



SoutheastHEALTH

College of Nursing & Health Sciences

2021-2022

COLLEGE CATALOG

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College Calendar: 2021 – 2022

Summer Semester Begins	June 1, 2021
Independence Day (<i>No Classes</i>).....	July 3, 2021
Summer Semester End	July 23, 2021
Fall Semester Begins	August 9, 2021
Labor Day (<i>No Classes</i>)	September 6, 2021
1 st 8-Week Classes End	October 1, 2022
Semester Break	October 4-10, 2021
2 nd 8-Week Classes Begin	October 11, 2021
Thanksgiving Break (<i>No Classes</i>)	November 22-28, 2021
Final Examinations	December 6-December 10, 2021
Fall Commencement	December 11, 2021
Christmas Break (<i>No Classes</i>)	December 11-January 9, 2022
Spring Semester Begins	January 10, 2022
Professional Development Seminar for May graduates	January 28, 2022
1 st 8-Week Classes End	March 4, 2022
Semester Break (<i>No Classes</i>)	March 7-13, 2022
2 nd 8-Week Classes Begin	March 14, 2022
Easter Break (<i>No Classes</i>)	April 15-18, 2022
Final Examinations	May 1-6, 2022
Spring Commencement	May 7, 2022

College Calendar: 2022 – 2023

Summer Semester Begins	May31, 2022
Independence Day (<i>No Classes</i>).....	July 2-4, 2022
Summer Semester End	July 22, 2022
Fall Semester Begins	August 8, 2022
Labor Day (<i>No Classes</i>)	September 5, 2022
1 st 8-Week Classes End	September 30, 2022
Semester Break	October 3-9, 2022
2 nd 8-Week Classes Begin	October 10, 2022
Thanksgiving Break (<i>No Classes</i>)	November 21-27, 2022
Final Examinations	December 5-December 9, 2022
Fall Commencement	December 10, 2022
Christmas Break (<i>No Classes</i>)	December 10-January 8, 2023
Spring Semester Begins	January 9, 2023
1 st 8-Week Classes End	March 3, 2023
Semester Break (<i>No Classes</i>)	March 6-12, 2023
2 nd 8-Week Classes Begin	March 13, 2023
Easter Break (<i>No Classes</i>)	April 7-10, 2023
Final Examinations	May 1-5, 2023
Spring Commencement	May 6, 2023

Southeast Health College of Nursing and Health Sciences was previously known as Southeast Missouri Hospital College of Nursing and Health Sciences and is located at 2001 William Street, Cape Girardeau, MO 62703.

It is the policy of Southeast Missouri Hospital College of Nursing and Health Sciences to maintain and promote equal education opportunity. Students and applicants will not be discriminated in admission or access to or treatment of employment in its programs and activities on the basis of race, color, ethnicity, religion, national origin or ancestry, marital status, sexual orientation, gender, age, or disability which does not preclude the person from practicing the program profession after graduation and successful completion of licensure, certification, or registry.

General Information

Mission

To respond to the healthcare educational needs of the region by preparing qualified healthcare professionals.

Vision

To provide an environment supportive of student learning instilling knowledge, professional values, competency as a beginning practitioner and a belief that learning is a lifelong process.

Values

To graduate healthcare professionals who demonstrate the ability to think critically, communicate effectively, accept human diversity, and deliver ethical, safe healthcare as a member within a discipline of their profession.

History and Character of Southeast Health College of Nursing and Health Sciences

Southeast Missouri Hospital College of Nursing and Health Sciences (SEH College) is owned by Southeast Missouri Hospital. The original Southeast Missouri Hospital School of Nursing opened in 1928 when the hospital opened. It focused on educating and training individuals for registered nursing. The school closed as a result of economic hardships during the Depression years. Plans to re-open the hospital-based nursing program as a LPN to RN educational program began in 1990. The Missouri State Board of Nursing, in 1992, awarded accreditation as a diploma program.

The School of Nursing transitioned to the College of Nursing with approval being granted by the Missouri State Board of Nursing in 1995. In 1999, the College of Nursing expanded its educational offerings to individuals not having prior nursing education. In 2000, the name of the College was changed to Southeast Missouri Hospital College of Nursing and Health Sciences when the Surgical Technology program was opened. In 2001, a Radiologic Technology program was added to the College. The School of Medical Laboratory Science opened in 1999 under the Clinical Laboratory of Southeast Missouri Hospital. In 2006, the Medical Laboratory Science Program joined the College of Nursing and Health Sciences. The RN-BSN program, the Associate of Arts (Emphasis: Allied Health) program and the Clinical Laboratory Assistant program were added in 2015. The Surgical Technology program transitioned from a certificate program to a two-year associate degree in 2021.

The College was awarded accreditation by the Higher Learning Commission in May 2005 and reaccredited in 2021 for the next eight years.

Our Facility

Southeast Missouri Hospital College of Nursing and Health Sciences (SEH College) is located at 2001 William Street, Cape Girardeau, MO. The college houses several classrooms, computer labs for student use as well as Wi-Fi for students who choose to bring computer devices from home. Two learning labs are available for nursing students enrolled in skills courses while the surgical technology program, radiologic technology program, and the medical laboratory science program each have well equipped learning labs for each of their programs.

Accrediting Agencies:

**Southeast Missouri Hospital College of Nursing and Health Sciences
is accredited by the Higher Learning Commission.**

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500, Chicago, IL 60604
1-800-621-7400 www.hlcommission.org

**The Associate of Applied Science in Nursing program at
Southeast Missouri Hospital College of Nursing and Health Sciences
located in Cape Girardeau, MO is accredited by the:**

Accreditation Commission for Education in Nursing ACEN
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

**The most recent accreditation decision made by the ACEN Board of Commissioners for the
Associate of Applied Science in Nursing program is Continuing Accreditation.
View the public information disclosed by the ACEN regarding this program at
<http://www.acenursing.us/accreditedprograms/programSearch.htm>**

**The Associate of Applied Science in Nursing Program
has full approval of the Missouri State Board of Nursing.**

Missouri State Board of Nursing
P.O. Box 656
Jefferson City, MO 65102
1-573-751-0681 <https://pr.mo.gov/nursing.asp>

**The baccalaureate degree program in nursing at
Southeast Missouri College of Nursing and Health Sciences is accredited by the
Commission on Collegiate Nursing Education (CCNE)**

Commission on Collegiate Nursing Education
655 K Street NW, Suite 750
Washington, DC 20001
1-202-887-6791

**The Radiologic Technology Program is accredited by the
Joint Review Committee on Education in Radiologic Technology (JRCERT).**

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
1-312-704-5300 www.jrcert.org

**The Medical Laboratory Science Program is accredited by the
National Accrediting Agency for Clinical Laboratory Science (NAACLS).**

NAACLS
5600 N. River Road, Suite 720
Rosemont, IL 60018
1-773-714-8880 www.naacls.org

**The Surgical Technology Program is accredited by the
Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

CAAHEP
9355 – 113th St. N, #7709
Seminole, FL 33775
1-727-210-2350 www.caahep.org

Admissions

Campus Visits

Prospective students can visit campus and meet with college personnel and view the facilities. To schedule a visit, click the “Contact Us” button on the SEH College homepage to connect with the college recruiter to determine a date and time.

First Year Students

Each program at SEH College admits students using selective criteria. Start dates are specific to each program which creates a cohort of students who will follow a program sequence. Because all students attend with their cohort, a newly admitted student will be considered a first-year student regardless of previous collegiate coursework.

Transfer Students

A transfer student is one who takes classes at another regionally accredited institution and transfers the credit to the College with the intention of using the coursework toward their program. Official transcripts sent to the Registrar are evaluated and posted to the student transcript. Equivalencies are determined by the Registrar in concert with faculty.

Part-Time Students

Students who take less than 12 credit hours per semester are part-time. Students with 6-8.9 credit hours are half-time; students with 9-11.9 credit hours are three-quarter time. Both half- and three-quarter time status fall in the part-time student definition.

Scholarships and Financial aid

Southeast Hospital College of Nursing and Health Sciences Financial Aid Office is here to assist students with the many processes involved with applying various types of aid to help pay for their post-secondary education.

Financial aid may consist of one or more of the following available from various federal, state, and private sources:

- Grants
- Scholarships
- Loans

Financial aid is available to students with or without financial need. Financial aid may be available to students based on many factors. The financial aid staff will guide you through the process and look forward to assisting you every step of the way, ensuring that every person has the opportunity to succeed at Southeast Hospital College of Nursing and Health Sciences.

Following Admission

SEH College admits students on a rolling basis, which means once the student has met the criteria for their intended program, they are admitted to the next available program/cohort. Once admitted, the student will receive a welcome letter from their program director with instructions on final preparation steps. Students will be required to submit documentation using a third-party vendor that will be available to the student post-graduation.

Non-degree Seeking Students (Community Students)

Applicants who are admitted as Community Students may enroll in classes for up to two consecutive terms. Only courses classified by the College as general education are available to community students. Courses with prerequisite requirements require proof of meeting the prerequisite such as a college transcript or placement test scores. Community students will be placed in courses on a space available basis after regularly admitted students have completed enrollment for the upcoming semester. Applicants may contact the Registrar to inquire about course availability before completing this application. Because Community Students are not degree-seeking, they are not eligible for financial aid.

High School Students and the Post-Secondary Enrollment Options

Current high school seniors can take courses with SEH College with approval from their high school counselor or homeschool teacher. They must have a minimum high school GPA of 2.50 on a 4.00 scale. As community students, they can attend only 2 semesters and are not eligible for financial aid.

Criminal Background Check

The College's healthcare programs enter into affiliation agreements with a variety of clinical facilities to allow students to obtain clinical experience necessary to complete their academic program. Affiliation agreements between the training sites and the programs require the College to obtain comprehensive background checks for students who will provide direct services, or have unsupervised access to, or direct contact with patients or patient records. Our programs are committed to accepting students who can be guaranteed placement for clinical learning experiences and who can provide safe patient care.

Background Check Policy

Applicants are required to report any conviction/criminal history, other than parking tickets/traffic citations (DIU is not considered Traffic) on the application form. Although a conviction/criminal history record does not necessarily disqualify an individual from admission to the healthcare program, failure to report or disclose a conviction/criminal history does disqualify an applicant from being eligible for admission to the program. Applicants with a conviction/criminal history are encouraged to discuss the conviction/criminal history with the program director during the application process. Students who cannot successfully complete a background check may not, in some instances, be eligible for licensure/registry/certification or employment upon graduation.

A. Admission

1. The College's programs require criminal background check as part of admission to a program.
2. Admission to a program and field placement is contingent upon satisfactory results of a criminal background check. Refusal to provide consent for a criminal background investigation will result in denial of admission.

B. Admissions, Field Experience and Clinical Placement, Dismissal

1. Criminal background information released to a program will be used only for purposes of assisting in making programmatic decisions.
2. If a background check identifies issues that may preclude admission, field experience, or clinical placement, the issue will be referred to the Program Director/Dean for review and action.
3. If any applicant feels the criminal background check is inaccurate, they may request a meeting with the Program Director/Dean to review the issue and concern. It is the applicant's burden to rectify any background inaccuracies on the applicant's behalf.
4. Licensure/Registry/Certification. Since the licensure/registry/certification is a requirement to practice in most healthcare facilities and there are questions as to whether a student's criminal history, if any, will prevent or restrict his/her ability to obtain a licensure/registry/certification, the student should discuss the matter prior to application to the program with the Program Director/Dean. Students, in some cases, may be eligible to take the licensure/registry/certification examination but there is no guarantee of licensing/registry/certification.

C. Admission, Clinical Education, Field-Based Experience, Waiver/Consent

1. A criminal background check is part of the admission process. A criminal background check that reveals a conviction of a felony or other serious offense(s) that would likely prevent or restrict the student's ability to obtain a license/registry/certification may prevent the student's admission.
2. Conviction of a felony or other serious offense after admission may result in a student being denied a clinical assignment, and consequently, dismissal from the program. Acceptance or rejection of a student for a clinical assignment based upon the criminal background check is ultimately a decision of the officials of the clinical site.
3. For purposes of this policy, the Term "conviction" will be interpreted broadly and will include plea of no contest, withheld judgments, suspended sentences, and similar dispositions. If a criminal history report indicates pending criminal charges that, if a conviction resulted, would result in exclusion from admission, field experience, or clinical placement, the candidate may be excluded from admission pending the final disposition of the charges.

D. Obtaining a Criminal Background Check

1. Individuals seeking admission must agree to a criminal background investigation through CastleBranch.
2. The background check is initiated after the applicant has agreed to the investigation and is part of the admission process.
3. Expenses associated with the background check are included in the CastleBranch fee.
4. Criminal Background Reports are provided to the College via the CastleBranch system for review with other required application documents.
5. Valid and cleared background checks that have been previously completed through CastleBranch will only be accepted within six months of the student's official start date. All background checks must be completed through the CastleBranch process.
6. Applications will not be reviewed if the background check has not been completed and available for review at least three (3) weeks prior to the start of the program. That is, students will not be accepted into the program nor will they be allowed to take general education classes at the college in anticipation of being accepted into a program.
7. Once the background check is completed and available for review via CastleBranch, a copy of the background check will be kept in the student's file. Once the student is no longer a participant in the program, the background check document is destroyed.

E. Convictions

1. If an applicant truthfully discloses conviction(s) on the application for admission, an evaluation of each conviction will be made before admission.
2. The existence of a conviction does not automatically disqualify an individual from admission or clinical placement. Relevant considerations may include, but are not limited to, the date, nature and number of convictions; the relationship the conviction bears to the duties and responsibilities of the profession; and successful efforts toward rehabilitation. Any final decision to reject or accept an applicant with a conviction is solely at the discretion of the Program Director/Dean or in the case of clinical placement, the clinical affiliate/agency.
3. Failure to disclose all previous convictions, other than minor traffic convictions, will be considered a falsifying act by omission which is a violation of the College's *Academic Honesty Policy* (Student Handbook). Ineligibility for clinical placement and/or lack of honesty will be the basis for denial of admission or removal from the program.
4. The student is obligated to notify the Program Director/Dean within 14 days in writing if charged or convicted of any crime or in any court or administrative determinations are made against the student during the application period and/or while enrolled as a student. Failure to do so may result in disciplinary action up to and including dismissal from the Program.
5. If the College becomes aware that a current student has not completed the application truthfully, he/she may be subject to disciplinary action up to and including dismissal from the program.

F. Results

1. Confidentiality. Efforts will be made to ensure that results of criminal background checks are kept confidential with the number of persons authorized to review results limited on a need to know basis.
2. Access to Results. CastleBranch coordinates conducting the background check and provides the results to the College in the applicant's CastleBranch file. The Program director/Dean will review the criminal background checks. If the results contain adverse information deemed to be relevant to the applicant's suitability for his or her program, the Program Director/Dean will notify the applicant. The Program Director/Dean will make any final decisions relative to admission or field experience and the clinical affiliate will make a final decision on clinical placements, if required by the clinical affiliate. Results may be reviewed, as appropriate, by the professional Program Staff (excluding student employees), Department, and clinical affiliates.
3. Information Available through Background Checks. If the check reveals information that could be relevant to a student's status in the program, the program may request additional information from the applicant.

4. Right to Respond to Adverse Report. The applicant will be asked to review any adverse information and to provide a written response to the program. When appropriate, the applicant may be asked to meet with the Program Director/Dean in person to answer questions.
 5. Right to change and/or Terminate Policy. Reasonable efforts will be made to keep applicants informed of any changes in the policy. However, the College reserves the right, in its sole discretion, to amend, replace, and/or terminate this policy at any time.
- G. Nursing Program Graduates Online – Compact and Single-state Licensing
- In addition to the program admission background check, any nurse or graduate nurse applying for a new RN license in Missouri will need to obtain a fingerprint background check as part of the licensure application process. The compact law does not provide the applicant the option to choose between a compact license or a single-state license. All Missouri applications are processed according to compact requirements.
- If there is a “hit” or flagged item on the background check, the review process can take additional time, up to and including review by the State Board of Nursing. These hits do not automatically exclude someone from license eligibility, but a felony conviction would exclude someone from a compact license. In these cases, the Board may consider whether or not an individual would be eligible for a single-state, Missouri only, license.

Tuition and Fees

Program Costs

In order to provide a quality program, tuition costs were determined after careful analysis and planning. These costs are comparable to other educational programs throughout the state and the Southeast Missouri region. This does not include additional fees. Arrangements for the payment of tuition must be completed prior to the beginning of the school year and each individual term. Payment may be made by check, cash, or credit card. If a student stops attending without officially withdrawing, the student is responsible for paying all tuition and fees according to the pro-rata refund policy.

Seat Retainer Deposit (applied towards tuition): \$100

Course Fees

Tuition: \$412 per credit hour
Assessment Fee: \$10 per credit hour
Activity Fee: \$1 per credit hour
Technology Fee: \$10 per credit hour

Lab Fees

All Programs except MLS: \$50 per course with a lab component
Medical Lab Science: \$113.50 per lab credit hour

Other Required Fees

Application fee: \$50 due when application submitted
Admission fee (drug screen & TB test): \$100 due during first semester of classes
Graduation fee: \$200 due during final semester
Nursing Student Starter Kit: \$100 due first semester of AAS nursing classes
Testing Security Fee: \$160 due first semester of AAS nursing classes

Other College Expenses

Integrated Testing Fee: \$100 - \$300, due final semester for AAS nursing students
Community Student application fee: \$45

Official Transcript: \$15 per transcript
Printing and Copying Fees: 10¢ per page
Returned check fee: \$35 for each returned check
Late enrollment fee: \$100
Parking: free
Duplicate diploma fee: \$25
Badge replacement fee: \$10

Expenses not paid directly to the College

Castle Branch: \$93
Clinical Uniform: varies

Background Check: Varies by program
NCLEX-RN Testing Fee: \$200
Certification Exam for Surgical Technologist: \$190
Association of Surgical Technology Dues: \$45
Certification Exam for Radiologic Technologist: \$200
Certification Exam for Medical Laboratory Science: \$240
Certification Exam for Phlebotomy: \$145

Cost estimates for individual programs are available online at <https://www.sehcollege.edu/financial/business-office>

Returned Check Fee

All personal checks payable to the College are subject to a \$30.00 fee for each returned check. Returned checks may be paid in cash, by money order or by certified check. In addition, the College may require cash, money order, or certified check for any future transaction.

Other student fees that may apply (personal expense):

- Travel to and from clinical, lab and lecture
- Shoes for clinical use
- Notebooks, pens, pencils, backpack, etc.
- Protective eye wear, stethoscope, penlight
- Childcare for custodial parents

Payment of Account Balances

Students may pay account balances by:

1. Payment in full by cash, check, or credit card
2. Deferral by confirmed financial aid
3. Enrollment in the Installment Payment Plan

Arrangements for payment must be made with the Business Officer before the start of classes to prevent enrollment from being cancelled.

Students must pay all outstanding balances before being eligible to re-enroll. Outstanding debt owed to the College will result in a hold being placed on grades and release of transcripts. Students are obligated to pay all charges promptly. Unpaid accounts may result in additional charges including attorney fees, collection agency fees, and other reasonable collection costs to collect unpaid balances.

Installment Payment Plan

The installment payment plan is available for students who do not pay the semester's charges in full by the first day of classes. The installment payment plan allows tuition and fees to be paid in up to three payments depending on class length.

Students may sign up for the installment plan by contacting the Business Officer or picking up a form at the time of enrollment. The first installment must be paid when the form is returned to the College.

16 Week Classes

(Up to 3 payments may be made)

1st payment when form is submitted

2nd payment by week 4

3rd payment by week 8

8 Week Classes

(Up to 2 payments may be made)

1st payment when form is submitted

2nd payment by week 3

There will be a charge for any returned check. Personal checks will not be accepted for payment of returned checks. Returned checks must be paid by cash, money order, certified check, VISA, MasterCard, or Discover.

Financial Aid

SoutheastHEALTH College of Nursing & Health Sciences Financial Aid Office is here to assist students with the many processes involved in applying for various types of aid to help pay for their postsecondary education.

Financial aid is available to students with or without financial need. Financial aid may be available to students based on many factors. The financial aid staff will guide you through the process and looks forward to assisting you every step of the way, ensuring that every person has the opportunity to succeed at the College of Nursing & Health Sciences.

FAFSA

A student must complete a Free Application for Federal Student Aid (FAFSA) in order to be eligible for Title IV Federal Student Aid. The student must reapply for each year the student is requesting assistance. Students may complete the FAFSA via hardcopy or on line at www.studentaid.gov. If the student is receiving loan funds, Annual Student Loan Acknowledgement, Entrance Counseling and a Master Promissory Note is required.

Additional documents may be required to complete processing of the aid request. Notification of these required additional documents/forms are sent to students via e-mail. Students will then receive an award notification, indicating the aid the student is eligible to receive. The student will then need to accept or decline accordingly.

Financial Aid Student Attendance Policy

Students are expected to attend all classes for which they registered, beginning with and including the first class session. Not only must a student be registered for a class, students must be in active attendance to count as “enrolled” for aid eligibility purposes. Academically related activities to be in attendance include but are not limited to:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an exam,
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- Interacting with an instructor about academic matters; and
 - o Does not include, for example
 - Living in institutional housing
 - Participating in the institutions meal plan
 - Logging into an online class or tutorial without any further participation or participating in academic counseling or advisement

Students must have attendance verified in their classes in order to meet the eligibility requirements for the federal student aid programs. The Department of Education requires schools to document student attendance prior to the disbursement of any federal aid funds. Until attendance is verified for a student, no federal financial aid will be disbursed.

The College requires that faculty verify attendance weekly for each course taught. If a student fails to attend all courses for any consecutive two-week period, the student will be considered withdrawn from the College. Once it is determined that a student has withdrawn (either voluntarily or involuntarily), the financial aid office will need to determine if financial aid is required to be returned. For additional information on how a financial aid return is calculated, please review the Return to Title IV policy.

The College reserves the right to request validation of student illness, etc., (i.e., physician's excuse, etc.). If absence is due to extenuating personal circumstances, consideration may be given.

Satisfactory Academic Progress Overview and Responsibilities

The College of Nursing and Health Sciences reviews the academic progress of students who apply for and/or receive financial assistance as required by federal regulations. The Satisfactory Academic Progress (SAP) policy applies to all students within categories (full time, part-time, different programs of study, etc.). This policy is as strict or stricter than the academic standard for non-Title IV students. Satisfactory Academic Progress (SAP) comprises three areas: minimum GPA, minimum pace of progression through an educational program, and maximum time frame for completion of an educational program.

SAP standards apply to students who wish to establish or maintain financial aid eligibility for Federal Title IV Federal Student Aid programs (including Federal Pell Grant, Federal Direct/PLUS Loan, Federal Stafford Loan and other federal programs) and certain state and private programs. (Note: Not all financial aid programs require students to meet the SAP standards outlined in this policy; for example, many private scholarships have other eligibility requirements, and the student must contact the scholarship program to determine the specific eligibility requirements.)

SAP Evaluation and Standards

The Registrar's records are reviewed at the completion of every semester of enrollment (summer, fall, and spring) to determine compliance with the SAP standards. When determining whether a student is meeting SAP standards, all periods of enrollment will be considered, including those in which the student did not receive financial aid.

There are three components to the SAP policy:

Minimum GPA. Students must maintain a cumulative GPA of 2.0 or higher to remain eligible for financial aid under this policy. The following will be included in the GPA calculation: transfer credit accepted towards a student's degree program; early credit hours taken in high school; and, for repeated courses, the newest grade (the old grade(s) will be excluded). Remedial courses, incompletes and courses from which students have withdrawn before the add/drop date, including excused withdrawals, will not be included in the GPA calculation. After the add/drop date, the student will receive an "F" and will be included in the GPA calculation.

Students taking remedial coursework are required to receive a 60% (D) or better for the course to be considered passing. Remedial courses are credit-bearing. Course credit is determined on the number of classroom and homework hours of study that the remedial course requires. The calculation of credit hour is the same as other similar courses offered for full credit.

Minimum Pace-of-Progression. Students must complete coursework at a **cumulative** rate of 66.67%. Completed coursework is defined as any course for which the student receives a passing grade.

