program chair.

Academic Misconduct at Owens Community College is defined as an action, attempted or performed, which misrepresents one's involvement in an academic task in any way, or permits another student to misrepresent the latter's involvement in an academic task by assisting in the misrepresentation. Primary responsibility for academic truth and honesty rests with the individual student. In spite of increased use of collaborative learning and other forms of group work (e.g., labs, study groups, group projects, etc.), it is very important that each student remain accountable for his/her own work whether in individual, group, or virtual settings. Lack of intent shall not be a defense against a charge of violating academic misconduct; that is, it shall not be necessary to prove intent for a person to be in violation of the policy. The College recognizes that the vast majority of students at Owens maintain high ethical academic standards; however, failure to abide by the prohibitions listed herein is considered academic misconduct and will be entered into the student's disciplinary record. A determination regarding the dishonest academic practice should, in most cases, be made by the individual instructor.

Definition(s):

Academic misconduct that is dishonest or unethical behavior that include: but is not limited to the following:

Cheating. - Soliciting, disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the instructor as part of any academic exercise. (See the Policy on Academic Misconduct Procedures for further information)

Fabrication. - Inventing or falsifying information for purposes related to academic work. (See the Policy on Academic Misconduct Procedures for further information)

Plagiarism. Plagiarism is presenting work, words, ideas, theories, etc. derived in whole or in part from a source external to the student as though they are the student's own efforts. Faculty members are responsible for informing students of appropriate formats for handling quotations, footnotes, endnotes, and bibliographic references (i.e., APA or MLA). (See the Policy on Academic Misconduct Procedures for further information)

Multiple submission. Multiple submissions refers to the submission of substantial portions of the same work (including oral reports) for credit more than once without authorization. (See the Policy on Academic Misconduct Procedures for further information)

Deception and/or misrepresentation. Lying about or misrepresenting work, academic records, or credentials. (See the Policy on Academic Misconduct Procedures for further information)

Complicity/Solicitation. Helping or attempting to help another to commit an act of academic misconduct. (See the Policy on Academic Misconduct Procedures for further information)

Students are responsible for knowing the Academic Misconduct policy and procedures and may not use ignorance of the rule as an excuse for academic dishonesty. (OCC BOT proc3358-11-2-55)

Other types of academic dishonesty. The list above is a partial one. Instructors may explain in their syllabi other types of academic dishonesty relevant to the work in particular disciplines or particular courses.

Reference: Owens Community College Board of Trustees Policies and Procedures
<https://www.owens.edu/media/trustees/procedures/proc3358-11-2-55.pdf>

**Owens Community College
Selective Health Programs**

Academic/Professional Standards Student Incident Report

Revised 05/2023

It is a privilege to be enrolled as a student in a Selective Health Program* at Owens Community College. The professional faculty teaching in these programs expect professional and ethical behavior from every student at all times. An Academic/Professional Standards Student Incident Report is used to document and alert the student to behaviors that may result in a coaching session, corrective action assignment, suspension from the program or a failing grade and immediate dismissal from the program.

Academic actions listed on this form are restricted to any student who is currently enrolled in any health program at Owens Community College. Every student will also be held accountable to the standards, guidelines, and regulations set forth in the Owens Community College Student Code of Conduct. If the Academic/Professional Standards Student Incident Report implicates the Student Code of Conduct warranting College disciplinary action, the matter will also be referred to the Student Conduct Office. Please refer to the Student Code of Conduct for more information*: <https://www.owens.edu/conduct/code.pdf>

Group I offenses include actions that are egregious breaches of professional conduct (including but not limited to a threat to the safety of clients, students, or staff, breaches of client confidentiality, and serious violations of laws governing the state of Ohio).

A Group I offense will result in a failing grade for the course in which the offense occurred and immediate permanent dismissal* from all health programs.

Group II offenses are actions that are deemed a substantial deviation from acceptable academic standards and/or unprofessional practices or behaviors and will result in one of the consequences listed below:

Informal Resolution (initial report of a Group II infraction) – A report of an initial infraction may result in a coaching session with appropriate parties. The chair will determine whether the report can be resolved informally or whether the initial infraction may be deemed appropriate for immediate Group II consideration (i.e., Formal written warning).

1st Group II Offense – Coaching session with the student, the department chair, the program assistant chair or coordinator and issuance of a Formal Written Warning.

