



MID-AMERICA CHRISTIAN UNIVERSITY

DREAM **BIGGER.** DO **GREATER.**

Nursing Student Handbook

AAS Program

2026-2027



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Welcome from the Director of Nursing

At Mid-America Christian University we are committed to providing high-quality, affordable nursing education to a diverse undergraduate student population. Our program emphasizes a Christian worldview, leadership skills, and evidence-based practice to ensure safe, patient-centered care.

As a Christian-oriented program, we offer a low faculty-to-student ratio, enabling us to meet students' needs more effectively. We also collaborate with academic partners to expand student resources and support retention. Our clinical partnerships, which include both rural and urban sites in the Oklahoma City area, enhance students' opportunities to secure employment even before completing the program.

This handbook is an important resource for all students to read and reference throughout their academic journey. It outlines the current policies and procedures of Mid-America Christian University's Associate of Applied Science in Nursing Degree Program. If any policies change during the academic year, students will be notified electronically, and the handbook will be updated annually to reflect the most current information.

If you have any questions or concerns about these policies and procedures, please feel free to contact the Nursing Program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robin D. McMurry', written in a cursive style.

Robin D. McMurry, PhD, RNC

robin.mcmurry@macu.edu

Office: (405) 692-3242



Preface

Information regarding university policies, academic regulations, and student services applicable to all Mid-America Christian University (MACU) students is available in the MACU Catalog and the MACU Student Handbook. The School of Nursing Student Handbook provides additional policies, procedures, guidelines, and expectations specific to students enrolled in the Associate of Applied Science (AAS) in Nursing program. This handbook supersedes all previous editions of the School of Nursing Student Handbook and applies to all students enrolled in the MACU AAS Nursing program. Students are responsible for becoming familiar with and adhering to the policies and procedures contained in this handbook, as well as all applicable University policies.

Introduction

The nursing program has two tracks outlined below:

The Traditional Track is the primary educational option for students enrolled in the Mid-America Christian University (MACU) Associate of Applied Science in Nursing (AASN) program. After admission to the nursing program, students complete the prescribed sequence of nursing courses over 14 months.

The Traditional track follows a structured curriculum in which nursing courses must be completed in the designated order to meet program progression requirements.

Students are admitted to begin the program in either the Fall or Spring. The nursing curriculum is delivered in a hybrid format, with didactic (lecture) content completed online. Students are required to attend on-campus laboratory and simulation experiences one day each week. Clinical learning experiences are conducted at affiliated healthcare facilities and are scheduled throughout the program. Clinical days, times, and locations vary by course and clinical site assignment.

The Advanced Standing Track is designed for individuals who hold an unencumbered Licensed Practical Nurse (LPN) or Paramedic license. Eligible applicants may be admitted under Advanced Standing status and awarded prior learning credit, allowing them to enter the nursing curriculum in Medical-Surgical Nursing II and complete the prescribed sequence of nursing courses over 10 months.

Advanced Standing students begin the program in January or June, depending on the admission cycle. The nursing curriculum is delivered in a hybrid format, with didactic (lecture) content completed online. Students are required to attend on-campus laboratory and simulation experiences one day each week. Clinical learning experiences are conducted at affiliated healthcare facilities and are scheduled throughout the program. Clinical days, times, and locations vary by course and clinical site assignment.



Accreditation and Approval

The Mid-America Christian University's (MACU) Nursing Program is approved by the Oklahoma Board of Nursing.

Oklahoma Board of Nursing (OBN)
Board of Nursing, P. O. Box 52926
Oklahoma City 73152
www.ok.gov/nursing
405.962.1800

Physical address: 2501 N. Lincoln Blvd., Ste. 207, Oklahoma City, OK 73105

Direct Disclosure Information for NCLEX-RN Licensure

The federal government requires all higher education institutions that provide federal financial aid to inform students whether a degree program will meet their home state's educational requirements for specific licenses if those licenses are necessary for employment in certain fields (such as Nursing, EMS, ANES, PTA, OTA, SLPA, RC, etc.). This is important because it helps applicants and students choose programs that align with their future career goals to meet state-level requirements for employment. These disclosures must be publicly available and easy to access. Our disclosures list each state and are organized by program for your convenience.

Oklahoma Board of Nursing Information for NCLEX

Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search including fingerprinting, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of: Page 5

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;



5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time an application for licensure is made. Potential applicants to state- approved education programs, with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The Petition for Determination of Eligibility for Licensure or Certification form can be accessed at:

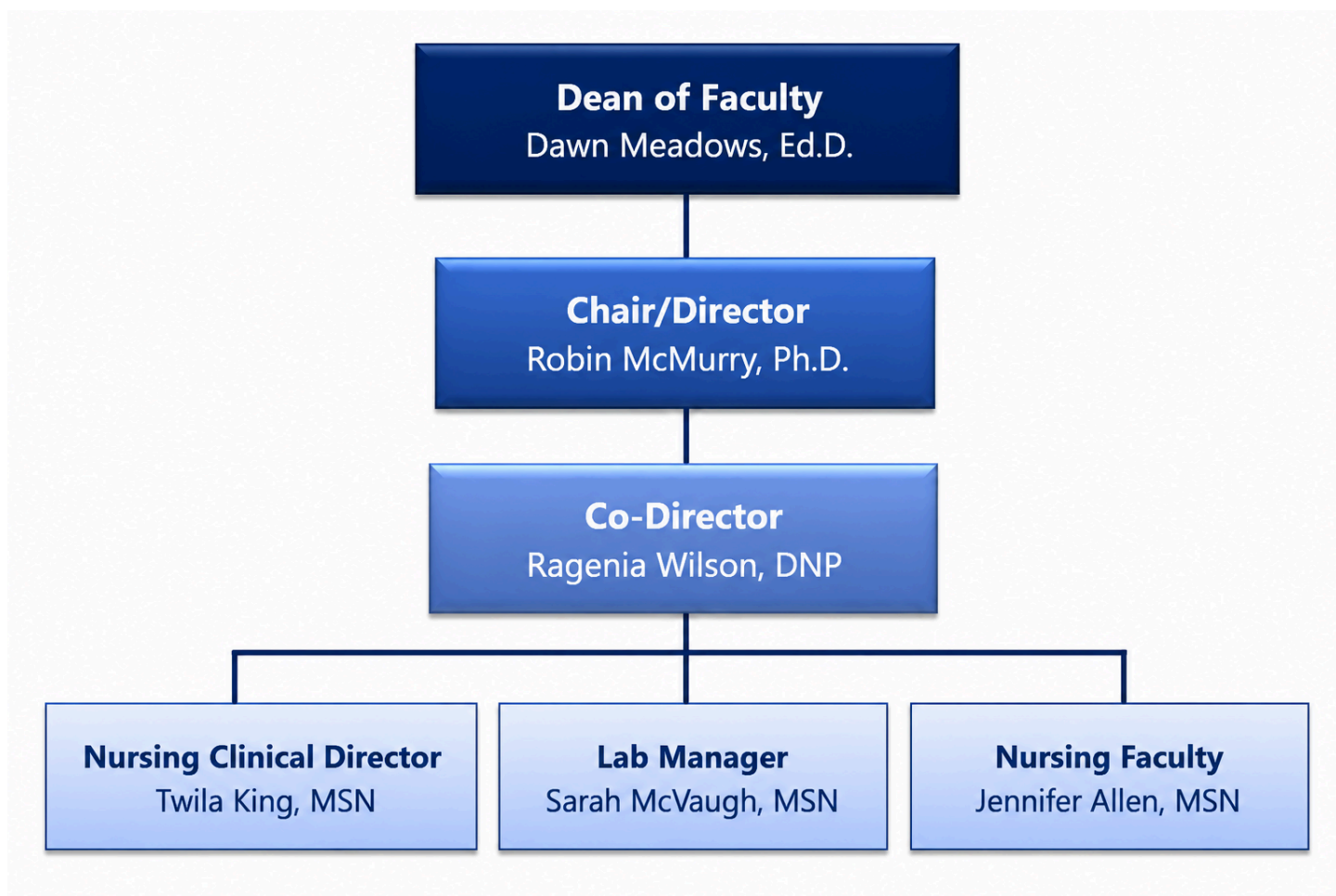
<https://oklahoma.gov/nursing/criminal-history.html>.

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Physical address: 2501 N. Lincoln Blvd., Ste. 207, Oklahoma City, OK 73105



Administration/Nursing Faculty & Staff





Adjunct Faculty

View the complete list of the [School of Nursing Adjunct Faculty](#)

Nursing Program Organizational Plan

The Nursing Program is within the School of Nursing under the direction of Robin McMurry, PhD, RNC

The Co-Director of the Nursing program is Regenia Wilson, DNP, . The Nursing Clinical Director is Twila King, MSN, RN

Sarah McVaugh, MSN, RN is the School of Nursing Lab Director.



Nursing Mission Statement

It is the mission of Mid-America Christian University's School of Nursing to prepare student nurses for exceptional, compassionate care rooted in Christian values. We strive to foster a holistic approach to health and healing, emphasizing the dignity of every individual. Through academic excellence, ethical practice, and a commitment to service, we prepare our students to be transformative leaders in the healthcare field, embodying the love of Christ in every patient interaction.

Philosophy

The Mid-America Christian University School of Nursing philosophy reflects the shared beliefs and values of the nursing faculty and serves as the foundation for the curriculum, teaching strategies, and student learning experiences. The faculty are committed to preparing compassionate, knowledgeable, and competent professional nurses who provide evidence-based, patient-centered care while demonstrating Christian values of service, integrity, and respect for the dignity of every individual.

The curriculum is grounded in **Malcolm Knowles' Adult Learning Theory**, recognizing that adult learners are motivated, self-directed individuals who bring valuable life experiences to the educational environment. Faculty facilitate active learning by creating meaningful classroom, laboratory, simulation, and clinical experiences that encourage critical thinking, collaboration, clinical judgment, and lifelong learning. Students are expected to assume responsibility for their own learning by actively engaging in educational experiences, applying previous knowledge, and integrating new concepts into professional nursing practice.

Client (Patient)

The faculty believes that every person is a unique creation of God, possessing inherent dignity, worth, and the right to compassionate, ethical healthcare. Individuals are holistic beings whose physical, psychological, emotional, social, cultural, developmental, and spiritual dimensions interact to influence health, wellness, illness, and recovery.

The School of Nursing recognizes that nursing care extends beyond the individual to include families, groups, communities, and populations. Nurses respect each person's values, beliefs, culture, preferences, and autonomy while partnering with patients and families to promote health, prevent illness, restore wellness, and provide comfort throughout the lifespan.

Nursing

The faculty embraces the American Nurses Association's definition of nursing as the protection, promotion, and optimization of health; prevention of illness and injury; alleviation of suffering through the diagnosis and treatment of human responses; and advocacy for individuals, families, communities, and populations.



Professional nursing is both an art and a science that integrates knowledge from nursing, biological sciences, behavioral sciences, social sciences, and the humanities. Safe nursing practice requires sound clinical judgment, effective communication, ethical decision-making, evidence-based practice, and compassionate caring.

The nursing process provides the framework for clinical reasoning and decision-making while promoting safe, individualized, patient-centered care. Nurses collaborate with members of the interprofessional healthcare team to deliver quality care that is culturally sensitive, evidence-based, and consistent with professional standards.

The School of Nursing is committed to preparing graduates who practice in accordance with the standards established by the American Nurses Association, the National Council of State Boards of Nursing, the Oklahoma Board of Nursing, the National League for Nursing, Quality and Safety Education for Nurses (QSEN), and other professional organizations that guide safe and effective nursing practice.

Nursing Education

The faculty believe nursing education is a dynamic and collaborative process that develops the knowledge, clinical judgment, technical skills, professional behaviors, and ethical values necessary for entry-level nursing practice.

Learning occurs through the integration of classroom instruction, laboratory practice, simulation, clinical experiences, reflection, and self-directed study. Faculty members serve as educators, mentors, coaches, and role models who foster intellectual curiosity, accountability, professionalism, and continuous personal and professional growth.

The curriculum emphasizes evidence-based practice, clinical reasoning, patient safety, quality improvement, informatics, teamwork, communication, and compassionate care. Students are challenged to think critically, solve complex healthcare problems, and apply nursing knowledge in increasingly diverse healthcare environments.

The School of Nursing values diversity among its students, faculty, patients, and communities. Respect for differing backgrounds, experiences, and perspectives strengthens the learning environment and prepares graduates to provide culturally responsive care in a multicultural society.

As part of a Christian university, nursing education also emphasizes servant leadership, ethical decision-making, integrity, and the development of professional nurses who are committed to serving others with compassion and excellence.



The curriculum is continuously evaluated and revised to reflect advances in healthcare, nursing science, educational best practices, technology, regulatory requirements, and workforce needs. Through strong partnerships with healthcare agencies and community organizations, the School of Nursing provides meaningful clinical experiences that prepare graduates for the evolving demands of contemporary nursing practice.

Graduates are prepared to successfully complete the National Council Licensure Examination for Registered Nurses (NCLEX-RN), enter professional nursing practice as competent beginning registered nurses, and pursue lifelong learning through advanced nursing education and professional development.

Purpose

The purpose of the Mid-America Christian University Associate Degree Nursing Program is to prepare graduates for entry-level professional nursing practice in accordance with the Oklahoma Nursing Practice Act, the Oklahoma Board of Nursing, and nationally recognized standards of nursing practice.

The program provides a comprehensive educational experience that combines general education, nursing theory, laboratory instruction, simulation, and supervised clinical practice to prepare graduates who deliver safe, evidence-based, patient-centered care across diverse healthcare settings.

The School of Nursing is committed to educating students from a variety of educational and professional backgrounds. In addition to the traditional associate degree pathway, the program offers advanced placement opportunities for licensed practical nurses (LPNs) and paramedics, recognizing prior education and clinical experience while maintaining rigorous academic and professional standards.

Graduates of the program are prepared to meet the healthcare needs of the communities they serve, demonstrate leadership within the healthcare team, practice with integrity and compassion, successfully complete the NCLEX-RN examination, and continue their education through baccalaureate and graduate nursing programs.



Curriculum Plans

Associate Degree in Nursing Traditional Track

To obtain an Associate Degree in Nursing through the traditional program the following is required:

- 36 nursing credit hours
- 9 credit hours in general education courses
- 3 credit hours in ministry courses
- 22 credit hours in science support courses

Suggested Course Sequence

The following course sequence is recommended for students completing the prerequisite coursework prior to applying for admission to the Associate of Applied Science in Nursing Program. ***All prerequisite courses must be successfully completed prior to admission to the Nursing Program.***

Term	Course	Course Name	Credit Hours
1	*/+MATH 1513	College Algebra	3
	*/+BIOL1113/1214	General Biology/Biology I with lab	3
2	ENGL 1113	English Composition I	3
	*/+BIOL3114/2314	Human Anatomy/Anatomy & Physiology I	4
3	*/+BIOL 3214/2324	Human Anatomy/Anatomy & Physiology II	4
	HIST 2103	American History I	3
4	*/+CHEM 1105	General Chemistry I	5
	BINT 1223	Intro to the Bible	3
5	*BIOL 3305	Microbiology	5
Total credit hours			33

* Minimum grade of C required

+ Prerequisite



Below is the **Core Nursing Degree Plan** that follows a logical progression from foundational concepts through specialty nursing, advanced medical-surgical nursing, and immersion. This sequence can be completed over five nursing terms (approximately 14 months). ***Nursing courses consist of theory, laboratory, simulation, and clinical components. A satisfactory performance standard of 74% (C) or better must be maintained in all components (theory, laboratory, simulation, exams, and clinical portions) of each nursing course.***

Term	Course	Course Name	Credit Hours
1	NURS1116	Foundations of Nursing	6
2	NURS2216	Medical Surgical Nursing 1	6
3	NURS2316	Medical Surgical Nursing 2	6
4	NURS2413	Mental Health Nursing	3
	NURS3523	Maternal Newborn Nursing	3
5	NURS3616	Critical Care Nursing	6
6	NURS3826	Nursing Practice Immersion	6
Total credit hours			36

These courses also have clinical components which require purchase of liability insurance, immunizations and health records, registration and payment for the clinical management platform, personal computer, clinical uniform, and transportation to clinical sites.



Advanced Standing Track

To obtain an Associate Degree in Nursing through the Advanced Standing Track the following is required:

- 21 nursing credit hours
- 9 credit hours in general education courses
- 3 credit hours in ministry courses
- 22 credit hours in science support courses

Suggested Course Sequence

The following course sequence is recommended for students completing the prerequisite coursework prior to applying for admission to the Associate of Applied Science in Nursing Program. ***All prerequisite courses must be successfully completed prior to admission to the Nursing Program.***

Term	Course	Course Name	Credit Hours
1	*/+MATH 1513	College Algebra	3
	*/+BIOL1113/1214	General Biology/Biology I with lab	3
2	ENGL 1113	English Composition I	3
	*/+BIOL3114/2314	Human Anatomy/Anatomy & Physiology I	4
3	*/+BIOL 3214/2324	Human Anatomy/Anatomy & Physiology II	4
	HIST 2103	American History I	3
4	*/+CHEM 1105	General Chemistry I	5
	BINT 1223	Intro to the Bible	3
5	BIOL 3305	Microbiology	5
Total credit hours			33

* Minimum grade of C required

+ Prerequisite



The **Advanced Standing Track** follows a logical progression that builds on the knowledge and clinical experience of licensed practical nurses and paramedics. Students enter the curriculum with advanced standing and progress through advanced medical-surgical nursing, specialty nursing, and immersion experiences. This sequence is designed to be completed in **10 months** over **four nursing terms**.

