



Bolivar  
Technical  
College

BTC. Where we know you by name  
and help is always available.

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# Student Catalog

## 2024 – 2025



**Bolivar Technical College**

**Student Catalog**

**2024-2025**

**July 1, 2024**

1135 N. Oakland · PO Box 592 · Bolivar, MO 65613  
Phone: 417.777.5062 or 1.800.440.6135 · Fax: 417-777-8908  
[info@bolivarcollege.edu](mailto:info@bolivarcollege.edu)



# Academic Calendar

## Summer 2024

### May

06 First Day of Summer Semester  
RN to BSN Completion blocks:  
1<sup>st</sup> block: May 6 – June 30  
2<sup>nd</sup> block: July 1 – Aug 16

24 End of Drop/Add Period

27 Memorial Day – No Classes

### June

14 Last day to drop a course  
without receiving a  
grade

### July

04 Independence Day

### August

02 Last day to drop a course  
16 Last day of semester

## Fall 2024

### August

26 First Day of Fall Semester  
RN to BSN Completion blocks:  
1<sup>st</sup> block: Aug 26 – Oct 20  
2<sup>nd</sup> block: Oct 21 – Dec 13

### September

02 Labor Day – No Classes  
13 End of Drop/Add Period

### October

04 Last day to drop a course  
without receiving a  
grade

### November

28-29 Thanksgiving Break – No Classes  
29 Last day to drop a course

### December

13 Last day of semester

## Spring 2025

### January

06 First Day of Spring Semester  
RN to BSN Completion blocks:  
1<sup>st</sup> block: Jan 6 – Mar 2  
2<sup>nd</sup> block: Mar 3 – April 25

24 End of Drop/Add Period

### February

14 Last day to drop a course  
without receiving a  
grade  
17 President's Day- No Classes

### April

11 Last day to drop a course  
25 Last day of semester

## Summer 2025

### May

05 First Day of Summer Semester  
RN to BSN Completion blocks:  
1<sup>st</sup> block: May 5 – June 29  
2<sup>nd</sup> block: June 30 – Aug 15

23 End of Drop/Add Period

26 Memorial Day – No Classes

### June

13 Last day to drop a course  
without receiving a  
grade

### July

4 Independence Day

### August

1 Last day to drop a course  
15 Last day of semester



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Bolivar Technical College reserves the right to modify the terms of this catalog including calendar, fees, tuition, and other items without prior notice. Should changes be necessary, appropriate notice will be given. The catalog is published for informational purposes only. Students are subject to the most recent catalog policies; however, if a student maintains continuous enrollment, every effort will be made to ensure the continuity of his/her degree/program. If a student does not maintain continuous enrollment, his/her degree/program is subject to change in alignment with the most recent provisions in the catalog. This catalog should not be construed as constituting a contract between Bolivar Technical College and any person.

*Bolivar Technical College is dedicated to the student's educational and personal development. The belief in professional, knowledgeable, dedicated faculty and specialized education will enable a student to be prepared for the job market.*

*Bolivar Technical College is committed to the community in providing superior educational programs that will meet the needs of health care organizations, providers, and clients. This college believes that through education, a dream or career goal can become reality. It is our mission to provide a quality education for the student.*

*Charlotte G. Gray, President*

## **Bolivar Technical College**

Bolivar Technical College (BTC) is a Not-for-Profit, 501 (c) (3), corporation specializing in adult education. The institution is governed by a Board of Directors, administered by the President, and staffed by faculty members with superior professional credentials and experience.

The members of the Board of Directors are:

President	Charlotte Gray
Vice-President	Dr. William Gray
Secretary/Treasurer	Rachael Heneise

The administrative staff members are:

Campus Director	Charlotte Gray
Registrar	TBD
Assistant Registrar	Chelsye Scantlin
Education Coordinator	Nancy Brannon
Admissions/Student Services	Daniel Leith
Librarian	Jo Bass
Financial Aid Representative	Wendy McGowin/Avril Pebworth
Student Services/Compliance	Avril Pebworth
Director of Nursing Education	Erin Mock, MSN, RN
Simulation & Skills Center Coordinator	Lucinda Schmidt, MSN, RN
Professional Nursing Program Coordinator	Tasha Detloff, MSN, RN
Practical Nursing Program Coordinator	Johnna Mortensen, BSN, RN
RN to BSN Completion Program Coordinator	Kristall Fears, DNP, RN
Student Online Support (SOS) Coordinator	Haleigh Gray

Bolivar Technical College provides quality instruction and an ideal learning environment using multiple modalities, technologies, and experiences to enhance student learning. The college offers *Bachelor's Degrees (BSN-completion)*, *Academic Associate Degrees*, and *Certificates* upon satisfactory completion of a program.

