

SCHOOL OF NURSING

STUDENT HANDBOOK



LINCOLN UNIVERSITY

Jefferson City, Missouri (Main Campus)

and

Fort Leonard Wood, Missouri

2024-2025

Advisor's Name _____

Telephone Number _____

Office Location _____

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LINCOLN UNIVERSITY SCHOOL OF NURSING

Student Handbook

LINCOLN UNIVERSITY MISSION

Lincoln University in Missouri is a historically black, 1890 land-grant, public, comprehensive institution that provides excellent educational opportunities including theoretical and applied learning experiences to a diverse population within a nurturing, student-centered environment.

OVERVIEW

The School of Nursing faculty function within the general framework and policies of Lincoln University, reflecting the mission of the University in the philosophical statements regarding person, nursing, and nursing education. This vision reflects responsiveness to the educational needs of our students, as well as the provision of service to the state and nation.

INTRODUCTION

The School of Nursing at Lincoln University offers three program options to help students reach their nursing goals:

1. The Associate of Applied Science (AAS) in nursing program is offered at the Fort Leonard Wood Campus and is designed for entry into nursing practice.
2. The Baccalaureate (BSN) program consists of two options:
 - a. The 4-year BSN program option and
 - b. The RN-BSN program option.

Both BSN program options are designed for professional nursing practice. The BSN program option is offered at the Jefferson City Campus, while the RN-BSN program option is offered online. All three nursing degree programs (AAS, BSN, RN-BSN) offered at Lincoln University – Missouri are accredited by: Accreditation Commission for Education in Nursing (ACEN); 3390 Peachtree Road NE, Suite 1400; Atlanta, GA 30326. Telephone number: 404-975-5000 Website: www.acenursing.org. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Applied Science and the Baccalaureate nursing program is Continuing Accreditation. The AAS and the BSN Program in Nursing hold full approval by: Missouri State Board of Nursing; 3605 Missouri Boulevard, P. O. Box 656; Jefferson City, MO 65102-0656. Telephone number: 573-751-0681.

PHILOSOPHY

The faculty hold the following beliefs about person, health, environment, nursing, learning, and nursing education:

Person

Each person is a developing holistic being with intrinsic value and worth that interacts continuously with the environment. Each person has similar needs including physiological, safety and security, and psychosocial within a cultural context. A person's needs vary, as does his/her ability to meet these needs. Persons from diverse backgrounds are able to choose among

alternative outcomes, set goals, and make decisions based on needs and developmental level. Persons may be categorized as individuals, families, groups, communities, and/or populations.

Health

Health is a dynamic phenomenon, experienced in a unique way by each individual. It can best be viewed on a wellness/ illness continuum in which adjustments are made in order to maintain the relative constancy called homeostasis. Homeostasis is the ability of the person to maintain a state of balance or equilibrium while interacting with the environment. Wellness is a state of health in which basic needs are being met and homeostasis is maintained. A health problem can be any actual or potential concern or condition which must be resolved or prevented to maintain optimal health of the individual. If unresolved, the problem will result in illness or death, an alteration in the state of health in which there is an inability to meet basic needs and maintain homeostasis.

Environment

The environment includes all internal and external physical, safety and security, and psychosocial conditions affecting individuals, families, groups, communities, and/or populations. Unique responses by individuals, families, groups, communities, or populations to constant interaction with the environment result in varying degrees of health. A focus of nursing is to optimize the environment, in diverse health care settings in order to prevent illness; promote, maintain or restore health; or provide end of life care.

Nursing

Nursing is the art and science of assisting individuals, families, groups, communities, and/or populations to maximize health outcomes. Nursing is involved in assisting clients with health promotion, disease prevention, attaining or maintaining optimal health, and/or dying with peace and dignity. Nursing functions independently, dependently, and in collaboration with other health care providers to achieve the above goals. Knowledge, theory, and research from nursing and related disciplines are utilized for nursing practice. Nursing uses the nursing process to assess and meet the needs of clients. The roles of the AAS nurse are provider of care, manager, and member of the profession. In addition to the AAS roles of the nurse, the BSN nurse includes designer and coordinator of care.

In the role of provider of care, emphasis is placed on holistic provision of health care to an increasingly diverse population across all environments. Through partnerships with clients and multidisciplinary teams, nurses serve as advocates and educators to deliver high quality care, evaluate care outcomes, and provide leadership in improving care of the individuals, families, groups, communities, and/or populations. Nursing entails ethical and legal accountability and responsibility to self, individuals, and society.

In the role of manager/designer/coordinator of care, the nurse is responsible for providing leadership and management in diverse health care settings to promote high quality, cost-effective outcomes. The AAS nurse manages information. The BSN nurse, in addition to management, designs, and coordinates health care in diverse settings, delegates, and evaluates nursing care, and supervises other health care personnel in implementing care.

In the role of the member of a profession, the nurse develops and exhibits professional values, embraces lifelong learning, and incorporates professionalism into practice. The values inherent in caring as a nurse are autonomy, human dignity, and diversity. In addition, critical reasoning, evidence-based practice, communication, collaboration, and technology are emphasized in professional nursing. Professionalism is defined as the consistent demonstration of core values evidenced by nurses working with other professionals to achieve optimal health, and wellness outcomes in individuals, families, groups, communities, and/or populations. Professionalism involves accountability for one's self and nursing practice, including continuous professional engagement, and lifelong learning.

Learning

Learning is the continuous, active process of acquiring new knowledge, skills, and values that bring about actual or potential change in behaviors. Learning occurs within the individual, building on previous educational, personal, and professional experience as applicable. For the AAS in nursing program and the BSN program option, each learning experience is planned and organized to provide for individual learning needs and achievement of identified end-of-program learning outcomes with supplemental experiences provided as needed. In order to assist students to attain the necessary competencies, the faculty select a variety of practicum environments. In the RN-BSN program option, opportunities are provided for students to participate in directing their own learning within the domain of nursing. Both programs utilize active learning strategies such as on-line classes, attendance at workshops, simulations, community projects, clinical/practicum experiences, case studies, seminar days, journaling, and other strategies as noted.

Nursing Education

Nursing education is a dynamic teaching-learning process involving active participation by both faculty and student. The faculty presents opportunities for students to acquire the knowledge, skills, and attitudes essential to provide holistic nursing care. Nursing education integrates knowledge from the liberal arts and sciences, enhancing critical thinking through utilization of a broad knowledge base. The American Nurses Association (ANA, 2015) publication, *Scope and Standards of Practice* provides guidelines for associate degree nursing education and practice; whereas, the baccalaureate program utilizes, *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) to prepare baccalaureate nurses for professional role sets. The AAS and BSN programs establish the foundation required for continued education within the discipline of nursing.

The purpose of the associate degree in nursing is to prepare graduates who apply the nursing process in the provision of direct nursing care in diverse settings where policies and procedures are specified, and guidance is available. Emphasis in the program is placed on development of competencies essential to the practice of AAS in nursing as defined by the ANA, 2015, *Scope and Standards of Practice*. The associate degree nursing graduate is prepared to function as a provider of care, a member of the profession and a manager of care in acute and community-based settings.

The purpose of the BSN program is to prepare graduates for professional nursing practice. The purpose of the RN-BSN program is preparation of registered nurses for professional nursing

practice. The nurse prepared at the baccalaureate level is a professional who has acquired a well-delineated and broad knowledge base for practice. Emphasis within the program is placed on role development and the *Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008). The baccalaureate graduate is prepared to provide, manage, design, and coordinate care for individuals, families, groups, communities, and/or populations in diverse settings. In addition, the baccalaureate graduate is a member of the profession. The BSN program establishes the foundation required for continued education within the discipline of nursing.

AAS END-OF-PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the AAS program, the graduate will be able to achieve the following program outcomes (ANA, 2015) which will enable graduates to practice within complex healthcare systems and assume the roles of provider of care, manager, and member of a profession.

1. Utilize the nursing process / clinical decision making through assessment of data, identifying a diagnosis, planning and implementing interventions for problems, and evaluation of the plan to reach client specific measurable outcomes.
2. Apply effective written, verbal and non-verbal communication including information technology with the client, significant support person(s), and members of the healthcare team and community agencies.
3. Develop, modify, and evaluate individualized teaching plans to promote and maintain health and reduce risks to the client and significant support person(s) within the healthcare environment.
4. Collaborate with other health care providers in their approach to holistic, client-centered, culturally competent care across health care settings to meet client needs.
5. Apply the use of evidence-based practice nursing care for an individual or group of clients within and across healthcare settings to meet client goals, promote health, and sustain nursing services that are safe, effective, and fiscally responsible.
6. Apply professional behavior and leadership abilities by demonstrating accountability for his/her actions and by practicing within the ethical, legal and regulatory framework of nursing.
7. Apply client centered care that reflects the skills, knowledge, and critical thinking needed to provide the safety and quality of care using informatics, teamwork, and continuous quality improvement measures.

BSN END-OF-PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the program, the BSN graduate will be able to achieve the *Essentials of Baccalaureate Nursing Education for Professional Practice* (AACN, 2008) and the following program outcomes which will enable graduates to practice within complex healthcare systems and assume the roles of provider of care, manager/designer/coordinator of care, and member of a profession.

1. Employ concepts from the arts and sciences to form the basis for clinical reasoning.
2. Apply leadership concepts, skills, and decision making in the provision of high-quality nursing care, health care team coordination, and the oversight and accountability for care delivery in a variety of settings.

3. Integrate evidence-based practice (EBP) in planning, implementing, and evaluating outcomes of care.
4. Demonstrate skills in using client/patient care and information technologies, information systems, and communication devices that support safe nursing practice.
5. Demonstrate knowledge of healthcare policy, finance, and regulatory environments that influence healthcare trends.
6. Apply effective communication techniques, including negotiation, collaboration, and conflict resolution to produce positive professional relationships.
7. Use clinical prevention and population focused nursing to improve health.
8. Demonstrate core nursing values to achieve optimal health outcomes by applying the professional standards of moral, ethical, and legal conduct.
9. Demonstrate knowledge, skills, and attitudes necessary for practice as a member and leader of the interprofessional health care team.

LINCOLN UNIVERSITY POLICIES

Class Attendance Policy (University)

Research confirms that class attendance is an essential part of the educational experience and a requirement for an adequate evaluation of academic progress. Students are expected to attend all lectures, seminars, laboratories, and field work for each registered class and to complete all work assigned by the instructor.

Due to the relationship between class attendance and final course grades, total absences ideally should not exceed twice the number of times a class meets per week.

Examples:

Courses meeting three times/week: maximum of six absences acceptable.

Courses meeting one time/week: maximum of two absences acceptable.

The maximum acceptable number of absences in other class formats, i.e., eight- week, four-week summer session, and intersession, should be pro-rated according to the formula above.

If a student exceeds the maximum number of acceptable absences for a course, the course instructor may choose to lower the student's grade by one letter or administratively drop the student from the course. The attendance policy must be clearly stated in the syllabus at the beginning of the course. Attendance policies of individual instructors may vary from the guidelines above provided this policy is clearly stated in the syllabus at the beginning of the course.

Class absences are deemed "excused" or "unexcused" at the judgment of the course instructor of record, who may require documentation. The number of permissible absences is at the sound discretion of the individual course instructor, based upon the circumstances involved, and the policies set at the beginning of the semester. Absence from class for any reason does not exempt the student from responsibility of any assigned work, though it is the course instructor's prerogative to disallow completion of make-up work in any case.

In addition, course instructors will determine the following and will post it in all syllabi:

Consequences for coming late and leaving class early
Make-up policies for course work, quizzes, and exams
University-Approved Absences

Excused absences for university-related activities may be issued only by the President, the Vice President for Academic Affairs, or the Vice President of Student Affairs. Notification for excused absences will specify student names, the event, and the time covered by the excused absence.

Academic Dishonesty/Cheating

The most common forms of academic dishonesty are cheating and plagiarism. Cheating is defined as unauthorized use of any materials, aids or information of assistance in doing any work required as part of a course. Plagiarism is the attempt to pass off another person's work as one's own by failing to give credit to the original source of ideas or words. Students who are found to be guilty of academic dishonesty are subject to the policies and procedures as outlined below.

- Any student guilty of cheating will be reported in writing to the department head and the dean of the college or school of the course involved and to the department head and the dean of the college or school in the student's major
- Any student found guilty of cheating may receive, at the discretion of the instructor, a failing grade in the course
- Disciplinary action for cheating may include suspension for one or more semesters, exclusion from selected programs of study or permanent expulsion from the University

Procedures for implementing Policies 1 and 3 (when action is recommended) shall be the responsibility of the academic unit in which the violation occurred. All students accused of cheating have the right of appeal through normal channels – the instructor, department head and dean. In the case of the Schools of Business, Education and Nursing, the appeal shall go from the instructor to the dean.

Lincoln University Title IX Non-Discrimination Policy

Lincoln University is committed to providing an environment free from discrimination on the basis of sex, including sexual harassment, in all its education programs and activities. Under Title IX, individuals are protected from harassment in any University-related academic, extracurricular, athletic, and employment programs and activities within the United States.

This policy applies to all administrators, faculty, staff, students, applicants for employment, third-party contractors, and all guests and visitors participating in the University's educational programs and activities. It ensures equal protection and application regardless of sex, gender, sexual orientation, gender identity, or gender expression.

Prohibition of Retaliation

No administrator, faculty member, staff member, student, applicant for employment, third-party contractor, or participant in any University program shall retaliate, intimidate, threaten, coerce,

or otherwise discriminate against any individual for exercising their rights or fulfilling their responsibilities under this policy.