Nursing courses consist of theory, laboratory, simulation, and clinical components. A satisfactory performance standard of 74% (C) or better must be maintained in all components (theory, laboratory, simulation, exams, and clinical portions) of each nursing course.

1	NURS2316	Medical Surgical Nursing 2	6
	NURS2413	Mental Health Nursing	3
2	NURS3523	Maternal Newborn Nursing	3
3	NURS3616	Critical Care Nursing	6
4	NURS3826	Nursing Practice Immersion	6
Total Credit Hours			24

These courses also have clinical components which require purchase of liability insurance, immunizations and health records, registration and payment for the clinical management platform, personal computer, clinical uniform, and transportation to clinical sites.



Nursing Program Estimated Costs

The cost estimate is for the Nursing courses ONLY and does not include expenses attached to the University Core or prerequisites.

AAS Nursing Pathway Estimated Costs

	Academic Terms					
	1st	2nd	3rd	4th	5th	6th
Term Length	10 weeks	10 weeks	10 weeks	10 weeks	10 weeks	10 weeks
Credit Hours	6	6	6	6	6	6
Tuition and Fees:						
Tuition (\$499.00/credit hour)	\$2,994.00	2,994.00	\$2,994.00	\$2,994.00	\$2,994.00	\$2,994.00
Administrative Fee (\$50.00/credit hour)	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Nursing Lab Fees (\$50.00/credit hour)	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Course Access Fee (\$40.00/credit hour)	\$240.00	\$240.00	\$240.00	\$240.00	\$240.00	\$240.00
Tuition and Fees Total Cost:	\$3,834.00	\$3,834.00	\$3,834.00	\$3,834.00	\$3,834.00	\$3,834.00
Clinical Expenses (Out-of-Pocket Program Fees):						
SurScan Background check	\$46.60					
CPR Certification	\$90.00					
TB Test with the County Health Department	\$40.00					
Estimate of Immunization Cost (refer to the student nursing handbook for the full list of immunizations requirements)	\$300.00					
SurScan 10-Panel Drug Screen and MRO Review	\$43.00					
InPlace	\$35.00					\$35.00



My Clinical Exchange	\$39.50					\$39.50
Uniform and Equipment (scissors, stethoscope, pen light, patch, name badge, and one set of scrubs)	\$140.00					
Extra Uniforms and Shoes	\$150.00					
Miscellaneous Expenses:						
Graduation Fee						\$200.00
Person Testing for NCLEX-RN						\$200.00
NCLEX-RN Fingerprinting						\$53.00
NCLEX-RN License Fee						\$85.00
Term Estimated Totals	\$4,718.10	\$4,718.10	\$4,718.10	\$4,718.10	\$4,718.10	\$4,718.10
Estimated Nursing Program Cost	\$24,500.60					



Advanced Standing track Estimated Costs

	Academic Terms			
	1st	2nd	3rd	4th
Term Length	10 weeks	10 weeks	10 weeks	10 weeks
Credit Hours	6	6	6	6
Tuition and Fees:				
Tuition (\$499.00/credit hour)	\$2,994.00	2,994.00	\$2,994.00	\$2,994.00
Administrative Fee (\$50.00/credit hour)	\$300.00	\$300.00	\$300.00	\$300.00
Nursing Lab Fees (\$50.00/credit hour)	\$300.00	\$300.00	\$300.00	\$300.00
Course Access Fee (\$40.00/credit hour)	\$240.00	\$240.00	\$240.00	\$240.00
Tuition and Fees Total Cost:	\$3,834.00	\$3,834.00	\$3,834.00	\$3,834.00
Clinical Expenses (Out-of-Pocket Program Fees):				
SurScan Background check	\$46.60			
CPR Certification	\$90.00			
TB Test with the County Health Department	\$40.00			
Estimate of Immunization Cost (refer to the student nursing handbook for the full list of immunizations requirements)	\$300.00			
SurScan 10-Panel Drug Screen and MRO Review	\$43.00			
InPlace	\$35.00			
My Clinical Exchange	\$39.50			
Uniform and Equipment (scissors, stethoscope, pen light, patch, name badge, and one set of scrubs)	\$140.00			



Extra Uniforms and Shoes	\$150.00			
Miscellaneous Expenses:				
Graduation Fee				\$200.00
Person Testing for NCLEX-RN				\$200.00
NCLEX-RN Fingerprinting				\$53.00
NCLEX-RN License Fee				\$85.00
Term Estimated Totals	\$4,718.10	\$3,834.00	\$3,834.00	\$4,372.00
Estimated Nursing Program Cost	\$16,758.10			



Nursing Course Information

The Mid-America Christian University School of Nursing curriculum is designed to provide students with opportunities to integrate nursing knowledge, clinical reasoning, psychomotor skills, professional attitudes, and Christian servant leadership throughout the educational experience. Learning occurs in a variety of settings, including the classroom, online learning environment, simulation laboratory, skills laboratory, and supervised clinical practice.

The nursing curriculum is composed of seven nursing courses. Each course builds upon the knowledge, skills, and competencies developed in the previous course and must be successfully completed before progressing to the next course in the curriculum. This progression ensures that students develop the competence necessary to provide safe, evidence-based, patient-centered care and to meet the expectations of entry-level professional nursing practice.

Students are expected to follow the prescribed curriculum plan and course sequence as outlined by the School of Nursing. Any deviation from the prescribed plan of study, including changes to the course sequence or progression, must receive prior written approval from the Nursing Program Director. Unauthorized deviations from the approved curriculum plan may delay progression or graduation.

Foundations of Nursing - NURS1116: 6 credit hours

4 credit hours of theory (60 total clock hours of theory)

2 credit hours of lab/clinical (90 total clock hours of campus lab and clinical)

Course Description

Provides nursing students with a comprehensive understanding of the fundamental concepts and skills essential to the actual practice of nursing through simulation, labs, and off-site clinical experiences. The course emphasizes the development of a foundation in nursing theory and professional practice necessary for providing safe, effective, and compassionate care to patients across the lifespan. 34 Lab/Sim hours; 56 Clinical hours.

Outcomes

Learner Outcomes

- LO 1.1 Use evidence-based practice findings and clinical judgment to promote the quality and safety of patient care across the lifespan.
- LO 1.2 Provide safe client-centered care, acknowledging individualized cultural considerations.



- LO 1.3 Educate clients and families, demonstrating respect for individual preferences, values, and needs.
- LO 2.1 Demonstrate ethical nursing behaviors and accountability according to Christian values.
- LO 2.2 Explain the importance of lifelong learning and professional development in the nursing field.
- LO 3.1 Differentiate the roles within the healthcare team's scope of practice
- LO 3.2 Implement information technology to facilitate, coordinate, and support decision making in the provision of person-centered care.

Course Outcomes

- Understand the history, evolution, and professional standards of nursing. (LO 2.1,2.2)
- Demonstrate competency in basic skills of nursing, including head to toe assessments, infection control, patient hygiene, vital signs, and safe patient handling. (LO 1.1,1.2)
- Apply nursing process to assess, plan, implement, and evaluate patient care. (LO 1.1,3.1) -
- Communicate effectively with patients, families, and health team members. (LO 1.2,1.3) -
- Document patient care accurately and efficiently. (LO 3.1,3.2)
- Recognize the importance of cultural competence in providing patient-centered care. (LO 1.2,2.1)
- Begin developing critical thinking and clinical judgment in the context of foundational nursing practice. (LO 1.1,2.2)
- Demonstrate proficiency at dosage calculations. (LO 1.1,3.2)
- Apply safe medication administration according to the basic rights of medication administration. (LO 1.1,3.2)

Medical-Surgical Nursing 1 - NURS2216: 6 credit hours

4 credit hours of theory (60 total clock hours of theory)

2 credit hours of lab/clinical (90 total clock hours of campus lab and clinical)

Course Description

This course focuses on the care of patients across the lifespan experiencing acute and chronic health alterations. Emphasis is placed on clinical judgment, evidence-based practice, patient-centered care and the integration of pathophysiology, pharmacology, and nursing interventions. Students apply principles of communication, collaboration, professionalism, legal and ethical practice, and health promotion while caring for diverse populations in healthcare settings. 27 Lab/Sim hours; 64 Clinical hours.



Outcomes

Learner Outcomes

- LO 1.1 Use evidence-based practice findings and clinical judgment to promote the quality and safety of patient care across the lifespan.
- LO 1.2 Provide safe client-centered care, acknowledging individualized cultural considerations.
- LO 1.3 Educate clients and families, demonstrating respect for individual preferences, values, and needs.
- LO 2.1 Demonstrate ethical nursing behaviors and accountability according to Christian values.
- LO 2.2 Explain the importance of lifelong learning and professional development in the nursing field.
- LO 3.1 Differentiate the roles within the healthcare team's scope of practice
- LO 3.2 Implement information technology to facilitate, coordinate, and support decision making in the provision of person-centered care.

Course Outcomes

- Implement the nursing process in the adult medical-surgical population according to Christian values. (LO 1.2, 2.2)
- Apply communication skills effectively when interacting within the healthcare team. (LO 1.3, 2.1, 3.2)
- Apply ethical principles and legal standards in the care of the medical-surgical patients. (LO 2.1, 3.1, 3.2)
- Understand cultural variations from diverse populations within the medical-surgical setting. (LO 1.2, 1.3, 2.1)
- Demonstrate evidence-based clinical judgement within the medical-surgical setting. (LO 1.1, 1.2, 3.1, 3.2)
- Utilize healthcare resources to provide education to patients within the medical-surgical setting. (LO 1.1, 1.3, 3.1, 3.2)
- Use information technologies to disseminate patient information to the healthcare team. (LO 3.2)

Medical-Surgical Nursing 2 - NURS2316: 6 credit hours

4 credit hours of theory (60 total clock hours of theory)

2 credit hours of lab/clinical(90 total clock hours of campus lab and clinical)

Course Description

Prepares students to provide compassionate care for acute and chronic health conditions for adult and geriatric patients through simulations, lab experiences, and off-site clinical experiences. 27 Lab/Sim hours; 64 Clinical hours.



Outcomes

Learner Outcomes

- LO 1.1 Use evidence-based practice findings and clinical judgment to promote the quality and safety of patient care across the lifespan.
- LO 1.2 Provide safe client-centered care, acknowledging individualized cultural considerations.
- LO 1.3 Educate clients and families, demonstrating respect for individual preferences, values, and needs.
- LO 2.1 Demonstrate ethical nursing behaviors and accountability according to Christian values.
- LO 2.2 Explain the importance of lifelong learning and professional development in the nursing field.
- LO 3.1 Differentiate the roles within the healthcare team's scope of practice
- LO 3.2 Implement information technology to facilitate, coordinate, and support decision making in the provision of person-centered care.

Course Outcomes

- Implement the nursing process in the adult medical-surgical population according to Christian values. (LO 1.2, 2.2)
- Apply communication skills effectively when interacting within the healthcare team. (LO 1.3, 2.1, 3.2)
- Apply ethical principles and legal standards in the care of the medical-surgical patients. (LO 2.1, 3.1, 3.2)
- Understand cultural variations from diverse populations within the medical-surgical setting. (LO 1.2, 1.3, 2.1)
- Demonstrate evidence-based clinical judgement within the medical-surgical setting. (LO 1.1, 1.2, 3.1, 3.2)
- Utilize healthcare resources to provide education to patients within the medical-surgical setting. (LO 1.1, 1.3, 3.1, 3.2)
- Use information technologies to disseminate patient information to the healthcare team. (LO 3.2)

Mental Health Nursing - NURS2413: 3 credit hours

2.3 credit hours of theory (35 total clock hours of theory)

.7 credit hours of lab/clinical (30 total clock hours of campus lab and clinical)

Course Description

Prepares nursing students to provide comprehensive, compassionate care to individuals experiencing mental health disorders across the lifespan through simulations, labs, and off-site clinical experiences. The course will integrate theories of mental health and illness with evidence-based practices, equipping students with the



knowledge and skills necessary to support the social, mental, and emotional well-being of patients. 6 Lab/Sim hours; 24 Clinical hours.

Outcomes

Learner Outcomes

- LO 1.1 Use evidence-based practice findings and clinical judgment to promote the quality and safety of patient care across the lifespan.
- LO 1.2 Provide safe client-centered care, acknowledging individualized cultural considerations.
- LO 1.3 Educate clients and families, demonstrating respect for individual preferences, values, and needs.
- LO 2.1 Demonstrate ethical nursing behaviors and accountability according to Christian values.
- LO 2.2 Explain the importance of lifelong learning and professional development in the nursing field.
- LO 3.1 Differentiate the roles within the healthcare team's scope of practice
- LO 3.2 Implement information technology to facilitate, coordinate, and support decision making in the provision of person-centered care.

Course Outcomes

- Develop individualized care plans that address the needs of patients with mental health disorders according to Christian values. (LO 1.2, 2.2)- assessed by Clinical Concept Mapping, Exams, Worksheet, Case Study, Quiz, Lab
- Utilize therapeutic communication techniques when interacting with patients with alterations in mental health. (LO 1.3, 2.1, 3.2)- assessed by Clinical- Process Recording, Lab, Sims, Exams, Virtual Simulation, Quiz
- Apply ethical principles and legal standards in the care of patients with mental health conditions. (LO 2.1, 3.1, 3.2)- assessed by Clinical, Exams, Discussions, Quiz, Sims
- Collaborate with the interdisciplinary team to provide client-centered care in the mental health setting. (LO 1.3, 2.1, 3.2)- assessed by Clinical, Concept Mapping, Exams, Discussions
- Coordinate healthcare resources to provide culturally appropriate education to patients within the mental health setting. (LO 1.1, 1.2, 1.3, 2.1, 3.1, 3.2)- assessed by Clinical Concept Mapping, Exams, Worksheet, Case Study, Quiz, Virtual Simulation, Online Learning Module/Certification

Maternal Newborn Nursing - NURS3523: 3 credit hours

2.3 credit hours of theory (35 total clock hours of theory)

.7 credit hours of lab/clinical (48 total clock hours of campus lab and clinical)

Course Description

Prepares nursing students to provide care for women during pregnancy, childbirth, and the postpartum period, as well as to provide care for newborns through simulations, lab experiences, and off-site clinical experiences.



The real-world settings will include labor and delivery units, postpartum units, and neonatal intensive care units (NICUs). This course focuses on the principles and practices of maternal and newborn nursing, emphasizing the physiological, psychological, and cultural aspects of childbearing. 6 Lab/Sim hours; 24 Clinical hours.

Outcomes

Learner Outcomes

- LO 1.1 Use evidence-based practice findings and clinical judgment to promote the quality and safety of patient care across the lifespan.
- LO 1.2 Provide safe client-centered care, acknowledging individualized cultural considerations.
- LO 1.3 Educate clients and families, demonstrating respect for individual preferences, values, and needs.
- LO 2.1 Demonstrate ethical nursing behaviors and accountability according to Christian values.
- LO 2.2 Explain the importance of lifelong learning and professional development in the nursing field.
- LO 3.1 Differentiate the roles within the healthcare team's scope of practice
- LO 3.2 Implement information technology to facilitate, coordinate, and support decision making in the provision of person-centered care.

Course Outcomes

- Implement the nursing process in the obstetric and neonate population according to Christian values. (LO 1.2, 2.2)
- Use effective communication skills when interacting with the healthcare team including obstetric patients and family. (LO 1.3, 2.1, 3.2)
- Demonstrate ethical principles and legal standards in the care of women's and neonatal health. (LO 2.1, 3.1, 3.2)
- Develop culturally sensitive and evidence based clinical judgement in the care of women's and neonatal health. (LO 1.2, 1.3, 2.1)
- Collaborate with the interdisciplinary team to meet the educational needs of the obstetrical patient and family. (LO 1.1, 1.3, 3.1, 3.2)

Critical Care Nursing - NURS3616: 6 credit hours

4 credit hours of theory (60 total clock hours of theory)

2 credit hours of lab/clinical (90 total clock hours of campus lab and clinical)

Course Description

Prepares nursing students to manage and provide care for patients with complex, multifaceted health conditions. This course focuses on the integration of advanced nursing knowledge, critical thinking, and



clinical skills necessary to care for patients with multiple comorbidities, acute illnesses, and chronic conditions that require coordinated care. Through high-fidelity simulations and clinical experiences in high-acuity off-site clinical settings, students will develop the ability to prioritize care, manage complex treatment regimens, and respond to rapidly changing patient conditions. 18 Lab/Sim hours; 72 Clinical hours

Outcomes

Learner Outcomes

- LO 1.1 Use evidence-based practice findings and clinical judgment to promote the quality and safety of patient care across the lifespan.
- LO 1.2 Provide safe client-centered care, acknowledging individualized cultural considerations.
- LO 1.3 Educate clients and families, demonstrating respect for individual preferences, values, and needs.
- LO 2.1 Demonstrate ethical nursing behaviors and accountability according to Christian values.
- LO 2.2 Explain the importance of lifelong learning and professional development in the nursing field.
- LO 3.1 Differentiate the roles within the healthcare team's scope of practice
- LO 3.2 Implement information technology to facilitate, coordinate, and support decision making in the provision of person-centered care.