<i>Completed Semester Hours:</i>		<i>Attempted Semester Hours:</i>
(all passing grades): All credit hours with a passing grade on students' academic records according to the Office of the Registrar (A, B, C, D), including all transfer hours accepted toward current program, remedial, credit by examination hours, early credit hours taken in high school, and repeat courses.	÷	All completed semester hours (as defined at left), plus all credit hours with a non-passing grade on students' academic records according to the Office of the Registrar, excluding transfer hours not accepted towards current program but including remedial, credit by examination hours, early credit hours taken in high school, courses with a grade of F (fail) or U (unsatisfactory), incompletes, courses from which a student has withdrawn after the add/drop date (including excused withdrawals), and repeated courses.

Maximum Time Frame. To remain eligible for aid, financial aid recipients must complete their educational programs within a time frame no longer than 150% of the published length of their educational programs as measured in attempted credit hours. When students have attempted 125% of their education programs, a letter is mailed to the students' permanent address on file and a message is posted to the students' accounts as notification that they are approaching the maximum time frame. Additionally, Federal guidance states that students are ineligible when it becomes mathematically impossible to complete their programs within 150% of the published program length. Students taking remedial coursework will still be able to complete their program within the 150% of the published length of their program.

Incomplete Grades

Incomplete grades must be completed within 2 weeks of the end of the course. If a final grade is not submitted by the deadline, a grade of "F" will be given. Once a final grade has been submitted, the student will be reevaluated for SAP. In extenuating circumstances, Program Directors can extend the incomplete grade deadline. In these cases, SAP will be recalculated after the incomplete grades have been changed.

Financial Aid Warning

Students are automatically placed on Financial Aid Warning for one semester if they do not meet Minimum GPA and/or Minimum Pace of Progression standards. Office of Financial Aid mails notification of Financial Aid Warning to the students' permanent address on file. A copy of the letter is retained in the student's file. Students continue to receive aid during the semester of Financial Aid Warning.

Students who fail to meet SAP standards during their period of Financial Aid Warning will be placed on Financial Aid Suspension.

Financial Aid Suspension

Students are placed on Financial Aid Suspension for one of the following reasons:

- Do not meet the SAP requirements after one semester on Financial Aid Warning
- Do not meet the requirements of their Academic Plan (See Academic Plan)
- Meet or exceed the Maximum Time Frame requirement to obtain a degree
- Withdrawal from ALL semester credit hours while on Financial Aid Warning

Students are not eligible for financial aid while on Financial Aid Suspension. A letter is mailed to the students' permanent address on file. A copy of the letter is retained in the student's file.

Regaining Financial Aid Eligibility

To regain financial aid eligibility when on Financial Aid Suspension students may:

- 1) Meet minimum SAP requirements while not receiving financial aid, or
- 2) Submit an appeal with an *Academic Plan* for consideration and receive approval

SAP Appeal, Financial Aid Probation, and Academic Plan

Students on Financial Aid Suspension may make a written appeal for reinstatement of eligibility if extenuating circumstances have contributed to their inability to meet Satisfactory Academic Progress (SAP) requirements. Students are limited to one appeal per academic program, barring any extreme extenuating circumstances. Extenuating circumstances include, but are not limited to, the following:

- Death of an immediate family member
- Severe injury or illness of the student or an immediate family member
- Emergency situations such as fire or flood
- Legal separation from spouse or divorce
- Military reassignment or required job transfers or shift changes
- Other extraordinary circumstances

A student who meets the above criteria may appeal by submitting to the Dean of General Education and Student Services (1) a written appeal explaining the circumstances with appropriate documentation that the student wishes to be reviewed in consideration of the appeal and (2) an Academic Plan for consideration. The plan must include a statement of what has changed to allow the student to meet SAP requirements at the next evaluation.

The deadline to submit an appeal for consideration of reinstatement of aid eligibility for a semester is by the end of the second week of a full 16-week semester. Extenuating circumstances impacting this deadline will be reviewed on a case-by-case basis.

The completed written appeal and supporting documentation will be reviewed within 10 business days by the Dean of General Education and Student Services. Students who appeal will be notified by College email of the outcome of the appeal; a copy of that email will be maintained in the student's file. Students whose appeals are granted will be placed on Financial Aid Probation for one semester and will be eligible for aid. At the end of that semester, the student must either meet SAP standards or their Academic Plan. If an appeal is not approved, students must reestablish eligibility by completing courses without federal aid in one or more semesters until SAP standards are met.

The maximum length of an Academic Plan cannot exceed one calendar year (e.g., fall/spring/summer, spring/summer/fall, summer/fall/spring) to meet SAP GPA, pace of progression, and/or maximum time frame requirements. Academic Plans will require students to achieve a GPA of 2.00 or higher and to meet a 66.67% pace of progression during the period of the Academic Plan. The Academic Plan is reviewed after each semester of Financial Aid Probation to determine continuation of financial aid eligibility. Following a semester of Financial Aid Probation, students who meet SAP standards will regain financial aid eligibility. Students meeting the terms of their Academic Plans but not SAP standards may continue on Financial Aid Probation.

Students seeking an additional undergraduate degree after graduating

Financial Aid eligibility for students seeking an additional undergraduate degree is limited to Federal Direct Stafford student loan eligibility for up to 90 credit hours attempted for the additional degree, or 270 total undergraduate credit hours attempted at all institutions, whichever limit is met first.

Repeat Coursework

Federal regulations allow a student to receive financial aid from federal sources (Title IV aid) for only one repeat of a previously passed course. Therefore, financial aid eligibility will be reviewed if a student is repeating for the third time a course for which the student previously earned a passing grade. Depending on the results of that review, financial aid award amounts may require adjustment (e.g., if discounting the repeated course results in a change from full time enrollment). Passing grades for financial aid purposes are grades of A, A-, B+, B, B-, C+, C, C-, D+, D, or P. Students repeating failed coursework may receive aid for multiple attempts. Exceptions

cannot be made for circumstances in which a student has not attained a required grade upon their second attempt for a given class or in order to meet grade point average requirements for graduation (e.g., prerequisite requirements or for courses that require a C grade or better).

Federal Aid Programs

The College participates in the following Federal Programs:

- Federal Pell Grant programs
- William D. Ford Federal Direct Loan Program
- Federal Parent Loan for Undergraduate Students (PLUS)
- Federal Work Study
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant

Federal Pell Grant

This federally funded grant is awarded to high-need students pursuing their first baccalaureate degree. The amount of the award is based on the student's expected family contribution and enrollment status. Students are encouraged to view the ED's Federal Student Aid Handbook for more information on Title IV programs (www.studentaid.gov).

William D. Ford Federal Direct Loan Program

Students apply for federally guaranteed direct Loans by submitting the FAFSA/Renewal FAFSA (the results of which determine what portion of the money borrowed is subsidized and/or unsubsidized), completing entrance counseling, and a one-time Master Promissory Note. On subsidized (need-based) loans, the government pays the interest while the student is enrolled at least half time. The student is responsible for the interest that accrues on unsubsidized (non-need-based) loans. The amount a student is able to borrow each year is determined by his or her academic level, the annual loan limits set by the government, and the period(s) of enrollment. Repayment begins six months after the student ceases to be enrolled at least half time.

Federal Parent Loan for Undergraduate Students (PLUS) Loan Program

Parent PLUS loans provide educational funds to parents/step-parents of dependent students who are enrolled at least half time. To be eligible, parents must demonstrate credit-worthiness and meet the same citizenship requirements as students.

Federal Work Study

Federal Work Study funds are paid to students working on campus, who have need and do not have a prior Bachelor's Degree.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant is awarded to students who are enrolled, have not received a Bachelor's degree, have a zero EFC and are meeting the College's Satisfactory Academic Progress policy.

Iraq and Afghanistan Service Grant

The Iraq and Afghanistan Service grant is available to students who had a parent or guardian who died as a result of military service performed in Iraq or Afghanistan after the events of 9/11. Recipients must have been under the age of 24 or enrolled in college at least part-time at the time of death. Students must meet all Federal Pell Grant eligibility requirements, except for an eligible Expected Family Contribution (EFC).

Missouri State Aid Programs

SEHCON participates in the following state programs:

- Access Missouri Grant
- Bright Flight
- Fast Track

Students that meet the necessary criteria are notified of their State eligibility via their financial aid award letter. The criteria for continued eligibility is provided by Missouri Department of Higher Education and Workforce Development. For more information on state financial aid programs, please visit <https://dhewd.mo.gov/ppc/grants/>.

Withdrawal Notification

Students no longer interested in attending the College should discuss the withdrawal process with their program director. Students who find it necessary to withdraw from the program (that is, from all classes) must complete a Withdrawal Form indicating the intent to withdraw; that form is provided to the Registrar, who notifies the Financial Aid Office of the withdrawal. The student is also encouraged to discuss the implications of withdrawal with both the Billing Office and the Financial Aid Office.

Absent extenuating circumstances, any student not attending classes within 14 days will be considered withdrawn and the last date attended will be used to calculate financial aid eligibility. For more information, please see Attendance Policy.

The withdrawal date used by the College is the last date of academic attendance, defined as the last date on which the student participated in an academically related activity as determined from attendance records. The Financial Aid Office will document the withdrawal date determined in accordance with College policies and federal requirements and maintain the documentation as of the date of the College's determination that the recipient withdrew, as defined in this section. Students that did not successfully complete the semester, will need to go through the Return to Title IV process, to determine how much aid they are eligible to receive for the semester.

Process Overview and Applicability

The Financial Aid Office, in accordance with Federal regulations, will perform a Return of Title IV Funds (R2T4) on any Title IV recipient who withdraws from the College during a payment period in which the student began attendance. The R2T4 calculation process is completed using the Department of Education's R2T4 Calculator located on the COD website.

A letter will be sent to the student notifying them of their R2T4 calculation results and what their required responsibilities will need to be done, i.e. Exit Counseling.

The following is made available by the College to prospective and enrolled students, through publications, mailings, or electronic media:

- Refund Policy of the College
- Attendance Policy; and
- Requirements for Return of Title IV funds

Determining R2T4

The amount of earned financial aid is calculated on a daily basis from the first day of classes. The process uses calendar rather than business days. The percentage of the term completed = the number of days completed divided by the total days in the term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Students enrolled in standard term courses—Returns apply to students that withdraw on or before the 60% point of the term. For a student who withdraws after the 60% point-in-time, there is no unearned financial aid.

Definitions

Standard Term—Defined as fall or spring semesters equaling 14 to 21 weeks of instruction.

Module— A program that uses a standard term academic calendar, is not a subscription-based program and a course or courses in the program do not span the entire length of the payment period or period of enrollment. (i.e. 1st 8 week courses, 2nd 8 week courses during a fall or spring semester)

Successful completion—earning a passing grade; See SAP policy for definition of passing grade

Exceptions

Students enrolled in modules are not considered withdrawn if the following requirements are met:

- Successfully completes a module (or a combination of modules) that includes 49% or more of the number of days in the payment period. (49% cannot be rounded up)
OR
- Successfully completes coursework equal to or greater than the coursework required for the institution's definition of a half-time student for the payment period (6 credit hours during a standard term)
OR
- All requirements for graduation from the students' program before completing the days or hours in the period that the student was scheduled to complete

Students are also not considered to have withdrawn if the institution obtains written confirmation from the student at the time of the withdrawal that the student will attend a later module in the same payment period of enrollment and that module begins no later than 45 calendar days after the end of the module the student ceased attending. A student may change the date of return that begins later in the payment period provided that the student does so in writing prior to the return date previously confirmed.

Leave of Absence

The College does not utilize "leave of absence" for financial aid purposes. The student who takes an academic leave of absence is considered withdrawn for financial aid purposes and a Return of Title IV funds calculation is performed on the student's account.

The College's Leave of Absence Policy, including information about Financial Aid consequences can be found in the Student Handbook and the College Catalog.

Prior to being granted a LOA, the student is encouraged to meet with the Financial Aid staff to discuss effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including expiration of the student's grace period.

Calculation

The calculation of earned Title IV funds includes the following Title IV grant and loan funds if they were disbursed or could have been disbursed to a student for the period of time for which the calculation is being performed (payment period or period of enrollment).

- Pell Grant
- Iraq and Afghanistan Service Grant
- Federal Supplemental Opportunity Grant (FSEOG)
- Direct Loans (Subsidized, Unsubsidized, and Plus)

The College will calculate institutional costs when conducting R2T4 calculations. The College includes book charges posted to student accounts as institutional costs, as well as other costs as appropriate. The calculation for R2T4 purposes are based on initial charges at the beginning of the semester. The withdrawal date used by the College is the last date of academic attendance for both official and unofficial withdrawals.

In the case of a student who unofficially withdraws, determination is made within 14 days of last attendance date. Returns to financial aid programs will be made within 45 days of the date the student officially or unofficially withdraws, is expelled, or takes a leave of absence.

The order of return of funds by the College is as follows:

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Direct PLUS Loans
- Federal Pell Grants
- Iraq and Afghanistan Service Grant
- Federal Supplemental Opportunity Grant (FSEOG)

The R2T4 calculation process is completed using the Department of Education's R2T4 Calculator located on the COD website. Typical rounding procedures will be performed. The student is obligated to return any Title IV overpayment by making repayment arrangements satisfactory to the school.

Notification mailed to students' permanent address will include the following:

- Documentation of R2T4 calculation
- Amount of Title IV funds required to be returned by the student (if there are any)
- Requirement of Exit Loan Counseling and web address where it can be accessed
- Reminder that the loan servicer will be in touch with the student and/or parent (Parent Plus Loan)
- Reminder to contact Business Office to discuss remaining balance on student's account (if applicable)

Copies of all documentation will be stored in the students' file.

Treatment of Title IV Credit Balances when a Student Withdraws

When a student withdraws during an enrollment period, a Title IV credit balance created during the period is handled as follows.

1. No portion of a Title IV credit balance is released to the student nor is any portion returned prior to performing the R2T4 calculation. The College will hold these funds even if, consistent with the 14-day credit balance payment requirements, it would otherwise be required to release them.
2. Title IV credit balance allocation is as follows:
 - a. Any Title IV credit balance is allocated first to repay any grant or loan overpayment owed by the student as a result of the current withdrawal
 - b. In accordance with the cash management regulations to pay authorized charges at the institution;
 - c. With the student's authorization, to reduce the student's Title IV loan debt (not limited to loan debt for the period of withdrawal); or
 - d. As a post-withdrawal disbursement to the student (or parent for a Direct PLUS Loan)

If the College cannot locate the student (or parent) to whom a Title IV credit balance must be paid, the College will make determinations that are in the best interest of the individual student. The College will apply refund policy before allocating a Title IV credit balance.

Crediting Post-Withdrawal Disbursements

A school must disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew. Loan funds must be accepted within 180 days of the date the school determined the student withdrew. Post-withdrawal disbursements are first credited to the student's account for allowed charges but will pay or offer any remaining amount to the student or parent within 14 days. SEHCON's Financial Aid Office notifies the student or PLUS borrower within 30 days of withdrawal by mail of their right to a post-withdrawal disbursement to the student account, the disbursement date and amount, and the loan cancellation right. The student will have no more than 30 days to accept a post-withdrawal disbursement.

Veteran's Benefits

Veterans who wish to use VA benefits while at Southeast Missouri Hospital College of Nursing and Health Sciences will need to provide additional information to the financial aid office.

Veterans Administration Educational Benefits

Veterans using their educational benefits must first apply through the Veterans Administration. Once the Certificate of Eligibility has been received, a copy will need to be submitted to the financial aid office.

Documentation of Military Service

If VA benefits are being utilized, additional documentation of your military service may be requested. A copy of your DD-214, a copy of your military ID, or other acceptable document will need to be provided. A copy of your Military Records, including a DD-214, can be obtained at

<https://www.ebenefits.va.gov/ebenefits/homepage>

- Sign in with your DoD Self Service Login
- Hover over the "Manage" tab and select "Documents and Records"
- Select "Military Personnel File"
- You must first "Request your OMPF Information" then within 24 hours the information will be available

TA Payments

The College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

Free Application for Federal Student Aid (FAFSA)

Veterans Services recommends that all student veterans apply for financial aid by submitting the Free Application for Federal Student Aid (FAFSA). Your recent separation/deployment may have earned you the right to receive federal grants to assist you financially while you are pursuing your career goals through higher education. FAFSA applications are available for online completion at www.studentaid.gov.

If your income has changed significantly as a result of a recent deployment, you may be eligible to complete a Special Circumstance. Please contact the financial aid office for additional information.

Incentive Payments

The College of Nursing & Health Sciences does not provide any commission, bonus or other incentive payment to any persons or entities engaged in any student recruiting, admission activities, or decision-making regarding the award of student financial assistance.

Recruitment Tactics

The College of Nursing & Health Sciences does not participate in high-pressure recruitment tactics. This is defined as three or more contacts in one day in any method.

Enrollment

If receiving tuition assistance, the educational institution will only enroll the service member after the assistance is approved.

Student Loans

Service members that fall under the HEROES Act have special protections when it comes to student loans. You will need to discuss your status with your lender and documentation may be required.

Rehabilitation of Certain Defaulted Student Loans

Service members that fall under the protected status of the HEROES Act are given special consideration to rehabilitate a defaulted student loan. Lenders serving those affected by the HEROES Act must not count missed payments during the protected service period as interruption “in the number of monthly, on-time payments required to be made consecutively”. When the service member is no longer on protected status, the required qualifying payments may resume “at the point they were discontinued” as a result of the HEROES Act protections.

Confidentiality of Student Records (FERPA)

Family Educational Rights and Privacy Act (FERPA)

Southeast Missouri Hospital College of Nursing & Health Sciences is compliant with the Family Educational Rights and Privacy Act of 1974 (FERPA). Students have a right to inspect and view their records, to seek to amend education records, and the right to have some control over the disclosure of information from education records. The request form and process information are available in the Registrar’s office.

According to FERPA, custodians of education records must comply with student requests to inspect and review records within 45 days of the receipt of the request.

Student’s Right to Review Record

Students have the right to inspect their student records. Inspection of student records maintained by the Registrar’s office is by appointment only and must be arranged 30 days in advance. Records will be reviewed in the Registrar’s office. Students should call 573-334-6825 (ext. 23) to make an appointment. Students also have the right to seek to amend those records. A student who believes that information contained in his/her education record is incorrect, misleading, or a violation of privacy or other rights may submit a written request to the Registrar, specifying the document(s) being challenged and the basis for the complaint. The request will be sent to the responsible person. Within 30 business days of receipt of the request for amendment, the College will decide whether to amend the records in accordance with the request. The student will be notified in writing as to the decision. If the decision is to refuse to amend, the student will be advised of the right to file a grievance.

Directory Information and Disclosure of Student Records

Certain information about a currently enrolled student---name, date of birth, local and home addresses, telephone number, current semester hours carried, classification (first year student etc.), major dates of attendance, degrees and honors earned and dates, college email, the most previous education agency or institution attended, participation in College organizations and events, graduation points, and pictures of students participating in College activities—is considered public directory information by our College and may be released to certain persons, businesses, and organizations external to the College as explained in the FERPA information received by each student.

Students can indicate that they do not want their student directory information released. They need to complete the request with the Registrar within 10 days of the beginning of the semester.

Student Life

Student Organizations

Each student is a member of the Southeast Missouri Hospital College of Nursing and Health Sciences Student Organization (Council). Membership information is provided during FYS 101. Each class will elect a representative. *Information regarding membership opportunities in state and/or national career-specific organizations is available through the Council.*

National Student Nurse Association

Nursing students can belong to the National Student Nurse Association through the College's local chapter. Information about this organization is provided to nursing students during initial nursing courses.

Honor Society

Qualified associate degree students from all programs can join Phi Theta Kappa Honor Society. The primary purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students.

Alumni Association

In September of 1996, the Southeast Missouri Hospital College of Nursing and Health Sciences Alumni Association was formed. The alumni are graduates or individuals who have attended the College with interest and ongoing involvement in promoting and supporting the College and its educational dedication and goals. The alumni members dedicate personal time assisting with graduation ceremonies and other various student functions. The alumni members are elected to office on an annual basis. Membership is open for any graduate student from Southeast Missouri Hospital College of Nursing and Health Sciences. All membership fees and donations are used primarily for the benefit of the association, current college students, and the College of Nursing and Health Sciences.

Library Services

All students have access to the College's digital library. Students also have access to Kent Library on the campus of Southeast Missouri State University. The College has a resource room on campus with additional resources and a quiet area for study.

Cafeteria

Vending machines, refrigerators and microwave ovens are available for student/staff use. During clinical experiences at local facilities, students may use the local cafeteria/restaurant facilities as well as "break" areas. Students may receive a discount when wearing ID badges.

Bookstore

SEH College does not have a standalone bookstore, but partners with Barnes & Noble College online bookstore to provide textbooks and book buyback for students. Student who are eligible for financial aid can use the online bookstore to charge books.

Clothing

Student Council sells college monogrammed clothing to faculty, staff, and students. All proceeds go toward student council directed projects. To purchase SEH College clothing, see Deanna Sells or Dr. Melinda Sinning in the Student Services hallway.

Information Technology

Being able to demonstrate the ability to use technology to find, evaluate, apply information, and subsequently, to communicate that information to others accurately and concisely is a general education objective, and is thus shared across all programs at SEH College. To support our students in achieving this objective, computer labs are available near classrooms and faculty offices on the second and third floors, as well as in public and study areas. The Learning Management System is Moodle. Wireless internet connectivity is available throughout the building. The college has personnel available to help students learn and master the technology requirements of the curriculum and college. Many faculty members choose to communicate with students by e-mail, so students must maintain a valid e-mail address.

Minimum Technical Requirements for Online or Blended Courses

Below are the technical requirements, both minimum and preferred, for students to participate in blended and/or online courses at the College:

Preferred:

Computer Type	PC	Macintosh
Processor	Intel Core i3 or equivalent	Intel Core i3 or faster
Memory	8 GB RAM	4 GB RAM
Hard Drive	256+ GB	256+ GB
Operating System	Windows 8.1 or 10	OS 10.8 or higher
Other Software	<ul style="list-style-type: none">• Microsoft Office 2010• Google Chrome 50• Adobe Acrobat Reader• Adobe Flash 10.0+• Antivirus/antimalware software with current subscription	<ul style="list-style-type: none">• Microsoft Office 2011 or higher• Safari 5• Adobe Acrobat Reader• Antivirus Software with current subscription
Other Hardware	<ul style="list-style-type: none">• 10/100BASE-T Ethernet adaptor (usually built-in)• 15'-25' CAT-5 Ethernet cable• USB Flash Drive (for portable storage)• 802.11n or ac wireless capabilities	<ul style="list-style-type: none">• 10/100BASE-T Ethernet adaptor (usually built-in)• 15'-25' CAT-5 Ethernet cable• USB Flash Drive (for portable storage)• 802.11n or ac wireless capabilities

Minimum:

Computer Type	PC	Macintosh
Processor	Intel Dual 2.5 GHz Core Duo or equivalent	Intel Dual 2.5 GHz Core Duo
Memory	8 GB RAM	2 GB RAM
Hard Drive	160+ GB	120+ GB
Operating System	Windows 8.1 or 10	OS 10.7 or higher
Other Software	<ul style="list-style-type: none">• Microsoft Office 2010• Chrome 50• Adobe Acrobat Reader• Antivirus/antimalware software with current subscription	<ul style="list-style-type: none">• Microsoft Office 2011 or higher• Safari 5• Adobe Acrobat Reader• Antivirus software with current subscription
Other Hardware	<ul style="list-style-type: none">• 10/100BASE-T Ethernet adaptor (usually built-in)• 15'-25' CAT-5 Ethernet cable• USB Flash Drive (for portable storage)• 802.11n wireless capabilities	<ul style="list-style-type: none">• 10/100BASE-T Ethernet adaptor (usually built-in)• 15'-25' CAT-5 Ethernet cable• USB Flash Drive (for portable storage)• 802.11n wireless capabilities

Academic Achievement

Academic Success Program

The Academic Success Program is designed to help the student increase their chance of success in their program. Students can work one on one with their Course Instructor. In Addition, a student identified as weak in nursing may be directed to the Nurse Tutor for additional assistance.

