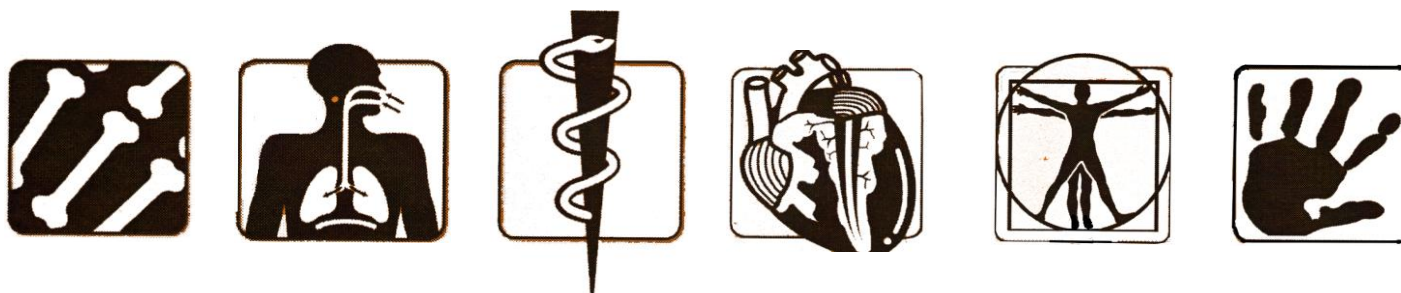


NURSING PROGRAM

HANDBOOK



EXPANDING MINDS • CHANGING LIVES



FLORISSANT VALLEY FOREST PARK MERAMEC WILDWOOD

Revised August 2011

Original 8/02, Revised 8/03, 6/04, 8/08, 7/09, 07/10, 08/2011

ST. LOUIS COMMUNITY COLLEGE (STLCC) NURSING PROGRAM

The St. Louis Community College Nursing program is **fully approved** by:

The Missouri State Board of Nursing
www.pr.mo.gov/nursing.asp

The St. Louis Community College Nursing program is **fully accredited** by:

NLNAC National League for Nursing Accrediting Commission
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Phone: (404) 975-5000 Fax: (404) 975-5020
www.nlnac.org

STLCC is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and approved by the Missouri Department of Higher Education

AGENCY MEMBER OF:

Missouri League for Nursing
National League for Nursing
The National Organization for Associate Degree Nursing

ADDRESS INQUIRIES TO:

FLORISSANT VALLEY

Office of Admissions
STLCC - Florissant Valley
3400 Pershall Road
St. Louis, MO 63135

FOREST PARK

Office of Admissions
STLCC - Forest Park
5600 Oakland Avenue
St. Louis, MO 63110

MERAMEC

Office of Admissions
STLCC - Meramec
11333 Big Bend Road
St. Louis, MO 63122

NOTICE: Nursing Departmental policies and procedures described herein are subject to change.

NON-DISCRIMINATION STATEMENT

St. Louis Community College is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability or status as a disabled veteran and shall take action necessary to ensure non-discrimination.

For information contact:

Judy Koenig
Supervisor
Downtown Training Center
CBIL
300 South Broadway
St. Louis, MO 63102-2800
314-539-5360

Patricia Henderson
Senior Manager of Employment
Cosand Center
300 South Broadway
St. Louis, MO 63102-2800
314-539-5214

Laura Sterman
Vice President, Student Affairs
Florissant Valley
3400 Pershall Road
St. Louis, MO 63135-1408
314-513-4250

Thomas Walker
Vice President, Student Affairs
Forest Park
5600 Oakland Avenue
St. Louis, MO 63110-1316
314-644-9212

Linden Crawford
Vice President, Student Affairs
Meramec
11333 Big Bend Road
St. Louis, MO 63122-5720
314-984-7609

Marilyn Taras
Director, Student Affairs
Wildwood
2645 Generations Drive
Wildwood, MO 63040-1168
636-422-2008

ACCOMMODATIONS STATEMENT

St. Louis Community College makes every effort to accommodate individuals with disabilities. If you have accommodation needs, please contact the Access Office at the campus where you registering at least six weeks before the beginning of the class. Individuals with speech or hearing impairments may call via Relay Missouri by dialing 711.

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NOTE: *Each student is responsible for compliance with the information in this handbook. The Nursing Program reserves the right to make changes to the handbook as needed.*

I. PROGRAM INFORMATION

A. Introduction

St. Louis Community College at Florissant Valley, Forest Park, and Meramec offers an Associate in Applied Science Degree in Nursing. This sixty-eight (68) credit hour program can be completed in two years. Upon completion of the program, the graduate is eligible to apply for licensure as a Registered Professional Nurse by the NCLEX-RN examination (National Council Licensure Examination for Registered Nurses).

The nursing programs were initiated in 1963 (Meramec), 1965 (Forest Park), and 1970 (Florissant Valley) and the first nursing class was graduated in 1965 (Meramec), 1967 (Forest Park) and 1972 (Florissant Valley). The programs have had approval by the Missouri State Board of Nursing since their inception.

Full accreditation by the National League for Nursing Accrediting Commission (NLNAC) was granted during the 1966-67 (Meramec), 1968-69 (Forest Park), and 1977-78 (Florissant Valley) academic year and has been maintained since that time.

North Central Association of Colleges and Schools and the Missouri Department of Education accredit St. Louis Community College and the nursing department.

Instruction in nursing courses includes theory, college laboratory; and clinical laboratory experiences. Clinical laboratory experiences are carried out in co-operating health care agencies.

The nursing program subscribes to the nondiscrimination policies of St. Louis Community College.

B. St. Louis Community College Mission and Strategic Directions

Mission: St. Louis Community College expands minds and changes lives every day. We create accessible, dynamic learning environments focused on the needs of our diverse communities.

Strategic Directions: 1) growing enrollment, 2) improving the academic achievements and student learning outcomes of our students, and 3) improving our responsiveness to evolving workforce needs.

C. Nursing Philosophy

THE NURSING FACULTY BELIEVES that

Nursing, a caring profession, is both an art and a science. Nursing assists diverse populations in the promotion and maintenance of optimal health across the lifespan.

Utilizing evidence-based-practice and critical thinking, nurses plan, implement, and evaluate patient-centered care.

Nursing Education

Nursing education assists the student to think critically, problem solve creatively, and practice from a caring perspective. Nursing education uses evidence-based practice and knowledge from applied science in the development of teaching-learning strategies.

Education is influenced by changes in the demographics of society, the healthcare delivery system, and advances in technology.

As role models of critical thinking, faculty create an educational environment which expands minds and empowers students to become independent life-long learners.

Faculty facilitate educational opportunities that meet diverse individual student needs and promote professionalism.

Health

Health is an ever-changing state determined by the individual's ability to adapt within an environment and achieve maximum function along the continuum of life.

Recipient of Nursing

Nursing impacts patients, families, communities, and society.

THE NURSING FACULTY FURTHER BELIEVES IN THE FOLLOWING VALUES:

LEARNING

We are a learner-centered institution that values learning as a lifelong pursuit.

STUDENTS

We value student success and provide opportunities for students to gain the knowledge and skills necessary to be successful.

DIVERSITY AND INCLUSION

We recognize the strength in different views and values and promote diversity in our students and employees.

AFFORDABLE AND ACCESSIBLE

We embrace our obligation to provide affordable and accessible learning opportunities.

CREATIVITY AND INNOVATION

We believe that a creative and innovative environment strengthens our effectiveness and flexibility in meeting the challenges of ever-changing internal and external environments.

EXCELLENCE

We value academic and professional excellence in our employees and students and hold ourselves accountable as an institution for continuous improvement efforts and for achieving our goals.

COLLABORATION AND TEAMWORK

We believe that our mutual goals are best accomplished through collaboration and teamwork and that we as individuals must have the respect and support of others to succeed.

HONESTY AND INTEGRITY

We value academic, professional, and personal honesty and integrity in individual employees and students and as an institution.

COMMUNITY

We recognize our responsibility to prepare our students to be productive citizens and value our services as important contributions to improving our local and regional communities.

COMMUNICATION

We value communication as a means of encouraging dialogue, facilitating the open exchange of diverse viewpoints, sharing information, and building community to foster the interaction that enables us to reach our goals.

THE NURSING FACULTY BELIEVES THAT:

The nurse has three roles: provider of care, manager of care, and member of nursing.

The nurse uses the nursing process as an organizing guide for providing nursing care. The nurse assesses, identifies nursing diagnoses, plans, and intervenes to resolve actual or potential health care problems, and based upon patient responses evaluates the effects of nursing interventions.

The nurse, as a manager of care, uses knowledge and skills to make decisions about priorities of care and to delegate, direct, and coordinate care for a group of patients.

The associate degree nurse in the role as a member of nursing is characterized by a commitment to continuous learning and self-development. The nurse functions within the ethical and legal guidelines for nursing practice.

D. Expected Graduate Competencies

PROVIDER OF CARE

Upon graduation, the associate degree nurse demonstrates the following competencies:

- Obtains data through assessment of the patient and collects additional information from other resources to develop a database.
- Identifies actual or potential health problems or life processes, selects appropriate NANDA diagnostic labels, selects etiologies within the domain of nursing practice, and uses the nursing diagnostic format.
- Participates with patient/family/significant others and caregivers to establish patient-centered goals.
- Establishes priorities of care to maintain, restore, and promote health based on individual needs.
- Initiates nursing interventions based on patient's individual needs and priority of goals.
- Demonstrates safe performance of nursing skills.
- Provides for physical safety and promotes psychological safety.
- Communicates effectively to assist the patient/family/significant others to cope with and resolve problems.
- Implements teaching plans that are specific to the individual patient's needs.
- Determines the patient's response to nursing interventions.
- Revises the nursing care plan based on reassessment of the patient.