Course Outcomes

- Plan advanced patient-centered nursing care with cultural awareness according to Christian values. (LO 1.1, 1.2, 2.2) assess by:
- Collaborate with the interdisciplinary healthcare team in the advanced medical-surgical setting. (LO 1.1, 1.3, 3.1, 3.2)
- Incorporate evidence-based care across the lifespan in the advanced med-surgical setting. (LO 1.1, 2.2)
- Integrate professional accountability in the classroom, lab, and clinical setting. (LO 1.1, 2.1, 2.2, 3.1)
- Provide education to patients and their families about managing acute health conditions. (LO 1.3, 2.2, 3.2)

Nursing Practice Immersion - NURS3726: 6 credit hours

4 credit hours of theory (60 total clock hours of theory)

2 credit hours of lab/clinical (90 total clock hours of campus lab and clinical)

Course Description

Immersion experience designed to bridge the gap between nursing education and professional practice. The course provides nursing students with an intensive, hands-on learning experience in an off-site clinical setting,



allowing them to apply their accumulated knowledge and skills in real-world patient care scenarios. The course is structured to immerse students in the full scope of nursing practice. 10 Lab/Sim hours; 80 Clinical hours.

Outcomes

Learner Outcomes

- LO 1.1 Use evidence-based practice findings and clinical judgment to promote the quality and safety of patient care across the lifespan.
- LO 1.2 Provide safe client-centered care, acknowledging individualized cultural considerations.
- LO 1.3 Educate clients and families, demonstrating respect for individual preferences, values, and needs.
- LO 2.1 Demonstrate ethical nursing behaviors and accountability according to Christian values.
- LO 2.2 Explain the importance of lifelong learning and professional development in the nursing field.
- LO 3.1 Differentiate the roles within the healthcare team's scope of practice
- LO 3.2 Implement information technology to facilitate, coordinate, and support decision making in the provision of person-centered care.

Course Outcomes

- Integrate theoretical knowledge and clinical skills in the provision of safe, effective, and patient-centered care.
- Develop clinical competence and confidence in managing the care of patients across the lifespan in various healthcare settings.
- Demonstrate critical thinking and clinical judgment in the assessment, diagnosis, planning, implementation, and evaluation of nursing care.
- Enhance communication and collaboration skills through interaction with patients, families, and interdisciplinary healthcare teams.
- Apply ethical principles and professional standards in all aspects of nursing practice.
- Students will apply confidence and professional growth throughout the immersion experience



Program Progression

Purpose

The purpose of this policy is to establish the academic and clinical progression requirements for students enrolled in the Associate of Applied Science (AAS) Nursing Program at Mid-America Christian University (MACU).

Program Progression

Nursing courses are offered in a prescribed sequence. Successful completion of each nursing course is required before a student may progress to the next nursing course in the curriculum sequence unless preapproval is given by the School Chair.

The nursing curriculum consists of theory, laboratory, clinical, and simulation components. Students must demonstrate satisfactory performance in all required course components to successfully complete a nursing course and progress within the program.

Students must successfully complete all Nursing major area courses required for the AAS in Nursing degree within three (3) years. The three-year period begins on the first day of the student's initial nursing course. For Licensed Practical Nurses (LPNs) and Paramedics admitted through an advanced placement pathway, the three-year period begins with enrollment in Medical-Surgical Nursing II.

Course Completion Requirements

To successfully complete a nursing course and progress to the next nursing course in the curriculum sequence, students must:

1. Achieve a minimum cumulative examination average of 74% based on unit examinations, the comprehensive final examination, and the end-of-course ATI Proctored Assessment.
2. Earn a minimum final course grade of 74% as outlined in the course syllabus.
3. Successfully complete all required laboratory competencies.
4. Successfully complete the clinical component of the course.
5. Successfully complete all required simulation activities.
6. Successfully complete all dosage calculation requirements as outlined in the School of Nursing Dosage Calculation Policy.

Failure to successfully complete any one of these requirements will result in failure of the course and prevent



progression within the nursing program.

Students seeking re-entry following a course failure must follow the School of Nursing Readmission Policy and any associated remediation requirements.

Examination Requirement

To successfully complete a nursing course and be eligible for progression, students must achieve a minimum cumulative examination average of 74%.

The examination average is calculated using only the following assessments:

- Unit examinations
- Comprehensive final examination
- End-of-course ATI Proctored Assessment (when applicable)

The examination average does not include quizzes, homework assignments, discussion boards, skills demonstration, laboratory activities, clinical evaluations, simulation activities, participation, projects, papers, dosage calculation, extra credit, or any other graded coursework unless specifically identified in the course syllabus as a unit examination.

Students who fail to achieve a minimum cumulative examination average of 74% will not successfully complete the course, regardless of the overall course grade.

Final Course Grade Requirement

Students must earn a minimum final course grade of 74% to successfully complete a nursing course.

Meeting the minimum examination average requirement does not guarantee successful course completion. Likewise, earning a final course grade of 74% or higher does not override the requirement to achieve a minimum examination average of 74%.

Students must meet all of the course requirements listed above to successfully complete the course and progress within the nursing program.

Clinical, Laboratory, and Simulation Requirements

Clinical, laboratory, and simulation experiences are essential components of nursing education and are



evaluated separately from the theory component.

Students must receive a satisfactory evaluation in all required clinical, laboratory, and simulation activities. Failure to achieve satisfactory performance in any of these components will result in failure of the course regardless of the theory grade, examination average, or overall course grade.

Students must meet all clinical compliance requirements as outlined in the Clinical Compliance Policy and Student Handbook. Failure to maintain clinical eligibility may result in removal from the clinical setting and inability to meet course requirements.

Skills Demonstration Checklist

Each nursing student will maintain a Skills Demonstration NESAC card throughout enrollment in the MACU School of Nursing. This checklist serves as official documentation that required nursing skills have been demonstrated satisfactorily.

The student is responsible for maintaining the checklist and ensuring that faculty document completed skills by signature.

Students are responsible for ensuring that:

- All required skills are completed and documented.
- Clinical instructors sign skills successfully demonstrated in the laboratory setting.
- The Skills Performance Checklist remains current and available upon request.

Skills may only be performed in the clinical setting after successful faculty verification and documentation on the Skills Performance Checklist.

Students who perform skills without appropriate faculty authorization or documented competency verification may be subject to disciplinary action and/or removal from the clinical setting.

Graduation Requirements

To be eligible for graduation from the AAS Nursing Program, students must:

- Successfully complete all required nursing courses.
- Successfully complete all required general education and support courses.
- Meet all program, institutional, and financial obligations.



- Satisfy all graduation requirements established by Mid-America Christian University.

Policy Review

The School of Nursing reserves the right to modify progression requirements in accordance with accreditation standards, state board of nursing regulations, and institutional policies. Students are responsible for complying with the most current version of the School of Nursing Student Handbook.

Please refer to the [University Catalog](#) for more information on satisfactory academic progress at MACU.

Nursing Program Outcomes

MACU's Nursing Program will graduate students who can:

- Provide students with knowledge and skills necessary to provide safe patient-centered care as a registered nurse in a variety of healthcare settings.
- Instill in students the importance of professionalism, ethical behavior, and lifelong learning in the field of nursing.
- Guide students to develop scholarship for nursing practice, problem-solving, interprofessional collaboration, and delegation skills necessary for effective nursing practice.

Learner Outcomes

PO1: Provide students with the knowledge and skills necessary to provide safe, patient-centered care as a registered nurse in a variety of healthcare settings.

LO 1.1 Use evidence-based practice findings and clinical judgment to promote the quality and safety of patient care across the lifespan.

LO 1.2 Provide safe client-centered care, acknowledging individualized cultural considerations.

LO 1.3 Educate clients and families, demonstrating respect for individual preferences, values, and needs.

PO2: Instill in students the importance of professionalism, ethical behavior, and lifelong learning in the field of nursing.

LO 2.1 Demonstrate ethical nursing behaviors and accountability according to Christian values.

LO 2.2 Explain the importance of lifelong learning and professional development in the nursing field.



PO3: Guide students to develop scholarship for nursing practice, problem-solving, interprofessional collaboration, and delegation skills necessary for effective nursing practice.

LO 3.1 Differentiate the roles within the healthcare team's scope of practice

LO 3.2 Implement information technology to facilitate, coordinate, and support decision making in the provision of person-centered care.

AAS Nursing Program Goals

The AAS Nursing Program goals are indicators that reflect the extent to which the purposes of the program are achieved and by which program effectiveness is documented. They include:

1. 70% of the students enrolling in the nursing program will complete the program within 2 years.
2. 90% of graduates who seek employment within 6 to 12 months of graduation will be employed as a Registered Nurse.
3. At least 10% of graduates will be enrolled in a bachelor's degree program within one year of graduation.
4. 80% of graduates will report satisfaction with the AAS nursing program.

Educational Foundation

The Mid-America Christian University School of Nursing is grounded in Malcolm Knowles' Adult Learning Theory, which serves as the educational foundation for the Associate Degree Nursing Program. Knowles' theory recognizes that adult learners are self-directed individuals who bring valuable life experiences to the educational environment and are motivated to learn when education is meaningful, relevant, and immediately applicable.

Faculty create learning experiences that encourage students to actively participate in the learning process through classroom discussion, laboratory practice, simulation, clinical experiences, reflective learning, and problem-solving activities. Students are expected to assume responsibility for their own learning while integrating previous experiences with newly acquired knowledge to develop sound clinical judgment and professional competence.

Learning is viewed as an active, collaborative process in which faculty serve as facilitators, mentors, coaches, and role models. Educational experiences are intentionally designed to promote critical thinking, clinical reasoning, evidence-based practice, and lifelong learning while preparing graduates to meet the changing needs of contemporary healthcare.



The principles of Adult Learning Theory guide instructional methods throughout the curriculum but do not prescribe the nursing concepts students must master. Rather, they provide the educational approach through which students achieve the competencies identified within the nursing curriculum.

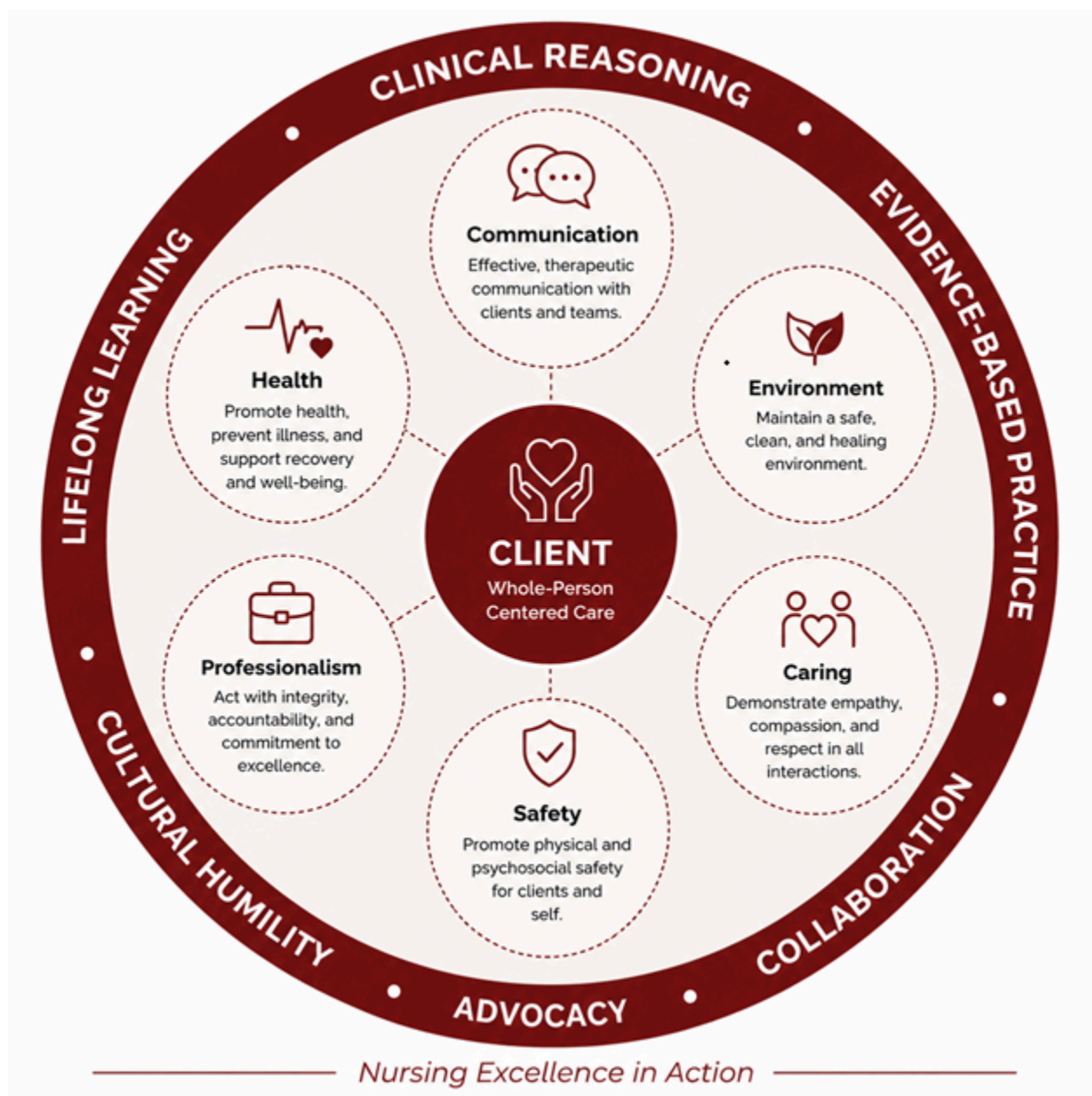
Conceptual Framework

The Mid-America Christian University School of Nursing Conceptual Framework provides the organizing structure for the Associate Degree Nursing curriculum. The framework reflects the faculty's beliefs regarding nursing practice and identifies the core concepts, professional competencies, and values that are progressively developed throughout the curriculum.

The framework serves as the blueprint for curriculum development, course sequencing, teaching strategies, student learning, and program evaluation. Every nursing course intentionally contributes to the development of these concepts while preparing graduates for safe, ethical, evidence-based nursing practice.

At the center of the framework is the Person, recognizing the individual, family, group, or community as the focus of nursing care. The faculty believe every person possesses inherent worth, dignity, and the right to compassionate, culturally responsive, patient-centered healthcare. Nursing care addresses the physical, psychological, emotional, developmental, social, cultural, and spiritual dimensions of health while respecting each person's values, preferences, and participation in healthcare decisions.

Surrounding the person are seven essential nursing concepts that are integrated throughout every course in the curriculum.





Core Nursing Concepts

Communication

Communication is the purposeful exchange of information that promotes therapeutic relationships, patient education, collaboration, teamwork, and safe, high-quality healthcare. Effective communication supports patient-centered care and strengthens partnerships among patients, families, and healthcare professionals.

Caring

Caring reflects compassion, empathy, respect, advocacy, and servant leadership while promoting dignity, healing, comfort, and holistic well-being. Caring is the foundation of professional nursing practice and reflects the Christian mission of Mid-America Christian University.

Clinical Judgment

Clinical judgment is the process of recognizing patient cues, analyzing assessment findings, prioritizing problems, implementing evidence-based nursing interventions, and evaluating patient outcomes. Clinical judgment serves as the cornerstone of safe nursing practice and is emphasized throughout classroom, laboratory, simulation, and clinical learning experiences.

Safety

Safety is the prevention of patient harm through quality improvement, risk reduction, effective communication, evidence-based interventions, and adherence to professional standards. Students learn to provide safe care for patients while promoting safety for families, healthcare teams, and themselves.

Health Promotion

Health promotion emphasizes wellness, disease prevention, patient education, healthy lifestyle behaviors, chronic disease management, and community health. Nurses partner with individuals, families, and communities to improve health outcomes across the lifespan.

Healing Environment

The healing environment includes the physical, emotional, psychological, social, cultural, and spiritual conditions that promote healing, recovery, dignity, comfort, and resilience. Nurses intentionally create environments that support optimal patient outcomes in every healthcare setting.

Professionalism

Professionalism reflects integrity, accountability, ethical decision-making, leadership, responsibility, respect, lifelong learning, and adherence to professional nursing standards. Professional nurses demonstrate behaviors consistent with the American Nurses Association Code of Ethics and the Oklahoma Nursing Practice Act.



Professional Threads

The conceptual framework incorporates six professional threads that are intentionally woven throughout every nursing course and learning experience.

Clinical Reasoning

The ability to synthesize assessment findings, apply scientific knowledge, anticipate complications, and make sound clinical decisions.

Evidence-Based Practice

The integration of current research, clinical expertise, patient preferences, and professional standards to improve patient outcomes.

Collaboration

Effective partnership among patients, families, nurses, and members of the interprofessional healthcare team to provide coordinated, patient-centered care.

