NURSING PROGRAM
HANDBOOK

STLCC District Nursing Program website: www.stlcc.edu/nursing
Submit questions via e-mail to stlcc-nursing@stlcc.edu

Revised August 2021
NOTE: Each student is responsible for compliance with the information in this handbook.
NOTE: Nursing Program policies and procedures described herein are subject to change.
NOTE: Students are responsible for handbook revisions.
ST. LOUIS COMMUNITY COLLEGE (STLCC) NURSING PROGRAM

The St. Louis Community College District Nursing Program is **fully approved** by:
The Missouri State Board of Nursing
www.pr.mo.gov/nursing.asp

The St. Louis Community College District Nursing 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, email: stlcc-nursing@stlcc.edu; phone (636) 422 2430 (office), (314) 207 0090 (fax)

NOTE: Each student is responsible for compliance with the information in this handbook.
NOTE: Nursing Program policies and procedures described herein are subject to change.
NOTE: Students are responsible for handbook revisions.
NOTE: Diversity & Inclusion, Non-Discrimination Statement, Disability Resources & Access Office Information, and NCLEX Testing Accommodation Information are located on inside of back cover.
# Table of Contents

## Contents

I. PROGRAM INFORMATION .................................................................................................................. 5  
   A. Introduction .................................................................................................................................. 5  
   B. St. Louis Community College Mission, Strategic Initiatives, and Goals ................................. 5  
   C. Nursing Philosophy ..................................................................................................................... 6  
   D. Expected Graduate Competencies: End-of-Program Student Learning Outcomes (EPSLOs) .... 7  

II. NURSING CURRICULUM (Revision implemented Fall 2014) ..................................................... 8  
   A. Program of Study ....................................................................................................................... 8  
   B. Course Descriptions ............................................................................................................... 9  
   C. Methods of Instruction .......................................................................................................... 12  
   D. Course Workload .................................................................................................................. 12  

III. LEARNING RESOURCES ............................................................................................................ 13  
   A. Instructional Resources ........................................................................................................... 13  
   B. Nursing College Laboratory .................................................................................................. 13  

IV. PROGRESSION AND RETENTION ............................................................................................ 15  
   A. Evaluation/Grading .................................................................................................................. 15  
   B. ATI Policy .................................................................................................................................... 15  
   C. Attendance Policies ............................................................................................................... 18  
   D. Withdrawal .......................................................................................................................... 18  
   E. Readmission Policies ............................................................................................................. 19  
   F. Transfer Procedure .................................................................................................................. 20  
   G. Retention Policies .................................................................................................................. 22  
   H. Graduation Requirements .................................................................................................... 22  

V. HEALTH AND SAFETY .................................................................................................................. 26  
   A. STLCC Technical Standards Statement .................................................................................... 26  
   B. Health Policy .......................................................................................................................... 28  
   C. Infection Control/Standard Precaution Guidelines .................................................................. 29  
   D. Latex Information and Policy .................................................................................................. 29  
   E. Substance Abuse Policy ......................................................................................................... 30  
   F. Use of Human Subjects in Training and Health Risks .............................................................. 30  

VI. PROFESSIONAL CONDUCT ..................................................................................................... 31  
   A. Nursing Student Code of Conduct ........................................................................................... 31  
   B. Professional Appearance (Dress Code) .................................................................................... 32  
   C. Classroom Recording Policy (Revised 05/2013) ...................................................................... 33  
   D. Testing Policy (Revised 05/2013) ............................................................................................ 33  
   E. Test Review Policy in Classroom (Revised 08/2020) ............................................................... 34  
   F. Test Review Policy in Faculty Office (Revised 05/2013) .......................................................... 34  

VII. STUDENT SERVICES AND COLLEGE POLICIES ................................................................. 36  
   A. The Access Office – Disability Support Services ........................................................................ 36  
   B. Student Rights and Responsibilities ........................................................................................ 36  
   C. Student Academic Rights and Responsibilities (https://stlcc.edu/college-policy-procedures/academic-rights-and-responsibilities/) .................................................................................................................. 37  
   D. STLCC Nursing Program Organizational Structure (Revised 08/2021) .................................... 39  
   E. Organizational Chart – Page 1 .................................................................................................. 40  
   F. Organizational Chart – Page 2 ................................................................................................ 41  
   G. District Readmission Committee for Nursing, OTA, and PTA ............................................... 42  

VIII. FULL-TIME FACULTY AND STAFF ...................................................................................... 43  
   ST. LOUIS COMMUNITY COLLEGE DISTRICT NURSING PROGRAM .................................. 43  
   A. STLCC District Staff ................................................................................................................ 43  
   B. STLCC Florissant Valley Campus ............................................................................................ 44  
   C. STLCC Forest Park Campus .................................................................................................... 46  

3
D. STLCC Meramec Campus .................................................................................................................................. 48
E. STLCC Wildwood Campus ................................................................................................................................ 50
F. District Nursing Faculty/Staff Directory Fall 2021 (Revised Tuesday, 08/17/2021) ................................................. 51

VIII. APPENDIX A ............................................................................................................................................... 52
      A. Nursing Program Admission Criteria ........................................................................................................ 52

IX. APPENDIX B .................................................................................................................................................. 56
      A. LPN Bridge Option Admission Criteria ......................................................................................................... 56

X. APPENDIX C ................................................................................................................................................... 59
      A. Financial Information ..................................................................................................................................... 59
      B. Nursing Program – Estimated Expenses ....................................................................................................... 60
      C. LPN Bridge Option – Estimated Expenses .................................................................................................. 62

XI. STUDENT SIGNATURE FORMS (Following pages) ......................................................................................... 64
      A. Nursing Program Handbook Acknowledgement & Latex Waiver Form ......................................................... 65
      B. Duplicate Nursing Program Handbook Acknowledgement & Latex Waiver Form ........................................... 67

XII. Diversity & Inclusion, Non-Discrimination Statement ...................................................................................... 69

NOTE: Each student is responsible for compliance with the information in this handbook.
NOTE: Nursing Program policies and procedures described herein are subject to change.
NOTE: Students are responsible for handbook revisions.
NOTE: Diversity & Inclusion, Non-Discrimination Statement, Disability Resources & Access Office Information, and NCLEX Testing Accommodation Information are located on inside of back cover.
I. PROGRAM INFORMATION

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

The nursing programs were initiated in 1963 (Meramec), 1965 (Forest Park), 1970 (Florissant Valley), and August 2020 (Wildwood) and the first nursing classes were graduated in 1965 (Meramec), 1967 (Forest Park), 1972 (Florissant Valley), and anticipated May 2022 (Wildwood). The programs have had approval by the Missouri State Board of Nursing since their inception.

Full accreditation by the National League for Nursing (NLN) was granted during the 1966-67 (Meramec), 1968-69 (Forest Park), and 1977-78 (Florissant Valley) academic years. National accreditation has been maintained since that time. 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 changed its name and became the Accreditation Commission for Education in Nursing (ACEN).

North Central Association of Colleges and Schools and the Missouri Department of Education accredits St. Louis Community College.

Instruction in nursing courses includes theory, college laboratory; and clinical laboratory experiences. Clinical laboratory experiences are carried out in co-operating health care agencies. 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 online in response to changes in the Coronavirus status, or any other emergency.

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

B. St. Louis Community College Mission, Strategic Initiatives, and Goals


2020-2023 Strategic Plan Themes:

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 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 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.

C. Nursing Philosophy

THE NURSING FACULTY BELIEVES that Nursing, a caring profession, is both an art and a science. Nursing assists diverse populations in the promotion and maintenance of optimal health across the 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. Nursing education uses evidence-based practice and knowledge from applied science in the development of teaching-learning strategies.

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.

THE NURSING FACULTY FURTHER BELIEVES IN THE FOLLOWING 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 our 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 and 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.

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

At the completion of the program, 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 critical 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 healthcare team members by demonstrating leadership skills in the clinical setting.
II. NURSING CURRICULUM (Revision implemented Fall 2014)

The courses listed in the Program of Study are required to complete the nursing curriculum.

A. Program of Study
The following five courses must be completed prior to enrolling in NUR:151 Fundamentals of Nursing

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

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
Semester Total                 15

SECOND SEMESTER
Nursing of Adults and Children I NUR:153  9
Nursing Laboratory Practicum II NUR:154  1
General Microbiology           BIO:203  4
Semester Total                 14

THIRD SEMESTER
Nursing of Adults and Children II NUR:251  10
Semester Total                 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
Semester Total                 14

TOTAL credit hours required for the Nursing Program range from 66-78 depending on how meeting requirements such as if using high school courses or assessment testing.

All nursing courses MUST be taken in the semester order of the program of study. Non-nursing courses need to be concurrent as listed OR may be taken prior to the semester but cannot be taken after the semester listed.

The State of Missouri requires a Civics course. See an Academic Advisor and the STLCC Catalog for a list of 3-credit hour courses that meet the Missouri Civics requirement.
B. 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 per week, 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, LIB: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, BIO:208 with a minimum grade of "C" or higher or prior enrollment, and PSY:205 with a grade of "C" or higher or prior enrollment.

**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 of adults 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 college nursing laboratory and to reinforce nursing principles introduced in NUR:153 (Equivalent of 2 practicum 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:160 LICENSED PRACTICAL NURSE TO ASSOCIATE DEGREE:**

**NURSING BRIDGE** 7 CREDITS

This course is required to prepare the Licensed Practical Nurse (LPN) 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 passing the Dosage Calculation Test; ENG:101, PSY:200, PSY:205, COM:200, LIB:101, BIO:207, and BIO:208, all with a minimum grade of "C" or higher.

**NUR:161 LPN EXPERIENTIAL CREDIT I** 11 CREDITS

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

**Course Prerequisites:** Enrollment in LPN bridge program and successful completion of NUR:160 with a minimum 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 health problems (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.
Co-requisite: Physical Education requirement or prior enrollment.

**NUR:252  NURSING OF ADULTS & CHILDREN III**

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 for the semester).

**Course Prerequisite:** NUR:251 with a minimum grade of “C” or higher

**Co-requisite:** NUR:253; Missouri state requirement or prior enrollment.

**NUR:253  MANAGEMENT SKILLS IN NURSING**

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 week for 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**

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/fail based 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.
### Nursing Course Credit Hour and Clock Hour Requirements (Revised 08-06-2014)

<table>
<thead>
<tr>
<th>Semester of Initial Offering for Course</th>
<th>Course Name</th>
<th>Course Number</th>
<th>Total # of Credit Hours</th>
<th># of Credit Hours from Lecture per Week</th>
<th># of Credit Hours for Clinical or Practicum per Week</th>
<th># of Clock Hours, or Its Equivalent, Per Week for Clinical or Practicum (CLINICAL: calculated by a 3:1 ratio of clock hours to credit hours for clinical) (PRACTICUM: calculated by a 2:1 ratio of clock hours to credit hours on campus)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014</td>
<td>Fundamentals of Nursing</td>
<td>NUR:151</td>
<td>7</td>
<td>5 for lecture</td>
<td>2 for clinical</td>
<td>3 x 2 = 6 clock hours for clinical lab (6 clock hours x 15 weeks = 90 clinical lab clock hours for the semester)</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>Nursing Laboratory Practicum I</td>
<td>NUR:152</td>
<td>1</td>
<td>0 for lecture</td>
<td>1 for practicum</td>
<td>2 x 1 = 2 hours for practicum (2 hours x 15 weeks = 30 hours for the semester)</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>Nursing of Adults &amp; Children I</td>
<td>NUR:153</td>
<td>9</td>
<td>6 for lecture</td>
<td>3 for clinical</td>
<td>3 x 3 = 9 clock hours for clinical lab (9 clock hours x 15 weeks = 135 clinical lab clock hours for the semester)</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>Nursing Laboratory Practicum II</td>
<td>NUR:154</td>
<td>1</td>
<td>0 for lecture</td>
<td>1 for practicum</td>
<td>2 x 1 = 2 hours for practicum (2 hours x 15 weeks = 30 hours for the semester)</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>Licensed Practical Nurse to Associate Degree: Nursing Bridge</td>
<td>NUR:160</td>
<td>7*</td>
<td>6 for lecture*</td>
<td>1 for clinical*</td>
<td>3 x 1 = 3 clock hours for clinical lab* (3 clock hours x 15 weeks = 45 clinical lab clock hours for the semester.)</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>Nursing of Adults &amp; Children II</td>
<td>NUR:251</td>
<td>10</td>
<td>6 for lecture</td>
<td>4 for clinical</td>
<td>3 x 4 = 12 clock hours for clinical lab (12 clock hours x 15 weeks = 180 clinical lab clock hours for the semester)</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>Nursing of Adults &amp; Children III</td>
<td>NUR:252</td>
<td>8</td>
<td>5 for lecture</td>
<td>3 for clinical</td>
<td>3 x 3 = 9 clock hours for clinical lab (9 clock hours x 15 weeks = 135 clinical lab clock hours for the semester)</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>Management Skills in Nursing</td>
<td>NUR:253</td>
<td>3</td>
<td>1 for lecture</td>
<td>2 for clinical</td>
<td>3 x 2 = 6 clock hours for clinical lab (6 clock hours x 15 weeks = 90 clinical lab clock hours for the semester)</td>
</tr>
</tbody>
</table>

**TOTALS do not include LPN Bridge hours**

<table>
<thead>
<tr>
<th></th>
<th>39 total credit hours*</th>
<th>23 total credit hours for lecture*</th>
<th>14 total credit hours for clinical plus 2 total credit hours for practicum*</th>
<th>Total clinical lab clock hours = 630*</th>
<th>Total practicum lab hours = 60*</th>
</tr>
</thead>
</table>
C. Methods of Instruction
A variety of teaching-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 nursingskills in nursing college laboratory, and providing care to patients in clinical areas.

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 online in response to changes in the Coronavirus status, or any other emergency.**

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

In addition to the class and clinical hours published in the “Semester Schedule of Classes,” nursing students can anticipate additional practice hours and individually arranged evaluation sessions in the nursing college 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 agency the day prior to the clinical experience to obtain material from agency records that assists in planning patient care as well as meeting the outcomes for 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.
III. LEARNING RESOURCES

A. Instructional Resources
Nursing students have access to the 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 and weekend hours. Orientation to the library information system is available. Assistance with audiovisual equipment and computer usage is provided. Computers are available in the computer center, the library and/or nursing college laboratory.

