



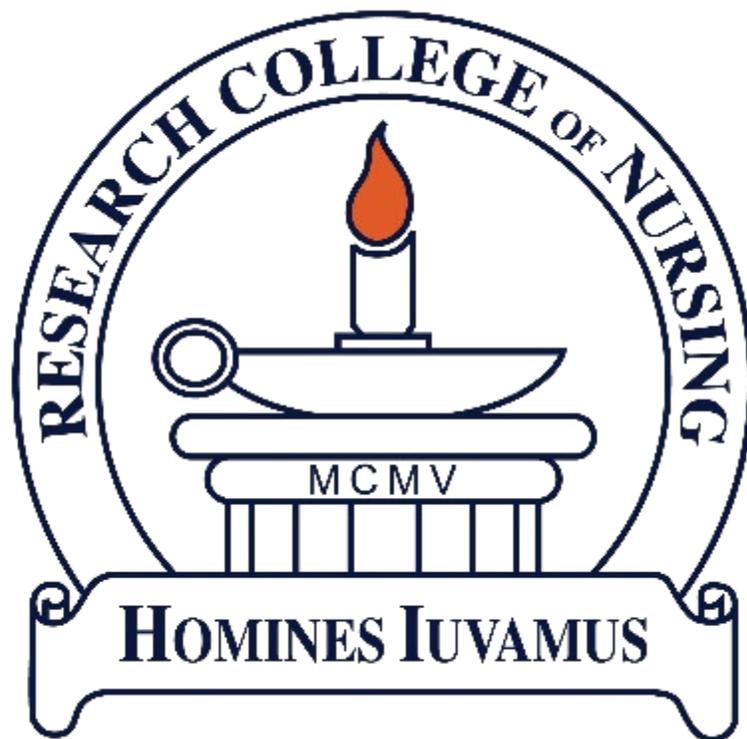
# Research College of Nursing



# 2025 - 2026

## CATALOG & STUDENT HANDBOOK

Educating Nurses | Developing Leaders | Caring for Communities

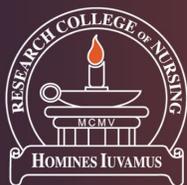


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# General Information



*Research*  
College of Nursing

## **General Information**

**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 2025-2026 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, 2025. 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

### 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 ([pr.mo.gov/nursing.asp](http://pr.mo.gov/nursing.asp)) at P.O. Box 656, Jefferson City, MO 65102, (573) 751-0681.

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.

### Programmatic Accreditation

The baccalaureate 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.

### Regional Accreditation

The College is accredited by the Higher Learning Commission (HLC) to award bachelor'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, (800) 621-7440.

### Student Learning Outcomes

#### Bachelor of Science in Nursing (BSN)

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

## History of Research College of Nursing

Research College of Nursing (RCoN) traces its roots to the founding of Research Medical Center, which began in 1886 as the German Hospital. In June 1905, the German Hospital Training School for Nurses was established, enrolling five students in its inaugural class, with five additional students transferring from other nursing schools. The first class of diploma-prepared nurses graduated in 1906.

In the early 20th century, both the hospital and the school underwent name changes, becoming Research Medical Center and Research School of Nursing, respectively.

As a regional leader in quality nursing education, the College played a pivotal role in transitioning from a diploma-based program to an academic curriculum. This evolution led to the establishment of a Bachelor of Science in Nursing (BSN) degree, jointly awarded with Rockhurst College (now Rockhurst University). The first BSN class was admitted in 1980.

To meet the growing needs of the community and the nursing profession, RCoN expanded its offerings:

- In 1984, the RN-BSN track was introduced for diploma or associate degree nurses seeking a BSN.
- In 1991, the Accelerated BSN track was launched for individuals with a bachelor's degree in another field—one of the first 30 such programs in the nation.
- The RN-BSN program was phased out in 1998.
- The partnership with Rockhurst University concluded in May 2022.

In 1995, RCoN introduced a Master of Science in Nursing (MSN) program, beginning with the Family Nurse Practitioner track. Additional tracks followed:

- Executive Practice and Healthcare Leadership (originally Executive Nurse Practice) in 2003
- Nurse Educator in 2004
- Adult Gerontology Nurse Practitioner (2011–2022)
- Clinical Nurse Leader (2011–2017)

The MSN program closed in December 2024.

Corporate oversight of the College has also evolved. In April 2003, HCA Healthcare acquired both Research Medical Center and Research College of Nursing, bringing new opportunities and support to the institution.

Since its founding in 1905, RCoN has graduated more than 6,500 professional nurses. Through decades of change and innovation, the College remains a leader in nursing education—uncommonly supportive and committed to shaping difference-makers in healthcare.

# Mission

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

# Vision

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

# iLEARN Values

**Integrity:** Being honest, truthful, and ethical; possessing strong moral principles; and treating others with empathy.

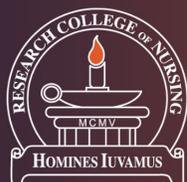
**Leadership:** Bringing out the best in self and others, inspiring to connect, and modeling behaviors expected of others.

**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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College of Nursing

## **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.

## **Anti-Discrimination**

### **Non-Title IX Discrimination, Harassment, and Retaliation Policy**

The College fosters an environment free from discrimination, harassment, and retaliation. This section outlines the process for addressing serious allegations not covered by the College's Title IX Policy (e.g., discrimination or harassment based on race, religion, national origin, disability, age, veteran status, or any other characteristics protected by applicable law).

### **Definitions**

- **Discrimination:** Unfair or unequal treatment of an individual or group based on a protected characteristic rather than on individual merit. Discrimination may be intentional or may result from policies or practices that have a disproportionate, adverse impact on individuals because of their protected characteristic.
- **Harassment:** Unwelcome conduct, verbal or physical, that is based on a protected characteristic and is sufficiently severe, pervasive, or objectively offensive that it effectively denies or limits an individual's ability to participate in or benefit from the College's educational programs or activities. Examples of harassment include, but are not limited to, offensive jokes, slurs, epithets or name-calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.
- **Retaliation:** Any adverse action taken against an individual because they reported discrimination or harassment, assisted in an investigation, or opposed any practice forbidden under this policy. Retaliation can include, but is not limited to, adverse changes in academic standing, employment, or any form of intimidation or harassment. The College strictly prohibits retaliation.

### **Reporting Allegations**

Students should report concerns about discrimination, harassment, or retaliation to their advisor, Track Coordinator, or any other trusted College employee.

### **Mandatory Employee Reporting**

Any College employee who receives such an allegation (whether directly from a student, another employee, or through other means) must immediately report it to the Provost's Office for review.