2nd Group II Offense – Corrective Action Assignment that is in alignment with the infraction as determined by the department chair or program assistant chair.

3rd Group II Offense – Failing grade for the course in which the third infraction occurred and immediate and permanent dismissal* from all selective health programs.

The infractions do not have to be the same offenses or in the same course or in the same semester. The Academic/Professional Standards Student Incident Reports are cumulative over the time of attendance in health programs with the following exceptions:

- **If a student is permanently dismissed from a health program, they will be unable to apply and begin study in any other health program at Owens Community College.**
- **If a student has received up to two Group II Academic/Professional Standards Student Incident Reports and voluntarily withdraws from their program of study, the Incident Reports will not carry over into any new health programs of study at Owens Community College.**

This is a notice to the student to become very familiar with the unacceptable, unethical and unprofessional behaviors that will result in a Violation of Academic/Professional Standards.

All Academic/Professional Standards Student Incident Reports are appealable. See the appeal form on the following page and follow each step, including timelines. If you have questions about the completion of the appeal process, see your program chair/assistant chair or the School of Nursing and Health Professions dean.

*** Selective Health Programs include Dental Hygiene, Diagnostic Medical Sonography, Health Information Technology, Magnetic Resonance Imaging, Registered Nursing, Licensed Practical Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Radiologic Technology, Surgical Technology, Vascular Sonography.**

Owens Community College- Academic/Professional Standards Student Incident Report

The following incident report has been issued and is to be made part of the following student's file.

Name _____ Site** _____ Date _____

**Site is defined as an off-campus clinical affiliate, and all on-campus lectures, labs, and clinicals

Group I		Group II			
1.***	Obtaining, possessing, selling or using controlled substances, or alcohol on site. Reporting to site under the influence of any of these substances.	1.***	Any form of intimidation against students, patients, visitors or site employees.	8.	Performance of unauthorized patient care or procedures.
2.***	Possession of or threatening to use a weapon on site.	2.	Failure to maintain professional demeanor.	9.***	Smoking, eating or drinking in restricted areas.
3.***	Assault on any patient, visitor, student, or site employee.	3.	Failure to perform responsibilities or to exercise reasonable care in the performance of responsibilities.	10.	Unsatisfactory performance in clinical education.
4.***	Theft, abuse, intentional misuse, or destruction of equipment or property of the College, any patient, visitor, student, site employee, or the site.	4.	Violation of safety or sanitary rules and regulations or misuse of site property.	11.***	Inappropriate or abusive language or gestures.
5.***	Retrieving, removing, divulging of, falsifying, or disclosing confidential information about any patient, student, or site employee without proper authorization.	5.***	Unauthorized soliciting, vending, or distribution of written, electronic, or printed matter.	12.	Individual's acceptance of gratuities from patients.
6.	Reckless disregard for ethical standards within the scope of professional practice.	6.***	Engaging in academic dishonesty as defined in the College's Academic Misconduct Policy and Procedures	13.	Leaving the clinical area without proper authorization.
*** These violations will also be referred to the Director of Student Conduct and Student Life. They are Student Code of Conduct violations which may warrant college disciplinary action.		7.	Non-compliance with written program procedures.	14.	Violation of direct/indirect supervision procedures of directives.

Please note a student will have the opportunity for a pre-action meeting to address any incident listed on this document before the program takes any academic action. All academic actions are appealable.

Instructor/Chair Remarks – attach documentation as needed:

Student Remarks – attach documentation as needed:

Site Instructor _____ Date _____

I have read this report. _____

Department Chair/Coordinator _____ Date _____

Student _____ Date _____

Academic Action:

Group I () Immediate, permanent dismissal from Selective Health Program**

Group II ()
 Informal Resolution
 1ST Offense – Coaching & Formal Written Warning
 2ND Offense – Corrective Action Assignment as indicated in the Program Handbook () 3RD Offense – **Immediate, permanent dismissal **from all selective health programs**

Incidents deemed violations of the Student Code of Conduct or specific program or clinical site procedures may result in a suspension from clinical activities.

**Owens Community College
Selective Health Programs Academic/Professional Standards
Student Incident Report**

Group II – Informal Resolution

The following incident report was issued and has been informally resolved.

Name _____ Date: _____ Site _____

I have observed the following behavior, performance or violation of professional standards.

