BSN STUDENT HANDBOOK
Policies & Procedures

MISSOURI VALLEY COLLEGE
SCHOOL OF NURSING & HEALTH SCIENCES
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2024-2025 MVC BSN Student Handbook

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2024-2025 MVC BSN Student Handbook

WELCOME NURSING STUDENTS

Welcome to Missouri Valley College (MVC) School of Nursing & Health Sciences. We share your excitement about entering the profession of nursing. We are also very pleased that you have chosen our BSN program to obtain your Bachelor of Science in Nursing. Our school includes a traditional track, an online LPN-to-BSN track, and a RN-BSN online track.

At MVC, we believe in excellence in education. Our highly trained and dedicated nursing faculty and support staff are experts in their field of study and practice. While this program is demanding and will consume a great deal of your time and energy, with your commitment to becoming a registered nurse (RN), we will assist and prepare you to transition from a novice to a practicing professional.

This handbook has been designed to help guide you through the BSN program. Please read it carefully and refer to it if and when you have questions during your nursing education. If you have questions along the way, please discuss them early with your academic/faculty advisor, instructor, director or dean. We will assist you in any way we can, as we also want you to be successful in completing the BSN program and passing the National Council Licensure Examination (NCLEX).

We encourage you to enhance your professional interests in nursing by joining the Student Nurses Association (SNA) to help you grow as a professional, a student, a leader, and a member of our educational and medical community. Also, please consider checking into the other activities, clubs, and organizations found on the MVC campus.

Best wishes as you begin this new journey in your life of becoming an RN!

Administration, Faculty, and Staff MVC School of Nursing & Health Sciences

2024-2025 MVC BSN Student Handbook

PURPOSE of the BSN STUDENT HANDBOOK

The purpose of the BSN Student Handbook is to provide the student with guidelines necessary to progress responsibly in the BSN Program. The handbook contains general information and policies and procedures that guide the BSN Program. Course requirements are outlined in detail in the course syllabus at the beginning of each semester. As a student, it is critical that you read the handbook carefully and fully understand the contents. All students will be held accountable for information in the handbook. Using the Handbook will help students negotiate the many challenges in the BSN program. In addition academic advisors and faculty are available to assist the student along the way.

The BSN Nursing Student Handbook is to be used in conjunction with the MVC Academic Catalog & Handbook. Nursing students have the same rights and privileges provided to other MVC college students. However, the policies in the BSN Nursing Student Handbook will take precedence over some of the aforementioned college publications. For example, the grading policy and grade point average are different from those in other disciplines.All of the resources contain valuable information and should serve as a reference as the student progresses through the curriculum/program.

The contents of the BSN Student Handbook are the most current information at the time of publication. Addendums/revisions may be added without prior notice to students. Any changes to policy are promptly communicated with students.

Nursing faculty reserves the right to make changes in the curriculum. If, or when this happens, every effort will be made to notify students of the changes to allow for a smooth transition through the required nursing courses.

THE MISSION and PHILOSOPHY of the MVC BSN PROGRAM

MISSION

The mission is to advance the art and science of nursing through innovative teaching, research, and clinical practice. To educate and train diverse groups of nursing professionals to interact with interdisciplinary teams thus promoting optimal health outcomes in individuals, families, and global communities while promoting a culture of lifelong learning.

PHILOSOPHY

The foundation for professional nursing education is embedded in the natural sciences, social sciences, and humanities which enhances critical thinking and reasoning, while promoting high ethical standards in providing holistic care for individuals, families, global communities, and societies. The baccalaureate of science in nursing prepares a nurse generalist and lays the foundation for graduate education to promote personal, professional and intellectual growth. The graduate of the School of Nursing & Health Sciences will be able to assimilate theory, concepts, research, and leadership to help reshape the future of nursing practice while meeting the demands of an ever changing healthcare environment.

SCHOOL OF NURSING & HEALTH SCIENCES GOALS

1. Promote a school culture that treats all nursing students with cultural sensitivity and respect for human dignity.
2. Build curricula that promote collaboration and communication skills, with clinical reasoning and critical thinking skills.
3. Uses teaching-learning practices that promote self-directed learning, creative thinking, and intellectual inquiry.
4. Prepare students to achieve PSLOs and to pass the NCLEX exam on the first attempt.
5. Retain qualified faculty and staff that are committed to high academic standards, academic freedom, and that are leaders in their areas of expertise.
6. Prepare graduates that are satisfied with the BSN program and promote the SoN & Health Science within learning and health care communities.

NURSING FACULTY BELIEFS

Nursing is both an art and a science. The practice of nursing occurs in dynamic settings, across a variety of healthcare environments, while nurses care for diverse populations across the lifespan. Professional nurses must meet the holistic needs of individual patients by using accumulated skills and knowledge, while using the nursing process to arrive at sound clinical judgment. Nurses must

function as a collaborative partner within interprofessional healthcare teams. Practicing nurses must also be caring and compassionate, culturally sensitive, self-directed, as well as have a firm ethical framework. They should carefully abide by their state's nursing practice act, be an advocate for patients, and choose to be a lifelong learner.

FACULTY COMMITMENT

The faculty is committed to academic and clinical excellence in preparing students to become professional nurses and/or advanced practice nurses. Nursing educators are committed to a learner-centered process which uses knowledge gained from general education courses and knowledge and skills gained from nursing courses to prepare the nurse to practice safely and competently. Acquisition of knowledge and skills are achieved through various means such as the teaching-learning process, research, instructional design/methodologies, and internal and external resources. The faculty members are lifelong learners and instill this trait in their students. Lifelong learning increases knowledge, skills, professionalism, and is beneficial for medical communities in caring for diverse populations with complex needs in a variety of health care settings.

PROGRAM STUDENT LEARNING OUTCOMES (PSLOs)

The Missouri Valley College School of Nursing & Health Sciences faculty designed the curriculum to encompass principles from both science and liberal arts. Students gain knowledge and skills in courses such as leadership, mental health and community nursing, health-care delivery systems, healthcare technology, nursing research, and best practices to enter the healthcare arena as nurse generalists. The nurse is compassionate and demonstrates leadership skills, critical thinking skills, clinical reasoning, and utilization of best practices necessary to provide safe and quality care to diverse groups with chronic and acute needs in a variety of settings within a medical community. Upon graduation, students shall meet the following outcomes:

1. Complete a solid base in liberal education which provides the cornerstone for the practice and education of nurses while using knowledge from other disciplines emphasizing clinical judgment and best practices in transforming nursing practice.

2. Provide compassionate, holistic, competent person-centered care to the individual patient with complex/complicated needs including ones' identified family and " important others", using best practices and is "developmentally appropriate" regardless of expertise, skills, or area of interest.

3. Collaborate with other disciplines and stakeholders to form partnerships focusing on disease prevention and health promotion across the lifespan and to improve population health outcomes for diverse groups and those facing disparities in healthcare.

4. Integrate current nursing knowledge gained through theory, science, research, and best practices to enhance healthcare and effect positive changes in healthcare.

5. Select credible bodies of knowledge that focus on approaches to improve quality and safety, minimize risk to patients/providers while facilitating best practices in treatment outcomes.

6. Use purposeful collaboration with interprofessional teams, "patients, families, communities and other stakeholders" to promote high quality patient care, optimize the patients' healthcare experience, and to achieve positive health outcomes.

7. Coordinate appropriate resources within a complex healthcare system necessary to provide high quality, safe, ethical, and equitable care to diverse populations.

8. Analyze data from information technologies to increase knowledge, promote decision making, and use best practices to deliver high quality, accessible, and cost effective healthcare while adhering to professional and regulatory standards/guidelines.

9. Demonstrate professionalism and role model the inherent values of accountability, social responsibility, autonomy, compassion, integrity, empathy, cultural humility,and promote professional collaboration within all disciplines.

10. Appraise personal and professional growth by acquiring and using leadership skills accomplished through nursing education and experience and lifelong learning, and using self reflection and awareness to implement improvement plans that promote and strengthen personal health and well being.

QUALITY & SAFETY EDUCATION FOR NURSES (QSEN) COMPETENCIES

The goal of QSEN is to prepare nurses with the knowledge, skills, and attitudes needed to improve the quality of care and promote safe practices within all health care systems. These following competencies have been incorporated throughout the MVC Nursing Curriculum to educate and train safe and competent nurses.

1) Patient-centered Care   4) Quality Improvement
2) Teamwork & Collaboration   5) Safety
3) Evidence Based Practice   6) Informatics

ACCREDITATION/APPROVAL

MVC SON is accredited by the following organization to award degrees at the college level:

Commission on Collegiate Nursing Education (CCNE)
One Dupont Circle, NW, Suite 530
Washington, DC 20036
Telephone: (202) 887-6791
info@aacn.nche.edu
https://www.aacnnursing.org/ccne-accreditation

The MVC SON BSN Program is on full approval status by the Missouri State Board of Nursing.

Missouri State Board of Nursing
3605 Missouri Boulevard
Jefferson City, Missouri 65102-0656
Telephone: 573-751-0080
nursing@pr.mo.gov
https://pr.mo.gov/nursing.asp

NURSING FACULTY, STAFF, and RESOURCE INDIVIDUALS

FULL-TIME FACULTY

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MVC SON & HEALTH SCIENCES SUPPORT STAFF

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MVC RESOURCES

MVC Student Health Center, Malcom Center
Contact Information:
Casey Vogelsmeier, BSN, RN
Susan Vogelsmeier DNP, FNP-BC
Off: 660-831-4012 Fax: 660-831-4089
E-mail: vogelsmeierc@moval.edu and/or vogelsmeiers@moval.edu

MVC Counseling Center
Teresa Ceselski, MS, Director Off: 660-831-4139

Registrar's Office
Marsha Lashley (Registrar) Off: 660-831-4115

MVC SUPPORT SERVICES

MVC provides student support services. Students are supported in their program by: Academic Advisors, Student Services, Financial Aid, Library Resources, ADA Services, Student Health, Student Counseling Center, and Admissions/Registrar Offices.

MVC NURSING STUDENTS AND ACADEMIC INTEGRITY

High ethical standards and academic integrity is necessary to promote and guide professional and personal conduct. All nursing students are expected to practice with high integrity. Refer to the Missouri Valley College Academic Dishonesty Policy found in the MVC Academic Catalog & Handbook.

CODE OF CONDUCT

MVC BSN Program follows the MVC Student Code of Conduct for classroom and clinical settings. See the MVC Academic Catalog & Handbook.

All nursing students enrolled in the BSN Program at MVC will comply with legal, ethical, moral, and legislative standards/nursing practice act defining acceptable behaviors of the nurse. The laws and standards are designed to protect the public's safety from unsafe practitioners. Keep in mind, the nursing practice act is a very important piece of legislation that governs your ability to practice as a professional registered nurse. It is the student's/nurse's responsibility to become familiar with

this legislation. Failure to comply with the aforementioned may result in ineligibility to sit for NCLEX licensure as a professional registered nurse. Please refer to the following websites for more details.