### **General Bias Reporting (HCA Ethics Line)**

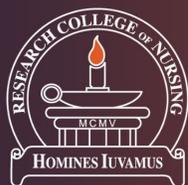
Students may also report incidents of discrimination or bias anonymously to the HCA Ethics Line:

- **Phone:** 1-800-455-1996 (24 hours a day, 365 days a year)
- **Web Portal:** <https://hcahealthcareethicsline.ethix360.com/#myvoice>

### **Allegations Against College Employees and Non-College Personnel**

For allegations concerning a College employee, the Provost's Office will conduct an administrative investigation. For allegations involving individuals not employed by the College (e.g., Clinical Site Staff, Patients, Visitors), the Provost's Office will review the concern, provide appropriate student support. Where applicable, engage with the relevant external entity (e.g., clinical site management) for resolution. Keep in mind that the College's direct disciplinary authority over non-employees is limited to actions related to their presence on College property or affiliation with College activities.

# Admissions



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College of Nursing

## Admissions

Bachelor of Science in Nursing (BSN) Program Research College of Nursing offers a Bachelor of Science in Nursing (BSN) degree through two distinct tracks:

- **Accelerated BSN (ABSN):** Designed for students who already hold a bachelor's degree in another field. This intensive, full-time program is completed in one calendar year.
- **Traditional BSN (TBSN):** Designed for transfer students. This full-time program is completed over the course of four semesters.

All applicants must be a U.S. citizen or hold a Permanent Residency Card to enroll at Research College of Nursing.

### BSN Admissions Testing Requirements

As part of the admissions process, the College requires applicants to complete the ATI Test of Essential Academic Skills (ATI TEAS®) for Nursing Students. This standardized exam assesses academic readiness in the following areas: Reading, Mathematics, Science, English and Language Usage.

The TEAS exam must be taken within 24 months of the applicant's intended start date. To register for the ATI TEAS® for Nursing Students, visit: [www.atitesting.com](http://www.atitesting.com)

### ABSN Track (Accelerated Bachelor of Science in Nursing)

#### Eligibility

Applicants must hold a non-nursing bachelor's degree from a regionally accredited institution and apply via NursingCAS.

For NursingCAS support:

☎ (617) 612-2880 | 🕒 Mon–Fri, 9am–5pm ET

✉ [nursingcasinfo@nursingcas.org](mailto:nursingcasinfo@nursingcas.org)

**Application Window:** Rolling admissions until class is full

#### Admission Requirements

- Cumulative college GPA of **3.0\*** or higher
- Completion of all prerequisite courses with a grade of **C or better**
- ATI TEAS® score at **Proficient** level or higher
- Non-nursing bachelor's degree

*\*Will accept a cumulative college GPA of 2.8, if it includes a grade of B– or better in Anatomy & Physiology*

#### **Applicants with Nursing Credits**

Applicants who have nursing credit from another college or university must also 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.

## **TBSN Track (Traditional Bachelor of Science in Nursing)**

**Application Window:** Rolling admissions until class is full.

**Apply via:** NursingCAS

For support:

☎ (617) 612-2880 | 🕒 Mon–Fri, 9am–5pm ET

✉ [nursingcasinfo@nursingcas.org](mailto:nursingcasinfo@nursingcas.org)

### **Admission Requirements**

- Cumulative college GPA of **3.0\*** or higher
- Completion of all prerequisite courses with a grade of **C or better**
- ATI TEAS® score at **Proficient** level or higher

*\*Will accept a cumulative college GPA of 2.8, if it includes a grade of B– or better in Anatomy & Physiology*

### **Applicants with Nursing Credits**

Applicants who have nursing credit from another college or university must also 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.

### **Early Admission to Traditional BSN Program (Early Admit)**

High school seniors and college freshmen are eligible to apply for the Early Admit program, offering an opportunity to reserve a place in Research College of Nursing’s Traditional BSN (TBSN) track.

Interested high school students can submit their early admission application through the College [website](#).

### **Admission Requirements**

- ACT Composite Score of **22 or higher**
  - High School GPA of **3.0** or higher
- OR**
- ACT Composite Score of **21**
  - High School GPA of **3.2** or higher

### **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. If a student has an interruption in enrollment, they are required to submit a new criminal background check and drug screen upon return.

It is the applicant’s responsibility to inform the College of any legal issues that may be revealed in the criminal background check.

The following are included in the criminal background check:

- Name, Social Security Number and Address Verification
- Felony/misdemeanor criminal record search in all jurisdictions of residence within the past 7 years
- National Sex Offender Registry
- Missouri Family Care Safety Registry (MO FCSR) which includes following:
  - State criminal history records maintained by the Missouri State Highway Patrol
  - Child abuse/neglect records maintained by the Missouri Department of Social Services
  - Missouri Department of Health and Senior Services Employee Disqualification List
  - Missouri Department of Mental Health Disqualification Registry Report
  - Missouri Sex Offender Registry
  - Child-care facility licensure records maintained by the Missouri Department of Elementary and Secondary Education
  - Foster parent licensure records maintained by the Missouri Department of Social Services
  - Kansas Department of Health and Environment
  - Kansas Department of Aging and Disability Services
  - Office of the Inspector General (OIG)
  - General Services Administration (GSA)/Excluded Parties List System (aka SAM-System for Award Management)
  - United States Treasury - SDN and Blocked Persons List
  - Office of Foreign Assets Control (OFAC)

The drugs included in the drug screen include:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine Metabolites
- Marijuana Metabolites
- Methadone
- MDA (Sass)
- MDMA (Ecstasy)
- Opiates
- Phencyclidine
- Propoxyphene
- Methaqualone
- Oxycodone
- Oxymorphone

A positive drug screen without appropriate documentation will be considered a failed drug screen. In addition, even with appropriate documentation, a positive drug screen for marijuana will be considered a failed drug screen.

## Transfer Credits

The College accepts transfer credits under the following guidelines:

1. Grade of straight C or better
2. Pass/fail credit accepted if pass is defined as straight C or better in the institution's academic catalog or other official documentation
3. Practicum, cooperative education, field experience, internships, etc., are not accepted
4. Credit by assessment from another institution will not be accepted
5. Single course transfer will not satisfy multiple course prerequisites
6. Correspondence work is accepted only under special circumstances, and with prior approval
7. Credits earned outside of the United States require a course-by-course evaluation by a member of the National Association of Credential Evaluation Services (NACES)

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 retain 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.

## **Evaluation of Nontraditional Learning Credit**

### **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 Registrar's Office. 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 a maximum of 30 credit hours from CLEP exams. Credit is awarded based upon recommendations by the American Council on Education.

### **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 Registrar's Office.

### **International Baccalaureate Credit**

Students who completed the International Baccalaureate program are eligible to receive college credit for the courses completed as long as those courses have been evaluated by the American Council on Education (ACE). A score of 5-7 on the higher-level examinations will result in the granting of college credit as recommended by ACE. Official score reports must be submitted to the Registrar's Office directly from the International Baccalaureate Organization.

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

BSN students in good standing wishing to change from the ABSN track to the TBSN track must request the Change of Track form from the Registrar's Office.

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**

### **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 in which 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. An essay 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 from RCoN 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.

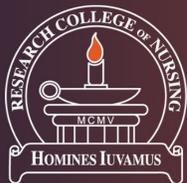
## **Readmission Following Leave of Absence**

The following must be submitted:

- Application for Readmission – Applications for summer or fall readmission are due April 15; applications for a spring readmission are due October 15th.

