

Nursing Student Handbook



BACCALAUREATE NURSING PROGRAM

*Revised
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INTRODUCTION

A. Letter from Baccalaureate Nursing Program Faculty

Dear Nursing Student:

Welcome to the Baccalaureate Nursing Program, in the Department of Nursing, College of Education, Health, and Human Studies at Southeast Missouri State University. The Baccalaureate Program is fully accredited by the Commission on Collegiate Nursing Education (CCNE) and has full approval by the State of Missouri through the Missouri State Board of Nursing. Upon completion of the program you will have a Bachelor of Science degree in Nursing, and the basic preparation for making application to take the National Council of State Boards of Nursing Licensure Examination for Registered Nurses (NCLEX-RN).

The baccalaureate nursing curriculum is designed to promote your professional growth in the field of nursing. In addition to expanding knowledge and developing technical skills, you will be challenged to think critically and to grow personally. The learning activities planned for you will prepare you as a generalist in nursing, i.e., you will have the entry level baccalaureate skills necessary to function in any area of nursing practice.

The faculty and staff hope you will find the program enriching, rewarding and stimulating. Our primary concern is to promote and facilitate your education. We feel it is a privilege to welcome you and assist you toward your goal in professional nursing.

Sincerely,

Baccalaureate Nursing Faculty

B. 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.

C. Rosemary Berkel Crisp Hall of Nursing

The Department of Nursing is in the Rosemary Berkel Crisp Hall, located at the top of the hill on Pacific Avenue. The main nursing office is in room 213, and the baccalaureate nursing faculty offices are on the third floor. The student lounge and computer lab are on the second floor. The telephone number of the main office is (573) 651-2585 and the FAX number is (573) 651-2142.

D. 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.

E. 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 baccalaureate program in nursing is designed for those wanting to enter the field of nursing and to registered nurses returning for a bachelor's degree. The curriculum pattern presents a series of courses including the humanities, social and biological sciences, and nursing, as well as University Studies 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 are able to 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 begin advanced study in nursing and/or related fields.

F. Baccalaureate Philosophy

The mission and philosophy of the Department of Nursing are consistent with the mission and core values of Southeast Missouri State University. The philosophy addresses the concepts of patient, environment, health, nursing, and learning; and reflects the views of the faculty regarding learning, teaching, and specifically nursing education.

The faculty believes that each person is a unique being comprised of body, mind and spirit that together enable the individual to strive to reach an optimal level of health throughout the lifespan, including death with dignity. The person's spirit is the driving force that guides the pattern of everyday living and the attainment of one's full human

potential. Therefore, regardless of physical or mental status, all people are worthy of being treated with respect and dignity.

The Department of Nursing strives to serve diverse patient populations that reside in the surrounding community and region. The populations are comprised of individuals, families, and communities; and are predominantly rural in nature. Nurses are uniquely positioned to affect the quality and outcome of healthcare. The relationship that evolves between the nurse and the patient has a major influence on the perception and status of health and on access to and use of available resources.

The environment is both external and internal to the patient. The external environment goes beyond surrounding physical parameters to include historical, political, economic, cultural and spiritual influences. Individual experiences and perceptions form the internal environment. There is a direct relationship between the health of patients and the quality of their environment. Environment is individually perceived, and each patient responds and adapts accordingly. Therefore, supporting a healthy environment is an essential element in promoting optimal wellness.

Health is a dynamic, multidimensional phenomenon that exists on a wellness-to-illness continuum and is influenced by a patient's body, mind and spirit. Wellness and illness are concepts that to a large extent are self-defined, allowing for individualized perceptions of health. Wellness is sought, in part, through the process of healing. Healing is an active process that should not be imposed upon a patient. It is therefore important to recognize the autonomy of patients in the healing process.

Nursing is an art and a science. The integrative articulation of the art and science of nursing is fundamental to the implementation of knowledgeable caring. Nurses use knowledgeable caring to partner with patient(s) for health, healing or a peaceful, dignified death. Nursing is practiced in a variety of roles and occurs wherever nurses and patients interact.

Knowledgeable caring underlies the diverse nursing roles and settings for nursing practice. It is the ability to competently and creatively practice nursing, with consideration of the covert as well as the overt needs of the patient. Students are encouraged to develop a knowledgeable caring presence that will allow their patients to seek and attain an optimal level of wellness specific to each individual circumstance. Through knowledgeable caring, nurses partner with patients to develop activities and interventions to promote optimal wellness and/or assist the patient to a dignified death.

Learning is a continuous, life-long process that occurs at any developmental level and ideally is evidenced by a consistent change in behavior. Students bring to the learning environment previous life experiences that influence attitudes and motivation to learn. To facilitate learning, faculty serve as teachers, resources, mentors, and professional role models for students. Faculty use a variety of teaching-learning strategies to facilitate the students' practice of professional and advanced nursing.

The goal of nursing education is to assist students to think critically, problem solve creatively, and practice nursing from a caring perspective. This education integrates concepts, principles, and theories from nursing and the related arts, sciences and humanities. Nursing students are empowered to assist patients to meet their health care needs and accomplish developmental tasks.

An expected outcome of nursing education is the socialization of graduates into professional nursing roles. Undergraduate nursing students are prepared to function as generalists in diverse roles, in a variety of settings, using cultural sensitivity, standards of practice and professional guidelines. Graduate nursing students build on an undergraduate foundation. Their focus is on developing expertise in advanced nursing roles to meet the health and educational needs of patient(s) and the profession.

G. Glossary for the Curriculum

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 all 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)

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

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

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

April 21, 2008

Approved by Total Faculty

H. Baccalaureate Curriculum Outcomes

The baccalaureate graduate:

1. Participates in the advancement of the profession by integrating nursing knowledge and concepts from arts, sciences, and humanities.
2. Through a knowledgeable caring presence, creates, in partnership with the patient, opportunities for health, healing, or a peaceful, dignified death.
3. Employs critical and creative thinking to integrate evidence-based strategies into practice.
4. Communicates and collaborates effectively through oral, written, and technological methods.
5. Appreciates the impact of historical, political, theoretical, and artistic traditions on professional nursing.
6. Practices with cultural sensitivity and adherence to ethical and legal guidelines and standards of practice.
7. Demonstrates safe practice in a variety of professional nursing roles and nursing care settings.
8. Functions within nursing and inter-professional teams to foster open communication, mutual respect, and shared decision-making to achieve quality patient care.
9. Demonstrates appropriate teaching/learning methods to enhance health outcomes and/or maximize quality of life.
10. Pursues professional learning experiences to enhance one's career in a rapidly changing world of health care.

