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Saint Luke's College of Health Sciences Academic Calendar

	Fall 2010 Spring 2011 Summer 2011	Fall 2011 Spring 2012 Summer 2012	Fall 2012 Spring 2013 Summer 2013
Faculty return	Aug. 2	Aug. 1	Aug. 1
Student orientation <i>(Junior and Senior)</i>	Aug. 13	Aug. 12	Aug. 10
Tuition and fees due	Aug. 16	Aug. 15	Aug. 13
Fall classes begin <i>(16 week and first eight-week session)</i>	Aug. 16	Aug. 15	Aug. 13
Convocation <i>(Tentative date)</i>	Aug. 16	Aug. 15	Aug. 13
Last day to add or drop an eight-week course <i>(First eight-week session)</i>	Aug. 20	Aug. 19	Aug. 17
Last day to add or drop a 16-week course	Aug. 27	Aug. 26	Aug. 24
Labor Day—holiday	Sept. 6	Sept. 5	Sept. 3
College picnic <i>(Tentative date)</i>	Sept. 17	Sept. 16	Sept. 14
Last day to withdraw from an eight-week course <i>(First eight-week session)</i>	Sept. 24	Sept. 23	Sept. 21
Clinical induction ceremony <i>(Tentative date)</i>	Oct. 2	Oct. 6	Oct. 4
Final exam study day <i>(First eight-week courses)</i>	Oct. 6	Oct. 5	Oct. 3
Finals for first eight-week session <i>(9 - 11 a.m.)</i>	Oct. 7	Oct. 6	Oct. 4
First eight-week session ends	Oct. 8	Oct. 7	Oct. 5
Fall break	Oct. 11-15	Oct. 10-14	Oct. 8-12
Final grades due to registrar	Oct. 13	Oct. 12	Oct. 10
Second eight-week session begins	Oct. 18	Oct. 17	Oct. 15
Last day to add or drop an eight-week course <i>(Second eight week session)</i>	Oct. 22	Oct. 21	Oct. 19
Open house <i>(Tentative date)</i>	Nov. 7	Nov. 6	Nov. 4
Preregistration for spring semester	Nov. 15-19	Nov. 14-18	Nov. 5-9
Last day to withdraw from a 16-week course	Nov. 19	Nov. 18	Nov. 16
Last day to withdraw from an eight-week course <i>(Second eight-week session)</i>	Nov. 24	Nov. 23	Nov. 21
Thanksgiving holiday <i>(Early course dismissal at 1 p.m. on Wednesday)</i>	Nov. 25-26	Nov. 24-25	Nov. 22-23
Final exam study day—no classes	Dec. 7	Dec. 6	Dec. 4
Final exams <i>(Second eight-week and 16-week sessions)</i>	Dec. 8-10	Dec. 7-9	Dec. 5-7
Fall semester ends	Dec. 10	Dec. 9	Dec. 7
Final grades due to registrar <i>(Second eight-week and 16-week sessions)</i>	Dec. 15	Dec. 14	Dec. 12

Saint Luke's College of Health Sciences Academic Calendar

Calendar continued	Spring 2011	Spring 2012	Spring 2013
Tuition and fees due	Jan. 18	Jan. 17	Jan. 14
Spring classes begin <i>(First six-week, 12-week and 16- week sessions)</i>	Jan. 18	Jan. 17	Jan. 14
Martin Luther King Jr. Day – no classes	Jan. 17	Jan. 16	Jan. 21
Last day to add or drop a six- or eight-week course <i>(First six- or eight-week session)</i>	Jan. 21	Jan. 20	Jan. 18
Last day to add or drop a 16-week course <i>(16-week session)</i>	Jan. 28	Jan. 27	Jan. 25
Last day to withdraw from a six-week course	Feb. 18	Feb. 17	Feb. 15
Last day to withdraw for an eight-week course	Feb. 25	Feb. 24	Feb. 22
Final exams for first six-week session <i>(First six-week session ends)</i>	Feb. 25	Feb. 24	Feb. 22
Second six-week session begins	Feb. 28	Feb. 27	Feb. 25
Final grades due to registrar <i>(First six-week session)</i>	March 2	Feb. 29	Feb. 27
Final exam study day <i>(First eight-week session)</i>	March 10	March 8	March 7
Finals for first eight-week session <i>(First six-week session)</i>	March 11 March 11	March 9 March 9	March 8 March 8
Spring break	March 14-18	March 12-16	March 11-15
Final grades due to registrar <i>(First eight-week session)</i>	March 16	March 14	March 13
Catalog and handbook copy changes due	March 21	March 19	March 18
Second eight-week session begins	March 21	March 19	March 18
Good Friday – no classes	April 22	April 6	March 29
Final exams <i>(Second six-week and 12-week session)</i>	April 15	April 13	April 12
2nd 6 week & 12 week session ends	April 15	April 13	April 12
Capstone begins <i>(Three-week session)</i>	April 18	April 9	April 15
Final grades due to registrar <i>(Second six-week and 12-week session)</i>	April 20	April 18	April 17
Preregistration for summer and fall	April 4-8	April 2-6	April 1-5
Final exam study day—no classes	May 10	May 7	May 6
Final exams <i>(Second eight-weeks and 16-week sessions)</i>	May 11-12	May 8-11	May 7-10
Final grades due to registrar <i>(Three-week session)</i>	May 11	May 9	May 8
Spring semester ends	May 13	May 11	May 10
Commencement activities	May 13	May 11	May 10
Final grades due to registrar <i>(Second eight-week, 16-week sessions)</i>	May 18	May 16	May 15
Faculty leave	May 31	May 31	May 31
Summer Calendar to be announced			

College Vision Statement

We, the administration, faculty and staff of Saint Luke's College of Health Sciences in partnership with students, strive to create an environment of continual learning. Together, we will appreciate differences and maximize each person's potential. We aspire to be well-rounded individuals who serve humanity with excellence in the practice of nursing. We are committed to using knowledge, skill, compassion and wisdom as we teach and practice nursing. We will live our professional values with dignity and integrity.

Mission Statement

The mission of Saint Luke's College of Health Sciences is to provide quality baccalaureate education leading to a Bachelor of Science degree in Nursing.

As an independent institution of higher education where diversity and the uniqueness of the individual is valued, Saint Luke's College of Health Sciences is committed to:

- Integrate a broad base of knowledge derived from general education studies into the nursing program to provide the foundation for personal growth, professional education and practice
- Provide a stimulating academic environment with a curriculum designed to enhance critical thinking, promote research utilization, encourage career mobility and foster lifelong learning
- Prepare caring professional nurses who are encouraged to participate in activities that meet the health care needs of the community

Commitment to Diversity

Reflecting the mission statement, Saint Luke's College of Health Sciences is committed to:

- Building an environment that values and respects every person, regardless of race, color, gender, religion, age, class, ethnic or national origin, ancestry, sex, sexual orientation or gender identity, disability, pregnancy, institutional status, military status or other legally protected status
- A policy of nondiscrimination and equal opportunity that extends to all constituents, including students, faculty, staff and community. This policy includes the principles of access, equity and diversity
- Making a positive contribution to the nation's efforts to achieve true equality of opportunity and seeking to ensure a positive, supportive climate in which all individuals are valued
- Implementing recruitment efforts directed specifically to diverse populations
- Incorporating curriculum concepts and activities that value culture and diversity

INTRODUCTION TO SAINT LUKE'S COLLEGE

History

In 1885, the All Saints Hospital was opened at 10th and Campbell streets with a training school for nurses established in 1887. Saint Luke's Hospital was declared the legal successor of All Saints Hospital in 1903, and that same year the School of Nursing was established with three students under the direction of Miss Eleanor Keely. Miss Virginia Pate was the first graduate of the diploma program in 1906.

The 1920s brought many changes to the School of Nursing including relocation to a new hospital and a nurses' residence at the site, which was then Mill Creek and 44th Street. A four-story building was erected in 1946 to accommodate classrooms, laboratories, library, offices and residence space for approximately 200 students. The library was moved to the Helen F. Spencer Center for Education in 1972, and the student residence was relocated to 4545 Washington St. in 1987.

The development of Saint Luke's College began during the 1985-86 academic year when the faculty of Saint Luke's Hospital School of Nursing conducted an in-depth study of the issues and challenges facing nursing education in the 21st century. Students' and graduates' reactions regarding the nationwide movement of nursing toward baccalaureate education and the support of the Alumni Association were instrumental in establishing a plan for a program granting a Bachelor of Science in Nursing degree. The first class of students was admitted in the fall of 1991 for baccalaureate nursing education at Saint Luke's College. In 1992, the final class graduated from the diploma program culminating in 3,047 students having received their nursing diploma from Saint Luke's Hospital School of Nursing. As of 2010, 18 classes have completed coursework resulting in 867 graduates from the program.

Recently, a name change occurred as a result of the College's private, not-for-profit, incorporation status. Saint Luke's College is now Saint Luke's College of Health Sciences..



Saint Luke's College of Health Sciences awards the Bachelor of Science in Nursing degree

Program Approval and Accreditations

The Nursing program at Saint Luke's College of Health Sciences is fully approved by the Missouri State Board of Nursing, and graduates are eligible to apply to take the national examination for licensure to become a Registered Nurse (RN). The College is accredited by the Higher Learning Commission, a member of the North Central Association of Colleges and Schools. The College baccalaureate nursing program is accredited by the Commission on Collegiate Nursing Education.

Statement of Accreditation

Accreditation is an indication of public approbation, attesting to the quality of the educational program and the continued commitment of the sponsoring institution to support the program. It is the intent of Saint Luke's College of Health Sciences to demonstrate integrity in its practices; therefore, the names, addresses and telephone numbers of the agencies that accredit the institution are provided.

Missouri State Board of Nursing

3605 Missouri Blvd., P.O. Box 656
Jefferson City, MO 65102-0656
573-751-0681

Commission on Collegiate Nursing Education

One Dupont Circle, N.W., Suite 530
Washington, DC 20036-1120
202-887-6791

The Higher Learning Commission

of the North Central Association of Colleges and Schools
230 South LaSalle St., Suite 7-500
Chicago, IL 60604-1413
800-261-7440
www.ncahlc.org

GENERAL INFORMATION

Affiliation

Saint Luke's College of Health Sciences is a private, not-for-profit institution of higher education incorporated in the State of Missouri.

Student Handbook

Each year Saint Luke's College of Health Sciences publishes a Student Handbook. Students are to read and abide by the policies or procedures related to academic matters, professional conduct, grounds for dismissal, student rights, student services and other issues.

Catalog Changes

Saint Luke's College of Health Sciences reserves the right to make changes affecting policies, tuition, fees, curriculum or any other matters contained in this catalog. The provisions of the College Catalog are not to be regarded as a contract between the College and the student.

Students

Students at Saint Luke's College of Health Sciences are a diverse group. They vary in age, gender, ethnicity, educational backgrounds, and family and personal responsibilities. The unique characteristics, abilities, aptitudes, and life experiences of each individual enhance the student body.

The caliber of students who attend Saint Luke's College of Health Sciences is reflected in a retention rate of approximately 90 percent and a similar pass rate on the state board examination.

Faculty

The faculty, as role models and facilitators of the learning process are committed to the quality of education that is the hallmark of Saint Luke's College of Nursing and Health Sciences. All faculty participate in continuing education relative to their teaching assignments. Members of the faculty are frequently presenters at research and practice symposiums. And scholarly activities are demonstrated by writing publications for professional journals and books, grant writing and participation in professional organizations.

Philosophy

The administration, faculty and staff of Saint Luke's College support the mission of the college to provide quality education leading to the degree of Bachelor of Science in Nursing. The faculty sets forth this philosophy as a basis for sound baccalaureate nursing education.

Statement on Nursing Education

A baccalaureate education in nursing draws from a broad base of general education studies and a unique body of nursing knowledge to prepare professional nurses to meet the complex and diverse health needs of society. As change agents, professional nurses utilize leadership skills and political action to impact health care needs.

Through partnership faculty and students share responsibility of ensuring high standards of nursing education. The faculty members, as role models and facilitators of learning, provide opportunities for students to expand critical thinking and decision-making skills. Knowledge of research and research principles are valued as means to aid in the responsible practice of nursing. The faculty is responsible for the direction and implementation of the educational program and is accountable to students, the college, the community and the profession to maintain high standards of nursing and nursing education. Effective teaching engages students in ways that generate interest and enhance learning. Students are ultimately responsible for learning and integrating knowledge in the practice of safe professional care and for self-motivation, collaboration and sharing of their nursing knowledge.

Learning is a lifelong process which occurs in the cognitive, affective and psychomotor domains and leads to changes in thoughts, feelings and actions. Adult learners are self-directed and seek learning that is meaningful. A caring atmosphere enables students to use their unique learning styles as they pursue knowledge.

Statement on Professional Nursing

As an art and a science, nursing integrates skills and knowledge from a variety of disciplines. Nursing is a dynamic profession that is developing its unique body of knowledge through research and practice. Nursing is primarily concerned with the health of the client system and recognizes the interrelatedness between the health of the client system and the environment. Nursing is the systematic application of specialized knowledge in a caring and nurturing manner throughout the life cycle.

Nursing practice is governed by professional, legal and ethical standards. With the increasing complexity of the health care system, the professional nurse assumes the roles of caregiver, counselor/teacher, critical thinker, client advocate, collaborator, and change agent. It is the responsibility of professional nurses to learn, change, and grow, to care for themselves, and to promote and advance the nursing profession.

Nurses collaborate with other health care providers to as-

ist clients to retain, attain, and maintain health. Effective communication is a critical factor in establishing and maintaining a caring relationship between nurses and clients. Nurses work in partnership with clients to meet individualized health outcomes.

Statement on Persons (Individuals)

We believe each person has inherent worth and dignity. Each individual possesses a unique combination of physiological, psychological, sociocultural, developmental and spiritual dimensions which comprise the client system. The client system encompasses individuals, families, groups and communities. The wholeness of the individual is greater than the sum of these dimensions. Across the lifespan, each person develops through a process of change and differentiation that results in maturation of the whole. Heredity, society and life experiences influence this process of development.

Each person is free to make choices and change within the context of that person's total life circumstances. With this freedom to choose, the individual is ultimately accountable for personal actions, can achieve personal life goals, and can assume responsibilities as a member of society. The person is an open system that has the potential for harmonious interaction with the environment.

Statement on Environment

The environment embodies external and internal components. The external environment surrounds the individual and includes both physical and sociocultural variables. The internal environment is the inner state of the individual where physiological, psychological, developmental and spiritual variables interact. Environmental stressors impact the health of the client system both externally and internally. The client system reacts to stressors in the environment and that response determines the state of health. The quality of the environment is critical to the health of the individual and society. Society and individuals share responsibility for a healthy environment.

Statement on Health

Health encompasses well-being in physiological, psychological, developmental and spiritual dimensions. As a state of being, health is both subjectively and socioculturally defined. Wellness is the realization of one's full human potential. Illness is a state in which human functioning is compromised in one or more of the five dimensions. Health care and promotion of wellness are shared among individuals, health care providers and society. Through the use of the nursing process, nurses assist client systems in responding to stressors and meeting health needs with the goal of achieving optimal wellness.

Academic Standards, Policies and Information

Academic Year

The academic year is divided into two 16-week semesters (fall and spring) and one eight-week semester (summer). The fall semester begins the academic year. It starts in August and ends in early to mid-December. The spring semester begins in January and ends in May. The summer semester begins in June and ends in late July or early August.

Academic Advisement

The Academic Advisement Program is directed toward assisting students with accomplishment of the following goals throughout their program of study:

- Development of suitable educational plans, which are compatible with career goals and program requirements
- Selection of appropriate courses and other educational experiences
- Interpretation of program requirements, policies and procedures
- Student awareness of available educational resources
- Evaluation of student progress toward established goals
- Referral to and use of college and community resources

The Academic Advisement Program is administered by the registrar. All students are assigned an academic advisor upon admission to the college. College faculty serves as academic advisors.

Academic advisors maintain contact with the student throughout the program. Students are encouraged to schedule individual academic advisement conferences upon admission to the program, during the preregistration period each semester and as needed.

During the initial academic advisement conference, an official program of study is developed. This program of study is kept by the advisor and a copy will be given to the student.

Subsequent to the development of the official program of study, the following procedure is recommended:

- Each semester, the student will receive an enrollment form (by a designated date) and a list of course offerings for the next semester.
- The student will make an appointment with the academic advisor to discuss courses desired, review the official program of study, complete the enrollment form, and obtain the advisor's signature.
- The student will proceed to registration with the signed enrollment form at the appropriate date and time.

Note: The student's program of study is flexible. Changes may be made in course selection as long as course sequencing and prerequisite requirements are met.

Throughout the program, a student may request a change in academic advisor by petitioning the Registrar.

Academic Standards, Policies and Information

Satisfactory Academic Progress

Satisfactory completion of prerequisite coursework with a grade of “C” or better is required for progression through the nursing curriculum. If a student should need to repeat a course then further progression will depend on future course offerings and the available enrollment for that course. The college cannot guarantee enrollment into any course. It is the student’s responsibility to meet with his or her advisor and the Nursing Dean in order to discuss academic progression. All courses required for graduation must be completed within four years from the original date of entry into the college.

Adding a Course

Students wishing to add a course must obtain approval from the lead teacher of the course as well as their academic advisor. Courses may not be added after the first one-eighth of the class schedule. Students who desire to add a course should obtain an Add Form from the registrar’s office or at the receptionist desk. The completed form, with the signatures of the academic advisor and lead teacher, must be forwarded to the registrar by the student.

Dropping a Course

After consultation with an academic advisor, a student may elect to drop a course. A course may be dropped up to and including completion of one-eighth of the class schedule. Students who desire to drop a course should obtain a Drop Form from the registrar’s office or receptionist desk. The completed form, with the signature of the academic advisor, must be forwarded to the registrar by the student.

Withdrawing from a Course

Students may withdraw from a course without grade assessment up to and including completion of three-fourths of the class schedule. After three-fourths of the class schedule has been completed, a grade will be assigned and recorded. Students may withdraw from a maximum of three courses throughout their program of study. Students who desire to withdraw from a course should obtain a Withdrawal Form from the registrar’s office. The completed form, with the signature of the academic advisor, must be forwarded to the registrar by the student.