Advocacy

Protection of patient rights, promotion of equitable healthcare, and ethical leadership in support of individuals, families, communities, and the nursing profession.

Cultural Humility

A lifelong commitment to self-reflection, openness, respect for diversity, and culturally responsive nursing care.

Lifelong Learning

An ongoing commitment to professional development through continuing education, scholarship, evidence-based practice, certification, and reflective practice.

Relationship to the Curriculum

The conceptual framework serves as the blueprint for curriculum organization within the School of Nursing. Each nursing course intentionally develops the core concepts and professional threads while increasing in complexity as students progress through the program.

Learning experiences are designed to build upon previously acquired knowledge and prepare students to apply nursing concepts in increasingly complex clinical situations.

The curriculum progression is intentionally sequenced:

- Foundations introduces professional nursing, communication, caring, safety, and professionalism.



- Medical-Surgical Nursing I develops patient assessment, clinical judgment, and evidence-based practice.
- Medical-Surgical Nursing II expands clinical reasoning, prioritization, collaboration, and management of complex patients.
- Mental Health Nursing emphasizes therapeutic communication, advocacy, caring, and cultural humility.
- Maternal-Newborn Nursing integrates family-centered care, health promotion, patient education, and safety.
- Critical Care Nursing strengthens advanced clinical judgment, teamwork, evidence-based practice, and prioritization.
- Immersion provides opportunities for synthesis of all nursing concepts and demonstration of entry-level professional competence.

Relationship Between the Educational Foundation and the Conceptual Framework

The Educational Foundation and the Conceptual Framework function together to prepare competent professional nurses.

Malcolm Knowles' Adult Learning Theory provides the educational philosophy that guides how faculty teach and how students learn.

The MACU School of Nursing Conceptual Framework identifies what students learn and the professional competencies they are expected to demonstrate upon graduation.

Together, they create a cohesive curriculum that develops graduates who are clinically competent, compassionate, ethically grounded, and prepared to provide safe, evidence-based, person-centered nursing care while exemplifying Christian values of service, integrity, and excellence.

Admission Requirements for AAS in Nursing Students

Application to the AAS must be submitted six weeks prior to the start date of the first cohort for which they plan to enroll. Applicants completing their final prerequisite science course are permitted to apply, but acceptance into the Nursing Program will be **pending until all transcripts confirm a minimum passing grade of C**.

1. Completed and signed MACU Admission Application.
2. All college transcripts or a high school transcript or equivalent if the applicant has less than 12 college hours.



3. Completed **all** required AAS Science courses with a minimum grade of C. Students currently enrolled in their last science course upon application understands the final grade of C or better will be verified prior to the start of the first day of the cohort applied.
4. Completed MACU Nursing Program Application.
5. Minimum cumulative GPA of 2.0 in all college-level courses.
6. Current (within three months) original Federal Background check. Note: A second Federal Background Check is required at the end of the program when applying to sit for the NCLEX-RN exam.
7. If English is not the student's first language, they must demonstrate English proficiency through an assessment such as the TOEFL (Test of English as a Foreign Language).

Advanced Standing Applicants:

1. Applicants who already hold an active LPN or Paramedic license may be admitted under Advanced Standing status with prior learning credit, allowing them to be placed directly into Nursing courses. They will start in Medical Surgical Nursing 2.
2. Placement of Advanced Standing students depends on various factors, including but not limited to:
 - a. License status - Must submit evidence of a current and unencumbered LPN or Paramedic license and maintain this status throughout the program
 - b. Coursework - Must submit official transcripts showing successful completion of LPN or Paramedic program.
3. Students seeking admission through the Advanced Standing pathway are required to submit both a Nursing Program Application and an [Advanced Standing Application](#). If Advanced Standing admission is not granted, the student's Nursing Program Application will be considered for admission through the Traditional pathway and evaluated alongside all other applicants in accordance with the program's established admission and selection process.
4. Students transferring from another accredited program may be considered for admission to the Nursing Program under the following conditions:
 - a. Provide official copies of transcripts from all colleges attended
 - b. Meet the curricular requirements of the Nursing Program, including all prerequisite and corequisite courses for the nursing major courses for which the student is seeking transfer credit.
 - c. Only Mental Health Nursing and Maternal-Newborn Nursing courses are eligible for transfer consideration.
 - d. An overall minimum cumulative grade point average of 2.0.
 - e. Nursing courses were completed within one calendar year prior to the date of application.
 - f. One letter of recommendation from a full-time faculty member at the prior institution's program is required. The letter must be addressed and sent directly to the Chair of Nursing at MACU and must include a statement of recommendation for the student to continue progression at another nursing program.



- g. Transfer student applications are due six weeks prior to the beginning of the cohort in which the student is requesting admission. Requirements that must be met by the deadline are:
 - i. Admission to the College
 - ii. Letters of recommendation on file
- h. If there are more qualified transfer applicants than there is space available, they will be ranked according to retention grade point average.
- i. If space is not available for the term of first choice, the qualified student may be considered for the next term the course is offered.
- j. Students who have failed two (2) nursing programs will not be eligible for admission.

Admission Preference Points

The AAS in the Nursing Program admits students twice a year, in the fall and spring. The LPN/Paramedic track admits students twice a year, in January and June. Admission is a competitive process (**see steps and preference points below**).

Selection Process

Applicants to the Nursing Program are ranked by the highest number of earned preference points. After ranking by preference points for current certification/licensure, previous degree, and science grades, students are then ranked by the highest undergraduate cumulative GPA. Applicants not selected may reapply once all requirements are met and application is reopened for the next term.

Preference Points Scoring Form

Criteria (Official Documentation Required)	Possible Point Value	Points Earned
Licensure Licensed Practical Nurse or Paramedic	5	
One Current Certification (maximum of one point awarded) Advanced Unlicensed Assistant (AUA); Certified Nursing Assistant (CNA); Registered Respiratory Therapist (RRT); Certified Respiratory Therapist (CRT); Certified Surgical Technician (CST); Certified Medical Assistant (CMA); Emergency Medical Technician (EMT)	1	
College Degree	3-5	



3-5 points applied for highest earned degree* • Associate degree = 3 points • Bachelor degree = 4 points • Master degree = 5 points *Must provide copy of transcript with conferred degree listed		
Completed at least one course (3+ credit hours) at MACU (maximum of 1 point awarded) • Final grade for the course must be posted • A failing grade or an Incomplete does not satisfy this item.	1	
Science Course Grades (3+ credit hours) 1- 3 points applied per Science course* • A = 3 points • B = 2 points • C = 1 point *Applicable Sciences courses: • General Biology with Lab, Biology I with Lab, or Nutrition • Human Anatomy or Anatomy and Physiology I with in-person lab • Human Physiology or Anatomy & Physiology II with in-person lab • General Chemistry I with in-person lab • Microbiology with in-person lab	1-15	
Total Points Earned:		
Ranking by Total Points:		
Undergraduate Cumulative GPA (2.0 minimum):		
Admissions Ranking:		

Program Requirements

1. Applicants who are accepted into the Nursing Program and who do not enroll in the semester for which they are accepted forfeit their admission and must reapply.



2. Once selected for admission into the Nursing Program, a schedule will be provided to cohorts at orientation. The date and time of the orientation will be provided in the student's admission letter. Clinical dates and times are at the discretion of the local hospitals and therefore can change depending on their needs and preferences. Self-transportation is required to and from clinical sites.
3. As a condition of admission to the Nursing Program, accepted applicants must agree to participate in random drug screening throughout the program.
4. Students are required to complete the university-approved background check through SurScan as part of the admission and enrollment process. Applicants with a history of criminal or legal issues should review the Oklahoma Board of Nursing (510) Criminal History information to determine whether their history may affect their eligibility for nursing licensure. This resource also provides instructions for submitting a Petition for Initial Determination of Eligibility for Licensure or Certification through the Oklahoma Board of Nursing. Certain criminal offenses may result in ineligibility for licensure or may lead to denial of admission to or withdrawal from the nursing program. Students are strongly encouraged to use this information to contact the Oklahoma Board of Nursing before beginning the program if they have questions regarding their eligibility for licensure.
5. Following acceptance to Mid-America Christian University (MACU) and the Associate of Applied Science (AAS) in Nursing Program, students must submit verification of the following requirements no later than six weeks before the program start date. All required documentation must be uploaded to SurScan before the first day of class.
 - a. Certification of CPR Basic Life Support, BLS training from the American Heart Association, AHA. Students must be AHA, BLS, CPR certified prior to starting the program..
 - b. Tdap vaccine: Documentation of vaccine within the last ten years must be kept current. Other vaccines, such as Dtap and Td, will not be accepted.
 - c. COVID-19 Vaccine series or updates are no longer required..
 - d. Hepatitis B Vaccine: Documentation of 2 or 3 Hepatitis B vaccines or a positive Hep. B titer. If students have neither of these, they must begin the Hep. B series. Dose 1 and Dose 2 must be dated at least 28 days apart. Dose 2 and Dose 3 must be dated at least 16 weeks apart.
 - e. Titers:
 - i. Positive Rubeola Titer: If negative or equivocal, proof of one post-titer Rubeola booster is required.
 - ii. Positive Varicella Titer: If negative or equivocal, proof of two post-titer Varicella boosters is required.
 - iii. Positive Mumps Titer: If negative or equivocal, proof of two post-titer Mumps boosters is required.
 - f. Influenza Vaccine: Due yearly, students who cannot receive an influenza vaccine must have documentation from a physician requesting this exception. Per hospital policy, if an exemption is granted the student **will have to wear a face mask during all clinicals**.
 - g. Tuberculosis (TB) Testing: Students must provide written proof of a negative 2-step TB test. Each step must be completed one to three weeks apart from each other. TB annual update will be required.



Students who have a positive TB test must provide documentation of chest x-ray results and a TB Questionnaire. Proof of a negative chest x-ray and a TB Questionnaire must be completed annually.

Readmission

Students who leave the Nursing Program may re-enter no more than a total of two times. Upon leaving the program, students can claim either an academic or personal reason for exiting the program. An academic reason may be used only once. Likewise, a personal reason may only be used once.

- Readmission into the Nursing Program is not guaranteed.
- Students requesting readmission into courses that have reached maximum enrollment may be denied the opportunity to re-enter that academic term.
- To request readmission, students must do the following no earlier than three months prior to the application deadline for the next cohort:
 - Submit to the Director of Nursing written correspondence stating their desire to be considered for readmission.
 - Submit updated compliance documentation (vaccinations, screenings, etc.) as outlined in the Nursing Program's admissions policies.
 - Follow readmission request requirements as stated in the [University Catalog](#).
- The Nursing Program admissions committee will review the petition for readmission along with supporting documents and make a recommendation to the Nursing Program director. An interview with the student may be required.
- A student who withdraws from the program before successfully completing any nursing courses at MACU must reapply for admission.
- A student who withdraws from the program after successfully completing a nursing course and remains out of the program for less than one (1) calendar year may be readmitted based on available space. Readmission is not guaranteed.
- If the student has remained out of the program for more than one calendar year, they must reapply for readmission.

Your Journey Through MACU Nursing

A Roadmap to Becoming a Registered Nurse

Congratulations on your acceptance into the Mid-America Christian University School of Nursing! The nursing curriculum is designed to build your knowledge and clinical judgment one semester at a time. Each course prepares you for the next level of practice, ultimately leading to graduation and eligibility to take the NCLEX-RN® examination.



Before the Program Begins

Admission & Orientation

Complete all admission requirements

- Acceptance into the Nursing Program
- Background check
- Drug screen
- Clinical compliance requirements
- CPR certification
- Required immunizations and screenings
- Program orientation
- Technology setup (Canvas, ATI, ExamSoft, etc.)

Goal: Arrive fully prepared for your first day of nursing school.

Program Progression Requirement

Throughout the nursing program, students must successfully complete all required laboratory skills competencies by the end of each course that requires laboratory instruction. Failure to successfully complete all required laboratory skills competencies will result in failure of the laboratory component and the course, regardless of the student's examination scores or overall course average.

- **NURS1116 Foundations of Nursing**
- **NURS2216 Medical-Surgical Nursing I**
- **NURS2316 Medical-Surgical Nursing II**
- **NURS2413 Mental Health Nursing**
- **NURS3523 Maternal-Newborn Nursing**
- **NURS3616 Critical Care Nursing**
- **NURS3726 Nursing Practice Immersion**

Graduation

Congratulations!

Upon successful completion of all nursing courses and University graduation requirements, you will earn your: Associate of Applied Science in Nursing (AAS)

You are now eligible to apply for RN licensure through the Oklahoma Board of Nursing.



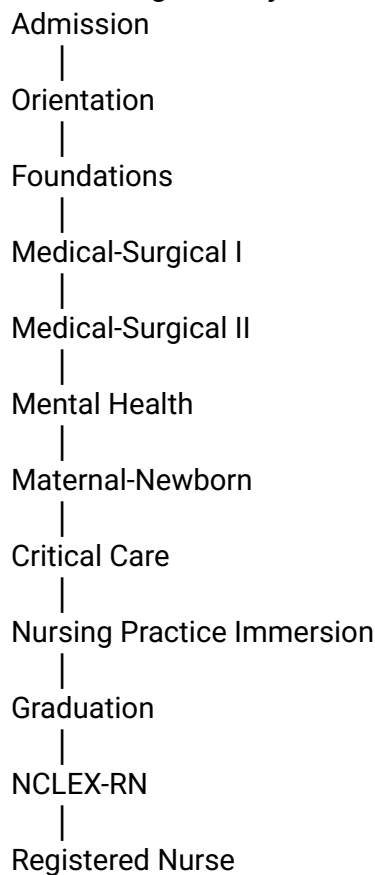
NCLEX-RN® Success

Your final step is passing the National Council Licensure Examination (NCLEX-RN®).

Your preparation throughout the program, including coursework, ATI resources, simulations, laboratory experiences, clinical practice, and faculty guidance, has prepared you for this important milestone.

After successfully passing the NCLEX-RN®, you will become a Registered Nurse (RN)

The MACU Nursing Journey



A Final Word



Every course in the curriculum has been intentionally designed to prepare you for safe, compassionate, evidence-based nursing practice. Trust the process, remain committed to excellence, seek help when needed, and remember that every step brings you closer to achieving your goal of becoming a registered nurse.

"Dream Bigger. Do Greater."

Keys to Success at MACU Nursing

A Message from the Chair

Welcome to the Mid-America Christian University School of Nursing!

Congratulations on your acceptance into our nursing program. You have been selected because we believe you have the ability, dedication, and potential to become an exceptional registered nurse. We are honored to partner with you as you begin this challenging and rewarding journey.

Nursing school is unlike any educational experience you have had before. It will challenge you academically, emotionally, and personally. There will be moments of excitement, moments of uncertainty, and moments when you question your abilities. During those times, remember why you chose nursing and trust the process. Our faculty are committed to helping you succeed while maintaining the high standards expected of the nursing profession.

Over the years, we have learned that successful nursing students share several common characteristics. The following principles will help guide you throughout your time at MACU.

1. Make Nursing School Your Priority

Nursing school is a full-time commitment. Plan your work, family, and personal responsibilities around your educational goals whenever possible. Success requires consistent effort every day—not just before exams.

2. Come Prepared Every Day

Read assigned materials before class, complete required learning activities, and arrive ready to participate. Clinical learning begins long before you step into the hospital.

3. Be Present

Attendance matters. Every class, laboratory, simulation, and clinical experience builds knowledge and confidence. Professional nurses are dependable, and dependability begins in nursing school.

4. Stay Organized



Keep a planner or calendar, monitor assignment deadlines, and check your University email and Canvas announcements every day. Organization reduces stress and helps you stay focused.

5. Ask for Help Early

Seeking help is a sign of strength—not weakness. If you are struggling academically or personally, communicate with your instructors as early as possible. We cannot help solve problems we do not know about.

6. Develop Professional Habits

Professionalism begins on the first day of nursing school. Arrive on time. Meet deadlines. Dress professionally. Treat everyone with respect. Accept feedback with humility and use it as an opportunity to improve.

7. Practice Compassion

Patients may not remember every medication you administered, but they will remember how you made them feel. Treat every patient, family member, classmate, and colleague with kindness, dignity, and respect.

8. Learn From Mistakes

Mistakes are opportunities for growth when approached honestly and professionally. Accept responsibility, seek guidance, and use every experience to become a better nurse.

9. Take Care of Yourself

You cannot provide excellent care for others if you neglect your own health. Make time for adequate sleep, healthy nutrition, physical activity, spiritual growth, and meaningful relationships.

10. Remember Your Calling

At MACU, we believe nursing is more than a career—it is a calling to serve others. Every patient encounter is an opportunity to demonstrate compassion, integrity, and Christ-like servant leadership. Never lose sight of the reason you chose nursing.

Our Commitment to You

As your faculty, we are committed to:

- Providing a safe, respectful, and supportive learning environment.
- Challenging you to reach your highest potential.
- Treating every student with fairness, dignity, and respect.
- Providing timely feedback and meaningful guidance.
- Helping you develop into a safe, competent, compassionate registered nurse.
- Modeling professionalism, integrity, and servant leadership.



