

BSN Student Handbook 2008-2009
Department of Nursing
Missouri State University

This handbook is designed to assist you by centralizing important information about the university and the BSN programs at Missouri State University. Important student policies, procedures, guidelines, responsibilities, and resources are presented.

You are responsible for the information contained in this handbook. You are encouraged to read it at your earliest convenience and keep it as a reference while you are an enrolled nursing student at Missouri State University. This information is an adjunct to, not a replacement for, the Missouri State University Undergraduate Catalog.

Further details about the policies and procedures described in this handbook can be found in the Missouri State University Undergraduate Catalog on the University's web page at www.missouristate.edu or the Department of Nursing's web page at www.missouristate.edu/nursing.

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INTRODUCTION

About the University

Missouri State University was founded on April 17, 1905, when the Missouri General Assembly authorized the establishment of Missouri State Normal School, Fourth District. The first classes were held in June 1906. Tuition averaged \$6 per term for the more than 500 students enrolled. Forty acres at the corner of Grand and National were donated by the citizens of Springfield for the new campus. When the first building, Academic Hall (now Carrington Hall) was completed in 1908, the campus moved to its current location.

In just over 103 years, Missouri State University has grown from a single building at the corner of Cherry and Pickwick to a campus of 163 acres with 40 buildings. Additionally, Missouri State University has a 225-acre farm in Springfield, the State Fruit Experimentation Station in Mountain Grove, the Baker Observatory in Webster County, Paul Shoals Field Station, a campus in West Plains, a joint Doctoral Program with the University of Missouri, a graduate center in Joplin at Missouri Southern State University, and a virtual campus that offers educational programs via distance learning technology.

Missouri State University Gains National Recognition

Missouri State University's commitment has been recognized by its inclusion in the John Templeton Foundation's Honor Roll for Character-Building Colleges. The Honor Roll recognizes universities that foster a positive attitude, promote community-building values, and encourage their students to explore an individual and moral reasoning process. Missouri State University is among the 6% of the nation's 2,208 four-year universities and colleges selected for the Honor Roll.

Mission, Philosophy, and Goals of Missouri State University

Missouri State University is a metropolitan university serving a unique combination of urban and rural environments, whose single purpose is to develop educated persons. The university is committed to the creation of a teaching and learning environment that maximizes the students' opportunity to become such a person. The academic experience is grounded in a focused general education curriculum which draws heavily from the liberal arts and sciences. This foundation provides the basis for successful mastery of focused disciplinary and professional studies as well as enabling critical, independent intellectual judgment on the culture and institutions of the larger society.

The university's identity is distinguished by its statewide mission in public affairs, a campus-wide commitment to foster competence, and responsibility in the common vocation of citizenship. In addition to public affairs, the university commits itself to excellence in five focused theme areas: professional education, health care, business and economic development, creative arts, and science and environment.

The university understands its tasks of developing educated persons to include adding to the store of human understanding through research and drawing from that store of understanding to provide service to the community that supports it. In all of its programs, both undergraduate and graduate, the university is committed to using the most effective and regularly evaluated methods of discovering and imparting knowledge and to the appropriate use of technology in support of these activities.

The university functions through a multiple-campus system, with each campus structured to complement one another and to address the needs of the metropolitan area they jointly serve. The system includes a selective admission campus in Springfield, a 2-year open admissions campus at West Plains, a research campus at Mountain Grove, and a virtual campus for distance learning.

About the Department of Nursing

Beginning in 1952, the university provided courses for nursing students at St. John's School of Nursing. With revision in the Burge School of Nursing curriculum in the 1980s, prerequisite courses were also available to other students. In 1963, Missouri State University offered a BS degree with a major in nursing to prepare faculty for local schools of nursing. The BS degree was available until the Bachelor of Science in Nursing (BSN) degree was established in 1977.

In the early 1970s, the Administration and the Department of Life Sciences Faculty at Missouri State University assessed the need for an additional nursing program for the Missouri area. Early in the study, the University decided that a BSN-completion program would complement existing nursing programs and best serve the needs of the Southwest Missouri region. Nursing programs in the area at that time included two diploma programs, Burge and St. John's schools of nursing, and an associate degree program at Missouri Southern State University in Joplin. Graduates of these programs provided most of the nurses working in the area. Although the American Nurses Association recommended that by 1975, the mix of nurses in the area should be 60% diploma or associate degree nurses, 28% BSN, and 12% masters; less than 9% of the nurses in Southwest Missouri had baccalaureate degrees in 1976.

Surveys demonstrated a desire by the RN community to pursue a BSN degree. Many nurses expressed frustration at being placed in leadership positions without the educational preparation for the job. Employers also expressed a desire to employ more RNs with a BSN degree.

Development of the BSN Completion Program

Based on the identified need for a completion program, the University took steps to assess the resources available to develop a program, including faculty, facilities, and finances. Collaboration with various agency boards, commissions, and health care providers occurred in the early planning phases. The curriculum was developed, courses were delineated, and criteria for admission were established. In 1976, the BSN-completion program was approved by the University Faculty Senate. In 1977, the Coordinating Board of Higher Education also approved the program.

In 1977, the first majors were accepted into the BSN-completion program (BSN-C). Since then, approximately 500 students have graduated from the program. Since its inception, many changes have occurred in the BSN-C major that have enhanced the educational program. Curricular changes have strengthened the major by adding a required course in statistics, separating the study of family nursing and health assessment into two courses, and including a nursing research course. On December 6, 1982, the National League for Nursing (NLN) Council of Baccalaureate and Higher Degree Programs approved accreditation of the BSN-C program for 8 years. This milestone was achieved during a period of time in NLN history when completion program accreditation was especially difficult to attain. Since its initial accreditation, the BSN-C program has maintained continuous accreditation from national accrediting agencies.

The Department of Nursing also moved physically. Initially the program was offered in a two-story white house at 1030 East Grand (now the site of a parking area). This house contained the departmental office, classroom(s), and faculty offices. The neighboring house provided physical assessment laboratory space. In 1985, the department moved to the fourth floor of the Professional Building (609 East Cherry), and later, in 1989, to the third floor. In 1996, the department moved to Glass Hall while renovations were completed in the Professional Building. In the fall of 1997, the department relocated to its current location on the third floor of the Professional Building. With each move, the department gained additional space for faculty, students, and classrooms.

About the Department of Nursing (continued)

Growth of the Nursing Department

The vision of the department also expanded during the preceding years. In April 1986, the Theta Lambda chapter of Sigma Theta Tau, the International Nursing Honor Society, was established at Missouri State University. Ninety-two RNs were inducted as charter members. Today, the Theta Lambda Chapter includes over 125 members. To meet the educational needs of RNs in outlying areas, courses were offered off campus. The Department of Nursing initiated onsite distance learning programs in West Plains in 1988, and nursing courses were offered in Branson and Nevada, Missouri. Later, distance learning sites via interactive video were opened in Nevada, West Plains, Lebanon, and Neosho, Missouri, and Harrison, Arkansas. In 1989, a Health Care Management minor was implemented. Courses in the minor are open to both nursing and non-nursing majors.

In 1990, the department began planning a master's degree program. In 1996, the department admitted the first graduate students into the master's program. Students are prepared at the master's level as Family Nurse Practitioners and Nurse Educators. In the spring of 1998, the first class of master's degree students graduated. Currently, over 35 students are enrolled in the Department of Nursing's master's degree programs. The Master of Science in Nursing (MSN) program received initial NLNAC accreditation in the fall of 1999.

The department began planning for a 4-year BSN program in 1977. Efforts to initiate the program at Missouri State University were successful in 2001. The program was approved by Missouri State University, and received initial approval by the Missouri State Board of Nursing. The first class was admitted and began in the summer of 2003. In October 2004, all of the nursing programs were accredited through the Commission on Collegiate Nurse Education (CCNE). Questions, concerns, or comments can be made to CCNE through the following avenues: phone (202) 887-6791; e-mail info@aacn.nche.edu; mailing address Commission on Collegiate Nursing Education, One DuPont Circle, NW, Suite 530, Washington, DC 20036. The Missouri State Board of Nursing has conducted annual reviews of the nursing program.

The students and graduates remain a strength of the nursing program. Coming from a variety of nursing programs throughout the nation and several foreign countries, the students have demonstrated strong academic and nursing abilities. Many of the graduates have gone on to graduate school in nursing and have achieved certification in their areas of specialization. Input from students through committee participation, ongoing feedback (and surveys) and from graduates through alumni surveys has helped to strengthen the educational process and provide a quality educational program for RNs.

With the expansion and growth of the nursing programs at Missouri State University, the faculty increased from a core of 3 to a core of 12, with the addition of part-time faculty and graduate assistants. Today, students have the opportunity to learn from faculty prepared with master's degrees in nursing and doctoral degrees from various universities across the country. Faculty members are actively involved in nursing research, hold leadership roles in professional organizations, maintain clinical skills through nursing practice and continuing education, and are involved in community service.

Mission of the Department of Nursing

The Department of Nursing is an integral part of Missouri State University and the College of Health and Human Services. The Department of Nursing is dedicated to excellence in:
(1) undergraduate and graduate nursing education, (2) scholarship, and (3) service.

Mission of the Department of Nursing (continued)

Education

The Department of Nursing promotes the general mission of the university and the college, developing educated persons, by providing students the opportunity to think critically, solve problems, communicate effectively, develop self-responsibility, and grow personally and professionally as citizens within a pluralistic global society. The department offers community-based programs leading to professional nursing practice. The undergraduate baccalaureate degree in nursing is based on knowledge from the arts, sciences, and humanities, and clinical experience in a variety of settings with diverse populations. The RN to BSN program builds upon technical nursing education and is enriched by courses in the liberal arts and diverse clinical experiences. Building upon baccalaureate nursing education, the graduate programs prepare nurses for advanced practice and teaching roles. The RN to MSN program provides an opportunity for exceptional students to progress from entry-level nursing to graduate study in an accelerated format. The department promotes an educational environment that encourages lifelong learning and the spirit of inquiry. Access to professional nursing education in Southwest Missouri is facilitated through educational technology and distance learning programs.

Scholarship

The scholarly mission of the university, college, and department is accomplished through the promotion of faculty and student scholarship. Faculty scholarship enhances health care through the scholarship of integration, application, discovery, and teaching. In all types of scholarship, the faculty encourages the direct and indirect involvement of students.

Service

The service mission is accomplished through the involvement of faculty and students in academic, professional, and community service. The department provides leadership, serving as experts in nursing education, practice, and scholarship, to the community and the Southwest Missouri region. The department faculty and students participate in the shared governance structure of the University by serving on university, college, and departmental committees.

Philosophy of the Department of Nursing

The Department of Nursing values the continual professional development of its faculty and students through education, scholarship, and service and builds upon theories, principles, and the concepts relevant to professional nursing, client, environment, health, and learning. These concepts are integral to nursing education.

The Department of Nursing believes professional nursing is a science and an art with core values that include altruism, autonomy, human dignity, integrity, and social justice. Nursing's unique body of knowledge incorporates life experiences and builds upon theories and principles from the liberal arts and sciences, as well as from nursing science, practice, and scholarship. The faculty believes nursing is an autonomous and collaborative discipline that practices within a framework of ethical and professional standards. As members of a practice discipline, nurses provide care in a variety of roles to clients in diverse settings, and as members of a profession, nurses have a commitment to professional development and life-long learning.

As members of a practice discipline, professional nurses provide care in the role of care provider, designer, manager, and coordinator of care to clients in diverse settings. Nurses implement advanced roles as nurse educators, researchers, clinicians, and consultants at the graduate level.

Through the use of critical thinking, therapeutic communication, and technical skills, nurses, using systematic approaches, assist clients in meeting health care needs. At the undergraduate level, professional nurses are prepared to assess health care needs and design nursing care, to provide, manage, and evaluate health care in diverse settings. Building upon undergraduate education, the graduate program prepares professional nurses for advanced nursing roles as family nurse practitioners and nurse educators. Family nurse practitioners provide primary care across the life span. Nurse educators facilitate the teaching-learning process of individuals and groups in a variety of settings.

Philosophy of the Department of Nursing (continued)

Clients, as living systems, are unique holistic beings composed of physiological, psychological, spiritual, social, and cultural dimensions in continuous interaction with the environment. Individuals have inherent dignity and self-worth and are in a continuous state of growth and development across the life span. Individuals are self-determining; however, each individual functions interdependently with other individuals, families, and communities. Although vulnerable to illness and disease, clients have the potential capacity to reduce risk, prevent disease, promote health, and manage their internal and external environments.

The environment includes everything that impacts the client. The environment has physiological, psychological, spiritual, social, and cultural dimensions that interact with the client and can have individual, as well as global implications for health and health care. Nurses engage in therapeutic nursing interventions to manage, modify, and manipulate the internal and external environmental dimensions to promote optimal health and prevent illness and disease. The professional nurse has an understanding of health care systems and policies that impact clients' environments.

Health is a description of the holistic, dynamic, multidimensional optimal state of the client. Health is composed of interacting physiological, psychological, spiritual, social, and cultural dimensions and is a result of the individual's constant interaction with the environment. Disease, as a component of health, is a manifestation of these client-environment interactions. Nurses assist clients to restore, maintain, and promote health, to prevent and treat illness and disease, and when death is imminent, to support dying with dignity.

Learning is a dynamic interactive process involving communication and critical thinking that builds upon previous experiences and knowledge. Learning occurs at different rates for individuals and implies a shared responsibility between the learner and the educator. Faculty recognizes the unique needs of the learner.

Acting as facilitator and catalyst in the learning process, faculty fosters the development of professional and technological skills, critical thinking, and lifelong learning, and support the internalization of professional values.

Glossary

Client

Refers to individuals, families, groups, communities, and populations.

Communication

A dynamic process that involves sending and receiving information using verbal, written, and nonverbal techniques.

Community

Any of a variety of settings in which individuals, families, or groups live, work, or interact. Communities can be comprised of small groups or global societies.

Critical Thinking

A skill which involves reflective thinking and the ability to apply, analyze, evaluate, and/or synthesize information in a creative manner.