MANAGER OF CARE

Upon graduation, the associate degree nurse demonstrates the following competencies:

- Sets priorities, plans, and organizes the delivery of nursing care in order to use time and resources effectively and efficiently.
- Delegates aspects of nursing care to other health care workers consistent with their educational preparation and experience.
- Maintains accountability for own nursing actions and care delegated to others to assure adherence to ethical, legal and regulatory standards.
- Identifies the need for referral and confers with appropriate health care workers to promote continuity of care.
- Uses appropriate channels of communication within the organizational structure for the management of patient care.

MEMBER OF NURSING

Upon graduation, the associate degree nurse demonstrates the following competencies:

- Practices within the ethical, legal and regulatory framework of nursing.
- Reports and documents the patient's response to care.
- Serves as an advocate for patient/family/significant others.
- Uses resources for continuous learning and self-development.
- Uses the evaluation process for improving nursing practice.
- Uses constructive criticism and suggestions for improving nursing practice.
- Uses nursing research findings to improve practice.

II. NURSING CURRICULUM

The courses listed in the Program of Study are required in the nursing curriculum.

A. Program of Study

Course Title	Course Number	Credit Hours
FIRST SEMESTER		
Anatomy & Physiology I	BIO:207	4
Fundamentals of Nursing	NUR:101	5
Nursing Laboratory Practicum I	NUR:102	1
College Composition I	ENG:101	3
Human Growth & Development	PSY:205	3
Physical Education	PE:XXX	<u>1</u>
Semester Total		17
SECOND SEMESTER		
Anatomy & Physiology II	BIO:208	4
Nursing of Adults and Children I	NUR:108	8
Nursing Laboratory Practicum II	NUR:105	<u>1</u>
Semester Total		13
SUMMER SEMESTER		
General Microbiology I	BIO:203	4
General Psychology	PSY:200	3
Physical Education	PE:XXX	<u>1</u>
Semester Total		8
THIRD SEMESTER		
Nursing of Adults and Children II	NUR:201	9
Contemporary Nursing	NUR:203	1
Introduction to Sociology	SOC:101	3
College Composition II	ENG:102 OR	
Report Writing	ENG:103 OR	
Literature	ENG:XXX	<u>3</u>
Semester Total		16
FOURTH SEMESTER		
Nursing of Adults and Children III	NUR:205	8
Management Skills in Nursing	NUR:204	3
Missouri State Requirement	XXX:XXX	<u>3</u>
Semester Total		14

All nursing courses **MUST** be taken in the semester order of the program of study. Non-nursing courses need to be concurrent as listed **OR** may be taken prior to the semester **but** cannot be taken **after** the semester listed.

The State of Missouri requires a study of American history or government for graduation. This requirement may be met with one of the following:

HST:100	American Civilization	HST:104	American History II, Honors
PSC:101	Introduction to American Politics	HST:105	U.S. in Twentieth Century
HST:101	American History I	HST:107	History of Black America
HST:102	American History II	PSC:102	American National Politics
HST:103	American History I, Honors	PSC:103	State and Urban Politics
PSC:205	Constitutional Issues		

St. Louis Community College also requires two credit hours of physical education. One of the physical education courses must be in the category of physical activity.

B. Course Descriptions

NUR:101 FUNDAMENTALS OF NURSING.....5 CREDITS

This course is an introduction to the role of the nurse in meeting needs common to all patients through knowledge, skill, and attitudes essential for the practice of nursing, based on principles of physical, biological and behavioral sciences, and nursing theory (*3 hours lecture, 6 hours lab per week*). **Course Prerequisites:** Enrollment in nursing program. **Co-requisite:** NUR:102. Prior or concurrent enrollment in PSY:205; BIO:207.

NUR:102 NURSING LABORATORY PRACTICUM I.....1 CREDIT

This course is designed to provide the student with the practice of nursing skills in the college nursing laboratory and to reinforce principles introduced in Fundamentals of Nursing (*2 lab hours per week*). **Course Prerequisite:** Enrollment in the nursing program. **Co-requisite:** NUR:101. Prior or concurrent courses: BIO:207; PSY:205.

NUR:105 NURSING LABORATORY PRACTICUM II.....1 CREDIT

This course is designed to provide the student with the practice of nursing skills in the college nursing laboratory and to reinforce nursing principles introduced in NUR:108 (*2 lab hours per week*). **Course Prerequisite:** BIO:207; PSY:205; and NUR:101 all with grades of “C” or better. Prior or concurrent courses: NUR:108; BIO:208.

NUR:106 LICENSED PRACTICAL NURSE TO ASSOCIATE DEGREE:

NURSING BRIDGE I.....1 CREDIT

This is the first of two required courses to prepare the Licensed Practical Nurse to pursue an Associate Degree in Nursing. Emphasis is on assessing, reinforcing and expanding competencies. Classroom content focuses on role change, communication, critical thinking, the nursing process, pharmacology, and nutrition. Includes a college laboratory component.

Course Prerequisite: Current Practical Nurse license with recent clinical or education experience; enrollment in nursing program including passing the Dosage Calculation Test; PSY:205, BIO:207, ENG:101, PSY:200 all with grades of “C” or better.

NUR:107 LICENSED PRACTICAL NURSE TO ASSOCIATE DEGREE:

NURSING BRIDGE II.....4 CREDITS

This is the second of two required courses to prepare the Licensed Practical Nurse to pursue an Associate Degree in Nursing. Emphasis is on nursing care of patients through the life cycle, including perioperative, maternal-newborn, mobility, fluid and electrolytes, acid-base, and immunity. Includes a college and clinical laboratory component. This course is taught during the spring semester as a sequence to NUR:106. **Course Prerequisite:** Current enrollment in nursing program; successful completion of NUR:106, prior or concurrent enrollment in BIO:208.

NUR:108 NURSING OF ADULTS & CHILDREN I.....8 CREDITS

This course is designed to assist the student to acquire knowledge and skills in meeting the needs of adults and children with an emphasis on adaptation to illness and hospitalization in medical-surgical nursing, and mothers and newborns during the maternity cycle (*5 lecture, 9 lab hours per week*). **Course Prerequisites:** BIO:207; PSY:205; NUR:101 with grades of “C” or better. **Co-requisites:** NUR:105 Prior or concurrent enrollment: BIO:208.

NUR:119 LPN EXPERIENTIAL CREDIT I.....5 CREDITS

This course is designed to transcript LPN experiential credit for first semester nursing. LPN’s must be enrolled in LPN bridge program and must have successfully completed NUR:106 with a grade of “C” or better. **Prerequisite:** Enrollment in LPN bridge program and successful completion of NUR:106 with a grade of “C” or better.

NUR:120 LPN EXPERIENTIAL CREDIT II.....5 CREDITS

This course is designed to transcript LPN experiential credit for second semester nursing. LPN’s must be enrolled in LPN bridge program and must have successfully completed NUR:107. **Course Prerequisites:** LPN licensure and enrollment in the LPN bridge program; NUR:107 with a grade of “C” or better.

NUR:201 NURSING OF ADULTS & CHILDREN II.....9 CREDITS

This course is designed to assist the student to further develop knowledge and skills necessary to meet the needs of adults and children with selected medical-surgical problems and exaggerated behavior problems (*5 hours lecture, 12 hours lab per week*). **Course Prerequisites:** NUR:108 or NUR:107; BIO:203, BIO:208, all with grades of “C” or better. **Co-requisite:** NUR:203.

NUR:203 CONTEMPORARY NURSING.....1 CREDIT

This course is a study of selected topics related to the development of nursing practice and education, professional organizations, ethical-legal aspects, current issues and trends (*1 lecture hour per week*). **Course Prerequisites:** NUR:108 or NUR:107; with a grade of “C” or better. **Co-requisite:** NUR:201.

NUR:204 MANAGEMENT SKILLS IN NURSING.....3 CREDITS

This course includes theory and practicum in principles managing the care of a group of patients. The student will participate actively in the role of a beginning staff nurse under the guidance of agency staff and instructor. **Course Prerequisites:** NUR:201 and NUR:203; with grades of “C” or better. **Co-requisite:** NUR:205.

NUR:205 NURSING OF ADULTS & CHILDREN III.....8 CREDITS

This course is designed to assist the student to further develop knowledge and skills necessary to meet the needs of adults and children with selected medical-surgical problems (*Equivalent of 5 hours lecture and 9 hours lab per week*). **Course Prerequisites:** NUR:201; NUR:203 with grades of “C” or better. **Co-requisite:** NUR:204.

NUR:513 NURSING REINFORCEMENT.....1 CREDIT

(Offered at Florissant Valley Campus only)

The special problems course Nursing Reinforcement is a repeat of the semester prior to where the student has experienced academic failure and/or withdrawal. The student is to attend existing classes, take tests, and successfully complete checkouts, as required for non-audit content. The student will not attend the clinical component. The course evaluation will be pass/fail based on the criteria for the course evaluation (76% to pass). The course is designed to prepare nursing students for reentry into the nursing program after there has been an unsuccessful semester and to avoid sitting out one semester while waiting for the course to be offered again. **Prerequisite:** Approval of nursing department Coordinator.

C. Methods of Instruction

A variety of teaching-learning methods are used in nursing courses and may include readings, lecture-discussion, demonstrations, audiovisual media, study guides, written assignments, nursing care plans, concept maps, small group work, case studies, computer assisted programs, simulations, practice of nursing skills in nursing college laboratory, and providing care to patients in clinical areas.

