



Missouri State[™]
U N I V E R S I T Y

School of Nursing

BSN Student Handbook

Missouri State University
School of Nursing
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BSN Handbook Student Signature Page

I am responsible for the information contained in this handbook. The BSN student handbook is in addition to all policies for undergraduate students at Missouri State University, and specific to nursing. Policies are subject to change at any time, and students will be notified of changes via email as they occur.

Further details about the policies and procedures described in this handbook can be found in the Missouri State University Undergraduate Catalog on MSU's webpage at <https://www.missouristate.edu/registrar/catalog>.

Signature _____

Date _____

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Missouri State School of Nursing



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U N I V E R S I T Y

Dear BSN Student,

Welcome to the Missouri State University School of Nursing! We are excited you selected our program to assist you in preparing for your healthcare journey. Nursing is both an art and a science, requiring you to apply scientific principles while keeping the client at the center of your focus. The field of nursing uses technological advancements and evidence-based practice so that we can provide the best care. However, nursing also requires empathy, compassion, and good communication skills to determine a client's needs and to be able to advocate for them. You were selected because we felt you possessed both the scientific knowledge and caring heart that nursing requires.

If you are wondering what to expect from this program, you are not alone! You can expect to mature and change both emotionally and professionally. You will be challenged throughout the program as nursing is probably unlike anything else you have done during your post-secondary education experience. However, you will also feel a great sense of accomplishment as you rise to meet these challenges. Things you can do to help you be successful in this program include attend all classes, arrive to class and clinical prepared, complete assignments on time, study, use your resources, make school the priority, and remain flexible. In healthcare, things can change quickly so we may have to adjust accordingly.

While grades are important, nursing school is more than just passing exams. Communication, behavior, and professionalism are a huge part of nursing. Nurse professionalism is about putting patients first, upholding ethics, and bringing your best attitude every day. For the 21st consecutive year, nurses have been ranked first in the Most Honest and Ethical Professions Poll (American Nurses Association, 2023). Honesty, caring, and holding to our code of ethics is why we continue to win this award every year.

The faculty in Missouri State University School of Nursing are dedicated to helping you succeed on our journey to become a registered nurse. They have years of experience and are extremely knowledgeable. They will be your guides for the remainder of your nursing school experience. They will be providing you resources and making sure you have the clinical skills necessary to become a competent healthcare professional. In return, we ask that your behavior and actions in the learning environment demonstrate professionalism and a willingness to engage in the material.

This handbook provides guidance, program expectations, and other resources that can assist you during your educational journey.

Alison Alaimo, MSN, RN
Undergraduate Program Director

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SCHOOL OF NURSING

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1.1 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 in off-campus facilities. Tuition averaged \$6 per term for the more than 500 students enrolled. Forty acres at the corner of Grand Street and National Avenue 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 1919, Fourth District Normal School changed its name to Southwest Missouri State Teachers College. In 1945, the institution's name changed for a second time to Southwest Missouri State College, displaying the school's expansion beyond teacher education to liberal arts and sciences. A residence center was established in West Plains, Missouri, in 1963 for students taking first- or second-year classes. This grew into another campus of the University. In 1972, Southwest Missouri State College changed its name to Southwest Missouri State University in recognition of the diversity of programs at the undergraduate level and development of graduate programs. In 2005, Southwest Missouri State University changed its name to Missouri State University.

In just over 105 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 Darr Agricultural Center and Jordan Valley Innovation Centers in Springfield; the State Fruit Experimentation Station in Mountain Grove; the Baker Observatory in Webster County; Bull Shoals Field Station; a campus in West Plains; a graduate center in Joplin at Missouri Southern State University; a branch campus in Dalian, China; and a virtual campus that offers educational programs via distance learning technology.

1.12 Missouri State University Mission Statement

Missouri State University is a public, comprehensive metropolitan system with a statewide [mission in public affairs](#), whose purpose is to develop educated persons. The University's identity is distinguished by its public affairs mission, which entails a campus-wide commitment to foster expertise and responsibility in ethical leadership, cultural competence, and community engagement.

The academic experience is grounded in a general education curriculum which draws heavily from the liberal arts and sciences. This foundation provides the basis for mastery of disciplinary and professional studies. It also provides essential forums in which students develop the capacity to make well-informed, independent critical judgments about the cultures, values, and institutions in society.



1.13 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. The University also is recognized for its community engagement by the Carnegie Foundation for the Advancement of Teaching, as a Military Friendly School by G.I. Jobs magazine, and as recipient of the 2014 Higher Education Excellence in Diversity (HEED) Award. MSU has been recognized by Forbes magazine as one of America's Top Colleges and received "Best in the Midwest" distinction from the Princeton Review. In 2021 and 2024, Missouri State University was ranked #2 for best prelicensure Bachelor of Science in Nursing (BSN) program in Missouri according to the Nursing Schools Almanac.



1.2 History of the School of Nursing

Beginning in 1952, the University provided courses for nursing students at St. John's School of Nursing. In 1963, the University offered a Bachelor of Science 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. 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% master's, less than 9% of the nurses in Southwest Missouri had baccalaureate degrees in 1977.

The O'Reilly Clinical Health Science Center opened in the fall of 2015, providing dedicated nursing classrooms, skills labs, and a state-of-the-art simulation center. In 2016 the Department of Nursing was officially changed to the School of Nursing. The School of Nursing is a part of the McQueary College of Health and Human Services (MCHHS).

Nursing programs at Missouri State University continue to expand. 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.

The BSN program at Missouri State University is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 463-6930. Questions, concerns, or comments can be made to CCNE through the following avenues: phone (202) 463-6930. Website: <https://www.aacnnursing.org>

The prelicensure BSN program has full approval of the Missouri State Board of Nursing. The Missouri State Board of Nursing can be contacted via the following: phone (573) 751-0681; email nursing@pr.mo.gov; or mailing address Missouri State Board of Nursing, PO Box 656, Jefferson City, MO 65102-0656. Website: <https://www.pr.mo.gov/nursing.asp>



1.3 Mission of the School of Nursing

The School of Nursing is an integral part of Missouri State University and the McQueary College of Health and Human Services. The School of Nursing embraces the values of the University public affairs mission and is dedicated to excellence in (1) undergraduate and graduate nursing education, (2) scholarship, and (3) service.

1.31 Education

The Nursing program promotes an educational environment that develops ethical leadership, cultural competence, community engagement, and encourages life-long learning and the spirit of inquiry. Access to professional nursing education is facilitated through innovative educational technology.

1.32 Scholarship

The scholarly mission of the University, College, and School of Nursing is accomplished through the promotion of faculty and student scholarship. In all types of scholarship, faculty members encourage the direct and indirect involvement of students.

1.33 Service

Consistent with the University public affairs mission, service is accomplished through the involvement of faculty and students in academic, professional, and community service. The School of Nursing faculty provides leadership by serving as experts and role models in nursing education, practice, and scholarship. The nursing faculty and students participate in the shared governance structure of the University by serving on the university, college, and School of Nursing committees.



1.4 Philosophy of the School of Nursing

The School of Nursing values the continual professional development of its faculty and students through education, scholarship, and service.

Professional nursing is a science and art with core values that include caring, altruism, autonomy, human dignity, integrity, social justice, respect and acceptance of diversity. The field of nursing is a unique body of knowledge that 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 that nursing is a collaborative discipline that practices within a framework of ethical and professional standards. As members of a profession, nurses have a commitment to professional development and life-long learning. At the master's level, nurses are prepared for advanced roles as nurse educator, leader, and clinician. At the doctorate level, nurses implement advanced roles as clinicians, scholars, leaders, consultants, and policy makers as system level change agents.