B. Nursing College Laboratory
The nursing college laboratory permits simulation of numerous nursing skills and situations. Students are expected to practice designated skills in the nursing college laboratory and to have these skills evaluated on their own time. Students in the nursing college laboratory must perform selected skills satisfactorily before they may be performed in the clinical setting. The actual amount of time spent in the nursing college laboratory varies according to the specific nursing course. Students may expect to spend two to four hours per week in the nursing college laboratory outside of scheduled class periods.

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 online in response to changes in the Coronavirus status, or any other emergency.
# St. Louis Community College Nursing Program (US17407600)
## Clinical Facilities /Observation Sites for AY2020 - 2021
**Updated 05/21/21**

<table>
<thead>
<tr>
<th>Clinical Site</th>
<th>Florissant Valley</th>
<th>Forest Park</th>
<th>Meramec</th>
<th>Wildwood</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barnes-Jewish Hospital (BJC)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cardinal Glennon (SSM)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christian Hospital (BJC)</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DePaul Health Center (SSM)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Mercy South</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mercy St. Louis</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Mercy Rehabilitation Hospital</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ranken Jordan</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Clare Health Center (SSM)</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>St. Joseph’s Lake St. Louis (SSM)</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Louis Children’s Hospital</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Luke’s Hospital</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>St. Mary’s Health Center (SSM)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

### Observation and/or Preceptor Sites (in addition to those listed above)

<table>
<thead>
<tr>
<th>Observation and/or Preceptor Sites</th>
<th>Florissant Valley</th>
<th>Forest Park</th>
<th>Meramec</th>
<th>Wildwood</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bethesda Dilworth</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSM Health St. Louis University Hospital</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Louis Forensic Treatment Center (f/k/a St. Louis Psychiatric Rehabilitation Center)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VA St. Louis Health Care System</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mercy Washington</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>St. Louis University Hospital (SSM)</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
IV. PROGRESSION AND RETENTION

A. Evaluation/Grading

Evaluation methods are constructed to measure students’ mastery of course outcomes/competencies as stated in the 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 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 clinical performance, shall be deemed unsuccessful and shall not pass the nursing course.

Satisfactory and Unsatisfactory are defined as:

S = Satisfactory and indicates achievement of the stated course outcomes.
U = Unsatisfactory and indicates lack of achievement of the stated course outcomes.

Due to the relationship of clinical laboratory to the nursing theory course, failure of the student to meet requirements of clinical laboratory will result in the student being unable to be successful in the course. Therefore, upon receiving an unsatisfactory clinical laboratory evaluation, the student will receive a 69.4% for a course average, or if their course average is lower than 69.4% in theory, then 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 laboratory experience. 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.

A student is not allowed to continue with clinical after being unsuccessful in NUR 152 or NUR 154.

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.

See STLCC Administrative Procedures as follows:
G.13.1 Academic Integrity Violations
G.18 Student Code of Conduct
G.18.1 Student Conduct Process

B. ATI Policy

ATI Policy (Original 07/2017; Revised, 04/2018; Revised 08/2019)

What is ATI?

- Assessment Technologies Institute® (ATI) offers an assessment driven review program designed to enhance student learning and NCLEX-RN success.
- The comprehensive program offers multiple assessment and remediation activities. These include assessment indicator for academic success, critical thinking, and learning styles, online tutorials, online practice testing, and proctored testing over the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- Data from student testing and remediation can be used for program’s quality improvement and outcome evaluation.
- ATI information and orientation resources can be accessed from your student home page. In order to be successful, it is essential that you spend time navigating through these orientation materials.
Modular Study:
ATI provides online review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement course work. Faculty may assign these to supplement and enhance your 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 are embedded in the Tutorials that help students gain an understanding of the content, such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide. You are encouraged to take advantage of these resources even if they are not specifically assigned in your course(s).

Assessments:
Standardized Assessments will help the student to 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 theory course at STLCC. Proctored testing will likely occur outside of your normal classroom time. Your independent learning through the ATI resources and the assessments (practice and proctored) will not always directly parallel your classroom instruction, but the combined processes will enhance your critical thinking and support your overall success in mastering nursing concepts and content and will effectively support your learning and integration of theory and clinical nursing.

Active Learning/Remediation:
Active Learning/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 courses and on the NCLEX. The student’s individual performance profile will contain a listing of the topics to review. The student will be expected to remediate, using the Focused Review which contains links to ATI books, media clips and active learning templates.

Faculty have online access to detailed information about the timing and duration of time spent in 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” of the ATI Student Home Page or by submitting written Remediation Templates. Faculty will inform you of when and how ATI work will be validated.

10% of your course grade in NUR 151, 153, 160, 251, and 252 will be determined by the level of proficiency achieved on ATI Proctored exams. 90% of your course grade in these courses will be determined by the course final (25%) and classroom testing (65%). In NUR 253 20% of your course grade will be determined by the 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 you to review the rationales for each question. In order for you to achieve maximum benefit from the first practice test, you should answer questions carefully, review all the rationales, and take notes over areas that you missed for further review. A focused review is not generated when rationales are provided.

The second practice tests 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 that you missed. You must prepare for the second practice test and take it seriously so that the focused review that is generated is based on what you still need to learn and not on random topics because you did not take the practice test seriously.

It is highly advised that the second practice test is taken without “looking up answer” so that the focused review that is generated provides the appropriate guidance to your learning. The second practice test and the associated remediation is the preparation for the First Proctored Tests. Proctored tests become part of your course grade as described in the Table A and B. Only the first attempt at Proctored Tests generates your “Pulse” status, the best indicator of your 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 your “Pulse”. To that end, remediation is rewarded as described in the tables below.
Table A: % awarded is = 10% of course grade in NUR:151, 153, 160, 251, 252

Remediation is required for all second attempts whether retesting is required or optional

<table>
<thead>
<tr>
<th>Proficiency on Proctored Exams</th>
<th>% score awarded for first attempt</th>
<th>% score awarded after 2(^{nd}) attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>100%</td>
<td>2(^{ND}) test is optional, but recommended</td>
</tr>
<tr>
<td>Level 2</td>
<td>84%</td>
<td>2(^{ND}) test is optional, but recommended \n95% if at level 3 \n90% with level 2 \n84% with level 1 \n84% if &lt; level 1</td>
</tr>
<tr>
<td>Level 1</td>
<td>76%; 2(^{ND}) test is required</td>
<td>85% if at level 3 \n80% if at level 2 \n76% if at level 1 \nMaintains 1(^{st}) Exam Score if &lt; level 1</td>
</tr>
<tr>
<td>&lt; Level 1</td>
<td>60%; 2(^{ND}) test is required</td>
<td>85% if at level 3 \n80% if at level 2 \n76% if at level 1 \n60% &lt; Level 1</td>
</tr>
</tbody>
</table>

For the Comprehensive Predictor (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 Predictor, and the second score will be the final recorded score. Students who score 90% or > are encouraged to retake the second version of the Comprehensive Predictor, and the higher of the 2 predictability scores will be the recorded grade.

| NUR 151: Fundamentals          | Critical Thinking Assessment: Entrance (40-item test) \nRN Fundamentals 2016 (70-item test) |
| NUR 152: Skills Lab 1          | RN Maternal Newborn 2016 (70-item test) \nDosage Calculation RN Adult Medical Surgical 2.0 (25-item test) |
| NUR 153: Adult/Child 1        | RN Maternal Newborn 2016 (70-item test) \nRN Fundamentals 2016 (70-item test) |
| NUR 154: Skills Lab 2          | RN Mental Health 2016 (70-item test) \nRN Nutrition 2016 (70-item test) \nRN Pharmacology 2016 (70-item test) |
| NUR 160: LPN Bridge            | RN Adult Medical Surgical (90-item test) \nRN Nursing Care of Children (70-item test) |
| NUR 251: Adult/Child 2        | RN Leadership (70-item test) \nRN Comprehensive Predictor (180-item test) \nCritical Thinking – Exit (40-item test) |
C. Attendance Policies

1. Classroom Attendance
   Students are responsible for course content and are encouraged to attend all classes. See coursesyllabi for specific guidelines.

   Students who are irregular in class attendance may be counseled. Instructors may refuse to admit students who are tardy.

2. Clinical Attendance
   Attendance in clinical laboratory is expected. All clinical absences may result in an additional assignment as deemed by nursing faculty. Clinical absence in excess of the equivalent of 1 clinical week’s hours may result in an inability to meet clinical outcomes and, therefore, failure of the course. At the discretion of the clinical faculty, clinical may still be conducted when the campus is closed.

   Prior to any clinical absence, it is the student’s responsibility to inform the clinical instructor, per their instruction, before the scheduled clinical time.

   Punctuality and preparedness are expected at all times.

   Instructors may refuse to admit students who are tardy.

   The nursing faculty has the responsibility to refuse a student admission to the clinical area whose preparation/performance is unsatisfactory. This will constitute a clinical absence.

   Students may be restricted from a clinical area during a course for the following reasons:

   a. In the professional judgment of the faculty, the student does not have sufficient theoretical background to function safely and competently in the clinical area.
   b. Failure to demonstrate competence in the Nursing College Laboratory.
   c. The student’s performance directly or indirectly endangers a patient’s safety and welfare.
   d. The student requires supervision in excess of that expected for level of education.
   e. Medically imposed restrictions.

   Students restricted from the clinical area are considered absent.

D. Withdrawal

Any Nursing student intending to withdraw from a Nursing course must notify the course coordinator and clinical instructor prior to NOT attending clinical, and must schedule an appointment for an Exit Interview with the Nursing Program Coordinator, Director, or designee. Failure to make proper notifications to the course coordinator and clinical instructor prior to withdrawing, and to complete the exit interview process within one (1) week of withdrawal, may result in the inability to re-enroll in nursing courses. Appointments to meet with the Program Coordinator or Director can be made through the Department Secretary.

Nursing students who are unsuccessful in a Nursing course are to schedule an appointment for an Exit Interview with the Nursing Program Coordinator, Director, or designee. Failure to complete this process within one (1) week of withdrawal may result in the inability to re-enroll in nursing courses.
E. Readmission Policies

Violation of student rights and responsibilities may deem a student ineligible for readmission. Students may enroll in any given semester a maximum of two (2) times. Withdrawals and failures constitute an enrollment. For the LPN Bridge student who fails or withdraws from NUR:160, either NUR:513 (for Fundamentals) or NUR:153/154 represent a repeat of NUR 160. A student is allowed to repeat a maximum of two (2) nursing semesters. The semesters include NUR:151/152, NUR:153/154, NUR:160, NUR:251, and NUR:252/253.

NOTE: Background check 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 and drug screen if returning immediately the following semester. If a student does not return immediately the following semester, then they need to 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.

1. First Semester:
   A student who withdraws or who has not been successful is required to reapply to the Program and meet the same requirements as listed in the Admission Criteria section. This will place them on the nursing waiting list and they will be readmitted in order of application. Applications to reapply are only available in the Advising office.

2. Second, Third, Fourth Semester, and LPN Bridge:
   A student who withdraws (see IV. C. Withdrawal) or who has not obtained a grade of "C" or higher must schedule an appointment for an Exit Interview with the Nursing Program Coordinator, Director, or designee. Failure to complete this process within one (1) week of withdrawal or being unsuccessful may result in the inability to re-enroll in nursing courses.

A student who has not been enrolled in the nursing program for more than one full semester and requests readmission (sits out for two full semesters) must take the appropriate challenge examinations as identified below. The student may only sit out for a maximum of two full semesters before having to start over with admission to the nursing program (if eligible).

a. Second Semester:
   1. Comprehensive final examination for NUR:151 with a minimum score of 76%.
   3. Satisfactory completion of NUR:513 (for NUR:151/152) may replace items 1 and 2 above.

b. Third Semester:
   1. Comprehensive final examination for NUR:151 with a minimum score of 76%.
   2. Comprehensive examination for NUR:153 with minimum score of 76%.
   4. Satisfactory completion of NUR:513 (for NUR:153/154) and satisfactory performance on a technical skill examination for NUR:152 may replace items 1, 2, and 3 above.

c. Fourth Semester:
   1. All the above requirements as stated plus the comprehensive final examination for NUR:251 with a minimum score of 76%.
   2. Satisfactory completion of NUR:513 (for NUR:251) and satisfactory performance on a technical skill examination for NUR:152 and NUR:154 may replace item 1 above.

d. LPN Bridge:
   1. An LPN Bridge student who withdraws or who has not obtained a grade of "C" or higher in NUR:160 must complete the exit interview process and request readmission. The LPN Bridge student seeking readmission must:
      a. Take the comprehensive final examination for first semester, NUR:151, Fundamentals of Nursing, and pass with a minimum grade of 76%.
      b. May need to satisfactorily complete a technical skill demonstration for NUR:152.
      c. Satisfactory completion of NUR:513 (for NUR:151/152) may replace a. and b.
      d. The student who chooses option a. but is unsuccessful may complete NUR:513 in lieu of seeking re-admission as a new NUR:151 Fundamental student, provided the clinical component of the NUR:160 LPN Bridge course was satisfactory.
   2. After satisfactorily meeting these requirements, applicants for readmission to the Nursing Program are considered for admission into second semester (NUR:153) on a space-
available basis.
3. LPN Bridge students who do not meet the requirements listed above must reapply to the Nursing Program by contacting an Academic Advisor to begin the process of being placed on the waiting list for admission into first semester, NUR:151, Fundamentals of Nursing.

e. Readmissions:
1. After satisfactorily meeting the stated requirements, applicants for readmission to the nursing program are considered on a space-available basis.
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 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 labeled “Intra- District and Out-of-District Priority Student Placement for LPN Bridge, Readmission, and Transfers.”

F. Transfer Procedure

1. **Intra-District Transfers**
   Intra-district transfer is permitted if the student is eligible to return to the original campus-nursing program. **Transfers may occur only if the student has been enrolled in a Nursing course within the previous three semesters, i.e. students may only sit out for a maximum of 2 semesters.** If the student has not taken nursing course(s) for a semester or more, qualified intra-district transfer students will be evaluated in the same manner as the St. Louis Community College readmission students. Intra-district transfer Nursing students are to schedule an exit interview with the Nursing Program Coordinator, Director, or designee, on the original campus, within one week if unsuccessful in a course, within one week if withdrawing from a course, or within one week if successful in a course. **Failure to complete this process during the current semester may result in the inability to re-enroll in nursing courses.** Appointments to meet with the Program Coordinator or Director can be made through the Department Secretary.

   **NOTE:** Background check and drug screens need to be repeated for any student not enrolled for one semester, i.e. if a student leaves during a semester, they do not need to repeat the background check and drug screen if returning immediately the following semester. If a student does not return immediately the following semester, then they need to repeat the background check and drug screen with satisfactory results received prior to the start of the semester. Immunizations and CPR certification must remain current for all students.

