

College Catalog

2019-2020



 Saint Luke's
College of Health Sciences

DISCLAIMER:

Saint Luke's College of Health Sciences makes every effort to ensure the information contained within the College Catalog is accurate. Some of the policies, processes and regulations found within the Catalog are summarized, please see the chief student affairs officer or your program director for a full description. In addition, changes may be required as policies, processes and regulations are updated.

Saint Luke's College of Health Sciences reserves the right to modify, update, amend, or supplement any portion of the College Catalog as deemed necessary. The catalog on the website for Saint Luke's College of Health Sciences is the official College Catalog.

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Introduction

History of the College

In the late 1800s, American hospitals began establishing nursing departments to train nurses in support of their workforce needs. Saint Luke's College of Health Sciences was founded as part of this trend and for more than a century it responded to the needs of patients, hospitals, and the health care industry by increasing degree offerings growing from a diploma in nursing to a Bachelor of Science in Nursing and Master of Science in Nursing degrees. For the first time in 115 years, the College expanded degree offerings by launching associate degrees in allied health and a full general education program in 2018. Today the College is preparing more than 700 students representing diverse backgrounds and cultures for careers throughout the health care continuum.

Saint Luke's Hospital of Kansas City opened a department of nursing in 1903. In 1946 the Hospital opened a four-story building that included classrooms, laboratories, a library, offices, and residential space for approximately 200 students.

In 1985, the nursing faculty conducted an in-depth study of the issues and challenges facing nursing education in the 21st century and the needs of the health profession and prepared the College to offer a Bachelor of Science in Nursing beginning fall 1991. The diploma program ended with the last class of graduates in 1992. Since 1906, 3,047 students have graduated with nursing diplomas.

On August 29, 2010, the College was renamed Saint Luke's College of Health Sciences in conjunction with a change to a private, not-for-profit corporation status with Saint Luke's Hospital of Kansas City the single shareholder. Five years later, the Commission on Collegiate Nursing Education accredited the masters degree in nursing and post-graduate APRN certificate program. The College now offers master's of nursing degrees and certificates in family nurse practitioner, adult-gerontology acute care nurse practitioner, and nurse educator.

In 2018, the College expanded degree offerings with an Associate of Science in Allied Health and Medical Assisting degrees and an Associate of Arts in Allied Health degree. In addition to these new program offerings, the College launched a general education core focused on health care and framed through the perspective of multiculturalism.

1885	All Saints Hospital was opened at 10th and Campbell Streets.
1887	The training school for nurses was established.
1903	Saint Luke's Hospital was declared the legal successor of All Saints Hospital and the School of Nursing was established as a department of Saint Luke's Hospital-Kansas City. There were three students enrolled under the direction of Miss Eleanor Keely.
1906	Miss Virginia Pate was the first graduate of the diploma program.
1920	The School of Nursing relocated to a new hospital and a nurses' residence was built at the site, which was then on Mill Creek and 44th Streets.
1946	A four-story building was erected to accommodate classrooms, laboratories, a library, offices and residential space for approximately 200 students.
1972	The library moved to the Helen F. Spencer Center for Education.

- 1991 The first class of students was admitted in fall for baccalaureate nursing education.
- 1992 The diploma program graduated 3,047 students since 1906.
- 1994 The College received accreditation as a baccalaureate degree-granting institution.
- 2010 The College Board adopted a master plan to grow the institution fivefold and become financially independent from Saint Luke's Hospital-Kansas City by 2015 (both goals were met by 2013).
- 2010 Eighteen classes completed coursework resulting in 867 graduates from the BSN degree program.
- 2010 The College was renamed Saint Luke's College of Health Sciences in conjunction with a change to a private, not-for-profit, and corporation status.
- 2011 Saint Luke's College moved from a location on Ward Parkway into a newly renovated building on Westport Road.
- 2012 The graduate program launched with Adult-Gerontology Acute Care Nurse Practitioner and Nurse Educator degrees and certificates.
- 2013 A Peer Mentoring program established to provide tutoring to students enrolled in the BSN program.
- 2015 An RN to BSN launched in a fully online format.
- 2015 The master's degree in nursing and post-graduate APRN certificate program was accredited on February 2, 2015.
- 2015 The Peer Mentoring program was expanded into a Student Success Center with a range of tutoring and academic workshops for students in nursing programs.
- 2017 The first class of Family Nurse Practitioner students enrolled in the fall to earn a master's degree in nursing.
- 2018 With approval from The Higher Learning Commission, the College began offering general education courses and associate level degrees in January 2018.
- 2018 The first General Education Program began offering 63 credit hours of courses featuring a health care and multicultural perspective across the curriculum.
- 2018 The first cohort of adjunct instructors in nursing and allied health programs enrolled in the newly developed Adjunct Academy made possible through a grant from the Missouri State Department of Nursing.
- 2018 The College began enrolling students in the Associate of Science in Allied Health and Medical Assisting, and in the Associate of Arts in Allied Health degree programs.
- 2018 For the first time since 1903, the College welcomed first-time freshmen students into the associate degree programs.

Mission, Vision, Values

Mission

Saint Luke's College of Health Sciences is an educational leader serving exceptional students pursuing undergraduate and graduate degrees in nursing and in additional health professions. As an independent institution of higher education closely affiliated with Saint Luke's Hospital, the College seeks to prepare health profession leaders to effectively meet the health care needs of diverse populations in complex organizations and in a variety of settings. A broad base of knowledge derived from general education studies is integrated into each program as a foundation for personal growth, professional education and practice. A stimulating academic environment focuses on discovery, scholarship and practice to address societal needs for nursing and other health care services.

Vision

Saint Luke's College of Health Sciences aspires to be a leading educational institution for preparing professionals in the healing arts. Further, we seek to continue our collaborative relationship with the region's quality leader, Saint Luke's Hospital and the Saint Luke's Health System, thus affording our students leading-edge clinical educational opportunities. We envision growing to become a comprehensive college of health professions with students pursuing educational programs in multiple disciplines.

Values

Accountability is being responsible for consistency and fairness in our thoughts and actions. **Integrity** is individual responsibility and equality through a mutual commitment to each other and to the College. **Knowledge** is the preparation of intelligent, humble and passionate caregivers for service to others. **Professionalism** is responsibly and efficiently demonstrating excellence to every population we serve. **Excellence** is the consistent dedication to being the best. **Respect** is positive regard for each other through our actions and open and honest dialogue. Leadership is providing results through an efficient and ethical approach to our work.

Academic Programs Offered

Associate Degrees

Associate of Arts in Allied Health
Associate of Science in Allied Health
Associate of Science in Medical Assisting

Undergraduate Degrees

Bachelor of Science in Nursing
Registered Nurse to Bachelor of Science in Nursing

Graduate Degrees, Certificates and Second Master's

Adult-Gerontology Acute Care Nurse Practitioner
Adult-Gerontology Acute Care Nurse Practitioner Post-Graduate Certificate
Family Nurse Practitioner
Family Nurse Practitioner Second Master's
Nurse Educator
Nurse Educator Post-Graduate Certificate

Academic Calendar

Fall 2019

Monday, August 26, 2019.....	Fall Semester Begins—All Programs
Sunday, September 1, 2019.....	Last Day to Add/Drop 15-Week & First 7.5-Week Courses
Monday, September 2, 2019.....	Labor Day—No Classes Meet
Monday, September 23, 2019.....	Midterm Grades Due for First 7.5-Week Courses
Sunday, September 29, 2019.....	Last Day to Withdraw from First 7.5-Week Course
Wednesday, October 16, 2019.....	First 7.5-Week Courses End
Thursday, October 17, 2019.....	Second 7.5-Week Courses Begin
Monday, October 21, 2019.....	Midterm Grades Due for 15-Week Courses
Monday, October 21, 2019.....	Final Grades Due for First 7.5-Week Courses
Wednesday, October 23, 2019.....	Last Day to Drop from Second 7.5-Week Course
Sunday, November 3, 2019.....	Last Day to Withdraw from 15-Week Course
Monday, November 11, 2019.....	Midterm Grades Due for Second 7.5-Week Courses
Wednesday, November 20, 2019.....	Last Day to Withdraw from Second 7.5-Week Course
Monday, Nov. 25-Friday, Nov. 29, 2019.....	Thanksgiving Break—No Classes Meet
Monday, Dec. 9-Thursday, Dec. 12, 2019.....	Final Exams
Friday, December 13, 2019.....	Last Day of Semester—All Programs
Friday, December 13, 2019.....	Commencement
Monday, December 16, 2019.....	Final Grades Due

Spring 2020

Monday, January 6, 2020.....	Spring Semester Begins—All Programs
Sunday, January 12, 2020.....	Last Day to Add/Drop 15-Week & First 7.5-Week Courses
Monday, January 20, 2020.....	Martin Luther King Day—No Classes Meet
Monday, February 3, 2020.....	Midterm Grades Due for First 7.5-Week Courses
Sunday, February 9, 2020.....	Last Day to Withdraw from First 7.5-Week Course
Wednesday, February 26, 2020.....	First 7.5-Week Courses End
Thursday, February 27, 2020.....	Second 7.5-Week Courses Begin
Monday, March 2, 2020.....	Midterm Grades Due for 15-Week Courses
Monday, March 2, 2020.....	Final Grades Due for 7.5-Week Courses
Wednesday, March 4, 2020.....	Last Day to Drop from Second 7.5-Week Course
Monday, March 9-Friday, March 13, 2020.....	Spring Break—No Classes Meet
Sunday, March 22, 2020.....	Last Day to Withdraw from 15-Week Course
Monday, March 30, 2020.....	Midterm Grades Due for Second 7.5-Week Courses
Wednesday, April 1, 2020.....	Last Day to Withdraw from Second 7.5-Week Course
Friday, April 24, 2020.....	Last Day of Semester—All Programs
Saturday, April 25, 2019.....	Commencement
Monday, April 27, 2019.....	Final Grades Due

Summer 2020

Monday, May 4, 2020.....	Summer Semester Begins—All Programs
Sunday, May 10, 2020.....	Last Day to Add/Drop 15-Week & First 7.5-Week Courses
Monday, May 25, 2020.....	Memorial Day—No Classes Meet
Monday, June 1, 2020.....	Midterm Grades Due for First 7.5-Week-Courses
Sunday, June 7, 2020.....	Last Day to Withdraw from First 7.5-Week Course
Wednesday, June 24, 2020.....	First 7.5-Week Courses Ends
Thursday, June 25, 2020.....	Second 7.5-Week Courses Begins
Monday, June 29, 2020.....	Midterm Grades Due for 15-Week Courses
Monday, June 29, 2020.....	Final Grades Due for First 7.5-Week-Courses
Wednesday, July 1, 2020.....	Last Day to Drop from Second 7.5-Week Course
Friday, July 3, 2020.....	Fourth of July Observed—No Classes Meet
Wednesday, July 29, 2020.....	Last Day to Withdraw from Second 7.5-Week Course
Friday, August 14, 2020.....	Summer Semester Ends
Monday, August 17, 2020.....	Final Grades Due

Tuition Refund Dates

Fall 2019 | 15-Week Courses

Monday, August 26, 2019..... Tuition and Fees Due
Sunday, September 1, 2019..... Last Date for a 100% Refund
Sunday, September 15, 2019 Last Date for a 75% Refund
Sunday, September 22 2019 Last Date for a 50% Refund

Fall 2019 | First 7.5-Week Courses

Monday, August 26, 2019..... Tuition and Fees Due
Sunday, September 1, 2019..... Last Date for a 100% Refund
Sunday, September 8, 2019 Last Date for a 75% Refund
Sunday, September 15, 2019 Last Date for a 50% Refund

Fall 2019 | Second 7.5-Week Courses

Monday, August 26, 2019 Tuition and Fees Due
Wednesday, October 23, 2019 Last Date for a 100% Refund
Sunday, October 27, 2019 Last Date for a 75% Refund
Sunday, November 3, 2019..... Last Date for a 50% Refund

Spring 2020 | 15-Week Courses

Monday, January 6, 2020..... Tuition and Fees Due
Sunday, January 12, 2020 Last Date for a 100% Refund
Sunday, January 26, 2020 Last Date for a 75% Refund
Sunday, February 2, 2020 Last Date for a 50% Refund

Spring 2020 | First 7.5-Week Courses

Monday, January 6, 2020..... Tuition and Fees Due
Sunday, January 12, 2020 Last Date for a 100% Refund
Sunday, January 19, 2020 Last Date for a 75% Refund
Sunday, January 26, 2020 Last Date for a 50% Refund

Spring 2020 | Second 7.5-Week Courses

Monday, January 6, 2020..... Tuition and Fees Due
Wednesday, March 4, 2020..... Last Date for a 100% Refund
Sunday, March 8, 2020 Last Date for a 75% Refund
Sunday, March 15, 2020 Last Date for a 50% Refund

Summer 2020 | 15-Week Courses

Monday, May 4, 2020 Tuition and Fees Due
Sunday, May 10, 2020..... Last Date for a 100% Refund
Sunday, May 24, 2020 Last Date for a 75% Refund
Sunday, May 31, 2020 Last Date for a 50% Refund

Summer 2020 | First 7.5-Week Courses

Monday, May 4, 2020 Tuition and Fees Due
Sunday, May 10, 2020..... Last Date for a 100% Refund
Sunday, May 17, 2020..... Last Date for a 75% Refund
Sunday, May 24, 2020 Last Date for a 50% Refund

Summer 2020 | Second 7.5-Week Courses

Monday, May 4, 2020 Tuition and Fees Due
Wednesday, July 1, 2020..... Last Date for a 100% Refund
Sunday, July 5, 2020..... Last Date for a 75% Refund
Sunday, July 12, 2020 Last Date for a 50% Refund

Institutional Principles

Principal Purposes

The College employs multiple modes of instructional delivery, supports a curriculum that enhances critical thinking; promotes high quality, safe, evidence-based practice; develops leadership potential; fosters a community service orientation and encourages lifelong learning. For this reason, the principal purposes of the College shall be to:

1. Facilitate academic excellence and clinical competence through general education and health sciences.
2. Prepare graduates to utilize theoretical knowledge and skills in meeting the needs of individuals and groups in various health care settings.
3. Prepare graduates to become responsible health care professionals practicing within legal, ethical and professional standards.
4. Employ faculty who demonstrate excellence in education through quality instruction, community service, and scholarly endeavors.
5. Provide opportunities that foster personal and professional growth for lifelong learning.
6. Ensure academic excellence through ongoing evaluation.
7. Facilitate opportunities for students and faculty to participate in community activities and gain an appreciation of community involvement.
8. Receive contributions or grants from any and all sources to be used for the foregoing purposes.

Institutional Statement of Diversity

Saint Luke's College of Health Sciences has a long-standing commitment to diversity by:

- Building an environment that values and respects every person, regardless of age, sex, race, cultural background, religion, nationality, veteran status, pregnancy or disability;
- Establishing a policy of non-discrimination and equal opportunity that extends to all constituents, including students, faculty, staff and community and includes the principles of access equity and diversity;
- Making a positive contribution to the nation's efforts to achieve true equality of opportunity and seeking to ensure a positive, supportive climate in which all individuals are valued;
- Implementing recruitment efforts directed specifically to diverse populations; and
- Incorporating curriculum concepts and activities that value culture and diversity.

Non-Discrimination Policy

Applicants for admission and employment, students and employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Saint Luke's College of Health Sciences are hereby notified that this institution does not discriminate on the basis of race, color, gender, religion, age, class, ethnic or national origin, ancestry, sex, sexual orientation or gender identity, disability, pregnancy, institutional status, military status, or other legally protected status in admission or access to, of treatment or employment in, its programs and activities. Any person having inquiries concerning compliance by Saint Luke's College of Health Sciences with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the College president, the provost, the chief student affairs officer (Title IX Coordinator), or the director of financial aid at 624 Westport Rd, Kansas City, Missouri 64111, 816-936-8700, who have been designated by Saint Luke's College of Health Sciences to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Inquiries may also be addressed to the Assistant Secretary for Civil Rights, U.S. Department of Education.

Access to Student Records

The Family Education Rights and Privacy Act of 1974, Title 20 of the United States Code, Section 123g (FERPA) as amended provides former and current students of Saint Luke's College of Health Sciences with specific rights as related to their academic records. A full description of your rights under FERPA is available in the Student Handbook online.

Campus Safety

In the event that the College becomes aware of a situation that poses a risk to the safety and security of the College community, the Security Office will issue a Campus Safety Alert through various media to advise the campus of potentially dangerous or important safety information.

Accreditation and Approval

Accreditation

Saint Luke's College of Health Sciences is accredited by The Higher Learning Commission (HLC): 230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411
info@hlcommission.org

The baccalaureate degree program in nursing and master's degree programs in nursing at Saint Luke's College of Health Sciences is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

The baccalaureate degree program in nursing and master's degree programs in nursing at Saint Luke's College of Health Sciences is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

Approvals

The BSN degree program at Saint Luke's College of Health Sciences is approved by the Missouri State Board of Nursing. Completion of the Saint Luke's College of Health Sciences BSN degree may not guarantee issue of licensure.

In compliance with the Missouri Nurse Practice Act (Chapter 335 of the Missouri Statutes, section 335.066), nursing program applicants should be aware that the Missouri State Board of Nursing may refuse to issue a license for specific reasons related to moral turpitude, intemperate use of alcohol or drugs, or conviction of a crime. Admission to and graduation from the BSN program does not guarantee eligibility for state licensure. Any candidate for licensure who has been charged or convicted of a misdemeanor or a felony will be required to submit documentation of the court proceedings for that charge or conviction to the State Board of Nursing of the state in which licensure is sought. The Missouri State Board of Nursing determines who is eligible to take the licensing examination. Questions may be directed to:
Missouri State Board of Nursing
3605 Missouri Blvd
Jefferson City, MO 65102
573-751-0681 | www.pr.mo.gov/nursing.asp

Saint Luke's College of Health Sciences is a school partner of the American Medical Technologists (AMT) School Recognition Program (SRP) for the Medical Assisting degree

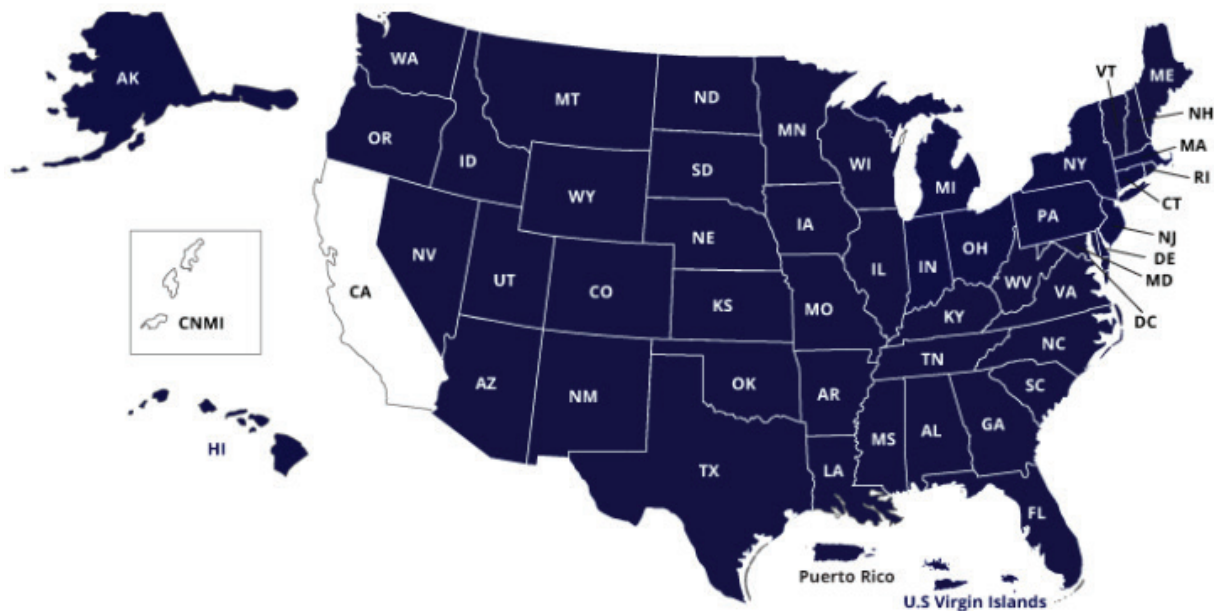
program. Students who complete the Medical Assisting program are eligible to sit for the examination to become Registered Medical Assistants (RMA). Questions may be directed to: American Medical Technologists 10700 W Higgins Road, Suite 150 Rosemont, IL 60018 (847) 823-5169 x390 | www.americanmedtech.org

Saint Luke's College of Health Sciences must comply with a state's regulations before any educational activity can occur within that state. Those regulations determine whether the College may offer you a place in a course or program.

All MSN students must contact the Board of Nursing in the state where they are completing their clinical rotations to learn requirements. Students desiring the opportunity to complete clinical rotations in a state other than Missouri or Kansas, must obtain special permission, and not all requests can be granted. Additional fees may apply.

Saint Luke's College of Health Sciences participates in the National Council of State Authorization Reciprocity Agreement (NC- SARA). Missouri became a SARA state in December 2014. Saint Luke's College of Health Sciences became a SARA institution in July 2015. This allows students from NC-SARA approved states to enroll in:

- Online degree programs, certificates and endorsements that include internships, externships, co-ops, field experiences, student teaching, and clinical placements; and
- Campus-based courses with out-of-state internships, externships, co-ops, field experiences, student teaching and clinical placements.



Academic Policies and Regulations

Academic Integrity Policy

The authority and responsibility for making decisions regarding academic dishonesty and its penalties lie with the faculty member in the course involved, the Student Grievance Committee, the program director, the academic dean, the provost and the president of the College.

Academic integrity means honesty and ethical behavior in scholarship and in all academic, clinical, and laboratory settings. All College members are expected “to adhere to the code of academic integrity and practice standards of civil and professional behavior.” Students are responsible for knowing and observing the student conduct expectations, for demonstrating honesty and ethical behavior in all scholarly activities, and for being truthful in all academic communication.