Environment

Everything that impacts the client and forms the physical, psychological, spiritual, social, and cultural climate or setting(s) in which the client lives, works, plays, and interacts. The environment and the client are in continuous interaction.

Glossary (continued)

Health

A description of the holistic, dynamic, multidimensional state of the client. Health of the client has both subjective and objective components. Health is composed of interacting physiological, psychological, spiritual, social, and cultural dimensions and is a result of the individual's constant interaction with the environment. Health implies the continuous adjustment to stressors in the environment through the optimal use of one's physical, psychological, spiritual, social, or cultural resources. Illness and disease, as components of health, are a manifestation of these client-environment interactions. Nurses assist clients to restore, maintain, and promote optimal health; to prevent and treat illness and disease; and when death is imminent, to support dying with dignity.

Holistic

Refers to a way of perceiving the client that is concerned with the interrelationships between physical, psychological, spiritual, social, and cultural dimensions or aspects of the client and the client's environment.

Individual

A unique, holistic being composed of physical, psychological, spiritual, social, and cultural dimensions that are in continuous interaction with the environment.

Learning

A dynamic, interactive process which utilizes communication and critical thinking skills, builds upon previous knowledge and past experiences, and results in personal and/or professional growth and development.

Nursing

Is an autonomous and collaborative practice discipline that uses a framework of ethical and professional standards. Nursing provides health care services through a variety of roles to clients in diverse settings.

Nursing Roles

At the undergraduate level, nurses are providers of care, designers, managers, and coordinators of care, and members of a profession. At the graduate level the nurse adds roles consistent with his or her nursing specialty.

Personal growth

A positive and relatively permanent change in the individual acquired through the learning process.

Professional Development

The process of engaging in activities that maintain or enhance knowledge and skills used in professional nursing.

Professional Nurse

A graduate of a BSN nursing program, practicing in a variety of nursing roles, providing direct or indirect care in diverse settings to clients with complex needs.

Professional Nursing

A science and an art, which builds upon theories and principles from the liberal arts and sciences, nursing science, practice, and scholarship.

Professional Values

Values are beliefs or ideals that provide the foundation for practice and guide interactions with clients, colleagues, other professionals, and the public (AACN). These values include altruism, autonomy, human dignity, integrity, and social justice.

Glossary (continued)

Scholarship

Activities that encompass the knowledge discovery, integration, application, and teaching that will ultimately enhance personal and professional growth and development and the delivery of quality nursing care.

Scholarship of Application

Activities which involve applying or using current knowledge or new innovations to teaching and to clinical practice.

Scholarship of Discovery

Activities that contribute to human knowledge and its dissemination, including research and creative works.

Scholarship of Integration

Activities that seek to interpret, draw together, or bring new insight to bear on original research.

Scholarship of Teaching

Activities that engage learners in the process of inquiry, discovery, and learning.

Systematic Approach

A logical process utilizing problem-solving and critical thinking skills. The nursing process is one example.

Technical Nurses

Graduates of associate or diploma nursing programs who provide direct care to individuals in structured health care settings.

Therapeutic Nursing Interventions

Strategies engaged in by the nurse that assist the client to restore, maintain, or promote health; prevent disease, treat injury, illness, and disability; or when death is imminent, to support dying with dignity.

BSN PROGRAM OUTCOMES

1. Utilize a systematic, deliberative approach in providing health care to clients in diverse settings.
2. Implement professional nursing roles for practice in a variety of health care settings.
3. Demonstrate beginning competence in communication, critical thinking, and therapeutic nursing intervention skills as a generalist in professional nursing practice.
4. Evaluate professional nursing practice, based on professional, legal and ethical standards.
5. Demonstrate professional development and preparation for life-long learning.
6. Utilize knowledge from the arts and sciences in professional nursing practice.

BSN CURRICULAR FRAMEWORK

PROFESSIONAL NURSE		KNOWLEDGE, SKILLS & TECHNOLOGY		CLIENT		OUTCOMES
<p><u>Dimensions:</u> Physiological, psychological, spiritual, social and cultural</p> <p>Roles</p> <ul style="list-style-type: none"> • Care Provider • Designer • Manager • Coordinator <p>Member of Profession</p> <p>Citizen</p> <p>Life-Long Learner</p>	→	<p>Foundation of Arts & Sciences</p> <p>Legal, Ethical, & Professional Standards</p> <p>Systematic Approach</p> <p>Nursing Curriculum</p> <ul style="list-style-type: none"> • Critical Thinking • Communication • Therapeutic Nursing Interventions 	→	<p><u>Dimensions:</u> Physiological, psychological, spiritual, social and cultural</p> <p>Individuals Families Groups Communities Populations</p> <p>Across the Life Span</p> <p>In Diverse Settings</p>	↔	<p>Health</p> <ul style="list-style-type: none"> • Promote • Restore • Maintain • Prevent disease & illness • Treat disease & illness • Reduce risk <p>Dying with Dignity</p> <p>Learning</p> <p>Environmental Management</p>



ENVIRONMENT

ACADEMIC POLICIES AND PROCEDURES

Generic 4-Year BSN

The generic 4-year BSN program is designed for full-time students. Completion of the generic program on a part-time basis is not available.

Admission to the Bachelor of Science in Nursing Program

Admission to the Bachelor of Science in Nursing Program (BSN) is competitive and selective, and not all who apply can be accommodated. Students will be admitted to the nursing program once a year for full-time study. Applications for admission to the program will be reviewed beginning February 1 in the year prior to summer admission and continue until the class is full. A maximum number of 41 students can be admitted per year.

Students are encouraged to meet with an advisor in the Department of Nursing prior to or upon entering the University to ensure the proper selection and sequencing of prerequisites for the BSN program. The decision to admit a student to the BSN program will be based on a holistic picture of the completed course work and values that are consistent with the conduct of the profession and the ANA Code of Ethics for Nurses (ANA, 2001).

Admission policies.

Items 4, 5, & 6 must be completed by the January 31 application deadline or prior to summer 06. All other items must be completed by the January 31 deadline.

1. Admission to Missouri State University.
2. Completion of application to the BSN program to the Department of Nursing.
3. Submission of official transcripts of all college course work.
4. Completion of a minimum of 43 credit hours.
5. Completion of the Basic Required Courses for General Education, except Writing II, IDS/UHC 110, CSC/CIS 101 or CSC 111, COM 115, ENG 110, MTH 130 or higher, PED 100.
6. Completion of the specific General Education Requirements.
7. A minimum cumulative GPA of 2.75 in all attempted college course work.
8. Meet technical standards of the program to successfully undertake the course of study. These standards are available upon request from the program.
9. Submit evidence of current immunizations (MMR, tetanus, and a complete Hepatitis B series) and a PPD (or evidence of appropriate medical follow-up for PPD in positive individuals).
10. Current infant, child, and adult CPR with AED certification.
11. All students must carry health insurance throughout the entire program. A comprehensive student group health and accident insurance policy is available through Missouri State University.
12. Applicants who have previously attended a nursing school or another school of a health-related profession must have a letter submitted from the dean or head of that school that includes a statement regarding the student's academic and personal standing at the previous school. Applicants who have been previously dismissed from a program or were not in good standing at the time of dismissal will not be considered for admission.
13. Applicants must demonstrate academic potential to successfully complete the program.

ACADEMIC POLICIES AND PROCEDURES (CONTINUED)

Additional requirements of the program. Students are:

1. Expected to purchase uniforms and initial equipment before beginning nursing courses. A list of the items and their prices can be obtained from the Department.
2. Expected to provide their own transportation to clinical sites.
3. Required to pay course fees for each semester they are enrolled in clinical nursing courses. These fees are used to pay for student liability insurance, student evaluation throughout the program, NCLEX preparation, and laboratory and clinical supplies and equipment.
4. Required to initiate and pay for any security checks and drug screenings required for clinical agencies, for application to take the NCLEX, and when applying for licensure with a State Board of Nursing.
5. Required to apply for criminal record check and receive response that the applicant has not been convicted of any crime pursuant to Section 660.317 RSMo or other disqualifications that would prohibit licensure as a registered nurse.

Retention, Progression, and Graduation Policies

- A. After admission into the nursing major, the students must achieve the following for retention in the major:
 1. Achieve a grade of "C" or better in all nursing and supporting courses.
 2. Receive a "pass" in all clinical evaluations.
 3. Maintain a university cumulative GPA of 2.50 or higher.
 4. Maintain a cumulative GPA of 2.50 or higher in all nursing and supportive courses.
 5. Courses in the nursing major may not be taken more than twice.
 6. Credit for upper division nursing courses taken more than 8 years before the student's date of graduation may be disallowed by the nursing department.
 7. Demonstrate acceptable levels of maturity, integrity, and behaviors and attitudes normally expected of professional nurses.
 8. Maintain current infant, child, and adult CPR with AED certification, immunizations, annual PPD or appropriate medical follow-up for PPD positive individuals, and health insurance requirements.
 9. Maintain ability to meet technical standards of the program.
 10. Once admitted to the nursing major, students must maintain continuous enrollment in nursing courses and progression through the program on a full-time basis.
- B. Students who fail to meet the retention criteria may be (a) placed on academic or clinical probation in the nursing major or (b) dismissed from the nursing program. Students on academic probation must achieve a grade of "B" or higher in the next 9 hours of course work in nursing or supporting courses attempted. Students on clinical probation must receive a "Pass" in all remaining nursing clinical courses. Students who fail to meet the probationary criteria or are dismissed from the program are not eligible for readmission to the nursing major.
- C. A student's graduation from the Missouri State University Bachelor of Science in Nursing program does not guarantee eligibility to take the NCLEX-RN licensure exam. Eligibility requirements to take the RN licensure exam are determined by each State Board of Nursing. The Department encourages students to contact the Board of Nursing in the state they plan to apply for licensure prior to admission to the nursing program to determine that state's eligibility requirements for licensure. (See Chapter 335 RSMo, regulation 335.066 of the Missouri Nurse Practice Act, available at <http://pr.mo.gov>.)

ACADEMIC POLICIES AND PROCEDURES (CONTINUED)

Clinical Security Policies

Students should be aware that clinical sites may require additional security checks or other procedures before permitting students to enroll in their clinical practicum. Students who fail these checks or procedures will be subject to further review by the Department of Nursing Admission, Promotion, and Graduation Committee and may be dismissed from the program. In addition, students must meet security requirements of the State Board of Nursing prior to taking the NCLEX-RN exam.

Drug and Alcohol Testing Policy

The Department of Nursing adheres to the Missouri State University Drug and Alcohol Prevention Program and the Drug-Free Schools and Communities Act Amendments of 1989. "Missouri State University is committed to providing a healthy, safe, and learning environment for its students, other members, and guests. Abuse of drugs and alcohol and other drugs disrupt this environment and interferes with the academic and personal development of the student, and personal and professional development of University employees."

<http://www.missouristate.edu/federallymandated/reports/drugfree.htm>

Nursing students are expected to be aware of and to abide by pertinent laws and regulations set forth by the federal and state governments, the University and clinical agencies where practical experience is sought. "The University is required by the Drug Free Schools and Communities Act Amendments of 1989 to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees." "Violations of this policy can result in disciplinary action up to and including discharge for employees and dismissal for students and referral for prosecution. Violations of this policy by students will be considered violation of the University disciplinary code, which may result in dismissal, suspension, or imposition of a lesser sanction. Sanctions may also include referrals for appropriate rehabilitation." <http://www.missouristate.edu/federallymandated/reports/drugfree.htm>.

Missouri State University Counseling and Testing Center, Carrington Hall 311, 836-5116, provides confidential counseling services for employees and students, and will make referrals for assessment and/or treatment of chemical dependency when such a need becomes apparent. Additional information regarding University policies concerning alcohol and drug abuse may be found at the above web site.

A urine Drug Screen is required for all students seeking admission to the Generic BSN and BSN Completion programs. A drug screen that is negative for illegal drugs and prescription drugs for which the student does not have a current prescription from a health care provider licensed to prescribe those medications is a requirement for full admission to the Nursing Programs (see the Missouri State Drug and Alcohol Abuse Policy at http://www.missouristate.edu/safetran/SafetyFolder/safety/annual-security.html#Alcohol_and_Drug_Abuse_Policy). Students who refuse to allow drug screening and follow the Department of Nursing Drug Screening Policies will be denied admission to the program they have applied to and denied enrollment in any nursing courses.

ACADEMIC POLICIES AND PROCEDURES (CONTINUED)

Drug Screening Process. Prior to the drug screen, the student will pay the required fee for the drug screening to the Department of Nursing and will be given the Drug Screening Consent Form. Students will report to the department-designated laboratory for drug screening within 24 hours of notification and take the completed Drug Screening Consent Form to the laboratory with them. The students also must take to the lab **all** prescriptions or medication bottles for medications they are taking that require prescriptions under the law.

The laboratory performing the drug screen will perform an initial drug screen, and if the results are positive, a second, more sensitive and specific drug screen will automatically be done. The methods used by this laboratory are rated very highly for their sensitivity and specificity.

Drug Screening Outcomes. Any student who tests positive for a drug or controlled substance in the required urine drug screen (other than those drugs obtained legally and legitimately) may be denied admission to the undergraduate nursing programs and may be requested to drop enrollment in all nursing courses. A student who drops nursing courses due to a positive drug screening should consult the Missouri State University Academic Calendar for that semester for deadlines and potential grade outcomes.

Appeal of Drug Sanctions. Students who are asked to withdraw from nursing courses and denied full admission due to positive drug screening will be notified in writing of the sanction within five working days of receipt of the drug screen information. However, a student may elect to appeal the decision. A student may appeal the decision by following the grievance policy discussed on pages 39-41 of this handbook.

Positive Drug Screens or Convictions After Admission. Student nurses must abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off university premises. A conviction must be reported to the head of the Department of Nursing within five (5) days after the conviction. Students convicted of involvement in a criminal drug offense will be dismissed from the nursing program and required to withdraw enrollment in all nursing courses. Students should also refer to the University Drug and Alcohol use policy listed on the Missouri State University web at http://www.missouristate.edu/safetran/SafetyFolder/safety/annual-security.html#Statement_of_Philosophy_and_Expectations. In addition, students who wish to pursue nursing as a career should refer to the Missouri State Board of Nursing Nurse Practice Act Rules and Regulations at <http://www.sos.mo.gov/adrules/csr/current/4csr/4c200-4.pdf> for requirements for licensure in the State of Missouri.