Undergraduate students are prepared as professional nurses to assess health care needs, design nursing care, and provide, manage, and evaluate health care. Licensed registered nurses are prepared to expand their leadership roles by completing their BSN.



1.5 BSN Program Outcomes

Graduates are prepared to:

1. Integrate knowledge from liberal arts and sciences with nursing's historical foundation to make evidence-based decisions, use sound clinical judgment, and provide ethical, equitable care for patients across the lifespan.
2. Use a patient-centered, team approach that considers the physical, emotional, social, and heterogeneity aspects of individual patient well-being and includes the patient and important others in decision-making.
3. Apply holistic concepts of equitable public health, disease prevention, and health promotion to manage, advance, and protect population health across communities.
4. Identify how research evidence, clinical expertise, and patient and family values are integrated to optimize care within the evidence-based practice (EBP) framework and articulate the impact on patient outcomes.
5. Demonstrate effective use of technology, improvement science, EBP, and a culture of patient safety to enhance and support safe practice.
6. Use interprofessional communication skills to develop collaborative relationships with stakeholders to improve health care delivery and patient outcomes.
7. Incorporate system-thinking, innovation, and EBP to optimize and improve care delivery for all.
8. Incorporate ethical and intentional use of innovative technology to synthesize relevant data and support clinical decision-making, patient education, error prevention, and coordination of care for all.
9. Demonstrate development of a professional identity that embraces nursing values, accountability, and commitment to the nursing profession.
10. Apply leadership competencies, lifelong learning, and a spirit of inquiry to advocate for self, the nursing profession, patients, and populations.



2.0 Prelicensure BSN Program Requirements

The School of Nursing offers a generic, 4-year nursing program that leads to a Bachelor of Science in Nursing degree (BSN). University level requirements and major requirements can be found online at <https://www.missouristate.edu/registrar/catalog/prog-nursing.htm>.

COSTS OF 4-YEAR BSN PROGRAM

BSN estimated costs are listed on the School of Nursing website at <https://www.missouristate.edu/nursing/undergraduate/costs.htm>.

Costs are updated annually and are broken down for students who complete all requirements at Missouri State University and for students complete nursing courses only.

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

**Fees, supplies, and uniform costs are subject to change and are non-refundable.

Refunds are according to the University Refund Policies at <https://www.missouristate.edu/registrar/refunds.htm>.



2.1 TECHNICAL STANDARDS FOR NURSING STUDENTS

Missouri State University (MSU) is committed to comply with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) of 1990. The School of Nursing at MSU seeks to ensure that qualified persons with disabilities are not denied admission or subject to discrimination in admissions.

The technical standards for admission establish the expectations and requisite abilities considered essential for students admitted to the pre-licensure BSN program to achieve the level of competency required for graduation and practice. These include abilities and skills in six categories: observation, communication, motor, intellectual, behavioral/social, and ethical and professional.

It is recognized that degrees of ability vary widely among individuals. Any applicants who feel they may not meet the technical standards set forth are encouraged to contact the School of Nursing. Any applicant who may require academic accommodations to fulfill the technical standards due to a disability are encouraged to contact the Disability Resource Center at 417-836-4192 (voice) or Relay Missouri 711 or 800-735-2966. The website address is <https://www.missouristate.edu/disability/>. MSU's School of Nursing is committed to enabling its students by any reasonable means or accommodations to complete the course of study.

<u>COMPETENCIES</u>	<u>EXAMPLES</u>
<u>Observation:</u>	Observe demonstrations in the classroom and clinical setting and be able to effectively gather and assimilate information from them. Recognize visual, auditory, tactile, and other sensory cues to accurately assess a patient at a distant and at close range. This is required to gather necessary data about the patient such as posture, habitus, mood, activity, mobility, and non-verbal communications.
<u>Communication:</u>	Communicate effectively and sensitively in the English language with patients from diverse social and cultural backgrounds, and to develop effective professional rapport with members of the health care team. Communication includes not only speech, and nonverbal communications, but also reading, writing and electronic methods using the English language. This includes the ability to record assessment findings clearly, accurately, and efficiently.
<u>Motor:</u>	Possess sufficient postural control, neuromuscular control, and eye-to-hand coordination to utilize standard medical instruments. Possess sufficient control of the upper and lower extremities to meet the physical requirements for training as a health care worker and performing a safe assessment for both the provider and patient.



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	Possess adequate sensory function to fulfill minimum competency objectives to elicit assessment information from patients such as auscultation. Effectively execute motor movements required to provide general care and emergency treatment to patients.
<u>Intellectual:</u>	Possess the mental capacity to learn and assimilate a large amount of complex, technical, and detailed information; solve clinical problems through critical thinking, perform measurements and synthesize and apply concepts and information from various disciplines to formulate a therapeutic plan. Must be able to accomplish these tasks quickly, efficiently, and in an appropriate manner to sustain life.
<u>Behavioral and Social Attributes:</u>	Possess the emotional and mental health required for full utilization of student's intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of mature, sensitive, and effective relationships with patients. Must tolerate physically taxing workloads and maintain composure and emotional stability during periods of high stress. Adapt to changing environments, display flexibility, and function in the face of uncertainties inherent in clinical practice. Compassion, integrity, interpersonal skills, interest, and motivation are all personal qualities that are essential to the role. Demonstrate the ability to accept feedback, and respond with appropriate behavior modification, and demonstrate personal and professional self-control as well as tactfulness, sensitivity, empathy, and respect.
<u>Ethical and Professional Standards</u>	Demonstrate professional demeanor and behavior, not only in the classroom but also in clinical settings. Perform in an ethical manner in all interactions with peers, faculty, staff, patients, and members of the health care team. Apply such ethical and professional standards in social settings where the individual is a representative of the institution, program, and profession. Provide competent, compassionate, and non-judgmental care to people who differ in terms of race,



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	color, religion, disability, gender, sex, sexual orientation, national origin, ancestry, age, or veteran status.
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Requirements may vary based on clinical setting.

Nondiscrimination Policy

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or of military organizations associated with the Armed Forces of the United States of America.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action/Minority/Female/Veterans/Disability/Sexual Orientation/Gender Identity employer. Inquiries concerning the complaint/grievance procedure related to sex discrimination, including sexual harassment and sexual assault, should be addressed to the Title IX Coordinator, Carrington Hall 205, 901 S. National Ave., Springfield, Missouri 65897, TitleIX@MissouriState.edu, 417-836-4252, or to the Office for Civil Rights. All other inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to the Equal Opportunity Officer, Office for Institutional Equity and Compliance, Carrington Hall 205, 901 S. National Ave., Springfield, Missouri 65897, Equity@MissouriState.edu, 417-836-4252, or to the Office for Civil Rights. (Res. Board Policies No. 70-11; Bd. Min. 10-28-11.)

Missouri State University does not discriminate on the basis of sex in the education program or activity that it operates, including in admission and employment. Concerns



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regarding discrimination on the basis of sex, including sexual harassment, should be referred to Office for Institutional Equity and Compliance, Carrington 205, 901 S. National Ave., Springfield, MO 65897, 417-836-4252, or Equity@MissouriState.edu. MSU has adopted a grievance procedure policy for the prompt and equitable resolution of allegations of sexual discrimination, including sexual harassment. This policy is available at the Office for Institutional Equity and Compliance website. Individuals may report an allegation of sex discrimination, file a complaint of sexual discrimination, or file a formal complaint of sexual harassment by contacting MSU's Office for Institutional Equity and Compliance at Carrington 205, 901 S. National Ave., Springfield, MO 65897, 417-836-4252, Equity@MissouriState.edu, or the Office for Institutional Equity and Compliance website. All faculty are required to report to the Equity and Compliance Office any concerns or allegations of sex discrimination or sexual harassment involving members of the University community (i.e., faculty, staff, and students) of which they become aware.