2. **Out-of-District Transfers**
   Students who have completed nursing courses in other collegiate nursing programs, or who have completed one year of course work in a diploma program, will be required to challenge (by examination) the first semester nursing courses for placement into the second semester, or to challenge by examination the first and second semester nursing courses for placement into the third semester. **Transfers may occur only if the student has been enrolled in a Nursing course within the previous three semesters, i.e. students may only sit out for a maximum of 2 full semesters. Transfer students may not enroll in NUR:513 if they have experienced an unsatisfactory clinical evaluation.**

   Out-of-District Transfer Students are required to complete the following:
   a. Meet the St. Louis Community College and nursing program admission criteria.
   b. Have a transcript(s) from each college and/or nursing school sent to the Admissions Office.
   c. Submit a completed transcript Evaluation Request form to the Admissions Office.
      1. Transfer credit must be approved by the Admissions Office and/or the appropriate campus department coordinator.
      2. Course substitutions and/or waivers that are not designated on the Transfer Credit Evaluation form and deviate from the above curriculum must be approved by the appropriate campus department coordinator.
   d. Challenge Process
      1. Contact the nursing department on the campus where the challenge process will be completed.
      2. Schedule an appointment with the nursing program coordinator to determine appropriate testing and semester placement.
      3. The challenge exam consists of two parts: 1) final exam(s) and 2) lab skills. A student may take the challenge examination only one time in the STLCC District.
      4. **The decision rendered by one campus will be binding on all campuses.**
5. Challenge examinations will be arranged by the nursing department upon payment of an instructional materials fee equal to one credit hour.

6. A grade of “R” (credit by examination) will be awarded upon successful passing or completion of all parts of the challenge process.

7. After successfully meeting the stated requirements, applicants for transfer to the nursing program are considered on a space-available basis.

8. Out-of-district transfer students are not accepted into fourth semester nursing courses.

e. **NOTE:** All out-of-district transfer students are required to meet the same criminal background check, drug screen, and immunization requirements as all other Nursing students.

3. **Intra-District and Out-of-District Priority Student Placement for LPN Bridge, Readmission, and Transfers**

   Intra-district and out-of-district priority student placement for LPN Bridge, readmission, and transfers will be admitted based on space availability in the following order:
   
a. LPN bridge students who have successfully completed NUR:160.

b. A successful student returning from a leave of absence.

c. An LPN Bridge student who successfully challenged NUR:151, Fundamentals of Nursing, or satisfactorily completed NUR:513* (for NUR:151/152)

d. Students who withdrew from their original campus nursing program with a passing grade and have maintained a cumulative G.P.A. of 2.00 or better.

e. Students withdrawing with a failing grade will be readmitted based on their course average at the time of exit or course completion.
   
   - Failing students from their original campus will be admitted first.
   - Failing intra-district students will be admitted next.

f. Out of district transfer students who have successfully completed the challenge examination.
G. Retention Policies  
Retention /Promotion  
The Nursing Program is an intensive and highly structured academic and clinical experience for students. Moreover, it is not self-contained but affects the staff and patients of the cooperating agencies where the clinical portions of the program are carried out. St. Louis Community College and the Nursing Program share a serious responsibility toward those agencies and their staffs and patients to send them only nursing students who are adequately prepared to perform their assigned tasks with competence. For all these reasons, St. Louis Community College must maintain standards and procedures appropriate to the Nursing Program.

1. A cumulative grade point average of 2.00 is required to remain in the program. A grade of “C” or higher is required in each nursing course 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-initiated withdrawal from a nursing course will result in withdrawal from the nursing program. The student may apply for re-admission to the program, of which a favorable recommendation from a nursing faculty member from the course most recently enrolled in is highly suggested, and may require approval by the District Readmission Appeal Committee. The District Readmission Committee Appeal Form is available from the Campus Nursing Program Coordinator.

3. A student who fails to maintain an overall G.P.A. of 2.00, who receives a grade of less than “C” in any nursing course or required prerequisite course, or who does not return to a nursing course when expected, will automatically be withdrawn from the program. The student may apply for readmission to the program, of which a favorable recommendation from a nursing faculty member from the course most recently enrolled in is highly suggested, and may require approval by the District Readmission Appeal Committee. The District Readmission Committee Appeal Form is available from the Campus Nursing Program Coordinator.

H. 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 with Enrollment Services for their degree no later than October 1. Students who expect to graduate in May should file an application with Enrollment Services for their degree no later than March 1.

1. Post-Graduation Licensure as a Registered Nurse  
A graduate of the St. Louis Community College nursing program is eligible to apply to the Missouri State Board of Nursing to write the NCLEX-RN examination. Successful completion of this examination is necessary to become licensed as a registered nurse (R.N.).

Registered nurse licensure in Missouri is under the control of the Missouri State Board of Nursing. The Board determines eligibility requirements for candidates who apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The following are among the requirements of the Missouri State Board of Nursing.

a. Successful completion of an approved/accredited program of professional nursing.

b. Completed, signed, and notarized application for licensure including:
   1. legal name
   2. explanation of circumstances regarding previous applications/licensure
3. explanation of any crime that has resulted in a conviction (excluding traffic violations)
4. explanation of conviction of any traffic offense resulting from or related to the use of drugs or alcohol
5. explanation of addiction to any drug or alcohol
6. submission of (non-refundable) fees
7. attachment any additional required documents
8. payment receipt for electronic fingerprinting

However, successful completion of the nursing program DOES NOT guarantee eligibility to take the licensure examination. Since one of the functions of the Missouri State Board of Nursing is to protect the public, the Board may refuse licensure to applicants who may jeopardize the well-being of Missouri citizens. The Missouri State Board of Nursing may also refuse to grant the student permission to take licensing exams or refuse to issue any certificate of registration of authority, permit, or license for the cause(s) outlined in the Missouri State Nurse Practice Act Chapter 335.066 RSMO, as amended.

Nursing students should be aware that there are reasons for refusal to issue a registered nurse license as defined by the State Statute 335.066 as quoted below from the October 2019 Missouri Nurse Practice Act.

"335.066. Denial, revocation, or suspension of license, grounds for, civil immunity for providing information-complaint procedures.
1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstate any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or monitoring by the intervention program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621.
2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:
(1) Use or unlawful possession of any controlled substance, as defined in chapter 195, by the federal government, or the department of health and senior services by regulation, regardless of impairment, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096. A blood alcohol content of .08 shall create a presumption of impairment;
(2) The person has been found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 21 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
(3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;
(4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
(5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by chapter 335. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;
(6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by chapter 335, including, but not limited to, the following:
(a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;
(b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;
(c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;
(d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;
(e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;
(f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;
(g) Being listed on any state or federal sexual offender registry;
(h) Failure of any applicant or licensee to cooperate with the board during any investigation;
(i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;
(j) Failure to timely pay license renewal fees specified in this chapter;
(k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;
(l) Failing to inform the board of the nurse’s current residence within thirty days of changing residence;
(m) Any other conduct that is unethical or unprofessional involving a minor;
(n) A departure from or failure to conform to nursing standards;
(o) Failure to establish, maintain, or communicate professional boundaries with the patient. A nurse may provide health care services to a person with whom the nurse has a personal relationship as long as the nurse otherwise meets the standards of the profession;
(p) Violating the confidentiality or privacy rights of the patient, resident, or client;
(q) Failing to assess, accurately document, or report the status of a patient, resident, or client, or falsely assessing, documenting, or reporting the status of a patient, resident or client;
(r) Intentionally or negligently causing physical or emotional harm to a patient, resident, or client;
(s) Failing to furnish appropriate details of a patient’s, client’s, or resident’s nursing needs to succeeding nurses legally qualified to provide continuing nursing services to a patient, client, or resident;
(7) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;
(8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
(9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
(10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
(11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;
(12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
(13) Violation of any professional trust or confidence;
(14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
(15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
(16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;
(17) Failure to successfully complete the intervention or alternative program for substance use disorder;
(18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;
(19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;
(20) A pattern of personal use or consumption of any controlled substance which requires a prescription unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so or a pattern of abuse of any prescription medication;
(21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;
(22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee’s professional health program.
(23) Failure to submit to a drug or alcohol screening when requested by an employer or by the board. Failure to submit to a drug or alcohol screening shall create the presumption that the test would have been positive for a drug for which the individual did not have a prescription in a drug screening or positive for alcohol in an alcohol screening;
(24) Adjudged by a court in need of a guardian or conservator, or both, obtaining a guardian or conservator, or both, and who has not been restored to capacity;
(25) Diversion or attempting to divert any medication, controlled substance, or medical supplies;
(26) Failure to answer, failure to disclose, or failure to fully provide all information requested on any
application or renewal for a license. This includes disclosing all pleas of guilt or findings of guilt in a case where the imposition of sentence was suspended, whether or not the case is now confidential;
(27) Physical or mental illness, including but not limited to deterioration through the aging process or loss of motor skill, or disability that impairs the licensee’s ability to practice the profession with reasonable judgment, skill, or safety. This does not include temporary illness which is expected to resolve within a short period of time;
(28) Any conduct that constitutes a serious danger to the health, safety, or welfare of a patient or the public.”

Nursing licensure eligibility for students/graduates who are currently not U.S citizens:

Pursuant to 8 U.S.C.A. §1621, the Board of Nursing is prohibited from granting professional licensure to a non-eligible, non-citizen of the United States. An individual who is a qualified alien, a nonimmigrant or an alien paroled into the US as documented by the US may be eligible for licensure. However, individuals whom may have permission from the US to be here for a specific duration or purpose may not be eligible for professional licensure pursuant to federal law.
You may review this on our web site http://pr.mo.gov/boards/nursing/CITIZENSHIP-LAWFUL-PRESENCE.pdf
V. HEALTH AND SAFETY
A. STLCC Technical Standards Statement

Introduction
Aligned with the College’s Mission, Vision and Values, the Health Sciences programs at St. Louis Community College strive to create inclusive and transformative educational experiences for the 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 – including individuals with disabilities. Rooted in an appreciation for the diversity among our learners, we encourage individuals with disabilities to engage with the Access Office regarding their access-related needs.

Technical Standards
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 previous attributes, also referred to as Technical Standards, have been developed to create transparency and promote understanding surrounding expectations of STLCC’s Health Science programs. These Technical Standards describe performance abilities and characteristics necessary for successful completion of our programs and can be met with or without reasonable accommodations.

Request for Accommodation
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. 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 website www.stlcc.edu/access.
<table>
<thead>
<tr>
<th>Domain</th>
<th>Technical Standard – Students should be able to…</th>
</tr>
</thead>
</table>
| **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.                                                                                                                                                                                                                                                                                                                       |
B. Health Policy
The nursing student is required to meet the specific health requirements of each assigned clinical agency. A physical examination form must be completed within six (6) months of the start of the first semester upon entering the program. See below for immunization requirements.

1. Health Insurance
St. Louis Community College 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.

2. Immunization Requirements (Subject to change)
The following are the current requirements and are subject to change at any time based on clinical site directives:

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, or signed declination form,
c) Two doses of Varicella immunization or blood IGG antibody titer showing immunity,
d) TDaP immunization every 10 years,
e) Two (2) Negative TB Skin Tests (PPD) - You need proof of your last two TB tests. They must be within one year of each other and one must be within the last year. NOTE: If you have never had a TB test before, you must have two (2) tests one (1) to three (3) weeks apart. While at STLCC, students must have one TB screening every 12 months to remain in compliance. If PPDs positive, they need a negative chest x-ray. A TB Symptom Check Form is to be completed annually following 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

Exemptions and Accommodations**
Medical exemptions to annual influenza vaccination 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 and documentation of medical contraindications by October 1st. Medical exemptions are valid only for the flu season in which they are granted.

Religious accommodations to annual influenza vaccination may be granted based on sincerely held religious beliefs, practices or observances. The faculty or student seeking a religious accommodation must submit an accommodation request form and required documentation by October 1st. Religious accommodations are valid only for the flu season in which they are granted.

**If a clinical site requires an influenza vaccine as a condition for clinical placement, all students and faculty who work in a clinical care area must receive an annual influenza vaccination by November 1st. If the student or faculty assigned to such a clinical site requests a medical exemption or a religious accommodation, 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 an opening is available.

Infection control procedures: For the safety of patients and others during influenza season, 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.

3. Student State of Health
All students are to maintain a state of health to ensure safety for themselves and to ensure safety for patients. Students are responsible for notifying their clinical instructor of any changes in their state of health that may interfere with maintaining a safe environment. Any student with changes in their state of health that may interfere with safety must have written approval from their healthcare provider stating they are eligible to continue in the clinical laboratory setting and must meet all of the stated clinical outcomes with a satisfactory performance.
C. 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 (HBV), Coronavirus, or others. All rules of confidentiality are followed when working with patients.

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 health care workers and persons should not become health care workers unless they recognize and accept this risk.
2. Education and strict adherence to well-established infection control guidelines, however, can reduce this risk to a minimum. 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 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, and 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 on the basis of HIV or HBV infection, 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 guaranteed by the Americans with Disabilities Act.

EXPOSURE GUIDELINES
1. Students must wear appropriate protective clothing/equipment when performing task(s) that may involve exposure to blood/body fluids.
2. Any direct exposure to blood/body fluids occurring while functioning as a nursing student must be reported immediately to the clinical instructor.
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.

D. Latex Information and Policy
To the greatest extent possible, STLCC minimizes exposure and prevents additional sensitization of individuals to latex. Non-latex products & 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 high 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/allergy 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 at http://www.cdc.gov/niosh/topics/latex/

E. Substance Abuse Policy
Nursing students at STLCC are responsible for maintaining standards and adhering to regulations adopted by the College as stated in the Student Handbook. The educational environment in the classroom, college lab and clinical areas will be Drug/Alcohol-Free. The following policy is established in order to:

a. Maintain a working, learning, and clinical education environment that is safe and healthy for students, faculty, staff and the patients we care for.

b. Ensure a positive reputation of the college and its graduates within the community.

c. Minimize the number of accidental injuries to person and property.

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.

Possession of prescription drugs on campus or at the clinical site by any person other than the one it was prescribed for is prohibited. Such drugs are to be used only in the manner in which they are prescribed.

The purpose of these policies is to provide a drug-free, healthy, safe and secure environment for all nursing students. The College recognizes drug/alcohol abuse as a potential health, safety and security problem.

Students needing help with dealing with drug/alcohol abuse are encouraged to seek assistance in the College Counseling Department.