Approved by total faculty 12/10/07

I. Baccalaureate Curriculum Pattern (Fall 2009/updated Fall 2017)

First Semester	Second Semester
First Year BS113/013 Anatomy & Physiology I 4 CH180 Chemistry* or CH181 3 or 5 UI100 US Seminar*, CL001 & CL002 3 EN100 <u>3</u> 13 hrs	First Year Artistic Expressions* 3 BS114/014 Anatomy & Physiology II 4 Social Systems* 3 Oral Expressions* 3 Written Expressions* 3 <u>16 hrs</u>
Second Year Economics Systems* 3 Political Systems* 3 Major Civilization* 3 BS240 Microbiology+ 3 Literary Expressions <u>3</u> 15 hrs	Second Year PY220 Growth & Development* 3 FN235 Nutrition* 3 MA155 Statistical Reasoning* 3 Elective 3 Elective 3 CL003 0 <u>15 hrs</u>
Third Year NC371 Fundamentals Clinical 3 NS371 Fundamentals of Nursing 3 NC372 Assessment Clinical 1 NS372 Nursing Assessment 2 NS373 Pharmacology 3 NS374 Pathophysiology <u>3</u> 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 <u>3</u> 15 hrs
Fourth Year NC487 Adult Health II Clinical 2 NS487 Adult Health II 2 NC497 Critical Care Clinical 0.5 NS497 Intro Critical Care 1 NC488 Pediatric Clinical 1 NS488 Pediatric Nursing 3 NC489 Nursing of Elderly Clinical 1 NS489 Nursing of the Elderly 3 UI412 American Health Care System <u>3</u> 16.5 hrs	Fourth Year NC491 Transitions Clinical 2 NS491 Transitions in Nursing/CL004 3 NC492 Community Health Clinical 2 NS492 Community Health Nursing 3 NC498 Nursing Practicum Clinical 3 NS498 Nursing Practicum 1 NS499 NCLEX Prep <u>2</u> 16 hrs
*University Studies course +BS240 offered summer & fall only; may take any other 3-hour microbiology course that includes a lab	University Studies Hours 42 Nursing Hours 59.5 Support Hours 17 Elective Hours <u>2</u> TOTAL HOURS 120.5

1. The following specific University Studies Courses are required:

CH180 Chemistry in Our World **OR** CH-181 Basics Principles of Chemistry

FN235 Nutrition and Mankind

MA155 Statistical Reasoning or equivalent

PY220 Psychological Development Across the Life Span

UI412 American Health Care Systems

2. Students may take any course offered in the University Studies 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.
4. Once students begin the last four semesters of the curriculum pattern, they must enroll in all Nursing courses listed each semester, requiring them to maintain full-time student status.

II. POLICIES FOR ADMISSION, PROGRESSION AND RETENTION

The Department of Nursing offers a baccalaureate degree program in nursing which is accredited by the Commission on Collegiate Nursing Education and fully approved by the Missouri State Board of Nursing. Students are accepted into the nursing major on a schedule to begin nursing courses in their junior year. Therefore, there are courses **which must be taken** in the semesters prior to beginning nursing courses. Students should follow the baccalaureate (Bachelor of Science in Nursing—BSN) curriculum pattern (See section I in this handbook).

A. Admission Policies:

1. Students must meet all admission and progression requirements of the University as outlined in the current Bulletin.
2. Admissions Criteria:
To be considered for application the following criteria must be met:
 - Minimum 2.8 GPA or higher.
 - Completion of at least 45 credit hours.
 - Have a grade of “C” or higher in all required courses
 - Have completed at least three of the four required science courses (A&P I, A&P II, Chemistry and Microbiology), and be enrolled in the fourth, at the time of application. Since HESI specifically tests anatomy, physiology, and chemistry, students are *strongly advised* to have A&P I, A&P II, and Chemistry completed at the time of application. All four science courses must be completed with a grade of “C” or higher prior to beginning the nursing course sequence.
 - Students must have the nursing pre-requisite courses completed or in progress at the time of submitting the application. If applying for the fall semester, summer courses *cannot* be in progress at time of application.
 - Completion of HESI A-2 pre-admission exam prior to submission of application

Courses that must be completed, with a minimum grade of C, prior to beginning nursing courses:

- Anatomy & Physiology I (BS113/013)
- Anatomy & Physiology II (BS114/014)
- Chemistry (University Studies Physical Systems course, CH180 or CH181/081/001))
- Microbiology
- Growth & Development Across the Lifespan (University Studies Behavioral Systems course, PY220)
- Nutrition (University Studies Living Systems course, FN235)

- Logical Systems (University Studies Logical Systems course, MA155) or approved statistics course.

 - One course from each of the following University Studies categories:
 - Written Expressions-completed with a minimum grade of C
 - Oral Expressions
 - Literary Expressions
 - Artistic Expressions
 - Logical Systems-if MA155 not taken or transferred
 - Development of a Major Civilization
 - Economy Systems
 - Political Systems
 - Social Systems
3. Selection process:
Students are ranked for admission using the following criteria:
- 60% Weight on HESI A-2 composite score
 - 25% on cumulative GPA
 - 15% on HESI Critical Thinking score (not part of the composite)
4. Application Deadline: The semester prior to beginning nursing coursework. Deadlines are the first Friday in March for fall applicants and the first Friday in October for spring applicants. Academic advisor will notify applicants if the application deadline changes.
- Pre-nursing advisors will provide information about HESI A2 and Critical Thinking exams after verifying nursing application eligibility. The HESI A2 exam with the Critical Thinking component must be taken and completed for consideration for admission.
5. Applicants will be notified of their acceptance or non-acceptance by email. Qualified students will be admitted on a space available basis. Late applicants will be considered if there is space available after all applications received prior to the deadline have been reviewed.
6. Non-English Speaking Student Policy
Any student wishing to declare nursing as a major, whose native language is not English, is required to take the TOEFL. The TOEFL score cannot be more than two years old. Minimum scores for admission to the Department of Nursing at Southeast Missouri State University are:
- 100 cumulative score and no less than 20 on individual scores for speaking, writing, reading and listening.