3.0 Enrollment Policies

3.01 Academic Advising

Advising is done by the McQueary Health and Human Services Advisement Center prior to being accepted into the School of Nursing. Upon admission, students will be in a cohort and will be assigned faculty for advising. Students will be automatically enrolled every semester by the registrar upon being admitted to the nursing program.

MCHHS Advisement Center is available at <https://www.missouristate.edu/mchhsAdvisement/>.

3.02 BSN Student Orientation

The School of Nursing holds two orientation sessions for new 4-year BSN students during the semester prior to the beginning of nursing coursework.

3.03 Program Enrollment

Once admitted to the nursing major, students must maintain continuous full-time enrollment in nursing courses and progression through the program in accordance with MSU Prelicensure BSN Curriculum requirements. Completion of the prelicensure program on a part-time basis is not available.

3.04 Withdrawing from Nursing Program

If a student chooses to leave the nursing program, especially during the first or second semesters, the student must ensure the Undergraduate Program Director and undergraduate administrative assistant are aware of this decision. If a student fails to do this, they will be responsible for any charges that may occur in relation to the nursing program on their university financial account.

3.05 Encumbrances

An encumbrance may be placed on a student's record for a variety of reasons (see the University's policy at <https://www.missouristate.edu/registrar/catalog/hold.html>).

Most encumbrances 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 Office of the Registrar for further information regarding encumbrances.



3.1 Grading Policies

3.11 Grading and Rounding Policy

All nursing courses must be passed with a grade of “C” (70%) or higher. A student who does not pass a course with a “C” or higher must schedule an appointment with the Undergraduate Program Director and School of Nursing Director to discuss options.

Calculating a course grade will follow the process outlined below:

- The cumulative average of all exams in the didactic (lecture) component of a course must be equal to, or greater than, 75% to pass the course. Exams are defined in the course syllabus.
- Students who score a cumulative exam average of 60% to 74.9% **will not pass** the course and will receive a final course grade of a “D.” If the cumulative exam percentage is calculated to be less than 60%, an “F” will be given as the final course grade.
- After a 75% or higher is earned as the exam average in the didactic component of a course, the remainder of the course components will be calculated into the course grade. The final course grade will be the average of all components of the course.
- For the courses with clinical components, students must receive a “pass” to receive a passing grade in the course.

3.12 Grading Policy for Performance of Laboratory Skills

Students should allow time for the 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 schedule additional practice time in the lab.

- Students must show competency of identified skills in the laboratory setting prior to performing the skill in the clinical area.
- See course syllabi for specific information regarding clinical performance.

3.13 Incomplete Grade Policy

Information regarding the Incomplete Grade Policy is available at https://www.missouristate.edu/policy/op3_04_33_incompletegrade.htm.

3.14 Drop/Add Policy

Information on the Change of Schedule (Add/Drop) policy is available at <https://www.missouristate.edu/registrar/catalog/chnsched.html>.



3.15 Auditing a Course

The School of Nursing does not allow pre-nursing or nursing students to audit nursing courses as a means to complete required courses. Auditing of nursing courses is not allowed by non-majors (https://www.missouristate.edu/policy/op3_04_8_auditingacourse.htm).



3.2 Academic Standing

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

3.21 Good Standing

A nursing student in the BSN program who has a cumulative grade point average of at least 2.50 or higher in transfer courses and Missouri State University courses combined and is not currently suspended or on probation, academically or clinically, is considered to be in good standing.

3.22 Probation

The purpose of academic or clinical probation is to remind students the quality of their cumulative academic or clinical work is unsatisfactory. A student on academic or clinical probation will be required to maintain certain standards as a condition of their probation. Students on academic probation are not eligible for nursing scholarships from the School of Nursing.

3.23 Dismissal

Any student who fails to meet the minimum requirements for retention in the BSN program or fails to meet the conditions of their academic or clinical probation will be dismissed from the prelicensure BSN program.



3.4 NCLEX Readiness and Standardized Testing Policy

Normed testing is a method adopted by the School of Nursing to determine students' mastery of content in nursing courses and their ability to apply that knowledge using critical thinking. Student participation in standardized exams, case studies, and practice tests will be included in coursework throughout the program.

During the last semester of the nursing program in NUR 478 Senior Seminar, the student will complete a comprehensive review of nursing content and NCLEX testing strategies to prepare the student to take the NCLEX-RN exam, as specified in the course syllabus.



3.6 Student Nurse Employment

- The nursing curriculum is rigorous and time-consuming, and therefore working outside the program is discouraged.
- The nursing student seeking employment must not wear the Missouri State University School of Nursing clinical uniform, or in any way represent him or herself as a nursing student from Missouri State University.
- The nursing student is not to perform any task based on the experience of being a nursing student at Missouri State University while employed outside of school experiences.
- During the last two semesters of the program nursing students have the option to participate in work programs developed by local healthcare facilities. (Externships and Earn as you Learn).



3.7 Military Deployment of BSN Nursing Students

Nursing students who serve in the military and are deployed to active duty while a full-time prelicensure BSN student will be guaranteed a position in the nursing program upon return from deployment. The student must maintain all prerequisites for the program.

Military Early Admission

- All admission criteria must be met, including completion of prerequisite courses with minimum grades posted at <https://www.missouristate.edu/nursing/undergraduate/AdmissionRegs.htm>
- Submission of a complete application through Nursing CAS by the application deadline (deadlines for each cycle are January 31st for the fall entry, July 31st for the spring entry)
- A Score of at least "Proficient" on the TEAS exam
- Minimum GPA of at least 3.25
- Completion of an interview with a designated representative of the School of Nursing after submission of your application.

4.0 Clinical Policies

Students are required to comply with all policies and procedures of the clinical agency in order to participate in clinical and successfully meet the course objectives. 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 will be responsible for paying for any additional fees for security checks.

4.01 Immunization and CPR Policy

1. Students must maintain current immunizations, PPD, T-Spot, or QuantiFERON-TB gold with appropriate medical follow-up for positive individuals, influenza shot, and health insurance requirements.
2. The PPD, T-Spot, or QuantiFERON-TB gold is required by the first day of classes for the junior year and again before the first day of classes for the senior year (according to the MSU academic calendar). Students who have previously received the BCG vaccination should contact the BSN program.
3. AHA BLS Healthcare Provider certification is required prior to beginning clinical time.
4. Students with expired clinical documentation or those who fail to provide the necessary documentation (immunizations, CPR, PPD/T-Spot/QuantiFERON-TB gold, influenza shot, BLS, health insurance) will not be allowed to attend clinical.

4.02 Dress Policy

Clinical Uniform Policy

The following guidelines are to be followed in all skills lab and clinical settings:

1. Clean and unwrinkled maroon scrubs.
2. Tobacco and alcohol use is prohibited while in uniform (see university policy: https://www.missouristate.edu/policy/Op11_18_TobaccoUse.htm).
3. Uniforms should be worn only in the clinical setting or in Missouri State classrooms.
4. The Missouri State student name badge will be worn anytime students are in uniform.

Proper Dress for Clinical Settings

Students are expected to follow the dress code policy. If a student is not adhering to the policy, that student may be asked to leave the clinical facility, skills lab, or simulation and return appropriately attired. This may constitute a clinical absence.