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. Drug testing may be required if the student is involved in an accident at the clinical site, if he or she is observed using a prohibited substance, if he or she exhibits a severe and prolonged reduction in productivity, or any other reasonable cause which is determined at the discretion of the faculty/staff member. The student must obtain drug testing within 2 hours of the instructor's request or will be considered a testing refusal. A student who refuses or has positive screening will not be allowed to return to clinical, college lab, class, or other college sponsored activity until he/she meets with the Director of Nursing Education.

The Director of Nursing Education will utilize clinical site guidelines and college policies in the decisionmaking. A positive test may result in immediate dismissal from the program.

All pre-enrollment screening, random screenings and all other expenses, including transportation, incurred will be the responsibility of the student.

F. Use of Human Subjects in Training and Health Risks
For the purpose of becoming 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 he/she does not give consent for the instructor or students to practice the skill(s) on him/her. 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.
VI. PROFESSIONAL CONDUCT
A. Nursing Student Code of Conduct

The faculty at STLCC believe that 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 https://www.nursingworld.org/coe-view-only. Students are also to adhere to the National Council of State Boards of Nursing’s (NCSBN’s) “A Nurse’s Guide to the Use of Social Media” available at https://www.ncsbn.org/NCSBN_SocialMedia.pdf and to NCSBN’s “A Nurse’s Guide to Professional Boundaries” available at https://www.ncsbn.org/ProfessionalBoundaries_Complete.pdf

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, puts the needs of patients ahead of those self.
4. Delivers patient care without prejudice.
5. Takes into account the values 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 one’s self clearly and accurately.
10. Maintains professional boundaries.
11. Maintains confidentiality, including privacy of 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.
B. Professional Appearance (Dress Code)
Students are expected to dress in a professional manner, which includes maintaining a clean and ironed uniform, and being in compliance with the clinical agency and Nursing Program dress code. Refer to individual course syllabi for additional dress code policies.

**NURSING UNIFORM DRESS CODE AND STANDARDS for Clinical Experiences:**
(Revised March 23, 2016)

1. Uniforms are to be worn for all clinical laboratory experiences.
2. The uniform will consist of:
   - Gray scrub top with college logo (purchased through the College bookstore). Navy blue scrub pants (purchased anywhere) and white or dark socks. Optional for females: navy skirt of appropriate length with non-cling slip and plain hose.
   - Shirts worn under scrub tops may be white turtle neck or navy blue and/or gray crew neck style shirt, not waffled thermal wear.
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. Shoes are to be closed heel, closed toe, black leather or vinyl. Laces are to be black and kept clean.
6. Appropriate business attire with white lab coat may be worn for certain experiences. Dress codes will be reviewed during clinical orientations. Blue jeans, shorts, sandals, halter tops, and exercise clothes are not to be worn in the clinical setting at any time.
7. When picking up clinical assignments, students must wear a lab coat over appropriate business attire or the nursing uniform.
8. Your school identification badge must be worn at all times above the waist, including when picking up an assignment.
9. Makeup and jewelry must be minimal and present a professional image.
10. Perfume/Aftershave should not be worn.
11. No visible body piercing jewelry is allowed except for a single post earring in each ear lobe.
12. Tattoos should not be visible while in the clinical setting. Students may be directed to cover tattoos while in the clinical setting.
13. Fingernails are to be of a conservative length. A guide for nail length is sport/business length (about 5 mm from fingertip to the end of the nail). Painted nails must be free of chips and a neutral color. Artificial, acrylic, or gel nails are not permitted.
14. Mustaches and beards should be neatly trimmed and conservative.
15. Hair should be clean, neat, pulled back and color(s) found naturally. Large hair ornaments and scarves, except for religious attire, may not be worn. Hair must be able to be covered by 1 (one) surgical cap to accommodate an OR rotation. Instructor discretion for further restrictions will apply where student and/or patient safety may be an issue.
16. Chewing gum is unacceptable at all times in any clinical setting.
17. 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.
18. Students who choose not to adhere to the dress code may be asked to leave clinical and this will result in a clinical absence.
19. Agency guidelines must be adhered to as directed.
20. Required Accessory Items: 1) school name badge, 2) stethoscope. 3) bandage scissors, 4) pen light, 5) wristwatch with a second hand, and 6) optional accessory item: calculator.
C. Classroom Recording Policy (Revised 05/2013)

1. Students may record lecture and/or classroom activities with the permission of the instructor.
2. Lecture and/or classroom activities that are recorded are for personal study use only and are not to be used for any other purpose.
3. Handling of all learning 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 https://www.ncsbn.org/Social_Media.pdf and at https://www.ncsbn.org/2930.htm.
4. Test review cannot be recorded.
5. Permission to record may be withdrawn by the instructor at any time and without advance notice.
6. Students acknowledge any speaker can make a statement that conflicts with the textbook. It is the student’s responsibility to clarify the information.

D. Testing Policy (Revised 05/2013)

1. Students arriving after the starting time for the exam will be allowed to test with the remaining time allotted for taking the exam. As an example, if 40 minutes are allotted to take the exam and the student arrives 20 minutes late, the student will have 20 minutes to complete the exam.
2. Students who do not appear to take the exam must follow procedures in order to receive permission to take a make-up exam.
3. No study aids are allowed in the test seating area. All notebooks, textbooks, classroom notes must be left away from the seating area prior to taking a seat for the exam.
4. No food, drinks, pens, purses, wallets, beepers, sunglasses, cell phones or any electronic devices will be allowed in the test seating area.
5. No scratch paper.
6. Shirts without pockets are to be worn on test day. No outerwear is allowed.
7. Students are required to leave hats, scarves, gloves and coats away from the test seating area. (Provisions are made for religious/cultural dress.)
8. Students may not leave the testing environment without permission of the instructor.
9. All cell phones must be turned off and will be stored and maintained at the discretion of the individual nursing campus.
10. Students may be subject to assigned seating.
11. Students not adhering to the testing policy may not be allowed to test.
12. Academic dishonesty will not be tolerated. If cheating is suspected, the student will have his or her test stopped immediately and will be removed from the testing environment.

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 exam.
3. Failure to abide by any of the stated policies can be grounds for discipline up to and including receiving a grade of “0” for the exam.
E. Test Review Policy in Classroom (Revised 08/2020)

1. The student will be given his/her individual test review materials. Any further clarification or review of testing materials not provided will be done by appointment only (Faculty Office).
2. No study aids are allowed in the test review seating area. All notebooks, textbooks, classroom notes must be placed away from the test seating area.
3. No food, drinks, pens, purses, wallets, beepers, sunglasses, cell phones or any electronic devices will be allowed in the test review seating area.
4. No outerwear is allowed.
5. Students are required to leave hats, scarves, gloves and coats away from the test review seating area. (Provisions are made for religious/cultural dress.)
6. All cell phones will be turned in to the testing proctor prior to all test reviews. Faculty are not responsible for the return of the correct phone. (Please check the phone before you leave the testing review environment to make sure the phone is your phone.) Cell phones must be turned off. Students not turning in a cell phone will be subject to assigned seating.
7. Students not adhering to the testing review policy may not be allowed to review their test.
8. Academic dishonesty will not be tolerated. If a student is observed copying test items or recording the test review, the student will have his or her test review stopped immediately and will be removed from the testing review environment.
9. Students may not leave the testing review environment without permission of the instructor.
10. No scratch paper.
11. Any attempt to copy, record or remove examination items during the review is prohibited.
12. Students must turn in the test review materials at the end of the session and are not allowed to remove any test review materials from the test review session.
13. All students have a right to review any and all completed work.
14. Review of online testing is at the discretion of the faculty.

Grounds for receiving a “0” grade

1. Using prohibited aids. Bringing aids to the test seating area.
2. Copying and removing examination items.
3. Failure to abide by any of the stated policies can be grounds for discipline up to and including receiving a grade of “0” for the exam.

F. Test Review Policy in Faculty Office (Revised 05/2013)

In addition to the classroom test review, exams may be reviewed individually by scheduling an appointment with the appropriate faculty member in the faculty member’s office. This review will be done 1:1 (one faculty member to one student).

Exams will be available for review for one (1) week after the scheduled in class test review. No change of test scores will be considered after two weeks of the scheduled exam. Test booklets and/or Scantron sheets will be available for student review if requested. No information may be copied from testing materials.

1. The student will be given his or her individual test review materials and if requested the Scantron and testing booklet.
2. All study aids, notebooks, textbooks, classroom notes must be placed away from the test review seating area prior to taking a seat for the exam review.
3. No food, drinks, pens, purses, wallets, beepers, sunglasses, cell phones or any electronic devices will be allowed in the test review seating area.
4. All cell phones will be turned off and placed away from the test review seating area.
5. Students may not leave the faculty member’s office during a test review session without permission of the instructor.
6. No note taking.
7. Students must turn in the test review materials at the end of the session and are not allowed to remove any test review materials from the test review session. This includes but is not limited to the Scantron and testing booklet.
8. Academic dishonesty will not be tolerated. If a student is observed copying test items or recording the test review, the student will have his or her test review stopped immediately and will be asked to leave the faculty office.
9. All students have a right to review any and all completed work.

Grounds for receiving a “0” grade
   1. Using prohibited aids. Bringing aids to the test review area.
   2. Copying or removing examination items or attempting to do so.
   3. Failure to abide by any of the stated policies can be grounds for discipline up to and including receiving a grade of “0” for the exam.
VII. STUDENT SERVICES AND COLLEGE POLICIES

Students may refer to the St. Louis Community College Catalog, “Fact Finder and Student Handbook of St. Louis Community College” and the “Semester Schedule of Classes” for general information on student services. Counselors are available to the Nursing Departments to assist students with academic or personal concerns. However, a student may consult with a counselor of his/her choice if assistance is needed. Students interested in this service should contact the Counseling Office for an appointment.

A Career and Employment Services Office is available to help students and graduates in interviewing and seeing employment.

A. The Access Office – Disability Support Services

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 accommodations 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 strictest confidence unless you give permission to do otherwise.

If you have not made contact with 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 of disability.

If you wish to receive accommodations in a class, you must register with the Access Office. Registration with the Access Office is voluntary for people with disabilities, but it is a requirement for receiving accommodations.

B. Student Rights and Responsibilities

Student rights and responsibilities are available online at https://stlcc.edu/college-policy-procedures/ Upon enrolling in the college, each student assumes an obligation to conduct himself/herself 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 function, institute appropriate disciplinary action.

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

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

a. Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the college.

b. Forgery, alteration or misuse of college documents, records or identification.

c. Hazing, which is defined as any act that injures, frightens, endangers or degrades an individual.

d. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college-authorized activities.

e. Sexual harassment of any person on college property or at college-authorized activities.

f. Physical abuse of any person on college property or at college-authorized activities, or conduct that threatens or endangers the health or safety of such person.

g. Theft or damage to college property or property of others on college premises or at college-authorized activities.

h. Unauthorized entry to or use of college facilities.

i. Violation of law or of college policies or procedures or campus rules or regulations (herein collectively called “Regulations”).

j. Use of, being under the influence of, possession 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.”

k. Disorderly conduct, breach of the peace, aiding or inciting another to breach the peace, or infringement upon the rights or defamation of another either on college property or at college-authorized activities.

l. Failure to comply with directions of a college official acting in the performance of his/her duties.

m. Possession or use of a firearm, explosive, dangerous chemical or other weapon or anything that could be
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 the 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 his/her non-academic rights by following the proper procedure for non-academic appeals.

C. Student Academic Rights and Responsibilities (https://stlcc.edu/college-policy-procedures/academic-rights-and-responsibilities/)

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

Student Academic Rights - Students shall have the right to:

1. Access to scheduled class meetings and appropriate instructional and support service.
2. A syllabus describing course objectives; units of subject matter to be provided; evaluation procedures; major course requirements such as term papers, book reviews, field trips and weekly 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, other staff and other students.

Student Academic Responsibilities - Students shall be responsible for:

1. Selecting a program of study that is consistent with his/her interests, skills and abilities.
2. Selecting courses that are consistent with his/her program objectives and readiness level.
3. Enrolling for a schedule of courses in accordance with the time and effort he/she will allocate to academic requirements.
4. Being punctual and attending classes.
5. Being attentive and for 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 his/her 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 other students.

**Academic Appeals** - Students’ academic rights and responsibilities are listed online at [https://stlcc.edu/college-policy-procedures/academic-rights-and-responsibilities/](https://stlcc.edu/college-policy-procedures/academic-rights-and-responsibilities/). A student may appeal an alleged violation of his/her academic rights by following the proper procedure as identified online. Following is the STLCC Nursing Program Organizational Structure.
D. STLCC Nursing Program Organizational Structure (Revised 08/2021)
F. Organizational Chart – Page 2

Health Sciences Division – Forest Park
August 2021

President
Dr. Julie Tickas

Administrative Secretary II
Alice M. Smith

Academic Dean
Dr. William Hubble

Director of Nursing Education
Karen Mayes

Project Associate II
Joseph Cooper

Nursing – FP
Kristen Krewson

Retention Coach
Erica Ciardle

Faculty
Gaus
Fry
Godfrey
Kraft
Lashley
Mayfield
Moreland
Mueller
Pitchford
Rizzo
Smith
Swope

Secretary
Irma
Adams NUR – FP & RC

Nursing – PV
Jordan Cooper

Retention Coach
Michelle Henriquez

Faculty
Conard
Cotter
Davis
Goebel
Goodman
Linden
Morris
Richie
Stillwell

Secretary
Samantha McClelland
NUR – PV & RT

Nursing – MC
Stephanie Franks

Retention Coach
Cherie Swingler

Faculty
Aiello
Charnas
Francis
Harrison
Hartwig
Kaufmann
Knickerbocker
Kobatonich
Mickel
Shockley
Stephens

Secretary
Sheryl Collins
NUR – MC & ST

Nursing – WW
Deanna Martin

Retention Coach
Ann Leiber

Faculty
Brendel
Keel
Petterchak
Rakoczy

Secretary
Kaley Buck
NUR – WW
G. District Readmission Committee for Nursing, OTA, and PTA
There is a District Readmission Committee for Nursing, OTA, and PTA that is approved by the District Dean of Health Sciences and hears all readmission concerns related to Nursing Program, OTA, and PTA policies for readmission. The committee membership is made up of the District Dean of Health Sciences, the Director of Nursing Education, the three Nursing Program Coordinators and the OTA and PTA Coordinators, the District Nursing Clinical Coordinator, the three Nursing Retention Coaches, and one additional committee member selected by the District Dean of Health Sciences. The Chairperson of the committee shall be appointed by the District Dean of Health Sciences. One additional faculty member from each campus will be voted upon to serve 2-year terms or as directed by the Dean of Health Sciences. A faculty member may serve as an alternate when the elected faculty representative cannot attend. The District Readmission Committee for Nursing, OTA, and PTA appeal form is available from the Program Coordinators for the student’s respective program. 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) working days of receipt of the committee decision. The decision of the Campus President, or his/her designee, shall be final. Under no condition will the District Readmission for Nursing, OTA, and PTA arbitrate on grades. In addition, the Committee shall not hear appeals alleging violations of student’s rights and/or responsibilities for academic appeals.
VIII. FULL-TIME FACULTY AND STAFF
ST. LOUIS COMMUNITY COLLEGE DISTRICT NURSING PROGRAM