D. Course Workload

Science courses, Nursing Practicum I, and Nursing Practicum II include a college laboratory experience component with a 2:1 clock hour to credit hour ratio, e.g., one credit hour earned requires two clock hours of laboratory per week per semester.

Nursing courses include a clinical laboratory experience with a 3:1 clock hour to credit hour ratio, e.g., each credit hour earned requires three clock hours of laboratory per week per semester.

In addition to the class and clinical hours published in the “Semester Schedule of Classes,” nursing students can anticipate additional practice hours and individually arranged evaluation sessions in the nursing college laboratory.

During each semester, additional time will be required for clinical preparation. Students may be required to visit the clinical agency the day prior to the clinical experience to obtain material from agency records that assists in planning patient care as well as meeting the outcomes for each course.

Due to the demands of the nursing program, it is highly recommended that a nursing student not be employed more than sixteen (16) hours per week.

III. LEARNING RESOURCES

A. Instructional Resources

Nursing students have access to the campus library for reference books and current journals in nursing and general education.

Audiovisual materials are available for student use during regular library hours, which may include evening, and weekend hours. Orientation to the library information system is available. Assistance with audiovisual equipment and computer usage is provided. Computers are available in the computer center, the library and/or nursing college laboratory.

B. Nursing College Laboratory

The nursing college laboratory permits simulation of numerous nursing skills and situations. Students are expected to practice designated skills in the nursing college laboratory and to have these skills evaluated on their own time. Students in the nursing college laboratory must perform selected skills satisfactorily before they may be performed in the clinical setting. The actual amount of time spent in the nursing college laboratory varies according to the specific nursing course. Students may expect to spend two to four hours per week in the nursing college laboratory outside of scheduled class periods.

C. Clinical Facilities /Observation Sites

CLINICAL FACILITIES

Barnes-Jewish Hospital
Bethesda-Dilworth Memorial Home
Christian Hospital Northeast
Des Peres Medical Center
DePaul Health Center
HCR Manor Healthcare Center
Missouri Baptist Medical Center

Original 8/02, Revised 8/03, 6/04, 8/08, 7/09, 07/10, 08/2011

Ranken Jordan
St. Anthony's Medical Center
St. Claire Health Center
St. John's Mercy Medical Center
St. Joseph's Medical Center – St. Charles
St. Louis Children's Hospital
St. Luke's Medical Center
St. Mary's Health Center

OBSERVATION SITES

Chaminade College Preparatory School
Hazelwood School District
Valley Park School District
Webster Groves School District

IV. PROGRESSION AND RETENTION

A. Evaluation/Grading

Evaluation methods are constructed to measure students' mastery of course outcomes/competencies as stated in the syllabus.

The following grading scale is used to evaluate the students understanding and application of nursing concepts and principles. Final course grades are rounded to the nearest whole number.

A = 92 – 100%

B = 84 – 91%

C = 76 – 83%

D = 70 – 75%

F = 69% or below

A course grade of “C” (76%) or better in theory and a “Satisfactory” rating in clinical performance is required for a student to be considered “**successful**” and to pass a nursing course. A student who receives either a course grade of “D” or “F”, or receives an “Unsatisfactory” rating in clinical performance, shall be deemed “**unsuccessful**” and shall not pass the nursing course.

Satisfactory and Unsatisfactory are defined as:

S = Satisfactory and indicates achievement of the stated course outcomes.

U = Unsatisfactory and indicates lack of achievement of the stated course outcomes.

Due to the relationship of clinical laboratory to the nursing theory course, failure of the student to meet requirements of clinical laboratory will result in the student being unable to be successful in the course. Therefore, upon receiving an unsatisfactory clinical laboratory evaluation, the student will receive a grade of “F” for the course and will not be allowed to continue in the semester.

Misconduct, unethical and/or dishonest behavior is not acceptable. This includes cheating, plagiarism, or falsifying reports. These behaviors may result in dismissal from the nursing program, a grade of “F”, and renders the student ineligible for readmission.

B. Attendance Policies

1. Classroom Attendance

Students are responsible for course content and are encouraged to attend all classes. See course syllabi for specific guidelines.

Students who are irregular in class attendance may be counseled.

Instructors may refuse to admit students who are tardy.

2. Clinical Attendance

Attendance in clinical laboratory is expected. All clinical absences may result in an additional assignment as deemed by nursing faculty. Clinical absence in excess of the equivalent of 1 clinical week's hours may result in an inability to meet clinical outcomes and, therefore, failure of the course.

Prior to any clinical absence, the student must inform the clinical instructor before the scheduled clinical time as directed by the instructor.

Punctuality and preparedness are expected at all times.

Instructors may refuse to admit students who are tardy.

The nursing faculty has the responsibility to refuse a student admission to the clinical area whose preparation/performance is unsatisfactory. This will constitute a clinical absence.

Students may be restricted from a clinical area during a course for the following reasons:

- a. In the professional judgment of the faculty, the student does not have sufficient theoretical background to function safely and competently in the clinical area.
- b. Failure to demonstrate competence in the Nursing College Laboratory.
- c. The student's performance directly or indirectly endangers a patient's safety and welfare.
- d. The student requires supervision in excess of that expected for level of education.
- e. Medically imposed restrictions.

Students restricted from the clinical area are considered absent.

C. Withdrawal

A student, who withdraws from any or all courses required in a semester, will be withdrawn from the nursing program. The one exception to this is in third semester where a student who withdraws from NUR:201 is allowed to remain in NUR:203.

A student will automatically be withdrawn from the nursing program if the student:

- A. Does not maintain an overall G.P.A. of 2.00
- B. Does not receive a grade of "C" or better in any nursing course or co-requisite course.
- C. Does not return to a nursing course the next semester.

Nursing students are to schedule an exit interview with the Nursing Program Coordinator, Director, or designee, within one week if unsuccessful in a course or when withdrawing from a course. **Failure to complete this process during the current semester may result in the inability to re-enroll in nursing courses.** Appointments to meet with the Program Coordinator or Director can be made through the Department Secretary.

D. Readmission Policies (Violation of student rights and responsibilities may deem a student ineligible for readmission.)

Students may enroll in any given core nursing course a **maximum** of **two** (2) times with only **two courses repeated** throughout the nursing program. The core nursing courses are: NUR101, 108, 201, 204, and 205.

1. First Semester:

A student who withdraws or who has not been successful is required to reapply to the program and meet the same requirements as listed in the Admission Criteria section.

2. Second, Third, and Fourth Semester:

A student who withdraws or who has not obtained a grade of “C” or better must submit a letter to the nursing department coordinator or admissions delegate requesting readmission to the appropriate semester.

A student who has not been enrolled in the nursing program for more than one semester and requests readmission must take the following challenge examinations:

a. Second Semester:

1. Comprehensive final examination for NUR:101 with a minimum score of 76% .
2. Satisfactory performance on a technical skill examination for NUR:102.

b. Third Semester:

1. Comprehensive final examination for NUR:101 with a minimum score of 76%.
2. Comprehensive examination for NUR:108 with minimum score of 76%.
3. Satisfactory performance on a technical skill examination for NUR:102 and NUR:105.

c. Fourth Semester:

1. Comprehensive final examination for NUR:201 with a minimum score of 76% and a grade of “C” or better in NUR:203.

d. Readmissions:

1. All readmissions must receive a favorable recommendation from the nursing faculty.
2. After satisfactorily meeting the stated requirements, applicants for readmission to the nursing program are considered on a space-available basis.
3. **Students who are ineligible for readmission due to excessive failures must wait a minimum of five (5) years from the date of the most recently failed course to apply for readmission.**
4. All readmissions will be accepted in the order as delineated in the section labeled “Intra-District and Out-of-District Priority Student Placement for LPN Bridge, Readmission, and Transfers.”

E. Transfer Procedure

1. Intra-District Transfers

Intra-district transfer is permitted if the student is **eligible to return** to the original campus-nursing program. Qualified intra-district transfer students will be evaluated in the same manner as the St. Louis Community College readmission students if the student has not taken nursing course(s) for a semester. Transfers may occur only if the student has been enrolled in a Nursing course within the previous three semesters.

2. Out-of-District Transfers

Students who have completed nursing courses in other collegiate nursing programs, or who have completed one year of course work in a diploma program, will be required to challenge (by examination) the first semester nursing courses for placement into the second semester, or to challenge by examination the second semester nursing courses for placement into the third

semester. Transfers may occur only if the student has been enrolled in a Nursing course within the previous three semesters.

Out-of-District Transfer Students are required to complete the following:

- a. Meet the St. Louis Community College and nursing program admission criteria.
- b. Have a transcript(s) from each college and/or nursing school sent to the Admissions Office.
- c. Submit a completed transcript Evaluation Request form to the Admissions Office.
 1. Transfer credit must be approved by the Admissions Office and/or the appropriate campus department coordinator.
 2. Course substitutions and/or waivers that are not designated on the Transfer Credit Evaluation form and deviate from the above curriculum must be approved by the appropriate campus department coordinator.
- d. Challenge Process
 1. Contact the nursing department on the campus where the challenge process will be completed. The deadline dates for completing the challenge process are November 30 and April 30.
 2. Schedule an appointment with the nursing program coordinator to determine appropriate testing and semester placement.
 3. The challenge exam consists of three parts: 1) final exam(s), 2) lab skills, and 3) Dosage Calculation Test. A student may take the challenge examination only one time in the STLCC District.
 4. **The decision rendered by one campus will be binding on all campuses.**
 5. Challenge examinations will be arranged by the nursing department upon payment of an instructional materials fee equal to one credit hour.
 6. A grade of “R” (credit by examination) will be awarded upon successful passing or completion of all parts of the challenge process.
 7. After successfully meeting the stated requirements, applicants for transfer to the nursing program are considered on a space-available basis.
 8. **Transfer students are not accepted into fourth semester nursing courses.**

3. Intra-District and Out-of-District Priority Student Placement for LPN Bridge, Readmission, and Transfers

Intra-district and out-of-district priority student placement for LPN Bridge, readmission, and transfers will be admitted based on space availability in the following order:

- a. LPN bridge students who have successfully completed NUR:106 and NUR:107.
- b. A successful student returning from a leave of absence.
- c. Students who withdrew from their original campus nursing program with a passing grade and have maintained a cumulative G.P.A. of 2.00 or better.
- d. Students withdrawing with a failing grade will be readmitted based on their course average at the time of exit. LPN Bridge students who fail NUR:107 can apply to be readmitted to NUR:108 and NUR:105 using the NUR:107 course average. Students will be readmitted starting with the highest course average upon exit.
 - Failing students from their original campus will be admitted first.
 - Failing intra-district students will be admitted next.
- e. Out of district transfer students who have successfully completed the challenge examination.