Repeating a Course

A student may repeat a course only once. If the student drops a course (refer to the “Dropping a Course” policy)

the next enrollment in the course is not considered a repeat. If the student withdraws from a course (Refer to the “Withdrawing from a Course” Policy) or completes the course to the point of receiving a grade, the next enrollment in the same course is considered a repeat of the course. If the student received a grade the first time enrolled in the course, this grade, as well as the second or repeated grade, will be recorded on the transcript. The student’s cumulative grade point average will reflect the grade received when the course is repeated.

A student receiving an unsatisfactory grade of “D” or “F” in a nursing course at Saint Luke’s College of Health Sciences must repeat the course at the college.

Nursing electives with a grade of “D” or “F” may be repeated either through retaking the same course or taking another elective. If another nursing elective is taken, the grade for each course will be recorded on the transcript, and the cumulative grade point average will include each course completed.

Students who receive an unsatisfactory grade in any two nursing courses within their program of study will be dismissed from the program. Although a student who received an unsatisfactory grade may retake a course and earn a passing grade, the original grade will still be counted in the dismissal policy.

Auditing a Course

Currently enrolled students may audit a nonclinical nursing elective provided the prerequisites for the course have been met. Enrollment priority will be given to students taking the course for credit. Course tuition and fees for credit and audit are the same. After the initial registration is completed, a student may not change class status either from audit to credit or credit to audit. Course enrollment, class attendance and scope of class participation will be at the discretion of the lead teacher.

Academic Standards, Policies and Information

Leave of Absence (LOA)

A student may petition the Admission and Progression Committee for a leave of absence due to extraordinary events. A leave of absence will not exceed two consecutive semesters, excluding summers. Only students who are in good academic standing (2.0 grade point average or above) at Saint Luke's College of Health Sciences are eligible to apply for a leave of absence.

- The petition to apply for a leave of absence must be signed by the student and their advisor.
- The petition for a leave of absence is forwarded to the Admission and Progression Committee.
- The student will be notified of the decision regarding the leave of absence via certified mail.
- If the LOA is granted, the student will receive a "W" for all enrolled courses.
- Students completing the required LOA procedure will be re-admitted to the college without re-application and fee.
- Students who fail to register for courses in the fall or spring semester immediately following the LOA will be required to re-apply to the college and pay the application fee.

Military Leave of Absence (MLOA)

A Leave of Absence from the college will be provided for students who are called to military service for the term of that service. The procedure is the same as that for emergency LOA above. Students granted a MLOA must register for the fall or spring semester immediately after completing military service.

Dismissal from the College

A student may be dismissed from the nursing program at Saint Luke's College of Health Sciences for the following reasons:

- A student does not enroll for two consecutive semesters, excluding the summer term
- A student fails to complete the nursing curriculum in four calendar years;
- A student fails to achieve a satisfactory grade in a repeated nursing course, including elective courses
- A student withdraws from more than three nursing courses
- A student who receives an unsatisfactory grades in any two nursing courses throughout the curriculum will be dismissed from the program. Although a student who

received an unsatisfactory grade in a course may retake the course and earn a passing grade, the original grade will still be counted in the dismissal policy.

Additional reasons for dismissal appear in the Student Handbook, Section V: Professional Conduct.

Withdrawal from the College

A student may withdraw from Saint Luke's College of Health Sciences at any time. To officially withdraw from the college, a student must obtain a Student Withdrawal Form from the registrar. The form must be completed and returned to the registrar. The official date of the withdrawal is used to compute tuition and financial aid. A grade of "W" is recorded on the academic record for the semester. As designated by policies, the transcript will state if the student is dismissed from the nursing program.

Notification of the student's withdrawal is sent to each course instructor. A financial aid exit interview is required if the student received Financial Aid while enrolled at the college. The Saint Luke's College of Health Sciences student identification badge must also be returned.

Verbal communication to individual instructors of intent to withdraw or failure to attend classes is not considered an official withdrawal.

Enrollment status

Full-time and Part-time

Full-time enrollment is defined as 12 hours for fall and spring semesters and six hours for the summer semester.

Part-time enrollment is considered anything less than 12 hours. Other enrollment status for financial aid purposes include:

- Three-quarter time is enrollment of nine to 11 hours for fall and spring semesters and four hours for the summer semester.
- One-half time is enrollment of eight to six hours for fall and spring semesters and three hours for the summer semester.
- Less than half time is considered any enrollment less than six hours for fall and spring semesters and less than three hours for the summer semester.

Junior/Senior Standing

Students who have earned at least 96 credit hours toward completion of the nursing major will be accorded senior standing. All other students admitted and enrolled in the program shall have junior standing.

Academic Standards, Policies and Information

Incomplete Grades

A student must be in satisfactory standing in a course to be eligible for an "Incomplete". A grade of "I" may be given at the discretion of the course faculty when all course requirements have not been met and there is reason to believe that the student will be able to complete the work within the time specified by the instructor. The "Incomplete" course will be changed to an "F" grade if the required work is not completed by the due date determined by the instructor or not later than the end of the following semester including summer semester. An "Incomplete Course Grade Form" must be completed by course faculty and a copy given to the student, the Nursing Dean, student's advisor and the registrar. The course faculty will retain the original. A student cannot enroll in a course if he or she has an Incomplete grade in a prerequisite course.

Directed Study for Nursing Elective Course

Directed study for elective courses is limited to those students who have irreconcilable schedule conflicts and is subject to the agreement of a faculty member to direct the study. Enrollment requires the approval of the faculty member directing the study, the academic advisor and the Nursing Dean. Directed study for an approved elective course will carry the same number of credit hours but will not be offered during the semester in which the course is being taught.

Independent Study for Nursing Elective Courses

The purpose of Independent Study is to provide the student with the opportunity to explore material outside the regular curriculum. Independent Studies are initiated and organized by the student. It will be the responsibility of the supervising faculty member to determine what, if any, prerequisites are required prior to undertaking the Independent Study.

Students who have a cumulative grade point average of at least 3.25 are eligible to take Independent Study and are subject to the willingness of a faculty member to supervise the study.

Enrollment requires the approval of the supervising faculty member, the academic advisor and the Nursing Dean.

Procedure:

1. The student is to submit the idea for the Independent Study course in writing to the Curriculum Committee Chairperson following approval of their academic advisor. Enough information about the course should be provided to allow the Committee to adequately evaluate the appropriateness of the content. This should be done at least two months prior to the beginning of the course.
2. The Curriculum Committee will review the information and will make a recommendation to the Nursing Dean regarding the course. In addition, if preliminary approval is given, two or three qualified faculty members will be recommended as faculty supervisors.
3. From the recommendation, the student is to select a faculty supervisor, confirm their willingness to serve as faculty supervisor, and work with them in determining specific course content and requirements.
4. Prior to submission to the Curriculum Committee for final approval, the student (in consultation with the faculty supervisor) is to prepare a syllabus using the established guidelines.
5. The final syllabus should be submitted to the Curriculum Committee Chairperson no later than one (1) month prior to the beginning of the course.

Semester Hours

Credit at Saint Luke's College of Health Sciences is recorded in the semester credit hour. The semester length is 16 weeks.

- Theory clock hour equals 50 minutes. One clock hour equals one semester credit hour.
- Lab clock hour equals 60 minutes. Two clock hours of lab equals one semester credit hour.
- Clinical clock hour equals 60 minutes. Two and one-half clock hours of clinical equals one semester credit hour.
- Saint Luke's College of Health Sciences offers courses in varying formats and lengths equivalent to the 16-week semester.

Academic Standards, Policies and Information

Course Grading System

The grading system of the college is based on a 4.0 scale. Course grades are recorded according to the following system.

Points per Semester Credit Hour

Grade

A	Excellent	4	90-100%
B	Superior	3	80- 89%
C	Satisfactory	2	75- 79%
D	Unsatisfactory	1	67- 74%
F	Failing	0	0- 66%
I	Incomplete		
DR	Drop a course		
W	Withdrawal Without Assessment		
CR	Credit (associated with transfer credit)		
P	Pass (associated with N. 490)		
AU	Audit		

Test Average Requirement

In designated courses within the curriculum, students must also achieve a weighted test average of at least 75 percent in order to pass the course. In the event the earned weighted test average is below 75 percent, the earned weighted test average becomes the final the course grade.

Grade Reports

Grade reports are sent to students at their permanent address upon completion of each semester. Academic advisors are informed of an advisee's achievement.

Academic Honors

Each semester full-time students with a grade point average from 3.5 to 4.0 qualify for one of the following academic honors.

- The President's List which includes students who achieve a 4.0 semester grade point average.
- The Dean's List which includes students who achieve a semester grade point average between 3.5 and 3.99.

Academic Requirements for Graduation

Upon recommendation of the faculty, the college will confer the degree of Bachelor of Science in Nursing upon students who have fulfilled the following requirements.

1. Completion of the 124 hours of the required program of study for the BSN degree.

2. Completion of the 60 semester hours of nursing coursework within four years of enrollment at Saint Luke's College of Health Sciences.
3. A cumulative grade point average of 2.0 with no grade below "C" counting toward graduation.
4. The final 38 hours of nursing coursework must be completed at Saint Luke's College of Health Sciences.

Additional Requirements for Graduation

1. Students must make satisfactory arrangements for all financial obligations to the College.
2. All books, supplies, and equipment belonging to the College must be returned prior to graduation.

Commencement Honors

The Bachelor of Science in Nursing degree is conferred upon those students who have completed the requirements for graduation during the current academic year. Graduates making no grade lower than a "C" in any course as recorded on the transcript and earning a cumulative grade point average in the following categories will be recognized:

- 3.90 or above will graduate **Summa Cum Laude**
- 3.75 to 3.89 will graduate **Magna Cum Laude**
- 3.50 to 3.74 will graduate **Cum Laude**

Student Excellence Awards

Recognition of Saint Luke's graduates is given in the following areas of excellence:

Academic Excellence, to the person in each graduating class with the highest cumulative grade point average.

Clinical Excellence, to the person in each graduating class who demonstrates the highest clinical performance as determined by faculty.

Professional Excellence, to the person in each graduating class who demonstrates high potential for the profession of nursing including being a mentor to peers and a client advocate as determined by faculty and students.

Student Progress Report Policy and Procedure

Purpose:

Saint Luke's College of Health Sciences faculty is committed to assisting each student to achieve success in the BSN program. The faculty measures student academic achievement, monitor student progress, communicate concerns with students as needed, and provide remediation plans and re-evaluation processes appropriately.

Academic Standards, Policies and Information

Policy:

Students in a course who are identified at risk for academic or clinical failure will be provided assistance by course lead faculty.

Rationale:

As students progress through curricular content and clinical practice, faculty shall guide student remediation in order to facilitate student success in the program. Faculty role includes evidence of a faculty/student progression plan that outlines student deficit, steps to achieve satisfactory performance, a timeline for re-evaluation of student progression, and elements that support eventual dismissal for students who do not meet required standards in either academic or nonacademic misconduct.

Procedure:

When a student's academic or nonacademic performance in a course is unsatisfactory, that student is considered at risk for failure in the course. Once the need for student remediation is identified, the lead faculty of the course will:

1. Notify the student of risk for concern and potential failure and prepare a Progress Report that will be discussed with the student.
2. Faculty will request signature/date of the remediation plan following a face-to-face meeting to review the Progress Report. Copies of the signed Progress Report will be given to the student, Registrar, and Nursing Dean. (See Progress Report Form), with the faculty retaining the original signed copy.
3. The course faculty determines required and/or adjunctive learning activities, in conversation with the student regarding individual learning needs and recognized deficits.
4. The course faculty will document the measurable level of achievement or mastery of competency that must be met to demonstrate satisfactory performance and progression.
5. A timeline will be determined and delineated in which proficiency must be demonstrated.
6. Periodic follow-up between faculty and student prior to final determination of student status should be documented. This timeline will be included in the Progress Report.
7. Faculty will suggest additional available internal and external resources for the student as indicated. These sources may include but are not limited to: counseling, financial aid, faculty, individual, group or peer tutoring, community resources, simulation experiences, text books, journal articles and review questions.

Attendance

Attendance and engagement in all course (theory, lab, clinical) learning activities (including examinations, clinical orientations, and preparation for patient care experiences) is expected.

Class and Lab Absences

In the event of an absence, students are responsible for material presented and for any announcements made regarding changes in schedule, content, location, or similar information. Individual course policies regarding instructor notification, tardiness, coursework makeup provisions and any associated grade penalties are determined by faculty for each course (see course syllabus).

Examination Attendance

All students enrolled in a course are expected to take examinations as scheduled, unless prior permission is obtained from the lead teacher. If you must miss an exam, you are to notify the lead teacher in advance of start of exam. Individual course policies regarding examination attendance, instructor notification, exam makeup, tardiness for exams, and any grade penalties are determined by faculty for each course (see course syllabus).

Clinical Absences

All students enrolled in a clinical course are expected to complete all clinical experiences as scheduled, unless prior permission is obtained from the course instructor. If you must miss a clinical experience, you are to notify your clinical instructor in advance of the start of the clinical experience. All students must complete the number of clinical hours designated to each clinical course within the curriculum. Individual course policies regarding clinical attendance, instructor notification, clinical makeup, tardiness, and any grade penalties are determined by faculty for each course (see course syllabus).

Examination Standards and Procedures

Saint Luke's College of Health Sciences faculty and staff expect that student behavior is in accordance with the Professional Conduct Policy and the Code of Academic Integrity, meaning that students refrain from sharing or seeking information from unauthorized resources.

Purpose: The purpose of this policy is to help ensure a fair and equitable environment in which students are able to complete course exams.

Policy: The following exam standards will be followed in all courses:

1. Any special needs or accommodations are to be communicated to the Nursing Dean preferably at the beginning of the course or when identified.
2. All post-exam review sessions, if used, should be held during regularly scheduled class time only.
3. Voluntarily student initiated content review sessions prior to exams may be held outside regularly scheduled class time.
4. All exam sessions are limited to the regularly scheduled class time. No extended time either before or after the regular class time will be allotted.
5. Personal belongings are to be placed in a secured location or under student chairs. No book bags, purses or other personal belongings are to be left outside of classrooms, in the lobby area, student lounge or other public areas.

Academic Standards, Policies and Information

6. Students are to arrive on time and be prepared to take the exam at the starting time. Students are expected to take care of any personal needs prior to the start of the exam. If any unexpected needs arise during the exam, then it is the faculty's discretion as to whether a proctor will accompany the student outside the exam room.
7. Faculty reserve the right to allow or restrict the use of electronic equipment, such as calculators, PDA's, laptops.
8. Students are responsible for bringing their own sharpened No. 2 pencils to the examination. Students will be notified in advance by faculty if they will be responsible for other allowable items.
9. All cell phones, pagers and other alarms are to be turned off.
10. Students should be seated space between them.
11. Students are to ensure that they have completed the entire examination including completing the SCAN-TRON prior to leaving the room. Students may not return to edit an exam after they have left the examination room.
12. Students are not to congregate outside the examination room during the exam.
13. Faculty reserve the right to question students regarding suspicious behavior, such as writing on hands or wearing hats.

Procedure:

If students or faculty have concerns regarding the administration or implementations of an exam, they should refer to related policies for Professional Conduct or Grievance procedures in the *Student Handbook*.

Academic Petitions

Policy

The student may petition the Admission and Progression Committee for either exemption from a specific College academic policy or to request a Leave of Absence**.

Procedure for the Student

The student will:

1. Obtain the form from the registrar's office or the academic advisor
2. Contact academic advisor to discuss the situation, obtain assistance with completion of the petition, and discuss the rationale for the petition.
3. Complete the form, have the lead teacher complete their section and return the form to the academic advisor for submission to the committee chair two weeks prior to beginning of the next semester (forms may be distributed and submitted via e-mail)
4. Complete one form for each request or each course for which an exemption is requested

**To petition for a leave of absence complete steps one and two above. The advisor will submit the form to the Chair of the Admission and Progression Committee

Procedure for Academic Advisor

The academic advisor will:

1. Meet with the student to discuss the situation and provide guidance for further action
2. Assist the student in the completion of the petition and meeting the submission deadline. Be certain the rationale for the request is sufficiently detailed, and that the rationale is complete and individualized
3. Direct the student to discuss the request with the faculty member teaching the course if this is appropriate. Encourage relevant comments by the student and/or faculty member regarding this discussion
4. Include additional information or comments relative to the student's request
5. Sign the petition. The academic advisor's signature indicates they have met with the student to discuss the petition but does not indicate their approval of the petition
6. Submit the completed petition to the Chair of the Admission and Progression Committee at least three weeks prior to the beginning of the next semester

Procedure for the Chair of the Admission and Progression Committee

The Chair of the Admission and Progression Committee will:

1. Distribute the completed Petition Form to all members of the Committee with the exception of the student representatives
2. Notify the student of the Admission and Progression Committee's decision via e-mail, requesting acknowledgement of receipt
3. File a copy of the completed petition and the email notification to the student in the Admission and Progression academic petition notebook
4. Notify the following people of the decision of the Admission and Progression Committee:
 - Nursing Dean
 - Course lead teacher
 - Academic advisor

Procedure for the Admission and Progression Committee

The Admission and Progression Committee will:

1. Review the petition and gather additional information related to the petition if needed
2. Make a decision by vote concerning the action to be taken

Appeal

The student may appeal the Committee's decision to the Nursing Dean within five working days after notification via email. The Nursing Dean will consider the petition in the event of an appeal by the student.