A student with a positive drug screen or conviction after admission may appeal the sanction as listed above under the subheading "Appeal of Drug Sanctions."

Request for Readmission to the Nursing Program After a Positive Drug Screen or Conviction. After completion and documented evidence of treatment remedying the rationale for dismissal, the student may apply for readmission to the Department of Nursing Admission, Progression, and Graduation Committee. The student would reapply for the program the following year. Readmission to the program would be based on space availability in the program and would not be assured due to the maximum capacity of the program. A student who has been dismissed for drug, alcohol, or criminal offenses is advised to refer to the Missouri Nurse Practice Act listing of criteria for applicants seeking nurse licensure, which can be found at the Missouri State Board of Nursing website <http://www.sos.mo.gov/adrules/csr/current/4csr/4c200-4.pdf> or by mail at P.O. Box 656, Jefferson City, MO 65102, or by phone (573) 751-0681. Graduation from the program does not ensure the ability to take the NCLEX-RN or achieve recognition from the State Board of Nursing to practice as a professional nurse in the State of Missouri.

ACADEMIC POLICIES AND PROCEDURES (CONTINUED)

Readmission Policy

Students who have interrupted their progression in the nursing courses for one semester or more must apply for readmission to the Department of Nursing Admission, Promotion, and Graduation Committee. Applications for readmission will be reviewed on an individual basis and be based on prior success in the program and potential for successful graduation from the program.

Transfer Policy

Transfer students with prior nursing courses will be reviewed on an individual basis by evaluating course content and objectives.

LPN/LVN Articulation Into the Generic BSN Program

All students are expected to meet the basic requirements for admission to the Generic BSN program at Missouri State University. Students who are graduates from a practical nursing certificate program may elect to transfer to Missouri State University for entry into the Generic BSN program in two basic ways:

1. Students may submit transcripts of course work which include prerequisites or general education courses to Missouri State University. This transferred course work may or may not complete all of the prerequisites of the BSN program or general education requirements of Missouri State University.
2. Students may complete an associate of arts degree from an accredited community college or technical program prior to transferring to Missouri State University. In this case, all of the student's general education requirements, except for Writing II course, will be met. The student still must meet the BSN prerequisites.

All students are encouraged to contact a faculty advisor in the Department of Nursing prior to pursuing BSN prerequisites or general education courses. It is not always to the student's benefit to complete the associate of arts degree prior to transferring to Missouri State University.

Prerequisites, or their equivalent, for the Generic BSN Program

- ENG 110 Writing I (3 hrs)
- MTH 130 or higher – (3 hrs)
- SOC 150 Introduction to Sociology (3 hrs)
- PSY 121 Introductory Psychology (3 hrs)
- BIO 210 Microbiology (3 hrs)
- CSC/CIS 101 Computers for Learning (2 hrs or challenge)
- CHEM 105 or 160 (4-5 hrs) General Chemistry
- PED 250 (3 hrs) or BMS 307 (4 hrs) Human Anatomy
- PED 252 (3 hrs) or BMS 308 (4 hrs) Human Physiology
- BMS 240 Introduction to Nutrition (3 hrs) or HRA 130 Essentials of Nutrition

Total 30-33 credit hours

ACADEMIC POLICIES AND PROCEDURES (CONTINUED)

Articulating LPN/LVNs

Option 1:

LPN Graduates may apply to the Generic BSN program and complete the curriculum as specified in the Missouri State University Undergraduate Catalog.

Option 2:

If a student wishes to be an articulating LPN, he or she must follow the following process:

- A. LPN Graduates from OTC will be required to take a 1-credit-hour LPN Transition course in the fall semester prior to the year they wish to begin the Generic BSN program. The Transition course will cover content and skills covered in NUR 303 Art and Science of Nursing I and NUR 304 Art and Science of Nursing II and that are not covered in the LPN curriculum. To pursue the articulating option, students must receive a grade of "B" or higher in the LPN Transition course. Students who receive a grade of "C" or lower must follow Option 1.
- B. LPN Graduates will be given credit for NUR 303 Art and Science of Nursing I and NUR 304 Art and Science of Nursing II once they have completed the LPN Transition course. The credit for NUR 303 and NUR 304 will be held in escrow until successful completion of NUR 302 Concepts in Nursing with a grade of "C" or higher.

All students must apply to the Generic BSN program for admission. Admission to the Generic BSN program is competitive and selective. Successful completion of the Nursing Transition course **DOES NOT GUARANTEE** admission to the BSN program.

Student Nurse Employment

The nursing curriculum is rigorous and time consuming. Students are advised to limit outside employment to 10 hours or less per week and to consider the amount of personal responsibility prior to entering the nursing program. Students will find it necessary to study outside regularly scheduled classes to maintain a satisfactory grade average. Students must make their nursing education a priority above work. Those who find it necessary to work **shall not work a shift immediately preceding a scheduled clinical assignment.** A student who is deemed unsafe or unable to provide quality of care by the instructor or preceptor will be sent home from the clinical area. If the student nurse is tired, the level of alertness is decreased, enhancing the chances of clinical errors and decreasing the quality of work done by the student nurse.

The student nurse seeking outside employment is not to work as a student nurse or wear the student nurse uniform or in any way represent him or herself as a student nurse from Missouri State University. In work outside the student nurse role, the student must conform to the dress regulations of the employer and duties will be determined by the job description for the category in which the student is employed. The student nurse is not to perform any task on the basis of being a student nurse at Missouri State University while employed outside of school experiences.

Medical Terminology

Students will complete a workbook on medical terminology and be prepared to take an exam covering medical terminology the second week of NUR 303 Art and Science of Nursing I. A score of 80% must be achieved on this exam. Students will be given three attempts to score 80% on the exam. Should the student not score 80% on the medical terminology exam in three attempts, he/she will not be allowed to progress in the nursing program.

ACADEMIC POLICIES AND PROCEDURES (CONTINUED)

Math for Meds

Content covering Math for Meds will be covered in NUR 303 Art and Science of Nursing I. Students will be given a comprehensive, 20-point exam over math for meds the last week of the first semester. Students can use a calculator that does not have programmable characteristics for the exam. A score of 90% must be achieved on this exam. Students will be given three attempts to score 90% on the exam. The math for meds exam must be passed prior to the student administering medications in the clinical area. Should the student not score 90% on the math for meds exam in three attempts, he/she will not be allowed to progress in the nursing program.

Normed Testing Policy

Normed testing is a method adopted by the Department of Nursing to determine students' mastery of content in nursing courses and their ability to apply that knowledge using critical thinking. The process aids the student and faculty in identifying strengths and weaknesses, and the student in preparing for the NCLEX-RN exam.

Specialty exams.

1. Students will be required to take nationally normed tests (also known as specialty exams or HESI exams) throughout the curriculum and obtain a satisfactory score of 800 or higher on each exam. Specialty normed exams are given as a part of certain courses throughout the generic BSN curriculum.
2. Each normed specialty exam will count 10% of the total course points in the course in which the exam is given.
3. For a HESI score of 800 or more, 100% of the points for the HESI will be earned for the course.
4. For a HESI score between 799 and 700, the student will earn 50% of the course points for the HESI exam and will be given an incomplete grade. The student will be required to take a second version of the specialty exam to complete the course prior to the beginning of the next semester.
5. For a HESI score of 699 or less, the student will earn no points for the HESI exam and will be given an incomplete grade. The student will be required to take a second version of the specialty exam to complete the course prior to the beginning of the next semester.
6. Students scoring below 800 on the HESI specialty test (e.g., in #4 or #5) and in good standing will be responsible for developing a remediation plan and seeking approval by the course faculty before beginning the plan. The student will complete the remediation and retake the exam one week prior to the next semester of nursing courses at a time determined by the faculty. Cost of remediation and the retake exam will be the responsibility of the student.
7. Should the student score 800 or greater on the retake of the HESI specialty exam, 50% of the HESI points will be restored to the student's total course points.
8. Should the student score 799 or less on the retake of the HESI specialty exam, a letter of warning will be placed in the student's file and course points will remain unchanged.
9. If a nursing course is failed, refer to the student retention policy found in the Missouri State University Student Nurse Handbook.

ACADEMIC POLICIES AND PROCEDURES (CONTINUED)

HESI Testing Policy

HESI testing is a method adopted by the Department of Nursing to determine students' mastery of content in nursing courses and their ability to apply knowledge using critical thinking. The process aids the student and faculty in identifying strengths and weaknesses, and the student in preparing for the NCLEX-RN exam.

Comprehensive exam.

- During the last semester of the nursing program in NUR 478 Senior Seminar, the student will complete a HESI comprehensive review course to prepare the student to take the NCLEX-RN exam.
- The HESI comprehensive exam will count 30% of the total course points in the NUR 478 course.
- The student will take the HESI comprehensive exam by the ninth week of the semester as a part of the course requirements.
- The passing score for the HESI comprehensive exam is 850 or higher.
- The student will be allowed to take the HESI comprehensive exam a total of three times.
- For a score of 850 or more on the first attempt, 100% of the points for the HESI comprehensive exam will be earned for NUR 478.
- Should the student score less than 850 on the first attempt on the HESI comprehensive exam, 1/3 of the HESI points will be deducted from the total course grade.
- A MSU nursing faculty-approved remediation plan must be completed prior to each subsequent retake on the comprehensive exam.
- The second attempt to achieve a score of 850 on the HESI comprehensive exam will be given during the thirteenth week of the semester.
- Should the student score less than 850 on the second attempt on the HESI comprehensive exam, an additional 1/3 of the HESI points will be deducted from the total course grade, the student will be given an incomplete grade for the course, and the student must complete an external review course approved by the MSU Department of Nursing after the end of the semester. The student will not be eligible to graduate until requirements of the course are complete and the course has been passed.
- After completion of the review course, the student must schedule with the Department of Nursing to retake the HESI comprehensive exam. If the student scores 850 or higher on the first retake of the HESI comprehensive exam, 1/6 of the HESI points will be restored to the total course grade.
- Should the student not achieve a score of 850 on the third attempt, an additional 1/3 of the HESI points will be deducted from the total course grade.
- If the student scores 850 or higher on the second retake of the HESI comprehensive exam, 1/6 of the HESI points will be restored to the total course grade.

Any cost of retesting, remediation, external review course, and other expenses are the sole responsibility of the student.

ACADEMIC POLICIES AND PROCEDURES (CONTINUED)

Required HESI Testing

Semester of Test	Exam to Be Used	Cost of the Retest Exam Per Student
End of second semester	Fundamentals of Nursing	\$21
End of third semester	Medical-Surgical Nursing Psychiatric-Mental Health Nursing	\$21 \$21
End of fourth semester	Maternity-Pediatric Nursing Pharmacology	\$21 \$21
During fifth semester	Management-Community Health Nursing HESI Exit Exam (E2)	\$21 \$37

NCLEX-RN review course is included in the nursing program curriculum.
Cost of retesting using norm tests will be the responsibility of the student.

Grading and Rounding Policy

The MSU Department of Nursing provides students with the educational opportunities needed to develop the knowledge, skills, and competencies necessary for professional nursing. All nursing courses must be passed with a grade of “C” (70%) or higher. Figuring a course grade will follow the process as outlined:

- Exams given in the didactic (or lecture component) of any course must be passed with a 70% or higher average for all exams. Exams will be defined in the course syllabus.
- Students who achieve less than 70% on exams will receive a final course grade of a “D” or “F” based on their cumulative exam percentage.
- Once the didactic exam component of a course is passed, the remainder of the course components will be figured into the course grade.
- The clinical component of a course (if required) must be a “pass” to receive a passing grade.

For calculation of a final course grade, the final course grade decimal must be 0.5 or higher to be rounded up to the next higher whole number.

Grading Policy for Performance of Laboratory Skills

Students are expected to be responsible for their own learning and to allow time for practice of nursing skills prior to a performance check in the laboratory setting. The laboratory will be open at designated times for student practice. Students may request help from instructors in preparation for the performance check.

- Students must pass identified skills in the laboratory setting prior to performing the skill in the clinical area.
- Students must perform all identified critical behaviors of the skill to pass the performance skills check.
- Students will be given three chances to pass each skill; however, each time the skills performance check is repeated, 1% will be deducted from the total course grade.

ACADEMIC POLICIES AND PROCEDURES (*CONTINUED*)

Criteria for Portfolio Development

Portfolio overview.

1. Portfolio development will be a continuous process beginning the first semester and ending the last semester of the nursing program.
2. The portfolio will be contained in a 5-inch binder with the student's name on the cover.
3. Essential features for the portfolio include the following: a table of contents, tabbed section dividers with typed heading, and protective page coverings.
4. At the end of the first year of the nursing program, the student will use reflective thinking (self-evaluation) to write a formative assessment of program outcomes completed. This reflective paper will be due April 1st.
5. During NUR 478 Senior Seminar, in the final semester of the program, the student will use reflective thinking (self-evaluation) to write a summative assessment documenting completion of all program outcomes. This reflective paper will be due April 1.
6. The student will collaborate with his/her nursing advisor in development of the portfolio.
7. The student portfolio will be approved by his/her nursing academic advisor during the last semester of the nursing program. All portfolio information will be available for approval no later than April 15.
8. Portfolio approval is required to pass NUR 478 Senior Seminar.
9. The portfolio will be housed in the nursing department, but may be checked out by the student who is developing the portfolio.
10. Student portfolio contents will include a minimum of the following:

Section I

Program Outcome addressed in this section:

- **Evaluate professional nursing practice based on professional, legal, and ethical standards.**
- **Life-long learning goals.**

Professional Introduction

Portfolio approval form

Resume that includes 1- and 5-year goals will be due February 1 of the senior year.

Transcripts (up to last semester)

Normed testing scores recorded and verified on a table provided.

Two letters of recommendation due by March 1 of the senior year.

