

Nursing Student Handbook



BACCALAUREATE NURSING PROGRAM

2024-2025

Accreditation

Southeast Missouri State University is fully accredited by the **Higher Learning Commission (HLC)**.

The Higher Learning Commission
30 North LaSalle Street
Suite 2400
Chicago, Illinois 60602-2504

The Baccalaureate Nursing Program has full approval by the **Missouri State Board of Nursing**.

Missouri State Board of Nursing
Amy Ackerson, Director of Education
3605 Missouri Boulevard
Jefferson City, Missouri 65109

The Baccalaureate Nursing Program has accreditation by the **Commission on Collegiate Nursing Education**.

The Commission on Collegiate Nursing Education
655 K Street NW, Suite 750
Washington, DC 20001

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I. INTRODUCTION

A. Purpose of Handbook

This handbook has been prepared by the baccalaureate nursing faculty to assist students with policies, procedures, and other information specific to the Department of Nursing. It does not replace the university handbook and/or university bulletin. Students are responsible for information in this Nursing Student Handbook, as well as information in the University Student Handbook and Bulletin.

Reviewed by Total Faculty 8/15/23

B. Rosemary Berkel Crisp Hall of Nursing

The Department of Nursing is located in the Rosemary Berkel Crisp Hall, located at 725 N. Pacific Street. The main nursing office is in Crisp Hall 107, and the baccalaureate nursing faculty offices are on the second and third floor. The student lounge is on the first floor. The telephone number of the main office is (573) 651-2585.

Reviewed by Total Faculty 8/15/23

C. Overview of the Baccalaureate Program

The baccalaureate nursing program exists as an integral part of Southeast Missouri State University, having as its major goal the advancement of knowledge, critical thinking, and personal development of the student. The baccalaureate program specifically prepares students to enter a career in professional nursing. The pre-licensure baccalaureate program in nursing is designed for those wanting to enter the field of nursing. The curriculum pattern presents a series of courses including the humanities, social and biological sciences, and nursing, as well as general education courses. All nursing and support courses are taught sequentially so that students follow a prescribed curriculum pattern. Since nursing studies require background in the biological, behavioral, and social sciences, students do not take nursing courses until their junior year.

The graduate of the baccalaureate program is eligible to apply for licensure as a registered professional nurse in all 50 states and the U.S. territories. Graduates work in a variety of settings and locations and are prepared to assume professional responsibility and accountability for their nursing actions. Graduates can collaborate with other health care providers in assessing, planning, implementing, and evaluating nursing care in order to promote and maintain health. Additionally, the graduate is prepared to enter graduate leveled studies in nursing and/or related fields.

Reviewed by Total Faculty 8/15/23

D. BSN Vision

The Southeast Missouri State University Bachelor of Science in Nursing Program aspires to be a contributor to the promotion and maintenance of wellness across the lifespan and advocacy in underserved areas, through the implementation of a student-focused curriculum, and the integration of knowledgeable caring.

Approved by Total Faculty 12/10/2018; Reviewed by Total Faculty 8/15/23.

E. Department of Nursing Mission Statement

The mission of the Southeast Missouri State University Department of Nursing is to

educate baccalaureate and masters graduates to practice nursing within the context of knowledgeable caring. The department influences the health of the region and beyond by providing graduates who have demonstrated intellectual, personal, and professional growth and can integrate theoretical knowledge, experiential learning, and an interdisciplinary foundation. Faculty encourage graduates to pursue a career of life-long learning.

Reviewed by Total Faculty 8/15/23

F. Baccalaureate Philosophy

At the core of the nursing education philosophy of the Department of Nursing lies a commitment to nurturing students into proficient, empathetic, and culturally competent nurses who are equipped to meet the dynamic demands of healthcare in the 21st century. We believe in fostering an educational environment that cultivates critical thinking, ethical decision-making, and a dedication to lifelong learning.

Guiding Principles:

- **Holistic Development:** We recognize that nursing is not merely a profession but a vocation that requires a holistic approach to education. Our curriculum integrates the physical, emotional, social, and spiritual dimensions of health to prepare students to care for the whole person.
- **Facilitative Instruction:** Our nursing faculty adopt a facilitative approach to instruction, serving as mentors and guides rather than mere disseminators of knowledge. They leverage various teaching strategies, resources, and technologies to engage students actively in the learning process and foster critical thinking skills.
- **Student-Centered Learning:** We embrace a student-centered approach that acknowledges the diverse backgrounds, learning styles, and experiences of our learners. Through active engagement, experiential learning, and collaborative opportunities, we empower students to take ownership of their education and become self-directed learners.
- **Evidence-Based Practice:** We emphasize the importance of evidence-based practice as the foundation of nursing care. Our curriculum equips students with the skills to critically appraise research, apply evidence to clinical decision-making, and continually evaluate the effectiveness of their practice.
- **Interprofessional Collaboration:** We promote a culture of interprofessional collaboration, recognizing that effective healthcare delivery requires teamwork and communication among various disciplines. Our students engage in interprofessional education experiences to enhance their understanding of collaborative practice and respect for diverse perspectives.
- **Cultural Competence:** We value diversity and inclusion as essential components of nursing practice. Our curriculum integrates cultural competence education to foster awareness, sensitivity, and respect for the cultural beliefs, values, and practices of individuals and communities.
- **Professionalism and Ethics:** We instill in our students a strong sense of professionalism, integrity, and ethical conduct. Through role modeling, reflective practice, and ethical dilemmas exploration, we prepare students to navigate complex ethical issues with compassion, honesty, and accountability.
- **Lifelong Learning and Professional Development:** We recognize that learning is a lifelong journey in nursing. Our program fosters a culture of continuous learning

and professional development, encouraging students to pursue advanced degrees, certifications, and opportunities for leadership and innovation.

Approved by Total Faculty 3/20/24

G. Baccalaureate Curriculum Outcomes

The baccalaureate graduate:

1. Demonstrates competency in applying evidence-based practice to deliver safe, effective, and culturally sensitive nursing care to diverse populations.
2. Integrates knowledge from the biological, behavioral, social, and nursing sciences to assess, plan, implement, and evaluate nursing care for individuals across the lifespan.
3. Utilizes critical thinking skills to promote safe care and quality patient outcomes.
4. Models professional, therapeutic techniques within all types of communication modalities.
5. Demonstrates proficiency in utilizing healthcare informatics and technology to enhance safe and effective patient care.
6. Collaborates with interdisciplinary professions to coordinate patient-centered, holistic care.
7. Advocates for health equity, social justice, and ethical principles in nursing practice by addressing disparities, promoting access to care, and respecting the rights and autonomy of patients and families.
8. Employs leadership skills and change theory in management of care quality and safety initiatives.
9. Engages in lifelong learning and professional development activities to advance the profession.
10. Demonstrates the professional code of ethics, safe practice and promote self-care contributing and supporting emerging trends and changes in health care.

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H. Glossary

Patient: individuals, families, and/or communities who work in partnership with nurses to seek health and healing. Patients of nursing may also include organizations and agencies.

Creative Thinking: “bringing together bits of knowledge or information that may initially seem unrelated, and formulating them into a plan that leads to effective decision making and solves the problem by finding connections between thoughts and concepts” (Catalano, 2006, p. 100).

Critical thinking: a conscious and organized thought process that “underlies independent and interdependent decision making. It includes questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity” (AACN, 1998, p. 9).

Full human potential: the maximum physical, spiritual, and emotional well-being attainable by a specific individual.

Healing: the process of bringing together the aspects of mind, body, and spirit in ways that lead toward integration and balance, and result in the realization of full human potential and optimal wellness (adapted from Dossey, Keegan, & Guzzetta, 2000, p.6).

Illness: “the response of the [patient] to a disease; it is an abnormal process in which the [patient’s] level of functioning is changed when compared with a previous level. This response is unique for each [patient] and is influenced by self-perceptions, others’ perceptions, the effects of changes in body structure and function, the effects of those changes on roles and relationships, and cultural and spiritual values and beliefs” (Taylor, Lillis, & LeMone, 2008, p. 67).

Knowledgeable Caring: “the nurse’s empathy for and connection with the patient, as well as the ability to translate these affective characteristics into compassionate, sensitive, appropriate care” (AACN, 1998, p. 8). At the graduate level, knowledgeable caring enables the nurse in an advanced nursing role to make increasingly complex decisions requiring critical thinking as a prerequisite to providing individualized comprehensive nursing care within today’s complex health care environment.

Learning environment: any location or situation that is conducive to teaching/learning or that promotes an opportunity for change and growth in attitude, knowledge, and/or behavior.

Nursing Roles: a variety of behaviors demonstrated by the professional nurse in response to the patient’s unique needs. These roles exist upon a continuum from basic to advanced levels of practice.

- **Advocate:** supports and encourages patients as they seek information and make health related choices and decisions.
- **Care Provider:** uses theory and research-based knowledge in the direct and indirect delivery of care to patients.
- **Collaborator:** seeks the input and participation of the patient, family, and other health care team members in health care decisions and activities.
- **Communicator:** communicates effectively with patients, their families, and other members of the health care team through verbal, non-verbal, written and technological means.
- **Educator:** develops and implements teaching plans for patient/family instruction, evaluates their effectiveness, and revises them as necessary.
- **Manager/Leader:** A manager organizes activities and resources when caring for multiple patient groups. A leader influences and/or guides/directs others to achieve desired patient outcomes.
- **Researcher:** demonstrates an appreciation for health-related research by applying research appropriately to practice.
- The graduate student will be expected to demonstrate the ability to deliver nursing care as well as evaluate issues pertinent to advanced nursing, provide leadership in

order to advance the profession, initiate collaborative professional relationships to promote comprehensive health care delivery, and participate in research activities designed to contribute to nursing science.

Nursing Settings: a variety of clinical and community sites and agencies through which the professional nurse fulfills basic and advanced nursing roles.

Rural: areas of low population density that affect communication and transportation, interactions between friends, family and neighbors, and access to services (Condes, 1985).

Wellness: an “active state oriented toward maximizing the potential of the individual, regardless of his or her state of health” (Taylor, Lillis, & LeMone, 2008, p. 70).

References:

American Association of Colleges of Nursing. (1998). *The Essentials of Baccalaureate Education*. AACN: Washington, DC.

Catalano, J. T. (2006). *Nursing Now! Tomorrow's Issues, Tomorrow's Trends* (4th ed.). F. A. Davis: Philadelphia.

Condes, S. M. (1985). Biosychosocial imperatives from the rural perspective. *Social Science Medicine*, 21(12), 1373-1379.

Dossey, B., Keegan, L., & Guzzetta, C. (2000). *Holistic Nursing: A Handbook for Practice* (3rd ed.). Aspen: Gaithersburg, MD.

Taylor, C., Lillis, C., & LeMone, P. (2008). *Fundamentals of Nursing: The Art and Science of Nursing Care* (6th ed.). Lippincott, Williams, & Wilkins: Philadelphia.

Approved by Total Faculty 4/21/08; Reviewed by Total Faculty 8/15/23

Baccalaureate Curriculum Pattern for **ALL** nursing students **admitted and starting** the BSN program IN or **AFTER Fall 2023** semester

First Semester	Second Semester
First Year BS113/013 Anatomy & Physiology I 4 MA 155 Statistical Reasoning* 3 UI100 US Seminar^ 1 Written Expression* 3 Oral Expressions* 3 14 hrs	First Year BS114/014 Anatomy & Physiology II 4 CH181/081/001 Chemistry & Lab* 5 Written Expression* 3 Artistic Expressions* 3 15 hrs
Second Year BS240 Microbiology+ 4 Economics Systems* 3 Political Systems* 3 History Requirement* 3 Literary Expressions* 3 16 hrs	Second Year PY220 Growth & Development* 3 FN235 Nutrition* 3 NS271 Introduction to Nursing Concepts** 3 UI412 American Health Care* 3 Elective 2-3 14 hrs
Third Year NC371 Fundamentals Clinical 3 NS371 Fundamentals of Nursing 3 NC372 Assessment Clinical 1 NS372 Nursing Assessment 2 NS373 Pharmacology 3 NS374 Pathophysiology 3 15 hrs	Third Year NS381 Nursing Research 2 NC387 Adult Health I Clinical 2 NS387 Adult Health I 3 NC388 Maternal-Newborn Clinical 1 NS388 Maternal-Newborn Nursing 3 NC389 Mental Health Clinical 1 NS389 Mental Health Nursing 3 15 hrs
Fourth Year NC487 Adult Health II Clinical 2 NS487 Adult Health II^ 3 NC497 Critical Care Clinical 0.5 NS497 Intro Critical Care 1.5 NC488 Pediatric Clinical 1 NS488 Pediatric Nursing 3 NC489 Nursing of Elderly Clinical 1 NS489 Nursing of the Elderly 3 15 hrs	Fourth Year NC491 Transitions Clinical 2 NS491 Transitions in Nursing 3 NC492 Community Health Clinical 2 NS492 Community Health Nursing 3 NC498 Nursing Practicum Clinical 3 NS498 Nursing Practicum 1 NS499 NCLEX Prep 2 16 hrs
*General Education courses +BS240 is offered in summer & fall only; includes a lab (040) ^ UI100 changes to nursing program will take effect in the Fall 2023 admission cohort and all cohorts admitted and starting the nursing program prior to Fall 2023 semester will follow the prior curriculum pattern ** 2 nd 8-week course; enrollment required the semester the student applies and is tentatively accepted into the nursing program; requires	General Studies Hours 40 Required Support Hours 17 Elective 2 NURSING HOURS <u>64</u> TOTAL HOURS 120

* Department & College Approved UI100 Changes in Spring 2021 and this curriculum pattern should be followed by all incoming Freshmen starting studies at Southeast Missouri State University in or after Fall 2021

1. The following specific General Education Courses are required support hours:
 - a. CH181/081/001 Basic Principles of Chemistry, Lab, and Recitation
 - b. FN235 Nutrition for Health
 - c. MA155 Statistical Reasoning
 - d. PY220 Psychological Development Across the Life Span
 - e. EN140 Rhetorical and Critical Thinking
 - f. UI412 American Health Care Systems

 2. Students may take any course offered in the General Education Program that fulfills the other category requirements. These courses are included in the curriculum sequence in a suggested pattern only.