See the American Nurses Association Code of Ethics for more information: Code of Ethics

The Missouri Nursing Practice Act is found in the state of Missouri Statutes RSMo 335. The statute can be found at the Missouri State Board of Nursing Nurse Practice Act or Chapter 335.066 Missouri Nurse Practice Act. For all other states, contact the appropriate state board of nursing.

ESSENTIAL FUNCTIONS/SAFETY STANDARDS FOR STUDENTS IN THE CLINICAL SETTING/BSN PROGRAM

Missouri Valley College BSN Program supports and endorses the Americans with Disability Act. In conjunction with the College policy, and if or when requested, reasonable accommodations for qualified individuals with temporary or permanent disabilities may be provided. If a student has a disability and requires special accommodation(s), the student must provide MVC-SON & Health Sciences faculty with written documentation through the ADA Coordinator (Section 504). This should be done upon admission to the program and/or as soon as a need is identified. The MVC-SON & Health Sciences will attempt to make reasonable modifications and/or accommodations for these students without compromising patient safety or placing an undue burden on the College. Any/all requests for special accommodation(s) will be evaluated by faculty in collaboration with the Program Director and the Director of Accessibility and Disability Services. Requests for reasonable accommodations should be directed to: Director of Accessibility and Disability Services located in the Student Success Center.

In order to perform safe and effective nursing care, the student must possess certain safety and technical standards such as physical, cognitive, psychomotor skills, and professional/social abilities. The student must be able to continually meet these essential functions with or without reasonable accommodations to successfully complete the BSN program. Nursing administration and faculty and/or agencies in which the student does a clinical rotation may identify additional essential requirements/safety standards. Therefore, the nursing faculty has the right to amend the essential functions/safety standards as deemed appropriate in order to assure safety in the workplace/clinical setting. Admission or progression in the BSN program may be denied if the student is not able to demonstrate the essential functions/safety standards with or without reasonable accommodations. If the student's status changes during the program, so that he or she can't meet the essential functions/safety standards with or without reasonable accommodations, the student will be withdrawn from the BSN program. Should the nursing faculty have concerns with the student's ability to perform the essential functions/safety standards, the faculty may request an additional medical examination at the expense of the college. The essential functions/safety standards are set forth by the MVC School of Nursing & Health Sciences and thus may not be the same as for other/all healthcare employers.

The essential functions/safety standards are listed below and are necessary for admission, progression, and graduation from the BSN program. They include but are not limited to:

I.   Visual
a. Seeing and noticing subtle changes in a patient's condition and/or the environment.
b. Seeing color changes ie on skin, breathing patterns, and color codes on supplies etc.
c. Using peripheral vision.
d. Seeing objects at least 20 inches away to read orders, see computer screens, and read fine print.

e. Reading for extended periods of time and being able to see at least 20 feet to see the patient in a room or if walking in the hallway.
f. Reading cursive writing, data on monitors/equipment/EMRs, etc.
g. Accurately drawing up and administering the correct dose of medication.

II. Auditory

a. Hearing normal speaking tones.
b. Distinguishing origin of sounds.
c. Interpreting/distinguishing between different monitoring/equipment/environmental sounds.
d. Hearing and distinguishing different sounds through a stethoscope and assessment of tube placements.
e. Hearing to effectively communicate with health team members/patients/family.

III. Tactile

a. Feeling and distinguishing between physical characteristics such as tremors, pulses, textures, vibrations, shapes, sizes, skin and surface temperatures, veins, identify landmarks, etc.

IV. Olfactory

a. Smelling body odors, alcohol breath, and detecting other odors in the patient's environment such as gasses or other noxious smells.

V. Communication/Interpersonal Skills

a. Communicating verbally, in writing, and on all electronic devices.
b. Effectively communicating and showing respect to all health team members, patients and families with varying backgrounds such as cultural, ethnic, social, economic, emotional, and/or intellectual.
c. Working effectively with other disciplines, groups, patients, and families.
d. Working independently and consulting and negotiating with others.
e. Picking up on verbal and nonverbal cues and expressing yourself clearly.
f. Multi-tasking and adapting to changing environments while remaining calm.

VI. Cognitive/Critical Thinking Skills

a. Effectively reading, writing, and understanding the English Language.
b. Consistently demonstrating critical thinking skills necessary to provide safe and competent nursing care to complex patients in a variety of settings (Examples include prompt response to cardiac monitoring alarms, accurate patient/situational assessment, and prompt intervention; provide for patient safety, such as administer oxygen, suction as needed, record seizure activity, and call for help.
c. Understanding cause and effect relationships.
d. Prioritizing workload/tasks.
e. Explaining nursing procedures.
f. Giving oral/shift report.
g. Speaking via the telephone.
h. Documenting clearly and accurately on the medical record.
i. Clarifying non-verbal cues.
j. Clarifying physician orders.
k. Reading measurement markings.

l. Using best practices to make decisions and deliver care.
m. Assisting patients in making informed decisions when indicated.
n. Demonstrating satisfactory performance on all written examinations including the ability to use accurate mathematical equations without a calculator to safely administer medication.
o. Satisfactorily meeting the program objectives.
p. Possessing knowledge and skills necessary to operate all electronic equipment and reporting results.

VII.   Physical/Motor

a. Possessing sufficient energy and mobility to provide patient care to meet the course/program objectives.
b. Moving, transferring, positioning patient or assisting others with the same without injury to self, patient, or others while providing routine and emergency care.
c. Standing, walking, bending, stooping, twisting, while providing/participating in patient care ranging from 6-12 hours in the clinical setting.
d. Maintaining balance and standing on both legs with ability to abduct, rotate, and move all joints freely.
e. Coordinating hand and eye movement.
f. Handling small equipment/objects without harming self or others and/or damaging property.
g. Lifting at least 25 lbs ie child or transfer patient.
h. Pushing, pulling, or lifting heavy objects ie 25 lbs. without harming self or others and/or damaging property.
i. Walking independently without use of cane, crutch, or walker.
j. Transporting self and/or patients without the use of electronic devices.
k. Working, standing and/or moving in small areas.
l. Responding to emergency/crisis situations and performing CPR and administering meds if needed.
m. Possessing fine and gross motor skills to provide safe patient care.
n. Calibrating and using equipment.
o. Performing CPR.
p. Squeezing to operate fire extinguisherPerforming physical assessments accurately and timely.
q. Operating electronic devices such as computers/EMRs, etc.

VIII.   Professional Conduct

a. Demonstrating on a consistent basis caring, sensitivity, compassion, empathy, and respect. to all health care members/disciplines, patients, and families.
b. Portraying a healthy mental attitude and genuine concern toward others.
c. Providing safe and effective nursing care in a caring manner.
d. Comprehending and following the policies and procedures of the College and agency.
   - Civility
   - Sexual Misconduct
   - Understanding the consequences of violating the policies and procedures of the College and agency

- Maintaining professional behavior and demeanor when faced with challenging situations

e. Practicing using the nursing code of ethics.
f. Supporting integrity and remaining free of any chemical stimulants.
g. Arriving promptly and in appropriate attire for clinical setting.
h. Accepting responsibility and accountability for one's own actions or lack thereof.
i. Maintaining patient advocacy at all times.
j. Maintaining professional conduct/behavior to meet qualifications to sit for NCLEX Licensure Exam.

*While every attempt will be made to accommodate the student with a disability, there are some circumstances where physical space may be limited and thus place the patient at risk for injury or unsafe practices.

If an applicant is denied admission, or a student is dismissed from a program of study due to the inability to meet a performance standard/essential function, the student may request an appeal of the nursing administrative decision via the MVC Grievance Policy. See the [MVC Academic Catalog & Handbook](#).

Missouri Valley College - School of Nursing & Health Sciences Curriculum
2+2 Traditional Program Curriculum

[Suggested sequence of classes. Individual schedules will vary based on previous coursework.]

Pre-Nursing (Year 1)
Fall Semester

Natural Science Core - BIOL104 Biology/Lab	4
Written Communication Core - ENGL130 Rhet & Comp	3
Social & Behavioral Science Core #1 - PSYC 100 Prin. Psychology	3
Any Core Course	3
GNST 150 Freshman Seminar	1
* NURS105 Intro to Nursing	1
Total	*15 credit hours*

Spring Semester

*BIOL275 ** Human Anatomy & Physiology I	4
Written Communication Core - ENGL 160 Lit & Comp	3
Oral Communication Core - COMM 100 Public Speaking	3
Mathematical Science Core	3
Social & Behavioral Science Core #2 + Constitutional Requirement	3
Total	*16 credit hours*

Pre-Nursing (Year 2)
Fall Semester

*HLTH320/BIOL320 ** Microbiology or CH111 Chemistry	4 or 5
*BIOL 285 ** Anatomy & Physiology II	4
Humanities & Fine Art Core Group #1	3
Social & Behavioral Science Core #3	3
Any Core Course	2-3
Total	*16 or 18 credit hours*

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Spring Semester

*Humanities & Fine Art Core Group #2 - Any Ethics	3
Humanities & Fine Art Core Group #3	3
*PSYC 225 Developmental Psychology - Any Core Course	3
*EXSI 385 Nutrition	3
*HLTH 280 **Pathophysiology	3

Developed: 12/14; Revised/Reviewed See Development and Revisions page.

Total   *15 credit hours*

Nursing Program (Year 3)

Fall Semester

NURS 300 Fundamentals of Nursing	3
NURS 301 Fundamentals Lab	1
NURS 302 Fundamentals Clinicals (40 hours)	1
NURS 303 Health Assessment	3
NURS 304 Pharmacology for NURSrses	4
NURS 305 Med Administration (w/ IV Admin + 8 hrs clinical)	2

Total   *14 credit hours (48 Clinical hours)*

Spring Semester

NURS 310 Mental Health Nursing	3
NURS 312 Mental Health Nursing Clinical (40 hours)	1
NURS 320 Adult Health Nursing 1	5
NURS 322 Adult Health Nursing 1 Clinical (120 hours)	3
NURS 365 Evidence Based Practice **WI**	3
NURS 440 Gerontological Nursing	2

Total   *17 credit hours (160 Clinical hours)*

Nursing Program (Year 4)

Fall Semester

NURS 332 Pediatric Nursing Clinical (40 hours) **SL**	1
NURS 340 Nursing of Families	3
NURS 342 OB & Women's Health Clinical (40 hours)	1
NURS 350 Community & Public Health Nursing	3
NURS 352 Community & Public Health Nursing Clinical (40 hrs)	1
NURS 450 Adult Health Nursing II	4
NURS 452 Adult Health II Clinical (40 hours)	1

Total   *14 credit hours (160 Clinical hours)*

Spring Semester

NURS 410 Management and Law	3
NURS 460 NCLEX Prep	3
NURS 480 Senior Seminar in Nursing **SL**	3
NURS 482 Senior Practicum (200 hours)	5

Total   *14 credit hours (200 Clinical hours)*

** All science courses will be evaluated on an individual basis for the transfer of credit.

* = nursing prerequisite WI = writing intensive SL = service learning
The Missouri State Board of Nursing approved the nursing curriculum.

