ST. LOUIS COMMUNITY COLLEGE
NURSING PROGRAM HANDBOOK

EXPANDING MINDS · CHANGING LIVES

STLCC District Nursing Program website: www.stlcc.edu/nursing
Submit inquiries via email to stlcc-nursing@stlcc.edu

Revised August 2023

St. Louis
Community
College

FLORISSANT VALLEY FOREST PARK MERAMEC WILDWOOD

St. Louis Community College
Nursing Program Information

The STLCC Nursing Division and Degree Program is fully approved by the Missouri State Board of Nursing
www.pr.mo.gov/nursing.asp

The STLCC Nursing Division and Degree Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN)

3343 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone: 404-975-5000; Fax: 404-975-5020
www.acenursing.org

STLCC is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and approved by the Missouri Department of Higher Education.

Agency member of:
Missouri League for Nursing (MLN)
National League for Nursing (NLN)
Missouri Organization of Associate Degree Nursing (MO-OADN)
The Organization for Associate Degree Nursing (OADN)

Address admission inquiries to STLCC Nursing Program staff:
Email: stlcc-nursing@stlcc.edu
Phone: 314-644-9358

NOTE: Each student is responsible for compliance with the information in this handbook. Nursing program policies and procedures described herein are subject to change. Students are responsible for reviewing handbook revisions while in the program. Diversity and Inclusion, Non-Discrimination Statement, Disability Resources and Access Office Information, and NCLEX Testing Accommodation Information are located on the last page of this handbook.

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Program Information

Introduction

St. Louis Community College, with campuses at Florissant Valley, Forest Park, Meramec, and Wildwood, offers an Associate of Applied Science Degree in Nursing. This sixty-nine (69) credit-hour program can be completed in two-years after programmatic admission. Upon completion of the degree program, the graduate is eligible to apply for licensure as a Registered Professional Nurse (RN) by the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The Nursing Program became a district-wide initiative in 2017. Each campus established their respective program beginning with Meramec (1963), Forest Park (1965), Florissant Valley (1970), and Wildwood (2020). The first Nursing classes graduated from Meramec in 1965, Forest Park in 1967, Florissant Valley in 1972, and Wildwood in 2022. Each campus is unique however, St. Louis Community College's Nursing Degree Program has maintained compliance with the Missouri State Board of Nursing since 1963.

Full accreditation by the National League for Nursing (NLN) was granted at: Meramec (AY1966/67), Forest Park (AY1968/69), Florissant Valley (AY1977/78), and as a district-wide entity in 2020 with the addition of Wildwood. National accreditation has been maintained since establishment. In 1996, the NLN approved the establishment of an independent entity within the NLN to be known as the National League for Nursing Accrediting Commission (NLNAC). Effective May 6, 2013, the NLNAC became the Accreditation Commission for Education in Nursing (ACEN).

St. Louis Community College maintains regional accreditation with the Higher Learning Commission of the North Central Association of Colleges and Schools and the Missouri Department of Education.

Instruction within nursing courses includes theory, laboratory skills, and clinical experiences. Clinical experiences are performed at cooperating health care agencies. Instructional delivery methods may include primarily face-to-face classroom activities with occasional hybrid, live-virtual lecture, and online items.

Students must be prepared for any, and all, classes to be moved to an online format in response to changes in the Coronavirus status, or any other College/National emergency.

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

St. Louis Community College Mission, Vision, and Values

Mission: Empowering students. Expanding minds. Changing lives.

Vision: St. Louis Community College will be a national leader and model institution for inclusive and transformative education that strengthens the communities we serve through the success of our students.

Values: *Students first* – everything we do supports student success and removes barriers. *Respect for All* – we promote equitable treatment and respectful discourse in all interactions with students, each other, and the community. *Integrity* – we act with honesty, trustworthiness, and ethical behavior. *Collaboration* – working collectively, we achieve more than working individually or within separate groups. *Data Informed* – we make decisions in the best interest of student and the institution based on reliable data.

St. Louis Community College Strategic Plan Themes, Goals, and Projects

Strategic Initiative 1 – PREMIER STUDENT EXPERIENCE
Goal A. Provide academic experiences designed to prepare students for success in their chosen field of study.
Goal B. Provide students with outstanding student support services.
Goal C. Remove barriers to equitable student access and success.

Strategic Initiative 2 – COMMUNITY PARTNERSHIPS
Goal A. Attract and work with diverse external partners to address the needs of the communities we serve.
Goal B. Effectively promote student, employer, and community successes.
Goal C. Offer excellent lifelong learning, worker training, and pre-employment training opportunities.

Strategic Initiative 3 – EQUITY, DIVERSITY, AND INCLUSION
Goal A. Create an environment that allows for diverse opinions and perspectives.
Goal B. Increase equity in student success.
Goal C. Recruit and retain employees at all levels who better reflect the diversity of the greater St. Louis region.
Goal D. Continue to develop an atmosphere of diversity, civility, and respect.

Strategic Initiative 4 – RESOURCE DEVELOPMENT
Goal A. Ensure organizational excellence using fiscal responsibility and data.
Goal B. Continue to cultivate relationships with external partners and officials.
Goal C. Maximize effective use of technology to provide supportive systems for students and employees.
Goal D. Develop a long-term facilities plan to strategically meet the future needs of the market and community.

Nursing Philosophy

The Nursing faculty believes that the nursing profession is both the art and science of caring for others. Nursing assists diverse populations in the promotion and maintenance of optimal health across the human lifespan. Utilizing evidence-based practice and critical thinking, nurses plan, implement, and evaluate patient centered care.

Nursing Education

Nursing education assists the student to think critically, problem solve creatively, and practice from a caring perspective. Education in nursing uses evidence-based practice and knowledge from applied science in the development of teaching and learning strategies. Additionally, education is influenced by changes in the demographics of society, the healthcare delivery system, and advances in technology.

As role models of critical thinking, faculty create an educational environment which expands minds and empowers students to become independent life-long learners. Faculty facilitate educational opportunities that meet diverse individual student needs and promote professionalism.

Health

Health is an ever-changing state determined by the individual's ability to adapt within an environment and achieve maximum function along the continuum of life.

Recipient of Nursing

Nursing impacts patients, families, communities, and society.

Nursing Program Values

Learning: *We are a learner-centered institution that values learning as a lifelong pursuit.*

Students: *We value student success and provide opportunities for students to gain the knowledge and skills necessary to be successful.*

Diversity and Inclusion: *We recognize the strength in different views and values and promote diversity in our students and employees.*

Affordable and Accessible: *We embrace our obligation to provide affordable and accessible learning opportunities.*

Creativity and Innovation: *We believe that a creative and innovative environment strengthens our effectiveness and flexibility in meeting the challenges of ever-changing internal and external environments.*

Excellence: *We value academic and professional excellence in our employees and students and hold ourselves accountable as an institution for continuous improvement efforts and for achieving goals.*

Collaboration and Teamwork: *We believe that our mutual goals are best accomplished through collaboration and teamwork and that we, as individuals, must have the respect and support of others to succeed.*

Honesty and Integrity: *We value academic, professional, and personal honesty and integrity in individual employees, students, and as an institution.*

Community: *We recognize our responsibility to prepare our students to be productive citizens and value our services as important contributions to improving our local and regional communities.*

Communication: *We value communication as a means of encouraging dialogue, facilitating the open exchange of diverse viewpoints, sharing information, and building community to foster the interaction that enables us to reach our goals.*

Expected Graduate Competencies: End of Program Student Learning Outcomes (EPSLOs)

At the completion of the AAS Nursing Degree Program at St. Louis Community College, students are expected to:

1. Demonstrate the standards of professional practice as identified by the American Nurses Association Code of Ethics.
2. Demonstrate effective verbal, non-verbal, and written communication with individuals, families, groups, and communities across the lifespan.
3. Implement strategies to promote teaching and learning across the lifespan that facilitate health promotion and maintenance, and reduction of risks specific to individuals, families, and communities.
4. Implement safe clinical decision-making skills using evidence-based practice and the nursing process to deliver safe nursing care for patients, families, groups, and communities across the lifespan.
5. Deliver patient-centered care across the lifespan through collaboration with heath care team members by demonstrating leadership skills in the clinical setting.

Progression and Retention

Admission Requirements

Standards of admission and retention have been established for certain programs and courses to ensure students have the necessary aptitude and background for success. Students applying for a program with selective admissions criteria may be required to take additional tests for admission purposes, and/or meet certain requirements to continue in the program. Admission to the nursing program is on a selective basis. Students are admitted to the nursing program each fall and spring semester. The nursing program admits a maximum of 168 students each semester, divided among the four campuses: Florissant Valley (48), Forest Park (48), Meramec (48), and Wildwood (24). The RN Bridge course admits a maximum of 36 students each semester. Offers are sent to student applicants based on application date and campus preference availability. Students must complete all pre-enrollment requirements prior to applying to the Nursing Program.

Selected admission spots may be held for qualified applicants from identified community collaborative projects at the discretion of the President and Division Dean of Nursing.

An RN Bridge course is available for Licensed Practical Nurses (LPNs) and Licensed Paramedics (EMT-Ps) who are interested in pursuing the Nursing Associate level degree. Beginning Spring 2024, the RN Bridge course will admit each spring and fall semester. The RN Bridge course location is subject to available faculty. Until future updates, the RN Bridge course will be held at our Wildwood Campus. This option allows qualified students to complete content in Fundamentals of Nursing (NUR 151/152) and Nursing of Adults and Children I (NUR 153/154) in one semester.

Admission checklists for both options of the Nursing Degree Program can be found on the Nursing webpage at www.stlcc.edu/nursing. All applications must be completed, signed by both the student and academic advisor, and submitted to stlcc-nursing@stlcc.edu. Incomplete applications will not be considered.

Nursing Curriculum (per Current College Catalog)

The courses listed in the Program of Study are **required** to complete the nursing degree program curriculum. All courses required for the associate degree in nursing (ADN) must be completed with a grade of "C" or higher.

Program of Study

Course Title	Course Number	Credit Hours
College Composition	ENG:101	3
Communication Between Cultures OR Introduction to Sociology	COM:200 SOC:101	3
Math Proficiency	MTH:140S/MTH:140	0-3 (Depending on how meeting requirement)
Chemistry	CHM:101	0- 5 (Depending on how meeting requirement)
Introductory Biology I	BIO: 111	0-4
Anatomy & Physiology I	BIO:207	4
General Psychology	PSY:200	3
Total		**13-25 (Depending on how meeting requirement)**

Program Specific Curriculum:

Course Title	Course Number	Credit Hours
FIRST SEMESTER		
Fundamentals of Nursing	NUR:151	7
Nursing Laboratory Practicum I	NUR:152	1
Human Growth & Development	PSY:205	3
Anatomy & Physiology II	BIO:208	4
SECOND SEMESTER		
Nursing of Adults and Children I	NUR:153	9
Nursing Laboratory Practicum II	NUR:154	1
General Microbiology	BIO:203	4
THIRD SEMESTER		
Nursing of Adults and Children II	NUR:251	10
FOURTH SEMESTER		
Nursing of Adults and Children III	NUR:252	8
Management Skills in Nursing	NUR:253	3
Missouri Civics Requirement*	XXX:XXX	3
Program Total		**53**

Total credit hours required for the Nursing Program range from **66-78** depending on how requirements are met.

All nursing courses **must** be taken in the correct semester order of the program of study. Non-nursing courses listed within the program of study must be completed prior to the following semester (ex: BIO 208 and PSY 205 **must** be completed prior to the second semester of the program).

The State of Missouri requires a Civics course for degree conferral. Please see a Student Success Advisor and the STLCC course Catalog for a list of 3-credit hour courses which meet the Missouri Civics requirement. The Civics course must be completed with a grade of "C" or higher. Please refer to the Social & Behavioral Sciences list from the General Education Requirements. The State of Missouri also requires the Missouri Civics Exam for degree conferral.

*Students following this semester-by-semester plan will meet the credit hour requirement of full-time student status however, determining the best course balance should be a discussion with your Student Success Advisor.

