Missouri State University  
School of Nursing  
BSN Student Handbook 2018-2019

This handbook is designed to assist you by centralizing important information about the university and the generic Bachelor of Science in Nursing (BSN) program at Missouri State University. Important student policies, procedures, guidelines, responsibilities, and resources are presented.

**You are responsible for the information contained in this handbook.** Keep the handbook as a reference while you are enrolled as a 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 webpage at [http://www.missouristate.edu/registrar/catalog.html](http://www.missouristate.edu/registrar/catalog.html).

*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: [http://www.aacnnursing.org](http://www.aacnnursing.org)*

*The generic 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](https://www.pr.mo.gov/nursing.asp)*
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SECTION 1: 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 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.

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.

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.

The Missouri State University campuses are structured to address the special needs of the urban and rural populations they serve.

- **Missouri State University-Springfield** is a selective admission, graduate level teaching, and research institution.
- **Missouri State University-West Plains** is a separately accredited open admissions campus primarily serving seven counties in south central Missouri and offering two-year associate degrees.
- **Missouri State University-Mountain Grove** serves Missouri’s fruit industry through operation of the State Fruit Experiment Station.
- **Missouri State Outreach** provides anytime, anyplace learning opportunities through telecourses, Internet-based instruction, iTunes U and through its interactive video network.
- The University also operates various other special facilities, such as the Darr Agricultural Center in southwest Springfield, the Journagan Ranch in Douglas County, the Jordan Valley Innovation Center in downtown Springfield, the Bull Shoals Field Station near Forsyth, Baker’s Acres and Observatory near Marshfield, the Missouri State University Graduate Center in Joplin and a branch campus at Liaoning Normal University (LNU) in Dalian, China.

**About 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.
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. In 1976, the BSN-completion program was approved by the University Faculty Senate, and in 1977, by the Coordinating Board of Higher Education.

In 1977, the first majors were accepted into the BSN-completion program (BSN-C). Since its inception, over 500 students have graduated from the program. 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 eight years. 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 the fall of 1997, the department relocated to its current location on the third floor of the renovated Professional Building. With each move, the department gained additional space for faculty, students, and classrooms.

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. In 1995, distance learning sites via interactive video were opened in Nevada, West Plains, Lebanon, and Neosho, Missouri, and Harrison, Arkansas. In 2005, the BSNC program became a totally online program. In 1989, a Health Care Management minor was implemented for both nursing and non-nursing majors.

Development of the MSN, BSN, and DNP Programs

The department began planning a 4-year BSN program in 1977. Efforts to initiate the program at Missouri State University were successful in 2001, with the first class admitted in the summer of 2003. The program was approved by Missouri State University and received initial approval by the Missouri State Board of Nursing. In October 2004, all of the nursing programs, to include the new 4-year BSN program, received full approval through the Commission on Collegiate Nurse Education (CCNE) and remains so today. The BSN also has full approval of the Missouri State Board of Nursing.

In 1990, the department began planning a master’s degree program and admitted the first graduate students in 1996. Students were 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. The Master of Science in Nursing (MSN) program received initial NLNAC accreditation in the fall of 1999 and is currently accredited by CCNE.

In 2004, the American Association of Colleges of Nursing (AACN), the professional organization of schools of baccalaureate and higher degree programs in nursing, recommended that all advanced practice nurses be graduates of a doctoral program by 2015, with the DNP as the terminal clinical degree in nursing. This recommendation was ratified by AACN member schools.

The Doctor of Nursing Practice (DNP) was approved by the University, CBHE, and the Higher Learning Commission. This DNP added the third doctorate offered by the University. Missouri State added the DNP and two curricular pathways to achieve that degree – one for baccalaureate nurses and one for nurses who already have a master's degree in an advanced practice area. The online DNP post master's DNP program was implemented in the summer of 2012, and the BSN to DNP began in the summer of 2013. The final class of the MSN-FNP graduated in May 2014. CCNE accreditation review is pending for the DNP. The Nurse Educator specialization remains at the master's level.

In planning for the future of the nursing programs at MSU, the generic BSN faculty began investigating the feasibility of establishing a Simulation Center in 2007. The College of Health and Human Services received a Caring for Missouri Grant in 2009 to establish the Simulation Center on the 4th floor of the Professional Building. A full-time coordinator for the Simulation Center was hired in 2009. The Simulation Center grew steadily to include six (6) high-fidelity manikins and seven (7) mid-fidelity manikins. Simulation is an essential part of BSN education and has been integrated throughout the BSN curriculum.

The O’Reilly Clinical Health Science Center opened in the fall of 2015, providing dedicated nursing classrooms, skills labs, and a simulation center. The skills lab more than doubled the space previously available with individual patient areas containing hospital beds or clinical tables. In addition, the skills lab contains a student learning space with computer and projection capabilities. The simulation center offers an acute care unit atmosphere with six patient rooms and high-fidelity manikins. Each patient room has a separate control station that allows simultaneous learning opportunities to occur. Simulations are recorded for student review and improvement planning. A debriefing room has projection capabilities that allow all students to observe the live simulation and is used during the post-conference for quality improvement.

In 2016 the Department of Nursing was officially changed to the School of Nursing. The School of Nursing has been a leader in simulation experience by working with other programs within the College of Health and Human Services (CHHS). Use of the simulation center by other health-related programs has grown significantly. In 2017 the School of Nursing led the first Interprofessional Collaborative Educational simulation with five programs from the College of Health and Human Services.

The students and graduates remain the strength of the nursing program. Coming from a variety of nursing programs throughout the nation and several foreign countries, students have demonstrated strong academic and nursing abilities. Many of the graduates pursue doctoral
education and certification in their areas of specialization. Input from students through committee participation, ongoing feedback (and surveys), and from graduates (through alumni surveys) has helped 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 number of full-time faculty quadrupled from a core of 3 to a core of 19, in addition to 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 School of Nursing**

The School of Nursing is an integral part of Missouri State University and the 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 using a community-based perspective.

**Education**

The School 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 as engaged citizens within a pluralistic global society. The School offers community-based programs leading to professional nursing practice that is culturally competent, safe, and evidence-based. 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 BSN-Completion 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 MSN-Nurse Educator program provides an opportunity for exceptional students to progress from entry level nursing to graduate study in an accelerated format. The BSN to DNP prepares Family Nurse Practitioners to be community leaders in addressing health disparities. The Post-Master’s DNP builds on the students’ previous advanced practice degree and prepares them as community leaders in addressing health disparities. 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.

**Scholarship**

The scholarly mission of the University, College, and School of Nursing is accomplished through the promotion of faculty and student scholarship. Faculty and student scholarship of
integration, application, discovery, and teaching address health and health care delivery from
the individual to the system level. In all types of scholarship, faculty members encourage the
direct and indirect involvement of students.

Service
Consistent with the University public affairs mission, service is accomplished through the
involvement of faculty and students in academic, professional, and community service, with an
emphasis on underserved, vulnerable populations and health disparities. 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.

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. This development builds upon theories, principles,
and the concepts of professional nursing, client, environment, health, and learning.

The School of Nursing believes that 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. 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 that 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, such as in the role of
care provider, designer, manager, and coordinator of care to clients. 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 a 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.

Nurses use systematic approaches, critical thinking, therapeutic communication, and technical
skills to assist clients in meeting healthcare needs. 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. Building upon undergraduate bachelor’s level education, the
master’s program prepares professional nurses for the advanced nurse educator role. MSN
educators facilitate the teaching-learning process of individuals and groups in a variety of
settings. At the doctoral level, family nurse practitioners assess and intervene in individual
health concerns, in addition to diverse population groups and systems. They promote improved
health outcomes and provide primary care across the life span. The BSN to DNP program
prepares professional nurses to function as family nurse practitioners in leadership roles. The
Post-Masters DNP prepares advanced practice nurses to expand their leadership role to
promote systems-level change in healthcare.
Clients, as living systems, are unique holistic beings composed of physiological, psychological, spiritual, social, and cultural dimensions that are 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, within families, and communities. Although vulnerable to illness and disease, clients have the potential capacity to achieve health literacy, and to manage their internal and external environments to reduce risk, prevent disease, and promote health.

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 the client’s environments, including information technology.

Health is a description of the holistic, dynamic, multidimensional, optimal state of the client. Health is composed of interacting genetic, 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. The 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, lifelong learning, and the internalization of professional values.

**Goals of the School of Nursing**

1. To provide students the opportunity to
   a. obtain a baccalaureate education in nursing.
   b. obtain a graduate education in nursing.
   c. increase knowledge of issues in health care to non-nursing majors.
   d. obtain a minor in health care management.

2. To provide an educational environment that promotes lifelong learning and professional development.

3. To offer education programs that provide sound foundations for advanced education and skills.

4. To enhance the health care of the region through teaching, scholarship, and service using a community-based perspective.
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 lifelong learning.
6. Utilize knowledge from the arts and sciences in professional nursing practice.
School of Nursing
Curricular Framework

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<td>illness</td>
</tr>
<tr>
<td>• Designer</td>
<td>• Therapeutic Nursing</td>
<td>Groups</td>
<td>• Treat disease</td>
</tr>
<tr>
<td>• Manager</td>
<td>Interventions</td>
<td>Communities</td>
<td>&amp; illness</td>
</tr>
<tr>
<td>• Coordinator</td>
<td></td>
<td>Populations</td>
<td>• Reduce risk</td>
</tr>
<tr>
<td>Member of Profession</td>
<td></td>
<td>-underserved</td>
<td>Dying with Dignity</td>
</tr>
<tr>
<td>Citizen</td>
<td></td>
<td>-vulnerable</td>
<td></td>
</tr>
<tr>
<td>Life-Long Learner</td>
<td></td>
<td>Across the Life</td>
<td>Learning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Span</td>
<td>Environmental</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In Diverse</td>
<td>Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Settings</td>
<td></td>
</tr>
</tbody>
</table>

ENVIRONMENT
SECTION 2: GENERIC BSN CURRICULUM

It is required to have all Pre-Nursing Curriculum coursework completed or in progress by the time of application to the Generic BSN program. Students may enter the Generic BSN program with no more than 3 credits of general education courses outstanding and NUR 472 to be incorporated into their Generic BSN course scheduling if accepted into the program.

<table>
<thead>
<tr>
<th>Pre-Nursing FRESHMAN Semester 1: Fall</th>
<th>Pre-Nursing FRESHMAN Semester 2: Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEP 101/UHC 110</td>
<td>CHM 116 &amp; 117 or 160 &amp; 161* (see Nursing Program)</td>
</tr>
<tr>
<td>ENG 110 (recommended) or COM 115</td>
<td>COM 115</td>
</tr>
<tr>
<td>MTH 135, 138, 181, 261, or 287</td>
<td>SOC 150 (GEC 110)</td>
</tr>
<tr>
<td>BMS 110 (lecture) and 111 (lab)</td>
<td>General Education coursework</td>
</tr>
<tr>
<td>or BIO 121</td>
<td>GEC 111</td>
</tr>
<tr>
<td></td>
<td>SEMESTER TOTAL</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Nursing SOPHOMORE Semester 3: Fall</td>
<td>Pre-Nursing SOPHOMORE Semester 4: Spring</td>
</tr>
<tr>
<td>BMS 307 (preferred)**</td>
<td>BMS 308 (preferred)**</td>
</tr>
<tr>
<td>or KIN 250</td>
<td>or KIN 252</td>
</tr>
<tr>
<td>BMS 240***</td>
<td>BIO 210***</td>
</tr>
<tr>
<td>PSY 121 (GEC 110)</td>
<td>Statistics</td>
</tr>
<tr>
<td>General Education coursework</td>
<td>General Education coursework</td>
</tr>
<tr>
<td></td>
<td>GEC 115</td>
</tr>
<tr>
<td></td>
<td>SEMESTER TOTAL</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Please note CHM 160 does not meet the “Physical Science” requirement for general education requirements. Therefore, CHM 116 & 117 may be taken to fulfill both general education and Generic BSN prerequisite requirements.

** A grade of “B-” or higher is required for Human Anatomy and Human Physiology. Classes must be taken within 8 years of the application deadline of January 31.

*** Must achieve a grade of “C” or higher. Classes must be taken within 8 years of the application deadline of January 31.

GENERAL EDUCATION COURSE SELECTION FOR DUAL CREDIT (3 hours each)
NOTE THAT ANY DUAL CREDIT COURSEWORK COUNTS IN OVERALL GPA

| ENG 110- Writing I                  | GEC 111- Humanities                  |
| COM 115- Fundamentals of Public Speaking | GEC 112- The Arts                  |
| MTH 135, 138, 181, 261, or 287       | GEC 113- American History and Institutions |
| PSY 121- Introductory Psychology (GEC 110) | GEC 114- US and MO Constitutions |
| SOC 150- Introduction to Society (GEC 110) | GEC 115- Cultural Competence (SWK 219 is recommended) |
| Statistics- See advisor for course suggestions | GEC 116- Public Issues |
Admission to the Nursing Program Required

<table>
<thead>
<tr>
<th>Nursing Program SOPHOMORE Semester 5: Summer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 302</td>
<td>Concepts in Nursing</td>
</tr>
<tr>
<td>NUR 303</td>
<td>Art and Science of Nursing I</td>
</tr>
<tr>
<td><strong>SEMMER TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nursing Program JUNIOR Semester 6: Fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 304</td>
<td>Art and Science of Nursing II</td>
</tr>
<tr>
<td>NUR 342</td>
<td>Nursing: Health Assessment</td>
</tr>
<tr>
<td>NUR 360</td>
<td>Introduction to Pharmacology</td>
</tr>
<tr>
<td>*****NUR 565</td>
<td>Advanced Human Pathophysiology</td>
</tr>
<tr>
<td><strong>SEMMER TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nursing Program JUNIOR Semester 7: Spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 323</td>
<td>Nursing: The Pediatric Client and Family</td>
</tr>
<tr>
<td>NUR 312</td>
<td>Nursing: The Adult Client</td>
</tr>
<tr>
<td>NUR 331</td>
<td>Nursing: The Mental Health Client</td>
</tr>
<tr>
<td>*****NUR 311</td>
<td>Introduction to Family Health Nursing</td>
</tr>
<tr>
<td>*****NUR 472 (must be completed before or with NUR 442)</td>
<td>Writing II Research Methods and Scholarly Writing</td>
</tr>
<tr>
<td><strong>SEMMER TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nursing Program JUNIOR Semester 8: Summer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 323 (required)</td>
<td>Nursing: The Pediatric Client and Family Clinical (7 days/ 6 nights at Camp Barnabas in Purdy, Missouri)</td>
</tr>
<tr>
<td>NUR 475 (optional)</td>
<td>Nursing Internship</td>
</tr>
<tr>
<td><strong>SEMMER TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nursing Program SENIOR Semester 9: Fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 322</td>
<td>Nursing: The Childbearing Family</td>
</tr>
<tr>
<td>NUR 416</td>
<td>Nursing: The Older Adult Client</td>
</tr>
<tr>
<td>NUR 442</td>
<td>Nursing: Community Health</td>
</tr>
<tr>
<td>*****NUR 472 (last term to complete)</td>
<td>Writing II Research Methods and Scholarly Writing</td>
</tr>
<tr>
<td><strong>SEMMER TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nursing Program SENIOR Semester 10: Spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 482</td>
<td>Nursing: Leadership and Management</td>
</tr>
<tr>
<td>NUR 478</td>
<td>Nursing: Senior Seminar</td>
</tr>
<tr>
<td>**Nursing or HCM Elective (may be taken prior with permission)</td>
<td>3</td>
</tr>
<tr>
<td>**Nursing Internship (Optional)</td>
<td>3</td>
</tr>
<tr>
<td><strong>SEMMER TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit hours of the program: 120 – 128 credit hours  
Total Clinical hours: 624 clinical hours  
Total Nursing Credits: 64  
Didactic credit hours: 50  
Clinical credit hours: 14

- Clinical contact hours are calculated on a 1 credit hour to 4 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.  
- The prerequisites for each course must be met, or student will not be allowed to progress in the nursing program.
NUR 311 Recommended only to honors college students who have completed all of their general education coursework and nursing prerequisite coursework. Students who take this course need to have a competitive GPA of 3.7 or higher. Needs to be completed on or before the third semester in the BSN major. Permission required.

