



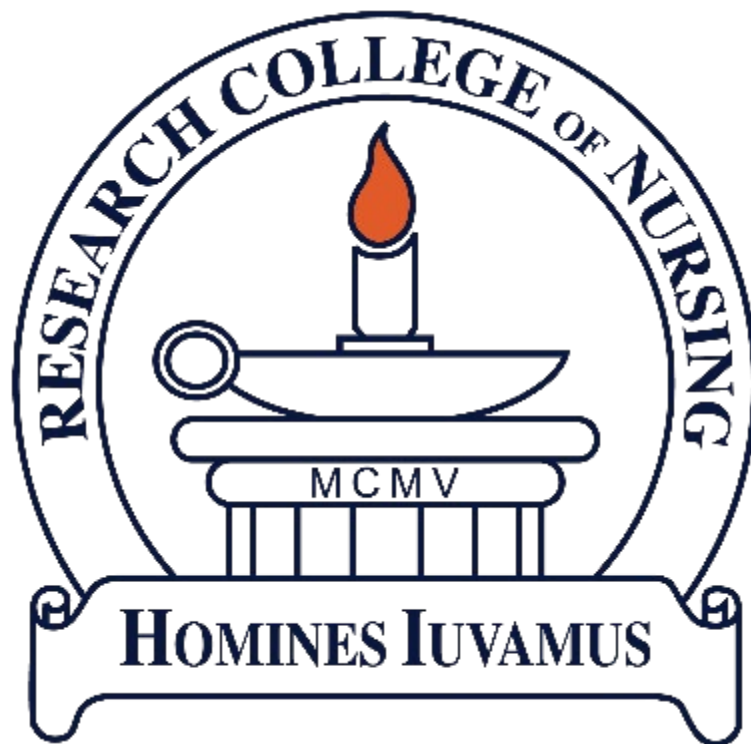
**Research**  
College of Nursing

# 2023-2024

CATALOG & STUDENT HANDBOOK



EDUCATING NURSES | DEVELOPING LEADERS | CARING FOR OUR COMMUNITIES



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# GENERAL INFORMATION



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## **General Information**

# ***Research*** **College of Nursing**

**2525 East Meyer Boulevard  
Kansas City, Missouri 64132  
(816) 995-2800**

The programs and degree requirements specified in this publication apply to students who commence their studies at Research College of Nursing (RCoN), “the College”, during the academic year 2023-2024 and who remain in continuous enrollment at the institution until they graduate. This publication does not, however, constitute a contract between the College and a student. The College reserves the right to make changes in degree requirements, course offerings, and procedures as educational and/or financial considerations require.

Although academic requirements are subject to change without notice, as a general rule, and whenever possible, students may elect to comply with new academic requirements or elect to remain under the academic requirements in effect when they began their studies. Policies may be implemented during a student’s academic experience that will be considered effective at the time of implementation. Students will be expected to comply with those policies. Students who withdraw and are subsequently readmitted will be bound by the program and degree requirements in place during the academic year in which they are readmitted.

Information in this publication concerning academic programs, notices and policies, tuition, financial aid, academic rules and regulations, and faculty is current as of August 1, 2023. This publication is updated annually. If any changes are made prior to next scheduled update, constituents will be notified of such changes via College email and the Learning Management System.

## Accreditations and Approval

### Regional Accreditation

The College is accredited by the Higher Learning Commission (HLC) to award bachelors and master's degrees. Questions about the accreditation of the College can be directed to HLC ([hlcommission.org/](http://hlcommission.org/)) at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, or by calling 800-621-7440.

### Programmatic Accreditation

The baccalaureate degree program in nursing/master's degree program in nursing at Research College of Nursing is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

### Board of Nursing Approval

The College's baccalaureate degree program has full approval from the Missouri State Board of Nursing (MSBN). Questions about the College's approval can be directed to MSBN ([nursing@pr.mov.gov](mailto:nursing@pr.mov.gov)) at P.O. Box 656, Jefferson City, MO 65102-0656, 800-735-246.

### State Authorization

California Bureau for Private Postsecondary Education  
P.O. Box 980818  
Sacramento, CA 95798-0818  
(916) 431-6959

### Student Protection Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid for deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an education program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closer.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded a restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STFR for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.



## History of Research College of Nursing

Research College of Nursing (RCoN) has its roots in the history of Research Medical Center which began in 1886 as the German Hospital. The German Hospital Training School for Nurses was founded in June 1905 with five students enrolled in the first class and five others who later transferred from other nursing schools.

The first class of diploma prepared nurses graduated in 1906. In the first part of the 20<sup>th</sup> century, the name of German Hospital and the School of Nursing were changed to Research Medical Center and Research School of Nursing.

As a regional leader in the area of quality nursing education, the College led the transition in nursing education through the evolution of the diploma program into an academic program of study leading to a baccalaureate of science in nursing degree, jointly awarded with Rockhurst College (now Rockhurst University). The first class was admitted in 1980. During the next few years, the College added two (2) additional tracks. A RN-BSN track, designed to assist diploma or associate degree nurses to complete BSN degree, was started in 1984. Continuing its mission to meet the community's needs and address the shortage at the bedside, RCoN initiated an Accelerated BSN track for individuals with a bachelor's degree in other fields in 1991. The program was among the first 30 in the country. The RN-BSN program was phased out in 1998. The partnership with Rockhurst University ended in May 2022.

A master's of science in nursing program was developed in 1995 with one clinical specialty, that of a Family Nurse Practitioner. The first class was admitted in 1997. A second track, Executive Nurse Practice: Health Care Leadership (now known as Executive Practice and Healthcare Leadership) began in 2003. In the fall of 2004, a third graduate track, the Nurse Educator was initiated. The Adult Gerontology Nurse Practitioner track was offered from 2011-2022. The Clinical Nurse Leader track was offered from the fall of 2011 to fall of 2017. The MSN program will be closing in December of 2024.

Corporate oversight of the College of Nursing has undergone several changes which have been of great benefit to the institution. In April 2003, HCA Healthcare acquired Research Medical Center and Research College of Nursing which are now part of the HCA Midwest Health division. Enhancing its position in the Kansas City community, through this movement RCoN became the first institution of higher learning to be a part of HCA Healthcare.

Research College of Nursing students benefit from the broad array of patients and services through clinical experiences at HCA Midwest Health facilities. Since it admitted its first class in 1905, the College has graduated over 6,000 professional nurses. Through its many changes RCoN continues to thrive and to serve as a leader in innovation among nursing programs in the community and in the nation.

## ***Mission***

We will be the college of choice for nurses who desire to lead in practice, service and advocacy.

## ***Vision***

Above all else, Research College of Nursing is committed to empowering people by educating nurses, developing leaders, and caring for our communities.

## ***iLEARN Values***

- Integrity:** Being honest, truthful, and ethical; possessing strong moral principles; and treating others with empathy.
- Leadership:** Bringing out the best in self and others, inspiring to connect, and modeling behaviors expected of others.
- Excellence:** Being the best at what you do.
- Advocacy:** Acting on the behalf of or in support of another person, place or thing.
- Respect** Being considerate and honoring the feeling, opinions, and property of others.
- Nursing:** Valuing integrity, leadership, excellence, advocacy, and respect in the care of all people in all communities.



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# Diversity and Respect

## Anti-Discrimination Policy

Research College of Nursing is committed to providing equal opportunities for all persons and does not discriminate or retaliate on the basis of race, color, creed, religion, sex, pregnancy status, sexual orientation, marital status, national origin or ancestry, age, gender, disability, citizenship or intending citizenship status, gender identity, veteran status, or any other status protected by law ("protected status"). This policy extends to admissions, financial aid (Title IV funding as well as institutional), employment, housing, services, and in the other educational programs and activities that Research College of Nursing operates.

## Diversity Statement

The College is committed to building a community in which diversity in all of its forms unites in a spirit of learning to celebrate the uniqueness of each individual and affirm human differences. We are dedicated to being leaders within our community by fostering an environment where the principles of personal responsibility, mutual respect and the pursuit of social justice are vigorously pursued.

## Respect Statement

Nursing is a caring and compassionate profession that is rooted in personal and professional accountability. Treating others with respect and dignity is central to our mission and purposes. Faculty, staff, and students are considered equal and active members of our community. All who work, live, study, and teach in our community are here by choice and as a part of that choice should be committed to principles of respect which are an integral part of the College. As members of a community, our goal is to treat others and ourselves with respect, dignity, and care.

We will achieve that goal by engaging in the following activities:

- Sensitive communication practices and behavior
- Acknowledging each person's self-worth and unique contributions to the community
- Recognizing our individual backgrounds, outlooks, values, and styles
- Sharing principles of personal responsibility, mutual respect, and common decency
- Celebrating the uniqueness of the individual and developing our understanding and tolerance of differences in gender, ethnicity, age, spiritual belief, sexual orientation, gender identity, race, and physical or mental potential
- Growing and sustaining a caring culture, nurturing growth, and fulfillment in on another and in the larger communities of which we are a part
- Discouraging intolerance, hatred, and injustice and promote constructive resolution of conflict

Members of our community are honor bound to address disruptive, disrespectful, or discriminatory behavior. We will work together to achieve our goal of treating others with respect, dignity, and care and work toward sensitizing ourselves to what could be interpreted as disrespect. This goal should be reflected in our daily lives and our interactions and moments with other members of our community and with our clinical partners.



# Student Learning Outcomes

## BSN

1. Students will provide safe, quality care across the lifespan and in the continuum of healthcare environments.
2. Students will demonstrate professional nursing values and standards.
3. Students will integrate leadership concepts into clinical practice.

## MSN

1. Apply frameworks to advance the scholarship of practice and enhance the provision of healthcare:
  - a. Theory/scientific findings
  - b. Information/technology
  - c. Policy and finance
  - d. Principles of clinical prevention and population health
2. Utilize improvement science and evidence-based practice across various settings.
3. Demonstrate interprofessional collaboration in advanced nursing roles.
4. Integrate organizational and systems leadership in the provision of healthcare.

INTEGRITY | LEADERSHIP | EXCELLENCE | ADVOCACY | RESPECT | NURSING  
LEADERSHIP | EXCELLENCE | ADVOCACY | RESPECT | NURSING | INTEGRITY  
EXCELLENCE | ADVOCACY | RESPECT | NURSING | INTEGRITY | LEADERSHIP  
ADVOCACY | RESPECT | NURSING | INTEGRITY | LEADERSHIP | EXCELLENCE  
RESPECT | NURSING | INTEGRITY | LEADERSHIP | EXCELLENCE | ADVOCACY

# ADMISSIONS



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# Admissions

## BSN Admissions

The College offers a Bachelor of Science in Nursing (BSN) degree with two (2) tracks, an accelerated BSN (ABSN) and traditional BSN (TBSN). The ABSN track is for second degree students and is designed to be completed in one (1) calendar year on a full-time basis. The TBSN track is for transfer students and is designed to be completed in four (4) semesters on a full-time basis.

The College utilizes the *ATI Test of Essential Academic Skills (ATI TEAS®) for Nursing Students* for admission. This test measures basic essential skills in the academic content area domains of reading, math, science, and English and language usage. It is designed to provide an assessment of a student's overall academic preparedness for nursing related content. To register for the ATI TEAS® for Nursing Students, go to [www.atitesting.com](http://www.atitesting.com). The test must be taken within 24 months of the student's anticipated start date.

## ABSN Track

Students who have earned a baccalaureate degree from a regionally accredited college or university are eligible to apply for admission using [NursingCAS](#). For questions related to NursingCAS, please contact NursingCAS support directly by phone at 617-612-2880 Monday-Friday 9am-5pm Eastern or by email at [NursingCASSupport](#).

Applications will be open September 1 through December 31. Admission decisions are made beginning November 1 and will continue on a rolling basis until the class is filled.

Requirements for admission to the ABSN track include

1. 3.0 cumulative college GPA, and
2. Completion of pre-requisite courses with a grade of C or better
3. ATI TEAS® minimum score of *Proficient Academic Preparedness Level*
4. Non-nursing Bachelor's degree

Or

1. 2.8 cumulative college GPA with a B- or better in Anatomy & Physiology, and
2. Completion of pre-requisite courses with a grade of C or better
3. ATI TEAS® minimum score of *Proficient Academic Preparedness Level*
4. Non-nursing Bachelor's degree

## ABSN Track - Applicants with Nursing Credits

Applicants who have nursing credit from another college or university must follow the admission process for Transfer Students and submit a letter from the previous nursing program's administrator (Dean, Chair, or Director) that indicates the student is "in good standing" and eligible to return, or explains why the student is not eligible to return.

If an applicant was not successful they should focus their essay on why they were not successful and what changes they have made.



## **TBSN Track - Early Admission\***

High school students may apply for [Early Admission](#).

Requirements for early admission to the TBSN track include:

1. American College Testing (ACT) Composite score of  $\geq 22$ , and
2. 3.0 High School Grade Point Average (GPA)

Or

1. American College Testing (ACT) Composite score of 21, and
2. 3.2 High School Grade Point Average (GPA)

To enroll in the BSN program, Early Admission students must have:

1. 3.0 cumulative college GPA, and
2. Completion of pre-requisite courses with a grade of C or better
3. ATI TEAS® minimum score of Proficient Academic Preparedness Level
4. Application made to Nursing CAS

Or

1. 2.8 cumulative college GPA with a B- or better in Anatomy & Physiology, and
2. Completion of pre-requisite courses with a grade of C or better
3. ATI TEAS® minimum score of Proficient Academic Preparedness Level
4. Application made to Nursing CAS

## **TBSN Track - Transfer Students**

Transfer students may apply using [NursingCAS](#). For questions related to NursingCAS, please contact NursingCAS support directly by phone at 617-612-2880 Monday-Friday 9am-5pm Eastern or by email at [NursingCASSupport](#).

Applications will be open September 1 through February 1. Admission decisions are made beginning November 1 and will continue on a rolling basis until the class is filled.

Requirements for admission to the TBSN track include

1. 3.0 cumulative college GPA, and
2. Completion of pre-requisite courses with a grade of C or better
3. ATI TEAS® minimum score of Proficient Academic Preparedness Level

Or

1. 2.8 cumulative college GPA with a B- or better in Anatomy & Physiology, and
2. Completion of pre-requisite courses with a grade of C or better
3. ATI TEAS® minimum score of Proficient Academic Preparedness Level

## **TBSN Track – Applicants with Nursing Credits**

Applicants who have nursing credit from another college or university must follow the admission process for Transfer Students and submit a letter from the previous nursing program's administrator (Dean, Chair, or Director) that indicates the student is "in good standing" and eligible to return, or explains why the student is not eligible to return.

## **Criminal Background Check and Drug Screen**

Upon admission, students must complete a criminal background check and drug screen. The College reserves the right to revoke admission based on an adverse criminal background check and/or drug screen.

The databases included in the criminal background check include:

- Missouri Highway Patrol Criminal Background Check (included in the MO FCSR check)
- Kansas Criminal Background Check (included in KBI search)
- Other State Criminal Background Check (included in OmniSearch Plus for seven (7) years)
- Kansas Department of Health and Environment (included in Global Screen)
- Kansas Department of Aging and Disability Services (included in Global Screen)
- Missouri Department of Health and Senior Services Employee Disqualification List (included in MO FCSR check)
- Missouri Department of Mental Health Disqualification Registry Report (included in MO FCSR check)
- Office of the Inspector General (included in Healthcare Sanctions Registry)
- General Services Administration/Excluded Parties List System (included in Healthcare Sanctions Registry)
- Missouri Sex Offender Registry (included in MO FCSR check)
- Kansas Bureau of Investigation Registered Sex Offenders List (included in Multi-State Sex Offender Registry)
- Other State or National Sex Offender List (included in Multi-State Sex Offender Registry)
- Name, Social Security Number and Address Verification (included in OmniSearch Plus for seven (7) years)
- United States Treasury — SDN and Blocked Persons List Website (included in Global Search)

The drugs included in the drug screen include:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine Metabolites
- Marijuana Metabolites\*
- Methadone
- MDA (SASS)
- MDA (Ecstasy)
- Opiates
- Phencyclidine
- Propoxyphene
- Methaqualone
- Oxycodone
- Oxymorphone

\*A positive drug screen for marijuana will be considered a failed drug screen, even if the marijuana is being used for medical purposes.

## Transfer Credits

The College accepts transfer credits\* under the following guidelines:

1. Grade of B or better for MSN program; grade of C or better for BSN program
2. Pass/fail credit accepted if pass is defined (B or better for MSN program; C or better for BSN program) in the institution's academic catalog or other official documentation
3. Practicum, cooperative education, field experience, internships, etc., are not accepted
5. Correspondence work is accepted only under special circumstances, and with prior approval of Dean
6. Credits earned at colleges outside of the United States are required to obtain a course by course evaluation by an outside agency such as Educational Credential Evaluators (ECE) or World Education Services (WES)

\*A maximum of nine (9) hours of graduate credit completed at another institution within the last five (5) years may be accepted as fulfilling the requirements of the MSN tracks

Transfer institutions must be accredited by one of the following higher education accreditors:

1. Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges
2. Higher Learning Commission
3. Middle States Commission on Higher Education
4. New England Commission on Higher Education
5. Northwest Commission on Colleges and Universities
6. Southern Association of Colleges and Schools Commission on Colleges
7. Western Association for Schools and Colleges Senior College and University Commission

If the evaluated course meets credit hour requirements and is substantially similar, the course may be accepted as a substitution. If similarity of a course is unable to be determined by the course title and description alone, a syllabus will be required for review. If substantial similarity is unable to be determined from the review of the syllabus, the College will use publicly available online transfer credit tools to determine similarity.