- **Name Badge**
 - The name badge is to be worn on the front of the shirt or lab coat.
 - Access to patient records will be denied if the student is not wearing his or her name badge.
- **Shirt**

- The maroon scrub uniform with the Missouri State nursing logo must be worn.
- A plain, white, black, gray, or maroon short, midlength (3/4) or long-sleeved tee shirt in good repair may be worn under the scrub top.
- All uniforms must be loose enough to provide ease of movement in clinical activities.
- **Pants**
 - Students must wear maroon scrub pants.
 - A skirt (below the knee) may be worn.
 - All uniforms must be loose enough to provide ease of movement in clinical activities.
- **Shoes**
 - Shoes must be closed toe.
 - Shoes must be kept clean.
 - Sandals, platform shoes, or clogs are not acceptable.
- **Jackets**
 - A maroon lab coat with the Missouri State nursing logo may be worn.
 - No sweatshirts or other jackets are allowed.
- **Jewelry**

To ensure asepsis and safety, jewelry will be limited to the following:

 - Watch with second hand.
 - Two rings. Rings should be confined to those that will not scratch the patient and can be kept clean.
 - Small post earrings (two per ear).
 - One earring on the eyebrow and one stud in the nose is allowed. This jewelry must be minimal with clear, skin-tone, metallic, or natural color. Covering additional facial jewelry with a bandage is not allowed.
 - Gauges and dermal jewelry are not allowed.
- **Hair**

Hair will be controlled so that asepsis is maintained for both the student and the patient as follows:

 - Loose strands should not brush or fall into a work area or fall in front of the face when leaning forward.
 - Hair, beards, and mustaches are to be clean and neat.
 - Hair or head bands/accessories must be solid white, gray, maroon, or black.
 - Surgical style caps are not allowed in non-surgical areas
- **Nails**
 - Nails will be clean, short, and smooth to ensure patient and student safety.
 - No polish, artificial nails, or nail ornaments are allowed.
- **Miscellaneous**
 - Scented body products are not allowed.
 - Good personal hygiene is required, if faculty note body odor the students will be privately asked to correct the situation and expected to do so.
 - Students who receive a COVID exemption must comply with any masking requirements of the assigned clinical facility.

4.03 Clinical Scheduling

The School of Nursing makes every attempt to schedule clinical experiences that provide excellent learning experiences. Because the School of Nursing relies on other agencies for these experiences, occasionally a clinical schedule will need to be changed. Students are asked to be flexible in accommodating these occasional changes. The School of Nursing follows the academic calendar for holidays and closings: <https://calendar.missouristate.edu/academic.aspx>. In the event the university closes, students will be notified and will not attend clinical.

4.04 Clinical Absences

To meet the objectives of the nursing courses, **clinical attendance is required**. Clinical sites and times are arranged for the student to practice nursing skills and provide real-world experiences. Our clinical partners allow students to practice their skills and apply knowledge in the healthcare environment, so they are expected to behave professionally.

Professionalism is evidenced by:

- **Making clinical a priority**
- Communicating professionally with assigned clinical faculty and all healthcare providers
- Arriving on time and being prepared
 - Arriving tardy is defined as any amount of time after clinical start time; it is the student's responsibility to notify the clinical instructor/preceptor; it is NOT the responsibility of the faculty to contact the student
 - Students who are tardy to a clinical/skills lab/simulation experience will receive the following sanctions:
 - Tardiness of less than 15 minutes:
 - The student will receive a clinical alert for the incident
 - The student will continue the clinical day and no make-up activities are required
 - Tardiness of 15-30 minutes:
 - The student will receive a clinical probation for the incident.
 - The student will continue the clinical day and no make-up activities are required.
 - Additional assignments required at the discretion of the clinical instructor.
 - Tardiness of greater than 30 minutes:
 - The student will receive a clinical probation for the incident.
 - The student will not be allowed to continue the clinical day, and the clinical experience will be rescheduled for a make-up day.
 - Additional assignments required at the discretion of the clinical instructor.
 - Students who are absent from a clinical/skills lab/simulation experience will receive the following sanctions:
 - First absence will result in the student receiving a clinical alert for the incident.

- Second absence will result in the student receiving a clinical probation for the incident, and an additional assignment will be required at the discretion of the clinical instructor.
- Third absence will result in the student receiving a clinical failure, and the student will be required to repeat the course.
- Additional specifics may be found within the clinical syllabus of each course.
- Any incidences of a “no call, no show” (absence without notifying the instructor as least 1 hour prior to the scheduled start time) will result in clinical probation, and an additional assignment will be required at the discretion of the clinical instructor.
- Students who present a doctor's note for illness, within 3 days of the absence, will be excused and the alert nullified (except in cases of no-call, no-show). The clinical instructor must be notified following the guidelines listed above. Students will be required to complete the clinical experience.

Repeat occurrences:

Students receiving two clinical alerts will be placed on clinical probation.

Any incidences following a probation in a single course will result in clinical failure and the course must be repeated.

If a second probation occurs in one semester across courses, the student will repeat the course in which the second probation occurs.

A student having three (3) incidences or two (2) probations within the program will meet with the APG committee.

4.05 Clinical Make-Up

Students will be responsible for clinical make-up, which is dependent on the availability of clinical sites and clinical instructors.

Clinical experience may not be able to be rescheduled, based on site and faculty availability and faculty/student ratio.

Only qualified faculty approved by the State Board of Nursing for Missouri State University may participate in clinical makeup. Please note that it may not be possible for all clinical absences to be made up.

4.06 Clinical Evaluation

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 acquired in classroom, lab, simulation, and clinical.

The student will be graded as pass/fail for the clinical component of each course. The clinical component of the course must be passed for the student to receive a passing grade for any clinical nursing course.

4.07 Clinical Expectations

1. Always be professional. This includes attire, punctuality, and behavior.
2. Have a courteous approach that reflects respect for self, patients, family, visitors, colleagues, and the nursing profession.
3. Demonstrate safety in clinical performance. Recognize 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 preceptor.
7. Documentation must be reviewed by the course instructor or the preceptor prior to entry in the patient's chart.
8. Demonstrate ethical and legal standards of nursing practice as supported by the ANA *Nursing: Scope and Standards of Practice* (ANA, 2015; <https://www.iupuc.edu/health-sciences/files/Nursing-ScopeStandards-3E.pdf>) and the ANA *Code of Ethics for Nurses* (ANA, 2019; <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/>).



4.1 Skills Lab and O'Reilly Simulation Center

Skills Lab Competency Policy

See course/clinical syllabus for specific implementation and schedule.

O'Reilly Simulation Center

Mission

To provide simulated healthcare experiences in a safe environment that fosters experiential learning and teamwork to develop learners into safe and competent clinical professionals

Vision

The O'Reilly Simulation Center will develop skilled clinicians that lead the future of healthcare across the globe.

Values

In alignment with Missouri State University and the McQueary College of Health and Human Services, The O'Reilly Simulation Center will value:

- a **learner-centered learning environment** and **excellent teaching** that promotes and supports academic success and professional development.
- **inclusiveness**, fairness, equity, and social justice; the recognition that each person possesses not just one, but multiple identities; and the celebration of the similarities, as well as the differences, of our diverse campus and community.
- an **environment of respect** for all individuals within a climate of civility, trust, and collaboration.

Philosophy

The Simulation Center provides an environment that attempts to mimic realistic healthcare environments by using simulation technology that fosters an immersive healthcare experience. Through a myriad of educational frameworks that support adult learning and international standards that guide simulation best practices, the Simulation Center will guide learners through the process of discovery and clinical judgment while fostering interprofessional collaboration and the use of evidence-based practice. The advancement and discovery of knowledge within the global healthcare community will be fostered through ongoing research and scholarship.