The Academic Success Coach (ASC) and Nurse Tutor will work closely with students identified as at risk related to poor skills for studying, test taking, time management, and/or organizational skills. The Academic Success Coach is available to the general student population as well. The ASC will work with the student to develop an individualized action plan to enhance learning and study skills. Contact the ASC to schedule an appointment. The Academic Success Coach will also conduct study hall hours each week during the semester. A schedule will be posted on the Study Hall door and on Moodle.

Services for Students

Faculty Advisor

Once in a program, each student will be assigned to a faculty member who will advise the student in regard to meeting academic requirements of the program. Faculty Advisor will meet with the student as per the Student Handbook.

Parking

Students are to register for a parking permit upon enrollment. Each student will be issued a parking permit when they begin classes. Students who do not register their vehicle will not be able to begin classes. Students may park in any student parking lot on the College Campus. Students are to adhere to parking policies of affiliated clinical facilities.

Students who violate student parking regulations:

1. Receive a warning with the first offense.
2. Receive a \$5.00 fine for the second recorded offense.
3. Receive a \$10.00 fine for the third offense.
4. Receive a \$25.00 fine for each additional offense.

Students owing parking violation fines at the end of the semester will not be allowed to attend class in the successive semester until all fines are paid. No make-up work or clinical experiences will be allowed during the time students are prohibited from attending class.

Student Lockers

Lockers are available to students who may want to use them while attending class at the College and at some clinical sites. Students are responsible for their own locks. Locks are to be removed by the last day of class.

Student Lounge

Student lounge areas are located at the College. Students are to abide by the clinical facilities' policies regarding student/employee lounges when attending clinical experiences.

Telephone

In case of serious emergencies, personnel will accept and relay a message for the student. The College will not accept other personal or business messages for students. Students may take calls and return message during breaks on personal phones.

Business Office

Financial Probation / Suspension

A past due account may result in a student being placed on "financial probation". When, after the College has made an effort to notify the student, the student does not take appropriate action to pay the delinquent charges, the student may be placed on "financial suspension". When "financial suspension" occurs, the student is ineligible to attend classes, take exams, or receive grades.

Refund Policy

The effective date of withdrawal/dropped class is the date the withdrawal/cancellation is received by the Administrative Office. Forms must be returned to Administration to be considered an official withdraw. For students withdrawing/cancelling all classes, the Business Officer will refund fees approximately four weeks after the withdrawal is processed. All balances due to the College as a result of other obligations will be deducted from the amount to be refunded. Based on the withdrawal/dropped class effective date the following refund schedules apply:

16 Week Classes	Refund	8 Week Classes	Refund
Through the 1st week of semester	100%	Through the 1 st week of semester	100%
Second Week	70%	Through 2 nd day of week 2 of semester	70%
Third Week	60%		
Fourth Week	50%	Remainder of second week of semester	50%
After Fourth Week	0%	After Second Week	0%

Student Withdrawal

When a student withdraws from the College, Federal Regulation mandates the amount and order of Federal Title IV funds that must be returned based on the College's last documented day of class attendance for the student. In some cases, the return of Federal Title IV funds will leave an unpaid balance on the student's account for which the student is responsible. The student will be given a reasonable amount of time to contact the College regarding setting up payment, etc. before the account will be turned over for collection. The complete Return to Title IV policy can be found at <https://www.sehcollege.edu/financial/financial-aid>.

Return of Military Tuition Assistance

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the Department of Defense policy, Southeast Missouri Hospital College of Nursing & Health Sciences will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

Schedule for returning unearned TA:

16 Week Classes	Return	8 Week Classes	Return
Before or during weeks 1-2	100%	Before or during week 1	100%
During weeks 3-4	75%	During week 2	75%
During weeks 5-8	50%	During weeks 3-4	50%
During weeks 9-10	40% (60% of course is completed)	During week 5	40% (60% of course is completed)
During weeks 11-16	0%	During weeks 6-8	0%

In instances where a service member stops attending due to military service obligation, the College will refund Tuition assistance at 100%.

Questions regarding any discrepancies on the invoice or statement may be referred to the College Business Officer.

Professional and Career Development Services

SEH College program directors work with the students in their programs to prepare them for industry certification and job placement post-graduation. Students are invited to attend the Job Fair hosted by Southeast Health. Likewise, Southeast Health Human Resources often visit classes to provide vital employability information.

Student Disability Services

Accommodations of Special Needs

The Dean of Student Affairs and General Education serves as the disability officer of the College and is responsible for evaluating accommodation requests and coordinating reasonable accommodation needs for qualified students.

The College uses the federal definition of “disability” as it appears in the 1990 Americans with Disabilities Act (ADA): A disabled person is someone who has (a) a physical or mental impairment that substantially limits one or more of his or her major life activities; (b) a record of such impairment; or (c) who is regarded as having such impairment (US Department of Justice, 1990; see <http://www.ada.gov/pubs/ada.htm> for additional details). Because the College conducts blind admissions through which students do not have the opportunity or need to identify any disability or potentially limiting condition, the College does not base admissions decisions on such personal qualities.

The procedure to obtain services is found in the Student Handbook.

Expectations for Students

Student Attendance Requirements

Attendance at all classes is expected and strongly encouraged. Absence for any reason does not relieve the student of the responsibility for all course requirements. If students are absent more than one theory class in each semester and/or one shift of clinical in each semester they will be subject to academic/clinical review and possible disciplinary action including the loss of class points and up to dismissal from the College. (See individual course syllabi). Precluding specific program attendance requirements, students who miss all courses for two weeks will be administratively withdrawn from the College. Once withdrawn, students may have all or a portion of their financial aid returned. For the full Financial Aid Policy, please visit www.sehcollege.edu/financial/financial-aid. The College reserves the right to request validation of student illness, etc., (i.e., physician's excuse, etc.). If absence is due to extenuating personal circumstances, consideration may be given.

Students are to notify the College if they anticipate an absence from a theory class. Students will be required to make-up any missed clinical shifts and/or complete additional assignments at faculty discretion for absence, tardy or early departure. Students are to call the appropriate faculty member and the assigned clinical facility and preceptor when applicable if they will be absent. Scheduled labs missed must be made-up prior to the next scheduled lab.

Any student who has been hospitalized must submit a full release from the treating physician indicating that the student may return to clinical and fully participate without restrictions.

Students are expected to arrive promptly for all scheduled learning experiences. If a student is unexpectedly delayed, they must notify a faculty member as soon as possible. Excessive tardiness, defined as two episodes of late arrivals or early departures, may result in academic/clinical review and possible disciplinary action (See individual course syllabi).

Professional Conduct

Students are expected to conduct themselves in a professional manner. Professional conduct is expected both in the classroom and clinical settings. Any student has a duty to report any arrests or criminal convictions that occur while they are enrolled in classes at the College.

The standards of professional conduct include but are not limited to:

1. Attending and actively participating in learning experiences
2. Respecting self and other individuals
3. Conducting self in professional manner
4. Adhering to all SEH College policies

Failure to comply with standards of professional conduct will result in disciplinary action and may result in dismissal from the College. Any student has a duty to report any arrests or criminal convictions that occur while they are enrolled in classes at the College.

Academic Dishonesty

SEH College expects all of its students to be aware of and follow the policy on academic and clinical honesty. It is our belief that honesty in the classroom and clinical settings will carry over from graduation into the chosen workplace.

In addition to cheating, academic dishonesty includes the following:

- Plagiarism: representing another's work/ideas/thoughts as your own without the customary and proper acknowledgement of the source(s).
- Bribery: offering items or services of value to gain academic/clinical advantage.
- Falsifying: misrepresentation, fraudulent alteration or lying for academic/clinical dishonesty.
- Fabrication: use of invented or false information/research with the intent to deceive for academic/clinical advantage.

Students who engage in dishonest behavior are subject to sanctions, up to and including expulsion.

Program Deans, Directors, and the President of the College reserve the right to dismiss any student at any time for professional misconduct or gross negligence.

Sexual Harassment Policy

The College is committed to a humane atmosphere in which individuals do not abuse their personal authority or power in interpersonal relationships. It is the policy of the College that no member of the academic community may harass another. Students should refer to their Student Handbook for the complete policy.

Student Liability Insurance

Student liability insurance is provided by Hospital Services Group through SoutheastHEALTH. It is important for all students to understand that they are held professionally liable for any services rendered. Professional liability insurance is available from a variety of companies. Each student is encouraged to consider enrollment in an individual plan.

Student Records

Repeating A Course

If a student finds it necessary to repeat a course, each attempt and grade will appear on the student's transcript and noted as "Repeated." However, only the most recent grade will be calculated into the student's grade point average. Repeating courses may affect your financial aid, so before repeating a course, please consult the Financial Aid Office. For complete policy on Repeating Coursework, please visit <https://www.sehcollege.edu/financial/financial-aid>.

Auditing A Course

Auditing is attending a course regularly without credited participation in course work. Student may audit a class with the permission of the instructor and approval of the appropriate dean or director if seating is available. Academic credit is not awarded for an audited course, no academic record is maintained, and financial aid is not available. Students will pay for 1 credit hour and 100% of assessed fees for the course.

- It is up to the instructor whether the auditing student is allowed to submit homework or take the examination. However, if a director/dean requires auditing for (re)admission, the instructor should abide by director's/dean's instructions.
- The auditing student is expected to attend class regularly. Students who are non-compliant with auditing procedures will be brought to attention of program director/dean.
- Auditing students are held to the same classroom etiquette as a regular student and may be dismissed from the class for disruptive behavior.

The Dean or Director will need to complete the Registration Change Form to indicate the student be allowed to audit the course. This form is available on the College website.

Grade Reports and Official Transcripts

An official SEH College transcript is signed by the Registrar. Each student is furnished one official transcript upon program completion. In addition, the licensing or certifying agency for the individual's profession will be sent a transcript upon program completion at no charge if applicable. A fee is charge for each transcript requested thereafter.

SEH College cannot forward the original or copy of any document received by the College from another institution or agency to a third institution or the student. Transcripts, test scores, etc. must be requested by the student from the originating institution or agency.

At the end of every semester, a grade report will be available to each student. These reports will be withheld if there are any outstanding obligations, financial or otherwise, to the College. Students not meeting these obligations may not be allowed to progress to the subsequent course at the College until their records are cleared.

Withdrawals

Students who find it necessary to withdraw from a program after classes have started should complete the appropriate form indicating their intent to withdraw from the College. Registration Change Forms are available from the Program Director or the Registrar. This form is used to:

- a. change registration for students after the registration period,
- b. full course sections or department-controlled course sections or
- c. override enrollment holds
- d. withdraw from the College.

Students who withdraw from a course will have a grade letter of W recorded for the course grade that he/she was enrolled in at the time of withdrawal provided he/she withdraws by week 11 of a 16-week course or week 6 of an 8-week course. Withdrawal after this time will result in a failing grade (F) on the student's record and transcript.

If a student fails to complete and submit the Registration Change form indicating their intent to withdraw, a failing grade (F) will be recorded on the student's record.

Students who are "No Shows" or who stop attending classes may be withdrawn from a program and/or the College. The parameters for grades are the same as a voluntary withdrawal.

Students who plan to withdraw from a course and/or a program should check with the financial aid and business office to receive information regarding charges for the course(s) they plan to withdraw from a how this change may affect their financial aid before completing their request.

Students who withdraw from a program for any reason are required to complete the Exit Survey, which is the second page of the Registration Change Form and turn in College ID badges.

Readmission

Students who withdraw or who fail to progress in a program must reapply to their program. Students should refer to their program specific area of the Student Handbook. They may have a maximum of up to two attempts to complete a program. A readmission exception may be considered for individuals who were previously twice unsuccessful in the ADN nursing program, but have since successfully completed an LPN or EMT/Paramedic program, obtained licensure, and thus having demonstrated ability to participate in and be successful in a rigorous educational program. In addition, if students return within three (3) years, they are not required to repeat courses for which they received a "C" or better while previously enrolled in a College program. Students readmitted after three (3) years, however, may be required to repeat the entire program. Nursing students seeking readmission should see program specific requirements.

Students wishing to change tracks within a program must submit a written request to the Program Director or Dean. The request will be considered on a seat available basis. Students who wish to change tracks within a program must do so prior to the start of classes or at the completion of a semester. All requests will be considered on a space available basis.

Leave of Absence

The College and program policy require students make steady progress toward completing their program. Thus, a leave of absence (LOA) will be granted only under unusual circumstances. Students requesting a Leave of Absence due to military service obligations, please see Leave of Absence for Military Service Members. In order to be considered for an LOA, a student must have completed one full semester at the College and must have a current grade point average (GPA) of at least 2.0 in program specific courses, be passing all currently enrolled classes, and be in good financial standing with the college. (The GPA requirement is waived for LOA resulting from medical conditions.)

Circumstances Warranting LOA: A LOA may only be granted under the following circumstances:

- Maternity or paternity leave for the birth or adoption of a baby;
- Family care and medical leave to attend to the serious health condition of the student or a family member;
- Pregnancy associated medical conditions;
- Other unanticipated emergencies including, but not limited to, a sudden change in the student's or family member's employment status, which leads to a drastic change in financial status. An absence LOA based on such "hardship" cases may be granted only after the student has made a serious effort to secure financial aid and/or loans. (Students are encouraged to seek assistance from the Financial Aid Office in finding aid or loans.)
- Program Director/Dean discretion, upon review and approval by administrative leadership team (Directors/Deans).

Procedure for Obtaining a LOA: An LOA can only be obtained with the written approval of the Program Director or Dean.

- A student applying for a LOA, or an extension of an LOA, must meet with their Program Director or Dean and complete, sign, and date the Student Leave of Absence Form.
- In appropriate circumstances, students may be requested to provide documentation supporting their request (e.g., information from a physician indicating a leave is medically necessary);
- Students must apply as soon as possible, generally before beginning leave unless prevented from doing so by severe emergencies, or medical conditions.
- In addition, if a student is a recipient of federal student aid (e.g., federal grants, loans, Federal Work Study jobs), the student must speak with the financial aid staff before the LOA or extension will be granted.

Financial Aid: If a Leave of Absence is granted, please note that for financial aid purposes this is considered a withdrawal and may result in financial aid being returned. Students are encouraged to speak with the Financial Aid Office prior to requesting a Leave of Absence.

Parameters of Student Leave of Absence: If approved, a LOA is normally granted for less than one year. In the case of pregnancy and other medical related leaves, a LOA is granted for as long as the student's physician deems medically necessary. As the student on LOA status continues to be considered academically a student of the College during the leave of absence, the student may not take courses at other institutions while on leave of absence.

Grades: Students granted LOAs will be withdrawn from all current courses as of the date they submitted complete Student Leave of Absence Forms, including required documentation. Where this occurs before the add/drop date, no grade will appear on the student's transcript; where it occurs after the add/drop date, a grade of W will generally be awarded. In cases of pregnancy, and other leaves as deemed appropriate by the Program Director/Dean, students will be given the option of receiving an I (incomplete) grade and the opportunity to complete work at a later date, if possible, given the coursework at issue.

Readmission: Students granted leaves of absence need not reapply for admission if returning for the semester designated for return (i.e., if returning at or before the expiration of the LOA). Students who do not return for the semester designated for return must apply for readmission.

Refunds and Tuition: Students who are withdrawn from courses due to an approved LOA may receive refunds under the College's institutional refund policy. Students returning from leaves of absence who were withdrawn from courses may take those same courses again without charge where they have paid for the courses in full and have not received a refund; if a student received a refund under the College's institutional refund policy when withdrawn, upon return the student will be charged a percentage of the current charge for the course that

corresponds to the refund percentage to equal full payment—for example, if a student was withdrawn from a course and received a 70% refund, the student will be charged 30% of the current charges for that same course when returning from an LOA.

Leave of Absence for Military Service Members: Leave of Absence for Military members only applies if the leave is directly associated with a leave due to military service. If not related directly to military service, the Leave of Absence policy will apply.

Notification: The student must notify the school of their military service and intention to return to school as follows:

- Notification of military service. The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of such service to the school as far in advance as is reasonable under the circumstances. This notice does not have to indicate whether the student intends to return to the school and may not be subject to any rule of timeliness. (Timeliness must be determined by the facts in each case.) Alternatively, at the time of readmission, the student may submit an attestation of military service that necessitated the student's absence from the school. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.
- Notification of intent to return to school. The student must also give oral or written notice of their intent to return to the school within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to the school's established leave of absence policy and general practices.
- Students returning after service will need to inform their program director of their intent to return. The school may not require that these notices follow any particular format. Documentation may be required.

Readmission: A school must promptly readmit a service member with the same academic status as they had when last attending the school or accepted for admission to the school. This requirement applies to any student who cannot attend school due to military service.

The College will promptly readmit the student into the next class or classes in the program beginning after student provides notice of intent to reenroll, unless student requests a later date or unusual circumstances require the school to admit the student at a later date. This requirement supersedes state law—for example, a school must readmit a qualifying service member to the next class even if that class is at the maximum enrollment level set by the state.

The school must admit the student with the same academic status, which means

- to the same program to which the student was last admitted or, if that exact program is no longer offered, the program that is most similar to that program, unless the student chooses a different program;
- at the same enrollment status, unless the student wants to enroll at a different enrollment status;
- with the same number of credit hours or clock hours previously completed, unless the student is readmitted to a different program to which the completed credit hours or clock hours are not transferable, and
- with the same academic standing (e.g., with the same satisfactory academic progress status) the student previously had.

If the student is readmitted to the same program, for the first academic year in which the student returns, the school must assess the tuition and fee charges that they were or would have been assessed for the academic year during which the student left the school. However, if veterans' education benefits or other service member education

benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, the school may assess those charges to the student as well.

If the student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, the school must assess no more than the tuition and fee charges that other students in the program are assessed for that academic year.

The cumulative length of the absence and of all previous absences from the school for military service may not exceed five years. Only the time the student spends actually performing service is counted.

The College must make reasonable efforts to help prepare the student. If the school determines that the student is not prepared to resume the program with the same academic status at the point where they left off or will not be able to complete the program, the school must make reasonable efforts at no extra cost to help the student become prepared or to enable them to complete the program. This includes providing refresher courses and allowing the student to retake a pretest at no extra cost. The school is not required to readmit the student if it determines:

- that there are no reasonable efforts it can take to prepare them to resume the program at the point where the student left off or to enable them to complete the program, or
- that after it makes reasonable efforts (those that do not place an undue hardship on the institution), the student is not prepared to resume or complete the program.

Definitions:

Military service (or service in the uniformed services)—service, whether voluntary or involuntary, in the armed forces, including service by a member of the National Guard or Reserve on active duty, active duty for training, or fulltime National Guard duty under federal authority, for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days. This does not include National Guard service under state authority.

Service member—someone who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform, service in the uniformed services.

Appropriate officer—A warrant, commissioned, or noncommissioned officer authorized to give such notice by the military service concerned.

Armed Forces—the U.S. Army, Navy, Air Force, Marine Corps, and Coast Guard.

Active duty— full-time duty in the active military service of the United States. Active duty includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Active duty does not include full-time National Guard duty.

Termination for bad conduct—A student's readmission rights terminate in the case of a dishonorable or bad conduct discharge, general court-martial, federal or state prison sentence, or other reasons as described in 34 CFR 668.18(h).

Undue hardship—An action requiring significant difficulty or expense when considered in light of the overall financial resources of the institution and the impact otherwise of such action on the operation of the institution. The school has the burden to prove by a preponderance of the evidence that the student is not prepared to resume the program with the same academic status at the point where they left off or that they will not be able to complete the program.

Documentation Required: A student who submits an application for readmission to an institution shall provide to the institution documentation to establish that:

- The student has not exceeded the service limitation.
- The student's eligibility for readmission has not been terminated due to an exception.
Documents that satisfy the requirements include, but are not limited to, the following:
- DD (Department of Defense) 214 Certificate of Release or Discharge from Active Duty.
- Copy of duty orders prepared by the facility where the orders were fulfilled carrying an endorsement indicating completion of the described service.
- Letter from the commanding officer of a Personnel Support Activity or someone of comparable authority.
- Certificate of completion from military training school.
- Discharge certificate showing character of service.
- Copy of extracts from payroll documents showing periods of service.
- Letter from National Disaster Medical System (NDMS) Team Leader or Administrative Officer verifying dates and times of NDMS training or Federal activation.

The types of documents that are necessary to establish eligibility for readmission will vary from case to case. Not all of these documents are available or necessary in every instance to establish readmission eligibility. An institution may not delay or attempt to avoid a readmission of a student under this section by demanding documentation that does not exist, or is not readily available, at the time of readmission.

Tuition Assistance: Students who receive tuition assistance will have a portion of their tuition assistance returned based on how many weeks they attended. For our complete policy, please visit the Veterans Checklist on our website.

Financial Aid: For any leave of absence, all federal financial aid will follow the Return To Title IV policy. For the complete policy, please visit our website at <https://www.sehcollege.edu/financial/financial-aid>.

Grades: Students granted LOAs will be withdrawn from all current courses as of the date they submitted complete Student Leave of Absence Forms, including required documentation. Where this occurs before the add/drop date, no grade will appear on the student's transcript; where it occurs after the add/drop date, a grade of W will generally be awarded. In cases of military service and at the discretion of the Program Director/Dean, students will be given the option of receiving an I (incomplete) grade and the opportunity to complete work at a later date, if possible, given the coursework at issue.

Refunds and Tuition: Our complete refund and tuition policies can be found on our website at <https://www.sehcollege.edu/financial/cost-and-billing>.

Graduation Requirements

Students must meet the specific program graduation requirements as outlined in the student handbook.

Transfer Credit

SEH College accepts transfer credit. A grade of "C" or better must have been earned for transfer credit to be considered. The Registrar is responsible for evaluating each transfer credit request and determining if the credit will be accepted. Transfer decisions are made based on course quality, comparability, appropriateness and applicability. Once the student begins course work at the College, all course work must be completed at the College.

General education courses may be taken at other institutions prior to starting classes at the College of Nursing and Health Sciences.

College Level Examination Programs (CLEP)

SEH College recognizes college-level achievement by successfully testing for sociology (3 credits) and psychology (3 credits). Credit awarded through the CLEP is accepted up until the student is accepted into the program and has

started their first class at the College. Once students have begun taking classes, they will not be awarded credit by examination and must take remaining general education courses at the College during the semesters in which they are offered.

Academic Progression

Program Specific Courses: See program section for program specific grading scale.

General Education Courses: Students are graded according to the following system for all general education courses:

Grade	Percentage	Grade Points
A = Excellent Performance	90 – 100%	4
B = Superior/Good	80 – 89.9%	3
C = Average/Satisfactory	70 – 79.9%	2
D = Unsatisfactory/Inferior	60 – 69.9%	1
F = Failing Performance	59.9% and below	0
I = Incomplete Work		0
W = Withdrawn from Class		0

Students who make less than a “C” in a general education course must retake the course until a grade of “C” is obtained.

Incomplete “I” Grade

A grade of Incomplete (I) is exceptional and given only to students whose completed coursework has been satisfactory but who have been unable to complete all course requirements because of illness or other reasonable circumstances. An “I” may be issued at the instructor’s discretion. Incomplete requirements must be satisfied within 2 weeks after the semester ends. A student who does not complete the requirement within two weeks will receive an “F”, or failing grade, for the course.

A student, with extenuating circumstances, may be allowed to extend the incomplete grade beyond 2 weeks with the approval of the instructor and the program director or dean. If the “I” grade is not removed by the instructor within 1 year, the “I” grade will convert to an “F”.

Southeast Missouri Hospital College of Nursing and Health Sciences is committed to providing excellence in education. We strive to provide students with a variety of instructional methods, such as face-to-face lecture environment, blended online learning opportunities, group learning strategies, and hands-on learning in a clinical setting, in order to meet their individual learning styles and needs. In addition, the College awards one credit for each 50 minutes of direct faculty instruction regardless of the modality. In order to be successful in earning each credit, the student must expect to participate in a minimum of two hours of out-of-class student work per enrolled credit hour per week.

Retention

Academic: Students who, at any time, do not meet the required academic standards for retention in a course will receive an academic warning. An academic warning indicates that the student is in jeopardy of receiving an unsatisfactory evaluation. This may be given for the following reasons:

- Succession of unsatisfactory or failing grades on examinations, assignments, etc.
- Failure to demonstrate improvement following conferences with faculty members.
- Unprofessional conduct including but not limited to disruptive behavior, disrespectful behavior, lying, cheating, plagiarism, falsification of records, etc.