Course Descriptions

NUR:151 FUNDAMENTALS OF NURSING_____**7 CREDITS**

This course is an introduction to the role of the nurse in meeting needs common to all patients through knowledge, skill, and attitudes essential for the practice of nursing, based on principles of physical, biological, and behavioral sciences, and nursing theory *(Equivalent of 5 lecture hours perweek, 6 hours of clinical lab per week for a total of 90 clinical lab clock hours for the semester)*.

Course Prerequisites: Enrollment in nursing program, PSY:200, ENG:101, COM:200, BIO 207 all with a grade of "C" or better, Math proficiency at or above the Math 140 level, and Reading proficiency.
Co-requisites: NUR:152

NUR:152 NURSING LABORATORY PRACTICUM I_____**1 CREDIT**

This course is designed to provide the student with the practice of nursing skills in the college nursing laboratory and to reinforce principles introduced in Fundamentals of Nursing *(Equivalent of 2 practicum lab hours per week)*.

Course Prerequisite: Enrollment in the nursing program.
Co-requisite: NUR:151.

NUR:153 NURSING OF ADULTS & CHILDREN I_____**9 CREDITS**

This course is designed to assist the student to acquire knowledge and skills in meeting the needs ofadults and children with an emphasis on adaptation to illness and hospitalization in medical- surgical nursing, and mothers and newborns during the maternity cycle *(Equivalent of 6 lecture hours per week, 9 clinical lab hours per week for a total of 135 clinical lab clock hours for the semester)*.

Course Prerequisites: NUR:151, BIO:208, PSY:205, all with a minimum grade of "C" or higher.
Co-requisite: NUR:154.

NUR:154 NURSING LABORATORY PRACTICUM II_____**1 CREDIT**

This course is designed to provide the student with the practice of nursing skills in the collegenursing laboratory and to reinforce nursing principles introduced in NUR:153 *(Equivalent of 2practicum lab hours per week)*.

Course Prerequisite: NUR:151 and NUR:152, both with a minimum grade of "C" or higher.
Co-requisite: NUR:153.

NUR:170 LPN/ Paramedic to RN BRIDGE_____**7 CREDITS**

This course is required to prepare the Licensed Practical Nurse (LPN) or Paramedics (EMT-P) to enter the Associate Degree in Nursing Program. Emphasis is on assessing, reinforcing, and expanding competencies. Classroom content focuses on role change, communication, critical thinking, the nursing process, pharmacology, and nutrition. Additional classroom content focuses on the needs of adults and children with an emphasis on health promotion, adaptation to illness and hospitalization in medical-surgical nursing, and mothers and newborns during the maternity cycle. Includes a college and clinical laboratory component.

Course Prerequisites: Current Practical Nurse license with recent clinical or education experience;enrollment in nursing program including ENG:101, PSY:200,PSY:205, COM:200, BIO:207, and BIO:208, all with a minimum grade of "C" or higher.

NUR:161 Experiential Credit_____**11 CREDITS**

This no-fee, non-registration course is designed to transcript LPN [and EMT-P] experi4ental credit for first and second semester nursing. A non-Bridge student admitted to the Nursing Program completes 18 credit hours of Nursing courses in the first and second semesters. A Bridge student completes 7 credit hours of Nursing, 11 fewer hours than the non-Bridge student. The 11 hours of Experiential Credit equalizes the Nursing credit hour requirement between the non-Bridge student and the Bridge student.

Course prerequisites: Enrollment in and successful completion of NUR 170 with a grade of "C" or higher.

NUR:251   NURSING OF ADULTS & CHILDREN II   10 CREDITS

This course is designed to assist the student to further develop knowledge and skills necessary to meet the needs of adults and children with selected medical-surgical problems and behavioral healthproblems *(Equivalent of 6 lecture hours per week, 12 clinical lab hours per week for a total of 180 clinical lab clock hours for the semester)*.

Course Prerequisites: NUR:153 or NUR:160 with a minimum grade of "C" or better; BIO:203 with a minimum grade of "C" or higher.

NUR:252   NURSING OF ADULTS & CHILDREN III   8 CREDITS

This course is designed to assist the student to further develop knowledge and skills necessary to meet the needs of adults and children with selected medical-surgical problems *(Equivalent of 5 hours lecture per week, 9 clinical lab hours per week for a total of 135 clinical lab clock hours forthe semester)*.

Course Prerequisite: NUR:251 with a minimum grade of "C" or higher.
Co-requisite: NUR:253

NUR:253   MANAGEMENT SKILLS IN NURSING   3 CREDITS

This course includes theory and practicum in principles managing the care of a group of patients.The student will participate actively in the role of a beginning staff nurse under the guidance of agency staff and instructor. *(Equivalent of 1 hour lecture per week, 6 clinical lab hours per weekfor a total of 90 clinical lab clock hours for the semester)*.

Course Prerequisite: NUR:251 with a minimum grade of "C" or higher.
Co-requisite: NUR:252

NUR:513   NURSING REINFORCEMENT   1 CREDIT

The special problems course Nursing Reinforcement is a repeat of the semester prior to where the student has experienced academic failure and/or withdrawal. The student is to attend existing classes, take tests, and successfully complete lab practicum checkouts, as required for non-audit content. The student will not attend the clinical component. The course evaluation will be pass/failbased on the criteria for the course evaluation (76% to pass). The course is designed to prepare nursing students for reentry into the nursing program.

Prerequisite: Approval of Nursing Department Coordinator.

Methods of Instruction

A variety of teaching and learning methods are used in nursing courses and may include readings, lecture-discussion, demonstrations, audiovisual media, study guides, written assignments, nursing care plans, concept maps, small group work, case studies, computer assisted programs, simulations, practice of nursing skills in the nursing skills laboratories, and providing care to patients in clinical environments.

Instructional delivery methods may include face-to-face, hybrid, live virtual lecture, and online.

Students must be prepared for any, and all classes to be moved to an online format in response to changes in the Coronavirus status or any other national or general state of emergency.

Course Workload

Science courses, Nursing Practicum I, and Nursing Practicum II include a college laboratory experience with a 2:1 clock hour-to-credit hour ratio (e.g., one credit hour earned requires two clock hours of laboratory per week each semester).

Nursing courses include a clinical laboratory experience with a 3:1 clock hour-to-credit hour ratio (e.g., each credit hour earned requires three clock hours of laboratory per week each semester).

In addition to the class and clinical hours published in the colleges schedule of classes, nursing students can anticipate additional practice hours and individually arranged evaluation sessions in the nursing laboratory or via other delivery methods.

During each semester, additional time will be required for clinical preparation. Students may be required to visit the clinical site the day prior to the clinical experience to obtain material from the site's records to assist in planning patient care as well as meeting the outcomes of each course.

Due to the demands of the nursing program, it is highly recommended that a nursing student not be employed more than sixteen (16) hours per week.

Nursing Course Credit Hour and Clock Hour Requirements

Semester of Initial Course Offering	Course Name	Course Number	Course Credit Hours	Lecture Credit Hours	Clinical/ Practicum Credit Hours	Clinical/Practicum clock hours per week ** clinical hours are calculated by a 3:1 ratio of clock hours to credit hours ** practicum hours are calculated by a 2:1 ratio of clock hours to credit hours
Fall 2014	Fundamentals of Nursing	NUR:151	7	5	2	**3 x 2 = 6 clock hours for clinical/lab (6 clock hours x 15 weeks = 90 clinical/lab clock hours for the semester)**
Fall 2014	Nursing Laboratory Practicum I	NUR:152	1	0	1	**2 x 1 = 2 hours for practicum (2 hours x 15 weeks = 30 hours for the semester)**
Spring 2015	Nursing of Adults & Children I	NUR:153	9	6	3	**3 x 3 = 9 clock hours for clinical/lab (9 clock hours x 15 weeks = 135 clinical/lab clock hours for the semester)**
Spring 2015	Nursing Laboratory Practicum II	NUR:154	1	0	1	**2 x 1 = 2 hours for practicum (2 hours x 15 weeks = 30 hours for the semester)**
Spring 2015	RN Bridge	NUR:160	7*	6 *	1 *	**3 x 1 = 3 clock hours for clinical/lab* (3 clock hours x 15 weeks = 45 clinical/lab clock hours for the semester.)**
Fall 2015	Nursing of Adults & Children II	NUR:251	10	6	4	**3 x 4 = 12 clock hours for clinical/lab (12 clock hours x 15 weeks = 180 clinical/lab clock hours for the semester)**
Spring 2016	Nursing of Adults & Children III	NUR:252	8	5	3	**3 x 3 = 9 clock hours for clinical/lab (9 clock hours x 15 weeks = 135 clinical/lab clock hours for the semester)**
Spring 2016	Management Skills in Nursing	NUR:253	3	1	2	**3 x 2 = 6 clock hours for clinical/lab (6 clock hours x 15 weeks = 90 clinical/lab clock hours for the semester)**
	Total hours		**39***	**23***	**14 + 2 ***	**630 clinical/lab clock hours 60 practicum lab hours**

* Totals do not include RN Bridge hours.

Program Retention / Course Withdrawal

Any student intending to withdraw from a Nursing course must notify the course faculty, clinical instructor, and campus program coordinator prior to not attending lecture or clinical. Students withdrawing from a course must schedule an appointment with either the campus program coordinator or Nursing retention coach to discuss options.

Failure to make proper notifications to the aforementioned individuals prior to withdrawing and schedule an appointment by the end of week 16 of the semester may result in the inability to re-enroll in any nursing courses. Appointments to meet with the campus program coordinator or retention coach can be made through the campus secretary.

Nursing students who are unsuccessful in a nursing course are required to schedule an appointment with the campus program coordinator or retention coach. Failure to complete this process by the end of week 16 of the semester may result in the inability to re-enroll in nursing courses.

Please refer to semester-specific information later in this section. Note that withdrawing from a course does not automatically withdraw a student from the Nursing program. If a student's intent is to withdraw from the program, they will need to schedule an "Exit Interview" with the program coordinator.

Students withdrawing for medical reasons should first visit the College's website regarding medical withdrawal policy: https://stlcc.edu/college-policy-procedures/registration-medical-appeals/. Medical withdrawal from nursing courses may or may not count as an attempt at the discretion of the Division Dean of Nursing.

Readmission Policies

Violation of the student code of conduct may deem a student ineligible for readmission. Students may enroll in any given semester a maximum of two (2) times, applicable courses include NUR 151/152, NUR 153/154, NUR 251, and NUR 252/253. Withdrawals and failures constitute an enrollment attempt. A student is allowed to repeat a maximum of two (2) nursing semesters.

RN Bridge eligible students who fail or withdraw from NUR 170 will need to complete the challenge process to attempt to place into the second semester of the program. Please see the challenge process outlined in the next section.

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

General Readmission Information:

Students who withdraw from nursing courses for any reason may be subject to readmission policies as outlined below. Students must also remain in clinical compliance with all additional requirements through the appropriate third-party affiliate listed in the clinical compliance section of this handbook.

A student who has not been enrolled in the nursing program for more than one full semester and requests readmission (sits out of the program for two full semesters) must take the appropriate challenge examinations as identified below. The student may sit out for a maximum of two full semesters before becoming ineligible to continue in the program. To remain in the Nursing program, the student may request to challenge (see challenge process).

Semester Specific Repeat Requirements:

The following section information provides detailed steps to repeat a course after an unsuccessful attempt.

First Semester:

A student who withdraws (or has not been successful in NUR 151/152) is required to first meet with the program coordinator of their attending campus and notify them of their intent to repeat NUR 151/152 or withdraw completely from the program.

1. If the student requests to repeat, they must complete the "Intent to Repeat/Transfer" form.
    a. Completing the Intent to Repeat/Transfer form will place the student on the "Standby List" for the next consecutive semester. Students wishing to defer (repeat in a future semester) should discuss the situation with their program coordinator at this time.
    b. Students are added to the "Standby List" based on the submission date of the Intent to Repeat/Transfer form. Students must rank their campus preference on the Intent to Repeat/Transfer form. Any student requesting a campus other than their starting campus will be considered in the same priority as an internal transfer.
    c. Students wishing to repeat NUR 151/152 must maintain a 2.0 GPA to be considered for placement.
2. If the student wishes to withdraw from the program completely, they must complete an exit interview with the program coordinator.