 3. Nursing courses must be taken in the sequence as outlined. A semester must be fully completed successfully before progressing to any part of the next semester.
- Reviewed by Total Faculty 8/15/23

B. Performance and Competency Standards

1. Students who wish to qualify for admission and progression in the nursing program must meet both academic requirements and performance standards. Academic requirements are described elsewhere in this handbook and in the Undergraduate Bulletin.

2. Performance standards include cognitive, sensory, affective, and psychomotor competencies. A student must, **with or without reasonable accommodation**, satisfy the following:

Competencies and Performance Standards	Examples of Necessary Activities (not all inclusive)
Critical/Analytical Thinking/(Cognitive Ability): Critical thinking, (both short and long term memory, and intellectual ability) sufficient to exercise sound clinical judgment.	Identify cause-effect relationships in clinical situations, predict outcomes, and interpret situational contexts. Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions. (Sufficient math skills to calculate medication dosages. Ability to transcribe data correctly.)
Interpersonal: Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with clients and colleagues. Work cooperatively on interdisciplinary health team.
Communication: Communication abilities sufficient for interaction with others in both verbal and written English; ability to operate information technology systems.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions, interventions, and client responses.
Mobility: Physical abilities sufficient to move from room to room, maneuver in small spaces, and to access all clinical sites.	Move about in densely occupied locations, such as client rooms, workspaces and treatment areas. Ability to administer cardio-pulmonary resuscitation.
Motor Skills: Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Gross motor skills sufficient to provide full range of safe and effective nursing care activities such as positioning clients, obtaining and processing specimens. Fine motor skills sufficient to perform manual psychomotor skills such as the ability to calibrate instruments and operate equipment, prepare and administer medications.

Competencies and Performance Standards	Examples of Necessary Activities (not all inclusive)
Physical Endurance: Physical stamina sufficient to perform client care activities for entire length of work role.	Physical endurance for extended administration of Cardiopulmonary Resuscitation, assisting with surgery or other procedures which might require standing for long periods of time, working shifts of 12 hours or longer duration or working during late evenings or nighttime hours.
Physical Strength: Physical strength sufficient to perform full range of required client care activities.	Muscular strength sufficient to transfer clients from bed to chair, etc., support clients during ambulation, and to assist in other activities of daily living.
Hearing: Auditory ability sufficient for accurate observation and assessment necessary in nursing care.	Auditory ability sufficient for physical monitoring and assessment of client health care needs. Ability to detect alarms, emergency signals, cries for help, and sounds.
Visual: Visual ability sufficient for accurate observation and assessment necessary in nursing care.	Read graphs, scales, computer screens, oscilloscopes, use microscopes. Observe client responses. Prepare and administer medications. Recognize emergency signals.
Tactile: Tactile ability sufficient for physical monitoring and assessment of health care needs.	Perform palpation, detect heat and cold, functions of physical examination and/or those related to therapeutic interventions, e.g., insertion of a catheter, administration of medication.
Smell: Olfactory ability sufficient to detect significant environmental client odors	Ability to detect various breath odors, urine odors, wound odors, ability to detect smoke or chemical odor.
Emotional Stability: Emotional ability sufficient to assume responsibility/accountability for actions.	Ability to manage hostile or emotionally disturbed individuals or those under the influence of alcohol or other drugs, ability to support clients/ families in crisis or to support fellow workers in crisis, and ability to function in a high stress work environment.

3. Other Essential Behavioral Attributes:

- a. Ability to engage in activities consistent with safe nursing practice.
- b. Demonstrate responsibility and accountability for actions as a student in the Department of Nursing and as a developing professional nurse.
- c. Students with any concerns regarding their competency or ability are strongly encouraged meet with the Student Affair Committee in the Department of Nursing to discuss concerns and receive guidance.

Reviewed by Total Faculty 8/15/23

C. General Expectations

1. The Student:

- a. is responsible for completing the prerequisites to enroll in any course.
- b. assumes responsibility for adhering to the departmental standards of nursing practice appropriate to the student's level, and for independent learning activities.
- c. assumes responsibility for adhering to the policies and procedures and any additional requirements of clinical agencies.
- d. assumes responsibility for required Cardio-Pulmonary Resuscitation (CPR) certification and renewal.
- e. assumes responsibility for all program required immunizations.
- f. assumes responsibility for required renewal of the on-line Safety Training Modules.

- g. assumes responsibility for any annual or required screening for tuberculosis (TB).
- h. is responsible for the care, maintenance, and replacement of materials and equipment used in the Nursing Innovation Center.
- i. is responsible for completing and handing in assignments when due, or for making alternate arrangements with the instructor **prior** to the due date.
- j. is responsible for scheduling periodic student-instructor conferences when guidance or assistance is needed. All students individually meet with their respective instructor following completion of each clinical nursing course, at which time the final clinical grade is received.
- k. must have access to transportation for all clinical experiences.
- l. is strongly encouraged to purchase auto insurance if the student will be driving themselves to clinical areas.

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D. Admission

1. The Department of Nursing is committed to the principles of nondiscrimination and equal opportunity for all persons. Applicants are evaluated and admitted without regard to race, color, religion, sex, age, or national origin.
2. Students must meet all admission and progression requirements of the university as outlined in the current Undergraduate Bulletin.
3. Admissions Criteria. To be considered for application the following criteria must be met:
 - a. Minimum 2.8 GPA or higher.
 - b. Completion of at least 45 credit hours
 - c. Completion of all prerequisite and required courses
 - 1) NO courses scheduled or planned to be completed in summer or Winter session course will be considered
 - 2) All required courses must be complete or in progress for consideration
 - d. Have a grade of “C” or higher in all required courses
 - e. All four required science courses and labs successfully completed (“C” or better) OR at least three (3) of the four (4) science courses and labs successfully completed with the last course and lab in progress at the time of application.
 - 1) Science Courses: Anatomy and Physiology I (BS113/013), Anatomy and Physiology II (BS114/014), Chemistry (CH181/081/001), and Microbiology (BS240)
 - f. Completion of HESI A-2 pre-admission exam the semester in which the student is applying for admission.
 - g. Submit application prior to deadline.
4. Courses that must be completed, with a minimum grade of “C”, prior to beginning nursing courses:
 - a. Anatomy & Physiology I (BS113/013)
 - b. Anatomy & Physiology II (BS114/014)
 - c. Chemistry (CH181/081/001)

- d. Microbiology (BS240)
 - e. Growth & Development Across the Lifespan (PY220)
 - f. Nutrition For Health (FN235)
 - g. Rhetorical and Critical Thinking (EN140)
 - h. Statistical Reasoning (MA155)
 - i. Introduction to Nursing Concepts (NS271)
5. University General Education requirements vary based on when the student was admitted to the university, not when admitted to the BSN program. University General Education courses must be completed prior to admission into the BSN program. Lists of general education requirements can be found at <https://semo.edu/generaleducation/program-requirements.html>
6. Selection process:
- Students are ranked for admission using the following criteria:
- a. 60% Weight on HESI A2 composite score
 - b. 25% on cumulative GPA
 - c. 15% on HESI Critical Thinking score (not part of the composite)
7. Application Deadline:
- a. Applications are completed and submitted by **5:00 pm** to the pre-nursing Canvas page in the semester preceding the start of the nursing program.
 - i. **SPRING Application Deadline: February 15th**
 - ii. **FALL Application Deadline: September 15th**
 - b. Application and requirements can be accessed from SEMO Nursing <https://semo.edu/nursing/bsn/bsn-admission.html>
8. Requirements AFTER application for ALL provisional admits and reserve list students and PRIOR to full admission:
- a. Enroll in and successfully complete Introduction to Nursing Concepts (NS271) in the semester applying for admission.
 - b. This course is delivered in the second eight weeks of the semester and is a core class requirement for all students and **must be completed prior to beginning any other nursing lecture (NS) or clinical courses (NC)**.
 - c. If a student cannot register for Introduction to Nursing Concepts (NS271) in the semester offered, the student will forfeit their provisional admission into the program.
9. Applicants will be notified of their acceptance or non-acceptance via the student's Southeast email. Qualified students will be admitted on a space available basis.
10. Reserve List Admission
- a. Students on the reserve list who successfully complete Introduction to Nursing Concepts (NS271) but are not granted admission into the program will be offered a seat in the following semester.
 - b. The admission offer will exempt the student from reapplying to the nursing program and completing any required admission examination.
 - c. Students must accept the seat in the semester offered or the student will

forfeit the admission.

- d. Students who do not accept the seat in the semester offered will be required to complete the repeat the admission process if they wish to reapply.

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E. Transfer Admission

1. Admission of transfer students is on a competitive basis and the same as all other applicants (See Section D).
 - a. Student must supply official transcripts to the University Registrar prior to submitting nursing application.
2. For students wishing to transfer nursing courses from another college or university
 - a. Admission into the program remains competitive, and all prior listed requirements for transfer students will apply to students currently enrolled in another nursing program
 - b. Transfer students may be admitted into a cohort only if seat there is seat availability
 - c. Only nursing courses completed in the prior one (1) year will be reviewed or considered for transfer credit
 - d. The student should apply to the university and provide the registrar with official transcripts
 - e. All nursing course syllabi should be submitted to the SAC (sacnursing@semo.edu)
 - f. SAC will not review course syllabus until the student has been admitted to the Southeast Missouri State University.
 - g. SAC and/or the appropriate faculty member will evaluate the syllabus and determine if transfer or equivalent credit for Southeast nursing courses is appropriate
 - h. Provide a signed letter of recommendation on official letterhead from the nursing school's chairperson or director stating that the student in is good standing and eligible to return to the nursing program. The letter must be submitted from the official email of the chairperson or director and sent to sacnursing@semo.edu. Students who have failed out of another nursing program are not eligible for transferring of nursing courses.
 - i. A minimum of half the required hours of nursing courses be taken and completed at Southeast Missouri State University.