A College administrator will determine whether courses must be repeated and/or any additional requirements are needed. As a condition of admission, readmitted students must submit a new criminal background check and drug screen.

# Financial Information



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College of Nursing

## Financial Information

### Tuition and Fees

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

#### TBSN Seniors

2025 Fall Semester	\$10,111.50
2025 Fall Semester Educational/Technology Fee	\$1,025.00
2026 Spring Semester	\$10,111.50
2026 Spring Semester Educational/Technology Fee	\$1,025.00
<b>Annual Total</b>	<b>\$22,273.00</b>

#### TBSN Juniors

2025 Fall Semester	\$10,111.50
2025 Fall Semester Educational/Technology Fee	\$1,025.00
2026 Spring Semester	\$10,111.50
2026 Spring Semester Educational/Technology Fee	\$1,025.00
<b>Annual Total</b>	<b>\$22,273.00</b>

#### ABSN

2026 Spring Term	\$13,482.00
2026 Spring Term Educational/Technology Fee	\$1,366.00
2026 Summer Term	\$13,482.00
2026 Summer Educational/Technology Fee	\$1,366.00
<b>Total</b>	<b>\$29,696.00</b>

#### Special Fees (All Students)

Late Registration Fee	\$150.00
Syllabus Copying Fee	\$10.00
Payment Plan Fee	\$75.00 per semester
Transcript Fee	\$15.00

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

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

**Educational/Technology Fee** – Provides access to computers and other technology resources.

**Transcript Fee** – Fee for official transcripts.

### Business Office

#### Payment Policy

Full tuition and fees are due at the time of registration. A student who is unable to pay the full amount at the time of registration may be eligible for a payment plan. In order to qualify for a plan, the student cannot have a history of account delinquency and must sign a payment agreement. This agreement must be fulfilled in order to register for the following semester.

## **Delinquent Accounts**

A delinquent account occurs when a balance remains following dismissal, withdraw, or graduation. A hold will be placed on the account until a payment agreement has been signed. A hold can result in incomplete transcripts, non-conferral of degrees, and/or collection processes.

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 of class 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.

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

<b>16 Week Course Refund</b>	
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%

## **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 were 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:

## **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 Application for Federal 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 is 006392.

1. Both dependent and independent students must file a FAFSA.
2. Students can apply for all types of federal aid 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.

### **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.

## **Scholarships and Discounts**

### **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.

## **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 and Federal Nursing Loan.

### **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)** 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.

## **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.

## **Standards of Satisfactory Academic Progress (SAP) to Maintain Financial Aid Eligibility**

The U.S. Department of Education requires students to maintain certain academic standards to obtain or retain eligibility for federally sponsored student aid programs. In accordance with these standards, Research College of Nursing has established the following standards to measure whether a student has achieved “satisfactory academic progress” (SAP). These standards will be applied uniformly to all undergraduate students when determining their eligibility for federal and college funding.

## **SAP Definitions**

- **Attempted credits** include successfully completed courses, courses dropped after the drop/add period, failed or not passed courses, repeated courses, course withdrawals and transfer credits that have been accepted by the Research College of Nursing and apply to the student’s current program of study. Courses in which a student receives delayed/incomplete grades will be counted as hours attempted but will not be counted as successfully completed until a final passing grade is officially posted to the student’s permanent record.
- **Successful completion** is defined as credit hours completed with a minimum grade of “D” resulting in GPA credits being awarded, or with a passing grade of “P.”
- **Payment period** is defined as either the fall semester, or the spring semester, or the summer term.

## **Maximum Attempted Enrollment Credit Hours**

Students receiving federal financial aid must complete their educational programs within a timeframe no longer than 150% of the published length of the educational program. For example, the maximum attempted credit hours in which students may enroll to complete their university degree of study must not exceed 192 attempted credit hours for the completion of a 128 credit-hour degree program. For academic programs requiring less than 128 credit hours for degree completion, the maximum attempted enrollment credit hours for program completion is 150% of the total required credit hours for the program.

### **Pace of Completion**

Students must successfully complete 67% of attempted credit hours for each payment period.

### **Cumulative GPA Requirement**

Students must maintain a Research College of Nursing cumulative GPA of 2.0 in order to achieve SAP. The cumulative GPA requirement applies to all federal, state, and college aid.

### **Monitoring SAP Requirements for Federal Title IV**

At the end of each payment period, the student's academic record will be reviewed for SAP, including Maximum Attempted Enrollment Credit Hours, Pace of Completion, and Cumulative GPA Requirement.

If the student does not successfully complete 67% of attempted credit hours or has not met the 2.0 cumulative GPA requirement, the student shall be placed on academic progress warning. Students remain eligible to receive aid during the warning period, and their record will be reviewed for compliance again following their next payment period. Students will have one payment period to achieve a 2.0 cumulative GPA and to have completed 67% of attempted credit hours. If at the end of the warning payment period the student has not done so, then the student's eligibility for Federal Title IV/state aid will be terminated. Once the student has achieved SAP, Federal Title IV/state aid will be fully reinstated for future semesters.

Where the review shows that it is no longer mathematically possible for a student to complete within 150% of the published length of his or her educational program, or the student failed to complete within 150% of the published length of the educational program, the student's eligibility for Federal Title IV/state aid will be terminated.

### **Notification**

The college will notify students of academic progress deficiencies by sending a letter to the permanent mailing address on file with Research College of Nursing. Students are responsible for ensuring the accuracy of their permanent mailing address at all times. Students are responsible for being aware of Research College of Nursing's Satisfactory Academic Progress policies and will remain ineligible, even if the College's notification is not received.

### **Appeal Process for Federal Title IV**

A student placed who becomes ineligible for failure to meet the requirements stated above may appeal based on mitigating circumstances that are supported by documentation. Appeals must be made in writing within 30 days of the issuance date of the financial aid ineligibility notification letter to:

Director of Financial Aid, [stacie.withers@researchcollege.edu](mailto:stacie.withers@researchcollege.edu)

After 30 days, no appeals will be considered.

If the appeal is approved, students will be placed on financial aid probation for one payment period and may continue to receive aid as otherwise eligible. At the end of the appealed probation period, the student's GPA and pace of completion will be reviewed to determine if the student has met the 2.0 cumulative GPA requirement and completed 67% of the attempted credit hours, or has otherwise completed the requirements of a probationary academic plan.

At the end of the appealed probation period, students who have, for the probationary period, a completion rate of 67% and a GPA of 2.0 or have otherwise completed the requirements of a probationary academic plan, remain eligible for Title IV/state aid and are removed from financial aid probation. Students who do not meet those requirements for the probationary period will become ineligible for Title IV/state aid.

**Repeat Coursework, Incompletes and Withdrawals, and Second Degree Coursework**

Any non-credit coursework, repeat coursework or coursework for which a grade of incomplete or withdraw is given count toward both 150% credit hour maximum and the 2.0 cumulative GPA requirement.

**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, 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 faculty-made exams (includes ATI Customized Assessments, but excludes ATI Content Mastery Series exams)
2. Alternate testing setting
3. Use of a student-provided, hard copy, bilingual dictionary

Adjustments are designed to decrease over time and cease prior to Capstone theory course.