Administration, faculty and staff are also responsible for fostering a culture and expectation of academic integrity. No one will assist or facilitate another in academic dishonesty or attempting academic dishonesty. Academic dishonesty is defined as any violation of academic integrity. The list of possible violations that follows is not all-inclusive, but serves as a guide to the most frequent forms of academic dishonesty.

Plagiarism: Is presenting another’s work as your own. This includes using another’s words, ideas, or sentence structure without properly citing the other person’s work.

Cheating: Is taking or trying to take an examination or test in a dishonest manner or completing an assignment in a dishonest manner.

Fabricating: Is falsifying content included in one’s assignment, academic documents, or need for academic accommodations.

Misuse of electronic materials and academic property: Is malicious actions that result in improper use of electronic resources or damage of College property.

Consequences

The list of possible consequences that follows is not all-inclusive, but serves as a guide to the most frequent consequences of academic dishonesty.

- The assignment will be awarded zero (0) points with opportunity for resubmission with a grade deduction.
- The assignment will be awarded zero (0) points with no opportunity for resubmission.
- Dismissal from the College.
- Each incident will be treated on an individual basis.

Grievance Policies

Saint Luke’s College of Health Sciences recognizes the importance of providing a prompt and efficient procedure for fair and equitable resolutions of a grievance. The primary purpose of the Grievance Policy and Procedures is to ensure that students have the opportunity to grieve to the appropriate College faculty and/or administration and that the College has a consistent way of resolving those grievances in a fair and timely manner. Accordingly, students are encouraged to use the grievance without fear, prejudice, or reprisal for initiating the process or participating in its resolution.

For the full description of College's Grievance Policy, please refer to the Student Handbook. You can also contact the chief student affairs officer if you have further questions about the Grievance Policy.

Academic Warning, Probation and Dismissal

All programs except nursing:

Academic Warning

Any student who fails to make a GPA of 2.0 or higher for any one semester, or who fails any course, receives the statement "academic warning" on the respective semester academic record.

Academic Probation

Any student who fails to maintain a cumulative GPA of 2.0 is placed on academic probation. The statement, "academic probation," is placed on the student's academic record. A student on academic probation is required to consult with a faculty advisor and may be required to take less than the normal academic load in the next semester of attendance. Students are placed on probation only after they have attempted 12 semester credit hours.

Academic Dismissal

A student on academic probation who does not maintain at least a 2.0 GPA for the semester in each subsequent semester until the cumulative GPA reaches 2.0 results in academic dismissal. Academic dismissal normally is permanent unless, with good cause, the student reapplies and is accepted under special consideration. The statement "academic dismissal" is placed on the student's academic record.

Students must successfully complete all courses with a minimum grade of a C.

If an undergraduate student has any combination of the following, they will be dismissed from the program.

- Two course fails, or
- Two course withdrawals, or
- One course fail and one course withdrawal

If a student is dismissed, re-admission is not guaranteed. The student must apply for readmission to the program (see Undergraduate Nursing Program Readmission Policy).

If a student is readmitted, they may not fail or withdraw from any further courses including electives and is not eligible for a subsequent readmission.

See the Student Conduct Incident Policy for non-academic dismissal criteria.

Graduate Program

A student may be dismissed from the graduate MSN program for the following reasons:

- Failure to maintain continuous enrollment.
- A student fails to complete the nursing curriculum in seven calendar years.
- A student fails to achieve a satisfactory grade of B or higher in a repeated course, including electives.
- A student receives an unsatisfactory grade of C or below in any two courses throughout the curriculum.

- Although a student received an unsatisfactory grade of C or below in a course and may retake that course and earn a passing grade, the original grade will still be counted in the dismissal policy.
- A student may withdraw from a maximum of three courses.

Student Conduct Incident Policy

Saint Luke's College of Health Sciences is an academic community whose fundamental purpose is the pursuit of knowledge. It is believed professional conduct is essential to the success of this educational mission, and that without it, learning is compromised. The value of a degree conferred by an institution is based on the beliefs that graduates earn their degrees honestly and that graduates have acquired the knowledge and skills consistent with their degree goals. The student conduct expectations are to promote personal responsibility and accountability, encourage students to consider the impact of their actions, empower students to address any conflict in a safe respectful manner and collaborate with faculty, staff, students, and the campus community. The College accepts this responsibility to the community and to the health professions by expecting all College members to adhere to the code of academic integrity and practice standards of civil and professional behavior. Expectations of student behavior are listed in the Student Handbook.

All forms of professional misconduct are prohibited and could result in disciplinary action including possible suspension and/or dismissal. It is expected that those who observe incidents of misconduct report such incidents as soon as possible.

Violations include but are not limited to:

- Uncivil behavior disruptive to the educational process
- Consistently missing deadlines
- Repeatedly arriving to class late, leaving early, or otherwise coming and going during class
- Sleeping in class
- Using electronic devices during class for purposes unrelated to the course
- Failure to turn cell phones off during class
- Bringing infants and children to class
- Conducting side conversations during class
- Dominating discussions during class
- Use of profanity
- Rudeness, belittling, or use of loud or judgmental tone
- Taunting, harassing, hazing, or bullying
- Yelling, threatening behavior or words, personal attacks, or unfounded accusations
- Use of racial, ethnic, sexual, disability or other discriminatory slurs
- Imposing physical harm on faculty, students or other persons
- Intentionally destroying property
- Violation of the College Weapons Policy found in the Student Handbook
- Violation of the College Alcohol and Drug Policy found in the Student Handbook
- Inadequate preparation for clinical experience
- Failure to properly notify faculty or unit of a clinical absence
- Dishonesty in any form, including lying, furnishing false information, forgery, alteration, falsification, reporting fabricated information, or any other unauthorized use of College documents, academic or other official records, identification, or property, which includes, but is not limited to: paper, examinations, registration or financial aid materials, application forms, reports, forms, checks, or other records.

- Breach of client confidentiality
- Unsafe Nursing Practice
- Violation of the American Nurses Association's Code of Ethics for Nurses
- Violation of signed academic integrity statement

General Requirements for a Degree

Responsibility for meeting all graduation requirements rest with the student. Through faculty, advisors and administration, Saint Luke's College of Health Sciences makes every effort to advise students well.

All candidates for a degree must meet the total credit hours requirement for their degree. Undergraduate students require a minimum of a 2.0 cumulative grade point average and graduate students are required to have a 3.0 minimum cumulative grade point average in order to graduate.

The allied health associate in arts and associate of science students are required to complete 60-63 total credit hours depending on the track. Each track has specific requirements that need to be met for graduation.

The BSN degree requires students to complete 124 total credit hours, including 63 general education/support course hours, plus 61 nursing credit hours taken exclusively at Saint Luke's College of Health Sciences.

The RN-BSN requires students to complete 120 total credit hours including 54-60 general education/support course hours, a limit of 36 nursing credit hours transferred from previous diploma/associate degree programs, and 30 nursing credit hours taken exclusively at Saint Luke's College of Health Sciences for a total of 120 credit hours.

The total hours for the MSN degree are 45 credit hours for the Nurse Educator (NE) and 49 total credit hours for both the Adult Gerontology-Acute Care Nurse Practitioner (AG-ACNP) and the Family Nurse Practitioner (FNP).

Math and English Placement Criteria and Guidelines

All incoming undergraduate students must demonstrate college readiness in english and mathematics. Saint Luke's College of Health Sciences has defined college readiness utilizing multiple measures to include high school grade point average, ACT scores, previously completed college coursework in composition and mathematics or Next Generation Accuplacer Placement examination. If you do not meet college readiness requirements in one or more areas, you will be required to register for specific composition and or mathematics courses supporting minimal college readiness requirements to be prepared for college level coursework.

Placement Options — English

Must meet **one** of the following:

- High School GPA 2.75/4.00 and 11th or 12th-grade english with a C+ or better
- ACT > 19
- Next Generation Accuplacer reading > 250
- Evidence of successful completion of developmental reading/writing college transfer credit
- Successful completion of ENG 130 or equivalent (3 credit hours) at a regionally/nationally-

accredited college or university

If none of the above criteria are met, then:

- Just-in-time corequisite taken with face-to-face section of ENGL 130

Placement Options - Math

Must meet **one** of the following:

- High School GPA 2.75/4.0 and Algebra II or higher with a C+ or better
- ACT > 19
- Next Generation Accuplacer QRAS > 250
- Evidence of successful completion of developmental mathematics course up to college algebra
- Successful completion of MATH 165 or equivalent (3 credit hours) at a regionally/nationally-accredited college or university

If none of the above criteria are met, then:

- Just-in-time corequisite taken with face-to-face section of MATH 165

Class Attendance/Withdrawals

Withdrawal from the College

A student may withdraw from Saint Luke's College of Health Sciences at any time. The official date of the withdrawal is used to compute tuition and financial aid. A grade of W for withdrawal is recorded on the academic record for the semester. As designated by policies, the transcript will state if the student is dismissed from the program. A student may withdraw from Saint Luke's College of Health Sciences at any time. The official date of the withdrawal is used to compute tuition and financial aid earned. A grade of W is recorded on the academic record for the semester.

To officially withdraw from the College, a student must complete the Withdrawal from Saint Luke's College of Health Sciences form located in the Student CORE under the Registrar section, Withdrawal from College.

Class Attendance/Administrative Withdrawal

Regular class attendance is essential to student success. In the event of an absence, students are responsible for material presented and for any announcements made regarding changes in schedule, content, location, or similar information. Individual course policies regarding instructor notification, tardiness, coursework makeup provisions, and any associated grade penalties are determined by faculty for each course.

At the end of week one, if a student has not attended any class session or formally engaged in online courses, the registrar shall administratively withdraw the student from the course. If a student has not attended all courses during this period, the registrar shall complete an administrative withdrawal and completely withdraw the student from all classes. The financial aid and business office will determine if aid or amount due will need to be canceled and/or adjusted. A financial aid exit interview is required if the student received financial aid while enrolled at the College and the student identification badge must be returned.

Leave of Absence

A student who is in good standing at the time of departure may petition a leave of absence. A leave of absence will not exceed two consecutive semesters, including summers. Students requesting a military leave of absence will be granted until completion of service. Military students must register for the fall or spring semester immediately after completing military service. Students requesting a leave of absence should contact their academic advisor for direction.

Official Correspondence

Every student is assigned an electronic email account. This email account is the official source for distribution of information to College constituents. Students should check their email daily.

Enrollment Status

Full-time status is defined as enrollment in 12 or more credit hours for undergraduate students and enrollment in nine or more credit hours for graduate students. Part-time status is defined as less than full time.

Enrollment status for academic and financial aid purposes:

Student Level	Full Time	3/4 Time	1/2 Time	Less than 1/2 Time*
Undergraduate	12+	9-11	6-8	1-5
Graduate	9+	NA	5-8	1-4

Non-credit courses and credit-by-exam courses do not apply for financial aid purposes.

**The College reserves the right to hold a student to the guidelines of a new catalog/curriculum should a student drop below 1/2 time status.*

Classification of Students

Student classification refers to the familiar names for the four undergraduate years: freshman, sophomore, junior and senior. Your classification is not determined by the number of years of college coursework you have taken but by the number of semester hours you have earned.

Student Classification Summary

If you have earned... Then you are a...
0-29 semester hours..... First-year student
30-59 semester hours..... Sophomore
60-89 semester hours..... Junior
90 or more semester hours Senior

For cohort-based nursing students, you are further classified as follows:

J1 student.....BSN undergraduate student in their first semester of study.
J2 student.....BSN undergraduate student in their second semester of study.
S1 student.....BSN undergraduate student in their third semester of study.
S2 student.....BSN undergraduate student in their fourth semester of study.

For graduate students, your classification is simply graduate.

Semester Credit Hour

In accordance with federal regulations, Saint Luke's College of Health Sciences defines a credit hour in accordance with federal requirements set forth under 34 CFR Section 600.2 and 600.24. As such, the College utilizes the Carnegie Unit, an accepted unit of measurement under federal regulations for calculating a credit hour. Based on this method, one unit of credit equates to one hour of instructional time and two hours of homework.

- In a face-to-face course instructional time is calculated as 100 percent of face-to-face time.
- In hybrid courses instructional time is calculated as 51 percent of face to face or greater, and the online portion is not to exceed 49 percent.
- In fully online courses the delivery method is fully online but may include up to 25 percent synchronous online meetings.
- Online instructional activities include:
 - » Time spent in live instruction (synchronous or instructor led online time)
 - » The number of online screens viewed in course (calculated 3-5 minutes per screen)
 - » The run-time for required media assignments will be calculated on a 1:1 ratio seat time
 - » Links to external learning resources are calculated by the average time to complete the content
 - » Assignments include time spent in online instructional assignments and activities (not homework) such as group discussions, online group project work, social media sites for group discussion/participation and/or student-teacher interaction

Distinguished Honors

The degree is conferred upon those individuals who have completed the requirements for graduation during the current semester. Graduates making no grade lower than a C in any course, as recorded on the transcript, and earning a cumulative grade point average in the following categories will be recognized:

Masters Degree

- Academic Distinction: ≥ 3.90

Baccalaureate Degree

To earn an honors designation at graduation, the undergraduate student must meet both the following cumulative and institutional grade point averages:

- Summa Cum Laude: ≥ 3.90
- Magna Cum Laude: ≥ 3.70 and < 3.90
- Cum Laude: ≥ 3.50 and < 3.70

Associate Degree*

To earn an Honors Designation at graduation, an associate-level graduate must meet both the following cumulative and institutional grade point averages:

- With Highest Honor: ≥ 3.90
- With High Honor: ≥ 3.70 and < 3.90
- With Honor: ≥ 3.50 and < 3.70

*An associate-level graduate must have completed a minimum of 30 credit hours at the institution granting the degree. Courses that are part of a formal collaborative agreement are considered to be earned from the institution granting the degree.

The final eligibility of students for commencement honors shall be determined on the basis of the student's credit hour totals and grade point average after completion of the first 7.5 weeks of the final semester. Only the coursework accepted in transfer towards your degree program will be calculated with your Saint Luke's College of Health Sciences courses to calculate the total cumulative grade point average.

Dean's/President's List

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

- President's List: Students who achieve 4.0 semester grade point average
- Dean's List: Students who achieve between a 3.5-3.99 grade point average

Students may view their honors listed on their academic transcript after each semester through mySLC: Self-Service.

Graduation

A student must complete an application to graduate with the registrar at least one semester prior to the expected graduation date. The application to graduate will be forwarded to the program director to verify that all requirements for graduation have been met. The registrar will post all degrees earned after verifying that all degree requirements are met.

License-eligible degree students must also complete the state licensing or national accreditation/transcript forwarding information with the registrar. After posting all degrees, the registrar will send final academic transcripts to the appropriate State/Federal Board Licensing Offices within one week of degree conferral.

Commencement

Commencement is held on the weekend following the last day of the fall/spring semesters. Students who are finished with degree requirements after the summer semester may participate in the spring commencement ceremony if they are within 6-8 credit hours of completing their degree requirements.

Students who have a financial hold may participate in the commencement ceremony, but official transcripts and diploma will be held until their account is settled with the business office.

Add/Withdraw/Drop a Course

Students wishing to add, drop, or withdraw from a course must obtain approval from the course instructor as well as their academic advisor. During specified periods each semester, students may add, drop, or withdraw from a course. Dates and deadlines are posted on the College website and published in the academic calendar.

To add or drop a course, students must complete the Add/Drop/Withdraw form available in the CORE in D2L or from your academic advisor.

The form must be completed with appropriate signatures obtained and turned into the registrar's office by the student before the transaction is considered official. The date the form is turned in to the registrar is considered the official date of the transaction.

Adding

Courses may not be added after the add/drop period.

Dropping

Courses may not be dropped after the add/drop period of the term. If a student decides to stop participating in a course AFTER the drop deadline has passed, the student will earn the computed grade for the course. If the student wishes to drop the course after the drop period, it will be considered a withdraw. If a student drops a course within the add/drop period, the course will not be notated on their transcript.

Withdraw

Students may withdraw from a course without grade assessment up to the last day to withdraw, published in the academic calendar. The completed form, with the signature of the academic advisor, must be forwarded to the registrar by the student. If a student withdraws from a course, the course will be included on their transcript with a notation of W. This W indicates the student attempted the course but withdrew prior to completing the course. Ws do not count towards a student's GPA, but are used to calculate Satisfactory Academic Progress.

Auditing a Course

Enrolled and non-degree seeking students may audit a course. The notation of AU will be entered on the transcript and zero credit hours will be awarded for an audited course. Once a student is approved to audit a course, it cannot be changed to a credit-bearing course once the course has begun. There will be no graded assignments, nor any obligation for the student to take tests, quizzes, participate, etc. in the course. Students will not be allowed to audit the clinical or practicum portion of any course.

Guidelines:

- Enrollment priority will be given to students taking the course for credit.
- The program or track director and dean will make the final decision as to whether a student can take a course as audit in their program.
- Audited courses will be charged \$50. Audited courses are not eligible for financial aid and will not count towards enrollment for financial aid purposes.

Directed Study

A directed study provides students the opportunity to take a course not offered during the semester for which they are currently enrolled, or where the scheduled course conflicts with another required course, and where the course is required for progression and/or graduation. Directed study for an approved course will carry the same number of credit hours and requires the approval of the course instructor, program director, and appropriate academic dean.

Course Waivers and Substitutions

For all academic degree programs, all course waiver/substitution requests must have the approval of the program director, dean and provost at the time of registration or including the end of the add/drop period (including all signatures and dates) in order for the registrar to process the request. The registrar will process only course waiver/substitution requests that have complied with this procedure. In order to take a course out of sequence, a request must be approved by the director, dean and provost before the end of the add/drop period.

Incomplete Grade

A student must be in good academic standing in a course to be eligible for an incomplete grade. A student cannot enroll in a course if he or she has an incomplete grade in a prerequisite course. An incomplete grade may be given at the discretion of the course faculty instructor and approved by the academic dean when all course requirements have not been met and there is reason to believe that the student will be able to complete the work within one semester. The incomplete grade will be changed to an F for failing grade if the required work is not completed by the end of the following semester, including summer semesters. An incomplete grade form must be completed by the course faculty instructor and a copy given to the student, program director, dean, the student's advisor, and the registrar.

Grade Reports

Grade reports are recorded and made available to each student through mySLC: Self-Service. Midterm grades are issued to students (designated by each year's course calendar) but are not calculated into the student's cumulative grade point average. A final grade report of courses taken is issued at the conclusion of each semester of enrollment and is recorded in mySLC: Self-Service. For BSN courses, faculty will not round midterm and final grades.

Course Grading System

Grading Scale Numerical Equivalents

- All course work resulting in 90-100% recorded as A
- All course work resulting in 80-89% recorded as B
- All course work resulting in 70-79% recorded as C
- All course work resulting in 60-69% recorded as D
- All course work resulting in 0-59% recorded as F

Grading Scale Numerical Equivalents for Nursing

- All course work resulting in 90-100% recorded as A
- All course work resulting in 80-89.99% recorded as B
- All course work resulting in 75-79.99% recorded as C
- All course work resulting in 67-74.99% recorded as D (BSN and RN-BSN programs do not have a D)
- All course work resulting in 0-66.99% recorded as F

Repeating a Course

A single course may only be repeated a maximum of three times. The student must obtain permission from the academic dean and/or provost and meet with a Student Resource Center advisor in order to set up an academic success plan to repeat a course for a third time. If the course was originally taken at the College, then it must be retaken at the College.

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

Course Repeat for Nursing

In alignment with program dismissal policy, a student may repeat a course only once in the nursing curriculum.

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

Requesting Transcripts

Saint Luke's College of Health Sciences has authorized the National Student Clearinghouse to provide online transcript ordering services. As alumni, you can order official transcripts using any major credit card 24/7. Online transcript requests submitted when College offices are closed will be processed in the order they were received when offices reopen.

Login to the Clearinghouse secure site to order your transcript:

www.saintlukecollege.edu/alumni/request-transcript

The site provides details on placing an order, including delivery options and fees. You may order as many transcripts as you like in a single session. To ensure confidentiality and comply with federal regulations governing educational records, you must authenticate yourself by completing a Consent to Release form. Print and sign the form and return the document to the Clearinghouse by mail, fax, or scanning the document and forwarding by email. The Clearinghouse's address, fax, and email information are on the Consent to Release form. Do not return the form to the school. In addition to the convenience of credit card payment, the online service provides email notifications once orders are received and processed by the Office of the Registrar. Your credit card will only be charged after your order has been completed.

If you have questions about the National Student Clearinghouse's transcript ordering service, email or contact them directly at 703-742-7791.

Unofficial Transcript

Only current students may view and print an unofficial transcript through mySLC: Self-Service. All other transcript requests must be made through the National Student Clearinghouse.

Readmission for All Programs

In general, students are not readmitted to Saint Luke's College of Health Sciences following dismissal.

Eligibility for readmission will be based on current admission policies, academic accomplishments and potential for success. Students must meet the catalog policies in effect at the time of readmission.

Content of previous courses completed will be evaluated for applicability of content to the current curriculum. Validation of prior learning through examination may be necessary.

To be readmitted a new application must be completed. A letter stating what will be different and plans for success upon re-enrollment will also be required. A personal interview may be required. In addition, transcripts reflecting all courses completed after withdrawal from the College must be provided to the admissions office.

All financial obligations of the previous enrollment must be met prior to being considered for readmission.

Non-Degree Seeking Student

A non-degree seeking student is one who has not been accepted into any one of the Saint Luke's College of Health Sciences degree programs. Non-degree seeking students may enroll in select non-clinical courses subject to the following provisions:

- Priority for enrollment in courses will be given to degree seeking students.
- Enrollment will be on a space available basis.
- Prerequisite requirements must be met.

Transfer of Credit

Students who have earned credit at another institution may be granted credit for all coursework completed prior to enrollment at Saint Luke's College of Health Sciences as evaluated by the registrar's office in collaboration with the program directors and academic deans.