F. Retention Policies

Retention /Promotion

A cumulative grade point average of 2.00 is required to remain in the program. A grade of “C” or better is required in each nursing course as well as in Anatomy and Physiology I, Anatomy and Physiology II, General Microbiology, General Psychology, and Human Growth and Development. All required

courses must be completed with a grade of “C” or better prior to or during the semester the course is scheduled.

The nursing program is an intensive and highly structured academic and clinical experience for students. Moreover, it is not self-contained but affects the staff and patients of the cooperating agencies where the clinical portions of the program are carried out. St. Louis Community College and the nursing department share a serious responsibility toward those agencies and their staffs and patients to send them only nursing students who are adequately prepared to perform their assigned tasks with competence. For all these reasons, St. Louis Community College must maintain standards and procedures appropriate to the nursing program.

1. To remain in the nursing program, students must maintain an overall cumulative grade point average of 2.00 and must make grades of “C” or better in all nursing courses and the following support courses which are prerequisites to certain nursing courses.

BIO:203.....General Microbiology
BIO:207.....Anatomy and Physiology I
BIO:208.....Anatomy and Physiology II
PSY:200.....General Psychology I
PSY:205.....Human Growth and Development

2. A student-initiated withdrawal from a nursing course will result in withdrawal from the nursing program. The student may apply for re-admission to the program, which requires a favorable recommendation from the nursing faculty and may require approval by the Review and Retention Committee.
3. A student who fails to maintain an overall G.P.A. of 2.00, who receives a grade of less than “C” in any nursing course or required prerequisite course, or who does not return to a nursing course when expected, will automatically be withdrawn from the program. The student may apply for readmission to the program, which requires a favorable recommendation from the nursing faculty and may require approval by the Review and Retention Committee.

G. Graduation Requirements

Students are responsible for meeting the St. Louis Community College requirements for graduation as outlined in the college catalog. Students who expect to graduate in December should file an application for their degree no later than October 1. Students who expect to graduate in May should file an application for their degree no later than March 1.

1. Post-Graduation Licensure as a Registered Nurse

A graduate of the St. Louis Community College nursing program is eligible to apply to the Missouri State Board of Nursing to write the NCLEX-RN examination. Successful completion of this examination is necessary to become licensed as a registered nurse (R.N.).

HOWEVER, successful completion of the nursing program DOES NOT guarantee eligibility to take the licensure examination. Since one of the functions of the Missouri State Board of Nursing is to protect the public, the Board may refuse licensure to applicants who may jeopardize the well being of Missouri citizens. The Missouri State Board of Nursing may also refuse to grant the student permission to take licensing exams or refuse to issue any certificate of registration of authority, permit, or license for the cause(s) outlined in the Missouri State Nurse Practice Act Chapter 335.066 (1-16) 2008.

Registered nurse licensure in Missouri is under the control of the Missouri State Board of Nursing. The Board determines eligibility requirements for candidates who apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The following are among the requirements of the Missouri State Board of Nursing.

- a. Successful completion of an approved/accredited program of professional nursing.

- b. Completed, signed, and notarized application for licensure including:
 1. legal name
 2. explanation of circumstances regarding previous applications/licensure
 3. explanation of any crime that has resulted in a conviction (excluding traffic violations)
 4. explanation of conviction of any traffic offense resulting from or related to the use of drugs or alcohol
 5. explanation of addiction to any drug or alcohol
 6. submission of (non-refundable) fees
 7. attachment of signed recent portrait style photograph for identification purposes
 8. payment receipt for electronic fingerprinting
- c. The signature of the Director of Nursing Education

Nursing students should be aware that there are sixteen (16) reasons for refusal to issue a registered nurse license as defined by the State Statute 335.066 “Missouri Nurse Practice Act.”

335.066 DENIAL, REVOCATION OR SUSPENSION OF LICENSE, GROUNDS FOR

- A. The Board may refuse to issue any certificate of registration or authority, permit or license required pursuant to this chapter for one or any combination of causes stated in subsection 2 of this section. The Board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his right to file a complaint with the administrative hearing commission as provided by chapter 621.
- B. The Board may cause a complaint to be filed with the Administrative Hearing Commission as provided by chapter 621 against any holder of any certificate of registration or authority, permit or license required by this chapter or any person who has failed to renew or has surrendered his certificate of registration or authority, permit or license for any one or any combination of the following causes:
 - (1) Use or unlawful possession of any controlled substance, as defined in 195 RSMo. or alcoholic beverage to an extent that such use impairs a person’s ability to perform the work of any profession licensed or regulated by this chapter;
 - (2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of any state or of the United States, or any offense reasonably related to the qualifications, functions, or duties of any profession licensed or regulated under this chapter for any offense an essential element of which is fraud, dishonesty or an act of violence or for any offense involving moral turpitude, whether or not sentence is imposed;
 - (3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to this chapter or in obtaining permission to take any examination given or required pursuant to this chapter;
 - (4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
 - (5) Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by this chapter;
 - (6) Violation of, or assisting or enabling any person to violate, any provision of this chapter, or of any lawful rule or regulation adopted pursuant to this chapter;
 - (7) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
 - (8) Disciplinary action against the holder of a license or other right to practice any profession regulated by this chapter granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
 - (9) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

- (10) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by this chapter who is not registered and currently eligible to practice under this chapter;
- (11) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
- (12) Violation of any professional trust or confidence;
- (13) Use of any advertisement or solicitation, which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
- (14) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
- (15) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government agency;
- (16) Failure to successfully complete the impaired nurse program.

V. HEALTH AND SAFETY GUIDELINES

A. Functional Abilities Requirements of Nursing Student

Introduction

The knowledge, skills and abilities required to safely and effectively practice nursing are varied and complex. The National Council has defined the following functional abilities that a nurse must possess to practice safely and effectively. To ensure that your decision to pursue a career in nursing is the correct one for you, we ask that you review them. They are the non-academic requirements of the program, and they comprise physical, emotional, and professional demands required of a nurse. Take into consideration whether you can perform the following functions, with or without accommodations. If you determine that you are unable to do any of the skills listed and you have a documented disability, you will then need to determine if a reasonable accommodation can be provided. Throughout your educational program, you will find yourself in a variety of learning experiences. You will need to take into consideration the specifics of each position and the percentage of time the skill will be needed in order to determine if reasonable accommodations can be provided. To request an accommodation, you will need to contact the campus access office and present documentation of your disability.

FUNCTIONAL ABILITY CATEGORIES AND REPRESENTATIVE ACTIVITIES/ATTRIBUTES

GROSS MOTOR SKILLS

- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g., IV poles)
- Reach below waist (e.g., plug electrical appliance into wall outlets)

FINE MOTOR SKILLS

- Pick up objects with hands
- Grasp small objects with hands (e.g., IV tubing, pencil)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eye dropper)

PHYSICAL ENDURANCE

- Stand (e.g., at patient side during surgical or therapeutic procedure)
- Sustain repetitive movements (e.g., CPR)
- Maintain physical tolerance (e.g., work entire shift)

PHYSICAL STRENGTH

- Push and pull 25 pounds (e.g., position patients)
- Support 25 pounds of weight (e.g., ambulate patient)
- Lift 25 pounds (e.g., pick up a child, transfer patient)
- Move light objects weighing up to 10 pounds (e.g., IV poles)
- Move heavy objects weighing from 11 to 50 pounds
- Defend self against combative patient
- Carry equipment/supplies
- Use upper body strength (e.g., perform CPR, physically restrain a patient)
- Squeeze with hands (e.g., operate fire extinguisher)

MOBILITY

- Twist
- Bend
- Stoop/squat
- Move quickly (e.g., response to an emergency)
- Climb (e.g., ladders/stools/stairs)
- Walk

HEARING

- Hear normal speaking level sounds (e.g., person-to-person report)
- Hear faint voices
- Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
- Hear in situations when not able to see lips (e.g., when masks are used)
- Hear auditory alarms (e.g., monitors, fire alarms, call bells)

VISUALS

- See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
- See objects up to 20 feet away (e.g., patient in a room)
- See objects more than 20 feet away (e.g., patient at end of hall)
- Use depth perception
- Use peripheral vision
- Distinguish color (e.g., color codes on supplies, charts, bed)
- Distinguish color intensity (e.g., flushed skin, skin paleness)

TACTILE

- Feel vibrations (e.g., palpate pulses)
- Detect temperature (e.g., skin, solutions)
- Feel differences in surface characteristics (e.g., skin turgor, rashes)
- Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)
- Detect environmental temperature (e.g., check for drafts)

SMELL

- Detect odors from patient (e.g., foul smelling drainage, alcohol breath, etc.)
- Detect smoke
- Detect gases or noxious smells