I have reminded the student of the following expectations / requirements:

I have informed the student of the following consequences if changes are not made:

Preparer's Signature _____

Site Instructor _____ Date _____

Chair/Assistant Chair _____ **Date** _____

I have read the above statements and understand I may submit written comments.

Student _____ **Date** _____

**Owens Community College
Selective Health Programs Academic/Professional Standards
Student Incident Report**

Group II: 1st Offense – Formal Written Warning

The following incident report was issued and it is to be made part of the following student's file.

Name _____ Date: _____ Site** _____

I have observed the following behavior, performance or violation of professional standards.

I have reminded the student of the following expectations / requirements:

I have informed the student of the following consequences if changes are not made:

**Preparer's
Signature** _____

Site Instructor _____ **Date** _____

Chair/Assistant Chair _____ **Date** _____

I have read the above statements and understand I may submit written comments.

Student _____ **Date** _____

**Owens Community College
Nursing Department
Selective Health Program
Academic/Professional Standards Student Incident Report**

Group II: 2nd Offense- Corrective Action Assignment

Name of student: _____

Date and time of incident: _____

Name of instructor: _____

Name / number of course: _____

Instructor's description of incident and student behaviors:

Student comments:

I, _____ (student name) have
consulted with _____ (instructor's name)
concerning the above incident and behavior(s) and agree to the following action plan:

Corrective Action Assignment: _____

Written project due date: _____ **Oral report date:** _____
(with faculty, chair/coordinator and/or dean)

I also agree to be responsible for initiating a weekly appointment with my instructor for the purpose of discussing methods for improving and evaluating my progress regarding the above incident/behavior(s).

Student _____ **Date** _____

Instructor _____ **Date** _____

Chair/Assistant Chair _____ **Date** _____

**Owens Community College
Selective Health Programs
Academic/Professional Standards Student Incident Report**

Appeal Form

When a student disagrees with an academic action that is a result of being issued an Academic/Professional Standards Student Incident Report they may appeal using this form. The student must complete all steps listed and timelines must be followed.

Student Name _____ **OCID** _____

Address _____

Telephone Number _____ **Date** _____

Please Print Clearly or Type:

I am requesting an appeal of the following decision _____

Instructor: _____ **Credit Hours:** _____

Term/Date Taken: Fall _____ **Spring** _____ **Summer** _____

List Below the Name of each person involved in the Appeal Process and the Meeting Date.

Informal Process:

Step 1: Within two weeks of the date of the report, meet with program official who issued the report. This step is by passed if the report was issued by the chair or assistant chair.

(Instructor's signature)

(Meeting date)

Step 2: Within two weeks of the date of Step 1, meet with the Department Chair.

(Chair's or assistant chair's signature)

(Meeting date)

Step 3: Within two weeks of the date of Step 2, meet with the School Dean

(Dean's signature)

(Meeting date)

**Owens Community College
Nursing Department
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule No. 14**

Confidentiality Related to Health Care

Orig. Date Effect:	12/3/2010
Revision Date:	10/5/2011
Last date reviewed:	05/20/2021
Date to Review:	09/2024

Purpose: To follow federal Law that was passed in 1996 – Health Insurance Portability and Accountability Act (HIPAA). Privacy standards in the law give the patient the right to control their protected (personal) Health information.

Procedure:

1. Students are included in the HIPAA definition of the workforce, and therefore must know and follow all policies and practices related to HIPAA.
2. Faculty/ clinical teaching associates/clinical teaching assistants and students have full access to patient information for treatment purposes while in the clinical agency, but need to use the information for school/learning purposes without identifying any specific patient.
3. A student will not discuss the nature of a patient’s condition anywhere but in a private area and only with appropriate healthcare personnel, faculty/clinical teaching faculty, adjunct faculty or peers during a clinical post conference.
4. No patient information will be discussed with the student’s family members, friends or in any social settings.
5. Patient medical records, including medication administration record (MAR) are not to be duplicated by any method.
6. Any document containing confidential Personal Health Information (PHI) is not to be removed from the clinical facility.
7. Policies of the clinical facility must be followed regarding privacy related to the posting of assignments and storage of medical records, including electronic documentation.