The "Standby List" is an internal record to assist in expediting onboarding for students repeating Fundamentals of Nursing. Students on the Standby List are not guaranteed the opportunity to repeat NUR 151/152 in the next admitting cohort. Students may remain on the Standby List for a maximum of two (2) semesters.

Second Semester:

A student who withdraws or has not been successful in NUR 153/154 is required to meet with the campus program coordinator or nursing retention coach. If they request to repeat NUR 153/154, they will need to complete the "Intent to Repeat/Transfer" form. Placement for students repeating a class is outlined under Placement Policy.

Third Semester:

A student who withdraws or has not been successful in NUR 251 is required to meet with the campus program coordinator or nursing retention coach. If they request to repeat NUR 251, they will need to complete the "Intent to Repeat/Transfer" form. Placement for students repeating a class is outlined under Placement Policy.

Fourth Semester:

A student who withdraws or has not been successful in NUR 252/253 is required to meet with the campus program coordinator or nursing retention coach. If they request to repeat NUR 252/253, they will need to complete the "Intent to Repeat/Transfer" form. Placement for students repeating a class is outlined under Placement Policy. If a student is successful in one of the courses, NUR 252 or NUR 253, the Division Dean of Nursing may approve the student to repeat only the failed course and not both courses.

LPN/ Paramedic to RN Bridge:

An RN Bridge student who withdraws or has not been successful in NUR 170 is required to meet with the campus program coordinator. The student may request to challenge their knowledge and skills to place into the semester appropriate for their skill level. Please see the challenge processes outlined in the next section. Students who are unsuccessful at challenging into a later semester are eligible to complete the "Intent to Repeat/Transfer" form to be added to the "Standby List" for NUR 151/152 (see first semester above).

Program Readmission

Students who are ineligible to continue may attempt to be readmitted to the Nursing Program with the following considerations:

1. After satisfactorily meeting the stated requirements, applicants for readmission the nursing program are considered based on available seats.
2. Students who are ineligible for readmission due to excessive failures must wait **a minimum of five (5) years** from the date of the most recently failed course to apply for readmission. Students who have been unsuccessful after

two attempts in Fundamentals of Nursing (NUR 151/152) must also wait a minimum of five (5) years from the date of the most recently unsuccessful Fundamentals of Nursing course.

3. All readmissions will be accepted in the order as delineated in the section titled "Placement Policy Regarding RN Bridge completion, Successful Student Transfers, and Unsuccessful Student Readmission/ Transfers" (see page 22).

Transfer Procedure and Challenge Process

Internal transfers refer to current nursing students requesting a transfer to another campus within the STLCC system. External transfers refer to students who have attended a nursing program at another institution and wish to further pursue their associate in applied science in Nursing (ADN) at STLCC.

Internal Campus Transfers

Internal transfers are permitted if the student is eligible to return to their original campus' nursing program. Transfers may only occur if the student has been enrolled in a nursing course within the previous three semesters (following the previously mentioned rule that students may only sit out for a maximum of two semesters). If the student has not taken nursing courses for a semester or more, qualified internal transfer students will be evaluated in the same manner as STLCC readmission students.

Internal transfer nursing students are required to schedule an appointment with their original campus' program coordinator to initiate the request for transfer. Failure to complete this process may result in the inability to transfer. Appointments to meet with the campus program coordinator or designee may be made through the campus' secretary.

Students must also remain in clinical compliance for transfers and comply with the requirements at the approved campus' clinical sites. Students requesting an internal transfer must do so no later than two (2) weeks prior to the end of the semester.

External Transfers

Students who have completed nursing courses at another institution will be required to first meet all admission requirements detailed by the checklists in Appendix A and may be able to challenge entry to a specific semester. The challenge exam process can be initiated after submitting a completed application to stlcc-nursing@stlcc.edu and a review of transferred nursing coursework by the Nursing Division Support Team.

Challenge Process

The challenge process is reserved for students who fit the following:

1. External transfer students who have successfully completed a nursing course within the last two academic semesters or;
2. Internal nursing students who have successfully completed a nursing course in within the program but have sat out for two full academic semesters.

The challenge process includes completion of the final exam for NUR 151 or NUR 153 with a minimum score of 76% and a satisfactory skills examination of material from NUR 152 and NUR 154. The challenge exam will be facilitated by a campus program coordinator.

Successful challenges will result in the student's placement into the appropriate course at the campus that is able to accommodate the additional student, not to exceed the cohort cap of 48 students at Florissant Valley, Forest Park, and Meramec and 24 students at Wildwood. Unsuccessful challenges will be placed on the current applicant list for admission into NUR 151/152 with the next admission cohort.

External transfer students cannot challenge into the fourth semester (NUR 252/253) as this would not allow students to meet STLCC's residency requirement of 15 credit hours for degree conferral. All external transfer students are required to complete the same clinical compliance pieces as all other nursing students.

Placement Policy

This placement policy is regarding all RN Bridge course students, successful student transfers, unsuccessful transfers, and student readmission and will operate with the following priority:

1. RN Bridge students who have successfully completed NUR 170.
2. A successful current student requesting a transfer.
3. A successful student returning from a leave of absence, excluding students with incomplete grades.
4. An unsuccessful RN Bridge student successfully challenging into NUR 153.
5. Students withdrawing for any reason will be placed based on their course average at the time of withdrawal or course completion.
   a. Students desiring to stay at their original campus will be placed first.
   b. Internal transfer students will be placed next.
6. External transfer students who have successfully completed a challenge examination.

All placement is subject to campus availability and resources.

District Readmission Committee for Nursing, OTA, and PTA

There is a District Readmission Committee for Nursing, OTA, and PTA programs that is approved by the Committee Chair and hears all readmission concerns related to the aforementioned programs' policies. The committee membership is comprised of the Chairperson, the Division Dean of Nursing, the Dean of Health Sciences, the four campus Nursing Program Coordinators, the OTA Program Coordinator, the PTA Program Coordinator, and one faculty member from each campus. The faculty member is voted to serve 2-year terms or as directed by the affiliated Deans. A different faculty member may serve as an alternate if the faculty representative is unavailable.

The readmission appeal form is available from the Program Coordinators of the respective programs. The Chairperson of the committee will notify the student of the Committee's decision. The student may appeal the decision in writing to the Campus President within ten (10) business days of the receipt of the committee decision. The decision of the Campus President, or their designee, shall be final. Under no condition will the Readmission Committee arbitrate on grades. In addition, the Committee shall not hear appeals alleging violations of students' rights and/or responsibilities for academic appeals.

Academic Retention Policies

The Nursing Program is an intensive and highly structured academic and clinical experience for students. It is not self-contained but affects the staff and patients of the cooperating agencies where the clinical experiences of the program are carried out. The Nursing Program at St. Louis Community College share a serious responsibility toward those agencies and their staffs and patients to send forward only nursing students who are adequately prepared to perform assigned tasks with competence. For these reasons, students within the Nursing Program at St. Louis Community College must maintain standards and procedures appropriately. Requirements to remain within the Nursing Program are as follows:

1. A cumulative grade point average (GPA) of 2.0 is required. A grade of "C" or higher is required in all nursing courses as well as in all other courses required in the Nursing Program. All other required courses must be completed with a grade of "C" or higher prior to or during the semester the course is scheduled in the curriculum.
2. A student who fails to maintain a cumulative GPA of 2.0, receives a grade of less than "C" in any courses required for the nursing degree, or who does not return to a nursing course when expected, will not be eligible to continue in the nursing program. This may result in a loss of the nursing major for the student. The student may apply for readmission to the program following the appeal process.
3. A student-initiated withdrawal from a nursing course counts as one attempt per withdrawal (for any reason). If the student has withdrawn or been unsuccessful in any nursing course twice, any future attempts must be approved by the District Readmission Appeal Committee. This process may be initiated by a campus program coordinator.
4. All clinical compliance item must be current to continue with the program and attend clinicals.

Graduation Requirements

Students are responsible for meeting the St. Louis Community College requirements for graduation as outlined in the college catalog. Students who expect to graduate in December should file an application for graduation no later than October 1; students who expect to graduate in May should file an application for graduation no later than March 1. The Nursing Program hosts a pinning ceremony for graduating cohorts in addition to the degree conferral ceremony hosted by the college.

Post-Graduation Licensure (Registered Nurse)

A graduate of the STLCC Nursing ADN Program is eligible to apply to the Missouri State Board of Nursing to sit for the National Council Licensure Examination for Registered Nurses. The Board determines eligibility requirements for candidates who apply to take the NCLEX-RN.

Successful completion of the examination is necessary to become a licensed registered nurse (RN). During a student's third semester in the Nursing Program at STLCC, information will be provided to assist with the NCLEX-RN application and accompanying items required of the student. The memo is updated each semester with each graduating cohort as deadlines are subject to graduation date.

Successful completion of the Nursing ADN Program at STLCC does not guarantee eligibility to sit for the NCLEX-RN. One of the functions of the Missouri State Board of Nursing is to protect the public meaning and as such the Board may refuse licensure to any applicant who may jeopardize the well-being of Missouri citizens. The Missouri State Board of Nursing may also refuse to grant the student permission to sit for the licensing exam or refuse to issue any certificate for registration of authority, permit, or license for the cause(s) outlined in the Missouri State Nurse Practice Act, Chapter 335.066 RSMO, as amended. The full rationale may be found on the Missouri State Board of Nursing website, under Rules and Statutes. Nursing ADN Program student graduates at STLCC who are not currently U.S. citizens may not be eligible for RN licensure through the Missouri Board of Nursing, additional information regarding the Citizen Lawful Presence initiatives may be found on the Missouri State Board of Nursing's website.

Learning Resources

Instructional Resources

Nursing Students have access to the college campus library for reference books and current journals in nursing and general education. Audiovisual materials are available for student use during regular library hours, which may include evening or weekend hours. Orientation to the library information system is available. Assistance with the audiovisual equipment and computer usage is provided. Computers are available in the computer center, the library, and/or the nursing laboratory.

Nursing Skills Laboratory / Simulation Facilities

The Nursing College skills laboratory permits simulation of numerous nursing skills and situations. Students are expected to practice designated skills in the Nursing skills laboratory and to have these skills evaluated on their own time. Students must perform selected skills satisfactorily before those skills can be performed in the clinical setting. The amount of time spent in the Nursing skills laboratory varies according to the specific nursing course. Students may expect to spend two-to-four hours per week in the Nursing skills laboratory outside of scheduled class periods.
Instructional methods may include face-to-face, hybrid, live-virtual lecture, and online.

Students must be prepared for any, and all, classes to be moved online in response to the changes in the Coronavirus status or any other emergency.

Attendance Policies

Students are responsible for attendance in their nursing courses, nursing skills laboratory, exams, and clinical performances. A list of clinical sites per campus is listed on the following page.

Classroom Attendance

Students are responsible for course content and are encouraged to attend all classes. See course syllabi for specific guidelines. Students who are irregular in class attendance may be counseled. Instructors may refuse to admit students who are tardy. In accordance with STLCC attendance policies, students who are absent during the first two-weeks of the semester will be administratively withdrawn.

Clinical Attendance

Attendance in clinical laboratory experiences is expected. All clinical absences may result in additional assignment(s) as deemed by nursing faculty. Clinical absences in excess of the equivalent of one clinical week's hours may result in an inability to meet clinical outcomes and, therefore, failure of the course. If the college is closed, clinical would also be cancelled.

Prior to any clinical absence, it is the student's responsibility to inform the clinical instructor, per their instruction, prior to the scheduled clinical time. Punctuality and preparedness are expected at all times. Instructors may refuse to admit students who are tardy.

The nursing faculty have the responsibility to refuse a student admission to a clinical area whose preparation and/or performance is unsatisfactory. This will constitute a clinical absence. Students may be restricted from a clinical area during a course. Restriction from clinical areas result in an absence. Restriction may be enforced for the following reasons:
1. The professional judgment of the faculty, the student does not have sufficient theoretical background to function safely and completely in the clinical area.
2. Failure to demonstrate competence in the Nursing College Laboratory.
3. The student's performance directly or indirectly endangers a patient's safety and welfare.
4. The student requires supervision in excess of what is expected for the level of education.
5. Medically imposed restrictions.
6. Failure to maintain clinical compliance requirements.