If a course has been previously evaluated, the course substitution is stored in a transfer credit database and credit is assigned based upon those prior decisions. Courses that have not been previously evaluated, are reviewed on a case-by-case basis.

The College will award transfer credit in the following ways for courses completed at institutions not operating on a semester calendar:

- Credit from schools operating on a quarter calendar will be awarded at a 0.67 (two-thirds) conversion
- Credit from schools operating on a trimester calendar will be awarded at a 0.83 conversion.

For institutional accreditation reasons, the College is required to have on file official transcripts from all institutions of higher education a degree-seeking student has attended, whether or not the credit is applied to their RCoN degree program. The College reserves the right to reject course work from unaccredited institutions as determined by the Registrar's Office. Such course work is not accepted for transfer or satisfaction of degree requirements at the College. Undergraduate nursing courses are not accepted for transfer except as a completed degree.



## **Credit for Nontraditional Work**

**College Level Examinations:** Students who wish to take Subject Level Examinations in various areas of the College Level Examination Program (CLEP) may submit official score reports to the Director of Admission. Contact the Educational Testing Service to request an official report of your test score. A score of 50 is considered the minimum qualifying score for college credit. The College will accept up to a maximum of 30 credit hours from CLEP exams.

**Advanced Placement Tests:** Students who received a score of 3 or above on an Advanced Placement Test administered by the College Entrance Examination board can receive college credit. Official score reports must be submitted to the Director of Admission.

**International Baccalaureate Credit:** Students who completed the International Baccalaureate program are eligible to receive college credit for the courses completed. A score of 5-7 on the higher-level examinations will result in the granting of college credit. Official score reports must be submitted to the Director of Admission.

## **Change from ABSN to TBSN Track**

BSN students in good standing wishing to change from the ABSN track to the TBSN track must do the following:

1. Request the Change of Track form from the Registrar's Office, and
2. Submit form to the Director of Admissions.

Once the form has been submitted, the Director of Admission will notify the Associate Dean. The request to make the change is based on available space in the track as well as the student's ability to be successful. The ability to switch tracks is not guaranteed. Changing from the TBSN track to the ABSN track is not allowed.

## **Readmission Following Dismissal**

Dismissal from the College is a serious action. Therefore, a student who has been dismissed should not expect to be readmitted. A student who is dismissed may choose to apply for readmission to the track and program they were enrolled.

The following must be submitted:

1. Application for Readmission – Applications for summer or fall readmission are due April 15; applications for a spring readmission are due October 15th.
2. Letter to Associate Dean describing
  - Actions that have been taken to warrant consideration for readmission,
  - Evidence to support probability of future academic success, and
  - Plan for achieving future academic success.
3. Two (2) letters of support for readmission from College faculty. If necessary, students may substitute one (1) nursing faculty letter with a letter of support from a faculty at another institution of higher education.

The Associate Dean will make the decision regarding readmission. If readmitted, course registration will be decided by the Associate Dean on a space available basis. Any failure in a future nursing course will result in immediate dismissal from the program without possibility of readmission.

# FINANCIAL INFORMATION



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# Financial Information

## Tuition and Fees

The tuition and fee schedules are published each year in the Spring for the following year. A tuition and fee schedule for the current academic year is available from the Business Office.

### TBSN Seniors

2023 Fall Semester (Seniors)	\$9,000.00
2024 Spring Semester (Seniors)	\$9,000.00
<b>Annual Total</b>	<b>\$18,000.00</b>

### TBSN Juniors

2023 Fall Semester (Juniors)	\$9,630.00
2023 Fall Semester Technology Fee	\$950.00
2024 Spring Semester (Juniors)	\$9,630.00
2024 Spring Semester Technology Fee	\$950.00
<b>Annual Total</b>	<b>\$21,160.00</b>

### ABSN May Start

2023 Fall Term Tuition	\$12,840.00
2023 Fall Term Educational Technology Fee	\$1,267.00
2024 Spring Term Tuition	\$12,840.00
2024 Spring Term Educational Technology Fee	\$1,267.00
<b>Total</b>	<b>\$28,214.00</b>

### ABSN January Start

2024 Spring Term Tuition	\$12,840.00
2024 Spring Term Educational Technology Fee	\$1,267.00
2024 Summer Term Tuition	\$12,840.00
2024 Summer Educational Technology Fee	\$1,267.00
<b>Total</b>	<b>\$28,214.00</b>

### MSN

Tuition	\$550.00 per credit hour
APEA Fee (Students enrolled in NU 7110)	\$100.00
Clinical Fee (per clinical credit hour)	\$50.00
EBI Fee (Students in final semester, excluding Post MSN Certificates)	\$50.00
Graduation Fee (Students in final semester)	\$100.00
Lab Fee (Students enrolled in NU 7110, 7151/52, 7451/52)	\$25.00
Library Fee	\$25.00 per semester
Online Education Fee	\$25.00 per semester
Simulation Fee (Students enrolled in NU 7063, 7451/52)	\$50.00
Surgireal Supplies Fee (Students enrolled in NU 7110, 7451/52)	\$130.00
Technology Fee	\$25.00 per semester
Typhon NPST Fee (Students enrolled in NU 7110)	\$90.00



**Special Fees (All Students)**

Late Registration Fee	\$150.00
Syllabus Copying Fee	\$10.00

**Advanced Practice Education Associates (APEA) Fee** - Variety of exams, learning resources, and remediation tools to assure success on boards and in the clinical setting.

**Clinical Fees** – Charges for expenses beyond what tuition covers.

**Educational Benchmarking Inventory (EBI) Fee** - Assessments used to help identify where improvement efforts should be focused.

**Graduation Fee** - Expenses associated with graduation including diploma and hooding/commencement ceremony.

**Lab Fee** – Expenses associated with supplies and equipment used during lab sessions.

**Late Registration Fee** – Charged to students who register for courses after registration has ended.

**Library Fee** - Provides nursing and other health related resource materials at the HCA Knowledge Center.

**Online Education Fee** – Expenses associated with the cost of online education including state approval, learning management system, and technology support.

**Simulation Fee** – Expenses associated with supplies, equipment, and technology used during simulation sessions.

**Surgireal Supplies Fee** – Expenses associated with suture lab including suture training kits and maintenance of suturing anatomical parts.

**Syllabus Copying Fee** – Fee for providing copy of course syllabus.

**Technology Fee** - Provides access to computers and other technology resources.

**Typhon Fee (NPST)** – Expenses associated with complete and secure electronic student tracking system, including comprehensive clinical skill logs and report, an evaluation and survey tool, scheduling, electronic portfolios and student/preceptor/clinical site database.

**Business Office****Payment Policy**

Full tuition and fees, including housing, are due at the time of registration. Alternative payment plans are available and may be exercised by eligible students. In order to qualify for any plan, the student may not have a history of account delinquency. Please contact the Business Office for any exceptions.

**Delinquent Accounts**

Overdue accounts will be sent to a collection agency. Collection costs and fees for unpaid balances forwarded to outside agencies for collection will be borne by the student. Transcripts of academic

records, and diplomas will not be issued by the Registrar's Office for any student, or former student, whose student account and/or Federal Nursing Loan or HCA repayments are delinquent. Delinquent balances must be paid in full or repayment plans brought current prior to the issuance of academic transcripts.

Students receiving Veterans Administration (VA) funds will not be imposed any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

### **Refunds**

Students withdrawing or dismissed after the first week are eligible for refunds in accordance with the [fee schedule](#). Students receiving federal financial aid will also have a refund calculated based on Department of Education requirements. Students receiving financial aid which exceeds the cost of tuition, fees, room and board will be required to repay the appropriate fund as stipulated in federal regulations.

No refunds, either for withdrawal from single classes or for entire withdrawal from the College, are made unless the student has withdrawn properly in writing through the Registrar's Office. Notification of the individual teacher does not constitute an official withdrawal. Until the Financial Aid Office is informed by an official withdrawal notice, the student is billed as though they were still attending classes.

### **Return of Federal Funds**

The return of federal funds formula provides for the return of Title IV aid if the student received federal financial assistance and withdrew on or before completing 60% of the semester/term. Funds are returned as follows:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. Other Title IV funds
7. Other federal, state, private, or institutional sources of aid
8. Student

If funds released to a student because of a credit balance on the student's account, then the student may be required to repay some of the federal grants or loans released to the student. Students receiving federal financial aid who withdraw from anything less than 100% of their courses will have tuition refunded using the schedule below. All other students not receiving federal financial aid who withdraw from one or all of their courses (both officially and administratively), will also have tuition refunded according to the schedule below. Students will receive the following refund if proper written withdrawal is made before the following weeks:

8 Week Course Refund	
1 <sup>st</sup> week	100%
2 <sup>nd</sup> week	50%

16 Week Course Refund	
1 <sup>st</sup> week	100%
2 <sup>nd</sup> week	75%
3 <sup>rd</sup> week	50%
4 <sup>th</sup> week	25%
5 <sup>th</sup> week and after	0%

## Financial Aid

The College subscribes to the principle that financial aid programs exist primarily to provide financial assistance to students who, without such aid, would be unable to attend the college of their choice. The free Federal Application for Student Aid (FAFSA) is the preferred form used to evaluate need for all financial aid.

### Application for Financial Aid

Students who wish to apply for financial aid must be admitted to the College. The application can be made through the free Federal [application](#). The Title IV code for Research College of Nursing: 006392.

1. Both dependent and independent students must file a FAFSA.
2. Students can apply for all types of aid, including institutional, federal, and state assistance by completing the FAFSA.

An undergraduate student who qualifies for financial aid typically receives any one or a combination of various types of aid. Financial aid awards are for one (1) year only, so the student must reapply each year. The aid offered may vary from year to year due to changes in funding, statutory provisions, or student circumstances. Undergraduate students completing a second degree and graduate students are eligible to participate in financial aid programs. The types of aid are limited due to federal regulations. Students enrolled in the post-master certificate programs are NOT eligible for federal financial aid.

### Hours Required to Receive Financial Aid

Full-time undergraduate students (minimum of 12 credit hours) are eligible for institutional aid, federal aid and outside sources. Half-time students (6-11 credit hours) are only eligible for federal aid. Any student taking less than 6 credit hours is not eligible for Title IV aid.

Graduate students must be enrolled in at least 4.5 credit hours to be eligible for federal aid in a major semester (fall and spring); they must be enrolled in at least two (2) credit hours in the summer to be eligible to receive federal aid. Any student enrolled in fewer hours will not be eligible for Title IV aid.

## Scholarships and Discounts

### HCA Employee Discount

Fifty percent (50%) MSN tuition discount for full-time employees, including weekend option; 25% tuition discount for part-time employees. There is no discount for employees that are PRN. Students must indicate on their registration paperwork their employment status, facility, and ¾ ID number for verification.

### **HCA Midwest Division Loan Program**

This program offers loan funding to BSN students. Students who receive the funding agree to a work commitment as a registered nurse following graduation from the College.

### **Government Aid**

Students without a prior degree are eligible to receive all the following sources of financial aid. Students with a prior degree are limited to the Stafford, Federal Nursing Loan and GRAD PLUS programs.

#### **Federal Pell Grant**

This federal grant is administered by the Department of Education to undergraduate students demonstrating a high level of financial need. The amount of these grants varies and is determined by the Department of Education.

#### **Federal Supplemental Education Opportunity Grants (FSEOG)**

These federal grants are awarded through the College to students demonstrating a high financial need. The amount of these grants varies and awards are limited.

#### **Federal Stafford Student Loan Programs**

These low interest loans are available to students who demonstrate financial need. Students may qualify for either a subsidized Stafford Loan (interest does not accrue until after graduation) or an unsubsidized Stafford Loan (interest begins accruing immediately). Interest rates on these loans are variable based on the 91-day Treasury Bill, but not higher than 8.25% (at time of printing). Loan amounts vary dependent upon year of enrollment in college, the level of demonstrated financial need, and previous loan history. Graduate and undergraduate students are eligible for these programs.

#### **Federal Parent Loan for Undergraduate Students (PLUS), Grad PLUS**

These loans are not based on demonstrated financial need. Parents may borrow up to the cost of attending college less any other financial assistance their son or daughter is receiving. Credit history is considered by the lender when determining eligibility for a PLUS Loan. Grad students may borrow up to the cost of attending college less any other financial assistance they are receiving. Credit history is considered by the lender when determining eligibility.

#### **Federal Nursing Loan**

These federal loan funds are awarded to undergraduate nursing students based on demonstrated need. Repayment begins following a nine (9) month; interest free grace period after a student ceases to be enrolled on at least a half-time basis six (6) credit hours. Repayment is based on a simple interest rate (5% at time of printing) on the unpaid balance with up to 10 years to repay the loan in full.

### **Reasonable Academic Progress for Continued Receipt of Financial Aid**

Students receiving financial aid must make reasonable academic progress toward graduation according to federal and state regulations in order to receive financial aid.

### **Maximum Attempted Enrollment Credit Hours Time-Frame**

The maximum attempted enrollment credit hours a student may enroll for to complete their college program of study must not exceed 180 attempted enrollment credit hours for the completion of a 120-



credit hour degree program. For students who transfer in the College, the 180 attempted enrollment credit hours maximum includes attempted credit hours at other colleges/universities attended, if transfer hours were accepted by the College. Note: For academic programs requiring less or more than 120 credit hours for degree completion, the maximum attempted enrollment credit hours for program completion is 150% of required credit hours for the program.

### **Completion Percentage**

In order to maintain measurable progress toward the completion of their degrees, students must successfully complete 67% of all credit hours attempted. (Hours attempted include repeated courses, dropped courses, withdrawals, and incomplete courses).

### **Qualitative Requirement: Cumulative College Grad Point Average (GPA)**

Students must also maintain a college GPA of 2.00 to demonstrate Satisfactory Academic Progress. The College cumulative 2.00 GPA requirement applies to all federal/state student aid programs and or certain College scholarship programs as detailed within each scholarship/award program. Certain College scholarship/award programs require a higher minimum college cumulative GPA that must be maintained to maintain renewal eligibility in addition to other program requirements. See each scholarship/award program description for the minimum renewal college cumulative GPA requirement, other requirements and maximum duration of award eligibility.

### **Changing Majors, Repeat and Remedial Coursework, Incompletes and Withdrawals, and Second-Degree Coursework**

Any non-credit coursework, repeat coursework or coursework for which a grade of incomplete or withdrawn is given counts toward both quantitative and qualitative measures for calculating SAP.

### **Failure to Attend**

Following Federal Regulations, all students receiving any federal aid, must have proof of enrollment. If a student fails to attend or ceases to attend any class and does not withdraw from this class, then the student will be assigned a UW (Unofficial Withdrawal) and is counted in the GPA. The Registrar's Office will be notified by instructor and will proceed to contact the student for verification and a written response (letter or email). The date of the UW will be the Last Date of Attendance reported by the instructor or, if no date can be verified, then the *Last Date is Unknown* will be listed. This date is extremely important regarding return of all or partial aid for the time in the course. Office of Financial Aid will be notified and aid will be verified.

- If the student receives a UW and faculty reports Last Date of Attendance, partial aid will be returned after verification by Office of Student Affairs.
- If the student receives a UW and the Last Date is Unknown, full aid will be returned after verification by Office of Financial Aid.

### **Monitoring Satisfactory Academic Progress**

Each student's progress will be reviewed at the end of the semester/term to determine satisfactory academic progress. Students not meeting the standard for a particular term will be placed on financial aid warning, receive a one-semester financial aid award, and are notified in writing by the Financial Aid Office. Financial aid warnings consist of the summer term and the semester following placement of warning. Students have a one-semester grace period to make up academic deficiencies. Students on financial aid warning who fail to meet the standard by the end of the next semester will be placed on financial aid suspension until all academic requirements are met. No institutional, state or federal financial assistance eligibility can be certified until academic deficiencies are satisfied.

Once financial aid eligibility has been terminated due to lack of satisfactory academic progress, the student must make up all deficiencies in cumulative grades and/or credit hours earned for his or her academic level before financial aid eligibility will be reinstated. Only RCoN courses can be used to make up deficiencies in cumulative grade point average, but courses that are pre-approved for transfer credit can make up deficiencies in hours.

Students may appeal the withdrawal of financial aid to the Office of Financial Aid. This written appeal must be submitted no more than one (1) week after being informed of the withdrawal of financial aid and should explain any mitigating circumstances which apply to the particular situation. The Office of Financial Aid reviews the appeal and responds to the student within two (2) weeks from receipt of the appeal.

### **Entrance and Exit Interviews**

As required by federal regulations, the College requires that both entrance and exit interviews are completed by students receiving financial aid in the form of loans. Students are informed of all relevant information regarding their loans such as interest rates, amount of indebtedness, length of repayment period and the amount of expected monthly payment. Federal regulations require the College to maintain signed documentation of the interviews. The Financial Aid Office will provide documents to sign for verification of these interviews.

### **Maintenance of Financial Aid Records**

The College maintains all individual financial aid records in accordance with applicable Federal laws.

# ACADEMIC POLICIES



*Research*  
College of Nursing



# Academic Policies

## Academic Accommodations

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibits discrimination against individuals with disabilities. These laws require the College to provide reasonable accommodations for otherwise qualified students with disabilities. Generally, the term “disability” means that an individual has a mental or physical impairment which substantially limits one or more major life activities. This policy is intended to guide the student disability accommodation process once a request for an academic accommodation has been made.

Those with questions about this policy, including prospective students who may need a disability accommodation during the admissions process, should contact the College’s Student Services Specialist/[ADA Coordinator](#):

Nikki Flagler  
Student Services Specialist, ADA Coordinator  
[nikki.flagler@researchcollege.edu](mailto:nikki.flagler@researchcollege.edu)  
816-276-3147

## The Interactive Process between the College and the Student

At the postsecondary level, students are required to self-identify as a person with a disability and affirmatively make a request for an accommodation to the College. Once a request has been made, the College will engage in an interactive process with the student to determine what, if any, reasonable accommodations are available.