NUR 472 Recommended to students who have completed all general education and prerequisite requirements. Statistics must also be completed or concurrent. GPA of 3.7 or higher is also recommended, as this course is specific to those who get into the program. Permission required.

NUR 565 Recommended to students who have completed all of their general education coursework and nursing prerequisite coursework. Students who take this course need to have a competitive GPA of 3.7 or higher and typically be a member of Honors College. Physiology must be completed and not in progress at the time of this course. Students should have very strong grades in science to take this ahead of time. Students are advised to take the course offered in the fall, as the spring course is reserved for BSN-Completion and Graduate level program students. Needs to be completed on or before the second semester after being admitted to the BSN major. Transfer credit equivalencies must be taken within 8 years of the application deadline of January 31. Permission required.

All other nursing courses must be taken in the sequence indicated in Table 1.

NUR 472 MUST BE TAKEN WITH OR BEFORE NUR 442: Community Health. STUDENTS CANNOT PROGRESS TO THE LAST SEMESTER OF SENIOR YEAR IF NUR 472 IS NOT TAKEN AND PASSED.

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

- HCM 301 Health Care Organizations
- HCM 303 Health Care Legal Issues
- HCM 504 Health Care Economics
- IPE 375 Interprofessional Health Care
- IPE 376 Cultural Competence in Health Care
- IPE 377 Global Issues in Health Care
- IPE 378 Healthcare Quality Management
- NUR 502 Rural Health Issues
- NUR 503 Transcultural Health Care
- NUR 515 Healthcare Informatics
- REL 210 Paths of World Religion
- REL 338 Death, Dying, and Afterlife
- REL 347 Suffering and Meaning
- REL 348 Religion, Spirituality, and Health
- REL 358 Yoga and Meditation
- REL 397 Health and Body in American Religion
- REL 397 Religion and Healing in Modern America
- SPN 310 Medical Spanish
- SWK 219 Human Diversity (also counts as GEC 115)
- Others by approval of the BSN Committee
Table 1

Course Progression and Prerequisites

The Generic BSN nursing curriculum is designed to build upon knowledge gained in each course taken in each semester. Therefore, all courses must be passed with a grade of “C” or higher before progressing to the next course and the next semester. The following is the sequence of nursing courses:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Prerequisite/Other Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>NUR 302: Concepts in Nursing</td>
<td>Admission to the 4-year Generic Nursing Program.</td>
</tr>
<tr>
<td></td>
<td>NUR 303: Art and Science of Nursing I</td>
<td>Admission to the 4-year Generic Nursing.</td>
</tr>
<tr>
<td>Fall</td>
<td>NUR 304 Art and Science of Nursing II</td>
<td>Admission to the 4-year Generic Nursing Program and meet program progression requirements (prereqs NUR 302, NUR 303; co-reqs NUR 342, 360; prereq or co-req NUR 565).</td>
</tr>
<tr>
<td></td>
<td>NUR 342: Health Assessment Through the Life Span</td>
<td>Admission to the 4-year Generic Nursing Program and meet program progression requirements (prereqs NUR 302, NUR 303; co-reqs NUR 304, 360; prereq or co-req NUR 565).</td>
</tr>
<tr>
<td></td>
<td>NUR 360: Introduction to Pharmacology</td>
<td>Admission to the 4-year Generic Nursing Program and meet program progression requirements (prereqs NUR 302, NUR 303; co-reqs NUR 304, 342, 360; prereq or co-req NUR 565) or permission of the instructor.</td>
</tr>
<tr>
<td></td>
<td>NUR 565: Advanced Pathophysiology</td>
<td><strong>For generic BSN Majors – In class section:</strong> Admission to the 4-year Generic Nursing Program and meet program progression requirements (prereqs NUR 302, NUR 303; co-reqs NUR 304, 342, 360); or permission of the instructor. <strong>Pre-nursing Majors – In class section for those who have completed anatomy &amp; physiology:</strong> Permission of instructor for pre-nursing majors. <strong>Pre-nursing Majors – Honors College</strong> may take the on-line section—need program permission.</td>
</tr>
<tr>
<td>Spring</td>
<td>NUR 472 Writing II: Research Methods &amp; Scholarly Writing</td>
<td>ENG 110 or satisfactory score on the writing diagnostic exam; statistics or concurrent enrollment and 45 hours. NUR 472 may be taken prior to admission into the nursing program, and in any semester prior to the final semester in the nursing program.</td>
</tr>
<tr>
<td></td>
<td>NUR 311: Introduction to Family Health Nursing</td>
<td>NUR 311 may be taken prior to acceptance into the nursing program with program permission. Last opportunity to take this course is concurrent with NUR 312, NUR 331, &amp; NUR 323.</td>
</tr>
<tr>
<td></td>
<td>NUR 312: The Adult Client</td>
<td>Admission to the 4-year Generic Nursing Program and meet program progression requirements (pre-reqs: NUR 302, NUR 303, NUR 304, NUR 342, NUR 360, NUR 565; co-reqs NUR 331 &amp; NUR 323).</td>
</tr>
<tr>
<td><strong>NUR 331</strong>: The Mental Health Client</td>
<td>Admission to the 4-year Generic Nursing Program and meet program progression requirements (pre-reqs: NUR 302, NUR 303, NUR 304, NUR 342, NUR 360, NUR 565; co-reqs NUR 312 &amp; NUR 323).</td>
<td></td>
</tr>
<tr>
<td>NUR 323 (didactic): The Pediatric Client &amp; Family</td>
<td>Admission to the 4-year Generic Nursing Program and meet program progression requirements (pre-reqs: NUR 302, NUR 303, NUR 304, NUR 342, NUR 360, NUR 565; co-reqs: NUR 312 &amp; NUR 331. May be concurrently enrolled in NUR 472.</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>NUR 323 (clinical): The Pediatric Client Clinical at Camp Barnabas is a required (1 week = 7 days and nights)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Admission to the 4-year Generic Nursing Program and meet program progression requirements (pre-reqs: NUR 302, NUR 303, NUR 304, NUR 342, NUR 360, NUR 565; NUR 312, NUR 323). NUR 472 option as available</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>NUR 475: Nursing Internship--optional</td>
<td></td>
</tr>
<tr>
<td></td>
<td>School of Nursing permission required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NUR 416: The Older Adult Client</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Admission to the 4-year Generic Nursing Program and meet program progression requirements (pre-reqs: NUR 302, NUR 303, NUR 304, NUR 342, NUR 360, NUR 565; NUR 312 &amp; 323; co-reqs NUR 322 &amp; NUR 442). May be concurrently enrolled in NUR 472.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NUR 322: The Childbearing Family</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Admission to the 4-year Generic Nursing Program and meet program progression requirements (pre-reqs: NUR 302, NUR 303, NUR 304, NUR 342, NUR 360, NUR 565; NUR 312, NUR 323, co-reqs NUR 416 &amp; 442). May be concurrently enrolled in NUR 472.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NUR 442: Community Health</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Admission to the 4-year Generic Nursing Program and meet program progression requirements (pre-reqs: NUR 302, NUR 303, NUR 304, NUR 342, NUR 360, NUR 565; NUR 312, 323 &amp; 331; co-reqs NUR 322, &amp; 416). NUR 472 must be taken before or concurrent with NUR 442.</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>NUR 482: Leadership &amp; Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Admission to the 4-year Generic Nursing Program and meet program progression requirements (pre-reqs: NUR 302, NUR 303, NUR 304, NUR 342, NUR 360, NUR 565; NUR 312, NUR 323, &amp; NUR 416; NUR 442, NUR 331, &amp; NUR 322; NUR 472; co-req NUR 478). All required NUR courses except NUR 478 and NUR electives.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NUR 478: Senior Seminar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Admission to the 4-year Generic Nursing Program and meet program progression requirements (pre-reqs: NUR 302, NUR 303, NUR 304, NUR 342, NUR 360, NUR 565; NUR 312, NUR 323, &amp; NUR 416; NUR 442, NUR 331, &amp; NUR 322; NUR 472; co-req NUR 482). All required NUR courses except NUR 482 and NUR electives.</td>
<td></td>
</tr>
<tr>
<td>Nursing or HCM elective</td>
<td>School of Nursing permission, some may be taken prior to acceptance to the nursing program</td>
<td></td>
</tr>
</tbody>
</table>

Adopted 2/2013
Course Enrollment

The student is responsible for having the appropriate prerequisites prior to enrollment in the course. The current course progression and course prerequisites are in Table 1. 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 the student meet the criteria described in the section Clinical Course Policies.

Once admitted to the nursing major, students must maintain continuous enrollment in nursing courses and progression through the program in accordance with MSU Generic BSN Curriculum requirements.

A student who does not pass a course with a “C” or higher must withdraw from the nursing curriculum.

A student may not progress in a course without meeting the perquisite or co-requisite criteria.

A student who withdraws during the semester from a course that is a required prerequisite or co-requisite to another course must then withdraw from the program. If the student has additional currently enrolled courses that also require the dropped course as a prerequisite or co-requisite, then the currently enrolled classes must be dropped.

Medical Terminology

Students will complete a self-study on medical terminology and be prepared to take an exam covering medical terminology during the first summer session in the nursing program. A score of 90% or higher must be achieved on this exam. Students will be required to complete a remediation process before the next attempt. Students will be given two attempts to score 90% or higher on the exam. **Should the student not score 90% on the medical terminology exam in two attempts, he/she will not be allowed to progress in the nursing program.**

Calculate with Confidence

Students will complete a self-study of calculation and be prepared to take a comprehensive exam covering the content during the first summer session in the nursing program. Students may use a calculator that does not have programmable characteristics for the exam. A score of 95% must be achieved on this exam. Students will be required to complete a remediation process before the next attempt. Students will be given three attempts to score 95% on the exam. The calculation exam must be passed prior to the student administering medications in the clinical area. **Should the student not score 95% on the calculation exam in three attempts, he/she will not be allowed to progress in the nursing program.**
COSTS OF 4-YEAR BSN PROGRAM

Effective Summer 2018

The following prices are estimates only and are subject to change.

<table>
<thead>
<tr>
<th>Tuition/fees for 4-year, full-time student completing all course requirements at Missouri State University</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-state tuition</td>
<td>$25,680.00</td>
</tr>
<tr>
<td>Out-of-state tuition</td>
<td>$57,240.00</td>
</tr>
<tr>
<td>Fees</td>
<td>$4,309.00</td>
</tr>
<tr>
<td>Nursing Course Fees</td>
<td>$1,200.00</td>
</tr>
<tr>
<td><strong>Total in-State (4 Years):</strong></td>
<td>$31,189.00</td>
</tr>
<tr>
<td><strong>Total out-of-State (4 Years):</strong></td>
<td>$62,749.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuition/fees - Missouri State nursing courses only</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-state Tuition</td>
<td>$13,696.00</td>
</tr>
<tr>
<td>Out-of-state Tuition</td>
<td>$30,528.00</td>
</tr>
<tr>
<td>Fees</td>
<td>$2,277.00</td>
</tr>
<tr>
<td>Nursing Course Fees</td>
<td>$1,200.00</td>
</tr>
<tr>
<td><strong>Total in-state (6 semesters):</strong></td>
<td>$17,173.00</td>
</tr>
<tr>
<td><strong>Total out-of-state (6 semesters):</strong></td>
<td>$34,005.00</td>
</tr>
</tbody>
</table>

| Estimated cost of books (per semester):                                                                 | $450-$850  |
| (First semester estimated books - $550-$750)                                                             |            |

| Estimated Cost of Uniforms                                                                                 |            |
| Acute Care Uniform (per set: NEW uniforms required)                                                       | $50        |
| Community Uniform (per set: NEW uniforms required)                                                         | $50        |
| Lab Coat (each)                                                                                            | $30        |
| Name Badge (each)                                                                                          | $8.50      |
| Shoes                                                                                                      | $60        |
| Watch                                                                                                      | $25        |
| **Total estimated cost of uniforms:**                                                                      | $223.50    |

| Estimated costs of personal equipment                                                                       |            |
| Lab Supplies for Technology I and II for practice                                                          | $199.10    |
| Stethoscope, Penlight, Kelly Clamp, & Bandage Scissors                                                     | $81-$105   |
| **Total estimated costs for personal equipment:**                                                          | $280.10-$304.10 |
## Miscellaneous Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHA BLS CPR: must be current throughout program</td>
<td>$133</td>
</tr>
<tr>
<td>Background Check and Drug Screen for Program (cost depends on requirements)</td>
<td>$62.50</td>
</tr>
<tr>
<td>Background Check for Licensure</td>
<td>$40.30</td>
</tr>
<tr>
<td>BSN Application Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Department of Health and Senior Services Background Screening</td>
<td>$13</td>
</tr>
<tr>
<td>NCLEX Application Fee</td>
<td>$200</td>
</tr>
<tr>
<td>NCLEX Review Course</td>
<td>$350</td>
</tr>
<tr>
<td>Nursing Pin/Class Photo (optional)</td>
<td>$25-$55</td>
</tr>
<tr>
<td>Missouri State no longer offers group health insurance for domestic students. The following links on the Taylor Health website (<a href="http://health.missouristate.edu/students/domestic.htm">http://health.missouristate.edu/students/domestic.htm</a>) are suggestions for purchasing student health insurance: <a href="http://edusure.com">http://edusure.com</a> and <a href="https://www.healthcare.gov">https://www.healthcare.gov</a> (estimated cost unavailable)</td>
<td></td>
</tr>
<tr>
<td>PPD/TB test: Required annually ($29 for students)</td>
<td>$58</td>
</tr>
<tr>
<td>Missouri State Board of Nursing fee</td>
<td>$45</td>
</tr>
<tr>
<td>Transportation and lodging to clinical sites (5 semesters) We are a community-based nursing program, and travel is required. Camp Barnabas room and board are approximate $55.</td>
<td>$3,000</td>
</tr>
<tr>
<td><strong>Total estimated miscellaneous costs:</strong></td>
<td><strong>$3,976.80-$4,001.80</strong> (Does not include cost of health insurance)</td>
</tr>
</tbody>
</table>

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

- Professional Liability Insurance
- Standardized exams given after some nursing courses, 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. **Seated NCLEX-RN review course is additional student expense.**
- Some disposable lab supplies
- Maintenance and updating of the Nursing Simulation Center and Skills Laboratory
- Typhon Student Tracking software system

*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 [www.missouristate.edu/registrar/refunds.htm](http://www.missouristate.edu/registrar/refunds.htm).
Clinical Experiences

Clinical Scheduling

The School of Nursing (SON) makes every attempt to schedule clinical experiences that provide excellent learning experiences. Because the SON relies on other agencies for these experiences, occasionally the clinical schedule may be changed at the last minute. Students are notified immediately of any changes but it is asked that students be aware of these constraints and be flexible in accommodating these occasional changes. The SON follows the academic calendar for holidays and closings: http://calendar.missouristate.edu/academic.aspx.

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.

Skills Lab Check-Off Policy and Procedure

See course/clinical syllabus for specific implementation and schedule.

Student Role:

1. The student will independently practice skill until proficient and confidently competent.
2. The student is required to achieve a successful Skill Check-Off prior to performing the skill in the clinical setting.
   - If a student is not successful after the first attempt, the student will be given a Clinical Warning.
   - If a student is not successful after the second attempt, the student will be placed on Clinical Probation.
   - If the student is not successful after the third attempt, the student will fail the clinical.
   - After each unsuccessful attempt, the student will coordinate a remediation plan with the clinical faculty. The student will have a maximum of THREE attempts to accomplish the skill check off.

Faculty Role:

1. Faculty is required to evaluate independent student performance without prompting. Faculty will not provide immediate feedback during the Skill Check-Off.
2. Faculty will evaluate the student as either a Pass or Fail and provide feedback after the student has completed the entire skill or scenario.
Clinical 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 will be responsible for paying for any additional fees for security checks.** Students who fail these checks or procedures will be subject to further review by the School of Nursing Admission, Progression, and Graduation (APG) Committee and may be dismissed from the program.