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 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 Registrar's Office who will then send letters to appropriate course faculty.

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.

## **Assignment of Credit Hours**

Student enrollment status (full-time, half-time, or less) is determined by total credit hours taken per semester.

The schedule of section offerings is reviewed to ensure that the duration and frequency of each class meet instructional standards appropriate to course type and credit hours earned. The Registrar's Office conducts an audit of scheduled contact hours prior to publishing the class schedule each term.

Each credit hour corresponds to specific weekly clock hour requirements:

- **Theory Credit:** 1 clock hour per week per credit hour
- **Clinical Credit:** 3 clock hours per week per credit hour
- **Lab Credit:** 2 clock hours per week per credit hour
- **Out-of-Class Work:** Minimum of 2 hours per credit hour per week

For courses offered in 8-week formats, weekly clock hours increase to match those of a traditional 15-week semester. Total clock hours are calculated using the ratios above and divided by the number of instructional weeks assigned to each 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.

## **75% Rule**

Students must achieve at least a 75% of exam points to successfully complete the course. The final course grade for students who earn at least 75% will be determined by the total course points. See course syllabi for details.

## **Attendance Policy**

All absences carry inherent academic risk. Students are fully responsible for any material covered, assignments due, announcements made, and participation opportunities missed during their absence. Faculty are not required to re-teach missed content or provide make-up opportunities.

Students should contact faculty promptly to discuss possible options for making up missed content or activities. There is no set number of “allowable” absences—refer to individual course syllabi for specific attendance expectations. Students are responsible for:

- Attending and actively participating in all scheduled learning activities.
- Promptly notifying faculty of anticipated or actual absences, following established procedures.
- Understanding and adhering to all attendance and make-up policies.
- Taking initiative to obtain missed content from peers or faculty.
- Being aware of how their attendance and engagement impact academic progression and financial aid eligibility.

Faculty members are responsible for:

- Accurately tracking and documenting student attendance and academic engagement in all assigned learning activities (didactic, lab, simulation, clinical).
- Engaging with students to understand absence causes and offer support.
- Reporting student non-attendance or cessation of academic engagement to the designated College office (e.g., Early Alert, Registrar, Financial Aid, Student Success) per established procedures, particularly for unofficial withdrawals\*.
- Communicating and overseeing the make-up process for missed clinical or lab hours.

Attendance at all assigned clinical and lab sessions, including related activities, is mandatory. These hours are essential for meeting the minimum clinical/lab requirements for course completion and eligibility for nursing licensure. Clinical hours may include simulation, labs, and online activities as outlined in the course syllabus.

All missed clinical hours must be made up; however, availability of make-up opportunities is not guaranteed. Students should consult their course syllabus for specific make-up policies and procedures.

In rare and exceptional circumstances where a student is unable to complete required clinical hours within the designated timeframe due to serious and unavoidable events, a formal request for a Course Incomplete may be submitted. Pregnancy-related accommodations are coordinated through the Title IX office.

**Appeals:** Decisions related to attendance and academic progression based on this policy may be appealed through the College's formal complaint and grade resolution process as outlined in the

Student Handbook. However, the ability to make up required clinical hours is finite, and failure to meet these hours will impact progression and may not be appealable.

**\*Unofficial Withdrawal:** For Financial Aid purposes, if a student misses any class for 15 consecutive working days (or three consecutive weeks), the faculty will report to the Registrar who will administratively withdraw the student from the course.

## **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.

## **Technology Requirements for Students**

All students are required to provide their own Windows or Mac-compatible laptop computer. iPads, Chromebooks, and other mobile devices do not meet the minimum requirements for required software operation.

Students are fully responsible for the functionality, maintenance, and security of their personal computers, including any costs associated with damage, data loss, or other incidental or consequential issues.

At a minimum, student computers must include:

- The Microsoft Office software suite (Word, PowerPoint)
- Audio and video capabilities (microphone, speakers, webcam)

In addition, students are required to install and maintain access to all required testing and learning software programs, including but not limited to:

- ExamSoft, Respondus, ATI Testing, etc.

Students are responsible for:

- Knowing how to operate their chosen computer system and all required software
- Performing all necessary updates, repairs, and configurations
- Completing assignments and assessments on time, regardless of technical issues
- Acquiring and maintaining any specialized software needed for specific course requirements

## **Multi-Factor Authentication**

Multi-factor authentication (MFA) is an additional security method that protects and helps prevent unauthorized access across all your applications and accounts. HCA Healthcare mandated all external-facing apps must be secured by MFA, as of May 1, 2025. Research College of Nursing (RCoN) is utilizing this extra layer of security for our Learning Management System, Student Information System and other select systems used by the college. MFA requires a second layer of identification, often delivered to a student's mobile device, before a user can access the systems.

## **Windows Minimum Requirements**

- Operating System: 64-bit versions of Windows 10 and Windows 11  
*Alternate versions of Windows 10 and Windows 11, such as Windows RT and Windows 10 and 11 S, do not meet requirements*
- CPU Processor: Non-ARM-based processor supported by your operating system
- 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**

- Operating System: macOS Ventura, Sonoma or Sequoia
- CPU: Intel or M series processor. Devices using Apple's M series 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

## **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. Unless specifically approved by course faculty, the official College uniform should be worn while in the student role such as clinicals, labs, or simulations. College t-shirts should not be worn in the student role. Students are not to wear the College uniform while working as an intern/extern, PCT, MHT, etc.
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.
10. Students must meet the dress code requirements for each individual clinical site.

### **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: 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**

In accordance with the Family Educational Rights and Privacy Act (FERPA), students have the right to request corrections to their education records if they believe the information is inaccurate or misleading. These amendment procedures, however, may not be used to challenge a grade, opinion, or decision made by the College. To initiate a request, the student must submit a written explanation clearly identifying the proposed change and the reason for it to the College official responsible for maintaining the record.

Within a reasonable timeframe, the College will respond in writing, either approving the change or denying the request. If the request is denied, the student is notified of the right to a formal hearing. Students have thirty (30) days to submit a written hearing request to the Registrar's Office. Upon receipt, the College will notify the student in writing of the hearing's date, time, and location. The hearing will be conducted by a College official who has no direct interest in its outcome. During the hearing, the student will have the opportunity to present relevant evidence and may be assisted or represented by individuals of their choosing.

Following the hearing, the College will issue a written decision within a reasonable time. This decision will include a summary of the evidence presented and the rationale for the outcome. If the College determines the record is inaccurate, misleading, or in violation of the student's privacy rights, the record will be amended accordingly and the student will be informed in writing. If no changes are made, the student has the right to include a written statement explaining their disagreement. This statement becomes a permanent part of the education record and will be disclosed whenever the contested information is shared.

### **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 at: <https://studentprivacy.ed.gov/file-a-complaint> or contact the Registrar's Office.

## **Graduation Awards**

### **Award for Academic Achievement**

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

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

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.

### **Community Service Award**

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

### **Longmoor Values Award**

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.