Reviewed by Total Faculty 8/15/23

F. Non-English Speaking Students

This policy adopts the Missouri State Board of Nursing requirement for foreign-educated registered nurse applications as the basis for department standards. ALL international students are required to demonstrate evidence of English-language proficiency. English proficiency scores used for admission into the university can be used or scores within two years of the admission application. The following tests administered in a professional test center are acceptable:

1. Test of English as a Foreign Language (TOEFL) with a passing score of 540 on the paper examination or a passing score of 83 and Speaking Score of

26 for the internet-based examination. MyBest™ scores are not accepted; **OR**

2. Test of English for International Communication (TOEIC) with a passing score of 725 in the Listening and Reading modules; **OR**
3. International English Language Testing System (IELTS) with an overall passing score in the academic module of 6.5 and the Speaking score of 7
4. Applicants are **English Exempt** *if* they were educated in Australia, Barbados, Canada (except Quebec), Ireland, Jamaica, New Zealand, South Africa, Trinidad/Tobago, United Kingdom, United States (Puerto Rico)

Reference: Missouri Board of Nursing (2021 March 28) RN licensure by examination-International, Puerto Rico, and Canadian Educated Retrieved from:

<https://pr.mo.gov/boards/nursing/RN%20License%20by%20Examination%20-%20Foreign%20Educated%20Instruction%20Letter.pdf>

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III. PROGRESSION AND RETENTION POLICIES

A. Progression and Retention Policies:

1. To be retained in the nursing program, nursing students must maintain a cumulative grade point of at least 2.0 in all academic work at the university.
2. A grade of “C” (75%) or better is required in **all** NS courses and a “credit” in **all** NC courses. A grade below “C” in a NS course is considered a “failure” for purposes of this Handbook. A grade of “FAIL or Non-Credit” in a NC course is considered a “failure” for the purposes of this Handbook. (See Course & Clinical Policy)
3. If a student drops a course with a failing grade(s) or withdraws from the university with a failing grade(s), for re-admission purposes these courses will be considered the same as having received a failing grade(s). Students with extenuating circumstances may appeal and individual exceptions may be made by the SAC, after consultation with appropriate faculty.
 - The Department of Nursing adheres to university deadlines for dropping classes. Late drops will not routinely be approved. Any student wishing to make a late drop **and** the involved faculty must submit a written request to the department Chairperson whose decision will be final.
 - A drop, withdrawal, or audit of **ANY** NC course done at **ANY** time at or after the clinical instructor deems it to be impossible for the student to pass the clinical course, will count as a failure in terms of readmission.
 - A nursing student who drops a NC or NS course must also drop the other course with the corresponding number (for example, if a student drops NC387, the student must also drop NS387; if the student drops NS387, the student must also drop NC387).
 - Students must meet with SAC **PRIOR** to dropping any/all nursing courses to be eligible for readmission.
4. Students receiving a grade of Incomplete (I) in any NS or NC course cannot progress to any other NS/NC course until the incomplete grade is removed. Any request for an exception to this rule must be approved by the instructor of the course in which the “I” was received, the instructor(s) of the course(s) in which the student wishes to enroll, and the SAC.

B. Cost Specific of the Nursing Program

1. Purchase of the required nursing uniform components as listed under section V, C in this handbook.
2. Designated books. Student will receive more information regarding the specific items required upon entering each respective course.
3. First criminal background check, drug screening, and health record documentation required for all nursing students prior to beginning NS or NC courses.

4. Items specific to clinical experience such as but not limited to: stethoscope, penlight, and bandage scissors, watch with second hand or digital reading, lab kit, etc.
5. HESI Package, including end of course exams.
6. NCLEX test preparation package (in the final semester)
7. Graduation and Recognition Ceremony Expenses:
 - a. University Graduation Fee
 - b. Department of Nursing Pin (optional)
 - c. BSN Guard (optional)
 - d. State Board fee for the NCLEX-RN (varies by state)
 - e. National Council of State Boards fee for NCLEX-RN
 - f. A second Criminal Background Check at time of application for NCLEX-RN

C. Failure in a Nursing Course

1. Failure of **TWO** or more nursing courses:
 - a. A student receiving **TWO** or more failures in nursing courses (either NS and/or NC) at any time in the program will result in the student being dismissed from the nursing program and deemed permanently ineligible for readmission.
 - b. If a student fails two courses with the NC and/or NS prefix in one semester, the student will be given two failures and will be dismissed from the nursing program and will be permanently ineligible for readmission.
 - c. If the student fails two courses in different semesters, the student will be given two failures and will be dismissed from the nursing program and will be permanently ineligible for readmission.
2. Failure of **ONE** nursing course
 - a. A student failing ONE NS/NC course is dismissed from the program but is eligible to apply for readmission.
 - b. To continue in the program, the student must apply for readmission into the nursing program (See “Readmission” below).
 - c. Readmission into the program within four (4) semesters, allows the student to repeat the course failed and does not require repeating all courses in the curriculum sequence of the failure.
 - d. Students can NOT progress to the next scheduled semester courses until the failed course is completed successfully.
 - e. A student receiving a grade of “Non-Credit” in any NC course must repeat and pass that course prior to enrolling in any other nursing course
 - f. A student failing an NC course **must simultaneously audit the corresponding NS course**, even if a passing grade was received. Individual exceptions may be made only by the SAC, after consultation with the appropriate instructor(s).

Approved by Total Faculty: December 2, 2015

D. Readmission Procedure After ONE Failed Course

Readmission requires the student to repeat the failed course; the student will not be

allowed to progress into scheduled courses until the student successfully completes the failed course. Readmission is only considered if students will begin classes within two (2) years of the original dismissal.

1. Application for **IMMEDIATE** continuation
 - a. The student must apply for readmission on or prior to the day final grades become available for the university.
 - b. The student must request readmission in writing to the Department of Nursing's SAC. The readmission letter is to be sent to SAC at sacnursing@semo.edu
 - c. The deadline for immediate readmission application is 5:00 pm on the Monday following Finals Week.
 - d. Application is a written request identifying barriers and/or factors contributing to the failure as well as a detailed plan to mitigate the identified barriers and/or factors in the future to ensure future success.
 - e. Upon receipt of the request for readmission, SAC will send a "Faculty Evaluation of Student Seeking Readmission" form to all instructors of courses the student successfully passed during the last semester of student attendance in the nursing program. This blank form may be accessed on the BSN web page under "Forms."
 - f. Readmission to the nursing program is based on faculty recommendation of the SAC, the student's action plan, and space availability.
 - g. Readmission to the nursing program requires the student to enter an academic contract
 - h. Upon readmission, if a student receives a failing grade (below a "C" in an NS course or "FAIL or Non-Credit" in an NC course) in any course during any semester, even the same course, the student will be permanently ineligible for readmission.

2. Application **Within THREE semesters**
 - a. The student must reapply by the admission deadline prior to the second semester following dismissal from the program
 - For example, a student fails a course in Fall 2021 and does not apply for immediate readmission. The student will have until the general nursing application deadline of the Spring 2023 (three semesters from the dismissal) to apply for readmission
 - b. Application procedure is the same outlined in the above section 1

3. Application **AFTER TWO years**
 - a. Readmission is not considered if the last nursing courses taken at SEMO were more than two years ago.
 - b. The student must apply for **COMPETITIVE READMISSION** and will be considered a newly admitted student (See "Admission Policies")
 - c. **ALL** nursing courses (both those previously passed and those previously failed) must be repeated
 - d. If a competitively readmitted student fails any course (NS or NC), and wishes to be considered for readmission, the student must apply in writing to the SAC and include what actions will be taken to help ensure success in the program.

- e. Upon this readmission, if a student receives a failing grade (below a “C” in an NS course or “FAIL or Non-Credit” in an NC course) in any course during any semester, the student will be permanently ineligible for readmission.

Approved by Total Faculty: October 28, 2015

E. Compassionate Leave/Medical Leave

1. Students experiencing significant personal health or family difficulties that might necessitate a temporary withdrawal from the nursing program should meet with one of the following: their advisor, nursing faculty, or the department Chairperson.
2. The advisor, nursing faculty, or the department Chairperson and the student should consult on the advisability of formally requesting leave from the program.
3. The student should complete “Request for Documented Medical Withdrawal” Form or “Request for Documented Compassionate Withdrawal” Form (located in the Appendix on page 48 & 49 and an electronic version in the SAC tab in the Canvas Nurses Station).
4. Submit the completed form to the Student Affairs Committee for consideration. If using the paper version of the form from the Handbook, submit a copy of the form to sacnursing@semo.edu
5. Additional documentation may be requested by SAC and the student is responsible for providing all requested documentation. Student Affairs Committee reserves the right to request a meeting with the requesting student for additional information.
6. SAC will reach out to current nursing faculty for input on student performance. Input is due within 24 hours of emailed notice.
7. A holistic view of the student’s situation will be considered – including but not limited to: personal health (for medical), family difficulties (for compassionate), past grades at the university, current nursing faculty input, and current grades in the nursing program. One (1) previous failing grade in a nursing course will not prevent a student from obtaining compassionate/medical leave and passing grades in nursing courses will not guarantee compassionate/medical leave.
8. Pending applications will be closed after two (2) weeks if documentation is not provided by the student.
9. Students will be notified of the Student Affairs Committee decision via Southeast email. The email will come from sacnursing@semo.edu
10. Students who have dropped all courses and/or withdrawn from Southeast Missouri State University prior to submitting leave request will not be eligible for Compassionate or Medical Leave. The student will be dismissed from the nursing program and will be permanently ineligible for readmission.
11. Students who request a Compassionate or Medical Leave are encouraged to contact financial services to ensure the student understands the requirements and impact on scholarships, grants, and any financial aid.
12. When a Compassionate or Medical Leave is granted, the student is responsible for

communicating the leave to their nursing course faculty and their advisor.

13. A student who has been excused from clinical responsibilities due to medical leave must furnish a physician's full release for unlimited practice prior to returning to clinical.

Approved by Total Faculty: April 28, 2022

F. Student Request for Accommodations

1. Students with disabilities are required to register with Behavioral Health and Accessibility Services (AS) if they wish to request accommodations for their classes.
2. Students will not be provided academic or clinical accommodations for a disability unless the student has completed the registration process with AS.
3. Request for services can be found at: <https://semo.edu/ds/request-for-services.html>
4. Student with disabilities have the right NOT to disclose their disability and are, therefore, required to speak individually with each instructor to request all or part of accommodations AS recommended. The student request can be in person or via email.
5. Student's accommodations will not remove course requirements; the instructor and student will discuss all modifications.

G. Substance Abuse Policy

Southeast Missouri State University seeks to maintain an environment free from the effects of intoxicants or other substances that may alter behavior. The use of illegal/designer drugs or the abuse of alcohol, prescription drugs, or over-the-counter drugs may pose serious safety and health risks not only to the user, but also to all people coming in contact with the user.

Students are permitted to take legally prescribed and/or over-the-counter medications consistent with appropriate medical treatment plans. However, when such prescribed or over-the-counter medications interfere with the student's mental or physical performance, the student will be required to leave the clinical experience. For the purpose of this policy, a chemically impaired person is one who is under the influence of a substance that interferes with mood, perception, or consciousness resulting in physiological and/or behavioral characteristics. This impairment affects the individual's ability to meet standards of performance, computing, and safety in clinical settings, skills labs, classrooms, and office settings.

Students of the Department of Nursing are expected to refrain from using any substances that would prevent them from performing safely and effectively in all department and clinical settings.

1. "For Cause" Testing

- a. If a student exhibits behavior that, in the opinion of the faculty member, is considered to be consistent with the use of drugs and/or alcohol, the student will be required to submit to urine, blood, or breath analysis test.

- b. The faculty member will remove the student to a private area, and will discuss with the student the observed behaviors. The student will be allowed to provide a verbal explanation of the suspicious behavior. This discussion will be conducted in the presence of a third person: either another professional who has reason to be made aware of the situation, or one who is aware of the significance of chemical impairment to the student and those with whom the student interacts.
- c. The faculty member will request immediate drug testing if deemed appropriate. Failure to cooperate or to provide a timely sample upon request will result in disciplinary action up to dismissal from the program.
- d. The student will be dismissed from the classroom or clinical site after testing is completed and until the results are available. Prior to such dismissal, the faculty member will supervise the student in making arrangements for someone else to drive the student home. If possible, the student should also arrange to have someone in the home with them until the student is at less risk for further drug use and/or for other self-destructive behavior.
- e. The results will be reported to the Director of Undergraduate Studies and the Department Chairperson.
- f. Students who present positive results (other than for properly administered prescription or over-the-counter medications) will not be allowed to continue in the program. They will be notified in writing. In addition, those students will be immediately referred to appropriate professional counseling. Students may apply for readmission at a later date, if they are still eligible for admission into the program, but must provide documentation regarding treatment and counseling received, and record of attendance at appropriate support group meetings.
- g. The student is responsible for all cost associated with “for cause” testing.

2. Handling of Test Results:

- a. All student test results will be maintained by the Department Chairperson in locked files until the student has completed degree requirements and has made successful application to take the NCLEX-RN.
- b. Any action taken as a result of the above policy may be appealed according to the policy stated in the Statement of Student Rights and Code of Student Conduct for Southeast Missouri State University. Additional information is available at <https://semo.edu/stuconduct/>
- c. The results of any testing may be released to clinical agencies where the student is participating in clinical experiences upon request from the healthcare agencies as required for clinical practice and/or to satisfy requirements of accrediting bodies.

H. Marijuana

In accordance with the State of Missouri's Amendment 3, which legalized the purchase, possession, consumption, use, delivery, manufacture, and sale of marijuana for personal use for adults over the age of 21, the university strictly prohibits the purchase, possession, consumption, use, delivery, manufacture, and sale of marijuana on any university-owned or controlled property and in connection with any Southeast Missouri State University classes and activities.

1. State Law Compliance: The Nursing Department acknowledges the legalization of

marijuana for personal use under Missouri State law for adults over the age of 21. While individuals may possess and use marijuana in accordance with state law, this outlines the university's stance on its use within its premises and activities.