An academic warning will consist of the following:

1. Completion of the written record “Academic Warning”.
2. The record will include a plan for improvement including a time frame for resolution.

The academic warning will be given as soon as possible after the determination of a succession (two unsatisfactory/failing grades in a row) of unsatisfactory or failing grades. Failure to resolve the behavior(s) resulting in the academic warning will result in an unsatisfactory academic evaluation and the student will fail the course.

The student will be given the opportunity to discuss the warning with the faculty member. The student may discuss with the Program Director/Dean if the meeting with faculty leaves the situation unresolved. After discussion with the Program Director/Dean, the student has the right to institute the Student Grievance Procedure if he/she feels the warning is unfair.

Clinical: Students enrolled in courses that have a clinical component will be assigned to a variety of clinical sites within the region. The clinical component of each course is evaluated according to individual program policy.

A student will be issued a clinical warning if the student is in jeopardy of receiving an unsatisfactory evaluation and improvement in the deficient area is necessary. A clinical warning may be given for the following reasons:

1. Unprofessional conduct including but not limited to disruptive behavior, disrespectful behavior, lying, cheating, plagiarism, falsification of records, etc.
2. Unsafe practice in clinical area.
3. Failure to demonstrate improvement following clinical conferences with faculty member(s).
4. Failure to progress on meeting course/clinical objectives.

A clinical warning will consist of the following:

1. Completion of the written record "Clinical Warning" form.
2. The record will include a plan for improvement including a time frame for resolution.

The clinical warning will be given as soon as possible after the incident(s). The student will be given the opportunity to discuss the warning with the faculty member. The student may discuss the issue with the Program Director if the situation remains unresolved. After discussion with the Program Director, the student has the right to institute the Student Grievance Procedure if he/she feels the warning is unfair.

Failure to resolve the behaviors resulting in the clinical warning will result in an unsatisfactory clinical evaluation and the student will fail the course. Failure to meet the written plan of improvement may result in dismissal from the program.

A student who is unable to safely perform his/her clinical assignment due to a lack of preparation will be instructed to leave the clinical agency and return to the college for further preparation. This will constitute a clinical absence.

Degrees and Certificates

Key Definitions

Following are the definitions for degree and certificate by which SEH College operates. Courses with a number below 100 do not count toward academic major requirements but may be counted toward enrollment status – full or part-time – for financial aid purposes. All 095/099 courses are intended to assist students from diverse backgrounds and levels of academic preparation to succeed subsequent college course work.

Degree is conferred upon completion of all the requirements for graduation. Degrees are divided both by discipline and the level of study. In terms of degree levels, students can choose to pursue associate or bachelor's degrees.

Major or “major concentration” is the focus of a course of study comprised of a minimum of 36 credit hours in a specific field of study. Majors consist of a group of core classes as well as any additional requirements determined by the degree program. A major is paired with a degree to give future employers and/or graduate programs an idea of the concentration and/or level of knowledge in a particular area.

Bachelor’s Degree – is intended to prepare students for both job placement and/or graduate school. To qualify a baccalaureate degree, a student must accumulate at least 120 credit hours, with a minimum of 36 credit hours in upper division (300- 400 level) discipline and discipline-related courses, a 400-level capstone (capstone, transitions, or internship course), and general education of 30 semester credits. In addition, students must satisfy all the baccalaureate-level College graduation requirements.

Minor – An Academic Minor consists of 15 to 24 credit hours in a secondary area or field of study for baccalaureate degree candidates. Students may choose to add a minor to their studies to supplement their major, develop specialization in a particular area of interest, acquire additional knowledge for career opportunities, or to pursue a personal passion or interest. Students who already have the baccalaureate degree may complete the requirements for a minor but are not awarded a second baccalaureate degree. A minor is not required in order to earn a baccalaureate degree at Southeast Health College of Nursing and Health Sciences. Students do not need to be admitted to a minor in order to pursue the minor.

Concentration - specializations within a specific major and degree program allow students to further focus their course of study. For example, someone who wants to pursue a career path in the field of nursing may choose to pursue a BSN with a specialization in pain management, patient case management, critical care, or management. A concentration area will not be titled and will not be listed on a student’s transcript.

Associate of Arts – intended primarily for students wanting to transfer to a baccalaureate degree program. To qualify for any A.A. degree, a student must accumulate at least 60 credit hours as outlined in the degree/certificate pages of the catalog: at least 15 of the 60 hours will be at the 200-level and general education of 24 semester credits through integrated, embedded, interdisciplinary, or other accepted models that demonstrate a minimum requirement equivalent.

Associate of Applied Science – The institution maintains a minimum requirement program length of 60 semester credits and general education of 15 semester credits through integrated, embedded, interdisciplinary, or other accepted models that demonstrate a minimum requirement equivalent.

Certificate of Graduation – programs consist of at least 18 to 24 credit hours. To qualify for the Certificate of Graduation, the student must meet the specific certificate curriculum listed in the Degrees/Certificate section of the catalog, maintain a minimum cumulative grade point average of 2.0 in all credit hours required in the certificate, and satisfy the College’s minimal requirements through testing out of or successful completion of ENGL 099 and MATH 095 (MAT 101), or equivalent course(s). All

Certificates of Graduation, except those determined by regulatory agencies, include minimum of 6 hours of general education.

Certificate of Completion – programs may be credit bearing or noncredit bearing and consist of fewer than 3 to 24 credit hours or the equivalent in clock hours. To qualify for a Certificate of Completion, the student must meet the specific certificate curriculum listed in the Degrees/Certificate section of the catalog (maintain a minimum cumulative grade point average of 2.0 if credit bearing) required for the certificate.

Cognate – a cognate is a selection of at least three related courses for at least 9 credits. All courses numbered 300 or above listed in the catalog may be included in the cognate. The courses in a cognate are related in a topical, thematic, interdisciplinary, sequential, or other such fashion, so that completion of a cognate provides coherent depth of knowledge in the area. Each cognate has course options that allow students to complete the cognate in ways that meet their individual interests, while staying within the coherent focus of the cognate. Advanced approval of the Program Director and Academic Dean is required. A cognate area will not be titled and will not be listed on a student's transcript. Courses from the student's major cannot be used as a cognate area. Students wishing to pursue a cognate must fulfill all degree requirements for their program.

General Education

General Education Course Work

SEH College offers general education courses required for programs. Students may choose to take these courses prior to starting discipline-specific course work or along with the specific program course work per the recommended sequence.

General Education Objectives

- Communications:** Demonstrate effective communication skills both in person and in print.
- Critical Thinking:** Demonstrate effective critical thinking skills, including but not limited to, judging evidence synthesizing information, constructing arguments, and solving problems.
- Diversity:** Demonstrate the ability to adapt interactions to meet cultural and/or psychosocial needs of clients/patients and co-workers.
- Ethics:** Demonstrate an understanding of ethics and the role they play in the health care providers' personal and professional lives.
- Integration:** Demonstrate the ability to integrate the principles, theories, concepts, and facts learned in general education courses, including the ability to apply the scientific method to solve problems within the specializations and in clinical practice.
- Technology:** Demonstrate the ability to use technology to find, evaluate, apply information, and subsequently, to communicate that information to others accurately and concisely.

General Education Mission, Vision and Values

- Mission:** To provide a framework, a scaffold, on which to layer instruction in the specializations and in clinical practice while preparing students for success in the workforce as well as for additional educational success after graduation. To ensure the facts, theories, concepts, and principles learned in general education complement and reinforce learning in the specializations and experiences in clinical practice.
- Vision:** Having postsecondary credentials signals a level of sophistication and knowledge of the world, and general education provides the breadth and scope of learning to realize hopes of lifelong learning and community engagement. Progress toward achievement of general education student learning outcomes ensures advancement toward becoming not only well-prepared health care professionals but also better community members. Education in each of the specialization evolves from a combination of courses in general education, the specialization, and clinical practice, an amalgamation that provides the framework necessary for an individual to acquire the knowledge, values, principles, and skills essential for the provision of health care and development into a productive member of society.
- Values:** Not surprisingly, general education values mirror institutional values: to graduate entry-level practitioners who demonstrate ability to think critically, communicate effectively, accept human diversity and deliver ethical and safe healthcare. Additionally, graduates of the College know how to draw on all their knowledge, not just technical skills in their chosen specializations, in order to solve problems and provide leadership.

Associate of Applied Science in Nursing Program

Description of the Associate of Applied Science in Nursing Program

As an Associate of Applied Science in Nursing Program, our curriculum is intended to develop individuals to function as generalists in the progression of registered nursing. Upon completion of the program, individuals are academically and clinically prepared to take the National Council Licensing Examination for Registered Nursing (NCLEX-RN). Completion of the program, however, does not guarantee eligibility to take the NCLEX-RN.

Special features of the College include valuable hands-on opportunities, outstanding clinical and educational resources and highly individualized instruction by scholarly and clinically adept faculty dedicated to the professional development of their students. (See Legal Limitations for Licensure).

The primary clinical facility utilized by the College is Southeast Missouri Hospital, a regional medical center for health care. The Hospital is a member of the American Hospital Association, the Missouri Hospital Association, has been awarded accreditation by the Joint Commission on Accreditation of Health Care Organizations, and received Nursing Magnet Status.

The Associate of Applied Science in Nursing program has four tracks available. These include an accelerated LPN to RN / Paramedic to RN Bridge track, a full-time Basic track offered for students with no prior nursing education, and a part-time track offered during the evenings and weekends for LPN to RN/Paramedic to RN Bridge students as well as students with no prior nursing education.

SEH College Associate of Applied Science in Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. and has full approval of the Missouri State Board of Nursing.

Admissions Requirements for the Nursing Program

Applicants will not be discriminated against on the basis of race, color, ethnicity, religion, national origin, gender, ancestry, marital status, sexual orientation, age, veteran status, or handicap which does not preclude the person from practicing the profession of nursing after graduation and successful completion of the NCLEX-RN under the laws of Missouri.

Eligibility Requirements

The following requirements must be met to be admitted to the various tracks of the program:

Basic Nursing Tracks

Direct Admission (students with less than 25 hours of college credit):

- Cumulative high school GPA of 2.5 on a 4.0 scale
- Cumulative college GPA of 2.5 on a 4.0 scale (if applicable)
- Minimum ACT composite score of 21 or SAT score of 1060 (if 22 or younger)
- Minimum ATI TEAS score of 70% with a science score of 45%

Transfer Admission (students with 25 or more hours of completed college credit):

- Cumulative college GPA of 2.5 on a 4.0 scale
- Minimum ATI TEAS score of 70% with a science score of 45%

LPN to RN Tracks

- National League for Nursing (NLN) Nursing Challenge Exam I (NACE I) score of 75% or higher
- Copy of LPN license (A current license must be maintained throughout the program. Students currently enrolled in LPN programs have 90 days after graduation to provide a copy of the license. License must be on file before beginning any nursing courses.)
- Official high school transcript showing graduation or completion of an approved high school equivalency exam
- Official transcripts from all colleges, universities, and vocational schools attended

Paramedic to RN Tracks

- Minimum one year of Paramedic work experience
- Current Paramedic license

Direct Admission (students with less than 25 hours of college credit):

- Cumulative high school GPA of 2.5 on a 4.0 scale
- Cumulative college GPA of 2.5 on a 4.0 scale (if applicable)
- Minimum ACT composite score of 21 or SAT score of 1060 (if 22 or younger)

Transfer Admission (students with 25 or more hours of completed college credit):

- Cumulative college GPA of 2.5 on a 4.0 scale

Application

Application packets are available on the College website at www.sehcollege.edu/admissions, in the Admissions Office during regular business hours, or via mail upon request.

Enrollment Requirements

The following requirements must be met after a student receives an acceptance letter but before the student can be enrolled in classes:

- Pay a \$100 seat retainer (non-refundable deposit) which will be applied to your first semester tuition and fees
- Meet with the Dean of Student Services and General Education
- If currently enrolled in high school or another college or university, send transcripts when final grades are available
- Contact Southeast Occupational Medicine thirty to sixty days prior to enrolling for classes at the college to schedule and complete a urine drug screen and TB skin test. You will not be able to enroll for classes until your health screening has been completed.

Advanced Placement

In order to better facilitate their articulation to professional practice and avoid repetition of prior learning, the curriculum will allow for seamless articulation for transitioning licensed practical nurses and paramedics. The transitioning licensed practical nurse or the transitioning paramedic will be awarded a block of nursing credits. In addition, they may be allowed to challenge certain general education courses.

Transfer Credit for Nursing Courses

A student requesting transfer of a nursing course into the SEH College Nursing Program must complete a Request for Transfer Credit form. The form, course syllabus (including course objectives), and a course outline/schedule are to be submitted to the Registrar who will forward the request and supporting documents to the Program Director. Students may transfer in a maximum of eight (8) nursing credits. In order for a course to be considered for transfer credit, the student must have earned a grade of “C” or better and must be no older than 3 years. If the Program Director determines that

transfer credit will be awarded, transfer credit will be awarded after any associated nursing skills related to the course have been validated.

Residency Requirement

Transfer students must complete a residency requirement of two semesters with a minimum of thirty (30) hours of nursing credit earned from SEH College.

General Education Courses Required for Nursing Curriculum:

<u>Course Number</u>	<u>Course Name</u>	<u>Credits</u>
AH 201	Human Diversity in Healthcare Delivery	1
BI 151	Anatomy and Physiology I	4
BI 152	Anatomy and Physiology II	4
BI 200	Microbiology	3
CH 100	Chemistry	3
COM 100	Oral Communication	3
ENG 100	English Composition	3
FYS 101	College Seminar	1
MAT 101	Mathematics for Healthcare Professionals	3
NUT 200	Health and Nutrition	3
PSY 100	Psychology	3
SOC 102	Sociology	3

Nursing Courses Required for Nursing Curriculum

<u>Course Number</u>	<u>Course Name</u>	<u>Credits</u>
NS 101	Foundations of Professional Nursing Practice	2**
NS 102	Nursing Assessment	2**
NS 103a***	Nursing Skills	2**
NS 103b***	Nursing Skills	2**
NS 105	Bridging to Professional Practice	3*
NS 104	Pharmacology for Nursing	2**
NS 106	Mental Health Nursing	4
NS 107	Medical Surgical Nursing 1	4
NS 108	Dosage Calculations (Elective)	1
NS 110	IV Therapy Class	1**
NS 201	Nursing Care of the Childbearing Family	3
NS 202	Medical Surgical Nursing 2	5
NS 203	Nursing Care of the Child and Family	3
NS 204	Medical Surgical Nursing 3	4
NS 206	Transitions to Professional Practice	4

*Required for LPN and Paramedic to RN Students

** Required courses for students who are not LPNs or Paramedics.

*** As of fall 2022, NS 103a and 103b will become NS 103 for 4 credit hours

Advanced Placement: In order to better facilitate their articulation to professional practice and avoid repetition of prior learning, the curriculum will allow for seamless articulation for transitioning licensed practical nurses and paramedics. The transitioning licensed practical nurse or the transitioning paramedic will take a bridge course and will be awarded a block of nursing credits upon completion of this course. In addition, they may be allowed to challenge certain general education courses.

Credit for nursing courses

Theory: 16 fifty-minute class hours = 1 credit hour

Clinical: 48 fifty-minute clinical hours = 1 credit hour

Note: Academic credit hours are calculated on a traditional 16-week semester.

Basic Full-time Nursing Curriculum Plan (Revised 2018)

<u>SEMESTER</u>	<u>CURRICULUM</u>	<u>CREDITS</u>
Summer (8 weeks)	FYS 101 College Seminar	1
	BI 151 Anatomy and Physiology I	4
	MAT 101 Mathematics for Healthcare Professionals	3
	PSY 100 Psychology	3
Fall 1 (16 weeks)	AH 201 Human Diversity in Healthcare Delivery	1
	BI 152 Anatomy and Physiology II	4
	NS 101 Foundations of Professional Nursing Practice	2
	NS 102 Nursing Assessment	2
	NS 103a Nursing Skills	2
	NS 103b Nursing Skills	2
	NUT 200 Health and Nutrition	3
Spring 1 (16 weeks)	BI 200 Microbiology	3
	ENG 100 English Composition	3
	NS 104 Pharmacology for Nursing	2
	NS 106 Mental Health Nursing	4
	NS 107 Medical Surgical Nursing 1	4
Summer (8 weeks)	No Classes	
Fall 2 (16 weeks)	CH 100 Chemistry	3
	COM 100 Oral Communications	3
	NS 110 IV Therapy Course	1
	NS 201 Nursing Care of the Childbearing Family	3
	NS 202 Medical Surgical Nursing 2	5
Spring 2 (16 weeks)	NS 203 Nursing Care of the Child and Family3	3
	NS 204 Medical Surgical Nursing 34	4
	NS 206 Transitions to Professional Practice4	4
	SOC 102 Sociology3	3
Basic Full-Time Nursing Total Hours		72

Basic Full-Time Nursing Curriculum Plan (Revised 2021, Implemented Fall 2022)

Pre-Requisites. These courses must be taken before any nursing courses: FYS 101 College Seminar (1); BI 151 Anatomy and Physiology (4); BI 152 Anatomy and Physiology II (4); BI 200 Microbiology (3); CH 100 Chemistry (3); MAT 101 Mathematics for Healthcare Professionals (3); NUT 200 Health and Nutrition (3)

SEMESTER	CURRICULUM	CREDITS
Summer (8 weeks)	No classes required – may take general education courses	
Fall 1 (16 weeks)	NS 101 Foundations of Professional Nursing Practice..	2
	NS 102 Nursing Assessment.....	2
	NS 103 Nursing Skills	4
	*AH 201 Human Diversity in Healthcare Delivery	1
	*PSY 100 Psychology.....	3
Spring 1 (16 weeks)	NS 104 Pharmacology for Nursing.....	2
	NS 106 Mental Health Nursing.....	4
	NS 107 Medical Surgical Nursing 1	4
	*ENG 100 English Composition	3
Summer (8 weeks)	No classes required – may take *subsequent general education courses	
Fall 2 (16 weeks)	NS 110 IV Therapy Course.....	1
	NS 201 Nursing Care of the Childbearing Family.....	3
	NS 202 Medical Surgical Nursing 2	5
	*COM 100 Oral Communications	3
Spring 2 (16 weeks)	NS 203 Nursing Care of the Child and Family	3
	NS 204 Medical Surgical Nursing 3	4
	NS 206 Transitions to Professional Practice.....	4
	*SOC 102 Sociology	3

BASIC FULL-TIME NURSING: TOTAL CREDIT HOURS..... 72

***Note: It is recommended that all general education courses be completed prior to nursing courses. However, the above * may be taken in the semesters offered.**

Basic Part-Time Nursing Curriculum Plan (Revised 2018)

SEMESTER	CURRICULUM	CREDITS
Fall 1 (16 weeks)	BI 151 Anatomy and Physiology I	4
	COM 100 Oral Communications	3
	FYS 101 College Seminar	1
	NS 101 Foundations of Professional Nursing Practice	2
Spring 1 (16 weeks)	BI 152 Anatomy and Physiology II	4
	NS 102 Nursing Assessment	2
	NS 103a Nursing Skills	2
	NS 103b Nursing Skills	2
Summer 1 (8 weeks)	CH 100 Chemistry	3
	MAT 101 Mathematics for Healthcare Professionals	3
Fall 2 (16 weeks)	NS 104 Pharmacology for Nursing	2
	NS 106 Mental Health Nursing	4
	PSY 100 Psychology	3
Spring 2 (16 weeks)	BI 200 Microbiology	3
	ENG 100 English Composition	3
	NS 107 Medical Surgical Nursing 1	4
Fall 3 (16 weeks)	AH 201 Human Diversity in Healthcare Delivery	1
	NS 110 IV Therapy	1
	NS 203 Nursing Care of the Child and Family	3
	NUT 200 Health and Nutrition	3
Spring 3 (16 weeks)	NS 201 Nursing Care of the Childbearing Family	3
	NS 202 Medical Surgical Nursing 2	5
	SOC 102 Sociology	3
Fall 4 (16 weeks)	NS 204 Medical Surgical Nursing 3	4
	NS 206 Transition to Professional Nursing Practice	4

PART-TIME BASIC NURSING:

TOTAL CREDIT HOURS 72

*Classes will be held Evenings and Weekends

Basic Part-Time Nursing Curriculum Plan (Revised 2021, Implemented Fall 2022)

Pre-Requisites. These courses must be taken before any nursing courses: FYS 101 College Seminar (1); BI 151 Anatomy and Physiology (4); BI 152 Anatomy and Physiology II (4); BI 200 Microbiology (3); CH 100 Chemistry (3); MAT 101 Mathematics for Healthcare Professionals (3); NUT 200 Health and Nutrition (3); PSY 100 Psychology (3)

Required prior to Fall 2: *ENG 100 English Composition (3); *COM 100 Oral Communications (3); *SOC 102 Sociology (3); *AH 201 Human Diversity in Healthcare Delivery (1)

SEMESTER	CURRICULUM	CREDITS
Fall 1 (16 weeks)	NS 101 Foundations of Professional Nursing Practice	2
	NS 102 Nursing Assessment.....	2
	NS 103 Nursing Skills.....	4
Spring 1 (16 weeks)	NS 104 Pharmacology for Nursing	2
	NS 106 Mental Health Nursing.....	4
Summer 1 (8 weeks)	No classes required – may take *general education courses required before Fall 2	
Fall 2 (16 weeks)	NS 107 Medical Surgical Nursing 1	4
	NS 110 IV Therapy	1
	NS 201 Nursing Care of the Childbearing Family	3
Spring 2 (16 weeks)	NS 202 Medical Surgical Nursing 2	5
	NS 203 Nursing Care of the Child and Family	3
Fall 3 (16 weeks)	NS 204 Medical Surgical Nursing 3	4
	NS 206 Transition to Professional Nursing Practice.....	4
BASIC PART-TIME NURSING: TOTAL CREDIT HOURS.....		72

***Note: It is recommended that all general education courses be completed prior to nursing courses. However, the above * must be taken before Fall 2.**

****Classes will be held Evenings and Weekends**

LPN to RN / Paramedic to RN Part-Time Nursing Curriculum Plan (Revised 2017)

SEMESTER	CURRICULUM	CREDITS
Fall 1 (16 weeks)	BI 151 Anatomy and Physiology I *	4
	COM 100 Oral Communications	3
	FYS 101 College Seminar	1
Spring 1 (16 weeks)	BI 152 Anatomy and Physiology II4	4
	NS 105 Bridging to Professional Nursing Practice	3
Summer 1 (8 weeks)	CH 100 Chemistry	3
	MAT 101 Mathematics for Healthcare Professionals	3
Fall 2 (16 weeks)	NS 106 Mental Health Nursing	4
	PSY 100 Psychology	3
Spring 2 (16 weeks)	BI 200 Microbiology	3
	ENG 100 English Composition	3
	NS 107 Medical Surgical Nursing 1	4
Fall 3 (16 weeks)	AH 201 Human Diversity in Healthcare Delivery	1
	NS 203 Nursing Care of the Child and Family	3
	NUT 200 Health and Nutrition	3
Spring 3 (16 weeks)	NS 201 Nursing Care of the Childbearing Family	3
	NS 202 Medical Surgical Nursing 2	5
	SOC 102 Sociology	3
Fall 4 (16 weeks)	NS 204 Medical Surgical Nursing 3	4
	NS 206 Transition to Professional Nursing Practice	4
	Advanced Placement Nursing Credits	8
LPN/PARAMEDIC TO RN PART-TIME:		TOTAL CREDIT HOURS 72

*LPN and Paramedic to RN students will be allowed to challenge BI 151 Anatomy & Physiology I.