Students with less than this required score are encouraged to obtain information about remediation at the International Center at 573-986-6863.

Students, whose native language is not English, who wish to transfer from another academic institution must show evidence of the required scores or take the TOEFL prior to making application to the Department of Nursing for admission.

The student whose native language is not English is required to meet all other admission requirements of other students applying for admission to the nursing program.

Approved by Nursing Faculty: 01/23/13

Approved by Office of Equity and Diversity Issues: 03/14/13

B. Procedure for Transfer Admissions:

1. Admission of transfer students is on a competitive basis with all other applicants. Students who wish to be admitted by transfer must meet all University and Departmental requirements and must have completed all prerequisite courses. Student must supply transcripts to the University Registrar. Contact Southeast Missouri State University pre-nursing advisor for instructions on taking the HESI A2 with Critical Thinking component. If taking the HESI A2 with Critical Thinking component at a site other than on the Southeast Missouri State University campus, the student must receive specific instructions on how to register for the nursing department's version of the exam. (Contact the Nursing Department for more information.) If a student wishes to transfer nursing courses from another college or university, the student must supply a course syllabus of each nursing course to the Department of Nursing Admissions Coordinator, for evaluation and determination of any equivalent credit for Southeast nursing courses.

In order to receive transfer credit for a nursing course, no transfer courses may be older than 2 years from the end of the last consecutively taken nursing course to the beginning of the Southeast Missouri State University nursing program courses.

2. 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.

C. 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 "pass" in **all** NC courses. A grade below "C" in an NS course is considered a "failure" for purposes of this Handbook.
3. A student receiving ONE grade below a "C" in an NS course or one "FAIL or Non-Credit" in an NC course is NOT eligible to progress in the nursing program course sequence.

- a. Readmission procedure if it has been less than 2 working semesters (fall and/or spring) since nursing course enrollment (Student must reapply during the second working semester after being out of the program, but still eligible for readmission):
 - i. The student must reapply in writing to the Department of Nursing's Undergraduate Student Affairs Committee and include what actions will be taken to help ensure success in the program.
 - ii. Upon receipt of the request for readmission, Student Affairs 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. These forms may be accessed on the BSN web page under "Forms". Readmission to the nursing program will be based on the recommendation of the Undergraduate Student Affairs Committee and space availability.
 - iii. 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, the student will be permanently ineligible for readmission.
 - iv. Students who are experiencing significant personal health or family difficulties that might necessitate a temporary withdrawal from the program should meet with their advisors immediately. The advisor and student should consult on the advisability of formally requesting leave from the program by means of a "Request for Documented Medical Withdrawal" Form or a "Request for Documented Compassionate Withdrawal" form. The completed form must be submitted to the Student Affairs Committee for consideration. These forms may be accessed in the Appendix.

In summary, 2 failing grades in any NS and/or NC courses, including repeated attempts at the same course, results in permanent ineligibility for readmission.

- b. To be considered for readmission, the last nursing courses taken must be less than two years old from the end of the last consequently taken nursing courses to the beginning of the proposed Southeast Missouri State University nursing program courses:
 - i. The student must apply for COMPETITIVE READMISSION and will be considered a newly admitted student.
 - ii. ALL nursing courses (both those previously passed and those previously failed) must be repeated.
 - iii. If a competitively readmitted student fails any course (NS or NC), and wishes to be considered for readmission, the student must reapply in writing to the Department of Nursing's Undergraduate Student Affairs Committee and include what actions will be taken to help ensure success in the program.

- iv. Readmission to the nursing program will be based on the recommendation of the Undergraduate Student Affairs Committee and space availability.
 - v. 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.
4. 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 Undergraduate Student Affairs Committee, after consultation with appropriate faculty. (approved 4/16/14, Undergraduate Curriculum Committee)
5. If a student fails **two** courses with the NC and/or NS prefix, in **one** semester, he/she will be given two failures and will be dismissed from the nursing program and **will not** be eligible for readmission.
6. Students receiving a grade of “D” or “F” in any NS course must repeat and pass that course prior to enrolling in any other nursing course. Students receiving a grade of “F” in any NC course must repeat and pass that course prior to enrolling in any other nursing course, AND must simultaneously audit the corresponding NS course, even if a passing grade was received. Individual exceptions may be made only by the Undergraduate Student Affairs Committee, after consultation with the appropriate instructor(s).
7. 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 Undergraduate Student Affairs Committee.
8. 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.
9. At whatever point deemed necessary by an instructor that it is impossible for any student to pass the clinical portion of a course, a drop, withdrawal or audit will count as a failure in terms of readmission.
10. A nursing student who drops an NC or NS course must also drop the other course with the corresponding number (for example, if a student drops NC387, he/she must also drop NS387; if the student drops NS387, he/she must also drop NC387). ****Students must meet with Student Affairs Committee prior to dropping any/all nursing courses.****

11. 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 from the nursing program.
12. If a student believes that he/she cannot continue in the program due to medical or personal circumstances, the student may apply for a Compassionate Leave or a Medical Leave. It is required that students discuss Medical Leave/Compassionate leave with their faculty advisor and the Student Affairs Committee prior to initiating this request for leave. The forms and instructions may be found in the Appendix of this Handbook (pages 48, 49).
 - a. Pending applications will be closed after 2 weeks, if documentation is not provided
 - b. Students who have dropped all courses and/or withdrawn from Southeast Missouri State University will not be eligible for Compassionate or Medical leave.

13. Completion of Graduation Requirements:

- a. The Bachelor of Science in Nursing degree is conferred by Southeast Missouri State University following criteria as outlined in the current Bulletin.
- b. See additional items listed in section **IV** of this handbook.
- c. Upon successful completion of graduation requirements, students are eligible to make application to take the National Council of State Boards of Nursing Licensure Examination for Registered Nurses (NCLEX-RN). Successful completion of the program does not guarantee eligibility to take the exam. (See Legal Limitations below).

