ST. LOUIS COMMUNITY COLLEGE (STLCC) NURSING PROGRAM

The St. Louis Community College Nursing Departments at the Florissant Valley and Forest Park Campuses are fully approved by:
The Missouri State Board of Nursing
www.pr.mo.gov/nursing.asp

The St. Louis Community College District Nursing Program is accredited by:
The Accreditation Commission for Education in Nursing, Inc., (ACEN),
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Phone: (404) 975-5000  Fax: (404) 975-5020
www.acenursing.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 (MLN)
National League for Nursing (NLN)
The Organization for Associate Degree Nursing (OADN)

ADDRESS ADMISSION INQUIRIES TO:

STLCC – Florissant Valley, Office of Admissions, 1st Floor Administration Building, 3400 Pershall Road, St. Louis, MO 63135-140; Phone: (314) 513-4244; E-mail: fv-admissions@stlcc.edu

STLCC – Forest Park, Office of Admissions, Student Center-100, 5600 Oakland Avenue, St. Louis, MO 63110-1316; Phone: (314) 644-9127; E-Mail: fp-admissions@stlcc.edu

STLCC – Meramec, Office of Admissions, 110 Clark Hall, 11333 Big Bend Road, St. Louis, MO 63122-5720; Phone: (314) 984-7601; E-Mail: mc-admissions@stlcc.edu

NOTE: Each student is responsible for compliance with the information in this handbook.
NOTE: Nursing Program policies and procedures described herein are subject to change.
NOTE: Students are responsible for handbook revisions.
Accommodations Statement and Notice of Non-Discrimination located on inside of back cover.
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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-nine (69) 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 classes were 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 years and has been maintained since that time. Effective May 6, 2013, the NLNAC changed its name and became the Accreditation Commission for Education in Nursing (ACEN).

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

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 is subject to the nondiscrimination policies of St. Louis Community College.

B. St. Louis Community College Mission, Strategic Initiatives, and Goals

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 Initiative 1 - Fostering Student Success
- Goal 1: Improve student persistence, retention, transfer/graduation and placement rates.
- Goal 2: Develop clear and streamlines academic/career pathways.
- Goal 3: Ensure high quality academic programs that result in employment, credentials, and/or Transfer for students.

Strategic Initiative 2 – Provide a Premier Student Experience
- Goal 1: Create and implement a clear and comprehensive enrollment management plan that addresses the ongoing needs of student recruitment, engagement, and completion.
- Goal 2: Provide clear paths from recruitment through graduation by streamlining, simplifying, and communication college processes.
- Goal 3: Empower College employees to proactively support student success.

Strategic Initiative 3 – Strengthening Community Awareness and Connections
- Goal 1: Strengthen and promote STLCC brand.
- Goal 2: Connect with external partners to address the needs of the diverse communities we serve.
- Goal 3: Communicate the College’s comprehensive offerings.

Strategic Initiative 4 – Aligning with Workforce Needs
- Goal 1: Establish STLCC as the premier workforce training asset for the region through branding.
- Goal 2: Enhance agility in responding to changing workforce needs through alignment of workforce programs to high demand labor market needs.
- Goal 3: Enhance and expand high quality, lifelong learning, incumbent worker training, and entry Level pre-employment training opportunities.
Strategic Initiative 5 – Promoting Accountability, Excellence, Innovation, Continuous Improvement, Diversity, and Inclusion

Goal 1: Encourage informed risk taking and experimentation leading to innovation throughout the college.

Goal 2: Implement a continuous improvement model across the institution to ensure program and operational effectiveness.

Goal 3: Develop a culture of transparency and accountability to inform individual and organizational performance.

Goal 4: Create an environment that embraces diversity and inclusion.

Strategic Initiative 6 – Securing an Adequate Resource Base

Goal 1: Engage with local and state government agencies to promote the STLCC mission, brand, and values.

Goal 2: Secure funding from external sources to supplement current funding.

Goal 3: Align resources to strategic goals and objectives.

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.
D. Expected Graduate Competencies: End-of-Program Student Learning Outcomes

At the completion of the program, students are expected to know and be able to:

1. Adhere to standards of professional practice, the American Nurses Association Code of Ethics, and demonstrate accountability for actions and behaviors.
2. Demonstrate effective and appropriate verbal, non-verbal, and written communication with individuals, families, groups, and communities across the lifespan.
3. Develop, implement, and evaluate teaching and learning across the lifespan that facilitates the promotion and maintenance of health and reduction of risks specific to individuals, families, and communities.
4. Efficiently and effectively care for individuals, families, groups, or communities utilizing resources, demonstrating leadership skills and an understanding of health care policy and regulations.
5. Utilize the nursing process and best current evidence in the delivery of safe, competent, and effective nursing care for patients, families, groups, communities, and health care providers across the lifespan.
6. Collaborate with team members to plan, coordinate, and deliver patient-centered care across the lifespan respecting culture, values, preferences, and needs, thereby empowering the patient to participate in all aspects of care.
II. NURSING CURRICULUM (Revision implemented Fall 2014)

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

A. Program of Study

The following five courses must be completed prior to enrolling in NUR:151 Fundamentals of Nursing

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology I</td>
<td>BIO:207</td>
<td>4</td>
</tr>
<tr>
<td>College Composition</td>
<td>ENG:101</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSY:200</td>
<td>3</td>
</tr>
<tr>
<td>Communication Between Cultures</td>
<td>COM:200</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Library &amp; Online Research</td>
<td>LIB:101</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

**FIRST SEMESTER**
- Fundamentals of Nursing NUR:151 7
- Nursing Laboratory Practicum I NUR:152 1
- Human Growth & Development PSY:205 3
- Anatomy & Physiology II BIO:208 4
- **Semester Total** 15

**SECOND SEMESTER**
- Nursing of Adults and Children I NUR:153 9
- Nursing Laboratory Practicum II NUR:154 1
- General Microbiology BIO:203 4
- **Semester Total** 14

**THIRD SEMESTER**
- Nursing of Adults and Children II NUR:251 10
- Physical Education PE:XXX 2
- **Semester Total** 12

**FOURTH SEMESTER**
- Nursing of Adults and Children III NUR:252 8
- Management Skills in Nursing NUR:253 3
- Missouri State Requirement XXX:XXX 3
- **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 course content in federal and state constitutions and American History and institutions. See an Academic Advisor and the STLCC Catalog for a list of 3-credit hour History courses and Political Science courses that meet the Missouri state requirement.

Two credit hours of physical education are also required. One of the physical education courses must be in the category of physical activity.
B. Course Descriptions

NUR:151  FUNDAMENTALS OF NURSING ............................................................ 7 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 (Equivalent of 5 lecture hours per week, 6 hours of clinical lab per week for a total of 90 clinical lab clock hours for the semester).
Course Prerequisites: Enrollment in nursing program, PSY:200, ENG:101, LIB:101, COM:200, BIO:207, all with a grade of “C” or better, Math proficiency at or above the Math 140 level, and Reading proficiency.
Co-requisites: NUR:152, BIO:208 with a minimum grade of “C” or higher or prior enrollment, and PSY:205 with a grade of “C” or higher or prior enrollment.

NUR:152  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 (Equivalent of 2 practicum lab hours per week).
Course Prerequisite: Enrollment in the nursing program.
Co-requisite: NUR:151.

NUR:153  NURSING OF ADULTS & CHILDREN I ............................................. 9 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 (Equivalent of 6 lecture hours per week, 9 clinical lab hours per week for a total of 135 clinical lab clock hours for the semester).
Course Prerequisites: NUR:151, BIO:208, PSY:205, all with a minimum grade of “C” or higher.

NUR:154  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:153 (Equivalent of 2 practicum lab hours per week).
Course Prerequisite: NUR:151 and NUR:152, both with a minimum grade of “C” or higher. Co-requisite: NUR:153.