PROFESSIONAL CONDUCT POLICY

All forms of professional misconduct are prohibited and could result in disciplinary action including possible suspension or dismissal. It is expected that those who observe incidents of misconduct to report such incidents to course faculty, the chair of Admission and Progression Committee, and/or the Dean as soon as possible, consistent with signing the Academic Integrity statement. Violations include, but are not limited to:

A. Academic Dishonesty:

1. Cheating:
 - a. Unauthorized collaboration
 - b. Copying from another student's test paper or assignment
 - c. Allowing another student to copy from one's own test or assignment
 - d. Securing or supplying advanced copies of an exam or specific exam questions without the knowledge and consent of the instructor
 - e. Using or attempting to use unauthorized assistance, materials, study aids, or equipment (technological devices such as PDA's, calculators with memory, cell phones, or pagers) in examinations or the completion of assignments
 - f. Submitting an assignment, or partial assignment, as new work when the assignment has been completed to fulfill another academic requirement without the knowledge and consent of the instructor
 - g. Submitting contrived or altered information in any academic exercise, including: making up data, changing the data or the facts, citing nonexistent sources, or citing sources not used in the actual completion of the assignment
 - h. Using purchased or pre-made term papers
2. Plagiarizing by presenting the ideas, thoughts, or words of another as his or her own, or otherwise misrepresenting one's own academic, scholastic, or professional achievement or knowledge, including:
 - a. Copying another's paper, article, or computer work and submitting it for any academic exercise
 - b. Using the ideas, data, or language of another without specific or proper acknowledgement
 - c. Using information from the internet without proper citation and credit
 - d. Failing to use quotation marks where appropriate
 - e. Representing another person's work, in whole or in part, as his or her own in any way

B. Uncivil Behaviors:

1. Behavior disruptive to the educational process:
 - a. Consistently missing deadlines
 - b. Repeatedly arriving to class late, leaving early, or

- otherwise coming and going during class
 - c. Sleeping in class
 - d. Using electronic devices during class for purposes unrelated to the course
 - e. Failure to turn cell phones or pager ringers off during class
 - f. Bringing infants and children to class
 - g. Conducting side conversations during class
 - h. Dominating discussion during class
2. Discourteous, disrespectful and impolite behavior directed toward faculty or other students/persons at clinical facilities:
 - a. Use of profanity
 - b. Rudeness, belittling or use of judgmental tone
 - c. Taunting, harassing, hazing or bullying
 - d. Yelling, threatening behavior or words, personal attacks or unfounded accusations
 - e. Use of racial, ethnic, sexual or other discriminatory slurs
 3. Imposing physical harm on faculty or other students/persons
 4. Intentionally destroying property
 5. Violation of the College Weapons Policy
 6. Violation of the College's Substance Abuse Policy

C. Unethical/Unsafe Professional Behaviors:

1. Inadequate preparation for clinical experience
2. Failure to properly notify faculty or unit of a clinical absence
3. Dishonesty in any form, including lying, furnishing false information, forgery, alteration, falsification, reporting fabricated information or any other unauthorized use of college documents, academic or other official records, identification or property; which includes, but is not limited to paper, examinations, registration or financial aid materials, application forms, reports, forms, checks, or other records.
4. Breach of client confidentiality
5. Unsafe nursing practice *
6. Violation of the American Nurses Association's Code of Ethics for Nurses**
7. Violation of signed Academic Integrity statement

*DEFINITION OF UNSAFE NURSING PRACTICE

Unsafe nursing practice is behavior inconsistent with that expected of a reasonably prudent registered nurse and has the potential to cause physical or emotional harm to the client. Nursing students will perform within the level of their competency, be aware of limitations of their

PROFESSIONAL CONDUCT POLICY

knowledge, have sound rationale for nursing care, and ask for assistance when performing any tasks outside of their level of knowledge or competency.

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****CODE OF ETHICS FOR NURSES**

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

PROFESSIONAL CONDUCT POLICY

Professional Conduct Committee

A Professional Conduct Committee will be formed when requested by a party involved in a student committed professional conduct incident and will function as a subgroup of the Admission and Progression Committee rather than a standing committee.

Functions

1. To review student committed violations of the Professional Conduct Policy after initial assessment by the Chair of the Admission and Progression Committee and/or the Nursing Dean
2. To make a decision for action when a violation has occurred
3. To foster confidentiality when a student conduct incident occurs
4. To provide for consistency in handling student conduct issues
5. To serve as a consultative committee to faculty and students
6. To consider appeals from students regarding action taken by a college member in regards to a professional conduct violation
7. To provide a means of determining the scope of professional conduct issues at Saint Luke's College of Health Sciences
8. To convey to students and faculty the importance of adhering to established policies

Membership

Nursing Dean—non voting member
Chair of the Admission and Progression Committee - facilitator:

In the event that the chair is involved in the incident, a faculty member of the Admission and Progression Committee will fill in as Facilitator.

Two faculty members:

Selected by the facilitator from a pool of faculty members not involved in the incident

Two student members:

Selected by the facilitator from a pool of previously established student volunteers. Students involved with the incident will not be allowed to participate as committee members.

Procedure

- Upon notification of a professional misconduct incident, the faculty member, staff member or student(s) will report the issue or violation to the course faculty or the Chair of the Admission and Progression Committee.

A Violation Report will be created for all incidents of professional misconduct.

- All Violation Reports will be submitted to the Committee for data collection purposes, even if the incident was handled and resolved without involving the Professional Conduct Committee.
- If the incident has not been resolved, or if requested by an involved party, the chair of the Admission and Progression Committee will review the report and call a meeting of the Professional Conduct Committee.
- All involved parties will be included in the meeting.
- The Professional Conduct Committee will make a decision for appropriate action and document the decision on the Decision Statement.
- All documentation will be kept in a secure designated administrative file as well as a copy in the student's academic file.
- Decisions will be made known to the student by e-mail as well as by way of mail to the students last known address on file.
- The decision may be appealed to the Nursing Dean by the student by submitting a written request for appeal within 10 working days of the e-mailed decision notification.
- The Nursing Dean, having been present during the Professional Conduct Committee meeting, will make a decision within five working days of the written appeal request. The student will be notified again by e-mail as well as by way of mail to the student's last known address.
- The decision may be appealed to the president by the student by submitting a written request for appeal within 10 working days of the e-mailed notification.
- The President will notify the student in person of the final decision. This decision can not be appealed.

PROFESSIONAL CONDUCT POLICY

Procedure: Disciplinary actions for academic and/or non-academic conduct.

1. Notice

The college shall provide students with written notice of any disciplinary action for academic and/or nonacademic conduct pursuant to the Code of Academic Integrity. Such notice will be delivered to the student by (1) Saint Luke's College of Health Sciences e-mail and (2) mailing the notice to the student by registered mail to the student's last known address. Such notice will be delivered within a reasonable time after the College first learns of the conduct-giving rise to the disciplinary action. The notice to the student will include a brief written statement of the facts serving as the basis for the disciplinary action.

2. Student's Opportunity to Contest the Disciplinary Action and the Facts Serving as Basis for Disciplinary Action

If the student disagrees with the college's disciplinary action pursuant to the Code of Academic Integrity above, the student may contest the disciplinary action by contacting the Dean of the academic program. To contest disciplinary action, the student must give written notice to the Dean stating the reason or reasons that the student believes the disciplinary action was improper or unsupported by facts or College policy within five college business days of the date of the notice to the student, as set forth in Section 1 above.

The student also may dispute the facts that serve as the basis for the disciplinary action. The student must submit a written statement explaining the reasons that the student contests the facts serving as the basis for the disciplinary action. This statement must be delivered to the dean of the academic program within five (5) College business days of the date of the notice to the student set forth in Section 1 above.

3. Notice of final decision by the Dean

The Dean of the academic program shall review the information presented by the student pursuant to Section 2 above and determine whether to overturn the original decision to discipline or discharge the student. The Dean's written decision will be delivered to the student by (1) Saint Luke's College of Health Sciences e-mail and (2) mailing the written decision to the student by registered mail to the student's last known home address. Such decision shall be delivered to the student within fifteen (15) College business days following the receipt of the notice set forth in Section 2 above.

4. Appeal of Dean's Decision

If the student disagrees with the final decision of the Dean of the academic program, the student shall have the opportunity to appeal the decision. To appeal the Dean's

decision, the student must submit written notice of the appeal to the President within five (5) College business days of the date of the Dean's final decision pursuant to Section 3 above.

The President will appoint a committee which shall consist of the following membership: three (3) faculty members and two members of the Student Services staff. All actions by the committee shall be by majority vote.

The Committee shall review all information presented to it, and determine whether or not to overturn the decision of the Dean of the academic program. The Committee's written decision will be delivered to the student by (1) Saint Luke's College of Health Science e-mail and (2) mailing the written decision to the student by registered mail to the student's last known home address. Such decision shall be delivered to the student within fifteen (15) College business days following the receipt of the notice set forth in Section 2 above.

Substance Abuse Policy

Drug and Alcohol Use

Saint Luke's College of Health Sciences complies with Public Law 101-226, the Drug-Free Schools and Communities Act of 1989, as amended. In conjunction with this compliance, the college advises students of the regulations, which apply to all students:

The unlawful manufacture, possession, use or distribution of any controlled substance of any kind, including drugs and alcohol, by students on college property or as any part of the activities of the college, is strictly prohibited. Violations of the prohibition will result in discipline of the student, which may include dismissal from the college and/or referral to appropriate law enforcement authorities for prosecution. In addition, students who receive federal financial aid are advised that criminal conviction for a drug-related offense may lead to the loss of their financial aid funds.

All sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol apply fully to Saint Luke's students, and College personnel will give law enforcement authorities full cooperation.

There are serious health risks associated with the use of illicit drugs and the abuse of alcohol. Students who experience personal problems with the use or abuse of drugs or alcohol are urged to seek assistance from Saint Luke's Health System Employee Assistance Program (EAP). In addition to providing short term counseling, EAP may refer students to appropriate treatment or rehabilitation programs as needed.

COLLEGE SERVICES

Saint Luke's College of Health Sciences provides a variety of services to support students in meeting their educational goals.

Services for Admitted Students

Saint Luke's College of Health Sciences provides the following services to students who have been admitted to the College: financial aid, academic advising, counseling, and participation in student organizations. These services are designed to assist in the transition to Saint Luke's College of Health Sciences.

New Student Orientation

Students new to Saint Luke's College of Health Sciences are scheduled for an orientation program prior to the start of classes in the fall. Opportunities are provided for interaction with administrators, faculty and staff. There are several activities and events to promote socialization with other new students.

Spiritual Growth

Students at Saint Luke's College of Health Sciences are encouraged to follow the spiritual precepts of their choice. Spiritual counseling and worship services conducted by the Saint Luke's Hospital chaplains are available to students.

Facility

Building Hours

The front door to the building is unlocked 0730 - 1800. There is a security guard on duty until 2200. Saint Luke's College of Health Sciences policy requires that all students vacate the building before 2200 daily.

Tobacco Free Policy

The college conforms to a tobacco free policy. The use of tobacco products are prohibited in all on campus and everywhere on the property including outside. Smoking is not permitted in Saint Luke's College of Nursing and Health Sciences parking areas or in cars parked in the parking areas.

Parking

Parking at the college is available to students at no charge in the 8320 Ward Parkway parking garage. It is preferred that students park in the non-reserved parking areas on the upper floors in the uncovered spaces. At no time are students allowed to park in the reserved parking or visitor parking spaces. Violators will be towed.

Copy Machine

Students have access to a copy machine for school purposes only. The student copy machine is located in the student lounge/mail box area and is provided as a courtesy for students to make single school-related copies. The college cannot guarantee that the copy machine is functional 100 percent of the time, so please plan ahead

and make copies early rather than at the last minute. The copier is not designed for high volume copying. If the machine is NOT WORKING, notify the receptionist at the front desk and place a sign on the copier indicating that college personnel have been notified. Repairs usually occur the same day.

Options for other copy machines include:

1. Use the College copy machine on the fifth floor (faculty and staff print/copy jobs will have priority on the administrative/faculty copiers)
2. Ask a faculty member to assist with use of faculty workroom copier. The faculty member must remain in the room with the student until the project is complete;
3. Use Kinko's, two blocks to the south on state line
4. Print at home.

Lounge/Kitchen

A student lounge is conveniently located and comfortably furnished for student use. An adjoining kitchen contains a refrigerator/freezer, microwave oven, coffee maker and vending machines for snacks, juice and sodas. This is an area for student use. While trash is emptied daily, keeping the area clean and uncluttered is the responsibility of the students who use it.

Study Areas

Study areas are available for student use. These areas include the Student Lounge, the Skills Lab, Rooms 310A, 309 and 331. Conference rooms can be reserved through the Receptionist as availability permits.

Nursing Skills Lab

The Nursing Skills Lab is comprised of a studio of nursing arts, resource rooms and a computer laboratory. The studio of nursing arts provides simulated clinical settings for students to practice, review and update their nursing skills. Medium and high fidelity human simulators are available for instruction and learning of basic to advanced nursing skills and processes. In the computer lab there are a variety of computer programs as well as e-mail and Internet access. The nursing skills lab staff provide a variety of services to assist individual students or groups. The nursing skills lab hours are determined by class schedule and student need.

Library

Library resources are available to students at the Saint Luke's Hospital Health Sciences Library. Students of Saint Luke's College of Health Sciences are also eligible for library privileges at the University of Missouri-Kansas City Health Science Library.

Saint Luke's Health Sciences Library

The Saint Luke's Health Sciences Library maintains an extensive collection of medical and nursing resources for use by Saint Luke's College of Health Sciences.

The Saint Luke's Health Sciences Library provides the following services to College faculty, staff, and students.

COLLEGE SERVICES

- Database/Literature searching
- Phone reference
- Electronic databases, books and journals
- Study and reading space
- Books/Journals/Audio-visual programs
- Computer access and printing
- Article photocopying
- Internet access-wifi access
- Inter-library Loans
- Small group meeting area
- Book and Audio-visual check-out

Online bibliographic database searches can be done from the Library, or any Saint Luke's College of Health Sciences computer (student lab, classroom) via http://www.saintlukeshelathsystem.org/slhs/Services/Common/Saint_Lukes_Medical_Library/Medical_Knowledge_Base.htm. Searches (except New England Journal of Medicine and Up to Date) may be completed from offsite computers (e.g., home) by following directions for special remote login. (Refer to the *Student Handbook*.)

When visiting the library, students must wear the Saint Luke's College of Health Sciences Name/ID badge. Doors are kept locked and must be opened by the Library personnel.

Library Hours:

Monday - Thursday 7:30 a.m - 8 p.m.
Friday 7:30 a.m. - 5 p.m.
Saturday 9 a.m. - 1 p.m.
Closed Sunday

Library Location:

4141 Mill St., Kansas City, MO 64111
E-mail: library@saint-lukes.org
Phone: 816-531-0560
Fax: 816-531-6316

Library Directions:

Directions to the Library from Saint Luke's Hospital: North on Wornall from 43rd street, bear left at the Y on to Mill Street. The Library is on the corner facing west. Directions from Westport Road: turn South on Mill Street towards Panera Bread Co. The Library is on the left corner at the stop sign, just before the old trolley rails. Website: http://www.saintlukeshelathsystem.org/SLHS/Services/Common/Saint_Lukes_Medical_Library/Medical_Knowledge_Base.htm

Counseling

Students have access to the Saint Luke's Health System Employee Assistance Program (EAP). Students can receive up to five free visits. See the *Student Handbook* for more information.

Health Services

Students may utilize the Saint Luke's Hospital Employee Health service for minor ailments or emergencies. However,

students are required to provide their own health care insurance coverage.

Admissions

Policies and procedures for admission to Saint Luke's College of Health Sciences are outlined below. For further information contact the Admission Office 816-932-3372.

Recommended High School Background

Saint Luke's College of Health Sciences recommends four years of English, two years of history, one year of foreign language and three years of mathematics. Sciences that are recommended include biology, chemistry, human anatomy and physiology, plus other college-preparatory courses selected with the assistance of the high school counselor.

Admission to the BSN Nursing Program

Due dates for BSN program applications are:

- September 15: for applicants seeking admission to the spring program (following calendar year).
- January 15: for applicants seeking admission to the fall program (same calendar year).

The following criteria are considered by the Admissions Committee in the selection of students.

1. Graduation from high school or the equivalent (GED)
2. Completion of a minimum of 36 semester hours of required general education coursework, including two or more of the required science courses. See the Curriculum section (p. __) regarding the required general education coursework.
3. On track to complete all required general education requirements by start of courses (August–Fall start; January–Spring start). All general education course requirements must be completed prior to beginning classes. Students who do not meet these requirements by the stated time will forfeit their position in the designated class to which they've been admitted. Admission into one nursing class does not confer extended admission into future nursing classes.
4. Minimum GPA, calculated on the general education courses required for the BSN program, of 2.7 (on a 4.0 scale).
5. A minimum grade of "C" or better in all required general education courses.
6. General education courses must be approved by Saint Luke's College of Health Sciences. Science courses, required by the College, must not be older than 10 years.
7. Exhibit appropriate interpersonal skills and behaviors.

Application Process

1. Complete online application through NursingCAS (<http://apply.saintlukescollege.edu>)
2. Official transcripts from every College or University attended. If you do not have a Bachelor's Degree you must send an official high school transcript or GED to NursingCAS. Official transcripts must include course work (if taken) completed in the semester immediately

prior to application deadline (fall coursework for Jan 15 application deadline; summer coursework for Sept 15 application deadline)

- 3 recommendation letters (NursingCAS)
4. Essay (NursingCAS)
5. Application fee of \$35 must be sent separate from the online application on NursingCAS. This fee must be received before we can process your application. You may send it to the attention of Admissions Office at: Saint Luke's College of Health Sciences, 8320 Ward Parkway, Suite 300, Kansas City, MO 64114.
6. Only complete application packets (1-5 above) will be reviewed by the Admission Committee. Application packets received or completed after an application deadline are not guaranteed review by the Admissions Committee.

Please note: Graduation from Saint Luke's nursing program prepares individuals to take the NCLEX-RN® licensure exam in any state. Students taking the examination in Missouri will be notified about application procedures and deadlines. Students taking the NCLEX-RN® examination in other states must assume individual responsibility for contacting the appropriate State Board of Nursing for licensure application requirements and procedures. Since individual State Boards of Nursing have different regulations, it is the student's responsibility to make sure he/she has met all eligibility requirements. For example, individuals who have been convicted of a felony or certain misdemeanors may or may not be eligible for RN licensure in a given state. Other reasons why a license to practice as an RN may be denied, revoked, limited, or suspended in the state of Missouri are also listed in the Missouri Nurse Practice Act. The entire nurse practice act may be accessed at <http://www.moga.mo.gov/statutes/C335.HTM>

Admission Process

Complete application packets will be reviewed on a schedule as determined by the Admission Committee of the BSN program. Fulfillment of minimum admission criteria does not guarantee admission to Saint Luke's College of Health Sciences. Following review of the application by the Admissions Committee, committee members will make one of the following decisions:

1. Application is accepted for conditional admission.
2. Application is placed numerically on a stand-by list.
3. Application is denied.

The Admission's Office notifies applicants by mail of acceptance into the program. As spaces become available, students from the stand-by list are accepted according to their place on the stand-by list

Those applicants selected for admission to the BSN program must:

1. Notify program of acceptance or refusal of admission offer.
2. Submit a \$200 non-refundable deposit to guarantee their placement. This deposit will be applied toward tuition.
3. Provide verification of clinical readiness prior to starting nursing classes:
 - a. A completed physical examination form and immuni-

zation update. (The physical examination form will be provided by Saint Luke's College of Health Sciences BSN program.)