- The college or university from where the courses were transferred must be accredited by agencies recognized by the Council for Higher Education Accreditation (CHEA).
- The student must have earned a minimum grade of C (2.0 on a 4.0 scale) for the course to be transferred.
- Only the most recent grade in a course will be considered.
- Transfer credit for natural science courses is generally granted only for courses less than five years old and must not be repeated more than one time. Natural science courses older than five years may be evaluated on an individual basis. This does not apply to an applicant who is currently engaged as a professional RN.
- College Board Advanced Placement credit will be granted when applicable.
- College Level Examination Program (CLEP) credit will be granted only in the areas of selected subject examinations and applicable to certain general education courses required.
- RN-BSN transfer students (graduates of accredited degree programs and diploma graduates) can expect to receive transfer credit for up to 36 hours for previous nursing education.
- For MSN students:
 - » A maximum of 12 credit hours may be transferred into the master's degree program at Saint Luke's College of Health Sciences.
 - » Courses must be equivalent to courses in the MSN tracks at Saint Luke's College of Health Sciences.
 - » Consideration of transfer credit must occur as part of the admissions process and will not be considered after a student has begun the program.
 - » Transfer credit will be applied to the student's graduate academic record only after 12 hours are completed at Saint Luke's College of Health Sciences.
 - » The student must have earned a grade in the course of B or higher to be considered for transfer.

Advanced Placement (AP) Credit

Saint Luke's College of Health Sciences will grant credit for College Board Advanced Placement Examinations that are applicable to certain general education.

College Level Examination Program (CLEP)

CLEP credit will be granted only in the areas of selected subject examinations and applicable to certain general education courses required.

Credit by Examination (CBE)

Credit by Examination (CBE) is accepted for general education prerequisites, RN-BSN courses, allied health courses, graduate level courses — please also see the CLEP Examination policy for prerequisites. Students must meet test benchmark or equivalent to earn college credit towards degree completion.

CBE does not carry a letter grade and is not calculated in the grade point average. No more than nine (9) hours of CBE and/or credit by prior learning may be earned at Saint Luke's College of Health Sciences. There is a \$100 non-refundable fee assessed for CBE regardless of the outcome.

Academic Programs

General Education

Framework and Courses

Saint Luke's College of Health Sciences offers a general education framework that supports the institutional mission of preparing health professions leaders to effectively meet the health care needs of diverse populations. The framework is modeled as a comprehensive, interdisciplinary student experience enhancing students' educational process. It captures the essence of health sciences, is geared to the health professions, and holds a strong foundation and promotes sensitivity and understanding of multiculturalism and global views. As part of this framework the College offers several general education/support courses for students to fulfill their program requirements. These courses are open to all admitted students at Saint Luke's College of Health Sciences and to any non-degree seeking student who wishes to pursue program prerequisites or individualized coursework.

General Education Framework and Courses

Social, Political, and Behavioral Understanding — 9 credits from 2 disciplines, must include one Civics Course		
Course Number	Course Title	Credit Hour(s)
BADM 160	The Health Care Sector in the U.S. and Beyond	3
HIST 120	History of Health and Medicine in the United States (Civics Course)	3
HLTH 221	Global Health and Wellness: Visions of Global Health Care	3
PLSC 211	Introduction to Health Policy	3
PSYC 145	Sociocultural Approaches to Health Psychology	3
PSYC 225	Human Growth and Development	3
SOCI 140	Medical Sociology	3
Communicating Through Writing, Speaking, and Visual Images — 6 credits of Written Communication and 3 credits of Oral Communication		
COMM 110	Oral and Interpersonal Communication in Health	3
ENGL 130	Written Communication for Health Professionals	3
ENGL 150	Professional Communication in Health	3
Natural Sciences — 7 credits from two courses with at least one Lab Course		
BSCI 105	Principles of Biology with Lab	4
BSCI 115	Environmental Health	3
BSCI 120	Foundations of Anatomy and Physiology with Lab	4
BSCI 225	Anatomy and Physiology I with Lab	4
CHEM 105	Principles of Chemistry with Lab	4
Quantitative and Mathematical Reasoning — 3 credits required		
MATH 110	Mathematical Principles for Health Professionals	3
MATH 165	College Algebra	3
MATH 207	Biostatistics	3
Languages and Humanities — 9 credits from at least two Disciplines		
ARTS 165	Artistic Scientists and Scientific Artists	3
HUMS 145	Medical Ethics: Decision Making Under Uncertainty	3
SPAN 150	Spanish for Health Professions (Level 1)	3
SPAN 200	Conversational Spanish for Health Care Professionals (Level 2)	3
Additional Requirements		
Students must take any two ADDITIONAL courses from any category		6 - 8
TOTAL REQUIRED HOURS		43 - 45

Undergraduate Programs

Associate of Science in Medical Assisting Program

Mission

The mission of the medical assisting program is to provide a stimulating academic environment that will prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The integration of knowledge and skills will prepare the student so that they may function as contributing members of the health care team, positively impacting their patients, the community and the profession upon graduation.

Program Goals

- Provide quality instruction in medical assisting with the knowledge, skills/techniques, and professional behaviors to prepare competent entry-level medical assistants.
- Provide a curriculum that meets the standard of the accrediting agency, fosters professional and ethical attitudes and maintains curriculum flexibility to facilitate the changing needs of the medical community.
- Provide students with the knowledge and skills to apply the decision-making process, communication, and management skills in the medical assistant profession.
- Educate the importance of becoming a Certified Medical Assistant and encourage students to take the American Association of Medical Assistants' (AAMA) National Medical Assistant (CMA) Certification Exam.

Associate of Science in Medical Assisting Degree Requirements

Upon the recommendation of the faculty, the College will confer the degree of Associate of Science in Medical Assisting upon students who have fulfilled the following requirements:

1. Completion of the 60 hours of the required program of study for the Associate of Science in Medical Assisting degree. At least 15 of those MUST be earned from Saint Luke's College of Health Sciences to meet the residency requirement.
2. Completion of the 60 semester hours of coursework within three years of enrollment at Saint Luke's College of Health Sciences.
3. A minimum cumulative grade point average of 2.0 with no grade below C counting towards graduation.

Associate of Science in Medical Assisting Degree Requirements

Course Number	Course Title	Credit Hour(s)
BSCI 120	Foundations in Anatomy and Physiology with Lab	4
CHEM 202	Nutrition for Health Professions	3
COMM 110	Oral and Interpersonal Communication in Health	3
ENG 130	Written Communications for Health Professionals	3
HIST 120	History of Health and Medicine in the United States	3
HLTH 100	First Aid and CPR	1
HLTH 110	Medical Terminology	2
MAST 105	Medical Safety and Compliance	3
MAST 120	Laboratory Skills and Techniques	4
MAST 170	Exam Room Techniques and Patient Care	4
MAST 200	Medical Coding and Reimbursement	4
MAST 205	Office Finances and Billing	3
MAST 210	Office Organization and Administration	3
MAST 245	Pharmacology and Medication Administration	3
MAST 280	Medical Assisting Practicum I	5
MAST 285	Medical Assisting Capstone	1
MATH 110	Mathematical Principles for Health Professionals	3
PLSC 211	Introduction to Health Policy	3
PSYC 145	Sociocultural Approaches in Health Psychology	3
	General Education Elective	3
	TOTAL PROGRAM CREDITS	60 Credits

Associate of Science in Medical Assisting Completion Degree Option

Students who have completed a certificate or diploma program in medical assisting and have a current certification have the option of earning their Associate of Science in Medical Assisting. In most cases, students would only need to complete approved general education courses and MAST 290 Topics in Medical Assisting. The general time frame for completion is two semesters, but students can opt to go part-time and take longer to complete their degree. Students should meet with an academic advisor for an appropriate plan of study.

Associate of Science in Medical Assisting Program Disclaimer

Graduates of the medical assisting program at Saint Luke's College of Health Sciences will be eligible to sit for the American Medical Technologists (AMT) certification examination. Passing this examination is required to become a Registered Medical Assistant (RMA).

The medical assisting program is not programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or by the Accrediting Bureau of Health Education Schools (ABHES). Because the medical assisting program is

not programmatically accredited, graduates of the program are currently not eligible to sit for the Certified Medical Assistant (CMA) examination offered by the American Association of Medical Assistants. The CMA and RMA are both optional and nationally recognized certifications for the medical assistant career.

Associate of Arts in Allied Health Program

Mission

The mission of the Associate of Arts in Allied Health program is to provide a course of study that enhances a student's foundational knowledge in the area of health sciences with a specific focus on allied health components embedded into a traditional plan of general education courses. The unique design enables students to transition into baccalaureate plans of study within the health professions as well as providing the critical thinking and integration skills necessary for career advancement.

Program Goals

- To provide a broad and relevant educational experience through a selection of contemporary courses that will enable students to learn fundamental concepts in the allied health disciplines.
- To prepare graduates with academic skills in oral and written communication, quantitative and qualitative reasoning, critical thinking and information literacy.
- To foster an active learning environment that promotes informed and ethical participation as citizens of the world.
- To enroll and graduate students who demonstrate knowledge for entry-level positions in allied health fields and professions and understand the importance of pursuing advanced degrees.

Associate of Arts in Allied Health Degree Requirements

Upon recommendation of the faculty, the College will confer the degree of Associate of Arts in Allied Health upon students who have fulfilled the following requirements:

1. Completion of the 60 hours of the required program of study for the AA degree. At least 25 percent **MUST** be earned from Saint Luke's College of Health Sciences to meet the residency requirement.
2. A minimum cumulative grade point average of 2.0 with no grade below C counting towards graduation.

Associate of Arts in Allied Health Degree Requirements

Course Number	Course Title	Credit Hour(s)
General Studies		
GNED 100*	Freshman Seminar	1
Social, Political, and Behavioral Understanding		3 Required
HIST 120	History of Health and Medicine in the United States	3
Social, Political, and Behavioral Understanding <i>Choose two courses from the following:</i>		6 Required
BADM 160	The Health Care Sector in the U.S. and Beyond	3
HLTH 221	Global Health and Wellness: Visions of Global Health Care	3
PLSC 211	Introduction to Health Policy	3
PSYC 145	Sociocultural Approaches to Health Psychology	3
PSYC 225	Human Growth and Development	3
SOCI 140	Medical Sociology	3
Communicating Through Writing, Speaking and Visual Images		9 Required
COMM 110	Oral and Interpersonal Communication in Health	3
ENGL 130	Written Communication for Health Professionals	3
ENGL 150	Professional Communication in Health	3
Natural Sciences—Choose at least two different courses from the following:		7-8 Required
BSCI 105	Principles of Biology with Lab	4
BSCI 115	Environmental Health	3
BSCI 120	Foundations of Anatomy and Physiology with Lab	4
BSCI 225	Anatomy and Physiology I with Lab	4
CHEM 105	Principles of Chemistry with Lab	4
Quantitative and Mathematical Reasoning—Choose one from the following:		3 Required
MATH 110	Mathematical Principles for Health Professionals	3
MATH 165	College Algebra	3
MATH 207	Biostatistics	3
Languages and Humanities		6 Required
HUMS 145	Medical Ethics: Decision Making Under Uncertainty	3
SPAN 150	Spanish for Health Professions (Level 1)	3
Languages and Humanities—Choose one from the following:		3 Required
ARTS 165	Artistic Scientists and Scientific Artists	3
SPAN 200	Conversational Spanish for Health Care Professionals (Level 2)	3
Additional General Education Requirements <i>Students must take two additional courses from any category above.</i>		6-8 Required
Electives (See College Catalog for a full list of College electives.)		15-17
TOTAL CREDITS		60

*GNED 100 may be waived if a student has successfully completed at least 12 hours of college credit. However, the student may need to take an additional one credit hour of electives in order to meet the 60 credit hour graduation requirement.

Public Health Emphasis

Students who are interested in public health may tailor this degree with an admissions advisor to learn the entry-level knowledge and skills in the area of public health. Students who choose that path may be able to gain employment in public or private organizations such as a health department while pursuing a baccalaureate-level degree in public health or another related area.

Associate of Science in Allied Health

Mission

The mission of the Associate of Science in Allied Health program is to provide a focused course of study with a strong foundation in mathematics and sciences along with selected general education courses. The program is designed for students who want to pursue a bachelor's degree in nursing, pre-med, pre-dental, or other professional programs in the biomedical sciences.

Program Goals

- To prepare graduates with problem-solving skills and with a disposition towards problem-solving in mathematics and science.
- To provide an educational experience that fosters scientific inquiry and mathematical investigation.
- To prepare graduates with academic skills in oral and written communication, quantitative and qualitative reasoning, critical thinking and information literacy.
- To enroll and graduate students who demonstrate knowledge for entry-level positions in allied health fields and professions and understand the importance of pursuing advanced degrees.

Associate of Science in Allied Health Degree Requirements

Upon recommendation of the faculty, the College will confer the degree of Associate of Science in Allied Health upon students who have fulfilled the following requirements:

1. Completion of the 60 hour minimum required by the program of study for the AS degree. At least 25 percent **MUST** be earned from Saint Luke's College of Health Sciences to meet the residence requirement.
2. Achieve a minimum cumulative grade point average of 2.0 with no grade below C counting towards graduation.

Associate of Science in Allied Health Degree Requirements

Course Number	Course Title	Credit Hour(s)
General Studies		
GNED 100*	Freshman Seminar	1
Social, Political, and Behavioral Understanding		9 Required
HIST 120	History of Health and Medicine in the United States	3
PSYC 145	Sociocultural Approaches to Health Psychology	3
SOCI 140	Medical Sociology	3
Natural Sciences & Quantitative and Mathematical Reasoning		7 Required
BSCI 225	Anatomy and Physiology I with Lab	4
MATH 207	Biostatistics	3
Natural Sciences & Quantitative and Mathematical Reasoning—Choose four courses from this list:		12-16 Required
BSCI 105	Principles of Biology with Lab	4
BSCI 115	Environmental Health	3
BSCI 120	Foundations of Anatomy and Physiology with Lab	4
BSCI 235	Anatomy and Physiology II with Lab	4
BSCI 240	Foundations of Epidemiology	3
BSCI 250	Microbiology with Lab	3
BSCI 265	Pathophysiology	3
CHEM 105	Principles of Chemistry with Lab	4
CHEM 202	Nutrition for Health Professionals	3
MATH 110	Mathematical Principles for Health Professionals	3
MATH 165	College Algebra	3
Communicating Through Writing, Speaking and Visual Images		9 Required
COMM 110	Oral and Interpersonal Communication in Health	3
ENGL 130	Written Communication for Health Professionals	3
ENGL 150	Professional Communication in Health	3
Languages and Humanities		3 Required
HUMS 145	Medical Ethics: Decision Making Under Uncertainty	3
Electives (See College Catalog for a full list of College electives.)		15-19
TOTAL CREDITS		60

*GNED 100 may be waived if a student has successfully completed at least 12 hours of college credit. However, the student may need to take an additional one credit hour of electives in order to meet the 60 credit hour graduation requirement

For students wishing to pursue admission into the BSN program, please meet with an academic advisor for an appropriate plan of study that meets admissions requirements.

Direct-Entry Eligibility Requirements for the Bachelor of Science in Nursing (BSN)

Once a student is in the final semester of their associate degree program at Saint Luke's College of Health Sciences, they may submit a direct-entry application to the BSN program if they meet the eligibility requirements below. The direct-entry option gives good students the competitive advantage over applicants from other associate degree programs.

Eligibility Requirements

1. Complete all required nursing prerequisite credits and associate of science degree requirements.
2. Earn a minimum cumulative GPA of 3.5 with no grade below a B in any course.
3. No course taken at Saint Luke's College of Health Sciences can be repeated (including Ws) to remain eligible for the direct-entry option.
4. Students must maintain full-time enrollment status (≥ 12 credit hours) during their final two semesters at the College.
5. Fulfillment of all additional BSN admissions requirements as listed in the College Catalog, including successful completion of a criminal background check, drug test, clinical readiness requirements, and U.S. residency status.
6. Students transferring in any coursework:
 - Courses must have been taken from a CHEA recognized institution
 - With a C, D, F or W grades must successfully repeat those courses at the College first.
 - Science prerequisite courses must be completed no more than five years prior to enrollment to the College.

If students meet the eligibility requirements, the following must then occur:

- Complete a direct-entry BSN application in the final semester before earning the associate of science degree.
- Students eligibility for BSN direct entry will be determined by the midterm grades in the semester PRIOR to the BSN expected start date. Formal admission will not occur until final grades for the semester have been posted and all additional requirements have been met.
- Students earning a C in any course or are not meeting the GPA minimum requirement at midterm will no longer be eligible for direct entry for the upcoming BSN cohort. However, if the student earns a B or better AND has a cumulative GPA of a 3.5 or better at the end of the semester, they will then be eligible for direct entry into the next available cohort class.

Bachelor of Science in Nursing Program (BSN)

Mission

Saint Luke's College of Health Sciences Bachelor of Science in Nursing program provides quality education to a diverse student population through innovative curricula. Students are educated as nurse generalists to provide high quality, safe, and evidence-based practice to diverse populations in a variety of settings. The graduates are prepared for the role of the professional nurse which encompasses leadership, service, scholarship and lifelong learning.

Program Goals

1. Prepare the graduate for the role of the professional nurse
2. Provide an environment of trust, student engagement, and academic support
3. Provide high-quality nursing education
4. Promote a culture of safety
5. Integrate the students into clinical practice and transition the students into nursing culture

6. Increase the diversity of the student population with an emphasis on cultural awareness
7. Be a leader in NCLEX board pass rate for the region
8. Provide population focused education to produce graduates that provide efficient, effective health care
9. Create an innovative, cutting edge environment for nursing students in this fast changing field of health care

Program Outcomes

1. Students will successfully graduate within their cohort time frame
2. BSN students express satisfaction with the BSN program
3. Students successfully pass NCLEX examination
4. Students will obtain employment within 12 months of graduation

Student Learning Outcomes

1. Practice safe, effective, holistic and client/family-centered nursing with diverse individuals, families and populations
2. Consistently demonstrates professionalism and leadership
3. Collaborate with other disciplines and organizations to develop interventions and strategies that optimize client outcomes
4. Synthesize multiple ways of knowing to inform practice, make clinical judgments and creatively transform knowledge to provide humanistic, quality client-centered care with tolerance for uncertainty and ambiguity
5. Use principles of quality improvement, evidence-based practice, health care policy, and cost effectiveness to enhance client outcomes, and participates in opportunities to engender change

BSN Degree Requirements

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

- Completion of the 124 hours of the required program of study for the BSN degree
- Completion of the 61 semester hours of nursing coursework within four years of enrollment at Saint Luke's College of Health Sciences
- A cumulative grade point average of 2.0 with no grade below C counting towards graduation
- BSN students must earn a minimum of 30 nursing credit hours from Saint Luke's College of Health Sciences to meet residency requirement

BSN Coursework

Course Number	Course Title	Credit Hour(s)
N310	Pathophysiology	3
N312	Health Assessment and Promotion	4
N316	Introduction to Nursing	2
N318	Pharmacology	3
N320	Foundations of Professional Nursing	6
N322	Adult Health Nursing I	6
N324	Community and Mental Health Nursing	6
N405	Adult Health II	5
N412	Evidence-Based Practice in Nursing	2.5
N415	Maternal Child Nursing	5.5
N416	Gerontology	2
N435	Complex Care (7.5 weeks)	6
N440	Transition to Professional Practice (7.5 weeks)	5
N475	Nursing Leadership (7.5 weeks)	3
	2-Hour Elective	2 Credits
	TOTAL CREDITS	61 Credits

The BSN program has prerequisite requirements requiring coursework to follow a specific order. A 2-credit hour nursing elective course must also be taken prior to graduation. The nursing elective must be an approved elective as listed in the academic course catalog and it must be taken at Saint Luke's College of Health Sciences.

Registered Nurse to Bachelor of Science in Nursing Program (RN-BSN)

Mission

The RN-BSN provides quality education that builds on the RN's prior learning and nursing experience while recognizing their unique challenges when seeking a baccalaureate degree. The RN-BSN seeks to build on the strengths of the learner while supporting their developmental potential. Adult learning principles used throughout the curriculum facilitate meaningful learning that the student can use to impact their world immediately and in the long-term. The RN-BSN helps learners to transform their nursing practice by sharpening and improving critical thinking and reasoning, promoting leadership skills that enhances personal and professional possibilities, lifelong learning, developing lifelong professional relationships, and feeling a sense of pride and accomplishment.

RN-BSN Academic Requirements

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

- Completion of the 120 hours of the required program of study for the BSN degree
- Completion of a maximum of 36 nursing credit hours transferred from an associate or diploma program

- Completion of up to 54 credit hours of general education coursework to include statistics, ethics and nutrition
- Completion of the 30 semester hours of nursing coursework within three years of enrollment at Saint Luke’s College of Health Sciences
- A cumulative grade point average of 2.0 with no grade below C counting towards graduation
- RN-BSN students must earn a minimum of 30 credit hours from Saint Luke’s College of Health Sciences to receive a degree from Saint Luke’s College of Health Sciences and to meet residency requirements

RN-BSN Coursework

Course Number	Course Title	Credit Hour(s)
N393*	Student Success Strategies	1
N401	Role Development and Professional Issues	3
N411	Introduction to Evidence-Based Practice	3
N457	Pharmacology for the RN	3
N482	Community/Public Health Theory	3
N484**	Community/Public Health Clinical Project	3
N485	Assessment for the Professional Nurse	3
N487	Pathophysiology for the RN	3
N489	Informatics	3
N499	Organizational and System Leadership	3
NXXX	Elective/Directed Study	2
	TOTAL CREDITS	30 Credits

*N393 is taken the first semester of the program. **This course includes clinical placement.

The BSN program has prerequisite requirements requiring coursework to follow a specific order. A 2-credit hour nursing elective course must also be taken prior to graduation. The nursing elective must be an approved elective as listed in the academic course catalog and it must be taken at Saint Luke’s College of Health Sciences. Courses are not offered every semester. An academic advisor will develop your individualized plan of study.