Contact Information

For questions, concerns, or complaints regarding this policy, please contact the Title IX Coordinator:
Shawnda Hayes-Dunnell
Office B-2, Young Hall
820 Chestnut Street
Lincoln University
Jefferson City, Missouri 65101
Phone: 573-681-5495
Email: titleix@lincolnu.edu

Access and Ability Services

Lincoln University is committed to providing equal opportunities to disabled persons in accordance with Section 504 of the Rehabilitation Act of 1973. Individuals are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, treatment or employment in, its programs and activities.

Services for disabled students, including learning, physical, or emotional disabilities, are coordinated through the Office of Access and Ability Services. Students requiring these services should contact the University ADA Coordinator for further information at 681-5167 or go to 822 Lee Drive, Thompkins Student Health Center.

Services for Students with Disabilities

Disability Services are coordinated through the Office of Access & Ability Services. Lincoln University is committed to providing equal opportunities to persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) of 1990, as it relates to the physical infrastructure of all University property.

Upon admittance to the University, any person requiring reasonable accommodations must register with the University before any accommodations will be afforded to them. Documentation of a disability from a qualified medical and/or authorized professional must be submitted before accommodations will be afforded to the individual requesting services. The types of accommodations vary greatly and are provided based on documented and expressed needs, as well as the applicability of accommodations within the individual class. The University also provides on-campus housing accommodations for students with physical disabilities. Requests for accommodations will be reviewed and decided upon in a timely manner.

If a student finds that a classroom is inaccessible, he/she/they should report this to the Coordinator for Access and Ability Services or the academic dean of his/her/their college. Every effort will be made to make programs accessible. Any informal or formal grievance should be filed with the Office of Access & Ability Services. The procedure for doing so is outlined in print and electronically with all materials available through the 'Student-Life/Disability Services'

page on the University website (<https://www.lincolnu.edu/student-life/disability-services/grievance-process.html>).

AIDS Policy

Lincoln University's statement of Policy and Procedure on AIDS may be obtained from the Office of Student Affairs. In keeping with University policy, the nursing program does not discriminate against students with AIDS; however, the nursing faculty reserves the right to limit a student's (with AIDS) patient/client care contact if he/she cannot control his/her body secretions.

Student Support Services

An updated list of these services can be found in Lincoln University Undergraduate Bulletin and website.

Children on Campus

Due to liability issues, students are asked NOT to bring their children (regardless of age) to any class, lab, or practicum setting. Also, children should not accompany students for registration or scheduled meetings with faculty.

Financial Aid

General financial aid information is available through the Financial Aid Office located in 106 Young Hall. Telephone 573-681-6156

Online Learning/Computer Requirements

Prior to beginning an online course, go to LU ONLINE @ <https://bluetigerportal.lincolnu.edu/web/ctl/lu-online>, click on *LU Online Student*, and review the software requirements, the learning management system, and computer requirements.

It is important that students understand that online courses are just as rigorous as face-to-face courses. Submission of original work including in-text citations and reference list should be formatted in accordance to APA. Clear communication is essential in the online environment. It is the student's responsibility to call or email the learning management system (LMS) which at the present time is Canvas. If you have any difficulties with Canvas, select the "help" button and then follow the directions in solving your issue(s) or you can call the Canvas helpdesk at 855-912-8224.

Expectations of Students

- Able to perform computer skills as identified in the course syllabus
- Familiar with internet search engines and navigation features
- Assignments are completed and submitted in the format requested within the established deadlines
- Participate actively and courteously in discussion forums
- Use University email
- Abide by the standards of academic honesty and student code of conduct

Transfer Credits

Transfer credits earned at other accredited institutions may be evaluated for direct transfer credits. Students who wish to enroll in non-nursing classes at other institutions and have those credits count toward an LU degree must seek approval prior to enrolling in those classes if they plan to be concurrently enrolled in LU classes. Transfer of credit application forms are available in the office. The nursing faculty reserve the right to require students to retake courses if the course does not meet the program's needs and/or the credit was earned several years prior to enrollment.

Nursing-specific policies may differ from general University policies. Any questions or concerns please follow the chain of command.

SCHOOL OF NURSING POLICIES

The Lincoln University School of Nursing is committed to educating nurses in providing the best possible patient care. Students admitted to Lincoln University School of Nursing programs are expected to possess the ability to complete the entire nursing program. They are expected to develop a competent nursing knowledge base, the requisite nursing clinical skills, the ability to appropriately apply their knowledge and skills, effectively interpret information, and contribute to patient-centered decisions across a broad spectrum of clinical situations and settings. Students with disabilities are encouraged to contact the Office of Access & Ability Services early in the application process to determine what accommodations they may need to meet the required standards. Students must have the physical and emotional stamina to function in a competent and safe manner in settings that may be stressful. Therefore, the curriculum requires proficiency in a variety of abilities. All students must have these abilities to fulfill program and course requirements. The abilities include but are not limited to:

Physical

- Possess sufficient energy and mobility to provide patient/client care to meet course objectives.
- Transfer, lift, pull, and perform other demanding physical procedures as required to provide routine and emergency patient care, while ensuring the safety of self, patient/client, and others.
- Provide patient/client care for up to 12 hours; attend practicum experiences at assigned times.
- Utilize sight, hearing, smell, and touch to assess patients/clients at a distance and close at hand; effectively use diagnostic instruments and screening tools as required. (Examples include the use of an otoscope to assess the ear; use of the stethoscope to assess the heart and lungs.)
- Use gross and fine motor skills while providing patient/client care, consistent with established nursing practice, and patient/client safety. (Examples include, but are not limited to, maintaining clean/sterile technique such as, urinary catheterization, tracheostomy care, giving an injection, emergency care to clients.)
- Attend all classroom, skills lab, simulation, and clinical experiences as required at assigned times.

- Meet applicable safety standards for the clinical environment and follow universal precautions.

Cognitive

- Elicit and interpret verbal and nonverbal communications.
- Communicate effectively both verbally and in writing, using appropriate words, grammar, and vocabulary.
- Make accurate decisions in a timely manner, under stressful and challenging conditions.
- Acquire fundamental knowledge through a variety of modalities including, but not limited to: classroom instruction; skills lab; small group, team, and collaborative activities; individual study; use of computer technology; and preparation and presentation of reports.
- Ability to assess patients by performing physical examinations using vision, hearing, and touch, or functional equivalents, obtaining patient histories, and evaluating findings accurately.
- Utilize analysis, synthesis, critical thinking and mathematical calculations in the provision of safe patient care.
- Clearly and accurately record patient information.

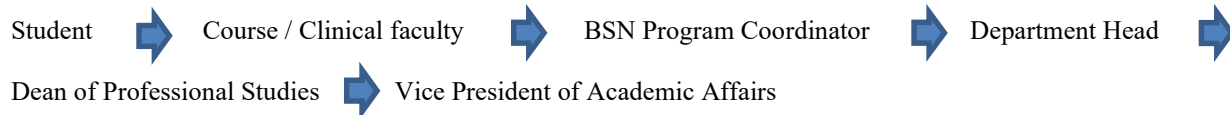
Interpersonal

- Interact professionally with individuals, families, groups, communities, and populations of various social, ethnic, and cultural backgrounds.
- Ability to communicate with patients to elicit information to identify a patient's history, physical and mental symptoms, level of activity, and responses to treatments.
- Use social skills to form a therapeutic relationship with individuals, families, groups, communities, and populations.
- Demonstrate effective communication, participation, and collaboration with all members of the healthcare team, patients, families, and caregivers, in person and in writing.
- Demonstrate personal qualities of compassion, integrity, concern for others, interpersonal skills, professionalism, personal accountability, interest, and motivation during the educational process.
- Maintain professional behavior and demeanor when faced with challenging situations.
- Possess the emotional health required for full utilization of the student's intellectual abilities, exercise of good judgment, the prompt completion of all responsibility's attendant to the care of patients, and the development of mature, sensitive, and effective relationships with patients, fellow students, faculty, and staff.
- Ability to tolerate heavy, physically and mentally taxing workloads and to function effectively under stress.
- Ability to adapt to changing environments, to display flexibility, and to function in the face of uncertainties inherent in the clinical problems of many patients.
- Maintain and display ethical and moral behaviors consistent with the role of a nurse in all interactions with patients, fellow students, healthcare team, faculty, staff, and the public.
- Understand the legal and ethical aspects of the practice of nursing, and function within the law and ethical standards applicable to student nurses.
- Ability to accept and apply feedback.
- Respect boundaries, and care for all individuals in a respectful and effective manner regardless of ancestry, age, race, national origin, color, religion, sex, sexual orientation,

pregnancy, gender identify, gender expression, disability, veteran status, or any other protected status

Communication/Email

Effective verbal communication is essential in the nursing profession. Students are encouraged to use the following communication chain when they seek resolution to question or concerns that may arise during the semester.



Students are expected to check their LU and Canvas e-mail on a frequent and regular basis in order to stay current with University related and course related communications, recognizing that certain communication may be time critical. It is recommended that your email and announcements be checked at least 2-3 times per week. Checking it on a daily basis is preferred.

The instructors will only communicate through the Lincoln University e-mail and your Canvas email not your personal e-mail. Please note, as with all computer systems, there may be occasional scheduled downtimes, as well as, unanticipated disruptions. Students who do not have internet access at home may use computers in Elliff Hall, Page Library, or MLK. Technical assistance can be obtained by contacting the Division of Educational Innovation and Extended Studies at 573-681-5206, the Information Technology Services at 573-681-5888 or email helpdesk@lincolnu.edu, and the Canvas helpdesk which can be accessed by clicking the “help” button in Canvas, or calling Canvas at 855-912-8224.

Academic Dishonesty and Cheating (Nursing)

Lincoln University holds its students to high standards of academic integrity and will not tolerate acts of falsification, misrepresentation, or deception. See Undergraduate Bulletin and School of Nursing Handbook.

Honesty forms the basis for quality nursing care. Academic honesty is an essential component of higher education. As a result, academic dishonesty will not be tolerated in nursing courses. Evidence of dishonesty in such areas as patient/client care, written work, including plagiarism, testing, etc. will be subject to discipline. Discipline may include course grade(s) reduction, program probation, program dismissal, and/or submission of the matter to the Office of Student Affairs. You are responsible for understanding the definition of plagiarism and for proper documentation of written work.

Students in nursing program courses and required prerequisite nursing courses are not authorized to use any artificial intelligence (AI) software to prepare and/or develop graded assignments. AI software may limit crucial skills that are pivotal to nursing competence and patient safety; including critical-thinking, problem-solving, and development of professional skills that are required of nurses. Assignments will be screened using plagiarism detection software; this includes AI detection. If you have questions about AI software, please contact course faculty.

Student Nurses' Association

Membership in the Lincoln University Student Nurses' Association (LUSNA) and the state and national association is strongly encouraged. Membership in these organizations fosters professional liaisons and development which should serve as a prelude to involvement in professional organizations upon completion of the nursing program.

Attendance

Students are expected to participate in all discussion forums, projects, practicums, lectures, seminars, and other learning events and assignments for each registered class and complete all work assigned by the instructor. It is the student's responsibility to review their current nursing course syllabi for synchronous and/or asynchronous attendance expectations, as well as how attendance is attained and then tracked in the learning management system. Due to the relationship between class participation/attendance and final course grades, lack of participation or not completing work will affect your final grade. Absences, excused or unexcused, may jeopardize the student's ability to meet the course objectives.

Progression

Each student must satisfy all course requirements of each nursing course before progressing in the nursing sequence. In addition to the classroom grade, the course may include a laboratory and math practicum which must be successfully completed in order to pass the course. The clinical/practicum portion of the class is pass/fail. (Please reference the subsequent *Grading and Unsatisfactory Academic/Nonacademic Performance* section below, as well as clinical course syllabi, regarding 'needs improvement' practicum evaluation.) Unsatisfactory performance in either theory or clinical/practicum will result in failure for the course. Any student who earns a failing grade in clinical/practicum, but who has an average of 75% or more in theory, will be awarded a D for the course.

Students admitted to the nursing program who twice enroll, within the past five years, in any course required for the nursing degree, and do not receive a grade of C or above, will be denied progression in the program. A student may repeat two nursing courses within a five-year period. A repeated nursing course must be passed on the second attempt. If extenuating circumstances have occurred, the student may petition the faculty in writing for an exception.

A student withdrawing from a nursing course is required to contact the course faculty. If the grade earned at the time of withdrawal is a D or F, this will be considered a course failure for the purpose of curriculum progression. However, an earned grade of C or above at the time of withdrawal will be taken into consideration when considering readmission. A student may reapply within two consecutive semesters. Reenrollment is contingent upon space available in the course. If a student is unable to reenroll, and return to the course within two consecutive semesters, the student may be required to repeat all or part of previously completed courses within the curriculum. If extenuating circumstances have occurred, the student may petition the faculty in writing for an exception.

Grading and Unsatisfactory Academic/Nonacademic Performance

University policies for grading and academic probation are outlined in the *Lincoln University Undergraduate Bulletin*. A student must maintain a 2.0 GPA in order to progress/graduate from

the AAS and the BSN nursing program. The School of Nursing subscribes to the major and minor degree requirements as outlined in the *Lincoln University Undergraduate Bulletin*.

Courses that include a practicum portion must be successfully completed in order to pass the course. The practicum portion of the course is based on a Pass / Fail evaluation. Behaviors aligning with successful/passing performance and with unsuccessful/failing performance are outlined in detail in the clinical course syllabi. At times, a student may progress with a 'Needs Improvement (NI)' status for performance that needs additional improvement as the student progresses to the next clinical course. A conference detailing expectations and specific areas needing improvement will be held between the student, current and future course faculty. This conference is required for progression. Documentation of expectations and specific areas needing improvement will be attached to the final evaluation. NI marks may be utilized on daily, midterm, and final evaluations with continued monitoring, remediation, and evaluation; with the exception of NUR 435 and NUR 475 in which NI marks may be acceptable on daily and formative (including the midterm) evaluation, but not on summative (final) evaluation.