A. STLCC District Staff

Karen Mayes, RN, Professor, Director of Nursing Education
BSN, Southern Illinois University Edwardsville
MSN, Southern Illinois University Edwardsville
E-Mail: kmayes@stlcc.edu
Florissant Valley Office Phone: (314) 513-4810, Florissant Valley Office Location: E-248
Forest Park Office Phone: (314) 644-9315; Forest Park Office Location: HS-202D
Meramec Office Phone: (314) 984-7759; Meramec Office Location: SW-116
Wildwood Office Phone: (636) 422-2421; Wildwood Office Location: Office Complex 307

Joseph M. Cooper (District Health Sciences Division Project Associate)
AAS, St. Louis Community College Florissant Valley, Deaf Communications Studies
Phone: (314) 644-9903; E-mail: jcooper188@stlcc.edu; Office Location: FP Campus, HS-302O
B. STLCC Florissant Valley Campus

Jordan Cooper, RN, Instructor II, FV Campus Nursing Program Coordinator
ADN, St. Louis Community College Florissant Valley
BSN, Maryville University
MSN, Walden University
Phone: (314) 513-4316; E-Mail: jcooper178@stlcc.edu; Office Location: E-247

Aja Conard, RN, Instructor II, Nursing College Laboratory Faculty
ADN, St. Louis Community College Florissant Valley
BSN, Central Methodist University
MSN (Anticipated 01/2022), Central Methodist University
Phone: (314) 513-4326; E-Mail: aconard1@stlcc.edu; Office Location: E-260

Megan Cotter, RN, Instructor II
AS, Lewis and Clark Community College
ADN, St. Louis Community College Florissant Valley
BSN, Southern Illinois University Edwardsville
MSN, Maryville University
Phone: (314) 513-4379; E-Mail: jmcotter7@stlcc.edu; Office Location: E-262

Maria Darris, RN, Assistant Professor
LPN, United States Army
ADN, St. Louis Community College Florissant Valley
BSN, University of Missouri St. Louis
MSN, University of Missouri St. Louis
Phone: (314) 513-4815; E-Mail: mdarris@stlcc.edu; Office Location: E-260

Ashley Goebel, RN, Instructor II
BS, Iowa State University
BSN Goldfarb School of Nursing
MSN, Webster University
Phone: (314) 513-4816; E-Mail: aschafer5@stlcc.edu; Office Location: E-252

Tabitha Goodman, RN, Instructor II
ADN, Lewis & Clark Community College
BSN, Southern Illinois University Edwardsville
MSN, McKendree University
Phone: (314) 513-4676; E-Mail: tgoodman23@stlcc.edu; Office Location: E-264

Paula Linden, RN, Assistant Professor
BSN, Chamberlain College of Nursing
MSN, Chamberlain College of Nursing
Phone: (314) 513-4394; E-Mail: plinden@stlcc.edu; Office Location: E-262

Tanya Morris, RN, Assistant Professor
ADN, St. Louis Community College Forest Park
BSN, Goldfarb School of Nursing
MSN, Drexel University
Phone: (314) 513-4416; E-Mail: tjohnson171@stlcc.edu; Office Location: E-257

Candace Richie, RN, Instructor II
BSN, University of Missouri St. Louis
MSN, Chamberlain College of Nursing
Phone: (314) 513-4817; E-Mail: crichie2@stlcc.edu; Office Location: E-264

Ellen Stillwell, RN, Assistant Professor
BSN, University of Missouri Columbia
MSN, St. Louis University
Phone: (314) 513-4318; E-Mail: elstillwell@stlcc.edu; Office Location: E-257
FLORISSANT VALLEY CAMPUS NURSING RETENTION COACH
Michelle Henriquez
BS, Lindenwood University
MA, Lindenwood University
Phone: (314) 513-4134; E-Mail: mhenriquez@stlcc.edu; Office Location: E-249

FLORISSANT VALLEY CAMPUS NURSING DEPARTMENT SECRETARY
Samantha (Sam) McClelland
Phone: (314) 513-4539; E-Mail: smcclelland7@stlcc.edu; Office Location: E-247
C. STLCC Forest Park Campus

Kristen Krewson, RN, Instructor II, FP Campus Nursing Program Coordinator
BSN, Chamberlain College of Nursing
MSN, Chamberlain College of Nursing
Phone: (314) 644-9341; E-mail: krewson3@stlcc.edu; Office Location: HS-202C

Nadja Caus, RN, Assistant Professor
ADN, St. Louis Community College Forest Park
BSN, Goldfarb School of Nursing
MSN, Webster University
Phone: (314) 644-9070; E-mail: ncaus@stlcc.edu; Office Location: HS-202H

Ashley Fry, RN, Assistant Professor
ADN, St. Louis Community College Meramec
BSN, Goldfarb School of Nursing
MSN Walden University
Phone: (314) 644-9068; E-mail: aramsey1@stlcc.edu; Office Location: HS-202G

Dr. Carolyn Godfrey, RN, Professor
BSN, Central Missouri State University
MSN, Southern Illinois University Edwardsville
PhD, Capella University
Phone: (314) 644-9346; E-Mail: cgodfrey@stlcc.edu; Office Location: HS-202F

Karen (Kim) Kraft, RN, District Clinical Coordinator, Assistant Professor
Diploma, St. John’s Hospital School of Nursing
BSN, St. Louis University
MSN, Gonzaga University
Phone: (636) 422-2430; E-mail: kkraft5@stlcc.edu; Office Location: HS-202J

Karma Lashley, RN, Instructor II
BSN, Goldfarb School of Nursing
MSN, Webster University
Phone: (314) 951-9864; E-Mail: klashley6@stlcc.edu; Office Location: HS-202F

Patrick Mayfield, RN, Assistant Professor
Diploma, Missouri Baptist School of Nursing
BSN, Webster University
MSN, Webster University
Phone: (314) 644-9613; E-Mail: pmayfield7@stlcc.edu; Office Location: HS-202I

Lisa Moreland, RN, Professor
BSN, Avila College
MSN, Southern Illinois University - Edwardsville
Phone: (314) 644-9774; E-Mail: lmmoreland@stlcc.edu; Office Location: HS-202E

Karen Mueller, RN, Associate Professor
ADN, Maryville University
BSN, Webster University
MSN, University of Phoenix
Phone: (314) 644-9683; E-Mail: kmueller90@stlcc.edu; Office Location: HS-202I

Stephen Pitchford, RN, Assistant Professor
ADN, St. Louis Community College Forest Park
BSN, St. Louis University
MSN, St. Louis University
Phone: (314) 644-9347; E-Mail: spitchford5@stlcc.edu; Office Location: HS-202G

Kathleen (Kathy) Rizzo, RN, Professor, Nursing College Laboratory Faculty
BSN, University of Missouri St Louis
MSN, University of Missouri St Louis
Jessica Seeck, RN, Instructor II  
AA, Jefferson College  
BSN, Chamberlain College  
MSN, Webster University  
Phone: (314) 644-9942; E-Mail: jseeck3@stlcc.edu; Office Location: HS-202J

Michelle Smith, RN, Assistant Professor  
ADN, Sanford Brown College  
BSN, Webster University  
MSN, Webster University  
Phone: (314) 644-9572; E-Mail: mwhitehead13@stlcc.edu; Office Location: HS-202E

Clarissa (Claire) Swope, RN, Instructor II  
BSN, University of Missouri St. Louis  
MSN, Webster University  
Phone: (314) 644-9905; E-Mail: cswope1@stlcc.edu; Office Location: HS-202H

NURSING RETENTION COACH

Erica Ciarlo, LPC, NCC  
AS, Corning Community College  
BA, Boston College  
MSEd, Northern Illinois University  
Phone: (314) 951-9861; E-Mail: eciarlo@stlcc.edu; Office Location: HS-202B

FOREST PARK CAMPUS NURSING DEPARTMENT SECRETARY

Irma Adams, CAPM  
AA, Washington University  
Phone: (314) 644-9313; E-Mail: iadams@stlcc.edu; Office Location: HS-202
D. STLCC Meramec Campus

Stephanie Franks, RN, Professor, MC Campus Nursing Program Coordinator
BSN, Southeast Missouri State University
MSN, Webster University
Phone: (314) 984-7756; E-Mail: sfranks@stlcc.edu; Office Location: SW-115

Janis Aiello, RN, Professor
ADN, St. Louis Community College Meramec
BSN, University of Missouri St. Louis
MSN, University of Missouri Kansas City
Phone: (314) 984-7457; E-Mail: jaiello6@stlcc.edu; Office Location: SW-119

Deborah Chanasue, RN, Professor
BSN, St. Louis University
MSN, Webster University
MSC, Southern Illinois University
Phone: (314) 984-7758; E-Mail: dchanasue@stlcc.edu; Office Location: SW-114

Samantha (Sam) Francis, RN, Instructor II
BSN, Maryville University
MSN, Western Governor’s University
Phone: (314) 984-7455; E-Mail: sfrancis32@stlcc.edu; Office Location: SW-118

Stacie Harrison, RN, Instructor II
ADN, St. Louis Community College Meramec
BSN, Central Methodist University
MSN, Central Methodist University
Phone: (314) 984-7227; E-Mail: sharison67@stlcc.edu; Office Location: SW-114

Cynthia (Cindy) Hartwig, RN, Professor
BSN, University of Missouri Columbia
MSN, Webster University
Phone: (314) 984-7285; E-Mail: chartwig@stlcc.edu; Office Location: SW-116

Dr. Lacee Kaufmann, RN, Associate Professor
LPN, Jefferson College
ADN, Jefferson College
BSN, Central Methodist University
MSN, Webster University
PhD, University of Missouri St. Louis
Phone: (314) 984-7454; E-Mail: lkaufmann2@stlcc.edu; Office Location: SW-119

Deborah Knickerbocker, RN, Professor, Nursing College Laboratory Faculty
BSN, University of Illinois
MSN, Southern Illinois University Edwardsville.
Phone: (314) 984-7760; E-Mail: dknickerbocker1@stlcc.edu; Office Location: SW-111

Lisa Kokotovich, RN, Professor
BSN, St. Louis University
BA, St. Louis University
MSN, Southern Illinois University Edwardsville
Phone: (314) 984-7456; E-Mail: lkokotovich@stlcc.edu; Office Location: SW-118

Janene Mickel, RN, Assistant Professor
Diploma, Methodist College of Nursing
BSN, Creighton University
MSN, Western Governor’s University
Phone: (314) 984-7755; E-Mail: jmickel1@stlcc.edu; Office Location: SW-120
James Shockley, RN, Associate Professor
LPN, United States Army
ADN, Sanford Brown
BSN, Maryville University
MSN, Maryville University
Phone: (314) 984-7754; E-Mail: jshockley2@stlcc.edu; Office Location: SW-120

Christine Stephens, RN, Assistant Professor
Diploma, Deaconess College of Nursing
BSN, Deaconess College of Nursing
MSN, St. Louis University
Phone: (314) 984-7750; E-Mail: cstephens69@stlcc.edu; Office Location: SW-115

NURSING RETENTION COACH
Dr. Chérie Swingler, LPC
BA, University of Missouri Columbia
MA, Lindenwood
PhD, Capella University
Phone: (314) 984-7202; E-Mail: cswingler1@stlcc.edu; Office Location: SW-117

MERAMEC CAMPUS NURSING DEPARTMENT SECRETARY

Sheryl Collins
BS, Lindenwood University, Marketing
Phone: (314) 984-7759; E-Mail: scollins12@stlcc.edu; Office Location: SW-133
E. STLCC Wildwood Campus

(First Class Admitted Fall 2020)

Dr. Deanna Martin, RN, Assistant Professor, WW Campus Nursing Program Coordinator
BSN, Mennonite College of Nursing at Illinois State University
MSN, Southern Illinois University Edwardsville
PhD, Capella University
Phone: (636) 422-2422; E-Mail: dmartin383@stlcc.edu; Office Location: 307D

Regina (Gina) Keel, RN, Assistant Professor
BSN, Central Methodist University
MSN, Central Methodist University
Phone: (636) 422-2423; E-Mail: rkeel2@stlcc.edu; Office Location: 307C

Michelle Petterchak, RN, Associate Professor, Nursing College Laboratory Faculty
BSN, St. Francis College of Nursing
MSN, University of Missouri St. Louis
Phone: (636) 422-2424; E-Mail: mwhite56@stlcc.edu; Office Location: 304

Lea Anne Banholzer, RN, Assistant Professor
ADN, St. Louis Community College Florissant Valley
BSN, University of Central Missouri
MSN, Webster University
Phone: (636) 422-2033; E-Mail: ibanholzer@stlcc.edu; Office Location: WW-307B

Dr. Deirdre Schweiss, R.N., Assistant Professor
BSN, St. Louis University
MSN, Loyola University
DNP, Maryville University
Phone: (636) 422-2022; E-Mail: dschweiss7@stlcc.edu; Office Location: WW-307C

NURSING RETENTION COACH
Ann Leiber
BS, Truman State
MEd, University of Missouri - St. Louis
WW Phone: (636) 422-2425; E-Mail: aleiber@stlcc.edu; WW Office Location: 307

WILLOWOOD CAMPUS NURSING DEPARTMENT SECRETARY
Kaley Buck
BA, Valparaiso University, Chinese/Japanese Studies and English
MS, Southern Illinois University Edwardsville, College Student Personnel Administration
Phone: (636) 422-2420; E-Mail: kbuck19@stlcc.edu; Office Location: WW-307

Note: All full-time and part-time nursing faculty members at St. Louis Community College are Registered Nurses licensed to practice in the state of Missouri and meet eligibility requirements established by the Missouri State Board of Nursing.

Note: All campuses utilize part-time faculty as enrollment dictates.

Note: All full-time and part-time nursing faculty members at St. Louis Community College are Registered Nurses licensed to practice in the state of Missouri and meet eligibility requirements established by the Missouri State Board of Nursing.