Students must adhere to the policies of the clinical environment at all times. If the students’ actions cause loss or damage to clinical property the cost of replacement or repair will be the responsibility of the student. Students who fail to comply will be subject to further review by the School of Nursing Admission, Progression, and Graduation (APG) Committee and may be dismissed from the program.

Immunization and CPR Policy

1. Students must maintain current immunizations, annual PPD or T-Spot with appropriate medical follow-up for positive individuals, and health insurance requirements.
2. The annual PPD or T-Spot is required by the first day of the month of expiration (according to the MSU academic calendar). Students who have previously received the BCG vaccination should contact the BSN program.
3. Students with expired clinical documentation or those who fail to provide the necessary documentation (immunizations, CPR, PPD/T-Spot, health insurance) will not be allowed to attend clinical. See Clinical Absence Policy.
4. AHA BLS Healthcare Provider Re-certification is required by the first day of classes for the senior year (according to the MSU academic calendar). If the student’s CPR certification expires prior to the pediatric summer clinical, the student should complete the re-certification and submit documentation to the nursing program prior to the clinical.

Dress Policy

Developing a professional image to the consumer of health care and to health care colleagues begins with the 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 and as a member of the Missouri State University School of Nursing and the profession of nursing. A professional appearance should be maintained.

**Clinical Uniform Policy:** The following guidelines will be enforced in all skills lab and clinical settings.

1. All beginning BSN nursing students are required to purchase NEW Missouri State University student nurse uniforms.
2. Uniforms must be maintained in good repair, clean, and wrinkle and odor free.
3. Good personal hygiene is required.
4. Tobacco and alcohol use is prohibited while in uniform.
5. Uniforms should be worn only in the clinical setting or in Missouri State classrooms.
6. The Missouri State student name badge must be worn anytime you are presenting yourself as a student nurse.

7. Things that must be avoided in the clinical area:
   - Jeans, shorts, sweats, tee shirts, clothes with pictures or messages, and clothes that are revealing, too tight, too short, or wrinkled.

8. Proper dress for acute care clinical settings:
   - Name Badge
     - Missouri State student nurse name badge must be worn.
     - The name badge is to be worn on the left front of the shirt or lab coat.
     - Access to patient records will be denied if the student is not in proper dress attire.
   - Shirt
     - The maroon scrub uniform with the Missouri State nursing logo must be worn.
     - 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.
     - Uniforms must be the correct size; uniforms that are too big or too small are not allowed.
   - Pants
     - Maroon scrub pants
     - Skirt (below the knee) may be worn
     - All uniforms must be loose enough to provide ease of movement in clinical activities.
     - Uniforms must be the correct size; uniforms that are too big or too small are not allowed.
   - Shoes
     - Shoes must be all white, leather or similar synthetic material, and closed toe.
     - Shoes must be kept clean and polished.
     - 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.
9. **Proper dress for community clinical settings:**

- **Name Badge**
  - Missouri State student nurse name badge must be worn.
  - The name badge is to be worn on the left front of the shirt or lab coat.
  - Access to patient records will be denied if the student is not in proper dress attire.

- **Shirt**
  - The maroon polo shirt with the Missouri State nursing logo must be worn.
  - All uniforms must be loose enough to provide ease of movement in clinical activities.
  - Uniforms must be the correct size; uniforms that are too big or too small are not allowed.

- **Pants**
  - Black or khaki dress slacks.
  - No spandex, jeans, or tight-fitting pants are to be worn.
  - Dress slacks or khakis must fit at the waist and be straight legged with the pant hem off the floor.
  - All uniforms must be loose enough to provide ease of movement in clinical activities.
  - Uniforms must be the correct size; uniforms that are too big or too small are not allowed.
  - Black or khaki skirt below the knee may be worn
  - Neutral colored hose are to be worn with skirts.

- **Shoes**
  - Low-heel shoes are to be black or brown leather with closed toe.
  - Shoes must be kept clean and polished
  - Sandals, platform shoes, or clogs are not acceptable

- **Jacket**
  - A maroon lab coat with the Missouri State nursing logo may be worn
  - No sweatshirts or other jackets are allowed.

10. When at the clinical agency at a time other than the assigned clinical experience (e.g., preparing for a clinical experience):

- Students must follow the appropriate dress attire for the clinical setting (see No. 8 & No. 9 above).
- The Missouri State student nurse name badge must be worn at all times.
- Access to patient records will be denied if the student is not in proper dress attire.
11. Exceptions to the standard dress code may be necessary or allowed for a clinical experience in some community agencies. The course instructor must approve the exceptions.

12. Any additional uniform or appearance policies of the clinical setting will be enforced as well.

**Jewelry:**
1. To ensure asepsis and safety, jewelry will be limited to the following:
   - Watch
   - Two rings. Rings should be confined to those that will not scratch the patient and can be kept clean.
   - Small post earrings (one set). Clear or flesh colored plugs only for gauging of ears or nose rings.
   - Body piercing jewelry other than earrings must be removed or concealed with clothing
   - Every effort should be made to conceal body art.

**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 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. No bright colors or patterns are allowed.
   - Only naturally occurring hair color will be permitted. Colors such as blue, green, purple, orange, pink, multicolored or Kool-Aid colored will not be allowed.

**Cosmetics:**
1. Strongly scented body products are NOT allowed.
   - No cologne or scented after-shave lotion.
   - Good personal hygiene is required.
   - Students should use an unscented deodorant.
   - Uniforms must be clean and odor free.
   - You will be removed from the clinical setting if you smell like smoke or other strong odors.

2. Fingernails:
   - Nails will be clean, short, and smooth to ensure patient and student safety.
   - Only clear, neutral, or natural colored nail polish may be worn.
   - Clear polish is preferable over natural colored polish.
   - If polish is worn, it cannot be chipped, cracked, or peeling.
   - Nail ornaments are not allowed. Artificial fingernails and extenders are not permitted.
**Tattoos:**

The School of Nursing Tattoo Policy reflects the values of nursing, as well as the policies of clinical agencies and external constituencies. Faculty, students, and staff considering employment and students considering admission should be aware that this policy will have a direct impact on eligibility for hiring or admission to the nursing programs.

Faculty and students in the School of Nursing are prohibited from having tattoos visible in the clinical area on the neck, head, face, ears, hands and fingers, arms, legs, and ankles.

Tattoos that are visible should be covered at all times while in the clinical agency or during any nursing related clinical activity. In addition, all members of the university community must follow the MSU Nondiscrimination Policy, and all students must follow the Student Code of Rights and Responsibilities, both of which prohibit harassment and/or discrimination. Some tattoos may create a hostile environment, and the referenced policies will be enforced. Faculty, students, and staff who violate this policy will be subject to disciplinary action up to and including dismissal from the program for students or employment for employees.

- In those cases in which a clinical site has stricter guidelines regarding tattoos, the clinical site’s guidelines will be followed for students at that site.
- Students must meet clinical guidelines to meet clinical course objectives.

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

**Clinical Absences**

To meet the objectives of the nursing courses, clinical experiences are required. Clinical experiences are arranged for the student to practice the art and science of nursing. 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.
- Arriving tardy (up to 15 minutes after the designated start time) for clinical may result in disciplinary action.
  - If the student is anticipating arriving late to clinical, the student is responsible to notify the clinical instructor/preceptor, as described in the course syllabi. It is not the responsibility of the faculty to contact the student.
    - The student will receive a clinical warning.
  - A pattern of tardiness (two or more) to the clinical area is unprofessional behavior
    - The student will be placed on clinical probation.
- Arriving late (greater than 15 minutes)
  - If the student is anticipating arriving late to clinical, the student is responsible to notify the clinical instructor/preceptor, as described in the course syllabi. It is not the responsibility of the faculty to contact the student.
• Any student arriving 15 minutes after the designated start of the clinical experience (see course syllabi) may be dismissed from the clinical day at the discretion of the clinical instructor.
  o Lack of proper notification will result in an unexcused absence, except in the case of an extreme emergency.
  o A clinical absence and will result in disciplinary actions.
    ▪ Clinical probation
    ▪ Rescheduling make-up fee

Clinical Make-Up
Students will be responsible for any cost incurred 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.
1. All students requiring a rescheduled clinical due to clinical absence or probationary requirements will be required to pay a rescheduling fee of $25.00.
2. Clinical experiences that require supervision beyond the normal faculty workload will require an additional student Nursing Clinical Makeup Supervision fee. The Nursing Clinical makeup fee is $25.00 per contact hour for faculty supervision of makeup clinical time. Clinical time refers to any clinical experiences that require faculty supervision of students. It is up to the student to arrange the clinical makeup with a faculty member.
3. The faculty and student will sign a contractual agreement (Clinical Makeup Agreement) of the time required and the fee. The faculty will submit the Clinical Makeup Agreement to the BSN Program Director, with final approval by the School of Nursing Director.
4. The student will submit payment by presenting either a cashier’s check or money order for the complete amount to the School of Nursing prior to the scheduled makeup day.

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, and that faculty are not required to provide student makeups in an overload situation.

Clinical Evaluation
The clinical situation is an opportunity for the student to experience nursing in a clinical and/or community setting. A clinical evaluation tool is used as a guide or “road map” for the student to successfully accomplish required clinical competencies and objectives.

The student is expected to use a systematic approach to patient care. Effective communication, therapeutic nursing interventions, 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.

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, and simulation to their performance in the clinical setting.

**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 clinical competencies by the end of the semester.
3. The student will provide documentation of how each clinical objective and competency has been met. This may be in the form of a nursing care plan, Typhon case log, journal, or other narrative.
4. All clinical objectives and competencies must be met by the end of the clinical experience.
5. The student and the clinical instructor will complete a summative evaluation at the end of each clinical experience. This evaluation will become a part of the student’s portfolio after approval and signature of course faculty.

**Expectations for 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.

**Clinical expectations are as follows:**
1. Always be professional. This includes attire, punctuality, and behavior.
2. Have a courteous approach that reflects the respect for self, patients, family, visitors, colleagues, and the profession of nursing.
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 or record and following entry on the patient’s chart or record.

8. Demonstrate ethical and legal standards of nursing practice as supported by the ANA Nursing: Scope and Standards of Practice (ANA, 2015) and the ANA Code of Ethics for Nurses (ANA, 2015).

A student failing to meet the expectations may be removed from the clinical situation at the discretion of the clinical faculty. This may result in a clinical (and thus a course) failure.

**Internships**

Optional paid and unpaid internships are often available to students. Arranging internships is very time intensive for the School of Nursing and for the hospitals, who work very hard to find suitable preceptors for students. Because of the arrangements that must be made, students who decide not to do the internships at the last minute cannot be replaced by someone else who did not get an internship. Students should not sign up for an internship unless they are committed to accepting one if offered. **All summer internships must not interfere with the one-week pediatric clinical rotation at Camp Barnabas in the summer between the junior and senior year.**

**General information**

1. All internships offered by the School of Nursing are 144 contact hours (3 credit hours) unless otherwise approved. You must register for the Internship (NUR 475 – section 3).
2. Cox is the only hospital in Springfield that offers a paid internship.
3. There are some excellent nonpaid internships for those who are interested.
4. The professional dress code will be followed at the internships. Students will wear their acute care MSU student uniform and their MSU Student Name Badge during clinical.

**Selection for all local internships**

A. **To be eligible for an internship, nursing students must**
   - Be safe in the clinical areas as evidenced by documentation (or lack of documentation) in their permanent file in the School of Nursing.
   - Have a high degree of integrity as evidenced by documentation (or lack of documentation) in their permanent file in the School of Nursing.
   - Be in good standing in the BSN program.
   - Be recommended by Faculty

B. **Prioritization of students for internships**
   - Students who have not had a prior internship will be recommended first.
   - **Students must demonstrate professionalism and good citizenship as a student – in the classroom and clinical areas, in academic communication, and in representing the School of Nursing.**
   - Students must demonstrate satisfactory academic and clinical performance.
• Students whose residence is local and who plan to stay in the area after graduation will be considered second (as requested by Cox Hospital).
• After the above criteria are met, the students will be selected at random.

C. Process of selection of the internship
• All students who are interested in a local internship should sign up on the sign-up sheet by the deadline posted each semester.
• Once students are selected, the School of Nursing WILL notify the hospitals or agencies. The students ARE NOT to call the agencies to talk to them personally until notified by the School of Nursing.
• Once students are selected, they will go online at Cox Human Resources to apply for the nursing internship.
• Students must pay a $50 deposit to the “School of Nursing” to hold their place in the internship. If they complete the internship, their deposit will be returned to them.
• Students must be enrolled in NUR 475 (3 credit hours) to have an internship in conjunction with the School of Nursing.
• Once the hospital has identified preceptors for students, they will notify us to have students call for interviews.
• Students are NOT guaranteed an internship. It is never known how many internship positions will be available by the hospitals/agencies.

Selection for internships out of the local area
• Students who want an internship out of the local area should contact that hospital to determine if that hospital takes nursing students for internships.
• Students are responsible for arranging their own internships located out of the area.
• If the students want nursing credit for the internship (NUR 475), the School of Nursing Director must be notified and apprised of all the internship details: name of the contact person, telephone number of the contact person, required hours, and the details of the internship.

There are some excellent internships out of the area. However, your internship experience must be able to accommodate the required Camp Barnabas pediatric clinical week in the second summer of the program. You do need to apply to other internships outside of those offered through MSU, as they can be very competitive.
Technical Standards for Nursing Practice

The BSN degree is an undifferentiated degree attesting to general knowledge in and the basic skills required for practicing the full scope of nursing. Essential abilities and characteristics required for completion of the BSN degree consist of certain minimum mental, emotional, sensory, motor, interpersonal, communication, and critical thinking competencies. This assures that candidates for admission, progression, and graduation are able to complete the entire program of study and participate fully in all aspects of the acquisition of nursing knowledge and skills required for nursing practice. The School of Nursing intends for its BSN graduates to become competent and compassionate nurses capable of meeting all requirements for licensure and post-graduate work in the field of nursing. The avowed intention of an individual student to practice only a narrow part of nursing or to pursue a non-nursing career does not alter the requirement that all BSN students take and achieve competence in the full curriculum required by the faculty.

The School of Nursing has an ethical responsibility for the safety of the patients with whom students and graduates may come into contact. Although students learn and work under the supervision of the faculty, students interact directly with patients throughout the BSN Program. Patient safety and well-being are therefore major factors in establishing requirements involving the competencies required of BSN students for admission, progression, and graduation.

For admission, progression, and graduation, prospective and current enrollees in the BSN Program must demonstrate all essential abilities and characteristics to be able to successfully complete the BSN Program and participate in all aspects of nursing education. Such abilities and characteristics include, but are not limited to, the following competencies:

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<tr>
<th>COMPETENCIES</th>
<th>EXAMPLES</th>
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<tr>
<td>MENTAL/EMOTIONAL:</td>
<td></td>
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<tr>
<td>Possesses the mental and emotional stability to adapt to the environment, function in everyday activities, and cope with stressors.</td>
<td>Demonstrates behaviors appropriate to the situation, uses appropriate coping strategies.</td>
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<tr>
<td>SENSORY:</td>
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<tr>
<td>Possesses the ability to assess and/or evaluate patient responses and to perform nursing interventions safely and accurately. Subject to reasonable disability-related accommodations, students must have the following particular capabilities:</td>
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### A. Visual
1. Has normal or corrected vision within the range of 20/20-20/80
2. Distinguishes color shades and/or when changes.

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

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

Hears alarms, emergency signals, cries for help, auscultatory sounds.

### C. Tactile
1. Possesses, in at least one hand, the ability to perceive temperature changes and pulsations and to distinguish different textures.

Performs functions of physical assessment and/or functions related to therapeutic interventions (e.g., insertion of catheters or IVs).

### MOTOR:

Possesses the capacity to perform the physical manipulations and diagnostic procedures that are part of a complete nursing practice and diverse clinical experience. Subject to reasonable disability-related accommodations, students must have the following particular capabilities:

#### 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 spaces, 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.