Outcomes & Goals

Through the design and facilitation of evidence-based simulated healthcare experiences, the Simulation Center will advance learner confidence and competence in:

- Knowledge application
- Competent decision making
- Patient safety + Infection control
- Patient-centered care
- Therapeutic interventions
- Medication safety
- Information systems + technology
- Communication
- Teamwork + collaboration
- Cultural competence
- Ethical practice

**Outcomes are identified based on INACSL learning standards and recommendations for safe clinical practice by AHRQ, IHI, NCSBN, IPEC, and QSEN. Not all objective categories may be addressed during a simulated experience.*



4.2 Bloodborne Pathogens Policy

The MSU School of Nursing is committed to providing a safe work environment for nursing students, faculty, staff, and clients. In pursuit of this commitment, the following Bloodborne Pathogens training and exposure plan is provided to eliminate or minimize occupational exposure to Bloodborne Pathogens in accordance with Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

1. All nursing students, faculty, and staff should be aware of and adhere to the Bloodborne pathogens policies and procedures. Nursing students will receive an explanation of the exposure plan during their initial student orientation; faculty and staff will receive the information at their orientation to the School of Nursing. Annual training will occur in the month of August annually.
2. The exposure plan will be published in the BSN student handbook, which is available to each student on the School of Nursing website at [BSN Student Handbook - Bachelor of Science in Nursing - School of Nursing - Missouri State University](#)
3. Clinical faculty and supervisors must have access to and be familiar with the Bloodborne pathogen post-exposure management plans of the clinical agency where students are engaged in clinical experiences. The exposed individual will follow the procedure below if exposed to a Bloodborne pathogen. Should an exposure incident occur, immediately implement the following first-aid procedures:
 - a. Wash hands and clean the body area exposed with antibacterial soap and water as soon as possible.
 - b. Flush eyes or other mucous membranes with water.
 - c. Notify the clinical supervisor and clinical preceptor for guidance in managing the post-exposure incident within 60 minutes of the exposure.
 - d. Complete any documentation requested by the clinical agency and the School of Nursing.
4. Clinical faculty and or supervisors will keep a record of the incident; needle stick or body fluids exposure and the counseling the student received. A record of the exposure incident and follow-up evaluation will be kept in the School of Nursing. The record will be handled and considered confidential information.





4.3 Exposure Incident Plan

An exposure incident may include any needle stick, cut, or splash exposing the skin or mucous membranes (eyes, nose, mouth) to blood or other potentially infectious material; a cutaneous exposure involving large amounts of blood or other potentially infectious materials; or prolonged contact with such materials, especially when the skin is not intact. The exposed individual will use the following procedure if exposed to a bloodborne pathogen:

- Should an exposure incident occur, immediately implement the following first-aid procedures:
 - Wash hands and clean the body area exposed with antibacterial soap and water as soon as possible.
 - Flush eyes or other mucous membranes with water.
 - Notify the clinical supervisor and clinical preceptor for guidance in managing the exposure incident within 60 minutes of the exposure.
 - Complete any documentation requested by the clinical agency and the School of Nursing.
- The clinical supervisor will use the following guidelines for managing the exposure:
 - Notify the School of Nursing and the program director. The McQueary College of Health and Human Services Dean will be notified by either the School of Nursing Director or the Program Director.
 - Complete an MSU COLLEGE OF HEALTH AND HUMAN SERVICES ACCIDENT REPORT FORM (see Appendix).
- Encourage the exposed individual to seek management from a health care provider covered by his or her health insurance company immediately after the incident.
- Exposed individuals may seek management from the clinical agency or Magers Health and Wellness Center at their own expense.
- Exposed individuals shall follow the recommendations from the Centers for Disease Control and the National Institute for Occupational Safety and Health (NIOSH) [Bloodborne Infectious Diseases: Emergency Needlestick Information | NIOSH | CDC](#)
- The Program Director is responsible for follow-up and documentation of the exposure incident for any faculty or student bloodborne exposure.

4.4 Impairment Policy

The Missouri State University School of Nursing is committed to a legal, professional, and ethical responsibility to provide a safe teaching and learning environment for its students, guests, and clients. Nursing students must not be impaired while participating in any learning experience.

- An impaired person is one whose mood, perception, or consciousness interferes with the individual's ability to meet standards of performance and safety in any clinical setting, skills lab, simulation, or classroom. Additionally, the use of illegal/designer drugs or the use of alcohol, prescription drugs, or over-the-counter drugs may pose serious safety and health risks not only to the individual but also to all people coming in contact with the individual.
- Students are subject to both the School of Nursing 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.
- An impaired student will not be allowed to remain at clinical, will not be allowed to drive, and must secure immediate transportation off of the premises.

4.41 Procedure for Potentially Impaired Students

When there is reasonable suspicion or cause to believe a student is impaired, the student will be removed from the clinical or academic setting. The faculty will direct the student to submit to drug/alcohol testing and sign a consent form agreeing to submit to such testing. Failure to agree to such testing shall be sufficient cause for dismissal from the BSN program. The refusal for testing will be documented on the consent form and witnessed by the faculty.

Within one hour of completing the consent form, the student shall report to an approved lab that uses the chain of custody procedure for blood and/or urine testing. The student may not drive a motor vehicle to this lab or from the lab to home. The student will be responsible for all transportation costs, as well as any costs associated with the blood and/or urine testing for drugs or alcohol.

The student may not attend clinical activities until the results of the blood and/or urine testing have been reviewed by the School of Nursing director. The results will be kept confidential and will be reported to the School of Nursing director, program director, and reporting faculty. The school director and/or program director will meet with the student to discuss the behaviors, results, and sanctions.

If the student location or time of day prohibits drug testing within the required time frame, the student will be removed from clinical based on observed unprofessional behaviors. Discretion

must be given to the faculty in recognizing the usual signs and symptoms of drug and/or alcohol use.

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 experiences are sought. Unlawful possession, use, or distribution of drugs and/or alcohol by students is strictly prohibited. Violations will result in dismissal from the nursing program.

4.42 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 School 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 website at https://www.missouristate.edu/policy/Op5_06_DrugandAlcohol.htm. 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 <https://pr.mo.gov/nursing-rules-statutes.asp> for requirements for licensure in the State of Missouri.

4.43 Appeal Any Grievances

Students who are asked to withdraw from nursing courses and are denied full admission due to positive drug screening will be notified in writing of the sanction within five (5) business days of receipt of the drug screen information. However, a student may elect to appeal the decision. A student may appeal the decision as listed under the subheading of "Grievance Policy."

4.44 Request for Reinstatement 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 School of Nursing. 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 <https://pr.mo.gov/nursing-rules-statutes.asp> or obtained by mail at P.O. Box 656, Jefferson City, MO 65102, or by phone at (573) 751-0681.

5.0 Student Rights

Code of Student Rights and Responsibilities

The University has adopted a Code of Student Rights and Responsibilities which is available on the Missouri State University website

(<https://www.missouristate.edu/studentconduct/12331.htm>).

Student Representation

Students from the student body serve as representatives to the Student Advisory Committee of the School 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 representation at School of Nursing, college, and university exist through the student government and College Student Advisory Council.



5.1 Student Responsibilities

5.11 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 at [Academic Integrity Procedures Summary - Undergraduate Catalog - Missouri State University](#) and on the Missouri State University website [Policies and Procedures - Academic Integrity - Missouri State](#)

See the course syllabus for course-specific information regarding academic integrity and testing policies and procedures.

5.11.1 Artificial Intelligence (AI) Statement

During your courses, you may use AI writing tools such as ChatGPT. You will be informed as to when, where, and how these tools are permitted to be used along with guidance for attribution. Any use outside of this permission constitutes a violation of the Academic Integrity Policy. It is important to note that if AI tools are permitted to be used for an assignment, then they should be used with caution and proper citation. AI is not a replacement for your own thinking and research.