2. **Federal Law Status:** It is essential to emphasize that despite the state's legalization, marijuana remains illegal under federal law. The federal government classifies marijuana as a Schedule I drug, and the university is obligated to comply with federal regulations as a recipient of federal funds.
3. **Prohibition on University Property:** Under no circumstances is the purchase, possession, consumption, use, delivery, manufacture, or sale of marijuana permitted on any SEMO-owned or controlled property. This includes all buildings, residence halls, outdoor areas, parking lots, and vehicles owned or operated by the university.
4. **Prohibition in SEMO Classes and Activities:** Marijuana use is strictly prohibited in connection with any SEMO classes, labs, clinicals, or extracurricular activities. This prohibition applies to students engaged in university-related events, functions, and/or present on affiliated clinical site premises.
5. **Enforcement and Disciplinary Measures:** Any individual found to be in violation will be subject to disciplinary action in accordance with university policies and procedures. **Testing positive for marijuana on a drug screen will result in immediate dismissal from the nursing program.** Reporting faculty will complete the Student Disruption and Discipline Referral. University disciplinary measures may include but are not limited to fines, suspension, or dismissal, as appropriate.

Approved by Total Faculty 8/15/23.

I. Mental Health Policy

1. The Department of Nursing is committed to the success of all students, including those with depression, anxiety, or other mental health issues.
2. The Department of Nursing will:
 - a. acknowledge but not stigmatize mental health problems;
 - b. encourage students to seek help or treatment that they may need;
 - c. ensure that personal information is kept confidential;
 - d. allow students to continue their education as normally as possible by making reasonable accommodations; and
 - e. refrain from discrimination against students with mental illnesses, including punitive actions toward those in crisis.
3. Students are encouraged to seek counseling and mental health treatment through campus services or other available avenues. Counseling services and mental health treatment are available to students or other members of the campus community directly or indirectly affected by a student's depression or other mental health issue.
4. Accessibility Services (AS) is located on the second floor in Crisp Hall 201-202. Call 573-986-6191 for an appointment with a counselor. For more information, please visit their website at <http://www.semo.edu/ucs/counseling.html>.

5. For crisis management, contact Center for Behavioral Health and Accessibility at (573) 986-6191 or ucs@semo.edu or after hours, contact the Department of Public Safety at (573) 651-2911.

6. The Department of Nursing will recommend a student seek care at the Center for Behavioral Health and Accessibility when evidence indicates that:
 - a. the student exhibits academic, behavioral or other difficulties that appear to be due to depression or another mental health issues.
 - b. the student has engaged in a parasuicidal act or is known to be contemplating suicide.

IV. GRADUATION REQUIREMENTS FOR BSN STUDENTS

A. General Requirements

1. The Bachelor of Science in Nursing degree is conferred by Southeast Missouri State University following criteria as outlined in the current Undergraduate Bulletin and appropriate Degree Map.
2. A minimum of one hundred twenty (120) credit hours are required to graduate from Southeast Missouri State University with a Bachelor of Science in Nursing. Fifty-six (56) credit hours must be taken from a four-year university, thirty-nine (39) of these hours must be upper-division (300 & 400 level courses), and the last thirty (30) hours must be taken at Southeast Missouri State University. These are university requirements.
3. The Department of Nursing requires that at least half of the required hours of nursing courses be taken and completed at Southeast Missouri State University.
4. Upon successful completion of graduation requirements, students are eligible to apply to take the National Council of State Boards of Nursing Licensure Examination for Registered Nurses (NCLEX-RN).

Reviewed by Total Faculty 9/20/23

B. Application

- a. In order to be eligible for the conferment of a degree, the student is required to submit a graduation application for the semester in which they fulfill all necessary requirements. This graduation application must adhere to the specified deadlines posted on the commencement website and can be submitted either through the online portal or by visiting the dedicated graduation website.
- b. While every effort will be made to promptly notify the student of any unmet requirements, allowing them sufficient time to make any necessary adjustments to their schedule, it is important to emphasize that the ultimate responsibility for enrolling in courses that fulfill graduation criteria and satisfying all program prerequisites rests with the student.
- c. Both the student and their academic advisor should proactively review Degree Works to identify and address any outstanding requirements before initiating the graduation application process.

Approved by Total Faculty 9/20/23

C. Graduation Fee

- a. Graduating students will incur a non-refundable fee, which is applied to cover administrative expenses linked to the degree conferment process. This fee will be assessed to the student's account once they are officially approved as a graduation candidate. It's important to note that there may be additional late fees imposed if the candidate fails to promptly initiate the application or address any pending requirements.

Approved by Total Faculty 9/20/23

D. Recognition Ceremony

- a. The Department of Nursing sponsors a Recognition Ceremony two times a year,

in December and in May. Any nursing student is eligible to participate in this ceremony if that student is within three months of graduation and in good academic standing with the Department of Nursing.

- b. The following awards are given at the Recognition Ceremony:
 - i. Nurse Scholar Award: Graduating senior with the highest grade-point average.
 - ii. Faculty Award for Exemplification of Knowledgeable Caring: Graduating senior who has best demonstrated Knowledgeable Caring of clients.

Approved by Total Faculty 9/20/23

E. Commencement

- a. Graduation ceremonies are conducted at the end of both the fall and spring semesters. Only candidates who have been officially approved for graduation in either the fall or spring semester are eligible to participate in the commencement exercise for the respective semester during which they fulfill all necessary requirements.

Approved by Total Faculty 9/20/23

F. Graduation With Honors

- a. Students meeting the criteria of possessing a qualifying cumulative GPA of at least 3.5 may be eligible for graduation with honors. To determine this qualifying cumulative GPA, we recalculate a student's cumulative GPA as it appears on their transcript. This recalculation accounts for the original grades and credit hours of any courses repeated by the student. An exception to this rule exists for students who have opted for the "Academic Fresh Start Policy" for GPA forgiveness, as their eligibility for graduation with honors is based on their new coursework and associated grades.
- b. For the purposes of recognizing academic achievements during the commencement ceremony, the GPA considered is the student's honors GPA at the start of the semester in which they participate in commencement. Grades earned in the semester of commencement will not be factored into the determination of eligibility for honors recognition at the ceremony. All eligible students, including those whose GPAs met the criteria only at the conclusion of their final semester, will have the honor of graduation with honors recorded on their transcript and diploma.
 - i. "Cum laude" distinction is granted to students with a cumulative GPA ranging from 3.5 to 3.749.
 - ii. "Magna cum laude" distinction is bestowed upon students with a cumulative GPA ranging from 3.75 to 3.899.
 - iii. "Summa cum laude" distinction is conferred upon students with a cumulative GPA ranging from 3.9 to 4.0.

Reviewed by Total Faculty 9/20/23

G. Legal Limitations

After completion and receipt of a BSN degree, the student may be eligible to register for and complete NCLEX-RN. **Completion of this program does not guarantee eligibility to take NCLEX-RN or be licensed as a registered nurse.** The State

Board of Nursing in each state conducts screening for all applicants. The Missouri State Board of Nursing requires students to be fingerprinted and have a criminal background check conducted in conjunction with state police and/or FBI as part of the application process to take the NCLEX-RN. This is not the same criminal background check required at admission.

The Missouri State Board of Nursing and other state boards of nursing may refuse to issue a license for several reasons including but not limited to criminal background or drug use. Additional grounds for denial of, revocation of, or suspension of licensure are outlined in Section 335.066 of Missouri Nursing Practice Act (see below). Requirements will vary from state to state for those students seeking licensure outside of Missouri.

Missouri Nursing Practice Act, Section 335.066:

Denial, revocation, or suspension of license, grounds for, civil immunity for providing information — complaint procedures. —

1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to this chapter* for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or monitoring by the intervention program and alternative program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621.

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:

(1) Use or unlawful possession of any controlled substance, as defined in chapter 195, by the federal government, or by the department of health and senior services by regulation, regardless of impairment, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096. A blood alcohol content of .08 shall create a presumption of impairment;

(2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(l) Failing to inform the board of the nurse's current residence within thirty days of changing residence;

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

(n) A departure from or failure to conform to nursing standards;

(o) Failure to establish, maintain, or communicate professional boundaries with the client. A nurse may provide health care services to a person with whom the nurse has a

personal relationship as long as the nurse otherwise meets the standards of the profession;

(p) Violating the confidentiality or privacy rights of the client, resident, or client;

(q) Failing to assess, accurately document, or report the status of a client, resident, or client, or falsely assessing, documenting, or reporting the status of a client, resident, or client;

(r) Intentionally or negligently causing physical or emotional harm to a client, resident, or client;

(s) Failing to furnish appropriate details of a client's, client's, or resident's nursing needs to succeeding nurses legally qualified to provide continuing nursing services to a client, client, or resident;

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

(8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;

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

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

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

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

(13) Violation of any professional trust or confidence;

(14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;

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

(16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;

(17) Failure to successfully complete the intervention or alternative program for

substance use disorder;

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

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

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

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

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

(23) Failure to submit to a drug or alcohol screening when requested by an employer or by the board. Failure to submit to a drug or alcohol screening shall create the presumption that the test would have been positive for a drug for which the individual did not have a prescription in a drug screening or positive for alcohol in an alcohol screening;

(24) Adjudged by a court in need of a guardian or conservator, or both, obtaining a guardian or conservator, or both, and who has not been restored to capacity;

(25) Diversion or attempting to divert any medication, controlled substance, or medical supplies;

(26) Failure to answer, failure to disclose, or failure to fully provide all information requested on any application or renewal for a license. This includes disclosing all pleas of guilt or findings of guilt in a case where the imposition of sentence was suspended, whether or not the case is now confidential;

(27) Physical or mental illness, including but not limited to deterioration through the aging process or loss of motor skill, or disability that impairs the licensee's ability to practice the profession with reasonable judgment, skill, or safety. This does not include temporary illness which is expected to resolve within a short period of time;

(28) Any conduct that constitutes a serious danger to the health, safety, or welfare of a client or the public.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the

complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160 shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.

5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.

6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.

7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259** and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

8. The board may apply to the administrative hearing commission for an emergency suspension or restriction of a license for the following causes:

(1) Engaging in sexual conduct as defined in section 566.010, with a client who is not the licensee's spouse, regardless of whether the client consented;

(2) Engaging in sexual misconduct with a minor or person the licensee believes to be a minor. "Sexual misconduct" means any conduct of a sexual nature which would be illegal under state or federal law;

(3) Possession of a controlled substance in violation of chapter 195 or any state or federal law, rule, or regulation, excluding record-keeping violations;

(4) Use of a controlled substance without a valid prescription;

(5) The licensee is adjudicated incapacitated or disabled by a court of competent jurisdiction;

(6) Habitual intoxication or dependence upon alcohol or controlled substances or failure to comply with a treatment or aftercare program entered into pursuant to a board order, settlement agreement, or as part of the licensee's professional health program;

(7) A report from a board-approved facility or a professional health program stating the licensee is not fit to practice. For purposes of this section, a licensee is deemed to have waived all objections to the admissibility of testimony from the provider of the examination and admissibility of the examination reports. The licensee shall sign all necessary releases for the board to obtain and use the examination during a hearing; or

(8) Any conduct for which the board may discipline that constitutes a serious danger to the health, safety, or welfare of a client or the public.

9. The board shall submit existing affidavits and existing certified court records together with a complaint alleging the facts in support of the board's request for an emergency suspension or restriction to the administrative hearing commission and shall supply the administrative hearing commission with the last home or business addresses on file with the board for the licensee. Within one business day of the filing of the complaint, the administrative hearing commission shall return a service packet to the board. The service packet shall include the board's complaint and any affidavits or records the board intends to rely on that have been filed with the administrative hearing commission. The service packet may contain other information in the discretion of the administrative hearing commission. Within twenty-four hours of receiving the packet, the board shall either personally serve the licensee or leave a copy of the service packet at all of the licensee's current addresses on file with the board. Prior to the hearing, the licensee may file affidavits and certified court records for consideration by the administrative hearing commission.

10. Within five days of the board's filing of the complaint, the administrative hearing commission shall review the information submitted by the board and the licensee and shall determine based on that information if probable cause exists pursuant to subsection 8 of this section and shall issue its findings of fact and conclusions of law. If the administrative hearing commission finds that there is probable cause, the administrative hearing commission shall enter the order requested by the board. The order shall be effective upon personal service or by leaving a copy at all of the licensee's current addresses on file with the board.