Missouri Valley College - School of Nursing & Health Sciences
LPN to BSN Face to Face Curriculum

LPN Program Transfer Credits

*NURS 105 Intro to Nursing	1
Social & Behavioral Science Core #1 - PSYC 100 Prin Psychology	3
*BIOL 275 Human A&P I or BIOL 285 Human A&P II	4
*EXSI 385 Nutrition	3
NURS 301 Fundamentals Lab	1
NURS 302 Fundamentals Clinicals	1
NURS 312 Mental Health Nursing Clinical	1
NURS 332 Peds Clinical	1
NURS 342 OB & Women's Health Nursing Clinical	1
NURS 352 Community Health Clinical	1
GNST 150 Freshman Seminar	1
Total Transferred	18 credit hours

Pre-Nursing *[Suggested sequence of classes. Individual schedules will vary based on previous coursework.]*

Spring Semester

Natural Science Core - BIOL 104 Biology/Lab	4
Written Communication Core - ENGL 130 Rhet & Comp	3
Social & Behavioral Science Core #2 + Constitutional Req.	3
Oral Communication Core - COMM 100 Public Speaking	3
Humanities & Fine Art Core Group #1	3
Total	*16 credit hours*

Fall Semester

*HLTH 320/BIOL 320 ** Microbiology or CHEM 111** Chemistry	4 or 5
*BIOL 275 A&P I or *BIOL 285 ** A&P II	4
Written Communication Core - ENGL 160 Lit & Comp	3
Mathematical Science Core	3
Any Core Course	3
Total	*17 or 18 credit hours*

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Spring Semester

Social & Behavioral Science Core #3	3

Developed: 12/14; Revised/Reviewed See Development and Revisions page.

*Humanities & Fine Art Core Group #2 - Any Ethics		3
Humanities & Fine Art Core Group #3		3
*PSYC 225 Developmental Psychology - Any Core Course		3
*HLTH 280 **Pathophysiology		3
	Total	*15 credit hours*

Nursing Program

Fall Semester

NURS 300 Fundamentals of Nursing		3
NURS 303 Health Assessment		3
NURS 304 Pharmacology for Nurses		4
NURS 355 Transition from LPN to RN		2
	Total	*12 credit hours*

Spring Semester

NURS 310 Mental Health Nursing		3
NURS 320 Adult Health Nursing I		5
NURS 322 Adult Health Nursing Clinical (120 hours)		3
NURS 365 Evidence Based Practice **WI**		3
NURS 440 Gerontological Nursing		2
	Total	*16 credit hours (120 Clinical hours)*

Fall Semester

NURS 340 Nursing of Families		3
NURS 350 Community & Public Health Nursing		3
NURS 450 Adult Health Nursing II		4
NURS 452 Adult Health II Clinical (40 hours)		1
Any Core Course		2-3
	Total	*13-14 credit hours (40 Clinical hours)*

Spring Semester

NURS 410 Management and Law		3
NURS 460 NCLEX Prep		3
NURS 480 Senior Seminar in Nursing **SL**		3
NURS 482 Senior Practicum (200 hours)		5
	Total	*14 credit hours (200 Clinical hours)*

** All science courses will be evaluated on an individual basis for the transfer of credit.
* = nursing prerequisite WI = writing intensive SL = service learning
The Missouri State Board of Nursing approved the nursing curriculum.

Developed: 12/14; Revised/Reviewed See Development and Revisions page.

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Missouri Valley College - School of Nursing & Health Sciences
LPN to BSN Online Curriculum

LPN Program Transfer Credits

NURS 105 Intro to Nursing	1
Social & Behavioral Science Core #1 - PSYC 100 Prin Psychology	3
BIOL 275 Human A&P I or BIOL 285 Human A&P II	4
EXSI 385 Nutrition	3
NURS 301 Fundamentals Lab	1
NURS 302 Fundamentals Clinicals	1
NURS 312 Mental Health Nursing Clinical	1
NURS 332 Peds Clinical	1
NURS 342 OB & Women's Health Nursing Clinical	1
NURS 352 Community Health Clinical	1
GNST 150 Freshman Seminar	1
Total Transferred	18 credit hours

Pre Nursing *[Suggested sequence of classes. Individual schedules will vary based on previous coursework.]*

Fall Semester

Natural Science Core - BIOL 104 Biology/Lab	4
Written Communication Core - ENGL 130 Rhet & Comp	3
Social & Behavioral Science Core #2 + Constitutional Req.	3
Oral Communication Core - COMM100 Public Speaking	3
Humanities & Fine Art Core Group #1	3
Total	*16 credit hours*

Spring Semester

*BIOL 320/HLTH 320 ** Microbiology or CHEM 111** Chemistry	4 or 5
*BIOL 275 A&P I or *BIOL 285 ** A&P II (only offered summer)	4
Written Communication Core - ENGL 160 Lit & Comp	3
Mathematical Science Core	3
Any Core Course	3
Total	*17 or 18 credit hours*

*==*Apply to the School of Nursing & Health Sciences - Application due date October 1st==*

Fall Semester

Social & Behavioral Science Core #3	3
*Humanities & Fine Art Core Group # 2 - Any Ethics	3
Humanities & Fine Art Core Group # 3	3
*PSYC 225 Developmental Psychology - Any Core Course	3
*HLTH 280 **Pathophysiology	3

Developed: 12/14; Revised/Reviewed See Development and Revisions page.

	Total	*15 credit hours*

Nursing Program

Spring Semester

NURS 300 Fundamentals of Nursing	3
NURS 303 Health Assessment	3
NURS 304 Pharmacology for Nurses	4
***NURS 355 Transition from LPN to RN	2
Total	*12 credit hours*

Fall Semester

NURS 310 Mental Health Nursing	3
NURS 320 Adult Health Nursing I	5
NURS 322 Adult Health Nursing Clinical (120 hours)	3
NURS 365 Evidence Based Practice **WI**	3
NURS 440 Gerontological Nursing	2
Total	*16 credit hours (120 Clinical hours)*

Spring Semester

NURS 340 Nursing of Families	3
NURS 350 Community & Public Health Nursing	3
NURS 450 Adult Health Nursing II	4
NURS 452 Adult Health II Clinical (40 hours)	1
Any Core Course	2-3
Total	*13-14 credit hours (40 Clinical hours)*

Fall Semester

NURS 410 Management and Law	3
NURS 460 NCLEX Prep	3
NURS 480 Senior Seminar in Nursing **SL**	3
NURS 482 Senior Practicum (200 hours)	5
Total	*14 credit hours (200 Clinical hours)*

*** Students will be required to come to campus to validate competency of essential nursing skills.

** All science courses will be evaluated on an individual basis for the transfer of credit.

* = nursing prerequisite WI = writing intensive SL = service learning

The Missouri State Board of Nursing approved the nursing curriculum.

GENERAL INFORMATION

Accountability

1. Students are responsible for providing accurate personal and/or professional information to the college, as well as the MVC SON & Health Sciences.
   a. Students shall notify the MVC SON & Health Sciences Administrative Assistants and MVC Admissions Office of any changes in name, address, and telephone numbers.
   b. Students must provide copies of their yearly physical examination(s), CPR cards, any professional licensure, current immunization records, criminal background checks, and professional liability insurance. These copies will be kept in the School of Nursing & Health Sciences and/or an online screening and compliance company.
2. Students shall not receive personal calls during class or clinical. Students must turn off cell phones during class, skill labs, clinical, and exams, unless permission has been granted by the instructor/professor. Emergency calls are to be made to the Nursing Administrative Assistants during daytime office hours at 660-831-4051 or 660-831-4264. Emergency calls will be forwarded immediately to the student. Non-emergency calls will be forwarded to the instructor/professor to relay to the student at the end of the class.

College Environment

MVC School of Nursing & Health Sciences is not responsible for damage, loss or theft of private property of any person on this campus. MVC School of Nursing & Health Sciences follows all MVC Student Affairs policies. See the [MVC Academic Catalog & Handbook](#) for further information.

Computer

All nursing students are required to have a working laptop computer with Wi-Fi access. Laptops must be compatible with Google Chrome (No Netbook or Chromebook). Must have a camera and microphone.

Copying Services

Students needing material/information copied should contact the copy center in the Ferguson Building.

Evaluation/Feedback for Courses

The nursing faculty encourage and need feedback from students to help improve the curriculum, individual/group teaching strategies, skills lab experience, and campus concerns for future students. Evaluations may occur via online or by forms provided by nursing faculty. Students are requested to reflect on the course and the instructor/professor, and then provide constructive feedback at the end of each semester.

Discrimination

This program follows MVC Non-Discrimination Policy found in the MVC Academic Catalog & Handbook

Drug Screening (Initial And Readmission)

All nursing students must submit to drug screening tests BEFORE they are allowed in a clinical facility. The student will be responsible for the cost of this test. This also applies to any nursing student being readmitted to the program. Students reapplying to the program due to dismissal from clinical or classroom settings due to a drug or alcohol offense, must provide proof of completion of an approved State Board of Nursing rehabilitation program and a negative substance abuse screening. The student will be subject to a random drug screen with fees paid by the student. If the student refuses to submit to this test, the student will be dismissed from the program. ALL students must know that failure to pass this test may/will hinder their progression in the BSN program. If this occurs, the student will not have fees or monies paid to the college refunded.

Health Insurance

Students are required to carry their own health insurance. Any medical expenses incurred on campus or clinical site is the responsibility of the student.

ID Cards

All nursing students are required to have identification cards. Students will be assisted with this process by the School of Nursing & Health Sciences staff. Students in the clinical setting must wear their Nursing ID badge.

Parking

While on the MVC campus, students are required to follow the [MVC Parking Policy](#).

Smoking

Smoking, vaping and use of smokeless tobacco is prohibited on the MVC campus. Normally, hospitals and other healthcare premises also have a no smoking policy. Students should not smoke/vape or use smokeless tobacco products on the property of a clinical site

Student Fees

All nursing students are required to pay fees for approved testing, liability insurance, drug screening, and criminal background checks, along with tuition, books, and supplies. Tuition costs can be found in the **MVC Academic Catalog & Handbook** Additional program costs breakdown can be found on the MVC School of Nursing & Health Sciences webpage.

Syllabi

Syllabi for all courses are available on the Learning Management System (D2L - Brightspace) at the beginning of the semester. Each course syllabus is used as the basis for evaluating achievement in the course and outline expected levels of performance. Students should closely read each course syllabus, in order to fully comprehend the requirements for the course. Failure to meet the requirements can result in a failing grade for the course.

Textbooks

Textbooks are an invaluable resource for the nursing student to gain core knowledge, as well as important resources for the practicing nurse. It is strongly encouraged for students to keep and use textbooks acquired throughout one's progression in the course of study and beyond.

POLICIES AND PROCEDURES

Academic Advisement

POLICY: MVC students selecting nursing as a major will be advised by staff at the MVC Student Success Center during their freshman and sophomore years. Staff at the center work closely with BSN program faculty and staff to transition students into the nursing program. Once enrolled in the BSN program, students will be assigned a nursing faculty advisor.