- b. Current enrollment in a health insurance plan.
- c. Background check (approximate fee \$____)—administered by the College. If a student does not pass the criminal background check, he/she may not be allowed access to clinical agencies. In this case, a student would not be able to meet course requirements, resulting in a failing grade for the course. These requirements are stipulated by clinical agencies before students are permitted to begin clinical experiences.
- d. Current CPR certification must be from the American Heart Association in Health Care Provider CPR. It is the responsibility of the student to obtain and maintain current CPR certification during their enrollment at Saint Luke's College of Health Sciences. CPR Certification must be obtained prior to the start of clinical courses and be maintained throughout the student's enrollment at Saint Luke's College of Health Sciences. Proof of current certification must be presented at the time of enrollment for students enrolling in a clinical course.

Students who have been conditionally accepted into the nursing major will be allowed to begin their upper division nursing courses provided:

1. they meet all the above-stated admission criteria and requirements;
2. their grade point average is at or above a 2.7; and
3. All prerequisite general education courses (or their equivalent) are completed with a grade of C or better.

Admission Committee Application Review Process

1. Semi-annually, following the application deadline, a meeting is scheduled for selection of the next entering class. Prior to the scheduled meeting, the Admission's Office equally distributes all completed applicant folders to committee members. The committee member completes an Applicant Selection Tool form, prescribes points based on admission rubric guidelines, and forms a decision to highly recommend, recommend, recommend with reservation, or not recommend the applicant for admission. All files remain at the College during the review process.
2. A meeting is held for purposes of selecting students for the next year's class. Committee members, based on points, order files. Applicants with the highest total points are selected first with subsequent ordering from high to low scores. When the class quota is reached, a stand-by list is then created using the same ordering process as applicants who are invited for admission.

The Admission and Progression Committee will make one of the following decisions:

1. Application is selected for admission. Applicants will submit a \$200 nonrefundable deposit to guarantee their placement. This deposit will be applied toward tuition.
2. Application is placed numerically on a stand-by list.
3. Application is denied.

Those applicants selected for admission to the college must provide verification of the following prior to starting

fall classes:

1. A completed physical examination form. (The physical examination form will be provided by Saint Luke's College of Health Sciences.)
2. Current enrollment in a health insurance plan.
3. Background check - administered by the college.
4. Current CPR certification must be from the American Heart Association in Healthcare Provider CPR. It is the responsibility of the student to obtain and maintain current CPR certification during their enrollment at Saint Luke's College of Health Sciences. CPR certification must be obtained prior to the start of clinical courses and be maintained throughout the student's enrollment at Saint Luke's College of Health Sciences. Proof of current certification must be presented at the time of enrollment for students enrolling in a clinical course.

Re-Application

Students previously accepted into Saint Luke's College of Health Sciences, but who are not currently enrolled, may re-apply. Following the application process above.

Re-Admission

A student of Saint Luke's College of Health Sciences previously admitted who does not enroll for two consecutive semesters, excluding the summer term, (unless on an approved leave of absence) must apply for re-admission.

To be considered for re-admission, a new application must be completed and the admission procedure followed. All current transcripts must be submitted.

Previous admission to the college does not guarantee acceptance when applying for re-admission.

Students who have been dismissed from Saint Luke's College of Health Sciences are generally not readmitted to the College. Applications for re-admission are generally not considered sooner than one year from dismissal date.

Non-Degree Seeking Student

A non-degree seeking student is a student who has not been accepted into the Saint Luke's College of Health Sciences BSN program. Non-Degree seeking students may enroll in coursework subject to the following provisions:

Priority for enrollment in courses will be given to degree seeking students.

Enrollment will be on a space available basis.

Students must fulfill pre-requisites for the course, as approved by the Admission and Progression Committee.

Students may enroll in no more than two courses, not to exceed eight credit hours.

Procedure:

1. The appropriate form is to be secured from the Admissions Office.
2. The Admissions Office must receive the following:
 - Completed Non-Degree Status Enrollment Form
 - For courses with pre-requisites the following is required:
 - A letter from the nursing program attended validating the student is or was enrolled and is or left the program in satisfactory standing.
 - For courses with a clinical component the following is required:
 - A letter from the nursing program attended validating the person is current in CPR, Hepatitis B immunizations, TB skin test results, and immunity

to Rubella or current Rubella vaccination.

3. The Admission and Progression Committee will review applications to enroll in courses with pre-requisite requirements.
4. The Nursing Dean of the College and the Lead Teacher for the course must approve the enrollment in a course.
5. The non-degree seeking student is eligible for the following services:
Nursing Skills Lab and Library.
6. The non-degree seeking student is not eligible for the following services:

Financial Aid	Counseling/EAP
Student Activities	Health Services

Transfer Policies for Nursing Coursework

Transfer credit may be granted for nursing coursework completed at another college/university under the following conditions:

The transfer course must meet a requirement in the Saint Luke's College of Health Sciences nursing curriculum. Transfer credit will be determined after the applicant has been accepted into Saint Luke's College of Health Sciences.

Transfer credit cannot be awarded during the final 38 hours of nursing coursework at Saint Luke's College of Health Sciences.

The student must have earned a minimum grade of "C" (2.0 on a 4.0 scale) for the course to be transferred.

The college/university from which the course was transferred must be accredited by agencies recognized by Saint Luke's College of Health Sciences.

Transfer credit is generally granted only for courses not more than two years old. Courses older than two years may be evaluated on an individual basis.

"Pass" or "Credit"

A maximum of six semester hours of "pass" or "credit" will be accepted for general education coursework completed at an accredited college.

Pass - Credit for courses completed for "Pass" will be granted for any general education requirement if verification is provided that the grade would have been "C" or better.

Credit for courses completed for "Pass" without verification of "C" or better grade will be granted for the following courses:

- History, government or economics
- Social/behavioral science or mathematics elective
- Humanities electives

Credit - General education coursework taken for "Credit" will be accepted under the same provisions as "Pass."

Credit by Examination

Saint Luke's College of Health Sciences recognizes credit by examination programs and grants credit for them. College credit earned through these programs may count toward degree requirements and allow qualified students to take advanced courses earlier in their college career.

Credit by examination does not carry a letter grade and does not impact grade point average. Students must request that original score reports be sent directly to the Office of Admissions to be considered for credit. A maximum of 15 semester hours may be accumulated for credit through examination programs. Any general education requirements may be taken for credit by examination pro-

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gram except natural science courses, because a lab experience is required. Saint Luke's College of Health Sciences does not accept as transfer credit examinations given by other institutions.

Advanced Placement (AP) Credit

Saint Luke's will grant credit for College Board Advanced Placement Examinations that are applicable to certain general education courses required for the Bachelor of Science in Nursing degree. Examinations must not be older than 10 years.

CLEP Examination

CLEP credit will be granted only in the areas of selected subject examinations and applicable to certain general education courses required for the Bachelor of Science in Nursing Degree. Examinations must not be older than 10 years.

Eligibility for Licensure

Graduates of the program are eligible to apply to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN)®.

Eligibility of the graduate to take the NCLEX-RN®, and therefore become licensed as a registered professional nurse, is determined by the state in which the graduate applies for registration.

Completion of the Saint Luke's College of Health Sciences curriculum does not guarantee eligibility to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN)®.

The Missouri State Board of Nursing outlines specific criteria for licensure applicants in the State of Missouri Nurse Practice Act (2001). Chapter 335.066 (1-15) outlines grounds for denial, revocation, or suspension of licensure indicating that the Missouri State Board of Nursing may refuse to issue a license to applicants who have been convicted of a crime involving unlawful use or possession of any controlled substance, any offense involving moral turpitude, use of fraud, deception, misrepresentation of themselves, or any other condition outlined by the Nurse Practice Act.

FINANCIAL AID

Students who need help with their expenses are encouraged to apply for financial aid. Application forms and assistance are available from the Financial Aid Office. The Financial Aid Office is located on the fifth floor of Saint Luke's College of Health Sciences in Room 505. Office hours are Monday through Friday 8 a.m. to 4 p.m. Telephone: 816-932-2194 or 816-932-8629.

The following policies and conditions apply to all aid awards:

1. All financial aid funds are credited directly to the student's account with the College, one half each semester.
2. If a student's aid does not cover his/her full charges, the student must pay the balance in full each semester at or before the beginning of the semester.
3. If the financial aid awarded exceeds the student's charges, a refund check will be issued.
 - This excess proceeds check will be issued ONLY after all aid funds and all required documents are received at the College.
 - Missing or incomplete information will be requested of the student prior to the issuance of an excess proceeds check. The student will be notified requesting the missing or incomplete information. Prompt student response to requested information will expedite issuance of excess proceeds.
 - After all required criteria have been met, the student will be notified that their excess proceeds check is available.
 - Students who are expecting excess proceeds should be prepared for processing and internal auditing time.
4. Financial aid awards are for one year only. Students must reapply for aid each academic year. Federal forms are usually available after January 1. Students must maintain satisfactory academic progress in order to remain eligible for financial aid. See Satisfactory Academic Progress Policy, *Student Handbook*.
5. If a student withdraws from Saint Luke's College of Health Sciences, and according to the College Return of Enrollment Charges Policy, a tuition refund is calculated, it will be distributed to financial sources as stipulated by federal regulations.

Business Office

The Bursar's Office is located on the fifth floor of Saint Luke's College of Health Sciences in Room 503. To pay tuition and fees office hours are Monday - Friday 8 a.m. to 4 p.m. Telephone: 816-932-9044

FINANCIAL OBLIGATIONS

All tuition and fees are due prior to the beginning of each semester. Students who have not paid their charges in full will not be allowed to attend class. Students may apply for financial aid by contacting the Financial Aid Office.

Students who have outstanding charges at the end of the semester will not be allowed to register for the next se-

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mester until satisfactory arrangements have been made with the business office.

Saint Luke's College of Health Sciences has the right to refuse to release transcript of students who have outstanding charges or who are delinquent in payment on student loans.

Financial Aid

The high cost of attending college has made it necessary for the majority of students to seek financial assistance in pursuing their educational endeavors. The Financial Aid office at Saint Luke's College of Health Sciences works to inform students of the financial aid options available to them in order to assist in their educational pursuits.

Saint Luke's College of Health Sciences participates in a number of Federal Programs in addition to having some institutional funding available. These are in the form of scholarships, grants, and loans and are limited as to the availability of such funds each year.

How to apply for Financial Aid

1. Students must be accepted to Saint Luke's College of Health Sciences.
2. File the Free Application for Federal Student Aid (FAFSA). Saint Luke's College of Health Sciences Title IV school code is 009782. The priority deadline for Saint Luke's College of Health Sciences is March 15. No financial aid can be awarded until all financial aid documents are received in the financial aid office.

Financial aid must be reapplied for each year. The FAFSA should be available after January 1.

To be considered for state programs, FAFSA must be processed by April 1.

SCHOLARSHIPS

Saint Luke's College of Health Sciences has a number of scholarships available for those who qualify. These funds have been donated by the generosity of alumni, the Saint Luke's Hospital Auxiliary, and others. Eligibility for scholarships is determined from information obtained from the Admissions Department along with the processed FAFSA. Students must apply for scholarships annually. The various scholarships are awarded based on need as determined by the U.S. Department of Education's standard formula, academics, or a combination. Deadline for applications is March 15. Deadline for Foundation Scholarships is June 1.

The Saint Luke's Hospital Auxiliary Scholarship. Accepted students with a grade point average of 3.5 (as determined by the College Admissions Department) and above are invited to apply for this scholarship. The recipient must maintain a grade point average of 3.0 to remain eligible for renewal for their senior year.

The Saint Luke's Nursing Alumni Association. This scholarship was started in 1984 by nursing alumni to help future nursing students fulfill their goal of becoming a registered nurse. Each year junior students have the opportunity to apply for this scholarship. The Alumni Association Scholarship committee selects the recipients.

The Francis W. and Julia J. Bartlett Nursing Scholarship. The Bartlett family started this scholarship fund in 1969 to recognize outstanding senior students at Saint Luke's College of Health Sciences who demonstrate above average accomplishments in their studies and clinical work.

The Ella Frances Brisley and Norma Brisley Phillips Nursing Scholarship. This scholarship fund was started in 1986 to support the mission of Saint Luke's College of Health Sciences and assist students in becoming registered nurses.

The Rosa Kohl Charles Nursing Scholarship. Rosa Kohl Charles was very supportive of nursing education at Saint Luke's and started this scholarship in 1989.

David Coe Endowed Nursing Scholarship. Mr. Coe began this scholarship in 1996 in appreciation for the nursing care he received as a patient. He passed away in 2000 leaving a generous estate gift, which provides continued funding for this award. The scholarship is awarded each year to a junior student and is renewable for the student's senior year based on academic achievement.

The Mr. & Mrs. Marshall Dean Nursing Scholarship. Mr. Dean served as chair of the College Committee of the Saint Luke's Hospital Board of Directors. Mr. and Mrs. Dean's commitment to Saint Luke's College of Health Sciences provides a scholarship to support academic achievement.

Betty Grace Dille Nursing Scholarship. The Saint Luke's Nursing Alumni Association named this scholarship in honor of the outstanding service Miss Dille provided to the school and students. Miss Dille graduated from Saint Luke's School of Nursing in 1943 and worked in various roles at the school until her retirement in 1985. Each year junior students have the opportunity to apply for this scholarship. The Alumni Association Scholarship committee selects the recipients.

Teresa A. Fortune Memorial Nursing Scholarship. This scholarship was established in 2007 by the family and friends of Teresa Fortune to celebrate her love of nursing.

Dr. and Mrs. Paul A. Gempel Nursing Scholarship. Dr. Gempel was on staff at Saint Luke's Hospital from 1944 - 46. He organized the medical library, lectured in the school of nursing, and was instrumental in gaining accreditation for the OB-GYN residency program. This scholarship was started by Dr. & Mrs. Gempel's family and friends.

Zeta Gilles Nursing Scholarship This fund was established in 1988 through an estate gift from Zeta R. Gilles to preserve the high quality of nursing education at Saint Luke's.

Essie Glasscock Memorial Nursing Scholarship. Essie McColly Glasscock, a 1933 graduate of Saint Luke's Hos-

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pital School of Nursing funded this endowed scholarship through an estate gift to the Foundation in 2003.

Goppert Family Nursing Scholarship The Goppert Foundation established the endowed Goppert Family Nursing Scholarship at Saint Luke's College of Health Sciences in 2004. This gift is especially meaningful because Sally Cressman, Class of 1954 was a member of the Goppert family.

Dick Howser Memorial Nursing Scholarship Dick Howser, former manager of the Kansas City Royals, was a patient at Saint Luke's Hospital. This scholarship was established following his death in 1987 in appreciation for the kindness and care the entire family received during his illness.

Margaret James Nursing Scholarship. Margaret Willhoit James, class of 1927 established this endowed scholarship through an estate gift. Mrs. James was a longtime friend of Saint Luke's nursing education and left her legacy to the College to provide for future nurses.

Barbara Meinke Kleist Endowed Nursing Scholarship. Mrs. Kleist is a graduate of Saint Luke's School of Nursing, Class of 1949. She endowed this scholarship in 1994 as a way to reinvest in her alma mater and help provide the same high quality nursing education that she received as a student.

Gerald T. McCann Memorial Nursing Scholarship. This endowed scholarship was established by Charles and Suzanne Thompson during the Centennial Campaign at Saint Luke's College of Health Sciences in memory of Gerald T. McCann. Suzanne served as the Chairperson of the Centennial Campaign.

Mary-Margaret Miller Scholarship. To show her appreciation of the nursing care she received as a patient, Mrs. Miller started this scholarship fund in 1988.

Michelle Neville Memorial Nursing Scholarship. Michelle Berberich Neville was a graduate of Saint Luke's School of Nursing, Class of 1979. Michelle's life was closely connected to Saint Luke's. Michelle worked as a staff nurse and assistant head nurse at the hospital, then joined the faculty of Saint Luke's Hospital School of Nursing as an assistant clinical instructor. When Saint Luke's College was established in 1991, Michelle became the Director of the Learning Resource Center and an Assistant Professor. When Michelle passed away in March of 2001, this scholarship was established through an outpouring of memorial contributions from those who loved her. This scholarship is awarded to a senior student based on a nomination process.

Merlyn Y. Parsons Memorial Nursing Scholarship. In 1976, Dr. Eugene O. Parsons made this scholarship possible in memory of his wife, Merlyn Y. Parsons.

Arthur S. Peck and Leora J. Peck Student Nursing Scholarship. In appreciation for the nursing care at Saint Luke's

Hospital, Arthur S. and Leora J. Peck started a scholarship fund for nursing students in 1976.

Coral Forcade Peck Memorial Nursing Scholarship. Coral Forcade Peck graduated from Saint Luke's School of Nursing, Class of 1931. Her nieces and nephew established this memorial scholarship in 2003 to honor her Episcopal faith and 70 years of dedicated service as a nurse.

Renee Pernice Memorial Nursing Scholarship. The family and friends of Renee Pernice established this scholarship in 2009 to honor her love of nursing and nursing education. As an instructor at Saint Luke's College, Renee's kind spirit touched the lives of students, faculty and staff.

Thomas M. Pierson Memorial Nursing Scholarship. This scholarship was established in 1998 by David and Catherine Pierson in memory of their son, Thomas M. Pierson. This award expresses the Pierson's deep appreciation for the excellent nursing care that Tom received at Saint Luke's.

Saint Luke's School of Nursing, Class of 1957 Endowed Nursing Scholarship. This endowed scholarship was established in 2007 by a member of the Class of 1957 to celebrate her 50 years of nursing. Other members of the Class of 1957 have contributed to this scholarship to help others fulfill their dream of being a registered nurse.

Paul & Helen Shuck Ross Memorial Scholarship. Mr. Paul Ross started this scholarship in 1991 to help provide support for Saint Luke's nursing students.

George C. Schaefer and Josephine Whittle Schaefer Nursing Scholarship Fund. Grace M. Schaefer was a graduate of Saint Luke's Hospital School of Nursing, Class of 1926. She started this scholarship in 1978 in honor of her parents, George C. and Josephine Whittle Schaefer.

Grace Smith & Walter L. Smith Nursing Scholarship. Karen Folsom, Class of 1965 established this scholarship in 1983 in memory of her aunt Grace who was a nurse and inspired her to become a nurse, and her father, Walter.