Unsatisfactory performance in either theory or practicum will result in a failure of that course. A student who earned a failure in the practicum, but who has an average of 75% or more in theory, will be awarded a grade of D for the course.

Nursing courses that are used for General Education requirements will follow the University grading scale.

Grading Scale for the AAS and BSN programs is as follows:

90-100%	A
80-89%	B
75-79%	C
60-74%	D
Below 60%	F

Testing Policies

- Tests, including Kaplan, will be taken on the day they are scheduled.
- Absence for a test: The only reasons a test may be given on an alternate date or time would be for death of immediate family member, personal illness or extenuating circumstance, or military orders.
 - Prior notification is required for an absence from a test, via email or phone call to the instructor of the course. It is at the instructor's discretion whether the absence is approved. For school-sponsored events, a minimum of 2 weeks' notice is required along with proper documentation.
 - Written documentation may be required on return to class.
 - If no arrangements are made, the student will receive a 25% grade reduction for that test.
 - Arrangements for make-up times must be made by the student within one week of the missed exam.
 - If a make-up test is granted, it may be a different version of the original test, covering the same content.

- Quizzes: If a student misses a quiz for any reason, he/she forfeits those quiz points. No makeup quizzes are given.
- Tardiness: Timeliness is highly encouraged. If the student arrives late for a test or quiz, the student is allowed to take the test or quiz; however no additional time will be given outside the designated testing window.
- Before the test begins: all student items are to be placed against the wall in the front, back, or side of the room or as specified by the faculty.
- Electronic devices: should be turned OFF and not on vibrate. Phones and smart watches will be placed in a basket or other collection device with faculty. These items are retrievable upon finishing the test when exiting the room.
- Calculators: if a calculator is needed, it will be provided by the faculty.
- Headphones and listening devices are not permitted unless approved or required by facility.
- Earplugs and/or noise blocking devices are permitted during the test.
- Hats, visors, caps, sunglasses, hoodies, and long hair: these items are not allowed to be worn during a quiz or test. Please plan accordingly.
- Bathroom breaks: Students should go to the bathroom prior to a test. If a student has an issue and needs frequent bathroom breaks, the student is required to request this from the instructor(s) prior to beginning a test, so that arrangements can be made, if approved. If a bathroom break is given, an escort may be provided.
- Drinks: they are allowed as long as they are covered. However, drinks are not allowed in the computer labs.
- Questions: Questions are allowed, but faculty will determine if the question is appropriate to answer.
- Test grades: Test grades will be posted once all students have taken the test. Per instructor discretion, test and/or final grades may be held until all course assignments for a student are completed (such as Kaplan, adaptive quizzing, written assignments, and any other assignments)
- Accepted reference: The current textbook and required readings/course materials are considered the only accepted references for answers to test questions.
- Test review: tests, except the final, will be reviewed briefly in class after grading is complete, and all students have taken the test. Individual one-on-one exam review sessions may be scheduled during regular office hours with the instructor or as otherwise specified by the instructor.
- Final test: The final test will not be reviewed.
- Math Practicum test: Every student must achieve a score of 90% within two attempts with the exception of NUR 435 in which there are three attempts for a score of 100%. Failure to do so will result in a failure in the course.

It is the student's responsibility to review their current nursing course syllabi to ensure awareness of any modifications in program or course testing policies. (For example, a temporary online testing policy was developed during the COVID-19 transition to distance-based learning.) Questions regarding current testing policies should be directed to course faculty.

Academic Coach Referrals

The decision to refer a student to the Academic Coach is at the discretion of the nursing faculty member(s). If a faculty member refers a student, the student's attendance in meeting with the Academic Coach is mandatory. Students must meet with the Academic Coach within one week of referral. Students are allowed one reschedule with the Academic Coach per referral. A plan for success will be developed during the meeting with the Academic Coach. Student compliance with the action plan is expected. Non-compliance with the academic coach referral process will be reported to the Department Head / Dean and may result in disciplinary action.

Assessment Policy

Assessment measures allow students and faculty to determine the degree of success that students have in meeting program and student outcomes. Formative and summative assessment measures, such as rubrics, surveys, nursing exams, and other measures are used during the nursing program. Student results are analyzed to determine program strengths and weaknesses. Based on this analysis, curriculum or program revisions are made to enhance student learning. In the final semester, students must take Kaplan comprehensive exit exams, complete supplemental instruction, and complete a NCLEX Review Course to pass the course.

All students are required to complete Integrated Kaplan test(s) to fulfill course requirements. The test(s) will be administered in a computer lab and, depending on the course, may be given throughout the course and/or during the final weeks of class. Although test results will indicate a level of comprehensive understanding of course content, as assessed by a nationally normed test, meeting or exceeding the national benchmark for this test(s) does not indicate mastery of the specific Lincoln University course content.

Program Probation/Dismissal

The standards of professionalism as noted in this handbook will be upheld. These standards are comprehensive, and further specified in course syllabi and/or clinical/practicum evaluation tools. A student whose behavior falls short of the professional standards may be warned, placed on probation, or dismissed from the nursing program. Probationary status will be preceded by a formal written report of the behavior involved. The signatures of the faculty members involved and the student will be on the report. In addition, a written contract for achieving success will be developed with a timeline for improvement.

A nursing student may be dismissed from their respective nursing program if the student is observed to be repeatedly deficient in applying any of the program outcomes, including the roles of the nurse as noted on the final clinical/practicum evaluation form of each clinical/practicum nursing course. This program policy is in accord with the Lincoln University Dismissal Policy.

The following is a partial, but not exhaustive, list of behaviors, which may result in student dismissal from the nursing program:

- Being observed in the process of, or stopped just short of, performing an act that directly endangers a patient.
- Demonstrating inappropriate or unsafe nursing practice
- Engaging in substance abuse
- Plagiarism

- Failing grades in the theoretical portion of the course, such that in the professional judgment of the faculty the student does not have sufficient theoretical background to function safely and adequately in the practicum area.

Readmission

A student eligible for readmission to the School of Nursing must complete the requirements in the current bulletin at the time of readmission. A student, who exits a nursing program for any reason or fails to progress with his/her class, is not guaranteed readmission to the program. The nursing faculty reserve the right to require a readmitted student to audit or retake a nursing course when the current course varies significantly from content during prior enrollment or when faculty believe that the amount of time since the student was enrolled in the course has been sufficient to jeopardize the student's success in the nursing program.

Students who are required to audit or retake a clinical course may be required to attend clinical/practicum as determined during the readmission process. Auditing students are responsible for assignments including examinations. However, a student who changes from “credit” to “audit” in a clinical/practicum course will be allowed to attend theory and laboratory, but not the clinical/practicum setting.

When a student desires readmission to the program, he/she should write a letter describing the reasons for withdrawal and the changes which have occurred to facilitate program completion. This letter should be received in the School of Nursing office by the last working day of finals week in order for the request to be reviewed by the nursing faculty. The student will be notified in writing of the response to his/her request and whether space is available to accommodate him/her. Eligible candidates can only be admitted if space is available.

Appeals Procedure

A student may appeal through normal administrative channels, academic as well as non-academic matters. Appeals related to academic matters are initiated with the faculty members involved using the Student Academic Complaint Policy and Procedure Form. This form is available in the School of Nursing office and complaints must be filed within 90 days of the occurrence. Appeals related to non-academic matters are handled by the Office of Student Affairs in accordance with the policies and procedures outlined in the *Lincoln University Undergraduate Bulletin*.

Clinical/Practicum and/or Laboratory Requirements

The purpose of clinical/practicum experiences is to provide the student with the opportunity to synthesize and apply the knowledge acquired in the respective nursing programs. The course objectives for the semester must also be incorporated and met to be successful for the course. Prior to the beginning of clinical/practicum courses, students must submit verification of the following requirements. It is the student's responsibility to keep the clinical/practicum portfolio up to date while in the clinical/practicum courses.

- American Heart Association Basic Life Support (BLS) for Providers Course (see below)
- Criminal background fingerprint check (valid while continually enrolled)

- Ten panel drug plus alcohol (valid while continually enrolled or per the clinical institution's policy)
- Hepatitis B vaccine series or antibody titer
- MMR vaccine (2 doses) or antibody titers
- Tdap vaccine (within the last 10 years)
- Varicella vaccine (2 doses) or antibody titer
- Annual Influenza vaccine
- Annual PPD / Mantoux TB skin test – *dates and times of the test placement and reading must be present on TB skin test documentation*
- COVID-19 vaccine series
- Individual practicum agency requirements

Additional documentation may be required based on the student's submitted information. In addition to the above, for the RN-BSN program option students must also have the following:

- RN license in good standing in the state where the practicum will be completed
- Personal professional liability insurance (1,000,000/3,000,000)

Due to the nature of the clinical/practicum experiences and the risk of exposure to injury and illness, all nursing students are strongly encouraged to have health insurance. The cost of treatment for illness or injury is the responsibility of the individual student.

Transportation to and from the practicum is the sole responsibility of the student.

Nursing students are required to provide documentation of certification to perform adult, child, and infant cardiopulmonary resuscitation (CPR) prior to beginning clinical/practicum nursing courses. CPR courses must include a hands-on component for the practice of CPR. Online CPR courses will not be accepted. The course must be The American Heart Association "Basic Life Support Provider Course (CPR/AED)." Students must document current CPR certification throughout their enrollment in each program. The University provides professional liability insurance for the AAS and BSN program option students; however, additional liability insurance is an option at the cost of the student. The RN-BSN program option students must purchase their own personal professional liability insurance.

Position Statement: Professionalism

The faculty believe that each student is responsible for practicing in accordance with the ANA Scope and Standards of Practice (ANA, 2015) We further believe that the student must assure that the level and sophistication of his/her performance is appropriate to the level attained in the nursing program. Each student is accountable for the quality of his/her practice within the guidelines established for each course and the overall program.

To further assist in evaluating his/her performance, the ANA *Code of Ethics* for nurses is provided below:

- The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by

considerations of social or economic status, personal attributes, or the nature of health problems.

- The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.
- The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
- The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
- The nurse owes the same duties to self as to others, including the responsibility to safety, to maintain competence, and to continue personal and professional preserve integrity and growth.
- The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

To further assist in evaluating his/her performance, the *Standards of Professional Nursing Practice* (ANA, 2015) are provided below:

- **Assessment:** The registered nurse collects comprehensive data pertinent to the healthcare consumer's health and/or the situation.
- **Diagnosis:** The registered nurse analyzes the assessment data to determine the diagnoses or the issues.
- **Outcome identification:** The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.
- **Planning:** The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.
- **Implementation:** The registered nurse implements the identified plan, coordinates care delivery, and employs strategies to promote health and a safe environment.
- **Evaluation:** The registered nurse evaluates progress toward attainment of outcomes.
- **Ethics:** The registered nurse practices ethically.
- **Cultural Congruent Practice:** The registered nurse practices in a manner that is congruent with cultural diversity and inclusion principles.
- **Communication:** The registered nurse communicates effectively in all areas of practice.
- **Collaboration:** The registered nurse collaborates with healthcare consumer, family and others in the conduct of nursing practice.
- **Leadership:** The registered nurse demonstrates leadership in the professional practice setting and the profession.

- **Education:** The registered nurse attains knowledge and competence that reflects current nursing practice.
- **Evidence-based practice and research:** The registered nurse integrates evidence and research findings into practice.
- **Quality of practice:** The registered nurse contributes to quality nursing practice
- **Professional practice evaluation:** The registered nurse evaluates her or his nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.
- **Resource utilization:** The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.
- **Environmental health:** The registered nurse practices in an environmentally safe and healthy manner.

SUBSTANCE MISUSE POLICY

As set out in Lincoln University's Student Handbook, violations of Lincoln University Rules and Regulations include incidents with illegal drugs and other substances and alcohol. Violations occur related to illegal drugs and other substances if a student is in the presence of any drug that is prohibited by law; manufactures, uses, possesses, or sells any drug that is prohibited by law; or possesses drug paraphernalia or other paraphernalia used to facilitate illegal use, or attempts to manufacture or sell counterfeit drugs. In addition, the possession, use or distribution of alcohol by students on Lincoln University property or as a part of any Lincoln University activity is prohibited. Such prohibition includes the distribution of alcohol to minors on or off campus. Any student who violates Lincoln's Substance Misuse Policy shall be subject to disciplinary sanctions. Sanctions may include suspension, expulsion from Lincoln University, and/or referral for prosecution.

DRUG SCREEN POLICY

As a condition of participation in the School of Nursing for the nursing program options at Lincoln University, each student will be required to sign a Lincoln University consent form agreeing to undergo drug testing and authorize release of test results in accordance with this policy. A nursing student will not be permitted to participate in clinical/practicum activities until the testing is complete. Failure or refusal to sign this consent or to comply with the requirements of this policy will result in ineligibility to participate in clinical/practicum activities and will result in dismissal from the Lincoln University School of Nursing. All Lincoln University students admitted to the nursing program shall be subject to the terms of this policy throughout the calendar year. With limited potential exceptions which may arise when a student is legally taking certain prescription medications - if a student tests positive upon admission, he or she will not be admitted to the program. A student with a positive drug test is generally not eligible to retest but may reapply after one year. Additional testing may occur if deemed appropriate by the Department Head / Dean and faculty.

Current nursing students and students who have received provisional acceptance to the nursing program are held to the standards of registered nurses in the state of Missouri. As noted in the *Missouri State Board of Nursing Newsletter* (Volume 21, No. 1), "Nurses who might utilize medical marijuana need to remember that marijuana in any form remains illegal under federal

law. It is a violation of the Missouri Nurse Practice Act to be impaired at work on any controlled substance regardless of whether the substance has been prescribed for them” (2019, p. 1).