### **Theresa Chang Award**

In honor of longtime faculty member Theresa Chang, who served the Research community with distinction for decades and was recognized with the DAISY Award for Extraordinary Nursing Faculty in 2022. This award is given to celebrates one (1) TBSN and one (1) ABSN student per cohort who exemplifies excellence in clinical practice, values mentorship, and demonstrates selflessness and compassion in patient care.

## **Graduation Honors – BSN**

Graduation honors are awarded based upon cumulative RCoN 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; Semester 3 for TBSN 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, Grade Appeal, and Complaint Resolution Policy**

Research College encourages students to communicate with faculty and administration to report problems, request assistance, and seek clarification of any issue or dispute affecting their well-being or academic progression. The purpose of this policy is to ensure due process and due diligence in the event of a student complaint. To the extent possible and when appropriate, decisions will be made within the existing college policies.

### **Grounds for Bringing a Complaint**

This process addresses student allegations including, but not limited to, situations where students claim they have been:

- Denied opportunities provided to other students.
- Held to standards different from those applied to other students in the same course or clinical group.
- The recipient of an unequal or erroneous application of a departmental or College policy.
- Disciplined or dismissed from the College or an academic program without due process.
- Awarded an incorrect final grade.

### **Specific Grounds for Final Course Grade Appeals (Arbitrary or Capricious Grading)**

In addition to the general grounds above, the following specific grounds apply to final course grade appeals:

- The grade was based on criteria not outlined in the course syllabus.
- The grade was determined by factors unrelated to academic performance (e.g., discrimination, personal bias, retaliation).
- The student was held to different standards than other students in the same course section.
- The faculty member failed to adhere to their own stated grading policies or procedures.

The appealing student bears the burden of proof to demonstrate that one or more established grounds for appeal have been met.

### **Exclusions**

This policy does not address:

- Complaints alleging discrimination and/or harassment, which are addressed under the College's separate Non-Discrimination/Harassment Policy.
- Complaints regarding billing, which are addressed under the College's separate Billing and Appeals Policy.
- Decisions resulting from findings of Serious Clinical Misconduct, Serious Professional Misconduct Affecting Fitness for Practice, or the Commission of a Crime (as defined in the College's Misconduct Policy) that result in dismissal or other severe disciplinary action, as such decisions are final and not subject to appeal under this policy.

### **Time Limit for Complaint Initiation**

- Students must initiate a complaint and attempt informal resolution within **three (3) business days** of the event, condition, or official notification (e.g., final course grade posting).

### **Complaint Resolution Process**

#### **A. Informal Resolution**

Students must first attempt to resolve the complaint informally with the individual(s) against whom they have the complaint. Within three (3) business days of the event, condition, or

official notification (e.g., final course grade posting), the student must attempt to address the issue directly with the person(s) involved (e.g., faculty member). If direct resolution is not possible or appropriate (e.g., the complaint involves the behavior of that individual), the student should then contact their Advisor or Designated Administrator for guidance.

If the complaint cannot be satisfactorily resolved through these informal means, the student may then proceed to the Formal Complaint Resolution Process.

### **B. Level One: Designated Administrator Review (Formal Resolution)**

If informal resolution is unsuccessful, the student may request a formal review by submitting a written complaint to the Designated Administrator. The written complaint must include:

- A clear and concise statement of the decision or action being appealed.
- A detailed explanation of informal resolution steps, including dates and outcomes, if applicable.
- Specific details about the complaint.
- Documentation supporting the complaint.
- The student's desired outcome.

The Designated Administrator will respond to the student and appropriate persons in writing with a recommendation or decision within seven (7) business days.

### **Final Course Grade Appeals (Arbitrary or Capricious Grading): The following additional specific grounds apply:**

- The grade was based on criteria not outlined in the course syllabus.
- The grade was determined by factors unrelated to academic performance (e.g., discrimination, personal bias, retaliation).
- The student was held to different standards than other students in the same course section.
- The faculty member failed to adhere to their own stated grading policies or procedures.

*The appealing student bears the burden of proof to demonstrate that one or more established grounds for appeal have been met.*

### **Formal Appeal Process (Escalation Levels)**

#### **Level Two Appeal (Administrative Official Review)**

If the student is not satisfied with the initial review recommendation/decision, they have seven (7) business days to submit a letter of appeal to the Provost or appropriate administrative official.

- The administrative official has the discretion to appoint a committee of three (3) ranked faculty members to review the appeal and provide a written recommendation.
  - The review session is an internal College process, closed to all not directly involved in presenting evidence or responding to questions. Students may not bring legal counsel or external representation.
- The administrative official will respond to the student, and appropriate persons with a recommendation or decision within seven (7) business days.

#### **Appeal to President (Final College Decision)**

If the student is not satisfied with that decision, they have seven (7) business days to appeal the decision to the President.

- The President will respond to the student via email with a recommendation/decision within seven (7) business days.
- The decision of the President is final at the College level.

### **External Appeal**

If all College administrative processes have been exhausted, the complainant may contact the Missouri Department of Higher Education (MDHE) at 573-751-2361 to file a complaint.

### **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 Research Medical Center. The badge is required to be worn by students while at the College and at clinical sites. Students should contact the Student Services Specialist for replacement badges.

### **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 appropriate College administrator. 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**

A leave of absence is defined as a temporary suspension in studies for up to one (1) calendar year. Students who are unable to proceed in the full-time plan of study and wish to return are considered out-of-sync and should request the Leave of Absence Request form from the Registrar's Office. A leave of absence will be considered on an individual basis. Students who are granted a leave of absence must apply for readmission.

### **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 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 leave of absence due to pregnancy or related condition may be for various amounts of time depending on a student's particular

circumstances and the period deemed medically necessary by the student's licensed healthcare provider. To the extent that a student qualifies for leave under a leave policy maintained by a recipient that allows a greater period of time than the medically necessary period, the recipient must permit the student to take voluntary leave under that policy instead if the student so chooses.

The specifics of each course vary and some clinical rotations are offered at limited times. As such, course and/or 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. The College prohibits discrimination based on pregnancy or related conditions and will provide reasonable accommodations consistent with federal law. 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. All disclosures regarding pregnancy and related medical conditions will be kept confidential to the extent possible and in accordance with FERPA.

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 BSN Progression**

Students must maintain  $\geq 2.0$  cumulative GPA to progress in the nursing curriculum.

1. A grade less than C (C-, D+, D, F, WF) is not satisfactory for progression. 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.
2. 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.

### **Community Service**

Students are encouraged to provide service to their community. Students who submit documentation of volunteer service of 25 hours or more are eligible to receive community service cords to be worn at commencement. Students will record hours electronically using their cohort's submission link in the Learning Management System. To be considered for the Community Service Award, hours must be submitted no later than three weeks prior to graduation date.

### **Transcripts**

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

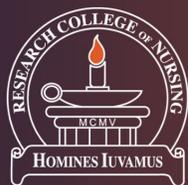
### **Withdrawal**

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 of a term) 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 previously earned baccalaureate degree. TBSN students complete general education requirements 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.