Section II

Program Outcomes addressed in this section:

- **Utilize a systematic approach in providing health care to clients in diverse settings.**
- **Implement professional nursing roles for practice in a variety of health care settings.**
- **Demonstrate beginning competence in communication, critical thinking, research, and therapeutic nursing intervention skills as generalists in professional nursing practice.**

ACADEMIC POLICIES AND PROCEDURES (CONTINUED)

Criteria for Portfolio Development (continued)

Clinical Accomplishments in Missouri State BSN Community-Based Program

Utilize template provided to record at the completion of each semester the following information:

Name of clinical agency – number of clinical hours spent in that agency, name of your clinical preceptor or clinical instructor

Documentation showing completion of the essential clinical experiences (types of patients you were assigned)

Documentation dates of effectiveness of infant, child, and adult CPR (must be kept current)

Documentation dates of effectiveness of required immunizations and tuberculosis screening (must be kept current)

Summative clinical evaluation for each clinical course.

List of therapeutic nursing interventions you performed in the clinical area (each clinical course) (this is the skills card)

Case study, care plans, or concept maps showing use of a systematic approach in providing health care to clients (as assigned). Select the best acute care concept map, care plan, or case study and two of the best community concept maps, care plans, or case studies.

Final learning lab skills performance evaluations.

Section III

Program Outcome addressed in this section:

- Utilize knowledge from the arts and sciences in professional nursing practice.
- Demonstrate beginning competence in communication, critical thinking, research, and therapeutic nursing intervention skills as guidelines in professional nursing practice.

Scholarship/Research Accomplishment (include all) (R indicates Required)

R - Scholarly papers – Select two of your best scholarly papers that represent communication and critical thinking. One paper must be research based.

R - Presentations given in class – One example

R - Presentations given locally, regionally, or nationally – Describe the presentation and the population addressed. Include an outline of PowerPoint.

Publications

Handouts, brochures, etc. that were developed

Software and internet information that were developed

Nursing awards or recognitions received

Other significant awards or recognitions received

Scholarships received

Section IV

Program Outcome addressed in this section:

- Demonstrate professional development and life-long learning.

Service Accomplishments

Professional organization memberships

Community organization memberships

Level of involvement in organizations (offices held, committees, etc.)

Professional conferences or workshops participated in or attended

Community projects you were involved with (blood drive, health fair)

Service-learning experiences. Briefly describe the diverse population served and the project and/or service provided to the community.

Missouri State School of Nursing Technical Standards for Nursing Practice

For admission and progression, an applicant to the BSN Program must have abilities and skills according to the technical standards listed below. Reasonable accommodations will be made on an individual basis; however, the applicant must be able to perform in an independent manner. Examples provided below do not comprise an exhaustive list.

COMPETENCY

MENTAL/EMOTIONAL:

Possesses the mental and emotional stability to adapt to the environment, function in everyday activities, and cope with stressors.

SENSORY:

Possesses the ability to assess and/or evaluate patient responses and to perform nursing interventions safely and accurately.

A. Visual

1. Has normal or corrected vision within the range of 20/20 - 20/80.
2. Distinguishes color shades and/or changes.

B. Auditory

1. Has normal or corrected hearing ability within the 0-45 decibel range.

C. Tactile

1. Possesses in at least one hand the ability to perceive temperature changes and pulsations and to differentiate different structures and textures.

MOTOR:

- A. Possesses four (4) functional limbs (normal or artificial) that allow the student to perform sufficiently to move from room to room and maneuver in small places, and possesses gross and fine motor abilities sufficient to provide safe and effective nursing care.

- B. Possesses the ability to exert 20-50 lbs. of force occasionally; 10-25 lbs. of force frequently; and negligible to 10 lbs. of force constantly to move objects.

INTERPERSONAL/COMMUNICATION:

- A. Possesses communication abilities sufficient for appropriate and effective interaction with others in both oral and written form.

- B. Possesses interpersonal abilities sufficient to interact appropriately and effectively with individuals, families, and groups from a diverse background.

CRITICAL THINKING:

- A. Possesses critical thinking ability sufficient for clinical judgment.
- B. Applies principals of logical or scientific thinking to define problems, collect data establish facts, and draw valid conclusions. Interprets and implements a variety of technical instructions. Deals with several abstract and concrete variables.

EXAMPLES

demonstrates behaviors appropriate to the situation, uses appropriate coping strategies

observes patient responses, the appearance of wounds; recognizes changes in skin color or color of body fluids, medications, etc., distinguishes gradations on syringes when drawing up medications, etc.

hears alarms, emergency signals, cries for help, auscultatory sounds

performs functions of physical assessment and/or functions related to therapeutic interventions, e.g. insertion of catheters or IV's

moves among patient rooms and treatment areas, moves physical patients, performs CPR, calibrates and uses equipment, dons personal protective equipment (PPE)

positions and moves patients and equipment

explains treatment procedures and/or initiates health teachings, documents nursing actions and patient responses

establishes rapport with patients and colleagues

identifies cause and effect relationships; develops and evaluates plan of care and appropriately evaluates situations and promotes patient safety.

practical application of fractions, percentages, ratio and proportion measurements, and other relevant scientific principles, mathematical calculation

Adapted from: Georgia Southern University, School of Nursing & Core Performance Standards for Nursing, Southern Council on Collegiate Education for Nurses.

**MISSOURI STATE UNIVERSITY
GENERIC BSN CURRICULUM**

FRESHMAN Semester 1: Fall		
COURSE	COURSE TITLE	CREDIT HOURS
IDS/UHC 110	Introduction to University Life	1
ENG 110	Writing I	3
BMS 110 or BIO 102,or 121	Concepts in the Biomedical Sciences or Principles of Biological Science	4
	Humanities	3
MTH 130 or higher	Mathematics	3
	SEMESTER TOTAL	14
FRESHMAN Semester 2: Spring		
COM 115	Fundamentals of Public Speaking	3
CSC 111 or CSC/CIS 101	Computers for Learning	2
SOC 150	Introduction to Sociology	3
CHEM 105 or 160	General Chemistry	5 – 4
	Humanities	3
	SEMESTER TOTAL	15 – 16
SOPHOMORE Semester 3: Fall		
BMS 307 or PED 250	Anatomy	4 – 3
PLS 101	American Democracy and Citizenship	3
PSY 121	Introduction to Psychology	3
BMS 240 or HRA 130	Introduction to Nutrition	3
BIO 210	Microbiology	3
	SEMESTER TOTAL	15 – 16
SOPHOMORE Semester 4: Spring		
BMS 308 OR PED 252	Physiology	4 – 3
PED 100	Fitness for Living	2
	Statistics	3
NUR 472 / Humanities	Writing II Research Methods & Technologies / Humanities	3
HST 121 / 122	History	3
	SEMESTER TOTAL	14 – 15
SOPHOMORE Semester 5: Summer		
NUR 302	Concepts in Nursing	4
NUR 303	Art & Science of Nursing I	3
	SEMESTER TOTAL	7
JUNIOR Semester 6: Fall		
NUR 565	Advanced Pathophysiology	3
NUR 304	Art & Science of Nursing II	5
NUR 342	Health Assessment Through the Life Span	4
NUR 360	Introduction to Pharmacology	3
NUR 311	Introduction to Family Health Nursing	2
	SEMESTER TOTAL	17

JUNIOR Semester 7: Spring		
NUR 472 / Humanities	Writing II Research Methods & Technologies / Humanities	3
NUR 331	Nursing: The Mental Health Client	4
NUR 312	Nursing: The Adult Client	6
NUR 416	Nursing: The Older Adult Client	2
	SEMESTER TOTAL	15
OPTIONAL SUMMER		
NUR 475	Nursing Internship	3-6
SENIOR Semester 8: Fall		
NUR 322	Nursing: The Childbearing & Childrearing Family	8
NUR 442	Nursing: Community Health	6
	SEMESTER TOTAL	14
SENIOR Semester 9: Spring		
NUR 482	Nursing: Leadership & Management	6
NUR 478	Nursing: Senior Seminar	2
	Nursing or HCM Elective	3
	Elective	3
	SEMESTER TOTAL	14

Total Credit hours of the program - 125 – 128 credit hours

Total clinical hours increase from 528 contact hours to 576 contact hours.

Total Nursing Credits – 64

Didactic credit hours – 52 Clinical credit hours – 12

- Clinical contact hours are calculated on a 1 credit hour to 3 contact hour ratio for every week in the semester.
- Lab contact hours are calculated on a 1 credit hour to 2 contact hour ratio for every week in the semester.

Courses in bold are prerequisites to the nursing program and MUST be taken before starting the nursing courses.

NUR 565 Advanced Pathophysiology, NUR 472 Writing II, and Nursing or HCM elective may be taken before entering the nursing program if the course prerequisites are met.

The following courses will satisfy the HCM/NUR Elective requirement of 3 credit hours (choose one class):

HCM 301 Health Care Organization
 HCM 303 Health Care Legal Issues
 HCM 504 Health Care Economics
 MGT 341 Adv. Org. Behavior/Dev.
 SPN 297 Medical Spanish
 NUR 503 Transcultural Health Care

NUR 515 Healthcare Informatics
 NUR 500 Case Management
 NUR 501 Gerontology Health Issues
 NUR 502 Rural Health Issues
 NUR 490 Emergency Care

COSTS OF 4-YEAR BSN PROGRAM Effective Summer 2008

Tuition/fees for 4-year, full-time student completing all course requirements at Missouri State University	Cost
In-state tuition	*\$23,250
Out-of-state tuition	*\$45,250
Fees	\$2,885
Nursing Course Fees	\$545
Total in-State (4 Years):	*\$26,680
Total out-of-State (4 Years):	*\$48,680
Tuition/fees - Missouri State nursing courses only	Cost
In-state Tuition	\$11,904
Out-of-state Tuition	\$23,168
Fees	\$1,533
Nursing Course Fees	**\$545
Total in-state (5 semesters):	\$13,982
Total out-of-state (5 semesters):	\$25,246
Estimated cost of books (per semester):	\$300-\$550
(First semester estimated books - \$550)	
Estimated Cost of Uniforms	
Acute Care Uniform (per set)	\$50
Community Uniform (per set)	\$50
Lab Coat (each)	\$40
Name Badge (each)	\$6
Shoes	\$60
Watch	\$25
Total estimated cost of uniforms:	\$231
Estimated costs of personal equipment	
Course kits for Technology I and II for practice	\$105
Stethoscope	\$50-\$85
Pen Light	\$5
Total estimated costs for personal equipment:	\$160-\$195
Miscellaneous Costs	
CPR: must be current throughout program	\$100
Background check (cost depends on requirements)	\$35.50
Drug Screen Test	\$24
NCLEX Fee	\$200
Nursing Pin	\$25
Personal Health Insurance - Missouri State students' group insurance \$784 annually (or carrier of choice - cost varies)	\$784
PPD/TB test: Required annually (\$12 for students)	\$24
Missouri State Board of Nursing fee	\$45
Transportation and lodging to clinical sites (5 semesters) We are a community-based nursing program and travel is required.	\$3,000
Total estimated miscellaneous costs:	\$4,237.50

Note: The nursing course fees listed above include the cost of:

- Professional Liability Insurance
- Standardized exams given after each nursing course, and at the end of the program to assess your mastery of content. These will give you information on specific areas in which you are academically strong or need further development. Students will be responsible for any costs for remediation and retesting.
- Most disposable lab supplies
- NCLEX-RN review course

*Tuition and fees subject to change based on university tuition and fees.

**Fees are subject to change.

ESSENTIAL CLINICAL EXPERIENCES

Generic 4-year BSN students will gain experience in a number of diverse clinical settings. Throughout the program each student is to keep a record using the portfolio template provided to document that the following essential clinical experiences have been met:

Clients with a:

1. Respiratory disorder
2. Cardiovascular disorder
3. Gastrointestinal disorder
4. Metabolic/Endocrine disorder
5. Urinary disorder
6. Reproductive disorder
7. Immunological/Autoimmune disorder
8. Integumentary disorder
9. Neurological disorder
10. Musculoskeletal disorder
11. Infectious disorder
12. Depression
13. Mental/Behavioral disorder
14. Post-surgical patient
15. Patients with multiple health problems
16. Oncology patient
17. Culturally diverse patient

Life span:

18. Prenatal family
19. Laboring family
20. Postpartum family
21. Newborn
22. Child
23. Adolescent
24. Adult
25. Geriatric
26. End of Life

Client as:

27. Individual
28. Family
29. Group
30. Community/population

Clinical Absences

Clinical experiences are required to meet the objectives of the nursing courses. Clinical experiences are arranged for the student to practice the art and science of nursing in a real world setting. Clinical facilities have agreed to allow students the opportunity to apply skills and knowledge and expect students to conduct themselves in a professional manner.

- It is the student's responsibility to arrive on time and be present for the entire clinical experience.
- If the student is anticipating arriving late or being absent from clinical, the student must notify the clinical instructor/preceptor, as described in the course syllabi. Except in the case of an extreme emergency, lack of proper notification will result in an unexcused absence and possible clinical and course failure.
- Arriving late for clinical will result in disciplinary action. Clinical lateness or absence may be subject to make-up at the discretion of the clinical instructor. Being late or absent from clinical may involve any or all of the following:

ESSENTIAL CLINICAL EXPERIENCES (CONTINUED)

- Discussion of incident
- Warning
- A grade of Incomplete
- Course failure
- Appearance before the Admissions, Progression, and Graduation Committee to petition continuance in the program
- Not progressing in the program until the course is offered again with space available
- A counseling note being placed in the student's permanent file.
- Any cost related to clinical make-up will be the responsibility of the student.
- Clinical absences may result in a failing grade for the clinical component of the course (and thus the course).

A pattern of tardiness to the clinical area is unprofessional behavior and may result in failing the clinical component of the course (and thus the course).

Clinical Evaluation Tool

The clinical situation is an opportunity for the student to experience the real world of nursing. The clinical evaluation tool is to be used as a guide or "road map" for the student to successfully accomplish required course competencies.