PROCEDURE:

1. Program planning is essential to ensure a timely transition of the student through the BSN program. Academic advisors help students plan coursework based on prerequisite and core courses requirements.
2. Once the student has been accepted into the BSN Program, the student and nursing faculty advisor will meet regularly to discuss the student's academic performance and progression.
3. The student's individual program of study and plan for completion is shared with the nursing faculty advisor, and progression through the plan should be discussed and documented at the time of faculty/student meetings.
4. Nursing faculty advisors will post their office hours on the intranet, course syllabi, as well as on their office doors. The student and/or faculty can request a meeting at any time.
5. Prior to the upcoming semester, students are encouraged to register early to secure classes needed.
6. Registration is completed through the college online system. Students must work in collaboration with their academic advisor to select required coursework
7. Students are responsible for adhering to the program of study.
    8. Program of Study Changes:
        a. Changes in the non-nursing course work must have permission of the student's academic advisor and the program director/dean
        b. Changes to the program of study require approval of the Faculty Forum Committee, the undergraduate academic advisor, and the program director/dean, and may delay progression in the course of study.
    9. See the MVC Academic Catalog for financial aid, scholarships and loan information prior to registration.
    10. Also, see MVC policies in the MVC Academic Catalog on "Registration" found under Academic Procedure; and, "Tuition and Residency" under College Expenses for further information.

Other Support Services: Missouri Valley College also supports nursing students through other services, such as Student Services, Financial Aid, Library Resources, ADA Services, Student Health, Student Counseling Center, and Admissions/Registrar Offices.

Academic Support Program

POLICY: The Missouri Valley College School of Nursing & Health Sciences provides students with individualized assistance to achieve academic success through a formalized academic support program. Faculty will work in partnership with the Academic Success Nursing Tutor to identify and structure a formalized plan to meet students' needs.

PROCEDURE: A student can be referred to the Academic Support Program by any MVC School of Nursing & Health Sciences faculty/administrator. The student can also self-refer.

1. Identified students at-risk for poor academic performance can include but not be limited to:
   a. Quiz/exam averages less than 80%
   b. ATI assessment performance at less than a Level 2
   c. Homework/assignment averages less than 80%
   d. Identified barriers with test taking
2. The faculty member/administrator creates the individualized remediation plan, in collaboration with the tutor. The plan should also be mutually agreed upon by the student. The individualized plan should contain:
   a. Description of student's deficient areas
   b. Outline of specific & measurable goals to demonstrate success
   c. Time frame for completion
3. The faculty member should complete the referral form and forward it to the academic success staff member. The importance of participation should be also emphasized to the student, and the student is expected to participate based on the referral information. If the student fails to participate in required tutor sessions by the Director or Dean with continued academic referrals, they may face disciplinary action, which may include dismissal from the program.
4. Documentation of ongoing feedback between the faculty member and the academic success staff member should be maintained, including student participation and impact on student's performance.
5. Identified at-risk students may be required to complete the online Student Success modules.
6. Formal evaluation of the academic support program and its success for students will be reported at the School of Nursing's Undergraduate Student Affairs (USA) Committee on a routine basis.
7. Academic Success Etiquette:
   a. Please be respectful of the tutor's time. It is a student's professional responsibility to follow through with scheduled appointments.

b. Please give the tutor at minimum a 24 hour notice if there needs to be a change in a scheduled tutor session.

c. Acceptable reasons to change/miss a tutor session: illness or emergency

d. Unacceptable reasons to change/miss a tutor session: "I forgot", "I decided to pick up a shift at work", "I have to go do this instead". When a student does not attend the session they have scheduled, they take time from another student who could benefit from it.

Attendance Policy

POLICY: Students are required/expected to be punctual and participate/attend classroom, simulation lab and clinical experiences as scheduled. Nursing students must take into consideration the fact that nursing coursework demands nontraditional class and clinical hours when entering the BSN program.

DISCLAIMER: Clinicals do not follow the traditional class schedules and can occur on any day of the week or hours of the day. Due to limitations of clinical sites and times, it is crucial that students be available for clinical experiences as scheduled, in order to successfully meet scholastic and clinical requirements for degree completion. Nursing clinical experiences take precedence over other student activities including athletic competitions.

The Clinical Coordinator collaborates closely with the athletics programs on campus to take into consideration athletic competition schedules. In addition, student athletes should meet with the Clinical Coordinator well in advance of the start of the semester to discuss upcoming planned clinical requirements. Student athletes in their last semester should strategize with their academic advisor and coach to limit absences due to sporting events, in order to devote adequate time to complete all program requirements while avoiding unnecessary stress.

PROCEDURE:
1. Classroom setting: Class participation and attendance are essential for student success.
   a. If the student is going to be absent or tardy, please call, text, or email the instructor/professor at least 30 minutes prior to the start of class. Failure to do so can result in the student being counted absent for the day.
   b. The student with an approved absence can complete make-up assignments. The student is expected to contact the instructor to make these arrangements.
   c. Faculty require supporting documentation from the student for missed classroom attendance. If an absence is not approved, the student cannot make up missed assignments.
   d. Approved absences include personal illness (student needs to provide a doctor's note) and/or unexpected serious events, such as a motor vehicle accident.
2. Clinical setting: The clinical experience is a vital learning component of the nursing education program. Failure to meet clinical requirements may result in the inability to meet course outcomes. Students should avoid missing clinical days except for an unforeseen emergency.

  a. If the student is going to be absent from the clinical setting, please call, text, or email your instructor/professor at least 30 minutes prior to the beginning of the clinical day. If the student is not at the designated meeting location in the facility on time, he or she will be sent home.

  b. The student with an approved absence can complete make-up clinical hours, activities, and assignments. The student is expected to contact the clinical coordinator and clinical instructor to make these arrangements.

  c. Approved absences include personal illness (student needs to provide a doctor's note) and/or unexpected serious events, such as a motor vehicle accident.

  d. Students missing clinical time will be responsible for any costs associated with the make-up time.

3. Faculty require supporting documentation from the student for missed simulation, skills lab, or clinical days. If an absence is not approved, the student cannot make up assignments or clinical days.

4. Any student who is absent from a clinical or a class will be required to meet with the instructor for the course, along with the Program Director and/or Dean. The meeting will include development of a plan to make up the content, activity, or exam, in the case of a class, or required hours and skills for a clinical experience.

5. In the event of unexcused absences, the student may be in jeopardy of not meeting course outcomes and may result in course failure.

Audio/Video Taping/Photography

POLICY: All/any person(s) wishing to make audio/video tapes or use cameras in the classroom or skills lab for any purpose, must first seek written and/or verbal approval of the individual(s) being taped or photographed. The Nursing Faculty must also be made aware of the taping/photographing activity.

PROCEDURE:
1. Explain to the individual(s) being taped and/or photographed the purpose of the activity.
2. Obtain written and/or verbal approval prior to the procedure.
3. Seek approval from the instructor/professor.

VIOLATION OF POLICY AND PROCEDURE:
1. Failure to adhere to this policy and procedure will be in violation of the policy and procedure as stated above.
2. **Students in violation will:**
   a. Submit tapes, videos, and/or photos to the School of Nursing Faculty/Staff immediately for further action.
   b. Attend a pre-arranged meeting set by the Nursing Faculty to determine an appropriate course of action.

Cardiopulmonary Resuscitation Certification (CPR)

POLICY: Students enrolled in the BSN Program must attend and pass an approved CPR certification course. The course must include Adult and Child CPR. Approved providers: American Heart Association (AHA) BLS for Health-Care Provider or the American Red Cross BLS for Healthcare Providers

PROCEDURE:
1. Arrange and complete an approved CPR training course.
2. Students can contact the MVC SON & Health Sciences Simulation Coordinator, medical facilities (usually staff development offices), the American Heart Association or American Red Cross, for availability.
3. Present a copy of a current certification to the Administrative Assistant for the MVC School of Nursing & Health Sciences.
4. The student must keep their original copy to be presented each semester.
5. Students planning to participate in a clinical must be certified in adult and child CPR prior to enrollment in nursing classes.
6. It is the student's responsibility to maintain current certification in both the adult and child CPR.
7. If the CPR certification expires at any time during a course or clinical, the student must present current proof of recertification. The student will be removed from the clinical setting until proof can be established.

VIOLATION OF POLICY AND PROCEDURE:
Failure to submit a copy of a current and acceptable CPR certification card will necessitate the student being removed from the clinical component of the course. Clinical absences will be counted as stated in the course syllabus and may/can result in failure of the course.

Clinical Professional Dress/Attire

POLICY: Students must meet standards of professional dress/attire while representing MVC Nursing Program in participating/attending clinical experiences. Professional attire requirements are based on the policies of the clinical sites used by our nursing students

PROCEDURE: (Failure to comply with the policy will result in the student being sent home from the clinical site.)

1. Uniforms: Uniforms/scrubs must be clean and wrinkle-free. The pants length must not touch the floor. Tops must be tucked in or long enough to cover the midriff (abdomen) while bending or stretching. Neutral or white undergarments are to be worn under uniform scrubs. Colors and designs are not to show through uniform scrubs. Solid color tops can be worn under the uniform.
2. Identification: MVC nursing students must include the school photo ID badge and/or badges from other agencies on the school uniform and be worn at chest level.
3. Shoes/Hosiery: Socks/hosiery must be worn with the uniform/scrubs. Shoes must be non-noise producing and enclosed at both the heel and the toe. Students may select either nursing or athletic shoes. The Leading Gage corporation, based on OSHA information, strongly recommends footwear in healthcare settings that is impermeable to all body fluids - such as leather.   See recommendations from [Leading Gage](#).
4. Lab Jackets/Coats: When indicated, an approved lab jacket (purple) may be worn. No other type of sweater or jacket is permitted over the uniform.
5. Nails: Nails must be clean and trimmed to a length no longer than the tip of your finger. Clear nail polish may be acceptable in certain areas, please check on hospital policy first. No acrylic/artificial nails are to be worn in the hospital setting as they can harbor germs that can cause infections and place patients at risk.
6. Hair: Hair is to be off the shoulders, clean, and styled for the work setting. Length should be such that it does not fall forward or cover the face while the student is performing job duties. Mustaches, sideburns, and/or beards must be neatly trimmed and clean.
7. Jewelry: No hoop or dangling earrings are allowed. One small stud or post earring per ear is allowed. No visible body piercing, including tongue rings are allowed. Necklaces, bracelets, pendants, or large watches are not allowed. Med alert bracelets are allowed.
8. Body Art: in general, tattoos should be covered.
9. Make-Up/Perfume: Makeup must be professional and kept to a minimum. No perfume, cologne, or aftershave is to be worn in the patient care areas and worn in moderation in non-patient care areas.
10. Miscellaneous: Students are to be bathed and without odor, including tobacco smoke or vaping odor. Fragrance-free deodorant is to be worn at all times unless a note from the provider that the student is unable to do so due to health reasons. Teeth are to be clean and breath free from odor including tobacco/vaping products. Gum is not to be chewed in the clinical setting. Contact lenses should be a natural eye color.

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Clinical Requirements/ Expectations For BSN Nursing Students

POLICY: All students participating in clinical experiences will be required to provide proof of completion for any additional clinical site requirements (orientation documents, vetting, etc) as required by individual clinical sites. These expectations must be met before starting in the BSN program.