5.12 Ethical Behavior

In addition to the responsibilities expected of all students, students in the BSN Prelicensure program are expected to adhere to the American Nurses Association (ANA) Code of Ethics listed at <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/>.

5.13 Policy on Professionalism and Professional Conduct

In addition to meeting the academic standards of Missouri State University and the School of Nursing, students enrolled in nursing courses that are part of the BSN program of study must demonstrate professionalism in clinical and classroom experiences. Professionalism is defined as behaviors and attitudes congruent with the ANA (2019) *Code of Ethics for Nurses* (<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/>), the ANA (2015) *Nursing: Scope and Standards of Practice* ([Nursing Scope of Practice | American Nurses Association \(nursingworld.org\)](#)), the State of Missouri Nurse Practice Act (2014; [CHAPTER 335 - The Nursing Practice Act](#)). Inherent within the concept of professionalism is the development of behaviors by the student during the BSN program that demonstrates increasing maturity, competence, integrity, regard for human dignity, respect for social justice, accountability, responsibility, and caring as they progress through the program. Students within the BSN program are expected to be professional at all times and to have behaviors consistent with professional conduct. Acts of dishonesty, failure to provide safe



care, lack of professional accountability or maturity, and any acts that could be detrimental to oneself or others are considered unprofessional behavior.

Students are not allowed to bring family members or other guests with them to classes or clinical experiences.

A student who demonstrates unprofessional behavior will be notified by the faculty at the time of the misconduct or discovery of the misconduct; with the understanding that disciplinary action may be taken.

5.14 Academic Performance

Following a midterm exam, or during the ninth week of a 16-week course, students who are at or below 76% in either exam average or overall course average will be notified of their at-risk status in the course. A notification email will be sent to the student's MSU email address. The email will include the exam average and the overall average in the course. Students at risk are required to contact the faculty member of that course to develop "a plan for success". The "plan" will consist of a written document that clearly identifies issues contributing to this at-risk status. It is the student's responsibility to document specifically the tasks that will be completed by the student to demonstrate correction or resolution of the issue(s).

Students may only fail (defined as achieving less than a 75% summative average or achieving an overall course grade of less than 70%) a specific nursing course one time. If they fail a course a second time, they will be dismissed from the School of Nursing. Students may only have a total of two nursing course failures during their program. Upon receiving a third failure, the student will be dismissed from the School of Nursing.

In the event a student withdraws from a nursing course, the student must be in good academic standing to retake the course the following semester. If the student has below a 75% summative average or an overall course grade less than 70% at the time of withdrawal, this will count as one course failure for the School of Nursing, though the student will receive a "W" on their transcript.

Academic Remediation Definition:

Remediation is defined as a series of events, outside of the standard course curriculum, designed to assist underperforming students to a level of competency required to be successful in the nursing program. The remediation assignments are designed to correct academic deficiencies pursuant to a student earning less than 75% on any course exam.

Academic Remediation Policy:

To remediate means to review an area that is not fully understood. The instructor will provide a description of the remediation plan for the missed concepts from the exam to the student. The ATI coordinator and course faculty lead will collaborate with the student and then assign a



focused ATI practice exam for the student. The student is responsible for completing the assigned remediation. A student who is a senior may not receive points for remediation that counts toward their test average. Any remediation points given to a senior must be counted as homework or an assignment.

5.15 Clinical Performance

Clinical performance is evaluated by the assigned clinical faculty and clinical supervisors. Students must achieve a “Pass” in the clinical courses to progress through the program. Clinical performance evaluation is based on **technical skills and demonstration of professionalism**. This is evaluated by clinical faculty to ensure clinical competence and patient safety. Students who do not meet clinical competency will be required to complete clinical remediation.

Student Clinical Evaluation Policy can be found in section 4.06 Clinical Evaluation

Clinical Remediation Policy:

Students who do not demonstrate safety and professionalism in the clinical setting will be required to complete clinical remediation. Clinical remediation may consist of additional time in the skills lab or patient simulation to ensure technical skills and safety can be demonstrated by the student.

Issues related to professionalism or personal conduct will result in a student meeting with the assigned clinical faculty and the program director. The student is expected to complete all requirements of the remediation by the designated timeframe as outlined in the conditions planned by the student and clinical faculty. Failure to successfully complete the remediation could potentially result in a clinical failure.

5.16 Grievance and Appeal Policy and Procedure

The student has the right to appeal a decision by the School of Nursing. 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.

A student who demonstrates unprofessional behavior that places him or herself or others at risk for harm, such as dishonesty, drug use, or alcohol use (see Impairment Policy), will receive the most stringent sanctions.

Acts of dishonesty will also be reported to the University Academic Integrity Council. Please refer to “Academic Integrity: Policies and Procedures” in the current Missouri State University Undergraduate Catalog



(<https://www.missouristate.edu/registrar/catalog/academicintegrity.htm>) and on the Missouri State University website at [Policies and Procedures - Academic Integrity - Missouri State](#) 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 the disciplinary action may appeal following the Grievance and Appeal Policy in this Handbook.

Appeal Steps

1. If the student wishes to initiate a formal appeal to refute any decision, the student must submit a letter of appeal to the faculty member within 3 business days of receiving the decision.

Response: 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 3 business days.

2. If the resolution of the grievance is not achieved, the student should contact the Admission, Progression, and Graduation or APG Committee within 3 business days following receipt of the faculty member's written decision. A meeting between the APG Committee and the student should be held within 3 business days of the student's request for a meeting. The student will receive written notification of the APG Committee's decision within 3 business days.
3. If the student wishes to appeal the APG Committee's decision, the student should contact the Program Coordinator (or appointed representative) within 3 business days following the receipt of the APG Committee's written decision. A meeting between the Program Coordinator (or appointed representative) and the student should be held within 3 business days of the student's request for a meeting. The student will receive written notification of the Program Coordinator's decision within 3 business days.
4. If the student wishes to appeal the Program Coordinator's decision, the student should contact the School of Nursing Director (or appointed representative) within 3 business days following the receipt of the Program Coordinator's written decision. A meeting between the School of Nursing Director (or appointed representative) and the student should be held within 3 business days of the student's request for a meeting. The student will receive written notification of the School of Nursing Director's decision within 3 business days.
5. If the student wishes to continue the appeal process beyond the School Director, the student should make an appointment with the Dean of the College of Health and Human Services (or designated representative) within 3 business days.



6. If the student is unsuccessful or the Dean has not responded in 5 business days, the student must submit written notification to the University Provost. The University Provost, or designee, will consider the entire written record produced through this resolution process and inform all parties of its determination, in writing, within five business days of receiving the student appeal. The decision of the Provost (or Designee) is final.
7. The instructor must allow a student involved in an appeal to continue attending class until all appeals are resolved.
8. In the case of unsafe practices by the student in a clinical area, the student will not be allowed to continue at a clinical site until all appeals are resolved.

The Letter of Appeal

- The letter of appeal should clearly state the grounds for the appeal by the student and should provide evidence/rationale for the appeal. The letter should include the student's full name, student ID number (M#), 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 Program Director or the School Director.

5.17 Retention and Readmission Policies

Retention Policy

Information pertaining to retention, progression, and graduation policies is available at https://catalog.missouristate.edu/preview_program.php?catoid=6&poid=1791&hl=%22retention%22&returnto=search

Readmission Policy

Students who have interrupted their progression in the nursing courses for more than two semesters must apply for readmission to the School of Nursing. (See university policy: https://www.missouristate.edu/policy/Op5_01_8_Readmission.htm.)