The student is expected to use a systematic approach to patient care. Effective communication, therapeutic nursing intervention, and critical thinking are essential skills for nurses to provide quality care to patients. The student will be an active participant in identifying his/her own learning needs and developing a plan to improve clinical performance and correct deficits. The student is expected to continually increase critical thinking skills by showing an interest in seeking new information to solve patient problems. The student is expected to show a progression in the level of clinical performance in the roles of provider, manager, coordinator, and designer of care, as documented on the clinical evaluation tool.

Clinical instructors will provide guidance, coaching, and support to students as needed in the clinical area. Clinical instructors will continually evaluate the student's application of knowledge and skills in the clinical setting.

Purposes:

1. The clinical evaluation tool is a guide for self-directed students to use to meet required course competencies.
2. The clinical evaluation tool is a means to evaluate the students' clinical performance through the application of knowledge and skills acquired in classroom, lab, and clinical situations.

ESSENTIAL CLINICAL EXPERIENCES (CONTINUED)

General guidelines:

1. The student is expected to apply skills and knowledge from previous and/or concurrent courses to the clinical situation.
2. The student is expected to show progress throughout the semester and achieve all listed competencies by the end of the semester.
3. The student will provide documentation of how each clinical objective has been met. This may be in the form of a nursing care plan, clinical logs, journal, or other narrative. These documents may become a part of the student's portfolio.
4. The student and the clinical instructor will complete a formative evaluation at the end of each clinical experience.
5. The student and the clinical instructor will complete a summative evaluation at mid-term and at the end of the semester.

Expectations at every clinical experience:

The student will be graded as pass/fail for clinical performance. The clinical component of the course must be passed for the student to receive a passing grade for any clinical nursing course. The student is expected to meet the following expectations at every clinical experience. A student failing to meet the expectations may be removed from the clinical situation at the discretion of the clinical faculty. Continued progress in the program will be reviewed by the Admission, Progression, and Graduation Committee in the Department of Nursing.

Clinical expectations are as follows:

1. Always be professionally dressed and on time for clinical experiences.
2. Have a courteous approach that reflects respect of self, patients, colleagues, visitors, and the profession of nursing.
3. Demonstrate safety in clinical performance. Recognize own limitations and seek help accordingly.
4. Assist in controlling the environment to protect the patient, members of the health care team, and others from real and/or potential hazards.
5. Always keep the clinical instructor and the nurse in charge of the assigned patient informed of changes in the patient's condition.
6. Always have medications checked by the clinical instructor or the nurse designated by the clinical instructor prior to administration.
7. Always have documentation reviewed prior to entry on the patient's chart and following entry on the patient's chart.

BSN COMPLETION PROGRAM FOR RNS

Admission Requirements for the BSN-Completion Program

The Department of Nursing offers a Junior-Senior level nursing program leading to a Bachelor of Science in Nursing degree (BSN). Degree candidates must be registered nurses—graduates of either associate degree or diploma nursing programs. Admission to the program is by application and selection as stated in the admission policies.

1. Acceptance of application to the University by the Office of Admissions. (Note: Admission to the University does NOT automatically constitute acceptance for the professional program in nursing. The Department of Nursing's Admissions, Promotion and Graduation Committee will make recommendations on each application.)
2. Current licensure as a registered nurse in the State of Missouri or in the state where they practice.
3. Provide evidence of current malpractice liability insurance.
4. GPA of 2.50 or higher on a 4.00 scale, based on at least 30 hours of college work. Students with GPAs between 2.00 and 2.50 will be considered on an individual basis.
5. Provide evidence of current infant, child, and adult CPR certification.
6. Provide evidence of immunization or vaccination for vaccine-preventable diseases and documentation of current tuberculosis status.
7. An admission conference with a member of the Department of Nursing faculty is recommended for direction in sequencing courses.

Additional Requirements of the Program

1. Students will be required to initiate and pay for any security checks and drug screenings required for clinical agencies.
2. Apply for criminal record check and receive response that the applicant has not been convicted of any crime pursuant to Section 600.317 RSMo or other disqualifications that would prohibit licensure as a registered nurse.
3. Students are expected to purchase community uniforms and initial equipment before beginning nursing courses. A list of the items and their prices can be obtained from the Department of Nursing.
4. Students are expected to provide their own transportation to clinical sites.
5. Students are required to pay course fees for each semester they are enrolled in clinical nursing courses.
6. Completion of Missouri State University and St. John's HIPAA Training.

BSN COMPLETION PROGRAM FOR RNS (CONTINUED)

Course of Study for the BSN-C

The BSN-Completion program provides an educational opportunity for registered nurses prepared at the associate or diploma level to obtain a BSN degree. Graduates of the BSN-Completion program are prepared as generalists and can assume a variety of nursing positions in acute care and in community health.

Completion of the BSN program requires a total of 125 semester hour credits. A maximum of 30 credits may be transferred from lower division nursing courses. Specific courses offered for the BSN program are described below. Credit hours for each course are indicated after the course title, followed by the weekly clock hours for classroom and clinical or laboratory experience in parenthesis. Clinical credit hours are calculated on a 1 to 3 ratio, with one credit hour equal to 3 clock hours. Laboratory credit hours are calculated on a 1 to 2 ratio, with one credit hour equal to 2 clock hours of laboratory time.

Sample Sequence of BSN-C Courses

SUGGESTED SCHEDULE FOR FT DAY STUDENT		SUGGESTED SCHEDULE FOR FT EVENING STUDENT	
Fall Semester (1)	Hours	Fall Semester (1)	Hours
NUR 306 Professional Emergence	3	NUR 306 Professional Emergence	3
NUR 342 Health Assessment	4	Statistics	3
NUR 341 Individuals and Families	6	NUR 565 Advanced Human	3
Statistics	<u>3</u>	Pathophysiology	
	16	NUR 472 Writing II: Nursing Research and	
		Scholarly Writing	<u>3</u>
			12
Spring Semester (2)	Hours	Spring Semester (2)	Hours
NUR 472 Writing II: Nursing Research and	3	NUR 341 Individuals and Families	6
Scholarly Writing		NUR 342 Health Assessment	4
NUR 442 Community Health	6	HCM Elective	<u>3</u>
NUR 565 Advanced Human	3		13
Pathophysiology			
HCM Elective	<u>3</u>		
	15		
Fall Semester (3)	Hours	Fall Semester (3)	Hours
NUR 482 Nursing Leadership and	6	NUR 442 Community Health	6
Management		Elective	<u>3</u>
Elective	<u>3</u>		9
	9		
		Spring Semester (4)	
		NUR 482 Nursing Leadership and	6
		Management	

* Summer courses available only if demand supports offering.

BSN-C RETENTION, PROGRESSION, AND GRADUATION POLICIES

After meeting admission requirements of the University and the Department of Nursing, progression in the program requires continued enrollment in Missouri State University. In addition, the student must achieve the following for retention in the major:

1. Achieve a grade of "C" or better in all nursing and supporting courses.
2. Receive a "Pass" in all clinical evaluations.
3. Maintain a University cumulative GPA of 2.5 or higher.
4. Maintain a cumulative GPA of 2.5 or higher in all nursing and supportive courses.
5. Courses in the nursing major may not be taken more than twice.
6. Credit for upper division nursing courses taken more than 8 years before the student's date of graduation may be disallowed by the Nursing Department.
7. Demonstrate acceptable levels of maturity, integrity, and behaviors and attitudes normally expected of professional nurses.
8. Maintain current CPR certification, immunizations, annual PPD or appropriate medical follow-up for PPD positive individuals, and health insurance requirements.

Course Prerequisites

The student is responsible for having the appropriate prerequisites prior to enrollment in a course. The current prerequisites are indicated with each course in the University Catalog. Students enrolled in courses without appropriate prerequisites may be required to drop the course. In addition to curricular prerequisites, enrollment in any nursing course with a clinical component requires that the student meet the criteria described in the next section on Clinical Course Policies.

Failure to meet the above criteria may result in probationary status for the student. Students on academic probation must achieve a grade of "B" or higher in the next 9 hours on course work in nursing or supporting courses. Students on clinical probation must receive satisfactory clinical evaluations in all remaining clinical courses. Failure of the student to meet probationary criteria will result in dismissal from the Nursing Program. Students who have not met probationary criteria are not eligible for readmission to the Nursing Program (see Policy on Professionalism, page 41).

Clinical Course Policies

Prior to enrolling in any clinical nursing courses, the student needs to provide proof of the following:

- current licensure as an RN in Missouri or in state where clinical hours will be completed,
- current liability insurance,
- completion of any security screening, as required by the clinical agency. (Clinical agencies require students to complete a background check or drug screen or other procedures before permitting students to be placed within a clinical site.)

Students who fail these checks and procedures will be subject to further review by the Department of Nursing Faculty Committee. Dismissal from the BSN program may result.

Withdrawal and Leave of Absence

Students who withdraw completely from the University are advised to follow the "Refund Policy for Drops and Withdrawals," page 31, and "Withdrawal Policies and Procedures," page 78, of the *Missouri State University Undergraduate Catalog 2006-2007*.

BSN-C RETENTION, PROGRESSION, AND GRADUATION POLICIES (CONTINUED)

Readmission Policy

Continuing enrollment in Missouri State University must be maintained to be considered a student in the BSN-C program. Students who interrupt their education for a year or more must follow University readmission policies and petition the Department of Nursing to be reinstated in the nursing program, at which time the previous course work will be reevaluated. After submitting a petition for reinstatement to the Department of Nursing, the student's previous course work will be reevaluated by the Admission, Promotion, and Graduation Committee of the Department of Nursing. Readmission to the University does not guarantee readmission to a specific degree program. Students who have been readmitted must resubmit an Application to a Degree Program form.

ACCELERATED RN TO MASTERS IN NURSING OPTION

The Accelerated RN to Masters in Nursing Option is designed to enable academically outstanding registered nurses who have an associate degree or diploma in nursing to receive a baccalaureate and masters degree in nursing in less time than it would take to complete either degree separately. If accepted to the accelerated option, students may earn graduate credit for up to 10 hours of 500-600 level courses and count these hours toward both degrees.

RN to MSN Degree Requirements

Admission to the Accelerated RN to MSN Option

Students must apply to the Accelerated RN to MSN Option when they first apply for admission to the BSN-Completion program and prior to enrolling in nursing or supporting courses required in the BSN. Students may not enter the RN-MSN option after they begin taking courses for the BSN-Completion program. Upon acceptance to this option, qualified students will be granted 30 hours of undergraduate credit from previous associate or diploma nursing courses. After successful completion of BSN requirements, all students in this option will receive the BSN and will be granted full admission to the graduate college.

Admission Requirements for the Accelerated RN to MSN Option

1. Junior standing (pending acceptance of 30 hours of basic nursing credit)
2. Meet all admission requirements for the BSN-Completion program
3. A pre-admission interview
4. Submission of Graduate Record Examination (GRE) combined test scores for verbal and quantitative scores, with no section score less than 400
5. Two letters of recommendation (faculty or employer preferred)
6. A written statement of goals
7. The equivalent of at least one (1) year of full-time experience in direct patient care as a registered nurse
8. An overall GPA of 3.25 or higher

Retention and Progression

Students must:

1. Maintain an overall GPA of 3.25 or higher
2. Earn a grade of "B" or higher in all undergraduate nursing courses attempted
3. Earn a grade of "B" or higher in all graduate courses attempted

Students not meeting the criteria for progression in the RN-MSN option may complete the requirements for the BSN degree but will be removed from the accelerated option. In the final year of the BSN program, the student must make application to the family nurse practitioner or nurse educator specialization. Acceptance into the RN-MSN option does not guarantee admission to the FNP specialization.

ACCELERATED RN TO MASTERS IN NURSING OPTION (CONTINUED)

Dual Credit Options

1. Up to 4 of the following graduate courses may be taken while finishing the BSN program:
 - A. Graduate Statistics – 3 credit hours (500 level or above)
 - B. NUR 515 Healthcare Informatics
 - C. NUR 665 Applications of Advanced Human Pathophysiology
 - D. NUR 607 Advanced Health Assessment and Health Promotion through the Life Span (placement test required).

2. Undergraduate credit is given as follows:
 - A. A graduate statistics course meets undergraduate and graduate requirement.
 - B. NUR 515 can be taken as a HCM elective.
 - C. Upper division elective credit for NUR 665 Applications of Advanced Human Pathophysiology (meets undergraduate upper division elective requirement and family nurse practitioner graduate requirement).
 - D. Students who pass the health assessment placement test and NUR 607 will be given dual credit for undergraduate health assessment and graduate health assessment.

3. After admission to the graduate program, all graduate courses will transfer as graduate credit.

Before enrolling in a course to be counted toward both undergraduate and graduate credit and to count the course toward the master's degree, an undergraduate student must be accepted in the accelerated program and receive prior approval from the graduate advisor, Department Head of Nursing, and the Dean of the Graduate College. Acceptance into the program and all approvals must be completed prior to the end of the Change of Schedule Period for the course(s). See the Graduate College for further information.

The time it will take to complete the program depends on the number of general education courses required to graduate.