11. (1) The administrative hearing commission shall hold a hearing within forty-five days of the board's filing of the complaint to determine if cause for discipline exists. The administrative hearing commission may grant a request for a continuance, but shall in any event hold the hearing within one hundred twenty days of the board's initial filing. The board shall be granted leave to amend its complaint if it is more than thirty days prior to the hearing. If less than thirty days, the board may be granted leave to amend if public safety requires.

(2) If no cause for discipline exists, the administrative hearing commission shall issue findings of fact, conclusions of law, and an order terminating the emergency suspension or restriction.

(3) If cause for discipline exists, the administrative hearing commission shall issue findings of fact and conclusions of law and order the emergency suspension or restriction to remain in full force and effect pending a disciplinary hearing before the board. The board shall hold a hearing following the certification of the record by the administrative hearing commission and may impose any discipline otherwise authorized by state law.

12. Any action under this section shall be in addition to and not in lieu of any discipline otherwise in the board's power to impose and may be brought concurrently with other actions.

13. If the administrative hearing commission does not find probable cause and does not grant the emergency suspension or restriction, the board shall remove all reference to such emergency suspension or restriction from its public records. Records relating to the

suspension or restriction shall be maintained in the board's files. The board or licensee may use such records in the course of any litigation to which they are both parties. Additionally, such records may be released upon a specific, written request of the licensee.

14. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621 regarding the activities alleged in the initial complaint filed by the board.

15. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.

16. (1) The board may initiate a hearing before the board for discipline of any licensee's license or certificate upon receipt of one of the following:

(a) Certified court records of a finding of guilt or plea of guilty or nolo contendere in a criminal prosecution under the laws of any state or of the United States for any offense involving the qualifications, functions, or duties of any profession licensed or regulated under this chapter, for any offense involving fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(b) Evidence of final disciplinary action against the licensee's license, certification, or registration issued by any other state, by any other agency or entity of this state or any other state, or the United States or its territories, or any other country;

(c) Evidence of certified court records finding the licensee has been judged incapacitated or disabled under Missouri law or under the laws of any other state or of the United States or its territories.

(2) The board shall provide the licensee not less than ten days' notice of any hearing held pursuant to chapter 536.

(3) Upon a finding that cause exists to discipline a licensee's license, the board may impose any discipline otherwise available.

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308, A.L. 2013 H.B. 315, A.L. 2018 H.B. 1719) *Words "chapter 335" appear in original rolls. **Section 335.259 was repealed by S.B. 52, 1993.

Reference: Missouri State Board of Nursing (2018). Statutes and Rules: Missouri Nursing Practice Act, Section 335.066, page 17-20. Retrieved from: <https://pr.mo.gov/boards/nursing/npa.pdf>

H. American Nurses Association Code of Ethics

The Code of Ethics for Nurses are a guide for carrying out nursing responsibilities consistent with high-quality nursing care in alignment with the ethical obligations of the nursing profession. The following is a list of the nine provisions of the nursing code of ethics. The ANA Code of Ethics with interpretive statements can be found on the ANA website [View the Code of Ethics for Nurses | ANA \(nursingworld.org\)](https://www.nursingworld.org/ethics)

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective efforts, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

V. UNIVERSITY/ACADEMIC POLICIES

A. Academic Honesty

In all academic activities, students are expected to maintain high standards of honesty and integrity. Academic misconduct or dishonesty is inconsistent with membership in an academic community and the ethics of the nursing profession and cannot be tolerated. Violations of academic honesty represent a serious breach of discipline and may be considered grounds for disciplinary action, including dismissal from the university. Academic dishonesty includes but is not limited to giving or receiving test questions or attempting to pass off the work of another student as one's own work (plagiarism). Students are responsible for understanding what constitutes academic misconduct and its consequences. Refer to the [Academic Policies | SEMO](#) for additional information.

Reviewed by Total Faculty 11/15/23

B. Sexual Harassment

The university is committed to providing an environment free of sexual harassment, intimidation, or abuse. Any student who believes herself or himself to be a victim of such behavior should consult the [Procedures for Defining and Adjudicating Sexual Violence | SEMO](#)

Reviewed by Total Faculty 11/15/23

C. Access to Students' Records

1. A student may have access to his/her personal student record upon request.
2. Confidentiality is maintained with all student files.
3. Release of information is granted upon written request by the student to the Chair of the Department of Nursing.
4. Files may be reviewed in the Chair's office. No file may be removed from the office by a student.
5. Official transcripts cannot be provided by the Department of Nursing. To request an official transcript see [Registrar Transcript Request | SEMO](#) for additional information.

6. After a student graduates or changes majors, the student file will be kept for a minimum of 5 years.

Reviewed by Total Faculty 11/15/23

D. Academic Advising

1. Students who have declared pre-nursing as their major will be advised by professional advisors in the Center for Academic Advising.
2. All students admitted into the nursing program are assigned and must meet with their designated nursing faculty advisor each semester to ensure that all courses have been taken or are in the process of being taken to fulfill graduation requirements.

3. Students are responsible for contacting their advisor to set up appointments.
4. The alternate PIN number, given at the end of the advising session, allows the student to enroll in courses.
5. All nursing faculty advisors follow university guidelines for advising and adhere to all university deadlines.

Reviewed by Total Faculty 11/15/23

E. Student Grievance Procedure

1. Students have the right to appeal or contest allegations of misconduct and/or unsafe and/or unethical practices.
2. Students have the right to appeal or contest sanctions related to acknowledged violation(s) of the Academic Honesty Policy or Student Code of Conduct.
3. Students have the right to appeal or contest grades if the student believes:
 - a. the assignment of a grade was made on a basis other than the performance in the course.
 - b. the assignment of a grade was had more rigorous or demanding standards than were applied to other students in the course.
 - c. the assignment of a grade was a substantial departure from the instructor's previously announced standards.
4. All grievances, complaints, and/or appeals have time restrictions and must occur in accordance with university policy.
5. Refer to [Appeal and Complaint | SEMO](#) for additional information.

Reviewed by Total Faculty 11/15/23

F. Student Representation on Departmental Committees:

1. Students in the baccalaureate degree nursing program are eligible and are encouraged to serve as representatives on the following departmental faculty committees:
 - a. Undergraduate Curriculum:
 1. Two student representatives
 2. This committee evaluates the current curriculum and makes appropriate revision and establishes policies and procedures for the BSN program
 - b. Total Faculty:
 1. One student representative.
 2. This is the organization of all nursing faculty, addressing issues related to all programs and students.
 3. Each fall semester, students interested in participating in this

committee will be invited to submit their name to the chairperson.
Student representatives will be notified by the committee
chairperson.

Reviewed by Total Faculty 11/15/23

G. Evaluations by Students

1. Evaluation of courses, clinical facility, and instructor:
 - a. Each semester students will complete evaluation of courses, clinical facilities, and instructors. These are anonymous and are used to evaluate and improve or change areas in which students identify a need.
2. During the final semester of the program, students will complete an evaluation of the program. Generally, this evaluation is distributed to fourth semester students via their SEMO email accounts during the eighth week of classes.
3. Students will also get an alumni survey 6-12 months following graduation from the nursing program. Generally, this survey is disseminated to alumni via their personal email addresses.

Reviewed by Total Faculty 11/15/23

VI. BSN THEORY COURSES

A. General Theory (NS) Requirements

1. All theory/didactic nursing classes are designated by NS prefix
2. Students are expected to attend all classes and to complete all assignments for courses in which they are enrolled.
 - a. An absence does not relieve the student of the responsibility to complete all assignments. If an absence is associated with a university-sanctioned activity, the instructor will provide an opportunity for assignment makeup. However, it is the instructor's discretion to provide, or not to provide, makeup work related to absences for any other reason.
3. Students are expected to:
 - a. complete required assignments prior to attending class.
 - b. take all quizzes and examinations when scheduled.
 - c. complete and submit required assignments on time.
 - d. notify the instructor before missing class.
 - e. participate in class discussions.
 - f. follow current edition of American Psychological Association (APA) Manual guidelines for required written reports/papers.

Reviewed by Total Faculty 9/20/23

B. Grading Scale for Theory (NS) Courses

The grading scale for the Undergraduate BSN program is:

90% - 100%.....	A
80% - 89%.....	B
*75% - 79%.....	C
60% - 74.9%.....	D
0% - 59%.....	F

Reviewed by Total Faculty 9/20/23

C. Basis for Evaluation in Theory (NS) Courses

1. Students **must** achieve a minimum grade of 75% (C) or better **on examinations and quizzes** before any additional course work will be calculated into the final grade.
2. Additional assignments, such as homework or classwork will only be computed into the final course grade when the student achieves a minimum 75% (C) or better test and quiz average.
3. Test and quiz average will not be rounded. A test and quiz average of 74.999% will result in a final grade of "D" and no additional coursework will be considered.

4. Calculated “Total” grade in the Canvas gradebook may include homework or class work and **may not** accurately represent the course examinations and quizzes total.
5. It is the students’ responsibility to compute their quiz and test averages within the course. In the event they require guidance, students are encouraged to reach out to the instructor or consult the course syllabus for instructions on how to calculate their test and quiz averages.

Approved by Total Faculty 9/20/23

D. Late Work

To maintain the integrity and fairness of the course, late work will not be accepted without prior consent from the instructor. Prior consent will only be granted in unique, emergent situations, which will be evaluated on a case-by-case basis.

It is essential to understand that missing deadlines due to work commitments, poor time management, or forgetfulness are not considered valid excuses for late submissions. As nursing students, it is expected that you manage your time effectively and prioritize your academic responsibilities accordingly.

In the event of unforeseen circumstances or emergencies that may hinder your ability to submit assignments on time, it is your responsibility to communicate with the instructor as soon as possible to discuss possible accommodations.

Please be aware that any late submissions without prior consent will result in a “zero” for the assignment.

Approved by Total Faculty 3/20/24

E. Didactic Testing

Test Administration Guidelines for Students (In Class, Face to Face)

- Examination Rule: Nursing students are expected to take all examinations as scheduled. The opportunity to makeup an examination may be granted at the discretion of the faculty, and the examination must be completed within one week (7 consecutive days). The makeup examination may be an alternate test at the discretion of the faculty. Should an absence occur, depending on the situation, i.e. emergency, students are to **NOTIFY (via email or voicemail on the instructor’s office phone)** the instructor administering the examination at least 24 hours prior or earliest time appropriate to the scheduled examination time. Failure to follow these instructions may result in the student not being allowed to take the examination.
- No student will be allowed to enter the classroom after an exam/quiz has begun. If this occurs, the student must make arrangements with the faculty to make up later as outlined in the syllabus.
- Examinations may not be reviewed (including a Cooperative Learning tool) with the class until Item Analysis is completed and everyone has taken the Exam.
- Examination grades may not be posted until every student has completed the examination.
- Students with accommodations will be tested per the guidelines set forth by the Center for Accessibility Services. Southeast Missouri State University and the

Office of Accessibility Services are committed to making every reasonable educational accommodation for students who identify as people with disabilities. Many services and accommodations which aid a student's educational experience are available for students with various disabilities. Students are responsible for contacting The Office of Accessibility Services to register and access accommodations. Accommodations are implemented on a case-by-case basis. For more information, visit the [Accessibility Services](#) page or contact Accessibility Services by phone at 573-651-5927.

- Testing Security Measures:
 - a. Coversheets for scantrons are required.
 - b. All materials (books, bags, papers, cell phones, smart watches etc.) must be placed at the front of the classroom.
 - c. No hats/head coverings/hoods are allowed. Provisions will be allowed for cultural/religious appropriate headdress, i.e., Hijab Head Scarf, Hijab Scarf Turban.
 - d. Calculators are provided by the faculty; no personal calculators are allowed.
 - e. Students may have drinks at table.
 - f. If there is a question during the exam/quiz, the student must raise his/her hand, and the faculty proctor will go to the student.

Test Administration Guidelines for Students (Online)

- Students are NOT authorized to obtain or remove any part of a written or computerized exam/quiz in any course. An example of a clear violation of this would be copying and pasting completed or uncompleted exams or taking photos of the exam, even when there is no intent to share this document. Students are not allowed to visit or open any sites or programs on their computers during the testing period. The student will receive a zero (0) on the exam /quiz, which may result in failing, and/or the student may be dismissed from the nursing program if in violation.
- When the student has completed the exam/quiz, all testing materials (including any papers with writing notes and their name must be written on it) must be handed to the faculty proctor. The student must then leave the testing area and will not be allowed to re-enter the testing area until the last student has turned in/completed his/her exam/quiz.

Exam Review Program Rule Students have the opportunity to review course exams following the posting of exam grades within one week. Students must make an appointment with the appropriate faculty member. The review of exams shall be proctored. Notes are not allowed.

Minimum Tech/Computer Requirements

If you need help with any of these skills, check out the "How Tos" put together by Information Technology <http://www.semo.edu/it/how-tos/index.html>

Students to see Information Technology department, if needed, on how to use a lock down browser.