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

### INTERPERSONAL/COMMUNICATION:

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

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

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

Establishes rapport with patients and colleagues.
CRITICAL THINKING:

<table>
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<tr>
<th>A. Possesses critical thinking ability sufficient for clinical judgment.</th>
<th>Identifies cause and effect relationships, develops and evaluates the plan of care, and appropriately evaluates situations and promotes patient safety.</th>
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<tr>
<td>B. Applies principles 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</td>
<td>Performs practical application of fractions, percentages, ratio and proportion measurements, and other relevant scientific principles, mathematical calculations.</td>
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The School of Nursing does not discriminate against qualified individuals with disabilities who apply for admission to or who are enrolled in the BSN Program. Otherwise qualified individuals shall not be excluded from admission or participation in the School of Nursing’s educational programs and activities solely by reason of their disability or medical condition. The School of Nursing is committed to providing reasonable accommodation in its academic programs to qualified individuals with disabilities, including but not limited to learning disabilities. A reasonable accommodation is one that does not require a fundamental alteration in the nature of the program or lower academic and/or clinical standards.

Should a current or prospective enrollee have or develop a condition that would place patients or others at risk, or that would jeopardize his or her ability to complete the BSN Program or pursue licensure, the person may be denied admission to or removed from the BSN Program. Should a current or prospective enrollee have or develop a disability that poses a significant risk to the health and safety of patients, self, or others that cannot be eliminated with a reasonable accommodation, the person may be denied admission to or removed from the BSN Program.

The process for a student to request an accommodation for a disability is outlined in the University’s Disability Accommodation Policy for Students, which can be found online at http://www.missouristate.edu/disability/accommodation.htm. Students may also contact the Disability Resource Center (DRC) at Meyer Library, Suite 111, 417-836-4192 (voice), 417-836-6792 (TTY), http://www.missouristate.edu/disability/; or the Learning Diagnostic Clinic (LDC) at Alumni Building, 300 South Jefferson, Suite 502, 417-836-4787, http://psychology.missouristate.edu/ldc/.
NCLEX Readiness and Normed 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. The process aids the student and faculty in identifying strengths and weaknesses and the student in preparing for the NCLEX-RN exam. Student participation in all of these standardized exams, case studies, practice tests, and live review courses, as well as any other component of the NCLEX readiness package, are required for program completion. Content specific assignments will be communicated to students in course syllabi.

Mid-Curricular Exam: Policy and Procedure

- All generic BSN students will be required to take the Mid-Curricular exam.
- The students will be informed of the minimum passing score for passing the Mid-Curricular Exam.
- Students will have two attempts to achieve the minimum score on the exam.
- Students must be present on the date and time the exam is given.
- The Mid-Curricular Exam will be given during the spring semester of the junior year in the nursing program.
- **Students scoring below the minimum required score on the first attempt will be required to complete remediation and retake another version of the Mid-Curricular Exam the first Monday of June in the School of Nursing.**
  - The remediation plan must specifically list each of the student’s weakness on the first exam.
  - The remediation plan also must list resources used to address each of these weaknesses and a time frame for completion of the remediation plan.
  - The student must provide evidence of completion of the remediation plan of study prior to retaking the Mid-Curricular Exam. The remediation plan will be based on resources and strategies supported by the NCLEX readiness package.

- Students scoring below the minimum score on the second attempt will be
  1. Placed on School of Nursing academic probation.
  2. Required to enroll in and achieve a grade of “C” or better in NUR 199 (3 credit hours) Health Topics: Nursing Content Remediation during the summer session. This course will meet weekly in a seated class and address specific content weaknesses as outlined in the remediation plan.
  3. Required to submit a remediation plan. The remediation plan must incorporate the content missed on the second Mid-Curricular exam. See Course Syllabus for NUR 199 for specific remediation plan requirements and timeline of completion.
  4. Required to provide evidence of successful completion of the remediation plan, which must be submitted to and approved by the faculty of NUR 199 to pass the course and progress in the nursing program.
  5. Required to provide an official copy of any and all exam scores. Exam scores must be submitted to the generic BSN program director upon completion of NUR 199 and prior to the fall semester.
- **Cost of remediation, review courses, and retake exams will be the responsibility of the student.**
Example of a Remediation Plan (Word Document):

The document will contain all of the weakness that were identified in the Mid-Curricular exam.

- **Topic:** State the remediation topic (example: Elimination—Collection of a Urine Specimen from an indwelling catheter).

- **Content:** Summarize the important content learned. Do not copy and paste; this should be written in your own words to help in the study process.

- **Reference:** State the resources and references used to address the weakness (example—Potter & Perry, pp. 1140 & 1151-1172).

- **Date:** List the date you completed this remediation topic.

Repeat this process for each identified topic of weakness and submit by the agreed upon due date.

**Nursing Exit Exam(s): Policy and Procedures**

The School of Nursing uses standardized methods to evaluate students’ mastery of content in nursing courses and their ability to apply knowledge using critical thinking in the last semester of the program. The process and methods aid the student and faculty in identifying strengths and weaknesses in their knowledge and critical thinking and also helps the student in preparing for the NCLEX-RN exam after graduation.

**Overview of the Nursing Comprehensive Exit Exam**

- 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.

- The benchmark score required to achieve for the nursing exit exam will be communicated to the students in the course syllabus.

- The student will take both nursing exit exams as a part of the course requirements.

- The student will be allowed to take the nursing exit exam a total of three times to achieve the benchmark score.
**Nursing Exit Exam – First Attempt**

- In the event the student achieves the benchmark score or higher on the first attempt, the student is not required to submit a personal remediation plan.

- Should the student score less than the benchmark score on the first attempt of the nursing exit exam, the student will be required to submit a personal remediation plan.

- The Remediation Plan must specifically list the student’s weaknesses on the first exit exam, resources used to address these weaknesses, and a time frame for completion of the review.

**Nursing Exit Exam – Second Attempt**

- All students are required to take the second Nursing Exit Exam.

- The second attempt will be given at the conclusion of the live Kaplan review session.

- In the event the student achieves the benchmark score or higher on the second attempt, the student is not required to submit a personal remediation plan.

- Should the student score less than the benchmark score on the second attempt of the nursing exit exam, the student will be required to submit a personal remediation plan.

- The Remediation Plan must specifically list the student’s weaknesses on the second exam, resources used to address these weaknesses, and a time frame for completion of the review.

**Failure to Meet the Benchmark After the First and Second Exit Exam Attempts**

Any student not achieving the benchmark score on either the first or second attempt will be required to meet with the course instructor and create a personal remediation plan for approval.

**Nursing Exit Exam – Third Attempt**

- After completion of the remediation, the student may take the third attempt at passing the nursing exit exam.

- Failure to complete the approved remediation plan will result in an Incomplete for NUR 478.

- Once the approved remediation plan is completed, including the third attempt of the Nursing Exit Exam, the incomplete grade will be reversed to the course grade earned.

Any cost of further retesting ($100/retake—subject to change), remediation, external review course, and other expenses are the sole responsibility of the student.
Typhon Student Tracking System

Typhon Group Nursing School Student Tracking (NSST) is a web-based data tracking system that is utilized to gather and store all clinical and portfolio information for students. This system will be utilized by students throughout the BSN generic program and can be accessed at https://www.typhongroup.net.

Typhon Instructions

The Typhon portfolio document outline is provided during the BSN Orientation. Upload a required document to the Typhon portfolio as soon as it is completed and edited during the class in which it was assigned.

For example, in the first semester (summer) of the BSN program, students are required to upload the NUR 302 Role & Scope of Nursing Practice Paper to Typhon under Section I. Upload this paper to the portfolio at the end of the semester. This will save time later as students finalize the portfolio for instructor approval during the NUR 478 class. Also, save electronic copies of all documents as backup. It is wise to save electronic copies of documents in two or more places (e.g., flash drive, a folder on your personal computer, Dropbox, Google Drive, etc.).

Please check the course syllabus of all nursing courses for information on which assignments will be used as exemplars for the portfolio.

1. Portfolio development will be a continuous process beginning the first semester and ending the last semester of the nursing program.
2. Students will be responsible for maintaining documents that must be uploaded to the Portfolio.
3. Portfolio completion and faculty approval is required to pass NUR 478 Senior Seminar.
4. Complete portfolio directions will be given to the students in NUR 302.

Typhon Student Requirements

1. To track clinical experiences throughout the curriculum, all clinical courses will require the use of Typhon.
2. The Typhon procedure manual will be posted on Blackboard (Bb). It can be accessed under Nursing Orientation & Required Education.
3. Course documents that need to be uploaded to the Typhon Portfolio each semester will be noted in the course syllabi.
4. Each clinical course will define the required data fields to be entered into Typhon for each clinical day.
5. Students will have a minimum of one Typhon entry per each clinical day.
6. Typhon entries must be completed within the time frame defined in the course syllabus.
7. Typhon entries will be monitored by the clinical supervisor on a regular basis to assure they remain up-to-date and complete.
8. Students are responsible for monitoring feedback from clinical supervisors on their Typhon entries on a weekly basis and make corrections by the next Typhon due date as defined in the course syllabus.

9. Students must have all Typhon entries approved by the clinical supervisor before they can pass the clinical course. Clinical supervisors will only approve complete and correct Typhon entries.

10. Students are required to submit a Typhon report to the clinical supervisor at the end of the semester to discuss at the final clinical evaluation.

11. Students are to maintain documentation of vaccinations, TB testing, and BLS for Healthcare Providers training in Typhon, and they will not be able to attend clinical or enter data into Typhon if they are out-of-date.

12. Students will maintain up-to-date contact information, such as a current phone number, in Typhon so clinical supervisors can contact them by phone when necessary.

13. Students will upload required documents or other information for the Typhon portfolio per semester. The portfolio should be current and up-to-date at the end of each semester before beginning the next semester.

**Fundamental Clinical Experiences**

Four-year BSN students will gain experience in a number of diverse clinical settings. Clinical sites are selected to provide direct/indirect patient care and observational learning experiences to meet the objectives of clinical courses. Clinical experiences can be variable and clinical schedules may need to be changed due to the availability of clinical sites for the program. Supportive evidence includes but is not limited to Care plans, Prep work, Typhon entries, DocuCare and other course work per instructor preference. Orientation is provided prior to students attending the clinical sites. Throughout the nursing program, each student is to keep a record using the Typhon system to document completion of these clinical experiences.

<table>
<thead>
<tr>
<th>A. Client as:</th>
<th>B. Clients with a:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Individual</td>
<td>a. Respiratory disorder</td>
</tr>
<tr>
<td>b. Family</td>
<td>b. Cardiovascular disorder</td>
</tr>
<tr>
<td>c. Group</td>
<td>c. Gastrointestinal disorder</td>
</tr>
<tr>
<td>d. Community/Population</td>
<td>d. Metabolic/Endocrine disorder</td>
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<tr>
<td>e. Urinary disorder</td>
<td></td>
</tr>
<tr>
<td>C. Life Span</td>
<td>f. Reproductive disorder</td>
</tr>
<tr>
<td>a. Prenatal family, Laboring, or Postpartum Family</td>
<td>g. Immunological/Autoimmune disorder</td>
</tr>
<tr>
<td>b. Newborn/Infant</td>
<td>h. Integumentary disorder</td>
</tr>
<tr>
<td>c. Child</td>
<td>i. Musculoskeletal disorder</td>
</tr>
<tr>
<td>d. Adolescent</td>
<td>j. Infectious disorder</td>
</tr>
<tr>
<td>e. Adult</td>
<td>k. Mental/Behavioral disorder</td>
</tr>
<tr>
<td>f. Geriatric</td>
<td>l. Post-surgical patient</td>
</tr>
<tr>
<td>g. End of Life</td>
<td>m. Patients with multiple health problems (to be done in NUR 482 only)</td>
</tr>
<tr>
<td></td>
<td>n. Oncology (current or PMH) patient</td>
</tr>
<tr>
<td></td>
<td>o. Culturally diverse patient</td>
</tr>
<tr>
<td></td>
<td>p. Healthy patient</td>
</tr>
<tr>
<td></td>
<td>q. Obstetric patient</td>
</tr>
<tr>
<td></td>
<td>r. Renal patient</td>
</tr>
</tbody>
</table>
Typhon Portfolio

The BSN professional portfolio is a compilation of your student work accumulated throughout the semesters you have attended the generic BSN program at Missouri State University. It is an authentic assessment that captures a picture of your learning progression theoretically and clinically while in the BSN program. In your professional nursing career, you will be developing portfolios to showcase your accomplishments, as part of your annual performance evaluation, or to justify maintenance of specialty certifications.

The professional portfolio allows for reflection of successes and areas for improvement. Those reflections should be used as a starting point to fuel your goal-planning for professional nursing practice and lifelong learning. Also, as part of the Missouri State University and School of Nursing community, your completed professional portfolio will assist the SON to maintain accreditations to continually offer the BSN program to future student nurses.

Use of the BSN Professional Portfolio After Graduation

After graduation, you will receive an email from Typhon stating your portfolio has been archived. This means you will not be able to edit your portfolio, but you will still have access to the portfolio up to three years after graduation. You may use the BSN professional portfolio after graduation for the following purposes:

1. Job applications – to provide potential employers information on the clinical sites, essential nursing skills and interventions performed, and so forth.
2. Graduate school applications – to provide exemplars of your scholarly work throughout the BSN program.
SECTION 3: ACADEMIC POLICIES AND PROCEDURES

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 Generic BSN Nursing Program

Students are required to meet with an advisor in the School 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 student, including completed course work, values that are consistent with the conduct of the profession, the ANA Code of Ethics for Nurses (ANA, 2015) and the MSU Nursing Program’s Nursing Technical Standards for Nursing Practice.

Prerequisites, or their equivalent, prior to applying for the Generic BSN Program

- Missouri State University General Education Requirements * (23-24 hours)
- COM 115 Fundamentals in Public Speaking (3 hrs)
- ENG 110 Writing I (3 hrs)
- MTH 135 or higher (3 hrs)
- SOC 150 Introduction to Sociology (3 hrs)
- PSY 121 Introductory Psychology (3 hrs)
- CHM 116, 117 (4-5 hrs) General Chemistry
- BMS 307 (4 hrs) or KIN 250 (3 hrs) Human Anatomy
- BMS 308 (4 hrs) or KIN 252 (3 hrs) Human Physiology
- BIO 210 Microbiology (3 hrs)
- BMS 240 Introduction to Nutrition (3 hrs)
- Statistics (3 hrs)
- Total 31-34 credit hours

*General Education requirements may be fulfilled by transferring an Associate of Arts degree or completing the Missouri 42-hour transferrable block. (https://www.missouristate.edu/transfer/transferring-associate-degree.htm)

Transfer Policies

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 general education requirements at Missouri State University. However, the BSN program requires the completion of the NUR 472 Writing II Research and Scholarly Writing course, which is a
requirement of the program. More information on the transfer credit policy for undergraduates is available at [http://www.missouristate.edu/registrar/catalog/transfercreditpolicy.html](http://www.missouristate.edu/registrar/catalog/transfercreditpolicy.html).

**Transfer of Nursing Courses Policy**

Transfer students with prior nursing courses will be reviewed on an individual basis by evaluating course content and objectives. The course instructor, program director, and APG committee will be responsible for evaluating prior nursing courses.

**Additional Program Requirements**

**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 School of Nursing.
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. 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 disqualification that would prohibit licensure as a registered nurse.

**NOTES:** Of the total number of students admitted to the BSN program each year, a maximum of 5% can be allocated to military students seeking early admission.

Early acceptance to the Missouri State School of Nursing program can be held for only two (2) years provided all the criteria set forth in this document have been maintained. If extenuating circumstances prevent the student from attending within this two (2) year time frame, the student will need to reapply.