Note: All campuses utilize part-time faculty as enrollment dictates.
<table>
<thead>
<tr>
<th>Faculty</th>
<th>Horrissant Valley Campus</th>
<th>Office</th>
<th>Phone</th>
<th>Faculty</th>
<th>Forest Park Campus</th>
<th>Office</th>
<th>Phone</th>
<th>Faculty</th>
<th>Meranece Campus</th>
<th>Office</th>
<th>Phone</th>
<th>Faculty</th>
<th>Wildwood</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jordan Cooper</td>
<td>Program Coordinator</td>
<td>E-247</td>
<td>(314) 513-4315</td>
<td>Kristen Krewson</td>
<td>Program Coordinator</td>
<td>E-260</td>
<td>513-4326</td>
<td>(314) 644-9341</td>
<td>Stepahne Frans</td>
<td>Program Coordinator</td>
<td>SW-202C</td>
<td>934-7755</td>
<td>Deanna Martin</td>
<td>Program Coordinator</td>
<td>WW-307D</td>
</tr>
<tr>
<td>Aja Conard</td>
<td><a href="mailto:acconard1@stcc.edu">acconard1@stcc.edu</a></td>
<td>E-260</td>
<td>513-4326</td>
<td>Nadja Causs</td>
<td><a href="mailto:ncau@stcc.edu">ncau@stcc.edu</a></td>
<td>HS-202G</td>
<td>640-9807</td>
<td>Janic Aiello</td>
<td><a href="mailto:jaiello5@stcc.edu">jaiello5@stcc.edu</a></td>
<td>SW-119</td>
<td>984-7457</td>
<td>Lea Anne Banholtzer</td>
<td><a href="mailto:lbanholtzer@stcc.edu">lbanholtzer@stcc.edu</a></td>
<td>WW-307B</td>
<td>635-424-1033</td>
</tr>
<tr>
<td>Megan Cotter</td>
<td><a href="mailto:mcotter2@stcc.edu">mcotter2@stcc.edu</a></td>
<td>E-262</td>
<td>513-4379</td>
<td>Ashley Fry</td>
<td><a href="mailto:afry@stcc.edu">afry@stcc.edu</a></td>
<td>HS-202H</td>
<td>640-6068</td>
<td>Deb Chanau</td>
<td><a href="mailto:dchanau@stcc.edu">dchanau@stcc.edu</a></td>
<td>SW-114</td>
<td>984-7754</td>
<td>Regina (Chin) Keel</td>
<td><a href="mailto:rkeel2@stcc.edu">rkeel2@stcc.edu</a></td>
<td>WW-307C</td>
<td>635-424-2423</td>
</tr>
<tr>
<td>Maria Harris</td>
<td><a href="mailto:mharris9@stcc.edu">mharris9@stcc.edu</a></td>
<td>E-260</td>
<td>513-4381</td>
<td>Carolyn Godfrey</td>
<td><a href="mailto:cgodfrey@stcc.edu">cgodfrey@stcc.edu</a></td>
<td>HS-202F</td>
<td>640-9345</td>
<td>Samantha (Sam) Francis</td>
<td><a href="mailto:sfraicis32@stcc.edu">sfraicis32@stcc.edu</a></td>
<td>SW-118</td>
<td>984-7455</td>
<td>Michelle Petterchar</td>
<td><a href="mailto:mpetterchar@stcc.edu">mpetterchar@stcc.edu</a></td>
<td>WW-304</td>
<td>635-422-2424</td>
</tr>
<tr>
<td>Ashley Goebel</td>
<td><a href="mailto:asgoebel6@stcc.edu">asgoebel6@stcc.edu</a></td>
<td>E-252</td>
<td>513-4381</td>
<td>Karen Kim Kraft</td>
<td><a href="mailto:dkrafts5@stcc.edu">dkrafts5@stcc.edu</a></td>
<td>HS-2021</td>
<td>635-422-2480</td>
<td>Stacie Harrison</td>
<td><a href="mailto:Sbarron35@stcc.edu">Sbarron35@stcc.edu</a></td>
<td>SW-114</td>
<td>984-7227</td>
<td>Deirdre Schweiss</td>
<td><a href="mailto:dschweiss7@stcc.edu">dschweiss7@stcc.edu</a></td>
<td>WW-307C</td>
<td>635-422-2022</td>
</tr>
<tr>
<td>Tabitha Goodman</td>
<td><a href="mailto:tgoodman23@stcc.edu">tgoodman23@stcc.edu</a></td>
<td>E-264</td>
<td>513-4376</td>
<td>Karma Lashley</td>
<td><a href="mailto:klashley6@stcc.edu">klashley6@stcc.edu</a></td>
<td>HS-202F</td>
<td>951-5864</td>
<td>Cindy Hartwig</td>
<td><a href="mailto:cha@stcc.edu">cha@stcc.edu</a></td>
<td>SW-116</td>
<td>984-7285</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fauia Lindon</td>
<td><a href="mailto:flindon2@stcc.edu">flindon2@stcc.edu</a></td>
<td>E-262</td>
<td>513-4394</td>
<td>Patrick Mayfield</td>
<td><a href="mailto:pmayfield7@stcc.edu">pmayfield7@stcc.edu</a></td>
<td>HS-202I</td>
<td>640-6163</td>
<td>Lacey Kaufman</td>
<td><a href="mailto:lkaufmann2@stcc.edu">lkaufmann2@stcc.edu</a></td>
<td>SW-119</td>
<td>984-7454</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tanya Morris</td>
<td><a href="mailto:tjohnson171@stcc.edu">tjohnson171@stcc.edu</a></td>
<td>E-257</td>
<td>513-4416</td>
<td>Lisa Moreland</td>
<td><a href="mailto:lmoreland@stcc.edu">lmoreland@stcc.edu</a></td>
<td>HS-202E</td>
<td>640-9774</td>
<td>Debbie Knickerbocker</td>
<td><a href="mailto:dknickerbocker@stcc.edu">dknickerbocker@stcc.edu</a></td>
<td>SW-111</td>
<td>984-7760</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candace Richie</td>
<td><a href="mailto:crichie2@stcc.edu">crichie2@stcc.edu</a></td>
<td>E-264</td>
<td>513-4381</td>
<td>Karen Mueller</td>
<td><a href="mailto:kmueller5@stcc.edu">kmueller5@stcc.edu</a></td>
<td>HS-202I</td>
<td>640-6683</td>
<td>Lisa Kotovitch</td>
<td><a href="mailto:lkotovitch@stcc.edu">lkotovitch@stcc.edu</a></td>
<td>SW-118</td>
<td>984-7456</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eilea Stillwell</td>
<td><a href="mailto:estillwell1@stcc.edu">estillwell1@stcc.edu</a></td>
<td>E-257</td>
<td>513-4318</td>
<td>Stephen Pitchford</td>
<td><a href="mailto:spitchford5@stcc.edu">spitchford5@stcc.edu</a></td>
<td>HS-202G</td>
<td>640-9347</td>
<td>Janene Mickel</td>
<td><a href="mailto:jmickel1@stcc.edu">jmickel1@stcc.edu</a></td>
<td>SW-120</td>
<td>984-7755</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kathleen Rizzo</td>
<td><a href="mailto:krizzo9@stcc.edu">krizzo9@stcc.edu</a></td>
<td>E-257</td>
<td>513-4318</td>
<td>James Shockley</td>
<td><a href="mailto:jshockey2@stcc.edu">jshockey2@stcc.edu</a></td>
<td>HS-220</td>
<td>640-9223</td>
<td>James Shockley</td>
<td><a href="mailto:jshockey2@stcc.edu">jshockey2@stcc.edu</a></td>
<td>SW-120</td>
<td>984-7754</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jessica Szeck</td>
<td><a href="mailto:jszeck3@stcc.edu">jszeck3@stcc.edu</a></td>
<td>E-257</td>
<td>513-4339</td>
<td>Christine Stephens</td>
<td><a href="mailto:cstephens65@stcc.edu">cstephens65@stcc.edu</a></td>
<td>HS-202J</td>
<td>640-9942</td>
<td>Christine Stephens</td>
<td><a href="mailto:cstephens65@stcc.edu">cstephens65@stcc.edu</a></td>
<td>SW-116</td>
<td>984-7750</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michelle Smith</td>
<td><a href="mailto:mswhitehead13@stcc.edu">mswhitehead13@stcc.edu</a></td>
<td>E-257</td>
<td>513-4318</td>
<td>Clarissa (Claire) Swope</td>
<td><a href="mailto:cswope1@stcc.edu">cswope1@stcc.edu</a></td>
<td>HS-202H</td>
<td>640-9405</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff</th>
<th>Office</th>
<th>Phone</th>
<th>Staff</th>
<th>Office</th>
<th>Phone</th>
<th>Staff</th>
<th>Office</th>
<th>Phone</th>
<th>Staff</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Henriquez</td>
<td>Retention Coach</td>
<td><a href="mailto:mhenriquez@stcc.edu">mhenriquez@stcc.edu</a></td>
<td>E-249</td>
<td>513-4314</td>
<td>Erica Clarion</td>
<td><a href="mailto:eclarion@stcc.edu">eclarion@stcc.edu</a></td>
<td>HS-202B</td>
<td>640-9861</td>
<td>Chele Swingler</td>
<td>Retention Coach</td>
<td><a href="mailto:cswingler1@stcc.edu">cswingler1@stcc.edu</a></td>
</tr>
<tr>
<td>Samantha (San) McClelland</td>
<td>Secretary, Nursing</td>
<td><a href="mailto:smcclelland7@stcc.edu">smcclelland7@stcc.edu</a></td>
<td>E-247</td>
<td>513-4539</td>
<td>Irina Adams</td>
<td><a href="mailto:iadams6@stcc.edu">iadams6@stcc.edu</a></td>
<td>HS-202R</td>
<td>640-9313</td>
<td>Sheryl Collins</td>
<td>Secretary, Nursing</td>
<td><a href="mailto:scollins12@stcc.edu">scollins12@stcc.edu</a></td>
</tr>
<tr>
<td>Karen Mayes</td>
<td>District Director Nursing Education/Professor</td>
<td><a href="mailto:kmayes@stcc.edu">kmayes@stcc.edu</a></td>
<td>E-248</td>
<td>513-4810</td>
<td>Karen Mayes</td>
<td>District Director Nursing Education/Professor</td>
<td><a href="mailto:kmayes@stcc.edu">kmayes@stcc.edu</a></td>
<td>HS-202D</td>
<td>640-9315</td>
<td>Karen Mayes</td>
<td>District Director Nursing Education/Professor</td>
</tr>
<tr>
<td>Bill Hubble</td>
<td>District Division Dean of Academic Affairs, Health Sciences (HS)</td>
<td><a href="mailto:whubble1@stcc.edu">whubble1@stcc.edu</a></td>
<td>HS-102A</td>
<td>644-9311</td>
<td>TBA</td>
<td>Health Technology Secretory (3rd Floor CNHS at FP Campus)</td>
<td>HS-303R</td>
<td>640-9315</td>
<td>Alice Smith</td>
<td>Administrative Secretary II</td>
<td><a href="mailto:asmith1040@stcc.edu">asmith1040@stcc.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health Sciences Division</th>
<th>Health Sciences Division</th>
<th>Health Sciences Division</th>
<th>Health Sciences Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Mayes</td>
<td>District Director Nursing Education/Professor</td>
<td><a href="mailto:kmayes@stcc.edu">kmayes@stcc.edu</a></td>
<td>E-248</td>
</tr>
<tr>
<td>Bill Hubble</td>
<td>District Division Dean of Academic Affairs, Health Sciences (HS)</td>
<td><a href="mailto:whubble1@stcc.edu">whubble1@stcc.edu</a></td>
<td>HS-102A</td>
</tr>
</tbody>
</table>
VIII. APPENDIX A
A. Nursing Program Admission Criteria

Standards of admission and retention have been established for certain programs and courses to make sure 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. The nursing program application must be signed by an advisor and submitted in person for a specific campus nursing department on one, two, three, or four campuses (Florissant Valley, Forest Park, Meramec, or Wildwood). Students are admitted to the nursing program each fall and/or spring semester dependent upon space availability at each campus.

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

An LPN Bridge course is available for Licensed Practical Nurses (LPNs) who are interested in entering the third semester. Students are admitted to the bridge course each spring. See section titled “LPN Admission Criteria to the Nursing Program” in this handbook. A LPN Bridge Course Information Sheet is available from the Advising/Counseling Office.

1. Admission Criteria

NURSING REQUIREMENTS (See a Student Success Advisor for Assistance)
Admission and degree requirements are subject to change without advance notice.

See next page
CAMPUS PROGRAM CONTACTS

District email: stlcc-nursing@stlcc.edu
Phone: 636-422-2430

Florissant Valley
Retention Coach
Michelle Henriquez, Nursing
Office B-217
(314) 513-4134
mhenriquez@stlcc.edu

Forest Park
Retention Coach
Erica Ciarlo, Nursing
Office HS-202B
(314) 951-9861
eciarlo@stlcc.edu

Meramec
Retention Coach
Chérie Swingler, Nursing
Office SW 117
(314) 984-7207
cswingler1@stlcc.edu

Wildwood
Retention Coach
Ann Leiber, Nursing
Office WW-307
(636) 422-2425
aleiber@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 programs is selective due to the 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 Nursing Advisor on the 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 reverse side of this document. For further information, visit our website at:
https://catalog.stlcc.edu/programs/nursing-aas

PROGRAM OF STUDY

Pre-Entry Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Composition I (MOTR ENGL 100) “C” grade or higher required – Nursing Admission Requirement</td>
<td>3</td>
<td>[ ]</td>
</tr>
<tr>
<td>COM 200 or SOC 101</td>
<td>Communication Between Cultures OR Introduction to Sociology (MOTR SOCI 101) – Nursing Admission Requirement (either course)</td>
<td>3</td>
<td>[ ]</td>
</tr>
<tr>
<td>Chemistry: Students are required to have completed two semesters of high school chemistry with lab or one semester of college chemistry with lab (STLCC CHM 101 or higher) with “C” grade or higher within 5 years of applying to the nursing program.</td>
<td>0</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Math proficiency at or above the MTH 140 level. NOTE: MTH 165 and MTH 166 will not meet the math requirement</td>
<td>0</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Biology: Students are required to have completed BIO 111 or higher with a &quot;C&quot; grade or higher as a prerequisite to BIO 207.</td>
<td>0</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>BIO 207</td>
<td>Anatomy and Physiology I (MOTR LIFS 150 LAP) – Nursing Admission Requirement</td>
<td>4</td>
<td>[ ]</td>
</tr>
<tr>
<td>PSY 200</td>
<td>General Psychology (MOTR PSYC 100) – Nursing Admission Requirement</td>
<td>3</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Career General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 205</td>
<td>Human Growth and Development (MOTR PSYC 200) – Required prior to NUR 153</td>
<td>3</td>
<td>[ ]</td>
</tr>
<tr>
<td>BIO 203</td>
<td>General Microbiology I – Required prior to NUR 251</td>
<td>4</td>
<td>[ ]</td>
</tr>
<tr>
<td>BIO 208</td>
<td>Anatomy and Physiology II – Required prior to NUR 251</td>
<td>4</td>
<td>[ ]</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Social &amp; Behavioral Sciences: Civics Requirement</td>
<td>3</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

NURSING PROGRAM REQUIREMENTS:

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 151</td>
<td>Fundamentals of Nursing</td>
<td>7</td>
<td>[ ]</td>
</tr>
<tr>
<td>NUR 152</td>
<td>Nursing Laboratory Practicum I</td>
<td>1</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 154</td>
<td>Nursing Laboratory Practicum II</td>
<td>1</td>
<td>[ ]</td>
</tr>
<tr>
<td>NUR 153</td>
<td>Nursing of Adults and Children I</td>
<td>9</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 251</td>
<td>Nursing of Adults and Children II</td>
<td>10</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 253</td>
<td>Management Skills in Nursing</td>
<td>3</td>
<td>[ ]</td>
</tr>
<tr>
<td>NUR 252</td>
<td>Nursing of Adults and Children III</td>
<td>8</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Total Approved Hours Required: 66-78

NOTE: The courses listed above are daytime classes only.
Admission to the College does not guarantee admission to the nursing program. Before receiving and submitting a nursing program application, students must have successfully completed all pre-application requirements listed below (items 1-14).