PROCEDURE: Students must comply with the following expectations:
1. Provide proof of two measles and one Rubella vaccination and/or positive antibody titers.
2. Provide proof of the following immunizations:
   a. Varicella immunization or positive antibody titer
   b. Hepatitis B vaccination or positive antibody titer. If the student chooses not to complete the Hepatitis B vaccination series, a medical waiver must be submitted to the Administrative Assistant before starting course work/clinical setting.
   c. Polio vaccination.
   d. Diphtheria/Tetanus (DT) within the last ten years.
   e. Annual intradermal tuberculin (TB) skin test; if have had positive reaction, must have a negative chest x-ray. Some hospitals require the TB test to be valid until the end of a semester. If the test expires before the end of the semester, the student must obtain a new TB skin test by May 1 for the fall semester and by December 1, for the winter semester. Follow clinical site guidelines.
   f. Any additional immunizations/vaccinations required by the facility site.
3. Immunizations and/or chest x-rays (student's expense) may be completed at the student's health care provider, the Saline County Health Department, or any accredited laboratory.
4. Provide proof of nursing student liability liability insurance with a minimum of $1,000,000 per occurrence and $3,000,000 aggregate.
5. Accept responsibility for their own meals during clinical hours.
6. Accept responsibility for their own transportation to and from the clinical site.
7. Accept responsibility for personal illness/treatment/other costs that might occur during clinical hours and traveling to and from clinical sites.
8. Accept responsibility and accountability for all policies/procedures/guidelines of the college and the clinical agency.
9. Accept responsibility for performing the essential nursing functions/safety standards.
10. Wear approved MVC SON & Health Sciences attire (uniform/ID) during the clinical experience.
11. Abide by HIPAA legislation, and understand that any breach of patient confidentiality will necessitate immediate removal from the clinical site and further disciplinary action by appropriate nursing faculty/program directors.
12. Abstain from reviewing medical records of patients they are not assigned. These records are confidential and may contain privileged information not needed by the student.
13. Abide by the clinical site OSHA and CDC guidelines regarding occupational health and safety hazards. See related policy: Exposure Control and Post-Exposure Follow-Up.

14. Provide proof of a negative drug screen and be willing to submit to random drug screening at their expense.
15. Provide proof of a completed criminal background check.
16. Not represent themselves as nursing students or engage in patient care as nursing students except when in the clinical setting and with an assigned patient(s). MVC BSN Program approved clinical attire shall not be worn outside the clinical/classroom setting.
17. Conduct themselves in a professional manner. This includes the above listed items and:
    a. Arrive to the unit on time
    b. Keep instructor/professor notified of patient's status at all times, especially if it changes
    c. Provide a patient status report before leaving the assigned unit
    d. Use your appropriate name and title while in the clinical facility
    e. Turn off cell phones/pagers during clinical rotation
    f. Stay on the assigned unit unless granted permission to leave by the instructor/professor
    g. Socialize only at lunch/break time and only in designated areas
    h. Avoid physical contact with a peer
    i. Address all patients, staff, and peers using appropriate name and title
    j. Be free of alcohol and drugs
    k. Avoid using offensive language, conduct, and expressions at any time in the clinical setting
    l. Leave the clinical unit after the rotation has ended
    m. Destroy all written material before leaving unit, unless it is needed for assignments, if so only use the patient's initials and let the instructor know you have this material
    n. Demonstrate patient advocacy at all times
    o. Seek guidance and use feedback to promote professional/personal growth
    p. Attend and participate in all clinical practice debriefings unless excused by the instructor

TRAVEL AND LODGING:
Students are responsible for their own travel and lodging expenses to and from clinicals.

VIOLATIONS:
Students not providing required site vetting information will not be allowed to start classes or advance in the BSN program. Violation of the conduct policy/procedure will result in disciplinary action(s) including but not limited to a verbal warning, written warning, reporting to the Dean/Program Director, being sent home and/or failure for the day. Clinical make-up day/assignments will be required. See Policy on Tardiness/Absences. Also review student's right to Grievance and Due Process.

Clinical - Senior Practicum Placement Policy

POLICY:.To facilitate the transition from student to practicing nurse, students complete a 200 hour practicum experience with an approved RN preceptor. This policy describes the process used to determine practicum placement.

PROCEDURE:
1. Students complete a total of 17 twelve hour shifts in the NURS 482 Senior Practicum experience.

2. Students are allowed to provide information for clinical location and some area preferences, but the final decision for placement is the responsibility of the clinical site in collaboration with the Clinical Coordinator.

3. Placements will be completed on Medical/Surgical, PCU and ICU units to optimize the learning in these settings, appropriate for a beginning generalist BSN graduating student.'

4. Clinical Preceptor placements are completed collaboratively with the clinical facilities. Many facilities have student requirements in addition to those of the MVC School of Nursing & Health Sciences. Students are responsible for completing any additional training required by their practicum site.

5. Site orientations may vary from site to site. Orientation hours will not count toward the requirement of the practicum, as the intent of the experience is to improve leadership, delegation, and organizational skills necessary to provide safe care to multiple clients.

6. Clinical placements are final. There will be no preceptor changes unless due to extreme circumstances or facility/preceptor request.

Communication Channels

POLICY: Faculty and administration strive to have professional relationships with students while creating positive learning environments. Students enrolled in the BSN Program shall follow the chain of command when voicing concerns, conflicts, or problems.

PROCEDURE:
1. If it involves a course, contact the faculty member teaching the course and ask for help or voice concern.
2. If the issue(s) cannot be resolved between student and faculty member, make an appointment with the Program Director.
3. All communication/forms/documentation will be kept in the student's file.
4. If the issues can't be resolved using the aforementioned steps, then follow the Policy and Procedure on Appeals/Grievance found in the MVC Academic Catalog & Handbook.

Communication Within the MVC BSN Program

POLICY: The official method of communication in the BSN Program is via Missouri Valley College email and within the Learning Management System (Brightspace).

PROCEDURE:
1. Students must check their MVC email and Brightspace courses a minimum of twice weekly for communication from faculty/staff. More often than twice weekly would be necessary during the semester.
2. Students must also check course syllabi for faculty expectations of communication for the course.
3. Students are encouraged to check emails at a minimum of once weekly between semesters, while on break.

Criminal Background Check

POLICY: All students attending the BSN Program will be required to complete a criminal background check (at the student's expense) before entering the clinical setting. This is also applicable to students who have not been in the program for one or more semesters and are readmitted to the course(s) program.

PROCEDURE:
1. Students are required to complete criminal background checks by registering with the Missouri Family Care Safety Registry and a private vendor who assists with background checks, health and drug testing tracking. If the student has lived in multiple states, additional fees may apply.
2. If the criminal background check is not on file in the MVC BSN Program, the student may not participate in the clinical setting.
3. The clinical agency/BSN Program retains the right to accept or reject a student's ability to participate in the academic or clinical setting.
4. The student is responsible for clearing up any reports that may be conflicting in nature.
5. School of Nursing staff will update the student's background checks each semester.

VIOLATION OF POLICY AND PROCEDURE:
1. Failure to comply with the above policy and procedure will prohibit the student from attending the clinical rotation.
2. The student will be advised to withdraw from the course to avoid receiving a failing grade for the course.
3. Refusal of the clinical agency to accept the student for the clinical experience will necessitate the student withdrawing from the course.
4. The inability of the student to resolve denials to participate in learning experiences at the clinical agency must withdraw from the course.

Dosage Calculation Proficiency

POLICY: All nursing students must demonstrate proficiency in dosage calculation skills to safely administer medication(s) in the clinical setting.

PROCEDURE:

Math proficiency is a critical component in dosage calculation. To demonstrate proficiency, the nursing student will:

1. Maintain proficiency in medication safety by achieving 80% or higher on dosage calculation questions on exams, such as Medication Administration, Mental Health, Adult Health I and II and specific ATI Dosage Calculation assessments.
2. Preparation for exams include, but not limited to, text books, lecture notes, and ATI online products. Practice assessments are available to assist the student with mastery.

Drug Testing

POLICY: All students attending or being readmitted to the BSN Program will be required to complete a drug screening (at the student's expense) before entering the clinical setting.

PROCEDURE:
1. A drug screen panel that is approved by a contracted outside vendor for screening and compliance.
2. All nursing students will have the results of the drug screening completed and on file at the BSN Program.
3. The results must be on file prior to starting the program.
4. The results must be negative before the student enters the clinical setting.
5. The clinical agency retains the right to accept or reject a student based on the drug screening results.
6. The student is responsible for clearing up any reports that may be conflicting in nature.
7. The student is subject to a random drug screening (at the student's expense) by the nursing faculty and/or clinical agency.

VIOLATION OF POLICY AND PROCEDURE:
Failure to comply with the above policy and procedure will prohibit the student from attending the clinical rotation.

Electronic Devices - Use in the Classroom

POLICY: The MVC BSN Program does not allow the use of cell phones, smartwatches, and/or unapproved electronic devices in the classroom.

PROCEDURE:
1. Students will need to turn off cell phones, smartwatches, and/or other unapproved electronic devices while in the classroom.
2. If the student needs a laptop for note taking or classroom activities, the professor/instructor will make students aware.
3. Smart watches need to be removed and stored during testing and/or other class activities as directed by the instructor.

VIOLATIONS OF POLICY AND PROCEDURE: Students utilizing electronic devices in the classroom without special permission will be asked to leave the classroom.

Exposure Control and Post-Exposure Follow-Up

POLICY: Per CDC infection control basics, Standard Precautions and Transmission-Based Precautions are used to prevent the transmission of infectious pathogens/agents through contact with blood or body fluids. Standard Precautions and Transmission-Based Precautions are necessary to keep individuals, patients, health care team workers, families, and the public safe from infectious agents. See CDC Infection Control Basics webpage for further information.

PROCEDURE:
1. Students and instructors will comply with current CDC and OSHA guidelines/regulations for all infectious diseases/agents/contaminated material.
2. CDC and OSHA guidelines will be used at all times in the classroom/lab/ and clinical setting to protect students/patients/instructors from potential hazardous material.
3. Students will be instructed and have available current guidelines within the School of Nursing & Health Sciences.
4. Junior students will be required to pass the Standards Precaution/Blood Borne Pathogen Exam with 100% before they will be allowed to enter the clinical setting.
5. Junior and Senior students will receive information/instruction annually regarding OSHA & Blood Borne pathogens.

PROCEDURE POST-EXPOSURE MANAGEMENT:
1. Students injured or exposed to an infectious agent must receive local wound care immediately. The wound will be cleaned with soap and water. Mucus membranes will be flushed with large amounts of water or saline. Other injuries will be cared for based on the type and severity of injury.
2. The student is responsible for immediately reporting any injury or exposure to the instructor and or appropriate agency personnel. Immediate reporting will make it possible to obtain the necessary medical care. If the incident occurs within the clinical setting, the instructor/student will notify the appropriate manager/preceptor/instructor and the student will comply with the agency protocol. If the incident occurs within the school setting or a clinical site that does not provide for student treatment, the instructor will initiate the immediate treatment, and complete the necessary paperwork for the treatment provided.
3. Students are responsible for follow-up treatment and the cost incurred with the treatment plan/procedures/testing, including counseling.