**Classes will be held Evenings and Weekends

LPN to RN / Paramedic to RN Part-Time Nursing Curriculum Plan (Revised 2021, Implemented Spring 2023)

Pre-Requisites. These courses must be taken before any nursing courses:

FYS 101 College Seminar (1); BI 151 Anatomy and Physiology (4); BI 152 Anatomy and Physiology II (4); BI 200 Microbiology (3); CH 100 Chemistry (3); MAT 101 Mathematics for Healthcare Professionals (3); NUT 200 Health and Nutrition (3); PSY 100 Psychology (3);

Required prior to Fall 2: *ENG 100 English Composition (3); *COM 100 Oral Communications (3); *SOC 102 Sociology (3); *AH 201 Human Diversity in Healthcare Delivery (1)

SEMESTER	CURRICULUM	CREDITS
Fall 1 (16 weeks)	No classes required – may take general education courses	
Spring 1 (16 weeks)	NS 105 Bridging to Professional Nursing Practice.....	3
	NS 106 Mental Health Nursing.....	4
Summer 1 (8 weeks)	No classes required – may take *general education courses required before Fall 2	
Fall 2 (16 weeks)	NS 107 Medical Surgical Nursing 1	4
	NS 201 Nursing Care of the Childbearing Family	3
Spring 2 (16 weeks)	NS 202 Medical Surgical Nursing 2	5
	NS 203 Nursing Care of the Child and Family	3
Fall 3 (16 weeks)	NS 204 Medical Surgical Nursing 3	4
	NS 206 Transition to Professional Nursing Practice.....	4
	Advanced Placement Nursing Credits.....	8

LPN/PARAMEDIC TO RN PART-TIME: TOTAL CREDIT HOURS..... 72

***It is recommended that all general education courses be completed prior to nursing courses.**

However, the above * must be taken before Fall 2.

****LPN and Paramedic to RN students will be allowed to challenge BI 151 Anatomy & Physiology I.**

*****Classes will be held Evenings and Weekend**

LPN to RN / Paramedic to RN Accelerated Nursing Curriculum Plan

SEMESTER	CURRICULUM	CREDITS
Summer (8 weeks)	BI 151 Anatomy and Physiology I *	4
	FYS 101 College Seminar	1
	MAT 101 Mathematics for Healthcare Professionals	3
	PSY 100 Psychology	3
Fall (First 8 weeks)	AH 201 Human Diversity in Healthcare Delivery	1
	BI 152 Anatomy and Physiology II	4
	NS 105 Bridging to Professional Nursing Practice	3
	NS 106 Mental Health Nursing	4
Fall (Second 8 weeks)	BI 200 Microbiology	3
	COM 100 Oral Communications	3
	NS 107 Medical Surgical Nursing 1	4
	NS 201 Nursing Care of the Childbearing Family	3
	NUT 200 Health and Nutrition	3
Spring (First 8 weeks)	CH 100 Chemistry	3
	ENG 100 English Composition	3
	NS 202 Medical Surgical Nursing 2	5
	NS 203 Nursing Care of the Child and Family	3
Spring (Second 8 weeks)	NS 204 Medical Surgical Nursing 3	4
	NS 206 Transition to Professional Nursing Practice	4
	SOC 102 Sociology	3
Advanced Placement Nursing Credits		8

LPN TO RN / PARAMEDIC TO RN ACCELERATED TOTAL CREDIT HOURS 72

*LPN to RN students will be allowed to challenge BI 151 Anatomy & Physiology I.

LPN to RN / Paramedic to RN Accelerated Nursing Curriculum Plan
(Revised 2021, Implemented Spring 2022)

Pre-Requisites. These courses must be taken before any nursing courses: FYS 101 College Seminar (1); BI 151 Anatomy and Physiology (4); MAT 101 Mathematics for Healthcare Professionals (3); PSY 100 Psychology (3)

SEMESTER	CURRICULUM	CREDITS
Fall (8 weeks)	FYS 101 College Seminar** 1 BI 151 Anatomy and Physiology I * 4 PSY 100 Psychology** 3 MAT 101 Mathematics for Healthcare Professionals** . 3	
Spring (16 weeks)	First 8 Weeks NS 105 Bridging to Professional Nursing Practice 3 NS 106 Mental Health Nursing 4 BI 152 Anatomy and Physiology II** 4 Second 8 Weeks NS 107 Medical Surgical Nursing 1 4 NS 201 Nursing Care of the Childbearing Family 3 NUT 200 Health and Nutrition** 3 AH 201 Human Diversity in Healthcare Delivery** ... 1	
Summer (8 weeks)	BI 200 Microbiology** 3 CH 100 Chemistry** 3 COM 100 Oral Communication** 3 ENG 100 English** 3	
Fall (16 weeks)	First 8 Weeks NS 202 Medical Surgical Nursing 2 5 NS 203 Nursing Care of the Child and Family 3 Second 8 Weeks NS 204 Medical Surgical Nursing 3 4 NS 206 Transition to Professional Nursing Practice ... 4 SOC 102 Sociology** 3	
Advanced Placement Nursing Credits		8

LPN TO RN / PARAMEDIC TO RN ACCELERATED: TOTAL CREDIT HOURS : 72

*LPN and Paramedic to RN students will be allowed to challenge BI 151 Anatomy & Physiology I.

**** It is recommended that all general education courses be completed prior to nursing courses.**
However, the above ** may be taken in the semesters offered.

Legal Limitations for Licensure

The Missouri State Board of Nursing, based on the Missouri Nurse Practice Act, Section 335.066, may refuse to issue a license based on a criminal prosecution prior to admission or during the curricular sequence. Students found to be convicted of serious crimes (including felonies or substance abuse) may be suspended from the nursing program.

The Missouri State Board of Nursing states that individuals who plan to attend a professional nursing program should be informed about the grounds for which an application to write the licensure examination may be refused. The following is an excerpt from the Missouri Nursing Practice Act which outlines this portion of state law:

Missouri Revised Statutes: 335.046

Chapter 335

Nurses Section 335.046

August 28, 2009

License, application for ~qualifications for, fee~hearing on denial of license.

335.046. 1. An applicant for a license to practice as a registered professional nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain the applicant's statements showing the applicant's education and other such pertinent information as the board may require. The applicant shall be of good moral character and have completed at least the high school course of study, or the equivalent thereof as determined by the state board of education, and have successfully completed the basic professional curriculum in an accredited or approved school of nursing and earned a professional nursing degree or diploma. Each application shall contain a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration. Applicants from non-English-speaking lands shall be required to submit evidence of proficiency in the English language. The applicant must be approved by the board and shall pass an examination as required by the board. The board may require by rule as a requirement for licensure that each applicant shall pass an oral or practical examination. Upon successfully passing the examination, the board may issue to the applicant a license to practice nursing as a registered professional nurse. The applicant for a license to practice registered professional nursing shall pay a license fee in such amount as set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.

2. An applicant for license to practice as a licensed practical nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain the applicant's statements showing the applicant's education and other such pertinent information as the board may require. Such applicant shall be of good moral character, and have completed at least two years of high school, or its equivalent as established by the state board of education, and have successfully completed a basic prescribed curriculum in a state-accredited or approved school of nursing, earned a nursing degree, certificate or diploma and completed a course approved by the board on the role of the practical nurse. Each application shall contain a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration. Applicants from non-English-speaking countries shall be required to submit evidence of their proficiency in the English language. The applicant must be approved by the board and shall pass an examination as required by the board. The board may require by rule as a requirement for licensure that each applicant shall pass an oral or practical examination. Upon successfully passing the examination, the board may issue to the applicant a license to practice as a licensed practical nurse. The applicant for a license to practice licensed practical nursing shall pay a fee in such amount as may be set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.

3. Upon refusal of the board to allow any applicant to sit for either the registered professional nurses' examination or the licensed practical nurses' examination, as the case may be, the board shall comply with the provisions of section 621.120, RSMo, and advise the applicant of his or her right to have a hearing before the administrative hearing commission. The administrative hearing commission shall hear complaints taken pursuant to section 621.120, RSMo.

4. The board shall not deny a license because of sex, religion, race, ethnic origin, age or political affiliation. (L. 1975 S.B. 108 § 8, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343)

<http://pr.mo.gov/boards/nursing/npa.pdf>

Missouri Revised Statutes: 335.066

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (o) Failure to establish, maintain, or communicate professional boundaries with the patient. A nurse may provide health care services to a person with whom the nurse has a personal relationship as long as the nurse otherwise meets the standards of the profession;
- (p) Violating the confidentiality or privacy rights of the patient, resident, or client;
- (q) Failing to assess, accurately document, or report the status of a patient, resident, or client, or falsely assessing, documenting, or reporting the status of a patient, resident, or client;
- (r) Intentionally or negligently causing physical or emotional harm to a patient, resident, or client;
- (s) Failing to furnish appropriate details of a patient's, client's, or resident's nursing needs to succeeding nurses legally qualified to provide continuing nursing services to a patient, client, or resident;
- (7) Violation of, or assisting or enabling any person to violate, any provision of sections [335.011 to 335.096](#), or of any lawful rule or regulation adopted pursuant to sections [335.011 to 335.096](#);
- (8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
- (9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections [335.011 to 335.096](#) granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
- (10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
- (11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections [335.011 to 335.096](#) who is not registered and currently eligible to practice pursuant to sections [335.011 to 335.096](#);
- (12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
- (13) Violation of any professional trust or confidence;
- (14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
- (15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
- (16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;
- (17) Failure to successfully complete the intervention or alternative program for substance use disorder;
- (18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of [chapter 208](#) or [chapter 630](#), or for payment from Title XVIII or Title XIX of the federal Medicare program;
- (19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;
- (20) A pattern of personal use or consumption of any controlled substance or any substance which requires a prescription unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so or a pattern of abuse of any prescription medication;
- (21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section [302.525](#);
- (22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program;
- (23) Failure to submit to a drug or alcohol screening when requested by an employer or by the board. Failure to submit to a drug or alcohol screening shall create the presumption that the test would have been positive for a drug for which the individual did not have a prescription in a drug screening or positive for alcohol in an alcohol screening;
- (24) Adjudged by a court in need of a guardian or conservator, or both, obtaining a guardian or conservator, or both, and who has not been restored to capacity;
- (25) Diversion or attempting to divert any medication, controlled substance, or medical supplies;
- (26) Failure to answer, failure to disclose, or failure to fully provide all information requested on any application or renewal for a license. This includes disclosing all pleas of guilt or findings of guilt in a case where the imposition of sentence was suspended, whether or not the case is now confidential;
- (27) Physical or mental illness, including but not limited to deterioration through the aging process or loss of motor skill, or disability that impairs the licensee's ability to practice the profession with reasonable judgment, skill, or safety. This does not include temporary illness which is expected to resolve within a short period of time;

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

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of [chapter 621](#). Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

10. Within five days of the board's filing of the complaint, the administrative hearing commission shall review the information submitted by the board and the licensee and shall determine based on that information if probable cause exists pursuant to subsection 8 of this section and shall issue its findings of fact and conclusions of law. If the administrative hearing commission finds that there is probable cause, the administrative hearing commission shall

enter the order requested by the board. The order shall be effective upon personal service or by leaving a copy at all of the licensee's current addresses on file with the board.

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

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

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

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

13. If the administrative hearing commission does not find probable cause and does not grant the emergency suspension or restriction, the board shall remove all reference to such emergency suspension or restriction from its public records. Records relating to the suspension or restriction shall be maintained in the board's files. The board or licensee may use such records in the course of any litigation to which they are both parties. Additionally, such records may be released upon a specific, written request of the licensee.

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

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

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

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

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

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

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

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

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308, A.L. 2013 H.B. 315, A.L. 2018 H.B. 1719)

Bachelor of Science in Nursing (RN – BSN) Program

As a Bachelor of Science in Nursing Program, the RN to BSN curriculum is designed to enhance the knowledge of individuals with an associate degree in nursing (ADN) who are licensed as registered nurses. The Bachelor of Science in Nursing Program will focus on enhancing/developing the following skills; communication, use of technology and informatics, critical thinking, leadership and management, integration of research findings and interpretation of statistics. This program allows for seamless articulation to the Bachelor of Science in Nursing, giving credit for previously learned knowledge. Upon graduation, students will be prepared for advancement to the Master of Science in Nursing degree.

Two-year full time, part time, and accelerated options are available. Courses in this program will be offered in a blended format with didactic classes meeting one day per week. There is a clinical component to this program.

Accelerated RN to BSN Option

Students admitted to the accelerated track of the RN to BSN program will complete the program in 14 months as opposed to the two-year traditional track. Classes will be scheduled primarily in eight-week blocks. This is a rigorous curriculum.

Eligibility Requirements

Applicants must have graduated from an approved associate degree nursing program and have an uncensored registered nurse license. Students who are currently enrolled in an associate degree nursing program may apply to the RN to BSN with admission pending graduation from the program and passing the RN licensure exam within 90 days of graduation.

The following requirements must be met to be admitted to this program:

- Official high school transcript showing graduation or completion of an approved high school equivalency exam
- Official transcripts from all colleges, universities, and vocational schools attended with a minimum overall GPA of 2.80 on a 4.00 scale (May be tentatively admitted with a 2.50 GPA.)
- Completion of all immunization requirements
- Clearance on various background checks

Academic Progression

1. A grade of “C” or better is required in all Nursing (NS) courses in the RN-BSN program. A grade of “D” in an NS course is considered a “failure”.
2. If an RN-BSN student receives a grade below a “C” in an NS course, the student must submit a plan to their RN-BSN advisor that outlines how the student intends to be successful in the program as he or she goes forward. In addition, the student must repeat that course the next time the course is offered and earn a grade of C or better.
3. If an RN-BSN student fails the same course on the second attempt, the student will be dismissed from the RN-BSN program.
4. If an RN -BSN student fails two NS courses in one semester, the student must meet with the RN-BSN Program Director and it will be determined if the student is allowed to repeat the courses at that time.
5. In accordance with the nursing licensing regulations of the State of Missouri, students found to be convicted of serious crimes (felonies or substance abuse) will be reviewed and may be suspended from the nursing program.

The following grading scale will be used for RN to BSN nursing courses:

Grading Scale: RN to BSN Nursing Courses

Grade	Grade Percentage	Grade Points
A = Excellent Performance	92 – 100%	4
B = Superior/Good	83 – 91.9%	3
C = Average/Satisfactory	75 – 82.9%	2
D = Unsatisfactory/Inferior	66 – 74.9%	1
F = Failing Performance	65.9% and below	0
I = Incomplete		0
W= Withdrawn from Class		0

Transfer Students

As transfer students, RN to BSN students' final transcript will include:

1. Name of the college or university from which the students transferred, and
2. Courses taken, and hours/credits/units earned from that college.

Transfer Credit

The Registrar awards transfer credit for general education courses. An official transcript is required for a course to be considered for transfer credit. Further, official transcripts from all prior colleges and universities are required. In general, it is College policy to accept credits earned at regionally accredited institutions, provided that such credits fulfill requirements of the student's degree or certificate program at SEH College. An evaluation of credits earned at prior colleges/universities is completed by the Registrar as part of the admissions process. The student must have earned a grade of C or better for the course to be considered for transfer.

A block of up to 38 associate-level nursing credits will be transferred from nursing programs approved by the appropriate Board of Nursing. Previously completed bachelor-level nursing courses will be evaluated for transfer. In general, it is College policy to accept credits earned at institutions accredited by their regional accrediting association for colleges and universities provided that such credits fulfill requirements of the student's degree/certificate program at the SHE College. An evaluation of credits earned at prior colleges and/or universities is completed by the registrar as part of the admission process. The student must have earned a grade of C or better for the course to be considered for transfer.

A student may request a program-specific course be considered for transfer credit by completing a Request for Transfer Credit form and providing a course syllabus (including course objectives), a course outline/schedule to the Registrar who will forward the request and supporting documents to the RN-BSN Program Director for evaluation.

Nursing Credit by Examination (CBE)

In order to permit registered nurses who are entering the RN to BSN program to demonstrate that they have met the objectives of an associate degree nursing courses through experience in the workplace, student may earn credit by receiving a passing grade on an examination. Only nursing courses listed in this policy are eligible for credit by examination. No more than 10 nursing credits may be earned through credit by examination. Students wishing to gain credit by examination must first discuss it with the Program Director. The student will be awarded a grade of "CR" (credit by exam) to indicate the credit was earned by examination. Credit will be added to the students' transcript only after the student has been admitted to the RN to BSN program and has been enrolled in courses. Examination scores will be kept in the student's academic file.

Nursing Credit by Examination (CBE) Procedure:

1. The student wishing to earn credit by examination must:
 - a. Be a degree seeking student enrolled in the RN to BSN program
 - b. Have not received a grade of Fail or Withdrawal in the course(s) for which credit is sought.
 - c. Discuss the desire to earn credit by examination with the Program Director.
2. Upon approval from the Program Director, the student is to print the “credit by examination” form from the Student Handbook and complete the Student Information section, have it signed by the Program Director, take it to the Billing Office for payment and receipt of a nonrefundable (after three business days) processing fee of \$100, and submit the form and the receipt to the Registrar’s Office.
3. The Enrollment Officer will assign the course Number of EX 200 (8 credit hours) and enroll the student.
4. The student must contact the Cape Girardeau Career & Technology Center (CTC) to take the National League for Nursing (NLN) Nursing Care of Adults II examination in a timely manner. Fee for this test will be paid directly to the CTC. Testing must be completed and results received by the end of the first semester of the RN to BSN program.
5. A score of 75% or higher is required on the examination for credit. (Students who fail the NLN exam may repeat it only once.)
6. Once the Registrar’s office receives test results, if the examination is passed, the Registrar will enter the grade of “CR” on the student’s academic record. This credit does not affect the cumulative GPA.
7. The CBE form and the test results are kept with the student academic record for ten years.

Residency Requirement

Students in the RN to BSN program must complete a residency requirement of 30 credit hours of core courses in general education and nursing from SEH College.

Program Goals for the RN to BSN Program

1. Promote professional growth in the field of nursing by preparing nurses to assimilate knowledge from nursing and the arts and sciences and integrate into nursing practice.
2. Promote professional growth in the field of nursing by preparing nurses to assimilate knowledge from leadership and management theories and integrate into the provision of nursing care of individuals, family, and the community and foster the promotion of health.
3. Promote professional growth in the field of nursing by expanding upon the nurse’s current knowledge base and promoting lifelong learning.
4. Promote professional growth in the field of nursing by preparing nurses to contribute to the future of nursing by assimilating research findings and integrating into evidence based nursing practice

RN to BSN Student Learning Outcomes

Upon graduation from the Bachelor of Science in Nursing program, students will be able to:

1. Contribute to the future of nursing by integrating nursing research into evidence based nursing practice. (Spirit of Inquiry)
2. Make judgments in practice, substantiated with evidence, that assimilate nursing science and knowledge from other disciplines in the provision of safe, quality care and promote the health of patients, families, and communities. (Nursing Judgment)
3. Assimilate the knowledge and skills learned in didactic and clinical courses, including the use of the nursing process, to help patients, families, and communities continually progress toward fulfillment of human capacities. (Human Flourishing)
4. Demonstrate a professional identity as a nurse through actions that reflect integrity; a commitment to

evidence based practice, caring, advocacy, and safe, quality care for diverse patients, families, and communities; and a willingness to provide leadership in improving patient outcomes. (Professional Identity)

5. Demonstrate skill in using patient care technologies, information systems, and communication to support safe nursing practice.
6. Discuss the impact of healthcare policy on the delivery of health care.

Bachelor of Science in Nursing Program Curriculum

General Education Studies Required for RN to BSN Program

<u>Course Number</u>	<u>Course Name</u>	<u>Credits</u>
General Education Transfer Credits from Associate Degree Program		34
AH 200	Introduction to Statistics	3
EN 200	Expository Writing (Prerequisite: ENG 100 or equivalent)	3
FA 200	Art Appreciation	3
GOVT 100	Government and Politics in the United States **	3
HST 105	American History	3
MAT 150	College Algebra (Prerequisite: MAT 101, Intermediate Algebra, high school algebra, or appropriate placement test score)	3
PSY 200	Life Span Development	3
Total Credits		55

Nursing Courses Required for RN to BSN Program

<u>Course Number</u>	<u>Course Name</u>	<u>Credits</u>
Nursing Transfer Credits from Associate Degree Program		38
NS 300	ADN to BSN Transition	3
NS 301	Nursing Informatics (Prerequisite: Basic Computer Skills)	2
NS 302	Pathophysiology (Prerequisite: Anatomy and Physiology)	3
NS 400	Management and Leadership	3
NS 401	Holistic Assessment	3
NS 402	Pharmacology	3
NS 403	Nursing Research and Evidence Based Practice	3
NS 404	Public and Community Health	4
NS 405	Politics and Health Care Policy	3
Total Credits		65

RN to BSN Curriculum Plan (Revised 05/25/16)

Semester/Year	Course	Credit Hour
Summer (Year 1)	ENG 100 Expository Writing	3
	GOVT 100 Government and Politics in the US	3
Fall (Year 1)	MAT 150 College Algebra	3
	NS 300 ADN to BSN Transition	3
	AH 200 Intro to Statistics	3
Spring (Year 1)	NS 401 Holistic Assessment	3
	HIS 105 American History	3
	NS 404 Public and Community Health	4
Summer (Year 2)	FA 200 Art Appreciation	3
	PSY 200 Life Span Development	3
Fall (Year 2)	NS 301 Nursing Informatics	2
	NS 302 Pathophysiology	3
	NS 402 Pharmacology	3
Spring (Year 2)	NS 400 Management and Leadership	3
	NS 403 Nursing Research and Evidence Based Practice	3
	NS 405 Politics and Health Care Policy	3

RN TO BSN NURSING PROGRAM:	48
Transfer general education courses:	34
Transfer nursing courses:	<u>38</u>
Total credits required for BSN:	120

RN to BSN students are granted transfer credit for 34 semester credits of general education courses. If 34 hours of general education courses were not completed as part of the associate degree, students will be required to take elective courses to meet the total of 55 general education hours.

RN to BSN students are granted transfer credit for 38 semester credits of nursing courses. If 38 hours of nursing courses were not completed as part of the associate degree, students will be required to take elective courses to meet the total of 65 nursing hours.

Accelerated RN to BSN Curriculum Plan (Revised 05/25/16)

Semester/Year	Course	Credit Hours
1st Summer (8 weeks)	ENG 200 Expository Writing	3
	GOVT 100 Government and Politics in the US	3
Fall	NS 300 ADN to BSN Transition	3
	NS 301 Nursing Informatics	2
	NS 302 Pathophysiology	3
	NS 402 Pharmacology	3
	MAT 150 College Algebra	3
	AH 200 Introduction to Statistics	3
	NS 401 Holistic Assessment	3
Spring	HST 105 American History	3
	NS 400 Management and Leadership	3
	NS 403 Nursing Research and Evidence Based Practice	3
	NS 404 Public and Community Health	4
	NS 405 Politics and Health Care Policy	3
	FA 200 Art Appreciation	3
2nd Summer (8 weeks)	PSY 200 Life Span Development	3

RN TO BSN NURSING PROGRAM:	48
Transfer general education courses:	34
Transfer nursing courses:	<u>38</u>
Total credits required for BSN:	120

RN to BSN students are granted transfer credit for 34 semester credits of general education courses. If 34 hours of general education courses were not completed as part of the associate degree, students will be required to take elective courses to meet the total of 55 general education hours.

RN to BSN students are granted transfer credit for 38 semester credits of nursing courses. If 38 hours of nursing courses were not completed as part of the associate degree, students will be required to take elective courses to meet the total of 65 nursing hours.

*Clinical hours in the RN-BSN program are not traditional. The clinical hours are planned clinical experiences that are supervised and evaluated by Southeast Missouri Hospital College of Nursing and Health Sciences nursing faculty and may include the use of preceptors. More information regarding clinical hours will be explained in detail; after enrollment, but any questions may be sent to Dr. Tonya Buttry, tbuttry@sehealth.org.

Part Time Curriculum

A part-time curriculum plan will be developed by the advisor for each student. The BSN curriculum must be completed within five (5) years.

Associate Degree in Radiologic Technology Program

Philosophy

The Radiography Faculty subscribes to the mission of Southeast Hospital College of Nursing and Health Sciences, and further believes that:

1. The fundamental aim of this program is to develop professional skills that will provide opportunities for any successful former student to seek employment as a radiographer. These skills shall include:
 - a. Clinical Competence
 - b. Critical thinking and problem solving
 - c. Effective communication
 - d. Professional growth through continuing education.
2. Learning is based upon:
 - a. Motivation, self-direction, attitude and experience.
 - b. Involvement in clinical experiences in various Radiology departments.
 - c. An atmosphere that promotes freedom of thought and expression and encourages communication, initiative and self-respect.