Graduate Program

Master of Science in Nursing (MSN)

Mission

Saint Luke’s College of Health Sciences graduate nursing program focuses on discovery, scholarship, leadership and practice that meets societal needs for advanced nursing practice for diverse populations in diverse settings. The graduate nursing program provides a rigorous academic curriculum with rich and varied clinical opportunities.

Program Goals

1. To prepare advanced practice nurses as nurse leaders who provide safe, competent care to diverse populations in primary and/or acute care settings.
2. To prepare nurse educators as nurse leaders who facilitate learning and are competent in teaching, curriculum development and evaluation.

Program Outcomes

1. Students will successfully graduate within their cohort time frame
2. Students express satisfaction with the MSN program
3. The MSN faculty maintain subject matter expertise
4. Students successfully pass their specific certification examination
5. Students will obtain employment after graduation

Student Outcomes

At the completion of the program, the graduate will be able to:

1. Incorporate scientific and theoretical concepts from nursing and other relevant disciplines to improve nursing practice in a variety of settings
2. Exhibit organizational and system leadership skills to promote ethical, safe and high-quality patient care
3. Contribute to improvement and safety in health care organizations using validated instruments, methods and quality improvement measures
4. Incorporate research to guide clinical decisions, patient education and professional practice
5. Use appropriate technology while engaging in care management, collaboration, education and decision making
6. Advocate for consumers and interprofessional health team members through policy development and implementation
7. Collaborate effectively as an interprofessional team member or leader to facilitate care for individuals and populations in diverse settings

MSN Graduate Degree Requirements

Master of Science in Nursing students must complete the following requirements:

- Complete the prescribed credit hours for the chosen MSN track
- Earn a minimum cumulative GPA of 3.0
- Students may repeat a course only one time. Students are allowed to repeat a maximum of two courses.

AG-ACNP Full-Time Sample Course Sequence

Course Number	Course Title	Credit Hour(s)
Semester I		
N502	Professional Roles, Quality and Safety for Advanced Nursing Practice	3
N505	Theoretical Foundations in Nursing Practice	3
N565	Advanced Pathophysiology and Disease States	3
Semester II		
N515	Policy, Organization and Leadership	3
N545	Advanced Health Care Research	3
N575	Advanced Pharmacology	3
Semester III		
N520	Advanced Acute Care Immersion I (4-day/30-hour On-Campus Requirement)	1
N523	Advanced Acute Care Topics	1
N525	Health Promotion, Health Protection, and Disease Prevention	3
N595	Advanced Health Assessment and Physical Diagnosis	3
Semester IV		
N530	Informatics for Advanced Nursing Practice	2
N580	Adult-Gerontology Acute Care I Diagnostics and Intervention	4
N582	Adult-Gerontology Acute Care I Diagnostics and Intervention Practicum (200 Practicum Hours)	2
Semester V		
N680	Adult-Gerontology Acute Care II Diagnostics and Intervention	4
N682	Adult-Gerontology Acute Care II Diagnostics and Intervention Practicum (200 Practicum Hours)	2
N696	Applied Statistics for Advanced Nursing Practice	3
Semester VI		
N620	Advanced Acute Care Immersion II (4-day/30-hour On-Campus Requirement)	1
N781	Adult-Gerontology Acute Care III Diagnostics and Intervention	3
N782	Adult Gerontology Acute Care III Diagnostics and Intervention Practicum (200 Practicum Hours)	2
	TOTAL CREDITS	49 Credits

This is a sample plan of study. The courses can vary depending on a student's transferred credit. Please work with the MSN advisor to complete your plan of study.

Family Nurse Practitioner (FNP) Full-Time Sample Course Sequence

Course Number	Course Title	Credit Hour(s)
Semester I		
N502	Professional Roles, Quality and Safety for Advanced Nursing Practice	3
N505	Theoretical Foundations in Nursing Practice	3
N565	Advanced Pathophysiology and Disease Status	3
Semester II		
N515	Policy, Organization and Leadership	3
N545	Advanced Health Care Research	3
N575	Advanced Pharmacology	3
Semester III		
N525	Health Promotion, Health Protection, and Disease Prevention	3
N595	Advanced Health Assessment and Physical Diagnosis	3
N526	Family Nurse Practitioner Immersion I (2-day On-Campus Experience)	0.5
N696	Applied Statistics for Advanced Nursing Practice	3
Semester IV		
N571	Family Nurse Practitioner I: Diagnostics and Intervention	6
N572	Family Nurse Practitioner I: Diagnostics and Intervention Practicum (100 Practicum Hours)	1
N530	Informatics for Advanced Nursing Practice	2
Semester V		
N771	Women's and Child Health for FNP: Diagnostics and Intervention	4
N774	Family Nurse Practitioner II: Diagnostics and Intervention Practicum (200 Clinical Hours)	2
Semester VI		
N560	Mental Health for Family Nurse Practitioners	3
N773	Family Nurse Practitioner III Diagnostics and Intervention Practicum (300 Practicum Hours)	3
N625	Family Nurse Practitioner Immersion II (2-day On-Campus Experience)	0.5
	TOTAL CREDITS	49 Credits

This is a sample plan of study. The courses can vary depending on a student's transferred credit. Please work with the MSN advisor to complete your plan of study.

Nurse Educator Program (NE) Full-Time Sample Course Sequence

Course Number	Course Title	Credit Hour(s)
Semester I		
N502	Professional Roles, Quality and Safety for Advanced Nursing Practice	3
N505	Theoretical Foundations in Nursing Practice	3
N565	Advanced Pathophysiology and Disease States	3
Semester II		
N515	Policy, Organization and Leadership	3
N545	Advanced Health Care Research	3
N575	Advanced Pharmacology	3
Semester III		
N525	Health Promotion, Health Protection, and Disease Prevention	3
N595	Advanced Health Assessment and Physical Diagnosis	3
N596	Advanced Health Assessment and Physical Diagnosis Practicum (100 Practicum Hours)	1
Semester IV		
N681	Educational Theories & Conceptual Foundations of Nursing Education	3
N685	Instructional Strategies	3
N698	Teaching Practicum and Role Development for the Nurse Educator I	1
N696	Applied Statistics for Advanced Nursing Practice	3
Semester V		
N703	Curriculum Design for Nursing Education	3
N783	Educational Assessment and Evaluation Methods	3
N700	Teaching Practicum and Role Development for the Nurse Educator II	1
N799	Capstone in Nursing Education	1
N704	Clinical Management for Nurse Educators	2
	TOTAL CREDITS	45 Credits

This is a sample plan of study. The courses can vary depending on a student's transferred credit. Please work with the MSN advisor to complete your plan of study.

Advanced RN-BSN Option

With the advanced RN-BSN option, undergraduate RN-BSN students seeking to enroll in one of our MSN tracks have an opportunity to complete selected master's degree courses for credit in both the BSN and MSN programs. This opportunity allows students to potentially finish the master's at an accelerated pace, reducing both time and cost to completion. Certain restrictions apply. See RN-BSN advisor for details.

Admissions

Completed application packets will be reviewed on a schedule as determined by the College. Fulfillment of minimum admission criteria does not guarantee admission to the College.

The following minimum admission criteria are considered by the admissions committee in the selection of students for each program:

Associate of Science in Medical Assisting Admissions Process

Step One

You may start an application if you are:

- 18 years of age
- Eligible to work in the U.S.
- Graduated from a regionally accredited high school with a 2.0 GPA or better (GED or HiSET also accepted). Home-schooled students must provide proof of a GED or HiSET exam
- Transfer in good standing from a regionally accredited university/college with at least 12 credit hours completed with a C or better

Step Two

Prior to your start date, you must provide the following to the admissions office:

- Send back your signed acceptance letter
- Send your official transcripts to Saint Luke's College of Health Sciences, Office of Admissions, 624 Westport Road, Kansas City, MO 64111 OR have the issuing institution send transcripts via a secure email to admissions@saintlukescollege.edu
- Transferring college students must send official transcripts from regionally accredited university/college to Saint Luke's College of Health Sciences, Office of Admissions, 624 Westport Road, Kansas City, MO 64111 OR have the issuing institution send transcripts via a secure email to admissions@saintlukescollege.edu
- Schedule an on-site computer proficiency examination and demonstrate 80 percent proficiency in basic computer concepts and applications on assessment or have successfully completed a college-level computer applications class

Step Three

The medical assisting program requires educational experiences in clinical settings. In order to be clinically compliant, students must complete the following requirements by the last day of your first semester through your CastleBranch account. CastleBranch is the College's portal for clinical readiness documentation.

During the first two weeks of class, we will walk you through creation of your CastleBranch account which includes a background check and drug screen. You must pass both the background check and drug screen in order to continue in the program.

See Clinical Readiness Admissions and Progression Requirements section of the catalog for full definitions and details on the requirements below.

Students must complete the following requirements **during the first two weeks** of the program through CastleBranch:

- Alcohol and Drug Testing
- Criminal Background Check
- Health Insurance Coverage
- Hold Harmless Agreement
- Latex Allergy
- Student Clinical Site Consent Form
- Saint Luke’s Health System Confidentiality Statements
- Technical Standards Document
- BLS Affirmation
- Required immunization documentation must be completed **by the last day of your first semester** through CastleBranch
- CPR Certification must be completed by the **start of your third semester** through CastleBranch

Associate of Arts in Allied Health Admissions Process

Step One

You may start an application if you meet **one** of the following requirements:

- Graduated from a regionally accredited high school with a 2.0 GPA or better (GED or HiSET also accepted). Home-schooled students must provide proof of a GED or HiSET exam
- Transfer in good standing from a regionally accredited university/college with at least 12 credit hours completed with a C or better

Students not meeting requirements may be admitted as a non-degree seeking student until the student successfully completes 12 credit hours with a minimum 2.0 GPA; at which point, the student will be fully admitted to the program.

Step Two

Two weeks prior to your start date, you must provide the following to the admissions office:

- Send back your signed acceptance letter
- Send your official transcripts to Saint Luke’s College of Health Sciences, Office of Admissions, 624 Westport Road, Kansas City, MO 64111 OR have the issuing institution send transcripts via a secure email to admissions@saintlukecollege.edu
- Transferring college students must send official transcripts from regionally accredited university/college to Saint Luke’s College of Health Sciences, Office of Admissions, 624 Westport Road, Kansas City, MO 64111 OR have the issuing institution send transcripts via a secure email to admissions@saintlukecollege.edu
- Schedule an on-site computer proficiency examination and demonstrate a proficiency at 80% or higher

Associate of Science in Allied Health Admissions Process

Step One

You may start an application if you meet **one** of the following requirements:

- Graduated from a regionally accredited high school with a 2.0 GPA or better (GED or HiSET also accepted). Home-schooled students must provide proof of a GED or HiSET exam
- Transfer in good standing from a regionally accredited university/college with at least 12 credit hours completed with a C or better

Students not meeting requirements may be admitted as a non-degree seeking student until the student successfully completes 12 credit hours with a minimum 2.0 GPA; at which point, the student will be fully admitted to the program.

Step Two

Two weeks prior to your start date, you must provide the following to the admissions office:

- Send back your signed acceptance letter
- Send your official transcripts to Saint Luke's College of Health Sciences, Office of Admissions, 624 Westport Road, Kansas City, MO 64111 OR have the issuing institution send transcripts via a secure email to admissions@saintlukescollege.edu
- Transferring college students must send official transcripts from regionally accredited university/college to Saint Luke's College of Health Sciences, Office of Admissions, 624 Westport Road, Kansas City, MO 64111 OR have the issuing institution send transcripts via a secure email to admissions@saintlukescollege.edu
- Schedule an on-site computer proficiency examination and demonstrate a proficiency at 80% or higher

Bachelor of Science in Nursing (BSN) Admissions Process

Completed applications will be reviewed on a schedule as determined by the College. Fulfillment of minimum admission criteria does not guarantee admission to the College.

Step One

You may start an application if you:

- Have at least 36 of the 63 prerequisite credit hours.
- Have completed two of the four required natural science courses (Anatomy with Lab, Chemistry with Lab, Microbiology with Lab, Physiology with Lab).
- Have the required science courses that are no older than five years.
- Have not repeated required natural science courses more than one time.
- Have a minimum grade of C in all prerequisite coursework.
- Have a minimum GPA of 2.7 in all prerequisite coursework.
- Have graduated from an accredited high school (GED and HiSET also accepted).
- Are a U.S. citizen or a U.S. Permanent Resident.

Step Two

Apply at nursingcas.org.

Visit nursingcas.org to complete your application. The following items are required to complete the application:

- Both a \$50 NursingCAS and a \$35 Saint Luke's College of Health Sciences application fee are required to complete application.
- Up-to-date transcripts should include Advanced Placement (AP), College Level Examination Program (CLEP), and International Baccalaureate (IB) credits.
- Home-schooled students must provide proof of a GED or HiSET exam.
- A resume reflecting qualifications, work and volunteer experience.
- If you have been enrolled in another nursing program, you must provide a letter from the dean/nursing program director on official college letterhead verifying reasons for withdrawal/dismissal and eligibility for readmission

Step Three

If you are accepted, you must provide the following to the admissions office prior to your orientation date. Some requirements will be ongoing and monitored through CastleBranch. See the Clinical Readiness Admissions and Progression Requirements catalog section for

complete details. You must pass both the background check and drug screen in order to continue in the program.

- Immunizations
- Alcohol and Drug Testing
- CNE/KCANE Confidentiality Statement
- CNE Clinical Examination
- Color Blindness Screening
- CPR Certification
- Criminal Background Check
- Health Insurance
- Latex Allergy Form
- Saint Luke's Health System Confidentiality Statement
- Student Clinical Site Consent Form

Step Four

- Once you have been accepted, you will be required to complete all other onboarding requests as outlined in your acceptance packets.

BSN Admissions Selection Process

Following the review of the application by the College, **one** of the following decisions are made:

- The applicant is accepted for conditional admission. Any acceptance is contingent upon completion of all requirements.
- The applicant is placed numerically on a stand-by list.
- The applicant is denied for admission.
- The admissions office notifies applicants of acceptance into the program. As spaces become available, applicants from the standby list are accepted according to their placement on the list.
- Applicants selected for admission to the BSN degree must:
 - » Notify program of acceptance or refusal of the admission offer.
 - » Submit a \$400, non-refundable deposit to guarantee their placement. This deposit will be applied toward tuition.

Licensure

Each State Board of Nursing requires licensure in order to practice as a registered nurse. PLEASE NOTE: A misdemeanor and/or felony conviction may affect a graduate's ability to sit for the NCLEX-RN® or attain state licensure. It is the student's responsibility to contact and verify with the State Board of Nursing whether or not he or she will be able to apply for licensure and take the NCLEX-RN®. The College does not control whether or not a student receives Registered Nurse licensing upon completion of the BSN program.

General Education Course Requirements for BSN Program

All general education credits must be completed prior to enrollment in the College's nursing program. This can be achieved by completing all required prerequisites at another college or university or by completing all prerequisites at Saint Luke's College of Health Sciences.

Prerequisites for Upper Division Nursing Coursework

The first 63 credit hours of coursework, including all program prerequisite courses, are completed at nationally/regionally accredited* institution(s) of your choice. Students then complete 61 hours of nursing courses to earn a Bachelor of Science in Nursing degree from Saint Luke's College of Health Sciences.

General Education Support Core Courses	Minimum Credit Hours	Saint Luke's College of Health Sciences Equivalent	Credit Hours
Chemistry/lab	3-4	CHEM 105 Principles of Chemistry with Lab	4
College Algebra or Higher-level Mathematics	3	MATH 165 College Algebra	3
English I	3	ENGL 130 Written Communication for Health Professionals	3
English II	3	ENGL 150 Professional Communication in Health	3
Ethics/Logic/Philosophy/Values	3	HUMS 145 Medical Ethics: Decision Making Under Uncertainty	3
General Psychology	3	PSYC 145 Sociocultural Approaches to Health Psychology	3
History/Govt/Economics	3	HIST 120 History of Health and Medicine in the United States	3
Human Anatomy/Lab	3-4	BSCI 225 Anatomy and Physiology I with Lab	4
Human Physiology/Lab	3-4	BSCI 235 Anatomy and Physiology II with Lab	4
Human Development/Developmental Psychology	3	PSYC 225 Human Growth and Development	3
Introduction to Sociology/Cultural Anthropology	3	SOCI 140 Medical Sociology	3
Microbiology/Lab	3-4	BSCI 250 Microbiology with Lab	3
Nutrition	3	CHEM 202 Nutrition for Health Professionals	3
Speech/Oral Communication	3	COMM 110 Oral and Interpersonal Communication in Health	3
Statistics	3	MATH 207 Biostatistics	3
Open Elective (major/non-major courses)	17-21	Open Electives	15
Total Credits Required	63		63

Students who have earned an Associate of Arts or an Associate of Science or bachelor's degree from a nationally/regionally accredited* institution are eligible for a waiver of the open elective requirements. Science courses must be taken no more than five years prior to admission into the College.

*Accreditation must be awarded from an agency recognized by the Council for Higher Education Accreditation and/or U.S. Department of Higher Education.

Registered Nurse to Bachelor of Science in Nursing (RN-BSN) Admissions Process

Step One

You may start an application if you:

- Have an active unencumbered nursing license in the state where you practice
- Are a U.S. citizen or a U.S. Permanent Resident

Step Two

Apply at nursingcas.org.

The following items are required to complete the application:

- Both a \$50 NursingCAS and a \$35 Saint Luke's College of Health Sciences application fee are required to complete the application
- Up-to-date transcripts should include Advanced Placement (AP), College Level Examination Program (CLEP), and International Baccalaureate (IB) credits. If you have a transcript from outside the United States, it must be evaluated by the World Education Service www.wes.org or from Educational Credential Evaluators, Inc. (ECE) www.ece.org
- Provide documentation of your active unencumbered nursing license in the state where you practice

RN-BSN Admissions Selection Process

- Application packets will be reviewed by the College as soon as the application is complete. Fulfillment of minimum admission criteria does not guarantee admission to the College.
- Following the review of the application, the admissions office will make one of the following decisions:
 - » The applicant is accepted for admission. Any acceptance is contingent upon completion of all requirements.
 - » The applicant is denied for admission.
- The admissions office notifies applicants of acceptance/denial into the RN-BSN program.

RN-BSN General Education Course Requirements

General Education Courses Requirements* Prerequisites for Upper Division Nursing Coursework	Credit Hours
Credit Hours	54-60
General Education courses must include Statistics, Ethics and Nutrition	54-60
Associate Degree/Diploma courses	30-36
Mandatory Saint Luke's College of Health Sciences RN-BSN courses	30
Total for RN-BSN	120

*Requirements vary based on previous classes.

Master of Science in Nursing (MSN) Admissions Process

Adult-Gerontology Acute Care Nurse Practitioner (AG-ACNP)

Family Nurse Practitioner (FNP)

Nurse Educator (NE)

Step One

You may start an application if you:

- Have a Bachelor of Science in Nursing (BSN) or Master of Science in Nursing (MSN) from a Commission on Higher Education Accreditation (CHEA) recognized institution nursing program accredited by CCNE or ACEN.
- Have a minimum cumulative GPA of 3.0
- Have an active unencumbered nursing license in the state where you practice.
- *AG-ACNP/NE Post-Graduate Certificate or FNP Second MSN Only:* Master of Science in Nursing degree from a nursing program accredited by CCNE or ACEN and regionally accredited institution of higher learning.
- *AG-ACNP Post-Graduate Certificate Applicants Only:* Must also have a current board certification as an advanced practice nurse.

Step Two

Apply at nursingcas.org.

The following items are required to complete the application:

- Both a \$50 NursingCAS and a \$35 Saint Luke's College of Health Sciences application fee are required to complete application.
- Official transcripts are required from all universities or colleges and other post-secondary educational institutions attended.
- Current resume/CV including detail of responsibilities and specific job experience.
- Three professional letters of recommendation sent directly to the admissions office from current or previous supervisors, prior nursing faculty, or other individuals who can address your clinical knowledge, skill and prospective aptitude for success within a graduate program of study. Letters may not come from direct peers or family members.
- Personal statement (400 to 800 words) addressing the following:
 - » Discuss why you want to pursue your specialty of choice
 - » Describe how your past and/or ongoing work experience will enhance your experience in this program
 - » State your goals/plans upon completion of the degree

Step Three

If you are accepted, you must provide the following to the admissions office prior to your first day of class, or you will be dropped from the program. You may reapply for the next semester. Some requirements will be ongoing and monitored through CastleBranch. See the Clinical Readiness Admissions and Progression Requirements catalog section for complete details.

- Alcohol and Drug Testing
- Criminal Background Check
- Immunizations
- CNE Clinical Examination
- CNE/KCANE Confidentiality Statement
- Color Blindness Screening

- CPR Certification
- Health Insurance
- Latex Allergy Form
- Saint Luke's Health System Confidentiality Statement
- Student Clinical Site Consent Form

Clinical Readiness Admissions and Progression Requirements

Given the nature of clinical programs, access to patient information and providing care to patients; some programs have additional requirements. Please refer to the requirements listed in the admission section specific to your program of the catalog.

Immunization Documentation

All immunization documentation must show your name, date and be verified by a medical provider. *What do you do if you can't find your records?* In general, both children and adults will need to repeat some vaccines. For a few vaccines, blood tests can help determine if you are already immune to certain diseases.

Measles (Rubeola), Mumps, Rubella, Varicella (Chicken Pox)

Submit **one** of the following requirements for each of these four vaccinations:

- Vaccination series: Two vaccinations at least 28 days apart OR
- Serological proof of immunity
Positive (+) IgG titers for each of these four vaccinations: *Measles (Rubeola), Mumps, Rubella, AND Varicella (Chicken Pox)*
 - If your titer is negative or equivocal, an alert will be created in CastleBranch and you will need to complete the vaccination series. (See vaccination series information in the first bullet.)
 - A post-vaccination titer is not required, but if one is done which results in a non-immune status, check with your practitioner to determine next steps and receive documentation of recommendations from that health care provider.