VIOLATION OF THE POLICY PROCEDURE: Will result in dismissal from the course and/or BSN program. References: CDC and OSHA Standards/Guidelines

Financial Aid For Nursing Students

POLICY: Students enrolled in the BSN Program are candidates for scholarships, awards, and loans to help pay for tuition while advancing their education.

PROCEDURE:
1. Students interested in applying for financial aid or potential scholarship should contact the MVC Office of Financial Aid. See information on the MVC website for the Financial Aid Office.
2. Refer to the MVC Academic Catalog & Handbook for other opportunities available to students with financial needs/concerns.
3. Students can also check with employers and community organizations regarding educational assistance and scholarship opportunities.

Grade Appeal Process

POLICY: Students are afforded the right to appeal a final course grade. Students should first attempt to resolve the issue with the instructor/professor of the course.

PROCEDURE:

If the student is not satisfied with any/all decisions by the Program Director or Dean, he or she may follow the appeal process found in the MVC Academic Catalog & Handbook.

Grading System For Nursing Courses

POLICY: MVC BSN Program uses a grading system of A, B, C, D, and F to evaluate the student's performance and achievement. Nursing courses, or an identified minor, can't be taken on a P/F basis. Refer to the [MVC Academic Catalog & Handbook](#) for more information on P/F grading.

PROCEDURE:
The nursing student must achieve the following as a minimum grade requirement in all nursing course(s) to pass the class and progress in the BSN program. Extra credit is not allowed in any courses.

In most nursing courses, testing will constitute 80% of the course grade. The remaining 20% will consist of other assignments (i.e. homework).

For theory/didactic courses, students must obtain a minimum of (B) cumulative exam/quiz scores in addition to a 80% (B) overall course grade. If the student fails to obtain an 80% cumulative exam/quiz score grade, the course grade recorded will be the cumulative exam/quiz grade, not the overall course grade.

For clinical courses, students must obtain a minimum of an overall grade of 80% (B).

Grading Scale: Grades are not rounded. Example: 89.9% is a B and will not be rounded to 90% which is an A.

90-100	A
80-89	B
79-70	C
69-60	D
59 and below	F

- Instructors will complete grading of assignments, quizzes/exams and clinical paperwork within one week of submission due date.

- Course grades below a B (80%) must be removed by successfully repeating the course(s) by following the policy on Progression and Readmission in Nursing.

- The grade of an "F" may be given to a student that does not meet class attendance requirements and does not follow College procedure(s) for withdrawing from course(s).

- In rare instances, the Vice President of Academic Affairs can deem extreme extenuating circumstances that prohibit a student from completing a course. Under such circumstances and only with the prior approval of the Vice President of Academic Affairs, the Division Dean and the faculty member, a student can receive an incomplete grade.

  The maximum time frame for this work to be completed is by the close of the next semester (fall, spring, summer) but is to be determined by the faculty member. If the incomplete work is not completed by the agreed upon time frame, an automatic F will be assigned. An incomplete does not apply to the GPA.

Graduation

POLICY: The completion of requirements for graduation is the responsibility of the nursing student. The student must have successfully completed the program of study and maintain the required minimum grade point average (GPA). **Completion of the BSN program does not guarantee licensure or eligibility to sit for the NCLEX licensure examination.** Students will need to review the regulations regarding the eligibility to sit for the examination prior to the testing date. Students are encouraged to locate the [NCLEX Candidate Bulletin] on the National Council of State Boards of Nursing (NCSBN) website for clarification.

PROCEDURE:
1. The minimum course grade for nursing classes is a **"B"** with a minimum cumulative GPA of 2.75.
2. Students are responsible for applying for graduation the semester prior to the expected graduation date. The Graduation Application is completed through the college online system.
3. All credit hours required in the program of study/curriculum have been satisfactorily met.
4. **Standardized exams are not used as the sole basis for program progression or graduation.**
5. All financial obligations to the college have been met, including the graduation fees.
6. Students must meet the college criteria for graduation.
7. Obtains the approval of the MVC BSN Program Faculty Forum Committee.
8. Meets all approval from the Registrar's Office

Graduation Activities

MVC BSN PROGRAM CONVOCATION/PINNING:
The Nursing Faculty and Administration honors its graduates with a convocation/pinning ceremony at the end of the spring semester. Students will be required to wear professional business attire as defined and approved by the BSN Program for this ceremony. Families, nursing faculty and administration, college administration, and the MVC community are invited to attend this ceremony.

NURSING PINS:
The nursing pin symbolizes successful completion of the requirements for the Bachelor of Science degree in nursing and may be worn on the nurse's uniform following graduation. Students will receive their pins during the pinning ceremony in the spring semester. Students unable to attend the ceremony may obtain their pins at any time during school hours after the pinning ceremony.

CLASS PICTURES:
Potential registered nurses (RN) graduates are required to have individual pictures taken for a class composite and a photo for submission with their NCLEX licensure application, if required. Students should anticipate a small sitting fee associated with the photo setting. Potential graduates are required to wear clinical attire during the photo experience, excluding hair requirement. One composite is prepared for all BSN students in a cohort. An enlarged composite hangs with other class composites in the School of Nursing & Health Sciences Building. Times for the photograph settings will be announced via email in plenty of time for students to arrange schedules to attend the affair. Students are given the opportunity to purchase both individual photos and a group photo, however, students are not required to purchase any picture except the one required for the State Board of Nursing licensure application.

Health And Attendance

POLICY: The student is responsible and accountable for his/her health status. The student must be physically and emotionally fit to meet the demands of the nursing schedule and related activities. The student is expected to have a medical examination and be able to perform the essential functions/safety standards of a student nurse before entering the BSN Program.

If at any time the nursing faculty determines the student is not able to provide safe patient care or meet the course/clinical objectives, the faculty member may/will remove the student from the classroom or clinical setting. Absentees are subject to the Tardiness/Absence from Classroom/Lab/Clinical Setting Policy.

PROCEDURE:
1. The student's medical examination (student responsible for the cost) is to be given to the Administrative Assistant (AA) before the first day of nursing classes.
2. If removed from class/clinical/and/or the lab setting, the student must:
    - Provide a "medical release" from the health care provider (student is responsible for the cost) stating that he/she can perform the essential nursing functions/safety standards and are free from contagious disease/infections.

Health Forms Related to Immunizations

POLICY: The student must have on file required health forms in order to be admitted into the BSN program. Forms are to be submitted to the online compliance tracker system.

PROCEDURE:
1. The student will receive the directions for how to use the online compliance tracker system via the administrative assistant(s).
2. The student must maintain the original document and submit a copy through the online compliance tracker system.
3. Students seeking exemption from any clinical site-required immunizations must complete an exemption request from the clinical site. The SON & Health Sciences cannot guarantee acceptance of the exemption request by the clinical site.
4. Nursing personnel will not release health/medical information to anyone nor will they provide copies of the submitted records to the student.
5. The student will be responsible for all costs related to maintaining confidential information in the online compliance tracker system.

VIOLATION OF POLICY AND PROCEDURE:
1. Failure to submit the required documents through the online compliance system as directed will result in the student not being permitted to participate in any clinical learning experience(s) or remain in the BSN program.
2. Follow the health care facilities' policy on declination of vaccination required by the facility.

Some vaccinations are strongly recommended but have the option for waiver.

Health Information Portability Privacy Act (HIPAA) 1996

POLICY: All students will comply with the HIPAA laws/legislation in the classroom/lab/or clinical setting to protect the privacy and security of the patient's health information.

PROCEDURE:
1. Nursing faculty will instruct students on the HIPAA regulations to protect the privacy and security of the patient's health information in the classroom/clinical setting.
2. Nursing faculty will provide adequate resources and support to students to help them fulfill their responsibilities.
3. Nursing faculty will conduct investigations into all reported incidents.
4. Nursing faculty will work with the College administration to assure safety HIPAA rules and regulations are in place and working effectively.
5. Students must report real/potential violations of HIPAA laws to the faulty/agency representative.
6. Students must assume personal responsibility for their own actions with regard to HIPAA regulations.
7. Students must pass the HIPAA exam with 100%.
8. Students will not be allowed to enter the clinical setting without passing the exam.

VIOLATION of POLICY:
Failure to demonstrate compliance with the above policy will result in dismissal from the Nursing Course and/or the BSN Program.

Leave Of Absence (LOA)

POLICY: Students may request a leave of absence due to unforeseen circumstances. The student requesting a leave of absence will be guided by the policies and curricular pattern in effect at the time of the student's return.

PROCEDURE:
1. A student who wants to request a leave of absence should refer to the MVC Leave of Absence policy found in the MVC Academic Catalog & Handbook
2. Students may then request re-enrollment at the end of the LOA.

Nursing Organizations/Activities/Honors Program

NURSING ORGANIZATIONS:
Nursing students are eligible to participate in several college and MVC SON & Health Sciences clubs and organizations. By participating in these programs, the student may connect with others with similar interests that will encourage peer networking. Memberships are available for students meeting the necessary qualifications. Programs can be found in the MVC Academic Catalog & Handbook.

STUDENT NURSES ASSOCIATION (SNA):
All undergraduate nursing students accepted into the MVC BSN Program are automatically members of the SNA. The MVC Student Nurses' Association is composed of elected executive officers, class representatives, and student representatives to the Nursing Faculty Forum as well as all current nursing students. SNA meetings are open to all students, and all SNA members have voting privileges. The SNA gives nursing students a voice in affairs affecting their academic and social lives; serves to enhance students' educational and social environment; improves communications among students, faculty, and administrators; assists in the development and improvement of selected nursing school policies, and coordinates the various student activities in the school.

SIGMA THETA TAU:
Currently, MVC BSN Program does not have a Chapter of Sigma Theta Tau. However, the Alpha Iota Chapter of Sigma Theta Tau (STT), the national honor society of nursing, is operational at the University of Missouri. If you are interested in joining this organization, please contact your academic advisor to see if you are an eligible candidate.

STUDENT REPRESENTATION ON FACULTY COMMITTEES:
A faculty organization, the Nursing Faculty Forum, serves as the governing body of the nursing faculty in the MVC Nursing Faculty. The Forum by-laws allow for student representatives at the faculty committee meetings. The student(s) who serve on this committee are selected by the SNA and serve for a period of one year. However, at the discretion of the SNA, they may be elected to serve an additional year. The student committee member(s) have a voice and may vote in open committee sessions but will not be allowed to attend closed sessions where other departmental issues may/might be discussed.

If the student is unable to attend, he or she should ask another student to represent the student body. The student is to come prepared to present concerns/questions supported by the majority of the class and also to answer questions as well. The representative is to take notes and present the info back to the nursing group. The faculty welcomes and expects active presentation and representation of the nursing classes.

Plagiarism In Coursework

POLICY: Student's work is to be their own. Students are not to use the thoughts, words, or ideas of others without giving the author's credit for their work by the use of proper citations.