Reference(s): Student Resource Manual

**Owens Community College
Nursing Department
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule No. 15**

Electronic Device Rule

Orig. Date Effect:	12/13/2010
Revision Date:	02/15/2017
Last Date Reviewed:	05/24/2023
Date to Review:	02/2025

Purpose: To maintain the integrity of the learning environment.
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Rule:

Every effort should be made by the student to minimize noises from electronic devices as a courtesy to the instructor, other students, patients, families and staff. Students bringing personal electronic devices to school are responsible for their storage and safety. Violation of the policy may be grounds for academic misconduct, non-academic misconduct, or dismissal from the nursing program.

Procedure:

- Using cell phones or other electronic devices to text message, instant message, audio or video tape, email, web surf, make or take calls, or take photos is strictly prohibited during class or during lab, unless explicit **written permission** is received from the instructor or staff member. Mobile phones can be disruptive in the classroom in a number of ways. Mobile phones should be turned off or placed in silent mode. In all cases, when written permission has been granted by an instructor or staff member for the use of an electronic device, the student shall employ such device solely in the manner to which permission has been granted, avoiding distractions or interruptions to fellow students or the instructor. Recordings cannot identify clients or violate the HIPAA privacy rule.
- Under NO CIRCUMSTANCES may cell phones or other electronic devices be used in the patient room during the clinical environment. IF the clinical facility rules permit electronic devices to be used, the facilities' policies must be followed. Students must understand that taking photos or making audio or video recordings of patients may subject students to legal sanctions.
- The use of social media to distribute any course, campus lab, or clinical photos, audio recordings, or video recordings is **strictly prohibited** unless written permission is received from all people involved.

- The use of YouTube, Facebook, Instagram, Twitter or any other internet share site to display comments about faculty, peers, staff, and/or patients is **strictly prohibited**. Such comments will result in disciplinary action.
- Taking photos or making audio or video recordings of patients is **NEVER** appropriate and may be subject to legal sanctions.
- All electronic devices must be turned off and stored out of sight during tests, including smart watches. Use of an electronic device for any reason during a test may result in failure of a test, at the discretion of the instructor. See Exams and Make-up Exams Rule #17 for more information.

**Owens Community College
Nursing Department
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule: 16**

Health Care Clinical Affiliates

Orig. Date Effect:	12/13/2010
Revision Date:	05/15/2019
Last date reviewed:	05/15/2021
Date to Review:	09/2024

Purpose: To adhere to the Policies and Procedures of the clinical affiliates.

Rule:

Students participating in clinical experiences at any area hospital or other health care facility must adhere to all policies and procedures that govern the program where the clinical is being held.

Procedure:

1. Clinical affiliates may not be utilized where an affiliate agreement has not been signed and on file in Nursing Department office.
2. Students must dress according to the rules of the nursing program as well as the policy at the clinical site. Refer to nursing program dress code in the Student Resource and Rules and Procedure Manuals.
3. Information concerning the affiliate's policies and procedures can be obtained from the clinical coordinator responsible for student placement in the facility, and the affiliate's policy and procedure manual. These resources can provide the student with information on affiliate requirements and amenities.
4. Health requirements governing clinical experiences can be found in the Nursing Student Resource Manual and on the Blackboard Shell appropriate for the semester.
5. Information concerning policies and procedures governing health requirements and standards of the specific clinical affiliate can be obtained from the student's clinical instructor or clinical coordinator.
6. Evaluation of the student's clinical experience is the responsibility of the clinical faculty, or clinical preceptor as appropriate. The clinical faculty or clinical preceptor may request feedback from the clinical unit coordinator and the nursing staff as appropriate.

**Owens Community College
Nursing Department
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule: 17**

Exams and Make-Up Examinations

Effective Date: 3/11/2011
Revision Date: 05/24/2023
Last date reviewed: 05/14/2025
Next date to Review: 02/2027

<p>Purpose: Successful course outcomes are dependent on student commitment, responsibility, and accountability.</p>
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Rule: Students are allowed one make up examination in each course.

Procedure:

1. Students may take an exam only once.
2. One make-up exam and one make-up quiz is allowed per course. A student must notify the instructor **PRIOR** to the start of the exam or quiz hour if unable to be present for the scheduled exam or quiz.
3. For students scheduled in the testing center, the scheduled exam or quiz start time is based upon the same time as the scheduled course exam or quiz time. The exception to this procedure is only if the Testing Center is not open.
4. If the student is unable to notify the instructor by phone or email, the student must leave a direct message or voicemail message with the department secretary at 567-661-7338.
5. Failure to follow this policy will result in the student not receiving the opportunity to make up the missed exam and a grade of "0" will be recorded for that exam.
6. Arrangements to take the exam make-up must be discussed with the course instructor within three business days of the missed exam. The instructor has the right to set an appropriate time frame in which the exam must be taken and an alternate version of the exam (may include essay/short answer questions). The exception to this procedure is only if the Testing Center is not open.