Tetanus, Diphtheria & Pertussis (TDaP)

Submit **one** of the following requirements:

- Documentation of a TDaP booster within the past 10 years OR
- Evidence of one dose of TDaP and a TD booster within the past 10 years

TB Skin Test

You must submit proof of the absence of active Tuberculosis (TB). An initial 2-step TB skin test (TST) or IGRA (blood test for TB) will be required before starting the programs. TB testing is required annually and students must remain in compliance throughout the program.

TB Testing for Incoming Students:

- Complete an IGRA (blood test for TB) OR
- 2-step screening as follows:
 1. If the first TB Skin test (TST) is positive (+) — an individual is considered infected.
 - » You will then need to have a chest x-ray and signs/symptoms questionnaire to rule out active Tuberculosis.
 2. If first TST is negative (-) — complete a second TST 1-3 weeks later. If the second TST is completed more than three weeks after the first TST, the student will have to restart the 2-step screening.

- » If a second TST is positive (+) — an individual is considered infected.
 - a) You will then need to have a chest x-ray and signs/symptoms questionnaire to rule out active Tuberculosis.
 - b) If the second TST is negative (-) it is considered a negative (-) baseline.

Note

- Be aware if receiving a live virus immunization (such as Varicella, MMR or Flu), you will need your TST done the same time or wait four weeks.
- TB Screening compliance must remain current throughout the program.
- A chest x-ray is not permitted instead of TB Screening.
- Refer to the College’s policy for documentation of TB Screening.

Hepatitis B

Submit **one** of the following requirements:

- Documentation of Immunization: A series of three vaccines over six months followed by a post-series surface antibody titer at least 4-8 weeks after the last vaccine is given.
 1. If Hepatitis B titer is negative after the initial series of three vaccines:
 - » Receive one additional vaccine
 - » Complete a surface antibody titer within 4-8 weeks.
 - If the titer is positive, no further action is needed.
 - If the titer is still negative, receive the 2nd and 3rd vaccines in the second series and receive a Hepatitis B surface antigen test to determine if an infection is present.
 - » After the 3rd dose of the second series, re-titer within 4-8 weeks, and if still negative, an individual is considered a “non-responder.”
 2. Hepatitis B Declination Waiver: Although not recommended, you have the option to decline Hepatitis B. The declination is available to download from the CastleBranch website. The signed declination form must be submitted to CastleBranch.
 3. If you are in the process of Hepatitis B series vaccination, you must submit the Hepatitis B Declination Waiver.

Influenza

- Documentation of a flu shot must be submitted yearly by the due date defined by the College.
- Documentation must be dated and signed by a medical professional.
- Vaccination is required annually and individuals must remain in compliance throughout the nursing program.

Students do not have the option to decline a flu vaccine.

Other REQUIRED Documentation

All documentation must show your name, be dated, and be legible.

Alcohol and Drug Testing

It is the College policy to maintain an alcohol and drug-free workplace. Students will be tested for illegal substances after an admissions offer is made. Students who test positive on their drug screenings are not allowed to participate in any clinical rotations at any Saint Luke’s Health System affiliated institutions and the admissions offer will be rescinded.

Students who test positive for an illegal substance and are therefore not allowed to start the program may reapply for the next available start date. A new drug screening will be

administered after an admissions offer is made. Applicants who provide an abnormally diluted sample will be required to repeat the drug test (retest).

The College and clinical sites reserve the right to reject the participation of any student based on the results of the screenings and the immunizations or the background check.

Color Blindness Screening

- Submit documentation of a color blindness screening dated and verified by a medical professional
- Screenings must be completed using a Color Blindness test that is approved by an Ophthalmologist (i.e., Ishihara's Test)
- This can be performed at the College at the front desk

CPR Certification

- Submit documentation of Basic Life Support (BLS) for Health Care Professionals through the American Heart Association
- Courses for lay rescuers such as "Heartsaver" are not acceptable
- Certification must be renewed every two years and individuals must remain in compliance throughout the nursing program
- eCards are acceptable
- To find an American Heart Association BLS for Health Care Professionals course, go to www.cpr.heart.org, and click on "find a course," then select "courses for health care professionals," and choose BLS

CNE/KCANE Confidentiality Statement

- Download from the CastleBranch website, print, read and submit a signed copy of the CNE/KCANE Confidentiality Statement
- This must be updated annually while enrolled in the program

CNE Clinical Examination

The student will be provided information on how to access the CNE Clinical Examination through D2L.

- Students must achieve a score of 90% or above
- The certificate provided upon successful completion of the CNE Clinical Examination must be uploaded
- The documentation must show the student's name, the date the test was taken and the score achieved
- This must be updated annually while enrolled in the program

Criminal Background Check Information

The background check is conducted by a qualified agency. All costs related to the background checks are the responsibility of the student. The background check shall include the following:

- Family Care Safety Registry
- Caregiver Background Screening (which authorizes a criminal background check from the Missouri State Highway Patrol, a DMH Employee Disqualification Registry Report and DHSS Employee Disqualification List Report) or another clinical partner, which completes the three agency check
- Missouri Highway Patrol Criminal Background Check
- Kansas Criminal Background Check
- Other State Criminal Background Check (previous residences other than MO/KS in the

past ten years)

- Missouri Department of Health and Senior Services Employee Disqualification List
- Missouri Department of Mental Health Disqualification Registry Report
- Office of the Inspector General
- General Services Administration/Excluded Parties List System
- Missouri Sex Offender Registry Nationwide Record Indicator Alias with SOI
- Kansas Bureau of Investigation Registered Sex Offenders List Nationwide Record Indicator Alias with SOI
- Other State or National Sex Offender List (previous residences other than MO/KS) Nationwide Record Indicator Alias With SOI
- Name, Social Security Number and Address Verification Social Security Alert
- United States Treasury – SDN and Blocked Persons List Web Site
- Employment Verification Separation and Re-Employment Verification Employment

After conducting the background check, students who have been involved in any of the following activities in the seven years before applying for the program may not be allowed access to clinical sites. Consequently, the prospective student's admissions may be rescinded if:

1. The student has been convicted of any felony; or
2. The student has been convicted of any misdemeanor involving violence, sexual misconduct, theft or computer crimes, fraud or financial crimes, drug distribution, or crimes involving unlawful possession of a dangerous weapon.

The College can initiate a criminal background check for any student at any time. Refusal by the student to submit to the background check may result in the student's dismissal from the program.

Health Insurance

Submit **one** of the following requirements:

- *A copy of your health insurance card showing your name.*
 - » If your name is not listed on the card, verification of coverage from the insurance company is required. Contact your insurance company for documentation of verifying coverage.
 - » By submitting a copy of your health insurance card, you acknowledge and understand that you are responsible for the costs of medical expenses related to injuries at the College or in the clinical setting.
- *Signed Health Insurance Waiver. Please meet with the clinical readiness coordinator to obtain this form.*
 - » The Health Insurance Waiver form must be signed, dated and uploaded to CastleBranch.
 - » By submitting the Health Insurance Waiver form, you acknowledge and understand that you are responsible for the costs of medical expenses related to injuries at the College or in the clinical setting.
 - » *MSN program only:* Signing the Health Insurance Waiver form may prevent you from attending clinical rotations at certain clinical sites, contact the clinical readiness coordinator for more information

Hold Harmless Agreement

Download from the CastleBranch website, print, read and upload a signed copy of the Hold Harmless Agreement form.

Latex Allergy Form

- Download from the CastleBranch website, print, read and upload a signed copy of the Latex Allergy Policy form.
- Please immediately contact the Clinical Readiness Coordinator and the Director of the program for further required documentation if you have an allergy to Latex.

Student Clinical Site Consent Form

Download from the CastleBranch website, print, read and upload a signed copy of the Student Clinical Site Consent form.

Saint Luke's Health System Confidentiality Statement

- Download from the CastleBranch website, print, read and upload a signed copy of the Saint Luke's Health System Confidentiality Statement.
- This must be updated annually while enrolled in the program.

Technical Standards Document

Download from the CastleBranch website, print, read and upload a signed copy of the Technical Standards Document.

MSN program disclaimer: Certain clinical sites may require additional requirements not listed in this document, contact the clinical readiness coordinator for more information.

The Office of Admissions Code of Conduct

Saint Luke's College of Health Sciences code of conduct and ethical standards is a guideline for all admissions personnel and how they are expected and required to conduct business. Failure to abide by this code of conduct is grounds for disciplinary action and may include termination for repeated and egregious offenses.

1. Student recruitment, enrollment, and admissions duties will be conducted in an ethical and professional manner and in keeping with organizational policies and procedures as well as relevant accreditation requirements.
2. Student recruitment, enrollment and admissions duties will be geared toward the enrollment of qualified applicants who are likely to complete and benefit from the training provided by the school and not geared toward enrolling students simply to obtain enrollments.
3. Student recruitment and admissions personnel will only provide truthful and accurate statements, descriptions and explanations regarding the school and its personnel, training, facilities, equipment, services and accredited status.
4. Student recruitment and admissions personnel will work to ensure that students are fully informed and able to make considered enrollment decisions without undue pressure.
5. Student recruitment and admissions personnel will only assist prospective students in the areas that fall within the purview of their position and will not assist prospective students in admissions testing or alter or falsify any enrollment documents or required test scores.
6. Student recruitment and admissions personnel will not make explicit or implicit promises of employment or exaggerated statements regarding employment or salary prospects to prospective students.
7. Student recruitment and admissions personnel will participate in relevant training provided by the school to enhance their skills as school representatives.
8. Student recruitment and admissions personnel will not assist prospective students in

providing false or misleading information on any application.

9. Student recruitment and admissions personnel will not recruit prospective students in or near welfare offices, unemployment lines, food stamp centers, homeless shelters, or other circumstances or settings where such persons cannot reasonably be expected to make informed and considered enrollment decisions.
10. Student recruitment and admissions personnel will not discredit other schools or influence any student to leave another school by: falsely imputing to another school dishonorable conduct, inability to perform contracts, or questionable credit standing; making other false representations; falsely disparaging the character, nature, quality, value, or scope of another school's program of instruction or services; or demeaning another school's students.
11. Read, understand, and comply with company policies and procedures included in the employee handbook, school catalog, admissions policies & procedures manual, and admissions training manual.

Business Office

2019–2020 Tuition and Fees

Standard tuition rates are set on an annual basis and apply to all students. Tuition and fee rates are effective July 1 for the 2019-20 Academic Year. The tuition rates are assessed on a per-credit hour basis unless otherwise noted. Fees are assessed on a per-semester basis unless otherwise noted. Approximate academic year and program costs are based on current academic year tuition and fee rates.

Associate of Science in Medical Assisting Flat Rate Tuition (12-16 credit hours)	
Flat-Rate Tuition Per Semester (12-16 credit hours)	\$3,600
Technology Fee Per Credit Hour	\$25
Library Fee Per Semester	\$25
Student Activity Fee Per Semester	\$25
Approximate Total Program Cost for Flat-Rate Tuition (12-16 credit hours)	\$16,000

Associate of Science in Medical Assisting Tuition Per Credit Hour (less than 12 hours a semester or more than 16)	
Tuition Per Credit Hour (less than 12 hours a semester or more than 16)	\$300
Technology Fee Per Credit Hour	\$25
Library Fee Per Semester	\$25
Student Activity Fee Per Semester	\$25
Approximate Total Program Cost (less than 12 hours a semester)	\$20,000

Associate of Science in Allied Health	
Allied Health Tuition Per Credit Hour	\$300
Technology Fee Per Credit Hour	\$25
Library Fee Per Semester	\$25
Student Activity Fee Per Semester	\$25
Approximate Total Program Cost	\$20,000

Bachelor of Science in Nursing (BSN)		
	Fall and Spring Semesters	Summer Semester
Nursing Tuition Per Credit Hour	\$511	\$511
Health Fee Per Semester	\$104	\$42
Student Activity Fee Per Semester	\$104	n/a
Library Fee Per Semester	\$78	\$35
Laboratory/Technology Fee Per Semester	\$617	\$35
Instructional Resource Fee Per Semester	\$200	n/a
Approximate Total Program Cost	\$36,500	

Registered Nurse to Bachelor of Science in Nursing (RN to BSN)	
RN-BSN Tuition Per Credit Hour	\$466
Technology Fee Per Credit Hour	\$60
Library Fee Per Semester	\$78
Approximate Total Program Cost	\$16,500

Master of Science in Nursing: Adult Gerontology-Acute Care Nurse Practitioner (AG-ACNP), Family Nurse Practitioner (FNP) and Nurse Educator (NE)	
MSN Tuition Per Credit Hour	\$603
Technology Fee Per Credit Hour	\$93
Library Fee Per Semester	\$78
Clinical Course Fee Per Credit Hour	\$61
Approximate Total Program Cost	\$33,500

AG-ACNP and NE Post-Graduate Certificates and FNP Second Master's	
Post-Graduate Tuition Per Credit Hour	\$603
Technology Fee Per Credit Hour	\$93
Library Fee Per Semester	\$78
Clinical Course Fee Per Credit Hour	\$61
Approximate Total Program Cost	\$14,500

Comprehensive Fee Schedule

Policies referenced in the Comprehensive Fee Schedule are available in the student catalog.

1. Tuition Rates and Required Fees

Standard tuition rates are set on an annual basis and apply to all students. Tuition and fee rates are effective July 1 for the 2019-20 Academic Year. The tuition rates are assessed on a per-credit hour basis unless otherwise noted. Fees are assessed on a per-semester basis unless otherwise noted. The same tuition and fee rate is charged regardless of a student's residency status. Approximate academic year and program costs are based on current academic year tuition and fee rates.

Program	Tuition Rate
Allied Health	\$300
Medical Assisting	\$300
BSN	\$511
RN-BSN	\$466
MSN	\$603
MSN Post-Graduate Certificates and Second Master's	\$603

Health Sciences Programs	Student Activity Fee	Library Fee	Technology Fee*
Allied Health	\$25	\$25	\$25

Nursing Programs	Student Activity Fee	Laboratory/Technology Fee	Instructional Resource Fee	Health Fee	Library Fee	Tech Fee*	Clinical Course Fee*	Graduation Fee
BSN	\$104	\$617	\$200	\$104	\$78			\$326
BSN Summer Semester Only		\$35		\$42	\$34			
RN-BSN					\$78	\$60		\$326
MSN					\$78	\$93	\$61	\$326
MSN Post-Graduate Certificates and Second Master's					\$78	\$93	\$61	\$326

*Calculated Per-Credit Hour

2. Medical Assisting Lab Fees

The following individual lab fees, in addition to the tuition rates and other fees, are assessed per student.

Course Name	Amount
MAST 105	\$150
MAST 120	\$75
MAST 200	\$50
MAST 210	\$40
MAST 170	\$75
MAST 245	\$50
MAST 285	\$155

3. Returned Payment Fee

Each payment returned to the College is subject to a \$35 service charge.

4. Admissions Application Fees

Applicants may be required to pay additional fees through third party applications. All applicants are required to pay a non-refundable application fee of \$35 to Saint Luke's College of Health Sciences.

Admissions Application Fees	Amount
Medical Assisting	\$35
Allied Health	\$35

BSN	\$35
RN-BSN	\$35
MSN	\$35
MSN Post-Graduate Certificates and Second Master's	\$35

5. Acceptance Deposit

Incoming BSN students are required to pay an acceptance deposit. Acceptance deposits are applicable toward student tuition, nonrefundable and required upon notification of acceptance. The acceptance deposit is \$400.

6. Late Registration Fee

Students who register for a semester during late registration are subject to a one-time \$50 fee.

7. Department Credit Fees

Conditions for credit to be granted can be found in the College Catalog. Fees for credit are non-refundable and required upon registration

Credit Type	Amount
Credit by Exam Fee* (per exam)	\$100

8. Student ID Badge Card Fees

There is a \$25 non-refundable fee for badge replacements.

9. Diploma Replacement Fee

A College replacement diploma is provided upon request and for a fee. Total includes diploma cost and processing fee.

Original Diploma	Pickup	no charge
	U.S. Mail	no charge
	Expedited	\$30
Replacement Diploma	Pickup	\$35
	U.S. Mail	\$35
	Expedited	\$65

10. Approximate Book Costs

Approximate book costs are based on prices in the online bookstore offered by Saint Luke's College of Health Sciences and are costs for the program. Prices will vary based on enrollment and vendor.

Program	Approximate Cost
Medical Assisting	\$800
Allied Health	\$800
BSN	\$2,500
Saint Luke's Health System Employee RN-BSN	\$600
RN-BSN	\$600
MSN	\$2,000
MSN Post-Graduate Certificates and Second Master's	\$1,000

11. Auditing a Course

Enrolled and non-degree seeking students auditing a course are charged an auditing fee of \$50 per credit hour.

12. Other Estimated Program Expenses

There are additional expenses that students may be required to pay. These estimated expenses are paid to an external source and are not paid to the Saint Luke's College of Health Sciences.

Program	Expense	Cost
Medical Assisting	Uniforms	\$200
BSN	Uniforms	\$300
	Background/Drug Screen	\$140
	Licensure/Certification	\$200
MSN	Background/Drug Screen	\$135
	Licensure/Certification	\$300
MSN	Background/Drug Screen	\$135
Post-Graduate Certificates and Second Master's	Licensure/Certification	\$300

Refund of Tuition

Students who drop or withdraw from a course by the end of the add/drop period or who have a course canceled will receive a 100 percent refund of tuition charges and College fees, unless otherwise indicated in course materials.

15-Week Course

- Students who drop or withdraw from courses by the end of week three receive a 75 percent reduction in tuition charges.
- Students who drop or withdraw from courses by the end of week four receive a 50 percent reduction in tuition charges.
- Students who drop or withdraw from courses after week four pay the entire tuition charge.

7.5-Week Course

- Students who drop or withdraw from courses by the end of week two receive a 75 percent reduction in tuition charges.
- Students who drop or withdraw from courses by the end of week three will receive a 50 percent reduction in tuition charges.
- Students should also refer to the drop and/or withdraw policy to ensure they complete the requirements needed to drop/withdraw from a course(s).

Exceptions

Exceptions to the policy regarding tuition refunds may be made based on extraordinary circumstances. A student seeking an exception to the published tuition refund policy should immediately submit an appeal form to the business office for review. Decisions are made solely at the discretion of the business office and may be appealed to the chief student affairs officer as outlined in the Grievance Policy.

Return of Title IV Funds

Students receiving Title IV Federal Student Aid must consult the College's Return of Title IV Federal Student Aid policy and/or the financial aid office for information about the impact of withdrawal on student aid funding. This Tuition Refund Policy applies to the College charges discussed herein and does not relieve students and the College from obligations under Federal Student Aid regulations.

Tuition and Fees Petitions

A student may appeal tuition and fees by using the Tuition/Fees Petition form found online. This petition is a request for an exception to the Tuition Refund Policy. The tuition/fees appeal must be based on documented circumstances that were clearly beyond the student's control such as medical reasons, death in the immediate family, or College error. To file a petition, the student must complete and submit the Tuition/Fees Petition form along with supporting documentation to the business office. Types of required documentation may include doctor and hospital reports, legal documents, written statement/information from a relative or other official source as deemed appropriate by the business office.

Petitions and all supporting documentation must be received by the business office no later than the last day of exams for the semester in which the charge was assessed. The director of bursar operations will make a decision based on all pertinent documentation submitted and a review of College records. Notification of a decision will be sent in writing within 30 business days of receipt of the petition.

A student may appeal the initial decision made by the business office by contacting the chief student affairs officer as outlined in the Grievance Policy. This policy allows for committee and final presidential review. The decision made by the president is the final College determination on the matter.

Financial Administrative Withdrawals

Tuition and fees are due by the first day of class. A student may make arrangements to pay with financial aid, a payment plan, reimbursement, or any other payment method which has been approved by the business office. Failure to do so, may result in being administratively withdrawn from courses. Students will be administratively withdrawn on the first day of the term. All students have one week from the administrative withdrawal date to reactivate their student status and retain their academic standing. Students who have been withdrawn and wish to continue in their program will be required to re-enroll and meet the degree requirements in effect at the time of re-enrollment.

Procedure

The student is sent an administrative withdrawal warning via email one week prior to the scheduled action. If there is no resolution by day of the scheduled action date, the registrar's office is notified. An email explaining the circumstances for requesting the administrative withdrawal must be forwarded to the registrar, which is placed in the student's file. If a student is administratively withdrawn, charges will be reduced according to the published refund schedule. The administrative withdrawal can be authorized by either the chief financial officer or the director of bursar operations.

Return of Title IV Funds

Withdrawals may affect federal student financial aid. The Federal Return of Title IV Funds policy mandates that students who officially withdraw or unofficially withdraw from all classes may only be eligible for the financial aid they have “earned” up to the time of withdrawal. Some state and institutional programs require similar treatment. Financial aid funds that were disbursed in excess of the amount “earned” must be repaid. Calculations are done on a case-by-case basis after the withdrawal date is established. See the Return of Title IV Funds policy for details.

Appeal

A student may appeal in writing to the director of bursar operations for approval to pay tuition and fees after the due date in order to avoid an administrative withdrawal. Such an appeal should include the reasons for late payment and the student’s plan to bring their account back into good standing.

Financial Responsibility Agreement

Before a student can register for a term, they must electronically agree to or sign a hard copy of the Statement of Financial Responsibility. Students can accept the agreement through mySLC: Self-Service or in either the business office or registrar’s office. The Statement of Financial Responsibility is an acknowledgment of debt incurred when conducting registration activity. Regardless of how or when a student becomes registered for coursework, it is understood that they will agree to the financial terms and conditions found in the Saint Luke’s College of Health Sciences’ Statement of Financial Responsibility. The statement below will display in mySLC: Self-Service when the student logs in and they will be required to acknowledge the Statement in order to conduct registration activity.

“I understand and agree that my registration and acceptance of the terms of this Statement of Financial Responsibility constitutes a promissory note (i.e. a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Saint Luke’s College of Health Sciences is providing me educational services, deferring some or all of my payment obligations for those services, and I promise to pay for all assessed tuition, fees, and other associated costs by the published due date.