READING

- Read and understand written documents (e.g., policies, protocols)

ARITHMETIC COMPETENCE

- Read and understand columns of writing (flow sheet, charts)
- Read digital displays
- Read graphic printouts (e.g., EKG)
- Calibrate equipment
- Convert numbers to and/or from the Metric System
- Read graphs (e.g., vital sign sheets)
- Tell time

- Measure time (e.g., count duration of contractions, etc.)
- Count rates (e.g., drips/minute, pulse)
- Use measuring tools (e.g., thermometer)
- Read measurement marks (e.g., measurement tapes, scales, etc.)
- Add subtract, multiply, and/or divide whole numbers
- Compute fractions (e.g., medication dosages)
- Use a calculator
- Write numbers in records

EMOTIONAL STABILITY

- Establish therapeutic boundaries
- Provide patient with emotional support
- Adapt to changing environment/stress
- Deal with the unexpected (e.g., patient going bad, crisis)
- Focus attention on task
- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g., grief)

ANALYTICAL THINKING

- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long-term memory
- Use short-term memory

CRITICAL THINKING

- Identify cause-effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information

INTERPERSONAL SKILLS

- Negotiate interpersonal conflict
- Respect differences in patients
- Establish rapport with patients
- Establish rapport with co-workers

COMMUNICATION SKILLS

- Teach (e.g., patient/family about health care)
- Explain procedures
- Give oral reports (e.g., report on patient's condition to others)
- Interact with others (e.g., health care workers)
- Speak on the telephone
- Influence people
- Direct activities of others
- Convey information through writing (e.g., progress notes)

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B. Health Policy

The nursing student is required to meet the specific health requirements of each assigned clinical agency. Proof of current immunization status and selected diagnostic testing such as tuberculin testing, rubella vaccine or titer levels must be on file.

1. Health Insurance

St. Louis Community College and the clinical agencies are not responsible for any occupational hazards encountered during the course of study i.e. infections, communicable diseases or injury. **Students are responsible for their own health care and health insurance throughout the nursing program.**

Students are also responsible for any costs and expenses they incur relating to illness or injury they suffer during clinical.

2. Pregnancy/Altered Health Status

Students who are pregnant or who have an altered health status must have written approval from their physician to continue in the clinical laboratory setting and must meet all of the stated clinical outcomes with a satisfactory performance.

C. Infection Control/Standard Precaution Guidelines

All nursing personnel and nursing students are professionally and ethically obligated to provide patient care with compassion and respect for human dignity. Hence, they may not ethically refuse to care for patients solely because the patient is at risk of contracting, or has, an infectious disease such as Human Immunodeficiency Virus (HIV), or Hepatitis B Virus (HBV). All rules of confidentiality are followed when working with patients.

1. If individuals are considering a career in nursing, they should be aware that during the course of their education and subsequent employment, they are likely to be working in situations where exposure to infectious diseases-is possible. This is an occupational risk for all health care workers and persons should not become health care workers unless they recognize and accept this risk.
2. Education and strict adherence to well-established infection control guidelines, however, can reduce this risk to a minimum. Thorough training in infection control procedures will be an important part of the students' program.
3. Students in the nursing program are expected to care for patients with any infectious disease.
4. All care shall be provided with respect for the dignity of the unrestricted by considerations of social or economic status, personal attributes, or the nature of the health problem.
5. Students will be provided with supplies necessary to meet CDC guidelines at affiliating agencies.

Missouri State Board of Nursing Position Statement regarding 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.

All licensed nurses and nursing students who discriminate against a patient 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.

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.

EXPOSURE GUIDELINES

1. Students must wear appropriate protective clothing/equipment when performing task(s) that may involve exposure to blood/body fluids.
2. Any direct exposure to blood/body fluids occurring while functioning as a nursing student must be reported immediately to the clinical instructor.
3. Students exposed to blood/body fluids shall follow this protocol:
 - A. Wash the area immediately with a disinfectant agent; for eye splashes rinse the area with clean water.
 - B. Report the incident to the clinical instructor.
 - C. Follow agency policy regarding exposures.
 - D. The student is responsible for all costs related to the exposure, triage, and treatment.

D. Latex Information and Policy

To the greatest extent possible, STLCC minimizes exposure and prevents additional sensitization of individuals to latex. Non-latex products & supplies are utilized in the nursing laboratories including non-latex gloves, tape, tubing, catheters and blood pressure equipment.

All latex sensitive/allergic individuals must be aware that learning environments may utilize latex and should read the contents of packages and equipment prior to use.

Individuals who are high risk for latex allergies include:

People with congenital defects requiring intermittent urinary catheterization.

Employees who wear gloves on a frequent basis.

People with multiple allergies, especially to fruits, kiwis, bananas, avocados and chestnuts.

A student, who is latex sensitive/allergic, must notify the course coordinator and lab faculty of that sensitivity/allergy prior to the beginning of each semester.

If a student develops a latex sensitivity/allergy reaction during their enrollment, they are to contact their health care provider and notify the course coordinator.

For additional information regarding latex allergies please refer to the CDC website at <http://www.cdc.gov/niosh/topics/latex/>.

E. Substance Abuse Policy

Nursing students at STLCC are responsible for maintaining standards and adhering to regulations adopted by the college as stated in the College Student Handbook. The educational environment in the classroom, college lab and clinical areas will be Drug/Alcohol-Free. The following policy is established in order to:

- Maintain a working, learning, and clinical education environment that is safe and healthy for students, faculty, staff and the patients we care for.
- Ensure a positive reputation of the college and its graduates within the community
- Minimize the number of accidental injuries to person and property.

All students, faculty and staff members are prohibited from being under the influence of alcohol, or illegal drugs during classroom, college lab, clinical hours or any college sponsored function. The unlawful manufacture, distribution, possession or use of illegal or controlled substances while on College Property or at a College sanctioned event is strictly prohibited.

Possession of prescription drugs on campus or at the clinical site by any person other than the one it was prescribed for is prohibited. Such drugs are to be used only in the manner in which they are prescribed.

The purpose of these policies is to provide a drug-free, healthy, safe and secure environment for all nursing students. The College recognizes drug/alcohol abuse as a potential health, safety and security problem. Students needing help with dealing with drug/alcohol abuse are encouraged to seek assistance in the College Counseling Department.

Random drug/alcohol testing may be required if the student reports to the clinical, college lab, classroom setting or college sponsored function in an impaired condition. Drug testing may be required if the student is involved in an accident at the clinical site, if he or she is observed using a prohibited substance, if he or she exhibits a severe and prolonged reduction in productivity, or any other reasonable cause which is determined at the discretion of the faculty/staff member. The student must obtain drug testing within 2 hours of the instructor's request or will be considered a testing refusal. A student who refuses or has positive screening will not be allowed to return to clinical, college lab, class, or other college sponsored activity until he/she meets with the Director of Nursing Education. The Director of Nursing Education will utilize clinical site guidelines and college policies in the decision making. A positive test may result in immediate dismissal from the program.

All pre-enrollment screening, random screenings and all other expenses, including transportation, incurred will be the responsibility of the student.

VI. PROFESSIONAL CONDUCT

A. Nursing Student Code of Conduct

The faculty at STLCC believe that standards of professional conduct are an integral aspect of professional education and expect nursing students to adhere to professional standards. Nursing students must adhere to the STLCC code of conduct specified in the Student Handbook. Additionally the nursing faculty hold students enrolled in the nursing program accountable to the American Nurses Association Code of Ethics (2001), <http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/Ethics>.

Behavior inconsistent with these standards is inappropriate for students aspiring to a professional nursing career. Any student who violates the Standards of Professional Conduct will be counseled, referred appropriately according to the Student Handbook and subject to dismissal from the nursing program.

These standards include:

1. Respects the dignity and worth of all individuals, regardless of the nature of health problems, social or economic status or personal attributes.
2. Respects patients' right to self-determination.
3. Provides safe, humane care, puts the needs of patients ahead of those self.
4. Delivers patient care without prejudice.
5. Takes into account the values of others.
6. Demonstrates respect for all individuals with whom the student interacts including colleagues, students, faculty, and families.

7. Does not harass or threaten others.
8. Provides opportunities for patients to participate in planning of care.
9. Collaborates through the use of open dialogue, expresses one's self clearly and accurately.
10. Maintains professional boundaries.
11. Maintains confidentiality, including privacy of patients.
12. Advocates for patients.
13. Maintains accountability and responsibility for ones own actions, offers assistance to others instead of waiting to be asked.
14. Exhibits dependability by attending class and clinical in an unimpaired state including but not limited to the use of drugs and alcohol.
15. Demonstrates reliability by fulfilling all program obligations.
16. Displays honesty. Does not lie or provide false information, does not falsify patient records, or falsely represent oneself.
17. Demonstrates personal and professional integrity. Does not cheat on tests or check-outs. Does not borrow or use work that has been completed by others and does not allow others to use work they have completed. Does not copy material word for word, acknowledges through appropriate citations any words or ideas authored by someone else. Does not use profanity or participate in indecent or lewd behavior. Is not insubordinate and does not assault others either verbally or physically.
18. Accepts responsibility for professional growth. This includes preparing well for clinical so that patients may be cared for safely. Reflects on own behaviors, identifies areas for self-improvement and accepts and reflects on constructive feedback from nursing faculty and institutional staff.
19. Is responsible for articulating nursing values and maintaining the integrity of the profession including reporting acts of dishonesty and professional misconduct.
20. Acts in an ethical manner. Adheres to the ANA Code of Ethics for Nurses with Interpretive Statements (2001) which has set the ethical standard for the nursing profession. Adheres to the established dress code in all professional and clinical activities.