7. It will be at the course instructor's discretion to approve or disapprove alternatives to this policy.
8. One hundred percent (100%) of exams (40 questions or greater) and ATI assessments will be administered via computerized testing on campus computers or at instructor discretion. (disability accommodation documentation must be provided if needed)
9. During the administration of computerized testing, students will not be allowed to back track through their answers (this does not apply to math testing).
10. Once a question has been answered, that will be their final answer. Students will be given 78 seconds for each question on each test.
11. Students will be given a colored piece of scratch paper provided by the instructor. The student must write their name on the paper and it will be collected upon exam completion.
12. All student possessions (backpacks, cell phones, water bottles, hats, Smartwatches, etc.) must be left at the front or back of the room. Students may have pencil/pen and provided scratch paper only. The calculator that the student can access from the desktop computer screen is the only calculator type that can be used for testing.
13. The unauthorized removal of examinations, exam questions or exam answers from the computer by any means is considered "theft." "Removal" is defined as (1) any electronic extraction, transmission, or reproduction, of an examination file or the examination content, or (2) any access or use of the examination file or content outside of the online course environment. Students who remove examinations, exam questions or exam answers from the classroom, lab or from the computer by any means without faculty permission will face disciplinary action."
14. Once you have taken an exam, you may NOT discuss the exam with classmates that have yet to take the exam. Sharing information about questions, etc. is considered cheating and will be handled in accordance with the Owens State Community College policy on Cheating and Plagiarism as outlined in the College catalog:

<https://www.owens.edu/media/trustees/procedures/proc3358-11-2-55.pdf>

- Classroom exams, quizzes may be taken utilizing a lockdown browser, Directions for the selected testing browser will be provided, if needed, to the student with installation instructions.
- ATI tests will be taken utilizing an ATI approved remote proctoring software. Additional information and a practice test will be available before the first exam, if needed.
- All bags, backpacks, purses and jackets will be kept outside of the testing environment. No hats (i.e. baseball hats), coat or jacket may be worn during testing, so dress accordingly.

- **No phones and/or smart watches will be permitted at the computer workstation or to be worn during the exam.**
- **No cups, containers and water bottles will be permitted at the computer workstation.**
- **If a student is found to be in violation of testing rules the student will be called in to meet with the course faculty and the department chair (or their representative). Department and college rules related to academic dishonesty will be followed and appropriate consequences will be initiated.**
- **Students are allowed only a pencil/pen and provided a scratch paper at the computer workstation. Scratch paper is to be turned in at the test completion.**
- **Students may bring their own mouse for use at the computer workstation.**

**Owens Community College
Nursing Department
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule No: 19**

Notification of Grades

Orig. Date Effect: 3/11/2011
Revision Date: 02/15/2017
Last date reviewed: 03/20/2025
Date to Review: 02/2027

<p>Purpose: To inform nursing students of the Family Educational Rights and Privacy Act (FERPA) as it relates to receiving classroom or clinical grades.</p>

Rule: Maintaining confidentiality of student records is the responsibility of faculty, staff and students.

Procedure:

Only the items identified by Owens State Community College as “Directory Information,” may be disclosed without prior written consent.

- a. The public posting of grades either by the student’s name, institutional student identification number, or social security number is a violation of FERPA.
 - b. A student’s current grade, test scores, and performance cannot be communicated over the telephone or via a non-campus email address.
1. Grades will be posted via Blackboard gradebook. It is recommended that students do not give out their secure access code to others.
 2. Tests may be reviewed in the classroom or in student/faculty conferences.
 3. Final Grades for each Part of Term within the semester have a grading window in which they are to be reported. The grades at that time are posted (“rolled”) to the student’s academic transcript.
 4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Owens Community College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202.

www.owens.edu/records/ferpa/

**Owens Community College
Nursing Department
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule: 20**

Student notification of new/changes in rules and or procedures

Effective Date: 11/4/2011
Revision Date: 05/15/2019
Last date reviewed: 05/20/2021
Date to review 09/2024