NUR:160  LICENSED PRACTICAL NURSE TO ASSOCIATE DEGREE:
NURSING BRIDGE ................................................................. 7 CREDITS
This course is required to prepare the Licensed Practical Nurse (LPN) to enter the Associate Degree in Nursing Program. Emphasis is on assessing, reinforcing and expanding competencies. Classroom content focuses on role change, communication, critical thinking, the nursing process, pharmacology, and nutrition. Additional classroom content focuses on the needs of adults and children with an emphasis on health promotion, adaptation to illness and hospitalization in medical-surgical nursing, and mothers and newborns during the maternity cycle. Includes a college and clinical laboratory component.
Course Prerequisites: Current Practical Nurse license with recent clinical or education experience; enrollment in nursing program including passing the Dosage Calculation Test; ENG:101, PSY:200, PSY:205, COM:200, LIB:101, BIO:207, and BIO:208, all with a minimum grade of “C” or higher.
NUR:161  LPN EXPERIENTIAL CREDIT I .................................................. 11 CREDITS
This no-fee, non-registration course is designed to transcript LPN experiential credit for first and
second semester nursing. A non-LPN Bridge student admitted to the Nursing Program completes
18 credit hours of Nursing courses in the first and second semesters. An LPN Bridge student
completes 7 credit hours of Nursing, 11 hours less than the non-LPN Bridge student. The 11 hours
of LPN Experiential Credit equalizes the Nursing credit hour requirement between the non-LPN
Bridge student and the LPN Bridge student.
Course Prerequisites: Enrollment in LPN bridge program and successful completion of NUR:160
with a minimum grade of “C” or higher.

NUR:251  NURSING OF ADULTS & CHILDREN II ........................................ 10 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 behavioral health
problems (Equivalent of 6 lecture hours per week, 12 clinical lab hours per week for a total of 180
clinical lab clock hours for the semester).
Course Prerequisites: NUR:153 or NUR:160 with a minimum grade of “C” or better; BIO:203
with a minimum grade of “C” or higher.
Co-requisite: Physical Education requirement or prior enrollment.

NUR:252  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 per week, 9 clinical lab hours per week for a total of 135 clinical lab clock hours for
the semester).
Course Prerequisite: NUR:251 with a minimum grade of “C” or higher
Co-requisite: NUR:253; Missouri state requirement or prior enrollment.

NUR:253  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. (Equivalent of 1 hour lecture per week, 6 clinical lab hours per week
for a total of 90 clinical lab clock hours for the semester).
Course Prerequisite: NUR:251 with a minimum grade of “C” or higher.
Co-requisite: NUR:252.

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 lab practicum 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.
The Florissant Valley Campus admits one time per year so every Nursing course is offered only one
time per year as opposed to every semester. Enrollment in NUR:513 allows a student to avoid
sitting out one semester while waiting for the course to be offered again.
Prerequisite: Approval of Nursing Department Coordinator.
Nursing Course Credit Hour and Clock Hour Requirements (Revised 08-06-2014)

<table>
<thead>
<tr>
<th>Semester of Initial Offering for Course</th>
<th>Course Name</th>
<th>Course Number</th>
<th>Total # of Credit Hours</th>
<th># of Credit Hours from Total # of Credit Hours for Lecture per Week</th>
<th># of Credit Hours from Total # of Credit Hours for Clinical or Practicum per Week</th>
<th># of Clock Hours, or Its Equivalent, Per Week for Clinical or Practicum (CLINICAL: calculated by a 3:1 ratio of clock hours to credit hours for clinical) (PRACTICUM: calculated by a 2:1 ratio of clock hours to credit hours for practicum on campus)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014</td>
<td>Nursing Fundamentals</td>
<td>NUR:151</td>
<td>7</td>
<td>5 for lecture</td>
<td>2 for clinical</td>
<td>3 x 2 = 6 clock hours for clinical lab (6 clock hours x 15 weeks = 90 clinical lab clock hours for the semester)</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>Nursing Laboratory Practicum I</td>
<td>NUR:152</td>
<td>1</td>
<td>0 for lecture</td>
<td>1 for practicum</td>
<td>2 x 1 = 2 hours for practicum (2 hours x 15 weeks = 30 hours for the semester)</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>Nursing of Adults &amp; Children I</td>
<td>NUR:153</td>
<td>9</td>
<td>6 for lecture</td>
<td>3 for clinical</td>
<td>3 x 3 = 9 clock hours for clinical lab (9 clock hours x 15 weeks = 135 clinical lab clock hours for the semester)</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>Nursing Laboratory Practicum II</td>
<td>NUR:154</td>
<td>1</td>
<td>0 for lecture</td>
<td>1 for practicum</td>
<td>2 x 1 = 2 hours for practicum (2 hours x 15 weeks = 30 hours for the semester)</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>Nursing of Adults &amp; Children II</td>
<td>NUR:251</td>
<td>10</td>
<td>6 for lecture</td>
<td>4 for clinical</td>
<td>3 x 4 = 12 clock hours for clinical lab (12 clock hours x 15 weeks = 180 clinical lab clock hours for the semester)</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>Nursing of Adults &amp; Children III</td>
<td>NUR:252</td>
<td>8</td>
<td>5 for lecture</td>
<td>3 for clinical</td>
<td>3 x 3 = 9 clock hours for clinical lab (9 clock hours x 15 weeks = 135 clinical lab clock hours for the semester)</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>Management Skills in Nursing</td>
<td>NUR:253</td>
<td>3</td>
<td>1 for lecture</td>
<td>2 for clinical</td>
<td>3 x 2 = 6 clock hours for clinical lab (6 clock hours x 15 weeks = 90 clinical lab clock hours for the semester)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>39 total credit hours</td>
<td>23 total credit hours for lecture</td>
<td>14 total credit hours for clinical plus 2 total credit hours for practicum</td>
<td>Total clinical lab clock hours = 630 Total practicum lab hours = 60</td>
</tr>
</tbody>
</table>
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 (Utilized 2016/2017)

<table>
<thead>
<tr>
<th>Clinical Sites</th>
<th>Florissant Valley</th>
<th>Forest Park</th>
<th>Meramec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barnes-Jewish Hospital, BJC</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Barnes-Jewish Hospital West County, BJC</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Christian Hospital, BJC</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DePaul Health Center, SSM</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Lutheran Senior Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mercy Hospital St. Louis</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Mercy Rehabilitation Hospital St. Louis</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Ranken Jordan Pediatric Hospital</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Anthony’s Medical Center</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>St. Clare Health Center, SSM</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>St. Louis Children’s Hospital, BJC</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Luke’s Medical Center</td>
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<td></td>
<td>X</td>
</tr>
<tr>
<td>St. Mary’s Health Center, SSM</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Veteran’s Administration</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Observation Sites</th>
<th>Florissant Valley</th>
<th>Forest Park</th>
<th>Meramec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardinal Glennon Children’s Hospital, SSM</td>
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<td>X</td>
</tr>
<tr>
<td>Valley Park School District</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Webster Groves School District</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Kirkwood School District</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Special School District</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
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 69.4% for a course average, or if their course average is lower than 69.4% in theory, then the student will receive the lower of the two course averages. The student may attend the theory portion of the course but will not be allowed to attend the clinical laboratory experience. If the unsatisfactory clinical laboratory experience is prior to the official withdrawal date, the student may withdraw from the course. If the student does not withdraw by the official withdrawal date, the student will receive a grade of “F” for the course.

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 may render the student ineligible for readmission.
B. ATI Policy

**ATI POLICY**  
(Original 07-2017)

What is ATI?

- Assessment Technologies Institute® (ATI) offers an assessment driven review program designed to enhance student learning and NCLEX-RN success.
- The comprehensive program offers multiple assessment and remediation activities. These include assessment indicator for academic success, critical thinking, and learning styles, online tutorials, online practice testing, and proctored testing over the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- Data from student testing and remediation can be used for program’s quality improvement and outcome evaluation.
- ATI information and orientation resources can be accessed from your student home page. **In order to be successful, it is essential that you spend time navigating through these orientation materials.**

Modular Study:
ATI provides online review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement course work. Faculty may assign these to supplement and enhance your learning.