St. Louis Community College Nursing Program Clinical Sites (Current)

Clinical Site	Florissant Valley	Forest Park	Meramec	Wildwood
Barnes-Jewish Hospital (BJC)		✓		
Cardinal Glennon (SSM)				✓
Christian Hospital (BJC)	✓			
DePaul Health Center (SSM)	✓			
Mercy South		✓	✓	
Mercy St. Louis	✓	✓	✓	✓
Mercy Rehabilitation Hospital			✓	✓
Progress West (BJC)				✓
Ranken Jordan	✓			
St. Clare Health Center (SSM)		✓	✓	✓
St. Joseph's Lake St. Louis (SSM)				✓
St. Louis Children's Hospital		✓	✓	
St. Luke's Hospital			✓	
St. Mary's Health Center (SSM)		✓	✓	

Observation and/or Preceptor Sites (in addition to those listed above)	Florissant Valley	Forest Park	Meramec	Wildwood
Mercy Jefferson		✓	✓	✓
Mercy Washington		✓	✓	✓
MO Baptist Medical Center (BJC)	✓	✓	✓	✓
SSM Health St. Clare, DePaul, St. Mary's	✓	✓	✓	✓
St. Louis University Hospital (SSM)	✓	✓		

Evaluation / Grading

Evaluation methods are constructed to measure students' mastery of course outcomes and competencies as stated in the course syllabus.

The following grading scale is used to evaluate the students' understanding and application of nursing concepts and principles. Final course grades are rounded to the nearest whole number.

A = 92-100%
B = 84-91%
C = 76-83%
D = 70-75%
F = 69% or below

A course grade of "C" (76%) or better in theory and a "satisfactory" rating in the laboratory and clinical performance is required for a student to be considered successful and to pass a nursing course. A student who receives either a course grade of "D" or "F" or receives an "unsatisfactory" rating in laboratory or clinical performance shall be deemed **unsuccessful** and shall not pass the nursing course and accompanying co-requisite.

Satisfactory and Unsatisfactory are defined as:

S = Achievement of the stated course outcomes.
U = Lack of achievement of the stated course outcomes.

Due to the relationship of the laboratory and clinical experiences to the nursing theory course, failure of the student to meet the requirements of laboratory skills or clinical performances will result in the student being unable to be successful in the overall course. Therefore, upon receiving an unsatisfactory laboratory skills or clinical evaluation, the student will receive a 69.4% grade for a course average, or if the course average is lower than 69.4% in theory, the student will receive the lower of the two course averages. The student may attend the theory portion of the course but will not be allowed to attend the clinical site experience. A student is also not allowed to continue with their clinical experience if unsuccessful in the laboratory setting (NUR 152 or NUR 154). If the unsatisfactory clinical laboratory experience is prior to the official withdrawal date, the student may withdraw from the course. If the student does not withdraw by the official withdrawal date, the student will receive a grade of "F" for the course. All course withdrawals must coincide with the College's withdrawal policy.

Misconduct, unethical, and/or dishonest behavior is not acceptable. This includes cheating, plagiarism, or falsifying reports. These behaviors may result in dismissal from the Nursing Program, a grade of "F", and may render the student ineligible for readmission.

Please see STLCC Administrative Procedures as follows:

G.12.1 Academic Integrity Violations
G.19   Student Code of Conduct

Nursing Program Technical Standards

Domain	Technical Standard – Students should be able to…
Observation	• Acquire information from demonstrations (up close and from afar), and experiences in nursing courses such as lecture, group, and physical demonstrations, program experiences, written documents, and computer systems (e.g., literature searches & data retrieval). • Recognize and assess patient changes in mood, activity, cognition, verbal, and non-verbal communication.
Communication	• Communicate effectively and sensitively in English both in person and in writing. • Communicate effectively and respectfully with faculty, preceptors, peers, and all members of the healthcare team. • Accurately elicit information including a medical history and other information to adequately and effectively evaluate a patient's condition.
Use and Interpret	• Use and interpret information from assessment techniques such as those involved in assessing respiratory and cardiac function, blood pressure, blood sugar, and neurological status. • Use and interpret information related to physiologic phenomena generated from diagnostic tools such as a sphygmomanometer, otoscope, or ophthalmoscope, during a comprehensive examination of a patient.
Motor	• Possess psychomotor skills necessary to provide or assist in providing holistic nursing care including safe and effective procedures, treatments, and medication administration.
Behavioral, Social, Professional	• Maintain mature, sensitive, effective relationships with patients, families, students, faculty, staff, preceptors, and other professionals under all circumstances. • Follow the dress code of respective institution and follow the American Nurses Association (ANA) Code of Ethics. • Possess the emotional stability to function under stress and adapt to rapidly changing environments inherent to the classroom and practice settings with or without accommodations. • Maintain mature, sensitive, effective relationships with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. • Show personal qualities of concern for others, integrity, accountability, interest, and motivation.
Intellectual, Conceptual, Integrative	• Measure, calculate, reason, analyze, and synthesize data related to the diagnosis and treatment of patients. • Exercise proper judgment and complete responsibilities in a timely and accurate manner. • Synthesize information, problem solve, and think critically to determine the most appropriate theory, assessment, treatment, and/or intervention strategy. • Ask for help when needed and make proper judgments of when a nursing task can or cannot be carried out alone.

Health and Safety

STLCC Technical Standards Statement

<u>Introduction</u>

Aligned with the college's Mission, Vision, and Values, the Nursing Division at St. Louis Community College strives to create inclusive and transformative educational experiences for future generations of health care professionals. Valuing the uniqueness and potential of each learner, we work to foster a culture of respect and equality that is welcoming to all students. Rooted in an appreciation for the diversity among our learners, we encourage individuals with disabilities to engage with the Access Office at STLCC regarding their academic needs.

<u>Technical Standards</u>

Specific to the STLCC Nursing Program, successful applicants must possess skills within the following domain areas: Observation, Communication, Use and Interpret, Motor, Behavioral, Social, Professional, Intellectual, Conceptual, and Integrative. The precious attributes, also referred to as Technical Standards, have been developed to create transparency and promote understanding surrounding expectations of STLCC's Nursing and Health Sciences Divisions. These Technical Standards describe performance abilities and characteristics necessary for successful completion of our programs and can be met with or without reasonable accommodations.

<u>Request for Accommodation</u>

After reviewing the Technical Standards, any student who believes they require disability-related accommodations to fully engage and participate in the program should contact the Access Office at STLCC. Given the intricacies associated with clinical-based programs, additional time may be needed to effectively implement an accommodation. In general, disability-related accommodations are not retroactively applied therefore, students are encouraged to engage in conversations with the Access Office as soon as possible. Contact information can be found on the [Access Office's webpage](#).

Health Policy

All Nursing Students are required to meet the specific health requirements of each assigned clinical agency. The STLCC Nursing Program is partnered with local hospitals for clinical assignments and all requirements are to remain in compliance with those partners. All requirements are described below:

1. A physical examination completed within six (6) months of the start of the student's first semester upon being admitted to the program or returning from a medical leave of absence.
2. Health Insurance – STLCC and the clinical agencies are not responsible for any occupational hazards encountered during the course of study (i.e., infections, communicable diseases, or injury). Students are responsible for their own health care and are required to have health insurance throughout the nursing program. Students are also responsible for any costs and expenses they incur relating to illness or injury during clinical.
3. Immunization requirements (subject to current requirements and change)
   a. Two doses of mumps-measles-rubella (MMR) vaccine or MMR blood IGG antibody titers showing immunity.
   b. Three doses of Hepatitis B series or blood IGG antibody titer showing immunity.
   c. Two doses of Varicella immunization or blood IGG antibody titer showing immunity .
   d. TDaP immunization every 10 years.
   e. Two negative TB skin tests (PPD) with proof of the last two TB tests. They must be within one year of each other and the most recent must be within the last calendar year. While at STLCC, students must have one TB screening every 12 months to remain in compliance. If PPD is positive, students will need a negative chest x-ray. Also accepted in place of the PPD is one of two Interferon-Gamma Release Assays (IGRAs), either QuantiFeron TB Gold or T-Spot TB.
   f. Seasonal Influenza vaccine (annually).
   g. Covid-19 vaccine.

Medical exemptions to annual influenza or coronavirus vaccinations may be granted based on certain medical contraindications, including history or documented test indications of severe allergy to the vaccine or its components and history of Guillain-Barre syndrome. The faculty or student seeking a medical exemption must submit an exemption request form with documentation of medical contraindications one month prior to the start of the clinical rotation. Medical exemptions are valid only for the flu season in which they are granted.

Religious accommodations to annual influenza or coronavirus vaccinations may be granted based on sincerely held religious believes, practices, or observances. The faculty or student seeking a religious accommodation must submit an accommodation request form and any required documentation one month prior to clinical rotation. Religious accommodations are valid only for the semester in which they are granted.

If a clinical partner requires either an influenza or coronavirus vaccine as a condition for clinical placement, all students and faculty who practice at that clinical site must receive the vaccination. If filing an exemption for any reason that is denied, the faculty or student must then receive the vaccination within 30-days of exemption denial, or they will be required to transfer to an alternate clinical site and/or campus. If space is not available on an alternate campus, the student will be required to sit out until a seat is available.

Infection Control / Standard Precaution Guidelines
All nursing personnel and nursing students are professionally and ethically obligated to provide patient care with compassion and respect for human dignity. Hence, they may not ethically refuse to care for patients solely because the patient is at risk of contracting, or has, an infectious disease such as Human Immunodeficiency Virus (HIV), Hepatitis B Virus, Coronavirus, or others. All rules of confidentiality are followed when working with patients.

For the safety of patients and others during influenza season and working in areas with patients afflicted by the coronavirus, faculty and students who are granted an exemption may be required to wear a surgical or isolation mask in patient care or clinical care areas and may be denied access to certain patient care or clinical areas.
1. If individuals are considering a career in nursing, they should be aware that during the course of their education and subsequent employment, they are likely to be working in situations where exposure to infectious diseases is possible. This is an occupational risk for all healthcare workers and individuals should not become healthcare workers unless they recognize and accept this risk.
2. Education and strict adherence to well-established infection control guidelines, however, can reduce this risk. Thorough training in infection control procedures will be an important part of the students' program.
3. Students in the nursing program are expected to care for patients with any infectious disease.
4. All care shall be provided with respect for the dignity of the patient, unrestricted by considerations of social or economic status, personal attributes, or the nature of the health problem.
5. Students will be provided with supplies necessary to meet CDC guidelines at affiliating agencies.

Missouri State Board of Nursing Position Statement regarding HIV or HBV Infection
The Missouri State Board of Nursing recognizes the serious implications the spread of HIV or HBV has on the health, safety, and welfare of the public, as well as the Board's mandated responsibility to the public for assuring safe and competent nursing care.

All licensed nurses and nursing students who discriminate against a patient based on HIV or HBV infection status or makes HIV or HBV testing a condition of treatment shall be subject to the denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

All licensed nurses and nursing students with HIV or HBV who perform invasive procedures are encouraged by the Missouri State Board of Nursing to voluntarily participate in the Department of Health's evaluation process.

It is the position of the Missouri State Board of Nursing that all licensed nurses and nursing students with HIV or HBV are entitled to the same reasonable accommodation granted by the Americans with Disabilities Act.

Exposure Guidelines

STLCC complies with CDC, State, County, and internal College health and safety regulations regarding all outbreaks and diseases. In the event of an exposure:

1. Students must wear appropriate protective clothing/equipment when performing tasks that may involve exposure to blood/bodily fluids.
2. Any direct exposure to blood/bodily fluids occurring while functioning as a nursing student must be reported immediately to the clinical instructor. A clinical incident report must be completed for the college's risk manager.
3. Students exposed to blood/body fluids shall follow this protocol:
   A. Wash the area immediately with a disinfectant agent, for eye splashes rinse the area with clean water.
   B. Report the incident to the clinical instructor.
   C. Follow agency policy regarding exposures.
   D. The student is responsible for all costs related to the exposure, triage, and treatment.