\*\*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.

## 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

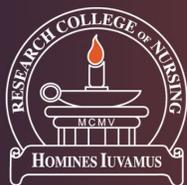
### TBSN Sample Plan of Study

First Semester			
Course #	Course Title	Credits	Prerequisites
NU 3000	Med Term & Dosage Calc	1	NA
NU 3030	Pathophysiology	3	NU3000 Med Term
NU 3010	Fundamentals of Nursing (Term B)	5	NU3000 Med Term & NU3150
NU 3080	Population Based Health Care	4	NU3000 Med Term
NU 3150	Health Assessment (Term A)	3	NU3000 Med Term
<b>Total Credits</b>		<b>16</b>	
Second Semester			
Course #	Course Title	Credits	Prerequisites
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	Prerequisites
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	Prerequisites
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 Sample Plan of Study

Term 1A			
Course #	Course Title	Credits	Prerequisites
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	Prerequisites
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	Prerequisites
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	Prerequisites
NU 3591	Evidence Based Practice	3	Term 1
NU 4171	Maternal-Child, Family & Women's	6	Terms 1 & 2A
NU 4191	Professional Development III	2	Terms 1 & NU 3691
<b>Total Credits</b>		<b>11</b>	
Term 3A			
Course #	Course Title	Credits	Prerequisites
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	Prerequisites
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>	

# 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 prerequisite 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. NU3150/3151 is a prerequisite. 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 (3T)**

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. NU3470/3471 is a prerequisite. 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 195 (15 theory, 180 clinical).

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

Guided study or research on some aspect of nursing. Prerequisite: 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.

# Student Conduct



**Research**  
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## Student Conduct

At RCoN, students are expected to uphold the highest standards of professionalism at all times. This includes demonstrating respect, integrity, ethical behavior, and collaborative communication in academic, clinical, and interpersonal settings. Students are expected to engage thoughtfully with peers, communicate respectfully with faculty, staff, and clinical partners, and act with compassion and professionalism toward patients, families, and the public. Violations of this standard are taken seriously and may impact student evaluation and progression, including disciplinary action up to and including dismissal.

### Personal Misconduct

Examples of personal misconduct include, but are not limited to:

- **Commission of a Crime:** Engaging in illegal or violent activity. Students must report any arrests or pending criminal or Human Services-related charges to the Provost within 48 hours. Failure to report is a separate violation.
- **Serious Professional Misconduct:** Behavior—on or off campus—that compromises patient safety, violates ethical standards, or may affect a student's ability to obtain or maintain licensure or employment. Dismissals from healthcare-related roles must be reported to the Provost within 48 hours.
- **Sexual Misconduct or Harassment:** Refer to the College's Title IX Policy for definitions and reporting procedures.
- **Incivility or Bullying:**
- **Incivility:** Hostile, accusatory, or disrespectful behavior, including online.
- **Bullying:** Repeated, harmful actions intended to humiliate or distress, including via electronic means.
- **Disruptive Behavior:** Interfering with classes, clinical activities, or College-sponsored events.
- **Lack of Accountability or Planning:** Failing to manage personal schedules around academic obligations or disregarding attendance and assignment policies.
- **Impairment from Substances:** Participating in College activities while impaired by alcohol or drugs, including misuse of prescribed medications.
- **Obstructing an Investigation:** Destroying or altering documents, refusing to participate, or otherwise interfering with an RCoN investigation.
- **Inappropriate Use of Social or Electronic Media:** Posting false, harmful, or confidential content about peers, faculty, clinical sites, or the College; sharing HIPAA-protected information; or posting content involving nudity, illegal activity, substance use, hazing, or academic dishonesty.

### Academic Misconduct

Academic misconduct undermines the integrity of the College and the value of its academic programs. Prohibited behaviors include:

- **Plagiarism:** Presenting another person's work, ideas, results, or methods as your own, without proper citation.
- **Cheating:** Using or attempting to use unauthorized aids, technology, or information in any evaluative context. This includes, but is not limited to: unauthorized notes/texts for online exams; unauthorized collaboration; internet searches for test answers; providing/accepting unauthorized online testing codes; submitting work completed by others; submitting AI-

generated work without proper acknowledgment or explicit faculty permission; unauthorized use or altering of graded work for re-grading; recycling one's own work without permission; or using/possessing any unapproved electronic device during an examination or assessment.

- **Fabrication or Falsification of Data:** Making up data/results (fabrication, e.g., charting an unperformed assessment) or manipulating research materials/data, or dishonest reporting of results (falsification, e.g., improper adjustment, gross negligence in data collection/analysis, or selective reporting for deception).
- **Aiding and Abetting Dishonesty:** Providing material, information, or assistance with knowledge or reasonable expectation of its use for a prohibited act.
- **Falsification of Academic Records and Official Documents:** Altering academic records without authorization, forging signatures, or falsifying information on any official academic document.
- **Copyright Infringement:** Using online platforms to access or share course materials may constitute copyright infringement or academic misconduct, depending on how they are used. Uploading or downloading copyrighted content—such as exams, assignments, or lecture materials—without proper authorization can violate U.S. copyright law. Additionally, using such platforms to gain an unfair academic advantage may breach the College's academic integrity policy and could result in disciplinary action.

## General Clinical Misconduct

In the clinical setting, adherence to professional standards, competence, integrity, accountability, and safety is paramount. The following are non-exhaustive examples of unacceptable clinical misconduct:

- **Failure to Prepare for Clinical Experience:** Arriving unprepared for clinical or simulation sessions, including lacking necessary knowledge, incomplete pre-clinical assignments, or not having required equipment.
- **Engaging in Irresponsible, Unsafe, or Harmful Practice (General):** Negligence, carelessness, or lack of preparation that does not rise to gross negligence leading to patient harm. This includes failure to competently/thoroughly complete assigned nursing care (without directly causing patient harm or gross negligence) or refusing assigned care (not patient abandonment).
- **Failure to Report:** Not reporting an error, incident, or omission in care to appropriate personnel (e.g., nursing staff on unit, clinical instructor), when this failure does not directly contribute to or conceal patient harm.
- **Inaccurate or Incomplete Documentation:** Documenting care inaccurately or incompletely due to oversight or unintentional error, not intentional falsification or fabrication.
- **Failure to Communicate Effectively or Collaborate:** Persistent or egregious failure to communicate effectively with patients, families, healthcare team members, or faculty, or a refusal to collaborate.
- **Unexcused Absences or Multiple Incidents of Tardiness:** Unjustified absences from, or habitual tardiness to, assigned clinical or simulation sessions, impacting continuity of care or team function.

## Serious Clinical Misconduct

Serious Clinical Misconduct refers to behaviors that pose an immediate or significant risk to patient safety, violate fundamental ethical principles of nursing, or constitute a severe breach of professional standards or legal requirements. These actions reflect a fundamental incompatibility

with the responsibilities of a healthcare professional and may irreversibly impact a student's ability to obtain or retain a nursing license. Any finding of Serious Clinical Misconduct will be referred to the Provost and is subject to immediate and non-appealable sanctions, which may include suspension or dismissal from the College.