**Military Deployment of BSN Nursing Students**

Nursing students who serve in the military and are deployed to active duty while a full-time Generic BSN student will be guaranteed a position in the nursing program upon return from deployment contingent upon continuing to meet the admission and progression criteria. The student must also submit the following information to the School of Nursing prior to classes beginning:

- Current TB screen and Tetanus status
- Evidence of Varicella status, Hepatitis B, and MMR
- Current American Heart Association HeartSaver AED CPR certification
- Current health insurance coverage
• Current background check and drug screen with no disqualifying offenses. Please call the School of Nursing at (417) 836-5310 for more information.
• Completion of the Bloodborne Pathogens Training on Blackboard 9.1. (Completion certificate **MUST** display your name AND the current date, or it will not be accepted.)
• Completion of HIPAA training. See information below:
  o Go to the Missouri State University website and click on the link below:
    http://apps.missouristate.edu/human/training/hipaaprivacy/
  o Upon completion of the training module, print the certificate that documents you have completed the online training.
  o Please sign your name and date and either bring a copy of the certificate to the office or fax a copy to (417) 836-5484 to be placed in your student folder.

**Student Nurse Employment**

• The nursing curriculum is rigorous and time-consuming.
• Students must make their nursing education a priority above work
• **Students are advised to limit outside employment to ten (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.
• Those who find it necessary to work **shall not work a shift immediately before 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 employment is not to work as a student nurse, wear the student nurse uniform, or in any way represent him or herself as a student nurse from Missouri State University. When performing any work outside of 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.**
Retention in the Generic BSN Program

Retention, Progression, and Graduation Policies

A. After admission into the nursing major, students must achieve the following for retention in the major:
   1. Achieve a grade of “C” or higher in all required 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 eight (8) years before the student’s date of graduation may be disallowed by the School of Nursing.
   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.
   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.

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. Graduation from the Generic BSN program does not guarantee a student’s eligibility to become licensed as a professional nurse. Eligibility requirements include passing the NCLEX-RN exam and meeting RN licensure requirements for the state in which licensure is sought by the individual. The Missouri State Board of Nursing reserves the right to deny, revoke, or suspend a license. Please refer to [http://pr.mo.gov/nursing-discipline.asp](http://pr.mo.gov/nursing-discipline.asp).
Readmission Policy
Students who have interrupted their progression in the nursing courses for one semester or more must apply for readmission to the School of Nursing Admission, Progression, and Graduation Committee. Applications for readmission will only be considered if the student was in good academic standing in both didactic and clinical courses at the time of withdrawal from the program, and if their studies have been interrupted three (3) semesters or less (excluding summer session). Applications for readmission for students who were in good academic standing at the time of withdrawal and meet the time limit will be reviewed on an individual basis and be based on space availability in the cohort, prior success in the program, and the potential for successful graduation from the program. Students seeking readmission should refer to the current version of the BSN Student Handbook for further information on the Reinstatement Policy for the generic BSN program.

Drug and Alcohol Testing Policy
The School 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://federallymandated.missouristate.edu/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 a 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://federallymandated.missouristate.edu/drugfree.htm).

The Missouri State University Counseling Center, Carrington Hall, Room 311, (417) 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 website.

A urine drug screen is required for all students seeking admission to the Generic BSN program. 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 Program. Students who refuse to allow drug screening and follow the School of Nursing Drug Screening Policies will be denied admission to the BSN program and denied enrollment in any nursing courses.
Drug Screening Process. Students will be registered online with the drug screening service used by the School of Nursing and will receive an emailed Chain of Custody form to take to the lab. Instructions for completing and paying for the drug screen will be emailed to the students by the School of Nursing. **Students will report to the School-designated laboratory for drug screening within 48 hours of notification in order to remain in the Nursing Program. Students must print the emailed Chain of Custody form and take it 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 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.”

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 [http://www.missouristate.edu/studentconduct/42020.htm](http://www.missouristate.edu/studentconduct/42020.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 [http://pr.mo.gov/nursing-rules-statutes.asp](http://pr.mo.gov/nursing-rules-statutes.asp) 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 Reinstatement to the Nursing Program after a Positive Drug Screen or Conviction. After completion and documented evidence of treatmentremedying the rationale for dismissal, the student may apply for readmission to the School 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://pr.mo.gov/nursing-rules-statutes.asp or obtained 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.

Grading Policies

Grading and Rounding Policy
The MSU School 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. Calculating a course grade will follow the process outlined below:

- The cumulative average of all exams in the didactic (lecture) component of this course MUST be equal to, or greater than, 75%. Exams will be defined in the course syllabus.
- Students who achieve 60% to 75% on exams will receive a final course grade of a “D.” If their 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 this 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.
- The clinical component of a course (if required) must be a “pass” to receive a passing grade in the course.

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 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 pass identified skills in the laboratory setting prior to performing the skill in the clinical area.
- Students must master all identified critical behaviors of the skill to pass the performance skills check. See Skills Check-Off Policy and Procedure. See course syllabi for specific points assigned to clinical performance, if applicable.
Incomplete Grade Policy

With the exception of NUR 323, when an Incomplete (I) grade is assigned, the instructor of the course shall, at the end of the semester in which the “I” grade is given, 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 appropriate School of Nursing office, 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 “W” or “F” should be assigned according to regulations governing the assignments of such grades. A “W” grade can be assigned only if the student has officially dropped the course within the semester deadlines.

An “I” grade must be removed within one calendar year after it is received, or earlier as specified by the instructor. Otherwise, the “I” grade automatically becomes an “F” grade. An extension of the time limit to remove an “I” grade will be made only if a written request for such extension is submitted to the Office of the Registrar by the instructor. The student should make arrangements with the instructor or the BSN program director for completion of the work. When the work is completed, the instructor will complete a Grade Change Authorization online or send a notification to the Office of the Registrar for processing. The grade will be changed to the appropriate grade earned. Any student (undergraduate) who re-enrolls within one year of being released from military assignment shall have one year from the date of resumption of coursework at Missouri State to remove any “I” grades pending at the time of mobilization or received as a result of mobilization.

Graduating Seniors must remove “I” grades before the beginning of the final semester of enrollment unless an extension has been granted. “I” grades assigned in any semester immediately preceding graduation must be removed by May 1 for spring graduation, July 15 for summer graduation, and December 1 for fall graduation. “I” grades assigned during the semester of graduation should be removed prior to mid-semester of the following semester. Failure to meet this deadline will result in the official date of graduation being delayed to a later semester (http://www.missouristate.edu/policy/op3_04_33_incompletegrade.htm).

Drop/Add Policy

- Students are expected to complete the courses for which they register. **Courses within the School of Nursing may not be taken on a Pass/Not Pass basis.**
- 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 Office of the Registrar for information on policies, procedures, and deadlines.
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 (http://www.missouristate.edu/policy/op3_04_8_auditingacourse.htm).

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 strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accordance with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. Prohibited sex discrimination encompasses sexual harassment, which includes sexual violence. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees. Concerns regarding this policy can be found at the following website: http://www.missouristate.edu/equity/nondiscrimination_statement.htm

Simulation Learning Center

Mission
To prepare nurses to provide safe, evidence-based and quality effective nursing care in various health care settings through the use of clinical simulation and research within a pluralistic global society.

Philosophy
The Simulation Center provides an environment that attempts to mimic realistic healthcare environments by using high-fidelity simulators that offer life-like experiences such as breathing, talking, and lung and heart sounds, as well as other static manikins that aid in learning general nursing skills. The Simulation Center will contribute to the preparation of professional nurses in diverse settings by allowing skill development, critical thinking, problem-solving, and effective communication, as well as clinical skills development, in a setting that enhances the development of the art and science of nursing professionals. Scenarios and simulation experiences relate to the didactic and clinical course objectives.

Goals
- Enhance and promote patient safety and quality healthcare through the use of simulation in the clinical education of healthcare professionals.
- Advocate the use of simulation in the clinical education of healthcare professionals.
• Assess and demonstrate competence of undergraduate and graduate health care providers.
• Enhance productivity and efficiency of health care professionals in clinical settings.
• Facilitate research leading to evidence-based practice and improvement in the clinical education of healthcare providers.

Simulation Center Rules
• Simulation activities are arranged through the Simulation Lab Coordinator and the course instructor.
• No food or drink is permitted in the Simulation Rooms.
• No markers, pens, adhesives, or adhesive removers are to be used on or near the manikins.
• Students may place backpacks and books in the designated area within the simulation lab.
• Simulation activities are considered clinical experiences. It is the student’s responsibility to arrive on time, be prepared, and be present for the entire simulation activity.
• If the student is anticipating arriving late or being absent, the student must notify the Simulation Lab Coordinator and course clinical instructor. Arriving more than 15 minutes late will be considered a clinical absence, and the student will be sent home. Except in the case of an extreme emergency, lack of proper notification will result in an unexcused absence. Absences may be subject to make-up at the discretion of the course clinical instructor.
• **Students will be responsible for the arrangements and any cost incurred for simulation activity make-up, which is dependent on the availability of the Simulation Lab Coordinator.**

Student Behavior Standards
The manikins are to be considered as patients and will be given the same consideration as any patient in a clinical setting. This includes the principles of patient privacy, confidentiality, and safety. The scenarios are not to be discussed outside of the simulation and debriefing sessions. This is to protect the value of the experience for those who will eventually take part in the clinical scenarios. If the student does so, it is considered cheating and the student may face disciplinary action.

Students should approach the manikin in the simulation setting using the same dress and behavior standards required for all inpatient clinical settings, consistent with the BSN Nursing Student Handbook. This includes standards of dress, communication, and preparedness for clinical experiences (including stethoscopes, watches, etc.). Levels of student interaction in the scenario are determined by the Simulation Lab Coordinator, course clinical instructor and the student’s level of progress in the nursing program. Activities not permitted by a student in a clinical setting are similarly not permitted in the Simulation Lab without express consent or direction of the course clinical instructor and Simulation Lab Coordinator. Students are expected to perform at their highest ability at all times, in all assigned roles.
Civility and Online Etiquette for School of Nursing

This guide is intended to be an overview of appropriate etiquette for interaction in online courses. A key distinguishing feature of an online course is that communication occurs largely via the written word. Because of this, the body language, voice tone, and instantaneous listener feedback of the traditional classroom are all absent. These facts need to be taken into account both when contributing messages to a discussion and when reading them.

- **Be able to communicate through writing:** Use proper spelling, grammar, and punctuation. Do not use abbreviations unless you are certain they are understood by everyone in the class.

- **Be forgiving:** If someone states something you find offensive, mention this directly to the instructor. Remember the person contributing to the discussion may be new to this form of communication. What you find offensive may quite possibly have been unintended and can best be cleared up by the instructor.

- **The recorder is on:** Think carefully about the content of your message before contributing it. Once sent to the group, there is no taking it back. Also, although the grammar and spelling of a message may not be graded, they do reflect on you, and your audience might not be able to decode misspelled words or poorly constructed sentences. It is a good practice to compose and check your comments in a word-processor before posting them.

- **Avoid language that may come across as strong or offensive:** Language can be easily misinterpreted in written communication. If a point must be stressed, review the statement to make sure that an outsider reading it would not be offended, and then post the statement. Humor and sarcasm may easily be misinterpreted as well, so try to be as matter-of-fact and professional as possible. Remember that we cannot see the grin on your face when you make a sarcastic comment, we cannot see the concern on your face if you only say a couple of words, and we cannot read your mind and fill in the gaps if you abbreviate your comments. So help us "see" you by explaining your ideas fully.

- **Commenting:** Flying off the handle and ranting at someone else is unacceptable. It is the equivalent of having a tantrum, something most of us would not do in an onsite, face-to-face classroom. Any derogatory or inappropriate comments regarding race, gender, age, religion, sexual orientation, are unacceptable and subject to the same disciplinary action that they would receive if they occurred in the physical classroom. If you have concerns about something that has been said, please let your instructor know. Your instructor has the authority to remove inappropriate, erroneous, or offensive postings. Remember everyone has a right to his or her opinion, but opinions need to be voiced without labeling others or putting them down. Any message or posting should be delivered tactfully. You may not agree with someone; a good approach is to seek clarification from the person to better understand his or her point of view.

- **Test for clarity:** Messages may often appear perfectly clear to you as you compose them, but turn out to be perfectly obtuse to your reader. One way to test for clarity is to read your message aloud to see if it flows smoothly. Think through your ideas before responding. If you can read it to another person before posting it, even better.
• **Netspeak:** Although electronic communication is still young, many conventions have already been established. DO NOT TYPE IN ALL CAPS. This is regarded as shouting and is out of place in a classroom. Acronyms and Emoticons (arrangements of symbols to express emotions) are popular and may help clarify the emotions or intent behind your comment. However, excessive use can make your message difficult to read.

• **Remember where you are:** A Web-based classroom is still a classroom, and comments that would be inappropriate in a regular classroom are likely to be inappropriate in a Web-based course as well. Treat your instructor and your fellow students with respect. There is a person with feelings behind each posting.

• **Brevity is best:** Be as concise as possible when contributing to a discussion. Web-based courses require reading, and your points might be missed if hidden in a flood of text. If you have several points that you want to make, it might be a good idea to post them individually, in several more-focused messages, rather than as a single, lengthy, all-encompassing message.

• **Stick to the point:** Contributions to a discussion should have a clear subject header, and you need to stick to the subject. Do not waste others’ time by going off on irrelevant tangents. When writing, keep sentences poignant and brief so that readers do not get lost in wordy paragraphs and miss the point of the statement.

• **Read first, write later:** Generally you should read your classmates’ responses first before you comment unless the assignment specifically asks you not to. Writing a response first is similar to ignoring your fellow students and can be interpreted as rude.

• **Organization of discussion content:** Comments related to a previous message should be posted under that message to keep related topics organized. In addition, you should specify the particular point you are following up on and sign your name to your message. Following these practices makes it easier to follow the flow of the discussion.

• **An online classroom is still a classroom:** Though the courses may be online, appropriate classroom behavior is still mandatory. Respect for fellow classmates and the instructors are as important as ever.

**Civility builds on the “Golden Rule”: Always treat others as you would like to be treated.**

**Email Communication with Faculty**

Write from your academic account if possible. Some professors filter their email and do not open messages from unknown senders. An email to a professor should be treated as a business letter.

- The subject header should be informative. Write a few words indicating the purpose of your message.
- Always use a greeting and **do not begin with “Hey” or similar words.** Spell your professor’s name correctly. Generally speaking, you should use “Dear Professor Last Name,” or “Dear Dr. Last Name.”
- Briefly and POLITELY state the reason for the email. Offer only as much information as is relevant to the situation and likely to interest the professor. If you are emailing with a problem, suggest a solution. Be considerate of how your solution might create additional work for the professor. You are not the only student.
• Do not use smiley faces or other emoticons, Internet acronyms, abbreviations, or shortened spellings. Write grammatically, spell correctly, and avoid mistakes. Proofread. Do not use email to rant or complain.
• Ask yourself why you are sending an email message. Are you asking something that could easily be checked if you took a few extra steps yourself, such as requirements for the course that are in the syllabus? Be respectful and think about what kinds of things might sound odd or offensive to your professor.
• Sign it with your name. Use first and last name. You might also include the course information below your name for clarity.
• Read it over, spellcheck it. Strive for a polite tone, concise language, and clear purpose. Do not expect an instant response.
• **Allow time for a reply**—a day or two. Once a reply has been received, acknowledge it with a simple thank you.

**Sanctions**
Emails with inappropriate or hostile content may result in discipline under the University Academic Integrity Policies and Procedures (Students: [http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm](http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm)). Any student found responsible by the Academic Integrity Council may also be subject to sanctions by the School of Nursing up to and including dismissal from the program.

**Social Media Policy**

**What Are Social Media?**
Social Media are Internet and mobile technology platforms that allow users to share content and interact with each other. Examples include but are not limited to Facebook, Twitter, LinkedIn, YouTube, blogs, and online forums.

The Missouri State University (MSU) School of Nursing supports students’ use of social media tools to engage in conversations with other students and the nursing community to help them achieve their educational and career goals. The MSU School of Nursing has developed this policy to ensure that all students who choose to engage in MSU nursing related conversations on social media sites do so in a way that is respectful, responsible, and reflects the core values of the MSU School of Nursing.