We will celebrate your successes, encourage you through challenges, and hold you to the high standards expected of the nursing profession because we believe our patients deserve nothing less.

Remember...

Success in nursing school is not determined by who is the smartest person in the classroom. It is determined by perseverance, discipline, professionalism, humility, and the willingness to keep moving forward even when the journey becomes difficult.

Believe in yourself.

Trust the process.

Lean on your faculty and classmates.

And never forget why you answered the call to become a nurse.

We are excited to walk beside you on this journey.

Welcome to the Mid-America Christian University School of Nursing.

Robin D. McMurry, PhD, RNC
Chair, Department of Nursing
Mid-America Christian University



Professional Standards of Conduct

The Mid-America Christian University School of Nursing is committed to educating nurses who provide exceptional, evidence-based care while reflecting the compassion, integrity, and servant leadership exemplified by Jesus Christ. Professional nursing extends beyond technical competence; it requires character, accountability, ethical decision-making, and respect for every individual.

As members of the MACU Nursing community, students are expected to uphold the following professional standards throughout their educational experience.

Integrity

Integrity is the foundation of professional nursing practice.

Students are expected to:

- Demonstrate honesty in all academic and clinical activities.
- Accept responsibility for personal actions and decisions.
- Report errors promptly and honestly.
- Protect patient confidentiality.
- Uphold the ethical standards of the nursing profession.

"Whoever walks in integrity walks securely." **Proverbs 10:9**

Compassion

Nursing is both a science and a ministry of caring.

Students will:

- Treat every patient with dignity and respect.
- Demonstrate empathy toward patients, families, classmates, and colleagues.
- Recognize the unique physical, emotional, cultural, and spiritual needs of every individual.
- Provide care without discrimination or prejudice.

"Be kind and compassionate to one another." **Ephesians 4:32**

Excellence

Excellence requires continual learning and personal growth.

Students are expected to:

- Prepare for every class, laboratory, simulation, and clinical experience.
- Seek opportunities to improve knowledge and clinical skills.



- Accept constructive feedback professionally.
- Strive for excellence in every aspect of nursing education.

"Whatever you do, work at it with all your heart." **Colossians 3:23**

Accountability

Professional nurses are accountable for their actions.

Students demonstrate accountability by:

- Arriving on time.
- Meeting deadlines.
- Following program policies.
- Completing assignments independently.
- Taking ownership of academic performance.
- Communicating promptly when problems arise.

Accountability builds trust among patients, faculty, classmates, and healthcare professionals.

Respect

Respect is essential to creating a safe learning and healthcare environment.

Students are expected to:

- Treat others with courtesy and professionalism.
- Value differing opinions and backgrounds.
- Maintain appropriate professional boundaries.
- Resolve disagreements respectfully.
- Promote an environment free from bullying, discrimination, harassment, or intimidation.

Every individual deserves to be treated with dignity because every person is created in the image of God.

Servant Leadership

Jesus demonstrated that true leadership begins with serving others.

MACU nursing students are encouraged to:

- Place the needs of patients first.
- Support classmates.
- Encourage teamwork.
- Lead through humility and service.



- Advocate for vulnerable individuals.
- Demonstrate Christ-like compassion in every interaction.

"Whoever wants to become great among you must be your servant." **Matthew 20:26**

Professionalism

Professionalism extends beyond clinical knowledge.

Students are expected to:

- Maintain professional appearance.
- Demonstrate ethical behavior.
- Communicate respectfully.
- Maintain confidentiality.
- Display emotional maturity.
- Exercise sound clinical judgment.
- Represent Mid-America Christian University positively both on and off campus.

Professional behavior is expected in classrooms, laboratories, simulation experiences, clinical settings, electronic communications, and social media.

Lifelong Learning

Healthcare continues to evolve, and professional nurses must remain lifelong learners.

Students are encouraged to:

- Remain curious.
- Seek evidence-based knowledge.
- Embrace new technology.
- Develop critical thinking skills.
- Pursue professional growth throughout their nursing careers.

Graduation is not the end of learning—it is the beginning of a lifetime of professional development.

Our Commitment

The faculty of the Mid-America Christian University School of Nursing are committed to creating a learning environment that challenges students academically while supporting them personally and professionally. We will model the values we expect from our students by demonstrating fairness, integrity, compassion, professionalism, and servant leadership.



Together, we are preparing nurses who will make a difference in the lives of patients, families, communities, and the profession of nursing.

"Knowledge. Devotion. Duty."
Scientia • Devotio • Officium

Student Rights and Responsibilities

Purpose

The Mid-America Christian University (MACU) School of Nursing is committed to fostering a learning environment built on mutual respect, professionalism, integrity, accountability, and Christian values. Nursing education is a shared partnership between students and faculty. Student success depends upon active participation, personal responsibility, and a commitment to professional behavior.

Students enrolled in the School of Nursing are expected to uphold the standards of the nursing profession while exercising the rights afforded to them as members of the University community.

Student Rights

Students enrolled in the School of Nursing have the right to:

1. Be treated with dignity, fairness, courtesy, and respect by faculty, staff, clinical personnel, and fellow students.
2. Learn in an environment that promotes safety, professionalism, civility, and academic excellence.
3. Receive instruction from qualified faculty who demonstrate professional competence and ethical behavior.
4. Be informed of course objectives, grading criteria, clinical expectations, and program requirements at the beginning of each course.
5. Receive timely feedback regarding academic and clinical performance.
6. Discuss grades, evaluations, and academic concerns with faculty in a respectful and professional manner.
7. Utilize University resources including tutoring, counseling, disability services, library resources, and academic support services.
8. Privacy of educational records as provided under the Family Educational Rights and Privacy Act (FERPA).
9. Due process through established University procedures regarding academic or disciplinary matters.
10. Learn in an environment free from discrimination, harassment, bullying, intimidation, or retaliation.



Student Responsibilities

Students enrolled in the School of Nursing are responsible for:

1. Reading, understanding, and complying with all University policies, School of Nursing policies, course syllabi, and clinical agency requirements.
2. Monitoring University email, Canvas, and official University communications daily.
3. Attending all required classes, laboratories, simulations, and clinical experiences prepared to participate.
4. Demonstrating honesty, integrity, and professionalism in all academic and clinical activities.
5. Maintaining patient confidentiality and complying with all HIPAA regulations.
6. Treating patients, families, faculty, staff, classmates, and healthcare professionals with dignity, respect, and compassion.
7. Accepting responsibility for personal actions and academic performance.
8. Seeking assistance promptly when academic or personal concerns interfere with learning.
9. Maintaining all clinical compliance requirements throughout enrollment.
10. Conducting themselves in a manner consistent with the ethical standards of the nursing profession and the Christian mission of Mid-America Christian University.

Failure to fulfill these responsibilities may result in corrective action in accordance with University and School of Nursing policies.

Academic Policies

Academic Standards

The academic standards for students follow the published guidelines in the University Catalog unless otherwise noted in this handbook.

Originality Review of Student Work

MACU uses plagiarism detection software to check all submitted work for originality. This system matches student work against work submitted to other universities across the country and around the world, as well as the content of most websites. The use of this tool gives instructors the ability to identify the originality of student work quickly. Additionally, MACU expects all students to uphold the university's Student Academic Honesty and Integrity Policy and the Attendance/Participation Policy as outlined in the [University Catalog](#).

Course Activity Make-Up Procedure

In the event a student fails to complete any coursework, lab, clinical, or simulation requirement, the student must make up the required work. This requires a signed Nursing Student Activity Make-Up Contract between the student and the instructor. Below are detailed policies regarding the agreement.



- Any nursing faculty member may initiate a Nursing Student Activity Make-Up Contract with a student after discussion with the course Team Lead faculty member and the Assistant Director when a student fails to meet the requirements of a nursing course. Makeups are not guaranteed.
- The contract must be in writing, itemize student assignment(s) or performance assessment(s) to be completed, and specify a timeframe for completion, which may be no later than one week prior to the end date of the course.
- Serious violations involving patient/client safety are **not** eligible for contract consideration and will result in dismissal from the program with no consideration for re-admission.
- The faculty member and the Director reserve the right to determine if the makeup assignment will be the same as the one missed or if a new version of the assignment is required. In addition, the makeup assignment may be of equal or greater rigor than the original missed work. Makeups for clinicals, labs, and SIMs are not guaranteed.

Student Dismissal

Enrollment in the Nursing Program may be discontinued and denied readmission to the Nursing Program for any of the following:

- Violation of any MACU policy outlined in the University Catalog and/or Student Handbook
- Unauthorized possession of examinations
- Falsification of patient/client and/or agency records
- Dishonesty in any clinical situation which may or may not result in care that is less than acceptable to Nursing Faculty
- Charges and/or conviction of a felony or any violent offense
- Failure or refusal to cooperate with mandatory drug testing
- Failure to comply with the terms of a Nursing Student Activity Make-Up Contract
- Failure of a nursing course. Students are permitted one opportunity to repeat a nursing course, contingent upon clinical placement availability. Any subsequent unsuccessful attempt in any nursing course will result in dismissal from the nursing program. Students dismissed under this policy are not eligible for readmission to their current academic track.
- Submission of a non-negative Drug Screen result
- A criminal conviction during the Nursing Program that makes the student ineligible to participate in patient/client nursing care. Positive results of a student criminal background check will be submitted to clinical agencies for clinical facility determination regarding the student's clinical attendance ability.
- At any point minimal physical qualifications and/or annual requirements are not met, the student may be withdrawn from the course.
- Any other conduct that is incompatible with professional behavior.



Evaluation Methods/Grading

- Nursing courses consist of theory, laboratory, simulation, exams, and clinical components. A satisfactory performance standard of 74% (C) or better must be maintained in all components (theory, laboratory, simulation, exams, and clinical portions) of each nursing course. If a student has unsatisfactory performance in their theory, laboratory, simulation, or clinical, they will not receive a passing grade for the course.
- All scores and feedback on assignments are stored in the university-adopted learning management system; however, students are encouraged to maintain personal records of grades on all assignments.
- To question any grade assigned, the student must make an appointment with the instructor who assigned the grade within five days of receiving the grade.
- Information about an individual's grades will not be provided to anyone by phone or discussed among other students. Course grades are communicated in ways to protect student confidentiality through the MACU Portal, Watermark, or Canvas.
- Due dates for assignments and late submission policies are noted in the course syllabus and in the online classroom. All assignments must be turned in on time.
- Assignments are to be completed individually unless otherwise specified.
- Final grades will be rounded using 0.5% or higher rounded up and 0.4% or lower rounded down.

Late assignments

Policy Statement

Students are required to submit all assignments by the designated due date and time. Timely submission of coursework is a professional expectation in nursing education and practice. Failure to meet assignment deadlines is not consistent with program standards. Late assignments will not be accepted.

Purpose

To ensure consistency, fairness, and accountability in the evaluation of student performance and to promote professional behaviors essential for safe and effective nursing practice.

Scope

This policy applies to all students enrolled in Mid-America Christian University School of Nursing courses, including didactic, laboratory, and simulation components.



Guidelines

1. Assignment Submission Requirements

- All assignments must be submitted by the date and time specified in the course syllabus or learning management system.
- Students are responsible for verifying successful submission of all required work.
- Failure to submit an assignment by the deadline will result in a grade of zero (0) for that assignment.

2. Late Work

- Late assignments will not be accepted.
- Any assignment submitted after the designated deadline will receive a grade of zero (0).
- Failure to complete required assignments may result in the inability to meet course objectives.

3. Technology and Submission Issues

- Technical difficulties, including issues related to internet access, hardware, or the learning management system, are not acceptable reasons for late submission.
- Students are expected to submit assignments in advance of deadlines to avoid potential technical barriers.

4. Extenuating Circumstances

- In the event of a documented emergency (e.g., hospitalization, serious illness, or a significant unforeseen circumstance), the student must notify the faculty member prior to the assignment deadline, when possible.
- Supporting documentation is required.
- Exceptions are not guaranteed and will be considered on a case-by-case basis in accordance with program standards.
- Failure to notify faculty in a timely manner may result in the denial of the exception.

5. Professional Accountability and Progression

- Adherence to assignment deadlines reflects professional accountability and readiness for clinical practice.
- Failure to comply with this policy may result in failure to meet course requirements.
- Failure to meet course requirements may render the student ineligible to progress in the nursing program.



Enforcement

This policy will be enforced consistently across all nursing courses. Assignments not submitted by the established deadline will receive a grade of zero (0). Failure to comply with this policy may result in course failure and may impact progression in the nursing program.

Incomplete Grades

An incomplete grade is not an alternative to a grade of F, and no student may be failing a course at the time an Incomplete is awarded. To receive an Incomplete, the student should have satisfactorily completed a substantial portion of the required coursework for the period of enrollment. The instructor will indicate to the student, and submit to the Office of the Registrar an approved Incomplete form, which states what must be done to complete the course and sets a time limit appropriate to the circumstances. However, the time allowed should not exceed six months. The student is fully responsible for completing the assigned work prior to the deadline. The grade will remain "Incomplete" unless a grade change is approved. Any grade of "Incomplete" will be computed the same as a grade of "F". A student who has received two or more I (incomplete) grades that have not been changed to passing grades normally will not be permitted to enroll for another period of enrollment without approval from the college dean.

Grading Scale

90 - 100.....A

80 - 89.....B

74 - 79.....C

60 - 73.....D

59 and below.....F

To pass a Nursing course, the student must earn an average of 74 (C) or better on all exams in a course.

Exam Policy

This policy outlines expectations for examination procedures, student conduct, and grading practices to ensure academic integrity, fairness, and a secure testing environment.

1. Testing Environment and Materials

1.1. Students may only have the following items at their testing station:

- Computer/device used for testing



- Valid photo identification
 - Pen, pencil, and eraser
 - Faculty-issued scratch paper
- 1.2. All personal belongings (e.g., backpacks, purses, electronic devices) must be stored in a designated area within the testing room as directed by faculty.
 - 1.3. Faculty-issued scratch paper must be returned prior to leaving the testing area. No materials may be removed from the testing environment.
 - 1.4. Seating will be randomized
- 2. Accommodations**
- 2.1. Students requiring testing accommodations must notify faculty at least 48 hours (two business days) prior to the exam.
 - 2.2. Accommodations are arranged per course and must align with documented institutional requirements.
 - 2.3. Paper tests cannot be provided.
- 3. Attendance and Tardiness**
- 3.1. Students must arrive on time and be in their assigned seats, prepared to begin the exam at the scheduled start time.
 - 3.2. Students who arrive 1 minute or more late will receive a 5% deduction from their exam score.
 - 3.3. Students arriving late will not be granted additional time; the time missed will be deducted from the total testing time.
 - 3.4. All exams will end at the scheduled time regardless of arrival time.
- 4. Missed Examinations**
- 4.1. Failure to attend a scheduled exam will result in a grade of zero (0) unless the absence is due to a documented emergency.
 - 4.2. Emergency documentation must be submitted within 24 hours of the start of the missed exam.
 - 4.3. The Nursing Leadership will review submitted documentation to determine eligibility for a make-up exam.
 - 4.4. Make-up exams:
 - Will differ from the original exam
 - Will not include statistical adjustments
 - Must be completed at the assigned time, or a grade of zero (0) will be recorded
- 5. Student Conduct During Exams**
- 5.1. Students are expected to demonstrate professional, ethical, and respectful behavior at all times.
 - 5.2. Students must follow all faculty instructions and adhere to testing procedures.



- 5.3. Academic misconduct is strictly prohibited, including but not limited to:
- Cheating
 - Recording or sharing exam content
 - Unauthorized collaboration
- 5.4. The following items are prohibited during testing:
- Hats or hoods that obscure the face
 - Food, blankets, or unauthorized personal items
 - Notes, study materials, or unauthorized references
- 5.5. All electronic devices must be silenced (no vibration) and stored out of sight and reach.
- 5.6. No wearable electronic devices (e.g. watches, glasses, etc.)
- 5.7. Students may not communicate with other students or outside parties during the exam.
- 5.8. Students must remain in assigned seating and may not change seats.
- 5.9. Students may not leave the testing room with their device during the exam.
- 5.10. Students may leave the testing area only with faculty permission for restroom use:
- Only one student at a time
 - No access to personal belongings or other areas
- 5.11. Violations of this policy may result in:
- Immediate termination of the exam
 - A grade of zero (0)
 - Referral for disciplinary action, including potential course failure

6. Monitoring and Enforcement

- 6.1. Faculty will actively monitor the testing environment.
- 6.2. Suspected violations will be investigated and may be escalated to program leadership and student conduct offices.

7. Grading and Feedback

- 7.1. Exam grades are typically posted within three (3) business days.
- 7.2. Faculty will notify students of any delays in grade posting.
- 7.3. Statistical analysis of exams is conducted to improve quality and fairness.

8. Exam Review and Appeals

- 8.1. Students may review their exam at the end of the testing session, immediately following completion of the exam.
- 8.2. Exam reviews are only permitted at that time, and test questions will not be available for review after the testing session has ended.
- 8.3. Students may not review previous exam materials after the next scheduled exam has occurred.
- 8.4. Exam content may not be copied, recorded, or removed in any form.