Dorothy Voss Memorial Nursing Scholarship. Madaline Voss Hartley created the Dorothy Voss Memorial Scholarship in memory of her mother in 1982.

Helen Austin & Mary Corrigan Woods Nursing Scholarship. Mr. Dick H. Woods, Sr., started this scholarship in 1978 to remember his wife Helen and daughter Mary, who was a senior nursing student at Saint Luke's at the time of her passing.

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GRANTS

Federal Pell Grant

A Federal Pell Grant does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. Eligibility is determined by the U.S. Department of Education and is based on a standard formula established by Congress. This is determined from the FAFSA.

Federal Supplemental Educational Opportunity Grant (SEOG)

A Federal Supplemental Educational Opportunity Grant does not have to be repaid. Priority consideration is given to those with the lowest Expected Family Contribution figure (EFC), who qualify for the Federal Pell Grant, and complete the FAFSA prior to March 15. This is a campus-based program which means that every eligible student is not guaranteed receipt of these funds. The school receives only a certain amount of funds for this program.

Access Missouri Financial Assistance Program

Access Missouri awards do not have to be repaid. Awards are available to undergraduate students with need as determined by the state. Students must be enrolled full-time, a Missouri resident, a United States citizen or permanent resident, meet the satisfactory academic progress as determined by the school and be working toward their first undergraduate degree. A completed FAFSA must be received by the processor by April 1.

Flarsheim Grant

A Saint Luke's Grant does not have to be repaid. These grants are awarded based on need. The College receives a limited number of funds for these grants each year. Priority is given to those who qualify and have met the College priority deadline.

LOANS

Federal Perkins Loan

A Federal Perkins Loan is awarded to students with need as determined by the U.S. Department of Education's standard formula. Repayment of these loans begins nine months after a student drops to less than half time. These loans are based on 5 percent simple interest with a repayment term of ten years. The school is the lender. This loan is made with funds allotted from the federal government with a share contributed by the school. There are cancellation options for certain occupational fields.

Federal Direct Subsidized Loan

Federal Stafford Subsidized loans are based on need as determined by the U.S. Department of Education's standard formula. The funds for these loans are obtained from the U.S. Department of Education. The federal government pays the interest on the student's behalf while they are in school on at least a half-time basis, during the grace period, and any authorized deferment periods. The grace period is the six month period of time from when a borrower drops to less than half time (6 credit hours), to when repayment begins. Borrowers have up to ten years in which to repay these loans. Juniors and seniors may borrow up to \$5,500 per academic year if they qualify and have not reached their aggregate loan limit.

Federal Direct Unsubsidized Loan

Federal Unsubsidized Stafford loans are available to students who do not qualify for all or part of the Subsidized Stafford Loans. The terms of these loans are the same as the subsidized except that the government does not pay the interest on behalf of the borrower at any time. The student is responsible for paying the interest from the time the loan is disbursed. The interest payment can be paid monthly, quarterly, or the borrower may request to have the interest accrue and capitalized. Independent students may possibly qualify for \$7,000 in the Unsubsidized Direct Loan Program. Dependent students may qualify for an additional \$2,000 in the Unsubsidized Direct Loan.

Federal Direct Parent Loan for Undergraduate Students (PLUS)

Federal Parent Loans are available for parents of undergraduate dependent students. These loans would allow parents to borrow up to the cost of attendance minus financial aid from other sources. Repayment begins within 60 days and borrowers have 10 years to repay the loan. These loans are obtained from the U.S. Department of Education.

Federal Nursing Loan

Nursing loans are awarded to students with need. Repayment of these loans begins nine months after a student drops to less than half-time. These loans are based on 5 percent simple interest with a repayment term of 10 years.

Verification Procedure

Each year the United States Department of Education randomly selects for verification, students who have applied for federal financial aid. Students selected for verification must complete verification forms and supply signed copies of the previous year tax return for all those whose income is represented on the FAFSA. Students se-

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lected for verification must complete this process before Federal Aid will be disbursed.

Satisfactory Academic Progress for Financial Aid

Federal regulations require students to meet satisfactory academic standards in order to receive federal financial assistance. The two standards utilized by the College to determine satisfactory academic progress are quantitative and qualitative.

Quantitative progress requires students to pass a minimum number of credit hours. Qualitative progress requires students to earn a predetermined Saint Luke's College of Health Sciences cumulative grade point average. Student must be in compliance with the College's written standards for both quantitative and qualitative progress to maintain eligibility for any type of federal financial assistance. Students failing to maintain satisfactory academic progress will be ineligible for further federal financial assistance until academic progress guidelines are met. Final quantitative and qualitative progress will be assessed annually.

Saint Luke's College of Health Sciences will attempt to notify students when they have not maintained satisfactory academic progress. However, students are responsible for being aware of the satisfactory academic progress policies and eligibility guidelines even if the college's notification is not received.

Quantitative Progress

To be considered making satisfactory quantitative progress, students must successfully complete at least 75 percent of the hours attempted. Failing grades (D,F) or withdrawal (W) will not be computed in the number of hours completed.

Qualitative Progress

To be considered making satisfactory qualitative progress, students must maintain a minimum cumulative grade point average of 2.00.

Maximum Time Frame and Credit Hours

Students may receive financial assistance for up to one and one-half times the normal program length (150 percent). The normal program length for an undergraduate degree is 124 credit hours.

Student Financial Appeals Process

A student who fails to make satisfactory academic

progress may appeal, in writing, the loss of eligibility. The appeal must be based on documented mitigating circumstances that were clearly beyond the student's control. Types of required documentation may include doctor and hospital reports, legal documents, written statements/information from a relative or other office source as deemed appropriate by the Financial Review Committee.

Written appeals and all supporting documentation must be received by the Financial Assistance Office within 14 days prior to the beginning of the semester. The Financial Review Committee will review the written appeal, supporting documentation, and notify the student in writing of the appeal decision within 14 days from the date received.

To appeal the decision of the Financial Review Committee, the student must submit a written appeal and all supporting documentation to the President's Office within seven days from the date of the Financial Review Committee's written response. The decision of the President is final.

Financial Report

The annual financial report is available upon request at the office of the Executive Director of Business Operations and Student Services.

STUDENT EXPENSES

Tuition and Fees

Application fee*	\$ 35
Acceptance fee*	\$ 200 (applied to first semester's tuition)
Tuition	\$ 369 per credit hour
Health fee	\$ 75 per semester
Student Activity fee	\$ 75 per semester
Library fee	\$ 65 per semester
Lab/Technology fee	\$ 440 per semester
Graduation fee	\$ 250 last semester
Returned check charge	\$15 per occurrence

Other Estimated Expenses:

Books	\$ 1200 (Juniors)
	\$ 700 (Seniors)
Uniforms	\$ 300
NCLEX-RN® application	\$ 300 (Seniors)

(tuition and fees subject to change)

*Non-refundable

RETURN OF ENROLLMENT CHARGES POLICY

Students must notify the Registrar in writing if they intend to withdraw from all courses. The official date of withdrawal is the date that the Registrar receives the written notification.

The adjustment period begins with the first day of classes according to the academic calendar and not the beginning date of the individual courses. The College will refund 100 percent of the tuition that has been paid by a student who withdraws from school before the first class. Charges for books and college fees are not refundable.

The Return of Enrollment Charges Policy does not apply to students who drop individual courses while remaining enrolled in other courses and is not withdrawing from the college. The following general guidelines for tuition reduction apply:

- Students who withdraw from courses prior to the first day of classes will receive a 100 percent reduction in tuition (less non-refundable application fee)
- Students who withdraw within the first 10 percent of the enrollment period, will receive a 90 percent reduction in tuition charges.
- Students who withdraw within the first 11 percent through the first 25 percent of the enrollment period, will receive a 50 percent reduction in tuition charges.
- Students who withdraw within the first 26 percent through the first 50 percent of the enrollment period, will receive a 25 percent reduction of tuition charges.
- Students who withdraw after the end of the first 50 percent of the enrollment period pay the entire tuition charges.

Return of Title IV Federal Student Aid

The account of the student who has federal aid and withdraws before the first 60 percent of the semester has occurred will be evaluated according to the Department of Education guidelines and formula.

The policy conforms to the Higher Education Amendments of 1998. Title IV programs affected are Subsidized and Unsubsidized Direct Loans, Perkins Loans, PLUS (Parent Loans for Undergraduate Students), Pell Grants, and SEOG grants.

Federal aid is earned by the percentage of the payment period the student completes. To figure the percentage of aid earned, divide calendar days completed in the semester by total days in the semester. Weekends are included, but scheduled breaks that are at least five days in length are excluded. If the student completes more than 60 percent of the semester, 100 percent of the aid is earned for the semester and no immediate repayment obligation is incurred. If the student completes 59 percent or less of the semester, the portion of federal aid determined to be unearned must be repaid to the federal programs.

The College will return Title IV aid from the student's account according to the federal formula. A student may be required to return a Title IV overpayment. If the College notifies the student to return an overpayment, the student has 45 days to return the funds to the College. If the student does not comply with the 45 day requirement, the Department of Education will be notified to begin collection. The student will be ineligible for further Title IV aid until either the overpayment is paid in full or satisfactory repayment arrangements have been made with the Department of Education.

Institutional refunds and the formula used to determine the required return of Federal and other student aid will be completed within 30 days of the withdrawal date.

Return of Non-Federal Student Aid/Personal Payments

If the student received Federal aid, the return of Federal funds is the first priority. If the student received state or institutional aid or made personal payments, the state and institutional aid are repaid proportionally according to the source of the payments.

Federal student aid programs will be returned in the following regulated order: Unsubsidized Stafford Loans, Federal Subsidized Stafford Loans, Federal Perkins Loan, PLUS Loan, Federal Pell Grant, Federal SEOG, and Other Title IV aid programs

Student Information

Student Records

The Records Office under the supervision of the Executive Director of Institutional Research and registrar maintains the student's official academic record. In order for the College to keep accurate records, students who change their name, marital status, local or home address must notify the Registrar's office immediately.

Family Educational Rights and Privacy Act (FERPA) Compliance

Saint Luke's College of Health Sciences complies with Public Law No. 93-380, the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended.

The College defines directory information as a student's name, address, telephone number, date of birth, place of birth, class, dates of attendance, awards received, participation in officially recognized activities and the previous educational institutions attended. In general, personally identifiable information regarding a student will not be released by the College without the prior written consent of the student. However, the College may, for valid reason, release directory information without the student's consent. Forms authorizing the college to withhold all or part of this information are available in the registrars office and are given to all students once each year, during orientation. If a student wishes to withhold all or part of his or her directory information, this form must be completed and returned to the registrar by the third week of the fall semester.

In accordance with this federal law, the institution has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from a student's educational record without the prior written consent of the student or as otherwise authorized by FERPA. Permitted exceptions under the law include disclosure to college officials who have a legitimate educational interest, officials of other institutions in which a student seeks enrollment; representatives of agencies or organizations from which a student has received financial aid, and certain federal and state officials.

Educational records are maintained in the registrars office and copies of records are provided to academic advisors. Official transcripts are maintained in the registrars office and are, except as herein provided, released upon the student's prior written request only.

Notification of Students Rights under FERPA

The Family Education Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review his or her education records within 45 days of the day the college receives a request for access. Students should submit written requests that identify the record(s) they wish to inspect to the registrar. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the student shall be ad-

vised of the correct school official to whom the request should be addressed.

2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading. A formal request to have one's record amended must be presented in writing to the registrar or the college official responsible for the record. The written request must state clearly the part of the record the student wants changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the college in an administrative, supervisory academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as attorney, auditor or collection agent); a person service on the Board of Directors; or a student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by Saint Luke's College of Health Sciences to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
600 Independence Ave., SW
Washington, DC 20202-4605

The text of Public Law 93-380 is available in the registrar's office.

Transcript Fees

A fee of \$5 is charged for copying and mailing of official transcripts. Request Forms are available from the Registrar, the Receptionist Desk, or the College website.

Financial Holds on Records

Saint Luke's College of Health Sciences has the right to refuse to release transcripts of students who have unresolved financial obligations to the college. See "Financial Obligations" in this handbook.

STUDENT RECORDS

Inspection of Student Education Records

Students may inspect their education records by written request to the registration office. The registration office staff will make needed arrangement and notify the student of the time and place where their records can be reviewed.

Students who wish to amend a record should, in writing to the college official responsible for the record, identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of their privacy. The college may comply with the request to amend the education record. If the decision is made not to comply, the student will be notified and advised of the right to complaint resolution. (See Student Appeals and Grievance Procedures, Student Handbook.)

Notice of Nondiscrimination

Applicants for admission and employment, students and employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Saint Luke's College of Health Sciences are hereby notified that this institution does not discriminate on the basis of race, color, gender, religion, age, class, ethnic or national origin, ancestry, sex, sexual orientation or gender identity, disability, pregnancy, institutional status, military status, or other legally protected status in admission or access to, of treatment or employment in, its programs and activities. Any person having inquiries concerning Saint Luke's College of Health Science's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Executive Director, Business Operations, Student Services, 8320 Ward Parkway, Suite 300, Kansas City, Missouri 64114 (816) 932-2194, who has been designated by Saint Luke's College of Health Sciences to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Inquiries may also be addressed to the Assistant Secretary for Civil Rights, U.S. Department of Education.

Students with Disabilities Policy

Saint Luke's College of Health Sciences promotes fair and equitable treatment for students with disabilities. In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act, the School provides reasonable accommodations to otherwise qualified students with disabilities. The decision regarding appropriate accommodations will be based on specifics of each case. Applicants and/or students who seek reasonable accommodations for disabilities are to contact the Nursing Dean for determination of eligibility for and recommendation/arrangement of appropriate accommodations and services. Information about an applicant's or student's disability is confidential. This information will not be shared whether orally or in writing, with any parties beyond those directly involved in the decision-making.

Learning Accommodations

Any student with documented special learning needs or concerns should make an appointment with the Dean of the academic program. The Dean will inform course faculty of any special needs or accommodations.

Sexual Harassment Policy

Sexual harassment is illegal under Federal, State and County Laws and will not be tolerated by the Saint Luke's College of Health Sciences.

Definition of Sexual Harassment

- Sexual harassment is defined as unwelcome sexual advances, request for sexual favors and other verbal or written communications or physical conduct of a sexual nature when:
 - Submission to or rejection of these behaviors is made implicitly or explicitly a term or condition of instruction, employment, or participation in any College activity or benefit; or
 - Submission to or rejection of these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions; or
 - These behaviors are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's educational experience or working conditions by creating an intimidating, hostile or offensive environment.
- Sexual harassment refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale or creates an intimidating, hostile or otherwise offensive work or academic environment.
- Sexual harassment can occur between individuals of different sexes or of the same sex.
- Consensual relationships between a faculty member and student, or persons in supervisory-subordinate positions, are strongly discouraged. They give rise to legal concerns as well as ethical concerns. Saint Luke's College strongly discourages consenting romantic or sexual relationships between members of the College community when one person has power or authority over the other. The College considers such power relationships to be improper. Where such a power differential exists, if a charge of sexual harassment is brought, the defense of mutual consent will be difficult to prove.
- The academic or work relationship between parties extends at times beyond the physical College site and beyond College work hours. Therefore, evidence of harassment can include, but is not limited to, conduct at offsite or after-hours functions and events under the aegis of the College.
- Listed below are examples of behavior that can constitute sexual harassment. The list is not all-inclusive. Each situation must be considered in light of the specific facts and circumstances to determine if sexual harassment has occurred.
 - Pressure for sexual activity or sexual favors

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- Unwelcome touching of a person's body, hair, or clothing
- Unwelcome sexual jokes or comments (including favorable comments about someone's gender, body, clothing, appearance, etc.)
- Disparaging remarks to a person about his/or gender or body;
- Asking about a person's sexual fantasies or sexual activities
- Repeatedly asking for a date after the person has said "no"
- Nonverbal behavior, such as making sexual gestures with hands or through body movements
- Displaying sexually explicit posters or pictures
- Electronic communications, such as e-mail, text messaging and Internet use, that violate this Policy.

Reporting of Suspected Sexual Harassment

Any individual who believes they may have experienced sexual harassment, or who believes that they have observed sexual harassment taking place, should report this information immediately to the Director of Enrollment Management and Human Resources of Saint Luke's College of Health Sciences.

Balancing Anti-Harassment Policies with Freedom of Speech/Expression

Saint Luke's College of Health Sciences policies and procedures relating to harassment are not intended to inhibit or restrict free speech or the expression of ideas. The College strives to be an educational community in which all members can participate fully and equally, in an atmosphere free from all manifestations of bias and forms of harassment, exploitation, or intimidation. The College seeks to promote the full inclusion of all members and groups in every aspect of college life.

Grievance Procedure

A grievance is defined as any situation affecting the status of a student in which the student believes his/her rights have been compromised or denied because of an erroneous or arbitrary interpretation or application of rules. Student formal appeals and grievances are reviewed by the Saint Luke's College of Health Sciences Admission and Progression Committee, which recommends the disposition of the grievance to the Nursing Dean for review and recommendation to the President. In addition, this Committee reviews and acts upon all cases of academic or nonacademic misconduct as described. The following procedure is available to any student should a grievance arise between a student and a faculty member or other person (hereinafter called the involved party or parties) pertinent to the student's program of study.

Note: Issues involving grades in a particular class should be attempted to be resolved between the course instructor and the student, and will normally not be considered grounds for grievance. Students should make every at-

tempt to resolve any disputes regarding academic matters with the faculty involved. Students should follow this order of contact when disputes are not resolved at the level of the individual teacher:

Make an appointment with the lead teacher; if not resolved

- Make an appointment with the Nursing Dean
- Exceptional circumstances must be evident for grade matters to fall within grounds for grievance and be approved for formal review and requires agreement of the Nursing Dean and registrar.

Should a grievance exist, it is the student's responsibility to follow the proper sequence in the Grievance Procedure.