“I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.”

Financial Aid

Application Process

To receive federal financial aid you will need to first complete a Free Application for Federal Student Aid (FAFSA) found at www.fafsa.gov. This form can be completed online. The Department of Education sends a Student Aid Report (SAR) to both the student and the school. When the school receives your SAR, we can begin to determine the amount of aid you are eligible to receive.

Entrance Counseling

Before you receive Federal Direct Loans, you are required to complete an entrance counseling if you have not already borrowed a Direct Loan before. You can fulfill this requirement at www.studentloans.gov.

Master Promissory Note (MPN)

A promissory note is a legally binding contract between the borrower of a Direct Loan and the lender (in this case, the U.S. Department of Education). It contains the terms and conditions of the loan and explains how and when it should be repaid. Before you receive your loan funds, you must sign a promissory note. The Master Promissory Note (MPN) is completed online at www.studentloans.gov. You will sign the MPN using your Federal Student Aid (FSA) Identification from your FAFSA.

When you sign the MPN, you are confirming your understanding that your school may make multiple loans for you for the duration of your education (up to 10 years) without you having to sign another promissory note. You are also agreeing to repay your lender, the U.S. Department of Education, all loans made to you under the terms of the MPN. Therefore, it is very important that you completely read and understand all of the information on the MPN before you sign it.

Exit Counseling

Before you graduate (or if you drop below half-time attendance), you are required to complete an exit counseling interview for all educational loans you received during your attendance.

To complete the exit counseling online, go to www.studentloans.gov. This process takes 25 minutes on average. You can also access basic loan information, loan totals, and other financial aid specifics at www.nsls.ed.gov. You will need your FSA ID to access your personal detailed information.

Drug Convictions

Students convicted of possession or distribution of drugs, or who are in default on a student loan, or who owe a repayment of a federal grant, may not be eligible for financial assistance. Contact us with questions regarding any of these situations.

Notification of Financial Aid Awards

Once you have been accepted and the results of your FAFSA application have been received, you will receive correspondence from the College indicating any aid that is being offered to you. In the event that additional information is needed, the financial aid office will contact you. Please return any requested documents as early as possible to avoid delays in the awarding of financial aid.

Federal and State Guidelines

We adhere to all federal and state guidelines in administering financial aid, without regard to race, color, sex, religion, age, handicap, or national origin. Need for all students is determined utilizing the results of the Free Application for Federal Student Aid (FAFSA) which provides those results electronically to the College, provided our school code (009782) is on the FAFSA. It is the student's responsibility to make sure the College has a copy of the FAFSA information.

Every year the College awards institutional scholarships, grants, and loans to our students. To help you plan and locate funds to finance your education, numerous publications are available at www.studentaid.ed.gov/pubs.

Avoiding Default

Loans are not gifts. They must be repaid. If you are having trouble making your payments, call the Direct Loan Servicing Center. The Direct Loan Servicing Center will work with you to help you avoid the serious consequences of default. Don't let your loan get into this situation.

The Consequences of Defaulting

- The entire unpaid balance and accrued interest becomes due and payable immediately.
- You lose your deferment options.
- You lose eligibility for additional federal student financial aid.
- Your account is assigned to a collection agency.
- Your account will be reported as delinquent to credit bureaus, damaging your credit rating.
- The Federal Government can intercept any income tax refund due to you or you and your spouse.
- Late fees, additional interest, court costs, collection fees, attorney's fees, and other costs incurred in collecting your loan will increase your loan debt.
- Your employer (at the request of the Federal Government) can garnish part of your wages and send them to the government.
- The Federal Government can take legal action against you.

Disclosures

Truth in Lending Act (TILA)

In August of 2008, the Higher Education Opportunity Act (HEOA) amended the Truth-in-Lending Act (TILA), establishing private education loan disclosure requirements regarding loan terms on or with the loan application. Lenders must also disclose information about lower cost alternatives like federal student loans. Additionally, once the loan is approved and finalized for disbursement, additional disclosures must be provided.

These regulations were passed to ensure that borrowers of private education loans have the necessary information to make informed choices about financing products to fund educational costs. These regulations apply to all private education loans, but not to loans under the Federal IV loan programs (Stafford, Perkins and PLUS).

The following documents must be provided to you under the Federal Truth in Lending Act:

- The Self-Certification form must be completed before receiving your first disbursement of loan funds;
- Final Disclosure statement with the Right-to-Cancel Period information.

After you signed your promissory note, the Final Disclosure statement confirms the terms and conditions of your loan. At the time that this Final Disclosure is delivered, your right-to-cancel period begins. During this period of three to six days, you may cancel the loan by contacting the lender. The lender cannot release the first disbursement of your loan funds until the end of the right-to-cancel period.

Borrowers may qualify for other assistance under Title IV. The terms and conditions of Title IV programs may be more favorable than private education loans. You may qualify for Federal education loans. Contact the financial aid office for more information.

Enrollment Status

Full-time status is defined as enrollment in 12 or more credit hours per semester for undergraduate students and enrollment in nine or more credit hours per semester for graduate students. Part-time status is defined as less than full time. The enrollment status definitions apply to fall, spring and summer semesters.

Enrollment status for Financial Aid Purposes

Student Level	Full Time	3/4 Time	1/2 Time	Less than 1/2 Time
Undergraduate	12+	9-11	6-8	1-5
Graduate	9+	NA	5-8	1-4

Audit courses, non-credit courses, and credit-by-exam courses do not qualify for financial aid purposes.

Financial Aid Resources

The College participates in a number of Title IV Federal Aid Programs. These programs include Federal Pell Grants, Federal Supplemental Education Opportunity Grants (SEOG), Federal Work Study, Federal Direct Loan, Federal Perkins Loan, as well as the Federal Nursing Loan Program.

Grants

Federal Pell Grant

A Federal Pell Grant does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. Eligibility is determined after completing the Free Application for Federal Student Aid (FAFSA).

Federal Supplemental Educational Opportunity Grant (SEOG)

A Federal Supplemental Educational Opportunity Grant does not have to be repaid. Priority consideration is given to those with the lowest Expected Family Contribution figure (EFC) and who qualify for the Federal Pell Grant. This is a campus-based program, which means that every eligible student is not guaranteed these funds.

Access Missouri Financial Assistance Program

This is a need-based program designed to be simple to understand, provide predictable,

portable awards and increase access to your school of choice. Your financial eligibility is determined by your Expected Family Contribution (EFC) as calculated through the Free Application for Federal Student Aid (FAFSA). To be eligible for assistance, you must meet the following requirements:

- Students applying for the first time
- Have a FAFSA on file by February 1
- Have any FAFSA corrections made by July 31
- Be a U.S. citizen or permanent resident and a Missouri resident
- Be an undergraduate student enrolled full time at a participating Missouri school (Students with documented disabilities who are enrolled in at least six credit hours may be considered to be enrolled full time.)
- Have an Estimated Family Contribution of \$12,000 or less
- Not be pursuing a degree or certificate in theology or divinity
- Not have received your first bachelor's degree, completed the required hours for a bachelor's degree, or completed 150 semester credit hours

Loans

Federal Direct Subsidized Loan

Federal Direct Subsidized Loans are available to eligible undergraduate students. Eligibility is based on need as determined by the U.S. Department of Education's standard formula. The funds for these loans are obtained from the U.S. Department of Education. The federal government pays the interest on the student's behalf while they are in school on at least a half-time basis, during the grace period and any authorized deferment periods. The grace period is the six-month period of time from when a borrower drops to less than half-time (six credit hours) to when repayment begins. **Borrowers may have up to 10 years in which to repay these loans.** Contact the financial aid office for current interest rates.

The annual limits are as follows:

Freshman - \$3,500

Sophomore - \$4,500

Junior and Senior - \$5,500

Federal Direct Unsubsidized Loan

Federal Direct Unsubsidized loans are available to eligible undergraduate and graduate students. The terms of these loans are the same as the subsidized, except that the government does not pay the interest on behalf of the borrower at any time. The student is responsible for paying the interest from the time the loan is disbursed. The interest payment can be paid quarterly or the borrower may request to have the interest accrued and capitalized. Dependent students typically qualify for \$2,000 in unsubsidized loans and independent students typically qualify for \$6,000 to \$7,000 depending on their year in school. Graduate students can qualify for up to \$20,500 per academic year. Contact the financial aid office for current interest rates.

Federal Direct Parent Loan for Undergraduate Students (PLUS)

Federal Parent Loans are available to eligible parents of undergraduate, dependent students. These loans would allow parents to borrow up to the cost of attendance minus financial aid from other sources. Repayment begins within 60 days and borrowers have ten years to repay the loan. These loans are obtained from the U.S. Department of Education and are not need based. Parents seeking to borrow a Parent PLUS Loan must complete an online application and be approved through a credit check. Contact the financial aid office for current interest rates.

Federal Direct PLUS Loan for Graduate Students

Direct Grad PLUS Loans are available to eligible graduate students. These loans would allow graduate students to borrow up to the cost of attendance minus financial aid from other sources. These loans are obtained from the U.S. Department of Education and are not need based. Students seeking to borrow a Grad PLUS Loan must complete an online application and be approved through a credit check. Contact the financial aid office for current interest rates.

Federal Nursing Loan

Nursing loans are awarded to students with need as determined by the U.S. Department of Education's standard formula and availability of funds. Repayment of these loans begins nine months after a student drops to less than half-time. These loans are based on 5 percent simple interest with a repayment term of 10 years.

Federal Loan Repayment Alternatives

Deferment

A deferment is a period during which your monthly loan payments are temporarily postponed. If you are enrolled in school at least half-time, unemployed, experiencing economic hardship, or meet other specific criteria, you may qualify for a deferment. However, you will be responsible for the interest that accrues on your Direct Unsubsidized Loan during the deferment period.

Forbearance

Forbearance is a period during which your monthly loan payments are temporarily postponed or reduced. You may request a forbearance if you are willing but unable to make loan payments due to certain types of financial hardships. You will be responsible for the interest that accrues on all of your loans during the forbearance period.

Return of Non-Federal Student Aid/Personal Payments

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

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

Students should also refer to the drop/withdraw policy to ensure they complete the requirements needed to drop/withdraw from a course(s).

Return of Title IV Federal Student Financial Aid

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

The policy conforms to the Higher Education Amendments of 1998. Title IV programs

affected are Subsidized and Unsubsidized Direct Loans, Perkins Loans, PLUS (Parent Loans for Undergraduate Students), Pell Grants and FSEOG grants.

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

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

Institutional refunds and the formula used to determine the required return of federal and other student aid will be completed within 45 days of the withdrawal date.

Satisfactory Academic Progress of Undergraduate/Graduate Student for Financial Aid

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

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

Undergraduate

Quantitative Progress

To be considered making satisfactory quantitative progress, a student must successfully complete at least 75 percent of the hours attempted. Failing grades (D, F), withdrawals (W), and incompletes (I) will be counted in the number of hours attempted, but will not be counted as successfully completed.

Qualitative Progress

To be considered making satisfactory qualitative progress, a student must maintain a minimum cumulative grade point average of 2.0.

Maximum Time Frame and Credit Hours

Students may receive financial assistance for up to one and one-third times the published program length (133.3 percent). Part-time attendance counts in this calculation. For example, the normal program length for a bachelor's degree is 124 credit hours, therefore, the maximum number of attempted credit hours may not exceed 165. Only hours applicable to the degree the student is enrolled in will be counted.

Graduate

Quantitative Progress

To be considered making satisfactory quantitative progress, graduate students must successfully complete at least 67 percent of the hours attempted. Failing grades (C, D, F), withdrawals (W), and incompletes (I) will be counted in the number of hours attempted, but will not be counted as successfully completed.

Qualitative Progress

To be considered making satisfactory qualitative progress, a graduate student must maintain a minimum cumulative grade point average of 3.0.

Maximum Time Frame and Credit Hours

Students may receive financial assistance for up to one and one-half times the normal program length (150 percent). Part-time attendance counts in this calculation. The normal program length for a graduate degree is 49 credit hours, therefore the maximum number of attempted credit hours may not exceed 73. Only hours applicable to the College's Master of Science in Nursing degree will be counted.

SAP Status

Financial Aid Warning

When a student does not meet the qualitative or quantitative academic progress standard, they will be placed on Financial Aid Warning for the next term of attendance. Students remain eligible to receive aid during the warning period and their record will be reviewed for compliance again following their next term of enrollment.

Students who are placed on Financial Aid Warning will be sent a notification to their College email account.

Financial Aid Suspension

A student who is placed on Financial Aid Warning and does not meet the qualitative and/or quantitative academic progress standards at the conclusion of the warning period will then be placed on Financial Aid Suspension. This suspension status results in the loss of eligibility for all types of financial aid until all SAP standards are met.

Students who are placed on Financial Aid Suspension will be sent email notification to their College email account. Students are responsible for being aware of the Satisfactory Academic Progress policies and will remain ineligible, even if the College's notification is not received.

Student Financial Appeals Process

A student who fails to make Satisfactory Academic Progress after being on Financial Aid Warning may appeal, in writing, the loss of eligibility. The appeal must be based on documented mitigating circumstances that were clearly beyond the student's control. Types of required documentation may include doctor and hospital reports, legal documents, written statement/information from a relative or other official source as deemed appropriate by the committee reviewing the appeal. Written appeals and all supporting documentation must be submitted to the financial aid office. Students are encouraged to submit their written appeal and supporting documentation as soon as possible. This will allow the appeal to be reviewed in a timely manner and allow the student sufficient time for planning financially for the upcoming semester of enrollment.

The appeal form will be considered incomplete if all the areas below are not specifically addressed. Supporting documentation is highly recommended. The completion of a petition form requires a written statement addressing the following areas:

- Explain what happened that caused you to not meet financial aid academic progress standards. Attach supporting documents that you have to verify your situation (medical bills, doctor's note, etc.).
- Explain what has changed that will now allow you to be successful and meet academic progress standards in future terms.
- Explain what you plan to do academically to meet academic progress standards.

The committee will review the written appeal and supporting documentation and notify the student in writing of the appeal decision within 14 days of the date received.

To appeal the committee's decision, the student must submit a written appeal and all supporting documentation to the Grievance Committee within seven days of the date on the committee's written response. Students should make every attempt to informally resolve complaints/grievances, and should attempt to resolve any disputes regarding any matters with the College representative/department involved. If a situation cannot be informally resolved, formal student grievances follow the formal grievance policy.

College Scholarships

The Saint Luke's College of Health Sciences scholarship program is dedicated to providing financial support so students can achieve their dream of obtaining a College degree and/or continued education. The College acknowledges that hard work does not always alleviate the difficulty some students have in garnering enough resources for advancing their education.

Our alumni and friends continue to join these students in their quest by offering a variety of scholarships. The College offers scholarship opportunities for all our undergraduate and graduate students including scholarships to promote diversity, to assist nursing students during their final BSN semester, and to assist incoming students across all program areas. See the website for the most current scholarship information. Scholarships will be awarded as funds are available.

Work Study

Federal Work-Study (FWS) provides part-time jobs for undergraduates, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. Eligibility for work study is based upon need and availability of funds.

You Must Repay Loans

Plan ahead for repayment and budget wisely. At some point you must begin repaying your loan(s), even if you do not finish school, do not graduate, are not satisfied with your educational experience, or cannot find employment after graduation.

After you graduate, leave school, or drop below half-time enrollment, you have six months before you must begin repayment on your Direct Stafford (Subsidized and/or Unsubsidized) Loan. This is called a grace period. The first actual payment is due within 60 days after your grace period ends. If you return to school at least half-time before that six month period ends, the repayment of your Direct Loan(s) will not begin until the day after your grace period ends. Students have the option of repaying unsubsidized interest while they are in school or allowing it to accrue and be capitalized (that is, added to the principal amount of the loan). If the borrower chooses not to pay the interest as it accrues, this will increase the total amount repaid because of interest charged on a higher principal amount.

The Financial Aid Office Code of Conduct

In order to help students meet their educational goals and to ensure access to all financial resources, the financial aid professionals of Saint Luke's College of Health Sciences adhere to the following Code of Conduct to govern its relationships with private lenders in the student loan industry.

1. No action will be taken by Saint Luke's College of Health Sciences' financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.
 - a. Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
 - b. If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending Saint Luke's College of Health Sciences. The information included about lenders and loan terms will be transparent, complete and accurate. The complete process through which preferred lenders are selected will be fully and publicly disclosed. Borrowers will not be auto-assigned to any particular lender.
 - c. A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on Saint Luke's College of Health Sciences' preferred lender list.
 - d. No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with Saint Luke's College of Health Sciences (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
 - e. Financial aid staff will refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain
3. All required consumer information is displayed in a prominent location on the institutional website(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information."
4. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which Saint Luke's College of Health Sciences has a business relationship.

Adapted for Saint Luke's College of Health Sciences from the NASFAA Board of Director's Code of Conduct and the Higher Education Opportunity Act of 2008 published requirements.

Course Descriptions

ARTS 165 Artistic Scientists and Scientific Artists: 3 Credit Hours

Science and art are often seen as disciplines with little in common, but research has shown that artistic and scientific creativity are closely related. Scientists and artists often describe their creative work habits in the same ways, using the same language and draw on common, transdisciplinary toolkits that include observing, imaging, abstracting, patterning, body thinking, empathizing, and so forth. As a result, the arts have often stimulated scientific discoveries and science has often influenced the nature of artistic creativity. This course will look at several artists from throughout history and examine their bodies of work and their contributions to science and discovery. Conversely, this course will also look at select scientists and reflect on their artistic talents as well as their contributions to the artistic world.

BADM 160 The Health Sector in the U.S. and Beyond: 3 Credit Hours

This course provides a basic description and explanation of the health care industry in the United States and worldwide. It examines how health care is structured, how it functions, its problems, and how its various elements interact to produce and supply health care. It examines the nature of health and the institutions and personnel who deliver health services. It explores the means by which we pay for these services; the relationship of technology to the provision of health care services is assessed; the various ways that government interacts with providers of health care services is studied; the ethical implications of issues in health care is investigated; issues of access to health care and vulnerable populations are explored.

BADM 201 Business Principles for Health Care: 3 Credit Hours

This course is designed to introduce students to the many facets of the business side of health care. Key concepts will include managing in a health care facility, motivational and leadership theories, marketing and quality improvement initiatives, technology, accounting and finance, and regulatory constraints.

BSCI 100 Introduction to Health and Science: 3 Credit Hours

The basic level bridge course is designed for students who are considering a career or major in the sciences and/or health professions. Through formal lectures, workshops and interactive exercises, students are presented with introductory content in basic sciences, health professions and research fundamentals, including the role of a scientist; the scientific method; public health and determinants of health; signs and symptoms of selected diseases; motion analysis; and study of viruses. The course includes a mandatory research component with an assigned faculty mentor, where students will propose and conduct a research study and present their findings.

BSCI 101 Special Topics: 3 Credit Hours

This introductory course provides the fundamental concepts of sciences, health professions, and research. Subject matter experts from various fields of study will present a wide range of topics designed to introduce the student to concepts and foundational knowledge related to the STEP professions. Through lectures, class discussions, hands-on clinical practice sessions, individualized research, and job shadowing, students will be able to understand fundamental concepts related to careers in science, health, and research. In addition, this course is designed to foster skills in teamwork, communication, critical thinking, analysis of data, and the research process.

This course may be taken up to four times for academic credit; and each term the course will

be offered with a unique focus. All students will be required to be part of and complete and present a research project with the guidance of a faculty mentor.

Prerequisite: Acceptance into the Pathways Program.

BSCI 105 Principles of Biology with Lab: 4 Credit Hours

This course is an introduction to biology at the college level. An examination of the fundamental characteristics common among living things. Emphasis is placed upon studies of the cell, energy, metabolism, reproduction, heredity, ecology, phylogeny and the diversity of life.

BSCI 115 Environmental Health: 3 Credit Hours

The emphasis of this course is to understand the intricate biological, cultural and environmental interactions that have taken place throughout human history and the diversity of health issues that have emerged as a result of this interaction.

BSCI 120 Foundations of Anatomy and Physiology with Lab: 4 Credit Hours

This is a single semester course (lecture and lab) designed to provide an understanding of the structure and function of the human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory and circulatory systems. The course is designed for students wishing to pursue careers in health care.

BSCI 225 Anatomy and Physiology I with Lab: 4 Credit Hours

Anatomy and Physiology I is the first course of the two-term sequence in anatomy and physiology. This course serves as an introduction to the basic principles of anatomy and physiology. Topics covered include integumentary, skeletal, muscular, nervous, and special senses systems which are covered in detail. This course gives the student an in-depth understanding of how these systems work both independently and together in the human body.

BSCI 235 Anatomy and Physiology II with Lab: 4 Credit Hours

Anatomy and Physiology II is the second of the two-term sequence in anatomy and physiology. Topics covered include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as how these systems work and relate to one another.

BSCI 240 Foundations of Epidemiology: 3 Credit Hours

This course provides a foundation of topics in epidemiology through examining infectious disease, chronic disease, and general health. Students will learn from real world health problems and demonstrate how epidemiology is used to better understand, prevent, and treat these “health states” among populations. *Prerequisite: MATH 207 with a C or better.*

BSCI 250 Microbiology with Lab: 3 Credit Hours

This course is a survey of the microbial world; interactions between microbes and host, microbial diseases of humans; the environmental and economic impact of microorganisms. Provides students a background in basic and applied microbiology with emphasis on the role microorganisms play in human health and life.

BSCI 265 Pathophysiology: 3 Credit Hours

This course provides students with the basic understanding of pathophysiology as a change from normal physiological functioning of the various systems of the human body. This course will focus on illness, injury, and disease within a systems framework across the adult lifespan.

Emphasis will be put on select illnesses most often encountered by nurses and other allied health professionals.

CHEM 105 Principles of Chemistry with Lab: 4 Credit Hours

This course provides a basic understanding of the key chemistry principles needed for students in the health professions. Topics covered will include topics measurement in chemistry, the theory of atomic structure, chemical periodicity, types of chemical reactions in aqueous solution, chemical bonding, acids and bases, chemical equilibria, and nuclear chemistry.