A student requesting an accommodation based on a disability must have a disability covered by law and be qualified with or without reasonable accommodation. The College is only obligated to provide reasonable accommodations, and it is not required to fundamentally alter its programs to accommodate a student. Thus, not all accommodation requests will necessarily be granted.

Accommodation requests and supporting documentation are reviewed on an individualized, case-by-case basis. As such, approved accommodations may vary from person to person and from environment to environment for students with the same disability diagnosis. Documentation of a specific disability does not translate directly into specific accommodations.

During the interactive process, appropriate College officials may be consulted to determine the appropriateness of requested accommodations and how best to implement certain accommodations.

Temporary accommodation may be available while the College engages in the interactive process to determine whether ongoing accommodation is appropriate and, if so, what reasonable accommodations are needed. However, temporary accommodations do not reflect a determination that ongoing accommodations will be granted and/or what reasonable accommodations are appropriate, nor do they create an obligation on the part of the College to continue accommodating the student.



### **Requesting Accommodations and Documentation**

Students must contact the ADA Coordinator in order to request accommodations. Students should not make accommodation requests directly to faculty members; if this occurs, faculty members will refer students to the ADA Coordinator. Students must complete the Disability Accommodations Application and provide appropriate documentation (as described below) to be considered for accommodations.

Students must submit the completed Application and required documentation no later than 5 days prior to the desired implementation date. Any late submissions or deficiencies in the required documentation may result in a delay or denial of accommodations. NOTE: Granted accommodations are not effective retroactively. Students will not be allowed to go back and resubmit assignments or retake exams that were due and administered prior to the granting of accommodations. This underscores the importance of timely and accurate submission of requests and documentation.

Appropriate documentation from a qualified professional is required and should include (1) a description of the qualified professional's credentials, (2) a description of disability-related impairments as they relate to the student's ability to learn and participate in the academic program, (3) a description of any tests, assessments, facts, observations, records, other materials, and/or evaluations that the professional relied on in arriving at their specific diagnosis, and (4) a list of suggested accommodations which the professional believes would allow the student to fully and equally participate in his/her educational program and how the professional expects the suggested accommodations to help the student. Some common accommodation requests include, but are not limited to: testing services (for example extended time on scheduled exam days and/or reduced distraction rooms), readers, tape recorded lectures, note takers, magnified text, and specific classroom seating.

- a) The fact that specific accommodations are recommended by a professional does not guarantee that those accommodations will be granted; the College may provide alternative accommodations instead.
- b) Although documentation of past accommodation history is important and will be considered, it is not decisive as to what accommodations the College may grant.
- c) The College reserves the right to request additional documentation if the initial documentation is incomplete or does not meet the requirements outlined above.

### **Implementation of Approved Accommodations**

If a student has been approved for accommodations, the ADA Coordinator will provide the student and faculty with an approval document outlining the accommodations. A student who believes that an approved accommodation is not being appropriately implemented, or is otherwise having difficulty with a faculty member related to accommodations, should first attempt to resolve the issue informally with the faculty member involved. The ADA Coordinator may act as a liaison in some circumstances in order to assist in resolving issues between the student and the faculty member. If the situation cannot be resolved informally, the student may file a grievance in accordance with the procedures outlined below.

### **Modifications to Approved Accommodations**

It is the student's responsibility to engage the ADA Coordinator with respect to any requested changes to approved accommodations. The presumption will be that there are no significant issues of concern if the student fails to contact the ADA Coordinator to request changes. Students are not

to contact the faculty member directly to request modifications to approved accommodations or to request new accommodations. The student must contact the ADA Coordinator to request changes.

### **Grievance Procedure Related to Disability Accommodations**

A student who believes that the ADA Coordinator has not granted an accommodation to which the student believes to be entitled may submit additional information and request a review of the denial decision. If the student is not satisfied with the ADA Coordinator's final decision to deny accommodations, he or she may file a written grievance with the College President within 10 days of the denial. The President will review the situation, consult with appropriate personnel, and make a final determination on the matter.

A student with any other grievance related to disability accommodations, such as, for example, a faculty member that the student believes is not implementing accommodations appropriately, may file a written grievance with the ADA Coordinator. The ADA Coordinator will review the situation, consult with appropriate personnel, and make a final determination on the matter.

### **Academic Adjustments for English as an Additional Language**

BSN students who consider English as an additional language (EAL) may request academic adjustments, such as:

1. Extended testing time for College teacher-made exams; adjustments are designed to decrease over time and cease prior to Capstone theory course
2. Alternate testing setting
3. Use of a student-provided, hard copy, bilingual dictionary

The College encourages the timely request of adjustments prior to the start of a semester; however, requests will be considered at any time. Approved academic adjustments are not retroactive.

Procedure:

1. Students self-identify as an EAL learner.
2. Students should contact the Track Coordinator to request testing adjustments. Students should not make requests directly to faculty members.
3. If a student has been approved for adjustments, the Track Coordinator will provide the student's name to the College's Registrar who will then send letter to appropriate course faculty and Student Learning Specialist.

During testing:

1. Students should present their hard copy bilingual dictionary to the exam proctor upon entry to the testing room for the evaluation of supplemental notes.
2. All other testing policies apply.
3. Extended testing time will be as follows:
  - a. ABSN Term 1 and TBSN Semester 1 students receive two times (2x) the allotted testing time.
  - b. ABSN Term 2 & 3A and TBSN Semesters 2 & 3 students receive one and a half times (1.5x) the allotted time.

## **Academic Honesty**

All forms of academic dishonesty are prohibited. Examples include, but are not limited to cheating, plagiarism, falsification of documentation, and any other act which might give one an unearned advantage in evaluation or performance (use of artificial intelligence and/or sites such as CourseHero.com).

Faculty that suspect academic dishonesty must confer with the student. If the student is found to have violated the Academic Honesty Policy, faculty will impose a penalty that may include, but is not limited to:

1. Warning the student
2. Lowering the grade of the assignment or examination
3. Requiring the student to repeat the assignment or examination
4. Assigning a failing grade for the semester

Within 24 hours of conferring with the student, the faculty will notify the Associate Dean of the violation. Such violations are subject to the Student Conduct Process.

## **Assignment of Credit Hours**

The Associate Deans are responsible for the initial development of the schedule of section offerings each term and ensuring that the duration and frequency of each section meets the minimum requirements for instruction as appropriate based on course type and credit hours earned. The Academic Leadership Council is responsible for the preliminary review of the schedule of classes each term. Part of the review is an audit to ensure each section meets contact hour minimums. The Registrar's Office conducts an audit of the scheduled contact hours prior to publishing the schedule of classes each term. Sections offered in an accelerated (8 or 10-week) format must contain the same total hours as the same course offered in a standard full-term semester.

### **Assignment of Credit Hours - BSN**

Each theory credit hour is equivalent to one (1) clock hour per week. Each clinical credit hour is equivalent to three (3) clock hours per credit hour per week. Each lab credit hour is equivalent to two (2) clock hours per credit hour per week. There is a minimum of two (2) hours of out-of-class student work per credit hour per week. For courses offered in 8-week formats, clock hours per week are increased to be equivalent with the standard 15-week semester. Using the ratios above, total clock hours are calculated, then divided by the number of weeks allocated to that specific course.

### **Assignment of Credit Hours - MSN**

Each theory credit hour is equivalent to one (1) clock hour per week. Each clinical credit hour is equivalent to four (4) clock hours per credit hour per week. Each lab credit hour is equivalent to two (2) clock hours per credit hour per week. There is a minimum of two (2) hours of out-of-class student work per credit hour per week. For courses offered in 8-week and 10-week sessions, clock hours per week are increased to be equivalent with the standard 15-week semester. Using the ratios above, total clock hours are calculated, then divided by the number of weeks allocated to that specific course.

## **Hybrid and Online Equivalency**

For hybrid or online courses, the content and assignments should equal the same number of expected hours per week. Calculating student engagement and time on task for assignments such as discussion posts, readings, team assignments, quizzes, etc. will be determined using an approved equivalency guide that was adapted from Ferrum College.

## **Assignment of Grades - BSN**

Course requirements and the methodology for assigning grades are the prerogatives of the faculty. One letter grade is recorded on the transcript for each course. All grades are part of the student's academic record and are computed in the student's cumulative GPA. Failing grades are not calculated in a student's cumulative GPA after the course is successfully repeated with a passing grade; however, the failing course remains part of the academic record and is subject to the dismissal policy.

Letter	Percentage	Quality Point	Description
A	93-100%	4.00	Indicates the highest level of achievement
A-	90-92%	3.67	Indicates high achievement
B+	88-89%	3.33	Indicates a good level of achievement that approaches the level of high achievement
B	84-87%	3.00	Indicates a good level of achievement
B-	80-83%	2.67	Indicates well above average level of achievement
C+	78-79%	2.33	Indicates somewhat above average level of achievement
C	75-77%	2.00	Indicates average or satisfactory level of achievement
C-	70-74%	1.67	Indicates below average level of achievement; unsatisfactory
D+	68-69%	1.33	Indicates unacceptable level of achievement; unsatisfactory
D	65-67%	1.00	Indicates inferior level of achievement; unsatisfactory
F	0-64%	0.00	Indicates work which lacks even the minimum level of understanding; unsatisfactory
I			Indicates course is incomplete
NP		0.00	Indicates No Pass.
P			Indicates Pass.
UW			Unofficial withdrawal with penalty. Used for when a student enrolls but does not attend, or stops attending class without withdrawing.
W			Withdraw from course without penalty.
WF		0.00	Withdraw from course with penalty.

Grades determined by percentages involving decimals will be rounded up to the next whole number when equal to 0.5 or greater. When the decimal is less than 0.5, the grade will be rounded down.



## Assignment of Grades - MSN

Course requirements and methodology for assigning grades are the prerogatives of the teaching faculty of each nursing course. A uniform grading system will be used for all graduate courses at the College. The grading scale consists of the following grades with their corresponding quality point values. Grades marked with an asterisk (\*) will not be accepted for degree credit in the graduate program. A grade of C, or lower, at the graduate level will not be accepted for degree credit in any Research College of Nursing graduate degree program and will affect progression. Refer to Requirements for Progression-MSN section of Academic Policy.

Letter	Percentage	Quality Point	Description
A	93-100%	4.00	Indicates the highest level of achievement
A-	90-92%	3.67	Indicates high achievement
B+	88-89%	3.33	Indicates a good level of achievement that approaches the level of high achievement
B	84-87%	3.00	Indicates a good level of achievement
B-	80-83%	2.67	Indicates a passing level of achievement
C*	75-79%	2.00	Denotes below average academic performance which will not be accepted for degree credit
F*	0-64%	0.00	Denotes academic performance of poor quality which will not be accepted for degree credit
I*			Denotes that the course has not been completed. This grade may be assigned only for serious reasons and must be removed within six (6) weeks or automatically becomes an F.
NP*		0.00	No Pass. This grade is given only in clinical practicum courses. A grade of NP will be transcribed as an NP and not accepted for degree credit.
P			Pass. This grade is given only in clinical practicum courses. A grade of P adds credit but does not affect the grade point average.
UW*			Unofficial withdrawal with penalty. Used for when a student enrolls but does not attend, or stops attending class without withdrawing
W*			Denotes that the student is allowed to withdraw without penalty
WF*		0.00	Denotes that the student is allowed to withdraw with penalty

Grades determined by percentages involving decimals will be rounded up to the next whole number when equal to 0.5 or greater. When the decimal is less than 0.5, the grade will be rounded down.

## **Attendance**

Students are required to attend classroom, lab and clinical sessions. Students should address absences directly with individual instructors per the course attendance policy. Any class missed as a result of delayed or incomplete registration, failure to meet College policies, or absences accrued during suspension, are subject to the Attendance Policy.

For courses offered online, students are expected to log in and participate as outlined by the course faculty in the syllabus. Failure to log in and participate as assigned may be deemed an absence for that week at the discretion of the instructor. The tools in the Learning Management System are used to determine level and frequency of participation.

### **Absence for an Approved Activity**

On exceptional occasions, students may miss a class, lab or clinical to participate in a college-approved extra-/co-curricular activity. The College supports learning experiences afforded by involvement in such activities. This policy only applies to activities that have been approved by the Associate Dean. In all cases, students should communicate with instructors in advance and discuss the implications of any absence. Implications may include completing work in advance or making alternative arrangements to do so. The student should recognize not all work can be made-up and absences can ultimately affect student performance in a class. Therefore, the instructor reserves the right to deny the request for the approved absence.

## **Classification of Students**

### **BSN**

A full-time undergraduate student is one who enrolls in a minimum of 12 semester hours of credit during a regular Fall, Spring or Summer semester or over the course of multiple sessions within a regular semester. A half-time undergraduate student is enrolled in 6 to 11 semester hours during a regular Fall, Spring or Summer semester. A less than half-time undergraduate student is enrolled in less than 6 semester hours during a regular Fall, Spring or Summer semester.

### **MSN**

A full-time graduate student is one who enrolls in a minimum of 9 credit hours during the fall or spring 15-week semester. Full time enrollment in the summer term is a minimum of 4 credit hours. A part-time graduate student is one who enrolls in less than 9 credit hours during the fall or spring 15-week semester. Part-time enrollment in the summer term is a minimum of 2 credit hours.

## **Computers**

All students are required to provide their own Windows or Mac compatible laptop computer. iPads and mobile devices do not meet the minimum requirement for software operation. Students assume liability for all functions of personal computers, including all costs of damages, loss of data, or any other consequential, incidental, indirect or punitive damages, however caused. At a minimum, a student computer configuration should include Microsoft Office software suite and audio/video capabilities.

Students are responsible for:

- knowing how to operate the computer system they choose and the software packages required,
- making all repairs, updates, and configurations to their computer,

- completing assignments in a timely manner regardless of the state of repair of their individual computer system, and
- acquiring any specialized software necessary to complete specific course requirements.

### **Windows Minimum Requirements**

Operating System: 64-bit versions of Windows 10 and Windows 11

Windows 10 or new; alternate versions of Windows 10 and Windows 11, such as Windows RT and Windows 10 and 11 S, are not acceptable at this time.

CPU Processor: Non-ARM-based processor supported by your operating system. Intel 12 Gen processors have recently become available in laptops. Laptops with an Intel 12 Gen processor are currently not supported.

RAM: 4GB of usable RAM or higher

Hard drive: 4GB or higher of available space

Administrator-level account permissions

Screen resolution should be at least 1280 x 768

### **Mac Minimum Requirements**

Catalina, Big Sur, and Monterey

CPU: Intel or M1 processor. Devices using Apple's M1 processor and Apple Rosetta 2 are acceptable.

RAM: 4GB or higher

Hard Drive: 4GB or higher available space

Server version of Mac OS X is not supported

Administrator-level account permissions

Screen resolution should be at least 1280 x 768

### **Copyright Infringement**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

File sharing, through popular peer-to-peer networks, or the direct download of copyrighted works can be used in legal and enriching ways; however, these services can also be utilized to obtain and share content to which users have no legal right. United States copyright law protects the creators of this content (often the media of music and film) against infringement by providing severe penalties in cases of copyright violation. Students who engage in unauthorized distribution of copyrighted material, through downloading and sharing, are subject to the Student Conduct process and the full extent of U.S. copyright law; including both civil and criminal penalties.

### **Course Progress**

Students may view their progress and grades using the grade book feature of the Learning Management System at any time during the academic term. It is the student's responsibility to remain aware of progress in courses and consult with course faculty if additional assistance is needed. Students may view their midterm and final semester grades in the SONIS database, a secure environment, after grades have been entered. Final grades are available for viewing after the close of the academic session or semester.

## **Distance Education**

Programs offered via distance education shall be consistent with the role and mission of the College. Only courses and programs approved by the appropriate curriculum councils shall be offered via distance education. Distance education students shall receive clear, accurate, complete, and timely advisement and information on the curriculum, course and degree requirements, nature of faculty/student interaction, required technological competence and skills, technical equipment requirements, availability of academic resources, availability of student services, program/course costs and payment policies, dates, time frames and deadlines, and academic policies.

Distance education students shall have reasonable and adequate access to the range of student services and student rights appropriate to support their learning. These will be comparable to those offered to on-ground students. The institution shall provide reasonable accommodation and support services for students with disabilities according to policy. Instructors shall provide distance students with information about library services through the learning management system. Information regarding access to College email, courses, and the College website should be included as well as technical assistance information.

## **Distance Education Verification**

In accordance with the Higher Education Opportunity Act (Public Law 110-315), Federal Requirement 34 DFR-602.17(g), and HLC Policy Number FDCR.A.100505, institutions offering distance or correspondence education must have a process to establish that the student who registers in such courses is the same student who participates in and receives academic credit.

The College requires all distance students to upload a photo ID to [NursingCAS](#) as part of their application. This photo ID will be used for identity verification for distance students. The ID must not be expired. Driver's license, passport or state issued ID is preferred. Students will be required to black out all numeric identification on the ID. US Government ID's and Military ID's are not accepted. Once a student's ID has been verified, they will create a secure login and password that will be acceptable for distance education verification.

## **Dress Code**

1. Students should be neat and clean while on campus and when participating in College/academic activities. Lounge wear pants and pajamas may not be worn while attending class.
2. Students should not emanate offensive body odor (i.e. 'smoker's odor') and/or wear strong perfumes, colognes, or body oils.
3. Student ID badges are to be worn at all times. Badges must be displayed in an upright and readable position in the upper chest area at all times. The picture may not be covered.
4. Attire for clinical/practicum settings:
  - a. BSN Students - The official uniform is Research College of Nursing embroidered navy-blue scrubs. Shoes must be closed-toe and without holes. The College uniform should only be worn while in the student role such as: clinicals, labs or simulations. Students are not to wear the College uniform while working as an intern/extern, PCT, MHT, etc.