Here are the computer recommendations offered by the Information Technology

department <http://www.semo.edu/it/helpdesk/comprecommendations.html>

Approved by Total Faculty 4/17/24

F. Health Education Systems, Inc. (HESI)

1. HESI is an independent nursing education tool designed to be used throughout your nursing education.
2. All students are required to make HESI payments and maintain access to HESI.
3. Both theory and clinical courses may use the Elsevier Adaptive Quizzing (EAQ) and/or Case Studies.
4. The student HESI platform will allow the student to complete individualized remediation.
5. HESI specialty exams are required for applicable theory (NS) courses and will be completed near the end of the course.
6. HESI scores **WILL NOT** be calculated into the test and quiz average.
7. HESI specialty exams will make up **no more than** 5% of the overall course grade.

Approved by Total Faculty 1/27/2016; Reviewed by Total Faculty 9/20/23

G. Recording Restrictions

1. Faculty permission is required prior to recording any didactic/theory class.
2. Any faculty lectures or in-class activity recording must not be posted on the internet without permission from faculty

Approved by Total Faculty 12/7/2016; Reviewed by Total Faculty 9/20/23

VII. BSN CLINICAL COURSES

A. Expectations of Students in Clinical (NC) Courses

1. The student **is expected** to:
 - a. Arrive for clinical experiences on time and be prepared. Preparation for clinical assignments may include but is not limited to visiting clients the night before if required, reviewing the chart, and having a written assessment and plan for clients. When unprepared, the student can be sent home and be given an unexcused absence. Unexcused absences may result in a failing clinical grade if clinical objectives are not met as a result of the absence(s).
 - b. Attend clinical experiences in order to successfully complete the course. In case of an absence or tardiness, the student must notify the instructor **prior** to the beginning of clinical experience or **before** the day of the absence. The student may be required to make up missed clinical time and/or assignments. Missed clinical time may result in a failing clinical grade.
 - c. Dress according to the current departmental and agency dress code guidelines. Photo name badges are to be worn during lab and clinical experiences. Black snap front solid jackets or student uniform with photo name badges are to be worn when the clinical assignment is obtained. Refer to Dress Code Policy in this handbook.
 - d. Purchase stethoscope, scissors, photo name badges, and penlight prior to the first day in the clinical area.
 - e. Provide own transportation to clinical sites. Students are **not allowed** to transport clients or client families.
 - f. Know and follow individual agency policies and procedures. This information is available through the individual agencies during clinical orientation sessions.
 - g. Use his/her legal signature in charting. The initials NS are to follow the legal signature. (Ex. John/Jane Doe, NS)
 - h. Be knowledgeable about the legal implications of giving narcotics and act accordingly.
2. The student **is expected to NOT:**
 - a. serve as witnesses of operating and diagnostic permits, wills, or other legal documents.
 - b. take verbal orders or telephone orders from a healthcare provider.
 - c. insert feeding tubes while in Community Health course.
 - d. sign off or administer blood products
 - e. administer chemotherapeutic agents.
3. The student is expected to meet all additional program requirements (see below)

B. Program Requirements

1. There are requirements specific to the BSN program which must be completed prior to beginning any clinical experience. These requirements are determined by our facility partners, as such additional requirements not listed in this handbook may be required at any point during this program. The Department of Nursing will notify the students of additional requirements for clinical experiences when any such requirement is made.
2. **Due to the importance of the documentation, students failing to supply the required information will not be allowed to participate in any NC clinical experiences. If documentation is not submitted by deadline, it will result in failure of the clinical course.**
3. Students are responsible to provide their own transportation to and from assigned clinical experiences. Clinical faculty may not transport students to and/or from clinical experiences.
4. Students are accountable for uploading necessary documents to CastleBranch® and ensuring the maintenance of all requirements throughout the program.

BSN students beginning the nursing program must fulfill all compliance requirements by the specified deadlines: August 15 for the fall start date and January 15 for the spring start date.

For students currently enrolled in the clinical program, it is their responsibility to renew items by their expiration dates and adhere to annual renewals for mandatory items such as TB testing and Flu Vaccines. CastleBranch® tracks due dates and issues reminder notifications. The required information includes:

a. Current BLS Provider CPR Certification

- American Heart Association's BLS Provider course OR the Red Cross CPR/AED for Professional Rescuers and Health Care Providers course. Only these two courses are acceptable.
- Please note that typically certification must be renewed every two years. Students are responsible for maintaining and providing proof of appropriate CPR certification throughout the BSN program
- Must include infant, child, one-man, and two man CPR, and obstructed airway.

b. Current Tuberculosis Test

- Annual Screening with results.
- Documentation of one of the following must be submitted:
 - Two (2) negative TB blood tests; 2-step TB Testing.
 - Visit 1, Day 1 – A dose of PPD antigen is applied under the skin
 - Visit 2, 48-72 hours after placement of PPD – the test is read. If negative, a second test is needed. Retest in 1-3 weeks after the first result is read.
 - Visit 3, Day 7-21 – A second dose of PPD antigen is

applied under the skin.

- Visit 4, 48-72 hours after placement of PPD – the test is read.
 - QuantiFERON®-TB Gold Plus (QFT-Plus) blood test
 - T-Spot® blood test
- If the selected test is positive:
 - The student will not be allowed in clinical setting and/or classroom setting until additional information is provided
 - The student will be required to complete all additional testing recommended by a healthcare provider including but not limited to chest x-ray and provide all results to be kept in the student's file
 - Will meet with SAC each semester and as needed to immediately report changes in symptoms. The student will complete and submit symptoms screening (found in appendix) and provider clearance each semester
 - Provide SAC written statement from a healthcare provider that states the student is not infectious, can participate in patient care clinical experience, and provides a plan for all required future testing
- Students with a pre-existing positive PPD T-spot, or QFTGIT test:
 - will be unable to participate in clinical experiences without medical clearance; inability to participate in clinical experiences will result in failure.
 - provide a written statement from the healthcare provider managing the positive test stating the patient is not infectious, able to participate in patient care clinical experiences, and provide a plan for all required future testing.
 - must provide proof of compliance of healthcare recommended plan
 - provide testing results including past chest x-ray results that will be kept in the student's file
 - will meet with SAC each semester and as needed to report changes in symptoms. The student will complete and submit symptoms screening (found in appendix) and provider clearance each semester

c. Complete Criminal background Check

- Criminal background checks are required for all students prior to beginning NS and NC courses. Failure to complete all required background checks will prevent the students from participating in clinical experiences and therefore from taking and passing NC courses.
- In accordance with the nursing licensing regulations of the State of Missouri, students found to be convicted of serious crimes (felonies or substance abuse) will be reviewed by the Undergraduate Student Affairs Committee and may be suspended or removed from the nursing program.
- An additional criminal background check will be required during the fourth semester of the nursing program for the nursing licensure examination.

d. Complete Drug Screening

- The use of illegal/designer drugs or the abuse of alcohol, prescription drugs,

or over-the-counter drugs may pose serious safety and health risks to not only the user, but also to all people coming in contact with the user

- Students are permitted to take legally prescribed and/or over-the-counter medications consistent with appropriate medical treatment
- Students should provide a list of medication at the time of the drug screening
- Students will be contacted if positive results are received and are required to provide medical documentation from a healthcare provider of prescription drug list with diagnosis
- Illicit drug use or positive drug use may result in dismissal or removal from program

e. On-line Learning Systems Certification

- Complete and Submit two healthcare certificates:
 - 1) Regulatory Requirements:
 - 2) Accu-Check Training
- On-line training can be accessed: [User Account – Saint Francis Learning & Development \(sfmc.net\)](https://www.sfmc.net)
- Renew training annually and submit to CastleBranch

f. Immunizations

- Nursing students must provide evidence of compliance with health requirements of the university, Department of Nursing, and appropriate clinical agencies including the Center for Disease Control and Prevention (CDC). The requirements can be met by providing documentation of immunizations from immunization records, medical records, elementary/secondary school records, or titer when indicated. A verbal statement of compliance will not be accepted.
- Nursing students who did not receive childhood vaccine should notify SAC and will be given appropriate time to complete the required or recommended series without necessitating postponing admission.
 - **COVID-19:**
 - Students are required to report COVID vaccination status.
 - Vaccinated students are required to provide proof of full vaccination, including the manufacturer, lot number and date of vaccination.
 - Vaccination is required when clinical facilities require/mandates COVID-19 vaccination for students.
 - Exemptions from the University do not supersede requirements from clinical facilities.
 - This program is not obligated to provide substitute or alternate clinical experiences based on a student's request or vaccine preferences.

- Boards of nursing have no obligation to waive the current rules/regulations regarding clinical experiences for unvaccinated students.
- If the student refuses to be vaccinated and is not entitled to a reasonable accommodation the student:
 - (a) may be disenrolled from the nursing program OR
 - (b) will not be able to fulfill the clinical requirements of the specific course which will result in failure of the clinical course.
- **Tetanus-Diphtheria-Pertussis (Tdap):**
 - Documentation of one dose of Tdap as an adult
 - Td or Tdap within the past 10 years
 - Tdap or Td booster every 10 years
- **Measles-Mumps-Rubella:**
 - Two doses of MMR vaccine, separated by at least 28 days **OR**
 - Students born before 1957 who have not been immunized will need to obtain laboratory evidence of immunity **OR**
 - Provide laboratory evidence of immunity (titers) for **Measles, Mumps AND Rubella**
- **Polio:**
 - Original childhood series (typically at 2, 4, 16-18 months, & 4-6 years) **OR**
 - Unvaccinated adults at risk for poliovirus infection should get three doses of IPV: (1-2) two doses separated by 1 to 2 months, and (3) a third dose 6 to 12 months after the second dose **OR**
 - Provide laboratory evidence of immunity (titers) for Polio
- **Chickenpox (Varicella):**
 - 2 doses of varicella vaccine (at least 4 weeks apart) **OR**
 - Provide laboratory evidence of immunity (titers) for varicella
- **Influenza Vaccine:**
 - Annual influenza vaccination for current flu season
 - Annual vaccination required for all clinical participation. Students who believe they have valid medical contraindication to influenza vaccine will need to meet with the SAC
 - Healthcare facilities policies can prohibit unvaccinated students from participating in clinical experiences within their facility which will result in the students inability to successfully complete any NC course
- **Hepatitis B:**

- 3-dose series of Recombivax HB or Engerix-B (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2) **OR**
- 2-dose series of Hepplisav-B, with the doses separated by at least 4 weeks with anti-HBs serologic test 1-2 months after the final dose **OR**
- Laboratory evidence of immunity (titers) **OR**
- A signed “waiver” (see appendix) stating he/she received information and chose not to receive the vaccine. The student’s decision will become part of his/her permanent record.
Information can be found:
<https://www.cdc.gov/mmwr/preview/mmwrhtml/rr6210a1.htm>

5. Nursing Liability Insurance

- a. All students are automatically covered by the department’s liability insurance policy
- b. The annual premium will be added to the student’s bursar account upon enrollment in nursing clinical courses
- c. This insurance coverage is required of all nursing students throughout the BSN programs

6. Release of Provided Information

All submitted BSN requirements listed above, including health information, CPR, liability insurance status, criminal background check, and drug screening results, may individually be released to clinical agencies where the student is participating in clinical experiences upon request from the healthcare agencies as required for clinical practice and/or to satisfy requirements of accrediting bodies.

7. Purchase Requirements

- a. Stethoscope with diaphragm & bell
- b. Penlight
- c. Bandage scissors
- d. Watch with a second hand or digital reading
- e. Student Uniforms
- f. Arm Patches
- g. Southeast double-sided photo name badge identifying student as “**BSN Student**”
- h. Additional books (beyond those rented) may be required and/or recommended
- i. Additional software or apps (such as medical terminology, dosage calculation)
- j. HESI (Health Education Systems, Inc.) package (every semester)

Reviewed by Total Faculty 2/21/24

C. Clinical Site Specific Requirements

Clinical sites may have specific requirements that necessitate students to fulfill additional obligations and submit extra documentation. This may include, but is not limited to, drug screening, background check, fingerprints, immunizations, boosters, or mandatory paperwork essential for participation in clinical.

Approved by Total Faculty 2/21/24

D. Dress Code Policy

Nursing Uniforms should only be worn going to clinical experiences, at clinical experiences, and leaving clinical experiences. Nursing uniforms should not be worn in clinical facilities when a student is working as an employee.