14. Legal Limitations for Licensure:

Completion of the nursing education program does not guarantee eligibility to write the NCLEX-RN. The Missouri State Board of Nursing, based on the Missouri Nursing Practice Act, Section 335.066 (see below), may refuse to issue a license for one or more causes stated in that section of the Nursing Practice Act. Any student found to be convicted of crimes will be reviewed by the Undergraduate Student Affairs Committee and may be suspended from the nursing program, denied admission or denied approval to make application to take the NCLEX-RN.

In the State of Missouri, students are required to be finger printed and have a criminal background check conducted by the Missouri State Board of Nursing in conjunction with the state police and/or FBI as part of the application process to take the NCLEX-RN. This criminal background check is distinct from the background check required in the first semester of the nursing program.

Requirements will vary from state to state for those students wishing to take the NCLEX-RN for 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.**

335.066. 1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621.

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

- (1) Use or unlawful possession of any controlled substance, as defined in chapter 195, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;
- (2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
- (3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;
- (4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
- (5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by chapter 335. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;

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

- (a) Willfully and continually overcharging or over-treating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;
- (b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;
- (c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;
- (d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;
- (e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;
- (f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;
- (g) Being listed on any state or federal sexual offender registry;
- (h) Failure of any applicant or licensee to cooperate with the board during any investigation;
- (i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;
- (j) Failure to timely pay license renewal fees specified in this chapter;
- (k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;
- (l) Failing to inform the board of the nurse's current residence;
- (m) Any other conduct that is unethical or unprofessional involving a minor;

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

- (8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
- (9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
- (10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
- (11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;
- (12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
- (13) Violation of any professional trust or confidence;
- (14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
- (15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
- (16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;
- (17) Failure to successfully complete the impaired nurse program;
- (18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;
- (19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;
- (20) A pattern of personal use or consumption of any controlled substance unless it is

prescribed, dispensed, or administered by a provider who is authorized by law to do so;

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

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

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 re-licensure. Re-licensure 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 patient who is not the licensee's spouse, regardless of whether the patient 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 patient 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)

*Section 335.259 was repealed by S.B. 52, 1993.

**Word "in" appears here in original rolls.

III. GRADUATION REQUIREMENTS FOR BSN STUDENTS:

The Bachelor of Science in Nursing degree is conferred by Southeast Missouri State University following criteria as outlined in the current Bulletin.

A minimum of one hundred twenty-one (120.5) 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, 39 of these hours must be upper-division (300 & 400 level courses), and 30 hours of the 120.5 taken from Southeast Missouri State University. These are University requirements.

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.

Upon successful completion of graduation requirements, generic students are eligible to make application to the National Council of State Boards of Nursing Licensure Examination for Registered Nurses (NCLEX-RN). (See Legal Limitations in section II, E of this handbook).

The Department of Nursing sponsors a Graduate Recognition Ceremony two times a year, in December and in May. Any 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.

IV. OTHER SPECIFIC BACCALAUREATE NURSING PROGRAM POLICIES:

A. Program Requirements

There are requirements specific to the Baccalaureate program which must be completed or arranged prior to beginning any NS and NC courses. Complete instructions on how to complete these requirements will be given to students upon admission to the program.

1. Provide own transportation to and from assigned clinical experiences.
2. Submit the following information to CastleBranch.com:
 - a. **Current CPR Certification** which includes infant, child, one-man and two-man CPR, and obstructed airway. You must satisfactorily complete the American Heart Association's BLS Healthcare 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
 - b. Results of a tuberculin (TB) skin test, or Quantiferon TB Gold blood test, or T-spot blood test taken within the past year. Must be renewed annually.

- c. Results of a criminal background check and drug screening. Criminal background checks and drug screening are required for all students prior to beginning NS and NC courses. Failure to complete the background check will prevent the students from participating in clinical experiences and therefore from taking and passing NC courses.
- d. Evidence of current health insurance coverage
- e. Completion of two on-line Learning Systems Certificates with **annual renewal** through Saint Francis Medical Center, including such topics as HIPAA Privacy and Security, Blood-borne Pathogens, Patient Rights, Patient Confidentiality, and Care of the Restrained Patient.
<http://www.sfmc3.tdportal.org>
- f. **Immunizations:** Nursing students must provide evidence of compliance with health requirements of the University, Department of Nursing, and appropriate clinical agencies. The requirements will be met by submission of immunization records to the CastleBranch website as instructed. Documentation of immunizations should be from immunization books, medical records, public health records or elementary/secondary school records. A verbal statement of compliance will not be accepted.

Tetanus-Diphtheria: Documentation of an original series and subsequent boosters every 10 years after the original series. Students are to show evidence of a tetanus-diphtheria-pertussis booster (Tdap) within 10 years of any clinical experience. Students who attended US public schools during their elementary and secondary school years and cannot find documentation of the initial DPT series, after a diligent effort to locate the missing documentation, must show evidence of a Tdap within the last 10 years and Tdap immunization will be required every 10 years following that booster.

Measles: Two live immunizations after 12 months of age. Exempted are persons born before 1957 and those with a healthcare provider's documented proof of having the disease or a titer showing an immune status. Two documented MMR immunizations are considered immune 20 regardless of results of subsequent serologic tests (ACIP and CDC recommendations). Only individuals with undocumented MMR vaccinations and indeterminate or equivocal serologic results will be considered not immunized and required two doses of MMR

Rubella: Two live immunizations, healthcare provider's documented proof of having the disease, or a titer showing an immune status. Two documented MMR immunizations are considered immune regardless of results of subsequent serologic tests (ACIP and CDC recommendations). Only individuals with undocumented MMR vaccinations and indeterminate or equivocal serologic results will be considered not immunized and required two doses of MMR

Polio: An original series is required. For students who attended US public

schools during their elementary or secondary school years and were vaccinated for the polio virus, but cannot find documentation of the polio vaccination series, after a diligent effort to locate the missing documentation, they must show an immune titer or receive the recommended polio series.