**What This Policy Means For You**
This policy applies to all nursing students and will be updated regularly to account for significant developments in the social media space. The policy applies to the use of social media, both when promoting the MSU School of Nursing and when interacting with former, current, and potential students. This policy is not intended to cover online interactions that are entirely personal in nature and do not have the potential to be associated with the School of Nursing.

This Social Media Policy supplements MSU School of Nursing’s existing policies, the Code of Ethics for Nursing, and HIPAA. Students must abide by all MSU School of Nursing policies when participating in social media.
Definitions

**MSU School of Nursing-Branded Account/Community** – Any account, community page, blog, or other social media presence created by the School of Nursing for the purpose of promoting a course, teacher, or the School of Nursing brand as a whole.

**Social Media Manager** – An individual specifically assigned by his/her division to manage social media communications. These individuals must undergo training and be awarded social media communications certification by MSU in order to post social media content on their School’s behalf, reply to consumer comments and inquiries posted to social media sites, and delete posts that do not meet the community guidelines addressed below.

**Connect** – To formally link, in such a way as to gain access or expanded access, to the account of another user of a networking site (e.g., sending or accepting a friend request on Facebook).

**Spam** – Abusive use of online messaging systems to send or post unsolicited content (e.g., advertising/promotions, links to unrelated websites, links to malware or phishing scams, etc.).

**For All Students**

- **Your personal social media profiles are your own; however**, if you identify yourself as a MSU nursing student on your profiles, everything you post is a reflection on MSU and the School of Nursing and falls under this policy. Accordingly, when identifying yourself as a nursing student, you are expected to protect the School of Nursing’s reputation and to abide by School of Nursing policies.
- **Do not** establish a personal profile on any social media site for the explicit purpose of promoting the School of Nursing.
- **Do not create School of Nursing-branded accounts** without the express approval of the social media manager.
- **Do not use your social media profiles to spam or solicit potential or current students or faculty.**
- **Do** judiciously share School of Nursing content with those in your personal network to whom you feel it provides value.
- **Do** submit a request to highlight an event or other promotion on a School of Nursing community to the social media manager. Submit your request at least one week prior to your requested posting date.
- **Be transparent in all of your communications.** Should you choose to offer your opinions or discuss your involvement with or experience at the School of Nursing, you must clearly state who you are and your connection to the School of Nursing. On social networking sites that require posts with limited character lengths, a brief and/or informal introduction (ex: “I am a nursing student at MSU”) anywhere in your post is sufficient.
- **Do not discuss competitors.** Do not insult, disparage, or offer your opinions on competitors, their partners, employees, students, courses, or their program.
- **Protect confidential information:** As per School of Nursing Policies, all School of Nursing students are responsible for protecting confidential and proprietary information regarding the School of Nursing, its courses and products, partners, affiliates, employees, students, customers, and alumni. If you are unsure of the confidential or public nature of a piece of information, do not post it.

- **Be mindful of your relationship with other students:** As an educational institution, the School of Nursing plays a unique role in the lives of its students. Any online activity by School of Nursing students that could interfere with another student’s relationship with the School of Nursing, or adversely affect the value of the education provided by MSU, may be grounds for disciplinary action.

- **Uphold educational ethics.** Ensure that all posts and communications with students uphold standard ethical practices of the educational relationship. DO NOT share homework, study guides, or other academic property on social media. This will follow the sanctions as outlined in the Academic Integrity Policy.

- **Do not connect with minors.** Never send or accept a request to connect with a minor (persons under the age of 18) on a social networking site.

- **Exercise good judgment in regard to posting content.** Remember that the content (notes, links, photos, etc.) you post to your profile is now visible to the public.

- **Respect intellectual property laws.** Do not use third-party trademarks or copyrighted materials without authorization or proper attribution.

- **Use of MSU or School of Nursing Intellectual property:** Do not attach MSU logos, trademarks, or any other MSU images, audio files, or animations to your personal profiles or your personal posts. All reposts of MSU-owned content must provide a link back to the original source. Additionally, any articles, blogs, or other items referenced on MSU’s behalf must be credited.

- **Never post confidential, defamatory, private, or potentially harmful information** about MSU or the School of Nursing, its employees, customers, students, or alumni. Any individual found to be in violation of these policies will be subject to disciplinary action, which may include but is not limited to dismissal and criminal prosecution.

- **Forward all press inquiries to the School of Nursing.**

**Preventing and Managing Negative Posts and Comments**

MSU School of Nursing students should bear in mind that for all its benefits, social media make it easier for sensitive situations to escalate negatively and to damage the school’s reputation. These situations may be reflected on social media in the form of multiple negative comments from one or more community members addressing the same complaint, negative comments accounting for more than 50% of all publicly visible posts to a School of Nursing-branded community, or a community member threatening to complain to a third party. Should you see, such a situation arise, **immediately notify** the School of Nursing member.
• **Managing negative comments.** Only certified members of the social media team can remove negative posts from MSU School-branded communities. The School of Nursing reserves the right to remove any posts that are profane, inflammatory, offensive, promotional or spam-like, harassing, abusive, or unlawful in nature. The School of Nursing reserves the right to permanently ban any community member acting in violation of these guidelines.

• **Do Not** contact a member of the School of Nursing. A negative comment on its own is not significant grounds for a social media crisis.

• **Do** contact a member of the School of Nursing immediately if you find multiple unaddressed negative comments or a threat to complain to a third party. Include a link(s) to the offensive post(s).

• **Do Not** respond to negative comments of any kind unless you are certified to do so.

• **Do Not** forward, “like,” Retweet, or share negative comments through your personal pages.

If you are in doubt as to whether a negative post requires a response or could escalate and damage the School of Nursing’s reputation, contact the School of Nursing immediately.

**Enforcement**

MSU School of Nursing reserves the right to deny or revoke access to School of Nursing-branded social media accounts at any time. Violators of this policy will be subject to disciplinary action that may include but is not limited to any of the following: revocation of access to the MSU School of Nursing social media sites and/or legal action.

**School of Nursing Academic Status**

**Academic Standing**

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

**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. A student who has not achieved the minimum good standing grade point average will be placed on academic probation or dismissed from the BSN.

**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 may be required to maintain certain standards as a condition of their probation. Students on academic probation are not eligible for nursing internships from the School of Nursing or for nursing scholarships.
**Dismissal.** Any student who fails to meet the minimal requirements for retention in the BSN program, or fails to meet the conditions of their probation, in the case of academic or clinical probation will be dismissed from the BSN.

**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 the semester of graduation.

Students who are not admitted to a degree program upon reaching 75 credit hours will be encumbered. Students with this type of encumbrance, designated “DG” encumbrance, need to request a temporary DG hold removal through Registration Status Information on My Missouri State. This request must be approved by their advisor and the School of Nursing director for each semester the student enrolls until the student is admitted to the degree program.

Students who are not admitted to a degree program upon reaching 90 credit hours also will be encumbered. Students with this type of encumbrance, designated “DX” encumbrance, need to request a temporary DX hold removal through Registration Status Information on My Missouri State. This request must be approved by their advisor, the School of Nursing director, and the dean of the college for each semester the student enrolls until the student is admitted to the degree program.

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.

**Academic Advising**

Upon acceptance into the BSN program at Missouri State University, each student is assigned a nursing faculty advisor. It is required that the student meet with the advisor each semester to discuss the student’s educational program and plan of study. Students should contact the School of Nursing or their assigned advisor for an appointment. Prior to meeting with the advisor, the student should review his or her transcripts and degree audit to 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 Degree Audit report is designed to assist the student in tracking progress toward completion of all degree requirements. The General Education Requirements Worksheet and the Nursing Major Program Requirements Worksheet are available to assist in course planning.
BSN Student Orientation
The School of Nursing holds a full-day orientation session for new 4-year BSN students during the spring semester prior to the summer BSN program start. At this session, the faculty are introduced, information is given on the program, curriculum, course progression, advising requirements, program policies, student opportunities, and resources. The orientation is required for all Generic BSN students.

Bloodborne Pathogens Training and Exposure Plan for Students, Faculty, and Staff

Policy:
Missouri State University (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 OSHA standard 29 CFR 1910.1030, “Occupational Exposure to Bloodborne Pathogens.”

This policy and procedure will address the following:
1. Prevention of bloodborne pathogens exposure
2. Post-exposure management and annual training for nursing students, faculty, and staff
3. Documentation

Policy Implementation:
• The MSU School of Nursing faculty will review this policy at least annually and modify as needed.
• Nursing students, faculty, and staff must comply with the procedures and work practices listed in the policy, as well as the policy and procedures in agencies in which their clinical experiences occur.
• All nursing students, faculty, and staff will receive annual bloodborne pathogens training. A copy of a certificate identifying that training has been completed will be placed in the student file or the personnel files of faculty or staff.
• The School of Nursing director will be responsible for storing all documents related to bloodborne exposure and training.

Procedure:

Prevention of bloodborne pathogens exposure.
1. Bloodborne pathogens exposure plan. For all nursing students, faculty, and staff covered by the bloodborne pathogens policies and procedures: nursing students will receive an explanation of the exposure plan during their initial student orientation, and faculty and staff will receive the information at their orientation to the School. Training about the plan will occur during the fall semester.
• Initial training must be completed within the first month of employment for faculty and staff. Nursing students will complete initial training upon entering the nursing program and prior to the first clinical experience, whichever occurs first.

• **Annual training must be completed between August 1 and August 31 of each year, regardless of the time of the initial training.**

• Training is available online.

• The simulation lab coordinator is responsible for maintenance of the online training.

Training will include the following related to bloodborne pathogen diseases:

a. Epidemiology
b. Symptoms
c. Transmission
d. Explanation of the Occupational Safety and Health Administration (OSHA) standards
e. Explanation of the Bloodborne Exposure Plan
f. Explanation of methods to recognize tasks and other activities that may involve exposure to blood and other infectious materials, including what constitutes an exposure incident
g. Explanation of the use and limitations of engineering controls, work practices, and personal protective equipment (PPE)
h. Explanation of the of PPE selection
i. Information on the Hepatitis B vaccination (efficacy, benefits, method of administration, safety, and availability)
j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
k. Explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and medical follow-up
l. Information on the post-exposure evaluation and follow-up
m. Explanation of the signs and labels and/or color-coding required by the standard
n. Opportunity for questions and answers

The exposure plan will be published in the student nurse handbook for each of the School programs, which is available to each student in hard copy and on the School of Nursing website (http://www.missouristate.edu/nursing).

2. **Review of the bloodborne pathogens exposure plan** will be completed annually at the last spring School of the Nursing faculty meeting, and any modifications to the plan will be done at that time. The faculty will incorporate data relating to previous exposures, clinical agency policies, and governmental agency requirements (e.g., OSHA and Centers for Disease Control and Prevention [CDC]), as well as other pertinent documents into the plan.

3. **Engineering controls and work place practices.** To prevent contact with bloodborne pathogens, all nursing students, faculty, and staff are to select appropriate personal protective (PPE) equipment to act as a barrier when performing a task/procedure that might result in an exposure. Examples of PPE include:

   a. Latex or non-latex exam or surgical gloves
   b. Needle stick protective devices
   c. Masks/Respirators
   d. Face shields or goggles/safety glasses
e. Shoe covers  

f. Sharps disposal containers  
Sharps containers are inspected and when ¾ full replaced by the lab coordinator or responsible clinical preceptor.

4. **Universal precautions using PPE.** PPE is provided to the nursing students, faculty, and staff by either the clinical agency or the School of Nursing at no cost to them. Annual training is provided by the School of Nursing to include the use of appropriate PPE for the tasks and procedures nursing students and faculty perform. All nursing students, faculty, and staff using PPE with universal precautions must observe the following:
   a. Wash hands immediately or as soon as possible after removal of gloves or other PPE.
   b. Remove PPE after it becomes contaminated and before leaving the work area.
   c. Used PPE may be disposed of in the biohazard containers.
   d. Wear gloves and other appropriate PPE when it can be reasonably anticipated that there may be contact with blood or other potentially infectious material, and handling or touching contaminated items or surfaces; replace if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
   e. Never wash or decontaminate disposable gloves for reuse.
   f. Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of other potentially infectious material pose a hazard to the eyes, nose, or mouth.
   g. Remove immediately or as soon as possible any garment contaminated by blood or other potentially infectious materials in such a way as to avoid contact with skin or other surfaces.
   h. Contaminated needles and sharps are not bent, recapped, or removed, but rather placed directly into the sharps container.
   i. Eating, drinking, applying cosmetics or lip balm, and handling contact lenses is prohibited in work areas in which there is potential for exposure to bloodborne pathogens.
   j. Food or drink is not kept in refrigerators, freezers, or countertops, or in other storage areas where blood or other infectious materials are present.
   k. Mouth pipetting/suctioning of blood or other infectious materials is prohibited.
   l. PPE will be used for all procedures involving blood, body fluids, or other infectious materials where splashing or other actions generating droplets may occur.
   m. Specimens of blood or other potentially infectious materials are placed in designated leak-proof containers, appropriately labeled, for handling and storage.
   n. If outside contamination of a primary specimen container occurs, that container is placed within a second leak-proof container, appropriately labeled, for handling and storage. (If the specimen can puncture the primary container, the secondary container must be puncture-resistant.)
o. Equipment that becomes contaminated is examined prior to servicing or shipping and decontaminated as necessary (unless it can be demonstrated that decontamination is not feasible). Information regarding the remaining contamination is conveyed to all affected: co-workers, equipment manufacturers, and service representatives prior to handling, servicing, or shipping.

p. An appropriate biohazard warning label is attached to any contaminated equipment, identifying the contaminated portions.

5. **Housekeeping.** All regulated waste will be placed in a leak-proof container with the appropriate biohazard color-coded label. All containers, including the sharps container, will be disposed of by MSU Environmental Services by calling 836-8334 or EnvironmentalManagement@missouristate.edu or by following clinical agency protocol.

6. **Laundry.** Soiled laundry in the School of Nursing will be laundered by a contracted vendor. Each clinical agency will be responsible for handling soiled laundry at that agency. Nursing students, faculty, and staff should handle contaminated laundry using universal precautions.

   *Guidelines for the handling of contaminated laundry are:*

   a. Place wet contaminated laundry in leak-proof, biohazard color-coded and labeled container before transport.
   b. Use biohazard laundry bags.
   c. Wear the following PPE when handling and/or sorting contaminated laundry: gloves, and gown and mask if appropriate,
   d. The contracted vendor for laundry service will be notified immediately to remove the contaminated laundry as soon as possible.
   e. Contaminated laundry will be stored inside the learning lab until picked up by the contracted laundry service vendor.

7. **Hepatitis B vaccination.** All nursing students prior to entrance into the nursing program and all nursing faculty who are doing nursing lab or clinical experiences are required to have the series of three Hepatitis B vaccinations. Vaccinations may be available at Taylor Health and Wellness Center on campus, the Local Health Department, or Primary Care Providers. Documentation of the completed Hepatitis B series must be noted in the student file or personnel file. On occasion, a nursing student or faculty may choose to decline vaccination, and they must sign a declination form that will be kept in the permanent file in the School of Nursing. The nursing student or faculty who initially declined vaccination may obtain the vaccination at a later date. The cost of the vaccination is the responsibility of the Individual. Clinical agencies used for critical nursing clinical experiences may require Hepatitis B vaccination as a condition for clinical practice, and declination to pursue vaccination may result in the inability to meet program and course objectives for graduation.
Post-exposure management and annual training of nursing students, faculty, and staff. 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. Clinical 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 use the following procedure if exposed to a bloodborne pathogen:

1. **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.

2. **The post exposure plan will be managed** by the director of the program in which the exposed faculty or student incident occurred. Staff exposure incidents will be managed by the lab coordinator.

*The clinical supervisor will use the following guidelines for managing the post-exposure:*

A. Notify the School of Nursing and the program director. The College of Health and Human Services Dean will be notified by either the SON Director or the Program Director.