1. The student is to be well groomed at all times; presenting a professional image when involved in clinical practice and/or while in uniform.
2. The uniform required of all nursing students consists of black basic scrub pants and tunic, with an embroidered Redhawk emblem. A black snap front scrub solid jacket may be purchased. The uniform set is available only in the Southeast Bookstore and is to be purchased prior to beginning the student's first semester of nursing courses with a clinical component. Multiple sets of the uniform may be purchased if the student so desires.
3. Photo name badges must be worn visibly on the upper torso at all times, in conjunction with the uniform and/or scrub jacket. The photo name badge will be ordered at the onset of the student's first semester of nursing courses with a clinical component. The photo name badges must be purchased and picked up from the Southeast University Center Information Desk.
4. Department patches must be attached to both uniform and lab jacket on the upper left sleeve.
5. Shoes are to be white, grey (or grey shade such as pewter), or black. They should be solid in color. Shoes should be clean, and in good repair. Shoes may be a nursing brand shoe or may be athletic shoes but must be waterproof (leather or vinyl) and the top/side/back of shoe must be enclosed (no waffle pattern or holes). Socks worn with uniform should coordinate with uniform.
6. Long or short sleeve undershirts may be worn under the uniform top. The undershirt must be plain (no patterns or wording) and must in a solid color of red, white, grey, or black.
7. One ring or wedding set per hand is allowed, while bracelets are not permitted. A single necklace may be worn discreetly inside the neckline of the uniform or scrub attire. Earrings must not exceed one (1) inch in length or width. Visible body piercing adornments are prohibited except for a single nose stud of five (5) millimeters or less in size; tongue piercings are not allowed. Pins should not exceed three (3) inches in length.

Items such as fraternal pins or insignias, service organizational pins or insignias, political pins, buttons, or insignias, as well as non-sponsored pins, buttons, or insignias, are not permitted.

Visible tattoos that are obscene or could be considered offensive, as well as facial tattoos, are not permitted.

8. Hair should be maintained in a neat, clean, and professional manner, reflecting a sense of grooming and professionalism. Students should opt for styles that do not obstruct vision or fall forward over the face during job duties, ensuring functionality. Bangs

should be styled to not obscure visibility by falling over the eyes. Hair must always be secured back and away from the face and shoulders.

Extreme variations in hair color or style are not permitted. Beards, mustaches, and sideburns should be kept clean and groomed. Facial hair should not impede the proper fit of respirators and other masks utilized in clinical settings, ensuring safety and effectiveness.

9. Fingernails are to be clean, short (less than ¼ inch long) and rounded. Regular nail polish is allowed but must be clear or light, natural shades and free of chips. NO artificial fingernails, extenders, acrylic wraps, nail art, shellac, dip, powders or gel products may be worn in the clinical setting.
 10. No chewing gum, vaping, or tobacco use in any form is allowed in the clinical setting or while in uniform.
 11. The initial breach of the dress code policy will lead to being sent home and a non-excused clinical absence. A second violation constitutes a non-excused clinical absence and places the individual at risk of failing the clinical course. A second violation will also result in a completion of the Student Disruption and Discipline Referral form.
- Approved by Total Faculty 1/23/20; Reviewed by Total Faculty 2/21/24

E. Basis for Student Evaluation

1. Clinical courses are evaluated on **credit/non-credit** basis. In order to successfully complete any NC course, the student must achieve the minimal required rating to meet all course clinical objectives.
 2. Clinical course evaluation includes preparation, clinical participation, and/or written clinical assignments.
 3. Objective ratings are routinely based on patterns of behavior, rather than one-time incidents. Improvement over time will be a significant factor.
 4. A student may earn a failing grade if one particularly grievous incident occurs as a result of student actions or lack of actions.
 5. Minimum ratings for each clinical objective are specific for each course and therefore will vary from course to course.
 6. A “C” or better in the theory (NS) course and a “credit” in the clinical (NC) course sharing a course number are both required to successfully meet course requirements and progress in the program.
- Reviewed by Total Faculty 2/21/24

F. Unsafe and Unethical Nursing Practice

Certain behaviors are essential for safe and ethical nursing practice.

1. The student is expected to adhere to the American Nurses Association Code of Ethics for Nurses.
2. Unsafe and/or unethical practice may result in a clinical failure and suspension or

dismissal from the program.

3. A non-exclusive list of violations of unsafe or unethical nursing practice may be evidenced by one or more of the following behaviors:
 - a. Performing activities for which the student is not prepared, or which are beyond the capacities of the student.
 - b. Falsifying clinical documentation or clinical attendance.
 - c. Performing activities which do not fall within the legal realm of professional nursing practice.
 - d. Recording or reporting inaccurate data regarding client assessment, care plans, nursing interventions, and/or client evaluations.
 - e. Failing to recognize and/or report and record own errors (incidents) performed in relation to client care.
 - f. Having physical, mental, and/or cognitive limitations which endanger or impair the welfare of the client.
 - g. Disclosing confidential or private information inappropriately. (See “Confidentiality and Privacy”)
 - h. Behaving in a disrespectful manner toward clients and/or other health team members, peers, or faculty.
 - i. Attending clinical experiences while under the influence of any substance that impairs performance, including alcohol, illicit drugs, prescriptive medications, or any other substance.
 - j. Committing or omitting actions which results in violation of laws related to nursing such as negligence, malpractice, libel, slander, etc.
4. The Department of Nursing will use standards found in Missouri’s Nursing Practice act with regard to defining unsafe or unethical behaviors. This document can be found at: <https://pr.mo.gov/boards/nursing/npa.pdf>.
5. The following measures may be taken by the clinical instructor if a nursing student demonstrates unsafe nursing practice as defined above.
 - a. Immediate dismissal from the clinical area.
 - b. Assignment of additional learning activities to assist the student to meet clinical objectives.
 - c. Required written contract with student which specifies certain criteria and/or activities the student must meet or complete in order to change the unsafe behavior and be allowed back into the clinical setting.
 - d. Suspension from the clinical area if the student repeats the unsafe nursing activity. This will result in failure of the clinical component of the nursing course and may lead to dismissal from the program.

Reviewed by Total Faculty 2/21/24

F. Infection Control in Clinical Settings

1. Nursing students have experiential learning experiences in clinical settings where communicable disease may be present. In any clinical setting there is a risk of exposure to communicable, infectious disease/disorder.
2. Students and faculty will treat contact with tissues, blood and other body fluids (e.g., semen, vaginal /rectal secretions, respiratory secretions, cerebrospinal fluid, synovial fluid, pleural fluid, periorbital fluid, peritoneal fluid, amniotic fluid) from all clients as potentially

infective.

3. Unprotected Exposure is defined as being exposed to blood/body fluid through needle stick, or other percutaneous or permucosal exposure.
4. If a student or faculty member comes into contact with blood or other body fluids through puncture, cut, splatter, or aerosol, she/he will:
 - a. Report that incident immediately to the clinical instructor and/or appropriate employee health representative of the agency.
 - b. Complete the appropriate health care agency forms if required. The institution's blood/body fluids (Hepatitis B/HIV) policy should be followed.
 - c. The faculty member should notify the Department of Nursing Chairperson and the university's Campus Health Clinic. The clinic can arrange for follow-up testing at appropriate intervals.
 - d. When a student experiences an unprotected exposure to blood/body fluids while in a clinical agency, he/she should be made aware that the agency policy will mandate that an incident report be filed. While the university will make every effort to maintain confidentiality, the university cannot be held responsible for actions taken by the clinical agency. The supervising faculty member will follow the procedure for reporting accidental exposure as outlined above.
5. The Department of Nursing, faculty, or facility **does not** assume responsibility for costs of any resulting health care.
6. The Department of Nursing requires students to carry sufficient health insurance to cover all healthcare; including that resulting from such contact.

Reviewed by Total Faculty 2/21/24

G. Assistive Devices in Clinical

Assistive devices must not compromise infection prevention protocols at clinical sites. This encompasses crutches, prosthetics, and upper/lower extremity braces/immobilizers.

Upper extremity braces/immobilizers should be fully concealable by proper personal protective equipment (PPE), easily removable for hand hygiene, and capable of thorough sanitization.

Lower extremity devices must comprehensively cover the foot to prevent exposure to body fluids.

Students requiring any assistive devices in the clinical setting should communicate with the Student Affairs Committee before participating in clinical activities.

Approved by Total Faculty 2/21/24

G. Confidentiality and Privacy in Practice

1. Confidentiality is the protection of a client's privacy through careful use of oral and written communications and by judicious protection of confidential information.
2. The student will complete annual training regarding expectations to protect client information according to the Health Insurance Portability and Accountability Act

(HIPAA) of 1996 and is responsible for maintaining privacy standards.

- a. Students are responsible for completing HIPAA through on-line training and are required to provide proof of training in CastleBranch documentation
 - b. The student is solely responsible for any breach in HIPAA which may include fines up to \$50,000/violation, jail time, expulsion from the program, and/or repercussions from the State Boards of Nursing.
3. A client's chart is a legal document. Information from the client and chart is confidential and cannot be disclosed to those not caring for the client.
 4. All entries into a client's chart must be accurate and legible.
 5. Sensitive and identifiable information communicated by clients to students should be communicated to nursing faculty or clinical preceptor, who can advise the student how to share the information with the appropriate staff. This communication between student and faculty/preceptor should occur privately and care should be taken when in the corridors, lounge, classroom, dining rooms, or other public areas, to assure conversations are not overheard.
 6. Nursing students must be especially careful to avoid invading a client's privacy. Clients have the right to withhold information, may refuse to provide history, or can refuse to have students aid in their care.
 7. Students should use only the initials of the client when filling out history forms, care plans, or any other documents which are part of their educational experience.
 8. Under no circumstances may a student copy chart documents or remove chart documents from the clinical agency.

Reviewed by Total Faculty 2/21/24

H. Social Media

This policy has been established to ensure that all students within the nursing program maintain a professional and ethical approach when using social media platforms. It aims to uphold the privacy rights of patients, adhere to the regulations set forth by HIPAA (Health Insurance Portability and Accountability Act), and follow the Student Code of Conduct and guidelines established by clinical agencies. Additionally, it seeks to promote responsible and meaningful use of electronic devices for educational purposes while safeguarding the reputation and integrity of the nursing profession.

1. **Compliance with Regulations:** All students are required to comply with the regulations and guidelines provided by HIPAA, the Student Code of Conduct, and the policies set by assigned clinical agencies concerning the use of electronic devices. This applies within the clinical, classroom, and simulation settings, as well as outside these environments.
2. **Faculty Permission for Device Use:** Students may be granted permission by the nursing faculty to use electronic devices for enhancing learning in the classroom, and/or simulation environments. Any usage beyond these approved purposes must be avoided.
3. **Responsible Content Creation:** Students must recognize that some electronic communication, networking, and postings are subject to public scrutiny. As such, they

are personally responsible for all content posted on social media platforms and are required to maintain professionalism and respect for others in their interactions. Any and all media of students in uniforms or other factors distinguishing students as SEMO Nursing students that are not in line with clinical site policies, HIPPA guidelines is grounds for dismissal.

4. Prohibited Content: Misuse of electronic devices includes but is not limited to:
 1. Sharing patient information in any form, thereby violating patient privacy and confidentiality.
 2. Engaging in communication or postings of illegal, obscene, defamatory, and/or slanderous statements.
 3. Sharing photos or videos that may potentially harm the reputation of individuals, groups and/or institutions.
 4. Discrediting any person or groups, including fellow students, faculty, clinical staff, or patients.

5. Consequences for Violation:
 1. First Violation: A referral will be placed in SupportNet to the Dean of Students.
 - a. The student will be required to meet with the course faculty and department chairperson to review the social media policy.
 - b. Depending on the severity of the violation, the student may face suspension or immediate dismissal from the nursing program. Content creation during clinical will result in immediate dismissal.
 2. Second Violation: Any subsequent violations of this policy will result in immediate dismissal from the nursing program.

Approved by Total Faculty 8/15/23

VIII. STUDENT SERVICES, ORGANIZATIONS, & HONORS

A. Campus Health Clinic

1. Health services are available to all students enrolled for one or more hours at the university in the Campus Health Clinic (CHC), located on the first floor of the Rosemary Berkel Crisp Hall of Nursing, (573) 651-2270.
2. Refer to [Campus Health Clinic | SEMO](#) for additional information.

Reviewed by Total Faculty 11/15/23

B. Career Services

The Career Services Office is located in the University Center. The following services are available to students:

1. Assisting students with smooth transition from education to employment.
2. Individual counseling and small group workshops are available on job search techniques, resume preparation, interview strategies and video-taped mock interviews.

Reviewed by Total Faculty 11/15/23

C. Tutoring Services

1. Tutoring is available without charge through Learning Assisting Programs. Refer to [Tutoring | SEMO](#) for additional information.
2. Graduate Assistants (GAs) in the Department of Nursing have nursing student tutoring availability. The student can access and sign up for tutoring through the Nurses Station page.