PROCEDURE:
1. The MVC BSN Program follows the MVC Academic Dishonesty Policy found in the [MVC Academic Catalog & Handbook](#).
2. Students are required to complete a plagiarism tutorial on the D2L - Brightspace website.
3. Students are responsible for knowing what constitutes plagiarism and should collaborate with the instructor for any questions.
4. Students may be required to submit assignments to an outside originality checking and plagiarism prevention service.
5. Students can help prevent plagiarism by using the APA 7th edition manual required by the faculty and BSN Program.
6. Faculty recommend using the following websites for helping with course work:
   http://www.apastyle.org/
   http://owl.english.purdue.edu/owl/resource/560/01

VIOLATION OF POLICY AND PROCEDURE:

Refer to [MVC Academic Catalog & Handbook.](#)

Professional Liability Coverage

POLICY: All students are required to have liability insurance ($1,000,000 each claim-and $3,000,000 aggregate) when participating in academic or clinical learning experiences/opportunities. Students are not covered before or after any school related activity/requirement. Students will not be allowed in the clinical setting without proof of insurance. If the clinical agency requires more, the student will be responsible for increasing the policy limits at his/her expense.

PROCEDURE:
Students enrolled in any Nursing Courses/Clinical must have proof of liability insurance before the first day of class.

VIOLATION OF POLICY AND PROCEDURE:
1. Failure to present proof of liability insurance will/may result in the student being dismissed from the course and/or BSN program until proof is submitted.
2. Make-up work/assignments for classroom/skills lab/clinical setting will be completed as stated in the course syllabus.
3. If you are an LPN student you will need to have your LPN professional liability and coverage for an RN student.

Progression And Readmission in the BSN Program

POLICY: Students in the BSN program are required to meet with faculty on a monthly basis during their junior and senior years to assure a timely progression to graduation. An action plan will be implemented for students with identified concerns.

PROGRESSION REQUIREMENTS INCLUDE THE FOLLOWING:
1. Completion of a criminal background check and drug testing for students who have been out of the program for one or more semesters.
2. Random drug screens and background checks can/will be done at the discretion of the nursing faculty.
3. Achieving a grade of a "B" or higher in all nursing courses. Any grade lower than a "B" is considered a course failure for purposes of the Progression Policy.
4. If a student does not meet the requirement for obtaining a "B" or higher in all nursing courses, the student will not be allowed to continue in the course of study.
5. Some nursing courses have both a didactic and clinical section. A student must achieve a "B" or higher in both sections to be successful in the course.
6. One nursing course failure is allowed but the course must be repeated at the MVC School of Nursing at the next available opening in the track that the student was admitted (See exception in item 8 below). A Special Request Form must be completed prior to retaking the course. A course failure has the potential to delay the graduation date, because some courses are prerequisites for others and not every course is offered every semester.
   a. A total of two failed course attempts in the BSN program will result in the student being dismissed from the program without a chance for readmission at any point in the future.
   b. Readmission students may be required to audit certain classes, including completing all related coursework.
7. Course incompletes will not be given if a student does not pass the course, unless it is for a medical/personal emergency, and approved by the Faculty Forum Committee, the Program Director/Dean, and the VPAA.
8. Students admitted to either the traditional program or the LPN-BSN online track will not be allowed to switch tracks. However, an exception will be made for those that receive a course failure for NURS460 NCLEX Success. These students may take the next available course either online or face-to-face.
9. Online LPN students will be required to come to campus to validate competency of essential nursing skills.
10. If a student receives an academic alert for a grade below a B on an exam and/or an overall class average of less than a B, he or she must contact their advisor to set up an individualized action plan. Students will be required to attend sessions with the student

success/tutor with an action plan generated by the professor. The individualized action plan will be required until the grade received is a B or higher.

11. Every student must complete the clinical section of the courses. While the College will work with the student and clinical agencies to ensure placement, clinical agencies have the ultimate authority whether to accept a student.

12. Students are responsible for completing ALL coursework satisfactorily in order to meet all course outcomes and progress to the next semester. Failure to do so will result in the ability to progress in the program of study.

13. Maintaining continual ability to meet the essential functions/safety standards for nurses with or without reasonable accommodations.
    a. A student with a disability who believes he/she may need an accommodation while in the BSN program should contact the Director of Accessibility and Disability Services. The College will engage in an interactive process with the student to determine what reasonable accommodations are available, if any.

14. Maintain current certification in Basic Life Support/CPR provided by the American Heart Association's at the health care provider level. The health care provider level is required by hospitals and other clinical agencies.

15. Maintaining professional liability insurance throughout the duration of the program and providing proof of such insurance.

16. Standardized exams are not the sole basis for program progression or graduation.

Readmission Policy Following Medical LOA Or Withdrawal For Personal Reasons

Below is the process and guidelines that govern the potential readmission of a student to the BSN program following a medical leave of absence or withdrawal for personal reasons when the student has not been in attendance at the College for greater than one year but not more than three years.

Due to the College's yearly cohort system, certain classes are only offered on a yearly basis. Accordingly, students who take a medical leave of absence or a personal leave of absence for less than one year will be considered for readmission as if they had been absent for more than one year. Upon readmission, such students will be considered part of the following year's cohort.

PROCESS
1. Students requesting readmission for a fall term must make the request by April 1st of the academic year.
2. A student requesting to be readmitted to the BSN program after an absence of not more than three years must submit the following information to the Dean of Nursing/Program Director.
    a. Complete application/registration process, found on the School of Nursing & Health Sciences website at Moval.edu.
    b. The student, if on medical leave of absence, must provide a signed letter of medical clearance.
    c. Two letters of support for readmission from program faculty members for students withdrawing in their junior or senior year.
    d. If the student has been absent from the program for more than one year a letter of support from a current or recent employer may substitute for one faculty member's letter of support.
    e. If a Special Request Form is required it must be submitted at the time of leave and/or application. Examples for special requests include, take class out of order, retake class, take a leave of absence (including medical or personal) and other circumstances.
3. Students applying for readmission after an absence of three or more years will be required to apply through the College's regular admissions process and must meet the general admission requirements determined by the Registrar's Office.
4. The nursing faculty reviews the submitted materials and makes the final decision based on the student's potential for success in the nursing profession/program, in light of the guidelines listed below. The nursing faculty selects the most qualified applicants for the available positions in the BSN program.

GUIDELINES
1. A student must have a 2.75 cumulative GPA at the time of readmission.

2. The student's prior performance in clinicals, classroom, and required nursing prerequisite/core classes are considered during the readmission analysis.
3. The College does not guarantee readmission into the BSN program. All readmission applications are done on a case by case basis.
4. A student requesting readmission must comply with drug and background screening according to BSN program policy.
5. All BSN program admission standards must be met prior to readmission.
6. A student may only be readmitted one time to the BSN program. Readmission is contingent on available space and instructors.
7. If a student has extenuating circumstances that contributed to medical leave or withdrawal, he or she may request a special hearing before the Nursing Faculty Forum prior to a readmission decision being made.
8. Students withdrawing due to medical necessity must be able to demonstrate that they continually meet, with or without accommodations, the Essential Functions/Safety Standards For Students In The Clinical Setting/BSN Program prior to readmission into the BSN program.
9. The College maintains the right to request an independent evaluation of the student prior to a student's return to the BSN program. The evaluation will be done on a case by case basis, and the cost of the evaluation will be borne by the institution.
10. Students who are readmitted are required to complete the same requirements for graduation as other students of the cohort for which they are admitted.
11. Students applying for readmission into the BSN program must have taken their nursing prerequisite courses within the last seven years. Students may be required to provide proper documentation as part of the re-application process.
12. Nursing courses will be evaluated on a case by case basis.
13. Students granted readmission privileges may be placed on probation at the discretion of the full nursing faculty. In cases where probation is required, probation will last no longer than one semester.
14. Readmission to the BSN program is voted on by the Nursing Faculty Forum Committee. (Policy revised with recommendations from MVC legal consultants)

Safety

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POLICY: Nursing students are to comply with the Standards of Conduct outlined in the Missouri Board of Nursing Administrative Code/American Nurses Association Provision Three, Code of Ethics for Nursing. An action/inaction on the student's part that places the patient at physical/emotional harm is a violation of that patient's safety and well-being and will result in the student being removed from the setting. (Examples include, but not limited to, preceptor/or agency refusal to work with student, instructor intervening to prevent injury, under the influence of drugs and/or alcohol, refusal of drug screening, threat to patient or others, unsafe practice skills, violation of HIPAA/OSHA regulations/standards).

PROCEDURE:
1. With any actions/inactions/errors/near misses a critical behaviors form will be completed by the clinical instructor/professor and discussed with the student within 24-48 business hours. The student will be required to sign the form. The student has a right to respond on the form. The report will be placed in the student's file at the MVC SON.
2. The course coordinator and the Program Director will be notified as soon as possible.
3. If required, an incident report will be filled out for the clinical agency.
4. Following the first incident, the nursing instructor/others if indicated will conference with the student regarding the incident (see above). Disciplinary action will be based in accordance with the offense.
5. The student will be required to remediate any related concepts/ procedure or skill involved in the error/near miss. The student will be responsible for demonstrating competency by way of a skills checkoff in the simulation skills lab prior to returning to the clinical.
6. If a student makes two errors, the student will be required to meet with the clinical instructor/faculty member/ and the Program Director. Disciplinary action will be based in accordance with the offense.
7. A potential or real life threatening error may/will result in dismissal from the BSN Program.
8. A student wishing to appeal any disciplinary action taken by a nursing faculty/Program Director may file an appeal using the procedure outlined in the MVC Academic Catalog & Handbook.
9. The clinical coordinator will be responsible for keeping track of errors and near misses in student clinical experiences and taking action to make system/educational improvements.

Simulation Skills Lab

POLICY: Simulation equipment is necessary to promote student learning and acquisition of nursing technical skills necessary to become a safe professional/practitioner. Standard precautions to protect simulation equipment is expected of all nursing students

PROCEDURE:

Simulation Skills Lab:
1. The lab is for currently enrolled students.
2. The lab coordinator will schedule planned use of the lab and equipment.
3. The lab hours are posted outside the door each semester.
4. When the lab is not being used for coursework/assignments, students may practice assigned skills with permission of the skills lab coordinator.
5. If the student needs additional assistance, please contact the skills lab coordinator.
6. At no time are students allowed to practice invasive procedures on each other even if one gives permission.
7. Students are responsible to let skills lab coordinator know when supplies are low or if they used the last item.
8. Students are responsible for letting the skills lab coordinator know if there is damaged equipment or if the equipment is not working.
9. Students and faculty are responsible for restocking items and leaving the workplace clean and tidy.
10. No smoking, eating, drinking, playing allowed in the lab.
11. Students should follow clinical dress code requirements while in the lab.
12. Students must adhere to all rules posted in the lab.
13. Refer to Simulation and Skills Lab Policy/Procedure Manual for further details.

Special Requests

POLICY: All students in the BSN program are required to meet requirements for graduation in a timely manner. In the event of an unforeseen circumstance, the student may submit a special request.