Tutorials:
ATI offers unique Tutorials that teach nursing students how to think like a nurse; how to take a nursing assessment and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests that approach NCLEX style questions in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features are embedded in the Tutorials that help students gain an understanding of the content, such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide. You are encouraged to take advantage of these resources even if they are not specifically assigned in your course(s).

Assessments:
Standardized Assessments will help the student to identify what they know as well as areas requiring active learning/remediation. There are practice assessments available to the student and required standardized proctored assessments that will be scheduled each semester. **ATI testing is a course requirement in each theory course at STLCC. Proctored testing will likely occur outside of your normal classroom time.** Your independent learning through the ATI resources and the assessments (practice and proctored) will not always directly parallel your classroom instruction, but the combined processes will enhance your critical thinking and support your overall success in mastering nursing concepts and content and will effectively support your learning and integration of theory and clinical nursing.

Active Learning/Remediation:
Active Learning/Remediation is a process of reviewing content in areas that were not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. The student’s individual performance profile will contain a listing of the topics to review. The student will be expected to remediate, using the Focused Review which contains links to ATI books, media clips and active learning templates. Faculty have online access to detailed information about the timing and duration of time spent in the assessment, focused reviews, and tutorials by each student. Students may be required to provide documentation that ATI work was completed using the “My Transcript” feature under “My Results” of the
ATI Student Home Page or by submitting written Remediation Templates. Faculty will inform you of when and how ATI work will be validated.

10% of your course grade in NUR 151, 153, 160, 251, and 252 will be determined by the level of proficiency achieved on ATI Proctored exams. 90% of your course grade in these courses will be determined by the course final (25%) and classroom testing (65%). In NUR 253 20% of your course grade will be determined by the ATI Proctored exams.

Two practice tests will be made available prior to each proctored exams. Specific directions regarding practice tests, remediation, and proctored exams will occur in individual courses.

The first practice tests will be given with rationales enabled. This allows you to review the rationales for each question. In order for you to achieve maximum benefit from the first practice test, you should answer questions carefully, review all the rationales, and take notes over areas that you missed for further review. A focused review is not generated when rationales are provided.

The second practice tests will occur within 4-7 days of the first. This practice test will not have rationales enabled. A focused review will be generated based on topics that you missed. You must prepare for the second practice test and take it seriously so that the focused review that is generated is based on what you still need to learn and not on random topics because you did not take the practice test seriously.

It is highly advised that the second practice test is taken without “looking up answer” so that the focused review that is generated provides the appropriate guidance to your learning. The second practice test and the associated remediation is the preparation for the First Proctored Tests. Proctored tests become part of your course grade as described in the Table A and B. Only the first attempt at Proctored Tests generate your “Pulse” status, the best indicator of your overall performance in achieving course and program outcomes that result in successful completion of the NCLEX.

Remediation is critical. Consistent remediation throughout the program will improve your “Pulse”. To that end, remediation is rewarded as described in the tables below.

<table>
<thead>
<tr>
<th>Proficiency on Proctored Exams</th>
<th>% score awarded or first Attempt</th>
<th>Remediation</th>
<th>% score awarded after 2nd attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>100%</td>
<td>Not required</td>
<td>2nd test is optional, but recommended</td>
</tr>
<tr>
<td>Level 2</td>
<td>84%</td>
<td>Optional, but highly recommended</td>
<td>2nd test is required</td>
</tr>
</tbody>
</table>
|                               |                                 |             | 92% if at level 3  
|                               |                                 |             | 87% with completed remediation and level 2  
|                               |                                 |             | 84% with completed remediation and level 1  
|                               |                                 |             | 80% if at level 1  |
| Level 1                       | 70%                             | Remediation is required; ticket to test | 2nd test is required |
|                               |                                 |             | 85% if at level 3  
|                               |                                 |             | 80% if at level 2  
|                               |                                 |             | 70% if at level 1  
|                               |                                 |             | 60% if < level 1  |
| < Level 1                     | 0%                              | Remediation is required; ticket to test | 2nd test is required |
|                               |                                 |             | 85% if at level 3  
|                               |                                 |             | 80% if at level 2  
|                               |                                 |             | 70% if at level 1  
|                               |                                 |             | 60% if < Level 1  |
### Table B: Proctored Exam table for Third and Forth Semesters

<table>
<thead>
<tr>
<th>Proficiency on Proctored Exams</th>
<th>% score awarded for first attempt</th>
<th>Remediation</th>
<th>% score awarded after 2nd attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>100%</td>
<td>Not required</td>
<td>2nd test is optional, but recommended</td>
</tr>
<tr>
<td>Level 2</td>
<td>84%</td>
<td>Optional, but highly recommended</td>
<td>2nd test is optional, but recommended</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>92% if at level 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>87% with completed remediation and level 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>84% with completed remediation and level 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>80% if at level 1</td>
</tr>
<tr>
<td>Level 1</td>
<td>70%</td>
<td>Remediation is required; ticket to test</td>
<td>2nd test is required</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>85% if at level 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>80% if at level 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>70% if at level 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>60% if &lt; Level 1</td>
</tr>
<tr>
<td>&lt; Level 1</td>
<td>0%</td>
<td>Remediation is required; ticket to test</td>
<td>2nd test is required</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>85% if at level 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>80% if at level 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>70% if at level 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>60% if &lt; Level 1</td>
</tr>
</tbody>
</table>

### Table C: REQUIRED PROCTORED EXAMS

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 151 Fundamentals</td>
<td>Critical Thinking Assessment: Entrance (40-item test) – Fundamental custom exam</td>
</tr>
<tr>
<td>NUR 152 Skills Lab 1</td>
<td></td>
</tr>
</tbody>
</table>
| NUR 153 Adult/Child 1 | RN Maternal Newborn 2016 (70-item test)  
|                       | RN Fundamentals 2016 (70-item test)  |
| NUR 154 Skills Lab 2 |  |
| NUR 160 LPN Bridge | RN Maternal Newborn 2016 (70-item test)  
|                      | RN Fundamentals 2016 (70-item test)  |
| NUR 251 Adult/Child 2 | RN Mental Health 2016 (70-item test)  
|                      | RN Nutrition 2016 (70-item test)  
|                      | RN Pharmacology 2016 (70-item test)  |
| NUR 252 Adult/Child 3 | RN Adult Medical Surgical (90-item test)  
|                      | RN Nursing Care of Children (70-item test)  |
| NUR 253 Management | RN Leadership (70-item test)  
|                     | RN Comprehensive Predictor (180-item test)  |
C. 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, it is the student’s responsibility to inform the clinical instructor, per their instruction, before the scheduled clinical time.

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.

D. Withdrawal
Any Nursing student intending to withdraw from a Nursing course must notify the course coordinator and clinical instructor prior to NOT attending clinical, and must schedule an appointment for an Exit Interview with the Nursing Program Coordinator, Director, or designee. Failure to make proper notifications to the course coordinator and clinical instructor prior to withdrawing, and to complete the exit interview process within one (1) week of withdrawal, 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.

Nursing students who are unsuccessful in a Nursing course are to schedule an appointment for an Exit Interview with the Nursing Program Coordinator, Director, or designee. Failure to complete this process within one (1) week of withdrawal may result in the inability to re-enroll in nursing courses.
E. Readmission Policies
Violation of student rights and responsibilities may deem a student ineligible for readmission.
Students may enroll in any given semester a maximum of two (2) times. For the LPN Bridge student who fails or withdraws from NUR:160, either NUR:513 (for Fundamentals) or NUR:153/154 represent a repeat of NUR 160. A student is allowed to repeat a maximum of two (2) nursing semesters. The semesters include NUR:151/152, NUR:153/154, NUR:160, NUR:251, and NUR:252/253.

NOTE: Background check and drug screens need to be repeated for any student not enrolled for one full semester, i.e. if a student leaves during a semester, they do not need to repeat the background check and drug screen if returning immediately the following semester. If a student does not return immediately the following semester, then they need to repeat the background check and drug screen with satisfactory results received prior to the start of clinical. Immunizations and CPR certification must remain current for all students.