Latex Information and Policy

To the greatest extent possible, STLCC minimizes exposure and prevents additional sensitization of individuals to latex. Non-latex products and supplies are utilized in the nursing laboratories including non-latex gloves, tape, tubing, catheters, and blood pressure equipment.

All latex sensitive/allergic individuals must be aware that learning environments may utilize latex and should read the contents of packages and equipment prior to use.

Individuals who are at elevated risk for latex allergies include:

- People with congenital defects requiring intermittent urinary catheterization.
- Employees who wear gloves on a frequent basis.
- People with multiple allergies, especially to fruits, kiwis, bananas, avocados, and chestnuts.

A student who is latex sensitive/allergic must notify the course coordinator and lab faculty of that sensitivity/allergy prior to the beginning of each semester.

If a student develops a latex sensitivity/allergic reaction during their enrollment, they are to contact their health care provider and notify the course coordinator.

For additional information regarding latex allergies please refer to the CDC website:
https://www.cdc.gov/niosh/topics/latex/

Substance Abuse Policy

All students, faculty, and staff members are prohibited from being under the influence of alcohol, or illegal drugs during classroom, college lab, clinical hours, or any college sponsored function. The unlawful manufacture, distribution, possession, or use of illegal or controlled substances while on college property or at a college sanctioned event is strictly prohibited.

1. Random drug/alcohol testing may be required if the student reports to the clinical, college lab, classroom setting, or college sponsored function in an impaired condition.
2. Drug testing may be required if the student is involved in an accident at the clinical site, if they exhibit a severe prolonged reduction in productivity, or any other reasonable cause which is determined at the discretion of the faculty/staff member.
3. Failure to obtain drug testing within 2 hours of the instructor's request will be considered a testing refusal. A student who refuses or has a positive screening will not be allowed to return to clinical, college lab, class, or other college sponsored activities until they meet with the Student Placement Coordinator (or designated Program Representative).
4. The Student Placement Coordinator (or designated Program Representative) will utilize clinical site guidelines as college policies in the decision-making process for screening. A positive test may result in immediate dismissal from the program.
5. All pre-enrollment screenings, random screening, and all other expenses, including transportation incurred will be the responsibility of the student.
6. Faculty will follow the SOP for random drug screening and follow-up as needed or requested by the clinical partners.

To review the STLCC policy for Drug and Alcohol Abuse Prevention, follow this link: https://stlcc.edu/college-policy-procedures/consumer-information/drug-and-alcohol-abuse-prevention.aspx

Use of Human Subjects in Training and Associated Health Risks

To become proficient in skills required in the Nursing Program, students will be asked to volunteer to act as patients during classroom and lab activities. If a student does not feel comfortable acting as a patient for a particular skill(s), it is the responsibility of the student to communicate with the instructor(s) that they do not give consent for the instructor or students to practice the skill(s) on them. Without this communication, it is assumed that all students give consent for instructors and other students to practice Nursing skills on them. It is also assumed that the student understands the risks involved in these activities.

Professional Conduct

Nursing Student Code of Conduct

The faculty at STLCC believe that the standards of professional conduct are an integral aspect of professional education and expect nursing students to adhere to professional standards. Nursing students must adhere to the STLCC Code of Student Conduct specified in the Student Handbook. Additionally, the nursing faculty hold students enrolled in the nursing program accountable to the American Nurses Association code of Ethics available online at Code of Ethics for Nurses With Interpretive Statements (View Only for Members and Non-Members) (nursingworld.org). Students are also to adhere to the National Council of State Boards of Nursing's (NCSBN) "Social Media Guidelines for Nurses," available at Social Media Guidelines for Nurses | NCSBN, and NCSBN's "Professional Boundaries in Nursing," available at Professional Boundaries in Nursing | NCSBN.

Behavior inconsistent with these standards is inappropriate for students aspiring to a professional nursing career. Any student who violates the standards will be counseled, referred appropriately according to the Student Handbook, and subject to dismissal from the nursing program.

These standards include:

1. Respects the dignity and worth of all individuals, regardless of the nature of health problems, social or economic status, or personal attributes.
2. Respects patients' right to self-determination.
3. Provides safe, humane care, putting the needs of patients ahead of those of self.
4. Delivers patient care without prejudice.
5. Takes into account the value of others.
6. Demonstrates respect for all individuals with whom the student interacts including colleagues, students, faculty, and families.
7. Does not harass or threaten others.
8. Provides opportunities for patients to participate in planning of care.
9. Collaborates through the use of open dialogue, expresses oneself clearly and accurately.
10. Maintains professional boundaries.
11. Maintains confidentiality, including privacy of patients.
12. Advocates for patients.
13. Maintains accountability and responsibility for one's own actions, offers assistance to others instead of waiting to be asked.
14. Exhibits dependability by attending class and clinical in an unimpaired state including but not limited to the use of drugs and alcohol.
15. Demonstrates reliability by fulfilling all program obligations.
16. Displays honesty. Does not lie or provide false information, does not falsify patient records, or falsely represent oneself.
17. Demonstrates personal and professional integrity. Does not cheat on tests or check-outs. Does not borrow or use work that has been completed by others and does not allow others to use work they have completed. Does not copy material word for word, acknowledges through appropriate citations any words or ideas authored by someone else. Does not use profanity or participate in indecent or lewd behavior. Is not insubordinate and does not assault others either verbally or physically.
18. Accepts responsibility for professional growth. This includes preparing well for clinical so that patients may be cared for safely. Reflects on own behaviors, identifies areas for self-improvement, and accepts and reflects on constructive feedback from nursing faculty and institutional staff.
19. Is responsible for articulating nursing values and maintaining the integrity of the profession including reporting acts of dishonesty and professional misconduct.
20. Acts in an ethical manner. Adheres to the ANA Code of Ethics for Nurses with Interpretive Statements (2001) which has set the ethical standard for the nursing profession. Adheres to the established dress code in all professional and clinical activities.

Professional Appearance / Dress Code

Students are expected to dress in a professional manner, which includes maintaining a clean, neat, and wrinkle free uniform, and being in compliance with the clinical agency and the nursing program dress code. Refer to the individual course syllabi for additional dress code policies.

Nursing Uniform Dress Code and Standards for Clinical Experiences:
(Revised 8.2022)

1. Uniforms are to be worn for all clinical laboratory experiences.
2. The uniform will consist of a gray scrub top with the college logo, purchased through the college bookstore, and navy-blue scrub pants or skirt that comes past the knees. If a skirt is selected, the student is expected to wear plain hosiery or similar leg covering. Students may wear a long sleeve shirt under their scrub top if it is white, black, navy, or gray.
3. Pants and tops must fit to allow for bending and raising arms without exposing undergarments, lower backs, midriffs, or cleavage. Pant legs must not touch the floor.
4. Uniforms are to be clean, neat, and wrinkle free.
5. Footwear should be closed-to, closed-heel, slip resistant, and in good condition. Black or dark colored is preferred.
6. When picking up clinical assignments, students must wear a lab coat over appropriate business attire or the nursing uniform. Appropriate business attire excludes blue jeans, shorts, sandals, halter tops, exercise clothes, or clothing with logos, endorsements of non-affiliated organizations, political statements, or personal beliefs.
7. Your college identification badge must be always worn above the waist, including when picking up an assignment.
8. Make-up and jewelry should be minimal, and students should refrain from jewelry that dangles as it can pose a safety risk. Earrings, facial jewelry, and any visible body piercings should be limited and not interfere with direct patient care. All visible jewelry should be limited to a stud/post for safety reasons. Students are asked to limit rings to one per hand.
9. Students are expected to follow good personal hygiene and cleanliness standards. Hair should be clean and neat. Strong odors, perfumes, or colognes should be avoided.
10. Tattoos should be covered if they have the potential to be offensive to colleagues, hospital staff, or patients based on racial, sexual, religious, ethnic, or crude language.
11. Students' nails should be neat, clean, maintained at a length no more than ¼" from the end of the finger to the tip of the nails. Nails should be kept natural (no acrylic, wraps, overlay, dip, or gel). If the student chooses to wear nail polish, it must be free of chips.
12. Mustaches and beards should be neatly trimmed. Facial hair may need to be covered or removed in certain clinical settings/situations per clinical partner policies (ex. Utilizing N95 masks). Religious reasons for facial hair will be addressed on an individual basis.
13. Hair should be clean, neat, and in a style that can be pulled back away from the face. Hair should be worn in a style that does not interfere with client care or pose a risk for infection or safety issues for the student or client. A surgical cap may be worn if the student chooses. Surgical caps must be solid navy, gray, white, or black.
14. Smoking is prohibited in the clinical setting and during clinical hours. Students may not smell like smoke in the clinical setting whether picking up assignments or during clinical hours.
15. Students who choose not to adhere to the dress code may be asked to leave clinical and this will result in a clinical absence.
16. Agency guidelines must be adhered to as directed.
17. The clinical uniform includes items pertinent to the student being successful in the clinical setting. Students are expected to have:
    a. College Name Badge
    b. Stethoscope
    c. Bandage Scissors
    d. Pen Light
    e. Black ink pens
    f. Analog watch with a second hand

District Testing Policy (Updated 12/2022)

1. Students arriving after the starting time for an exam will be allowed to test with the remaining time allotted for the exam. As an example, if 40 minutes are allotted to complete the exam and the student arrives 20 minutes late, the student will have 20 minutes to complete the exam.
2. A student who cannot take a scheduled exam on its intended day/time must notify faculty prior to the exam.
    a. Failure to show is subject to receiving a grade of "0" for non-attendance.
    b. Late testing may be subject to point deductions, alternate exams, etc. ***see course syllabus for specific procedures.**
    c. Unavoidable, extenuating circumstances regarding failure to show will be considered with appropriate documentation.
3. **Students requesting accommodations through Access office / Student Services must notify faculty of accommodations requests no later than 2 working days prior to the exam.**
    a. **Student accommodation requests should always be discussed with faculty prior to testing. Open communication between faculty, students, and the testing center staff increases the likelihood that the students' needs are met.**
    b. **In accordance with college policy, accommodation requests are not retroactive. If requests are not timely made and approved, retesting with accommodations is not permitted.**
4. Study aids are not allowed in the test seating area. All notebooks, textbooks, and classroom notes must be left away from the seating area prior to taking a seat for the exam.
5. No food, drinks, purses, wallets, beepers, sunglasses, cell phones, smart watches, etc. or any other personal electronic devices are allowed in the test seating area.
6. Approved note taking items (pens, pencils, scratch paper, whiteboards, etc.) will be provided by the testing faculty.
7. Outerwear may be worn at the direction / discretion at the testing faculty. Testing faculty may request excessive clothing be stowed away during testing (provisions are made for religious/cultural dress but should be addressed with the faculty prior to the student arriving for a test).
8. Students may not leave the seating area without direct permission from the instructor.
9. Students may be subjected to assigned seating.
10. Students not adhering to the testing policy may not be allowed to test.
11. Academic dishonesty will not be tolerated. If cheating is suspected, the student with have their test stopped immediately and will be removed from the testing environment.
    a. The faculty member and student will follow the process related to violation of academic integrity in the classroom found in Administrative Procedure G.13.01
    b. Academic dishonesty is grounds for formal reprimand, a grade of "0" for the items in question and/or dismissal from the program.

Faculty voted to allow backtracking on all exams in all semesters. This decision covers all exams with the exception of those provided using third-party services (ATI). The decision was rendered August 2023.

Grounds for receiving a "0" grade:

1. Copying and removing examination items.
2. Giving or receiving assistance of any kind to or from other students during the exam.
3. Failure to abide by any of the stated policies can be grounds for discipline up to an including receiving a grade of "0" for the exam.