Exhaustion Phase:

I. Preliminary Resolution Efforts:

- A. The student will make a good faith effort to resolve the conflict with the involved party within five academic days of the incident. The student is to meet with or make an appointment with the involved party to discuss the incident. The goal of this meeting is to agree upon a resolution to the incident.
- B. In the event that no resolution is found, the student should attempt to resolve the conflict with the lead teacher of the course (if not already done with the first meeting). This meeting should be held within three academic days of the first meeting.
- C. In the event that no resolution is found between the student and the lead teacher, or in the event that the course does not have a lead teacher, or the lead teacher is the object of the grievance, the student should attempt to resolve the conflict with the Nursing Dean. This meeting should be held within three academic days of the student and involved party meeting or within three academic days of the student-lead teacher meeting, according to the particular case.
- D. If the conflict fails to be resolved after steps A-C, and the student wishes to pursue the grievance further, the student will have the opportunity for a hearing before the Admission and Progression Committee as follows:

Grievance Phase:

II. Procedure:

Throughout the entire grievance process both involved parties have procedural guarantees as outlined. It is required that all steps be carried out within the prescribed time limits. Failure to do so on the part of the student may negate the grievance. There are four steps:

STEP I

The student will submit a typed statement of the grievance complaint to the Nursing Dean or the academic program within five academic days of conclusion of the steps of exhaustion.

Upon receipt of this statement the Nursing Dean will:

- A. Notify the student(s) of the right to select a faculty advocate. In the instance of a grievance filed by a student group, the student group may be represented at the meeting referenced below by no more than two cur-

GRIEVANCE PROCEDURE

rently enrolled Saint Luke's College of Health Sciences students, and these students may be accompanied by faculty advocate. These individuals will have no vote in the Committee decision. The role of the advisor is to support the student(s) in regard to procedural and/ or substantive (relating directly to the allegation) areas. It is the student's responsibility to contact the advisor and obtain his/ her consent to serve as an advisor;

- B. Forward the Grievance complaint to the Chairperson of the Admission and Progression Committee. If the involved party is the Chairperson, the Nursing Dean will forward the complaint to the Chair of the Nursing Faculty Senate who will appoint a replacement chairperson for the hearing.
- C. Forward a copy to the involved party (s).

STEP II

The Chairperson of the Admission and Progression Committee will schedule a meeting of the committee and all involved individuals to hear the grievance. The Admission and Progression Committee consists of three faculty members and one student representative. Membership of this Committee may include an Administrative representative from the College if deemed appropriate to the situation. Substitutes for this committee can be appointed by the Chairperson as deemed necessary for reasons of conflicts of schedule or interest.

The student has a right to an unbiased tribunal. If the student perceives that there is a potential conflict of interest with any member of the committee, a specific written declaration of this potential conflict of interest should be presented to the Chair of the Nursing Faculty Senate. If the chair of the Nursing Faculty Senate agrees about the potential conflict of interest, he or she will appoint a replacement from the appropriate category (student representative or faculty member of the committee).

The meeting will be scheduled no later than 15 academic days following the Admission and Progression Committee's receipt of the Grievance. The Chairperson of the Admission and Progression Committee may extend this time period for extenuating circumstances only. The Chairperson will initiate communications with the student and involved party within five academic days of the time that the Grievance is filed with the Nursing Dean to set the hearing date. The chairperson may seek advice on procedural matters about the grievance from the Nursing Dean or College attorney.

STEP III

The purpose of the Admission and Progression Committee is to gather pertinent information in a fair and impartial manner and to recommend to the nursing dean an appropriate course or courses of action.

Within three academic days of receipt of the meeting notification from the Chairperson of the Admission and Progression Committee, all involved individuals will provide the Admission and Progression Committee with:

1. A copy of any and all documentation regarding the issue that the student identified in the Grievance statement;

2. Information regarding a declared documented disability if it is relevant to the issue identified by the student in his/ her grievance statement;
3. The names of witnesses to the conflict.

The student and the involved party will be responsible for notifying their witnesses of the date, time and place of the meeting in which they are to testify.

Prior to the meeting of the Admission and Progression Committee, the student and the involved party will be provided a list of the members on the Committee, and the opportunity to review all of the documentation and the list of witnesses submitted to the Admission and Progression Committee by all involved parties. In the event that the documentary evidence or the names of witnesses are not available by the deadline, both parties will be given time at the beginning of the proceeding to review the material submitted.

All parties will be invited to be present during the meeting in which the student's Grievance is addressed. Witnesses may be present only during the time that their testimony is required. However, the individual against whom the grievance is filed is not required to give evidence and will be so informed at the beginning of the proceeding. The role of the advisor during the hearing process is to support the student. This advisor may not question any witnesses or hearing members.

The process of the hearing will progress as follows:

1. Opening Remarks by chair:
 - a. Purpose of convening to hear grievance brought by ...
 - b. Official record of proceedings will be the tape recording
2. Introductions
 - a. State name, role (grievant, advisor, involved faculty, committee member) and level represented (junior, senior)
3. Due Process (Chair to explain exhaustion of steps leading to the hearing phase.)
4. Procedure (Chair to explain items below.)
 - a. Role of the chair
 - b. May consult with Office of Student Services/Registrar
 - c. May consult with legal counsel
 - d. Witnesses present only during testimony
 - e. Involved faculty/party not required to give testimony or evidence
5. Confirmation of no conflict of interest
6. Statement of confidentiality to be read to each new party to the hearing
7. Chair to ask about any questions before hearing the grievance
8. Presentation of the grievance and testimony by student
9. Questioning of student by involved party
10. Questioning of student by Admission and Progression Committee
11. Testimony of witnesses for the student
12. Questioning of witnesses for the student by involved party
13. Questioning of witnesses for the student by Admission and Progression Committee
14. Chair dismisses each witness and calls for the next
15. Presentation of testimony by involved party if party

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desires (optional)

16. Questioning of involved party by student
17. Questioning of involved party by Admission and Progression Committee
18. Testimony of witnesses for the involved party
19. Questioning of witnesses for the involved party by student
20. Questioning of witnesses for the involved party by Admission and Progression Committee
21. Presentation of counter evidence by student (optional)
22. Presentation of counter evidence by involved party (optional)
23. Any hearing panel member may ask final questions (if any) of either party, if desired
24. Summary by student
25. Summary by involved party

Closure of Hearing by the Chairperson

Minutes of the proceeding will be recorded. All participants will maintain strict confidentiality of the proceedings and outcome of the entire Grievance process. All records related to the proceedings will be collected by the Chair of the Admission and Progression Committee and secured in the Office of Registrar for eight years. All photocopied material (other than that required for archiving) will be shredded immediately after the hearing.

Committee deliberations and final decision will be made in closed session. The vote for the final decision will consist of a simple majority of the voting members. The voting members consist of all committee members except the chairperson, who may vote in case of a tie. The committee will base all decisions upon all of the evidence before the committee and known to the involved parties. After all evidence has been heard, the Admission and Progression Committee will prepare a written summary of the hearing, including the final decision on the grievance and the recommendation. The Admission and Progression Committee will forward the document to the Nursing Dean within three academic days after completing deliberations. The committee will not convey this decision or the recommendations to the student because the committee's recommendations are only advisory.

STEP IV

The Nursing Dean may implement or reject the recommendations of the committee. The decision of the Nurs-

ing Dean shall be final and not subject to further appeal. The Nursing Dean will notify the involved party and the student in writing of his/ her decision on the matter by certified mail. This should normally take place within five academic days from the time the Nursing Dean receives the Committee's summary and recommendation. The student has the right to continue class as scheduled until such time as the Nursing Dean's letter, containing the final decision, is received.

Voter Registration Information

The Higher Education Act Reauthorization of 1998 requires all colleges and universities to supply voter registration form information to all students. Voter registration application information can be found at the following websites:

<http://www.sos.mo.gov/elections/register2vote/>(Missouri)

http://www.kssos.org/elections/elections_registration.html (Kansas)

Campus Security Act

The College complies with Campus Security Act, Public Law 101-542, the Student Right-to-Know and Campus Security Act, as amended. Information in compliance with this legislation is distributed to all students each year and is available throughout the year through the Saint Luke's Hospital Security Office. See the *Student Handbook* for more information.

STUDENT SAFETY

Student Identification

Saint Luke's College of Health Sciences identification badges are issued to all students through Enrollment Management and Human Resources of the College. Identification badges must be worn at all times when students are at the College, and all clinical practice environments. The identification badge is required for admittance into the building and for entry to the third and fifth floors of the campus building.

New identification badges are issued at no charge to the student if a legal name change occurs. However, a replacement fee is charged for lost or damaged identification badges. Students should contact Enrollment Management and Human Resources, room 507, to order a replacement name badge.

Identification badges are not transferable, and the badge may not be loaned to anyone. Identification badges must be returned when the student is no longer enrolled in the College.

Campus Safety Alert

In the event that Saint Luke's College of Health Sciences becomes aware of a situation that poses a risk to the safety and security of the College Community, the Security Officer will issue a Campus Safety Alert through various mediums to advise the campus of potentially dangerous or important safety information. The College Community will be alerted by distributing campuswide e-mails and posting notices on the electronic message board on third floor.

Weapons Policy

No weapons of any kind are allowed on campus. Weapons include, but are not limited to firearms, including facsimiles which have the capabilities to discharge pellets and/or darts, ammunition, explosives, dangerous chemicals, knives, switchblades, paint-ball guns, "Air-soft" guns, BB guns, potato launchers, bows and arrows, slingshots and similar devices.

Discipline for unacceptable conduct will depend upon the circumstances. The College will exercise its discretion in determining a proper response up to and including the immediate termination of employment or student suspension without advance notice. Any relevant licensing or certifying boards will be notified.

Medical Emergencies

Dial 911 upon recognizing a medical emergency at the college. Be sure to include the street address, 8320 Ward Parkway, and identify the third or fifth floor. After 911 is called, notify the receptionist that emergency medical services are on the way and where to direct them. The receptionist will notify the building/front desk and appropriate staff.

Fire And Fire Drills

A fire alarm is called at the College by pulling a call box located in the building. In addition, 911 should be called. Designated fire marshals will direct flow of traffic. When a fire alarm is sounded, all employees and students are to exit the building by the nearest stairwell and meet in the designated area (lower level) in the parking garage. Office and classroom doors should be closed upon leaving. When fire drills are called proceed as for a fire alarm unless directed not to evacuate.

Tornado Warning

A Tornado Warning will be announced at the direction of the Dean or Executive Administrative Assistant. The fire alarm will be sounded and the designated fire marshals will direct persons that a Tornado Warning is in effect. All employees, students and visitors must gather in the center of the building in the student lounge area or restrooms. Close doors in offices and classrooms and stay away from windows.

Inclement Weather

In the event of adverse travel conditions caused by ice or snow, the College may close. Most area radio and television stations will broadcast an announcement regarding closing. Dialing 816-932-2362 or checking student College e-mail can access any information concerning school closing. Please remember the College rarely cancels school. Refer to the Student Handbook for additional information.

Learning Environment Responsibilities

Saint Luke's College of Health Sciences seeks to promote learning environments (classroom, laboratory, clinical) with optimum environmental conditions for effective learning. As members of the SLCHS learning community, all students share in the responsibility for maintenance of learning environments with academic integrity and free of learning disruptions.

Electronic Devices

Faculty reserve the right to allow or restrict the use of electronic equipment, such as calculators, PDA's, laptops, etc. All electronic equipment, including PDAs, laptops, cellular phones, and pagers, are to be placed in silent modes prior to entering any learning environment. At the discretion of the instructor, exception to this policy is possible in special circumstances.

Electronic Communication

Engagement in any form of electronic communication (e.g., cell phones, email, text messages, social networks) can disrupt learning and is therefore prohibited within SLCHS learning environments. At the discretion of the instructor, exception to this policy is possible in special circumstances. In testing situations, use of any unauthorized electronic device may lead to a charge of academic dishonesty and additional sanctions as indicated in the Academic Honesty Procedure.

STUDENT ORGANIZATIONS

Internet

Use of the internet within learning environments is to be limited to authorized learning investigations.

Audio Recording

Students wishing to record a specific class (includes lab and clinical activities) should obtain permission from faculty prior to the class. To comply with HIPAA regulations, stories of specific client cases discussed by either faculty or students are not to be audio-recorded. Classroom activities (lectures, discussions, games, etc.) are intellectual property of the faculty and college. When permission for audio-recording is granted, the resulting recording is to be released only as approved by the faculty. This means it is not to be distributed by any means (physical or electronic) to others without explicit permission from faculty.

Student Employment

The majority of Saint Luke's College of Health Sciences students are employed part-time. The College recommends that students limit part-time employment to 20 hours per week during the academic year.

Hospitalization Insurance

All students are required to be enrolled in a hospitalization insurance plan. Information about insurance plans is available for those who do not have coverage. Any portion of the medical/hospital costs not covered by insurance is the responsibility of the student and/or the student's family.

Dental/Visual

Dental and visual care is the responsibility of the student.

Illness and Hospitalization

After an absence from school, due to injury, illness and/or hospitalization, students may be asked to submit a physician release before returning to the clinical areas.

Transportation

Students are responsible for providing their own transportation to all classes and clinical sites.

Student Suggestion Form

Students may register a complaint or suggestion by utilizing a Student Suggestion Form. These forms are available in the student mailbox area adjacent to the Student Lounge. After completing the form, the student should place it in the secured box (marked Suggestion Box), also located in the student mailbox area. The Admission and Progression Committee will review the complaints or suggestions and make recommendations for actions to resolve the issue. The Student Suggestion Form exists to

provide a means of communicating concerns which do not fall under the present Student Grievance Policy, as stated in the Student Handbook.

Student Organizations and Activities

SLSNA

Any degree seeking student who is enrolled in one credit hour or more during the current semester is considered a member of the student body and is automatically a member of the Saint Luke's College of Health Sciences Student Nurses' Association (SLSNA). The organization promotes personal and professional development and serves as an avenue for student input into programs and policies of the College. Through its officers and standing committees, the organization sponsors social, educational and cultural events and community activities. As a regular part of its activities the organization sponsors fund-raising events. Some of the monies raised are used to enable students to attend annual, out-of-town conventions of the State and National Student Nurses' Association of which SLSNA is a constituent member.

Students are eligible for membership in the National Student Nurses' Association (NSNA) upon admission to the college. The NSNA is a preprofessional organization for nursing students whose chief purpose is "to assume responsibility for contributing to nursing education in order to provide for the highest quality health care, to provide programs representative of fundamental and current professional interests and concerns and to aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life." NSNA is structured on a multilevel basis, which includes national, state and local chapters.

Saint Luke's College of Health Sciences Nursing Honor Society

Saint Luke's College of Health Sciences is dedicated to the development of intellectual curiosity and inquiry and providing students with opportunities to acquire new knowledge and skills that will equip them to function as educated members of society. To foster and augment this development the Saint Luke's College of Health Sciences Nursing Honor Society was founded in 2009. Membership into the society is by invitation to baccalaureate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. The vision of the Honor Society is to contribute to the global community of nurses who lead in using knowledge, scholarship, service and learning to improve the health of the people of the world.

Saint Luke's Alumni Association

Graduates of Saint Luke's College of Health Sciences are eligible to join the Alumni Association, which evolved from

STUDENT ORGANIZATIONS

the Saint Luke's Hospital School of Nursing. Activities of the Alumni Association include newsletters, fund raising, education and social programs and student scholarships.

The Saint Luke's Nursing Alumni Association provides scholarships to senior students and supports various projects throughout the College. The Alumni Association also hosts a reunion annually. For further information concerning the Alumni Association contact 816-932-2977.

Student Ambassador Program

Student Ambassadors represent the college at community events, college activities, graduation ceremonies and alumni activities. Ambassadors promote a positive, professional image of students of the college. Students interested in being a Student Ambassador should contact the Director of Enrollment Management and Human Resources in office 507.

Other Campus Organizations

Other campus organizations, which are consistent with the philosophy of the College, may be formed to meet individual student needs and interests. A campus organization must have an advisor who is chosen from the full-time faculty or professional staff of the College. The President must approve all organizations. Organizations may charge membership dues to cover operating costs. The President must approve dues. Campus organizations are open to all admitted students regardless of race, nationality, gender, age or religious preference.

Student Representatives on College and Nursing Program Committees

Student representatives are appointed or elected to the following College and Nursing Program Committees. Student representatives are responsible for communicating committee activities to other students and for gathering and providing student input to committee activities. Student representatives are Ex-Officio Committee members, having voice but no vote.

The following is a list of the committees and their purpose.

College Committees

Strategic Planning Committee: Provides leadership for the strategic planning process and is charged with setting institutional priorities and establishing key performance indicators for college goals. One student representative appointed by President.

Institutional Effectiveness Committee: Tracks and monitors assessment activities, reviews and analyzes institutional effectiveness indicators, and makes recommendations for institutional improvement and change. One student representative appointed by President.

Budget Committee: The Budget Committee is the primary budget recommendation group for the College, estab-

lishing recommendations to the College administration on College budgetary matters. The committee oversees the development of the annual college budget in relation to the College's planning priorities. One student representative appointed by President.

Institutional Advancement Committee: The Institutional Advancement Committee reviews, discusses, and, when appropriate and necessary, recommends action on important and substantive issues and proposals involving development, public affairs and government relations, community affairs, and alumni affairs. One student representative appointed by President.

Alumni Relations Committee: The Alumni Relations Committee promotes strong alumni relations through contact with all College alumni and promotion of College alumni activities. One student representative appointed by President.

Nursing Program Committees

Nursing Division Faculty Association: The Faculty Association shall exercise responsibility for the academic affairs of the nursing program in accordance with the vision, mission, philosophy, and purpose of the program and the College. The Faculty Association shall establish requirements for admission and progression within the program and program graduation requirements. The faculty shall determine the arrangement and content of curricula. Through collegial self governance, faculty members decide and develop the curriculum that will be offered to students within the limits established by state rules and regulations and accrediting agencies. The Faculty Association establishes program outcomes and utilizes outcome data in the development, maintenance, and revision of educational experiences in the nursing program. Two elected Student Representatives, one junior and one senior.

Curriculum and Educational Resources Committee:

Purpose: To maintain the integrity of the College as an academic entity and to promote the effective use of educational resources in the academic activities of the College. Two elected Student Representatives, one junior and one senior.

Admission and Progression Committee

Purpose: Formulate, review, and recommend policies, procedures, processes, and practices to Faculty Association regarding student admission, progression, and graduation. Two elected Student Representatives, one junior and one senior.

Program Evaluation and Assessment of Student Learning Committee

Purpose: Ensure the systematic evaluation of the nursing program and of assessment of program student learning outcomes. Two elected Student Representatives, one junior and one senior.

DEGREE REQUIREMENTS

Convocation

In academia, the word “convocation” refers to a ceremonial assembly of the members of a college or university. Traditionally, academic convocations celebrate special events such as the beginning of the academic year or the anniversary of an institution. This is true at Saint Luke’s College of Health Sciences where Convocation is the official welcome for all students, faculty and academic staff. This ceremony marks the beginning of the academic year and ushers new students into the community of scholars.