- b. MSN students: Students are expected to wear professional attire with a white lab coat.
- 5. Artificial nails shall not be worn by students when providing direct patient care. Natural nails shall be kept clean and nail polish should be in good repair.
- 6. Hair must be kept from falling forward onto clients or bedside equipment. Students must have neatly groomed facial hair (beards, mustaches, sideburns).
- 7. Tattoos and other body art must be appropriate for a professional environment. Examples of inappropriate tattoos include but are not limited to: nudity, profanity and gestures.
- 8. Simple rings, watches, and stud earrings are the only jewelry permitted.
- 9. Religious attire and head coverings are permitted to be worn as long as they do not obstruct the student's face.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that regulates the maintenance and release of student records at educational institutions and related agencies. The purpose of the FERPA is to protect the privacy of student education records and affords students certain rights concerning their education records. The College annually informs students of their FERPA rights.

The primary rights afforded to students include: (1) the right to inspect and review education records, (2) the right to request to have the education records amended, (3) the right to consent to or prohibit the disclosure of certain information retained by the College, and (4) the right to file a complaint with the United States Department of Education if the student believes their FERPA rights have been violated.

### **Education Records**

FERPA regulations governing the College apply to the education records of current and former students. Records of an individual who applied for admission to the College, but never attended, are not education records under FERPA.

Education records are any records maintained by the College which are directly related to the student. An education record may include, but is not limited to, any of the following: academic records, files, biographical data, course information, grade reports, results of certain examinations, student papers, test scores, advisory information, letters of evaluation, transcripts, admissions information, financial aid information, billing information, disciplinary records, housing records, promissory notes and copies of correspondence. Education records may be maintained in any way, including handwritten notes, print, computer media, video or audio tape, film, microfilm and microfiche.

The following documents are not education records for purposes of FERPA and this policy:

- 1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;

2. Employment records exclusively related to a student's capacity as an employee of the College and not available for use for any other purpose, except where a currently enrolled student is employed as a result of their status as a student (e.g., work study, graduate assistantship or fellowship with the College);
3. Records maintained by the Research Medical Center Security Department solely for law enforcement purposes;
4. Medical and mental health records made, maintained or used by professionals in connection with the treatment of a student that are available only to persons providing treatment; and
5. Records that only contain information about an individual after they are no longer a student at that agency or institution.

### **Student Access**

Every student has the right to inspect and review their own education record(s), subject to the College's procedures on the time, place and supervision of the inspection. To request education records from the College, a student must submit a written request to the Registrar's Office. The College will respond to a student's valid request to inspect their education records within 45 days of the date the request is received. If the records that the student requests to inspect and review may not be disclosed under FERPA, the College will provide the student with a written explanation.

If the records that the student requests to inspect and review are to be disclosed under FERPA, the College will make arrangements for access and notify the student of the time and place where the records may be inspected. At the time of inspection, the student must present identification and will generally be required to review the record in the presence of a College official. If the education records of a student contain information on more than one student, the student may inspect and review or be informed of only the specific information about that student. The student is entitled to a hard copy of the education records, if requested.

Confidential letters and statements (e.g., letters of recommendations) will be used only for the purpose for which they were specifically intended. In some instances, a student may waive their right of access to confidential letters and statements contained in their education records. A valid waiver must be in writing and signed by the student. The College does not require such waivers as a condition for admission or receipt of any service or benefit provided to students. If a student chooses to waive their right of access to confidential letters or statements, the College will not permit the student to inspect and review such letters and statements. Instead, the student will be notified, upon request, of the names of all persons making such letters or statements. A student's waiver may be revoked in writing at any time and the revocation will apply only to subsequent letters or statements.

### **Third Party Access to Education Records**

The College restricts third-party access to education records and will disclose personally identifiable information contained in the student's education records only with the written consent of the student, except to the extent that FERPA authorizes disclosure without consent. "Personally identifiable information" is information that is linked or linkable to a specific student that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Restrictions on third-party access do not include the release or return of personally identifiable information from an education record to the party who provided or created the record.

Unless disclosure is to the actual student, the student's consent for disclosure to a third party must be written, signed and dated, and must specify the records to be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. General FERPA Release for Disclosure of Student Education Records forms are available from the Registrar's Office and online. Upon request, the College will provide the student with a copy of any education records disclosed.

With limited exceptions, the College will not disclose personally identifiable information from an education record unless that party to whom the information is to be disclosed agrees to not disclose the information to any other party without the student's consent.

### **Disclosure without Student Consent**

Records may be disclosed without the student's consent in the following circumstances:

1. Education records may be disclosed to a College official who has a legitimate educational interest in the information contained in the education record; For purposes of this exception, a College official is a person employed by the College in an administrative, supervisory, academic, research or support staff position. A College official also includes members of the Governing Board, contractors, consultants, volunteers, and other outside parties to whom the College has outsourced institutional services or functions that it would otherwise use employees to perform. A legitimate educational interest exists if the College official needs to review an education record in order to fulfill his or her duties to the College.
2. Education records may be disclosed to officials of another school, upon request, in which a student seeks or intends to enroll or is enrolled;
3. Education records may be disclosed to authorized representatives of the Comptroller General of the U.S., the Attorney General of the U.S., the U.S. Department of Education and State and Local educational authorities, but only in connection with the audit or evaluation of a Federal or State supported education program or in connection with the enforcement of or compliance with legal requirements relating to these programs;
4. Education records may be disclosed in connection with a student's application for or receipt of financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions and enforcement of terms or conditions of the financial aid;
5. Education records may be disclosed to State and local officials to whom such information is specifically allowed to be reported or disclosure pursuant to State law;
6. Education records may be disclosed to organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests; administering student aid programs; and improving instruction, provided the College enters into a written agreement with the organization that specifies the purpose, scope, and duration of the study and the information to be disclosed; requires the organization to destroy or return all personally identifiable information when it is no longer needed for the purpose of the study; states the time period during which the organization must either destroy or return the information to the College; and provides that the study must be conducted so as not to permit personal identification of students by third-parties;

7. Education records may be disclosed to accrediting organizations for purposes necessary to carry out their accrediting functions;
8. Education records may be disclosed to a parent of a student if the student is a dependent of the parent for income tax purposes;
9. Education records may be disclosed in response to a judicial order or subpoena. When not prohibited by the court order or subpoena, the College will make reasonable efforts to notify the student before complying with the court order;
10. Education records may be disclosed to a court in response to a legal action between the College and a parent or student;
11. In a health or safety emergency, where there is an articulable and significant threat to a student or other individuals, education records may be disclosed to any person whose knowledge of the information is necessary to protect the health and safety of the student or other individuals, if the College records the threat that was the basis of the disclosure and the parties to whom the information was disclosed;
12. Final results of disciplinary proceedings conducted by the College may be disclosed to the victim of an alleged crime of violence or a nonforcible sexual offense;
13. Education records may be disclosed in connection with certain College disciplinary proceedings;
14. The College may disclose to a parent of a student under the age of 21 the student's violation of any Federal, State or Local law or any rule or policy of the College governing the use or possession of alcohol or a controlled substance if the College determines that the student has committed a disciplinary violation with respect to such use or possession;
15. Personally identifiable information that Research College of Nursing has classified as "Directory Information" (as detailed below) may be disclosed to the public unless a hold has been placed upon the release of the information by the student; and
16. Education records may be disclosed if received under a State community notification program about a student who is required to register as a sex offender in the State.

In all other instances, personally identifiable information in education records will not be disclosed without the prior consent of the student.

### **Directory Information**

At the discretion of the College, information designated as "directory information" may be disclosed without prior consent of the student. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the following:

- Student's name
- Address
- Telephone listing



- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate or graduate; fulltime or part-time)
- Participation in officially recognized activities and sports
- Degrees
- Honors and awards received
- Most recent educational agency or institution attended

FERPA permits the College to limit the disclosure of directory information to specific parties, for specific purposes, or both. In the exercise of that authority, the College may release all directory information to members of the College family, defined as administrators, faculty, employees and trustees. Other releases will be limited to those situations in which the College, in its discretion, believes the release would recognize a student for academic or extracurricular achievement or otherwise advance the student's career interests or when the College believes the release would serve to advance the interests and image of the College. Examples of such releases would be the disclosure of directory information to prospective employers, financial aid and scholarship agencies or registry, licensure or certification services. Another example would be the release of directory information in connection with College sanctioned alumni affairs.

The College will provide public notice of disclosure of directory information to students in attendance. The College may disclose directory information about former students without providing such notice.

Directory information may appear in public documents and may otherwise be disclosed without student consent unless the student places a hold on the release of such information. To opt out of the disclosure of director information, a student must provide written notice to the Office of Student Affairs during the first week of each academic term. A student may not use their right to opt out of directory information disclosures to prevent the College disclosing the student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.

Upon receipt of notice to opt out, the student's directory information will not be released without the student's consent. The College will honor all requests to withhold directory information and cannot assume any responsibility to contact a student for subsequent permission to release such information. Regardless of the effect on the student, nondisclosure will be enforced until the student rescinds the decision to opt out of directory information disclosures.

### **Information Disclosed for Timely Warnings of Crimes**

In addition to the exceptions above, the College may provide timely warnings of crimes that represent a threat to the safety of students or employees. FERPA does not preclude the institution's compliance with the timely warning provision of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*—a federal law intended to provide students and their families with accurate, complete, and timely information about safety on campuses so that they can make informed decisions. Information can, in case of an emergency, be released without consent when needed to protect the health and safety of others. In addition,

Research College of Nursing can utilize information from the records of a campus law enforcement unit to issue a timely warning.

### **Recording Disclosures of Education Records**

The College will use reasonable methods to authenticate the identity of any party to whom the College discloses personally identifiable information from education records. All personnel of the College handling requests for disclosure or access to information contained in an education record will maintain a record for each request for and each disclosure of the student's record, except recordkeeping of a request or disclosure is not required if the request was from or the disclosure was to:

1. The student;
2. A College official with a legitimate educational interest;
3. A third-party with written consent from the student;
4. A party seeking only directory information; or
5. A party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

The record of disclosure should be kept on the Report of Request for Disclosure of Education Records Form, which indicates the name of the party making the request and what records, if any, were received; the legitimate interest in the records; any additional party to whom the records may be redisclosed; and the legitimate interest the additional party had in requesting or obtaining the information. This form should be kept with the record(s) that are disclosed. The form may be inspected by the student and the College official who has custody of the education record disclosed. Forms are available in the Registrar's Office.

### **Amendments to Education Records**

Any student who believes that information contained in his or her education record is inaccurate, misleading or otherwise in violation of the student's privacy may request that the record be changed. To request a change to an education record, a student should submit a written request to the College official responsible for maintaining the record. The request should identify the education record to be amended and the specific inaccuracy or misleading statement contained in the record. The request will be sent to the responsible person at the origin of the record in question.

Within a reasonable period of time of the College's receipt of the request, the College will decide whether to change the record in accordance with the request. If the College decides to refuse to change the record, the student will be notified of the refusal and will be advised of the right to a hearing regarding the request.

A student has thirty (30) days following the College's decision to request a hearing to further challenge the content of an education record. The request for a hearing must be submitted in writing to the Registrar's Office. Within a reasonable time of receipt of the request, the student will be notified in writing, reasonably in advance, of the date, place and time of the hearing.

The hearing will be conducted in accordance with the following:

1. A College official who does not have a direct interest in the outcome will conduct the hearing.

2. The student will have a full and fair opportunity to present evidence relevant to the issues raised.
3. The student may be assisted or represented by individuals of his or her choice, including an attorney, at his or her own expense.

Within a reasonable period of time after the conclusion of the hearing, the College will notify the student in writing of its decision. The decision will be based solely upon evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision. If the College decides that the information in the student's records is inaccurate, misleading or otherwise in violation of the privacy or other right of the student, the College will amend the record accordingly and inform the student of the amendment in writing.

If the College decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the College will inform the student of the right to include in their record a statement commenting on the information and/or explaining any reasons for disagreeing with the College's decision. Any such statement will become a part of the information contained in the education record and will be disclosed whenever the contested portion of the record is disclosed.

### **Complaints of Alleged Violation of FERPA Rights**

Students have the right to file a complaint with the United States Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

If you have questions about FERPA, you may visit the [U.S. Department of Education](https://www.ed.gov) or contact the Registrar's Office.

### **Graduation Awards**

#### **Barbara A. Clemence**

This award is given in memory and remembrance of Barbara A. Clemence, President and Dean of Research College of Nursing from 1985-1992. The recipient of this award is a servant leader, someone who exhibits insightfulness and a team player mentality, and presents a willingness to be a risk taker. The award is given to one (1) TBSN and one (1) ABSN student per cohort.

#### **Award for Academic Achievement**

This award is given to the student(s) in the TBSN, ABSN, and MSN programs who have achieved the highest academic average for the entire program. This does not include transfer credits.

#### **Service to the Greater Society**

This award is given to the student who completes the most community service hours. The award is given to one (1) TBSN, one (1) ABSN, and one (1) MSN student per cohort.

### **Longmoor Values**

This award is given in honor and remembrance of Mr. William V. Longmoor, a hospital board member and one of the founders of the baccalaureate degree program at Research College of Nursing. This award is given to the student who best exemplifies the values, standards, and missions of Research College of Nursing and Research Medical Center. The award is given to one (1) TBSN and one (1) ABSN student per cohort.

### **DAISY Award for Extraordinary Nursing**

This award celebrates the student's commitment to compassionate patient care and outstanding clinical skills. The award is given to one (1) TBSN, one (1) ABSN, and one (1) MSN student per cohort.

### **Graduation Honors – BSN**

Graduation honors are awarded based upon cumulative grade point average.

- 1) Summa Cum Laude 3.85 or greater
- 2) Magna Cum Laude 3.7 - 3.84
- 3) Cum Laude 3.5 - 3.69

**Note:** Latin honors will be determined the semester prior to graduation (Term 3A for ABSN students). Honors are not considered final until after semester grades have been posted. This may result in a difference in Honors awarded at Commencement and those that appear on the student's diploma and transcript.

### **Grievances and Complaints**

The Grievance and Complaint procedure provides students the opportunity to bring matters (academic and student conduct) that require resolution to the attention of appropriate members of the faculty or administrative staff, who will respond as outlined by this policy. This procedure has been developed to support resolving matters at the lowest possible level. As such, a written statement will be considered a formal Grievance once it reaches Step 3 – Grievance Committee.

### **Procedural Steps**

1. Any student with a concern about an event or condition is encouraged to discuss it with the appropriate faculty, staff, or student within three (3) calendar days of the event or condition.
2. If resolution does not occur at Step 1, the student may file a letter of complaint to the Associate Dean. This letter must be submitted within three (3) calendar days, and include the following information:
  - a. A detailed description of the circumstances.
  - b. A description of the attempt of resolution made in Step 1.
  - c. Any relevant documentation.
3. If resolution does not occur at Step 2, the student may submit a letter of grievance to the Grievance Committee. This letter must be submitted within three (3) calendar days upon receipt of the Associate Dean's response. This letter should include all correspondence and documentation from Steps 1 and 2. Letters to the Grievance Committee should be submitted to the Student Services Specialist. The Committee will be composed of three (3)



faculty and/or staff members appointed by the Provost. The Committee will notify the student of its decision within three (3) calendar days.

4. If resolution does not occur at Step 3, the student may submit a letter to the Provost whose decision will be final. This letter must be submitted within three (3) calendar days upon receipt of the Committee's response, and should include all correspondence and documentation from Steps 1-3.

No outside parties are permitted to attend the Grievance Committee Meeting. Time limits may be extended if the student and the College mutually agree.

### **Identification/Access Badges**

All students are required to have an access card for entry into the Research College of Nursing building and the B-Level area of the hospital. The badge is required to be worn by students while at the College and at clinical sites. Replacement ID cards are available for a fee through the Human Resources Office located in Research Medical Center. Cards must be turned in at the time of graduation.

### **Incomplete Grades**

Under unusual circumstances, when a small portion of a course cannot be completed by the last day of class, students may request, in writing, an incomplete grade, or 'I'. If approved, the student will be given up to 6 weeks to complete the coursework, or the 'I' grade will be changed to an 'F'. Incomplete grades may not be extended beyond 6 weeks without the approval of the Associate Dean and Dean. For students at risk of dismissal, coursework and the grade change must be completed and submitted by the 6-week deadline or the drop/add deadline of the next semester, whichever comes first. The Incomplete Grade Completion Contract and Request for Extension of Incomplete Grade forms can be obtained from the Registrar's Office through the Electronic signature software. Students are expected to initiate contact with their instructors to arrange for timely completion of outstanding work. Instructors may require periodic progress reports.

### **Leave of Absence**

Students may request a leave of absence by submitting the Leave of Absence Request form to their Associate Dean. The form can be obtained from the Registrar's Office through the Electronic signature software. A leave of absence will be considered on an individual basis, dependent on space availability. Students who are granted a leave of absence and are academically eligible to return must submit the Request for Readmission form to the Director of Admission. The form can be obtained from the Office of Admission. In all cases of re-enrollment following an interruption in enrollment, the Associate Dean will determine the repetition of courses or additional requirements to assure current knowledge. If re-enrolling, each student must complete another criminal background check and drug screening (see pg. 16).

### **Opening and Closing Courses in Learning Management System**

Students have access to courses in the Learning Management System five (5) calendar days before the term begins. Access to courses will end three (3) calendar days after grades are due, unless there are unforeseen exceptions, such as an incomplete or a grade appeal.