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. This will place them on the nursing waiting list and they will be readmitted in order of application. Applications to reapply are only available in the Advising office.

2. Second, Third, Fourth Semester, and LPN Bridge:
A student who withdraws (see IV. C. Withdrawal) or who has not obtained a grade of “C” or higher must schedule an appointment for an Exit Interview with the Nursing Program Coordinator, Director, or designee. Failure to complete this process within one (1) week of withdrawal or being unsuccessful may result in the inability to re-enroll in nursing courses.

A student who has not been enrolled in the nursing program for more than one full semester and requests readmission (sits out for two full semesters) must take the appropriate challenge examinations as identified below. The student may only sit out for a maximum of two full semesters before having to start over with admission to the nursing program (if eligible).

a. Second Semester:
   1. Comprehensive final examination for NUR:151 with a minimum score of 76%.
   3. Satisfactory completion of NUR:513 (for NUR:151/152) may replace items 1 and 2 above.

b. Third Semester:
   1. Comprehensive final examination for NUR:151 with a minimum score of 76%.
   2. Comprehensive examination for NUR:153 with minimum score of 76%.
   4. Satisfactory completion of NUR:513 (for NUR:153/154) and satisfactory performance on a technical skill examination for NUR:152 may replace items 1, 2, and 3 above.

c. Fourth Semester:
   1. All the above requirements as stated plus the comprehensive final examination for NUR:251 with a minimum score of 76%.
   2. Satisfactory completion of NUR:513 (for NUR:251) and satisfactory performance on a technical skill examination for NUR:152 and NUR:154 may replace item 1 above.
d. LPN Bridge:
1. A LPN Bridge student who withdraws or who has not obtained a grade of “C” or higher in NUR:160 must complete the exit interview process and request readmission. The LPN Bridge student seeking readmission must:
   a. Take the comprehensive final examination for first semester, NUR:151, Fundamentals of Nursing, and pass with a minimum grade of 76%.
   b. May need to satisfactorily complete a technical skill demonstration for NUR:152.
   c. Satisfactory completion of NUR:513 (for NUR:151/152) may replace a. and b.
      NUR:513 is only offered on the Florissant Valley Campus.
   d. The student who chooses option a. but is unsuccessful may complete NUR:513 in lieu of seeking re-admission as a new NUR:151 Fundamental student, provided the clinical component of the NUR:160 LPN Bridge course was satisfactory.
2. After satisfactorily meeting these requirements, applicants for readmission to the Nursing Program are considered for admission into second semester (NUR:153) on a space-available basis.
3. LPN Bridge students who do not meet the requirements listed above must reapply to the Nursing Program by contacting an Academic Advisor to begin the process of being placed on the waiting list for admission into first semester, NUR:151, Fundamentals of Nursing.

e. Readmissions:
1. After satisfactorily meeting the stated requirements, applicants for readmission to the nursing program are considered on a space-available basis.
2. 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. Students who have been unsuccessful after two attempts in Fundamentals of Nursing must also wait a minimum of five (5) years from the date of the most recently unsuccessful Fundamentals of Nursing course.
3. 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.”

F. Transfer Procedure

1. Intra-District Transfers
Intra-district transfer is permitted if the student is eligible to return to the original campus-nursing program. Transfers may occur only if the student has been enrolled in a Nursing course within the previous three semesters, i.e. students may only sit out for a maximum of 2 semesters. If the student has not taken nursing course(s) for a semester or more, qualified intra-district transfer students will be evaluated in the same manner as the St. Louis Community College readmission students. Intra-district transfer Nursing students are to schedule an exit interview with the Nursing Program Coordinator, Director, or designee, on the original campus, within one week if unsuccessful in a course, within one week if withdrawing from a course, or within one week if successful in 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.

NOTE: Background check and drug screens need to be repeated for any student not enrolled for one semester, i.e. if a student leaves during a semester, they do not need to repeat the background check and drug screen if returning immediately the following semester. If a student does not return immediately the following semester, then they need to repeat the background check and drug screen with satisfactory results received prior to the start of the semester. Immunizations and CPR certification must remain current for all students.
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 first and 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, i.e. students may only sit out for a maximum of 2 full 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.
   2. Schedule an appointment with the nursing program coordinator to determine appropriate testing and semester placement.
   3. The challenge exam consists of two parts: 1) final exam(s) and 2) lab skills. 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. **Out-of-district transfer students are not accepted into fourth semester nursing courses.**

  
  **NOTE:** All out-of-district transfer students are required to meet the same criminal background check, drug screen, and immunization requirements as all other Nursing students.
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:160.

b. A successful student returning from a leave of absence.

c. An LPN Bridge student who successfully challenged NUR:151, Fundamentals of Nursing, or satisfactorily completed NUR:513* (for NUR:151/152)(*offered on the Florissant Valley Campus)

d. 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.

e. Students withdrawing with a failing grade will be readmitted based on their course average at the time of exit or course completion.
   - Failing students from their original campus will be admitted first.
   - Failing intra-district students will be admitted next.

f. Out of district transfer students who have successfully completed the challenge examination.

G. Retention Policies

Retention /Promotion

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 Program 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. A cumulative grade point average of 2.00 is required to remain in the program. A grade of “C” or higher is required in each nursing course as well as in all other courses required in the Nursing Program. All other required courses must be completed with a grade of “C” or higher prior to or during the semester the course is scheduled in the curriculum.

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. The Nursing Review and Retention Committee Appeal Form is available from an Academic Advisor.

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. The Nursing Review and Retention Committee Appeal Form is available from an Academic Advisor.
H. 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 with Enrollment Services for their degree no later than October 1. Students who expect to graduate in May should file an application with Enrollment Services 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.).

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

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 RSMO, as amended.

Nursing students should be aware that there are reasons for refusal to issue a registered nurse license as defined by the State Statute 335.066 as quoted below from the April 2014 Missouri Nurse Practice Act.

“335.066. Denial, revocation, or suspension of license, grounds for, civil immunity for providing information-complaint procedures.
1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621.
2. 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 sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her 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 chapter 195, 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 sections 335.011 to 335.096;

(2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 21 335.096, 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 sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;

(4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;

(5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by chapter 335. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;

(6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:

(a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;

(b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;

(c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;

(d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;

(e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;

(f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;

(g) Being listed on any state or federal sexual offender registry;

(h) Failure of any applicant or licensee to cooperate with the board during any investigation;

(i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;

(j) Failure to timely pay license renewal fees specified in this chapter;

(k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;

(l) Failing to inform the board of the nurse's current residence;

(m) Any other conduct that is unethical or unprofessional involving a minor;

(7) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;

(8) 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;

(9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;

(10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

(11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;

(12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

(13) Violation of any professional trust or confidence;

(14) 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;

(15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;

(16) 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 or agency;

(17) Failure to successfully complete the impaired nurse program;

(18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;

(19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread
thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;

(20) A pattern of personal use or consumption of any controlled substance unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so;

(21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;

(22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program.”

Nursing licensure eligibility for students/graduates who are currently not U.S citizens:

Pursuant to 8 U.S.C.A. §1621, the Board of Nursing is prohibited from granting professional licensure to a non-eligible, non-citizen of the United States. An individual who is a qualified alien, a nonimmigrant or an alien paroled into the US as documented by the US may be eligible for licensure. However, individuals who may have permission from the US to be here for a specific duration or purpose may not be eligible for professional licensure pursuant to federal law.

You may review this on our web site http://pr.mo.gov/boards/nursing/CITIZENSHIP-LAWFUL-PRESENCE.pdf

V. HEALTH AND SAFETY GUIDELINES

A. Functional Abilities Requirement of Nursing Students

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 these functional abilities. 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 perform any of the skills listed due to 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, 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. A physical examination form must be completed within six (6) months of the start of the semester. See below for immunization requirements.

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 are required to have health insurance throughout the nursing program.