Any students with a valid medical marijuana card or license must report the use or intended use of medical marijuana to the Department Head prior to participating in a drug test and must complete a request for reasonable accommodation form and participate in an interactive discussion process with the Department Head. While a substance like marijuana may be legally used, it may be against regulatory agency or Lincoln University clinical partner policy to use or be under the influence of the substance in which case the use of medical marijuana may result in a nursing student's ineligibility to participate in clinical/practicum activities, disciplinary action, and dismissal from the Lincoln University School of Nursing.

Testing is required for all students admitted to the nursing program in accordance with the clinical/practicum agency agreements. Additional testing may be required of any nursing student as a part of the placement requirement stipulated by the School of Nursing's clinical/practicum agency agreement and specific site rules and regulations. The School of Nursing's drug screening process at a minimum will include screening for alcohol, cocaine, amphetamines, barbiturates, benzodiazepines, marijuana, opiates, phencyclidine, propoxyphene, methadone, and methaqualone. The School of Nursing reserves the right to test for additional substances not listed above and to test at various detection levels at the student's expense. Lack of knowledge regarding the legality of a substance is not an excuse for a positive test result.

Nursing students participating in any activity related to Lincoln University are subject to drug testing upon request if there is reasonable cause to believe that the student may be chemically impaired (using illegal drugs, misusing legal drugs, or misusing alcohol products). A student suspected of chemical impairment will have two hours to report for testing. Examples of reasonable cause include, but are not limited to, prior drug related charges in the justice system, prior drug treatment, acknowledgment of a current drug or alcohol problem, prior positive drug test results, signs of impairment from drugs or alcohol, or a pattern of abnormal behavior. Any current student who test positive for an illegal substance will be subject to disciplinary action. A negative test result will be required before a student can be released for return to participate in clinical/practicum or the laboratory setting.

Re-testing/Expenses

All expenses and associated cost of retesting will be the student's responsibility. An increase in drug metabolite from the most recent test indicates usage and will be considered a subsequent offense. Any student testing other than negative for an illegal substance will be subject to repeated follow up testing. A test result other than negative shall necessitate retesting at the student's expense. A student must retest within 48 hours of notification of results other than negative.

Drug testing will be conducted at an approved lab contracted by the School of Nursing. Students will report to the lab within the testing window. A government issued photo ID is required at the drug test site. The student must be properly identified prior to the testing process. The School of Nursing acknowledges that some banned substances are required for some medical conditions and are used for legitimate medical purposes. Documentation from the student's prescribing

physician will be requested by the Department Head / Dean if a positive test occurs. The Department Head / Dean will confirm the medical need and render the test negative, as appropriate.

Dilute Test

A dilute specimen, by definition, is a urine specimen that has a creatinine of less than 20 g/dl and a specific gravity of 1.003 or less. If the specimen meets the above criteria, it is reported as a "Dilute specimen" (Boyce and Bynum, 2015). A dilute test result will be considered positive and require further testing at the student's expense. If a student receives a second negative dilute test, he or she will not be admitted to the nursing program. Current students with a second dilute negative result will be subject to disciplinary action. Disciplinary actions that may result from a positive drug test include:

- Loss of clinical/practicum agency privileges
- Course failure
- One year suspension from the nursing program
- Permanent dismissal from the nursing program
- Financial responsibility for retesting and practicum make-up costs.

Students who test positive for a banned substance may contest the finding within 48 hours following receipt of result notification. A written request for appeal must be submitted to the School of Nursing's Department Head / Dean within the 48-hour timeframe. The Department Head / Dean or his/her designee will request the laboratory to perform confirmation testing on the student's specimen. The second test finding will be final. If the second test results are negative, the drug test will be considered negative. If the second test findings are positive, the positive drug screen will have the above-mentioned consequences. The student will be responsible for any costs incurred with testing/retesting.

SAFE NURSING PRACTICE

Society holds student nurses to the same standards of practice as any reasonable, prudent registered nurse. It is for this reason that students are granted the privilege of practicing professional nursing under the supervision of a faculty member who is licensed in the State of Missouri. Students are expected to uphold the duty of care and not expose clients to unnecessary risks. A safe practitioner knows his/her limitations and functions within the limits specified within each clinical/practicum course.

Safe practice shall include, but not be limited to, all professional interactions with patients/clients, their families, health team members, and faculty in a manner that is courteous and respectful and uncompromised by any factors springing from religion, culture, nationality, race, color, age, sex, or social differences. The safe practitioner shall uphold the rights and principles inherent in the Patient's Bill of Rights. These interactions shall also extend to maintenance of confidentiality of all patient records and documents.

The student is accountable to the patient/client, the patient/client's family, the School of Nursing, Lincoln University, and the clinical/practicum agency. *The Missouri Nurse Practice Act, the Code of Ethics* (ANA, 2014), *The Scope and Standards of Practice*, (ANA, 2015), *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008), and professional

standards of practice should guide the student in the delivery of patient/client care. The student may be denied clinical/practicum privileges if, in the professional opinion of the faculty, the student violates policies and/or professional standards.

The student may return to clinical/practicum only upon validation by the instructor that the deficiency has been removed. Failure to achieve the clinical/practicum objectives of a course within the specified time will result in failure of the course. If a student displays unsafe behaviors within a course or the program, the faculty may decide that the student be placed on program probation or be dismissed from the program. The due process procedures for program probation are outlined in the *School of Nursing Student Handbook*.

The reporting to the clinical/practicum experience while under the influence of alcohol and/or drugs that impair the ability of the student to provide safe and effective care is considered unsafe practice. In such instances, the Lincoln University School of Nursing will initiate the Chemically Impaired Nursing Student Procedure. If a student displays other behaviors that are defined as disciplinary misconduct, he/she is subject to the policies and procedures and sanctions as outlined in the *School of Nursing Student Handbook*.

CHEMICALLY IMPAIRED NURSING STUDENT

1. If the faculty member makes a professional judgment that a student's performance is not safe based on behaviors observed, he/she will immediately remove the student from the clinical/practicum area to a private area, discuss the signs and/or behaviors observed and allow the student to provide a brief verbal explanation. The student must be informed that he/she are in violation of the policy for safe nursing practice.
2. The faculty member may then send the student to the Lincoln University Health Center, ER, or designated laboratory for evaluation, if indicated. The assessment may include a physical and psychological examination, drug screening, and other assays. The student would be accompanied by the faculty member, or representative of the program.
3. Any costs incurred during the above evaluations will be the responsibility of the student.
4. The faculty member will document behaviors observed and a copy will be placed in the student's file. The student will be informed of this report being placed into his/her student file. The Department Head / Dean will inform all appropriate faculty involved with the student on a need-to-know basis only.
5. The Department Head / Dean will review documentation of the faculty member and results of any other evaluations to determine whether other assessment, monitoring, and/or treatment plan is necessary.
6. A meeting between the Department Head / Dean, faculty committee, and the student will be initiated within five working days of results to discuss the findings of the assessment. The student has the right to have personal counsel present at his or her own expense. Counsel is not permitted to speak or to participate in the meeting as outlined in Student Conduct Code for the University.
7. The function of the conference is to convey concern for the student's welfare and to present the student with the procedural requirements of the policy. The academic consequences resulting from the student's chemical impairment identification are also explained during the conference. If the student is alleged to be in violation of the safe nursing practice policy, the student must consent to a comprehensive chemical dependency evaluation for the purpose of

professional evaluation of chemical dependency status. The Department Head / Dean will provide the student with a list of state licensed agencies that provide chemical dependency evaluation services. The student is responsible for the cost of the chemical dependency evaluation.

8. If the comprehensive chemical dependency evaluation supports the alleged report of student behaviors indicative of chemical impairment, the student must sign an agreement to participate in a substance abuse treatment program at his/her own cost.
9. Student progress will be monitored by the treatment counselor.
10. A semester grade of I (incomplete), W (withdraw) or F (failure) will be assigned for the courses dependent upon factors related to grade determination guidelines. These factors may include the amount of course work completed to date, the time remaining in the semester, the ability of the student to complete the course requirements by the end of the semester, and the treatment recommendation of the treatment counselor.
11. Upon completion of the terms of the written treatment plan, a written request for reinstatement in the program must be submitted for the semester that the student desires to return. The student may be readmitted, if there is a space available in the requested semester at that time.
12. If the student suffers a relapse, the nursing faculty will recommend that the student be administratively dismissed from the program.
13. The student may initiate the appeals process, as noted in the *Lincoln University Undergraduate Bulletin*.

BACKGROUND CHECKS AND DISCLOSURE OF ARRESTS AND CONVICTION

All students admitted to the School of Nursing must report any arrests or convictions including, but not limited to misdemeanors, felonies, sexual offender convictions, or governmental sanctions. This includes an infraction that may occur after admission to the nursing program. Failure to report arrest or legal convictions may result in dismissal from the School of Nursing.

Federal Criminal Background Record Check and Employee Disqualification List of the Missouri Department of Health and Senior Services are required by state statute. This investigation meets statutory requirements and is to insure students have not previously committed violent crimes against persons.

Students must meet the requirements of agencies in which the School of Nursing participates in clinical/practicum experiences. If the results of the background check reveal a record or conviction, guilty pleas, or nolo contendere pleas involving Class A or Class B felonies as listed under Missouri law, the student will not be able to participate in the clinical/practicum experience. Pertinent crimes include, but are not limited to:

- Murder in first or second degree
- Voluntary manslaughter
- Elder Abuse in first or second degree
- Kidnapping
- Assault in first degree
- Assault a Law Enforcement Officer, first or second degree
- Forcible Rape
- Forcible Sodomy

- Child Molestation, first degree
- Statutory rape in first degree
- Statutory sodomy in first degree
- Sexual abuse
- Robbery in first or second degree
- Arson in first degree
- Causing catastrophe
- Burglary in first degree
- Pharmacy robbery in first or second degree
- Arson in second degree if death or injury occurs
- Class A misdemeanor failure to report acts of abuse or neglect as required in the subsection
- Class D felony incest

Finally, it is illegal for licensed hospitals, nursing homes, and in-home care agencies under contract with the Department of Health and Senior Services to knowingly hire a person for a position for the purpose to have contact with patients or residents if that person is currently on the Employee Disqualification List of the Department of Health and Senior Services.

MISSOURI REVISED STATUTES

The student should be aware that there are reasons why an applicant could be denied a license, or a nurse could have a license revoked. Excerpted below is a section of the State of Missouri Nursing Practice Act. Each prospective nursing student should use this information to help determine the feasibility of applying to and/or enrolling in a nursing program. The entire Nursing Practice Act can be reviewed online at <http://www.pr.mo.gov/boards/nursing/npa/pdf>

Chapter 335 (August, 2018)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (h) Failure of any applicant or licensee to cooperate with the board during any investigation;
- (i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;
- (j) Failure to timely pay license renewal fees specified in this chapter;
- (k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;
- (l) Failing to inform the board of the nurse's current residence within thirty days of changing residence;
- (m) Any other conduct that is unethical or unprofessional involving a minor;
- (n) A departure from or failure to conform to nursing standards;
- (o) Failure to establish, maintain, or communicate professional boundaries with the patient. A nurse may provide health care services to a person with whom the nurse has a personal relationship as long as the nurse otherwise meets the standards of the profession;
- (p) Violating the confidentiality or privacy rights of the patient, resident, or client;
- (q) Failing to assess, accurately document, or report the status of a patient, resident, or client, or falsely assessing, documenting, or reporting the status of a patient, resident, or client;
- (r) Intentionally or negligently causing physical or emotional harm to a patient, resident, or client;
- (s) Failing to furnish appropriate details of a patient's, client's, or resident's nursing needs to succeeding nurses legally qualified to provide continuing nursing services to a patient, client, or resident;
- (7) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;
- (8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
- (9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
- (10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
- (11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;

- (12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
- (13) Violation of any professional trust or confidence;
- (14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
- (15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
- (16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;
- (17) Failure to successfully complete the intervention or alternative program for substance use disorder;
- (18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;
- (19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;
- (20) A pattern of personal use or consumption of any controlled substance or any substance which requires a prescription unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so or a pattern of abuse of any prescription medication;
- (21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;
- (22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program;
- (23) Failure to submit to a drug or alcohol screening when requested by an employer or by the board. Failure to submit to a drug or alcohol screening shall create the presumption that the test would have been positive for a drug for which the individual did not have a prescription in a drug screening or positive for alcohol in an alcohol screening;
- (24) Adjudged by a court in need of a guardian or conservator, or both, obtaining a guardian or conservator, or both, and who has not been restored to capacity;
- (25) Diversion or attempting to divert any medication, controlled substance, or medical supplies;

(26) Failure to answer, failure to disclose, or failure to fully provide all information requested on any application or renewal for a license. This includes disclosing all pleas of guilt or findings of guilt in a case where the imposition of sentence was suspended, whether or not the case is now confidential;

(27) Physical or mental illness, including but not limited to deterioration through the aging process or loss of motor skill, or disability that impairs the licensee's ability to practice the profession with reasonable judgment, skill, or safety. This does not include temporary illness which is expected to resolve within a short period of time;

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

REQUIREMENTS FOR PROGRAM COMPLETION

Refer to the LU Undergraduate Bulletin for all university graduation requirements.

AAS Program

A minimum of 71-72 credit hours with a minimum GPA of 2.00 is required for graduation. Licensed Practical Nurses who enroll in NUR 106 and successfully complete the programs' nursing examinations may earn a maximum of 18 credit hours for nursing courses.

Students must complete the following required courses with grades of C or better:

Nursing - A minimum of 36 credit hours in nursing will be required for graduation. Eighteen of these credit hours must be taken in residence. Specific major requirements are NUR 101/101H, NUR 103/103H, NUR 104/104H, NUR 201/201H, NUR 202/202H, NUR 203/203H, and NUR 204/204H.