<p>Purpose: To ensure all students are informed in a timely manner of changes in their Program of Study within the Nursing Program at Owens Community College.</p>

Procedure:

1. Faculty members will be provided copies of proposed changes determined by the Rules and Procedures Committee (R & P) for written comment prior to a scheduled faculty meeting. The R & P chairperson will bring the comments and proposed changes before the entire Nursing Program faculty at regularly scheduled meetings for discussion and approval. After approval at the faculty meeting, the proposed new/revised rules will be posted on each semester's Blackboard shell as an Announcement that will also be available via their OCC student email account for student review and comment for a period of one week. Comments received will then be reviewed at the next faculty meeting for potential changes to the rule.
2. After students' review and comments, the rule(s) will be brought back to a regularly scheduled faculty meeting for discussion and modification as needed.
3. All new/revised rules will be added to the next edition of the ADN Student Resource Manual, PN Student Resource Manual, New Student Information Manual (as appropriate), Faculty Staff Manual (as appropriate), and Lab Manual (as appropriate).

**Owens Community College
Nursing Department
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule: 21**

Prohibiting student-led changes in clinical rotations

Effective Date:	10/08/2012
Revision Date:	05/15/2019
Last date reviewed:	03/20/2025
Date to Review:	02/2027

Purpose: Allows for the Nursing Department to coordinate with the Clinical Facilities where the students will be attending their clinical rotations.

Rule: Students will not be allowed to change their clinical rotations less than or equal to two (2) weeks prior to the start of their scheduled clinical rotation

Procedure:

1. Students are to register for their classes during the appropriate enrollment period.
2. Health records will be submitted to the designated clinical facilities on or before two weeks prior to the start of clinical rotation.
3. No student-led changes will be accepted without the express permission of the Nursing Department Chair and/or Assistant Chair of Clinical Operations.
4. Students found in violation of this rule will be dropped from their scheduled clinical rotation.

OWENS COMMUNITY COLLEGE
NURSING PROGRAM
Associate Degree Nursing Program
& Practical Nursing Certificate
Rule: 24

Student transfer from another Institution

Effective Date:	03/13/2014
Revision Date:	05/15/2019
Last date reviewed:	05/20/2021
Review Date:	09/2024

<p>Purpose: To have consistent guidelines in admission of transfer students.</p>

Rule: Students who wish to transfer into the Owens Community College Nursing Program will be required to complete at least 50% of the technical courses NUR /NRP programs of study.

Students will be admitted on space availability basis.

Procedure:

The student who is a non-graduate of an R.N. program and who left the program in good standing may receive transfer credit for course already taken with approval of the Chair and/or faculty who teach in a comparable course in the Owens Community College Nursing Department.

1. Nursing credit to be transferred must be no more than two years old by the scheduled starting date for the next nursing course.
2. Transferring students must meet the entrance criteria as stated by the program.
3. The student may be asked to successfully pass a validation examination (skills, mathematics, written theory) for the nursing course(s) to be transferred.
4. Anatomy and Physiology must be transferable to OCC.
5. An accumulative overall grade point average of 2.5 is required at the most recent academic institution attended and an accumulative grade point average of 2.5 is required in all Nursing courses attempted at the most recent academic institution attended.
6. The student must provide the College with official transcripts showing successful completion (C or better) of the course(s) to be transferred.
7. The student must provide the College with detailed outlines/syllabi for the course(s) to be transferred.

8. All pre-requirements, which come before the nursing course the student is entering, must be completed and/or transferable to OCC.
9. Prior to entering a clinical nursing course the student must be current AHA CPR for Healthcare Providers certified, and meet all health requirements.
10. Additionally, a criminal background check with finger printing will be done. Any criminal convictions will be reviewed. Students should know that criminal convictions of any sort may prevent clinical placement in the program, licensure attainment, or employability in the field. Subsequently, prior criminal convictions may prevent successful program admission.
11. By the end of the first nursing course, the student must demonstrate satisfactory clinical and academic performance or the student will be dropped from the program.
12. The deadline for applying for transfer to the OCC Nursing Program is May 30 for Fall semester and October 15 for Spring semester each academic year.

Any student seeking transfer credit will have access to course syllabus, bibliography, and texts on closed reserve in the library for review and study.