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

2. Immunization Requirements
The following are the current requirements and are subject to change at any time based on clinical site directives: a) two doses of mumps-measles-rubella (MMR) vaccine or MMR blood titers showing immunity, b) three doses of Hepatitis B series, or blood titer showing immunity, or signed declination form, c) two doses of Varicella immunization or blood titer showing immunity, d) TDaP immunization every 10 years, e) seasonal flu shot annually, f) proof of last two PPD’s within one year of each other and with one being current. If do not have this, must have a 2-step PPD. If PPD is positive, then need a negative chest x-ray. After your chest x-ray, a TB symptom check form is to be completed annually.

3. Pregnancy/Altered Health Status
Students who are pregnant or who have an altered health status must have written approval from their healthcare provider 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 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.
F. USE OF HUMAN SUBJECTS IN TRAINING AND HEALTH RISKS
For the purpose of becoming proficient in skills required in the Nursing Program, students will be asked to volunteer to act as patients during classroom and lab activities. If a student does not feel comfortable acting as a patient for a particular skill(s), it is the responsibility of the student to communicate with the instructor(s) that he/she does not give consent for the instructor or students to practice the skill(s) on him/her. Without this communication, it is assumed that all students give consent for instructors and other students to practice Nursing skills on them. It is also assumed that the student understands the risks involved in these activities.
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 Student 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, 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 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.
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)

Students are expected to dress in a professional manner, which includes maintaining a clean and ironed uniform, and being in compliance with the clinical agency and Nursing Program dress code. Refer to individual course syllabi for additional dress code policies.

NURSING UNIFORM DRESS CODE AND STANDARDS for Clinical Experiences:
(Revised March 23, 2016)

1. Uniforms are to be worn for all clinical laboratory experiences
2. The uniform will consist of:
   Gray polo or scrub top with college logo (purchased through the College bookstore). Navy blue scrub pants (purchased anywhere) and white or dark socks. Optional for females: navy skirt of appropriate length with non-cling slip and plain hose.
   White lab coat with college logo (purchased through the College bookstore).
   Shirts worn under scrub tops may be white turtle neck or navy blue and/or gray crew neck style shirt, not waffled thermal wear.
3. Pants and tops must fit to allow for bending and raising arms without exposing undergarments, lower backs, midriffs, or cleavage. Pant legs must not touch the floor.
4. Uniforms are to be clean, neat and wrinkle free.
5. Shoes are to be closed heel, closed toe, black leather or vinyl. Laces are to be black and kept clean.
6. Appropriate business attire with white lab coat may be worn for certain experiences. Dress codes will be reviewed during clinical orientations. Blue jeans, shorts, sandals, halter tops, and exercise clothes are not to be worn in the clinical setting at any time.
7. When picking up clinical assignments, students must wear a lab coat over appropriate business attire or the nursing uniform.
8. Your school identification badge must be worn at all times above the waist, including when picking up an assignment.
9. Makeup and jewelry must be minimal and present a professional image.
10. Perfume/Aftershave should not be worn.
11. No visible body piercing jewelry is allowed except for a single post earring in each ear lobe.
12. Tattoos should not be visible while in the clinical setting. Students may be directed to cover tattoos while in the clinical setting.
13. Fingernails are to be of a conservative length. A guide for nail length is sport/business length (about 5mm from fingertip to the end of the nail). Painted nails must be free of chips and a neutral color. Artificial, acrylic, or gel nails are not permitted.
14. Mustaches and beards should be neatly trimmed and conservative.
15. Hair should be clean, neat, pulled back and color(s) found naturally. Large hair ornaments and scarves, except for religious attire, may not be worn. Hair must be able to be covered by 1 (one) surgical cap to accommodate an OR rotation. Instructor discretion for further restrictions will apply where student and/or patient safety may be an issue.
16. Chewing gum is unacceptable at all times in any clinical setting.
17. Smoking is prohibited in the clinical setting and during clinical hours. Students may not smell like smoke in the clinical setting whether picking up assignments or during clinical hours.
18. Students who choose not to adhere to the dress code may be asked to leave clinical and this will result in a clinical absence.
19. Agency guidelines must be adhered to as directed.
20. Required Accessory Items: 1) school name badge, 2) stethoscope. 3) bandage scissors, 4) pen light, 5) wristwatch with a second hand, and 6) optional accessory item: calculator.
C. Classroom Recording Policy (Revised 05/2013)

1. Students may record lecture and/or classroom activities with the permission of the instructor.
2. Lecture and/or classroom activities that are recorded are for personal study use only and are not to be used for any other purpose.
3. Handling of all learning activities, whether via electronic, written, or other format, should be in accordance with the ethical standards reflected by the ANA social media statement and NCSBN white paper. NCSBN’s white paper is available at [https://www.ncsbn.org/Social_Media.pdf](https://www.ncsbn.org/Social_Media.pdf) and at [https://www.ncsbn.org/2930.htm](https://www.ncsbn.org/2930.htm).
4. Test review cannot be recorded.
5. Permission to record may be withdrawn by the instructor at any time and without advance notice.
6. Students acknowledge any speaker can make a statement that conflicts with the textbook. It is the student’s responsibility to clarify the information.

D. Testing Policy (Revised 05/2013)

1. Students arriving after the starting time for the exam will be allowed to test with the remaining time allotted for taking the exam. As an example, if 40 minutes are allotted to take the exam and the student arrives 20 minutes late, the student will have 20 minutes to complete the exam.
2. Students who do not appear to take the exam must follow procedures in order to receive permission to take a make-up exam.
3. No study aids are allowed in the test seating area. All notebooks, textbooks, classroom notes must be left away from the seating area prior to taking a seat for the exam.
4. No food, drinks, pens, purses, wallets, beepers, sunglasses, cell phones or any electronic devices will be allowed in the test seating area.
5. No scratch paper.
6. Shirts without pockets are to be worn on test day. No outerwear is allowed.
7. Students are required to leave hats, scarves, gloves and coats away from the test seating area. (Provisions are made for religious/cultural dress.)
8. Students may not leave the testing environment without permission of the instructor.
9. All cell phones must be turned off and will be stored and maintained at the discretion of the individual nursing campus.
10. Students may be subject to assigned seating.
11. Students not adhering to the testing policy may not be allowed to test.
12. Academic dishonesty will not be tolerated. If cheating is suspected, the student will have his or her test stopped immediately and will be removed from the testing environment.

**Grounds for receiving a “0” grade**

1. Copying and removing examination items.
2. Giving or receiving assistance of any kind to or from other students during exam.
3. Failure to abide by any of the stated policies can be grounds for discipline up to and including receiving a grade of “0” for the exam.
E. Test Review Policy in Classroom (Revised 05/2013)

1. The student will be given his/her individual test review materials. Any further clarification or review of testing materials not provided will be done by appointment only (Faculty Office).
2. No study aids are allowed in the test review seating area. All notebooks, textbooks, classroom notes must be placed away from the test seating area.
3. No food, drinks, pens, purses, wallets, beepers, sunglasses, cell phones or any electronic devices will be allowed in the test review seating area.
4. No outerwear is allowed.
5. Students are required to leave hats, scarves, gloves and coats away from the test review seating area. (Provisions are made for religious/cultural dress.)
6. All cell phones will be turned in to the testing proctor prior to all test reviews. Faculty are not responsible for the return of the correct phone. (Please check the phone before you leave the testing review environment to make sure the phone is your phone.) Cell phones must be turned off. Students not turning in a cell phone will be subject to assigned seating.
7. Students not adhering to the testing review policy may not be allowed to review their test.
8. Academic dishonesty will not be tolerated. If a student is observed copying test items or recording the test review, the student will have his or her test review stopped immediately and will be removed from the testing review environment.
9. Students may not leave the testing review environment without permission of the instructor.
10. No scratch paper.
11. Any attempt to copy, record or remove examination items during the review is prohibited.
12. Students must turn in the test review materials at the end of the session and are not allowed to remove any test review materials from the test review session.
13. All students have a right to review any and all completed work.

Grounds for receiving a “0” grade
1. Using prohibited aids. Bringing aids to the test seating area.
2. Copying and removing examination items.
3. Failure to abide by any of the stated policies can be grounds for discipline up to and including receiving a grade of “0” for the exam.
F. Test Review Policy in Faculty Office (Revised 05/2013)

In addition to the classroom test review, exams may be reviewed individually by scheduling an appointment with the appropriate faculty member in the faculty member’s office. This review will be done 1:1 (one faculty member to one student).