District Test Review Policy (Updated 12/2022)

1. All students have a right to review any (and all) of their completed course work.
2. **When utilizing computerized testing, test reviews (with rationales) will be provided immediately after completing testing when available and appropriate. *See course syllabus for exceptions (i.e., final exams, standardized testing, etc.).***
3. When requested, a 1:1 test review may be held when and where mutually agreed upon between the faculty and student.
4. Academic dishonesty will not be tolerated. Any attempt to copy, record, or remove examination items during the review is prohibited. If a student is observed copying test items or recording the test review, the student will have their test review stopped immediately and will be removed from the testing review environment.
5. Notetaking aids during test review may be used at the testing faculty's direction / discretion.
6. Faculty may ask students to remove excessive outerwear or personal items from the review area if a concern that test integrity may be compromised from outside resources (i.e., cell phone, computer, etc.).
7. Students not adhering to the testing review policy may not be allowed to review their test.

ATI Policy

Assessment Technologies Institute (ATI) offers an assessment driven review program designed to enhance the student learning and NCLEX-RN success. The comprehensive program offers multiple assessment and remediation services. These include an assessment indicator for academic success, critical thinking, learning styles, online tutorials, online practice testing, and proctored testing over the major content areas in the Nursing Program curriculum. The ATI tools, in combination with the Nursing Program curriculum content, assist the students in preparing more efficiently as well as increase confidence with Nursing content. Data from student testing and remediation can be used for the program's quality improvement and outcome evaluations.

Students are responsible for purchasing the required ATI package each semester of the Nursing Program. Failure to purchase the package may result in grade penalties or held grades.

ATI information and orientation resources can be accessed from the student home portal. In order to be successful, it is essential that students spend time navigating the orientation materials provided by ATI.

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

Tutorials:
ATI offers unique tutorials that teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice tests that approach NCLEX style questions in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features embedded in the tutorials the help students gain an understanding of the content, such as a "hint" button, a talking glossary, and a critical thinking guide. Students are encouraged to take advantage of these resources even if they are not specifically assigned as coursework in a nursing course.

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

Active Learning/Remediation:

Active learning and remediation is a process of reviewing content in areas that were not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in nursing courses and on the NCLEX. The student's individual performance profile will contain a list of the topics to review. The student will be expected to remediate using the Focused review containing links to ATI books, media clips, and active learning templates.

Faculty have online access to detailed information regarding the timing and duration of time spent on the assessment, focused reviews, and tutorials by each student. Students may be required to provide documentation that ATI work was completed using the "My Transcript" feature under "My Results" within the ATI student Home Page or by submitting written remediation templates. Faculty will inform students when and how ATI work will be validated.

Ten percent (10%) of the student's grade in NUR 151, 153, 160, 251, and 252 will be determined by the level of proficiency achieved on ATI proctored exams. Ninety percent (90%) of the student's grade in the above courses will be determined by the course final (25%) and classroom testing (65%). In NUR 253, twenty percent (20%) of the student's course grade will be determined by ATI proctored exams. Two practice tests will be made available prior to each proctored exam. Specific directions regarding practice tests, remediation, and proctored exams will occur in individual courses.

The first practice tests will be given with rationales enabled. This allows students to review the rationale for each question. In order for students to achieve the maximum benefit from the first practice test, all questions should be answered carefully, all rationales reviewed, and notes taken for further clarification on incorrect answers for future review. A focused review is not generated if rationales are provided.

The second practice test will occur within 4-7 days of the first. This practice test will not have rationales enabled. A focused review will be generated based on topics answered incorrectly. Students must prepare for the second practice test and take it seriously to ensure the focused review is generated based on what the student still needs to learn and not redundant topics.

It is highly advised that the second practice test is taken without notes or books to ensure the focused review is generated with the appropriate guidance for student learning. The second practice test and the associated remediation is preparation for the first proctored exams. Proctored exams become part of the student's grad as described in table below. only the first attempt at proctored exams generates the student's "pulse" status, the best indicator of the student's overall performance in achieving course and program outcomes that result in successful completion of the NCLEX.

Remediation is critical. Consistent remediation throughout the program will improve the student's "pulse" status. To that end, remediation is rewarded as described in the below.

Table A: % awarded is = 10% of course grade in NUR:151, 153, 160, 251, 25220% of course grade in NUR 253. Remediation is required for all second attempts whether retesting is required or optional.

Proficiency on Proctored Exams	% Awarded for 1st attempt	% Awarded after 2nd attempt
Level 3	100%	2ND test is optional, but recommended
Level 2	84%	2ND test is optional, but recommended 95% if at level 3 90% with level 2 84% with level 1 84% if < level 1
Level 1	76%; 2ND test is required	85% if at level 3 80% if at level 2 76% if at level 1 Maintains 1st Exam Score if < level 1
< Level 1	60%; 2ND test is required	85% if at level 3 80% if at level 2 76% if at level 1 60% < Level 1

For the Comprehensive Predicator (administered in NUR 253), the grade recorded will be the "Predicted Probability of Passing the NCLEX". Students who score <90% predicted probability will be required to remediate and take a second version of the Comprehensive Predicator, and the second score will be the final recorded score. Student who score 90% or > are *encouraged* to retake the second version of the Comprehensive Predicator, and the higher of the 2 predictability scores will be the recorded grade.

Course	Assessments
NUR 151: Fundamentals	Critical Thinking Assessment: Entrance (40-item test)
	RN Fundamentals 2016 (70-item test)
NUR 153: Adult/Child 1	RN Maternal Newborn 2016 (70-item test)
	Dosage Calculation RN Adult Medical Surgical 2.0 (25-item test)
NUR 170: RN Bridge	RN Maternal Newborn 2016 (70-item test)
	RN Fundamentals 2016 (70-item test)
NUR 251: Adult/Child 2	RN Mental Health 2016 (70-item test)RN Nutrition 2016 (70-item test)
	RN Pharmacology 2016 (70-item test)
NUR 252: Adult/Child 3	RN Adult Medical Surgical (90-item test)
	RN Nursing Care of Children (70-item test)
NUR 253: Management	RN Leadership (70-item test)
	RN Comprehensive Predictor (180-item test)Critical Thinking – Exit (40-item test)

Classroom Recording Policy (Updated 5.2013)

1. Students may record lecture and/or classroom activities with the permission of the instructor.
2. Lecture and/or classroom activities, whether via electronic, written, or other format, should be in accordance with the ethical standards reflected by the ANA social media statement and NCSBN white paper. NCSBN's white paper is available at Social_Media.pdf (ncsbn.org).
3. Test review **cannot** be recorded.
4. Permission to record may be withdrawn by the instructor at any time and without advance notice.
5. Students acknowledge any speaker can make a statement that conflicts with the textbook. It is the student's responsibility to clarify the information.

Student Services and College Policies

Access Office

The Access Office-Disability Support Services- has been designated by the College as the primary office to guide, counsel, and assist students with disabilities. If you receive services through the Access Office and require accommodation for class, please make an appointment with an instructor as soon as possible to discuss your approved accommodation needs. Bring your "Instructor Notification Memo" provided by the Access Office to the appointment. The instructor will hold any information you share in strict confidence unless you give permission to do otherwise.

If you have not contacted the Access Office and have reasonable accommodation needs (e.g., volunteer note taker, extended time for tests, seating arrangements), an instructor will be happy to refer you. The Access Office will require appropriate documentation on disability. If you wish to receive accommodation in a class, you must register with the Access Office. Registration with the Access Office is voluntary for people with disabilities but is a requirement for receiving accommodation.

Student Rights and Responsibilities

Students' rights and responsibilities are available online at https://stlcc.edu/college-policy-procedures/. Upon enrollment in the college, each student assumes an obligation to conduct themselves in a manner compatible with the college's function as an educational institution and to obey the laws enacted by federal, state, and local governments. If this obligation is neglected or ignored by the student, the College must, in the interest of fulfilling its functions, institute appropriate disciplinary action.

Students who are parents have the responsibility to arrange suitable care for their children while they attend classes. Students are not permitted to bring children to class, nor should children be left unattended in hallways, offices, or on campus. The College reserves the right to protect the safety and welfare of unattended children.

In addition, misconduct that may subject a student to disciplinary action includes the following:

1. Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the college.
2. Forgery, alteration, or misuse of college documents, records, or identification.
3. Hazing, which is defined as any act that injures, frightens, endangers, or degrades an individual.
4. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college-authorized activities.
5. Sexual Harassment of any person on college property or at other college authorized activities.
6. Physical Abuse of any person on college property or at college authorized activities or conduct that threatens or endangers the health or safety of another person.
7. Theft or damage to college property or property of others on college premises or at college authorized activities.
8. Unauthorized entry to or use of college facilities.
9. Violation of law or of college policies or procedures or campus rules or regulations (herein collectively called "Regulations").
10. Use of, being under the influence of, or distribution of alcohol or controlled substances on college property or at college authorized activities except as permitted under the Board policy entitled "Food Service Facilities."
11. Disorderly conduct, breach of the peace, aiding or inciting another to breach the peace, or infringement upon the rights or defamation of another person(s) either on college property or at college authorized activities.
12. Failure to comply with directions of a college official acting in the performance of their duties.
13. Possession or use of a firearm, explosive, dangerous chemical, or other weapon or anything that could be construed as a weapon on college property or at college authorized activities, except as required by law and permitted by regulations. Law enforcement officers who are enrolled and are on campus to attend classes or study are to take no action to enforce any regulations, except as required by law. Alleged violations must be reported to campus police.

Students are protected against race and ethnicity discrimination by Title VI of the Civil Rights Act of 1964, against sex discrimination, including sexual harassment by Title IX of the Education Amendments of 1972 and against discrimination based on sexual orientation, religion, age, and status as a disabled or Vietnam-era veteran by board policy. Students who believe they have been subjected to discrimination should use the procedures described in Board of Trustees Policy B9 and Administrative Procedures G15.

Students are protected against discrimination based upon reason of disability by the Americans with Disabilities Act (ADA) of 1990 and section 504 of the Rehabilitation Act of 1973. Students who believe they have been discriminated against based upon reason of disability should use the procedures described in Board of Trustees Policy G8 and Administrative Procedure G6.

Students who believe they are being sexually harassed are encouraged to discuss the matter first with one of the sexual harassment advisors on their campus. The Counseling Department can assist with locating the sexual harassment advisors.

Non-Academic Appeals

Students' *non-academic* rights and responsibilities are listed at https://stlcc.edu/college-policy-procedures/student-conduct-rights-and-responsibilities/ Students are expected to comply with the responsibilities and follow proper procedures as identified on the website. Disciplinary actions involving alleged violations of a student's responsibilities will follow the procedure. A student may appeal an alleged violation of her/his non-academic rights by following the proper procedure for non-academic appeals.

Student Academic Rights and Responsibilities

Problems that develop between an instructor and a student often result from a single misunderstanding of what is expected from the other person. Direct communication between the student and instructor will usually resolve these matters. Therefore, the following regulations incorporate a definition of student academic rights and responsibilities and both formal and informal means of due process and conflict resolution.