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Application Form for admission to the college.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Degree Seeking Status, which requires:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Official College Transcripts – An official transcript from each</td>
<td></td>
</tr>
<tr>
<td></td>
<td>college attended must be sent directly from the college attended to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>STLCC Registrar's Office, 5600 Oakland Avenue, St. Louis, 63110.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hand carried or faxed transcripts will NOT be accepted. Transcripts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>may be sent electronically to: <a href="mailto:csr@stlcc.edu">csr@stlcc.edu</a>. For more information</td>
<td></td>
</tr>
<tr>
<td></td>
<td>on transferring credit to STLCC, please see the following link:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. High School Transcript or GED – required only for students with</td>
<td></td>
</tr>
<tr>
<td></td>
<td>fewer than 15 hours of college level work accepted or those who</td>
<td></td>
</tr>
<tr>
<td></td>
<td>have satisfied the science requirements in high school. Current</td>
<td></td>
</tr>
<tr>
<td></td>
<td>high school students must submit a final high school transcript</td>
<td></td>
</tr>
<tr>
<td></td>
<td>before applying to the nursing program.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Minimum Cumulative GPA of 2.5 in high school or 15 hours of college</td>
<td></td>
</tr>
<tr>
<td></td>
<td>work 100 level or higher. Students with fewer than 15 hours of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>college credit must have both a 2.5 GPA in high school and a 2.5 GPA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>in college.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• GED Applicants: must have 15 hours of (100 level) college credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>with a 2.5 GPA.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• STLCC students with at least 15 college level credits with a 2.5 GPA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>will have met this requirement, regardless of the GPA at other</td>
<td></td>
</tr>
<tr>
<td></td>
<td>colleges.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>College transfer students with fewer than 15 STLCC credits must</td>
<td></td>
</tr>
<tr>
<td></td>
<td>have a cumulative 2.5 GPA in college level credits earned at all</td>
<td></td>
</tr>
<tr>
<td></td>
<td>colleges attended.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> Developmental courses (numbered below 100) will NOT be</td>
<td></td>
</tr>
<tr>
<td></td>
<td>counted toward the 15 hours of college work and will NOT be included</td>
<td></td>
</tr>
<tr>
<td></td>
<td>in the GPA for admission to the program.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The 2.5 GPA MUST be maintained while on the waiting list.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Reading: Complete one of the following to meet the reading</td>
<td></td>
</tr>
<tr>
<td></td>
<td>prerequisite</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• ACT reading subscore of 18 or higher OR SAT verbal score of 500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or higher (within the last three years).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Accuplacer score of 77 or higher OR Accuplacer (Next Gen) score</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of 250 or higher OR Compass score of 82 or higher on the Reading</td>
<td></td>
</tr>
<tr>
<td></td>
<td>portion (within the last three years).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Completion of RDG 030 or ENG 070 with a “C” grade or higher OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>proof of completion of a 3-credit hour course 100 level, or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>higher with a “C” grade, or higher from a US accredited</td>
<td></td>
</tr>
<tr>
<td></td>
<td>institution.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> Students who have met the college’s reading proficiency</td>
<td></td>
</tr>
<tr>
<td></td>
<td>have also met the reading requirement for nursing.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>English: Completion of ENG 101, or higher with a “C” grade, or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>higher.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Math: Complete one of the following to meet the math</td>
<td></td>
</tr>
<tr>
<td></td>
<td>prerequisite.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Math ACT score of 22 or higher OR SAT math score of 580 or higher</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(within the last three years).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Place into MTH 160 or higher on the Accuplacer OR Compass</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(within the last three years).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Completion of MTH 140 or higher-level math with a “C” grade or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>higher. MTH 165 and MTH 166 will not meet the requirement.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Chemistry: Students are required to have completed two semesters</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of high school chemistry with lab, or one semester of college</td>
<td></td>
</tr>
<tr>
<td></td>
<td>chemistry with lab (STLCC CHM 101 or higher) with a “C” grade or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>higher within 5 years of applying to the nursing program.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Anatomy and Physiology I: Completion of BIO 207 with a “C” grade</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or higher.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completion of BIO 203, BIO 207, or BIO 208 with a “C” grade or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>higher within five years of applying to the nursing program.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Psychology: Completion of PSY 200, with a “C” grade or higher.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Communication Between Cultures COM 200 (3 crs) OR SOC 101 Introduction to Sociology (MOTR SOCI 101) [“C” grade or higher required] Nursing Admission Requirement.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Test of Essential Academic Skills (TEAS) (By appointment ONLY-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>contact the Testing Center)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The TEAS test has a minimum composite score of 58.7%, taken</td>
<td></td>
</tr>
<tr>
<td></td>
<td>within two years of being placed on the waiting list.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Minimum of eight weeks between attempts of taking the TEAS, and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a maximum of three attempts in a 12-month period.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional information about the TEAS test can be found at</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Critical Thinking Assessment (CTA) (By appointment ONLY-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>contact the Testing Center). Effective 01/01/2019</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Self-Assessment Inventory (SAI) Additional information about the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SAI can be found at <a href="http://www.atitesting.com">www.atitesting.com</a> Effective 01/01/2019</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Standardized Testing Interview: TEAS, CTA, SAI (Testing fees are</td>
<td></td>
</tr>
<tr>
<td></td>
<td>approximately $120.00 combined total) After the Standardized</td>
<td></td>
</tr>
<tr>
<td></td>
<td>testing is completed, you will be required to make an appointment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and meet with a nursing retention coach.</td>
<td></td>
</tr>
</tbody>
</table>

When the above criteria (items 1-14) have been met, students must submit a signed nursing program application signed by an advisor, to the nursing department at STLCC: NURSING@STLCC.EDU. Mailor or faxed applications will not be accepted.

Note: Admission and degree requirements are subject to change without advance notice.
2. Acceptance Procedure
The Nursing Department reviews completed student records. Applicants meeting the published admission criteria are admitted based on available space. The Nursing Department notifies applicants of their acceptance. A student may defer admission one time and may only defer until the next admission class on the campus where admission is being offered. The student must notify the Nursing Department in writing to stlcc-nursing@stlcc.edu of the request for a deferment.

Applicants accepted into the nursing program are informed via e-mail of the deadline for registration, and the date and time of the advising and orientation sessions scheduled by the nursing department. Please be aware of the following:

- You must reply to your offer by the deadline. If your response is not returned by the due date, your name will be removed from the admission list.
- The admission letter will notify you of an orientation session that is required.
- You must register for classes by the deadline specified in the letter. If you do not meet this deadline your space will be offered to another student.
- When you register for Nursing courses at one campus, you will not be allowed to change to a different campus after the deadline. You will receive one offer from one campus.
- If you are dropped for non-payment after registration, your spot in the program is forfeited.
- If you need college courses transferred from another college or university, you must have your transcripts sent to STLCC and you must complete a transcript evaluation request form in the Admissions Office. Do this as soon as possible as to not delay your admission to the program.

3. Criminal Background Check, Drug Screen, and Immunization Tracking Procedures
Satisfactory results for the criminal background check, drug screen, and immunization tracking are required by clinical agencies. Hospitals and other healthcare facilities mandate that a criminal background check, a drug screen, and appropriate immunizations be documented prior to placement in a clinical setting. Students not passing these checks will be denied admission to the Nursing Program due to being prohibited from participating in the clinical setting thus rendering the student ineligible to satisfactorily meet the course/program requirements. Students should contact an academic advisor or the program coordinator for further details. If a currently enrolled student is involved in a felony, this must be reported to the Campus Nursing Program Coordinator within five days of the occurrence.

NOTE: Background checks, drug screens, and physical exams 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 and drug screen if returning immediately the following semester. If a student does not return immediately the following semester, they need to 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.

4. Physical Examination/Immunizations
An examination by a healthcare provider that includes selected diagnostic procedures, immunizations, and personal health history is required. Instructions regarding access and completion of the health form will be given to the student during the Nursing Program orientation. As requirements expire throughout the Nursing Program, students must update and be compliant in Castle Branch in order to attend clinical. Non-compliance at any time may result in dismissal from the Nursing Program.

Students must be in a state of health compatible with the responsibilities of a nursing career. Students are expected to be free of communicable disease and capable of performing essential functions of a professional nurse such as lifting and moving patients, operating equipment, and performing technical procedures with skill and manual dexterity. Students must have the capability to quickly and accurately assess changes in the patients’ emotional and physical status.

5. American Heart Association Basic Life Support for Healthcare Provider CPR
A student is required to remain current in American Heart Association’s Basic Life Support (BLS) for Healthcare Provider CPR throughout the entire Nursing Program. This must include Adult, Child and Infant CPR, and AED components and a hands-on skills demonstration.

6. Additional Course Recommendations
Although not required for admission to the Nursing Program, two additional courses are strongly recommended. The two courses are Keyboarding (Typing) and Medical Terminology.
IX. APPENDIX B
A. LPN Bridge Option Admission Criteria
A Licensed Practical Nurse (LPN) may be eligible to be admitted to the STLCC Nursing Program through the LPN bridge course.

NOTE: The LPN Bridge course (NUR:160) may not be repeated. If an LPN Bridge student is unsuccessful in NUR:160 they may proceed through the readmission options as explained in the handbook sections IV. PROGRESSION AND RETENTION; D. Readmission Policies; d. LPN Bridge.

See next page
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 programs 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 Nursing Advisor on the 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 reverse side of this document. For further information visit our website at:
https://catalog.stlcc.edu/programs/nursing-aas/newitemtext

PROGRAM OF STUDY

Pre-Entry Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hrs.</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Composition I (MOTR ENGL 100) “C” grade or higher required – Nursing Admission Requirement.</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>COM 200 or SOC 101</td>
<td>Communication Between Cultures OR Introduction to Sociology (MOTR SOCI 101) – Nursing Admission Requirement (either course).</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry: Students are required to have completed two semesters of high school chemistry with lab or one semester of college chemistry with lab (STLCC CHM 101 or higher) with &quot;C&quot; grade or higher within 5 years of applying to the nursing program.</td>
<td>0</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Math proficiency at or above the MTH 140 level. NOTE: MTH 165 and MTH 166 will not meet the math requirement.</td>
<td>0</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Biology: Students are required to have completed BIO 111 or higher with a &quot;C&quot; grade or higher as a prerequisite to BIO 207.</td>
<td>0</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIO 207</td>
<td>Anatomy and Physiology I (MOTR LIFS 150 LAP) – Nursing Admission Requirement.</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>PSY 200</td>
<td>General Psychology (MOTR PSYC 100) – Nursing Admission Requirement.</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

Career General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hrs.</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 205</td>
<td>Human Growth and Development (MOTR PSYC 200) – Required prior to NUR 153.</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BIO 203</td>
<td>General Microbiology I – Required prior to NUR 251.</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>BIO 208</td>
<td>Anatomy and Physiology II – Required prior to NUR 251.</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Social &amp; Behavioral Sciences: Civics Requirement.</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hrs.</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester (Spring) NUR160</td>
<td>LPN to RN Bridge (evening class only).</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>NUR161</td>
<td>Experiential Credit</td>
<td>11</td>
<td>11</td>
</tr>
</tbody>
</table>

This course is designed to transcript LPN experiential credit for first semester nursing. LPN's must have successfully completed NUR 160. Prerequisites: Enrolled in LPN Bridge Course and NUR 160 with a grade of "C" or better and Reading Proficiency.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hrs.</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third Semester NUR 251</td>
<td>Nursing of Adults and Children II</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hrs.</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 253</td>
<td>Management Skills in Nursing</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>NUR 252</td>
<td>Nursing of Adults and Children III</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

Total Approved Hours Required: 66-78
Admission to the College does not guarantee admission to the nursing program. Before receiving and submitting a nursing program application, students must have successfully completed all pre-application requirements listed below (items 1-19).