PROCEDURE:

1. Student Special Requests are submitted to the Nursing Faculty Forum by students who wish exceptions to be made regarding the application or progression criteria. Special request forms can be obtained from the Administrative Assistant.
   a. Any student unable to meet prerequisites to specific nursing courses due to scheduling problems, illness, personal circumstances, or performance in a particular course shall be required to submit a Special Request Form.
   b. Any clinical nursing major who needs to enroll in nursing courses part-time or out of sequence must submit a Special Request Form.
   c. Any clinical nursing major who needs to repeat a nursing course must submit a Special Request Form.
   d. Any clinical nursing major requesting a leave of absence must submit a Special Request Form.
2. The Special Request Forms will be reviewed by the Nursing Faculty Forum. The Faculty Forum meets a minimum of every semester, with special meetings as needed.
3. Only completed forms with appropriate supportive documentation will be acted upon by the Faculty Forum. All documentation must be submitted to the Administrative Assistant no later than 10 days prior to the next scheduled Faculty Forum. Students will be notified of the Faculty Forum's decision(s) within 10 days of the meeting date. This may be via student email and/or traditional mail. It is the student's responsibility to provide a current email and mailing address on the Special Request Form, and to check for the faculty response.

Testing Security

POLICY: All nursing students are required to maintain academic honesty and integrity during test taking. The MVC BSN Program requires the use of a secure exam browser for course exams to assure test security. Students may be required to download an application to their personal computer in order to use the test security feature

PROCEDURE:
1. Students who take examinations off-campus will be required to use a secure testing company and will follow the company policies.
2. For on campus testing, students must be seated in the classroom with computers ready to start the exam at the start of class.
3. When exams are administered in person:
    a. Seating may be arranged by the course instructor/professor.
    b. All personal items (keys, jackets, sweatshirts, hats, phones, smart watches, books, and book bags) must be left at the front of the classroom. All cell phones must be silenced prior to being placed at the front of the room.
    c. Food or drink during examination may be prohibited during testing.
    d. Calculators may be provided by the instructor.
    e. Paper and pencil are provided by the instructor and will be collected by the course instructor/professor before leaving the classroom.
    f. No talking among students is allowed during test taking, or may be subject to disciplinary action.
4. Students will be held accountable to the MVC Academic Dishonesty Policy. See the MVC Academic Catalog & Handbook for further information.

Testing Standard

POLICY: All nursing students are required to participate in comprehensive testing of course content using instructor-generated assessments, as well as assessments provided through an online learning environment for nurses.

PROCEDURE:
- Content exams will be administered throughout various nursing courses. Refer to course syllabi for further clarification.
- Testing will constitute 80% of the course grade for the majority of nursing courses. The remaining 20% will consist of other assignments (i.e. homework and other assignments).
- Students must obtain a minimum of an overall 80% (B) cumulative test score in addition to the minimum of an 80% (B) overall course grade to satisfactorily pass the course.

Testing Standard - Use of Assessment Technologies Institute (ATI)

POLICY: The MVC BSN Program partners with ATI, an online technology-based educational, assessment and testing platform. ATI products are designed to aid students in their nursing studies and prepare them to successfully pass the nursing licensure exam (NCLEX). Each student will be assigned an account by ATI. Nursing faculty encourage students' fullest participation in this resource in order to be successful in the nursing program. Standardized exams are not used as the sole basis for program progression or graduation.

ATI testing:
Students will participate in ATI assessments(tests) for diagnostic purposes and also to assess mastery of content. These assessments will be taken throughout the course of study. Refer to individual course syllabi for schedule of ATI assessment dates, weight of exams, and minimal expected scores for passing the exams.

These assessments are divided into concept areas and have questions much like those found on the licensure exam (NCLEX). Upon completing assigned exams, an individualized focused review is generated to identify gaps in knowledge, and to aid in additional studies to master content. Students will also have access to practice questions throughout the program, exam results, and other resources to help with meeting learning outcomes. The student is encouraged to refer to the individual course syllabus for how ATI products will be used within the course.

For the ATI Content Mastery Series assessments, the company recommends the level of achievement within the course/program to be at least a Level 2 for students to be successful with mastering the content, as well as preparing for the NCLEX exam. Therefore, the MVC School of Nursing & Health Sciences benchmark will follow this recommendation. Faculty and administrators will be monitoring these scores. Students should also monitor their own scores to assure adequate and timely progression throughout the program of study.

In addition, a custom, pre-program assessment through the ATI platform is given in the first semester of the nursing program to assess the student's general knowledge regarding the field of nursing. The same exam will be given again at the end of the program, in the senior seminar course, to evaluate the student's mastery of content. This data will be used to help evaluate the program effectiveness.

Students/graduates who were unsuccessful in passing the NCLEX- RN Licensure exam can still participate in the ATI program. However, if the ATI account has lapsed, the student will be responsible for paying the reactivation fee. The student is also responsible for contacting the ATI representative.

Use of ATI Assessments:

- Practice Assessment A & B: To receive points the student must turn in an Individual Performance Profile (transcript) and focused review within one week of the assessment due date.
    - Practice A assessments are scheduled so the cohort takes the exam at the same time (with rationales off), then rationales are turned on for the focused review process.
    - Practice B will be assigned to be done outside of class.
    - See related rubric for focused review assignments.
    - Homework points for Practice A & B: total 25 points possible. See rubric on Brightspace
        - Maximum of 25 points possible (homework/assignment grade) for 1st attempt assessment with no post-remediation quiz assigned, but still need to complete and submit focused review. See related rubric.   -OR-
        - Maximum 25 points possible (homework/assignment grade) for quality focused review + post-remediation quiz score of 80% and above (student may retake practice assessment to meet the score of 80% or above). See related rubric.
        - Late policy applies to any focused review submitted past the due date.
- Proctored exam first or second attempt.
    - Level II or III, post-focused review is recommended.
        - Students receive full points (exam/quiz grade). The proctored ATI assessments will be categorized as no more than 10% of overall course exam points. See individual syllabi for more information.
    - Level I or below
        - Students receive zero (0) points of the points possible (exam/quiz grade) Note: zero points can negatively impact a student's exam grade average.
    - **Students receiving below Level II will receive an academic alert and must meet with their instructor/academic advisor to develop a plan for improvement.**
    - See related syllabus for specifics on Comprehensive Predictor assessment.
    - A third attempt for the proctored exam is possible at the student's expense.
- ATI Dosage Calculations Assessments are scored as an exam grade, at 25 points per exam.
    - Students must achieve 80%+ grade within two attempts, grade equals percent earned of the 25 points (for example 85% of 25 points = 21.25 out of 25 points)
    - Below 80% students earn zero points if they have not reached 80% with two attempts. Note: zero points can negatively impact a student's exam grade average.

Schedule of ATI Assessments Subject to Policy Above

First Semester:

Course	*ATI Assessment*
NURS 355 Transition LPN-BSN	ATI Dosage Calculation Fundamentals*
NURS 305 Medication Administration	ATI Dosage Calculation Fundamentals*

Second Semester:

Course	*ATI Assessment*

| NURS 310 Mental Health | ATI Mental Health; ATI Dosage Calculation Mental Health* |
| NURS 320 Adult Health 1 | ATI Fundamentals |

Third Semester:

Course	*ATI Assessment*
NURS 340 Nursing of Families	ATI Maternal-Newborn; ATI Nursing Care of Children
NURS 450 Adult Health 2	ATI Dosage Calculation Critical Care*

Fourth Semester:

Course	*ATI Assessment*
NURS 410 Management & Law	ATI Leadership
NURS 460 NCLEX Success	ATI Comprehensive Predictor**
NURS 480 Senior Seminar	ATI Medical-Surgical

*No remediation available/required for Dosage Calculation assessments

**Comprehensive Predictor is given during NURS 460 and will have a different scoring system. See related syllabus.

Other ATI Assessments

First Semester:

Custom Pre-Program Assessment: First week of semester (no grade assigned)

Anatomy & Physiology: first week of semester NURS 303 Health Assess (no grade assigned)

Third Semester:

ATI Nutrition; can be used in place of NCLEX questions assignment if Level 2 or 3. If Level 1 or below cannot substitute for NCLEX questions assignment.

Fourth Semester:

Custom Post-Program Assessment: NURS 480 Senior Seminar (no grade assigned)

Transfer Of Credits From Other Colleges/Universities

POLICY: Nursing students must have current/evidence-based knowledge and skills to care for diverse populations with complex needs in a variety of clinical environments.

PROCEDURE:
1. Student's transfer credits must meet the requirements determined by the Registrar's Office.
2. Students transferring credit into the BSN program must have nursing prerequisite courses taken within the last seven years and completed with a grade of B or above.

Withdrawals

See the **MVC Academic Catalog & Handbook** policy on Withdrawal and Refund.

2024-2025 MVC BSN Student Handbook

BSN Student Handbook Acknowledgment Form 2024-2025

The Missouri Valley College BSN Program has policies and procedures designed to guide the student through the BSN program. Please read them carefully as they will help you with a timelier and smoother transition from a novice to a professional nurse. The most current policies and procedures can be found in this handbook on the MVC BSN Program website.

As a Missouri Valley College Nursing Student it is your responsibility to:

1. Review the policies and procedures which are included in the most-recent Missouri Valley College BSN Student Handbook.
2. Follow the policies and procedures which are included in the most-recent Missouri Valley College BSN Student Handbook.
3. Ask for clarification if you have a question and/or suggestions about the policies and procedures which are included in the most-recent Missouri Valley College BSN Student Handbook.
4. Upload completed/signed Acknowledgement Form to the LMS system within ten days of the start of the semester or after you have been notified of changes.
5. Read and understand the ATI Assessment and Review Policy.
6. Understand the responsibility of utilizing all of the books, tutorials and online resources available from ATI.

The Missouri Valley College Nursing Faculty will:

1. Inform the nursing students of any pertinent changes to current Missouri Valley College BSN program policies or procedures and when those pertinent changes will be implemented.
2. Inform the nursing students of any newly developed policies or procedures for the Missouri Valley College BSN Program and when those policies or procedures will be implemented.
3. Articulate and distribute any pertinent changes or newly developed policies or procedures to the nursing students by the Clinical Coordinator and/or the Program Director.
4. Enforce the described policies and procedures in a fair and unbiased manner which is consistent with the most current Missouri Valley College BSN handbook, and the [MVC Academic Catalog & Handbook](#)

I have reviewed the most current Missouri Valley College BSN Student Handbook. I agree to follow the policies and procedures described and any new or revised policies and/or procedures during this academic year. I understand that failure to comply with a policy and/or procedure will result in the consequences described with that policy and/or procedure.

_____   _____

Signature of Nursing Student   **Date**

_____(print name)

Development And Revisions Dates

Developed: December 2014
Revisions:
- March 2015
- May 2015
- August 2015
- October 2015
- December 2015
- January 2016
- Students transferring in with an Associate of Arts degree will have Missouri Valley College core classes waived, however, they must meet all nursing prerequisite course requirements from a regionally accredited institution of higher learning in the United States prior to admission into the BSN program.
- Students who have been dismissed/terminated from an outside BSN program may be considered for admission into the BSN program on a case by case basis. Nursing courses will be evaluated on a case by case basis. However, students must meet minimum admission criteria.
- March 2016
- June 2016
- July 2016
- January 2017
- August 2017
- July 2018
- August 2019
- December 2019
- March 2020
- July 2020
- August 2020
- August 2021
- October 2021
- August 2022
- August 2023
- September 2023
- November 2023
- January 2024
- August 2024
- January 2025