Mumps: Two live immunizations, healthcare provider's documented proof of having the disease, or a titer showing an immune status (exempted are those born before 1957). Two documented MMR immunizations are considered immune regardless of results of subsequent serologic tests (ACIP and CDC recommendations). Only individuals with undocumented MMR vaccinations and indeterminate or equivocal serologic results will be considered not immunized and required two doses of MMR.

Chickenpox (Varicella): Immunization, documented proof of disease, or a titer is required. If titer is negative student has the option of receiving vaccine through the Center for Health & Counseling. One live immunization, healthcare provider's documented history of the illness, or titer showing immune status. If the titer is negative or equivocal, the student must receive 1 booster immunization.

Yearly TB testing (PPD): QuantiFERON-TB Gold (QFT-GIT) testing, T-spot testing, or a PPD will be acceptable. If the selected test is positive, a chest x-ray with clear results must be completed and a nurse practitioner or physician's statement giving clearance for clinicals must be submitted. Students with a pre-existing positive PPD T-spot, or QFTGIT test should have a clear chest x-ray report on file within the Department of Nursing. Chest xray renewal will be based on answers to the screening questionnaire found in the appendix. This questionnaire should be completed on an annual basis and submitted with yearly health updates. A repeat chest x-ray will be required only if answers on the questionnaire indicate possible TB exposure/symptoms.

Influenza Vaccine: Documentation of an influenza vaccination during the current flu season. The renewal will be set for 1 year from administered date of vaccine.

Hepatitis B: Documentation of an original series of three (3) injections should be presented to the Center for Health & Counseling. A signed “waiver” form will be accepted in place of the series.

The clinical settings used for nursing practice have new regulations regarding possible exposure to Hepatitis B. According to the Occupational Safety and Health Administration guidelines, health care workers must be informed of the availability of the Hepatitis B vaccine by their employer. If you are employed by a hospital or other health care agency, you can receive the vaccine at no cost through your agency. The vaccine may also be obtained at the Center for Health & Counseling at a cost of approximately \$110.00 or from your physician. Although not mandatory, the faculty strongly recommends receiving the vaccine because of the serious nature of the Hepatitis B disease.

Each student will be required to provide the date the vaccine series was completed OR sign a waiver stating he/she received the information and chose not to receive the vaccine. The student’s decision will become part of his/her permanent record.

Due to the importance of all of the above documentation, students failing to supply the above information will not be allowed to participate in clinical experiences involving patient care. The students will be charged with an unexcused absence for each clinical day missed as a result of incomplete records. These absences may result in failure of the clinical course.

3. All students are automatically covered by the department’s liability insurance policy. The annual premium will be added to the student’s bursar account upon enrollment in designated courses. This insurance coverage is required of all students in the bachelor’s program.
4. Students should be aware that all health information, CPR and liability insurance status, criminal background check, and drug screening results may be released by the Department of Nursing to clinical agencies upon request, as required for clinical practice, and/or to satisfy requirements of accrediting bodies.
5. Students need a watch with a second hand or a digital reading, a stethoscope with diaphragm and bell, a penlight, bandage scissors, student uniform(s) and arm patches, white lab jacket, and Southeast double-sided photo name badge identifying student as “**BSN Student**”.
6. Additional books, beyond those rented, may be required and/or recommended throughout the program; these may be purchased at the University Bookstore or any other bookstore that carries nursing textbooks.

7. HESI (Health Education Systems, Inc.) specialty exams will be required at the end of designated NS courses, and as an exit exam administered in the final semester of the program. The cost of those exams must be paid by the student each semester.
8. Prior to leaving each specialty HESI exam setting, students should review missed items. This gives immediate feedback and reinforces learning. After leaving the exam, students are not permitted to review specific questions that were missed at a later date.
9. Additional requirements include, but are not limited to, graduation expenses (for both the University and the Department), and NCLEX-RN application expenses (at the end of the senior year).

B. Performance and Competency Standards:

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 University Bulletin. 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 patients 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 patient 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 patient 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 patients, 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 patient 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 patient care activities.	Muscular strength sufficient to transfer patients from bed to chair, etc., support patients 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 patient health care needs. Ability to detect alarms, emergency signals, cries for help, and auscultatory sounds.
Visual: Visual ability sufficient for accurate observation and assessment necessary in nursing care.	Read graphs, scales, computer screens, oscilloscopes, use microscopes. Observe patient 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 patient 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 patients/ families in crisis or to support fellow workers in crisis, and ability to function in a high stress work environment.

Other Essential Behavioral Attributes: Ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair judgment. The student must demonstrate responsibility and accountability for actions as a student in the Department of Nursing and as a developing professional nurse.

It is the responsibility of the student to notify the Department of Nursing Undergraduate Student Affairs Committee of any existing disability, either physical or otherwise. Such disclosure is necessary before any accommodations may be made in the learning environment or in the program's procedures. Information about disabilities is handled in a confidential manner. It is the policy of the Department of Nursing to comply with federal guidelines regarding students with disabilities and to provide appropriate academic adjustments to otherwise qualified students with disabilities, so they can meet these required performance standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis. Requests for accommodation must be submitted in writing, allowing sufficient time prior to matriculation for action on these requests. Determining what is a reasonable accommodation is an interactive process, which the student should initiate with the Department of Nursing and Disability Services. (Reviewed and revised, Sept. 2004)

Any student who believes that he/she may need an academic accommodation based on the impact of a disability should arrange an appointment with the instructor(s) to discuss

his/her individual needs. Instructors rely on Disability Services for assistance in verifying the need for academic accommodations and developing accommodation strategies. Students who have not already registered with Disability Services as a student with a disability will be encouraged to do so. Accommodations do not have to be granted unless the disability is verified by Disability Services. For assistance, please email ds@semo.edu, or call 573-651-5927, or seek information from the web site: <http://www.semo.edu/ds>

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

C. Dress Code Policy:

1. The student is to be well groomed at all times; presenting a professional image.
2. The uniform required of all nursing students consists of black scrub pants and tunic, each with an embroidered Redhawk emblem. The uniform set is available only in the Southeast Bookstore and is to be purchased prior to beginning the student's first semester of NS and NC classes. Multiple sets of the uniform may be purchased if the student so desires.
3. Photo name badges are worn with the uniform and/or lab coat and will be ordered the beginning of the junior year. 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 left sleeves.
5. Shoes are to be white or black, clean, and in good repair. Leather athletic shoes or closed-toe clogs/crocs may be worn.
6. Jewelry is to be limited to watch, wedding band, engagement or promise ring, and one pair of small earrings. No hoop earrings, necklaces or bracelets are to be worn in the clinical setting. No other visible body piercings/jewelry/tattoos are permitted in clinical.
7. The white lab jacket or student uniform and Southeast photo name badge are to be worn when obtaining clinical assignments. No hats, blue jeans, sweats, or shorts are allowed in the clinical setting at any time.
8. Hair is to be kept neat and clean. If hair is longer than collar length, it must be securely clipped up.
9. Fingernails are to be clean, short, and rounded. Nail polish is to be clear or light shades. **NO artificial fingernails** may be worn in clinical setting.
10. Neither chewing gum nor tobacco in any form is allowed in the clinical setting.