Exams will be available for review for one (1) week after the scheduled in class test review. No change of test scores will be considered after two weeks of the scheduled exam. Test booklets and/or Scantron sheets will be available for student review if requested. No information may be copied from testing materials.

1. The student will be given his or her individual test review materials and if requested the Scantron and testing booklet.
2. All study aids, notebooks, textbooks, classroom notes must be placed away from the test review seating area prior to taking a seat for the exam review.
3. No food, drinks, pens, purses, wallets, beepers, sunglasses, cell phones or any electronic devices will be allowed in the test review seating area.
4. All cell phones will be turned off and placed away from the test review seating area.
5. Students may not leave the faculty member’s office during a test review session without permission of the instructor.
6. No note taking.
7. Students must turn in the test review materials at the end of the session and are not allowed to remove any test review materials from the test review session. This includes but is not limited to the Scantron and testing booklet.
8. Academic dishonesty will not be tolerated. If a student is observed copying test items or recording the test review, the student will have his or her test review stopped immediately and will be asked to leave the faculty office.
9. All students have a right to review any and all completed work.

Grounds for receiving a “0” grade
1. Using prohibited aids. Bringing aids to the test review area.
2. Copying or removing examination items or attempting to do so.
3. Failure to abide by any of the stated policies can be grounds for discipline up to and including receiving a grade of “0” for the exam.
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 his/her 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 a 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)  (www.stlcc.edu/need2know)

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 at the link www.stlcc.edu/need2know. 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. Following is the STLCC Nursing Program Organizational Structure.**
D. STLCC Nursing Program Organizational Structure (Revised 07-22-2017)
E. Nursing Review and Retention Committee

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

Program applicants (including transfer students) may appeal a decision on the waiver or satisfaction of certain admissions criteria by completing the “Nursing Review and Retention Committee Appeal Form” available from an Academic Advisor.

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 ten (10) working days of the committee decision. Within ten (10) working days after the decision of the Committee is received by the student, the student may appeal in writing to the Campus Provost and provide all documentation available related to the appeal. The decision of the Campus Provost, or his/her designee, shall be final.

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.
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Note: All full-time and part-time nursing faculty members at St. Louis Community College 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 signed by an advisor and submitted in person for a specific campus nursing department on one, two, or three campuses (Florissant Valley, Forest Park, or Meramec). Students are admitted to the nursing program each fall and/or spring semester dependent upon space availability at each campus.

An LPN 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 “LPN Admission Criteria to the Nursing Program” in this handbook. A LPN Bridge Course Information Sheet is available from the Advising/Counseling Office.

1. Admission Criteria

NURSING REQUIREMENTS CHECKLIST (See an Academic Advisor for Assistance)
Admission and degree requirements are subject to change without advance notice.

NURSING REQUIREMENTS CHECKLIST
Admission to the College does not guarantee admission to the nursing program. Before submitting a nursing program application, students must have successfully completed all pre-application requirements listed below (items 1-10).

1. Application Form for admission to the college.

2. Degree Seeking Status, which requires:
   a. Official College Transcripts — An official transcript from each college attended must be sent directly from the college attended to Central Student Records, St. Louis Community College, 300 S. Broadway, St. Louis, 63102. Hand carried or faxed transcripts will not be accepted. Once transcript(s) have been received, please request a transcript evaluation. The evaluation request form is available in the Office of Enrollment Services or online at www.stlcc.edu.
   b. High School Transcript or GED — required only for students with fewer than 15 hours of college level work or those who have satisfied the science requirements in high school. Current high school students must submit a final high school transcript before applying to the nursing program.

3. Minimum cumulative GPA of 2.5 in high school or for 15 hours of college work (100 level or higher). Students with fewer than 15 hours of college credit must have both a 2.5 GPA in high school and a 2.5 GPA in college.
   • 2.5 GPA MUST be maintained while on the waiting list.
   • GED Applicants: must have 15 hours of (100 level) college credits with a 2.5 GPA.
   • STLCC students with at least 15 college level credits with a 2.5 GPA: will have met this requirement, regardless of the GPA at other colleges.
   • College transfer students with fewer than 15 STLCC credits: must have a cumulative 2.5 GPA in college level credits earned at all colleges attended.

NOTE: Developmental courses (numbered below 100) will NOT be counted toward the 15 hours of college work and will NOT be included in the GPA for admission to the program.

4. Reading: Complete one of the following to meet the reading prerequisite
   • Composite ACT score of 21 or higher OR SAT verbal score of 500 or higher (within the last 3 years)
   • Accuplacer score of 77 or higher OR Compass score of 82 or higher on the Reading portion (within the last 3 years)
   • Completion of RDG 030 or ENG 070 with a “C” grade or higher OR proof of completion of a 3 credit hour course (100 level or higher) with a “C” grade or higher from a US accredited institution.
   • Students who have met the college’s reading proficiency have also met the reading requirement for nursing.

5. English: Complete one of the following to meet the English prerequisite
   • Composite ACT score of 21 or higher OR SAT verbal score of 500 or higher (within the last 3 years)
   • Accuplacer score of 83 or higher on the Sentence Skills portion OR Compass score of 70 or higher on the Writing Skills portion (within the last 3 years)
   • Completion of ENG 030 or ENG 070 with a “C” grade or higher
6. Math: Complete one of the following to meet the math prerequisite.
   • Math ACT score of 22 or higher OR SAT math score of 580 or higher (within the last 3 years)
   • Place into MTH160 or higher on the Accuplacer OR Compass (within the last 3 years)
   • Completion of MTH140 or higher level math with a “C” grade or higher

7. Chemistry: Students are required to have completed two semesters of high school chemistry with lab, or one semester of college chemistry with lab (STLCC CHM101 or higher) with “C” grade or higher within 5 years of applying to the nursing program.

8. Biology: Students are required to have completed two semesters of high school biology with lab, or one semester of college biology with lab (STLCC BIO: 111 or higher) with “C” grade or higher within 5 years of applying to the nursing program. Only the biology course being used for placement on the waiting list needs to meet the “within 5 year” requirement.

9. DOSAGE CALCULATION TEST (By appointment ONLY-contact the Assessment Center)
   Students are required to pass the Dosage Calculation Test (DCT) prior to applying to the nursing program. Students are given three opportunities within a calendar year (Jan. – Dec.) to pass the test and must pass with a minimum score of 90%.
   An optional preparation course, NRSG: 704 Nursing Math, is offered through Continuing Education. Call 314-984-7777 or check the Continuing Education class schedule online for times. A sample test is available at http://www.stlcc.edu/Document_Library/PracticeDosage.pdf or you can take online tutorial: //users.stlcc.edu/dosage-calc/

10. Test of Essential Academic Skills (TEAS) (By appointment ONLY-contact the Assessment Center)
    • Test covers Science, Math, English and Reading.
    • Test fee is approximately $65.00. No minimum score is required.
    • After the TEAS test is completed, you will be required to make an appointment and meet with a nursing retention coach to discuss your results.

11. WHEN THE ABOVE CRITERIA (Items 1-10) HAVE BEEN MET, STUDENTS MUST SUBMIT A NURSING PROGRAM APPLICATION SIGNED BY AN ADVISOR, IN PERSON TO THE OFFICE OF ENROLLMENT SERVICES AT THE CAMPUS OF THEIR CHOICE. MAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED.
   The following requirements (Items 12-16) must be met in order to enroll in Nursing 151: Fundamentals of Nursing

12. English: Completion of ENG101 or higher with a “C” grade or higher
13. Anatomy and Physiology I: Completion of BIO207 with a “C” grade or higher
14. Psychology: Completion of PSY200, with a “C” grade or higher.
15. Communication Between Cultures: Completion of COM200, with a “C” grade or higher.
16. Library and Online Research: Completion of LIB101, with a “C” grade or higher.