Program Description

The Radiologic Technology Program is a two-year Associate of Applied Science degree program which allows new students to start the cycle of classes each summer semester. Upon successful completion of the program, graduate will be eligible to apply for admission to the nationally recognized certification exam administered by the American Registry of Radiologic Technologists (ARRT).

Radiologic Technology Program Mission Statement

The mission of Southeast Hospital College of Nursing and Health Sciences Radiography Program is to graduate students with entry-level employment skills to perform diagnostic medical radiography.

We will support this mission by insuring:

1. a structured curriculum with clearly written course syllabi which describes learning objectives and competencies to be achieved for both the didactic and supervised clinical education components.
2. based upon the most recent ASRT professional revision, the curriculum content is designed to produce graduates who are both competent and compassionate.
3. appropriate learning experiences and curriculum sequencing to develop the competencies necessary for graduation.

Radiologic Technology Program Goals

Program goals are the measurable goals that flow from the program's mission statement. The Radiologic Technology program initiatives have been established for the current academic year. Because all program goals are ultimately to provide a better educational experience for our students, the program faculty would like to share these goals with you, our students:

1. Students will be clinically competent
2. Graduates will effectively use problem solving and critical thinking skills
3. Graduates will be effective communicators
4. The student will develop professionally (revised 2016 with the cooperation of the JRCERT)

Program effectiveness data is found at: http://www.sehcollege.edu/RT_ProgramEffectiveness.aspx

Eligibility Requirements

- Completion of all immunization requirements
- Clearance on various background checks

Direct Admission (students with less than 25 hours of college credit):

- Cumulative high school GPA of 2.5 on a 4.0 scale
- Cumulative college GPA of 2.5 on a 4.0 scale (if applicable)
- Minimum ACT composite score of 21 or SAT score of 1060 (if 22 or younger)
- OR
- Minimum ATI TEAS score of 58.7% (if 23 or older)

Transfer Admission (students with 25 or more hours of completed college credit):

- Cumulative college GPA of 2.5 on a 4.0 scale
- Minimum ATI TEAS score of 58.7%

Application

Application packets are available on the College website at www.sehcollege.edu/admissions, in the Admissions Office during regular business hours, or via mail upon request.

Enrollment Requirements

The following requirements must be met after a student receives an acceptance letter but before the student can be enrolled in classes:

- Pay a \$100 seat retainer (non-refundable deposit) which will be applied to your first semester tuition and fees
- Meet with the Dean of Student Affairs and General Education
- If currently enrolled in high school or another college or university, send transcripts when final grades are available
- Contact Southeast Occupational Medicine thirty to sixty days prior to enrolling for classes at the college to schedule and complete a urine drug screen and TB skin test. You will not be able to enroll for classes until your health screening has been completed.

Please note: A student who has been convicted or charged with a felony or misdemeanor may have violated the American Registry of Radiologic Technologists (ARRT) Rules of Ethics and may be considered ineligible to sit for board examination. An individual may submit a pre-application to the ARRT at 651-687-0048 at any time before or after entry into an approved educational program for screening purposes.

Residency Requirement

Transfer student must complete a residency requirement of four semesters with a minimum of 30 hours of radiological technology credit from Southeast Missouri Hospital College of Nursing and Health Sciences.

Transfer Credit

It is at the sole discretion of the Program Director as to accept credits from another RT program and apply them to the requirements of this program. Regardless, a maximum of 9 semester hours of RT credits may be transferred from any JRCERT accredited RT program into this one.

1. Transfer students shall complete the comparable requirements for graduation as other members of the graduating class.
2. The final transcript shall include the following:
 - a. Name and location of program from which the student transferred;
 - b. Date of admission and date of separation from that program; and
 - c. Courses taken and hours/credits/units earned from that program.
3. General Education transfer credits are awarded by the Registrar
4. A student requesting transfer of a course into the Southeast Missouri Hospital College of Nursing and Health Sciences Radiology Program should make a request in writing to the Program Director. It should

be accompanied by a course syllabus with course objectives and lecture outline/schedule for the course(s) for which the student wishes to be given credit.

- a. Students may transfer in a maximum of 9 credits
- b. Courses must have a C or above in order to be considered for transfer and must be no older than 3 years
- c. Decisions about course(s) acceptance for transfer, will be pending validation of any skills related to the course(s)

Residency Requirement: Transfer student must complete a residency requirement of four semesters with a minimum of 30 hours of credit from Southeast Missouri Hospital College of Nursing and Health Sciences.

Radiologic Technologists should have the ability to:

Ambulation, lifting, moving and standing

- a. Propel wheelchairs, stretchers, etc. alone or with assistance as available.
- b. Must be ambulatory and able to maintain a center of gravity when met with an opposing force as in lifting, supporting and/or transferring a patient.
- c. Propel standard mobile imaging units, and to perform procedural tasks in a routine patient room and/or surgical unit.
- d. Withstand lengthy periods of physical activity to include moving quickly and at times, continuously.

Manual Dexterity

- a. Operate Mechanisms such as imaging tables, x-ray tubes, film processors, etc., at standard locations and placements.
- b. Manipulate both patient care devices and diagnostic equipment in a safe and time efficient manner.
- c. Ability to work with and observe a patient above the standard radiologic examination height of 36 inches above floor level.
- d. Ability to move and manipulate the body in order to provide patient care and patient support, and to position for imaging and/or treatment.
- e. Handle and utilize procedural items such as: Pharmaceuticals, vials, syringes, sterile items, catheters, intravascular materials and dressings, etc.
- f. Handle and use cassettes, imaging mechanisms, adjunct radiologic items, passboxes etc. Access and use darkrooms of various standard designs; and to load, unload and process imaging films.

Visual Acuity

- a. Sight patient for identification, positioning, imaging field placement and alignment and image analysis.
- b. Must be able to read written passages.
- c. Recognize visual cues that indicate patient distress when patient is unable to speak.

Cognitive Abilities

- a. Communicate orally and in writing.
- b. Think clearly and prioritize assignments effectively to enhance patient safety and comfort.
- c. Receive both oral and written communication and act appropriately upon receipt.
- d. Must be able to hear or lip-read for reception of spoken communication.
- e. Perceive events realistically, think rationally and function confidently in routine and non-routine situations.
- f. Able to perform the above described cognitive functions in stressful situations and life threatening emergencies.

Credit for RT classes

Theory: 16 fifty-minute class hours = 1 credit hour

Clinical/Lab: 80 fifty minute clinical/lab hours = 1 credit hour

Credit hours are calculated on a traditional 16 week semester.

Associate of Applied Sciences in Radiologic Technology Program Course Sequence

SEMESTER		CURRICULUM	CREDITS
Summer (Year 1)	FYS 101	College Seminar	1
	BI 151	Anatomy and Physiology I	4
	MAT 150	College Algebra	3
Fall (Year 1)	ENG 100	English Composition	3
	RT 101	Introduction to Radiography	3
	RT 110	Anatomy and Positioning I	3
	RT Lab I	Radiographic Physics	1
	RT 201		3
Spring (Year1)	RT 111	Anatomy and Positioning II	3
	RT Lab II		1
	RT 120	Radiographic Exposure	3
	RT 150	Clinic I	3
	RT 220	Pharmacology	3
Summer (Year 2)	COM 100	Oral Communication/Speech	3
	SOC 102	Sociology	3
	PSY 100	Psychology	3
Fall (Year 2)	AH 201	Human Diversity in Healthcare Delivery	1
	AH 230	Medical Ethics and the Law	3
	RT 175	Clinic II	5
	RT 210	Radiation Biology	3
Spring (Year2)	HST 105	American History	3
	RT 200	Clinic III	5
	RT 260	Transitions to Professional Practice	2
	RT 180	Radiographic Pathology	3
Program Total:			68
Program Total if remedial math is necessary:			71
Associate Degree as Terminal Award			

Associate of Arts Degree (Emphasis: Allied Health)

Philosophy

The general education faculty subscribes to the philosophy of Southeast Hospital College of Nursing and Health Sciences, and further believes that the fundamental aim of this program is to develop professional skills that will provide opportunities for any successful graduate to seek customer service or other administrative employment in an allied health setting. Skills developed in the program include:

COMMUNICATIONS	Demonstrate effective communication skills both in person and in print.
CRITICAL THINKING	Demonstrate effective critical thinking skills, including but not limited to, judging evidence, synthesizing information, constructing arguments, and solving problems.
DIVERSITY	Demonstrate the ability to adapt interactions to meet cultural and/or psychosocial needs of clients/patients and co-workers.
ETHICS	Demonstrate an understanding of ethics and the role they play in health care providers' personal and professional lives.
INTEGRATION	Demonstrate the ability to integrate the principles, theories, concepts, and facts learned in general education courses, including the ability to apply the scientific method to solve problems, into the specializations and in clinical practice.
TECHNOLOGY	Demonstrate the ability to use technology to find, evaluate, and apply information and subsequently to communicate that information to others accurately and concisely.

Program Description

The Associate of Arts Degree (Emphasis: Allied Health) is a two-year program which takes existing general education courses and organizes them into a coherent whole to comprise an Associate of Arts degree. Since every course at the College features an allied health emphasis, this two-year degree would be attractive to individuals who seek to work in allied health settings but who do not wish to work directly with patients. Such degree holders would be exceptionally well trained for customer service and other administrative positions in allied health organizations. Additionally, it would be helpful to have this option available on the rare occasion when students in the specializations either opt out or fail to meet College expectations.

Mission Statement

The program mission statement is two-fold:

- To prepare students for customer service or other administrative positions in allied health organizations.
- To provide a framework, a scaffold, on which to layer additional educational success after graduation.

Eligibility Requirements

- Cumulative high school or college GPA of 2.0 on a 4.0 scale
- One of the following:
 - Minimum ACT composite score of 18
 - Minimum SAT score of 980
 - Minimum TEAS score of 54%
- OR
- Minimum college GPA of 3.0 on a 4.0 scale (college credit must include a college-level English and math course)
- Students who take the TEAS for admission to the Associate of Arts in Allied Health will still be allowed 3 additional attempts for admission to one of our professional programs.

Application

Application packets are available on the College website at www.sehcollege.edu/admissions, in the Admissions Office during regular business hours, or via mail upon request.

Enrollment Requirements

The following requirements must be met after a student receives an acceptance letter but before the student can be enrolled in classes:

- Pay a \$100 seat retainer (non-refundable deposit) which will be applied to your first semester tuition and fees.
- Meet with the Dean of Student Affairs and General Education.
- If currently enrolled in high school or another college or university, send transcripts when final grades are available.
- Contact Southeast Occupational Medicine thirty to sixty days prior to enrolling for classes at the college to schedule and complete a urine drug screen and TB skin test. You will not be able to enroll for classes until your health screening has been completed.

Residency Requirement

Transfer students must complete a residency requirement of 24 hours of general education credit from the College. In cases where students transfer in more than 40 hours of accepted general education credits, the Dean of Student Services and General Education will work with the students and the program administrators of the several specializations to arrange additional hours such that the 24-hour residency requirement can be met.

Transfer Credit

The College Registrar, in collaboration with the Dean of Student Services and General Education and the faculty determines the transferability of courses to the College. Once the student begins course work at the College, all course work must be completed at the College.

Grading Scale

The following grading scale will be used for general education courses:

Grade	Grade Percentage	Grade Points
A = Excellent Performance	90 – 100%	4
B = Superior/Good	80 – 89.9%	3
C = Average/Satisfactory	70 – 79.9%	2
D = Unsatisfactory/Inferior	60 – 69.9%	1
F = Failing Performance	59.9% and below	0
I = Incomplete Work		0
W= Withdrawn from Class		0

Associate of Arts Degree (Emphasis: Allied Health) Program Outline

AA Degree Requirement	Comments	Courses	Hrs	Total
a. Communicating (9 hours required)	Virtually all semesters	COM 100	3	9
	Virtually all semesters	ENG 100	3	
	Summer, Spring only	ENG 200	3	
b. Valuing (2 hours required)	Virtually all semesters	FYS 101	1	2
	Virtually all semesters	AH 201	1	
c. Humanities (3 hours required)	Choose one:			3
	Fall only	AH 230	3	
	Summer, Fall only	FA 200	3	
d. Life and Physical Sciences (14 hours required)	Summer, Spring only	BI 151	4	14
	Summer, Fall only	BI 152	4	
	Fall, Spring only	BI 200	3	
	Summer, Fall only	CH 100	3	
e. Mathematics (6 hours required)	Virtually all semesters	MAT 150	3	6
	Fall only	AH 200	3	
f. Social and Behavioral Sciences (9 hours required)	Required Course:			9
	Virtually all semesters	GOVT 100	3	
	Choose two, each with a different prefix:			
	Summer, Spring only	HST 105	3	
	Virtually all semesters	PSY 100	3	
	Fall, Spring only	PSY 200	3	
	Virtually all semesters	SOC 102	3	
g. Electives (21 hours required)	Fall only	AH 104	1	21
	Spring only	AH 204	2	
	Fall, Spring only	BI 306	3	
	Virtually all semesters	INT 200	3	
	Virtually all semesters	NUT 200	3	
	Allied Health Elective		3	
	Courses from Sections c. and f. above not chosen previously		6-9	
	Allied health electives (including AH 103) approved by the Dean of Student Services and General Education and the Registrar.		1-9	
TOTAL CREDIT HOURS				64

Associate of Arts (Emphasis: Allied Health) Program Course Sequence

The Associate of Arts degree may begin any semester of the year. Students may take more or fewer courses per semester. In order to finish the program in two years the following curriculum is suggested for those who do not transfer credits from another school.

Semester	Curriculum	Credit Hrs
Summer 1	FYS 101 College Seminar	1
	BI 151 Anatomy & Physiology I	4
	MAT 150 College Algebra	3
	Total This Semester	8
Fall 1	BI 152 Anatomy & Physiology II	4
	CH 100 Chemistry	3
	ENG 100 English Composition	3
	AH 201 Human Diversity in Healthcare Delivery	1
	Electives	1-3
	Total This Semester	12-14
Spring 1	BI 200 Microbiology	3
	COM 100 Oral Communications	3
	ENG 200 Expository Writing	3
	Electives	3-5
	Total This Semester	12-14
Summer 2	Social and Behavioral Science course	3
	Elective	3
	Total This Semester	6
Fall 2	AH 200 Introduction to Statistics	3
	Humanities course	3
	GOVT 100 Government & Politics in the United States	3
	Elective	3
	Total This Semester	12
Spring 2	Social and Behavioral Science course	3
	Electives	9
	Total This Semester	12
TOTAL CREDIT HOURS		64

Surgical Technology Program

Philosophy

We at SEH College Surgical Technology Program believe the major function of the surgical technology program is to provide a program of education which will enable individuals to acquire the knowledge and skills necessary to enter their chosen vocational field, to pass the national certification exam, to be accountable as a healthcare provider, and to be contributing, self-directing responsible members of their chosen profession and society.

We believe that the faculty has a moral and ethical obligation to instill in the surgical technology student these attributes through a positive teaching/learning experience. This is a reciprocal relationship between the faculty and student. The faculty will use varied methods and means to stimulate both didactic and clinical learning in order to meet these objectives through organized and self-motivated learning. In addition, the surgical technology student should be an active participant in College social and cultural activities to attain a balance in social and educational life.

Surgical Technology Program Goals

The primary goal of the SEH College Surgical Technology Program is to prepare competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students successfully completing the program will be able to:

1. To apply general principles of biologic sciences, pharmacology and biomedical technology in the field of surgical technology. (cognitive)
2. Meet performance standards that are needed to respond to the surgical patient needs in the perioperative setting. (psychomotor)
3. Internalize an appreciation for maintaining a “surgical conscience” (values) and accountability for personal actions. (affective)
4. Assume responsibility as a member of the profession of surgical technology through maintenance of standards of practice, professional ethics, and ongoing self-evaluation. (affective)
5. Integrate complex concepts from the broad surgical technology academic curriculum to pass the NBSTSA certification exam. (cognitive)

Program Description of the Surgical Technology Program

This program prepares students for entry-level positions as surgical technologists. Students learn aseptic technique, instrumentation, surgical procedures and patient care through classroom, laboratory practice, and supervised practicums in area clinical agencies. Students learn to assist the surgeon by passing instruments and sutures, holding retractors and cutting sutures. Minimum case requirement: 120 cases in a variety of surgical specialties. Persons interested in the program should be able to work well with others in a team environment and function effectively under intense and stressful situations.

Upon completion of the Surgical Technology Program, graduates will receive an Associate of Applied Science in Surgical Technology or a Certificate of Graduation and have met the academic and clinical requirements to take the National Certification Examination for Surgical Technologists offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Please note, May 2022 will be the last graduating class for the Certificate program.

Admission Requirements for the Surgical Technology Program

Applicants will not be discriminated against on the basis of race, color, religion, national origin, gender, ancestry, marital status, age or handicap which does not preclude the person from studying surgical technology at SEH College, or from practicing the profession of surgical technology after graduation and successful completion of the examination for certification in surgical technology.

Eligibility Requirements for Admission

The following requirements must be met to be admitted to this program:

Direct Admission (students with less than 25 hours of college credit):

- Cumulative high school GPA of 2.5 on a 4.0 scale
 - Cumulative college GPA of 2.5 on a 4.0 scale (if applicable)
 - Minimum ACT composite score of 21 or SAT score of 1060 (if 22 or younger)
- OR
- Minimum ATI TEAS score of 58.7% (if 23 or older)

Transfer Admission (students with 25 or more hours of completed college credit):

- Cumulative college GPA of 2.5 on a 4.0 scale
- Minimum ATI TEAS score of 58.7%

Enrollment Requirements

The following requirements must be met after a student receives an acceptance letter but before the student can be enrolled in classes:

- Pay a \$100 seat retainer (non-refundable deposit) which will be applied to your first semester tuition and fees
- Meet with the Dean of Student Affairs and General Education
- If currently enrolled in high school or another college or university, send transcripts once final grades are available
- Create an account in Castle Branch and upload all documents requested
- Contact Southeast Occupational Medicine thirty to sixty days prior to enrolling for classes at the college to schedule and complete a urine drug screen and TB skin test. You will not be able to enroll for classes until your health screening has been completed.
- Create a Castle Branch Account immediately and begin submitting the required documentation.

Application Procedure for the Surgical Technology Program

An application form for the SEH College may be obtained online by visiting www.sehcollege.edu, by calling (573) 334-6825, or by writing to Southeast Health College of Nursing and Health Sciences, 2001 William Street, Cape Girardeau MO 63703-5815. The completed application form and nonrefundable application fee after three days should be mailed to the same address.

Residency Requirement

A minimum of thirty-five credit hours of the required 64 credit hours must be taken at Southeast Missouri Hospital College of Nursing and Health Sciences to meet the program residency requirement.

Transfer Credit

Acceptance of credit from another Surgical Technology Program is at the discretion of the Surgical Technology Program Director. No more than 29 semester credit hours may be accepted as transfer credit.

Technical Abilities & Skill Required for the Surgical Technology Program

In order to handle the job responsibilities and tasks assigned to the student in the Surgical Technology Program, students must be able to:

1. Perform a full-range of body motion including handling and lifting clients, manual and finger dexterity, and eye-hand coordination.
2. Bend, reach, pull, push, stand, stoop, walk during shift, and agility to handle body mass.
3. Lift and carry up to sixty (60) pounds.
4. Demonstrate visual acuity (with correction if needed) within normal range including peripheral vision and reading fine print.
5. Demonstrated auditory acuity (with correction if needed) that includes hearing muffled voices (through the mask) with extraneous background noise.
6. Withstand unusual smells-cauterized tissue.
7. Wear full surgical attire including personal protective equipment.
8. Adapt effectively, displaying flexibility in environments with high tension to insure client safety.
9. Concentrate and pay attention to detail.
10. Perform fine motor skills with both right and left hands. (Dexterity and application in working with microscopic pieces of equipment, sutures, and hold retractors, etc.)
11. Adapt to irregular working hours as well as ability to stay over shift as necessary.
12. Respond quickly and in an emotionally controlled manner in emergency situations.
13. Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels.
14. Recognize that work environment will include exposure to diseases and toxic substances (sterilants, x-ray, fumes, development of latex allergy, and so forth).
15. Be able to problem-solve using conceptual, integrative, and quantitative reasoning skills.

Surgical Technology Grading Scale

Theory:

In order to successfully complete each surgical technology class the student must achieve a total of an 80% on all test and quizzes, then at which point homework grades will be added and that total will result in the final grade given in the class. Raw points are used to calculate the percentage.

Theory class will be evaluated by the following scale:

A =	92-100%
B =	83-91.9%
C =	75-82.9%
D =	66-74.9%
F =	Less than 65.9%
I =	Incomplete
W =	Withdraw from class

Lab:

1. Lab portion of the course will be graded as pass (P) or fail (F).
2. Lab portion will include a series of evaluations that the student must complete within two attempts in order to pass the course.

Clinical:

1. Clinical portion of the course will be graded as pass (P) or fail (F).
2. Evaluations from preceptors, observance from the instructor, and a check-off list will determine if the student will pass or fail.
3. The check-off list will consist of the clinical objectives each preceptor will fill out at the end of the session.
4. Eligibility for graduation is dependent upon the completion of the Minimum case load of **120 cases** within the time frame of ST 110-212.
5. Case load requirements are as followed according to the Core Curriculum for Surgical Technologist sixth edition. See Handbook.

Surgical Technology Course Sequence AAS Program

Semester	Course	Credit Hours	Didactic Hours	Lab/Clinical Hours
1st Summer	GOVT 100 - Government & Politics in the United States	3	48	0
	BI 151 - Anatomy & Physiology I and Lab	4	64	128
	ENG 099 – Writing Skills	N/C		
1st Fall	FYS 101 – College Seminar	1	16	0
	BI 152 – Anatomy & Physiology II and Lab (Prerequisite: BI 151)	4	64	128
	AH 201 – Human Diversity in Healthcare Delivery	1	16	0
	AH 230 – Medical Ethics	3	48	0
	COM 100 – Oral Communication	3	48	0
1st Spring	AH 104 – Introduction to Medical Terminology	1	16	0
	AH 204 – Medical Terminology II (Prerequisite: AH 104)	2	32	0
	BI 200 – Microbiology and Lab	3	48	96
	ENG 100 – English Composition	3	48	0
	BI 250 – Pathophysiology (Prerequisite: BI 151 & 152)	3	48	0
	Total for first year	31	496	352
2nd Fall	ST 110 – Fundamentals of Surgical Care I and Lab (Prerequisite: BI 151)	7	66	80
	ST 112 - Fundamentals of Surgical Care II and Lab	8	66	120
2nd Spring	ST 210 – Surgical Technology I Lecture and Clinical	9	53	200
	ST 212 – Surgical Technology II Lecture and Clinical	9	53	200
	Total for second year	33	238	600
AAS Program total		64	734	952

Surgical Technology Course Sequence Certificate Program*

Semester	Course	Credit Hours	Didactic Hours	Lab/Clinical Hours
1st Summer	AH 201 – Human Diversity in Healthcare Delivery	1	16	0
	FYS 101 – College Seminar	1	16	0
	BI 151 - Anatomy & Physiology I and Lab	4	64	128
	ENG 099 – Writing Skills	N/C		
1st Fall	ENG 100 – English Composition	3	48	0
	BI 152 – Anatomy & Physiology II and Lab (Prerequisite: BI 151)	4	64	128
	ST 110 – Fundamentals of Surgical Care I and Lab (Prerequisite: BI 151)	7	66	80
	ST 112 - Fundamentals of Surgical Care II and Lab	8	66	120
1st Spring	BI 200 – Microbiology and Lab	3	48	96
	ST 210 – Surgical Technology I Lecture and Clinical	9	53	200
	ST 212 – Surgical Technology II Lecture and Clinical	9	53	200
Certificate Program total		49	494	952

*Please note that the Surgical Technology program will end in May 2022.