## **Pregnant and Parenting**

The College affords reasonable accommodations to pregnant students, including leaves of absence and accommodations related to course work. The College recommends that pregnant students inform their instructors or the [Title IX Coordinator](#) of their pregnancy status as soon as it is known to initiate the process of identifying necessary accommodations and identifying a plan for the student.

If a student discloses a pregnancy to a faculty member and requests accommodations, the faculty member should refer the student to the Title IX Coordinator. A pregnant student is entitled to a leave of absence for so long as a leave is medically necessary as deemed by the student's health care provider. At the conclusion of leave, the student will be reinstated to the same status that they had at the start of leave.

The specifics of each program vary and some clinical programs and rotations are offered at limited times. As such, degree progression will vary based on each particular circumstance and program. Nevertheless, the College is aware of its nondiscrimination obligation with respect to pregnant and parenting students and will address each situation accordingly. As with other temporary conditions, the specifics of leave and return will vary on a case-by-case basis and students will be required to provide medical documentation as necessary to make determinations about leaves and returns.

Pregnant students are advised that some clinical areas may present health risks to the student and the developing baby. Concerns about potential health risks and the need for related accommodations should be discussed with the Title IX Coordinator.

## **Requirements for Progression**

### **BSN**

Students must maintain  $\geq 2.0$  cumulative GPA to progress in the nursing curriculum. A grade less than C (C-, D+, D, F, WF) is not satisfactory for progression. Students whose cumulative GPA is  $< 2.0$  will not be allowed to enroll in any other nursing course until they have raised their cumulative GPA to  $\geq 2.0$ .

1. No course may be repeated in which the student receives an original grade of C or better.
2. A student who receives a grade of C- or below in any nursing course must repeat the course and achieve a grade of C or better. The Associate Dean will determine when a student may repeat a course based on space availability.
3. A student who receives two (2) course grades below C (including C-, D+, D, F, NP, WF), whether in the same course or another nursing course, will be dismissed from the nursing program.

Note: BSN students who have a grade point average of 3.5 or above at the end of a semester, are listed on the Honor Roll.

### **MSN**

Students must maintain a  $\geq 3.0$  cumulative GPA to progress in the nursing curriculum. A grade of C+ or below in any graduate course is not accepted for degree credit in any graduate course.

1. Any course in which a grade of C+ or below is earned must be repeated and progression in the program is affected as outlined below:
  - a. If the cumulative GPA is  $\geq 3.0$ , the student may enroll in another course, assuming that prerequisites have been met, and repeat the course in which the grade of C+ or less was earned when it becomes available.

- b. If the cumulative GPA is  $< 3.0$ , the course must be repeated before enrolling in another course. After repeating the course, the student must have a cumulative GPA  $\geq 3.0$  to remain in the program.
2. Two (2) grades of C+ or below result in dismissal from the graduate program regardless of cumulative grade point average.
3. Clinical practicum courses are graded Pass/No Pass (P/NP). A grade of No Pass in one clinical practicum course results in dismissal from the graduate program.

## **Community Service**

Students are encouraged provide service to their community. Students who submit documentation of volunteer service of 25 hours or more are eligible to receive graduation cords. Students will submit hours electronically.

## **Student Use of Course Materials and Recording in the Learning Environment Policy**

The College prohibits students from creating a recording in the learning environment unless that student has obtained prior written permission from the instructor. The College also prohibits students from using course materials in a way that violates this policy.

For purposes of this policy:

- A “recording” is a video or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cellular/smart phones, digital cameras, media players, computers and other devices that record images or sound.
- “Course materials” include, but are not limited to, audio, written, and online content. Specific examples of course materials include, but are not limited to, presentations, lectures, handouts, and images.

A student who wishes to create a recording in the learning environment must first receive written permission from the instructor. Prior written permission is also necessary if a student desires to use a recording or course materials in a manner that does not align with the standards listed in Section IV, below (e.g., making several copies of course materials, keeping a recording longer than the end of the semester, etc.).

An instructor has the option to approve or disapprove such requests. An instructor may also rescind permission after it has been granted by notifying the student in writing. The instructor is not required to give an explanation for not approving a request or for rescinding permission after it had previously been given. For purposes of this policy, written permission (or revocation of permission) may occur via email communications.

### **Reasonable Accommodation Exception:**

In keeping with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, a student with a disability may be preapproved by the ADA Coordinator for reasonable accommodations involving recording in the classroom and/or use of course materials in a particular manner. In such situations, a faculty member does not have discretion to prevent a student from utilizing the accommodations.

The following standards apply to student use of course materials and recordings:

- Course materials and information contained in recordings may be protected under federal copyright laws and should not be published or quoted without permission.

- Course materials and recordings should not be copied or disseminated in any fashion without permission. Students are allowed a single copy for personal use and study, but no systematic copying or distribution is allowed. Also, because a recording is solely for personal use and study, students are required to destroy recordings at the end of the semester for which they apply.
- Course materials and recordings should not be posted on any website or social media site without permission.
- Course materials and recordings should not be used for commercial or non-educational purposes without permission.

Any violation of the policy is subject to the Student Conduct policy.

## **Transcripts**

Requests for transcripts can be made at the [National Student Clearinghouse](#).

## **Withdrawal**

Students wishing to withdraw from a course must notify the Registrar's Office by email and then a Withdrawal form will be sent through the electronic signature software. Courses dropped during the Drop/Add period (first 7 days) are not recorded on the student's academic record. Courses dropped after the Drop/Add period are recorded with grade notations of W (withdrawal) or WF (withdrawal failing). The assignment of the grade when withdrawing is determined by the student's academic performance at the time of withdrawal. The last date of attendance will be used as the withdrawal date for any refund considerations.

The last date for withdrawal (2/3 of the scheduled term) is the date established by the Registrar's Office and published on the Academic Calendar unless otherwise noted in the course syllabus and calendar. Following the 2/3 date, course withdrawal will not be allowed. Students may change their enrollment during this time but need to be aware that withdrawal from coursework may affect their ability to meet Financial Aid Satisfactory Academic Progress requirements. In order to maintain eligibility for financial assistance full-time students are required to earn 12 hours per semester or 24 hours a year. Part-time students are required to earn 80% of the hours they attempt. Financial Aid Satisfactory Academic Progress is outlined in the Financial Aid section.

Tuition and fees paid by a student authorized to withdraw are refundable only as indicated under Refunds from the "Tuition and Fees" section of the College Catalog. Failure to process withdrawals prior to the last date of withdrawal will result in a grade of F.



# NURSING PROGRAMS



*Research*  
College of Nursing

## Nursing Programs

### BSN Program Requirements

The BSN degree requires completion of the equivalent of 120 semester hours. ABSN students are considered to have met the general education requirements (liberal arts and sciences) with their prior degree. TBSN students complete their general education requirements elsewhere prior to beginning the nursing program.

### ABSN General Education (Liberal Arts and Sciences) Requirements

**Statistics	3
**Nutrition	3
**Chemistry with lab	4
**Anatomy & Physiology with lab*	6
**Microbiology with lab	4
**Developmental Psychology	3
Electives	37
<b>Total</b>	<b>60</b>

*\*Anatomy & Physiology credits must be earned within five (5) years of applying to the program.*

*\*\*Denotes courses required for students with an Associate degree. Students with a Bachelor's degree complete all but College Algebra. Block credit will be awarded for the remaining liberal arts course requirements.*

### TBSN General Education (Liberal Arts and Sciences) Requirements

**Statistics	3
**Nutrition	3
**College Algebra	3
**Chemistry with lab	4
**Anatomy & Physiology with lab*	6
**Microbiology with lab	4
English Composition I	3
English Composition II	3
Social Science elective	3
Communication elective	3
Introduction or General Psychology	3
**Developmental Psychology	3
Humanities, Philosophy, or Theology	9
Electives	10
<b>Total</b>	<b>60</b>

*\*Anatomy & Physiology credits must be earned within five (5) years of applying to the program.*

*\*\*Denotes courses required for students with an Associate degree. Students with a Bachelor's degree complete all but College Algebra. Block credit will be awarded for the remaining liberal arts course requirements.*

## BSN Nursing Requirements

Course #	Course Title	Credits
NU 3000/1	Med Term and Dosage Calc	1
NU 3030/1	Pathophysiology	3
NU 3010/1	Fundamentals of Nursing	5
NU 3080/1	Population Based Health Care	4
NU 3150/1	Health Assessment	3
NU 3190/1	Professional Development I	2
NU 3330/1	Pharmacology I	2
NU 3350/1	Pharmacology II	2
NU 3470/1	Adult Health I	6
NU 3490/1	Mental Health	3
NU 3590/1	Evidence Based Practice	3
NU 3690/1	Professional Development II	2
NU 4170/1	Maternal-Child, Family & Women's	6
NU 4190/1	Professional Development III	2
NU 4270/1	Adult Health II	6
NU XXXX	Nursing Elective	3
NU 4390/1	Professional Development IV	2
NU 4500/1	Capstone	5
<b>Total</b>		<b>60</b>



## Sample Plans of Study

### TBSN Sample Plan of Study

First Semester			
Course #	Course Title	Credits	Course Sequencing
NU 3000	Med Term & Dosage Calc	1	NA
NU 3030	Pathophysiology	3	NA
NU 3010	Fundamentals of Nursing	5	NA
NU 3080	Population Based Health Care	4	NA
NU 3150	Health Assessment	3	NA
<b>Total Credits</b>		<b>16</b>	
Second Semester			
Course #	Course Title	Credits	Course Sequencing
NU 3190	Professional Development I (Term A)	2	Semester 1
NU 3330	Pharmacology I	2	Semester 1
NU 3470	Adult Health Nursing I	6	Semester 1
NU 3490	Mental Health Nursing	3	Semester 1
NU 3690	Professional Development II (Term B)	2	Semester 1 & NU 3190
<b>Total Credits</b>		<b>15</b>	
Third Semester			
Course #	Course Title	Credits	Course Sequencing
NU 3350	Pharmacology II	2	Semesters 1 & 2
NU 4170	Maternal-Child/Family/Women's	6	Semesters 1 & 2
NU 4190	Professional Development III	2	Semesters 1 & 2
NU 4270	Adult Health Nursing II	6	Semesters 1 & 2
<b>Total Credits</b>		<b>16</b>	
Fourth Semester			
Course #	Course Title	Credits	Course Sequencing
NU XXXX	Nursing Elective	3	
NU 3590	Evidence-Based Practice	3	Semesters 1, 2, & 3
NU 4390	Professional Development IV	2	Semesters 1, 2, & 3
NU 4500	Capstone	5	Semesters 1, 2, & 3
<b>Total Credits</b>		<b>13</b>	



## ABSN January Start Sample Plan of Study

Term 1A			
Course #	Course Title	Credits	Course Sequencing
NU 3001	Med Term & Dosage Calc	1	NA
NU 3031	Pathophysiology	3	NU 3001 Med Term
NU 3151	Health Assessment	3	NU 3001 Med Term
NU 3191	Professional Development I	2	NU 3001 Med Term
<b>Total Credits</b>		<b>9</b>	
Term 1B			
Course #	Course Title	Credits	Course Sequencing
NU 3011	Fundamentals of Nursing	5	Term 1A
NU 3081	Population Based Health Care	4	Term 1A
NU 3331	Pharmacology I	2	Term 1A
<b>Total Credits</b>		<b>11</b>	
Term 2A			
Course #	Course Title	Credits	Course Sequencing
NU 3351	Pharmacology II	2	Term 1
NU 3471	Adult Health I	6	Term 1
NU 3691	Professional Development II	2	Term 1
<b>Total Credits</b>		<b>10</b>	
Term 2B			
Course #	Course Title	Credits	Course Sequencing
NU 3591	Evidence Based Practice	3	Term 1
NU 4171	Maternal-Child, Family & Women's	6	Terms 1
NU 4191	Professional Development III	2	Terms 1 & NU 3691
<b>Total Credits</b>		<b>11</b>	
Term 3A			
Course #	Course Title	Credits	Course Sequencing
NU 3491	Mental Health	3	Terms 1 & 2
NU 4271	Adult Health II	6	Terms 1 & 2
NU XXXX	Nursing Elective	3	
<b>Total Credits</b>		<b>12</b>	
Term 3B			
Course #	Course Title	Credits	Course Sequencing
NU 4391	Professional Development IV	2	Terms 1, 2 & 3A
NU 4501	Capstone	5	Terms 1, 2 & 3A
<b>Total Credits</b>		<b>7</b>	

## NCLEX- RN Licensure

Completion of the BSN program does not guarantee eligibility to take the licensure exam (Section 335.066, RSMo, of the Missouri Nursing Act). In addition, the College does not allow students to test prior to the release of transcripts.

## MSN Program Requirements

Each MSN track requires 14 credit hours of “core curriculum”. The EPHL requires each student to complete an additional 22 credit hours for a total of 36 credit hours, including 360 hours of clinical/practicum experience. The FNP requires the completion of an additional 32 credit hours for a total of 46 credit hours, including 720 clinical/practicum hours.

Core Courses		
NU 6200	Clinical Prevention & Population Health	3
NU 6300	Informatics & Data Management	2
NU 6400	Leadership & Quality	3
NU 6500	Promoting Health Through Policy & Finance	3
NU 6600	Translating Evidence into Practice	3
<b>Total</b>		<b>14</b>

EPHL Courses		
NU 7200	Executive Nurse Seminar I	2
NU 7210	Executive Nurse Practicum I	3
NU 7220	Executive Nurse Seminar II	2
NU 7230	Executive Nurse Practicum II	3
NU 7600	Healthcare Leadership & Org Behavior	3
NU 7620	Health Systems	3
NU 7640	Executive Influence	3
NU 7650	Financial Management	3
<b>Total</b>		<b>22</b>
<b>MSN EPHL Total</b>		<b>36</b>

FNP Courses		
NU 7040	Advanced Pathophysiology	3
NU 7060	Advanced Health Assessment	3
NU 7065	Advanced Health Assessment Lab for NP	2
NU 7080	Advanced Pharmacology	3
NU 7105	Primary Care I	3
NU 7110	Primary Care I Practicum	3
NU XXXX	Elective	1
NU 7135	Advanced Clinical Practicum	1
NU 7141	Primary Care II Children's Health	2
NU 7145	Primary Care II	2
NU 7151	Primary Care II Practicum	3
NU 7160	Primary Care III	2
NU 7455	Synthesis Practicum	4
<b>Total</b>		<b>32</b>
<b>MSN FNP Total</b>		<b>46</b>

## Sample Plans of Study

### EPHL Sample Plan of Study

Year One Fall			
Course #	Course Title	Credits	Pre-Requisites
NU 6XXX	MSN Core Course	3	NA
NU 6XXX	MSN Core Course	3	NA
Year One Spring			
Course #	Course Title	Credits	Pre-Requisites
NU 6XXX	MSN Core Course	3	NA
NU 7600	Leadership and Org	3	NA
Year One Summer			
Course #	Course Title	Credits	Pre-Requisites
NU 6XXX	MSN Core	3	NA
<b>Year One Total</b>		<b>15</b>	
Year Two Fall			
Course #	Course Title	Credits	Pre-Requisites
NU 7620	Health Systems	3	NA
NU 6XXX	MSN Core Course	2	NA
Year Two Spring			
Course #	Course Title	Credits	Pre-Requisites
NU 7640	Executive Influence	3	NU 6400
NU 7200	Exec Nurse Seminar I	3	NU 6400, NU 6500, NU 6600, NU 7600, NU 7620
NU 7210	Exec Nurse Practicum I	2	NU 6400, NU 6500, NU 6600, NU 7600, NU 7620
Year Two Summer			
Course #	Course Title	Credits	Pre-Requisites
NU 6XXX	MSN Core	3	NA
<b>Year Two Total</b>		<b>16</b>	
Year Three Fall			
Course #	Course Title	Credits	Pre-Requisites
NU 7220	Exec Nurse Seminar II	3	NU 6400, NU 6500, NU 6600, NU 7600, NU 7620
NU 7230	Exec Nurse Practicum II	2	NU 6400, NU 6500, NU 6600, NU 7600, NU 7620
<b>Year Three Total</b>		<b>5</b>	

## FNP Sample Plan of Study

Year One Summer			
Course #	Course Title	Credits	Pre-Requisites
NU 6300	Informatics & Data Management	2	NA
Year One Fall			
Course #	Course Title	Credits	Pre-Requisites
NU 6400	Leadership & Quality	3	NA
NU 7040	Advanced Pathophysiology	3	NA
<b>Year One Total</b>		<b>8</b>	
Year Two Spring			
Course #	Course Title	Credits	Pre-Requisites
NU 6600	Translating Evidence into Practice	3	NA
NU 6200	Clinical Prevention & Pop Health	3	NA
NU 7080	Advanced Pharmacology	3	NA
Year Two Summer			
Course #	Course Title	Credits	Pre-Requisites
NU 6500	Policy & Finance	3	NA
Year Two Fall			
Course #	Course Title	Credits	Pre-Requisites
NU 7060	Adv Health Assessment	3	NA
NU 7063	Adv Health Assessment Lab for NP	2	NA
<b>Year Two Total</b>		<b>17</b>	
Year Three Spring			
Course #	Course Title	Credits	Pre-Requisites
NU 7105	Primary Care I	3	MSN Core and NU 7040, NU 7060, NU 7063 and NU7080
NU 7110	Primary Care I Practicum	3	NU 7105
NU XXXX	Elective	1	MSN Core and NU 7040, NU 7060, NU 7063 and NU7080
Year Three Summer			
Course #	Course Title	Credits	Pre-Requisites
NU 7141	Primary Care II Children's Health	2	NU 7105 & NU 7110
NU 7145	Primary Care II	2	NU 7105 & NU 7110
NU 7151	Primary Care II Practicum	3	NU 7105 & NU 7110
Year Three Fall			
Course #	Course Title	Credits	Pre-Requisites
NU 7455	Synthesis Practicum	4	NU 7141, NU 7145 & NU 7151
NU 7160	Primary Care III	2	NU 7141, NU 7145 & NU 7151
NU 7135	Advanced Clinical Practicum	1	Elective
<b>Year Three Total</b>		<b>21</b>	



## Post Graduate Certificate

The FNP certificate program is designed for individuals prepared with an MSN who wish to gain specialty knowledge in this role. The certificate consists of 21 credit hours, including 720 clinical hours completed in three (3) consecutive semesters (including summer semester).