Non-nursing - ENG 101, ENG 102, BIO 103/104L, BIO 208/209L, BIO 301/301L, NUR 235, PSY 101, PSY 308, SA 201, PSC 203 or equivalent and GE 101 (if transferring less than 30 hours of college credit).

Successful completion of the AAS degree requirements qualifies the student for consideration by the faculty for recommendation to receive the Associate of Applied Science Degree with a major in Nursing.

BSN Program Option

A minimum of 120 credit hours with a minimum GPA of 2.00 is required for graduation with a BSN degree. Students must complete all prerequisite, support, and nursing courses with grades of C or better.

Nursing - A minimum of 57 credit hours in nursing are required for graduation. A minimum of 30 credit hours of 300 and/or 400 level coursework must be successfully completed in residence to obtain a baccalaureate degree. Specific major requirements are NUR 200, 225/225H/225L, 300, 305/305P, 322/322L, 340/340H, 360, 365/365H, 400/400H, 420, 435/435H, 460, and 475/475P. Students must complete these courses with grades of C or better.

Required Support Courses – 16 hours of life, physical, and/or natural sciences to include BIO 208/209L, BIO 301/301L, CHM 103; ENG 101, ENG 102, MAT 117, PSY 101, PSY 308, NUR 100, NUR 235, SPT 206 or 207, SA 201 (or approved sociology course). Students must complete these courses with grades of C or better.

A minimum of 63 credit hours of general education, support, and elective courses are required for graduation. Precollege level courses do not count toward graduation requirements. For general education requirements, refer to the BSN Academic Map and the Undergraduate Bulletin.

Successful completion of the BSN program option requirements qualifies the student for consideration by the faculty for recommendation to receive the Bachelor of Science Degree with a major in Nursing.

RN-BSN Program Option

The RN-BSN requires completion of a total of 120 credits, including 40 credit hours of upper division (courses numbered 300 or above) courses. Additionally, a minimum of 30 credit hours of 300 and/or 400 level coursework must be successfully completed in residence to obtain a baccalaureate degree. Nursing students must meet the Lincoln University requirements for graduation as outlined in the *Lincoln University Undergraduate Bulletin*. Students must also complete the University's general education requirements for the bachelor's degree.

GRADUATION REQUIREMENTS

Summary Checks of Degree Requirements

The student is responsible for consulting periodically throughout his/her academic career with a program advisor to verify that he/she is meeting both general education and degree requirements. After completing at least 45 credit hours for the AAS degree or 70 credit hours for a BSN degree, a general education summary check will be completed by the Registrar.

Filing for a Degree

A student must file for graduation with the Record's Office on or before the last day to file in accordance with the deadline date listed in the academic calendar. A student filing after this deadline will not be able to receive the degree certificate until the next graduation period.

Commencement

Formal announcement of graduation is made and degrees are conferred in formal commencement ceremonies at the close of the spring semester. All students completing graduation requirements are encouraged to participate in commencement exercises. Students must satisfy all academic and financial requirements to be eligible to participate in commencement exercises.

Requirements for Licensure

Upon graduation, the AAS and BSN program option graduates are eligible to apply to the Missouri State Board of Nursing (or the state board in which you plan to practice) to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN); however, completion of the program does not guarantee eligibility to take the NCLEX-RN. The State

Board of Nursing determines eligibility requirements. According to Missouri Statute 335.046, “The applicant shall be of good moral character and have completed at least the high school course of study or equivalent thereof as determined by the state board of education, and have successfully completed the basic professional curriculum in an accredited or approved school of nursing and earned a professional degree or diploma in an approved school of nursing.”

Requirements include:

1. Graduation from an accredited professional nursing program verified with an official transcript.
2. Completion of the licensure application form includes:
 - a. Legal name, previous name(s).
 - b. Address, telephone number.
 - c. Place and date of birth.
 - d. Social security number.
 - e. Nursing program information.
 - f. Name, address, phone number of two references.
 - g. Explanation of previous applications/licensure.
 - h. Explanation of any crime that resulted in a conviction (excluding traffic violations).
 - i. Explanation of any traffic offense related to or resulting from drugs or alcohol.
 - j. Explanation of any addiction to drugs or alcohol.
 - k. Submission of fees.
 - l. Attachment of recent photo.
3. Signature of program director.

PINNING CEREMONY

The nursing pinning ceremony is a time-honored solemn event for graduating nursing students held on the main campus at Lincoln University prior to graduation. This ceremony is held twice per year for senior nursing students who have been cleared for graduation. AAS and BSN graduates are pinned in May and BSN graduates in December. The ceremony is traditionally held prior to commencement.

Nursing Pin

The *gold pin* is composed of two concentric circles. The center of the inner circle contains a profile of Abraham Lincoln encircled by the words “School of Nursing.” The lower quarter of the inner circle contains a lamp which is superimposed upon an opened book. The outer circle of the pin contains “Lincoln University, Jefferson City, Missouri” and is printed in gold letters on a blue background.

In addition to acknowledging the person after whom Lincoln University was named, the pin also symbolizes the value of knowledge and vision in a steadfast approach to the future. Gold represents a valued resource and blue is one of the Lincoln University colors. The opened book represents nursing’s continuing quest for knowledge; the lamp symbolizes Florence Nightingale, the founder of professional nursing.

The pin, which is unique to Lincoln University, should be a part of the graduate's uniform as a constant reminder of the high levels of achievement and commitment required for nursing practice.

Academic Awards

Academic achievement awards for outstanding performance are also given during the pinning ceremony. Academic achievement awards are based on cumulative GPA earned in courses required for the full BSN nursing degree and are as follows: Scholar Award for GPA 3.2-3.49, Silver Scholar Award for GPA 3.5-3.69 and Gold Scholar Award GPA 3.7-4.0. University academic awards may utilize cumulative GPA and/or institutional GPA and may be impacted by full-time/part-time academic status based on enrolled credit hours. A graduate from both the AAS and BSN program option will be selected by the nursing faculty for receipt of the Helen L. Monroe Award. This award is based on exemplary performance in the roles of the nurse. Graduates are expected to participate in the pinning ceremony. Nursing honor society GPAs are calculated based on cumulative GPA earned in courses required for the full BSN nursing degree.

Participant Responsibilities

It is the graduate's responsibility to verify requirements have been met to participate in the pinning ceremony. The pinning ceremony is planned by the graduating class(es) in conjunction with the faculty for the senior level nursing course(s). Graduating seniors are responsible for purchasing their own nursing pin. The pinning ceremony, including attire, behavior and slideshow, must reflect professionalism.

SOCIAL NETWORKING PRINCIPLES

Patient/client confidentiality is an integral part of the role of the nurse and described in *the ANA Code of Ethics for Nurses* (ANA, 2014). The student is responsible for maintaining patient/client confidentiality. This includes social networking sites (Twitter, MySpace, Facebook, etc.) as well as personal conversations, and written work. Social networking sites can often reach farther than a student might intend but the consequences are the same regardless of intentional or unintentional nature of the breach of confidentiality. Consequences may include program probation, program dismissal, and up to University dismissal. Breach of confidentiality agreement will be determined by the nursing faculty. The School of Nursing expects students to adhere to the *ANA Social Media Policy* (2011) as follows:

Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

Six Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients/clients blurs this boundary.
4. Do not make disparaging remarks about patients/clients, employers or co-workers, even if they are not identified.
5. Do not take photos or videos of patients/clients on personal devices including cell phones.
6. Promptly report a breach of confidentiality or privacy.

SOCIAL MEDIA PRINCIPLES

Social networks and the internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risks. Nurses and nursing students have an obligation to understand the nature, benefits and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse's career, but also the nursing profession. The School of Nursing expects students to adhere to the *ANA Social Media Principles* (n.d.) as follows:

Social media is a part of all our lives. It is entertaining and informative, allowing us to connect with individuals and brands, and to access and share timely news. Social media has such enormous power, it's critical to use basic etiquette while interacting with other users. Best practices are merely a high-tech version of old-school manners, from avoiding heavy self-promotion to maintaining a respectable presence on a social platform. However, because the online world moves at a much faster pace than the physical world, it's vital to consider the impact of our words, photographs, and videos before sharing them with hundreds or thousands of people.

Social media helps to increase the visibility of the nursing profession and the critical role that nurses are playing in our health care systems and communities worldwide. With that in mind, the American Nurses Association (ANA) has created a set of principles to help nurses get the best out of social media while safeguarding themselves, the profession, and their patients:

1. **Be aware of your audience.** Make sure that the content of your posts is appropriate for the people who will be seeing it and may share it with others.
2. **Maintain your professionalism.** Avoid posting anything that could be considered unprofessional or inappropriate, such as photos or videos of patients.
3. **Know your social media policy.** Familiarize yourself with your employer's social media policy and adhere to it across all the social media platforms that you choose to use.
4. **Secure your social media profiles.** Review and set-up the respective privacy settings for the social media platforms that you choose to use.
5. **Share credible information only.** The dissemination of credible and reliable information protects the health and well-being of the public.

6. **Engage with respectful content.** Do not share content that is harmful, disparaging, racist, homophobic, or derogatory.

SCHOOL OF NURSING SOCIAL MEDIA & NETWORKING POLICY

Adapted from the NLN Affiliated Constituent League Policy Manual / Section Six / Communications

Lincoln University School of Nursing understands that some individuals participate in social networking sites (e.g. Facebook, MySpace, Twitter, YouTube, LinkedIn, Pinterest) and chat rooms, and create and maintain personal Web sites, including blogs.

Lincoln University School of Nursing respects online social networking and personal Internet use. However, your online presence can affect Lincoln University School of Nursing as your words, images, posts, and comments can reflect or be attributed to Lincoln University School of Nursing. You should be mindful to use electronic media, even on your own personal time, responsibly and respectfully to others.

Because online comments and postings can impact Lincoln University School of Nursing, the following guidelines have been adopted; these guidelines must be observed when participating in social networking sites and/or engaging in other forms of Internet use on and off duty. It shall be considered a breach of acceptable conduct to post on any public or private website or other forum, including but not limited to discussion lists, newsgroups, listservs, blogs, information sharing sites, social media sites, social or business networking sites such as LinkedIn, Facebook, or Instagram, chat rooms, telephone-based group communications such as Twitter, or any other electronic or print communication format, any of the following:

- Anything that may harm the goodwill or reputation of Lincoln University School of Nursing or any disparaging information about Lincoln University School of Nursing.
- Any disparaging, discriminatory or harassing information concerning any individuals associated with Lincoln University School of Nursing. Lincoln University School of Nursing's policies prohibiting harassment apply online as well as offline.
- Any private information relating to an individual affiliated with Lincoln University School of Nursing.

This Policy applies regardless of where or when individuals post or communicate information online. It applies to posting and online activity at work, home, or other location and while on duty and off duty. Lincoln University School of Nursing reserves the right to monitor and access any information or data that is created or stored using Lincoln University School of Nursing technology, equipment, or electronic systems, including without limitation, e-mails, internet usage, hard drives and other stored, transmitted or received information.

Individuals who violate Lincoln University School of Nursing's Social Media & Networking Policy will be subject to disciplinary action, up to and including termination of program enrollment.

COMMUNITY SERVICE-LEARNING OBJECTIVES *(updated Nov. 2018)*

1. To foster civic responsibility.
2. To enhance the hands-on learning experience of the nursing student.
3. To assist the nursing student in identifying and meeting health and social needs of people in the local community.

Criteria	Acceptable	Not Acceptable
<p>Community service is required of all Lincoln University School of Nursing students, including part-time and full-time undergraduate students enrolled in a clinical/practicum course.</p> <p>It is expected that a minimum of 2 hours will be completed during each semester.</p> <p>The community service must be approved by the clinical/practicum faculty prior to completing the community service.</p>	<ul style="list-style-type: none"> • Volunteering for simulation or research activities. • School of Nursing committee participation. • University related activities: such as homecoming, Denim Days, March of Dimes, etc. • Health Education sessions in a school or community • Blood donation • Volunteering at agencies, such as the following: <ul style="list-style-type: none"> ○ Habitat for Humanity ○ Hospice ○ Homeless Shelter ○ Senior Center ○ Ronald McDonald House ○ Big Brothers/Big Sisters ○ American Red Cross and blood donation centers ○ Salvation Army ○ Health Fair ○ Asthma and Diabetic camps ○ Youth development camps (i.e., Special Olympics, 4-H, etc.) 	<p>Students may not receive community service hours for a donation of goods or money to a charitable organization.</p>

AAS PROGRAM

AAS ADMISSION REQUIREMENTS

The Lincoln University School of Nursing has a selected admission procedure. Enrollment is based on 40 students each fall. Requirements for admission to Lincoln University and the AAS program are specified in the *Lincoln University Undergraduate Bulletin*. In order to be admitted the applicant must:

1. Be admitted to Lincoln University
2. Have successfully completed pre-requisite courses including BIO 103/104L General Biology with Lab, GE 101 University Seminar, and have maintained a GPA of 2.75 in the following courses:
 - ENG 101 English Composition and Rhetoric (3 hrs.)
 - PSY 101 General Psychology (3 hrs.)
 - BIO 208/209 Human Anatomy & Physiology (5 hrs.) within the last 5 years
3. Have completed MAT 111, or transferred in the equivalent or higher course with a grade of C or higher
Students may check with faculty to verify if a test-out option is permitted
4. Entrance exam within the last 5 years from nursing application date, meeting one of the following criteria:
 - ACT composite of 19, OR
 - HESI A2 with a minimum composite score of 70% in the following areas – basic math, reading comprehension, vocabulary and general knowledge, grammar and A&P. *The HESI A2 may only be taken a max of 2 times per calendar year (Jan.-Dec.). Preparation with HESI A2 materials is highly recommended.*
5. Submit three letters of reference using nursing program forms. References will not be accepted from friends, family, etc.
 - a. One letter of reference must be from a work supervisor, if employed in the past year.
 - b. If a graduate from an LPN program in the past five years, provide at least one reference from your LPN instructor.
 - c. Transfer students from other nursing program must provide at least one letter from an instructor from your previous program.
6. Complete a nursing program application.
7. Have a GPA of at least a 2.0 and be in good academic and nonacademic standing.