Medical Laboratory Science Program

Philosophy

The faculty at SEH College Medical Laboratory Science Program believe the primary function of the program is to provide a program of education that will enable individuals to acquire the knowledge and skills necessary to enter their chosen vocational field of Medical Laboratory Science and to pass the National Certifying Examination in Medical Laboratory Science. Laboratory Scientists must perform their duties with efficiency, accuracy and thoughtfulness. This program strives to graduate practicing clinical laboratory scientists who pay attention to detail, effectively communicate, and show integrity in the performance of laboratory assays. Continuing advances in the field requires an attitude of life-long learning for faculty and graduates.

Faculty are committed to quality education in providing the most current knowledge of laboratory methodologies and theory of clinical correlations. The faculty maintains current knowledge through continuing education hours and self-study. Students deserve the interest and support of the faculty as well as appropriate supervision during clinical rotations.

Program Description

The Medical Laboratory Science Program is an eleven-month clinical program of study, with approximately 25 percent of the content didactic education and 75 percent of the content clinical laboratory experience. The program of study includes Monday through Friday classes, excluding federal holidays, with students in attendance for approximately eight hours each day. Students are evaluated based on academic performance, professional evaluation and laboratory performance. Students entering the program must have a Bachelor of Science or Bachelor of Arts degree upon entry or be eligible to receive a Bachelor of Science or Bachelor of Arts degree from an accredited college or university upon the completion of the program.

Upon the successful completion of the program, graduates receive a Certificate of Graduation and are eligible to take a national certifying examination for Medical Laboratory Science. The graduate will possess entry-level skills in the areas of Clinical Chemistry, Clinical Microbiology, Clinical Hematology and Coagulation, Body Fluid Analysis/Urinalysis, Clinical Immunology and Blood Bank.

Southeast Missouri Hospital College of Nursing and Health Sciences Medical Laboratory Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). For additional information on program accreditation contact NAACLS, 5600 N. River Road, Suite 720, Rosemont, IL 60018, Tele: 773-714-8880.

Medical Laboratory Science Program Goals

1. To graduate well-rounded students with a basic knowledge of laboratory principles in safety, information systems, education and management, instrumentation evaluation and selection, and communication skills required to converse with coworkers and patients.
2. To graduate students with the cognitive knowledge to perform and interpret laboratory testing, and analyze and solve problems in all the competency areas of a laboratory generalist.
3. To graduate students with psychomotor skills to perform laboratory analyses, operate, maintain, and troubleshoot laboratory instrumentation in all competency areas of a laboratory generalist.
4. To graduate students with ethical practices which are committed to the highest standards of accuracy, quality, confidentiality, and care in the performance of laboratory analyses and are a credit to the profession of medical laboratory science, and
5. To graduate students who are successful in passing a national certifying exam.

Eligibility Requirements for the Medical Laboratory Science Program

An application form for the SEH College may be obtained online by visiting www.sehcollege.edu, by calling (573) 334-6825 or by writing to Southeast Missouri Hospital College of Nursing and Health Sciences, 2001 William Street, Cape Girardeau MO 63703.

- Clearance on various background checks.
- Completion of a bachelor's degree or enrollment in a medical laboratory program at one of our affiliated schools.
- Minimum overall GPA of 2.50 on a 4.00 scale and a minimum science GPA of 2.50 in college-level courses.
- Completion of 18 semester hours of biology including Microbiology, Immunology, and Human/Animal Physiology.
- Completion of 18 semester hours of chemistry including Chemistry I, Chemistry II, and Organic Chemistry.

These are minimum eligibility criteria and do not guarantee admission to the Medical Laboratory Science Program.

Enrollment Requirements

The following requirements must be met after a student receives an acceptance letter but before the student can be enrolled in classes:

- Pay a \$100 seat retainer (non-refundable deposit) which will be applied to your first semester tuition and fees.
- If currently enrolled in another college or university, send transcripts once final semester grades are available.
- Contact Southeast Occupational Medicine thirty to sixty days prior to enrolling for classes at the college to schedule and complete a urine drug screen and TB skin test. You will not be able to enroll for classes until your health screening has been completed.

Residency Requirement

A minimum of 28 credit hours of the 37 required credit hours must be taken at SEH College to meet the program residency requirements.

Transfer Credit

The acceptance of credit from another Medical Laboratory Science program is at the discretion of the program director. No more than 9 semester credits may be accepted as transfer credit.

Technical Abilities – Essential Functions

Applicants must meet the technical standards of the program in order to perform the essential functions of the profession.

VISION includes the ability to discriminate microscopic elements, distinguish colors, read graphs and instrument settings and complete reports accurately by computer entry and verification.

SPEECH AND HEARING includes effective communication with coworkers and other medical care personnel.

PHYSICAL STRENGTH AND MOBILITY includes the ability to stand, walk, sit, carry objects up to 20 pounds, bend, reach, lift, grasp objects and push or pull objects.

FINE MOTOR SKILLS include all eye-hand coordination skills such as pipetting, instrument operation, manipulation of microbiological samples for culture, and phlebotomy.

PSYCHOLOGICAL STABILITY includes professional behavior at all times, regardless of the stress or the emergency nature of the situation.

Grading

Written and practical examinations are assigned grades based on the following scale:

- A = 92-100 %
- B = 83-91.9 %
- C = 75-82.9 %
- D = 66-74.9%
- F = 65% and below

Course grades are calculated based on the total number of raw points accumulated and divided by the total number of points possible. Students must attain a grade of 75% or better on examinations and quizzes in order to pass the course.

During student laboratory, students are introduced to clinical rotations and given core course information for these laboratory areas. Successful completion of all student laboratory areas is essential and prepares the student to function in the clinical laboratory rotations. A student may not begin clinical rotations until all student laboratory areas are passed. A student who fails any student laboratory/clinical rotation section is subject to dismissal from the program.

Performance checklists and professional behavior evaluation forms use the following criteria:

- (1) Exceeds minimum requirements
- (2) Meets minimum requirements
- (3) Below minimum requirements

Students must have a final rating “meets” or “exceeds” minimum requirements for satisfactory completion of a student laboratory or department rotation.

Medical Laboratory Science Program Course Sequence

Semester	Course	Credit Hours
Summer	MLS 401 Student Lab Block I	6
Fall	MLS 402 Student Lab Block II	6
	MLS 403 Student Lab Block III	5
	MLS 404 Advanced Lecture Block I	2
Spring	MLS 405 Advanced Lecture Block II	2
	MLS 406 Advanced Lecture Block III	2
	MLS 407 Clinical Rotation Block I	7
	MLS 408 Clinical Rotation Block II	7
Medical Laboratory Science Program TOTAL CREDIT HOURS		37

Course Descriptions

Key Course Definitions

Definition of credit hour for theory and clinical/lab courses: A credit hour is the unit of credit students earn at Southeast Missouri Hospital College of Nursing and Health Sciences. A credit hour may be earned utilizing a variety of instructional modalities. Examples of instructional modalities available at the College include but are not limited to face-to face, blended, and laboratory or clinical experiences.

Theory: A credit hour consists of 50 minutes of direct faculty instruction, regardless of the modality, and a minimum of two (2) hours of out-of-class student work per week. The total instructional time is calculated by multiplying the weekly instruction time in minutes by number of credits to be awarded by 15, regardless of the number of weeks the class occurs. Expected out-of-class student work time is calculated by multiplying weekly out-of-class time in minutes by the number of credits to be awarded by 15, regardless of the number of weeks the class occurs.

Examples:

1 credit = (50 minutes X 1 credit X 15 weeks = 750 (15 hours) minutes of direct faculty instruction per semester) + (100 minutes X 1 credit X 15 weeks (30 hours) = 1500 minutes of out-of-class student work per semester). Minimum of 45 hours per semester.

3 credits = (50 minutes X 3 credits X 15 weeks = 2250 minutes (45 hours) of direct faculty instruction per semester) + (100 minutes X 3 credits X 15 weeks = 4500 minutes (90 hours) of out-of-class student work per semester). Minimum of 135 hours per semester.

Clinical and/or lab: A clinical or lab credit hour consists of 50 minutes clinical/lab instruction per week X the department specific ratio. The total semester clinical and/or lab instructional time is calculated by multiplying the weekly time in minutes by the number of credits to be awarded by 15, regardless of the length of clinical/lab.

The amount of time required to fulfill the definition of credit hour will be designated by department as follows:

AAS Nursing: Clinical/lab hours are calculated on a 3:1 ratio.

BSN Nursing: Clinical/lab hours are calculated on a 1.5:1 ratio.

Radiological Technology: Clinical/lab hours are calculated on a 5:1 ratio

Surgical Technology: Clinical lab hours are calculated on a 3:1 ratio.

Medical Laboratory Science: Clinical/lab hours are calculated on a 2.5:1 ratio.

Biology and Chemistry: Clinical/lab hours are calculated on a 2:1 ratio.

Seminar: Seminar hours are calculated on a 2:1 ratio.

Internship: Internship hours are calculated on a 3:1 ratio.

Special Research Projects: Research Projects hours are calculated on a 3:1 ratio.

Special Topics: Special Topics hours are calculated on a 1:1 ratio (and may vary if other delivery methods are used in the course as listed above).

Examples:

1 credit (2:1 ratio) = 50 minutes X 2 X 1 credit X 15 = 1500 minutes (30 hours) clinical and/or lab time per semester

3 credits (3:1 ratio) = 50 minutes X 3 X 3 credits X 15 = 6750 minutes (135 hours) clinical and/or lab time per semester.

3 credits (5:1 ratio) = 50 minutes X 5 X 3 credits X 15 = 11,250 minutes (225 hours) clinical and/or lab time per semester.

Prerequisites are courses that must be taken prior to the indicated course.

Co-requisites are courses that are taken at the same time as the indicated course according to the Curriculum Plan.

Directed Study is designed to fulfill the need to have an existing course that is required by a student's major of study but currently is not being scheduled. The material covered in such courses is the same that as in a traditional course but is more self-directed with frequent oversight and direction by faculty. Credit assigned for a Directed Study course will be set equal to the credit value of the regular course.

Students may complete a maximum of two courses of directed study work while at the College. A student must have completed fifteen credit hours at the College and have a cumulative GPA of 2.5 or higher before taking a Directed Studies course. Course offering requires consent of the Program Director and appropriate Academic Dean of the school through which credit is to be granted.

Courses below 100 cannot be taken as Directed Study.

Seminar - emphasis thought and communication oral communication, writing, and other work. Tests or quizzes are discouraged and professors usually grade students based on how much they have communicated in class, how often they participated in discussions, the depth and relevance of conversations. Students are also graded on the depth of research (readings) and quality of written assignments.

Special Departmental Courses

Capstone Course 295 (1-3 cr hr)

Capstone is a course of study usually taken in the final year or semester. The student will demonstrate that they have achieved the goals for learning established by the institution and major of study. The course is designed to assess cognitive, affective and psychomotor learning in a student-centered and student-directed manner which requires the command, analysis, and synthesis of knowledge and skills. The course fosters interdisciplinary partnerships among departments and helps cultivate industry coalitions and collaborations. Achievements may be demonstrated by a written paper of significance, a major project, engaging in a research project, doing field experience and giving a presentation before an academic panel of professors and student peers.

Capstone Course 495 (1-3 cr hr)

Capstone is a course of study usually taken in the final year. The student will demonstrate that they have achieved the goals for learning established by the institution and major of study. The course is designed to assess cognitive, affective and psychomotor learning in a student-centered and student-directed manner which requires the command, analysis and synthesis of knowledge and skills. The course fosters interdisciplinary partnerships among departments and helps cultivate industry coalitions and collaboration. Achievements may be demonstrated by a written paper of significance, a major project, engaging in a research project, doing field experience and giving a presentation before an academic panel of professors and student peers.

Cooperative Education 296 (1-3 cr hr. Contact time is determined by the type of experience outlined.) This course allows eligible students to have the opportunity to earn college credit while working as employees or volunteers. Application Form must be completed with consultation between the student, the Program Director, and appropriate Academic Dean and be submitted to the Registrar with appropriate signatures. A student must have completed 15 credit hours at the College and hold a cumulative GPA of 2.5 or higher. Students must be degree- seeking at the College (SHCNHS). Grading is on a pass/fail basis.

Cooperative Education 496 (1-3 cr hr. Contact time is determined by the type of experience outlined.) This experience allows eligible students to have the opportunity to earn college credit while working as employees or volunteers. Application Form must be completed with consultation between the student, the Program Director, and appropriate Academic Dean, and be submitted to the Registrar with appropriate signatures. A student must have completed 15 credit hours at the College and hold a cumulative GPA of 2.5 or higher. Students must be degree- seeking at the College. The experience must meet expected rigor and student learning outcomes expected for this level of experience. Grading is on a pass/fail basis.

Independent Studies 297 (1-6 cr hr. Contact time is determined by the type of experience outlined.) Independent Study provides the student with an opportunity to pursue or explore a subject in more depth and with much less instructor supervision than is customary in a traditional face-to-face course. Students must be sophomore status (30 or more completed semester hours), have completed 15 credit hours at the College, and hold a cumulative GPA of 2.5 or higher. Independent Study Application Form must be completed with consultation between the student and the instructor, be approved and signed by the Program Director and appropriate Academic Dean, and be submitted to the Registrar with appropriate signatures.

Independent Studies 497 (1-6 cr hr. Contact time is determined by the type of experience outlined.) Independent Study provides the student with an opportunity to pursue or explore a subject in more depth and with much less instructor supervision than is customary in a traditional course. Students must be upper-division status (60 or more completed semester hours), have completed 15 credit hours at the College, and hold a cumulative GPA of 2.5 or higher. Independent Study Application Form must be completed with consultation between the student and the instructor, be approved and signed by the Program Director and appropriate Academic Dean, and be submitted to the Registrar with appropriate signatures.

Special Research Projects 498 (1-6 cr. Contact time is determined by the type of experience outlined.) Special Research Projects are designed for students who have reached senior status and have been identified by a College faculty sponsor to collaborate with them on a research project. Students must have accumulated 90 credit hours, be in good standing with the college and academic major, and have a cumulative GPA of at least 3.0 to participate in a research project for credit. Faculty must identify the project description, objectives, student learning outcomes, assignments, all guidelines by which a student will be assessed, and a project calendar. Special Research Project outlines must follow appropriate research standards; meet expected levels of rigor for the credit hours, type of work, and level of major assigned.

Special Topics 299 (1-6 cr hr. Contact time is determined by the type of experience outlined.) Special Topics courses address current developments or special-interest topics in an aspect of the larger subject taught by the major or school at the associate degree level. Faculty must identify the course description, objectives, student learning outcomes, assignments, all guidelines by which a student will be assessed which includes grading rubrics, and a course calendar. The rigor of instruction and expected student learning outcomes must be commensurate with the level of the course, the type of course, and credit hours assigned.

Special Topics 499 (1-6 cr hr. Contact time is determined by the type of experience outlined.)
Special Topics courses address current developments or special-interest topics in an aspect of the larger subject taught by the major or school at the baccalaureate degree level. Faculty must identify the course description, objectives, student learning outcomes, assignments, all guidelines by which a student will be assessed which includes grading rubrics, and a course calendar. The rigor of instruction and expected student learning outcomes must be commensurate with the level of the course, the type of course, and credit hours assigned.

Course Descriptions

AH 103 Introduction to Computer Technology

Students practice fundamentals of integrating coursework and software applications in a networked Windows environment. For students with little or no Windows/applications experience. **1 credit hour (16 lecture hours)**

AH 104 Introduction to Medical Terminology

Students are presented with information intended to facilitate understanding of basic medical terminology. This is accomplished through the use of word building principles combined with basic principles of anatomy and physiology. The acquired knowledge will enable the student to communicate effectively with the interdisciplinary team and may be applied in the didactic or clinical setting. **1 credit hour (16 lecture hours)**

AH 200 Introduction to Statistics

A course to acquaint the student with the basic ideas and language of statistics, including such topics as descriptive measures, elementary probability, distributions, estimation, hypothesis testing, regression, and correlation. **3 credit hours (48 lecture hours)**

AH 201 Human Diversity in Healthcare Delivery

AH 201 is a one credit multidisciplinary course designed to expose all of the students at SEH College to different cultural approaches to healthcare delivery at the point of service. Major cultural groups most often encountered and their perspectives on medicine, disease, death, dying, and other pertinent issues will be the focus of the course. **1 credit hour (16 lecture hours)**

AH 204 Medical Terminology II

Students are presented with information intended to facilitate understanding of advanced medical terminology. This is accomplished through the use of word building principles combined with basic principles of anatomy and physiology. The acquired knowledge will enable the student to communicate effectively with the interdisciplinary team and may be applied in the didactic or clinical setting. **2 credit hours (32 lecture hours)**

AH 230 Medical Ethics and the Law

Content is designed to provide a fundamental background in ethics. The historical and philosophical bases of ethics, as well as the elements of ethical behavior, are discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. An introduction to legal terminology, concepts and principles also will be presented. Topics include misconduct, malpractice, legal and professional standards. The importance of proper documentation and informed consent is emphasized. **3 credit hours (48 lecture hours)**

BI 151 Anatomy and Physiology I

Students acquire thorough knowledge of microscopy functions, using the scientific method to examine several human body systems, including cell structures and functions, human tissues, the skin, bones, and the skeletal system, joints and muscles. **4 credit hours (48 lecture hours, 32 lab hours)**

BI 152 Anatomy and Physiology II

Students acquire thorough knowledge of microscopy functions, using the scientific method to examine several human body systems, including the nervous system and sense organs, endocrine system, the cardiovascular system, the lymph/immune system, the respiratory system, the digestive system and related nutrition concepts, the urinary system and related water and electrolytes concepts, the reproduction system and related human development concepts. **4 credit hours (48 lecture hours, 32 lab hours)**

BI 200 Microbiology

Students receive a thorough introduction to the anatomy, physiology, cultivation and control of microorganisms, the human immune system, and interactions between humans and microorganisms.

Prerequisite: A course in chemistry or biology or consent of instructor. **3 credit hours (32 lecture hours, 32 lab hours)**

BI 306 Principles of Immunology

An introduction to the study of immune system physiology, including the nature of antigens, immunoglobulin structure and function, innate and adaptive immunity, cell mediated and humoral immunity, and immune system response to disease. Common laboratory analyses utilizing immunological testing principles are included. **Prerequisite:** BI 200 or equivalent or consent of instructor. **3 credit hours (48 lecture hours)**

CH 100 Chemistry

Students receive a thorough introduction to the principles governing the systematic behavior of matter, with emphasis on atomic theory, chemical bonding, and chemical reactions. Students conduct scientific experiments and perform mathematical calculations in order to interpret resulting chemical data. **3 credit hours (32 lecture hours, 32 lab hours)**

COM 100 Oral Communication

Students demonstrate proficiency in oral communications through the study of rhetorical theories, principles, and strategies. **3 credit hours (48 lecture hours)**

ENG 099 Writing Skills

Through in-class workshop and individual tutorials in written communications, students demonstrate mastery of basic composition skills. Enrollment based on appropriate placement test score. **3 credit hours (does not count towards degree) (48 lecture hours)**

ENG 100 English Composition

Students demonstrate techniques of effective written expression. **Prerequisite:** Appropriate placement test score. **3 credit hours (48 lecture hours)**

ENG 200 Expository Writing

This course introduces the theory of expository writing; practice in writing non-fiction with clarity and conciseness. APA format will also be addressed. **Prerequisite:** ENG 100 or equivalent. **3 credit hours (48 lecture hours)**

FA 200 Art Appreciation

Understanding the role of contemporary and historical art in enriching the human experience. **3 credit hours (48 lecture hours)**

FYS 101 College Seminar

This mandatory course provides an orientation to this College and the higher learning process, including attention to such student success topics as time management, study skills, test taking strategies, and the like. Considerable emphasis is placed on key College policies, practices, and procedures that students must know

about in order to be successful, including privacy rights, sexual harassment and violence against women, substance abuse prevention education, and plagiarism. Students write a brief paper in order to practice proper reference citation, following the style manual of the American Psychological Association (APA). **1 credit hour (16 lecture hours)**

GOVT 100 Government and Politics in the United States

This course provides an introduction to the theory, constitutional basis, functions and government structures of the US political system. Emphasis is placed on the national level of politics and linkages with state and local governments, with particular emphasis on Missouri and potential application to healthcare. Current issues in domestic and foreign policy are discussed. **3 credit hours (48 lecture hours)**

HST 105 American History

This course extending from the 1860's to the present provides a continental outlook encouraging students to appreciate the great expanse of our nation from a historical perspective. It seeks to integrate the narrative of national history with the story of the nation's many diverse communities. The focus is on the persistent tensions between everyday life and those larger decisions and events that continually reshape local life. **3 credit hours (48 lecture hours)**

INT 200 Internship in Allied Health

Supervised educational work experience with an approved allied health agency, organization, or institution. Prerequisites: All required courses with BI, CH, ENG, and COM prefixes; 45 credit hours completed toward associate degree; or consent of instructor and program director. **3 credit hours (90-120 clock hours on site)**

MAT 101 Mathematics for Healthcare Professionals

This course is designed to equip the student with a solid mathematical foundation in order to prepare them for success in the healthcare field. Topics covered: basic mathematics with fractions and integers, conversions among fractions, decimals and percents, and unit conversions. Additionally, intermediate algebra topics covered: Properties of/and graphing linear equations, roots and exponents, solving one, two and multi-step equations, order of operations, ratio and proportion. **3 credit hours (48 lecture hours)**

MAT 150 College Algebra

Review of fundamentals of algebra, functions and their graphs, solutions of first and second degree functions, quadratic formula, graphing of polynomial functions, exponential and logarithmic equations, conic sections, geometric and arithmetic sequences and series, and additional secondary topics. **Prerequisite:** Math for Healthcare Professionals, Intermediate Algebra, High School Algebra, or approval of the Instructor. **3 credit hours (48 lecture hours)**

MLS 401 Student Lab Block I

MLS 401 is a block of sections taught in a student laboratory environment. Each section will have 50% lecture (didactic) information and 50% clinical training presented to students. This block includes the following sections: Introduction to Medical Laboratory Science: An introduction to the college campus, online learning services, and all topics covered by the Student Handbook. The section also includes an introduction to Medical Laboratory Science including the principles of laboratory safety, quality control, medical terminology, laboratory mathematics, professionalism, ethics and communication; Phlebotomy: An introduction to the principles of blood collection techniques, phlebotomy equipment, specimen handling, sources of error in laboratory testing (pre-analytical, analytical and post-analytical). Also includes laboratory safety, infection control, professionalism and a patient's rights; Immunology/Serology: An introduction to laboratory techniques and didactic information related to Immunology/Serology. The study of laboratory analysis utilizing antigen/antibody detection for the purpose of diagnosis of disease; Immunohematology: A student lab section for the introduction to laboratory techniques and didactic information related to Immunohematology. The student of transfusion therapy, including blood group serology, pretransfusion testing, component therapy, and donor collection; and Urinalysis: A student lab

section for the introduction to laboratory techniques and didactic information related to Urinalysis. The study of physical, chemical, and microscopic analysis of urine in the investigation of kidney function and disease states. Clinical/Lab hours are calculated on a 2.5:1 ratio. **6 Credit Hours**

MLS 402 Student Lab Block II

MLS 402 is a block of sections taught in a student laboratory environment. **This block includes the following sections:** **Clinical Chemistry** A student lab section for introduction into laboratory techniques and didactic information related to Clinical Chemistry. The study of the chemical constituents in body fluids and their clinical significance in diagnosis, prevention, and treatment of disease. **Molecular Techniques** A student lab section for introduction into laboratory techniques and didactic information related to molecular techniques. An introduction to molecular biology techniques and their applications to the laboratory diagnosis of disease. **Hematology** A student lab section for introduction into laboratory techniques and didactic information related to hematology. The study of cellular elements in the blood and diseases of hematopoietic tissues. Instruction includes manual methods, microscopy, and discussion of automated hematology analyzers. **Coagulation/Hemostasis** A student lab section for introduction into laboratory techniques and didactic information related to Coagulation/Hemostasis. The student of blood clotting and fibrinolysis systems and clotting studies used to determine disorder of hemostasis and to monitor anticoagulant therapy. Each section will have 50% lecture (didactic) information and 50% clinical training presented to students. Clinical/Lab hours are calculated on a 2.5:1 ratio. **6 Credit Hours**

MLS 403 Student Lab Block III

MLS 403 is a block of sections taught in a student laboratory environment. **This block includes the following sections:** **Clinical Microbiology** A student lab section for introduction into laboratory techniques and didactic information related to Clinical Microbiology. The Student of bacteria of clinical significance in the diagnosis of human disease. Emphasis on bacteriological identification by microscopic and chemical techniques, and susceptibility testing. **Mycology/Parasitology** A student lab section for introduction into laboratory techniques and didactic information related to Mycology and Parasitology. The student of fungi and parasites in the diagnosis of human disease. Collection, concentration, and culture methods and microscopic identification are included in the course. Each section will have 50% lecture (didactic) information and 50% clinical training presented to students. Clinical/Lab hours are calculated on a 2.5:1 ratio. **5 Credit Hours**

MLS 404 Advanced Lecture Block I

Advanced lecture block covering theoretical information from the following areas of study: Education, Laboratory Management, Cultural Diversity, Immunohematology, and Immunology/Serology. Advanced lectures will focus on building critical thinking and problem solving skills utilizing clinical case study discussions and classic lecture theory. **2 Credit Hours**

MLS 405 Advanced Lecture Block II

Advanced lecture block covering theoretical information from the following areas of study: Hematology, Coagulation/Hemostasis, and Urinalysis. Advanced lectures will focus on building critical thinking and problem solving skills utilizing clinical case study discussions and classic lecture theory. **2 Credit Hours**

MLS 406 Advanced Lecture Block III

Advanced lecture block covering theoretical information from the following areas of study: Clinical Microbiology, and Clinical Chemistry. Advanced lectures will focus on building critical thinking and problem solving skills utilizing clinical case study discussions and classic lecture theory. **2 Credit Hours**

Clinical Rotation Blocks

Clinical rotation blocks are clinical practicums whereby students are placed in various clinical sites to train in clinical laboratory methodologies. The practicums will focus on applied laboratory techniques and concepts which include: microscopy, principles of instrumentation (with emphasis on automated analyzers), manual test performance and quality control performance. Students will perform patient

testing under the observation of a certified Medical Laboratory Scientist. Emphasis will be placed on critical thinking and problem solving skills with relationship to the patient and/or quality control results. Clinical/Lab hours are calculated on a 2.5:1 ratio.