B. Professional Appearance (Dress Code)

Uniform requirements are identified by each campus and are stated in each course syllabus.

Nursing students may not wear the St. Louis Community College name badge and/or uniform while working. Refer to individual course syllabi for additional dress code policies.

VII. STUDENT SERVICES AND COLLEGE POLICIES

Students may refer to the St. Louis Community College Catalog, “Fact Finder and Student Handbook of St. Louis Community College” and the “Semester Schedule of Classes” for general information on student services.

Counselors are available to the Nursing Departments to assist students with academic or personal concerns. However, a student may consult with a counselor of their choice if assistance is needed. Students interested in this service should contact the Counseling Office for an appointment.

A Career and Employment Services Office is available to help students and graduates in interviewing and seeing employment.

A. The Access Office – Disability Support Services

The Access Office – Disability Support Services – has been designated by the College as the primary office to guide, counsel and assist students with disabilities. If you receive services through the Access office and require accommodations for class, please make an appointment with an Instructor as soon as possible to discuss your approved accommodation needs. Bring your “Instructor Notification Memo”

provided by the Access Office to the appointment. The Instructor will hold any information you share in strictest confidence unless you give permission to do otherwise.

If you have not made contact with the Access Office and have reasonable accommodation needs (e.g. volunteer note-taker, extended time for tests, seating arrangements), an instructor will be happy to refer you. The Access Office will require appropriate documentation of disability.

If you wish to receive accommodations in this class, you must register with the Access Office. Registration with the Access Office is voluntary for people with disabilities, but it is a requirement for receiving accommodations.

B. Student Rights and Responsibilities (as referenced in the STLCC Fact Finder)

A copy of the Student Handbook Fact Finder of St. Louis Community College can be obtained on campus from the Office of Campus Life or online at http://www.stlcc.edu/Student_Resources/Policies_and_Procedures/Fact_Finder_Student_Handbook.html.

Upon enrolling in the college, each student assumes an obligation to conduct himself/herself in a manner compatible with the college's function as an educational institution and to obey the laws enacted by federal, state and local governments. If this obligation is neglected or ignored by the student, the college must, in the interest of fulfilling its function, institute appropriate disciplinary action.

Students who are parents have the responsibility to arrange suitable care for their children while they attend class. Students are not permitted to bring children to class nor should children be left unattended in halls, building offices or on campus. The college reserves the right to protect the safety and welfare of unattended children.

In addition to the above, misconduct that may subject a student to disciplinary action includes the following:

- a. Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the college.
- b. Forgery, alteration or misuse of college documents, records or identification.
- c. Hazing, which is defined as any act that injures, frightens, endangers or degrades an individual.
- d. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college-authorized activities.
- e. Sexual harassment of any person on college property or at college-authorized activities.
- f. Physical abuse of any person on college property or at college-authorized activities, or conduct that threatens or endangers the health or safety of such person.
- g. Theft or damage to college property or property of others on college premises or at college-authorized activities.
- h. Unauthorized entry to or use of college facilities.
- i. Violation of law or of college policies or procedures or campus rules or regulations (herein collectively called "Regulations").
- j. Use of, being under the influence of, possession of, or distribution of, alcohol or controlled substances on college property or at college-authorized activities except as permitted under the Board policy entitled "Food Service Facilities."
- k. Disorderly conduct, breach of the peace, aiding or inciting another to breach the peace, or infringement upon the rights or defamation of another either on college property or at college-authorized activities.
- l. Failure to comply with directions of a college official acting in the performance of his/her duties.
- m. Possession or use of a firearm, explosive, dangerous chemical or other weapon or anything that

could be construed as a weapon on college property or at college-authorized activities except as required by law and permitted by regulations. Law enforcement officers who are enrolled and are on campus to attend classes or study are to take no action to enforce any regulations, except as required by law. Alleged violations must be reported to campus police.

- n. Any of the foregoing, if proven to be knowingly committed in concert with other persons, may make each participant responsible for the acts of the entire group.

Students are protected against race and ethnicity discrimination by Title VI of the Civil Rights Act of 1964, against sex discrimination, including sexual harassment by Title IX of the Education Amendments of 1972 and against discrimination based on sexual orientation, religion, age and status as a disabled or Vietnam-era veteran by board policy. Students who believe they have been subjected to discrimination should use the procedures described in Board of Trustees Policy B9 and Administrative Procedures G15.

Students are protected against discrimination based upon reason of disability by the Americans with Disabilities Act (ADA) of 1990 and section 504 of the Rehabilitation Act of 1973. Students who believe they have been discriminated against based upon reason of disability should use the procedures described in Board of Trustees Policy G8 and Administrative Procedure G6.

Students who believe they are being sexually harassed are encouraged to discuss the matter first with one of the sexual harassment advisors listed in the Student Handbook Fact Finder. Students should refer to Board of Trustees Policy B12, the guidelines for implementation of the sexual harassment policy found in each campus library, and the Student Handbook Fact Finder for more information.

Non-Academic Appeals - Students' non-academic rights and responsibilities are listed in the Student Handbook Fact Finder of St. Louis Community College. Students are expected to comply with the responsibilities and follow the proper procedures as identified in the Student Handbook Fact Finder of St. Louis Community College for alleged violations of his/her rights or responsibilities. Disciplinary actions involving alleged violations of a student's responsibilities will follow the procedure. A student may appeal an alleged violation of his/her non-academic rights by following the proper procedure for non-academic appeals as listed in the Fact Finder.

C. Student Academic Rights and Responsibilities (as referenced in the STLCC Fact Finder)

Problems that develop between an instructor and a student often result from a simple misunderstanding of what is expected from the other person. Direct communication between the student and the instructor will usually resolve these matters. Therefore, the following regulations incorporate a definition of student academic rights and responsibilities and both informal and formal means of due process and conflict resolution.

Student Academic Rights - Students shall have the right to:

1. Access to scheduled class meetings and appropriate instructional and support service.
2. A syllabus describing course objectives; units of subject matter to be provided; evaluation procedures; major course requirements such as term papers, book reviews, field trips and weekly reports; and rules of attendance, grading and conduct.
3. Instruction that begins promptly; is presented in a clear and concise manner; and provides relevant structured activities consistent with the contact hour requirements of the course.
4. Classroom instruction, assignments and evaluations that are consistent with the general course description and the specifications of the syllabus.

5. Be treated in a humane, ethical and professional manner both in the classroom and in all communication and contact with the instructor, other staff and other students.

Student Academic Responsibilities - Students shall be responsible for:

1. Selecting a program of study that is consistent with his/her interests, skills and abilities.
2. Selecting courses that are consistent with his/her program objectives and readiness level.
3. Enrolling for a schedule of courses in accordance with the time and effort he/she will allocate to academic requirements.
4. Being punctual and attending classes.
5. Being attentive and for appropriately participating in class activities.
6. Completing all class assignments as directed by the instructor.
7. Consulting with the instructor as soon as possible if problems arise.
8. Complying with official announcements.
9. Seeking appropriate support services to improve his/her level of academic achievement and to enhance the quality of college life.
10. Behaving in a humane and ethical manner both in the classroom and in all communication and contact with the instructor, other staff members and other students.

Academic Appeals - Students' academic rights and responsibilities are listed in the Student Handbook Fact Finder of St. Louis Community College. A student may appeal an alleged violation of his/her academic rights by following the proper procedure for academic appeal as listed in the Fact Finder.

D. Nursing Review and Retention Committee

Each campus has a Nursing Review and Retention Committee appointed by the President. Each committee shall be composed of a Dean, the Director of Nursing Education, two advisors or counselors, one admissions representative, and three faculty members, including at least the Nursing Department Program Coordinator.

Program applicants (including transfer students) may appeal decisions regarding their eligibility for admission or readmission into the program to the Committee at the applicable campus. Such appeals are limited to appeals on decisions as to the waiver or satisfaction of certain admissions criteria. A student may commence an appeal to the Committee by completing the "Filing Appeal for Nursing Program" form available from the Nursing Department Coordinator or nursing advisors.

The committee shall render its decision after completing a review of the appropriate documentary evidence. A hearing may be held by the Committee at its discretion. The Chairperson of the Committee will notify the student of the Committee's decision. Within five (5) calendar days after the decision of the Committee is rendered, the student may appeal in writing to the Campus President. The decision of the Campus President, or his/her designee, shall be final. A student is limited to one appeal with St. Louis Community College.

Under no condition will the Nursing Review and Retention Committee arbitrate on grades. In addition, the Committee shall not hear appeals alleging violations of student's rights and/or responsibilities for academic appeals.