The student is responsible for contacting the Ft. Leonard Wood Nursing Program office at (573) 329-5160 to make sure their application and references have been received and their packets are complete by the deadline. The student is responsible for providing and maintaining current name, address, and contact numbers to the office.

After the above criteria are met, the admissions committee will review the applicant's file for acceptability. Upon acceptance into the nursing program, qualified active duty military will be given space in the first 20 seats followed in order by qualified military family members, affiliated civilians (retired military, active reserve and civil service employees). Qualified military personnel who are not admitted due to limited seats will be placed on a waiting list.

An additional 20 spaces are available for qualified civilians. A selection process is used to place qualified applicants on a waiting list for the next available space in the nursing program. All applicants are notified in writing of their acceptance, rejection, or placement on a waiting list. If the application process is not completed, a student will need to submit a new completed application by the next application deadline.

Applicants who are accepted into the AAS program in nursing are requested to confirm, in writing, their enrollment plans. Applicants accepted to begin the AAS in Nursing will attend a mandatory orientation session during the summer prior to the first nursing course. Basic orientation materials will be sent to each student accepted into the nursing program and a packet will be distributed at the new student orientation.

Credit by Exam

An applicant who has been selected for admission to the AAS and who meets one of the criteria below may be able to obtain credit by exam.

1. Transfer nursing student in good standing.
2. Former Lincoln University nursing student.

The applicant may obtain credit by exam by successfully writing program challenge examinations and earning credit for first year nursing courses. Enrollment in subsequent nursing courses ahead of his/her original admission class is done on space availability and satisfaction of prerequisite courses. A university fee must be paid in advance of actually writing the program challenge examinations. The following general guidelines have been established:

1. The nursing faculty reserves the right to approve or deny the challenge of nursing courses.
2. The challenge examinations may be written for first year nursing courses only.
3. The challenge opportunity is limited to one time.
4. The nursing courses must be challenged as scheduled and in sequence.

More specific information is available in the program.

LPN Bridge

Admitted LPNs with a current undisciplined Missouri, or compact state, license in good standing will be admitted to the AAS program (see admission criteria), and take NUR 106 Transitions to Professional Nursing, to gain advanced standing. NUR 106 is a hybrid bridge course, which is offered during the summer semester only. Based on student achievement on the program nursing tests in NUR 106, students may earn credit for the first year of nursing courses (maximum of 18 credit hours). Students articulating or achieving credit by exam may enroll in nursing courses based on space available and completion of pre-requisite courses. LPN's must maintain an undisciplined license throughout the nursing program.

AAS ACADEMIC MAP
Fort Leonard Wood

First Semester (Fall)	Second Semester (Spring)
GE 101 - University Seminar (1) BIO 103/104L - Principles of Biology with lab (4) ENG 101 – Composition and Rhetoric I (3) (1 st 8 weeks) ENG 102 – Composition and Rhetoric II (3) (2 nd 8 weeks) SA 201-Introduction to Sociology (3) <i>Total 14 hours</i>	PSY 101-General Psychology (3) (1 st 8 weeks) PSY 308-Developmental Psychology (3) (2 nd 8 weeks) BIO 208/209L – Anatomy and Physiology with lab (5) PSC 203-American National Government (3) <i>Total 14 hours</i>
Summer	Third Semester (Fall)
NUR 235-Principles of Nutrition (3) <i>Total 3 hours</i>	NUR 101-Nursing Process I (9) <i>Total 9 hours</i>
Fourth Semester (Spring)	Summer
NUR 103-Psychosocial/Gerontological Nursing (4) NUR 104-Nursing Process II (5) <i>Total 9 hours</i>	BIO 301/301L-Microbiology with lab (4) <i>Total 4 hours</i>
Fifth Semester (Fall)	Sixth Semester (Spring)
NUR 201-Nursing Process III (5) NUR 202-Maternal/Child Nursing Process (4) <i>Total 9 hours</i>	NUR 203-Nursing Process IV (5) NUR 204-Nursing Leadership (4) <i>Total 9 hours</i>

General Education hours-35

Nursing hours-36

Total hours = 71

Course Descriptions

NUR 101/101H Nursing Process I (9, Fall) Basic concepts of nursing, nursing skills, scientific principles emphasizing needs common to all people, surgical interventions, and identification and treatment of cellular alterations in varied health care settings. Five hours lecture, twelve hours clinical weekly for 16 weeks. Prerequisites: GE 101, BIO 103, BIO 104L, BIO 208, BIO 209L, MAT 51, ENG 101 and PSY 101. Corequisite: NUR 235

NUR 103/103H Psychosocial / Gerontological Nursing Process (4, Spring) Concepts of psychosocial nursing throughout the lifespan with identification or related alterations and treatments, and concepts of gerontological nursing, applied in varied health care and community settings. Four hours lecture, twelve hours clinical weekly per 8 week session. Prerequisites: NUR 101, NUR 235. Corequisite: PSY 308.

NUR 104/104H Nursing Process II (5, Spring) Application of scientific principles and concepts of nursing in providing care to the client with unmet sensory, neurologic, fluid and electrolyte, renal elimination, and mobility needs. Six hours lecture, twelve hours clinical weekly per 8 week session. Prerequisite: NUR 103.

NUR 106 Transitions to Professional Nursing (2, Spring) Designed for the LPN allowing demonstration of competency in the skills essential to beginning nursing practice and determining placement in the AAS in Nursing Program. Prerequisites: Current undisciplined Missouri LPN license and admission to the AAS in Nursing Program. Must have all non-nursing prerequisites to test into a nursing course. i.e. Must have all NUR 101, NUR 103, NUR 104 and NUR 201 prerequisites to test into NUR 201.

NUR 201/201H Nursing Process III (5, Fall) Application of scientific principles and concepts of nursing in providing care to the client with unmet nutrition, elimination, and regulation needs. Four hours lecture, twelve hours clinical weekly per 8 week session. Prerequisites: NUR 104, BIO 301/301L, PSY 308. Co requisite: ENG 102, SA 201.

NUR 202/202H Maternal/Child Nursing Process (4, Fall) Application of scientific principles and concepts of nursing in providing care to meet the needs of maternity patients and children from birth through adolescence. Six hours lecture, twelve hours clinical weekly per 8 week session. Prerequisites: NUR 201.

NUR 203/203H Nursing Process IV (5, Spring) Differentiation and application of scientific principles and concepts of nursing in providing care to clients with unmet oxygenation, multi-system and critical care needs. Six hours lecture, twelve hours clinical weekly per 8 week session. Prerequisites: NUR 202, ENG 102, SA 201. Co requisite: PSC 203; HIS 205 or 206.

NUR 204/204H Nursing Leadership (4, Spring) Application of leadership principles in providing care to clients in and across health care settings, examining legal, ethical, and professional frameworks of nursing. This course is designed writing intensive. Four hours lecture and twelve hours clinical weekly per 8 week session. Prerequisite: NUR 203.

Dress Code (*updated August 2024*)

Professional appearance and behavior will be maintained whenever representing the Lincoln University School of Nursing; students are required to report in per dress code for all practicum and laboratory experiences as designated by faculty.

1. Pewter scrub top with Lincoln University logo and pewter scrub pants (neat, clean, and pressed in appearance). Pants cannot touch the floor.
2. A clean white short-sleeved or long-sleeved t-shirt may be worn under the uniform depending upon individual hospital uniform policies.
3. A pewter lab coat with the Lincoln University logo may be worn.
4. Sweatshirts, hoodies, sweatpants, leggings, jeans, and T-shirts are not acceptable in any practicum setting.
5. Underwear should be worn and not visible under uniform.
6. Shoes must be clean, white, and polished with rubber soles and clean shoelaces if tie shoes. Shoes must cover the entire foot and be solid leather with no mesh or cloth material that needles or liquids can poke or soak through.
7. White socks/hosiery must be worn. Socks must go above the ankles.
8. A nametag will be issued and should be worn at all times when representing Lincoln University School of Nursing.

9. Student identification may not be worn with the uniform for purposes other than educational experiences.
10. Hair must be a natural hair color. Hair must be kept neat, clean, and tied back (off the shoulders) and in no way interfere with patient safety and/or asepsis.
11. Men's mustache and beards must be neatly trimmed.
12. Personal hygiene and grooming are essential. Use of deodorant is expected.
13. No perfumes, cologne, and /or aftershave shall be worn.
14. The only jewelry to be worn is a watch, wedding/engagement ring, and post earrings in no more than one filled hole per ear (earring not to exceed 5 mm). No jewelry for pierced body parts other than ear lobes may be worn.
15. Tattoos are to be covered and non-visible.
16. Nails should be clean, neatly trimmed, and no longer than ¼ inch. The wearing of artificial nails is prohibited. Only clear nail polish is acceptable.
17. A watch with a second hand, stethoscope, pen light, bandage scissors, pen, and paper are required for practicum experiences.
18. No gum chewing or tobacco products allowed
19. Cell phones are not allowed to be out during practicum experiences.

Professional appearance and behavior will be maintained whenever representing the Lincoln University School of Nursing. Students are required to arrive in accordance with the dress code for all practicum and laboratory experiences as designated by faculty, and to remain in dress code throughout the experiences. Information and ordering arrangements for uniforms will be coordinated with students during orientation.

BSN PROGRAM

BSN PROGRAM ADMISSION CRITERIA

The Lincoln University School of Nursing has a selected admission procedure. Enrollment is based on 30 students each semester (Fall/Spring). Requirements for admission to Lincoln University and the BSN program are specified in the *Lincoln University Undergraduate Bulletin*. In order to be admitted the applicant must fulfill these requirements:

1. Be admitted to Lincoln University
2. Entrance exam within the last 5 years from nursing application date, meeting one of the following criteria:
 - ACT *composite* of 19, OR
 - HESI A2 with a minimum *composite* score of 70% in the following areas – basic math, reading comprehension, vocabulary and general knowledge, grammar and A&P. *The HESI A2 may only be taken a max of 2 times per calendar year (Jan.-Dec.). Preparation with HESI A2 materials is highly recommended.*
3. Have a minimum TOEFL of 600 if English is a second language
4. Have a minimum cumulative GPA 2.5 at time of application
5. A minimum of 48 credit hours that meet BSN degree requirements to enroll in Fundamentals & Skills (NUR 225), which must include:
 - English Composition
 - 16 hours of Life, Physical and/or Natural Science (including Anatomy & Physiology with Lab, Microbiology with Lab, and Chemistry)
 - Statistics
 - Psychology
 - Pre-Nursing Survey

Pre-requisite courses may be required for these courses. If you are transferring credits to Lincoln, the course requirements may vary.

6. A grade of C or higher within two attempts in all required courses.
7. Human Anatomy & Physiology (5 hrs.) credits within the last 5 years (BIO 208/209L)
8. Submit a nursing program application with a \$25.00 non-refundable fee.
9. Submit three letters of reference using nursing program forms. References will not be accepted from friends, family, etc
 - a. One letter of reference must be from a work supervisor, if employed in the past year.
 - b. If a graduate from an LPN program in the past five years, provide at least one reference from your LPN instructor.
 - c. Transfer students from other nursing program must provide at least one letter from an instructor from your previous program.
10. Meeting with a nursing advisor
11. Attending a BSN program informational session
12. Personal interview by invitation.
13. Be in good academic and non-academic standing.
14. Submit a copy of all transcripts.

Applications and reference letters are due the last Tuesday in September for Spring admission and the first Tuesday in March for Fall admission.

The student is responsible for contacting the School of Nursing office at (573) 681-5421 to make sure his/her application and references have been received and are complete by the deadline. The student is responsible for providing and maintaining a current address and contact number to the School of Nursing. Lincoln University email will be the only email address that will be utilized.

After the above criteria are met, the admissions committee will review the applicant's admission packet and file for acceptability for interview. After the interview, all applicants will be notified in writing of their acceptance or rejection. If the applicant is denied and chooses to reapply the next semester, the application process will need to be repeated. Applicants who are accepted into the BSN program option are requested to confirm in writing their acceptance. Applicants accepted to begin the BSN program may obtain orientation information in the nursing office or online at <http://www.lincolnu.edu/web/dept.-of-nursing-science/nursing-science>

BSN ACADEMIC MAP

This is a suggested pathway. The NUR courses in the last 5 semesters are set. A minimum of 48 credit hours that meet BSN degree requirements are required to enroll in NUR 225; these must include: English Composition, Statistics, Psychology, Pre-Nursing Survey, and 16 hours of Life, Physical, and/or Natural Science (including Anatomy & Physiology with lab, Microbiology with lab, and Chemistry). A grade of C or higher within 2 attempts is required for these courses. Pre-requisite courses may be required. If you are transferring credits to Lincoln, the course requirements may vary.