ACCELERATED RN TO MASTERS IN NURSING OPTION (CONTINUED)

Example plan for full-time study for the RN-MSN option:

Fall

NUR 306 Professional Emergence	3 hrs
NUR 341 Individuals and Families	6 hrs
Graduate Statistics (e.g. PSY 527)	3 hrs
NUR 565 Advanced Pathophysiology	3 hrs
Total	15 hrs

Spring

NUR 442 Community Health	6 hrs
NUR 482 Leadership & Management	6 hrs
NUR 472 Writing II Nursing Research and Scholarly Writing	3 hrs
Total	15 hrs

Summer

NUR 607 Advanced Health Assessment	5 hrs
NUR 515 Healthcare Informatics	3 hrs
Total	8 hrs

Fall

Family Nurse Practitioner Option

NUR 601 Nursing Science	3 hrs
NUR 611 Adv. Role Theory & Leadership	2 hrs
NUR 625 Primary Care of Women	4 hrs
NUR 661 Advanced Pharmacology	3 hrs
TOTAL	12 hrs

Spring

NUR 625 Primary Care of Adults	6 hrs
NUR 672 Advanced Research Methods	3 hrs
NUR 665 Appl of Adv. Patho.	1 hrs
TOTAL	10 hrs

Summer

NUR 625 Primary Care of Children	4 hrs
NUR 697 Non-thesis Project	1 hrs
OR	
NUR 699 Thesis	(2) hrs
TOTAL	5 OR (6) hrs

Fall

NUR 690 Nurse Pract Adv. Pract.	5 hrs
NUR 688 Health Policy & Issues	3 hrs
NUR 697 Non-thesis Project	2 hrs
OR	
NUR 699 Thesis	(4) hrs
TOTAL	10 or (12) hrs

Fall

Nurse Educator Option

NUR 600 Epidemiology	3 hrs
NUR 601 Nursing Science	3 hrs
NUR 680 Teaching/Learning Th.	3 hrs
TOTAL	9 hrs

Spring

NUR 620 Clinical Concepts in Nsg	4 hrs
NUR 672 Adv Research Methods	3 hrs
NUR 681 Educator Practicum I	2 hrs
NUR 682 Curriculum Design	3 hrs
TOTAL	12 hrs

Summer

NUR 697 Non-thesis project	1 hr
OR	
NUR 699 Thesis	(3) hrs
TOTAL	1 or (3) hrs

Fall

NUR 683 Educator Practicum II	2 hrs
NUR 686 Issues Healthcare & Edu	2 hrs
NUR 688 Health Policy & Issues	3 hrs
NUR 697 Non-thesis Project	2 hrs
OR	
NUR 699 Thesis	(3) hrs
TOTAL	9 or (10) hrs

GENERAL POLICIES AFFECTING ALL UNDERGRADUATE NURSING PROGRAMS

Transfer of Credit Policy

It is the University's policy to award credit for courses taken through institutions accredited by a regional accrediting agency. Undergraduate students transferring from a public Missouri community college with an Associate of Arts degree will be considered to have met the lower division general education requirements at Missouri State University. A course-by-course evaluation of transfer credit is sent to students once they have been admitted. A copy of the transfer credit policy for undergraduates is available from the Admissions Office.

Incomplete Grade Policy

Incomplete grades will be given only in unusual circumstances in which a student has been unable to complete a small portion of a course such as a term paper or a final examination. In each instance that an Incomplete or "I" grade is assigned, the instructor of the course shall indicate on the Assignment of Incomplete Grade Form what the student must do to complete the course and how the completed work would affect the final grade. The original copy must be filed with the Department Head, one copy must be given to the student, and one copy must be retained by the instructor. If a student needs to repeat a course or a significant portion of a course, a grade of "N" or "F" should be assigned according to regulations governing the assignments of such grades. An "N" grade cannot be assigned if the student has not officially dropped the course within the semester deadlines.

An "I" grade must be removed by the end of the first semester of enrollment after it is received (excluding summer); otherwise, the "I" automatically becomes an "F" grade. An extension of the time limit or other necessary arrangements to remove an "I" grade will be made only if a written request for such extension is approved by the Department Head. An approved request for extension of time for removal of an "I" grade must be placed on file in the Records Office. The student should make arrangements with the instructor, or the Department Head if the instructor is no longer at the University, for completion of the work. When the work is completed, the instructor will complete a Grade Change Authorization Form and file one copy with the department and deliver the other copies to the Record Office. The student will be sent a copy of the form with a corrected copy of his or her academic record indicating the adjusted grade point average.

Graduating seniors must remove grades of "I" before the beginning of the final semester of enrollment unless an extension has been granted. An "I" grade assigned in the semester immediately preceding graduation must be removed by May 1 for spring graduation, or by July 15 for summer graduation and by December 1 for fall graduation. "I" grades assigned during the semester of graduation must be removed prior to mid-semester of the following semester. Failure to meet these deadlines will result in graduation being delayed to a later semester.

Drop/Add Policy

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes within the specified Missouri State University deadlines will result in the assignment of an "F" grade for those classes. Students who wish to withdraw from all courses for a given semester should review the withdrawal procedure. Students who wish to add or drop selected regular semester courses should follow the procedures outlined in the Undergraduate Catalog. Students who wish to add or drop intersession courses, short courses, workshops, block courses, and other courses that do not meet for a full semester should contact the Registration Center for information on policies, procedures, and deadlines.

GENERAL POLICIES AFFECTING ALL UNDERGRADUATE NURSING PROGRAMS (CONTINUED)

Auditing a Course

A person may audit a course by enrolling on an audit basis at registration or by completing a Change of Schedule Form prior to the no-penalty drop deadline. A student cannot change from a credit to an audit basis after the no-penalty drop deadline. Regular students may audit courses to the maximum authorized academic load. A person not currently enrolled in the University must be admitted to register as an auditor.

Audited courses are counted as courses taken for credit in determining required student fees; however, credit is not awarded for auditing a class. The auditing student is expected to attend class regularly and should consult with the instructor to determine what else is expected in the course. The instructor has the right to request the Associate Vice President for Academic Affairs to have the student dropped from the course for non-attendance.

University Department of Nursing Academic Status

Academic standing.

Four categories describing a student's academic status are discussed below:

Good standing. A student who has a cumulative grade point average of at least 2.00 in transfer courses and Missouri State University courses combined and is not currently suspended is considered to be in good standing. A student who has not achieved the minimum good standing grade point average will be placed on scholastic probation or suspension.

Probation. The purpose of scholastic probation is to remind students the quality of their cumulative academic work is unsatisfactory. A brochure describing scholastic probation and suspension is available in the offices of the College Deans, Admissions, and Records. A student on scholastic probation may be required to reduce the number of credits carried, maintain a lighter out-of-school work load, or forego participation in social activities. The director of an extra-curricular activity may also bar students on probation from participation in that activity. A student on probation may also be ineligible for financial aid.

Suspension. Any student who fails to make the minimal requirements for retention in any single semester or session (regardless of the cumulative grade point average) will be suspended, unless, in the opinion of the appropriate college dean, there are circumstances which warrant an exception. The student must make written application for an exception. If a student had been admitted into a degree program at the time of suspension, the program admission is voided and the student must reapply for admission or request reinstatement to the original degree program. A student who attends another college or university after being suspended from Missouri State University must earn at least a 2.00 GPA on transferable courses to be considered for reinstatement.

Reinstatement. A student suspended for academic reasons for the first time is eligible to apply for reinstatement after remaining out of school for a minimum of one semester. The summer session does not count as a semester. Reinstatement of suspended students is not an automatic process. Students are responsible for showing that their chances for success are better than they were before their suspension. Applications for reinstatement are available in the Admissions Office. See the academic calendar for deadline dates. A student requesting reinstatement may be required to take certain tests and receive other assistance from the Counseling Center as a part of consideration for reinstatement. If the student is reinstated, the grade point deficiency for each semester attended thereafter must be progressively decreased or the student will again be suspended.

GENERAL POLICIES AFFECTING ALL UNDERGRADUATE NURSING PROGRAMS (CONTINUED)

Encumbrances

An encumbrance may be placed on a student's record for a variety of reasons such as an unpaid bill or fine, failure to return books or equipment, failure to be admitted to a degree program within the specified time limit, and failure to complete a financial aid exit interview during semester of graduation.

Students who are not admitted to a degree program upon reaching 60 credits will be encumbered. Students with this type of encumbrance designated DG encumbrance, are required to obtain a Permission to Register Form signed by their advisor for each semester the student enrolls until the student is admitted into the degree program.

All encumbrances (except the DG encumbrance discussed above) will prevent a student from registering for upcoming semesters. In addition, most encumbrances will prevent the release of a student's transcript and diploma. Contact the Records Office for further information regarding encumbrances.

Generic and Completion BSN Dress Policy

Developing a professional image to the consumer of health and to health care colleagues is initiated with first impressions. Good grooming is the first step in gaining trust and confidence of health care consumers, faculty, and peers. Your standard of personal care and dress represent you as an individual, the Missouri State University Department of Nursing, and the profession of nursing. A professional appearance should be maintained.

Uniform policy.

1. All nursing students are required to purchase the student nurse uniforms.
2. All uniforms must be loose enough to provide ease of movement in clinical activities, in good repair, clean, and wrinkle free.
3. Good personal hygiene is required.
4. Uniforms should only be worn in the clinical setting or in Missouri State classrooms.
5. The Missouri State student name pin must be worn anytime you are presenting yourself as a student nurse. The name pin is to be worn on the left front of the shirt or lab coat.
6. Low-heel shoes are to be leather with enclosed toe and heel. White shoes are to be worn in the hospital. Sandals, platform shoes, or clogs are not acceptable. Shoes must be kept clean and polished.
7. A white 3/4-length lab coat with the Missouri State nursing logo may be worn in the community or acute care settings.
8. The wine-colored polo shirt with the Missouri State nursing logo and black or beige/khaki slacks or skirt is to be worn in community settings.
9. The wine-colored scrub uniform with the Missouri State nursing logo is to be worn in acute care settings. Either pants, skirt, or a dress may be worn. A plain, white, tee shirt in good repair may be worn under the scrub top, but the sleeves or hem of the tee shirt must not fall below the sleeve and hem of the scrub top. A white, black, or beige/khaki long-sleeved tee shirt may be worn under the shirt in cool environments.
10. Skirts must be between knee to mid calf length. Slacks must fit at the waist and be straight legged.
11. Neutral colored hose are to be worn with skirts.
12. When at the clinical agency at a time other than the assigned clinical experience (e.g., preparing for a clinical experience), a white 3/4-length lab coat with the Missouri State nursing logo will be worn over street clothes. The student Missouri State nursing name pin must be worn. Access to patient records will be denied if the student is not in proper dress attire.
13. Things that must be avoided in the clinical area are jeans, shorts, sweats, tee shirts, clothes with pictures or messages, and clothes that are revealing, too tight, too short, or wrinkled.
14. Exceptions to the standard dress code may be necessary or allowed for in clinical experiences in some community agencies. The course instructor must approve the exceptions.

GENERAL POLICIES AFFECTING ALL UNDERGRADUATE NURSING PROGRAMS (CONTINUED)

Jewelry.

1. To ensure asepsis and safety, jewelry will be limited to the following: watch, two rings, and small post earrings (one set). Rings should be confined to those that will not scratch the patient and can be kept clean. Every effort should be made to conceal body art. Body piercing jewelry other than earrings must be removed or concealed with clothing.

Hair.

1. Hair will be controlled so that asepsis is maintained for both the student and the patient. Loose strands should not brush or fall into work area or fall in front of the face when leaning forward.
2. Hair, beards, and mustaches are to be clean and neat.

Cosmetics.

1. No cologne, scented deodorant, scented after-shave lotion, or strongly scented body products are allowed.
2. Fingernails will be clean, short, and smooth to ensure patient and student safety. No artificial nails are to be worn. Only clear or natural colored nail polish that is free from chips may be worn.

Any student who does not conform to the dress policy will be asked to leave the clinical facility and return appropriately attired. This may constitute a clinical absence.

Student Grievance and Appeal Policy and Procedure

The following policy and procedure is provided for a student who wishes to appeal a decision made by a Department of Nursing faculty member or the Department of Nursing's Admission, Progression and Graduation Committee (APG). The decision being appealed should be one that adversely affects the student's academic standing, such as a course grade or a sanction for unprofessional behavior.

Student notification.

A student who demonstrates unprofessional behavior will be notified (verbally by the faculty at the time of the misconduct or in writing within 5 days of discovery of the misconduct) that disciplinary action may be taken. The faculty member and student will meet (within 5 days of the notification) to discuss the incident and the disciplinary action that may be taken.

A student who earns a course grade that precludes further progression in or completion of the program of study will be notified in writing by the Department of Nursing within 5 days of assignment of the course grade. Please note that a course grade may not be changed from an "F" grade to an "N" grade in any case in which the student did not follow the proper procedure for dropping the course. Requests to appeal a course grade or to appeal disciplinary action for unprofessional behavior should be submitted as outlined below.

GENERAL POLICIES AFFECTING ALL UNDERGRADUATE NURSING PROGRAMS (CONTINUED)

Appeal policy.

1. In the case of unprofessional behavior, the faculty member will provide the student with a letter describing the behavior and the circumstances surrounding the behavior. At the meeting between the student and faculty member, the student will sign the letter to indicate he or she has read and received a copy of the letter.
2. If the student wishes to initiate a formal appeal to refute the decision, the student must submit a letter of appeal to the faculty member within 5 business days of receiving the decision.
3. Upon receipt of the student's letter of appeal, the faculty member will review all available information relevant to the situation and provide the student with a written decision within 5 days.
4. If resolution of the grievance is not achieved, the student may continue the appeal process by submitting a letter of appeal to the Department of Nursing's, Admission, Progression, and Graduation (APG) Committee within 5 business days. The APG Committee will schedule a meeting within 10 business days of receiving the letter of appeal. The APG Committee will review all available information relevant to the decision and the appeal. Student attendance at the APG Committee meeting is at the request of either party. The APG Committee will have 5 business days to deliver a written decision to the student.
5. If the student wishes to appeal the APG Committee decision, the student should contact the Department Head (or appointed representative) within 5 business days following receipt of the APG Committee's written decision. A meeting between the Department Head or representative and the student should be held within 5 business days of the student's request for a meeting. The student will receive written notification of the Department Head's decision within 5 business days.
6. If the student wishes to continue the appeal process beyond the Department Head, the student should make an appointment with the Dean of the College of Health and Human Services (or designated representative) within 5 business days. At this point of the appeal procedure, the College of Health and Human Services Appeal and Grievance Policy will be followed.

The letter of appeal.

- The letter of appeal should clearly state the grade change or other change requested by the student and should provide rationale for the requested change. The letter should include the student's full name, social security number, course title, semester enrolled, section number, and the name of the faculty, or faculty members, involved.
- If the faculty is on leave or is no longer employed at Missouri State University, the letter of appeal should be sent to the Department Head.

Note.

- Flexibility may be needed when scheduling meetings to accommodate the student's schedule, as well as the teaching and administrative schedules of faculty and administrators.
- The student may elect to withdraw the appeal at any time, in which case the initial decision will stand. Documentation of the decision and appeal processes will be retained in the student's permanent departmental file.
- If at any point in the appeal process the appeal is granted, the student's academic record will be amended as necessary to reflect the decision.