STUDENT RESOURCES

6.0 Writing Resources

Writing skills are important for successful completion of the Prelicensure BSN program. Throughout the program, you will be writing papers, and all papers for your nursing courses will use the most recent edition of the Publication Manual of the American Psychological Association (APA) as a guide for formatting and style.

Resources for writing are available through the Writing Center at the Bear Claw on the MSU campus and through their web page at <https://writingcenter.missouristate.edu/>, or you may call 417-836-6398.

The Writing Center offers in-person appointments for those near campus or assistance via email. Ask to speak with someone who is knowledgeable about APA style. In addition, you will find written resource materials and tutorials on APA, and other writing styles. For more information about arranging a writing center consultation via email visit: <https://www.missouristate.edu/writingcenter>. For an in-person consultation call 417-836-6398 or visit the Writing Center at The Bear Claw in the Meyer Library Learning Commons – 1st Floor behind the circulation desk.



6.1 Financial Aid

General Missouri State University Financial Aid Information

- Financial Aid, Carrington Hall, Room 101, 417-836-5262
<https://www.missouristate.edu/FinancialAid/>

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

6.12 Scholarships

- The Nursing Scholarship Program is a selective program of the U.S. Government that helps alleviate the critical shortage of registered nurses currently experienced by certain types of health care facilities. This was designed to assist students financially in completing their registered nurse education and training. In exchange for the scholarship, upon graduation, the new nurses are required to work at these types of facilities for at least 2 years.
<https://bhw.hrsa.gov/loansscholarships/nursecorps/scholarship>
- Missouri State School of Nursing Scholarships has multiple options for students in the prelicensure program these can be found on the website [Scholarships and Financial Aid - School of Nursing - Missouri State University](#)

6.13 Scholarship Websites

- <https://www.aacnnursing.org/students/financial-aid>
- <https://www.minoritynurse.com/nursing-scholarships/>



6.2 MSU Campus Resources

6.21 Student ID (Bear Pass Card Office)

- The Bear Pass Card office is located in the Plaster Student Union, room 128.
- Phone: (417) 836-8409
- Bring a driver's license or a picture ID

6.22 Parking

1. Day or Semester Passes available at Parking Administration
 - Located on Elm St., between the Professional Building and Bear Park North parking garage.
 - Phone: (417) 836-4825
 - See <https://www.missouristate.edu/transportation/parking> for maps, permit information, and parking policies
2. Make sure to park in the lots with the same color as your parking pass (yellow). There are two parking garages and several other lots to park in. Refer to the MSU campus map for locations of each.

6.23 Computer Services

1. Cheek Hall Computer lab is the place to go for your MSU private ID login information and Bear Mail account (campus email) setup.
2. The Cheek Computer lab is located in room 150.
3. The Computer Help Desk is also in the Cheek computer lab
 - Phone: (417) 836-5891 <https://helpdesk.missouristate.edu/>

Other Computer Labs available for word processing, email, and access are located in

- Cheek Hall, Room 150 - <https://helpdesk.missouristate.edu/cheek-hall-150.htm>
 - Glass Hall, Room 436 - [Open-Access Computer Labs - Computer Services Help Desk - Missouri State](#)
 - Meyer Library, Room 105 - <https://helpdesk.missouristate.edu/meyer-library-200.htm>
4. MCHHS Printer Kiosks
 - KMPT- 1st and 4th floor hallways
 - MCQY- 1st floor student break room by PT clinic
 - OCHS- 2nd floor student area
 - PUMM- 1st floor outside SWK suite



6.3 MSU Services

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**, Meyer Alumni Center, Suite 400, 300 S. Jefferson Ave., (417) 836-4126, <https://adultstudents.missouristate.edu/>
Provides a variety of services for adults who are attending college, including advisement, placement testing, registration, scholarship and financial aid opportunities.
- **Bear Pantry**, <https://www.missouristate.edu/cce/bear-pantry.htm>
[BearPantry@missouristate.edu](mailto: BearPantry@missouristate.edu)
Food pantry available to MSU students, faculty, and staff. Also available—hygiene items, bus passes, school supplies, etc. Bring your BearPass ID. Services are confidential.
- **Collegiate Recovery Program**, (417) 836-5116, <https://health.missouristate.edu/crp/>
Weekly meetings
Facebook - <https://www.facebook.com/msusobear/>
Provides weekly support group meetings, alcohol- and drug-free events, and outreach opportunities.
- **Computer Labs**, <https://helpdesk.missouristate.edu/open-access-computer-labs.htm>
(417) 836-5891 available for word processing, email, and access at:
Cheek Hall, Room 150 (Help Desk <https://helpdesk.missouristate.edu/>)
Glass Hall, Room 229
Meyer Library, Room 105
- **Copy This**, Plaster Student Union, Room 210, (417) 836-5808
<https://www.missouristate.edu/printingandpostal/copythis.htm>
A full service copy center for students, faculty, and staff
- **Counseling Center**, Magers Health and Wellness Center, Suite 304, (417) 836-5116
<https://counselingcenter.missouristate.edu/>
Provides confidential services to individuals with personal-social concerns.
- **Disability Resource Center**, Meyer Library, Suite 111, (417) 836-4192 or
TTY (417) 836-6792, <https://www.missouristate.edu/disability/>
DSS provides verification of disability and assists students in obtaining services from the university and the community.
- **Hammons Student Center**, between Harrison and Monroe, west of National, (417) 836-5240, <https://www.missouristate.edu/hsc/>
A multipurpose recreation facility for students, staff, and faculty.
- **International Programs**, Morris Center, 301 S. Jefferson Ave., Suite 101, (417) 836-6618
<https://international.missouristate.edu>
Provides academic, social, and cultural programs throughout the year.



Missouri State School of Nursing

- **Learning Diagnostic Clinic**, Meyer Alumni Center, 300 S. Jefferson Ave., Suite 502, (417) 836-4787, <https://psychology.missouristate.edu/ldc/>
Provides academic support services to students with learning disabilities.
- **Magers Health and Wellness Center**, 715 S. Florence, (417) 836-4000
<https://health.missouristate.edu/>
Offers clinic services and health education programs.
- **Meyer Library**, 850 S. John Q. Hammons Parkway, (417) 836-4700
<https://library.missouristate.edu/>
A member of the Center for Research Libraries, with a collection of over 3.5 million is available. Houses books, periodicals, videos, and microfilm collections. Online Catalog and Inter-library loans are available.
- **Missouri State Online**, Meyer Alumni Center, 300 S. Jefferson Ave., Suite 400, (417) 836-6929
<https://outreach.missouristate.edu/online/>
Provides information for online students about how to get started online, student support services, online test proctoring, online course tuition, and more.
- **Multicultural Resource Center**, Freudenberger House, Basement; Plaster Student Union, Room 141, (417) 836-5652
<https://www.missouristate.edu/multiculturalprograms/>
Promotes diversity and cultural awareness, has a video library, book collection, and other information relative to cultural diversity.
- **Multicultural Services**, Plaster Student Union, Room 405, (417) 836-8921
<https://multicultural.missouristate.edu>
A unit in the Division of Student Affairs, includes Access Programs, Multicultural Programs, Transition and Support (Bears L.E.A.D.), and TRIO Student Support Services.
- **Student Government Association**, Plaster Student Union, Room 123, (417) 836-5500
<https://sga.missouristate.edu/>
The official voice of the students to the Administration of Missouri State University.
- **Veteran Student Center**, Meyer Library, Room 108, (417) 836-6199
<https://www.missouristate.edu/veterans/>
Provides services to students eligible to receive educational assistance from the U.S. Department of Veterans Office.
- **Writing Center in the Bear Claw**, Meyer Library, Main Level, (417) 836-6398
<https://writingcenter.missouristate.edu/>
Assist students with any aspect of writing by walk-in or by appointment. Services are free to students.