Reviewed by Total Faculty 11/15/23

D. Scholarships and Honors

1. Scholarships:

There are multiple Southeast, state, and external scholarships available to students in the nursing program. Students are encouraged to discuss scholarship possibilities with the **Student Financial Services**. Refer to [Student Financial Services | SEMO](#) for additional information.

Reviewed by Total Faculty 11/15/23

2. Dean's Honor List

Students who have completed at least 12 semester hours with a 3.5 GPA or higher and with no grade lower than a "C" are placed on the Dean's Honor List and receive a certificate of recognition. Clinical courses graded "credit"/"non-credit" are not counted to determine GPA.

Reviewed by Total Faculty 11/15/23

3. Sigma

Sigma is a society committed to fostering excellence, scholarship, and leadership in nursing to improve healthcare worldwide. Membership is by invitation, conferred upon students in the baccalaureate and graduate nursing program who demonstrate excellence in scholarship and to community leaders who are qualified college graduates demonstrating exceptional achievement in nursing.

Qualified baccalaureate students may receive membership invitations in either their junior or senior year in the nursing program to join the local chapter, Lambda Theta. Induction into the society is held every spring semester. For additional information visit: [Home - Lambda Chapter \(sigmanursing.org\)](http://sigmanursing.org)

Reviewed by Total Faculty 11/15/23

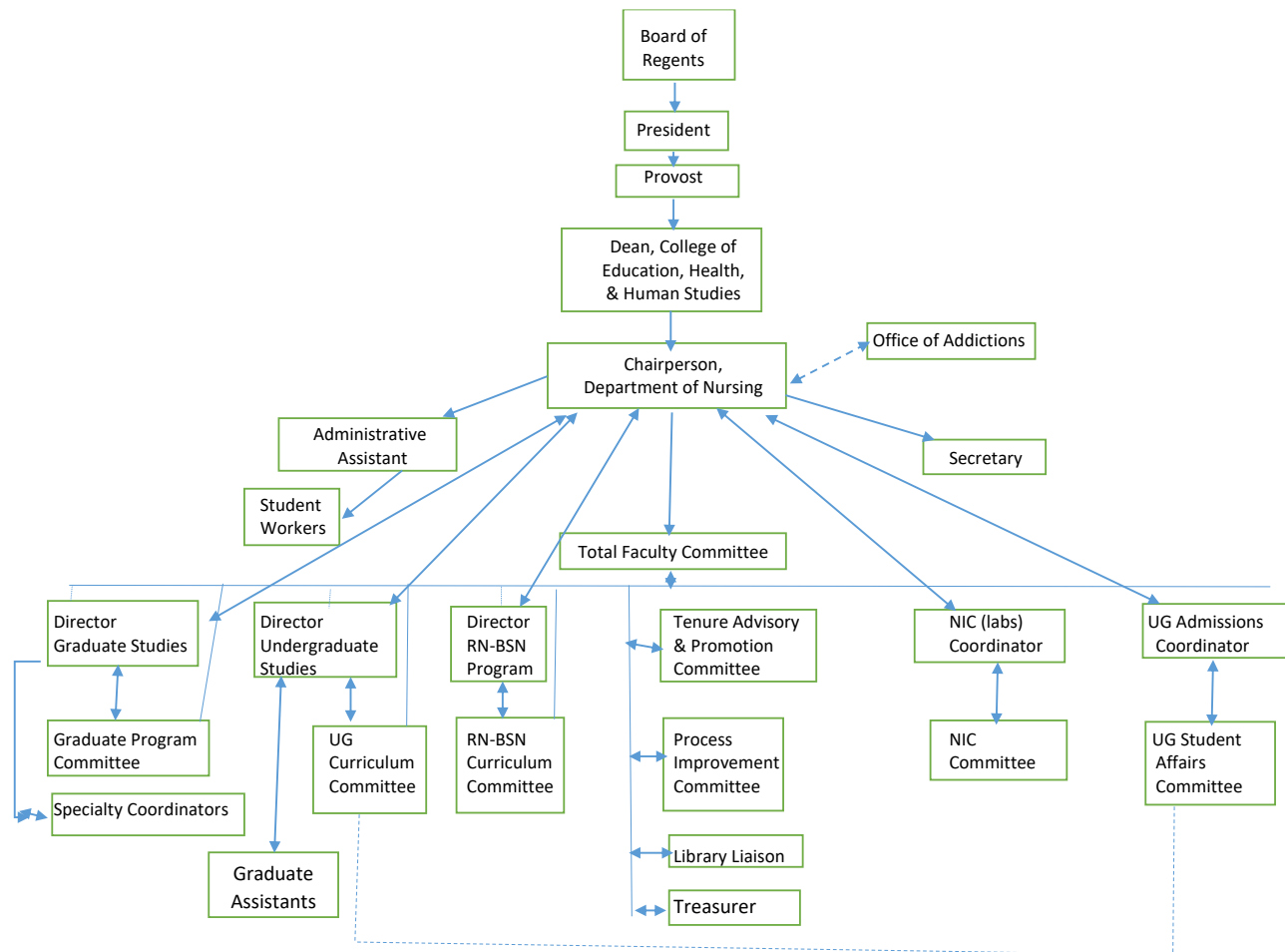
E. Student Nurses Associations (SNA)– Local, State and National

1. Membership in the Southeast Missouri Student Nurses' Association (SEMO- SNA), the Missouri Nursing Students Association (MONSA), and the National Student Nurses Association (NSNA) are strongly encouraged. These organizations provide many services for student nurses.
2. The purpose of the SNA is:
 - a. To promote the educational development of students to become responsible and accountable members of the nursing profession.
 - b. To advocate for high-quality evidence-based, affordable, and accessible health care for the patients and the community at large.
 - c. To provide programs representative of fundamental and current professional interests and concerns, and
 - d. To aid in the development of nursing students to prepare them to lead the profession in the future.
 - e. To convey the standards and the ethics of the nursing profession.
3. Membership:
 - a. Applications are available at the beginning of each semester and are available to nursing students enrolled at Southeast. Applications can be found on the SNA website or on the SNA Instagram page.
 - b. "Active" members must attend a minimum of two meetings a semester and pay their dues.
4. Meetings:
 - a. The SNA Executive Board will determine the time and place of the monthly meetings. Notice of the meetings will be sent to the cohort representatives to distribute to their respective cohort members.
5. Refer to [Home | Semostudentnurses](http://semostudentnurses.org) for additional information.

Reviewed by Total Faculty 11/15/23

IX. ACADEMIC STRUCTURE

This chart illustrates the levels of authority and function within the university:



X. APPENDIX

A complete list of documents and forms found in the Appendix:

1. REQUEST FOR DOCUMENTED COMPASSIONATE WITHDRAWAL
2. REQUEST FOR DOCUMENTED MEDICAL WITHDRAWAL
3. STUDENT TUBERCULOSIS SCREENING
4. HEPATITS B VACCINE WAIVER

Southeast Missouri State University • College of Education, Health, and Human Services

• Department of Nursing

REQUEST FOR DOCUMENTED COMPASSIONATE WITHDRAWAL

Complete this form in its entirety, including student signature and last date attended. All requests must be typed. Handwritten material will not be accepted. Incomplete requests will remain in “pending” status until all forms are completed and documentation provided.

This form should be submitted to the Student Affairs Committee Chair via hand delivery, email, fax (537-651-2142), or USPS: Attention: Student Affairs Committee Chair, Department of Nursing, MS 8300, Southeast Missouri State University, One University Plaza, Cape Girardeau, MO 63701

Decisions/Notification: Decisions will be made by SAC. Students will be notified within 7 business days of receipt of the request.

Compassionate Withdrawal: this form must be accompanied by documentation appropriate to your situation. Please provide details and the nature of the necessity for your request for compassionate withdrawal.		
NAME (Last, First, MI):		
SEMO SO NUMBER:		
SEMO EMAIL:		
If you are receiving financial assistance, you are strongly encouraged to consult with student Financial Services to identify and understand the financial implications of processing this withdrawal transaction.		
SEMESTER (Check One): <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall		YEAR:
TYPE OF WITHDRAWAL: <input type="checkbox"/> Course Withdrawal: (Withdrawal from classes listed below)		
<input type="checkbox"/> Complete Withdrawal: (Withdrawal from all classes. List all classes below)		
Course Prefix & Number	Last Day attended	Faculty
Provide a brief, confidential, rationale statement explaining the need for the withdrawal.		
<input type="checkbox"/> I confirm that information provided is accurate and complete, and I understand that falsification may result in disciplinary action up to and including suspension or expulsion from the Department of Nursing. An approved compassionate withdrawal cannot be reversed.		
I request compassionate withdrawal as indicated above and supported by the attached documentation. Permission is granted to contact any of the documentation/information providers. I confirm that information provided is accurate and complete, and I understand that falsification may result in disciplinary action up to and including suspension or expulsion from the Department of Nursing. An approved compassionate withdrawal cannot be reversed.		

Student Signature (I acknowledge that I understand the above statement):

Date:

Compassionate Withdrawal Decision: Approved Not Approved Date: _____

Duration of Withdrawal: _____

The student is expected to return: Spring Summer Fall Year: _____

A seat in the program will not be held beyond the above noted semester/date.

suspension or expulsion from the Department of Nursing. An approved medical withdrawal cannot be reversed.

Student Signature (I acknowledge that I understand the above statement):

Date:

Medical Withdrawal Decision: Approved Not Approved Date: _____

Duration of Withdrawal: _____

The student is expected to return: Spring Summer Fall Year: _____

A seat in the program will not be held beyond the above noted semester/date.

SOUTHEAST MISSOURI STATE UNIVERSITY- DEPARTMENT OF NURSING

STUDENT TUBERCULOSIS SCREENING

Name _____ Date _____

1. Have you ever had a positive PPD/TB test? No Yes

If you answered YES to #1:

As you positive for TB or lab testing (Quantiferon Gold/T-spot)? No Yes

Have you had a negative CXR since positive for TB? No Yes

Have you completed the recommended treatment for TB? No Yes

2. Are you taking antibiotics, steroids, or immunosuppressive drugs? No Yes

3. Are you immunosuppressed? No Yes

If you answered Yes to #1, #2, or #3:

Do you have any of the following symptoms?

Persistent Cough lasting 3 weeks or longer?
If yes, explain: No Yes

Unexplained Fever?
If yes, explain: No Yes

Night Sweats lasting 3 months or longer?
If yes, explain: No Yes

Unexplained Weight Loss?
If yes, explain: No Yes

2 or more Episodes of Coughing Blood?
If yes, explain: No Yes

Chest Pain?
If yes, explain: No Yes

Anorexia?
If yes, explain: No Yes

Student Signature _____

Please include provider note that includes statement regarding infectiousness, ability to provide direct patient care, and recommended plan of care (including all recommended testing) with this completed form and submit to SAC member in person or via email at sacnursing@semo.edu

Hepatitis B Vaccine Waiver

Healthcare workers are at risk for exposure to serious, and sometimes deadly, diseases. Nursing students providing direct patient care can handle material that could spread infection. Vaccination against disease healthcare workers can be exposed to during education and training is recommended to reduce the risk of contracting disease or spreading a vaccine-preventable diseases to others. The CDC recommends all healthcare workers including physicians, nurses, emergency medical personnel, dental professionals and students, medical and nursing students, laboratory technicians, pharmacists, hospital volunteers, and administrative staff complete the complete hepatitis B vaccine series. Healthcare worker should receive the hepatitis vaccine if they do not have documented evidence of a complete hepatitis B vaccine series, or if they do not have a blood test that shows you are immune to hepatitis B.

Hepatitis B virus (HBV) is transmitted through percutaneous (i.e., puncture through the skin) (i.e., direct contact with mucous membranes) exposure to infectious blood or body fluids. HBV is highly infectious, can be transmitted in the absence of visible blood, and remains viable on environmental surfaces for at least seven days. Persons with chronic infection (e.g., those with persistent hepatitis B surface antigen [HBsAg] in the serum for at least 6 months following acute infection) serve as the main reservoir for HBV transmission (CDC, 2021).

I have completed the on-line learning training includes education on Blood-borne Pathogens. I have read the recommendations for all healthcare providers including nurses and nursing students to receive the hepatitis vaccine.

I elect not to be vaccinated at this time. I understand that due to the nature of my professional responsibilities, I may be at risk for acquiring the Hepatitis B virus (HBV). I have been given the opportunity to be vaccinated against Hepatitis B and I have declined the vaccination. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B. I understand that if I so choose, I can elect to receive the vaccination series in the future.

Student Signature

Date

Reference: CDC (2021). Recommended Vaccines for Healthcare Workers. Retrieved from <https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>