PLEASE NOTE: Student must complete Advanced Pathophysiology, Advanced Physical Assessment and Advanced Pharmacology prior to beginning clinical courses. An individual program of study will be developed by the advisor based on previous coursework.

FNP Certificate Courses		
NU 7105	Primary Care I	3
NU 7110	Primary Care I Practicum	3
NU XXXX	Elective	1
NU 7135	Advanced Clinical Practicum	1
NU 7141	Primary Care II Children's Health	2
NU 7145	Primary Care II	2
NU 7151	Primary Care II Practicum	3
NU 7160	Primary Care III	2
NU 7455	Synthesis Practicum	4
<b>Total</b>		<b>21</b>

# COURSE DESCRIPTIONS



**Research**  
College of Nursing

# Course Descriptions

## Course Descriptions

Courses are offered in different formats. When registering for the course in the student portal, the course delivery format of each course is provided. Course formats are defined below:

Classroom-based Course (CBC) – A face-to-face course with use of the campus Learning Management System for functions that may include document/resource repository, posting of student grades, or activities that complement class sessions without reducing the number and length of required class meetings.

Classroom Hybrid Course (CHC) – A course in which the majority of instructional times occurs face-to-face. Online learning activities, which reduce the number and length of required face-to-face meetings, may occur asynchronously or synchronously during the assigned course meeting time.

Online Hybrid Course (OHC) – A course in which the majority of instructional time occurs through online learning activities that may occur asynchronously or synchronously during the assigned course meeting time. Face-to-face learning activities will occur during the assigned course meeting time.

Online Synchronous Course (OSC) – All course activity is completed online, with specific dates and times assigned during the semester for students to complete assignments and to engage in online course sessions with the instructor and other students. The online elements include essential interactions with course content, the faculty member, and other students. There are no required physical face-to-face meetings at the College or a college-affiliated location.

Online Asynchronous Course (OAC) – All course activity is completed online, and there are no scheduled real-time (synchronous) online sessions required. The online elements include essential interactions with course content, the faculty member, and other students, with specific deadlines for students to complete assignments. There are no required physical face-to-face meetings at the College or a college-affiliated location.

Nursing course numbers ending in 0 are for the TBSN and those ending in 1 are for the ABSN. The number in parentheses following the course number and title indicates the semester credit hours for that course. A “C” indicates clinical; “L” indicates lab; “T” indicates theory.

**NU 3000/3001. Introduction to Medical Terminology and Dosage Calculation (1T)**

This course introduces nursing students to the basics of medical terminology and provides foundational math skills and an introduction to dosage calculation for safe medication administration. Students will build a working vocabulary of the most commonly used terms in healthcare and a working knowledge of the methods of dosage calculation. Medical terms are introduced in the context of human anatomy and physiology. Total clock hours equal 15.

**NU 3030/3031 Pathophysiology (3T)**

This course focuses on alterations in biologic processes that affect the body's internal homeostasis. General principles of pathophysiology are emphasized including etiology, pathogenesis, clinical manifestations, and sequelae of various alterations of human structure and function. Knowledge from pre-requisite science courses will be integrated. Total clock hours equal 45.

**NU 3010/3011. Fundamentals of Nursing (4T, 1L)**

This course focuses on the fundamental principles and psychomotor skills for the provision of safe, quality care for clients across the lifespan. Classroom and clinical/laboratory experiences provide a basis for beginning nursing practice. Total clock hours equal 90 (60 theory, 30 lab).

**NU 3080/3081. Population Based Health Care (2T, 2C)**

This course focuses on the nurse's role in the health of populations and the global society. Factors impacting the health of populations including health promotion and risk reduction are introduced. Areas of study include population/community assessment, epidemiology, environment, vulnerable populations, disaster management, global health and the impact of public policy on the health of populations. The practicum incorporates concepts and theories related to the health of populations in a variety of community settings. Total clock hours equal 120 (30 theory, 90 clinical).

**NU 3150/3151. Health Assessment Across the Lifespan (2T, 1L)**

This course prepares students to perform comprehensive and focused physical health assessments for clients across the lifespan. This course includes assessments of health and illness parameters in clients using developmentally and culturally responsive approaches. Learning experiences occur in the classroom and clinical/laboratory. Total clock hours equal 60 (30 theory, 30 lab).

**NU 3190/3191 Professional Development I – Forming a Professional Identity (2T)**

Professional Development I-IV is a series of four (4) courses that explore professional nursing. This course explores the history of the profession, the roles of the baccalaureate nurse, and legal/ethical issues. Total clock hours equal 30.

**NU 3330/3331 Pharmacology I (2T)**

This course focuses on the basic drug classifications, concepts and principles of pharmacology with special consideration for the nursing role in developing a comprehensive approach to the clinical application of drug therapy through the use of the nursing process. Total clock hours equal 30.

**NU 3350/3351 Pharmacology II (2T)**

This course expands on the basic principles and content presented in Pharmacology I. Drugs specific to disease processes and the nurse's role in safe medication administration and therapy are included. Total clock hours equal 30.



**NU 3470/3471 Adult Health I (3T, 3C)**

This combined theory and practicum course expands upon foundational concepts and the nursing process to guide the care of adult medical-surgical clients. Disease management and health promotion strategies for commonly occurring conditions are explored. The practicum focuses on an introduction to nursing care in the acute care environment and application of safety principles and therapeutic interventions. Total clock hours equal 180 (45 theory, 135 clinical).

**NU 3490/3491 Mental Health (2T, 1C)**

This combined theory and practicum course focuses on the care of clients with mental health alterations across the lifespan. The theory component is organized around the major categories of the Diagnostic and Statistical Manual of Mental Health Disorders (DSM-5). Health promotion, disease management and the nursing process provide the framework. Emphasis is on establishing and maintaining therapeutic nurse-client relationships and promoting the dignity of each individual. Total clock hours equal 75 (30 theory, 45 clinical).

**NU 3590/3591 Evidence-Based Practice (2T)**

This course utilizes the basic elements of the research process as a foundation for understanding the role of evidence-based practice, and quality improvement in clinical decision making. Total clock hours equal 45.

**NU 3690/3691 Professional Development II – Becoming a Member of the Interprofessional Team (2T)**

Professional Development I-IV is a series of four (4) courses that explore professional nursing. This course explores conflict resolution, the profession's inherent values, and the interprofessional team. Total clock hours equal 30.

**NU 4170/4171 Maternal-Child, Family, and Women's Health Nursing (4T, 2C)**

This combined theory and practicum course utilizes a family-centered approach to the care of women, newborns and children. Emphasis is placed on childbearing, normal growth and development, common pediatric disorders, family dynamics, and women's health care. The practicum focuses on the nursing care of clients in pediatric and obstetrical settings. Total clock hours equal 150 (60 theory, 90 clinical).

**NU 4190/4191 Professional Development III – Navigating the Healthcare Environment (2T)**

Professional Development I-IV is a series of four (4) courses that explore professional nursing. This course explores theories and models of change, and healthcare environments. Total clock hours equal 30.

**NU 4270/4271 Adult Health II (3T, 3C)**

This combined theory and practicum course expands upon previously introduced concepts and utilizes the nursing process to manage the care of adult clients experiencing complex conditions. The practicum focuses on the management of nursing care in the acute care environment. Principles of management, collaboration, and delegation are introduced. Total clock hours equal 180 (45 theory, 135 clinical).

**NU 4390/4391 Professional Development IV – Pursuing Practice Excellence (2T)**

Professional Development I-IV is a series of four (4) courses that explore professional nursing. This course explores leadership styles and theories, contemporary issues in nursing, and plans for personal and professional development. Total clock hours equal 30.



**NU 4500/4501 Capstone (1T, 4C)**

This combined theory and practicum course provides the opportunity to synthesize knowledge and skills into the role of the baccalaureate generalist nurse. The theory component prepares students for membership in the nursing profession. The practicum is a clinical immersion experience providing opportunities to further develop clinical reasoning, management and evaluation skills. Principles of management, collaboration and delegation are utilized. Total clock hours equal 150 (15 theory, 180 clinical).

**NU 4990/4991 Independent Study in Nursing (0.5 – 6)**

Guided study or research on some aspect of nursing. Pre-requisite: Dean and Instructor Approval.

**NU 3520/3521 Environmental Health (3T)**

This course explores the relationship between the environment and how it affects physical well-being. Students will explore the history of and current issues surrounding environmental health with a particular focus on the nursing role. Health promotion and risk reduction strategies are applied to areas including air, water, food, agriculture, chemical use, climate change and the built environment. Focus on vulnerable populations through the examination of environmental justice is included. Total clock hours equal 45.

**NU 3540/3541 Survey of Forensic Nursing (3T)**

This course is designed to introduce students to the role of the forensic nurse. Students will expand their awareness and appreciation of the multifaceted role of the registered nurse in forensic practice. Students will explore select contemporary issues that impact the forensic nursing specialty: trauma-informed care, sexual assault and preservation of biological evidence, intimate partner violence, and human trafficking. Total clock hours equal 45.

**NU 3580/3581 Spanish for Health Care Providers (3T)**

This course focuses on conversational Spanish, medical terminology in Spanish, and reading Spanish. This course will provide the student with basic knowledge that will allow communication with clients who speak/read/write Spanish. This is a fast-paced course and will require practice of the language outside of the classroom in order to master the material presented. Note: this course does not prepare you to be a medical interpreter nor prepare you to become certified as a medical interpreter. Total clock hours equal 45.

**NU 3710/3711 End of Life Transitions (3T)**

This course is designed to introduce students to palliative care and end of life transitions. The unique role of the nurse will be explored. Communication skills with the patient, family and interdisciplinary team will be identified. Evidence-based pain and symptom management along with pharmacological interventions will be reviewed. Loss, grief and bereavement will be discussed. Students will develop an awareness of their own perspective on grief and loss and identify healthy coping strategies. Total clock hours equal 45.

**NU 6300. Informatics and Data Management (2T)**

This course provides an overview of nursing informatics and data management for advanced nursing roles. Technology-based health applications which support decision-making in all roles and settings will be emphasized. Examination of the technological, utility, and leadership competencies in nursing informatics will be included. Students will incorporate applicable theories and examine current trends and issues in using, designing, and managing health care information systems.

Students will apply knowledge to analyze the design and implementation of health care information systems. Total clock hours equal 30.

**NU 6990. Independent Study (.5 - 6)**

This course is used to meet individual needs related to the required program of study. It provides guided study on selected topics and/or areas of nursing. Student learning objectives and activities are mutually developed between the student and faculty member. Prerequisite: Faculty permission.

**NU 7060. Advanced Health Assessment (3T)**

This course focuses on comprehensive health assessment including clinical significance and diagnostic reasoning. Variations and deviations from normal health assessment parameters will be discussed. Identification of risk factors and strategies for promoting health will be incorporated. Prerequisite: Successful completion of Undergraduate Health Assessment course or equivalent. Total clock hours equal 45.

**NU 7065. Advanced Health Assessment Lab for the Nurse Practitioner (1L, 1C)**

This course focuses on the application of advanced health assessment skills and development of diagnostic reasoning for the nurse practitioner. Total clock hours equal 90 (30 lab, 60 practicum).

**NU 7105. Primary Care I (3T)**

This course focuses on health maintenance and management of common self-limiting and acute health conditions in adolescents, women, men and older adults. Students will examine health changes with adolescent, women, men and older adult populations and will develop the theoretical and experiential base to conduct health maintenance activities in these populations. Students are prepared in the area of diagnoses and management of acute and common self-limiting health conditions in a primary care setting. Total clock hours equal 45.

**NU 7110. Primary Care I Practicum (3C)**

This course offers clinical experience with adolescent, adult, and older adult patients in the primary care setting. Students have the opportunity to apply previous knowledge learned in didactic to the clinical area, explore practice patterns of nurse practitioners and/or physician preceptors, understand their role as a member of an interdisciplinary team, and begin to implement plans of care. Clinical sites are in primary care settings and provide student practice opportunities with patients. Students are focused on health maintenance and the management of common acute and chronic conditions with adolescent, adult, and older adult populations. All clinical practice is faculty supervised and performance based to ensure that students demonstrate competency in practice. Total clock hours equal 180.

**NU 7111. Community and Global Health (1T)**

Students will gain an understanding of methods for community-level and global health initiatives. A basis for the inquiry and skills needed to design, implement and evaluate health interventions at the community and global level will be acquired. There will be an emphasis on the use of evidence-based theoretical frameworks and participatory approaches to address synergistic conditions and social determinants that can negatively impact health outcomes. Total clock hours equal 15.

**NU 7112. Older Adult/Frail Elderly Health (1T)**

The course provides the advanced practice nursing student with the theoretical base necessary to examine the needs of older adults and frail elderly and to plan interventions. Students explore the management of transitions across the continuum of care. Students discuss and integrate the

interdisciplinary care functions of the advanced practice nurse. The complex interplay of the political, economic, legal, environmental, and ethical factors that influence health delivery to older adults is examined. Total clock hours equal 15.

#### **NU 7135. Advanced Clinical Practicum (1C)**

Precepted clinical experience designed by the student, faculty, and preceptor, based on the student's substantive area of clinical interest and the specialty elective course the student selects (i.e. (1) specialty care such as oncology or endocrinology, (2) older adult/frail elderly or (3) community/global health). At course enrollment, the student, faculty, and preceptor will complete a clinical plan which will be signed at the onset and completion of the course. Total contact hours equal 60 hours practicum.

#### **NU 7141. Primary Care II Children's Health (2T)**

This course allows the students to examine health maintenance and management of common acute and chronic conditions affecting children's health. The student will develop the theoretical and experiential base to conduct health promotion and maintenance activities. Students are prepared to diagnose and manage children's health conditions in the primary care setting. Total clock hours equal 30.

#### **NU 7145. Primary Care II (2T)**

This course focuses on health maintenance and management of chronic health conditions in adolescents, women, men and older adults. Students will examine health changes with adolescent, women, men and older adult populations and will develop the theoretical and experiential base to conduct health maintenance activities in these populations. Students are prepared in the area of diagnoses and management of chronic conditions in a primary care setting. Total clock hours equal 30.

#### **NU 7151. Primary Care II Practicum for the FNP (3C)**

This course offers clinical experience with patients across the lifespan, with a particular interest in women's health and pediatrics. Students have the opportunity to apply theory in the clinical arena, analyze practice patterns of nurse practitioners and/or physician preceptors, function as a member of an interdisciplinary team, and implement plans of care. Clinical sites will be in primary care, pediatric, or women's health, providing the student practice opportunities with patients. Students will focus on health maintenance, management of selected common acute conditions, stable chronic disease states and acute changes within these chronic states. All clinical practice is faculty supervised and performance based to ensure that students demonstrate competency in practice. Total clock hours equal 180.

#### **NU 7160. Primary Care III (2T)**

This course synthesizes all previous material from Primary Care I and II and builds on this content to focus on complex health care conditions across the lifespan and the management of individuals with co-morbidities/concurrent health conditions and health needs of underserved populations. Students are prepared in the area of diagnoses and management of acute, common self-limiting, chronic, co-morbid, complex conditions across the lifespan and health needs of underserved populations. Total clock hours equal 30.

#### **NU 7200. Executive Nurse Seminar I (2T)**

This course covers intra-organizational content in the areas of organizational management and organizational structure (human resources, internal policy and procedure). The health care delivery

system and its environment are also addressed along with issues such as ethics, legal and regulatory and economic concepts. Specific attention is given to the application of these concepts specifically as students encounter learning situations regarding the above concepts. This course is intended to serve as a companion course to NU 7210, Executive Nurse Practicum I. Total clock hours equal 30.

#### **NU 7220. Executive Nurse Seminar II (2T)**

This course covers extra-organizational content in the areas of organizational management and organizational structure (human resources, internal policy and procedure). The health care delivery system and its environment are also addressed along with issues such as ethics, legal/regulatory and economic concepts. Specific attention is given to the application of these concepts as students encounter learning situations regarding the above concepts. This course is intended be the second in a two-course sequence (NU7200 and NU 7220) and to serve as a companion course to NU 7230, Executive Practicum II. Total clock hours equal 30.

#### **NU 7230. Executive Practicum II (3C)**

This course provides clinical practicum experiences that allow students opportunity to apply theoretical and executive management concepts with a focus on extra-organizational issues. All major theoretical concept areas are applied including organizational structure, economic factors, human resources, ethics and legal/regulatory concerns. Clinical supervision is provided by College faculty and selected preceptors who are nurse executives. Clinical conferences with faculty provide opportunity for integration of the executive role, understanding of professional issues and discussion of problem-solving processes. This course is intended to be the second in a two-course sequence (NU 7210 and NU 7230) and to serve as a companion course to NU 7220, Executive Nurse Seminar II. Total clock hours equal 180.

#### **NU 7455. Synthesis Practicum (4C)**

This course focuses on the incorporation of previous knowledge and integration of nurse practitioner role behaviors in primary care practice. The student should integrate the knowledge from previous clinical and academic experiences to care for persons with chronic and acute conditions throughout the lifespan. Health maintenance recommendations should be included in all practice domains. All clinical practice is faculty supervised and performance based to ensure that students demonstrate competency in practice. Seminars with faculty provide opportunities to integrate the nurse practitioner role, to discuss professional issues and the process of effective change within the health care system. Total clock hours equal 240.