VIII. FULL TIME FACULTY AND STAFF - DISTRICT NURSING PROGRAM

Mayes, Karen, Director of Nursing Education
B.S.N., Southern Illinois University-Edwardsville
M.S.N., Southern Illinois University-Edwardsville

FLORISSANT VALLEY CAMPUS

Pea, Nancy - Campus Program Coordinator
B.S.N., Indiana State University
M.S.N., University of Phoenix

Aiello, Janis
A.D.N., St. Louis Community College-Meramec
B.S.N., University of Missouri-St. Louis
M.S.N., University of Missouri-Kansas City

Finnell, Pat
A.D.N., Mercy Junior College
B.S.N., University of Missouri-St. Louis
M.S.N., University of Missouri-St. Louis

McManemy, Jeffrey C.
Diploma, Lutheran Medical Center School of Nursing
B.S.N., Webster University
M.S.N., St. Louis University
Ph.D., St. Louis University

Oney, Margaret
Diploma, Missouri Baptist Hospital School of Nursing
B.S.N., University of Missouri-St. Louis
M.S.N., University of Missouri-St. Louis

Wagner, Joyce
A.D.N., St. Mary's College
B.S.N., University of Missouri-St. Louis
M.S.N., Webster University

Wallner, Donna
A.D.N., Lincoln Land Community College
B.S.N., University of Missouri-St. Louis
M.S.N., Southern Illinois University-Edwardsville

NURSING COLLEGE LABORATORY

Pea, Nancy
B.S.N., Indiana State University
M.S.N., University of Phoenix

FLORISSANT VALLEY CAMPUS NURSING DEPARTMENT SECRETARY Drezek, Sandra (Sandy)

FOREST PARK CAMPUS

Raheja, Nina - Campus Program Coordinator
A.D.N., St. Louis Community College-Forest Park
B.S.N., Webster University
M.S.N., Webster University

Becker, Kathy
B.S.N., St. Louis University
M.Ed., University of Missouri-St. Louis
M.S.N., University of Missouri-St. Louis

Breed, Gwen E.
B.S.N., St. Louis University
M.S.N., St. Louis University

Chapman, Thelma (Tobie)
B.S.N., University of Missouri-St. Louis
M.A.Ed., Washington University

Godfrey, Carolyn
B.S.N., Central Missouri State University
M.S.N., Southern Illinois University-Edwardsville

Moreland, Lisa
B.S.N., Avila College
M.S.N., Southern Illinois University-Edwardsville

Otto, Esther
Diploma, Lutheran Medical Center
B.S.N., Maryville University
M.S.N., St. Louis University
B.C.-M/S C.N.S.

Rizzo, Kathleen
B.S.N., University of Missouri-St. Louis
M.S.N., University of Missouri-St. Louis

Shockley, James
L.P.N., United States Army
A.D.N., Sanford Brown
B.S.N., Maryville University

Swallow, Cheryl
Diploma, Missouri Baptist School of Nursing
B.S.N., St. Louis University
M.S.N., Webster University

Urban, Georgia
B.S.N., St. Louis University
M.S.N., St. Louis University
Ph.D., St. Louis University

NURSING COLLEGE LABORATORY

Hall, Sandra
B.S.N., St. Louis University
M.S.N., St. Louis University

FOREST PARK CAMPUS NURSING DEPARTMENT SECRETARY - Ellerman, Andrea (Andie)

MERAMEC CAMPUS

Walsh, Janet - Campus Program Coordinator
B.S.N., Truman State University
M.S.N., Webster University
M.A., Webster University

Chanasue, Deborah
B.S.N., St. Louis University
M.S.N., Webster University
M.S.C., Southern Illinois University

Dorsey, Mary Kay
A.A.S., St. Louis Community College-Meramec
B.S.N., St. Louis University
M.S.N., St. Louis University

Franks, Stephanie
B.S.N., Southeast Missouri State University
M.S.N., Webster University

Hartwig, Cynthia
B.S.N., University of Missouri-Columbia
M.S.N., Webster University

Herzog, Mary
B.S.N., University of Missouri-St. Louis
M.S.N., University of Missouri-St. Louis

Kaufmann, Lacey
L.P.N., Jefferson College
A.D.N., Jefferson College
B.S.N., Central Methodist University
M.S.N., Webster University

Kokotovich, Lisa
B.S.N., St. Louis University
B.A., St. Louis University
M.S.N., Southern Illinois University-Edwardsville

McDowell, Barbara
B.S.N., St. Louis University
M.S.N., Southern Illinois University-Edwardsville

Rebore, Joyce
B.S.N., University of Missouri-St. Louis
M.S.N., University of Missouri-St. Louis

Strahm, Cheryl
B.S.N., University of Evansville
M.S.N., Webster University

Yale, Emily
B.S.N., Deaconess College of Nursing
M.S.N., Southern Illinois University at Edwardsville

NURSING COLLEGE LABORATORY

Knickerbocker, Deborah
B.S.N., University of Illinois
M.S.N., Southern Illinois University- Edwardsville.

MERAMEC CAMPUS NURSING DEPARTMENT SECRETARY – Bramlett, Cathy

Note: All full-time and part-time nursing faculty members are Registered Nurses licensed to practice in the state of Missouri and meet eligibility requirements established by the Missouri State Board of Nursing.

Note: All campuses utilize part-time faculty as enrollment dictates.

IX. APPENDIX A

A. Admission to the Nursing Program

Standards of admission and retention have been established for certain programs and courses to make sure students have the necessary aptitude and background for success. Students applying for a program with selective admissions criteria may be required to take additional tests for admission purposes, and/or meet certain requirements to continue in the program.

Admission to the nursing program is on a selective basis. The nursing program application must be made for a specific campus nursing department. An applicant may submit an application at one, two, or three campuses. Students are admitted to the nursing program each fall and/or spring semester dependent upon campus availability.

A bridge course is available for Licensed Practical Nurses (LPNs) who are interested in entering the third semester. Students are admitted to the bridge course each spring. See section titled “Guidelines for LPNs Bridge Course” in this handbook. A LPN Bridge Course Information Sheet is available from the Advising/Counseling Office.

1. Admission Criteria

The following minimum criteria have been established to insure that those applicants who are accepted have the necessary aptitude and prior learning experience for reasonable probability of success. Criteria A, B, C, D, and E must be met before a student will be eligible for the nursing program.

a. Testing

Candidates to the nursing program are required to complete assessment testing in reading, writing, and mathematics. (Exemptions are limited to students who can document a grade of “C” or better in ENG:030 (or ENG:070), MTH:030, and RDG:030 or the equivalent course from another college or university or appropriate ACT or SAT scores.)

Candidate’s test scores must be no more than three years old at the time the nursing application is received.

b. Academic Requirements

Minimum Cumulative G.P.A. (grade point average) Requirement Based on 4.00 Grading System.

1. A high school applicant must have a 2.50 minimum cumulative G.P.A. This applies only to high school graduates with fewer than 15 hours of college level credits. A 2.5 minimum GPA is also required for the college level credits.
2. A G.E.D. applicant must have a 2.50 minimum cumulative G.P.A. for 15 or more college credit hours. Developmental courses do not apply to the minimum required. Developmental courses as identified by the St. Louis Community College.
3. A college applicant with 15 or more St. Louis Community College credit hours must have a 2.50 minimum cumulative G.P.A. Developmental courses do not apply to the minimum.

OR

4. A college applicant with **no** St. Louis Community College credit hours must have a 2.50 minimum cumulative G.P.A. for 15 or more college credit hours.

College-level courses from all colleges and universities attended will be used in the calculation of cumulative G.P.A. for purposes of this requirement only. Developmental courses do not apply to the minimum.

Students with fewer than 15 credit hours from St. Louis Community College will have St. Louis Community College credits and credits earned at other institutions combined to meet the cumulative G.P.A. of 2.50. Developmental courses do not apply to the minimum.

NOTE:

Candidates must have a cumulative grade point average of 2.50 or above at the time of selection and at the time the first semester classes start for the accepted nursing class. Developmental courses do not apply to the G.P.A.

**c. CHM:101 (Fundamentals of Chemistry I) and
BIO:111 (Introductory Biology I)**

1. A high school applicant must have 2 semesters of chemistry with a laboratory component and 2 semesters of biology with a laboratory component. Grades of “C” or better must be earned in each semester.

OR

A college/GED applicant must have a semester of college chemistry (CHM:101 or higher) with a laboratory component and a semester of biology (BIO:111 or higher) with a laboratory component. Grades of “C” or better must be earned in each course.

2. The chemistry or biology course may not be older than 5 years prior to the date* that the admissions criteria have been successfully completed. (*Date application received for admission to the nursing program).
3. An applicant may not enroll in CHM:101 (or higher if using the higher course as a program entrance requirement) and BIO:111 (or higher if using the higher course as a program entrance requirement) more than 3 times within any five-year period to meet the science requirement. **The grades of “D” or “F” are failing. “W”, “I”, “PR”, “U”, “T” and “NG” grades are counted as times of enrollment.**
An applicant that exceeds this limitation must wait five years from the date of the most recently attempted course before being eligible to reapply to the program and use the course toward meeting entrance and/or program requirements.
4. Students with college credit in the required science courses (microbiology, anatomy and physiology) that was earned more than 5 years ago are required to retake the course(s).

d. Academic Transcripts

Official high school, college, and university transcripts are required. College/university transcripts must be mailed directly from that campus to the Admissions Office. Hand-carried and/or faxed copies are not acceptable.

e. Dosage Calculation Test (DCT)

Students are required to pass the Dosage Calculation Test (DCT) prior to applying to the nursing program. Students are given three opportunities to pass the test and must pass with a minimum score of 90%. Students will be furnished with a 6-function calculator when taking the DCT. The test scores are valid for two years. Scores must remain current up to and including the first day of NUR:101. The DCT will be given in the Assessment Center on each campus. Any student who withdraws from or fails the Fundamentals of Nursing course and seeks readmission to the program must have passed the dosage calculation test within two years prior to re-entering the nursing program.

Students will be allowed to take the dosage calculation test a maximum of three times **within a calendar year (January-December), and only once in 24 hours on any campus.** After three attempts, a student may again take the test three times within the next calendar year. An optional

preparation course, NRSG:704, Nursing Math Class, is offered through Allied Health Continuing Education. Call 314-644-9183 or check the continuing education class schedule online for times. A sample test is available at <http://www.stlcc.edu/Programs/Nursing/requirements.html> or from an academic advisor or the Assessment Centers. The DCT does not replace the math assessment test.

f. Application

When the above criteria have been met, the applicant **must** submit an application designated for the nursing program in person at the campus of their choice. It is the applicant's responsibility to know the application process and to document the entry requirements being met.