Student Academic Rights

Students have the right to:
1. Access scheduled class meetings and appropriate instructional support services.
2. A syllabus describing course objectives; units of subject matter to be provided; evaluation reports; and rules of attendance, grading, and conduct.
3. Instruction that begins promptly; is presented in a clear and concise manner; and provides relevant structured activities consistent with the contact hour requirements of the course.
4. Classroom instruction, assignments and evaluations that are consistent with the general course description and the specifications of the syllabus.
5. Be treated in a humane, ethical, and professional manner both in the classroom and in all communication and contact with the instructor, and other staff and students.
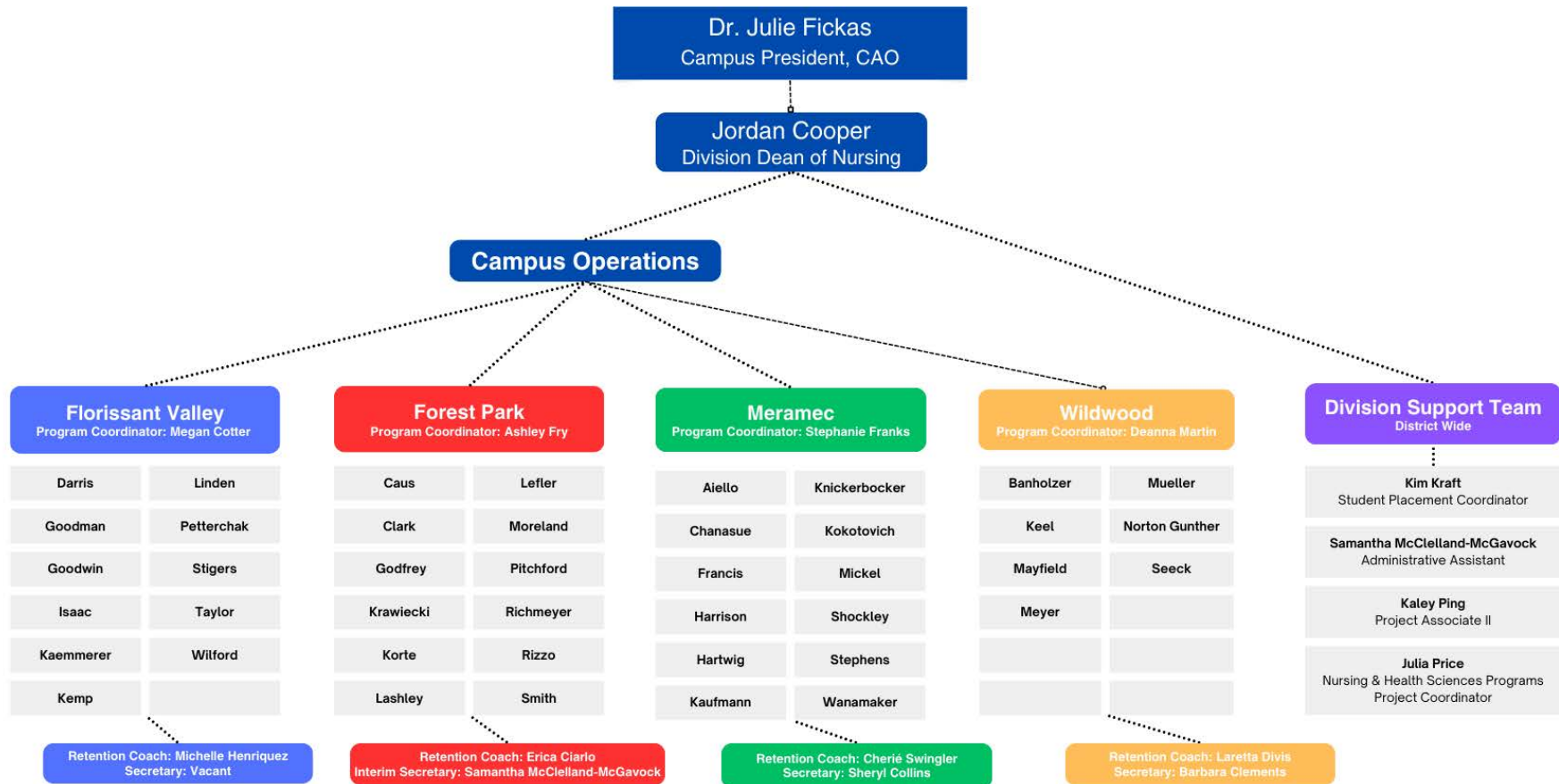
Student Academic Responsibilities

Students shall be responsible for:
1. Selecting a program of study that is consistent with her/his interests, skills, and abilities.
2. Selecting courses that are consistent with her/his program objectives and readiness level.
3. Enrolling for a schedule of courses in accordance with the time and effort they will allocate to academic requirements.
4. Being punctual and attending classes.
5. Being attentive and appropriately participating in class activities.
6. Completing all class assignments as directed by the instructor.
7. Consulting with the instructor as soon as possible if problems arise.
8. Complying with official announcements.
9. Seeking appropriate support services to improve her/his level of academic achievement and to enhance the quality of college life.
10. Behaving in a humane and ethical manner both in the classroom and in all communication and contact with the instructor, other staff members, and students.

Academic Appeals

Students' academic rights and responsibilities are listed online at https://stlcc.edu/college-policy-procedures/academic-rights-and-responsibilities/. A student may appeal an alleged violation of her/his academic rights by following the proper procedure as identified online.

Nursing Division Organizational Chart

Dr. Julie Fickas
Campus President, CAO

Jordan Cooper
Division Dean of Nursing

Campus Operations

Florissant Valley
Program Coordinator: Megan Cotter

Darris	Linden
Goodman	Petterchak
Goodwin	Stigers
Isaac	Taylor
Kaemmerer	Wilford
Kemp	

Retention Coach: Michelle Henriquez
Secretary: Vacant

Forest Park
Program Coordinator: Ashley Fry

Caus	Lefler
Clark	Moreland
Godfrey	Pitchford
Krawiecki	Richmeyer
Korte	Rizzo
Lashley	Smith

Retention Coach: Erica Ciarlo
Interim Secretary: Samantha McClelland-McGavock

Meramec
Program Coordinator: Stephanie Franks

Aiello	Knickerbocker
Chanasue	Kokotovich
Francis	Mickel
Harrison	Shockley
Hartwig	Stephens
Kaufmann	Wanamaker

Retention Coach: Cherié Swingler
Secretary: Sheryl Collins

Wildwood
Program Coordinator: Deanna Martin

Banholzer	Mueller
Keel	Norton Gunther
Mayfield	Seeck
Meyer	

Retention Coach: Laretta Divis
Secretary: Barbara Clements

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District Wide

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Appendix A

Pre-Admission Requirements

Standards of admission and retention have been established for certain programs and courses to ensure students have the necessary aptitude and background for success. Students applying for a program with selective admissions criteria may be required to take additional tests for admission purposes and/or to meet certain requirements to continue in the program.

Admission to the nursing program is on a selective basis. The nursing program application must be signed by both the student and academic advisor to be submitted to stlcc-nursing@stlcc.edu for processing. Students are admitted to the nursing program every fall and spring semester dependent upon availability at each campus.

Selected admission spots may be held for qualified applicants from identified community collaborative projects at the discretion of the President and Division Dean.

The RN Bridge course is available for Licensed Practical Nurses (LPNs) or Licensed Paramedics (EMT-Ps) who are interested in the nursing program. Beginning Spring 2024, the RN Bridge course will admit each spring and fall semester. There are additional admission requirements for students applying to the RN Bridge course – these can be found on the checklist on the following pages.

The checklist for admission is also available at www.stlcc.edu/nursing.

Applications must be completed with a Student Success Advisor. Appointments and contact information can be found at www.stlcc.edu/advising.

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

St. Louis Community College
Division of Nursing

CAMPUS PROGRAM CONTACTS

District email: stlcc-nursing@stlcc.edu   **Phone:** (314) 644-9358

Florissant Valley	Forest Park	Meramec	Wildwood
Retention Coach	*Retention Coach*	*Retention Coach*	*Retention Coach*
Michelle Henriquez	Erica Ciarlo	Chérie Swingler	Larreta Divis
Office B-217	Office HS-202B	Office SW 117	Office WW-307
mhenriquez@stlcc.edu	eciarlo@stlcc.edu	cswingler1@stlcc.edu	ldivis1@stlcc.edu

Selective Admissions to Nursing Program Prerequisites

Rationale: Students who wish to declare a major in some health professions programs must meet minimum criteria in order to apply. Admission to the nursing program is selective due to availability and limitations of practicum sites and limitations in the number of students who can be accommodated in clinical groups. All students interested in this program should consult a Student Success Advisor at their campus of their choice. The Nursing Program requires clinical or field experience as part of the curriculum. A criminal background check, drug screen, and documentation of current immunizations are required (at the student's expense) for participation in clinical or other field experiences. Specific criteria for admission are on the second page of this document. For further information visit our website at: https://catalog.stlcc.edu/programs/nursing-aas/#newitemtext

PROGRAM OF STUDY: Pre-Entry Course Requirements. Any additional prerequisite credit hours to pre-entry course are not factored into total program hours.

Course / Requirement	Description	RN Cr. Hrs.	Brdg Cr. Hrs.
Math Proficiency	Math proficiency at or above the MTH 140 level. MTH 165 or MTH 166 will not meet this requirement.	0-3	0-3
CHM 101*	Completion of Fundamentals of Chemistry with a grade of "C" or higher OR one year of high school chemistry with a lab, both semesters completed with a grade of "C" or higher.	0-5	0-5
BIO 111	Completion of Introductory Biology with a grade of "C" or higher.	0-4	0-4
BIO 207*	Anatomy and Physiology I completed with a grade of "C" or higher.	4	4
ENG 101	College Composition completed with a grade of "C" or higher.	3	3
PSY 200	General Psychology completed with a grade of "C" or higher.	3	3
COM 200 OR SOC 101	Communication Between Cultures OR Introduction to Sociology completed with a grade of "C" or higher.	3	3
LPN/ Paramedic Pre-entry Additional Requirements:			
BIO 208*	Anatomy and Physiology II completed with a grade of "C" or higher - required prior to NUR 153 or NUR 170.	4	4
PSY 205	Human Growth and Development completed with a grade of "C" or higher - **required prior to NUR 153 or NUR 170**	3	3
General Career Education Requirements			
BIO 203*	General Microbiology I completed with a grade of "C" or higher - **required prior to NUR 251**	4	4
XXX xxx	Missouri Civics Course Requirement, completed with a grade of "C" or higher.	3	3
Program Requirements:			
	First Semester		
NUR 151	Fundamentals of Nursing	7	
NUR 152	Nursing Laboratory Practicum I	1	
NUR 170 (Bridge)	LPN / Paramedic to RN Bridge course		7
NUR 161 (Bridge)	**Experiential Credit:** This course is designed to transcript LPN / Paramedic experiential credit for the first semester of the Nursing Program. Students must have successfully completed NUR 170 to receive this credit.		11
	Second Semester		
NUR 153	Nursing of Adults and Children I	9	
NUR 154	Nursing Laboratory Practicum II	1	
NUR 251 (Bridge)	Nursing of Adults and Children II		10
	Third Semester		
NUR 251	Nursing of Adults and Children II	10	
NUR 252 (Bridge)	Nursing of Adults and Children III		3
NUR 253 (Bridge)	Management Skills in Nursing		8
	Fourth Semester		
NUR 252	Nursing of Adults and Children III	3	
NUR 253	Management Skills in Nursing	8	
	Total Hours Required	66-78	66-78

*Chemistry and one of the following are req within 5 years (BIO 207, 208, or 203). Please visit the interactive class schedule for information regarding class times.

Admission to St. Louis Community College does not guarantee admission to the nursing program. Below is a pre-entry checklist of all requirements.