D. Grading Scale for NS Theory 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

*75% refers to 75% of **total points** possible in the course, which includes tests, quizzes, and additional graded assignments.

E. Basis for Student Evaluation:

NS and NC courses sharing a course number must both be passed successfully in order to pass the sequence and progress in the program.

1. NS courses:

Students must obtain a total grade of 75% (C) or better on examinations and quizzes in order to successfully pass any NS course. Additional assignments will not be computed into the grade if a 75% (C) or better is not obtained on examinations and quizzes.

2. NC courses:

Clinical courses are evaluated on **pass/fail** basis. In order to successfully complete any NC course, the student must achieve the minimal required rating on each of the course clinical objectives, and on any written clinical assignments. Objective ratings are routinely based on patterns of behavior, rather than one-time incidents. Improvement over time will be a significant factor. However, a student may earn a failing grade if one particularly grievous incident occurs as a result of student actions or lack of actions.

Minimum ratings for each clinical objective are specific for each course and therefore will vary from course to course.

3. A “C” or better in the NS course and a “pass” in the NC course sharing a course number are both required to successfully meet course requirements and progress in the program.

F. Unsafe and Unethical Nursing Practice:

1. Certain behaviors are essential for safe and ethical nursing practice. A non-exclusive list of violations of such practice is given below, so that each nursing student may be aware of the seriousness of his/her actions. Unsafe and/or unethical practice may result in a clinical failure and suspension or dismissal from the program. 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. Performing activities which do not fall within the legal realm of professional nursing practice.
 - c. Recording or reporting inaccurate data regarding patient assessment, care plans, nursing interventions, and/or patient evaluations.
 - d. Failing to recognize and/or report and record own errors (incidents) performed in relation to patient care.
 - e. Having physical, mental, and/or cognitive limitations which endanger or impair the welfare of the patient and/or others.
 - f. Disclosing confidential or private information inappropriately. (See “Confidentiality and Privacy” section)
 - g. Behaving in a disrespectful manner toward patients and/or other health team members, peers, or faculty.
 - h. Attending clinical experiences while under the influence of alcohol or drugs, including prescriptive medications which may impair performance. The clinical faculty must be notified immediately of any prescriptions taken before or during clinical.
 - i. Committing or omitting actions which results in violation of laws related to nursing such as negligence, malpractice, libel, slander, etc.
2. The following measures may be taken by the clinical faculty member 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. Written contract with student which specifies certain criteria and/or activities students must meet or complete in order to change the unsafe behavior.
 - 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.
3. Clinical suspensions will be reviewed by the Undergraduate Student Affairs Committee to determine the student's retention in or dismissal from the nursing program.

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 may be required to take an excused absence from clinical experience to preserve the safety of others.

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 breathe 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. The cost of the testing will be the responsibility of the student.
- 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 stay with them until they are 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, but must provide documentation regarding treatment and counseling received, and record of attendance at appropriate support group meetings.

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. This document may be obtained from the Office of Judicial Affairs.

H. Infection Control in Clinical Settings:

1. 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 patients as potentially infective.
2. Unprotected Exposure:
 - a. Unprotected exposure is defined as being exposed to blood/body fluid through needle stick, or other percutaneous or permucosal exposure.

- b. If a student or faculty member comes into contact with blood or other body fluids through puncture, cut, or splatter, or aerosol, she/he will:
 - i. Report that incident immediately to the clinical instructor and/or appropriate employee health representative of the agency.
 - ii. Complete the appropriate health care agency forms if required. The institution's blood/body fluids (Hepatitis B/AIDS) policy should be followed.
- c. The faculty member should notify the Department of Nursing Chairperson and the University's Campus Health Clinic. The Center 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.
- e. The Department of Nursing **does not** assume responsibility for costs of any resulting health care.
- f. The Department of Nursing **strongly recommends** that students carry sufficient health insurance to cover such care.

I. Confidentiality and Privacy in Practice:

1. The student is expected to adhere to the American Nurses Association Code of Ethics for Nurses and act in accordance with the Patient Care Partnership.
2. Confidentiality is the protection of a patient's privacy through careful use of oral and written communications and by judicious protection of confidential information.
3. The student is expected to protect patient information according to the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
4. A patient's chart is a legal document. Information from the patient and chart is confidential and cannot be disclosed to those not caring for the patient. All entries must be accurate and legible.
5. Information communicated by patients to students may not be repeated except to nursing faculty, who have the prerogative to advise the student to share the information with the appropriate staff. Care should be taken when in the corridors, lounge, classroom, dining rooms, or other public areas, so that conversations are not overheard.
6. An individual can withhold any information about himself/herself that he/she desires. Nursing students must be especially careful regarding the invasion of the patient's privacy.

7. Students should use only the initials of the patient 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.

J. Academic Honesty:

In their academic activities, students are expected to maintain high standards of honesty and integrity. Receiving and/or giving unauthorized assistance in a testing situation (or related to a test) or passing off as one's own the work of another (plagiarism) is totally unacceptable. A student is expected to maintain the professional standards of his/her discipline. (**See Academic Honesty Policy in current Undergraduate Bulletin**).

K. 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:
 - Acknowledge but not stigmatize mental health problems;
 - Encourage students to seek help or treatment that they may need;
 - Ensure that personal information is kept confidential;
 - Allow students to continue their education as normally as possible by making reasonable accommodations; and
 - Refrain from discrimination against students with mental illnesses, including punitive actions toward those in crisis.