- 8.5. Faculty will be available to meet with students for a general review of exam performance, including discussion of strengths and areas for improvement; however, specific test questions will not be reviewed during these meetings. These meetings will need to be scheduled.
- 8.6. Appeals must:
 - Be submitted in writing within three (3) business days of grade posting
 - Include evidence-based support from required course materials
- 8.7. Appeals are reviewed by nursing faculty across teams.

9. Academic Support and Remediation

- 9.1. Students scoring below 74% on an exam are strongly encouraged to meet with faculty and will be referred to Nursing Tutors.
- 9.2. During review sessions, students will:
 - Analyze performance
 - Identify areas for improvement
 - Develop a plan for academic success
- 9.3. Additional referrals may be made at faculty discretion.

Dosage Calculation Competency Policy

Purpose

Safe medication administration is a fundamental responsibility of professional nursing practice. To protect patient safety and ensure readiness for medication administration in clinical settings, nursing students must demonstrate competency in dosage calculations prior to independently preparing, calculating, administering, or documenting medications.

The School of Nursing provides instruction, guided practice, remediation, and formal evaluation of dosage calculation competency throughout the nursing curriculum.

Successful completion of dosage calculation competency is required for progression in the nursing program and successful completion of nursing courses requiring medication administration.

Policy Requirements

To demonstrate dosage calculation competency, students enrolled in nursing courses must:

- 1. Successfully complete all assigned ATI dosage calculation and medication administration learning modules.
- 2. Successfully complete all required dosage calculation practice assessments, assignments, and learning activities.
- 3. Achieve a minimum score of 92% on the Dosage Calculation Proctored Assessment.



4. Attend all scheduled dosage calculation testing sessions.
5. Comply with all remediation requirements established by faculty and the School of Nursing.

Failure to complete required learning activities or remediation assignments may result in the student being ineligible to test or retest until all requirements have been satisfied.

Scheduled Testing Requirements

Attendance at all scheduled dosage calculation testing sessions is mandatory.

Students who fail to appear for a scheduled dosage calculation examination without prior approval from faculty will receive a score of zero (0) for that attempt.

Exceptions may be considered only in documented emergency situations and are subject to approval by nursing program leadership.

Retesting and Remediation

Students must achieve the required benchmark score of 92% on the Dosage Calculation Proctored Assessment by the last day of the course. Failure to do so will result in failure of the course.

Following any unsuccessful attempt (score below 92%), the student must complete all faculty-assigned remediation activities before becoming eligible to retest.

Remediation requirements may include, but are not limited to:

- ATI remediation modules
- Faculty-directed practice exercises
- Tutoring sessions
- Meetings with faculty members and/or tutors
- Additional competency-building activities
- Skills review activities
- Simulation or laboratory remediation activities

Faculty will work collaboratively with students through required interventions and remediation until one of the following occurs:

1. The student achieves the required benchmark score of 92%; or
2. The student exhausts all testing attempts without achieving the 92%..

All dosage calculation testing attempts must be completed by the scheduled date in each course.

Clinical Medication Administration Restrictions



Students who have not achieved the required benchmark score of 92% may continue to participate in clinical learning experiences as permitted by course requirements and faculty discretion.

However, students who have not met the dosage calculation benchmark:

- May not independently prepare medications.
- May not independently calculate medication dosages.
- May not independently administer medications.
- May not independently document medication administration.
- Must comply with all faculty-imposed restrictions related to medication administration activities.

Medication administration privileges will be granted only after successful completion of all dosage calculation competency requirements.

Relationship to Course Progression

Dosage calculation competency is a required component of successful course completion and progression within the nursing program.

To successfully complete a nursing course and progress within the nursing program, students must:

1. Achieve a minimum cumulative examination average of 74%.
2. Earn a minimum final course grade of 74%.
3. Successfully complete all required laboratory competencies.
4. Successfully complete the clinical component of the course.
5. Successfully complete all required simulation activities.
6. Successfully complete all dosage calculation requirements as outlined in this policy.

Failure to meet any one of these requirements will result in failure of the course and inability to progress in the nursing program.

Course Failure

Failure to achieve a minimum score of 92% on the Dosage Calculation Proctored Assessment by the established course deadline constitutes failure of the dosage calculation competency requirement.

Students who fail to meet the dosage calculation competency requirement will fail the clinical component of the course and will not be eligible for successful course completion, regardless of performance in other course components.

Because dosage calculation competency is a progression requirement, failure to meet this benchmark will prevent progression within the nursing program.



Student Responsibilities

Students are responsible for:

- Monitoring testing dates and deadlines.
- Completing assigned learning modules and remediation activities.
- Seeking assistance promptly when experiencing difficulty with dosage calculations.
- Attending scheduled tutoring, remediation, or faculty meetings when required.
- Demonstrating professional accountability throughout the dosage calculation competency process.

Additional Information

Detailed information regarding instructional methods, practice activities, assessment procedures, testing schedules, remediation requirements, and benchmark deadlines will be provided within the course syllabus and the Canvas learning management system.

The School of Nursing reserves the right to modify remediation requirements, testing procedures, instructional methods, and assessment processes as necessary to maintain compliance with program standards, accreditation requirements, regulatory expectations, and patient safety standards.

Lab and Clinical Requirements

Background Checks for Clinical Sites

Clinical sites require background checks on each student to protect patients and the general public. Contracts with all clinical sites require students to have a background check performed. MACU reserves the right to require repeat background checks if needed. Per clinical contracts, MACU will allow the dissemination of self-disclosure information, background check results, and conviction records to clinical training sites, whether in or outside the state of Oklahoma, as deemed necessary by the school.

Conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of patients and the public.

In addition, please be aware that the clinical sites reserve the right to refuse placement of any student. If the student cannot meet the clinical requirements, it will result in the student not being allowed to progress in the program.

Insurance Policy for Nursing Students

All nursing students enrolled in clinical courses at Mid-America Christian University (MACU) are required to purchase, maintain, and provide proof of adequate professional liability insurance coverage throughout the duration of their clinical coursework. Students are individually responsible for securing and maintaining an active policy prior to participating in any clinical experiences. Liability insurance provides coverage for students



against potential claims or risks that may arise while participating in clinical education experiences in healthcare settings.

Students may obtain professional liability insurance through providers such as [NSO](#) – Nurses Service Organization or [HPSO](#) – Healthcare Providers Service Organization. Coverage must meet industry standards of at least 1,000,000 per occurrence/3,000,000 aggregate and remain active for the entire period of clinical enrollment. Failure to maintain required liability insurance may result in the student being unable to participate in clinical activities.

Financial Responsibility for Illness or Injury

Students are fully responsible for all medical expenses related to any illness or injury, regardless of whether it occurs on MACU premises, during off-campus activities, or at clinical sites. This includes costs associated with emergency care, transportation, hospitalization, and other medical services. MACU strongly recommends that students confirm their health insurance coverage is adequate to cover these potential expenses.

Emergency Care Protocols

In the event of an illness or injury during a clinical experience, the clinical agency may provide emergency or minor treatment as necessary. Students remain responsible for all expenses incurred from such treatment, including any transportation or hospitalization fees.

Legal and Ethical Compliance

This policy complies with all applicable state and federal laws, including HIPAA regulations to protect student health information and OSHA guidelines to promote safety in clinical environments. Nursing students will receive training on how to protect themselves and others in clinical settings to reduce the risk of injury or exposure to hazardous conditions.

Clinical Guidelines

Clinical schedules are determined by affiliated healthcare agencies and may occur during day, evening, night, weekend, or holiday hours, depending upon clinical availability.

1. Students will need to attend shift reports and begin to establish professional rapport with healthcare personnel in attendance.
2. No use of tobacco products, e-cigarettes, or vapor products is allowed during clinical, lab, or simulation experiences.
3. Students must obtain permission from the assigned faculty or preceptor to leave the facility.
4. Students are allowed a total of thirty (30) minutes for break during an eight (8) hour clinical. However, patient care responsibilities must always be considered first.
5. Students must notify all staff associated with the patient/client(s) (i.e., RN, LPN, NA, PCA) of what level of care they will be providing (i.e., total patient care except medications, total patient care with medications and IVs).



6. Students will notify the instructor and assigned nurse immediately if a mistake is made.
7. Students will review the drug book or hospital drug reference for the essential information for each medication they will administer before giving. Specifically note side effects, drug interactions, and nursing interventions. Students are responsible for being prepared to discuss these with their instructor.
8. Before leaving the patient/client care area, a report must be given to the assigned nurse, and it is the student's responsibility to complete all required clinical assignments.
9. It is the student's responsibility to notify instructors of a change in personal health status as soon as it is known. A physician release form is required before attending clinical.

Clinical Compliance Policy

Purpose

This policy establishes requirements for the timely submission of clinical compliance documentation to ensure student eligibility for participation in clinical experiences and to meet the requirements of affiliated clinical partners.

1. Clinical Compliance Requirements

- 1.1. Students must complete and submit all required clinical documentation, which may include, but is not limited to:
 - Immunization and vaccination records
 - Health screenings (e.g., TB testing)
 - Background checks and drug screenings (if applicable)
 - Proof of required certifications (e.g., American Heart Association BLS)
 - Completion of all required hospital/facility orientation modules
- 1.2. All documentation must meet the standards of the nursing program and affiliated clinical agencies.

2. Deadlines and Submission

- 2.1. All required clinical documentation must be completed **by the assigned due date**.
- 2.2. This deadline is mandatory, as **clinical partners require full compliance prior to student participation in clinical settings**.
- 2.3. It is the student's responsibility to ensure all documents are complete, accurate, and submitted on time.

3. Eligibility for Clinical Participation

- 3.1. Students who fail to meet the required deadline for submission of vaccination documentation and/or completion of hospital orientation requirements will be deemed **ineligible to participate in clinical experiences**.



- 3.2. Students who are ineligible for clinical participation **may not attend clinical and cannot meet course requirements.**
- 3.3. Ineligibility for clinical participation will result in the student being **unable to progress in the course and will result in course failure.**
- 4. **Non-Compliance Clause**
 - 4.1. Students who fail to meet clinical compliance requirements by the established deadline will be considered **non-compliant.**
 - 4.2. Students who are non-compliant and present for clinical will be treated as a **no call/no show**, will receive a **zero (0) for the clinical day**, and the absence will be recorded as unexcused.
 - 4.3. Students will not be permitted to remain in the clinical setting if non-compliant and will be required to leave immediately.
 - 4.4. Continued non-compliance will result in **removal from the clinical course, inability to meet required clinical hours, and course failure.**
- 5. **Exceptions**
 - 5.1. Requests for exceptions must be submitted in writing and will only be considered for **documented, extenuating circumstances.**
 - 5.2. Approval of exceptions is at the discretion of program administration and must align with clinical partner requirements.
 - 5.3. Approval of an exception is unlikely due to restraints placed by our clinical partners who require compliance regardless of individual student issues.
- 6. **Student Responsibility**
 - 6.1. Students are responsible for tracking deadlines and ensuring compliance with all clinical requirements.
 - 6.2. Failure to comply reflects a lack of readiness for clinical practice and will impact progression in the nursing program.
 - 6.3. Any clinical make-up for an unexcused absence will result in a \$400 fine.

Weather, Emergency, and Clinical Closure Policy

Purpose

The Mid-America Christian University (MACU) School of Nursing is committed to providing a safe learning environment while ensuring students meet all academic and clinical requirements. This policy establishes procedures for classes, laboratories, simulations, and clinical experiences during inclement weather, University closures, and other emergency situations.



Policy Statement

The safety of students, faculty, staff, and patients is the highest priority of the School of Nursing. Students are expected to exercise sound judgment regarding travel and personal safety during severe weather or emergency situations.

When Mid-America Christian University officially closes due to severe weather or another emergency, all nursing classes, laboratory experiences, simulation activities, and clinical experiences are canceled.

Students should never report to a clinical site when the University is officially closed unless specifically authorized by the Chair of the Nursing Department.

Procedures

1. University Closure

When Mid-America Christian University announces a campus closure due to weather or another emergency:

- All nursing classes are canceled.
- All laboratory and simulation experiences are canceled.
- All clinical experiences are canceled, regardless of whether the affiliated healthcare facility remains open.
- Students should not report to their assigned clinical facility.
- Faculty will communicate information regarding rescheduled classes, clinical make-up assignments, or alternative learning activities as soon as practical.

2. Delayed University Opening

If the University announces a delayed opening, the Chair of the Nursing Department will determine whether nursing classes, laboratories, simulations, or clinical experiences will proceed, be delayed, or be canceled.

Students should monitor:

- University email
- Canvas
- Official MACU emergency notifications
- Communication from nursing faculty

Students should not assume activities will continue until official notification has been received.

3. Clinical Site Closure

If an affiliated clinical agency cancels student clinical experiences due to weather, staffing, emergencies, or other operational concerns:



- Students must not report to the clinical site.
- Faculty will notify students regarding alternative assignments or clinical make-up dates.
- Students will not receive attendance penalties when the cancellation originates from the clinical agency.

4. Individual Weather Emergencies

Weather conditions may vary considerably throughout Oklahoma. If the University remains open but a student believes travel from their location presents a significant safety risk, the student must:

- Notify the clinical instructor or course faculty as soon as possible and prior to the scheduled start time whenever feasible.
- Explain the circumstances preventing safe travel.
- Provide documentation if requested by faculty.

Faculty will evaluate each situation individually. Student safety will always be considered; however, missed clinical experiences remain subject to attendance policies and clinical hour requirements.

5. Emergencies During Clinical Experiences

If an emergency occurs while students are participating in a clinical experience, laboratory, or simulation activity, students shall:

- Immediately follow the directions of faculty and facility personnel.
- Participate in evacuation, shelter-in-place, or other emergency procedures as directed.
- Remain with the assigned clinical instructor unless instructed otherwise.
- Report their status to faculty as soon as safely possible.

Students shall not leave the clinical site without faculty authorization unless immediate evacuation is required for personal safety.

6. Communication During Emergencies

Official information regarding cancellations, delays, or schedule changes will be communicated through:

- University email
- Canvas announcements
- Official University emergency notification systems
- Nursing faculty communications

Students are responsible for monitoring these communication methods during severe weather and emergency situations.



Failure to read or receive an announcement does not excuse noncompliance with program requirements.

7. Clinical Make-Up Requirements

Clinical experiences canceled because of:

- University closures,
- Clinical agency closures,
- Severe weather,
- Public health emergencies, or
- Other unforeseen circumstances

may require make-up experience to satisfy the Oklahoma Board of Nursing clinical hour requirements.

Clinical make-up experiences may be scheduled during evenings, weekends, academic breaks, or other dates designated by the School of Nursing.

Attendance at assigned make-up experiences is mandatory.

Student Responsibilities

Students are responsible for:

- Monitoring University communications during severe weather.
- Maintaining current contact information with the University.
- Exercising sound judgment regarding personal safety.
- Promptly notifying faculty of emergencies affecting attendance.
- Completing all required make-up activities assigned by faculty.

Failure to Comply

Students who report to a clinical site after the University has officially canceled clinical experiences may be asked to leave the facility and may be subject to review for failure to follow program procedures.

Failure to comply with this policy or failure to attend required make-up clinical experiences may result in consequences outlined in the Clinical, Laboratory, and Simulation Attendance Policy, including inability to meet course requirements and progression standards.

The Chair of the Nursing Department reserves the right to cancel nursing classes, laboratory experiences, simulation activities, or clinical experiences at any time if conditions are determined to be unsafe, even if the University remains open.



Nursing Lab Policies

Nursing Lab Mission and Participation Objectives

The mission of Mid-America Christian University is to prepare nursing students for their role as professional nurses, providing safe and effective patient care. Professionalism and respect for people and the environment is expected.

During lab sessions and simulations, students will perform nursing skills and interventions safely and within the designated time. In simulation scenarios, students may play the role of a nurse, family member, physician, other healthcare provider, or be an observer. Following each simulation, students will debrief with faculty. They will view their performance, critically evaluate their actions, and bridge the gap between theory and application to the clinical setting. Discussion during the debriefing session stimulates critical thinking and promotes clinical judgment.

Dress Code

- Students are to wear their MACU nursing uniform for all labs.
- Shoulder-length hair or longer is to be pinned up.
- Students will bring the necessary equipment to the lab: nursing bag with supplies, stethoscope, bandage scissors, penlight, watch, and pencil.

Food and drink

- Drinks in closed-top containers are permitted only on the tables in the nursing skills lab.
- No food is permitted in the nursing skills or simulation labs.

Expected behavior

- Students must conduct themselves in a professional manner. Disrespectful language or behavior will not be tolerated. Failure to behave professionally may result in a verbal or written reprimand or immediate removal and dismissal from the lab or a classroom.
- The nursing labs are a non-threatening, professional, and safe learning environment. Mistakes are expected and are part of the learning process. If a student sees someone making a mistake, they are asked to correct them gently.
- Students are only allowed in the beds if they are playing the role of a patient.

Manikin care

- Manikins are to be treated like live patients, protected and carefully maintained.
- Manikin skins are absorbent and stain easily, so no pens are to be used near them, and no printed material is to be laid on top of them. Wash your hands with soap and water or wear gloves before working with manikins.



- No sharp objects are to be used near manikins to prevent skin tears.
- Manikins should not be moved from existing beds without permission from faculty or the lab manager.