B. Complete an MSU COLLEGE OF HEALTH AND HUMAN SERVICES ACCIDENT REPORT FORM. The report will document the following information if possible:
   1. Route of exposure and how the exposure occurred. Include the PPE used, description of device(s) being used, and the procedure being performed
   2. Identify and document the source individual (unless the identification is infeasible or prohibited by state or local law)
   3. Determine if the source individual (i.e., patient/client or visitor) will be tested by the clinical agency to determine HIV, HBV, and HCV infectivity, and document that the source individual's test results will be conveyed to the healthcare provider managing the post-exposure incident for the nursing or faculty
   4. If the source individual is already known to be HIV, HBV, or HCV positive, new testing will not be performed
   5. When possible the exposed nursing student, faculty, or staff is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality)
   6. The nursing student, faculty, or staff's current vaccination status
   7. Recommendations are given to the exposed individual for medical follow-up management.
C. Encourage the exposed individual to seek management from a health care provider covered by his or her health insurance company immediately after the incident. The exposed individual is strongly advised to have a blood test for HIV, HBV, and HCV drawn as soon as feasible after the exposure incident. In some cases post-exposure medications may be started within a specific timeframe (12 hours); therefore, exposed individuals are encouraged to seek evaluation and possible treatment from their primary care provider immediately.

D. Exposed individuals may seek management from the clinical agency or Taylor Health Center at their own expense.

E. Seronegative individuals need to be re-tested at six (6) weeks, twelve (12) weeks and six (6) months post exposure. During this six (6) month timeframe, exposed individuals shall follow the recommendations from the Centers for Disease Control and Prevention http://www.cdc.gov/ncidod/dhqp/pdf/bbp/Exp_to_Blood.pdf and their primary care provider for preventing the transmission of HIV or other bloodborne pathogens.

F. There may be additional requirements of the clinical agency (i.e., incident report).

G. The exposed individual is responsible for any cost incurred to manage the bloodborne pathogen exposure.

H. The Program Director is responsible for follow-up and documentation of the post-exposure incident for any faculty or student bloodborne exposure.

**Exposure Documentation:**

All documents will be stored in a secured place within the School of Nursing.

1. **A record of nursing students, faculty, and staff attendance at the training** will be maintained in the School of Nursing. The training record will include the following:
   a. Date of the training
   b. Contents or a summary of the training session
   c. Names of nursing students, faculty, and staff attending
   d. Name and qualifications of the person conducting the training.

2. **A copy of the Policy, Education, and Certificate are located in Blackboard under Required Nursing Education Course.**

3. **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.
Teaching and Handling of Needles in Lab 
and Practice Lab

In Lab

When students are learning how to handle and manage the use of needles in procedures, the following procedure will be followed by all lab instructors and graduate assistants:

1. Students must be in one central location in order to be observed handling the needle.
2. Instructors and GAs will be facing and focusing their attention on the students who are handling the needle.
3. No more than four (4) students will handle a needle at one time. This means that performing the needle procedure may take up to 4 times to get all the students to handle/manage a needle during a procedure
4. Students will be taught the safest capping method of placing the needle cap back onto a needle. Any student found not capping the needle in the correct manner may be banned from further practice with needles.
5. Students will be taught the proper way to discard needles in the sharps container so as not to impale themselves on any needles that are in a “full” sharps container.

In Practice Lab

Graduate assistants are registered nurses who are scheduled to run the practice lab. When any student wants to practice with a needle, the following procedure must be followed:

1. The student must first ask the GA if he or she can practice with a needle prior to obtaining the supplies/needles.
2. Second, the GA must agree that it is OK for the student to collect the supplies needed to practice with a needle.
3. Students practicing with needles will be at the front of the table so that a GA can monitor the use of the students’ needles. No student will be allowed in the back of the room, behind a curtain, or at the bedside unless a GA is present.
4. Once a student is ready to handle the needle, the GA must be present to watch the student open, close, and dispose of the needle properly.
5. Only 4 students per 1 GA may handle a needle at one time. This means that some students will have to wait their turn in order to practice a procedure that requires the use of a needle.
SECTION 4: 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 website, http://www.missouristate.edu/studentconduct/12331.htm, 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 website 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
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 University and College representation exist through the student government and College Student Advisory Council.
Student Responsibilities

Student-Faculty Communication
It is the students’ responsibility to remain aware of their grades via Blackboard and/or by initiating conversation with their course instructors. Students must also monitor their MSU email account. Any electronic communication from faculty regarding student progress will be sent to the student's MSU student email account.

Health Insurance Portability and Accountability Act (HIPAA)
All students in the 4-year BSN 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 prior to the first week of the first semester a student is enrolled. The online training is available at http://apps.missouristate.edu/Human/Training/HIPAASTUPRIV/index.htm. Students must have their Bear Pass (M#) number and password to enter the training website. Upon completion of the training module, students will need to print out the certificate that documents they have completed the online training. Please give a copy of the certificate to the School of Nursing administrative assistant to place in your student folder.

Students will be required to meet the HIPAA guidelines of each organization in which they have a clinical experience. HIPAA requirements for each clinical agency will be given by the clinical faculty and will be required to be completed before a student will be allowed to attend clinical.

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 (http://www.missouristate.edu/registrar/catalog/academicintegrity.htm) and on the Missouri State University website at http://www.missouristate.edu/assets/policy/Op3_01_Academic-Integrity-Policies-and-Procedures-07-28-2014.pdf. All nursing courses will utilize plagiarism screening software as a tool for monitoring originality of major papers. See course syllabi for specific criteria.

School of Nursing Testing Policy for Seated Courses

1. Students will be seated by the instructor at random for each exam.

2. Students may not wear a hat or a watch. A student may be asked to remove other items at faculty/proctor discretion.

3. Cell phones must be turned off and placed in the box at the front of the room or left in a book bag.
4. Anything placed in the student’s ear (plugs, earphones) must have faculty permission. Hearing aids are allowed per ADA accommodation and upon completion of the following Request for Accommodation permission forms. https://www.missouristate.edu/secure/disability/request.htm

5. All book bags and other personal items must be left in front of the room.

6. Students must use faculty provided pencils and paper.

7. Nothing will be allowed on desk such as water bottles.

8. The student is to remain facing forward and is to keep their answer sheet covered. If someone is cheating by looking at your answers, you will be responsible and will be held accountable.

See Course Syllabus for course specific information regarding Academic Integrity and testing policies and procedures.

**Ethical Behavior**

In addition to the responsibilities expected of all students, as previously described, students in the BSN Generic and Completion programs are expected to adhere to the American Nurses Association (ANA) Code of Ethics listed at http://nursingworld.org/mainmenucategories/ethicsstandards/codeofethicsfornurses.aspx

**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 or MSN programs of study must demonstrate professionalism in clinical and classroom experiences. Professionalism is defined as behaviors and attitudes congruent with the ANA (2015) Code of Ethics for Nurses, and the ANA (2015) Nursing: Scope and Standards of Practice, the State of Missouri Nurse Practice Act (2014), 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 demonstrates increasing maturity, competence, integrity, regard for human dignity, respect for social justice, accountability, responsibility, and caring as they progress through the program. Therefore, students within the BSN program are to be professional at all times and to have 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 for each course to address the course expectations and objectives. Typical clinical expectations are safe, effective, the 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. Professionalism includes but is not limited to satisfactory clinical performance and behaviors consistent with professional conduct.

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. Depending on the nature of the unprofessional behavior, the faculty may enforce, but is not limited to, the following sanctions on the student:

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

**Academic Warning**

After the 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 warned of their at-risk status in the course. A warning 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, any suggestions for success, and an invitation to contact the instructor for help. This communication will be copied to the program director. A copy of the warning will be placed in the student’s file. Accumulation of two warnings (academic, program, and/or clinical) may result in program probation.

**Program Warning**

A student that is not meeting the expected behaviors of the BSN nursing program may receive a program warning. A program warning is specific to the expectations of the program according to specific program objectives, expected behaviors, and attitudes consistent with those of a professional nurse. The purpose of the program warning is to bring attention to the expected behavior and provide an avenue of communication to improve the behavior. Failure to demonstrate improvement in areas of weakness as outlined in program warning will result in program probation. Accumulation of two warnings (academic, program, and/or clinical) may result in program probation.
Program Probation

Students who do not demonstrate professional behaviors such as integrity issues will be placed on program probation. Program probation is based on the performance of the student in relationship to program objectives and expected behaviors and attitudes consistent with those of a professional nurse. The purpose of the program probation is to correct the unprofessional action. Failure to demonstrate improvement in the behavior will result in dismissal from the BSN program.

Clinical Warning

Students who is not meeting the expected behaviors of the clinical/lab may receive a clinical warning. A clinical warning is specific to the expectations of the course according to course specific objectives, expected behaviors, and attitudes consistent with those of a professional nurse as outlined in the course syllabus. The purpose of the clinical warning is to bring attention to the expected behavior and provide an avenue of communication to improve the behavior. Failure to demonstrate improvement in areas of weakness as outlined in clinical warning will result in clinical probation. Accumulation of two warnings (academic, program, and/or clinical) may result in program probation.

Clinical Probation

Students who do not demonstrate professional or safe behavior will 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. The purpose of the clinical probation is to bring attention to A student in the School of Nursing may be placed on clinical probation by the faculty for a particular clinical/course, or 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, School 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 five (5) business days of the decision, a student on clinical probation will receive a written statement of the probation from the faculty, the APG Committee, or designated representative indicating areas of weakness. The student is expected to complete the requirements of the probation by the designated timeframe as outlined in the conditions of probation. If the student demonstrates satisfactory progress in improving performance and meets the course or program objectives, the faculty or APG Committee will remove the
probationary status. Failure to meet the requirements of the probation will result in clinical failure for the course(s) specified in the probation and/or may result in dismissal from the nursing program. A student who is not satisfied with the disciplinary action may appeal following the Grievance Policy in 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 warning or 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 place a copy of the letter sent to the student indicating a clinical warning, probation, failure, or a change in the clinical status in the student’s academic file. A student who is not satisfied with the disciplinary action may appeal following the Grievance Policy in this Handbook.

The School of Nursing reserves the right to interpret, maintain, and enforce the standards of conduct and professional performance for nursing. The School 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.

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 School of Nursing, and the Nursing Profession.
Grievance and Appeal Policy and Procedure

The following policy is provided for a student who wishes to appeal a decision made by a School of Nursing faculty member or the School of Nursing’s Admission, Progression, and Graduation (APG) Committee. 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.

Process

Upon discovery of misconduct:

1. 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.
2. The student may respond in writing within 5 business days to the faculty’s findings and/or submit written documentation relevant to the behavior.
3. The student may appeal the sanction to the BSN program director by following the “Appeal Policy” for detailed procedures.

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 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 (http://www.missouristate.edu/registrar/catalog/academicintegrity.htm) and on the Missouri State University website at http://www.missouristate.edu/assets/policy/Op3_01_Academic-Integrity-Policies-and-Procedures-07-28-2014.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 the disciplinary action may appeal following the Grievance and Appeal Policy in this Handbook.

Student Notification

A student who wishes to appeal a decision made by a School of Nursing faculty member will be notified (verbally by the faculty at the time of the misconduct or in writing within 3 business days of discovery of the misconduct) that disciplinary action may be taken. The faculty member and student will meet (within 3 business 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 course faculty within 3 days of assignment of the course grade. Please note that a course grade may not be changed from an “F” grade to a “W” 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 any disciplinary action should be submitted as outlined in the Appeal Policy.
Appeal Policy

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 Program Director (or appointed representative) within 3 business days following receipt of the faculty member’s written decision. A meeting between the Program Director or 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 Director’s decision within 3 business days.

3. If the resolution of the grievance is not achieved with the Program Director, the student may continue the appeal process by submitting a letter of appeal to the School of Nursing’s Undergraduate Admission, Progression, and Graduation (APG) Committee within 5 business days. The APG Committee will schedule a meeting within 5 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.

4. If the student wishes to appeal the APG Committee decision, the student should contact the School Director (or appointed representative) within 3 business days following receipt of the Program Director’s written decision. A meeting between the School Director or 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 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. After this point of the appeal procedure, Office of Provost Student Grievance Policies will be followed as outlined: http://www.missouristate.edu/registrar/catalog/graderev.html.

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.

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 School 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.
• The student is required to follow the appeal process as outlined. It is unacceptable for students to deviate from the policy. For instance, do not contact the Dean or Provost without speaking with the faculty member or Program Director first.

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. Abuse of drugs and alcohol disrupts this environment and interferes with the academic environment. Nursing students must not be impaired chemically while participating in any learning experience, including those occurring in a classroom, laboratory, or clinical setting.

The School of Nursing defines the chemically impaired student as a person who, while in the academic or clinical setting, is abusing, either separately or in combination, alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuse of substances includes episodic misuse or chronic use that has produced psychological and/or physical symptoms.

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.

Procedure for Faculty Intervention With Impaired Students
When there is reasonable suspicion or cause to believe a student is or recently has been under the influence of any drug or alcohol, 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. The student will receive an “F” for the course and/or clinical and not progress in
the 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. A University representative will verify the student’s identity prior to specimen collection. 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 class or clinical activities until the results of the blood and/or urine testing have been reviewed by the SON Director. The results will be kept confidential and will be reported to the SON 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 (see Policy on Professionalism and Professional Conduct). A positive blood and/or urine drug screen will result in dismissal from the nursing program.

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 and the Policy on Professionalism and Professional Conduct will be enforced. Discretion must be given to the faculty in recognizing the usual signs and symptoms of drug and/or alcohol use. The following is a list of possible signs and symptoms:

1. Frequent absences from class, clinical, or lab and/or disappearance from such
2. Isolation and withdrawal
3. Patient care errors, particularly medication errors
4. Detectable odor of alcohol
5. Increasingly poor decision and judgment
6. Illogical or sloppy charting
7. Unusual accidents/incidents
8. Deteriorating personal appearance
9. Changes in motor function/behavioral patterns including personality changes, mood swings, illogical thought patterns, gait disturbances, impaired dexterity, slurred speech, drowsiness/sleepiness, and papillary changes

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:


Retrieved April 8, 2007, at Missouri State Board of Nursing:
http://pr.mo.gov/boards/nursing/positionstatements/Hiv%20or%20Hbv%20Infection.pdf
SECTION 5: 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 School of Nursing encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for students as individuals and adhere to their proper role as intellectual guides and counselors. 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 the 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 faculty 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 (2015) 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 SON Director. The appeals process in case of such administrative withdrawal shall be as stated in the academic regulations under “Grade Reevaluation Based on Performance.”

Plagiarism checking software must be used for all major papers in each nursing course to monitor for originality. See course syllabi for specific criteria for each major paper.

**Faculty-Student Communication**

The instructor is responsible for maintaining an up-to-date grade book in Blackboard. The course instructor will communicate with students via the student’s MSU email address. No other email will be used by the course instructor.
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.

Community-based Nursing Program
Community-based programs work to enable families to build on their own strengths and capacities to promote the healthy development of children. While these programs come in different forms, they have a common goal of increasing the level of family functioning and reducing involvement in the child protective services and juvenile justice systems. Programs are embedded in their communities and contribute to the community-building process.

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.

Health
A description of the holistic, dynamic, multidimensional state of the client. The 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.

Leadership in Advanced Nursing Practice
Advanced Practice Nurses (NP, Nurse Midwife, CRNA, CNS) have the knowledge and skills to improve nursing practice and patient outcomes, health and health care policies, and health care delivery at the organizational and system levels. DNP graduates may focus on care of individuals, populations, and communities and have the capacity to address health disparities and the special needs of underserved populations.

Learning
A dynamic, interactive process which utilizes communication and critical thinking skills, builds upon previous knowledge and past experience, 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 Legal and Ethical Standards
Legal: Established laws, rules, regulations, guidelines, and evidence generally used as a model or comparative method to measure the quality, safety, or performance for practice or procedure. Includes the evaluation of factors related to safety, effectiveness, quality, availability, and cost. These standards are a guide to the knowledge, skills, judgment, and attitudes to practice safely. Federal and state laws, rules, and regulations and other professional agencies and organizations help define standards of practice.