MLS 407 Clinical Rotation Block I This block includes the following sections: **Clinical Chemistry** A clinical practicum based course that will focus on advanced applied clinical laboratory techniques and concepts related to Clinical Chemistry **Clinical Microbiology** A clinical practicum based course that will focus on advanced applied clinical laboratory techniques and concepts related to Clinical Chemistry. **7 Credit Hours**

MLS 408 Clinical Rotation Block II This block includes the following sections: **Urinalysis** A clinical practicum based course that will focus on advanced applied clinical laboratory techniques and concepts related to Urinalysis. **Coagulation/Hemostasis** A clinical practicum based course that will focus on advanced applied clinical laboratory techniques and concepts related to Coagulation/Hemostasis. **Immunohematology** A clinical practicum based course that will focus on advanced applied clinical laboratory techniques and concepts related to Blood Bank. **Immunology/Serology** A clinical practicum based course that will focus on advanced applied clinical laboratory techniques and concepts related to Immunology. **Hematology** A clinical practicum based course that will focus on advanced applied clinical laboratory techniques and concepts related to hematology. **7 Credit Hours**

NS 101 Foundations of Professional Nursing Practice

Students will be introduced to the ANA Scope and Standards of Practice, the Nurse's Code of Ethics, and the NLN Core Competencies of an associate degree nurse. Students are presented with information about the core nursing values. Critical thinking skills and nursing process are introduced. Nursing care of the individual, family and community is described. The theoretical content will include interpersonal and therapeutic communication, the quality improvement process, the use of informatics and technology in nursing, and the nurse's role in the inter-professional team. **Prerequisite:** *see Nursing Curriculum Plans*. **2 credit hours (32 lecture hours)**

NS 102 Nursing Assessment

This course will allow the student to practice the physical assessment and interviewing skills needed to perform the first step of the nursing process. The student will utilize previously learned concepts from anatomy and physiology and the nursing foundations course. In addition to physical assessment, the student will learn to assess the psychosocial, cultural, spiritual, and nutritional needs of the individual. **Prerequisite:** *see Nursing Curriculum Plans* **2 credit hours (16 lecture hours, 48 lab/clinical hours)**

NS 103a Nursing Skills

This course will develop the beginning student nurse's psychomotor skills. Students are presented with theoretical content related to the basic skills integrating previously learned concepts from Anatomy & Physiology and Nursing Assessment. The student is allowed the opportunity to practice and develop those psychomotor skills. **Prerequisite:** *see Nursing Curriculum Plans* **2 credit hours (16 lecture hours, 48 lab/clinical hours)**

NS 103b Nursing Skills

This course will develop the beginning student nurse's psychomotor skills. Students are presented with theoretical content related to the intermediate skills integrating previously learned concepts from Anatomy & Physiology and Nursing Assessment. The student is allowed the opportunity to practice and develop those psychomotor skills. **Prerequisite:** *see Nursing Curriculum Plans* *Nursing courses from previous semester must be successfully completed with a grade of C or above.* **2 credit hours (16 lecture hours, 48 lab/clinical hours)**

*** As of fall 2022, NS 103a and 103b will become NS 103 for 4 credit hours*

NS 104 Pharmacology for Nursing

Students are presented with basic concepts of pharmacology including pharmaco-therapeutics, medication administration, and major drug classes. The quality improvement process, teamwork and collaboration, use of informatics, and legal and ethical issues are discussed as they relate to safe medication administration. The students will learn to integrate key concepts of drug therapy needed for patient education. Psychomotor skills related to dosage calculation and medication administration will be developed. Critical thinking and the nursing process are discussed as a framework for medication administration. **Prerequisite:** *Nursing courses from previous semester must be successfully completed with a grade of C or above.* **2 credit hours (16 lecture hours, 48 lab/clinical hours)**

NS 105 Bridging to Professional Nursing Practice

Professional practice issues emphasizing the nurse's role in today's healthcare setting are discussed. The theoretical content will include nursing process, interpersonal and therapeutic communication, quality improvement, core nursing values, and critical thinking concepts. Students will be introduced to the ANA Standards of Practice, the Nurse's Code of Ethics, and the NLN Core Competencies for an associate degree nurse. Psychomotor skills will be validated and further developed in this course. **Prerequisite:** *see Nursing Curriculum Plans* **3 credit hours (24 lecture hours, 72 lab/clinical hours)**

NS 106 Mental Health Nursing

Students are presented with scientific principles of adult mental health nursing including current treatment modalities and nursing care. Therapeutic communication skills are presented and developed. The acquired knowledge will be applied in the clinical setting. Ethical and legal principles are applied to the care of the patient with alterations in mental health. Psychological, sociocultural, spiritual and safety needs of individuals with alterations in mental health will be addressed. The use of critical thinking and the nursing process will guide the student to provide patient centered care to the mental health patient. **Prerequisite:** *Nursing courses from previous semester must be successfully completed with a grade of C or above.* **4 credit hours (32 lecture hours, 96 lab/clinical hours)**

NS 107 Medical Surgical Nursing 1

Students are presented with theoretical content regarding perspectives for medical-surgical nursing practice, concepts related to the aging process, and common health problems of the elderly and adult patients. Concepts of prevention of illness, health promotion, maintenance, and restoration of health for the elderly and the adult patient are presented. The student will apply this theoretical knowledge in the clinical setting. Students will also refine their psychomotor skills. Critical thinking and the nursing process will guide the student to provide evidence based nursing care. Informatics, quality improvement processes, therapeutic communication, falls prevention, medication reconciliation, medical record review and working in inter-professional teams will be explored. **Prerequisite:** *Nursing courses from previous semester must be successfully completed with a grade C or above.* **4 credit hours (32 lecture hours, 96 lab/clinical hours)**

NS 108 Dosage Calculation

The course offers a review to refresh dosage calculation skills for the LPN to RN and Paramedic to RN student. Basic dosage calculations as well as advanced dosage calculations including IV drip rates, calculation of IV push, and IV infusions are reviewed in this course. Emphasis is placed on mastering math skills necessary for accurate calculation of dosages for safe administration of medications. It also emphasizes critical thinking skills needed to accurately and safely calculate medication dosages.

Prerequisite: *Admission into the LPN to RN or Paramedic to RN track.* **1 credit hour (16 lecture hours)**

NS 110 IV Therapy

This clinical lab course will introduce the principles of intravenous (IV) therapy. Students will be allowed the time to learn and practice the skills associated with IV therapy, including IV insertion, maintenance and removal, intravenous medication administration and IV dosage calculations. Information regarding central venous catheters, peripherally inserted central lines, total parenteral nutrition (TPN) therapy and blood

administration will be presented. **Prerequisite:** *Nursing courses from previous semester must be successfully completed with a grade C or above.* **1 credit hour (48 lab/clinical hours)**

NS 201 Nursing Care of the Childbearing Family

The students are presented with the theoretical principles of maternal and newborn nursing. Critical thinking and the nursing process will guide the students' nursing care of women, newborns, and their families. More advanced psychomotor skills will be developed and students will have the opportunity to use the psychomotor skills learned earlier in the clinical setting. Other concepts in this course will include quality improvement processes, therapeutic communication, and the use of informatics. **Prerequisite:** *Nursing courses from previous semester must be successfully completed with a grade C or above.* **3 credit hours (32 lecture hours, 48 lab/clinical hours)**

NS 202 Medical Surgical Nursing 2

Students are presented with theoretical content regarding perspectives of caring for a patient with advanced medical surgical problems of a cardiac or respiratory nature. The student will apply this knowledge in the clinical setting. Students will also refine their psychomotor skills. Critical thinking and the nursing process will guide the student to provide evidence based nursing care. Informatics, quality improvement processes, therapeutic communication, and working in inter-professional teams will be explored. **Prerequisite:** *Nursing courses from previous semester must be successfully completed with a grade C or above.* **5 credit hours (40 lecture hours, 120 lab/clinical hours)**

NS 203 Nursing Care of the Child and Family

The students are presented with the theoretical principles of family nursing with a focus on growth and development and health promotion of the child. The nursing process will guide the students' nursing care of the child and family. Psychomotor skills will be further developed and students will have the opportunity to use the psychomotor skills learned earlier in the clinical setting. **Prerequisite:** *Nursing courses from previous semester must be successfully completed with a grade C or above.* **3 credit hours (32 lecture hours, 48 lab/clinical hours)**

NS 204 Medical Surgical Nursing 3

Students are presented with theoretical content regarding perspectives of medical-surgical nursing for patients with complex medical surgical problems. The student will apply this knowledge in the clinical setting. Students will also refine their psychomotor skills. Critical thinking and the nursing process will guide the student as they provide evidence based nursing care. The student will assess, identify problems, recognize and prioritize patient care needs and deliver care to a group of medical surgical nursing patients. Informatics, quality improvement processes, and therapeutic communication will be explored. This course will have a major focus on working with inter-professional teams, leadership, and management skills. There will be a team leading component in the clinical. **Prerequisite:** *Nursing courses from previous semester must be successfully completed with a grade C or above.* **4 credit hours (32 lecture hours, 96 lab/clinical hours)**

NS 206 Transition to Professional Nursing Practice

Theoretical content regarding the management of patient care, including scope and standards for practice, workplace issues and reality shock are reviewed. Quality improvement and safety, evidence based practice, advocacy, inter-professional communication, and professional and personal development will be addressed. This course allows the students to be immersed in the professional world of nursing with the opportunity to demonstrate competencies within the program outcomes and to refine their nursing care practice skills. Knowledge and skills from general education and nursing disciplines are integrated into the decision making required to deliver quality nursing care to individuals and groups in a focused clinical setting. Students will be placed with a preceptor where they will be mentored while caring for multiple patients. **Prerequisite:** *Nursing courses from previous semester must be successfully completed with a grade C or above.* **4 credit hours (32 lecture hours, 96 lab/clinical hours)**

NS 300 ADN to BSN Transition

This initial nursing course provides concepts and issues that broaden the perspective of the professional nursing role. It focuses on the transition from associate degree to bachelor degree nursing. This course recognizes and builds upon the prior work experience of the registered nurse. It addresses the scope and practice of professional nursing practice. During this course, students will be introduced to skills that facilitate success in achieving their educational goals.

Prerequisite: *Admission into RN to BSN Program.* **3 credit hours (48 lecture hours)**

NS 301 Nursing Informatics

This course is designed to explore the use of informatics in nursing practice and its role in enhancing quality patient care and outcomes as well as the role of the nurse in handling health care data. With a focus on health information systems and the electronic health record; the course also examines issues related to the protection of the privacy, confidentiality, and security on information in health care environments and the potential use of social networking tools used to communicate health-related information. **Prerequisites:**

Admission into RN to BSN Program. Basic computer skills. **2 credit hours (32 lecture hours)**

NS 302 Pathophysiology

This course provides an introduction to the basic concepts of pathophysiology. Students are presented with the physiological response to disease, stress and the environment. In addition, reviews of basic human physiology are included. This course provides a study of human pathological processes and their effects on homeostasis. Upon completion, students should be able to demonstrate an increased knowledge of pathophysiology. **Prerequisite:** *Anatomy and Physiology.* **3 credit hours (48 lecture hours)**

NS 400 Management and Leadership

This course provides a comprehensive introduction to nursing leadership and management. Principles and theories of leadership and management as they relate to the role of the professional nurse are addressed. This course includes clinical experience with a nurse mentor analyzing the application of leadership and management principles. ***Prerequisite:** *Admission into RN to BSN Program.* **3 credit hours (32 lecture hours, 24 clinical hours)**

NS 401 Holistic Assessment

This course builds on the RN student's prior knowledge and clinical experience in assessment developing holistic health and physical assessment skills. The importance of a systematic holistic approach to health history – including physical, developmental, psychosocial, cultural, and spiritual dimensions – and physical examination are emphasized. This class focuses on the application of critical thinking and reasoning when assessing the health status of individuals. The analysis of physical findings, health behaviors, and lifestyle as a basis for decision making for the delivery of nursing care and client teaching is emphasized. Laboratory practice of assessment skills is included in class time.

Prerequisite: *Admission into RN to BSN Program* **3 credit hours (32 lecture hours, 48 lab hours)**

NS 402 Pharmacology

This course explores concepts and principles of pharmacology with special consideration for the role of the nurse in developing a comprehensive approach to the clinical application of drug therapy through the use of the nursing process. The quality improvement process, teamwork and collaboration, use of informatics, and legal and ethical issues are discussed as they relate to safe medication administration. Students will learn to integrate key concepts of drug therapy needed for patient education. **Prerequisite:** *Admission into RN to BSN Program*

3 credit hours (48 lecture hours)

NS 403 Nursing Research and Evidence Based Practice

This course explores the development of nursing knowledge and the improvement of nursing practice through current relevant evidence gained from both nursing research and nursing experience. Research methods are examined and current issues are analyzed in relation to the implementation of evidence-based practice in selected settings. Students will identify a clinical problem or issue that warrants a systematic

appraisal of the relevant literature to inform clinicians, critically appraise the evidence, and translate the findings into clinical practice, thus allowing practical application of the process. **Prerequisite:** *Admission into RN to BSN Program* **3 credit hours (48 lecture hours)**

NS 404 Public and Community Health

This community health course focuses on providing population-focused nursing care. Concepts of community health nursing practice are applied in a variety of structured and unstructured settings. Health promotion and disease prevention concepts are integrated into community-oriented practice using the community-as-partner model. ***Prerequisite:** *Admission into RN to BSN Program.* **4 credit hours (48 lecture hours, 24 clinical hours)**

NS 405 Politics and Health Care Policy

This course provides an understanding of the social, ethical, cultural, economic, and political issues that affect the delivery of health care. How patient care services are organized and financed and how reimbursement is structured is also discussed. Emphasis will be placed on the impact of policy decisions on professional nursing practice and health services. The learner will develop an understanding of how health care policy is both developed and changed, and how that process can be influenced through the efforts of nurses. **Prerequisite:** *Admission into RN to BSN Program* **3 credit hours (48 lecture hours)**

NUT 200 Nutrition

Students demonstrate knowledge of the nutrient groups, their functions in nourishing the body, and the application of this knowledge to individuals. **3 credit hours (48 lecture hours)**

PSY 100 Psychology

This course is an examination of human behavior from a psychological experience with frequent application to a healthcare setting. It attempts to communicate the scientific rigor and personal relevance of psychology as it sets the stage for today's extensive research. The course seeks to model and encourage critical and scientific thinking. It attempts to expand the student's awareness of cultural and gender influences. **3 credit hours (48 lecture hours)**

PSY 200 Life Span Development

The course is a broad overview of human development across the lifespan, with an emphasis on the interactions between the individual and his or her environment. Domains of development (e.g., personality or cognition) will be traced through the lifespan. **3 credit hours (48 lecture hours)**

RT 101 Introduction to Radiography

This course is designed to provide the student with information regarding the radiologic technology profession. Cognitive information related to ethics, law, radiation protection and basic departmental procedures are presented to insure safe clinical practice. Professional development and lifelong learning will be emphasized by introducing the students to various organizations and agencies. **3 Credit Hours (48 Lecture Hours)**

RT 110 Anatomy and Positioning I

This course is the first part of a two-fold radiographic procedures course. Part I of this course is designed to provide the students with the necessary theory, concepts and psychomotor experiences needed to perform specific diagnostic procedures. Patient positioning, equipment manipulation, appropriate patient care techniques, and critique of radiographic images are presented in this course. **Prerequisite:** *Consent of program director, concurrent enrollment in RT 101, 201, and RT lab I and A&P.* **3 Credit Hours (48 Lecture Hours)**

RT Lab I

This lab has been designed to support RT 110 and has the same admission requirements. The body areas to be addressed in part I include: upper extremities, shoulder girdle, pelvis, chest, abdomen and bony thorax.

Prerequisite: *Consent of program director, concurrent enrollment in RT 101, 201, and RT 110 and A&P.*
1 Credit Hour (80 Lab Hours)

RT 201 Radiographic Physics

This course is an in-depth study of the physics and electronics involved in the production, use, and control of the various electromagnetic energies used in medical and diagnostic applications. The students will benefit from studying, examining and manipulating actual system components which facilitate comprehension of difficult concepts and applications when possible. **Prerequisite:** *Consent of program director, concurrent enrollment in RT 110, 101, and RT lab I and A&P.* **3 Credit Hours (48 Lecture Hours)**

RT 111 Anatomy and Positioning II

This course is the second part of a two-fold radiographic procedures course. Students will continue learning the proper procedures for producing quality diagnostic radiographs for selected body parts. **Prerequisite:** *Consent of program director, concurrent enrollment in RT Lab II, RT 120, as well as successful completion of A&P, RT 201, RT 110, RT 101 and RT lab I.* **3 Credit Hours (48 Lecture Hours)**

RT Lab II

This lab has been designed to support RT 111 and has the same admission requirements. The body areas to be addressed in part II include: lower extremities, spine, skull, as well as contrast exams and/or fluoroscopic procedures. **Prerequisite:** *Consent of program director, concurrent enrollment in RT 120, as well as successful completion of A&P, RT 201, RT 110 and RT lab I.* **1 Credit Hour (80 Lab Hours)**

RT 120 Radiographic Exposure

This course focuses on the theory, application and evaluation of the instrumentation and operation of radiographic equipment. Various electronics used in the production and control of ionizing radiation will be explored, as well as quality control issues. **Prerequisite:** *Consent of program director, concurrent enrollment in RT 111, RT Lab II as well as successful completion of A&P, RT 201, RT 110 and RT lab I.* **3 Credit Hours (48 Lecture Hours)**

RT 150 Clinic I

This course provides the student with the opportunity to apply concepts learned in their didactic coursework in the performance of radiologic activities in the clinical setting. The student will be required to prove competency in prescribed examinations. Please see program faculty for clinical site assignments. (16 clock hours of clinic time per week) **3 Credit Hours (240 Clinical Hours)**

RT 220 Pharmacology

The course introduces the students to the basic concepts of pharmacology, including legal and ethical issues surrounding the administration of these agents. Venipuncture, administration of diagnostic agents, intravenous medications, and the appropriate patient care during delivery will be addressed. Various contrast agents and other pharmacological agents utilized in the diagnostic imaging department will be discussed. **3 Credit Hours (48 Lecture Hours)**

RT 175 Clinic II

This course is a discrete continuation of RT 150. Once again the student will have the opportunity to apply concepts learned in the classroom in the real world setting. Patient care skills will be further honed and the student will be expected to operate with less prompting than what was allowed in RT 150. Clinical education assignments will be obtained from program faculty. (24 clock hours of clinical time per week) **5 Credit Hours (400 Clinical Hours)**

RT 180 Radiographic Pathology

This course presents principles of pathology and the radiographic appearances of specific diseases. An understanding of disease processes can aid the technologist in selecting proper techniques and in determining the need for repeating a radiograph that might be acceptable under different circumstances. This knowledge will aid the Radiologic Technologist to become a more competent professional and a contributing member to the diagnostic imaging team. **3 Credit Hours (48 Lecture Hours)**

RT 210 Radiation Biology

This course is a study and analysis of the effects of various types of electromagnetic radiations and their effects upon living tissues. The students will learn why they should and how they can protect themselves, their patients, and others from various forms of ionizing radiation used in diagnostic and therapeutic medical applications. **3 Credit Hours (48 Lecture Hours)**

RT 200 Clinic III

This course is a discrete continuation of RT 175. Once again the student will have the opportunity to apply concepts learned in the classroom in the real world setting. At this level, the student should be able to function almost completely autonomously in a variety of clinical settings. The student may consider this an opportunity to truly practice radiography while still retaining the ability to seek assistance from registered radiographers who will be supervising. Final course competencies as well as additional exposure to various other imaging disciplines may be required. Clinical education assignments will be obtained from program faculty. (24 clock hours of clinical time per week) **5 Credit Hours (400 Clinical Hours)**

RT 260 Transitions to Professional Practice

This course is a capstone course that involves engaging students in situational problem solving and radiographic analysis as well as registry preparation, holistic integration of concepts and knowledge of anatomy, pathology, procedures, patient care, safety and imaging principles will be emphasized. **2 Credit Hours 32 Lecture Hours**

SOC 102 Sociology

Through a series of lectures, projects, and group discussions students analyze the impact of society and culture on human social behavior. **3 credit hours (48 lecture hours)**

SOC 300 Global Awareness and Social Diversity

This course increases familiarity with cultural diversity in the US and globally. It devotes attention to such issues as religious, racial, and socioeconomic diversity. **3 credit hours (48 lecture hours)**

ST 110 Fundamentals of Surgical Care I

Students are presented with the theoretical and clinical fundamental content of surgical technology. This course is directed toward basic concepts concerning the surgical field and patient care. Legal and ethical principles in the field of surgical technology will be introduced. The course includes clinical application of theoretical concepts and principles. Adequate laboratory time for practice and testing of the skills required. **7 credit hours (66 lecture hours/80 lab hours)**

ST 112 Fundamentals of Surgical Care II and lab

This course introduces the students to the practice of surgical technology. The focus of this course is on skills that are specifically those of the scrub role and the circulating role. The student will demonstrate the proper and safe execution of procedures and use of equipment. Pharmacology will be introduced with the understanding of proper handling and classification of drugs used in operating room. Anesthesia and how it affects the surgical patient will be discussed. Adequate laboratory time for practice and testing of the skills required. **8 credit hours (66 lecture/ 120 lab)**

ST 210 Surgical Technology I

This course prepares the student for practice training. Instruction combines lectures and clinical to introduce student to the surgical specialties. **9 credit hours (53 lecture hours/ 200 lab hours)**

ST 212 Surgical Technology II and Clinical

This course prepares the student for practice training. Instruction combines lectures and clinical to introduce student to the surgical specialties. **9 credit hours (53 lecture hours/200 lab hours)**

SPN 200 Spanish for Healthcare Providers

A beginning Spanish course to give healthcare students the opportunity to acquire and learn the vocabulary and grammar along with appropriate cultural understandings sufficient to carry out and understand simple communication attempts, both written and oral, with Spanish-speaking patients/clients and their families.

3 credit hours (48 lecture hours plus independent work with audio CDs and/or video DVDs)

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