Admission and degree requirements are subject to change without advance notice.

Revised 10/2016

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. A student may defer admission one time and may only defer until the next admission class on the campus where admission is being offered. The student must notify the Admissions Office in writing of the request for a deferment.

Applicants accepted into the nursing program are informed via letter of the deadline for registration, and the date and time of the advising and orientation sessions scheduled by the nursing department. Please be aware of the following:
   • You must reply to your respective campus Admissions Office by the deadline. If your response 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 a different campus after the deadline of June 15. If you applied at more than one campus, your name will be removed from the other campus lists.
• 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. Criminal Background Check, Drug Screen, and Immunization Tracking Procedures

Satisfactory results for the criminal background check, drug screen, and immunization tracking are required by clinical agencies. Hospitals and other healthcare facilities mandate that a criminal background check, a drug screen, and appropriate immunizations be documented 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.

NOTE: Background check and drug screens need to be repeated for any student not enrolled for one full semester, i.e. if a student leaves during a semester, they do not need to repeat the background check and drug screen if returning immediately the following semester. If a student does not return immediately the following semester, then they need to repeat the background check and drug screen with satisfactory results received prior to the start of clinical. Immunizations and CPR certification must remain current for all students.

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. As requirements expire throughout the Nursing Program, students must update and be compliant in Castle Branch in order to attend clinical. Non-compliance at any time may result in dismissal from the Nursing Program.

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 assess 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 (LPN) may be eligible to be admitted to the STLCC Nursing Program through the LPN bridge course.

NURSING REQUIREMENTS CHECKLIST

Admission to the College does not guarantee admission to the nursing program. Before submitting a nursing program application, students must have successfully completed all pre-application requirements listed below (items 1-13).

1. Application Form for admission to the college.
2. Degree Seeking Status, which requires:
   a. Official College Transcripts – An official transcript from each college attended must be sent directly from the college attended to Central Student Records, St. Louis Community College, 300 S. Broadway, St. Louis, 63102. Hand carried or faxed transcripts will NOT be accepted. Once transcript(s) have been received, please request a transcript evaluation. The evaluation request form is available in the OFFICE OF ENROLLMENT SERVICES or online at www.stlcc.edu.
   b. High School Transcript or GED – required only for students with fewer than 15 hours of college level work or those who have satisfied the science requirements in high school. Current high school students must submit a final high school transcript before applying to the nursing program.
3. Minimum cumulative GPA of 2.5 in high school or for 15 hours of college work (100 level or higher). Students with fewer than 15 hours of college credit must have both a 2.5 GPA in high school and a 2.5 GPA in college.
   a. 2.5 GPA MUST be maintained while on the waiting list.
   b. GED Applicants: must have 15 hours of (100 level) college credits with a 2.5 GPA.
   c. STLCC students with at least 15 college level credits with a 2.5 GPA: will have met this requirement, regardless of the GPA at other colleges.
   d. College transfer students with fewer than 15 STLCC credits: must have a cumulative 2.5 GPA in college level credits earned at all colleges attended.

NOTE: Developmental courses (numbered below 100) will NOT be counted toward the 15 hours of college work and will NOT be included in the GPA for admission to the program.

4. Reading: Complete one of the following to meet the reading prerequisite
   a. Composite ACT score of 21 or higher OR SAT verbal score of 500 or higher (within the last 3 years)
   b. Accuplacer score of 77 or higher OR Compass score of 82 or higher on the Reading portion (within the last 3 years)
   c. Completion of RDG 030 or ENG 070 with a “C” grade or higher OR proof of completion of a 3 credit hour course (100 level or higher) with a “C” grade or higher from a US accredited institution.
   d. Students who have met the college’s reading proficiency have also met the reading requirement for nursing.

5. English: Complete one of the following to meet the English prerequisite
   a. Composite ACT score of 21 or higher OR SAT verbal score of 500 or higher (within the last 3 years)
   b. Accuplacer score of 83 or higher on the Sentence Skills portion OR Compass score of 70 or higher on the Writing Skills portion (within the last 3 years)
   c. Completion of ENG 030 or ENG 070 with a “C” grade or higher

6. Math: Complete one of the following to meet the math prerequisite.
   a. Math ACT score of 22 or higher OR SAT math score of 580 or higher (within the last 3 years)
   b. Placement into MTH160 or higher on the Accuplacer OR Compass (within the last 3 years)
   c. Completion of MTH140 or higher level math with a “C” grade or higher

7. Chemistry: Students are required to have completed two semesters of high school chemistry with lab, or one semester of college chemistry with lab (STLCC CHM101 or higher) with “C” grade or higher within 5 years of applying to the nursing program.

8. Biology: Students are required to have completed two semesters of high school biology with lab, or one semester of college biology with lab (STLCC BIO: 111 or higher) with “C” grade or higher within 5 years of applying to the nursing program. Only the biology course being used for placement on the waiting list needs to meet the “within 5 year” requirement.

9. DOSAGE CALCULATION TEST (given in the Assessment Center by appointment)
   Students are required to pass the Dosage Calculation Test (DCT) prior to applying to the nursing program. Students are given three opportunities within a calendar year (Jan. – Dec.) to pass the test and must pass with a minimum score of 90%. An optional preparation course, NRSG: 704 Nursing Math, is offered through Continuing Education. Call 314-984-7777 or check the Continuing Education class schedule online for times. A sample test is available at http://www.stlcc.edu/Document_Library/PracticeDosage.pdf OR you can take online tutorial: /users.stlcc.edu/dosage-calc/

10. Test of Essential Academic Skills (TEAS) (By appointment ONLY-contact the Assessment Center)
    a. Test covers Science, Math, English and Reading.
    b. Test fee is approximately $65.00. No minimum score is required.
    c. After the TEAS test is completed, you will be required to make an appointment and meet with a nursing retention coach to discuss your results.
11. **LPN License** - Current undisciplined LPN License.
12. **LPN Work Experience** – One year of LPN work experience within five years of enrolling in NUR160. For LPNs who have graduated within the past 12 months (1 year), the one year of LPN work experience requirement will be waived.

13. **Letter of Reference** from a recent or current employer if applicant is not an LPN who has graduated within the past 12 months (1 year).

14. **WHEN THE ABOVE CRITERIA (Items 1-13) HAVE BEEN MET, STUDENTS MUST SUBMIT A NURSING PROGRAM APPLICATION SIGNED BY AN ADVISOR, IN PERSON TO THE OFFICE OF ENROLLMENT SERVICES AT THE CAMPUS OF THEIR CHOICE. MAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

The following requirements (Items 15-22) must be met in order to enroll in Nursing 160: LPN to RN Bridge

15. **English**: Completion of ENG101 or higher with a “C” grade or higher
16. **Anatomy and Physiology I**: Completion of BIO207 with a “C” grade or higher
17. **Anatomy and Physiology II**: Completion of BIO208 with a “C” grade or higher
18. **General Psychology**: Completion of PSY200, with a “C” grade or higher
19. **Human Growth and Development**: Completion of PSY205, with a “C” grade or higher
20. **Communication Between Cultures**: Completion of COM200, with a “C” grade or higher
21. **Library and Online Research**: Completion of LIB101, with a “C” grade or higher
22. **CPR** - Current American Heart Association Healthcare Provider CPR certification

**Admission and degree requirements are subject to change without advance notice.**

Revised 10/2016

**NOTE**: The LPN Bridge course (NUR:160) may not be repeated. If an LPN Bridge student is unsuccessful in NUR:160 they may proceed through the readmission options as explained in the handbook sections **IV. PROGRESSION AND RETENTION; D. Readmission Policies; d. LPN Bridge.**
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. Estimated Program Expenses
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 Nursing Program expenses and LPN Bridge estimated expenses.
Pre-Application: The Test of Essential Academic Skills (TEAS) is a requirement to be completed prior to receiving a Nursing Program Application.