Environment and supply maintenance

- The Skills and Simulation Labs should remain neat, uncluttered, safe, and prepared for the next student.
- All beds must be remade.
- Place soiled linen in the hamper. Refold linens that can be reused.
- Return all supplies and equipment to the appropriate storage area.
- No equipment or supplies should be removed from the labs.
- Any damage to supplies or equipment should be reported immediately to the lab manager.
- Supplies will be reused and repackaged.

Clinical Incident Report

- If a student is injured, either the student or an instructor will complete the Clinical Incident Report and submit it to the Director of Nursing.

Open Lab

Times provided at the beginning of the semester.

- Misuse of supplies or equipment may result in the loss of lab privileges.

Lab/Simulation Guidelines

Laboratory and simulation experiences are scheduled throughout the semester based upon course requirements and faculty scheduling.

1. Supplies will be provided to students using the lab. Students may request additional supplies for practice from the nursing faculty.
2. Students are required to report any incidents that occur in the Simulation Lab or Clinical to an instructor immediately. The student and instructor must complete a facility Clinical Incident Report before leaving the SIMs Lab or Clinical.
3. The student is responsible for informing faculty before all learning experiences of a known latex sensitivity/allergy.
4. The student will complete a Simulation evaluation form after every Simulation experience.

Skills Demonstration NESAC Card

1. Each student will maintain a Skills Demonstration NESAC card throughout all of the nursing courses at MACU. This checklist will serve as documentation that all skills have been completed satisfactorily. Students are required to keep this form during enrollment in the Nursing Program.
2. The student is responsible for ensuring the clinical instructor signs skills demonstrated in the lab.



Skills Demonstration Attempts

Students may make multiple attempts to successfully complete each required laboratory skills demonstration throughout the duration of the course. A skill is considered successfully completed only when all critical elements and competency standards have been met.

Failure of any critical safety element may result in immediate failure of that demonstration attempt and require remediation before the student may attempt the skill again.

Students must successfully complete all required laboratory skills demonstrations no later than the last scheduled day of the course, unless an alternate deadline has been approved in writing by the course faculty due to documented extenuating circumstances.

Students may not perform any skill in the clinical setting until that skill has been successfully validated by faculty.

Remediation Following an Unsuccessful Attempt

Students who do not successfully complete a laboratory skills demonstration will be required to complete faculty-directed remediation before another attempt is permitted. Remediation may include:

- One (1) hour of faculty-directed or laboratory-directed remediation for each skill not successfully completed.
- Review of applicable skills videos, course materials, policies, and procedural guidelines.
- Additional practice activities assigned by faculty.
- Demonstration of readiness to reattempt the skill, as determined by faculty.

Documentation of required remediation must be completed before scheduling another demonstration attempt.

Course Completion Requirement

Successful completion of all required laboratory skills competencies is a mandatory requirement for successful completion of the laboratory component of the course.

Students who have not successfully completed all required laboratory skills demonstration by the end of the course will receive a failing grade for the laboratory component. Because successful completion of the laboratory component is required for successful completion of the nursing course, failure to complete all required laboratory competencies will result in failure of the course and the student will not be eligible to progress in the nursing program.



Dress Code

1. MACU uniforms are to be worn at clinical, simulation, labs and any other activities or school functions designated by the faculty.
2. The uniform should be clean, in good condition, fit appropriately, and include a black scrub top, black scrub pants, or skirt no shorter than 2 inches above the knee. The black scrub top must have a MACU Nursing Program patch permanently sewn onto the left sleeve, 2 inches down from the top of the shoulder.
3. For warmth, students may wear a short- or long-sleeved black shirt underneath the uniform top. **Note:** Students are **not** allowed to wear any jackets or coats on top of the uniforms.
4. The MACU nursing photo name tag must be worn with a plain MACU badge clip (no lanyards r/t safety and infection control) at clinical/lab/simulation experiences. Name tags must be clean and free of clutter (e.g., jewelry, pins, and stickers) and must be visible and worn above the waistline (between the head and heart).
5. Socks (required with scrubs) and shoes must be clean without tears or stains and must completely cover the foot and heel. No open-toed shoes, or shoes that contain open holes. Shoes must be made of leather or another non-porous material and must be solid black or solid white. Keep in mind to wear shoes that provide a safe and secure footing.
6. A watch, bandage scissors, penlight, black pen, and stethoscope are required at clinical, skills labs, and simulation experience.
7. Make-up must be used in moderation to create a natural appearance.
8. Hair must be clean, neat, away from the face and off the neck collar, and maintained in a manner that a sterile field will not be contaminated. All hair must be in a natural hair color.
9. Students have the option to wear a hair covering for religious reasons or a head covering in compliance with the facility dress code.
10. Sideburns, beards, or mustaches must be clean, neat, and well-groomed. Facial hair should be groomed appropriately for mask-wearing and fittings as necessary.
11. Jewelry is best not worn at all for hygienic purposes. If worn, the jewelry should include one small ring on one finger only (consider the risk of cross-contamination, frequent hand-washing, and possible injury to patients) and a pair of small stud earrings worn in the earlobe. No multiple ear-piercing jewelry. No other visible body piercing jewelry is allowed including tongue or nose rings or studs.
12. Tattoos should not be visible. Visible tattoos must be covered entirely with clothing, if possible, at all times during clinical, skills lab, and simulation experiences when wearing the MACU Nursing uniform.
13. In accordance with the Centers for Disease Control recommendations for direct patient care, nails should be clean, neat, and trimmed with length not to extend greater than $\frac{1}{4}$ inch beyond the level of the fingertip. Only clear polish is allowed. If polish is worn, it cannot be chipped, cracked, or peeled. Nail ornaments/enhancements, artificial fingernails, acrylic extenders, gel, and shellac cannot be worn to clinical, skills lab, and simulation experiences.



14. Undergarments should be worn in a non-visible manner.
15. No scented perfume, cologne, shaving lotion, lotions, or fragrances may be used. Students must be clean and free of offensive odors. Overall, cleanliness and personal hygiene practices are required.

Requirements to Provide Patient Care

To successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, students admitted to the Nursing Program must be able to demonstrate, with or without reasonable accommodations, the following:

1. Visual acuity, such as is needed in the accurate preparation and administration of medications and for the observation necessary for patient/client assessment and nursing care.
2. Auditory perception to receive verbal communication from patient/clients and members of the health team (even if wearing a mask) and to assess the health needs of people through the use of monitoring devices such as stethoscopes, intravenous infusion pumps, cardiac monitors, fire alarms, etc.
3. Gross and fine motor coordination to respond promptly and to implement the skills required in meeting patient/client healthcare needs safely and the physical strength to assist in moving and turning patients. These include, but are not limited to, manipulation of and moving equipment and performance of CPR.
4. Intellectual function: cognitive, psychological, and emotional stability to plan, implement, and provide safe care for patients/clients.
5. Physical strength to assist in lifting and positioning patients and medical equipment.
6. MACU fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 for qualified disabled individuals.
7. Any student experiencing a change in health status (surgical procedure, pregnancy, delivery, disabling illness, etc.) must submit a completed form: Release to Return to Clinical Activity completed by a Health Care Provider (HCP). This form documents any restrictions/accommodations that the student requires to meet the physical requirements to attend and participate in clinical experiences.
8. The form Release to Return to Clinical Activity is available from the Nursing Office.
9. An individual denied admission or continuance in the program due to the inability to perform certain activities has the right to appeal any decision made. A complete copy of the Grievance Procedure may be obtained from the University Catalog.

Standard Precautions Policy

MACU's Nursing Program believes students and faculty deserve to be protected from all foreseeable hazards in the care of patients/clients. Efforts are consistently undertaken to provide students with the most up-to-date information on the increasing threat of infectious diseases.

1. Standard precautions will be used consistently for ALL patients/clients, regardless of diagnosis.



2. Nursing students will routinely use appropriate gloves, gowns, goggles, and masks to prevent exposure when in contact with blood or other body fluids is anticipated.
3. Standard precautions are to include the following procedures:
 - a. Gloves will be worn for handling blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures.
 - b. Gloves will be changed after contact with each patient/client.
 - c. Masks and protective eyewear or face shields will be worn during procedures that are likely to generate droplets or sprays of blood or body fluids to provide protection for mucous membranes of the mouth, nose, and eyes.
 - d. Gowns or aprons will be worn as necessary to prevent contamination of clothing and protect the skin from blood and body fluid exposure.
 - e. Hands and other skin surfaces will be washed immediately and thoroughly if contaminated with blood or other body fluids.
 - f. Students should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during disposal of used needles and when handling sharp instruments after procedures. To prevent needle-stick injuries, needles will not be recapped, purposely bent, or broken by hand. After use, disposable syringes and needles, scalpel blades, and other sharp items will be placed in puncture-resistant biohazard containers for disposal.
 - g. To minimize direct contact transmission, CPR mouth shields, resuscitation bags, or other ventilation devices will be available for use in areas in which the need for mouth-to-mouth resuscitation is predictable.
4. Nursing students with particular health problems may be exempted from providing care to patients/clients with suspected or diagnosed communicable diseases. Students must provide the Release to Return to Clinical Activity form identifying specific limitations regarding patient/client care during clinical.
5. Students and faculty will abide by clinical agency/facility policy.

Clinical, Lab, and Simulation Attendance Policy

Purpose

This policy outlines attendance expectations for laboratory, simulation, and clinical learning experiences within the Associate of Applied Science (AAS) at Mid-America Christian University (MACU) School of Nursing. Consistent attendance, punctuality, preparation, and professional conduct are essential components of nursing education and practice.



Students are required to attend and complete all scheduled laboratory, simulation, and clinical experiences, and all required clinical and laboratory hours necessary to meet course outcomes and program requirements.

Successful completion of a nursing course requires students to:

1. Achieve a minimum cumulative examination average of 74% based on unit examinations, the comprehensive final examination, and the end-of-course ATI Proctored Assessment.
2. Earn a minimum final course grade of 74%.
3. Successfully complete all required laboratory competencies.
4. Successfully complete the clinical component of the course.
5. Successfully complete all required simulation activities.
6. Successfully complete all dosage calculation requirements as outlined in the School of Nursing Dosage Calculation Policy.

Failure to successfully complete any one of these requirements will result in failure of the course and prevent progression within the nursing program.

Student Responsibilities

Students are expected to demonstrate professional accountability by:

- Attending all scheduled laboratory, simulation, and clinical experiences.
- Arriving on time and prepared for all scheduled activities.
- Completing all required preparation assignments prior to scheduled activities.
- Completing all required clinical, laboratory, and simulation hours.
- Obtaining any materials, assignments, or information missed due to absence.
- Completing the Clinical, Lab, and Simulation Attendance Reporting Form for all absences and tardiness.
- Following all policies contained within the School of Nursing Student Handbook.

Failure to complete required preparation assignments may result in a grade of zero (0), and the student may not be permitted to participate in the scheduled clinical, laboratory, or simulation experience.

Absence Policy

Due to accreditation requirements, Oklahoma Board of Nursing (OBN) regulations, and mandated clinical hour completion, opportunities to make up missed clinical, laboratory, or simulation experiences are limited.

Students are expected to attend all scheduled clinical, laboratory, and simulation experiences. Absences may jeopardize a student's ability to meet required course outcomes and complete the required clinical, laboratory, and simulation hours.

Students must successfully complete all required clinical, laboratory, and simulation hours to successfully complete the course.

First Clinical Absence



A first clinical absence may be considered excused when appropriate notification and documentation requirements are met. Any required make-up activity will be assigned at the discretion of course faculty and nursing program leadership.

Second Clinical Absence

A second clinical absence places the student's successful completion of course requirements at risk and will result in review by nursing program leadership.

If nursing program leadership determines the student may continue in the course, the student may be required to complete an additional clinical experience or other assigned learning activity to meet course objectives and required clinical hours.

Additional Clinical Assignment Fee

Students who incur a second clinical absence and are approved by nursing program leadership for an additional clinical experience to complete required clinical hours will be assessed a \$400 clinical make-up fee.

This fee is intended to offset the additional costs associated with securing faculty, clinical placement, and supervision for an additional clinical experience.

The fee must be paid by the deadline established by the University before the student may participate in the additional clinical experience.

Failure to pay the required fee may result in the student being unable to complete required clinical hours, which may result in course failure.

Assessment of the fee does not guarantee approval of an additional clinical experience. Approval of any additional clinical experience remains at the discretion of nursing program leadership and available clinical resources.

Excessive Absences

Additional absences beyond the second clinical absence may prevent a student from meeting course objectives and required clinical hours and may result in course failure.

The School of Nursing reserves the right to determine whether sufficient clinical, laboratory, and simulation hours have been completed to meet course outcomes and progression requirements.

Notification Requirements

If an emergency prevents attendance, students must:

- Notify the course faculty prior to the scheduled activity whenever possible.
- Follow any course-specific notification procedures.
- Provide documentation verifying the emergency when requested.

Failure to properly notify faculty may result in the absence being designated as unexcused.



Absence Documentation

Students must complete the Documentation of the Clinical, Lab, and Simulation Attendance Reporting Form and submit all supporting documentation to the course faculty within two (2) calendar days of the absence.

Failure to submit documentation within the required timeframe may result in the absence being classified as unexcused.

Unexcused Absences

An absence may be considered unexcused if:

- A required pre-clinical or preparation assignment is not submitted.
- The student misses a scheduled activity due to a non-emergency situation.
- The student fails to notify faculty appropriately.
- Required documentation is not submitted within the required timeframe.
- The absence results from behavior inconsistent with School of Nursing expectations.

Clinical make-up opportunities may not be available for unexcused absences.

Failure to complete required clinical, laboratory, or simulation hours may prevent successful completion of the course and may result in course failure.

No Call / No Show

A no call/no show for a clinical, laboratory, or simulation experience is considered unprofessional conduct.

A no call/no show will result in:

- A grade of zero (0) for the scheduled experience.
- An unexcused absence.
- Referral to nursing program leadership for review.
- Required completion of any approved make-up assignment or activity.

Additional disciplinary action may occur based upon the circumstances and the student's previous performance.

Tardiness

Professional punctuality is required in all clinical, simulation, and laboratory settings.

Students arriving one (1) minute or more after the scheduled start time will be considered tardy.

A student arriving thirty (30) minutes or more after the scheduled start time will not be permitted to participate and will be considered absent for the scheduled activity.

The student will:

- Receive a zero (0) for the scheduled activity.



- Receive an unexcused absence.
- Be required to complete any approved make-up activity if permitted by program leadership.

Three (3) tardies will be equivalent to one (1) absence.

After the third tardy, the student will:

- Be sent home for the day.
- Receive a zero (0) for the scheduled activity.
- Receive an unexcused absence.

Make-Up Experiences

Make-up opportunities are not guaranteed and will be considered under specific circumstances.

All make-up experiences must be approved by nursing program leadership.

Approved make-up experiences:

- Must be completed on the date, time, and location assigned by the School of Nursing.
- May include alternative clinical, laboratory, simulation, written, or other learning activities.
- Must be completed satisfactorily to receive credit.

Failure to complete an approved make-up experience may result in failure to complete required course hours and may result in course failure.

Remediation and Additional Learning Activities

The School of Nursing reserves the right to require additional remediation, simulation experiences, written assignments, skills validation, laboratory activities, clinical experiences, or other learning activities when attendance deficiencies compromise achievement of course outcomes, clinical objectives, professional behaviors, patient safety competencies, or program requirements.

Completion of required remediation activities is mandatory and may be required in addition to any make-up clinical, laboratory, or simulation hours.

Failure to satisfactorily complete assigned remediation activities by the designated deadline may result in an unsatisfactory clinical evaluation, course failure, or inability to progress in the nursing program.

Assignment of remediation activities is at the discretion of course faculty and nursing program leadership and will be determined based on the student's individual learning needs, attendance record, and course requirements.



Professional Accountability

Attendance, punctuality, preparation, and professional conduct are evaluated as components of professional nursing behavior.

Attendance concerns may be documented in the student's clinical evaluation and may affect progression within the nursing program.

Students demonstrating repeated attendance concerns may be required to meet with program leadership and may be placed on a Behavioral Improvement Agreement or other corrective action plan.

Relationship to Course Progression

Attendance alone does not constitute successful completion of a nursing course.

To progress in the nursing program, students must successfully complete all progression requirements, including:

1. A minimum cumulative examination average of 74%.
2. A minimum final course grade of 74%.
3. Successful completion of all required laboratory competencies.
4. Successful completion of the clinical component.
5. Successful completion of all required simulation activities.
6. Successful completion of all dosage calculation requirements as outlined in the School of Nursing Dosage Calculation Policy.

Failure to meet any of these requirements may result in course failure and inability to progress in the nursing program.

Incident and Exposure Reporting Policy

The Mid-America Christian University (MACU) School of Nursing is committed to maintaining a safe learning environment for students, patients, faculty, staff, and clinical partners. Any student who experiences an injury, needle-stick, exposure to blood or body fluids, medication error, patient safety event, or other incident while participating in laboratory, simulation, clinical, or other educational activities must immediately report the incident and follow the procedures outlined below.

Immediate Notification

Students are required to report any incident or exposure immediately.