Counseling and Mental Health Services

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.

Counseling and Disability Services is located on the first floor of the northeast side of Dearmont Hall. 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>.

4. Emergency psychiatric services are available to students at all times. (*Call the University Police Department at 651-2911 for emergency situations after hours, on weekends, or during session breaks. The University Police Department will contact the University's Crisis Response Team*). All services are provided on a voluntary basis and it remains the student's decision whether to seek services.

5. The Department of Nursing will recommend a student seek care at the counseling center when it learns that:
 - The student exhibits academic, behavioral or other difficulties that appear to be due to depression or another mental health issues, or
 - The student has engaged in a parasuicidal act or is known to be contemplating suicide

L. Recording Restrictions:

Recording of any class or clinical session is prohibited except with expressed consent of the course instructor/presenter at the time of the recording.

V. STUDENT EXPECTATIONS

The following student expectations apply to all nursing courses:

A. General Expectations:

The student:

1. is responsible for completing the prerequisites to enroll in any course.
2. assumes responsibility for adhering to the departmental standards of nursing practice appropriate to the student's level, and for independent learning activities.
3. assumes responsibility for required renewal of Cardio-Pulmonary Resuscitation (CPR) certification.
4. assumes responsibility for required renewal of the Halogen on-line Safety Training Modules.
5. assumes the responsibility for annual retesting for tuberculosis TB (PPD) skin testing.
6. is responsible for the care, maintenance, and replacement of materials and equipment used during independent practice in the Skills/Simulation Lab.
7. is responsible for completing and handing in assignments when due, or for making alternate arrangements with the instructor **prior** to the due date.
8. 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.
9. must have access to an automobile for use in clinical experiences and in making home visits in NC courses that include such community-based practice.
10. is strongly encouraged to purchase auto insurance.

B. Specific Expectations for NS Courses:

The student is expected to:

1. Attend all classes in accordance with University policy.
2. Complete required assignments prior to attending class.
3. Take all quizzes and examinations when scheduled.
4. Complete and hand in all required assignments on time.
5. Notify the instructor before missing class.
6. Participate in class discussions.

7. Follow current edition of American Psychological Association (APA) Manual guidelines for required written reports/papers.

C. Specific Expectations for 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 patients the night before if required, reviewing the chart, and having a written assessment and plan for patients. 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.
 - c. Dress according to the current departmental and agency dress code guidelines. Photo name badges are to be worn during lab and clinical experiences. Lab 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 a 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 patients or patient 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.
 - h. Be knowledgeable about the legal implications of giving narcotics and act accordingly.
 - i. NOT serve as witnesses of operating and diagnostic permits, wills, or other legal documents.
 - j. NOT take verbal orders or telephone orders from a physician.
 - k. NOT insert feeding tubes while in Community Health course.
 - l. NOT sign off blood products, or administer chemotherapeutic agents.
2. The student is expected to meet all additional program requirements listed under section **V, A** in this handbook.

D. 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 Nursing Exams.
6. Graduation and Recognition Ceremony Expenses:
 - a. University Graduation Fee
 - b. Department of Nursing Pin (optional)
 - c. BSN Guard (optional)
 - d. Identification photo for state board NCLEX-RN application
 - e. State Board fee for the NCLEX-RN
 - f. National Council of State Boards fee for NCLEX-RN
 - g. A second Criminal Background Check at time of application for NCLEX-RN

VI. STUDENTS RIGHTS AND RESPONSIBILITIES

A. Evaluations by Students:

1. Evaluation of Courses, Clinical Facility and Instructor:

Each year students will complete evaluation forms for 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.

B. Student Nurses Associations – 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. What is NSNA?

- a. NSNA is the largest independent student organization in the country, and the only one for nursing students.
- b. Members of NSNA are part of a vital growing association interested in the needs of nursing students.

3. Who is Eligible?

- a. Students in any state-approved nursing program preparing for registered nurse licensure or registered nurses in a program leading to a baccalaureate degree in nursing are eligible.
- b. Pre-nursing students enrolled in a college or university program leading to a degree in nursing are eligible for associate membership.
- c. Associate members have all privileges of membership except they cannot hold the office of president or vice president at the state and national levels.

C. 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:

- i. Two student representatives.
- ii. This committee evaluates the current curriculum and makes appropriate revision, and establishes policies and procedures for the

BSN program.

b. Total Faculty:

- i. One student representative.
- ii. This is the organization of all nursing faculty, addressing issues related to all programs and students.

D. Access to Student's 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.

E. 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 must meet with their designated nursing faculty advisor to ensure that all courses have been taken or in the process of being taken to fulfill graduation requirements.
3. Students are responsible for contacting their advisor to set up appointments.
4. Each student must come to their advising session with a current printed copy of his/her detailed DegreeWorks.
5. The alternate PIN number is given at the end of the advising session which allows the student to enroll in courses.
6. All faculty advisors follow University guidelines for advising and honor all University deadlines.

F. Student Grievance Procedure:

1. Academic Misconduct or Unsafe and/or Unethical Practice:

Any student(s) enrolled in the baccalaureate nursing program has the right to contest the decision of a faculty member(s) regarding academic misconduct or unsafe and/or unethical practice. The student should follow the procedure as outlined in section **IV, J**.

2. Grades:

Student grievances involving grades should be filed according to the University policy (see current Undergraduate Bulletin).

G. Sexual Harassment Policy:

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 “Code of Student Conduct” found in the Student Day Planner, provided to all students. The student may also contact the Associate Provost/Dean of Students for assistance.

VII. MISCELLANEOUS

A. Campus Health Clinic:

1. All 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. For all other information, students should refer to the CHC website:
<http://www.semo.edu/healthclinic/>

B. Career Counseling/Career Development:

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

1. They can assist 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.

There is no fee for these services. For further information, please contact the Placement Office.