Pre-Application Estimated Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEAS test</td>
<td>70.00</td>
</tr>
</tbody>
</table>


Pre-Admission Estimated Expenses

| Item                                                                 | Amount |
|*************************************************************************|--------|
| In-District Maintenance Fees (14 credit hours @ $109.50/cr.hr.)       | 1533.00|
| Personal Transportation (approximate)                                 | 300.00 |
| Books                                                                  | 400.00 |

Pre-Entry: The following eight items are required to be completed within six months prior to the first day of Fundamentals of Nursing, NUR:151. Each campus Nursing Department will have specific deadlines for submitting documentation of these eight items. Failure to meet these deadlines will result in removal of your name from the admission process.

1. Criminal Background Check (Depends on # of names & # of states) 50.00
2. Drug Screen 34.00
3. Immunization Tracker 27.50
4. Missouri Department of Health & Senior Services Family Care Safety Registry 14.00
5. Health Exam (must be on STLCC’s Nursing Physical Form) 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
7. Health Insurance (must maintain throughout program) 600.00
8. American Heart Assoc. (AHA) Healthcare Provider CPR 65.00

Pre-Entry Estimated Expenses $1490.50

First Semester

In-District Maintenance Fees (15 credit hours @ $109.50/cr.hr.) 1642.50
Nursing Books 600.00
Personal Transportation (approximate) 600.00
Lab Kit 150.00
Uniforms (2 @ $50) 100.00
Black Leather Shoes 75.00
Stethoscope 50.00
Lab Coat (Optional per agency policy) 40.00
Watch with Ability to Count Seconds 30.00
Bandage Scissors 10.00
Student Nurse Association (SNA) Dues (Optional) 5.00
Assessment Exam 275.00
Clickers 50.00

First Semester Estimated Expenses $3727.50
Second Semester
In-District Maintenance Fees (14 credit hours @ $109.50/cr.hr.) 1533.00
Personal Transportation (approximate) 600.00
Nursing Books 250.00
Student Nurse Association (SNA) Dues (Optional) 5.00
Assessment Exam 275.00
Lab Kit 150.00

Second Semester Estimated Expenses $2813.00

Between Second and Third Semester in the Nursing Program
Health Insurance (must maintain throughout program) 600.00
Repeat Health Exam if History of (+) TB Test 50.00

Between Second and Third Semester Estimated Expenses $650.00

Third Semester
In-District Maintenance Fees (12 credit hours @ $109.50/cr. hr.) 1340.00
Nursing Books 200.00
Personal Transportation (approximate) 600.00
Fingerprinting Fee 60.00
State Board License Application Fee 45.00
Student Nurse Association (SNA) Dues (Optional) 5.00
Assessment Exam 275.00

Third Semester Estimated Expenses $2499.00

Fourth Semester
In-District Maintenance Fees (14 credit hours @ $109.50/cr. hr.) 1533.00
Personal Transportation (approximate) 600.00
NCLEX-RN Exam Registration Fee 200.00
Transcript to State Board 5.00
Assessment Exam 275.00
Student Nurse Association (SNA) Dues (Optional) 5.00
NCLEX-RN Review Course (Optional) 450.00
School Pin (Optional) 100.00
Graduation Pictures (Optional) 30.00
Graduation Robe Rental (Optional) 25.00

Fourth Semester Estimated Expenses $3223.00

Total Estimated Expenses for Program $16,606.00
ST. LOUIS COMMUNITY COLLEGE – LPN Bridge Admission

Estimated LPN Expenses (Revised July 2017) - Amounts subject to change

Pre-Application: The Test of Essential Academic Skills (TEAS) is a requirement to be completed prior to receiving a Nursing Program Application.

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEAS Test</td>
<td>70.00</td>
</tr>
</tbody>
</table>

Pre-Application Estimated Expenses $70.00

Pre-Admission: Seven Courses (BIO:207, BIO:208, ENG:101, PSY:200, PSY:205, COM:200, and LIB:101) Required Prior to Enrolling in NUR:160 LPN Bridge:

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-District Maintenance Fees (21 credit hours @ $109.50/cr.hr.)</td>
<td>2299.50</td>
</tr>
<tr>
<td>Personal Transportation (approximate)</td>
<td>300.00</td>
</tr>
<tr>
<td>Books</td>
<td>400.00</td>
</tr>
</tbody>
</table>

Additional Seven Required Courses Estimated Expenses $2999.50

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

1. Criminal Background Check (Depends on # of names & # of states) 50.00
2. Drug Screen 34.00
3. Immunization Tracker 27.50
4. Missouri Department of Health & Senior Services Family Care Safety Registry 14.00
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
7. Health Insurance (must maintain throughout program) 600.00
8. American Heart Assoc. (AHA) Healthcare Provider CPR 65.00

Pre-Entry Estimated Expenses $1490.50
**First Semester for LPN Bridge**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-District Maintenance Fees (7 credit hours @ $109.50/cr.hr.)</td>
<td>766.50</td>
</tr>
<tr>
<td>Nursing Books</td>
<td>850.00</td>
</tr>
<tr>
<td>Personal Transportation (approximate)</td>
<td>600.00</td>
</tr>
<tr>
<td>Lab Kit</td>
<td>300.00</td>
</tr>
<tr>
<td>Uniforms (2 @ $50)</td>
<td>100.00</td>
</tr>
<tr>
<td>Black Leather Shoes</td>
<td>75.00</td>
</tr>
<tr>
<td>Stethoscope</td>
<td>50.00</td>
</tr>
<tr>
<td>Lab Coat (Optional)</td>
<td>40.00</td>
</tr>
<tr>
<td>Watch with Ability to Count Seconds</td>
<td>30.00</td>
</tr>
<tr>
<td>Bandage Scissors</td>
<td>10.00</td>
</tr>
<tr>
<td>Student Nurse Association (SNA) Dues (Optional)</td>
<td>5.00</td>
</tr>
<tr>
<td>Assessment Exam</td>
<td>250.00</td>
</tr>
<tr>
<td><strong>First Semester for LPN Bridge Est. Expenses</strong></td>
<td><strong>$3076.50</strong></td>
</tr>
</tbody>
</table>

Please see the Nursing Program Handbook for the additional subsequent semester expenses for the third and fourth semesters.
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.

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.

Print Name: ________________________________
Signature: ________________________________
Date: ________________________________
A#: ________________________________
STLCC E-Mail: ________________________________@my.stlcc.edu
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.

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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: ______________________________________________________________
Date: ___________________________________________________________________
A#: _____________________________________________________________________
STLCC E-Mail: ____________________________________________________________@my.stlcc.edu
Accommodations Statement
St. Louis Community College is committed to providing access and reasonable accommodations for individuals with disabilities as addressed by the Americans with Disabilities Act as amended and Section 504 of The Rehabilitation Act. If you have a disability and need accommodations (for example, volunteer notetaker, extended time for tests, special seating, an interpreter, etc.), please call the Access office at the campus of your choice to apply for services. Documentation of disability may be required. Although services can be requested at any time, please apply for services as soon as possible. Six weeks advance notice is recommended to ensure support services are in place when classes begin. More information can be found at: http://www.stlcc.edu/disAbility/

Information for Nursing students with disabilities who are seeking accommodations for the National Council Licensure Examination (NCLEX) can access information from the National Council of State Boards of Nursing (NCSBN) at: https://www.ncsbn.org/2321.htm, then click on Candidate FAQs, and then click on “How does a candidate with special needs request testing accommodations?”

Additional information from the Missouri State Board of Nursing for Nursing students with disabilities is available at http://pr.mo.gov/boards/nursing/NursingADAPositionPaper.pdf and includes the Position Paper – Requests for Modifications from Disabled Candidates.

Notice of Non-Discrimination
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, genetic information or status as a disabled or Vietnam-era veteran and shall take action necessary to ensure non-discrimination. Sexual harassment, including sexual violence, is also prohibited.

For information contact:

Section 504/Title II/Title IX Coordinator
Patricia Henderson
Manager, Talent Management/Deputy Title IX Coordinator for Employees
300 S. Broadway
St. Louis, MO 63102-2800
PHONE: (314) 539-5214; Direct Phone and Fax
E-mail: phenderson@stlcc.edu