- Notify the clinical instructor, laboratory instructor, or supervising preceptor as soon as the incident occurs.



- If the incident occurs at a clinical agency, the student must also comply with the agency's incident reporting procedures.
- The clinical instructor or supervising faculty member will notify the School of Nursing Chair as soon as reasonably possible.
- The student and faculty member must each complete the School of Nursing Incident Documentation Form within 48 hours of the event.

Incident documentation shall include:

- Date and location of the event
- Description of the incident
- Contributing factors
- Actions taken to ensure patient safety
- Faculty assessment and recommendations

Required remediation activities

All documentation must be factual, objective, accurate, and compliant with the Health Insurance Portability and Accountability Act (HIPAA). Patient names or any other protected health information must not be included in University documentation.

Patient Safety

Patient safety is the highest priority during all laboratory, simulation, and clinical learning experiences.

If an incident involves actual or potential patient harm, including but not limited to a medication error, treatment error, patient fall, breach of confidentiality, or any event that may compromise patient safety, the student must immediately notify the supervising instructor or preceptor.

Students must never attempt to conceal an error or incident. Prompt reporting allows timely intervention, promotes patient safety, and supports a culture of accountability, learning, and professional practice.

Medical Evaluation and Treatment

Following an injury or exposure:

- Perform immediate first aid appropriate to the incident (e.g., wash the affected area with soap and water, flush eyes or mucous membranes with water, or follow the clinical agency's exposure protocol).
- Notify the supervising faculty member or preceptor immediately.
- If available, follow the clinical agency's post-exposure evaluation process.

**Obtain prompt medical evaluation from:**

- the clinical agency (if available),
- a personal healthcare provider,
- an urgent care clinic, or
- an emergency department, as appropriate.
- Obtain copies of all medical documentation, including diagnosis, treatment provided, recommended follow-up care, and billing information.

Students are responsible for complying with all recommended follow-up testing, treatment, and medical appointments.

Billing and Insurance

Students are responsible for maintaining personal health insurance throughout enrollment in the nursing program.

Medical expenses associated with injuries or exposures will initially be billed through the student's personal health insurance.

University Reporting

The School of Nursing Chair is responsible for ensuring that all reported incidents and exposures are reviewed and documented in accordance with University policies.

When required, the School of Nursing Chair will notify the appropriate University offices, including Risk Management, Campus Safety, Human Resources, Student Affairs, or other designated administrators, as applicable.

The University may conduct an internal review of any reported incident to evaluate compliance with University and clinical agency policies, identify opportunities for risk reduction, and determine whether additional follow-up or remediation is necessary.

Students are expected to cooperate fully with any University or clinical agency investigation and to provide requested documentation in a timely manner.

Student Responsibilities

Students are responsible for:

- Immediately reporting all incidents, injuries, exposures, and patient safety events.
- Following all clinical agency policies and procedures.
- Seeking appropriate medical evaluation and treatment when necessary.



- Completing the required Incident Documentation Form within 48 hours.
- Participating in any required remediation or follow-up activities.
- Complying with recommendations made by healthcare providers and School of Nursing faculty.
- Cooperating with any University or clinical agency review or investigation.

Failure to report an incident or exposure, failure to comply with this policy, or falsification or omission of information related to an incident may result in disciplinary action and may affect the student's eligibility to participate in laboratory or clinical learning experiences.

Quick Reference Checklist

Following an incident or exposure:

- ☐ Notify the clinical instructor, laboratory instructor, or preceptor immediately.
- ☐ Follow the clinical agency's emergency or exposure procedures.
- ☐ Perform immediate first aid as appropriate.
- ☐ Obtain prompt medical evaluation and treatment.
- ☐ Complete the School of Nursing Incident Documentation Form within 48 hours.
- ☐ Submit all required documentation to the School of Nursing Chair.
- ☐ Maintain copies of all medical reports, treatment records, insurance documentation, and billing statements.
- ☐ Complete all recommended follow-up testing, treatment, and required remediation.
- ☐ Cooperate with any University or clinical agency review of the incident.

Clinical Error and Near Miss Reporting Policy

Purpose

The Mid-America Christian University (MACU) School of Nursing is committed to fostering a culture of safety, accountability, transparency, and continuous quality improvement. The purpose of this policy is to ensure that clinical errors and near misses occurring during student clinical experiences are promptly identified, documented, analyzed, and used as opportunities for learning and system improvement.

Definitions

Clinical Error:

Any action or omission by a student that results in, or has the potential to result in, patient harm, including but not limited to medication errors, treatment errors, documentation errors, communication failures, or breaches of patient safety protocols.

**Near Miss:**

An event, situation, or circumstance that could have resulted in patient harm but did not, either by chance or through timely intervention.

Policy

1. All clinical errors and near misses involving nursing students must be reported promptly to the clinical instructor and appropriate facility personnel according to agency policy.
2. Students are expected to report errors and near misses immediately upon discovery. Failure to report an error or near miss may result in disciplinary action and may be considered unprofessional conduct.
3. The School of Nursing maintains a confidential tracking system for all reported clinical errors and near misses involving students.
4. Documentation shall include:
 - Date and location of the event
 - Description of the incident
 - Contributing factors
 - Actions taken to ensure patient safety
 - Faculty assessment and recommendations
 - Required remediation activities
5. The Program Chair or designee shall review all reported incidents and maintain records for program evaluation and accreditation purposes.

Investigation and Follow-Up

1. Each reported error or near miss will be reviewed to identify:
 - Individual performance factors
 - Educational gaps
 - Communication issues
 - Environmental or system-related factors
 - Opportunities for improvement



2. Faculty will meet with the student to:
 - Review the event
 - Discuss contributing factors
 - Develop a remediation plan when appropriate
 - Reinforce safe nursing practice principles
3. Remediation may include:
 - Additional skills practice
 - Simulation activities
 - Medication calculation review
 - Assigned readings or learning modules
 - Faculty-guided reflection activities
 - Repeat competency validation

Quality Improvement and Educational Enhancement

1. The School of Nursing will aggregate and analyze clinical error and near miss data at least annually.
2. Trends and patterns will be reviewed by nursing faculty and program leadership to identify opportunities for:
 - Curriculum revision
 - Simulation enhancements
 - Clinical orientation improvements
 - Skills laboratory modifications
 - Faculty development initiatives
 - Policy and procedure updates
3. Findings from error and near miss analyses will be incorporated into the program's continuous quality improvement process.



4. When appropriate, corrective actions and educational interventions will be implemented to reduce the likelihood of similar events occurring in future student clinical experiences.

Non-Punitive Reporting Culture

The School of Nursing encourages honest reporting of errors and near misses as part of a culture of safety. Students who promptly report incidents and participate fully in remediation efforts will be viewed as contributing to patient safety and quality improvement. While accountability for unsafe practice remains essential, the primary purpose of reporting is education, prevention, and system improvement rather than punishment.

Records Retention

Clinical error and near miss reports shall be maintained according to University record-retention policies and accreditation requirements and will be used for program evaluation and quality improvement activities.

Technology, Electronic Device Use, and Social Networking

With the advent of electronic devices, a large amount of nursing, healthcare, and productivity software has been developed. Studies have shown that students who use electronic devices in the clinical setting are more successful and are not as anxious about their experiences. The use of electronic devices in the clinical setting provides the student with readily available and up-to-date information. Therefore, the student may use an electronic device as a resource during clinical experiences as per facility policy. Compliance must be ensured with the Health Insurance Portability and Accountability Act (HIPPA). Students using electronic devices or audio devices in the classroom are required to abide by the same guidelines. Students must request permission and receive approval from faculty to record lectures using an electronic or audio device.

Social networking has allowed people across the world to have unprecedented access to immediate updates on another person's location, situation, and commentary. However, this open access can also put the individual at a personal risk. People can be stalked, employers can search potential candidates, and people may unintentionally violate privacy rules.

1. Clinical information received via technology should de-identify patient/client information prior to submitting any clinical paperwork.
2. Refrain from posting any commentary about clinical situations, patients/clients, or any information listed above in any social networking venue, regardless of privacy settings.
3. Remove/do not record the following data:
 - a. Patient/Patient Name
 - b. Any contact numbers
 - c. Social Security number
 - d. Medical record number



- e. Health plan beneficiary number
- f. Vehicle identifiers and serial number
- g. Device identifiers and serial numbers
- h. Universal resource locators (URL's)
- i. Internet protocol (IP) address numbers
- j. Biometric identifiers, including finger and voice prints
- k. Audio or video recordings
- l. Any other unique identifying number, characteristic, code, etc.

Violation of this policy is considered a privacy violation and subject to disciplinary action, including dismissal from the Nursing Program.

Confidentiality

Patient/Client records in clinical settings are confidential as required by federal and state law and by professional ethics. Therefore, it is the responsibility of each student in the Nursing Program to maintain complete and total confidentiality regarding all patient/client information that is collected, analyzed, filed, or stored.

Every person, professional and nonprofessional, who obtains information from a patient's/client's record that is receiving medical, dental, or related health services is engaged in privileged communication. Privileged communication belongs to the patient/client and cannot be waived by anyone else. Oklahoma statutory law has expanded the common law scope of confidential communication to include consultation or communication with healthcare professionals on a need-to-know basis.

In general, no patient/client records or information therein should be released or discussed without the written consent of the patient/client or by a valid court order.

1. However, in most cases, patient/client information may be shared appropriately on a need-to-know basis with the professionals rendering healthcare in a clinical facility without written consent.
2. No printed material concerning patients/clients should be removed from the clinical facility.
3. Patient/Client data stored in computer electronic health record systems in clinical facilities and/or any MACU system available to printers and/or networked computers is confidential. Access is protected by responsible usage of passwords and user IDs.
 - a. Passwords and user IDs are confidential and should not be shared with anyone, including peers, supervisors, or instructors.
 - b. Computers should not be left unattended without first signing off, especially if patient/client information is on the screen.



- c. Each user is responsible for protecting the integrity and the security of all confidential data in all electronic health record systems and that all entries are the responsibility of the individual identified by the password.
4. Information is a valuable asset to be shared appropriately when necessary and to be protected at all other times. Access to patient/client records should be limited to those who have a need to know as necessitated by the performance of required job duties.
5. Any incident of failure to maintain confidentiality with patient/client information will be carefully reviewed by administrative staff and faculty and will result in disciplinary action.
6. No assignments or other documentation containing any information regarding a patient, family, faculty member, clinical facility, or student will be saved or left on any open-access desktop or hard drive.

HIPAA

1. The MACU Nursing Program requires all students to appropriately safeguard the protected health information of patients in accordance with applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPPA).
2. Students may use and disclose protected health information solely for educational purposes, using appropriate safeguards to prevent the use or disclosure of the information other than for educational purposes.



Appendix: Student Forms

This appendix contains the following forms for use in the program.

General Forms Index:

- Oath of Confidentiality
- Release of Information
- Authorization for Photography and Recording of Simulation Sessions
- Hepatitis B Vaccination Waiver
- Photo/Video Release Form
- Clinical, Lab, and Simulation Attendance Reporting Form

Electronic Signature Acknowledgment

By electronically signing this acknowledgment, you confirm that you have received, read, and understand the Mid-America Christian University School of Nursing Student Handbook. Your electronic signature serves as your acknowledgment and signature for all forms, acknowledgments, and agreements contained within this handbook. Individual signatures for each form are not required.

By signing this agreement, you agree to abide by all policies, procedures, standards, and expectations outlined in this handbook throughout your enrollment in the School of Nursing. Failure to comply with these policies and procedures may result in disciplinary action, up to and including dismissal from the nursing program.



Oath of Confidentiality

NAME: _____

STUDENT ID: _____

I, _____, understand that any patient/family information to which I have access, either through records, direct contact, or caregiver/student conferences, is privileged and shall be held in strict confidence.

I will ensure the privacy of all information by documenting only on appropriate procedural forms, which will be kept secure according to agency policy. When such information is included in written assignments, I will ensure that the information is written in such a way as to prevent any connection with specific patients/families.

I further agree to abide by all policies and procedures of the agency to which I am assigned with utmost concern for the privacy, security, and well-being of the patients/families I am privileged to visit.

I understand that the Mid-America Christian University Student Handbook is available to me in Canvas. I understand that I am responsible for reading and adhering to the policies in this handbook and any updated policies posted on the Mid-America Christian University Nursing Program's web page and attached as an addendum to course syllabi.

Student Signature

Date



Release of Information

STUDENT NAME: _____

This form is an authorization to release the student's clinical requirement information to healthcare clinical facilities with which Mid-America Christian University's Nursing Program has a clinical contract or agreement. This release will be in effect until the student's last clinical date in the Nursing Program.

The information release includes:

- Name
- Immunization records
- TB skin test or chest X-ray results
- Date of Basic Life Support/Healthcare Provider course
- Background Check, criminal and sex offender reports, results of Urine Drug Screen

You will be notified if the healthcare facility denies you participation in the clinical rotation due to content in the information release.

Clinical facility contract settlement:

"In the event such authorization and release are not given by the student, the student shall be disqualified from participation at the clinical facility. The results of the clinical requirement information must be satisfactory to the healthcare clinical facility."

I hereby authorize Mid-America Christian University Nursing Program to release the information above to the healthcare facilities for clinical rotations.

Student Signature

Date



Authorization for Photography and Recording of Simulation Sessions

I, _____ hereby grant to Mid-America Christian University and its legal representatives and assignees the irrevocable and unrestricted rights to photograph and record clinical labs and simulation sessions throughout my enrollment in the college and to use the photographs or recordings in the review and evaluation of the performance of the clinical groups and individuals. In addition, I give permission for the use of this recording in the education of current and future faculty and staff on the implementation of labs and simulation in clinical education, with the understanding that these recordings will not be used for presentations outside Mid-America Christian University without the express consent of the participants. I hereby release Mid-America Christian University and its legal representatives and assignees from all claims and liability relating to the use of these photographs and recordings.

SIGNATURE: _____

PRINTED NAME: _____

DATE: _____



Hepatitis B Vaccination Waiver

Student Full Name: _____

Address: _____

(City) (State) (Zip-Code)

Telephone: _____ Date of Birth: ____/____/____

The student named above is scheduled to receive the Hepatitis B vaccine or titer on the following dates:

1st Dose: _____

2nd Dose: _____

3rd Dose: _____

Titer: _____

Print Name of healthcare provider: _____

Signature of healthcare provider: _____

Student Signature: _____

Voluntary Declination or Medical Reasoning

I understand that due to my exposure to blood or other potential infections exposure to blood or other infectious materials that I may be at risk for acquiring a Hepatitis B virus (HBV) infection. I understand that, if required for the clinical setting, I must receive a vaccination at that time, or I may be unable to attend clinical rotations and successfully progress in the Nursing Program. I decline the Hepatitis B vaccine at this time. I understand that by declining the vaccine, I may continue to be at risk, and it may hinder my progression in the program.

Student Signature: _____

If the declination for the HBV vaccine is due to medical reasons, list them below, along with the healthcare provider's signature:



Print Name of healthcare provider: _____

Signature of healthcare provider: _____



Photo/Video Release Form

Photo Release for 18 and over: I hereby grant to Mid-America Christian University Nursing and its legal representatives and assigns the irrevocable and unrestricted rights to use and publish photographs/video footage of my image, or in which I might be included, for editorial trade, advertising, and any other purpose and in any manner and medium; to alter the same without restrictions; and to copyright the same. I hereby release Mid-America Christian University and its legal representatives and assigns from all claims and liability relating to said photography/video footage.

Student Name (Printed): _____

Student Signature: _____

Date: _____

Photo Release for under 18: I hereby grant to Mid-America Christian University and its legal representatives and assigns the irrevocable and unrestricted rights to use and publish photographs/video footage of my child, or in which my child might be included, for editorial trade, advertising, and any other purpose and in any manner and medium; to alter the same without restrictions; and to copyright the same. I hereby release Mid-America Christian University and its legal representatives and assigns from all claims and liability relating to said photography/video footage.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____



Clinical, Lab, and Simulation Attendance Reporting Form

Students must complete this form for any missed or tardy clinical, laboratory, or simulation experience within two (2) days of the infraction.

For missed or tardy clinical, lab, or simulation, email this completed form to the:

- The School of Nursing: nursing@macu.edu, and the
- Course Instructor

Attach supporting documentation for any extenuating circumstances, such as doctors' notes for illness.

Student Information

Student Name _____

Course _____

Instructor _____

Clinical Site _____

Attendance Details

Date(s) Absent _____

Date(s) Tardy _____

Time Instructor Notified _____

Learning Activity Type (Check all that apply)

- ☐ Clinical
- ☐ Laboratory
- ☐ Simulation



Explanation of Absence or Tardiness

Please explain the circumstances that resulted in the absence or tardy:

Plan to Prevent Future Attendance Issues

Describe the steps you will take to prevent additional attendance problems:

Student Verification

Student Signature: _____

Date: _____

Faculty / Administrative Review

Decision:

- ☐ Excused Absence – Make-up permitted
- ☐ Unexcused Absence – Make-up permitted
- ☐ Unexcused Absence – No make-up opportunity
- ☐ Referred for program review



Supporting documentation submitted: ☐ Yes ☐ No

Administrative Notes:

Decision Date: _____

Reviewed by: _____