CHEM 202 Nutrition for Health Professionals: 3 Credit Hours

This course focuses on the application and discussion of fundamental nutrition components that are essential to health. Specific attention will be placed on nutrients and their functions, recommended nutrient intakes, evaluation of dietary adequacy, food sources, and the relationship of nutrition to optimum health, disease prevention, and specific medical conditions. *Prerequisites: BSCI 120 or BSCI 225 with a C or better.*

COMM 110 Oral and Interpersonal Communication in Health: 3 Credit Hours

The ability to communicate effectively in a one-on-one setting and in a larger group is a critical skill that all health professionals must have. Scenarios in which such communication skills are needed include conversations with patients, discussions of cases with colleagues, teaching within the context of morning rounds or patient care, and interdisciplinary care.

ENGL 130 Written Communication for Health Professionals: 3 Credit Hours

Health professionals will be required to communicate in written form for multiple reasons in addition to charting and patient notes. Conducting clinical studies and investigations, teaching roles in academia, and communication with patients and peers all necessitate effective written communication. *Prerequisite: Must meet college placement criteria.*

ENGL 150 Professional Communication in Health: 3 Credit Hours

This class will review the various ways in which all levels of health care professionals communicate, including medical school curriculum, routine discussions in the health care system, interdisciplinary/multi-specialty meetings regarding patient care, and meetings/conferences.

GNED 100 Freshman Seminar: 1 Credit Hour

This course will provide practical tips for college success and is designed to empower students to be active learners by providing them with an intensive orientation to college. Students will explore college resources and activities, and work to build computer, study, and time management skills.

HIST 120 History of Health and Medicine in the United States: 3 Credit Hours

This course introduces students to the historical context and development of important themes relevant to the medical profession, including disease categorization and stigmatization, medical education, and the professionalization of medicine in America. Although focused on the U.S., topics will enable students to understand health and medicine in a global context. Students will examine the political and constitutional implications upon the medical practices at the state and national levels within the United States. Students will read literature that will lay the historical foundation for their field with profession-relevant themes.

HLTH 100 First Aid and CPR: 1 Credit Hour

This course teaches students critical skills needed to respond to and manage a first aid or cardiac emergency. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies as well as BLS-CPR & AED. The CPR portion of the course teaches how to perform CPR on adults, children, and infants (including rescue breathing with a mask, a bag-mask device, and oxygen); how to use an automated external defibrillator (AED); and how to help someone who is choking. Passing a practical skills and written exam (with an 80 percent or better) are required for certification.

HLTH 110 Medical Terminology: 2 Credit Hours

This course introduces the skills and knowledge needed to develop an understanding of the language of medicine and health care. This course will increase the student's ability to utilize and recognize medical terminology through the use of medical word stems, suffixes, and prefixes as related to the body systems, diseases, and medical conditions. Word pronunciation, spelling, and basic documentation are also emphasized.

HLTH 200 Principles of Public Health: 3 Credit Hours

This course offers an introduction to the principles and practice of safeguarding and improving the health and well-being of populations. Students examine the philosophies, goals, history, and organization of the field of public health. The course explores key concepts of public health, including morbidity and mortality, infectious and chronic disease, social determinants of health, and health disparities within populations.

HLTH 210 Global Encounters: How We See the World and How the World Sees Us: 3 Credit Hours

We hear a great deal about how we should think about other countries or cultures, and how they think about the United States through the media and other forms of communication. What we do not often think about, however, is how accurate these descriptions are. Why, for instance, are some countries considered allies and others considered enemies? How does the way in which we perceive the world as a whole affect how we feel about specific nations or regions? This course directs our inquiries into these questions by: (1) showing which sources of global information are reliable and which are biased, (2) showing different ways we can understand the international environment and how that affects our reactions to different nations, and (3) describing tools we can use to understand other cultures so they do not seem so mysterious or "foreign" to us.

HLTH 221 Global Health and Wellness: Visions of Global Health Care: 3 Credit Hours

This course serves as an introduction to visions of how and when people care for each other drawing upon the fields of medical anthropology, global public health, and public policy. The course focuses upon different understandings of health care. In some societies being able to work is a central measure of being healthy. In another society if you are unhappy you are ill. These varied concepts are reflected in the kind of care offered around the world. Because responsible health-giving systems respond to societies' changing needs and situations, students will learn about the skills needed for this kind of problem-solving, but also come to understand that there is an urgent and vital global need for the exchange of ideas and resources in global health care systems.

HLTH 225 Public Health Systems: 3 Credit Hours

In this course, students engage in a systems-level analysis of the implications of health care policy on issues of access, equity, affordability, and social justice in public health. They examine

legislative, regulatory and financial processes relevant to the organization and provision of public health services. Students also assess the impact of these processes on quality and safety in the practice environment and disparities in the health care system.

HLTH 275 Public Health Education and Communication: 3 Credit Hours

This course provides students with an overview of health education and its role in improving the health of individuals as well as populations. This course also examines the primary responsibilities and competencies of public health educators and discusses effective methods of communication of health-related issues with public and private entities.

HLTH 299 Internship in Public Health: 2 Credit Hours

This capstone course enables students in public health to apply theoretical concepts of the classroom to the realities of the field in a public health setting. Students will be required to complete a minimum of 100 hours at the clinical site under the direction of a site supervisor.

HUMS 145 Medical Ethics: Decision Making Under Uncertainty: 3 Credit Hours

This course introduces learners to ethical problems associated with the practice of medicine, the pursuit of biomedical research, and health care social policy. The course frames ethical decision making within the context of culture, emphasizing multiple cultural perspectives and traditional ethical theories and moral principles. Within this framework, students explore will explore autonomy, truth telling, patient confidentiality; research ethics and informed consent; animal experimentation; reproductive control; assisted reproduction and human reproductive cloning' abortion; the dilemma of impaired infants; treating or terminating' euthanasia and assisted reproduction; organ transplants and scarce medical resources; justice and the distribution of health care.

HUMS 205 Healing Through the Body - A Survey of Dance/Movement Therapy: 3 Credit Hours

This course offers an overview of the practice of Dance/Movement (DMT) and its application as treatment modality for medical and mental health records. Information regarding the history and evolution of DMT, common techniques and their applicability in traditional counseling, ethical concerns, multicultural awareness, and the use of this approach with special populations will be reviewed.

MAST 105 Medical Safety and Compliance: 3 Credit Hours

This course introduces the student to infection and hazard control procedures necessary for the health care worker. Topics include an introduction to blood-borne pathogens, practical infection control, OSHA standards, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, ergonomics, personal safety, and applicable laws.

Prerequisite: Admission into the medical assisting program—F1 status.

MAST 120 Laboratory Skills and Techniques: 4 Credit Hours

This course provides instruction in laboratory procedures. Topics include asepsis, infection control, collecting and processing specimens, performing selective laboratory tests, phlebotomy, screening and follow-up of test results, and proper documentation of results.

Prerequisite: F2 status.

MAST 170 Exam Room Techniques and Patient Care: 4 Credit Hours

This theoretical and laboratory course provides the students with the knowledge and skills necessary to perform a comprehensive health assessment utilizing the skills of history taking, vital signs, inspection, palpation, percussion, auscultation, as well as lab and other diagnostic

procedures. Normal assessment findings, frequently seen variations from normal, and cultural differences are discussed. Students will also gain the skills and knowledge associated with exam room techniques and procedures including patient education, preparation and administration of medications, assisting with exams and treatment, EKG, and medical emergencies. *Prerequisites: MAST 105 and BSCI 225 with a C or better and F2 status.*

MAST 200 Medical Coding and Reimbursement: 4 Credit Hours

This course provides an in-depth study of the International Classification of Diseases (ICD-10-CM) and Common Procedural Terminology (CPT) using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding covering all body systems. *Corequisites: F2 status and MAST 205.*

MAST 205 Office Finances and Billing: 3 Credit Hours

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, financial record keeping, and insurance billing. It also provides experience in processing records for outpatient settings using a medical office software program. *Corequisites: F2 status and MAST 200.*

MAST 210 Office Organization and Administration: 3 Credit Hours

This course is designed to introduce the student to general and administrative duties found in a medical office and includes appointment scheduling, records management, written communications, preparation of medical records, professional reports, telephone procedures, telephone competency and customer service. This course includes office simulations in all of these areas as well as lecture, discussion, and lab sessions using interpersonal skills. *Prerequisite: So1 status.*

MAST 245 Pharmacology and Medication Administration: 3 Credit Hours

This course focuses on major drug groups, including their side effects, interactions, methods of administration, dosage calculations, and proper documentation. Additional focus will include the proper use of the Physicians' Desk Reference (PDR) and how to accurately read, prepare and call in written prescriptions. *Prerequisites: MATH 110 with a C or better and So1 status.*

MAST 280 Medical Assisting Practicum I: 5 Credit Hours

This course allows the student to integrate and apply knowledge and skills from all previous medical assistant courses in actual ambulatory health care settings. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for the comprehensive patient care and strengthening professional communications and interactions under the supervision of trained mentors to effectively transition to the role of a medical assistant. This is a supervised, unpaid, clinical experience—160 minimum hours up to 218 hours (includes a 3-week orientation, 8-week practicum (3 days per week, 8-hour shifts)], and a 4-week review to include employment skill preparation. *Corequisite: MAST 285.*

MAST 285 Medical Assisting Capstone: 1 Credit Hour

Taken in conjunction with the Medical Assisting Practicum, students will learn job-search techniques and skills for entry-level medical assistants as well as share their practicum experiences with the class and learn from other students as well. Students will also review relevant topics and conduct mock exams to prepare to sit for the medical assisting credential examination, taken in the final weeks of the course. *Corequisite: MAST 280.*

MAST 290 Topics in Medical Assisting: 3 Credit Hours

This course provides a review for graduates from medical assistant programs and experienced medical assistants who may be preparing to take the national certification exam. Viewed as a valued member of the health care team; the demand has increased for the medical assistant. This course will examine the new and challenging roles of the medical assistant as well as clinical and administrative tasks. Included in this course are communication skills, legal and ethical issues, groundbreaking theory in regards to patient education, insurance and coding updates as well as a brief review of in-office processes and procedures.

MATH 110 Mathematical Principles for Health Professionals: 3 Credit Hours

This course is designed to focus, utilize and build on mathematical skills commonly used in all health occupations. Students will use applied techniques, problem-solving and critical thinking to perform mathematical operations such as computations, ratio and proportion, weights and measurements and conversions.

MATH 165 College Algebra: 3 Credit Hours

This course emphasizes the use of algebra and functions in problem solving and modeling. Appropriate use of technology and applying mathematics to real-world situations is emphasized. Topics include linear, quadratic, polynomial, rational, radical, and exponential equations and functions. Students whose programs recommend a college algebra course or need to prepare for higher-level mathematics courses should take this course.

Prerequisite: Must meet college placement criteria.

MATH 207 Biostatistics: 3 Credit Hours

Biostatistics is an introduction to statistical concepts and reasoning. This course provides a survey of data and data types. Specific topics include tools for describing central tendency and variability in data; methods for performing inference on population means and proportions via sample data; statistical hypothesis testing and its application to group comparisons; issues of effect and sample size. Research design will complement each analysis type. All computations will be computer software based and the emphasis is on interpretation and concepts. This course is a non-mathematical approach designed for the biostatistics allied health consumer.

N310 Pathophysiology: 3 Credit Hours

In this hybrid course, students apply their knowledge of basic anatomy and physiology to the understanding of foundational pathophysiological concepts, including the pathogenesis, pathophysiology, manifestations, diagnostics testing, and common treatment modalities of selected health deviations. The disorders discussed are representative of those commonly occurring in the adult population.

N312 Health Assessment and Promotion: 4 Credit Hours

This course introduces students to the theoretical concepts of health assessment techniques, differentiation of normal and abnormal findings, and health promotion. Students will have the opportunity to utilize health assessment techniques in the laboratory setting.

N316 Introduction to Nursing: 2 Credit Hours

Introduction to Nursing is a hybrid course designed to facilitate students' appreciation of nursing as a profession and discipline. An examination of nursing history, philosophy, and theories; ethical and legal standards; and professional communication will provide guidance on professional conduct.

N318 Pharmacology: 3 Credit Hours

This course examines pharmacotherapeutic agents used in the treatment of illness and the promotion, maintenance and restoration of wellness across the lifespan. The focus is on the basic drug classification, concepts and principles of pharmacology with special consideration for the nursing role. *Prerequisites: N310, N312, N316 and N320.*

N320 Foundations of Professional Nursing: 6 Credit Hours

This course provides a foundation in the essential principles, concepts, and skills needed by the beginning nursing student who is learning the role of the nurse generalist. Emphasis is placed on the role of the nurse in the provision of safe patient care, effective communication, patient teaching, health promotion, and utilization of the nursing process. Students have the opportunity to apply fundamental nursing principles in lab and clinical.

Corequisites: N310 and N312.

N322 Adult Health Nursing I: 6 Credit Hours

This course provides a foundation in the essential principles, concepts, and skills needed for the care of adult patients with alterations in health. Concepts of aging, health promotion, and restoration of health are integrated throughout the course. Students have the opportunity to apply concepts and skills in the lab and clinical settings. *Prerequisites: N310, N312, N316 and N320; Corequisite: N318.*

N324 Community and Mental Health Nursing: 6 Credit Hours

This course provides students the opportunity to care for individuals, families, and aggregates within the community setting, with the primary focus on vulnerable populations. Opportunities are provided to expand knowledge and apply skills in specified areas related to nursing practice: community health and mental health nursing. *Prerequisites: N310, N312, N316, and N320; Corequisite: N318.*

N327 Holistic Health for Nurses: 2 Credit Hours (Possible Elective)

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

N334 Caring for Clients at Camp: 2 Credit Hour (Possible Elective)

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

Prerequisites: N310, N312, N318 and N320.

N344 Basic Dysrhythmias: 2 Credit Hours (Possible Elective)

This course includes an overview of cardiac physiology and electrophysiology and analysis, nursing implications, and basic interventions of common cardiac rhythms. This course is designed for students who are interested in pursuing a career cardiac monitoring is common.

Prerequisites: N310, N318 and N322.

N356 Global Issues and Community Health: 2 Credit Hours (Possible Elective)

This course provides students the opportunity to explore the impact of international policy on the health and well-being of individuals and communities in under resourced countries. The course provides an opportunity to explore the role of cultural beliefs, social justice, and health seeking behaviors in vulnerable populations. During the international immersion experience students will live and work in a country and culture different from their own. This elective is developed to provide a learning experience through service to the community with a focus on family and community health. Active clinical participation is provided in thoughtfully organized hands-on service experiences that meet community needs.

N359 Introduction to Forensic Nursing: 2 Credit Hours (Possible Elective)

In this course, the learner is introduced to the principles and standards of the forensic nursing specialty. This online course provides the learner with the knowledge and skills to apply the content in real-world situations. Didactic includes but is not limited to, contemporary social issues with impact on the specialty such as intimate partner violence, sex trafficking, elder and child abuse, and cultural diversity, principles and techniques of forensic science, collection and preservation of biological evidence, forensic photography, forensic toxicology and pharmacology, mechanisms of injury, expert witness testimony, and special issues facing the forensic nursing specialty.

N362 Perioperative Nursing: 2 Credit Hour (Possible Elective)

This elective course is designed to assist the student in acquiring a scientific knowledge base necessary for delivering quality nursing care to surgical clients. Using the variable of health as the basis for content, the preoperative and intraoperative phases of the surgical experience will be studied. Opportunities will be provided for students to increase their skills in the application of the nursing process. There is a clinical component. *Prerequisites: N310, N312, N316, N318, N320 and N322.*

N368 Spirituality in Nursing: 2 Credit Hours (Possible Elective)

This course explores the relationship between spirituality and the practice of nursing. The course focuses on relevant topics in contemporary nursing such as the spiritual history of nursing, assessment of patient's spiritual needs, the nurse's role in spiritual care as well as the nurse-patient relationship and spiritual needs. The course explores theoretical models for nursing practice and an instrument to measure spiritual well-being, the "Spiritual Assessment Scale". The content will also include contemporary spirituality in nursing addressing the spiritual needs in recent mass casualty events (Boston Marathon Bombing, Paris and Brussell attacks).

N377 Compassionate Listening: 2 Credit Hours (Possible Elective)

In nursing practice, the action of compassionate caring moves the nurse to a higher synthesis level and provides skills that are spoken and unspoken. This develops the art of nursing and balances the art with the science of nursing. The course will address nursing theories and theorists Jean Watson, Swanson, Leininger, and Benner. The course will utilize multiple educational styles to facilitate learning and self-exploration of personal and cultural value systems of compassion. It will facilitate the development of caring for self, patient, and families. Additionally, this course emotionally equips the student to synthesize prior life experiences with academic knowledge, addresses issues relevant to the registered nurse, and prepares the student for entry to the practice of nursing.

N393 Student Success Strategies: 1 Credit Hour

The purpose of the Student Success Strategies course is to introduce students to Saint Luke's College of Health Sciences and the requirements of successful participation in an online program. This course provides a foundation for academic and professional success focusing on providing tools and resources that promote student learning and enhance skills. Course assignments focus on the application of writing and critical thinking skills and their integration into nursing professional practice.

N401 Role Development and Professional Issues: 3 Credit Hours

This course will prepare the nurse for role transition from RN to BSN. Role transitions and theoretical models will be explored. Nursing foundations and ethical perspectives will be discussed.

N405 Adult Health II: 5 Credit Hours

This course will expand on the basic knowledge covered in Adult Health I with a focus on evidenced based nursing care of adult patients with acute/chronic alterations in health. Concepts of health promotion and restoration of health are integrated throughout the course. Students will have the opportunity to apply these concepts and skills in the lab and clinical settings. *Prerequisites: N318, N322 and N324.*

N411 Introduction to Evidence-Based Practice: 3 Credit Hours

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

N412 Evidence-Based Practice in Nursing: 2.5 Credit Hours

This course focuses on concepts and interpretation of research and evidence-based practice. Emphasis will be placed on the utilization of evidence-based practice in the clinical setting.

N415 Maternal Child Nursing: 5.5 Credit Hours

This course prepares students to meet the nursing needs of child bearing and child rearing families. Students are given the opportunity to display their knowledge, skills, and attitude in providing family centered care in acute and community settings. *Prerequisites: N318, N322 and N324.*

N416 Gerontology: 2 Credit Hours

This course will discuss health care for the aging client. Emphasis is on understanding the unique needs of the older adult population. *Prerequisites: N318, N322 and N324.*

N435 Complex Care: 6 Credit Hours

This course provides students with the advanced knowledge required to care for patients with complex, multi-system alterations in health as a result of acute complications of birth, disease or trauma. Students will have the opportunity to apply these concepts and skills in the clinical and simulation lab settings. *Prerequisites: N405, N412 and N416; Corequisite: N475.*

N440 Transition to Professional Practice: 5 Credit Hours

This course provides students with the opportunity to comprehensively apply and integrate synthesized theoretical and clinical experiences from previous nursing courses into a capstone experience. A primary emphasis in this course is placed on personal growth and preparation for a successful transition to practice as a baccalaureate prepared nurse. *Prerequisites: N435 and N475.*

N457 Pharmacology for the RN: 3 Credit Hours

Students apply their knowledge and experience in the development of a deeper understanding of pharmacological treatment modalities. Students evaluate major drug classifications/select prototype drugs and discuss the safe administration of medications, effective monitoring, and appropriate evaluation of physiological responses. Emphasis is given to students' development of an understanding of pharmacokinetics and pharmacodynamics, and application of knowledge of major drug classifications/select prototype drugs to the safe administration of medications, effective monitoring, and appropriate evaluation of physiological responses (therapeutic and adverse) across the lifespan.

N475 Nursing Leadership: 3 Credit Hours

This course will explore the role of the nurse leader and enable students to recognize and develop leadership skills. Models and concepts will be identified and explored as the student learns the importance of leading within the climate of the changing health-care environment. *Prerequisites: N318, N322, N324 and N411.*

N482 Community/Public Health Theory: 3 Credit Hours

This course focuses on community health nursing roles and practice related to health promotion and preservation in communities. Content covered includes public health principles, epidemiology, health care disparities, community assessment, environmental health, and vulnerable populations. Emphasis is placed on the use of the nursing process, critical thinking skills, and inquiry-based scholarship to examine the health status of a selected population and to determine community-oriented care.

N484 Community/Public Health Clinical Project: 3 Credit Hours

In this course the student will use nursing and public health models and theories to conduct a community needs assessment. The assessment will include a theoretical foundation, needs assessment methodology, description of the community chosen and stakeholders, assessment and analysis of community needs, a proposed intervention, and plan for evaluation.

N485 Health Assessment for the Professional Nurse: 3 Credit Hours

This course provides an opportunity for RNs to enhance their health assessment skills. Emphasis is on comprehensive physical assessment techniques, interviewing skills, multi-system assessments, and genetic and health risk assessments. The key elements of the physiological, psychological, developmental, spiritual, socioeconomic and cultural dimensions essential for holistic assessment across the lifespan are explored. Students are introduced to evidence-based clinical assessment tools.

N487 Pathophysiology for the RN: 3 Credit Hours

In this course, RNs will utilize their existing knowledge of pathophysiologic concepts to deepen their understanding of complex and multiple system disease processes. Using simulation and active learning strategies, students gain an increased appreciation of the influence of multiple pathophysiologic conditions within the context of patient care.

N489 Informatics: 3 Credit Hours

This course provides an overview of the role of information systems in health care organizations. Coursework emphasizes the integration of evidence-based practice in clinical decision support and the influence of information systems on health outcomes. In addition, technical, organizational, and cost-benefit issues related to health care information systems, telemedicine applications, and artificial intelligence solutions will be explored. Through a combination of classroom-based seminars, group case studies, and computer laboratory exercises, students will develop and exercise analytical skills for appraising health information systems in the context of the provision of care.