2. Acceptance Procedure

The Admissions Office reviews completed student records. Applicants meeting the published admission criteria are admitted based on available space. The Admissions Office notifies applicants of their acceptance.

Applicants accepted into the nursing program are informed via letter of the date and time of the advising and orientation sessions scheduled by the nursing department. Please be aware of the following:

- You must return the blue card to your respective campus Admissions Office by the deadline. If the card is not returned by the due date, your name will be removed from the admission list.
- The admission letter will notify you of an orientation session that is required.
- You must register for classes by the deadline specified in the letter. If you do not meet this deadline your space will be offered to another student.
- When you register for Nursing courses at one campus, you will not be allowed to change to another campus after the deadline specified.
- Payment must be made by the date specified in the letter or your space will be lost.
- If you need college courses transferred from another college or university, you must have your transcripts sent to STLCC **and** you must complete a transcript evaluation request form in the Admissions Office. Do this as soon as possible as to not delay your graduation.

3. Drug Screen and Criminal Background Procedures

Satisfactory results for the criminal background check and drug screen are required by clinical agencies. Hospitals and other healthcare facilities mandate that a criminal background check and drug screening check be conducted prior to placement in a clinical setting. Students not passing these checks will be denied admission to the Nursing Program due to being prohibited from participating in the clinical setting thus rendering the student ineligible to satisfactorily meet the course/program requirements. Students should contact an academic advisor or the program coordinator for further details.

4. Physical Examination/Immunizations

An examination by a healthcare provider that includes selected diagnostic procedures, immunizations, and personal health history is required. Instructions regarding access and completion of the health form will be given to the student during the Nursing Program orientation.

Students must be in a state of health compatible with the responsibilities of a nursing career.

Students are expected to be free of communicable disease and capable of performing essential functions of a professional nurse such as lifting and moving patients, operating equipment, and performing technical procedures with skill and manual dexterity. Students must have the capability to quickly and accurately access changes in the patients' emotional and physical status.

5. American Heart Association Healthcare Provider CPR

A student is required to remain current in American Heart Association's Healthcare Provider CPR throughout the entire Nursing Program.

6. Additional Course Recommendations

Although not required for admission to the Nursing Program, two additional courses are strongly recommended. The two courses are Keyboarding (Typing) and Medical Terminology.

X. APPENDIX B

A. LPN Admission Criteria to the Nursing Program

A licensed practical nurse may be eligible to enter the LPN bridge course. The applicant must:

1. Meet all St. Louis Community College and nursing program admission criteria, including the Dosage Calculation Test.
2. Provide a copy of their current non-disciplined L.P.N. license to the Admissions Office.
3. Submit a letter to the Admissions Office from their employer verifying at least one year of recent (within 5 years) clinical work experience. For LPN's who have graduated within the past 12 months, (1 year), the clinical requirement will be waived.
4. Submit an official copy of their LPN school transcript to the Admissions Office.
5. Submit a current copy of their American Heart Association Healthcare Provider CPR certification.
6. All courses must be completed with a minimum grade of "C" or better. All science courses must be taken within five years of enrollment in NUR: 106.
7. Have taken non-nursing core courses that are normally required prior to entering the second and/or third semester of nursing.

- a. In order to enter NUR:106 and 107 (Bridge Course I & II) the student must have successfully completed the following non-nursing courses:

Anatomy and Physiology I	BIO:207
College Composition I	ENG:101
Human Growth and Development	PSY:205
Psychology	PSY:200

- b. Students may be concurrently enrolled in the following course
Anatomy and Physiology II BIO:208

- c. The following course may be taken in the summer semester between Bridge and third semester of nursing.
Microbiology BIO:203

XI. APPENDIX C

A. Financial Information

1. Financial Aid

Financial Aid may be available for nursing students who qualify. For information contact the Financial Aid Office on each respective campus.

FLORISSANT VALLEY CAMPUS - 2nd Floor Administration Building, Phone (314) 513-4231

FOREST PARK CAMPUS - 2nd Floor (Student Center), Phone (314) 644-9117

MERAMEC CAMPUS - Clark Hall, Phone (314) 984-7650

2. Program Costs

Maintenance fees are determined by the St. Louis Community College District. Refer to the College Catalog or STLCC's website for further information on fees including refund policy.

Additional costs may include uniforms, textbooks, standardized examinations, graduation fees, application for NCLEX-RN examination and Missouri licensure, lab fees/materials, and the nursing school pin.

NOTE: See next pages for estimated Program Expenses.

ST. LOUIS COMMUNITY COLLEGE – NURSING PROGRAM
Estimated Program Expenses (Updated August 2011) - Amounts subject to change

Pre-Entry: The following six items are required to be completed within six months prior to the first day of the Fundamentals of Nursing course, NUR:101. Each campus will have specific deadlines for submitting documentation of these six items. Failure to meet these deadlines will result in removal of your name from the admission process.

1. Criminal Background Check	50.00
2. Drug Screen	40.00
3. Immunization Tracker	25.00
4. Missouri Department of Health & Senior Services Family Care Safety Registry	10.00
5. Health Exam	50.00
6. Immunizations or Titers (If no documented history of immunizations then you must have titer results showing immunity or receive the immunizations.)	650.00
<i>Pre-Entry Estimated Expenses</i>	<i>\$825.00</i>

First Semester

In-district maintenance Fees (16 credit hours @ \$88/cr.hr.)	1408.00
Nursing Books	600.00
Personal Transportation (approximate)	600.00
Lab Kit	100.00
Uniforms (2 @ \$50)	100.00
White Leather Shoes	75.00
Stethoscope	40.00
Lab Coat (Optional)	40.00
Watch with Second Hand	30.00
Bandage Scissors	10.00
Assessment Exam	50.00
<i>First Semester Estimated Expenses</i>	<i>\$3053.00</i>

Second Semester

In-district Maintenance Fees (14 credit hours @ \$88/cr. hr.)	1232.00
Personal Transportation (approximate)	600.00
Nursing Books	250.00
Assessment Exam	50.00
<i>Second Semester Estimated Expenses</i>	<i>\$2132.00</i>

Summer Semester

In-district Maintenance Fees (8 credit hours @ \$88/cr. hr.)	\$704.00
Personal Transportation (approximate)	300.00
Books	200.00
<i>Summer Semester Estimated Expenses</i>	<i>\$1204.00</i>

Third Semester

In-district Maintenance Fees	
(16 credit hours @ \$88/cr. hr)	1408.00
Nursing Books	200.00
Personal Transportation (approximate)	600.00
Immunization Tracker Annual Renewal	25.00
Fingerprinting Fee	60.00
State Board License Application Fee	45.00
Assessment Exam	50.00
<i>Third Semester Estimated Expenses</i>	\$2388.00

Fourth Semester

In-district Maintenance Fees	
(14 credit hours @ \$88/cr. hr.)	1232.00
Personal Transportation (approximate)	600.00
NCLEX-RN Exam Registration Fee	200.00
Transcript to State Board	5.00
Assessment Exam	100.00
NCLEX-RN Review Course (Optional)	350.00
School Pin (Optional)	100.00
Graduation Pictures (Optional)	30.00
Graduation Robe Rental (Optional)	20.00
<i>Fourth Semester Estimated Expenses</i>	\$2637.00

Total Estimated Expenses for Program **\$12,239.00**

XII. STUDENT SIGNATURE FORMS

ST. LOUIS COMMUNITY COLLEGE NURSING PROGRAM

Nursing Program Handbook Acknowledgement

I have been provided access to the St. Louis Community College Nursing Program Handbook and the information and policies contained within the handbook.

I understand that I am responsible for making myself aware of and for following the information, policies, and guidelines written within the St. Louis Community College Nursing Program Handbook.

Initial

Latex Waiver Form

I have read the information regarding the use of latex products, latex allergies and potential allergic effects due to exposure to latex products.

I understand the potential for untoward reactions with personal exposure to latex in various settings where I may be assigned as a student. I will use latex-free products as a preventive intervention.

My signature indicates that I understand the potential for and the risks of latex exposure and that I wish to continue my education at STLCC.

Initial

Print Name: _____

Signature: _____

Initial: _____

Date: _____

XII. STUDENT SIGNATURE FORMS

ST. LOUIS COMMUNITY COLLEGE NURSING PROGRAM

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My signature indicates that I understand the potential for and the risks of latex exposure and that I wish to continue my education at STLCC.

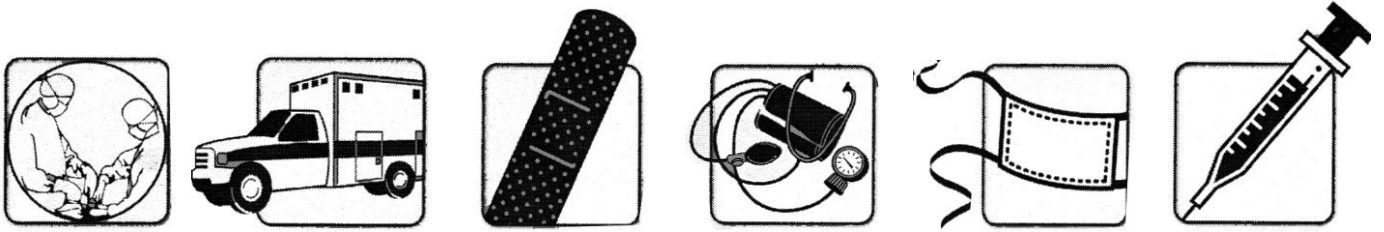
Initial

Print Name: _____

Signature: _____

Initial: _____

Date: _____



St. Louis
Community
College

FLORISSANT VALLEY FOREST PARK MERAMEC WILDWOOD