Freshman First Semester	Freshman Second Semester
GE 101 - University Seminar (1) BIO 103/104L - Principles of Biology with Lab (4) ENG 101 – Composition and Rhetoric I (3) MAT 117 – Elementary Statistics (3-5) S/A 201 – Introduction to Sociology (3) <i>Total 14-16 hours</i>	PSY 101 – General Psychology (3) ENG 102 – Composition and Rhetoric II (3) BIO 208/209L – Anatomy & Physiology with Lab (5) SPT 206 – Fundamentals of Speech (3) Humanities and Fine Arts (3) <i>Total 17 hours</i>
Sophomore Third Semester	Sophomore Fourth Semester
BIO 301/301L – Microbiology with Lab (4) PSY 308 – Developmental Psychology (3) Humanities and Fine Arts (3) CHEM 103 – Living with Chemistry (3) NUR 100 – Pre-Nursing Survey (3) <i>Total 16 hours</i>	NUR 200 – Pharmacology in Nursing (3) NUR 225 – Nursing Fundamentals and Skills (9)# NUR 235 – Principles of Nutrition (3)+ <i>Total 15 hours</i>
Junior Fifth Semester	Junior Sixth Semester
NUR 305 – Psychosocial Nursing (3)# NUR 322 – Essentials of Health Assessment (3) NUR 340 – Medical-Surgical Nursing I (5)# Civics: HIS 205, 206, PSC 203 (3)+ <i>Total 14 hours</i>	NUR 300 – Gerontological Nursing (2)♦♣ NUR 360 – Introduction to Nursing Research (3)♦♣ NUR 365 – Nursing of Women & Children (6)# Humanities and Fine Arts (3)+ <i>Total 14 hours</i>
Senior Seventh Semester	Senior Eighth Semester
NUR 400 – Medical-Surgical Nursing II (6)# NUR 420 – Leadership/Management in Nursing (3)*♦♣ NUR 460 – Legal & Ethical Issues in Prof. Nursing (3)♦♣ Electives (1-3)+ <i>Total 14-16 hours</i>	NUR 435 – Medical-Surgical Nursing III (6)# NUR 475 – Community Health Nursing (5)# International Cultural Diversity (3)+ <i>Total 14 hours</i>

* writing intensive course + course can be taken prior to this semester
 # practicum course ♦ online course ♣ 8-week course

General Education, Support, & Elective hours – 63
 Nursing hours – 57
 Total hours – 120

COURSE DESCRIPTIONS

NUR 100 - PRE-NURSING SURVEY (3) This course introduces the student to nursing as a profession exploring the various roles of the nurse and current issues in nursing and health care. Emphasis is on effective communication, critical thinking and professionalism. This course must be taken prior to seeking admission to the BSN program. This course has 3 hours of theory per week. Prerequisite: BIO 103/104L with a minimum grade of C. Co-requisite: English 102.

NUR 200 – PHARMACOLOGY IN NURSING (3) This course introduces the basic classification systems of medications and the foundational concepts of pharmacology in relation to the actions and effects of medications on the human body. Utilizing a prototypical drug approach, application of the nursing process will be stressed with emphasis on nursing interventions and patient education. This course has 3 hours of theory per week. Prerequisite: Admission to the BSN program or permission of instructor. Co-requisites: NUR 225/225H/225L, NUR 235.

NUR 225/225H/225L – NURSING FUNDAMENTALS AND SKILLS (9) This course introduces the student to the diverse nature of professional nursing practice. Students learn concepts and theories basic to the art and science of nursing which will be utilized to deliver safe and professional nursing care. Focus will be given to the beginning application of fundamental nursing concepts including but not limited to nursing process, therapeutic communication, teaching and learning, characteristics of professional behavior, common mechanisms of disease, and general nursing interventions to help modify frequently occurring health problems. Basic nursing skills introduced in this course include hygiene, vital signs and basic physical assessment, mobility, infection control concepts, medication administration, and IV therapy. This course has 6 hours of theory and 6 hours of practicum per week. Prerequisite: Admission to the BSN program. Co-requisites: NUR 200, NUR 235.

NUR 235 – PRINCIPLES OF NUTRITION (3) This course provides an overview of the basic nutrients required by the body for optimal health and wellness. The role that nutrition plays in various phases of the human life cycle and the psychological and sociological implications of food are discussed. Students use scientific thinking to question nutritional information presented in the various media and dispel any common nutrition myths. Students learn how the scientific method of inquiry is used in nutritional science and the health fields. In addition, the application of nutritional concepts to care for patients is studied. Conditions that are amenable to modification by diet therapy and other nursing and medical interventions are explored. Prerequisite: BIO 103/104L or CHM 101.

NUR 300 – GERONTOLOGICAL NURSING (2) This course is the study and application of evidence-based principles and concepts of gerontological nursing with identification of related alterations and treatments applied in varied health care and community settings. This course has 2 hours of theory per week. Prerequisites: NUR 305/305P, NUR 322/322L, NUR 340/340H, Co-requisites: NUR 360, NUR 365/365H.

NUR 305/305P - PSYCHOSOCIAL NURSING (3) This course is the study and application of evidence-based principles and concepts of nursing in providing care to meet the mental health

needs of adults. Emphasis on clinical prevention and population-focused health for clients in varied health care and community settings. This course has 2 hours of theory and 3 hours of practicum per week. Prerequisites: NUR 200, NUR 225/225H/225L. Co-requisites: NUR 322/322L, NUR 340/340H.

NUR 322/322L – ESSENTIALS OF HEALTH ASSESSMENT (3) This course focuses on health assessment of adult clients. Emphasis on health history and physical exam skill development. Health promotion, primary and secondary prevention strategies are incorporated into the assessment process. This course has 2 hours of theory and 3 hours of laboratory per week. Prerequisites: NUR 200, NUR 225/225H/225L. Co-requisites: NUR 305/305P, NUR 340/340H.

NUR 340/340H – MEDICAL-SURGICAL NURSING I (5) This course is the study and application of evidence-based principles and concepts of nursing in providing care to the client with altered sensory input, unmet fluid and electrolytes, renal, neurological, movement and coordination needs. This course has 3 hours of theory and 6 hours of practicum per week. Prerequisites: NUR 200, NUR 225/225H/225L. Co-requisites: NUR 305/305P, NUR 322/322L.

NUR 360 – INTRODUCTION TO NURSING RESEARCH (3) This course introduces the principles of research theory and methodology. Develops skills in critiquing nursing research and its application in evidence-based practice. This course has 3 hours of theory per week. Prerequisites: NUR 305/305P, NUR 322/322L, NUR 340/340H. Co-requisites: NUR 300, NUR 365/365H.

NUR 365/365H – NURSING OF WOMEN & CHILDREN (6) This course is the study and application of evidence-based principles and concepts of nursing in providing care to meet the needs of women and children, birth through adolescence. Emphasis on clinical prevention and population-focused health for women and children in varied health care and community settings. This course has 4 hours of theory and 6 hours of practicum per week. Prerequisites: NUR 305/305P, NUR 322/322L, NUR 340/340H. Co-requisites: NUR 300, NUR 360.

NUR 400/400H - MEDICAL-SURGICAL NURSING II (6) This course is the study and application of evidence-based principles and concepts of nursing in providing care to the client with unmet nutrition, elimination, regulation, and sexuality needs. This course has 3 hours of theory and 9 hours of practicum per week. Prerequisites: NUR 300, NUR 360, NUR 365/365H. Co-requisites: NUR 420, NUR 460.

NUR 420 – LEADERSHIP/MANAGEMENT IN NURSING (3) This course is the study of leadership and management principles with emphasis of organizational structures, economic and political trends, healthcare environments and workforce management. This course is designated writing intensive. This course has 6 hours of theory per 8-week session. Prerequisites: NUR 300, NUR 360, NUR 365/365H. Co-requisites: NUR 400/400H, NUR 460.

NUR 435/435H - MEDICAL-SURGICAL NURSING III (6) This course is the study and application of evidence-based principles and concepts of nursing in providing care to clients with unmet oxygenation, multi-system, and critical care needs. This course has 3 hours of theory and

9 hours of practicum per week. Prerequisites: NUR 400/400H, NUR 420, NUR 460. Co-requisites: NUR 475/475P.

NUR 460 – LEGAL & ETHICAL ISSUES IN PROFESSIONAL NURSING (3) This course is a study of legal and ethical issues/events impacting professional nursing practice. Selected legal and ethical issues related to social, political and economic trends are discussed. This course has 6 hours of theory per 8 week session. Prerequisites: NUR 300, NUR 360, NUR 365/365H. Co-requisites: NUR 400/400H, NUR 420.

NUR 475/475P – COMMUNITY HEALTH NURSING (5) This course is the study and application of care for individuals, families, groups, communities, and populations. Emphasis is placed on health promotion and disease prevention. This course has 3 hours of theory and 6 hours of practicum per week. Students will complete a capstone project. This course is intended for BSN students. Prerequisites: NUR 400/400H, NUR 420, NUR 460. Co-requisites: NUR 435/435H.

Dress Code (*updated August 2024*)

Professional attire is expected and required in the School of Nursing. Students who are not compliant with the dress code will be counseled or sent home from the practicum experience. The following dress code outlines specific requirements:

1. Pewter scrub top with Lincoln University logo and pewter scrub pants (neat, clean, and pressed in appearance). Pants cannot touch the floor.
2. Black, navy blue, or khaki slacks or skirt (must be below knee length), a white or navy blue collared blouse/shirt, and clean, polished closed toe shoes shall be worn for practicum experiences outside the hospital setting (i.e. psych., geriatrics, community service and other experiences when representing Lincoln University).
3. A clean white, gray, navy, tan/beige, or black short-sleeved or long-sleeved t-shirt may be worn under the uniform depending upon individual hospital uniform policies.
4. A pewter lab coat with the Lincoln University logo may be worn.
5. Sweatshirts, hoodies, sweatpants, leggings, jeans, and T-shirts are not acceptable in any practicum setting.
6. Underwear should be worn and not visible under uniform.
7. Shoes must be clean, black or gray, and polished with rubber soles and clean shoelaces if tie shoes. Shoes must cover the entire foot and be solid leather with no mesh or cloth material that needles or liquids can poke or soak through.
8. White, gray, or black socks/hosiery must be worn. Socks must go above the ankles.
9. A nametag (white letters on navy background) should be worn at all times when representing Lincoln University School of Nursing.
10. Student identification may not be worn with the uniform for purposes other than educational experiences.
11. Hair must be a natural hair color. Hair must be kept neat, clean, and tied back (off the shoulders) and in no way interfere with patient safety and/or asepsis.
12. Men's mustaches and beards must be neatly trimmed.
13. Personal hygiene and grooming are essential. Use of deodorant is expected.
14. No perfumes, cologne, and/or aftershave shall be worn.
15. The only jewelry to be worn is a watch, wedding/engagement ring, and post earrings in

no more than one-filled hole per ear (earring not to exceed 5 mm). No jewelry for pierced body parts other than ear lobes may be worn.

16. Tattoos are to be covered and non-visible.
17. Nails should be clean, neatly trimmed, and no longer than ¼ inch. The wearing of artificial nails is prohibited. Only clear nail polish is acceptable.
18. A watch with a second hand, a stethoscope, pen light, bandage scissors, pen, and paper are required for practicum experiences.
19. No gum chewing or tobacco products allowed.
20. Cell phones are not allowed to be out during practicum experiences.

Professional appearance and behavior will be maintained whenever representing the Lincoln University School of Nursing. Students are required to arrive in accordance with the dress code for all practicum and laboratory experiences as designated by faculty, and to remain in dress code throughout the experiences. Information and ordering arrangements for uniforms will be coordinated with students during orientation.

RN-BSN PROGRAM

RN-BSN PROGRAM OPTION ADMISSION CRITERIA

Requirements for admission to Lincoln University and the RN-BSN program are specified in the *Lincoln University Undergraduate Bulletin*. In order to be admitted the applicant must:

1. Be admitted to Lincoln University.
2. Have a current RN license in good standing in the state where the practicum will be completed
3. Complete the RN-BSN Application Form. (found in the nursing office at 100 Elliff or online at <http://www.lincoln.edu/web/dept-of-nursing-science/bsn-form>)
4. Have at least 60 hours of college credit and be eligible for junior standing. Courses must include the following:

Nursing

Medical-surgical	
Obstetrics	
Pediatrics	
Mental health	25 credit hours

*Non-Nursing

English composition I and II	6 credit hours
Science: including anatomy & physiology, microbiology, & chemistry	16 credit hours
Sociology	3 credit hours
Psychology	3 credit hours
Mathematics	3 credit hours
Other: including 3 credits in history/government	8 credit hours

*Students who have not completed the specified non-nursing courses listed above may be admitted if they have accumulated 64 hours of college credit.

Students must plan their program of study to include any general education courses required for a bachelor's degree that they have not had as a part of their previous education. Transfer credits from other colleges and universities will be evaluated on an individual basis for equivalency to current program requirements.

Transcripts from diploma programs are also evaluated on an individual basis. The School of Nursing can grant up to 34 hours of lower division nursing credits for nursing courses taken through a diploma program. Additional college credits may be awarded for the sciences, social sciences, and humanities after transcript evaluation.

Students are expected to plan their program of study in conjunction with an RN-BSN program option advisor.

RN-BSN ACADEMIC MAP

Semester 1	Semester 2
NUR 310 Concepts of Prof. Nursing (3) NUR 322 Health Assessment (3) CHM 103 Living with Chemistry (3) SPT 206 Fundamentals of Speech (3)	NUR 350 Pathophysiology (3) NUR 360 Intro to Nursing Research (3) NUR 335 Death and Bereavement (3) Math 117 Elementary Statistics (3) Humanities (3)
<i>Total 12 hours</i>	<i>Total 15 hours</i>
Semester 3	Semester 4
NUR 420-Leadership/Management in Nursing (3)* NUR 430 Prof. Nursing Practice/Practicum (5)# Humanities (3) Humanities (3)**	NUR 460 Legal & Ethical Issues in Prof Nsg (3) NUR 475 Community Health Nursing/Prac (5)# International Cultural Diversity (3) Upper Division Elective (3) **
<i>Total 14 hours</i>	<i>Total 14 hours</i>

*Writing intensive course # practicum course **courses suggested if needed to meet the 40 hour upper division requirement

General Education hours -27
 Nursing hours - 32
 Total hours -59

*Upper division suggested only if needed to meet the 40-hour upper division requirement. All general education requirements must be completed. A one year program is also available if all other University baccalaureate degree requirements have been completed.

COURSE DESCRIPTIONS

Listed courses may not be taught every semester or every year. The Department Head / Dean and program advisors have information about projected course offerings for a semester/year. All RN-BSN nursing courses are currently being taught hybrid using a Learning Management System.