GENERAL POLICIES AFFECTING ALL UNDERGRADUATE NURSING PROGRAMS (CONTINUED)

Attendance-related grade changes.

Please refer to the Attendance Policy Outline in the Missouri State University Undergraduate 2008-2009 Catalog.

Academic Advising

Pre-nursing and BSN advising.

Upon acceptance into the BSN program at Missouri State University, each student is assigned a nursing faculty advisor. It is expected the student will meet regularly with the advisor to discuss the student's educational program and plan of study. Students should contact their assigned advisor for an appointment. Prior to meeting with the advisor the student should review his or her transcripts and become familiar with the BSN program requirements at Missouri State University outlined in the undergraduate catalog. The following information is provided to assist in course planning.

- Students should begin by evaluating the courses taken which meet the University general education and Nursing major requirements. The computer assisted student advisement (CASA) report is designed to assist the student in tracking progress toward completion of all degree requirements. Information is mailed to the student from the Records Department of the University detailing when and where the student's CASA report will be available. The General Education Requirements Worksheet and the Nursing Major Program Requirements Worksheet are available to assist in course planning.

Transfer student advising.

Transfer students from Missouri public colleges/universities who are eligible to follow an "old" catalog and elect to do so are required to take ENG 111 and 120 or 150. The advisor must establish which catalog the student falls under and must request permission from the Coordinator of the Missouri State University General Education program.

Transfer students from Missouri public colleges/universities who are either ineligible to follow an "old" catalog or who elect to follow the "new" general education requirements are required to complete ENG 110, Writing II.

Transfer students with an AA degree from a Missouri public college/university who are eligible to follow an "old" catalog and elect to do so meet all lower division general education requirements. Transfer students with an AA degree from a Missouri public college/university who are either ineligible to follow an "old" catalog or elect to follow the new general education requirements must complete Writing II. Transfer students with an AA degree from a private Missouri or out-state college/university will have their transcripts evaluated on an individual basis for all courses.

BSN student orientation.

The Department of Nursing holds a full-day orientation session for new 4-year BSN students and one for BSN-Completion students each summer. At this session, the faculty are introduced, basic computer skills are reviewed (E-mail, Internet, Blackboard Course Software, Online Library Resources), and information is given on the program, program policies, student opportunities, and resources. The orientation is required for Generic BSN students and recommended for BSN-Completion students.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

Student bill of rights.

The student bill of rights was passed by the Student Government Association, the student body, and administration in May 1992. These rights and responsibilities are listed on the Missouri State University web site, <http://www.missouristate.edu> and are discussed in the undergraduate catalog.

Each student is expected to assume responsibility as a member of the university community and is held accountable to the standards of conduct, academic integrity expectations, and all other University rules published in the undergraduate catalog and on the university web site at <http://www.missouristate.edu>. The university reserves the right to discipline or dismiss any student who fails to maintain its standards.

It is the purpose of the University to provide an environment in which its students may develop as effective citizens and thoughtful, productive members of society. It is the responsibility of the University to provide quality instruction, develop high standards of achievement, and provide an atmosphere for self-expression and growth through a wide range of curricular and co-curricular activities. Students should strive to develop the capacity for critical judgment and the ability to engage in an independent search for truth while endeavoring to exercise their freedom with maturity and responsibility.

Freedom of expression and inquiry are essential elements of the University community. The responsibility to secure and respect general conditions conducive to the freedom to learn is shared by all members of the academic community.

Student representation.

Student representatives serve as representatives of the nursing student body to the Student Advisory Committee of the Department of Nursing. Representatives are recruited annually to provide student input to the faculty on curricular and policy matters or any matters that impact student education. In addition, opportunities for University and College representation exist through the student government and College Student Advisory Council.

Student Responsibilities

Academic integrity.

Nursing students are expected to demonstrate satisfactory academic, clinical, and professional behavior. Academic integrity is an expectation of all students in the clinical and classroom settings. Refer to the Academic Integrity Policies and Procedures in the Missouri State University Undergraduate Catalog and at the Missouri State University website at <http://www.missouristate.edu/assets/provost/AcademicIntegrityPolicyRev-1-08.pdf>.

Ethical behavior.

In addition to the responsibilities expected of all students, as described above, students in the BSN-Completion program are expected to adhere to the American Nurses Association (ANA) Code of Ethics listed at http://nursingworld.org/ethics/code/protected_nwcoe813.htm.

STUDENT RIGHTS AND RESPONSIBILITIES (CONTINUED)

Professionalism

Policy on professionalism and professional conduct.

In addition to meeting the academic standards of Missouri State University and the Department of Nursing, students enrolled in nursing courses that are part of the BSN or MSN programs of study must demonstrate professionalism in clinical and classroom experiences.

Professionalism is defined as behaviors and attitudes congruent with the ANA Code of Ethics, guidelines and standards of practice, the State of Missouri Nurse Practice Act, socio-cultural expectations, and policies and expectations of the academic institution. Inherent within the concept of professionalism is the development of those behaviors by the student during the program that demonstrate increasing maturity, competence, integrity, regard for human dignity, respect for social justice, accountability, responsibility, and caring as they progress through the program. Therefore, professionalism includes, but is not limited to, satisfactory clinical performance and behaviors consistent with professional conduct.

Clinical performance is evaluated during each clinical course by the course faculty and preceptors. Achievement of a minimum of a "C" or better in the didactic portion and a grade of "Pass" in the clinical portion is required. Clinical evaluation tools are designed specifically in each course to address the course expectations and objectives. Typical clinical expectations are safe, effective, ethical performance of nursing tasks; problem solving; use of appropriate judgment; appropriate communication and interaction with others; and the ability to apply knowledge. Acts of dishonesty, failure to provide safe care, lack of professional accountability or maturity, and any acts that could be detrimental to one's self or others are considered unprofessional behavior.

A student who demonstrates unprofessional behavior will be notified by the faculty at the time of the misconduct or discovery of the misconduct that disciplinary action may be taken. The faculty will document the unprofessional behavior in writing and counsel the student within 5 business days to discuss any disciplinary action that may be taken. Written documentation of the unprofessional behavior and any disciplinary decision will be placed in the student's permanent file. The student may respond in writing within 5 business days to the faculty's findings and/or submit written documentation relevant to the behavior. Depending on the nature of the unprofessional behavior, the faculty may enforce the following sanctions on the student:

- Repeat the course assignment
- Give no credit for the course assignment
- Give the student an unsatisfactory evaluation
- Lower the student's final course grade
- Give a grade of "F" for the course
- Place on probation
- Remove from the clinical experience
- Recommend dismissal of the student from the Nursing Program or denial of enrollment in the Nursing Program.

A student who demonstrates unprofessional behavior that places themselves or others at risk for harm, such as dishonesty or drug use, will receive the most stringent sanctions. Acts of dishonesty also will be reported to the University Academic Integrity Council.

Please refer to "Academic Integrity: Policies and Procedures" in the current Missouri State University Undergraduate Catalog or Graduate Catalog and at <http://www.missouristate.edu/assets/provost/AcademicIntegrityPolicyRev-1-08.pdf> for policies and procedures related to academic dishonesty and to retention and enrollment criteria for the Nursing program. A student who is not satisfied with disciplinary action may appeal following the Grievance Policy on pages 39-41 of this Handbook.

STUDENT RIGHTS AND RESPONSIBILITIES (CONTINUED)

Substance abuse policy.

A chemically impaired person is one who is under the influence of a substance that adversely affects mood, perception, or consciousness that interferes with the individual's ability to meet standards of performance and safety in any clinical setting, skills lab, or classroom. The use of illegal/designer drugs or the abuse of alcohol, prescription drugs, or over-the-counter drugs may pose serious safety and health risks not only to the user, but also to all people coming in contact with the user.

Students are subject to both the University policy concerning drugs, alcohol, and tobacco use and any employee policies in place at any clinical facility in which the student participates in a clinical practicum. Failure to abide by all applicable policies is considered to be unethical and unprofessional conduct and will result in disciplinary action up to and including dismissal from the program.

Missouri State Board of Nursing Position Statement on HIV or HBV Infection

The Missouri State Board of Nursing recognizes the serious implications the spread of HIV or HBV has on the health, safety, and welfare of the public and the Board's mandated responsibility to the public for assuring safe and competent nursing care.

As mandated by Section 191.694 RSMo, 1992, all licensed nurses and nursing students shall immediately implement and adhere to the universal precautions recommended by the Centers for Disease Control in the care of all clients.

All licensed nurses and nursing students who discriminate against a client on the basis of HIV or HBV infection or makes HIV or HBV testing a condition of treatment shall be subject to the denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

All licensed nurses and nursing students with HIV or HBV who perform invasive procedures are encouraged by the Missouri State Board of Nursing to voluntarily participate in the Department of Health's evaluation process.

All licensed nurses and nursing students who violate a restriction or limitation placed on their practice by the Department of Health shall be subject to denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

It is the position of the Missouri State Board of Nursing that all licensed nurses and nursing students with HIV or HBV are entitled to the same reasonable accommodation guaranteed by the Americans with Disabilities Act.

References:

1. North Carolina Board of Nursing (1991). Policy regarding HIV/AIDS infection. Raleigh: Author.
2. State of Missouri, 86th General Assembly, Second Regular Session [Truly agreed to and finally passed] Senate Committee Substitute for Senate Bills Nos. 511 & 556. (1992). Jefferson City: Author.
3. State of Missouri Revised Statutes (1992). Section 191.694 to 191.700 RSMo Supp. 1992. In Chapter 191: Health and Welfare. Jefferson City: Committee on Legislative Research

Retrieved April 28, 2003 at Missouri State Board of Nursing:
<http://www.primo.gov/nursing.asp>

STUDENT RIGHTS AND RESPONSIBILITIES (CONTINUED)

Clinical Probation

Students who demonstrate unprofessional behavior may be placed on clinical probation. Clinical probation is based on the performance of the student in relationship to course objectives and expected behaviors and attitudes consistent with those of a professional nurse. A student in the Department of Nursing may be placed on clinical probation by the Admission, Progression, and Graduation (APG) Committee for one or more of the following:

1. Failure to demonstrate professional behaviors and attitudes consistent with those of a professional nurse.
2. Failure to demonstrate consistent improvement in clinical performance as identified in course objectives.
3. Failure to demonstrate improvement in areas documented by faculty to be areas of weakness.
4. A pattern of actions inconsistent with University, Department of Nursing, or course policies, which include, but are not limited to (a) initiating clinical experiences without a contract, (b) initiating interventions or actions without appropriate supervision or approval of the preceptor, (c) consistent difficulties applying theory to the clinical setting, and/or (d) inconsistently completing clinical assignments or logs.

Within 5 business days of the decision, a student on clinical probation will receive a written statement of the probation from the APG Committee indicating areas of weakness. The student is expected to complete the requirements of the probation by the end of the course. If the student demonstrates satisfactory progress in improving performance and meets the course objectives, the APG Committee will remove the probationary status at the end of the course. Failure to meet the requirements of the probation will result in clinical failure. A student who is not satisfied with disciplinary action may appeal following the Grievance Policy on pages 39-41 of this Handbook.

Clinical Failure

Clinical failure is based on the performance of the student in relationship to the course objectives, expected behaviors, and attitudes that are consistent with those of a professional nurse. A student enrolled in a clinical nursing course may receive a clinical failure for one or more of the following:

- ◆ Failure to demonstrate satisfactory progress after being placed on clinical probation.
- ◆ Recurring absenteeism or tardiness in the clinical site.
- ◆ Recurring failure to follow clinical course policies, policies of the clinical agency, or recommendations of the preceptor or faculty.
- ◆ Acts of dishonesty.
- ◆ Repeated lack of preparation for clinical experiences.
- ◆ Demonstrating behaviors that, in the judgment of the faculty, constitute unsafe or potentially unsafe practices or practices inconsistent with professional standards or laws.
- ◆ Unsatisfactory final clinical evaluation.

The faculty will notify the Admission, Promotion, and Graduation Committee (APG) of any student placed on clinical probation or who earns a clinical failure. In addition, the faculty will place a copy of the letter sent to the student indicating clinical probation, failure, or a change in the clinical status in the student's academic file. A student who is not satisfied with disciplinary action may appeal following the Grievance Policy on pages 39-41 of this Handbook.

The Department of Nursing reserves the right to interpret, maintain, and enforce the standards of conduct and professional performance for nursing. The Department also reserves the right to recommend dismissal or refuse enrollment in the program to any student who in the judgment of the APG Committee, by a majority vote, has violated the standards of professional conduct or demonstrates a lack of professional development.

STUDENT RIGHTS AND RESPONSIBILITIES (CONTINUED)

Professional standards are expected of all students in the nursing program. In addition to professional behaviors discussed previously, the student is expected to maintain a professional appearance in the clinical setting. The student's appearance communicates the values and attitudes of the individual, and thus reflects either positively or negatively on the profession and the University. The student should adhere to the dress code of the clinical agency he or she is attending. When functioning as a student in an area that has no dress code, such as home care, the student should wear attire that reflects positively on the University, the Department of Nursing, and the Nursing Profession.

Health Insurance Portability and Accountability Act (HIPAA)

All students in the 4-year BSN program and in the BSN-Completion program will be required to complete the Missouri State University Health Insurance Portability and Accountability Act (HIPAA) privacy and security training. This training should be completed during the first week of the first semester a student is enrolled. The online training is available at <http://privacy.missouristate.edu/hipaa/training>. You must have your zip card number and a pin number to enter the training website. Upon completion of the training module, you will need to print out your certificate that documents you have completed the online training. Please give a copy of the certificate to the Nursing Department secretary to place in your student folder.

In addition, under the guidelines of the HIPAA Act, students will be required to meet the HIPAA guidelines of each organization in which they have a clinical experience. For students who will be going to the St. John's Health System or any of its affiliates, the HIPAA training is on the computers in the Nursing Computer Lab in Professional 321. The online training is located in a folder on the computer desktops labeled "Generic BSN." Once you have completed the online training, print off the certificate of completion and give a copy to the Nursing Department secretary. For clinical sites other than St. John's Health System, you will need to ask your faculty how to meet those requirements.