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Application Form for admission to the college.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Degree Seeking Status, which requires:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Official College – Transcripts – An official transcript from each college attended must be sent directly from the college attended to STLCC-Registrar’s Office, 5600 Oakland Avenue, St. Louis, 63110. Hand carried or faxed transcripts will NOT be accepted. Transcripts may be sent electronically to: <a href="mailto:csr@stlcc.edu">csr@stlcc.edu</a> For more information on transferring credit to STLCC, please the following link: <a href="https://www.stlcc.edu/admissions/transfer-planning/transferring-credit-to-stlcc.aspx">https://www.stlcc.edu/admissions/transfer-planning/transferring-credit-to-stlcc.aspx</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. High School Transcript or GED – required only for students with fewer than 15 hours of college level work accepted or those who have satisfied the science requirements in high school. Current high school students must submit a final high school transcript before applying to the nursing program.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Minimum Cumulative GPA of 2.5 in high school or 15 hours of college work 100 level or higher. Students with fewer than 15 hours of college credit must have both a 2.5 GPA in high school and a 2.5 GPA in college.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• GED Applicants: must have 15 hours of (100 level) college credits with a 2.5 GPA.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• STLCC students with at least 15 college level credits with a 2.5 GPA will have met this requirement, regardless of the GPA at other colleges.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> Developmental courses (numbered below 100) will NOT be counted toward the 15 hours of college work and will NOT be included in the GPA for admission to the program.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 2.5 GPA <strong>MUST</strong> be maintained while on the waiting list.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Reading: Complete one of the following to meet the reading prerequisite</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• ACT reading subscore of 18 or higher OR SAT verbal score of 500 or higher (within the last three years).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Accuplacer score of 77 or higher OR Accuplacer (Next Gen) score of 250 or higher OR Compass score of 82 or higher on the Reading portion (within the last three years).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Completion of RDG 030 or ENG 070 with a &quot;C&quot; grade or higher OR proof of completion of a 3 credit hour course 100 level or higher with a &quot;C&quot; grade or higher from a US accredited institution.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Students who have met the college’s reading proficiency have also met the requirement for reading.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>English: Completion of ENG 101 or higher with a “C” grade or higher.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Math: Complete one of the following to meet the math prerequisite.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Math ACT score of 22 or higher OR SAT math score of 580 or higher (within the last three years).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Place into MTH 160 or higher on the Accuplacer OR Compass (within the last three years).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Math Index score of 800 or higher.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Completion of MTH 140 or higher level math with a “C” grade or higher. MTH 165 and MTH 166 will not meet the requirement of the Nursing program.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Chemistry: Students are required to have completed two semesters of high school chemistry lab, or one semester of college chemistry with lab (STLCC CHM 101 or higher) with “C” grade or higher within 5 years of applying to the nursing program.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Anatomy and Physiology I*: Completion of BIO 207 with a “C” grade or higher. Completion of BIO 203, BIO 207, or BIO 208 with a “C” grade or higher within five years of applying to the nursing program.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Anatomy and Physiology II*: Completion of BIO208 with a “C” grade or higher.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(*) Completion of BIO 203, BIO 207, or BIO 208 with a “C” grade or higher within 5 years of applying to the nursing program.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>General Psychology: Completion of PSY 200, with a “C” grade or higher.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Human Growth and Development: Completion of PSY205, with a “C” grade or higher.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Communication Between Cultures COM 200 (3 crs) OR SOC 101 Introduction to Sociology (MOTR SOCI 101) [“C” grade or higher required] Nursing Admission Requirement.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Test of Essential Academic Skills (TEAS) (By appointment ONLY-contact the Testing Center)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The TEAS test has a minimum composite score of 58.7%, taken within two years of being placed on the waiting list.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Minimum of eight weeks between attempts of taking the TEAS, and a maximum of three attempts in a 12-month period.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Additional information about the TEAS test can be found at <a href="http://www.atitesting.com">www.atitesting.com</a> .</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Critical Thinking Assessment (CTA) (By appointment ONLY- contact the Testing Center). Effective 01/01/2019</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Self-Assessment Inventory (SAI) Additional information about the SAI can be found at <a href="http://www.atitesting.com">www.atitesting.com</a> . Effective 01/01/2019</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Standardized Testing Interview: TEAS, CTA, SAI (Testing fees are approximately $120.00 combined total) After the Standardized testing is completed, you will be required to make an appointment and meet with a nursing retention coach</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>LPN License — Current undisциплинированный LPN License.</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>LPN Work Experience — One year of LPN work experience within five years of enrolling in NUR160. For LPNs who have graduated within the past 12 months, the one year of LPN work experience requirement will be waived.</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Letter of Reference from recent or current employer if applicant is not an LPN who has graduated within the past 12 months</td>
<td></td>
</tr>
</tbody>
</table>

WHEN THE ABOVE CRITERIA (Items 1-19) HAVE BEEN MET, STUDENTS MUST SUBMIT A SIGNED NURSING PROGRAM APPLICATION SIGNED BY AN ADVISOR TO THE NURSING DEPARTMENT AT stlcc-nursing@stlcc.edu. MAILLED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED.

Note: Admission and degree requirements are subject to change without advance notice.
X. APPENDIX C
A. Financial Information

1. Financial Aid
Financial Aid may be available for nursing students who qualify. For information contact the Financial Aid Office on each respective campus.

FLORISSANT VALLEY CAMPUS - 2nd Floor Administration Building, Phone (314) 513-4231
FOREST PARK CAMPUS – 1st Floor (Student Center), Room SC-108; Phone (314) 644-9979
MERAMEC CAMPUS – 1st Floor (Clark Hall), Room AD-112; Phone (314) 984-7650
WILDEWOOD CAMPUS – 1st Floor Student Services; Phone: (636) 422-2025

2. Estimated Program Expenses
Maintenance fees are determined by the St. Louis Community College District. Refer to the College Catalog or STLCC’s website for further information on fees including refund policy.

Additional costs may include uniforms, textbooks, standardized examinations, graduation fees, application for NCLEX-RN examination, lab fees/materials, and the nursing school pin.

NOTE: See next pages for estimated Nursing Program expenses and LPN Bridge estimated expenses.
B. Nursing Program – Estimated Expenses

Estimated Expenses (Revised 08-03-2021) - Amounts subject to change

**Pre-Application**: Seven courses (CHM:101, BIO:111, MTH:140, ENG:101, BIO:207, PSY:200, and COM:200 or SOC:101), the Test of Essential Academic Skills (TEAS), Critical Thinking Assessment (CTA), and Self-Assessment Inventory (SAI) tests are requirements to be completed prior to receiving a Nursing Program Application. ACT, Placement Testing, and High School class work may fulfill some course requirements. Refer to the Nursing Requirements Checklist for specific details.

- **TEAS, CTA, and SAI tests**: 120.00
- **In-District Maintenance Fees (25 credit hours @ $122/cr.hr.)**: 3050.00
- **Personal Transportation (approximate)**: 600.00
- **Books**: 1000.00

**Pre-Admission Estimated Expenses**: $4770.00

**Pre-Entry**: The following eight 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. The Nursing Program will have specific deadlines for submitting documentation of these eight items. Failure to meet these deadlines will result in removal of your name from the admission process.

1. Clinical Compliance Tracker (including a background check, drug screen, immunization/clinical requirement tracker): 75.30
2. Missouri Department of Health & Senior Services Family Care Safety Registry (unless currently registered): 14.00
3. Health Exam (must be on STLCC's Nursing Physical Form): 50.00
4. Immunizations or Titers (If no documented history of immunizations then you must have titer results showing immunity or receive the immunizations.): 650.00
5. Health Insurance (must maintain throughout program): 600.00
6. American Heart Assoc. BLS Provider (including adult, child and infant CPR, and AED): 75.00

**Pre-Entry Estimated Expenses**: $1464.30

**First Semester**

- **In-District Maintenance Fees (15 credit hours @ $122/cr.hr.)**: 1830.00
  **(NOTE: This includes the two classes listed below if not already successfully completed. These two courses are prerequisites to the Nursing Program second semester course, NUR:153 Nursing of Adults & Children I.**
  1. BIO:208 Anatomy and Physiology II, 4 credit hours
  2. PSY:205 Human Growth and Development, 3 credit hours)
- **Nursing Books**: 1000.00
- **Personal Transportation (approximate)**: 600.00
- **Lab Kit**: 150.00
- **Uniforms (2 @ $50)**: 100.00
- **Black Leather Shoes**: 75.00
- **Stethoscope**: 50.00
- **Lab Coat (Optional per agency policy)**: 40.00
- **Watch with Ability to Count Seconds**: 30.00
- **Bandage Scissors**: 10.00
- **Student Nurse Association (SNA) Dues (Optional)**: 5.00
- **Assessment Exam**: 450.00

**First Semester Estimated Expenses**: $4340.00

**Second Semester**

- **In-District Maintenance Fees (14 credit hours @ $122/cr.hr.)**: 1708.00
- **Personal Transportation (approximate)**: 600.00
- **Nursing Books**: 250.00
- **Student Nurse Association (SNA) Dues (Optional)**: 5.00
- **Assessment Exam**: 400.00
- **Lab Kit**: 150.00

**Second Semester Estimated Expenses**: $3113.00
Between Second and Third Semester in the Nursing Program

Health Insurance (must maintain throughout program)  600.00
Repeat Chest X-ray (if x-ray expired) and have a history of (+) TB Test  50.00

Between Second and Third Semester Estimated Expenses  $650.00

Third Semester
In-District Maintenance Fees (10 credit hours @ $122/cr. hr.)  1220.00
Nursing Books  200.00
Personal Transportation (approximate)  600.00
Fingerprinting Fee  60.00
State Board License Application Fee  No Fee
Student Nurse Association (SNA) Dues (Optional)  5.00
Assessment Exam  400.00

Third Semester Estimated Expenses  $2485.00

Fourth Semester
In-District Maintenance Fees (14 credit hours @ $122/cr. hr.)  1708.00
Personal Transportation (approximate)  600.00
NCLEX-RN Exam Registration Fee  200.00
Transcript to State Board  10.00
Assessment Exam  400.00
Student Nurse Association (SNA) Dues (Optional)  5.00
NCLEX-RN Review Course (Optional)  450.00
School Pin (Optional)  100.00
Graduation Pictures (Optional)  30.00
Graduation Robe Rental (Optional)  25.00

Fourth Semester Estimated Expenses  $3528.00

Total Estimated Expenses for Program  $20,350.30
C. LPN Bridge Option – Estimated Expenses

Estimated LPN Bridge Expenses (Revised 08-03-2021) - Amounts subject to change

Pre-Application: Nine courses (CHM:101, BIO:111, MTH:140, BIO:207, BIO:208, ENG:101, PSY:200, PSY:205, and COM:200 or SOC:101), the Test of Essential Academic Skills (TEAS), Critical Thinking Assessment (CTA), and Self-Assessment Inventory (SAI) tests are requirements to be completed prior to receiving a Nursing Program Application. ACT, Placement Testing, and High School class work may fulfill the three course requirements. Refer to the Nursing Requirements Checklist for specific details.

In-District Maintenance Fees (32 credit hours @ $122/cr.hr.) 3904.00
TEAS, CTA, and SAI Tests 120.00
Personal Transportation (approximate) 600.00
Books 1000.00

Pre-Application Estimated Expenses $5624.00

Pre-Entry: The following eight items are required to be completed within six months prior to the first day of the NUR:160 Licensed Practical Nurse to Associate Degree: LPN Bridge course. Each campus Nursing Department will have specific deadlines for submitting documentation of these eight items. Failure to meet these deadlines will result in removal of your name from the admission process.

1. Clinical Compliance Tracker (including a background check, drug screen, immunization/clinical requirement tracker) 75.30
2. Missouri Department of Health & Senior Services Family Care Safety Registry (unless currently registered) 14.00
3. Health Exam (must be on STCC’s Nursing Physical Form) 50.00
4. Immunizations or Titters (If no documented history of immunizations then you must have titer results showing immunity or receive the immunizations.) 650.00
5. Health Insurance (must maintain throughout program) 600.00
6. American Heart Association (AHA) BLS Provider (including adult, child and infant CPR, and AED) 75.00

Pre-Entry Estimated Expenses $1464.30

First Semester for LPN Bridge

In-District Maintenance Fees (7 credit hours @ $122/cr.hr.) 854.00
Nursing Books 1250.00
Personal Transportation (approximate) 600.00
Lab Kit 300.00
Uniforms (2 @ $50) 100.00
Black Leather Shoes 75.00
Stethoscope 50.00
Lab Coat (Optional) 40.00
Watch with Ability to Count Seconds 30.00
Bandage Scissors 10.00
Student Nurse Association (SNA) Dues (Optional) 5.00
Assessment Exam 400.00

First Semester for LPN Bridge Est. Expenses $3714.00

Third Semester (Having now joined the non-LPN Bridge Students)

In-District Maintenance Fees (10 credit hours @ $122/cr. hr.) 1220.00
Nursing Books 200.00
Personal Transportation (approximate) 600.00
Fingerprinting Fee 60.00
State Board License Application Fee No Fee
Student Nurse Association (SNA) Dues (Optional) 5.00
Assessment Exam 400.00

Third Semester Estimated Expenses $2485.00
Between Third and Fourth Semesters in the Nursing Program for LPN Bridge

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

Fourth Semester
In-District Maintenance Fees (14 credit hours @ $122/cr. hr.) 1708.00
Personal Transportation (approximate) 600.00
NCLEX-RN Exam Registration Fee 200.00
Transcript to State Board 10.00
Assessment Exam 400.00
Student Nurse Association (SNA) Dues (Optional) 5.00
NCLEX-RN Review Course (Optional) 450.00
School Pin (Optional) 100.00
Graduation Pictures (Optional) 30.00
Graduation Robe Rental (Optional) 25.00
**Fourth Semester Estimated Expenses $3528.00**

TOTAL estimated expenses for LPN Bridge $17,465.30
XI. STUDENT SIGNATURE FORMS (Following pages)

(BLANK PAGE)
A. Nursing Program Handbook Acknowledgement & Latex Waiver Form

ST. LOUIS COMMUNITY COLLEGE NURSING PROGRAM

Nursing Program Handbook Acknowledgement

I have been provided access to the St. Louis Community College Nursing Program Handbook and the information and policies 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.

Initial

Latex Waiver Form

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

I understand the potential for untoward reactions with personal exposure to latex in various settings where I may 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 to continue my education at STLCC.

Initial

Print Name: ____________________________________________
Signature: ____________________________________________
Date: ________________________________________________
A#: _________________________________________________
STLCC E-Mail: ________________________________________ @my.stlcc.edu
B. Duplicate Nursing Program Handbook Acknowledgement & Latex Waiver Form

To be signed and returned to the Nursing Department

ST. LOUIS COMMUNITY COLLEGE
NURSING PROGRAM

Nursing Program Handbook Acknowledgement

I have been provided access to the St. Louis Community College Nursing Program Handbook and the information and policies 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.

Initial

Latex Waiver Form

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

I understand the potential for untoward reactions with personal exposure to latex in various settings where I may 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 to continue my education at STLCC.

Initial

Print Name: ________________________________
Signature: ________________________________
Date: ________________________________
A#: ________________________________
STLCC E-Mail: ________________________________ @my.stlcc.edu
XII. Diversity & Inclusion, 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 of its 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:

Mary Zabriskie
Director, Student Conduct/Title IX Coordinator
PHONE: (314) 539-5345
E-mail: mzabriskie@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 so early 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 to the Title IX Coordinator, or campus-based Title IX Investigators. To learn more, including information on campus and community resources, 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 be made 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 from Disabled Candidates.