6.4 Nursing Resources

Missouri State University School of Nursing Website

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

American Association of Colleges of Nursing (AACN)

<https://www.aacnnursing.org/>

American Nurses Association (ANA)

<https://www.nursingworld.org/>

Commission on Collegiate Nursing Education (CCNE), (202) 877-6791

655 K Street, Suite 750

Washington, D.C. 20001

<https://www.aacnnursing.org/CCNE>

Health Care Resources

<https://www.missouristate.edu/nursing/HealthCareResources.htm>

Missouri League for Nursing, (573) 635-5355

604 Dix Rd.

Jefferson City, MO 65109

<https://www.mlnmonursing.org/>

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

3340 American Avenue, Suite F

Jefferson City, MO 65109

<https://www.missourinurses.org/>

Missouri State Board of Nursing, (573) 751-0681

3605 Missouri Boulevard

P.O. Box 656

Jefferson City, MO 65102

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

Missouri State University Alumni Association, (417) 836-5654

Alumni Association

300 S. Jefferson Avenue, Suite 100

Springfield, MO 65806

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

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

Sigma Theta Tau International (STTI) international honor society of nursing. (888) 634-7575

550 W. North Street

Indianapolis, IN 46202

<https://www.sigmanursing.org/>

Please direct any questions about this handbook to a member of the School of Nursing at (417)836-5310 or nursing@missouristate.edu

7.0 Accident Policy and Form

University accident policy

https://www.missouristate.edu/Policy/Chapter2/Op2_01_AccidentReporting.htm

MCHHS accident/incident report form

<https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://sts.windows.net/cad830e4-554f-4361-bae5-c865233fb77f/&SpSessionAuthnAdapterId=missouriStateDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f32a137c9-a0a6-49c0-9a8f-64fcd32a2e2b>



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U N I V E R S I T Y

Academic Alert Form

Missouri State University School of Nursing

Student Name: _____ M#: _____

Date of Occurrence: _____ Course Name: _____

Reason for Academic Alert:

- _____ 1. Student not meeting academic course objective(s).
- _____ 2. Student behavior immature and or unprofessional.
- _____ 3. Student does not consistently adhere to classroom expectations listed in BSN Handbook.
- _____ 4. Student did not comply with dress code policy as listed in BSN Handbook.
- _____ 5. Student did not follow online etiquette.
- _____ 6. Student acted in a way that was considered uncivil, disrespectful, or violent.
- _____ 7. Student was not prepared to participate in class.
- _____ 8. Any other situation identified by the faculty that may warrant an academic alert.
- _____ 9. This is a repeat alert occurrence

Description of Occurrence/course objective:

Action Taken: _____

- _____ Student counseled regarding Academic Alert including reason, action, and plan
- _____ Student sent home from class
- _____ APG committee notified of Academic Alert

SCHOOL OF NURSING

901 South National Avenue, Springfield, MO 65897

Phone: (417) 836-5310 • Fax: (417) 836-5484

www.missouristate.edu/nursing/ • nursing@missouristate.edu

*Not inclusive of all actions and further action may be taken.

Remediation Plan: (please include specific expectations/outcomes and dates)

Student Signature

Date

Faculty Signature

Date



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U N I V E R S I T Y

Clinical Alert Form

Missouri State University School of Nursing

Student Name: _____ M#: _____

Date of Occurrence: _____ Clinical Location: _____

Reason for Clinical Alert:

- _____ 1. Student not meeting clinical objective(s).
- _____ 2. Student behavior immature and or unprofessional.
- _____ 3. Student does not consistently adhere to clinical expectations listed in BSN Handbook.
- _____ 4. Student did not comply with dress code policy as listed in BSN Handbook.
- _____ 5. Student acted in a way that was considered uncivil, disrespectful, or violent.
- _____ 6. Student was not prepared to participate in clinical.
- _____ 7. Any other situation identified by the faculty that may warrant a clinical alert.
- _____ 8. This is a repeat alert occurrence

Description of Occurrence/course objective:

Action Taken: _____

- _____ Student counseled regarding Clinical Alert including reason, action, and plan
- _____ Student sent home from clinical
- _____ Clinical Agency notified
- _____ APG committee notified of Clinical Alert

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*Not inclusive of all actions and further action may be taken.

Remediation Plan: (please include specific expectations/outcomes and dates)

Student Signature

Date

Faculty Signature

Date



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U N I V E R S I T Y

Date

Student Name

RE: NUR XXX Course Name

Dear student:

Your clinical performance has been unsatisfactory due to the following:

- a.
- b.
- c.

It is my responsibility to inform you that you did not meet the minimum standards for clinical performance. You will receive a final grade of “F” for the course. The School of Nursing does have an appeal process, which can be found in the MSU BSN Student Handbook.

Please let me know if you have any additional questions or concerns.

Sincerely,

Prof.
Course Instructor for NUR XXX
KMPT
Phone:
Email:

Cc: APG Committee

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U N I V E R S I T Y

Clinical Probation Form
Missouri State University School of Nursing

Student Name: _____ M#: _____

Date of Occurrence: _____ Clinical Location: _____

Reason for Clinical Probation:

- _____ 1. Student not meeting clinical objective(s).
- _____ 2. Student behavior immature and or unprofessional.
- _____ 3. Student does not consistently adhere to clinical expectations listed in BSN Handbook.
- _____ 4. Student did not comply with dress code policy as listed in BSN Handbook.
- _____ 5. Student acted in a way that was considered uncivil, disrespectful, or violent.
- _____ 6. Student was not prepared to participate in clinical.
- _____ 7. Any other situation identified by the faculty that may warrant a clinical probation.
- _____ 8. This is a repeat alert occurrence

Description of Occurrence/course objective:

Action Taken: _____

- _____ Student counseled regarding Clinical Probation including reason, action, and plan
- _____ Student sent home from clinical
- _____ Clinical Agency notified
- _____ APG committee notified of Clinical Probation

*Not inclusive of all actions and further action may be taken.

Remediation Plan: (please include specific expectations/outcomes and dates)

Student Signature

Date

Faculty Signature

Date



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U N I V E R S I T Y

Date

Student Name

RE: NUR XXX Course Name

Dear student:

According to my calculations, your exam average in NUR XXX Course Name is _____. In accordance with the syllabus for this course and the *MSU BSN Student Handbook*, you must achieve a 75% or higher cumulative average for all course exams to receive a passing grade in the class.

It is my responsibility to inform you that you do not have the required points to pass this course. You will receive a final grade of “D/F” for the course. The School of Nursing does have an appeal process, which can be found in the *MSU BSN Student Handbook*.

Please let me know if you have any additional questions.

Sincerely,

Prof.
Course Instructor for NUR XXX
KMPT
Phone:
Email:

Cc: APG Committee

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U N I V E R S I T Y

Date

Student

RE: Course

Dear Student:

According to my calculations, your MIDTERM grade in NURXXX Nursing: Course Name for the exams is % due to your grades on Exam 1 (%), Exam 2 (%), Exam 3 (%), and Exam 4 (%). In accordance with the syllabus for this course and the *MSU BSN Student Handbook*, you must receive 75% or higher cumulative average for all tests/exams to receive a passing grade in the class.

I have every reason to believe that with additional effort towards studying, you will be able to raise your exam average to a passing level. However, it is my responsibility to inform you that currently you are at risk of failing this course. A copy of this letter will be placed in your permanent file. Please make an appointment to meet individually and discuss your student success plan.

Sincerely,

Instructor Name

Course Instructor for course name

KMPT

Phone:

Email: xxxxxxx@MissouriState.edu

Cc: APG Committee

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