Students may need to meet HIPAA training at other clinical sites as required by the agency.

Faculty Rights and Responsibilities

Faculty members at Missouri State University assume responsibility for teaching, research, and service, along with obligations inherent in membership in a learned profession. Essential to fulfilling these responsibilities and obligations are adherence to standards of ethical conduct and respect for academic freedom.

As instructors, the faculty members of the Department of Nursing encourage the free pursuit of learning in their students. They hold before them the best scholarly standards for their discipline. They demonstrate respect for students as individuals and adhere to their proper role as intellectual guide and counselor. They make every reasonable effort to foster honest academic conduct and to assure evaluation of students reflects their true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. They protect the students' academic freedom.

Students are entitled to an atmosphere conducive to learning and to fair treatment in all aspects of the teacher-student relationship. Each faculty member is expected to conduct his or her assigned courses in a manner consistent with the course content and course credit as approved by the faculty and consistent with the scheduled class meeting times. Within these constraints he or she is entitled to freedom in the classroom in developing and discussing subjects appropriate to the course.

Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, gender, or personal beliefs.

Attendance Policy

Because a student's class attendance and course grade are demonstrably and positively related, the University expects students to attend all class sessions of courses in which they are enrolled. Each instructor has the responsibility to determine specific attendance policies for each course taught, including the role attendance plays in calculation of final grades and the extent to which work missed due to non-attendance can be made up. On the first day of class, each instructor will make available to each student a written statement of the specific attendance policy for that class.

The University expects instructors to be reasonable in accommodating students whose absence from class resulted from the following:

1. Participation in University-sanctioned activities and programs
2. Personal illness
3. Family and/or other compelling circumstances.

Instructors have the right to request documentation verifying the basis of any absences resulting from the above factors.

Classroom Management

The course instructor has jurisdiction over his/her class and may deny a student who is unduly disruptive the right to attend the class. Nursing students are expected to conduct themselves in a manner that would reflect positively on the nursing profession. They are expected to act as mature, responsible adults.

The ANA Code of Ethics serves as a guideline for professional behavior for the nursing student. Students are expected to master the course content in compliance with the syllabus of the course instructor. The student is expected to comply with all reasonable directives of the course instructor.

The course instructor may have a student administratively withdrawn from a course upon showing good cause and with the concurrence of the Department Head. The appeals process in case of such administrative withdrawal shall be as stated in the academic regulations under "Grade Reevaluation Based on Performance."

Faculty Rights and Responsibilities (continued)

Department of Nursing Faculty and Staff

The department head.

Kathryn Hope, PhD, RN, is an Associate Professor and Department Head. She holds an M.A. in Child Health and Nursing Education from the University of Iowa, a Ph.D. in Nursing from the University of Kansas, and a post-masters certification as a Family Nurse Practitioner from the University of Missouri, Columbia. She teaches a variety of graduate and undergraduate courses part time in conjunction with the administrative duties of running the Department. She is available by phone toll free, 1-877-728-0001, at 417-836-5310 or by e-mail, KathrynHope@missouristate.edu.

The faculty.

Jan Atwell, MSN, RN, is an Instructor in Nursing. She obtained a Bachelor of Science in Nursing from Southwest Baptist University and a Master of Science in Nursing from Southwest Missouri State University. She teaches in the Generic BSN Program and the BSN-Completion Program. She can be reached at 836-5018 or by e-mail at janatwell@missouristate.edu.

Susan Berg, MSN, FNP, BC, FNP Program Director, is an Assistant Professor in Nursing. She received her BSN from the University of Missouri. She holds a master's degree from Southwest Missouri State University as a Family Nurse Practitioner. She teaches a variety of courses in the FNP Master's Certification. She can be reached at 836-3214 or by e-mail at susanberg@missouristate.edu.

Mandy Christy, MSN, RN, is an Instructor in Nursing. She obtained her Bachelor of Science in Nursing from Southwest Baptist University and a Master of Science in Nursing Education from the University of Missouri-Columbia. She teaches in the Generic BSN Program and the BSN-Completion Program. She can be reached at 836-5018 or by e-mail at mchristy@missouristate.edu.

Carol Daniel, MSN, RN, is a Clinical Supervisor in the Generic BSN Program. She graduated with her BSN from University of Central Arkansas, Conway, and her MSN from California State University, Fresno. She can be reached primarily through her pager at 832-2353, her office phone at 832-3218, or by e-mail at caroldaniel@missouristate.edu.

Elizabeth Fahey, RNC, MSN, WHNP, is a certified Womens' Health Nurse Practitioner and an Instructor in Nursing. She earned a Master's Degree in Nursing in Primary Health Care of Women, from the University of Missouri-Kansas City. She teaches courses in the Family Nurse Practitioner Program and NUR 341: Individuals and Families. She can be reached at 836-5528 or by e-mail at elizabethfahey@missouristate.edu.

Susan Sims-Giddens, EdD, RN, BSN-C Program Director, is an Associate Professor in Nursing. She has earned a Master's Degree in Nursing from the University of Texas-El Paso, a Master's in Education from Northern Arizona University, and a Ed.D. in Educational Leadership from Northern Arizona University. She teaches in the Nurse Educator Master's specialization and the BSN Leadership and Management and Nursing Research courses. She is available by phone at 836-5398 or by e-mail at susansims-giddens@missouristate.edu.

Caroline Helton, MS, MN, RN, Generic BSN Program Director, is an Instructor in Nursing. She obtained her Bachelor's Degree in Nursing from Central Missouri State University in 1970, then went on to pursue her Master's Degree in Science in 1976 from Pittsburg University in Kansas. In 1983 she completed a Master's in Nursing from the University of Kansas specializing in Maternal Child Nursing. She teaches a variety of undergraduate nursing courses. She can be reached at 836-6569 or by e-mail at carolinehelton@missouristate.edu.

Faculty Rights and Responsibilities (continued)

Debra Savinske, MN, RN, is an Instructor in Nursing. She received her MN from the University of South Carolina. She holds advanced certificates from the U.S. Army in Nursing Administration and Intensive Care. She teaches courses in the Generic BSN program. She can be reached at 836-6924 or by e-mail at debsavinske@missouristate.edu.

Rose Utley, PhD, RN, Nurse Educator Program Director, is an Associate Professor in Nursing. She earned Master's Degree in Nursing Education from the University of Minnesota and a Ph.D. in Nursing from Wayne State University in Detroit, Michigan. She teaches undergraduate health assessment and a variety of courses in the Nurse Educator Master's Specialization. She is available at 836-6568 or by e-mail at roseutley@missouristate.edu.

Patricia Webb, MSN, RN, CPNP, is a certified pediatric nurse practitioner and an instructor in nursing. She received her MSN as a pediatric nurse practitioner from the University of Missouri-Kansas City. She teaches a variety of courses in the undergraduate and graduate curriculum. She can be reached at 836-6125 or by e-mail at patriciawebb@missouristate.edu.

The staff.

Gay Carson is an Administrative Specialist II for the Department of Nursing. She holds a Bachelor of Science in Business Education from College of the Ozarks in Point Lookout, Missouri. She provides secretarial support to the Generic BSN and pre-nursing programs and various faculty members. She is available by phone at 836-5310 or by e-mail at gaycarson@missouristate.edu.

Nancy Horeis is an Administrative Assistant II for the Department of Nursing. She provides secretarial support to the Department Head and faculty, oversees the functioning of the office, and supervises student office workers. She can be reached at 836-5310 or by e-mail at nancyhoreis@missouristate.edu.

Mindy Wolf is the Admissions Coordinator/Academic Advisor for the Department of Nursing, serving as advisor for the pre-nursing students. She holds a Bachelor of Science in Health Administration from Central Michigan University. Mindy is available by phone at 417-836-8816 or email at mindywolf@missouristate.edu.

Additional information about the Department of Nursing is available at our web site at <http://www.missouristate.edu/nursing>.

Student Resources

Missouri State University provides a wide range of resources aimed at facilitating, supporting, and stimulating the intellectual, social, cultural, recreational, and spiritual growth and development of the student. A partial list of these resources is provided below.

Adult Student Services, First Floor of the Jim D. Morris Center for Continuing Education, 836-6911

Provides a variety of services for adults who are attending college part-time, including reentry seminars and adult student orientation programs

Al-Anon, AA, and Narcotics Anonymous groups

Meet weekly during the academic year

Contact the Ecumenical Center, 680 S. Florence, 865-8711.

Computer Labs; available for word processing, e-mail, and www access at

Cheek Hall, Room 150, 836-4519

Glass Hall, Rooms 228, 229, 234, and 235, 836-6011

Professional Building, Room 102, 836-6626,

Meyer Library, 1st floor

Strong Hall, Room 107, 836 6534

Copy This, Plaster Student Union, Room 210, 836-5808

A full service copy center for students, faculty, and staff

Counseling and Testing Center, Carrington Hall, Room 311, 836-5116

Provides confidential services to individuals with personal-social concerns

Disability Support Services, Plaster Student Union, Room 405, 836-4192 or TDD 836-6792

DSS provides verification of disability and assists students in obtaining services from the university and the community.

Financial Aid, Carrington Hall, Room 101, 836-5262

Information and application for loans, grants, work study, and other sources of financial aid

Hammons Student Center, between Harrison and Monroe, west of National, 836-5772

A multipurpose recreation facility for students, staff, and faculty

Learning Diagnostic Clinic, Alumni Center, Room 502, 836-4787

Provides academic support services to students with learning disabilities

Meyer Library, between Kings Street and John Q. Hammons Parkway, 836-8383

A member of the Center for Research Libraries, with a collection of over 3.5 million available. Houses books, periodicals, videos, and microfilm collections. Online Catalog and Inter-library loans are available.

Multicultural Resource Center, Plaster Student Union, Room 141, 836-5652

Promotes diversity and cultural awareness, has a video library, book collection, and other information relative to cultural diversity.

Multicultural Student Services, Carrington Hall, Room 302, 836-6618

Provides academic, social, and cultural programs throughout the year

Student Government Association, Plaster Student Union, Room 123, 836-5500

The official voice of the students to the Administration of Missouri State University

Student Retention Services, Carrington Hall, Room 302, 836-7642

Connects students to campus resources which help them reach their educational goals.

Free tutoring on a first come, first serve basis.

Taylor Health and Wellness Center, Florence and Monroe, 836-4000

Offers clinic services and health education programs

Veterans Services Office, Carrington Hall, Room 320, 836-4615

Provides services to students eligible to receive educational assistance from the US Department of Veterans Office

Writing Center, Pummill Hall 401, 836-6398

Assistance with any aspect of writing by walk-in or by appointment. Services are free to students.

Student Resources (continued)

Financial Aid

A financial assistance program is offered by the University. This includes scholarships, loans, grants, and work study programs. Contact the Financial Aid office toll free at 1-800-283-4243 for further information.

In addition to the programs offered University wide, the Department of Nursing offers a variety of scholarships to students accepted into the BSN programs. Each fall a call for scholarship applications is announced in the undergraduate nursing courses and via flyers posted throughout the Professional Building. Specific criteria and deadlines are announced at that time.

In addition, professional organizations such as Sigma Theta Tau, the American Nurses Association, the National League for Nursing, and many nursing specialty organizations offer financial awards for persons seeking an initial nursing degree, or completion of a bachelor's degree in nursing. Pre-nursing scholarships may be available from the Missouri Nurses Association (MNA). For more information on the Missouri Professional and Practical Nurse Loan Program, visit <http://www.dhss.mo.gov/HealthProfStudentLoans/>. Information from the Missouri Hospital Association is available at <http://www.mhanet.com>. Contact the individual organizations for information.

Publications

BEARS that CARE

Missouri State University Department of Nursing Newsletter. Published twice a year.

Code of Students Rights and Responsibilities - <http://www.missouristate.edu/judicial/12331.htm>

Lists and describes the rights and responsibilities of students.

Guide to Student Involvement – <http://organizations.missouristate.edu/guide/default.htm>

Lists and describes all registered student organizations and policies.

A source of information on the services, opportunities, and policies of the University.

The Standard

Missouri State University's official student publication, published weekly. Distributed free of charge throughout the campus.

Missouri State University Undergraduate Catalog

Lists courses offered in all Missouri State University Departments and provides course descriptions, prerequisites, policies, and program information for each academic year.

Services and Information: Policies - <http://www.missouristate.edu/campuservices/policies.htm>

Informative source of information about University policies and safety.

Student Resources (continued)

Nursing Resources

Missouri State University Department of Nursing Web site

<http://www.missouristate.edu/nursing>

Community Resources

<http://www.missouristate.edu/nursing/9202.htm>

American Association of Colleges of Nursing (AACN)

<http://www.aacn.nche.edu>

American Nurses Association (ANA)

<http://www.ana.org>

Commission on Collegiate Nursing Education (CCNE)

One DuPont Circle, NW, Suite 530

Washington, D.C. 20036-1120

<http://www.aacn.nche.edu>

Missouri League for Nursing

604 Dix Rd.

P.O. Box 104476

Jefferson City, MO 65110-4476

Missouri Nurses Association (MONA) (573) 636-4623

1904 Bubba Lane

P.O. Box 105228

Jefferson City, Missouri 65110

www.missourinurses.org

Missouri State Board of Nursing (573) 751-0681

3605 Missouri Boulevard

P.O. Box 656

Jefferson City, MO 65102

<http://pr.mo.gov/nursing.asp>

Missouri State University Alumni Association, 836-5654

Alumni Building

300 South Jefferson, Suite 100

Springfield, MO 65806

Membership open to all Missouri State University nursing graduates. The association maintains a current address file of alumni, participates in alumni surveys, and scholarship programs.

<http://www.alumni.missouristate.edu>

Sigma Theta Tau International (STTI) the international honor society of nursing.

Students who have a 3.0 or better GPA and are in the top 1/3 of their graduating class

are eligible for membership. For more information contact <http://www.nursingsociety.org>