#### **NU 7600. Healthcare Leadership and Organizational Behavior (3T)**

This course is designed to increase students' awareness of organizational processes and practices including leadership, management, motivation, morale group dynamics, interpersonal communications, conflict and group problem solving. This course provides conceptual insights and behavioral skills needed for successful leadership of continuous improvement in individual, team and organizational performance. The course also highlights unique ethical, technological, regulatory and practical considerations for leadership within healthcare organizations. Total clock hours equal 45.

#### **NU 7620. Health Systems (3T)**

Health Systems surveys the major components and organizational interrelationships of the United States health service system. Students examine the various health care organizations (HCOs), personnel issues, delivery systems, policy, and payment mechanisms. This course introduces students to the public policy and business practice issues associated with access, cost and quality. Total clock hours equal 45.



INTEGRITY | LEADERSHIP | EXCELLENCE | ADVOCACY | RESPECT | NURSING  
LEADERSHIP | EXCELLENCE | ADVOCACY | RESPECT | NURSING | INTEGRITY  
EXCELLENCE | ADVOCACY | RESPECT | NURSING | INTEGRITY | LEADERSHIP  
ADVOCACY | RESPECT | NURSING | INTEGRITY | LEADERSHIP | EXCELLENCE  
RESPECT | NURSING | INTEGRITY | LEADERSHIP | EXCELLENCE | ADVOCACY

# STUDENT CONDUCT



**Research**  
College of Nursing



# Student Conduct

## Student Conduct

Students are expected to conduct themselves in a manner that demonstrates integrity and commitment to professional nursing standards. Dishonesty and disrespect will not be tolerated.

Violations of student conduct are classified as serious and critical.

### Serious Offenses

Serious offenses are violations of College values and/or policy.

Examples of serious offenses may include, but are not limited to:

- Violation of Academic Honesty Policy
- Filming, recording, or photographing at a clinical site
- Non-compliance with Clinical/Practicum Requirements
- Violations of the Health Insurance Portability and Accountability Act (HIPAA)

### Critical Offenses

Critical offenses are egregious violations of College values and/or policy.

Examples of critical offenses may include, but are not limited to:

- Willfully or recklessly endangering the physical or mental health of any person
- Possession of weapons, firearms, or explosives on the College or clinical sites premises
- Possession of illegal drugs or an open container of an alcoholic beverage on the College or clinical site premises
- Being under the influence of alcohol or illegal drugs while on the College or clinical site premises
- Vulgar, demeaning, or offensive language
- Conviction of a felony, including a nolo contendere plea

## Disciplinary Actions

### Serious Offense

1st Offense: Written reprimand

2nd Offense: Student may be suspended up to three (3) days. During the suspension period, students shall be prohibited from participating in classroom, laboratory, clinical, and school-related activities, and will be marked absent from all scheduled classes. May result in dismissal from the College.

3rd Offense: Dismissal from the College.

### Critical Offense

1st Offense: Student will be suspended for three (3) days. During the suspension period, students shall be prohibited from participating in classroom, laboratory, clinical, and school-related activities, and will be marked absent from all scheduled classes. May result in dismissal from the College.

2nd Offense: Dismissal from the College.

Any behavior that unreasonably interferes with patient safety is grounds for immediate dismissal.

INTEGRITY | LEADERSHIP | EXCELLENCE | ADVOCACY | RESPECT | NURSING  
LEADERSHIP | EXCELLENCE | ADVOCACY | RESPECT | NURSING | INTEGRITY  
EXCELLENCE | ADVOCACY | RESPECT | NURSING | INTEGRITY | LEADERSHIP  
ADVOCACY | RESPECT | NURSING | INTEGRITY | LEADERSHIP | EXCELLENCE  
RESPECT | NURSING | INTEGRITY | LEADERSHIP | EXCELLENCE | ADVOCACY

# CLINICAL POLICIES



*Research*  
College of Nursing

## Clinical Policies

### Clinical Placements

Students should have independent means to travel to and from clinical assignments. Students traveling in private vehicles to and from clinical assignments assume all related risk and liability. The College is not responsible for injuries or damages that may result.

### Clinical/Practicum Requirements

All students must complete the following clinical/practicum requirements prior to participating in clinical/practice experiences. Failure to meet these requirements may result in suspension from classroom, clinical/practicum and lab sessions, or course failure, which could result in dismissal from the program.

1. Criminal Background Check
2. Drug Screen
3. Tuberculin Testing: A baseline TB skin test (TST) or blood test (IGRA) will be required to have been done within one (1) year of starting the nursing program and may be required annually thereafter, depending on the facility to which the student is assigned for clinical activities. If submitting baseline screening with a skin test (TST), two (2) readings will be required. Two (2) TSTs within a three-week timeframe is ideal; however, having one within 12 months prior to admission is acceptable as the 1st step, with a second test being done just prior to the start of clinical activities (2 TSTs within 12 months) is acceptable as a "2-Step."
4. Measles (Rubeola), Mumps, Rubella (MMR): Provide documentation of two (2) MMR vaccinations at least 28 days apart, OR serological proof of immunity (+) positive IgG titers for measles (rubeola), mumps, and rubella.
5. Varicella (Chicken Pox): Provide documentation of two (2) varicella (chicken pox vaccine) immunizations at least 28 days apart, OR serological proof of immunity (+) positive IgG for varicella.
6. Hepatitis B: Provide documentation of two (2) (Hepilisav-B) or three (3) (Engerix or Recombivax) vaccines followed by a post-series surface antibody titer at least 4-8 weeks after the last vaccine is given. If documentation of an initial Hepatitis B immunization series is not available, documentation of a (+) titer is acceptable. Though not recommended, this vaccine can be waived; a signed waiver is required to be kept on file.
7. Tetanus-Diphtheria-Acellular Pertussis (Tdap): Provide documentation of one (1) dose of Tdap (usually given around age 11-12 years). A Td or Tdap is required every 10 years or, if wound injury occurs after five (5) years.
8. Influenza: Provide documentation of seasonal flu vaccine per annual CDC announced date.
9. COVID-19 Vaccine: Provide documentation of vaccination. A student may request an exemption. Clinical partners may not honor the accommodation.
10. Personal Health Insurance: Provide proof of personal health insurance. Students are responsible for expenses incurred from an injury at a clinical site.
11. Basic Life Support (BLS): Must be kept current throughout the program. BSN students must get from American Heart Association (BLS CPR & AED Training for Healthcare Professionals course). MSN student can get from American Heart Association or American Red Cross (BLS for Healthcare Providers).
12. Color Blindness Screening: The screening is administered by the College and done using Ishihara's Test. This is for BSN students and MSN NP students.



13. RN License: MSN students must be licensed in the state in which you are doing clinical/practicum.

NOTE – MSN NP students may be required to meet additional requirements, e.g. physical exam, at the request of the clinical agency.

## **Fit for Duty**

In order to comply with clinical agency agreements and ensure the safety of student and patients, students must be able to meet the following physical and mental demands. These activities are considered to be in the “medium duty” category as defined by the U.S. Department of Labor.

Students unable to meet these demands are not “fit for duty” and unable to participate in clinical/practicum experiences. If a student is not “fit for duty” due to a temporary physical or mental health issue, they must contact the Associate Dean to request an incomplete grade, withdraw from coursework, and/or leave of absence until “fit for duty”. Such requests will be considered on a case-by-case basis. Documentation from a licensed health care provider indicating the student is “fit for duty” is required prior to returning to clinical activities.

### **Walking/Standing**

Extended periods of walking/standing may occur while in the clinical area. Stairs must be negotiated. Clinical shifts in each clinical course vary and can be up to 12 hours.

### **Lifting/Carrying**

Average lifting requirement is 50 pounds. Nursing requires lifting of patients and carrying of medical equipment, charts, supplies, and medications. In the clinical area and clinical lab experiences, students are required to lift, move, and transfer patients. Requesting assistance when lifting or positioning patients is expected; however, the exertion can be up to 50 pounds.

### **Pushing/Pulling**

Required in positioning and moving of patients and medical equipment. Pushing on a patient’s chest with considerable force is required in performance of cardiopulmonary resuscitation (CPR). Able to pull or push a Code Blue cart.

### **Stooping/Kneeling/Reaching/Climbing**

Considerable twisting, bending, stooping, kneeling, and reaching are required during many aspects of patient care (moving patients, bathing patients, making beds, setting up and monitoring medical equipment). Able to climb on to patient’s bed for CPR.

### **Eyesight/Vision**

Utilized in assessment of patient’s health status when inspecting and observing for changes in color, physical appearance, and non-verbal behavior. Able to accurately read medication labels and prepare medications. Reads written communication and monitors medical equipment findings.

### **Depth Perception**

Required for the ability to recognize that objects have depth as well as height and width. Assists in description of wounds, lesions, etc. Required for fine task performance when using medical supplies for insertion into the body or medication administration by injection.

**Fine Motor Skills**

Needs manual dexterity and coordination to write clearly and precisely to perform various nursing procedures and grasp and control medical equipment as necessary.

**Tactile Sensation**

The ability to utilize the hands and fingers as a means of "hands-on" during a physical assessment and medication administration. The individual must be able to feel vibrations, temperature changes, and pulses.

**Temperament**

The skills vital in nursing include the ability to adapt to continually changing environment and critical thinking abilities. Must demonstrate professional behavior at all times, especially while caring for patients. Must be able to accept constructive criticism and accept own limits. Must be aware that they will be exposed to communicable diseases and body fluids. Students will be provided knowledge on how to handle their own protection as well as the protection of others. Emotional stability is needed to maintain a therapeutic relationship with patients, families, and health team members. A student nurse may not pose a significant risk to the health and safety of those in the clinical area.

**Illness, Injury or Exposure**

If an injury occurs during an academic experience, the faculty or preceptor should be notified immediately. An incident report should be submitted according to the agency policy. In addition, the faculty of record should complete and RCoN Student Injury/Exposure report and submit to the Registrar.

Students will be referred to the Emergency Department if the situation requires immediate attention, or to their personal health care provider for treatment if needed. If a student defers treatment following an injury, it should be noted on the form.

**Exposure to Blood or Body Fluid**

To assure adequate follow-up, nursing students sustaining an accidental percutaneous-puncture wound and/or mucous membrane exposure to blood or body fluids shall comply with the following guidelines (immediate treatment must be carried out):

1. Stop the current activity
2. Thoroughly clean the wound with soap and water
3. Flush mucous membranes with large amount of water
4. Report the occurrence immediately to faculty or preceptor so that evaluation of risk and need for treatment can occur promptly

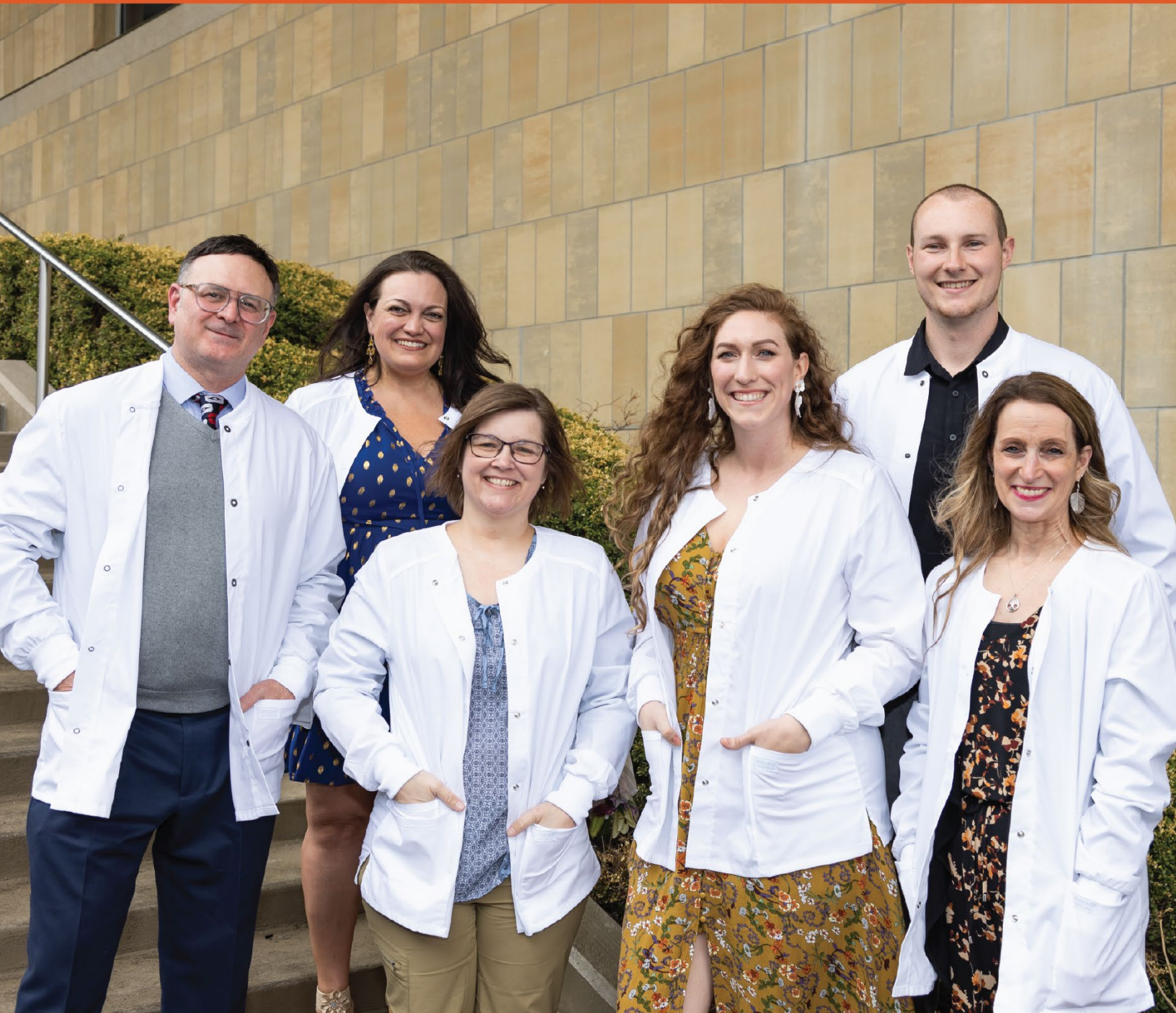
Following exposure to blood or body fluids, the policy for that agency should be followed. The clinical instructor must be notified of the incident immediately or as soon as possible. An incident report should be made out according to the agency policy. The student should follow the clinical agency policy for students regarding treatment. If baseline and/or follow up testing are required, students should contact their personal health care provider within 72 hours of the event. The Emergency Department should be used only when the source is known to be HIV positive or active Hepatitis B as prophylaxis should begin within hours of exposure.



If the exposure occurs in a facility with no policy regarding exposures, the student should follow up with their personal health care provider within 72 hours of the event. If exposed to a known or suspected HIV or active Hepatitis B source patient, the student should be sent to the nearest Emergency Department immediately as prophylaxis should begin within hours of exposure.

The student is responsible for the cost of all follow up testing and/or treatment. If the student defers the recommended testing procedures and/or treatment this should be noted on the form and signed by the student.

# STUDENT SERVICES



**Research**  
College of Nursing

## Student Services

### Academic Advising

Upon enrollment in the first nursing course, students are assigned a College faculty advisor. At a minimum, advisors meet with advisees prior to registration to discuss academic progression, academic/goals, College resources, and personal concerns.

### Bias Reporting

If you have experienced an act which you believe discriminates, stereotypes, harasses, or excludes anyone based on a part of their identity, you may report the incident to the HCA Ethics Line or web portal. As the reporter, you may choose to remain anonymous. To report an incident by phone, use 1-800-455-1996. This line is answered 24 hours-a-day, 365 days-a-year.

To report via the web portal, use <https://hcahealthcareethicsline.ethix360.com/#myvoice>.

### Communication

The College communicates using US Postal Service, College email, Learning Management Systems, and an electronic signature software.

### Copy Machines

Copy machines are in the basement of the 2525 Building and in the Student Success Center.

### Counseling Services

The College provides access for students to WellConnect, a program designed to help students manage and improve their mental health. Students may seek counseling services at <https://WellConnectForYou.com> or 866-640-4777, code = RCON-STU

### Liability Insurance

The College carries general and professional liability coverage for students through Health Care Indemnity, Inc. This coverage insures students in their capacity as a student nurse.

### Library

The [HCA Healthcare Library](#) contains over 7400 full-text e-journals and 2200 e-books, as well as a customized HCA PubMed portal, quick links to popular clinical resources like Up-To-Date, and advanced search and save features. For off-network access, simply use the same link and enter your 3-4 ID and network password.

### Learning Skills Lab

The Learning Skills Lab (LSL) includes 4 labs (A, B, C, and D) to provide coordinated learning activities for students. While in the LSL, the following policies must be followed:

1. All used needles and glass are to be deposited in clearly marked red contamination sharps boxes available in the LSL.
2. Needles are not permitted to leave the LSL.
3. Children are not permitted to be in the LSL, unless part of a planned educational event.
4. Only manufacturer recommended lubricant (labeled spray bottle) should be used on mannequins.

5. Equipment is available for practicing injections, IV insertion, catheter insertion, sterile gloving, dressing changes, vital signs and other nursing procedures. Contact the LSL Coordinator or LSL employees for use of additional supplies or equipment.
6. Invasive procedures (IV start, injections) can only be performed on designated practice equipment (IV practice arms, Injecta-pads). Students cannot practice on each other.