N499 Organizational and System Leadership: 3 Credit Hours

This course explores the role of the experienced registered nurse in the use of information technology including but not limited to required competencies, information system security, privacy and confidentiality, and the implications of the Health Insurance Portability and Accountability Act (HIPAA) for nursing practice.

N502 Professional Roles, Quality and Safety for Advanced Nursing Practice: 3 Credit Hours

This introductory course examines the role of advanced practice nurses as influenced by social, cultural, political and economic forces. Issues present in the changing health care environment are examined for quality and patient safety initiatives to improve patient outcomes. The ethical dimensions and legal parameters for advanced nursing practice are investigated.

N505 Theoretical Foundations in Nursing Practice: 3 Credit Hours

This course is an introduction to the theoretical foundations of advanced practice nursing. Key content to be covered includes the philosophical basis of science and knowledge within the structure, development and application of theory in advanced practice nursing. Theoretical frameworks addressing the biopsychosocial and spiritual aspects of the human condition related to the individual, family, community, and systems are explored. In addition, students will investigate various learning theories as they pertain to individuals across the lifespan. The student will have the opportunity to identify a theory to guide their research.

N515 Policy, Organization and Leadership: 3 Credit Hours

The purpose of the Policy, Organization and Leadership course is to understand how health policy and leadership impacts the delivery of health care. Students examine intricacies of the health policy process including, quality improvement, legal and ethical implications, and leadership in health care environments.

N520 Advanced Acute Care Immersion I: 1 Credit Hour

This course provides acute care nurse practitioner students the opportunity to develop specialized assessment and advanced procedural skills necessary to provide quality care for patients in various acute care settings. Through didactic lessons, simulated practicum experiences, and hands-on advanced skills practice, the student is prepared to provide care for acutely ill and critically ill patient. This course will require a 4 day on-campus visit for a total of 30 contact hours. *Pre/Corequisites: N565, N575 and N595.*

N523 Advanced Acute Care Topics: 1 Credit Hour

This course is designed to provide acute care nurse practitioner students the knowledge of a variety of topics commonly encountered in the acute care setting. The students will increase their knowledge of advanced pharmacologic management, advanced pathophysiology, and

diagnostic testing interpretation of hospitalized and critically-ill patients, while applying advanced knowledge gained through previous or concurrent coursework. *Pre/Corequisites: N565, N575 and N595.*

N525 Health Promotion, Health Protection, and Disease Prevention: 3 Credit Hours

This course requires the advanced nursing practice student to use various theories and developed practice skills in the collection of subjective and objective-related data of patients across a lifespan. Therapeutic communication and psychomotor skills are further developed. The student will learn to comprehensively assess the physical, psychological, social, and spiritual dimensions as a basis for advanced nursing practice. The advanced nursing practice student will identify appropriate patient-centered and culturally responsive clinical prevention and health promotion interventions for the adult client.

N526 Family Nurse Practitioner Immersion I: 0.5 Credits

Focuses on introducing the FNP student to a successful FNP practicum experience. Includes completion of mandatory of lab/simulation experiences, review of practicum policies, pre-clinical HIPAA, clinical readiness requirements, and portfolio development. Information related completion of the program of study is provided. This course will require a 2 day on-campus visit for a total of 16 contact hours. *Pre/Corequisites: N565, N575 and N595.*

N530 Informatics for Advanced Nursing Practice: 2 Credit Hours

This course provides an overview of the role of information systems in health care organizations. Coursework emphasizes the integration of evidence-based practice in clinical decision support and the influence of health care information technology (HIT) systems on health outcomes. In addition, technical, organizational, and cost-benefit issues related to health care information systems, telemedicine applications, and artificial intelligence solutions will be explored. Through a combination of online readings and discussions, group assignments, and individual assignments, students will develop and exercise analytical skills for appraising health information systems in the context of the provision of care.

N545 Advanced Health Care Research: 3 Credit Hours

In the Advanced Health Care Research course, students explore the relationship between research, theory, and practice. Students examine the qualitative and quantitative research methodologies. Students synthesize research findings to develop a research project.

N560 Mental Health for Family Nurse Practitioners: 3 Credit Hours

This course focuses on the theoretical foundations needed to treat patients with common acute and chronic mental health problems in the primary care setting. Emphasis is on the management of mental illness across the life span.

Prerequisites: N565 and N575; Pre/Corequisite: N595.

N565 Advanced Pathophysiology and Disease States: 3 Credit Hours

In the Advanced Pathophysiology and Disease States course, students analyze the relationship between normal physiologic and pathological phenomena produced by altered disease states. Students apply evidence-based findings regarding pathological changes in selected disease states. The analysis, interpretation, and evaluation of pathophysiological processes related to the disease state and alterations in homeostasis of patients across a lifespan are examined.

N571 Family Nurse Practitioner I: Diagnostics and Intervention: 6 Credit Hours

This didactic course focuses on primary care for adults and older persons experiencing common acute and chronic health problems. The didactic content addresses comprehensive diagnosis and management of common acute and chronic health problems, including the appropriate diagnostic procedures, laboratory tests and follow-up care for patients with acute and chronic conditions. *Prerequisites: N565, N575, N595, and N526; Corequisite: N572.*

N572 Family Nurse Practitioner I: Diagnostics and Intervention Practicum: 1 Credit Hour

This course focuses on developing clinical competency with an emphasis on evidenced based practice for adults/older adults in primary care settings. The course integrates theory, assessment, and treatment modalities for acute illness. Students will be expected to successfully complete comprehensive clinical assessments including appropriate diagnostic and therapeutic testing. 100 practicum hours are required. *Prerequisites: N565, N575, N595 and N526 (Permission from advisor and/or program director required); Corequisite: N571.*

N575 Advanced Pharmacology: 3 Credit Hours

In the Advanced Pharmacology course, general and advanced principles of pharmacology, including selected pharmacokinetics and pharmacodynamics, are addressed. Students investigate alternative and complementary therapeutics. Students apply knowledge of pharmaceutical principles to select the most appropriate medication using evidence-based medicine.

N580 Adult-Gerontology Acute Care I Diagnostics and Intervention: 4 Credit Hours

This course provides didactic content to prepare the adult-gerontology acute care nurse practitioner (AG-ACNP) to provide care to the late adolescent through the geriatric populations experiencing common health problems in one or more body systems. The didactic content addresses comprehensive assessment, diagnosis, and management of patients with common acute and chronic health problems. The AG-ACNP student will focus on the appropriate assessment, risk factors, diagnostic tests, management, prevention, and follow-up care consistent with evidence-based practice guidelines. Professional, ethical, and legal issues are threaded throughout the course. *Prerequisites: N565, N575, N595, N520 and N523.*

N582 Adult-Gerontology Acute Care I Diagnostics and Intervention Practicum: 2 Credit Hours

The focus of this course is enhanced clinical competency with an emphasis on evidence-based practice in adult acute/critical health care settings. The integration of theory, assessment, and advanced treatment modalities in high acuity patient practicum settings is covered. Students will be expected to successfully complete comprehensive patient assessments, including appropriate diagnostic and therapeutic testing. Practicum preceptors will provide supervision to the students as they manage the acute health problems of selected clients. Practicum placements will be made in one of a variety of acute or critical care areas including but not limited to general telemetry and medical inpatient units, cardiac ICU, medical ICU, surgical ICU, and the emergency department. 200 practicum hours are required for this course. *Pre/Corequisite: N580 (Permission from advisor and/or program director required).*

N595 Advanced Health Assessment and Physical Diagnosis: 3 Credit Hours

The advanced health assessment and physical diagnosis course prepares students to perform a systematic, comprehensive health assessment. Students acquire the fundamentals of the differential diagnosis process and use evidence-based information to guide the diagnostic process. Students use scientific, cultural, and ethical principles and therapeutic communication while conducting advanced health assessments and reflecting on their professional performance. *Pre/Corequisites: N565 and N575.*

N596 Advanced Health Assessment and Physical Diagnosis Practicum: 1 Credit Hour

This course provides graduate students with an opportunity to practice advanced health assessment techniques and arrive at a physical diagnosis in clinical settings. Students will engage in 100 hours of direct patient care clinical practice in a variety of settings. Emphasis is placed on distinguishing abnormal from normal findings and generating a list of medical diagnoses pertinent to a patient based on collected data. Opportunities to document health assessment findings on electronic health records are provided.

N620 Advanced Acute Care Immersion II: 1 Credit Hour

This course builds upon knowledge and skills obtained in previous immersion courses and practicum courses in the Adult-Gerontology Acute Care Nurse Practitioner Program. This course provides acute care nurse practitioner students the opportunity to expand upon specialized assessment and advanced procedural skills necessary to provide quality care for patients in various acute care settings. The course is also designed to improve diagnostic techniques, intervention, and patient management strategies used in the acute care setting. Through didactic lessons, simulated practicum experiences, and hands-on advanced skills practice, the student is prepared to provide care for acutely ill and critically ill patient. This course will require a 4-day on-campus visit for a total of 30 contact hours. *Pre/Corequisites: N781 and N782.*

N625 Family Nurse Practitioner Immersion II: .5 Credit Hour

Focuses on preparing the FNP student to pass their board certification exam, and transition to a successful advanced practice career. Two (2) days on campus is required. Graded Pass/Fail. *Prerequisites: N771 and N774 (Permission from advisor and/or program director required); Pre/corequisite: N773 and N560.*

N680 Adult-Gerontology Acute Care II Diagnostics and Intervention: 4 Credit Hours

This course continues to scaffold content from previous courses and is designed to prepare the adult-gerontology acute care nurse practitioner (AG-ACNP) to provide complex acute care to the late adolescent through the geriatric populations experiencing health problems in one or more body systems. The didactic content addresses comprehensive assessment, diagnosis, and management of patients with complex acute, complex chronic, acute exacerbations of chronic illness, and critical health problems. The AG-ACNP student will focus on the appropriate assessment, risk factors, diagnostic tests, management, prevention, and follow-up care consistent with evidence-based practice guidelines. Professional, ethical, and legal issues are threaded throughout the course. *Prerequisites: N580 and N582.*

N681 Educational Theories and Conceptual Foundations of Nursing Education: 3 Credit Hours

This course examines major concepts and theories related to teaching/learning in nursing education and practice, including behaviorist, cognitive and humanistic psychology theories: Andragogy and pedagogy models; and strategies for nurse educators.

N682 Adult-Gerontology Acute Care II Diagnostics and Intervention Practicum: 2 Credit Hours

The course is designed to scaffold content from previous practicum courses to enhance clinical competency with an emphasis on evidence-based practice in adult/geriatric acute and critical health care settings. The integration of theory, assessment, and advanced treatment modalities in high acuity patient clinical settings is covered. Students will be expected to successfully complete comprehensive clinical assessments, including appropriate diagnostic and therapeutic testing. Practicum preceptors will provide supervision to the students as they manage the acute health problems of selected clients. Practicum placements will be made in one of a variety of acute and/or critical care areas including but not limited to CCU, MICU, SICU, ED, and specialty services such as transplant and oncology. 200 practicum hours are required for this course. *Pre/Corequisites: N582 and N680 (Permission from advisor and/or program director required).*

N685 Instructional Strategies: 3 Credit Hours

This course explores strategies for teaching students in classroom, online, simulation, clinical and community settings. Theoretical frameworks for teaching-learning will be applied to the development of teaching strategies which incorporate a variety of learning styles, student preference and technologies. Students will use their clinical specialty area as context for course assignments.

N696 Applied Statistics for Advance Nursing Practice: 3 Credit Hours

This course will provide students with a graduate level understanding of concepts in statistics used in research. The objective of this course is to equip students with the basic knowledge of statistical methods for designing studies and analyzing data from research studies. This course will provide students a foundation for evaluating outcomes of research, including statistical and clinical significance, as well as prepare them to be more critical consumers of the research literature. Students will assess published research for the appropriate use of statistical analyzes and determine whether or not to incorporate findings into advanced nursing practice.

N698 Teaching Practicum and Role Development for the Nurse Educator I: 1 Credit Hour

The student will have the opportunity to apply theories and principles that support a variety of evidence-based teaching strategies. Personal and professional teacher attributes that demonstrate positive role-modeling are presented. Major topics include a toolbox of instructional strategies, effective communication, reflective thinking, student interactions, and student engagement. The goal of nurse educators is to develop a learning environment that supports student success.

N700 Teaching Practicum and Role Development for the Nurse Educator II: 1 Credit Hour

The student will have the opportunity to deliver didactic and clinical instruction to students enrolled in the school of nursing of their parent institution. Under the tutelage of experienced nursing faculty, the student will engage in the development and delivery of didactic content to students. In addition, the student will have the opportunity to provide clinical instruction to a group of BSN students in the clinical practice area.

N703 Curriculum Design for Nursing Education: 3 Credit Hours

This course prepares the student to design and implement curriculum based on evidence-based teaching/learning theory and concepts. Focus is on the process of curriculum development for an individual course including course objectives, content, learning activities, delivery of the content, and student evaluation. Students use educational research, evidence-based nursing literature, taxonomies, instructional design principles and instructional resources as a guide in course design and development.

N704 Clinical Management for Nurse Educators: 2 Credit Hours

This course prepares the nurse educator to provide primary and/or acute care to clients across the life span who are experiencing health problems in one or more body systems. The content addresses comprehensive diagnosis and management of common acute and chronic conditions and development of patient-centered health promotion and disease prevention strategies. Professional, ethical, cultural, socioeconomic and legal considerations are threaded throughout.

N771 Women's and Child Health for FNP: Diagnostic and Intervention: 4 Credit Hours

This didactic course focuses on primary care for women and children experiencing common acute and chronic health problems. The didactic content addresses comprehensive diagnosis and management of common women's health and children's health disorders, including the

appropriate diagnostic procedures, laboratory tests, and follow-up care for patients with acute and chronic conditions. *Prerequisites: N571 and N572; Corequisite: N774.*

N773 Family Nurse Practitioner III: Diagnostics and Intervention Practicum: 3 Credit Hours

This course will advance the students' knowledge of acute and chronic disease management across the life-span in primary care. Nurse practitioner students focus on health for all populations. The didactic content addresses comprehensive diagnosis and management of chronic health problems, including the appropriate diagnostic procedures, laboratory tests, and follow-up care for patients with both acute and chronic conditions. Professional, ethical, and legal issues are threaded throughout the course. 300 practicum hours are required.

Prerequisites: N771 and N774 (Permission from advisor and/or program director required); Corequisite: N560.

N774 Family Nurse Practitioner II: Diagnostic and Intervention Practicum: 2 Credit Hours

The focus of this course is to develop clinical competency with an emphasis on evidence-based practice in treating adult/older women and children in primary care. The course integrates theory, assessment, and treatment modalities. Students will be expected to successfully complete comprehensive clinical assessments including appropriate diagnostic and therapeutic testing. 200 practicum hours are required. *Prerequisites: N571 and N572 (Permission from advisor and/or program director required); Corequisite: N771.*

N781 Adult Acute Care III Diagnostics and Intervention: 3 Credit Hours

This final course concludes the didactic content necessary to prepare the adult-gerontology acute care nurse practitioner (AG-ACNP) to provide complex acute care to the late adolescent through the geriatric populations experiencing health problems in one or more body systems. The didactic content addresses comprehensive assessment, diagnosis, and management of patients with complex acute, complex chronic, acute exacerbations of chronic illness, and critical health problems. The AG-ACNP student will focus on the appropriate assessment, risk factors, diagnostic tests, management, prevention, and follow-up care consistent with evidence-based practice guidelines. Professional, ethical, and legal issues are threaded throughout the course. *Prerequisites: N680 and N682.*

N782 Adult Acute Care III Diagnostics and Intervention Practicum: 2 Credit Hours

This final course of three concludes with a demonstration of clinical competency with an emphasis on evidence-based practice in adult/geriatric acute and critical health care settings. Within the course are the integration of theory, assessment, and advanced treatment modalities in high acuity patient clinical settings. Students will be expected to successfully complete comprehensive clinical assessments, including appropriate diagnostic and therapeutic testing. Practicum preceptors will provide supervision to the students as they manage the acute health problems of selected clients. Practicum placements will include placement in one of a variety of acute/critical care areas including but not limited to CCU, MICU, SICU, ED, and specialty services such as transplant and oncology. 200 practicum hours are required for this course. *Pre/Corequisites: N682 and N781 (Permission from advisor and/or program director required).*

N783 Educational Assessment and Evaluation Methods: 3 Credit Hours

This course focuses on the nursing education trends, policies, issues, and approaches in assessment and program evaluation. Students will have the opportunity to focus on analyzing and appraising current nursing education practice as well as supporting the formation of future practice.

N799 Capstone in Nursing Education: 1 Credit Hour

In this capstone course, students apply and analyze the theories, competencies, and concepts of the previous courses to research, plan, and implement a formal professional development seminar presentation on a topic of interest in nursing education. The students will work with their faculty project committee chair to obtain continuing education units for their presentations.

PLSC 211 Introduction to Health Policy: 3 Credit Hours

The course provides students with an introduction to the study of health policy and legal practices by linking the theoretical with the practical. The course focuses on three areas of analysis: (1) descriptive (2) evaluative and (3) prescriptive. Students will develop skills required to define and critically examine policy problems, articulate relevant decision-making criteria and assess alternative policy options in the health care sector.

PSYC 145 Sociocultural Approaches in Health Psychology: 3 Credit Hours

Sociocultural Approaches in Health Psychology focuses on the biopsychosocial model of health in which biological, psychological, social and cultural factors contribute to health and well-being, as well as illness and disease. The course will examine the development of the field of health psychology, discuss the research methods used by health psychologists, examine health enhancing behaviors such as exercise and nutrition, as well as health compromising behaviors such as drug abuse and other risky behaviors and discuss models that explain behavior maintenance and change. Each health behavior will be examined from within a sociocultural perspective. Additionally, attention will be devoted to a discussion of how health psychology can function in shaping health care policy.

PSYC 225 Human Growth and Development: 3 Credit Hours

The course is a survey of the physical, cognitive, emotional and social factors in human development from conception to death. Students will learn about various theories, themes and concepts applicable to the life-span from birth through senescence and death; and explore ways in which they can apply these to their own development and the development of others.

SOCI 140 Medical Sociology: 3 Credit Hours

This course provides students with a general understanding of the theoretical, conceptual, and methodological approaches to studying people in groups, institutions, societies and interpersonal interaction as applied to the medical field. It critically analyzes the social construction and perceptions of health, illness and medical organization.

SPAN 150 Spanish for Health Professionals (Level 1): 3 Credit Hours

Spanish for Medical Professionals is designed for health professions students who want to learn Spanish at a Novice-Mid/High level according to the ACTFL Proficiency Guidelines. This course, taught in Spanish, will prepare health care students to develop proficiency and confidence in their working language skills to communicate effectively and confidently with Spanish-speaking patients in medical and health care settings. Students will be exposed to a variety of medical and health science terminology common to clinical settings as well as the fundamental principles of Spanish pronunciation and oral practice including phonetics, morphology, grammar, sentence structure and conjugation through a variety of learning techniques like readings, discussions, films, role-playing, and writing assignments. In addition to improving Spanish fluency, this course provides transcultural training aimed at understanding the cultural issues related to successful interactions with Spanish-speaking patients and their families.

SPAN 200 Conversational Spanish for Health Care Professionals (Level 2): 3 Credit Hours

This course is designed for health professions students who want to learn Spanish at an Intermediate-Mid level according to the ACTFL Proficiency Guidelines. This course, taught in Spanish, will prepare health care practitioners to achieve a fluency and competence in medical Spanish through the practice of pronunciation, vocabulary, idioms, and grammatical structures, all within the context of the medical and health-related professions. Focus is placed on role-playing activities and dialogues that simulate the most common medical scenarios. At the end of the course, students will have acquired in-depth vocabulary related to the body, medications, illnesses and other relevant terminology, as well as language to use in clinical situations, like instructions during a hospital visit. Students will expand their knowledge and practice with advanced linguistic skills and cultural sensitivity to better understand and treat patients with a Hispanic cultural background.

SPAN 220 The Latin American Boom and Exile of the Latino Writer in the America's 21st Century: 3 Credit Hours

Offered as an elective to students interested in surveying the literature of Latin America from the past 50 years, this course will focus primarily on the "Latin American Boom," its causes and legacies. Throughout the course, students will engage with the works of some of the most notable novelists of this era, to experience and analyze their innovations in narrative storytelling, linguistics and magical realism. Students will study, comment on and evaluate the literary precedents of Hispanic writers through a review of the work of the masters including Borges, Sábato, Onetti and Arlt before delving into the writings of newer writers like Fuentes, García Márquez, Vargas Llosa and Cortázar.

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Rebecca Peck, CPA, MBA, *Chief Financial Officer*
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Victoria Grando PhD, RN, *Dean of Nursing and Professor*

Staff

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Sarah Ashman, MS, *Financial Aid Advisor*
Shanelle Brewster, BS, *Director of Bursar Operations*
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Carmen Caraballo, BA, *Financial Aid Advisor*
Shawnda Clark, *Simulation Center Technician*
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Sherry Harold, BSW, *Academic Advisor*
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Jill Lenox, BA, *Registrar and Director of Records Management*
Lauren McClure, BA, *Assistant Registrar*
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Devena Singleton, PhD, *Distance Education and Instructional Technology Manager*
LaToya Vaughn, MPA, *Admissions and Records Support Specialist*
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Institutional Memberships

- American Association of Colleges of Nursing (AACN)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Health Sciences Education Consortium (AHSEC)
- American Student Government Association (ASGA)
- Association of Governing Boards (AGB)
- Association for Institutional Research (AIR)
- College & University Professional Association for Human Resources (CUPA-HR)
- Midwest Association of Student Financial Aid Administrators (MASFAA)
- Missouri Association of Colleges of Nursing (MACN)
- Missouri League for Nursing (MLN)
- National Association of College and University Business Officers (NACUBO)
- National Association of Financial Aid Administrators (NASFAA)
- National Council for State Authorization Reciprocity Agreements (NC-SARA)
- National League for Nursing (NLN)
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