	General Pre-entry Requirements for all Nursing Program Tracks:	Check
1	**Application submitted for admission to STLCC.** Please visit www.stlcc.edu/apply.	
2	**Degree Seeking Status.** Official College Transcripts - An official transcript from each college attended must be sent directly from the college attended to the STLCC-Registrar's Office. Please visit https://stlcc.edu/admissions/apply-to-stlcc/transfer-students/transferring-credit-to-stlcc.aspx for more information.	
3	**Minimum cumulative GPA of 2.5.** *Developmental courses (numbered below 100) completed at any institution will not be counted toward the minimum cumulative GPA. The minimum 2.5 GPA must be maintained while on the Nursing Applicant List. A minimum GPA of 2.0 must be maintained once enrolled into the Nursing Program.* - STLCC students with at least 15 college level credits with a 2.5 GPA will meet this requirement, regardless of the GPA at other colleges. College transfer students with fewer than 15 STLCC credits must have a cumulative 2.5 GPA in college level credits earned at all colleges attended.	
4	**Math Proficiency** at or above the MTH 140 level. MTH 165 and MTH 166 will not meet the requirement for the nursing program. Potential prerequisites: - Reading Proficiency (MTH 140S) - Satisfactory score on placement test and Reading Proficiency (MTH 140).	
5	**Fundamentals of Chemistry:** CHM 101 completed with a grade of "C" or higher <u>OR</u> one year of high school chemistry with a lab, both semesters completed with a grade of "C" or higher. *CHM 101 prerequisites:* - Completion of MTH 140S with a grade of "C" or higher or placement into MTH 140 or higher.	
6	**Introductory Biology:** BIO 111 completed with a grade of "C" or higher. *BIO 111 prerequisites:* - Reading Proficiency or concurrent enrollment in RDG 079.	
7	**College Composition I:** ENG 101 completed with a grade of "C" or higher. *ENG 101 prerequisites:* - Satisfactory placement score on placement test. - Completion of ENG 030 or ENG 070 with a grade of "C" or higher. - Recommendation of department and Reading Proficiency. - Concurrent enrollment in RDG 079.	
8	**Anatomy and Physiology I:** BIO 207 completed with a grade of "C" or higher. *BIO 207 prerequisites:* - BIO 111 or BIO 140 or CHM 101 with a grade of "C" or higher or course equivalency and Reading Proficiency.	
9	**General Psychology:** PSY 200 completed with a grade of "C" or higher. *PSY 200 prerequisites:* - Reading Proficiency or concurrent enrollment or concurrent enrollment in RDG 079.	
10	**Communication Between Cultures: COM 200 or Introduction to Sociology: SOC 101** completed with a grade of "C" or higher. *COM 200 and SOC 101 prerequisites*: - Reading Proficiency or concurrent enrollment in RDG 079 (SOC 101). - Reading Proficiency (COM 200).	
11	**Test of Essential Academic Skills (TEAS) exam completed with a minimum composite score of 58.7 within two calendar years of application.** Additional information: - Minimum of four weeks (30-days) between attempts in taking the TEAS exam and a maximum of three attempts in a 12-month period. - TEAS exam can be completed in an STLCC testing center. - Additional information and study guides can be found at www.atitesting.com.	
12	**Standardized Testing Interview:** after completing the TEAS exam, the student is required to meet with a Nursing Retention Coach to discuss the results.	
	LPN / Paramedic Additional Pre-entry and General Career Requirements:	
13	**Anatomy and Physiology II: BIO 208 completed with a grade of "C" or higher. Completed prior to NUR 153 or NUR 160.** *BIO 208 prerequisites*: - BIO 207 completed with a grade of "C" or higher and Reading Proficiency.	
14	**General Microbiology I: BIO 203 completed with a grade of "C" or higher. Completed prior to NUR 251.** *BIO 203 prerequisites:* - BIO 111 or BIO 140 completed with a grade of "C" or higher, or course equivalency. - Permission of the department chairperson of Biology and Reading Proficiency.	
15	**Human Growth and Development: PSY 205 completed with a grade of "C" or higher. Completed prior to NUR 153 or NUR 160.** *PSY 205 prerequisites:* - PSY 200 completed with a grade of "C" or higher and Reading Proficiency.	
	LPN / Paramedic Bridge Additional Required Documentation:	
16	**LPN / Paramedic License -** Current undisciplined copy of Missouri License (LPN or EMT-P). Full documented information can be found at either www.nursys.com (LPN) or https://health.mo.gov/safety/ems/licenseesearch.php (EMT-P).	
17	**Work Experience -** One year of LPN or EMT-P work experience within five years of application. For students who have graduated within the past 12 months from an LPN or Paramedic program, the work experience requirement will be waived.	
18	**Letter of Reference** from recent or current employer.	
	When the above criteria have been met, students must submit a signed Nursing Program application. The application must be signed by both the student and Student Success Advisor. Completed applications must be emailed to stlcc-nursing@stlcc.edu. Mailed or faxed applications will not be accepted or processed. All communication from the Nursing Division will be sent to *STLCC student email addresses only*. No communication will be mailed or faxed to students. *Admission and degree requirements are subject to change without advance notice.*	

Appendix B

Financial Information

ST. LOUIS COMMUNITY COLLEGE - NURSING PROGRAM
Estimated Program Expenses) – Amounts Subject to Change

(Effective August 1, 2022)

Pre-Entry: The following six items are required to be completed within six months prior to the first day of Fundamentals of Nursing, NUR:151, or six months prior to first semester of entering the program. RN Bridge Option students should be aware that these costs are an approximation of the Nursing Program as a whole, broken down by semester as close to actual funds as possible. The Nursing Department will have specific deadlines for submitting documentation of these six items. Failure to meet these deadlines will result in removal of your name from the admission process.

Pre-Entry Estimated Expenses

Clinical Compliance Tracker (includes background check, drug screen, immunization/clinical requirements)	$93.00
Missouri Department of Health & Senior Services Family Care Safety Registry (unless currently registered)	$15.00
Health Exam (must be on STLCC's Nursing Physical Form)	$50.00
Immunizations or Titers (if no documented history of immunizations, then you must have titer results showing immunity or receive the immunizations)	$700.00
Health Insurance (must maintain throughout program)	$600.00
American Heart Association BLS Provider (includes adult, child/infant CPR, and AED with hands-on skill check)	$80.00
Estimated Expenses	**$1538.00**

First Semester

In-District Tuition and Maintenance Fees (8 credit hours @ $122.00/cr. hr.) **	$976.00
Nursing Required Textbooks *	$265.00
Lab Kit	$130.00
Uniforms (scrub top & bottom)	$75.00
Black **non-permeable** shoes (no canvas, mesh, or open toe/heel)	$75.00
Stethoscope	$30.00
Lab Coat (optional per agency policy)	$40.00
Watch (must have a second-hand or ability to count seconds)	$30.00
Bandage Scissors	$10.00
Assessment Exam Package (ATI)	$293.75
Student Nurse Association (SNA) Dues (optional)	$5.00
First Semester Estimated Expenses	**$1929.75**

Second Semester

In-District Tuition and Maintenance Fees (10 credit hours @ $122.00/ cr. hr.) **	$1220.00
Nursing Required Textbooks *	$250.00
Assessment Exam Package (ATI)	$293.75
Lab Kit	$150.00
Student Nurse Association (SNA) Dues (optional)	$5.00
Second Semester Estimated Expenses	**$1918.75**

Between Second and Third Semesters

Health Insurance (must maintain throughout program)	$600.00
Chest X-ray (if history of a (+) TB test)	$50.00
Between Second and Third Semester Estimated Expenses	**$650.00**

Estimated Expenses (continued)

Third Semester

In-District Tuition and Maintenance Fees (10 credit hours @ $122.00/cr. hr.) **	$1220.00
Nursing Required Textbooks *	$200.00
Fingerprinting Fee (NCLEX Application)	$60.00
State Board License Application Fee	$0.00
Assessment Exam Package (ATI)	$293.75
Student Nurse Association (SNA) Dues (optional)	$5.00
Third Semester Estimated Expenses	**$1778.75**

Fourth Semester

In-District Tuition and Maintenance Fees (11 credit hours @ $122.00/cr. hr.)	$1342.00
NCLEX-RN Exam Registration Fee	$200.00
STLCC Transcript (to be sent to Missouri State Board of Nursing Assessment)	$10.00
Assessment Exam Package (ATI), includes ATI Live Review	$293.75
Student Nurse Association (SNA) Dues (optional)	$5.00
STLCC Nursing Pin (optional)	$100.00
Graduation Picture Composite	$30.00
Graduation Robe Rental (optional)	$25.00
Fourth Semester Estimated Expenses	**$2005.75**

Total Estimated Program Expenses	**$9821.00**

* See course syllabus for additional recommended material, estimate not provided.

** Tuition and Maintenance fees based on the STLCC Tuition and Fees table (https://stlcc.edu/admissions/tuition-and-fees/). Tuition estimated here at the rate for District Residents.

Nursing Program Handbook Acknowledgement

I have been provided access to the St. Louis Community College Nursing Program Handbook and the information andpolicies contained within the handbook. I understand that I am responsible for making myself aware of and for following the information, policies, and guidelines written within the St. Louis Community College Nursing Program Handbook.

Print Name: _____

Signature: _____

Date: _____

A#: _____

STLCC E-Mail: _____ @my.stlcc.edu

Latex Waiver Form

I have read the information regarding the use of latex products, latex allergies, and potential allergic effectsdue to exposure to latex products.

I understand the potential for untoward reactions with personal exposure to latex in various settings where Imay be assigned as a student. I will use latex-free products as a preventive intervention.

My signature indicates that I understand the potential for and the risks of latex exposure and that I wish tocontinue my education at STLCC.

Print Name: _____

Signature: _____

Date: _____

A#:   _____

STLCC E-Mail: _____@my.stlcc.edu

Appendix D

Diversity, Inclusion, and Non-Discrimination Statement

St. Louis Community College is committed to creating inclusive, welcoming, and respectful learning and working environments focused on the needs of our diverse communities. The College does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status,and any other status protected by applicable state or federal law. The College's Nondiscrimination policies apply to any phase ofits employment process, any phase of its admission, or financial aid programs, and all of its educational programs or activities.

Student inquiries concerning discrimination or harassment, and the procedure for complaints of discrimination or harassment maybe made to:

Shannon Nicholson
Director for Community Standards / Title IX Coordinator
E-mail: snicholson29@stlcc.edu

Disability Resources and Access Office Information

STLCC is committed to providing all students equal access to learning opportunities. Access Office staff, available on each campus, work with students who have disabilities to provide and/or arrange academic accommodations. Students who have, or think they may have, a disability are encouraged to contact the campus Access Office: Florissant Valley: 314-513-4551 or FVAccess@stlcc.edu; Forest Park & Harrison Center: 314-644-9039 or FPAccess@stlcc.edu; Meramec & South County: 314-984-7673 or MCAccess@stlcc.edu; Wildwood: 636-422-2000 or WWAccess@stlcc.edu; Online: 314-513-4771 or SFoster@stlcc.edu
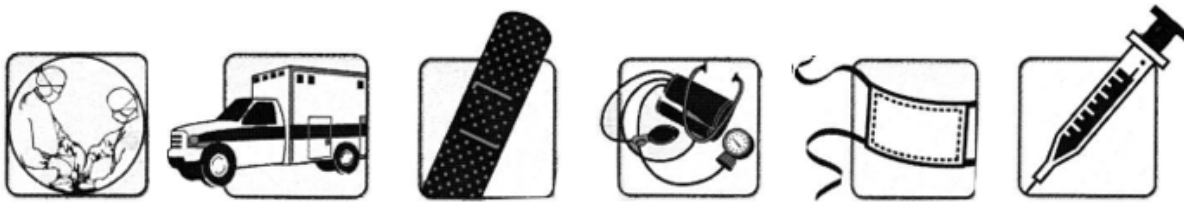
Students with academic accommodations are responsible for providing their professors with Instructor Memos and should do soearly in the course. For more information, see Access services (https://www.stlcc.edu/student-support/disability-services/).

Title IX

Discrimination includes any form of unequal treatment on the basis of sex, sexual orientation or gender expression such as denial of opportunities, harassment, and violence. Sex based violence includes sexual assault, sexual harassment, dating violence, domestic violence and stalking. If you experience discrimination in any of these forms, you are encouraged to report the incident tothe Title IX Coordinator, or campus-based Title IX Investigators. To learn more, including information on campus and communityresources, go to STLCC's Sexual Misconduct Policy (https://www.stlcc.edu/docs/policies-and-procedures/sexual-misconduct- guidelines.pdf).

NCLEX TESTING ACCOMMODATIONS: Testing accommodations for otherwise qualified candidates can be provided only with the authorization of your board of nursing/regulatory body (BON/RB). Make a written request for accommodations to your BON/RB. Your request must comply with requirements established by your BON/RB for candidates requesting testing accommodations. Send your request to your BON/RB as early as possible so that, if approved, the testing accommodations can bemade in a timely manner. Do not schedule an appointment to take the NCLEX until you have received written confirmation of your accommodations and your ATT email listing the granted accommodations. Candidates approved for testing with accommodations must schedule their testing appointment by calling Pearson VUE NCLEX Candidate Services at the telephone number listed on their ATT and asking for the NCLEX Accommodations Coordinator. Candidates with accommodations cannot cancel their accommodations at the time of their appointment. Candidates who seek to test with accommodations cannot schedule their appointments through the NCLEX Candidate website.

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

St. Louis
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