C. Tutoring Services:

Tutoring is available without charge through University Tutorial Services University Center, Room 206, (573) 651-2273 or by email at lap@semo.edu

D. Scholarships and Honors:

1. Scholarships:

There are several scholarships available to students in the program. Students are encouraged to discuss scholarship possibilities with the **Student Financial Services** in Academic Hall. Please visit the following web site:

<http://www.semo.edu/sfs/financialaid/scholarships/index.html>

A non-exclusive list of scholarships available to students in the baccalaureate degree program includes:

- a. Cape Girardeau County Area Medical Society Alliance Scholarship
 - b. Southeast Missouri Hospital Scholarships
 - c. Saint Francis Medical Center Scholarship
 - d. The Dempster Scholarship
 - e. The Dorothy Lee Nilsen Scholarship
 - f. The Raymond and Rosalind Vogel Scholarship
 - g. The Weiss Scholarship
 - h. The James L. and Esther Ray Lee Scholarship
 - i. The Jeanetta Lincoln Drake Scholarship
 - j. Dr. Ann and Archie Sprengel Endowed Scholarship
 - k. Margaret Woods Allen Addictions Nursing Scholarship Contact Josh Naeger at jnaeger@semo.edu or call (573) 986-6413 or Dr. Linda Garner at lgarner@semo.edu or call (573) 651-2860 for additional information
2. The following awards are given at the Recognition Ceremony:
- a. Nurse Scholar Award: Graduating senior with the highest grade point average.
 - b. Faculty Award for Exemplification of Knowledgeable Caring: Graduating senior who has best demonstrated Knowledgeable Caring of patients.

3. 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.

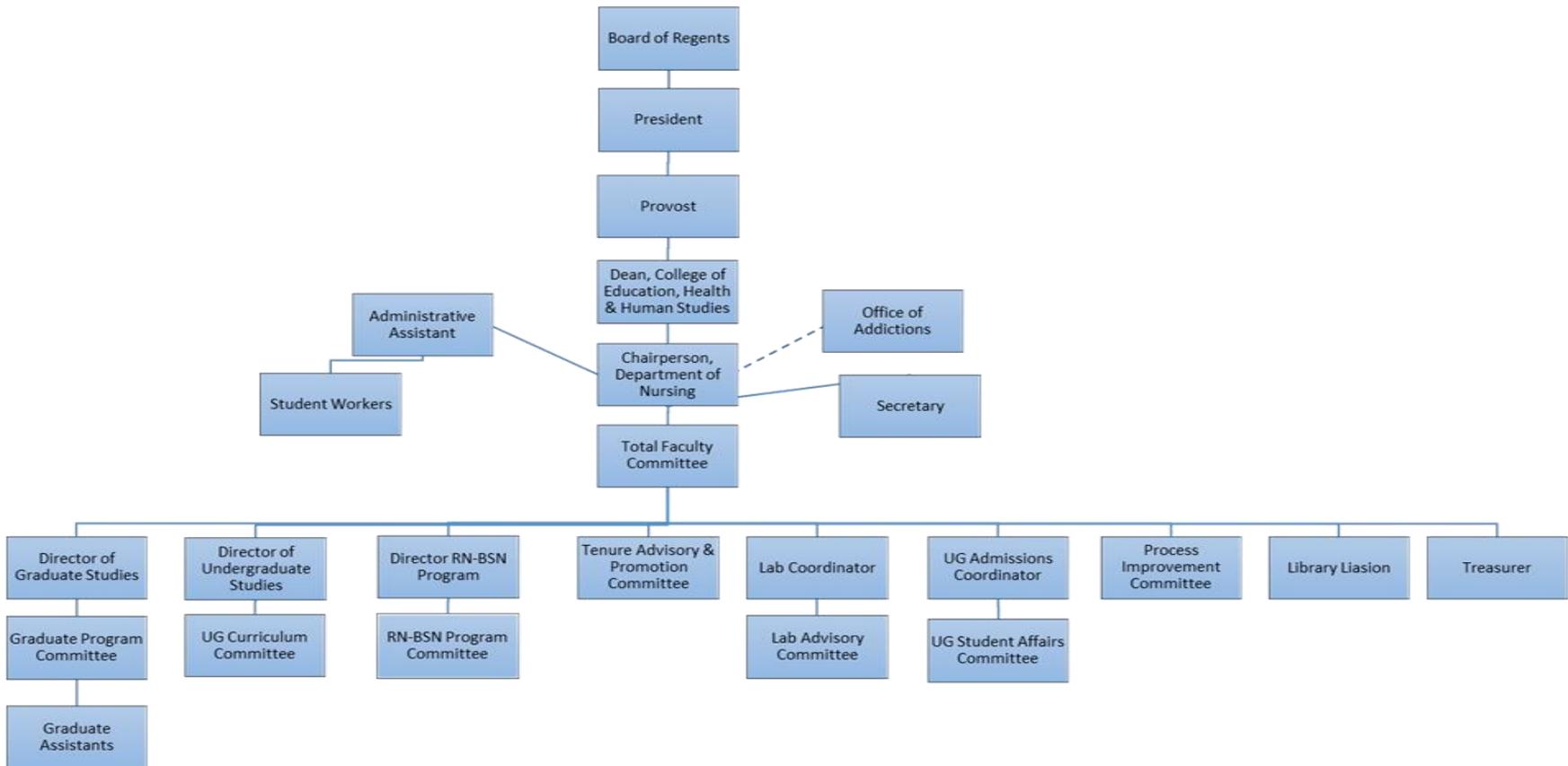
4. Sigma Theta Tau International:

Sigma Theta Tau International 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.

VIII. Academic Structure:

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



IX. Appendix

Southeast Missouri State University • College of 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 the Student Affairs Committee. 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 the name of the individual, their relationship to you, and the nature of the necessity for your request for compassionate withdrawal.		
NAME (Last, First, MI):		
SEMO SO NUMBER:		
PERMANENT ADDRESS:		
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
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: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Date: _____		
Duration of Withdrawal: _____		
The student is expected to return: <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall Year: _____		
A seat in the program will not be held beyond the above noted semester/date.		

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? No Yes
If yes, explain:

Unexplained Fever? No Yes
If yes, explain:

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

Unexplained Weight Loss? No Yes
If yes, explain:

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

Chest Pain? No Yes
If yes, explain:

Anorexia? No Yes
If yes, explain:

Student Signature _____