## **Simulation Center**

The Simulation Center is located in the lower level of the College's 2525 building. The facility includes classroom and meeting space, simulation labs, and lounge area. All simulation rooms are equipped with cameras and microphones to allow for recording of simulations. Through a two-way mirror, faculty and staff in the control room manage the simulator's health status and voice, as well as video recording.

## **Student Organizations**

### **Nurses of Faith**

Nurses of Faith is an organization that meets in a small group setting to discuss intersections of faith and nursing. This group is open to all people interested in discussing topics, no matter their faith background. All are welcome. This organization is led by a faculty advisor.

### **Research Student Nurses' Association (RSNA)**

The Research Student Nurses' Association is a constituent of the Missouri Nursing Students' Association (MoNSA) and the National Student Nurses' Association (NSNA).

## **Student Success Center**

The Student Success Center provides resources for academic success including academic skills coaching, subject-based tutoring, and writing assistance. Non-academic support services include RCoN Scrub Bank and non-perishable goods bank.



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ADVOCACY | RESPECT | NURSING | INTEGRITY | LEADERSHIP | EXCELLENCE  
RESPECT | NURSING | INTEGRITY | LEADERSHIP | EXCELLENCE | ADVOCACY

# HEALTH AND SAFETY



**Research**  
College of Nursing



## Health and Safety

### **Campus Security (816) 276 – 4411**

Research Medical Center maintains and operates an organized and trained Safety and Security Department. Officers are available 24 hours a day, seven (7) days a week. The Department provides a safe, secure, and helpful environment for patients, visitors, employees, students, and medical staff. All employees and students are personally responsible for their own compliance with policies and procedures relating to security matters, and are to report any unusual incidents or suspicious activity to the Safety and Security Department.

### **Student Right-to-Know and Jeanne Clery Campus Security Act**

The University follows the mandates of the Campus Security Act of 1990 (now known as the Jeanne Clery Campus Security Act). This report includes statistics for the previous three (3) years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by the University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. Copies of this report can be obtained by contacting the College's Student Services Specialist.

### **Security Precautions and Guidelines**

1. Stay in groups on campus as much as possible; request security escort if uncomfortable.
2. Always lock your doors and windows when you leave
3. Don't leave valuables unattended in common area or vehicles
4. Notify Security of any stranger or unaccompanied guests at the College
5. Do not prop open any exterior doors
6. Report thefts or security threats to Security as soon as they occur
7. Do not leave valuables visible on your car seats or floor boards

### **Emergencies**

The College has a comprehensive Emergency Preparedness Plan which contains important information about preparing for, responding to, and following up after crisis situations on campus. The Kansas City metropolitan area uses the 911 emergency system. Students should call 911 for appropriate assistance from the Kansas City Police Department, Fire Department, or ambulance services. Calls to 911 should be followed immediately with a call to Research Security at 816-276-4411. To request a copy of the Emergency Preparedness Plan, contact the [Student Services Specialist](#).

### **Inclement Weather**

Decisions to cancel classes/clinicals due to inclement weather are communicated via College email, Learning Management System, and social media. The expectation is that students and faculty will use good judgment in determining whether they are able to safely travel to the College and/or their clinical site.

### **Title IX: Gender Discrimination & Sexual Harassment**

The College does not discriminate on the basis of sex in its education program or activity and the College is required by Title IX and PART 106 of title 34 of the Code of Federal Regulations not to discriminate in such a manner. This requirement not to discriminate in the education program or

activity extends to admission and employment. Inquiries about the application of Title IX and PART 106 to the College should be made to the Title IX Coordinator below, to the Assistant Secretary of the US Department of Education or both. The College's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to file or report a formal complaint of sexual harassment and how the College will respond can be found at [Title IX](#).

Any member of the College community should report sex discrimination, including sexual harassment, in person, by mail, by telephone or by electronic mail to:

Nikki Flagler, Student Services Specialist/ Title IX Coordinator  
2525 East Meyer Blvd,  
Kansas City, MO 64132  
Email: [nikki.flagler@researchcollege.edu](mailto:nikki.flagler@researchcollege.edu)

A person may also file a complaint of sex discrimination with the [U.S. Department of Education Office for Civil Rights](#) regarding and alleged violation of Title IX by visiting the website or by calling 1-800-421-3481.

## **Smoking**

Research College of Nursing and Research Medical Center are smoke-free campuses. Tobacco use, including e-cigarettes, is prohibited on all property.

## **Weapons**

The College is committed to maintaining a safe and secure educational environment for its students, faculty, employees, and visitors. Possession of weapons, firearms, or explosives on the College premises, including parking lots and garages, or at a College event is strictly prohibited. Students who possess an active state license to carry a concealed firearm or fulfill the requirements under state law to carry a concealed firearm may properly store a legal weapon in their own vehicle on the College premises, including parking lots and garages, or at a College event. Students at a clinical site must follow all facility policies.



# ACADEMIC CALENDAR



*Research*  
College of Nursing

## Academic Calendar

### FALL SEMESTER

TBSN M25 Only: Med Term  
Session A  
Full Term  
Labor Day (No Class)  
TBSN M25 Only: White Coat Ceremony  
Fall Break  
Session B  
TBSN Only: Midterm Grades Due  
Session A: Final Grades Due  
Thanksgiving (No Class)  
Last day of Full/Session B  
Degree Date  
Commencement/Pinning  
Full/Session B: Final Grades Due

### 2023

August 21 – August 25  
August 28 – October 18  
August 28 – December 15  
September 4  
September 22  
October 19 – 20  
October 23 – December 15  
October 24  
October 24  
November 22 – 24  
December 15  
December 15  
December 17  
December 19

Important Dates	Full	Session A	Session B
Courses Open	8/23	8/23	10/18
Withdraw w/o "W"	9/5	9/5	10/30
Last day to Withdraw	11/9	10/2	11/29
Sp24 Registration	10/30		
*100% Refund	9/5	9/5	10/30
*75% Refund	9/11		
*50% Refund	9/18	9/11	11/6
*25% Refund	9/25		
Courses Close	12/28	10/28	12/28
*Get Withdrawal from Registrar's Office. Note: Title IV repayment is figured by Financial Aid Office.			

### SPRING SEMESTER

ABS N D24 Only: Med Term  
Session A  
Full Term  
Dr. Martin Luther King Jr Day (No Class)  
Spring Break  
TBSN Only: Midterm Grades Due  
Session A: Final Grades Due  
Session B  
ABS N D24 Only: White Coat Ceremony  
Bobbie Siler Scholarship Day  
Last day of Full/Session B  
Degree Date  
Commencement/Pinning  
Full/Session B: Final Grades Due

### 2024

January 2 – 6  
January 8 – March 1  
January 8 – May 3  
January 15  
March 4-8  
March 5  
March 5  
March 11 – May 3  
March 22  
April 26  
May 3  
May 3  
May 5  
May 7

Important Dates	Full	Session A	Session B
Courses Open	12/27	12/27	3/6
Withdraw w/o "W"	1/16	1/16	3/18
Last day to Withdraw	3/29	2/14	4/12
Sm24 Registration (ABS N & MSN)	3/25		
Fa24 Registration (TBSN)	4/22		
*100% Refund	1/16	1/16	3/18
*75% Refund	1/22		
*50% Refund	1/29	1/22	3/25
*25% Refund	2/5		
Courses Close	5/11	3/9	5/11
*Get Withdrawal from Registrar's Office. Note: Title IV repayment is figured by Financial Aid Office.			

### SUMMER SEMESTER

ABS N Session A  
Memorial Day  
MSN 8 Week Session  
MSN 10 Week Session  
Juneteenth (No Class)  
ABS N Session B  
ABS N Session A: Final Grades Due  
Independence Day (No Class)  
MSN 8 Week: Final Grades Due  
Degree Date  
MSN 10 Week: Final Grades Due  
ABS N Session B: Final Grades Due

### 2024

May 6 – June 28  
May 27  
June 3 – July 26  
June 3 – August 9  
June 19  
July 1-August 23  
July 2  
July 4  
July 30  
August 9  
August 13  
August 27

Important Dates	Session A	Session B	MSN 10 Week	MSN 8 Week
Courses Open	5/1	6/26	5/29	5/29
Withdraw w/o "W"	5/13	7/8	6/10	6/10
Last day to Withdraw	6/12	8/7	7/18	7/10
Fa24 Registration (ABS N & MSN)	7/15			
*100% Refund	5/13	7/8	6/10	6/10
*75% Refund				
*50% Refund	5/20	7/15	6/17	6/17
*25% Refund				
Courses Close	7/6	8/31	8/17	8/3
*Get Withdrawal from Registrar's Office. Note: Title IV repayment is figured by Financial Aid Office.				

**Document is subject to change**



## **Governing Board and Faculty**

### **Governing Board**

Linda Clarkson (Vice Chair)  
Brad Evans, RN  
Julie Filbeck, MSN, RN  
Paul Hancock, MD, MBA  
Christopher Harris  
Eleanor Howell, PhD, RN  
Karin McCrary, RN (Chair)  
Eve Mc Gee, PhD, MSW  
Katie Murphy, RN  
Cynthia Randazzo  
Anne Sly, MD

### **Faculty**

Leslie Bachar (2006)  
Assistant Professor  
BSN, Wichita State University, 1986; MSN, University of Phoenix, 2007; PhD, University of Phoenix, 2017.

Pamelia Bertrand (2018)  
Assistant Professor  
BSN, Avila College, 1997; MSN, Research College of Nursing, 2017.

Margaret A. Bjelica (2004)  
Associate Professor  
BSN, Webster University, 1991; MSN, University of Missouri – Kansas City, 1998; DNP, University of Missouri – Kansas City, 2016.

Rebecca Cahill (2016)  
Professor  
BSN, University of Missouri – Columbia, 1988; MSN, University of Missouri – Kansas City, 2002; DNP, Samford University, 2009.

Theresa Chang (2005)  
Assistant Professor  
BSN, Kaohsiung Medical College, 1982; MSN, Research College of Nursing, 2006.

Lauren Chun (2019)  
Instructor  
B.S. Biology, Missouri State University, 2007; BSN, Cox College of Nursing, 2009; MSN, MidAmerica Nazarene University, 2013.

Charla Clark (2022)

Assistant Professor

BSN, Research College of Nursing, 2012; MSN, Research College of Nursing, 2015.

Jo Ellen Collette (2014)

Assistant Professor

BSN, California State University Northridge, 2001; MSN, University of California Los Angeles, 2003; DNP, University of Missouri – Kansas City, 2016.

Maithe Enriquez (2019)

Professor

BSN, Webster University, 1985; MSN, University of Missouri – Kansas City, 1993; PhD, University of Missouri – Kansas City, 2002.

Zadi Gillman (2022)

Assistant Professor

BFA, University of Central Missouri, 2008; BSN, Research College of Nursing, 2013; DNP, University of Missouri – Columbia, 2018

Christy Hammond (2012)

Associate Professor

BSN, Avila College, 1998; MSN, Research College of Nursing, 2012; EdD, Baker University, 2021.

Terri Kirkland (2004)

Assistant Professor

BSN, University of Kansas, 1981; MSN, 2003.

Nicole Kreimer (2013)

Assistant Professor

BSN, Seattle Pacific University, 1999; MSN, University of Kansas, 2008.

Alexandra Lee (2021)

Assistant Professor

BSN, University of Kansas, 2011; DNP, University of Kansas, 2020.

Heather Lewis (2012)

Assistant Professor

B.S., Secondary Education, Southeast Missouri State University, 1995; M.A., Theatre, Southwest Missouri State University, 2000; BSN, Research College of Nursing, 2009; MSN, Research College of Nursing, 2012; PhD, University of Kansas, 2022.

Ann Longhibler (2022)

Assistant Professor

BS Education in Exercise Science, University of Kansas, 2006; BSN, Research College of Nursing, 2008; MSN, Western Governors University, 2018.

Glenna Mahoney (2014)

Professor

BSN, Graceland University, 2005; MSN, Research College of Nursing, 2006; DNP, Carlow University, 2012.

Sheryl Max (1980)  
Assistant Professor  
BSN, University of Kansas, 1978; MN, University of Kansas, 1983.

Peter Paul May IV (2021)  
Instructor  
BSN, Grand Canyon University, 2015; MSN, Western Governors University, 2017.

Holly Miles (2014)  
Assistant Professor  
BSN, Chamberlain College of Nursing, 2010; MSN, University of Central Missouri, 2014.

Rosalia Molina (2017)  
Assistant Professor  
A.S.N., Penn Valley Community College, 2006; MSN, Research College of Nursing, 2016; PhD, University of Missouri – Columbia, 2022.

Jill Morsbach (2023)  
Assistant Professor  
BSN, Fort Hays State University, 1997; MSN, University of Missouri – Kansas City, 2003

Julie Nauser (1993)  
Professor  
BSN, Research College of Nursing, 1984; MSN, University of Missouri – Kansas City, 1993; PhD, Indiana University, 2007.

Erin Newton (2011)  
Assistant Professor  
BSN, St. Luke's College of Nursing, 2003; MSN, Walden University, 2011.

Julia Payne (2015)  
Assistant Professor  
BSN, Research College of Nursing, 2002; MSN, Research College of Nursing, 2013.

Cassie Pearson (2015)  
Assistant Professor  
BSN, Research College of Nursing, 2007; MSN, Research College of Nursing, 2013.

Sarah Prichard (2013)  
Associate Professor  
BSN, Research College of Nursing, 2009; MSN, Research College of Nursing, 2012; PhD, University of Missouri – Kansas City, 2019.

Patton Rainey (2021)  
Instructor

BSN, Research College of Nursing, 2014; MSN, Research College of Nursing, 2018.

Rebecca Saxton (2006)

Professor

BSN, Research College of Nursing, 2000; MSN, University of Missouri – Kansas City, 2005; PhD, University of Missouri – Kansas City, 2010.

Sarah Schlanker (2018)

Assistant Professor

BSN, Missouri Western State University, 2012; MSN, Missouri Western State University, 2018.

Ashlye Speer (2022)

Instructor

ASN, National American University, 2014; BSN, MidAmerica Nazarene University, 2016; MSN, MidAmerica Nazarene University, 2018.

Tobey Stosberg (2008)

Assistant Professor

BS Biology, North East Missouri State University (Truman State), 1996; MS, Education, North East Missouri State University (Truman State), 1997; BSN, Research College of Nursing, 2001; MSN, Research College of Nursing, 2010.

Christine Thurlow (2003)

Associate Professor

BSN, University of Nebraska-Lincoln, 1982; MSN, University of Nebraska Medical Center, 1986, PhD, University of Missouri – Kansas City, 2016.

Faye Vandendaele (1999)

Assistant Professor

BSN, William Jewell College, 1979; MSN, University of Missouri-Kansas City, 1997.

M. Lynn Warmbrodt (1982)

Professor

BSN, University of Missouri- Columbia, 1979; MSN, University of Missouri- Kansas City, 1981; PsyD, Forest Institute, 1992.

Camille Williams (2019)

Assistant Professor

BSN, University of Central Missouri, 2003; MSN University of Central Missouri, 2011; DNP, University of South Alabama, 2022.

Cynthia Worthley (2021)

Instructor

BSN, Research College of Nursing, 2014; MSN, Research College of Nursing, 2019.

Donna R. Zimmerman (1995)

Assistant Professor



B.S.Ed., Northeast Missouri State University, 1977; BSN, 1979; MSN, University of Missouri- Columbia, 1983.

### **Faculty – Emeritus**

Barbara A. Clemence (1985) (in memoriam)

Professor Emeritus

BS, University of Minnesota, 1959; MA, New York University, 1964; DNSc, Boston University 1973.

Nancy O. DeBasio (1988)

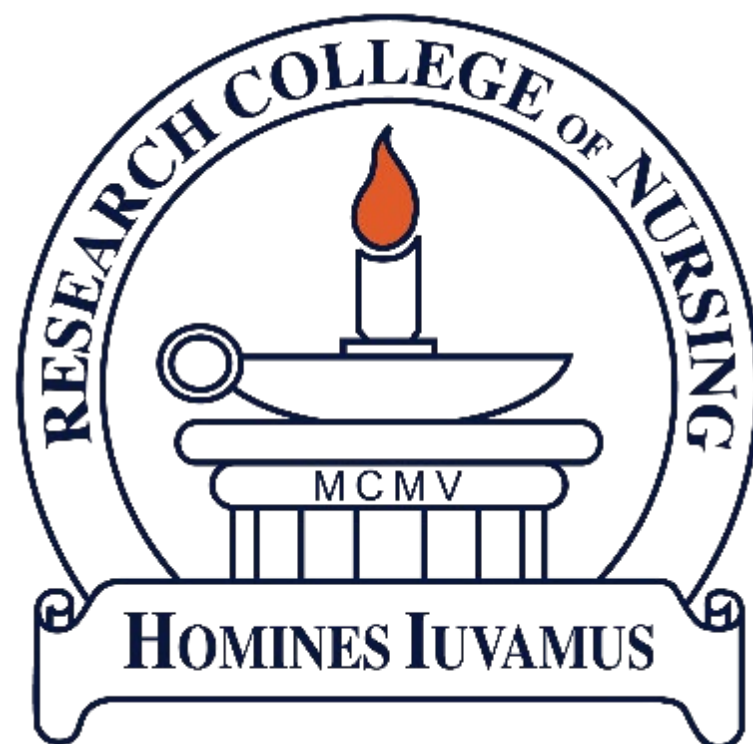
President Emeritus

BSN, Wagner College, 1968; MA, New York University, 1970; PhD, University of Pennsylvania, 1987.

Norma L. Lewis (1987) (in memoriam)

Professor Emeritus

BSN, Avila College, 1958; MSN, University of Colorado, 1964; PhD, Kansas State University, 1983.





# ***Research*** College of Nursing