## **Student Conduct Review Process**

### **1. Initial Review and Student Meeting**

When a misconduct concern is reported—whether academic, personal, or clinical—faculty will attempt to meet with the student within three (3) business days. If the student declines to participate, the process will proceed without their input. The purpose of this meeting is to:

- Review the reported behavior and supporting evidence
- Provide the student an opportunity to respond
- Determine an appropriate course of action

### **2. Determination and Response**

If no violation is found, or no corrective action is needed, the matter is considered resolved. If a violation is confirmed:

- Faculty will consult with the appropriate administrator and issue a written report (e.g., a Student Success Plan) outlining the violation and any required corrective actions or expectations.
- The report will be sent to the student electronically and filed with the Provost's Office.
- The student may submit a written response within three (3) business days to provide context or express disagreement. This response will be appended to the official documentation and shared with the issuing faculty member.

Students who wish to contest the outcome may refer to the College's **Grievance, Grade Appeal, and Complaint Resolution Policy**.

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

# Clinical Policies



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# 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/practicum 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 and MO Family Care Safety Registry
2. Drug Screen\*
3. Tuberculin (TB) 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 (Flu Vaccine): 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 annual proof of personal health insurance.
11. BLS (Basic Life Support) Must be kept current throughout the program. BSN students must attend the Basic Life Support (BLS) course through the American Heart Association.
12. Color Blindness Screening: The Ishihara Test is administered via Clinical Student. If a student is identified as being color blind, the College must notify clinical agencies so appropriate accommodations can be made.

\* A student may not use alcohol or drugs that can impair their ability to perform the work of the profession. A student may be tested if impairment is suspected and/or when involved in a clinical site incident. A positive drug screen is subject to the Student Conduct Process and may be disqualifying for applicants.

## **Site-Specific Clinical Requirements**

Research College of Nursing is a proud member of CNE (Collegiate Nurse Educators of Greater Kansas City), collaborating to ensure students meet required competencies and complete orientation for clinical placement.

The Clinical Orientation Manual and Exam provide a foundational overview for all students entering clinical settings. However, students are ultimately expected to adhere to the specific policies and procedures of their assigned clinical site.

Many of our clinical partners require additional orientation steps and documentation beyond what is outlined in the general Clinical Orientation Manual. These site-specific requirements are mandatory, and nursing students must complete all necessary paperwork prior to beginning clinical rotations.

All certifications and immunizations must be completed and submitted through Clinical Student at [ClinicalStudent.com](http://ClinicalStudent.com).

## **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 physical and mental demands listed below. 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 course faculty to request an incomplete grade, withdrawal 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.

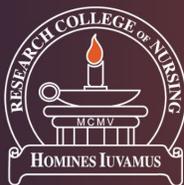
**Tactile Sensation**

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 environments 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 healthcare team members.

# Student Services



**Research**  
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# Student Services

## Academic Advising

Upon enrollment in the first nursing course, students are assigned a College faculty advisor.

## 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 U.S. Postal Service, College email, Learning Management Systems, and electronic signature software. In the event of an emergency, urgent communications will be disseminated through these same channels, as well as HCA Alert (RAVE), the approved platform for emergency communications to ensure timely and reliable delivery of critical information.

## Copy Machines

Copy machines are free for student use 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 student nurses.

## Library

The online [HCA Healthcare Library](#) contains:

- Over 7400 full-text e-journals and 2200 e-books
- A customized HCA PubMed portal
- Quick links to popular clinical resources like Up-To-Date
- 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) provides an environment for students to gain hands-on experience and refine their clinical skills. 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 bottle) should be used on mannequins.
5. Equipment is available for practicing nursing procedures. Contact the LSL Coordinator for use of additional supplies or equipment.
6. Invasive procedures (IV start, injections) can only be performed on designated practice equipment (IV practice arms, injection pads). Students cannot practice on themselves and/or each other.

## **Simulation Center**

The Simulation Center includes conference rooms and simulation labs that mimic patient hospital rooms. The Simulation Center utilizes high-fidelity nursing mannequins and virtual reality headsets to create scenarios that allow students to practice nursing skills, clinical decision making, teamwork, and communication in a controlled environment. Students will utilize this space for nursing practice through their clinical courses; individual or small-group remediation may be scheduled on a case by case basis.

## **Student Organizations**

### **Research Student Governing Association (RSGB)**

The Research Student Governing Board (RSGB) is the student leadership organization at RCoN, focused on advancing student life, professional growth, and nursing education. It promotes opportunities for involvement, service, and leadership.

### **Sigma Theta Tau International (STTI)**

[Sigma Theta Tau International](#) (STTI) is the nursing honor society honoring academic excellence and leadership. Student membership to the Upsilon Tau chapter is by invitation based on completion of one half of the nursing curriculum, cumulative RCoN GPA of at least 3.0, rank in the top 35% of the cohort, and academic integrity.

### **Student Ambassadors**

Student Ambassadors represent the College at internal and external events, support recruitment and marketing efforts, and foster opportunities for student engagement, leadership and campus pride.

### **Nurses of Faith**

Nurses of Faith explores the intersection of faith and nursing through open, thoughtful discussions. The group welcomes individuals from all faith backgrounds, as well as those without a faith tradition, who are interested in these conversations. Nurses of Faith is led by a faculty advisor.

## **Student Success Center**

The Student Success Center provides resources for academic success including academic skills coaching, subject-based tutoring, writing assistance, and access to printers. Non-academic support services include the RCoN Scrubs Bank and non-perishable Goods Bank.

## **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.

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.

# Health and Safety



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## 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 areas 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**

Research Medical Center has a comprehensive Emergency Preparedness Plan that includes the College. The plan contains information about preparing for, responding to, and following up after crisis situations on campus. All students, faculty, and staff must sign up for HCA Alert (RAVE) to stay alert for important event updates, disasters, and other emergency communications.

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.

### **Illness, Injury, or Exposure**

If an illness, injury, or exposure to blood and/or body fluid 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 an RCoN Student Injury/Exposure report and submit to the Registrar's Office.

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. Students are

responsible for expenses incurred. 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

After 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 completed according to the agency policy. The student should adhere to 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 consult 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.

### **Inclement Weather**

Decisions to cancel classes/clinicals (or move to the virtual learning environment) 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 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, emailing [OCR@ed.gov](mailto:OCR@ed.gov) , and/or by calling 1-(800)-421-3481.

### **Smoking**

Research College of Nursing and Research Medical Center are smoke-free campuses. Tobacco, marijuana, and e-cigarettes are prohibited on all property. Violation of this policy is subject to the Student Conduct Process.

### **Weapons**

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. Violation of this policy is subject to the Student Conduct Process.