Ethical: A standard of care holds a person of exceptional skills or knowledge to a duty of acting as would a reasonable and ethical person possessing the same or similar skills or knowledge under the same or similar circumstances. (McMahon & Associates, 2012, Nursing standards of practice. Retrieved from http://www.hgexperts.com/article.asp?id=6237)
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 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.

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 innovations to teaching and 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 is 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.
Underserved Populations
Underserved populations refer to those who have little to no payer source for health care needs. The cost of health care is not dependent upon the payment of services at the time of service but would also include the economic impact of health upon the client. For example: Type I diabetic with the possible loss of income due to uncontrolled conditions, the cost of supplies and medications, normal healthy visits to the provider of care, and emergent care visits. Most of the underserved population falls within the normal poverty guidelines of the area in which they live.

Vulnerable Populations
Vulnerable populations would refer to either an individual or an aggregate of the general population who is at risk of poor health. Physical, psychological, or social implications may contribute to the at-risk population, putting them at greater risk than the general population. Vulnerable populations can have reference to women and children, HIV infected individuals, those living in poverty, or the immune suppressed individual suffering from the effects of a chronic disease like lupus. Vulnerability is not specifically related to economic resources, social standings, or ethnicity. However, vulnerable populations are those who are at greater risk of developing health problems because of their compromised health status.
School of Nursing Faculty and Staff

**School of Nursing Director**

Stephen J. Stapleton, PhD, MS, RN, CEN, FAEN, is the Director of the School of Nursing and Associate Professor. He holds a bachelor’s degree in Public Health Administration and a master’s degree in Community Health Education from Western Illinois University, a Bachelor of Science in Nursing Degree from St. Louis University, a Master’s in Nursing from Aurora University, and a Doctor of Philosophy Degree in Nursing Science from the University of Illinois at Chicago College of Nursing. Dr. Stapleton can be contacted through the School of Nursing at 417-836-5310 or by email at stephenstapleton@missouristate.edu.

**Graduate Program Director**

Melissa Penkalski, DNP, APRN, CPNP-PC, AE-C, is the Graduate Program Director and an Assistant Professor. She received her nursing diploma from Burge School of Nursing, a BSN from Southwest Baptist University, an MSN from the University of Missouri-Kansas city, and graduated from the first Doctor of Nursing Practice (DNP) program at Missouri State University. She is board certified as a Pediatric Nurse Practitioner. Dr. Penkalski is very passionate about all things pediatric, especially that which pertains to asthma and immunizations. She teaches a variety of courses in the DNP program. She can be reached at 417-836-5310 or by email at melissapenkalski@missouristate.edu.

**Undergraduate Program Director**

Louise Bigley, MSN, RN, is the Undergraduate Program Director and an Assistant Professor. She obtained both a Bachelor of Science in Nursing and a Master of Science in Nursing Education from Missouri State University. She can be contacted through the School of Nursing at 417-836-6125 or by email at louisebigley@missouristate.edu.

**Nursing Faculty and Staff**

Kathy Adams, MSN, RNC-OB, is a Clinical Assistant Professor in Nursing. She obtained a Bachelor of Science in Nursing from the University of Central Florida and her Master of Science in Nursing from the University of Central Florida. She teaches in the Generic BSN program. She can be contacted at 417-836-6290 or by email at kathyadams@missouristate.edu.

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Gay Carson, MSEd, is a Clinical Instructor for the School of Nursing. She holds a Master of Science in Educational Technology from Missouri State University and a Bachelor of Science in Business Education from College of the Ozarks in Point Lookout, Missouri. She provides support to the Generic BSN and pre-nursing programs and the Simulation Laboratory and teaches a class in First-Year Programs. She is available by phone at 417-836-5562 or by email at gaycarson@missouristate.edu.

Shelley Carter, DNP, APRN, FNP-C, is a Clinical Assistant Professor in Nursing and a certified Family Nurse Practitioner. She obtained a Doctor of Nursing Practice from Missouri State University. She teaches in the Generic BSN Program, the BSN-Completion Program, and the Doctor of Nursing Practice program. She also is a primary care provider at MSU Care. She can be contacted at 417-836-5310 or by email at shelleycarter@MissouriState.edu.

Amanda Conner, MA, is an Academic Administrative Assistant II for the School of Nursing. She holds a Bachelor of Arts in English and a Master of Arts in English from Missouri State University. She provides support for the director of the School of Nursing and also for the Doctor of Nursing Practice Program. She is available by phone at 417-836-5310 or by email at amandaconner@missouristate.edu.

Karla Conner, MSN, RN, is a Clinical Assistant Professor in Nursing. She obtained a Bachelor of Science in Nursing from Purdue Global University (formerly Kaplan University) and a Master of Science in Nursing from Purdue Global University. She teaches in the Generic BSN program. She can be contacted at 417-836-5310 or by email at karlaconner@missouristate.edu.

Carol Daniel, MSN, RN, is a Clinical Assistant Professor in the Generic BSN Program. She graduated with her BSN from the University of Central Arkansas, Conway, and her MSN from California State University, Fresno. She can be contacted primarily through her cell phone at 417-861-1705, her office phone at 417-832-3128, or by email at caroldaniel@missouristate.edu.

Carolyn Graves, MSN, RN—Simulation Center and Lab Coordinator, is a Clinical Assistant Professor in Nursing. She earned her undergraduate degree at the University of Arkansas, Fayetteville, and a Master’s in Nursing Education from the University of Missouri, Columbia. She is available at 417-836-6597 or by email at cgraves@missouristate.edu.

Cynthia Hagenhoff, DVM, is an Academic Advisor in the School of Nursing. She received her Doctor of Veterinary Medicine from the University of Missouri and holds a Bachelor of Science degree in Animal Science from Missouri State University. She currently is working toward a Master of Science degree in Health Promotion and Wellness Management from Missouri State University. She is available by phone at 417-836-5310 or by email at cynthiahagenhoff@missouristate.edu.
Kathryn Hope, PhD, RN, is an Emeritus Professor. She holds an MA in Child Health and Nursing Education from the University of Iowa, a PhD in Nursing from the University of Kansas, and a post-master's certification as a Family Nurse Practitioner from the University of Missouri, Columbia. She teaches a variety of graduate and undergraduate courses. She is available by phone at 417-836-5310 or by email at KathrynHope@missouristate.edu.

Alisha Jones, MSN, APRN, FNP-BC, is a Clinical Assistant Professor in Nursing. She earned her undergraduate degree at Cox College of Nursing and Health Sciences, Springfield. She holds a master's degree from Missouri State University as a Family Nurse Practitioner. She teaches Advanced Pathophysiology and is the lead instructor in Art & Science of Nursing II and Nursing: The Adult Client in the BSN generic program. She is available at 417-836-6292 or by email at alishajones@missouristate.edu.

Ashley Kubik, MSN, RN, FNP-C, is a certified family nurse practitioner and a part-time Clinical Coordinator and Supervisor in the DNP program. Ashley received her Bachelor of Science in Nursing from Missouri State University and her Master of Science in Nursing as a family nurse practitioner from the University of Missouri-Kansas City. She can be contacted through the School of Nursing at 417-836-5310 or by email at akubik@missouristate.edu.

Vanessa McConnell, MSN, APRN, FNP-C, is a Clinical Assistant Professor in Nursing and MSU Care Nurse Practitioner, Coordinator. She received her BSN from Cox College. She holds a master’s degree from Missouri State University as a Family Nurse Practitioner. She is pursuing her Doctor of Nursing Practice at Missouri State University. She teaches a variety of courses in the DNP Program, as well as performs clinical site evaluations with the BSN to DNP students. She practices as a nurse practitioner at MSU Care. She can be contacted at 417-836-6924 or by email at vanessamcconnell@missouristate.edu.

Rita M. Million, PhD, RN, PHNA-BC, COI, is an Assistant Professor of Nursing. She received her Associate of Science in Nursing and Bachelor of Science in Nursing from College of Saint Mary in Omaha, Nebraska. She received her Master of Science in Nursing and Doctor of Philosophy from the University of Nebraska Medical Center in Omaha, Nebraska. She maintains ANCC board certification as an Advanced Public Health Nurse as well as certification in online instruction.

Recy Moore, BS, serves as the Academic Advisor, Marketing, Recruitment, and Retention Specialist for the School. She earned her Bachelor of Science degree in Technology with an emphasis in radio, television, and film. You can reach Recy by email, phone at 417-836-5310 or email recymoore@missouristate.edu.
Kathryn Patterson, DNP, MSN, FNP-C, is a Clinical Assistant Professor and Clinical Supervisor for the DNP Program. She obtained a nursing diploma from Jewish Hospital School of Nursing, a Bachelor of Science in Nursing from Drury University, a Master of Science in Nursing from the University of Missouri-Kansas City, and her Doctor of Nursing Practice at Missouri State University. She is board certified as a Family Nurse Practitioner. She teaches a variety of courses in the DNP program. She can be contacted at 417-836-6267 or by email at kathryn.patterson@missouristate.edu.

Ashley Paul, MSN, RN, is a Clinical Assistant Professor in Nursing. She received her Associate of Science in Nursing from North Arkansas College, Harrison. She completed her Bachelor of Science in Nursing, as well as her Master of Science in Nursing Education through Missouri State University. She teaches in the Generic BSN Program. She can be contacted at 417-836-5089 or by email at ashley.paul@missouristate.edu.

Maria Shade, MSN, RN, is a Clinical Assistant Professor in Nursing. She obtained a Bachelor of Science in Nursing from Southwest Baptist University and a Master of Science in Nursing from the University of Missouri-Kansas City. She teaches in the Generic BSN Program. She can be contacted at 417-836-5310 or by email at mariashade@missouristate.edu.

Susan Sims-Giddens, EdD, RN, is an Emeritus Professor in Nursing. She earned a bachelor’s degree from West Texas State University, a master’s degree in nursing from the University of Texas-El Paso, a master’s in education from Northern Arizona University, and an EdD in Educational Leadership from Northern Arizona University. She teaches in the MSN Nurse Educator program, BSN-Completion, and BSN programs. She is available by phone at 417-836-5310 or by email at susansims-giddens@missouristate.edu.

Alisha Tuttle, RN, MSN, PMHNP-BC, is an Assistant Professor in Nursing. She graduated with her BSN from Missouri State University. She then obtained her MSN from the University of Missouri-Kansas City. She can be contacted by email at alishatuttle@missouristate.edu or by phone at 417-836-5310.

Rose Utley, PhD, RN, CNE, is an Emeritus Professor in Nursing. She earned a 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 MSN and DNP programs. She is available at 417-836-6568 or by email at roseutley@missouristate.edu.

Lori Vaughan, BS, is an Academic Administrative Assistant I for the BSN programs and MSN-NE Programs in the School of Nursing. She holds a Bachelor of Science in Wildlife Conservation and Management from Missouri State University. She is available by phone at 417-836-5310 or by email at lori.vaughan@missouristate.edu.

Additional information about the School of Nursing is available on the website at http://www.missouristate.edu/nursing.
SECTION 6: STUDENT RESOURCES

Writing Resources

- Writing skills are important for successful completion of the Generic 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 [http://writingcenter.missouristate.edu/](http://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: [http://www.missouristate.edu/writingcenter](http://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.

Financial Aid

General Missouri State University Financial Aid Information


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

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 by helping needy students complete their registered nurse training. In exchange for the scholarship, upon graduation, the newly minted nurses work at these types of facilities for at least 2 years. Applicable to BSN-DNP Students. [https://bhw.hrsa.gov/loansscholarships/nursecorps/scholarship](https://bhw.hrsa.gov/loansscholarships/nursecorps/scholarship)

Scholarship Websites

- [http://www.aacnnursing.org/students/financial-aid](http://www.aacnnursing.org/students/financial-aid)
MSU Campus Resources

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

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 http://www.missouristate.edu/safetran/transportation/11375.htm 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.

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 http://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 229 - https://helpdesk.missouristate.edu/glass-hall-229.htm
- Meyer Library, Room 105 - https://helpdesk.missouristate.edu/meyer-library-200.htm
- Professional Building, Room 102 - https://helpdesk.missouristate.edu/college-of-health-and-human-services.htm
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.

  Provides a variety of services for adults who are attending college, including advisement, placement testing, registration, scholarship and financial aid opportunities.

  Weekly meetings
  Facebook - [www.FaceBook.com/MSUSoBear](http://www.FaceBook.com/MSUSoBear)
  Provides weekly support group meetings, alcohol- and drug-free events, and outreach opportunities.

- **Computer Labs**, [http://helpdesk.missouristate.edu/resources/open-access-labs/](http://helpdesk.missouristate.edu/resources/open-access-labs/), (417) 836-5891 available for word processing, email, and access at:
  Cheek Hall, Room 150 (Help Desk [http://helpdesk.missouristate.edu/](http://helpdesk.missouristate.edu/))
  Glass Hall, Rooms 228, 229, 234, and 235
  Professional Building, Room 106
  Meyer Library, 1st floor

- **Copy This**, Plaster Student Union, Room 210, (417) 836-5808
  [https://www.missouristate.edu/printingandpostal/copythis.htm](https://www.missouristate.edu/printingandpostal/copythis.htm)
  A full service copy center for students, faculty, and staff

- **Counseling Center**, Carrington Hall, Room 311, (417) 836-5116
  [http://counselingcenter.missouristate.edu/](http://counselingcenter.missouristate.edu/)
  Provides confidential services to individuals with personal-social concerns

  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, [http://www.missouristate.edu/hsc/](http://www.missouristate.edu/hsc/)
  A multipurpose recreation facility for students, staff, and faculty (opening Fall 2012)

- **International Services**, Morris Center, 301 S. Jefferson Ave., (417) 836-6618
  [http://multicultural.missouristate.edu/](http://multicultural.missouristate.edu/), [international.missouristate.edu/services/](http://international.missouristate.edu/services/)
  Provides academic, social, and cultural programs throughout the year

- **Learning Diagnostic Clinic**, Alumni Center, Room 502, (417) 836-4787
  [http://psychology.missouristate.edu/ldc/](http://psychology.missouristate.edu/ldc/)
  Provides academic support services to students with learning disabilities

- **Meyer Library**, 850 S. John Q. Hammons Parkway, (417) 836-4700
  [http://library.missouristate.edu/](http://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**, (417) 836-6929  
  [http://outreach.missouristate.edu/online/](http://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  
  [http://www.missouristate.edu/multiculturalprograms/](http://www.missouristate.edu/multiculturalprograms/)  
  Promotes diversity and cultural awareness, has a video library, book collection, and other information relative to cultural diversity.

- **Student Government Association**, Plaster Student Union, Room 123, (417) 836-5500  
  [http://sga.missouristate.edu/](http://sga.missouristate.edu/)  
  The official voice of the students to the Administration of Missouri State University

- **Taylor Health and Wellness Center**, Florence and Monroe, (417) 836-4000  
  [http://health.missouristate.edu/](http://health.missouristate.edu/)  
  Offers clinic services and health education programs.

- **Veteran Student Center**, Meyer Library, Room 108, (417) 836-6199  
  [http://www.missouristate.edu/veterans/](http://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  
  [http://writingcenter.missouristate.edu/](http://writingcenter.missouristate.edu/)  
  Assist students with any aspect of writing by walk-in or by appointment. Services are free to students.
Nursing Resources

**Missouri State University School of Nursing Website**
http://www.missouristate.edu/nursing

**American Association of Colleges of Nursing (AACN)**
http://www.aacnnursing.org/

**American Nurses Association (ANA)**
http://www.ana.org, nursingworld.org

**Commission on Collegiate Nursing Education (CCNE),** (202) 463-6930
655 K Street, Suite 750
Washington, D.C. 20001
http://www.aacnnursing.org/CCNE

**Health Care Resources**
http://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
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,** (417) 836-5654
Alumni Building
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.
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.
https://www.sigmanursing.org/

QUESTIONS ABOUT THIS DOCUMENT
Please direct any questions about this document to a member of the School of Nursing at (417) 836-5310.