Clinical Induction Ceremony

An inaugural Clinical Induction Ceremony in 2009 marked the beginning of a new tradition at Saint Luke’s College. This special event is held in October and signifies to junior nursing students the beginning of clinical practice in the professional nursing program.

Pinning Ceremony

Pinning ceremonies date back to before the turn of the 20th century, marking the passage of student nurse to practicing professional nurse. Each year nursing students who are graduating from Saint Luke’s College of Health Sciences receive their nursing pins and recite the International Pledge for Nurses by candlelight during commencement exercises.

The Curriculum Overview

The curriculum for the Bachelor of Science in Nursing (BSN) degree program at Saint Luke’s College of Health Sciences is based on the mission of the College and the philosophy of the program. The program provides preparation for nurse generalists in a variety of settings and serves as the basis for graduate education in nursing. Due to changing standards by AACN, the curriculum is in a current state of redesign. Students will be informed as curriculum changes are made.

The BSN Program prepares professional nurses to be primary health care providers within the health care system. Graduates are able to engage in a broad range of health promotion and teaching activities and to assist clients in the retention, attainment, and maintenance of optimal wellness. Graduates of this program are prepared to serve as coordinators of health care, collaborating with other health team members in the delivery of comprehensive care to individuals, families, groups, and communities. This program of nursing promotes the development of graduates who are caring, competent, committed and creative.

The Bachelor of Science in Nursing Degree Program

The Bachelor of Science in Nursing degree from Saint Luke’s College of Health Sciences requires 124 semester hours. General education courses comprised 64 of these semester hours, which must be completed prior to enrollment. Junior and senior years consist of 60 semester hours at Saint Luke’s College of Health Sciences. While working toward a degree at Saint Luke’s College of Health Sciences, notification to the Admission and Progression Committee is required before enrolling in coursework at any other institution.

Full-time Program of Study

Students may complete the BSN degree program in four years of full-time study. General education requirements can be completed in two years. Sixty-four hours of general education must be completed prior to enrollment in Saint Luke’s College.

General Education Course Requirements

NATURAL SCIENCES COURSES	SEMESTER HOURS
Human Anatomy/Lab	4
Chemistry/Lab	4
Human Physiology/Lab	4
Microbiology/Lab	4

NUTRITION COURSE	SEMESTER HOURS
Nutrition	3

SOCIAL/BEHAVIORAL SCIENCES AND MATHEMATICS COURSES	SEMESTER HOURS
General Psychology	3
Introduction to Sociology/ Cultural Anthropology	3
Human Lifespan Development	3
History, Government or Economics	6
College Algebra	3
Statistics	3
Social/Behavioral Sciences or Mathematics Elective	3

Suggested electives include, but are not limited to, the following:

Anthropology	Mathematics
Business Courses	Western Civilization
Physics	Computer Science

Courses in Psychology and Sociology beyond the introductory level.

HUMANITIES COURSES	SEMESTER HOURS
English I	3
English II	3
Speech	3
Ethics	3
Humanities Electives	6
Open Elective	3

B.S.N. COURSE WORK

Suggested electives include, but are not limited to, the following:

Music/Art/Drama	Philosophy/Logic/Religion
Foreign Language	Communications
Literature	Humanities

General Education Coursework

Minimum Total: 64 Semester Hours

All general education coursework must be completed at another regionally accredited college, university, or community college of the student's choice.

Bachelor Degree General Education Waiver

Students that have obtained a bachelor's degree from a regionally accredited institution are eligible for a Saint Luke's College of Health Sciences general education waiver. The waiver is an exemption from some of Saint Luke's required general education courses. The following courses are required for admission for all students:

Human Anatomy with Lab
 Human Physiology with Lab
 Chemistry with Lab
 Microbiology with Lab
 Nutrition
 Human Lifespan Development
 College Algebra or higher level mathematics
 Statistics
 Speech
 Ethics

SEMESTER HOURS REQUIRED FOR GRADUATION

The Bachelor of Science in Nursing degree from Saint Luke's College of Health Sciences requires 124 semester hours. General education courses comprise 64 of these semester hours, which must be completed prior to enrollment. Junior and senior years consist of 60 semester hours at Saint Luke's College of Health Sciences.

Nursing Course Requirements

Electives

As part of the nursing course requirements, a minimum of two semester hours of nursing electives must be taken.

Nursing Elective Total 2 hours

Semester I

Semester I of the nursing program focuses on the client as an individual. Normal health and wellness are explored, as is the nursing role of assisting a client experiencing alterations in health. All aspects of the nursing process are introduced: assessment, diagnosis, planning, implementation, and evaluation. Other topics included in Semester I are basic communication skills, pharmacology, disease processes and an introduction to the role of the nurse as a professional.

N. 300 Health Assessment	2 hours
N. 300 Lab Health Assessment Lab	1 hour

N. 305 Professional Development I	2 hours
N. 315 Pathophysiology for Nursing Practice	3 hours
N. 325 Pharmacology in Nursing	3 hours
N. 330 Basic Concepts and Skills of Nursing	1.5 hours
N. 330 Lab Basic Concepts and Skills In Nursing Lab	0.5 hour
N. 330 Clin Basic Concepts and Skills in Nursing Clinical	2 hours
Semester I Total 15 hours	

Semesters II and III

The focus in semesters II and III expands to include major alterations in health and their impact on the individual and family in acute care and other settings. The student will care for clients in all developmental stages. The nursing process and communication skills are utilized to assist the client toward realization of full human potential. The nursing role in semesters II and III becomes more developed with an increasing awareness of moral, legal and ethical issues. The student is provided the opportunity to practice beginning research skills.

Semester II Courses:

N. 355 Issues in Aging	2 hours
N. 405 Professional Development II	2 hours
Plus the choice of either N. 360/N. 370 combo*; or N. 410/N. 420 combo*	

Semester III courses:

N. 407 Life Transitions	2 hours
N. 455 Nursing Research: Evidenced-Based Practice	3 hours
Plus the choice of either N. 360/N. 370 combo*; or N. 410/N. 420 combo*	
*N. 360 Caring for Clients with Alterations in Mental Health	3 hours
N. 360 Clin Caring for Clients with Alteration in Mental Health Clinical	2 hours
N. 370 Caring for Adults with Alterations in Health	3 hours
N. 370 Clin Caring for Adults with Alterations in Health Clinical	2 hours
or	
*N. 410 Caring for the Childbearing Family	3 hours
N.410 Clin Caring for the Childbearing Family Clinical	2 hours
N. 420 Caring for Children and their Families	3 hours
N. 420 Clin Caring for Children and their Families Clinical	2 hours
Semester II & III Total 29 hours	

Semester IV

In semester IV the focus is on the client as a member of the community. Emphasis is on the maintenance and promotion of health. Nursing process skills are applied and the leadership role is delineated. The student is provided the opportunity to care for clients with critical illness.

N. 460 Community-Centered Care	2 hours
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B.S.N. COURSE WORK

N. 460 Clin Community- Centered Care Clinical	2 hours
N. 470 Caring for the Critically Ill Client	2 hours
N. 470 Clin Caring for the Critically Ill Client	2 hours
N. 480 Nursing Leadership	2 hours
N. 480 Clin Nursing Leadership Clinical	2 hours
N. 490 Capstone: Transitions into Professional Nursing	2 hours
Semester IV Total	14 hours
Nursing Total:	60 Semester hours

Nursing Coursework

The minimum number of semester hours of required general education and nursing coursework totals 121 semester hours. The three semester hours needed to fulfill the 124 semester hours required for graduation from Saint Luke's College of Health Science may be taken as an open elective in general education.

Summary:

Minimum General Education Coursework	64 hours
Nursing Requirements	58 hours
Nursing Electives	2 hours
Minimum total required for graduation: Total:	124 hours

TYPICAL PROGRAM FOR FULL-TIME ENROLLMENT

General Education Courses

All general education requirements must be completed at a regionally accredited college or university of the student's choice.

FRESHMAN YEAR

FALL	SEMESTER HOURS
Human Anatomy/Lab	4
Mathematics	3
English I	3
General Psychology	3
Total	13

SPRING

SEMESTER HOURS	
Chemistry/Lab	4
Human Lifespan Development	3
English II	3
Introduction to Sociology	3
History, Government, or Economics	3
Total	16

SOPHOMORE YEAR

FALL	SEMESTER HOURS
Human Physiology/Lab	4
Social/Behavioral Sciences or Mathematics Elective	3
Nutrition	3
Humanities Elective	3
History, Government or Economics	3
Total	16

SPRING

SEMESTER HOURS	
Microbiology/Lab	4
Speech	3
Statistics	3
Ethics	3
Humanities Elective	3
Total	16

General Education Coursework
Total minimum semester hours: 61

Open Electives

The minimum number of hours for general education coursework is 61. An additional three semester hours must be completed through general education courses of the student's choice prior to entrance to Saint Luke's College of Health Sciences.

Nursing Courses

JUNIOR YEAR

FALL	SEMESTER HOURS
N. 300 Health Assessment	2 hours
N. 300 Lab Health Assessment Lab	1 hours
N. 305 Professional Development I	2 hours
N. 315 Pathophysiology for Nursing Practice	3 hours
N. 325 Pharmacology in Nursing	3 hours
N. 330 Basic Concepts and Skills of Nursing	1.5 hours
N. 330 Lab Basic Concepts and Skills In Nursing Lab	0.5 hour
N. 330 Clin Basic Concepts and Skills in Nursing Clinical	2 hours
FALL SEMESTER HOURS	Total 15

SPRING

SEMESTER HOURS	
N. 355 Issues in Aging	2 hours
N. 405 Professional Development II	2 hours
Plus the choice of either N. 360/N. 370 combo*; or N. 410/N. 420 combo* offered in eight-week blocks	
*N. 360 Caring for Clients with Alterations in Mental Health	3 hours
N. 360 Clin Caring for Clients with Alteration in Mental Health Clinical	2 hours
N. 370 Caring for Adults with Alterations in Health	3 hours
N. 370 Clin Caring for Adults with Alterations in Health Clinical	2 hours
or	
*N. 410 Caring for the Childbearing Family	3 hours
N.410 Clin Caring for the Childbearing Family Clinical	2 hours
N. 420 Caring for Children and their Families	3 hours
N. 420 Clin Caring for Children and their Families Clinical	2 hours

SPRING SEMESTER HOURS

Total 14

SENIOR YEAR

FALL SEMESTER HOURS

N. 407 Life Transitions	2 hours
N. 455 Nursing Research: Evidenced-Based Practice	3 hours
Plus the choice of either N. 360/N. 370 combo*; or N. 410/N. 420 combo* offered in eight-week blocks	

*N. 360 Caring for Clients with Alterations in Mental Health	3 hours
N. 360 Clin Caring for Clients with Alteration in Mental Health Clinical	2 hours
N. 370 Caring for Adults with Alterations in Health	3 hours
N. 370 Clin Caring for Adults with Alterations in Health Clinical	2 hours
or	
*N. 410 Caring for the Childbearing Family	3 hours
N.410 Clin Caring for the Childbearing	

B.S.N. COURSE WORK

Family Clinical	2 hours
N. 420 Caring for Children and their Families	3 hours
N. 420 Clin Caring for Children and their Families Clinical	2 hours

FALL SEMESTER HOURS Total 15

SPRING SEMESTER HOURS

N. 460 Community-Centered Care (12-week block)	2 hours
N. 460 Clin Community-Centered Care Clinical	2 hours
N. 470 Caring for the Critically Ill Client (eight-week block)	2 hours
N. 470 Clin Caring for the Critically Ill Client	2 hours
N. 480 Nursing Leadership (eight-week block)	2 hours
N. 480 Clin Nursing Leadership Clinical	2 hours
N. 490 Capstone: Transitions into Professional Nursing (Three-week block)	2 hours

SPRING SEMESTER HOURS Total 14

As part of the BSN degree nursing course requirements, a minimum of two semester hours of nursing electives must be taken.

Nursing Electives	Total 2
Nursing Coursework	60 Semester Hours
Required for Graduation Minimum	Total: 124 Semester Hours

Summary of coursework:

Minimum General Education Semester Hours	61
General Education Open Elective Semester Hours	3
Nursing Coursework Semester Hours	58
Nursing Electives	2
Total:	124

Student Learning Outcomes

Upon completion of the program the graduate will:

1. Demonstrate healthy and productive partnerships with clients, colleagues, health care teams and the community
2. Demonstrate effective communication skills in all aspects of professional nursing
3. Demonstrate individual responsibility and accountability by using ethical, legal and professional standards and values in nursing practice
4. Demonstrate knowledge and competency in assessment, critical thinking and technical nursing skills in diverse environments of health care delivery
5. Function within the scope of practice of the professional nurse. (roles include care giver, counselor/teacher, collaborator/coordinator, client advocate and change agent)
6. Apply research-based knowledge and theory in professional nursing practice
7. Integrate knowledge of health promotion, disease management, human diversity, and health care technology in the practice of professional nursing
8. Demonstrate knowledge of global health care issues and health care delivery systems
9. Integrate knowledge from the humanities, natural and behavioral sciences, and the nursing sciences as a basis for making nursing decisions

Program Evaluation

For the purposes of continuous quality improvement throughout Saint Luke's College of Health Sciences' programs of study, students are provided multiple opportunities for the provision of constructive input and evaluative feedback regarding curricular and instructional effectiveness, student services and overall program effectiveness. Below is a list of surveys which students will be asked to complete. Overall students are asked to assign quality ratings and to provide specific suggestions for improvement. Student feedback is essential and highly valued for its contribution to ongoing continuous quality improvement.

Survey	Purpose
BSN Program Student Evaluation of Course (near end of each course)	Provide curricular input regarding courses within the curriculum and their contribution to achievement of expected student learning outcomes and professional development.
BSN Program Student Evaluation of Theory Instructor (near end of each course)	Provide feedback regarding classroom instructional effectiveness coordination of quality clinical or lab experiences that facilitated learning and achievement of course objectives.
BSN Program Student Evaluation of Clinical Instructor (near end of each course)	Provide feedback regarding clinical instructional effectiveness coordination of quality clinical or lab experiences that facilitated learning and achievement of course objectives.
BSN Program Student Evaluation of Clinical Setting (near end of each course)	Provide feedback regarding clinical setting and clinical staff and their impact on learning and achievement of clinical objectives
Saint Luke's College of Health Science Mid-Program Assessment (end of junior year)	Provide feedback of overall program (course, instruction, resources and student services) and its impact on achievement of student learning outcomes.
Educational Benchmarking Institute (EBI) Exit Survey (end of senior year)	Provide feedback regarding overall program (course, instruction, resources and student services) and its impact on achievement of graduate outcomes. Results are compared with other similar institutions of higher learning.
National Survey of Student Engagement (NSSE) (annually in January)	Provide input regarding the College's effectiveness in meeting its institutional values and students engagement in learning and co-curricular activities. Results are compared with similar institutions of higher learning.

COURSE DESCRIPTIONS

Saint Luke's College of Health Sciences B.S.N. Curriculum

N.300 Health Assessment

2 semester hrs

In this didactic course, beginning nursing students are introduced to the physical, psychological, developmental, socio-cultural and spiritual aspects of holistic assessment theory. Students gain the knowledge necessary for effective interviewing and performance of physical assessment techniques.

Co-requisite: N. 300Lab

N. 300Lab Health Assessment Lab

1 semester hr

In this lab course, the skills required to perform a systematic assessment will be evaluated in a simulated environment.

Pre-/Co-requisite: N. 300

N.305 Professional Development I

2 semester hrs

This didactic course is intended to introduce students to the profession of nursing. There will be an emphasis on partnership, communication, critical thinking, nursing roles and professional ethics and values. The vision, mission, philosophy, and curriculum model of the baccalaureate nursing program will be discussed. The student's learning styles and personal values will be explored. Other topics introduced include culture, health and illness, health care systems, and nursing research as basis of practice.

Prerequisite: None

N.315 Pathophysiology for Nursing Practice

3 semester hours

This didactic course will provide study of the alterations in normal physiology. A conceptual approach will be used to study the effects of the disease process on human body systems. The course will provide the foundation for the practice of nursing in the clinical setting.

Prerequisite: None

N.325 Pharmacology in Nursing

3 semester hours

This didactic course will provide the student with general principles of drug action and nursing responsibility and accountability in the administration of drugs. Content presented will include the legal and ethical aspects of drug administration. The nurse's role as teacher will be emphasized.

Pre-/Co-requisite: N315

N.330 Basic Concepts and Skills in Nursing

1.5 semester hrs

This didactic course provides the theoretical background regarding the basic nursing interventions necessary for the support of the acute and chronically ill client. Critical concepts addressed in this course are safety, communication, asepsis, and nursing process.

Pre-requisites: N.300

N. 330Lab Basic Concepts and Skills in Nursing Lab

0.5 semester hrs

In this lab course, basic nursing skills necessary for the support of the acute and chronically ill client are developed. Time is spent in the Nursing Skills Laboratory to learn and practice essential nursing skills.

Pre-requisites: N.300, N.300Lab; Pre-/Co-requisite: N.330

N.330Clin Basic Concepts and Skills in Nursing Clinical

2 semester hrs

In this clinical course, students have the opportunity to learn and practice essential nursing skills in the Nursing Skills Laboratory and to provide direct nursing care for clients with acute and chronic alterations in health in a variety of clinical settings. The clinical focus is on nursing interventions to promote and restore health and the development of decision making skills.

Pre-requisites: N.300, N.300Lab; Pre-/Co-requisite: N.305, N.315, N.325, N.330, N.330Lab

Required Semesters II and III Courses

N. 355 Issues in Aging

2 semester hrs

Hybrid format

This didactic course will address issues and developmental theories related to the elderly population of the United States. Emphasis will be on a realistic approach to assessing and meeting the needs of the older client. Myths and stereotypes of the elderly, health care trends, utilization of resources by the elderly, and trends in gerontologic nursing will be explored. Students will study the physiological, psychological, sociocultural, developmental, and spiritual changes that occur as part of the normal aging process.

Pre-requisites: N.300, and N.315 or N.325 or N.330

N.360 Caring for Clients with Alterations in Mental Health

3 semester hrs

This didactic course builds on theories of human behavior and their application to caring for clients and families with common alterations in mental health functioning. Nursing care will be provided integrating communication skills, the nursing process, and therapeutic use of self. Emphasis is placed on promotion, restoration, and maintenance of optimum psychological functioning resulting in a stable client system.