# Academic Calendar



**Research**  
College of Nursing

# Academic Calendar

## FALL SEMESTER

*TBSN M27 Only: Med Term*  
 Session A  
 Full Term  
 Labor Day (No Class)  
*TBSN M27 Only: White Coat Ceremony*  
 Last Day of Session A  
 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  
 Full/Session B: Final Grades Due

## 2025

August 18 – August 22  
 August 25 – October 15  
 August 25 – December 12  
 September 1  
 October 10  
 October 15  
 October 16-17  
 October 20 – December 12  
 October 21  
 October 21  
 November 26 – 28  
 December 12  
 December 12  
 December 14  
 December 16

Important Dates	Full	Session A	Session B
Courses Open	8/20	8/20	10/15
Withdraw w/o "W"	9/2	9/2	10/27
Last day to Withdraw	11/5	9/23	11/25
Sp25 Registration	10/27		
*100% Refund	9/2	9/2	10/27
*75% Refund	9/8		
*50% Refund	9/15	9/15	11/10
*25% Refund	9/22		
Courses Close	12/20	10/24	12/20
<b>*Get Withdrawal from Registrar's Office.            Note: Title IV repayment is figured by Financial Aid Office.</b>			

## SPRING SEMESTER

*ABS N D26 Only: Med Term*  
 Session A  
 Full Term  
 Dr. Martin Luther King Jr Day (No Class)  
 Last day of Session A  
 Spring Break  
*TBSN Only: Midterm Grades Due*  
 Session A: Final Grades Due  
 Session B  
*ABS N D26 Only: White Coat Ceremony*  
 Last day of Full/Session B  
 Degree Date  
 Commencement  
 Full/Session B: Final Grades Due

## 2026

January 5 – 9  
 January 12 – March 6  
 January 12 – May 8  
 January 19  
 March 6  
 March 9 – 13  
 March 10  
 March 10  
 March 16 – May 8  
 March 20  
 May 8  
 May 8  
 May 10  
 May 12

Important Dates	Full	Session A	Session B
Courses Open	1/7	1/7	3/11
Withdraw w/o "W"	1/20	1/20	3/24
Last day to Withdraw	4/3	2/18	4/21
Sm26 Registration (ABS N & MSN)	3/30		
Fa26 Registration (TBSN)	4/20		
*100% Refund	1/20	1/20	3/23
*75% Refund	1/26		
*50% Refund	2/2	1/26	3/30
*25% Refund	2/9		
Courses Close	5/16	3/14	5/16
<b>*Get Withdrawal from Registrar's Office.            Note: Title IV repayment is figured by Financial Aid Office.</b>			

## SUMMER SEMESTER

ABS N Session A  
 Memorial Day (No Class)  
 Juneteenth (No Class) Last Day of Session A  
 Independence Day (No Class)  
 ABS N Session B  
 ABS N Session A: Final Grades Due  
 Last day of Session B  
 ABS N Session B: Final Grades Due

## 2026

May 11 – July 3  
 May 25  
 June 19  
 July 3  
 July  
 July 6 – August 28  
 July 7  
 August 28  
 September 1

Important Dates	Session A	Session B
Courses Open	5/6	7/1
Withdraw w/o "W"	5/18	7/13
Last day to Withdraw	6/16	8/11
F25 Registration		
*100% Refund	5/18	7/13
*75% Refund		
*50% Refund	5/26	7/20
*25% Refund		
Courses Close	7/11	9/5
<b>*Get Withdrawal from Registrar's Office.            Note: Title IV repayment is figured by Financial Aid Office.</b>		

**Note: Document is subject to change**

### Key Terms:

*TBSN M27: Traditional BSN Graduating Class of May 2027*  
*ABS N D26: Accelerated BSN Graduating Class of December 2026*

# Governing Board and Faculty

## Governing Board

Connie Campbell  
Linda Clarkson  
Sheryl Feutz-Harter  
Julie Filbeck, MSN, RN  
Christopher HarrisKirk McCarty, RN  
Eve McGee, PhD, MSW  
Katie Murphy, RN  
Cynthia Randazzo  
Steve Schafer (Chair)  
Anne Sly, MD (Vice Chair)  
Amy Townsend, EdD, RN

## Faculty

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

Anne Batchelder (2022)  
Assistant Professor  
BS Education in Exercise Science, University of Kansas, 2006; BSN, Research College of Nursing, 2008; MSN, Western Governors University, 2018.

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.

Lauren Chun (2019)  
Assistant Professor  
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.

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, University of Kansas, 2003.

Nicole Kreimer (2013)

Assistant Professor

BSN, Seattle Pacific University, 1999; MSN, University of Kansas, 2008. DNP, University of Kansas, 2025.

Heather Lewis (2012)

Associate 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, 2021.

Glenna Mahoney (2014)

Provost, Professor

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

Rosalia Molina (2017)

Assistant Professor

ASN, 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.

Julia Payne (2015)

Assistant Professor

BSN, Research College of Nursing, 2002; MSN, Research College of Nursing, 2013. EdD, A.T. Still University, 2024.

Patton Rainey (2021)

Assistant Professor

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

Ashlye Speer (2022)

Instructor

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

Tobey Stosberg (2008)

Associate 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; PhD, University of Missouri, 2024.

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.

Cynthia Worthley (2021)

Assistant Professor

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

## **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)

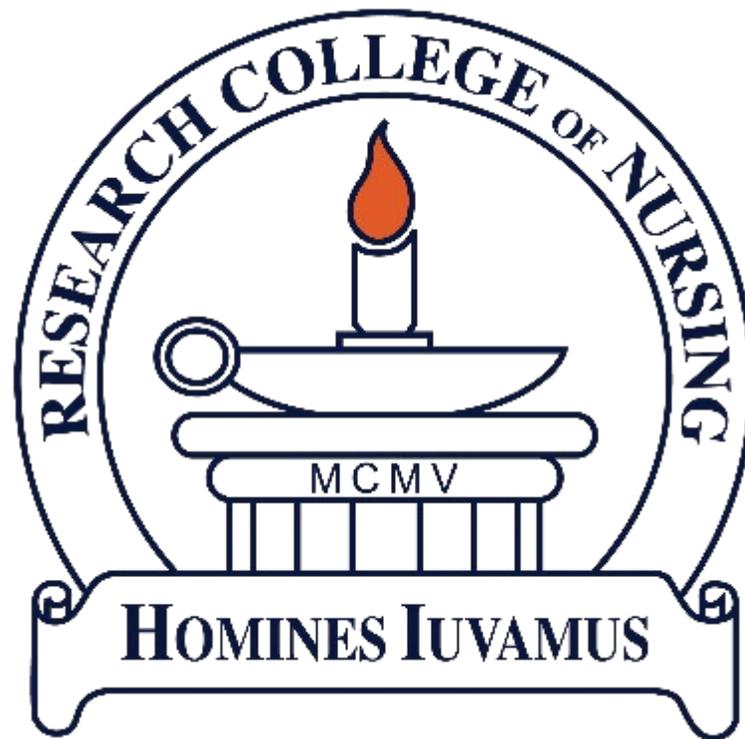
President Emeritus

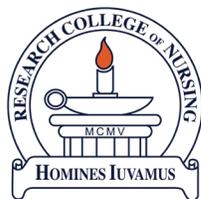
BSN, Wagner College, 1968; MA, New York University, 1970; PhD, University of Pennsylvania, 1987.

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