NUR 310 CONCEPTS OF PROFESSIONAL NURSING (3) This course introduces the student to professional nursing practice, including the evolution of and theoretical basis for nursing. Special emphasis is placed on critical aspects of professional nursing practice and the future of health care. This course has 6 hours of theory/week per 8 week session. Prerequisite: Admission to the RN-BSN program.

NUR 322 – ESSENTIALS OF HEALTH ASSESSMENT (3) This course focuses on health assessment of adult clients. Emphasis is on health history and physical exam skill development. Health promotion, primary and secondary prevention strategies are incorporated into the assessment process. This course has 6 hours of theory per week. Prerequisite: admission to RN-BSN program.

NUR 335 DEATH AND BEREAVEMENT: CULTURAL VARIATIONS. (3). This course stimulates critical thinking, explore feelings, and heighten self-awareness regarding death and grieving in various cultures. Content is holistic and deals with the physiologic, psychological, multicultural, spiritual, artistic and demographic aspects of death and bereavement across the lifespan. Emphasis will be on national and international aspects of thanatology. This course has 6 hours of theory/week per 8 week session. Pre-requisites: ENG 101, ENG 102.

NUR 350 PATHOPHYSIOLOGY (3). This course studies altered physiologic processes which result in health problems across the lifespan and require physiologic adaptive mechanisms. Students utilize critical thinking skills in analysis of selected health problems and application of the nursing process to clinical situations. This course has 6 hours of theory/week per 8 week session. Pre-requisite: NUR 104.

NUR 360 INTRODUCTION TO NURSING RESEARCH (3). This course introduces the principles of research theory and methodology. Develops skills in critiquing nursing research and its application to practice. This course has 6 hours theory/week per 8 week session. Prerequisite: NUR 310. Prerequisite or corequisite: MAT 117.

NUR 415 SPECIAL TOPICS (1-3). Topics to be listed in course schedule. May enroll again as topic changes. Prerequisite: Senior standing or permission of instructor.

NUR 420 LEADERSHIP/MANAGEMENT IN NURSING (3). This course is the study of the leadership and management principles with emphasis of organizational structures, economical and political trends, healthcare environments and workforce management. This course is designated writing intensive. This course has 6 hours of theory/week per 8 week session. Prerequisites: NUR 310, NUR 360.

NUR 425 INDEPENDENT STUDY (1-3). Area of nursing studied will be subject to agreement between student and instructor. May enroll again as the topic changes. Prerequisite: Senior standing or permission of instructor.

NUR 430 PROFESSIONAL NURSING PRACTICE/PRACTICUM (5). This course is the application of professional nursing practice in the roles of the nurse with emphasis on leadership/management, professionalism, and evidence-based practice. This course has 3 hours of theory and 6 hours of practicum per week. Prerequisite or corequisite: NUR 420.

NUR 460 LEGAL AND ETHICAL ISSUES IN PROFESSIONAL NURSING (3). This course is a study of legal and ethical issues/events impacting professional nursing practice. Selected legal and ethical issues related to social, political and economic trends are discussed. This course has 6 hours of theory/week per 8 week session. Prerequisite: NUR 360.

NUR 475 COMMUNITY HEALTH/PRACTICUM (5). This course is the study and application of care for individuals, families, groups, communities, and populations. Emphasis is placed on health promotion and disease prevention. This course has 3 hours theory and 6 hours practicum per week. This course is intended for RN-BSN students. Prerequisite: NUR 430, Prerequisite or corequisite: NUR 460.

Practicum Experiences

Practicum experiences are carried out through a variety of settings. To complete the practicum requirements, the student will spend a specified amount of time (depending on the course in which they are enrolled) performing practicum related activities. Students are expected to complete the assigned objectives for the specific experience.

Each student will be expected to actively participate in a variety of practicum experiences. Experiences may take place in hospitals, ambulatory care settings, clinics, community health agencies, and schools, to name a few. Assigned preceptors, along with the instructors are available to assist the students to achieve their practicum objectives. Differences in practicum experiences will occur as a result of demographics of the agencies, and availability of practicum sites and resources.

Practicum Attendance

Students will complete a specified number of practicum hours during the semester. It is the students' responsibility to notify the instructor and the agency if they are unable to be at practicum at the assigned time. Unexcused absences from all or part of a practicum, failure to inform instructor and/or staff of unresolved situations, falsification of records including daily schedule, and/or failure to report off to the agency nurse before leaving practicum will be considered grounds for disciplinary action. Arrangements to make up the missed practicum activity must be made by the student.

Dress Code

Professional attire is expected and required in the School of Nursing. Students who are not compliant with the dress code will be counseled or sent home from the practicum experience. The following dress code outlines specific requirements

1. The dress code will be in accordance to the practicum experience. All clothing is to be professional, clean, and pressed.
2. A white lab coat may be worn.
3. Shoes must be cleaned, polished, and closed toed shall be worn to all practicum experiences.
4. Nametag (white lettering on blue background) worn at all times when representing Lincoln University School of Nursing. The nametag should contain the student's name, RN credential, name of the University, and RN-BSN program designation. Students are responsible for purchasing a nametag prior to beginning the practicum experiences.
5. Student identification may not be worn for purposes other than educational experiences.
6. Hair must be a natural hair color. Hair must be neat, clean, and tied back (off the shoulders) if the practicum activity involves direct patient care. It is imperative that the hair does not interfere with patient safety and/or asepsis.
7. Men's mustaches and beards must be clean and neatly trimmed.
8. Good personal hygiene and grooming are essential in any setting. Students should be clean, use deodorant, and avoid use of any fragrance (i.e. perfume, cologne, aftershave, body sprays, etc.).

9. The only jewelry to be worn is a watch, wedding/engagement ring, and earrings in no more than one filled hole per ear (earring not to exceed 5 mm). No jewelry for pierced body parts other than ear lobes may be worn.
10. Tattoos are to be covered and non-visible.
11. Nails must be clean and neatly trimmed, and no longer than ¼ inch. The wearing of artificial nails is prohibited if direct client care is involved. Light nail polish without chipping is acceptable.

FACULTY ROSTER

Jennifer McCord, PhD, RN, CRRN
Department Head, Associate Professor
AAS – Columbia College
BSN – University of Missouri-Columbia
MSN – University of Missouri-Kansas City
PhD – University of Missouri-Kansas City

Megan Titus, MSN, RN
AAS Program Coordinator
Assistant Professor
BSN – Pittsburg State University
MSN – Southwest Baptist University, Missouri

Abbie Bredeman, MSN, RN
BSN Program Coordinator
Assistant Professor
BSN – Truman State University
MSN – University of Missouri-Columbia

Jefferson City Campus Faculty

Nicole Borrenpohl, APRN, CNP
Clinical Faculty
BSN – Southern Illinois University-Edwardsville
MSN – Rush University
Post-Masters Cert. – Univ. of Missouri-St. Louis

Sheryl Cade, DNP, APRN, FNP-BC
Clinical Faculty
BSN – Emporia State University
DNP – University of Missouri-Columbia

Lorna Deardeuff, MSN, RN
Assistant Professor
AAS – Lincoln University
BSN – Lincoln University
MSN – Saint Joseph's College

Carlene Green, RN, BSN
Clinical Faculty
Diploma – Iowa Western Community College
ADN – Southwestern Community College
BSN – Southern Illinois University-Edwardsville

Steveny Grieve, MSN, RN, FNP, AG-ACNP-BC
Clinical Faculty
AAS – Lincoln University
BSN – Lincoln University
MSN – University of South Alabama

Cheryle Kelly, MSN, RN
Assistant Professor
ADN – Lincoln University
BSN – Lincoln University
MSN – University of Missouri-Columbia

Ellen Kliethermes, MSN, RN
Assistant Professor
Diploma – Burge School of Nursing
BSN – Excelsior College
MSN – Excelsior College

Sally Lane, MSN, RN
Assistant Professor
Diploma – MO Baptist Hosp School of Nursing
BSN – University of Missouri-St. Louis
MSN – Webster University

Nikki Oldweiler, MSN, RN
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ADN – Moberly Area Community College
BSN – Western Governors University
MSN – Western Governors University

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MSN – University of Missouri-St. Louis

Tiffany Shivers, MSN, RN
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AAS – Lincoln University
MSN – Aspen University

Sandra Stone, EdD, MSN, RN, CNE
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Diploma – St. John’s School of Nursing
BSN – Drury University
MSN – University of Central Missouri
EdD – Capella University

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MSN – Walden University

Fort Leonard Wood Campus Faculty

Kaitlin Timmons, MSN, RN
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BSN – Capella University
MSN – Arkansas State University

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BSN – Sacred Heart University

Rebecca Mitschele, MSN, RN
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MSN – Western Governors University

Taylor Park, MSN, RN, CBC
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BSN – Illinois State University
MSN – Millikin University

Talya Reed, DNP, NP-C, RN
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Diploma – Lutheran School of Nursing
BSN – Deaconess College of Nursing
MSN – Troy University
DNP – Troy University

Audrey Vail, MSN, RN
Adjunct Faculty
ADN – Goldfarb School of Nursing
BSN – University of Missouri-Columbia
MSN – University of Missouri-Columbia

Academic Coaches

Michelle Harper, MSN, RN
Academic Coach
Diploma – St. John’s School of Nursing
BSN – University of Missouri-Columbia
MSN – Jacksonville University

Sandra Stone, EdD, MSN, RN, CNE
Academic Coach
Diploma – St. John’s School of Nursing
BSN – Drury University
MSN – University of Central Missouri
EdD – Capella University

Nov. 16, 2021

Policy Statement: Dissemination of Non-scientific and Misleading COVID-19 Information by Nurses

Purpose

To address the misinformation being disseminated about COVID-19 by nurses.

For the purposes of this statement, misinformation is defined as distorted facts, inaccurate or misleading information not grounded in the peer-reviewed scientific literature and counter to information being disseminated by the Centers for Disease Control and Prevention (CDC) and the Food and Drug Administration (FDA).

Statement

Nurses are expected to be "prepared to practice from an evidence base; promote safe, quality patient care; use clinical/critical reasoning to address simple to complex situations; assume accountability for one's own and delegated nursing care" (AACN, 2021).

SARS-CoV-2 is a potentially deadly virus. Providing misinformation to the public regarding masking, vaccines, medications and/or COVID-19 threatens public health. Misinformation, which is not grounded in science and is not supported by the CDC and FDA, can lead to illness, possibly death, and may prolong the pandemic. It is an expectation of the U.S. boards of nursing, the profession, and the public that nurses uphold the truth, the principles of the *Code of Ethics for Nurses* (ANA, 2015) and highest scientific standards when disseminating information about COVID-19 or any other health-related condition or situation.

When identifying themselves by their profession, nurses are professionally accountable for the information they provide to the public. Any nurse who violates their state nurse practice act or threatens the health and safety of the public through the dissemination of misleading or incorrect information pertaining to COVID-19, vaccines and associated treatment through verbal or written methods including social media may be disciplined by their board of nursing. Nurses are urged to recognize that dissemination of misinformation not only jeopardizes the health and well-being of the public, but may place their license and career in jeopardy as well.

References

American Association of Colleges of Nursing (AACN). (2021). *The Essentials: core competencies for professional nursing education*. Retrieved from <https://www.aacnnursing.org/Portals/42/AcademicNursing/pdf/Essentials-2021.pdf>

American Nurses Association. (2015). *Code of Ethics for Nurses*. Retrieved from <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

Endorsements

National Council of State Boards of Nursing (NCSBN)

National League for Nursing (NLN)

Accreditation Commission for Education in Nursing (ACEN)

NLN Commission for Nursing Education Accreditation (CNEA)

American Nurses Association (ANA)

National Student Nurses' Association (NSNA)

American Organization for Nursing Leadership (AONL)

Organization for Associate Degree Nursing (OADN)

LINCOLN UNIVERSITY SCHOOL OF NURSING
Informed Consent and Release of Liability *(revised Dec. 2018)*

- I have received a current copy of the Student Handbook from the School of Nursing that contains The Missouri Statutes Chapter, 335, section 335.066 of the Missouri Nurse Practice regarding licensure of nurses in the State of Missouri.
- I understand that as a student in the Lincoln University School of Nursing that a drug/alcohol test may be requested at any time throughout the progression of the program, at my own cost, as stated in the Drug Screen Policy contained in this handbook.
- I understand that the presence of certain drugs, alcohol, or controlled substances is grounds for immediate dismissal from the program.
- I understand that I am not obligated to comply with the drug/alcohol test, and that refusal to consent to testing will result in program dismissal.
- I hereby release Lincoln University and the School of Nursing from any liability related to the administration of the drug/alcohol test.
- I agree to release the test results to the School of Nursing and any third party entity as deemed necessary to meet practicum agency requirements.

Confidentiality of Information

- During participation in simulation experiences in the School of Nursing, you will likely participate in and observe the performance of individuals in managing healthcare events. As a participant, in whatever role, you must maintain and hold confidential all information regarding the performance of specific individuals and the details of specific scenarios.
- I agree to hold confidential all scenario information and performance of individuals
- I agree to hold confidential all healthcare information that I may come into contact with per HIPAA requirements as a healthcare provider.

Release for Still Photographs and Videotapes

- I authorize instructors and administrators to publicly show still photographs (slides or prints) and/or videotapes depicting me in nursing simulation, health fairs, and other activities representing the Lincoln University School of Nursing.
- I understand that, unless otherwise approved by me, I will not be specifically identified, and the photography will be shown for educational, recruitment, research, or research administration purposes.

I have read this form and am freely signing this agreement to abide by all policies and procedures contained in this Student Handbook.

Name (printed) _____

Student
Signature _____ Date _____

Witness
Signature _____ Date _____