Pre-requisites: N.305, N.315, N.325, and N.330

N.360Clin Caring for Clients with Alterations in Mental Health Clinical

2 Semester hrs

In this clinical course, students will utilize current treatment approaches in psychiatric/mental health nursing by participating in therapeutic milieu and multi-disciplinary team activities. Clinical experiences will be in a variety of mental health settings.

Pre-requisites: N.305, N.315, N.325, N.330, N330Clin; Pre-/Co-requisite: N.360

COURSE DESCRIPTIONS

N.370 Caring for Adults with Alterations in Health

3 semester hrs

This didactic course will expand the students' knowledge of nursing care required to meet the needs of clients with major alterations in health and to perform in the role of the professional nurse as a member of a multidisciplinary team, client advocate, counselor/teacher change agent, care giver, and collaborator/coordinator.

Pre-requisites: N.305, N.315, N.325, and N.330

N.370Clin Caring for Adults with Alterations in Health Clinical

2 semester hrs

In this clinical course, students will have opportunities to meet the needs of clients with major alterations in health through engagement in clinical experiences in a variety of acute care settings. The student will be provided opportunities to perform in the roles of client advocate, counselor/teacher change agent, care giver, and collaborator/coordinator. Students will have opportunities to refine their application of the nursing process and communication skills. Pre-requisites: N.305, N.315, N.325, N.330, N.330Clin; Pre-/Co-requisite: N 370

N.405 Professional Development II

2 semester hrs

This didactic course expands on professional development content as introduced in N.305. Students will clarify personal and societal values as they relate to ethical, legal, political, and spiritual issues within nursing practice. They will utilize an ethical decision-making process to resolve ethical dilemmas confronting nurses. Through study of specific cultural groups, students will identify issues in transcultural nursing. Theories of nursing, utilization of nursing research, partnership, and concepts of learning will be included.

Pre-requisite: N.305

N.407 Life Transitions

2 semester hrs

This course will explore the experience of individuals and families as they undergo health transitions. Students will be introduced to theories of life transition; chronic illness, coping, sexuality, loss and grieving. Health transitions related to chronic illness, sexuality, and death and dying will be explored. Learning activities will assist students to develop greater self-awareness and empathy, as well as improved communication skills related to issues addressed in this course.

Pre-requisites: Any one of N.360, N.370, N.410, or N.420

N.410 Care of the Childbearing Family

3 semester hrs

This didactic course will provide the student with the basic knowledge of family-centered maternity care focusing

on the needs of the client system during the childbearing process. Primary, secondary and tertiary levels of prevention are emphasized for the promotion and maintenance of health with both normal and selected high-risk clients. The nursing process, evidence based practice, and legal/ethical issues are integrated throughout the course.

Pre-requisites: N.305, N.315, N.325, and N.330

N.410Clin Care of the Childbearing Family Clinical

2 semester hrs

In this clinical course, students will have the opportunity to provide family-centered maternity care in acute care setting and outpatient clinic settings.

Pre-requisites: N.305, N.315, N.325, N.330, N.330Clin; Pre-/Co-requisite: N 410

N.420 Caring for Children and Families

3 semester hrs

This didactic course prepares the student to meet the nursing needs of children and families. Principles of growth and development are applied to the nursing care of children from infancy through adolescence. Stressors that result in alterations in health are discussed. Concepts explored include family theory, communication, safety, teaching, comfort, mobility and legal/ethical, and professional standards.

Pre-requisites: N.305, N.315, N.325, and N.330

COURSE DESCRIPTIONS

N.420Clin Caring for Children and Families Clinical

2 semester hrs

In this clinical course, students will have the opportunity to apply communication skills, critical thinking, the nursing process, knowledge of growth and development, and teaching and learning principles in meeting the nursing needs of children and their families in both acute care and community settings.

Pre-requisites: N.305, N.315, N.325, N.330, N.330Clin; Pre-/Co-requisite: N.420

N.455 Nursing Research: Evidence-Based Practice

3 semester hrs

Hybrid format

This didactic course provides students with an introduction to research concepts and methods commonly used in nursing research. Students will identify and apply steps of the research process. They will also critique the quality of research studies by applying research concepts. Students will learn what constitutes evidence-based practice and how to use nursing research in professional nursing practice. Finally, students will specify how they can facilitate the use of evidence-based practice in clinical settings.

Pre-requisites: N.405 and any two of N.360, N.370, N.410, or N.420

Required Semester IV Courses

N.460 Community-Centered Care

2 semester hrs

This didactic course provides students with knowledge regarding the integration and application of community health concepts for nursing care of client systems in a community setting. Primary, secondary, and tertiary levels of prevention are emphasized for the promotion, restoration, and maintenance of optimum health of client systems. The roles of the nurse as caregiver, change agent, client advocate, counselor/teacher, and collaborator/coordinator are reinforced. The nurse's role as a member of the multidisciplinary team will also be explored. Students will consider the political, ethical, economical, and cultural issues related to health care as they affect the client system.

Pre-requisites: N.360, N.370, N.407, N.410, N.420, and N.455

N.460Clin Community-Centered Care Clinical

2 semester hrs

This clinical course provides an opportunity for the integration and application of community health concepts for nursing care of client systems in a variety of community agencies.

Pre-requisites: N.360, N.370, N.407, N.410, N.420, and N.455; Pre-/Co-requisite: N.460

N.470 Caring for the Critically Ill Client

2 semester hrs

This didactic course will provide the theoretical background needed to care for clients with critical illness and their families. The primary focus will be on the application of the nursing process to clients with multi-system involvement in the critical care setting. Communication, teaching, legal, ethical issues, and critical thinking as they pertain to the critically ill client will be stressed.

Pre-requisites: N.360, N.370, N.407, N.410, N.420 and N.455

N.470Clin Caring for the Critically Ill Client Clinical

2 semester hrs

This clinical course will provide students with the opportunity to provide care for clients with critical illness in a variety of critical care settings.

Pre-requisites: N.360, N.370, N.407, N.410, N.420 and N.455 Pre-/Co-requisite: N.470

N.480 Nursing Leadership

2 semester hrs

This didactic course addresses theoretical concepts on nursing leadership and management. Opportunities for students to learn and apply concepts related to nursing leadership, delegation, development of interdisciplinary partnerships, and the roles and functions of the nurse manager are provided.

Pre-requisites: N.360, N.370, N.407, N.410, N.420, and N.455

N.480Clin Nursing Leadership Clinical

2 semester hrs

This clinical course provides opportunities for students to apply concepts related to nursing leadership, delegation, development of interdisciplinary partnerships, and the roles and functions of the nurse manager. A variety of clinical settings will be used for student clinical practice.

Pre-requisites: N.360, N.360Clin, N.370, N.370Clin, N.407, N.410Clin, N.420Clin, and N.455; Pre-/Co-requisite: N.480

N.490 Capstone - Transition into Professional Nursing Clinical

2 semester hrs

Pass/Fail

This is a clinical course with a goal of integrating professional development and clinical skills under the direction of a professional nurse preceptor. Students will practice with a preceptor in a setting of their choosing. Clinical faculty members are assigned to students throughout the course for consultation with preceptors. A project and final seminar will be used to evaluate the students' experiences.

Pre-requisites: All required nursing courses

COURSE DESCRIPTIONS

Nursing Elective Course Descriptions:

A variety of nursing electives will be offered, which will provide the student with opportunities for expanded experiences in nursing specialties and for personal and professional growth.

N.311 Women's Health Care Issues

2 semester hrs

This elective didactic course will focus on a holistic approach to common health concerns of women. Emphasis will be on health promotion, the nurse's role in primary prevention, and treatment alternatives. Students will explore strategies to educate women to effectively interact with a changing health care system. The impact of media in popular culture on women and their health will also be explored.

Pre-requisite: None

N.327 Holistic Health for Nurses

2 semester hrs

This elective didactic course explores the nurse's journey to holistic health. The concepts of holism, healing and the nurse as healer will be discussed. Students will assess their current health status and health practices. They will examine the integration of daily self-care and complementary and alternative therapies in order to establish and maintain a healthy life style. A variety of complementary and alternative healing modalities will be presented.

Pre-requisite: None

N.331 Caring for Clients at Camp

1 semester hr

This elective didactic course provides an opportunity for the student to acquire knowledge and skills needed to provide health care for clients in the camp setting. The role of the nurse in providing primary, secondary, and tertiary levels of prevention is emphasized. Nursing process, principles of growth and development, nutrition, and legal issues are integrated throughout the course.

Pre-requisite: N.300, N.305, N.315, N.325, and N.330. Co-requisite: N332

N.332 Camp Practicum

1 semester hr

Clinical experiences will be in a residential camp setting and are limited to students who have completed first semester courses and are concurrently taking N.331. The student will participate in pre-camp planning sessions, camp activities, and post-camp evaluation in this elective clinical course.

Pre-requisite: N.300, N.305, N.315, N.325, N.330, and either N.360 and N.370 or N.410 and N.420; Co-requisite: N.331

N.337 The Nurse's Role in Cardiac Monitoring

2 semester hrs

This elective didactic course will explore the role of the nurse in the care of clients with cardiac arrhythmias. A brief overview of cardiac anatomy and physiology will be included to provide a solid basis for electrocardiography, arrhythmia identification, common treatments, and nursing implications, along with primary, secondary, and tertiary care of the client with cardiac arrhythmias. Anti-arrhythmic medications and the related nursing implications will also be covered. Clinical case studies will be used to enhance learning.

Pre-requisite: N.300, N.305, N.315, N.325, and N.330

N. 357 Global Issues and Community Health

1 Semester hr

This elective didactic course provides students with the opportunity to explore the impact of international policy on the health and well being of individuals and their communities in under resourced countries. Additionally, the course provides opportunity to explore the role of cultural beliefs, social justice and health seeking behaviors in vulnerable populations.

Co-requisite: N. 357Clin

N. 357Clin Global Issues and Community Health Clinical

1 Semester hr

Students that participate in this elective clinical course will be involved in an international immersion experience in which they will live and work in a culture different from their own. This elective is developed to provide a learning experience through a service learning project with a focus on family and community health. Active clinical participation in thoughtfully organized hands-on service experiences that meet community needs will be provided.

Pre- or Co-requisite: N. 357

N. 359 Palliative Care

2 Semester hrs

This elective didactic course is designed to provide the nurse generalist with an entry level understanding of palliative care and hospice nursing. The primary focus of this course is to achieve an understanding of specific end-of-life issues from the perspective of patients and their families. Students enrolled in this course will have the opportunity to investigate the management of the physical, psychological, social, spiritual, and existential needs of patients, particularly those with incurable progressive illness. Students will have the opportunity to explore ways to achieve the best possible quality of life through relief of suffering, control of symptoms, and restoration of functional capacity, while remaining sensitive to personal, cultural and religious values, beliefs, and practices. Prerequisite: None.

FACULTY

N.371 Caring for Trauma Clients

2 semester hrs

This elective didactic course prepares the student to meet the needs of the trauma client with multiple body system involvement. The continuum of trauma care to include primary, secondary, and tertiary care will be studied. The special needs that will encompass the five variables insuring holistic care of the trauma client and their families will be identified. The student will study trauma in a variety of settings. Care of both the adult and the pediatric client will be discussed. The different roles of trauma health care providers will be addressed: care giver, counselor/teacher, collaborator/coordinator, and change agent. Client assessment, communication skills, teaching needs, and the nursing process will be stressed.

Pre-requisite: N.370 or N.420

N.372Clin Perioperative Nursing Clinical

2 semester hrs

This elective clinical course is designed to assist the student in the delivery of quality nursing care to adult surgical clients. Using the variables of health as a basis for content, the preoperative and intra-operative phases of the surgical experience will be studied. Opportunities will be provided for students to increase their skills in application of the nursing process.

Pre-requisite: N.370Clin or N.410Clin or N.420Clin

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Thomas W. Wagstaff	President
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Lawrence, KS
MSN University of Kansas
Lawrence, KS
PhD University of Kansas
Lawrence, KS

Christy Fornal

Instructor

BSN University of Kansas
Lawrence, KS
MSN In progress

Nancy Haynes

Assistant Professor

BSN University of Missouri-Columbia
Columbia, MO
MN University of Kansas
Lawrence, KS
PhD University of Missouri-Kansas City
Kansas City, MO

Jane Hedrick

Associate Professor

BSN University of Iowa
Iowa City, IA
MSN University of Missouri-Kansas City
Kansas City, MO
PhD University of Missouri-Kansas City
Kansas City, MO

Lucy Hood

Professor

BSN Webster University
Webster Groves, MO
MSN University of Missouri-Kansas City
Kansas City, MO
DNSc Widener University
Chester, PA

Kathleen Hughes

Assistant Professor

BSN University of Kansas
Lawrence, KS
MN University of Kansas
Lawrence, KS

Jackie Kampmann

Assistant Professor

BA University of Kansas
Lawrence, KS
BSN University of Kansas
Lawrence, KS
MN University of Kansas
Lawrence, KS

Deborah King

Assistant Professor

BSN Saint Luke's College
Kansas City, MO
MSM Baker University
Baldwin, KS
MSN Webster University
St. Louis, MO

Nancy Krahl

Assistant Professor

BSW University of Kansas
Lawrence, KS
MA University of Kansas
Lawrence, Kansas
MSN University of Kansas
Lawrence, KS

Karen Lea

Assistant Professor

BSN University of Texas
San Antonio, TX
MN University of Kansas
Lawrence, KS

Kay Luft

Assistant Professor

BSN Avila College
Kansas City, MO
MN University of Kansas
Lawrence, KS
PhD (ABD) Capella University
Minneapolis, MN

Joanne McDermott

Assistant Professor

BSN State University of New York
Plattsburg, NY
MA New York University
New York, NY
PhD In Progress

FACULTY

Kimberly Ries

Assistant Professor

BSN Pittsburg State University
Pittsburg, KS
MSN Webster University
Kansas City, MO

Kimberly Tankel

Associate Professor

BSN University of Kansas
Lawrence, KS
MSN University of Kansas
Lawrence, KS
PhD In Progress

Mary Wishall

Instructor

Dipoma St. Joseph School of Nursing
Wichita, KS
BSN St. Mary of the Plains College
Wichita, KS
MSN In Progress

Emeriti Faculty

Linda Jones

Assistant Professor

BSN University of Missouri - Columbia
Columbia, MO
MA University of Missouri - Kansas City
Kansas City, MO
MS University of Kansas
Lawrence, KS

Michelle Neville

Assistant Professor

BSN Webster University
Webster Groves, MO
MA Webster University
Webster Groves, MO

Dorothy Phillips

Associate Professor

BSN Drury College
Springfield, MO
MA University of Missouri - Kansas City
Kansas City, MO
MSN University of Missouri - Kansas City
Kansas City, MO

Diana Prouty

Assistant Professor

BA Wichita State University
Wichita, KS
MA University of Missouri - Kansas City
Kansas City, MO
BSN Avila College
Kansas City, MO
MS University of Kansas
Lawrence, KS
PhD University of Missouri - Kansas City
Kansas City, MO

Charles Ramirez

Assistant Professor

BSN Graceland College
Lamoni, IA
MN University of Kansas
Lawrence, KS

Student Services

Rebecca Basinger

Bursar

BS Park University
Parkville, MO

E. Dannette Cornwall

Executive Assistant

BA San Jose State University
San Jose, CA
MA San Jose State University
San Jose, CA

Gwen Jones

Receptionist/Office Assistant

AAS Kansas City Kansas
Community College
Kansas City, KS

Linda Lister

Senior Executive Assistant/Office Manager

Kathy Lowe

Learning Resource Assistant

BSN Pittsburg State University
Pittsburg, KS

FACULTY

Bryant Miller
IS Site Analyst

AS DeVry University
Kansas City, MO

Tere Naylor
Executive Assistant

AS Metropolitan Community College
Kansas City, MO

Josh Richards
Director, Enrollment Management and Human Resources

BGS Indiana University
Bloomington, IN

BA Ottawa University
Ottawa, KS

MA Webster University
Webster Groves, MO

Marcia Shaw
Executive Director, Business Operations and Student
Services

BS Northwest Missouri State University
Maryville, MO

Jean Summers
Executive Director, Institutional Research and Registrar

BS Drury University
Springfield, MO

MEd Drury University
Springfield, MO

Jennifer Wright
Student Services Associate

NURSING PRACTICE ACT

State of Missouri Nursing Practice Act

The State of Missouri Nursing Practice Act governs licensure and the practice of professional nursing in Missouri. Section 335.066 of the Nursing Practice Act which describes grounds for denial, revocation or suspension of license, states:

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

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621, RSMo, 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, RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;

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

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

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2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621, RSMo, 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, RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;

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

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

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

(5) Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by sections 335.011 to 335.096;

(6) 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;

(7) 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;

(8) 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;

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

(10) 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;

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

(12) Violation of any professional trust or confidence;

(13) 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;

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

(15) 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;

(16) Failure to successfully complete the impaired nurse program.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621, RSMo.

NURSING PRACTICE ACT

Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

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

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

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

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

8. If the board concludes that a nurse has committed an act or is engaging in a course of conduct which would be grounds for disciplinary action which constitutes a clear and present danger to the public health and safety, the board may file a complaint before the administrative hearing commission requesting an expedited hearing and specifying the activities which give rise to the danger and the nature of the proposed restriction or suspension of the nurse's license. Within fifteen days after service of the complaint on the nurse, the administrative hearing commission shall conduct a preliminary hearing to determine whether the alleged activities of the nurse appear to constitute a clear and present danger to the public health and safety which justify that the nurse's license be immediately restricted or suspended. The burden of proving that a nurse is a clear and present danger to the public health and safety shall be upon the state board of nursing. The administrative hearing commission shall issue its decision immediately after the hearing and shall either grant to the board the authority to suspend or restrict the license or dismiss the action.

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

10. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's

license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308)

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

(2000) Allegation of violation of drug laws requires State Board of Nursing to prove by a preponderance of the evidence that a nurse knowingly and intentionally possessed controlled substances. *State Board of Nursing v. Berry*, 32 S.W.3d 638 (Mo.App.W.D.).

(2001) Statements made in incident report by hospital to State Board of Nursing about nurse were not, in absence of actual proceedings pending against that nurse, entitled to absolute immunity from nurse's libel claim. *Haynes-Wilkinson v. Barnes-Jewish Hospital*, 131 F.Supp.2d 1140 (E.D.Mo.).