## **Organization and Campus History**

Due to the population of the community of Bolivar, Missouri, key leaders became aware of the need for individuals qualified for employment in the nursing and healthcare fields. They requested that TCTI consider opening a campus in their community. Bolivar Technical College received authorization to open the campus in May 2005.

## **Mission Statement**

Bolivar Technical College will provide the highest quality educational experience for individuals seeking affordable, personalized, general and nursing education in response to the ever-changing employment needs of the community.

## **Educational Goals**

The goals of Bolivar Technical College's programs are:

1. To provide occupational and supplemental educational programs to serve the needs of our community.
2. To provide a Bachelor of Science in Nursing completion (RN to BSN) program to promote continuing education in nursing and promote professional practice.
3. To provide retraining and career counseling for the labor force to meet today's changing technology.
4. To provide laboratories, classroom and distance education instruction, and work experience that reflects current practices.
5. To provide adult advanced programs creating opportunity for personal and career growth.
6. To provide the student with potential employment opportunities, aid in securing employment, and continued employment opportunities after graduation.

## **Approving Agencies and Affiliations**

Bolivar Technical College is approved to operate or is recognized by the following agencies:

- Missouri State Board of Nursing  
3605 Missouri Blvd  
Jefferson City, MO 65109  
573-751-0681
  - Full approval for the Practical Nursing program
  - Full approval for the Professional Nursing program
- Missouri Department of Health and Senior Services  
Missouri Department of Aging  
912 Wildwood  
PO Box 570  
Jefferson City, MO 65102  
573-751-6400
- Missouri State Department of Elementary and Secondary Education  
205 Jefferson St.  
PO Box 480  
Jefferson City, MO 65102
- US Department of Veterans Affairs  
[http://www.benefits.va.gov/gibill/contact\\_us.asp](http://www.benefits.va.gov/gibill/contact_us.asp)  
888-442-4551
- US Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202  
[www2.ed.gov/about/contacts/gen](http://www2.ed.gov/about/contacts/gen)

- Missouri Division of Vocational Rehabilitation  
220 S. Jefferson Ave #110  
St. Louis, MO 63103  
314-877-2940
- Missouri Career Center (WIOA)  
2900 E. Sunshine St.  
Springfield, MO 65804  
417-887-4343
- Missouri Health Care Association  
236 Metro Dr.  
Jefferson City, MO 65109  
573-893-2060
- Accrediting Bureau of Health Education Schools (ABHES)  
6116 Executive Blvd., Suite 730  
North Bethesda, MD 20852  
301-291-7550

- Approved by Missouri to participate in the NC-SARA. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.

National Council for State Authorization Reciprocity Agreements (SARA)  
3005 Center Green Drive, Suite 130  
Boulder, CO 80301  
720-680-1600

- The Practical Nursing program at Bolivar Technical College located in Bolivar, Missouri is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

The Professional Nursing program at Bolivar Technical College located in Bolivar, Missouri is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

The RN to BSN Completion program at Bolivar Technical College located in Bolivar, Missouri is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nursing, Professional Nursing, and RN to BSN Completion programs is May 17, 2024.

View the public information disclosed by the ACEN regarding this program [on the ACEN website](#).

Bolivar Technical College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

The college is approved by the US Department of Education to participate in federally funded



financial aid programs.

Bolivar Technical College holds memberships or affiliations in several educational or professional organizations, which include:

American Association of Collegiate Registrars and Admission Officers  
Missouri Association of Collegiate Registrars and Admissions Officers  
Missouri Association of Student Financial Aid Professionals  
Missouri League of Nursing

## **Physical Location and Contact Information**

The Bolivar Technical College campus is located at:

1135 N. Oakland Ave.  
P.O. Box 592  
Bolivar, MO 65613

The main campus telephone number is:

417-777-5062  
1-800-440-6135 (toll free)  
FAX: 417-777-8908

The BTC World Wide Web address is:

[www.bolivarcollege.edu](http://www.bolivarcollege.edu)

The BTC physical facility consists of classrooms, skills & simulation center, computer labs, science lab, and a library. Students engage in hands-on learning scenarios with science labs, clinical skills instruction, and simulation experiences.

Distance education learning opportunities are offered for programs and courses that are approved for distance learning. Bolivar Technical College is dedicated to providing distance learning experiences that are convenient, challenging, and promote excellence in education.

## **Notice of Non-Discriminatory Policies**

The college affirms a policy of equal employment opportunity, and nondiscrimination in the provision of educational services to the public. The college makes all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, age, genetic marker, disability, or any other characteristic which lawfully cannot be the basis for an employment decision by state, local, or federal law.

The college is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 38, United States Code, Veterans' Benefits
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- Drug-Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the college president.

Bolivar Technical College complies with Section 504 of the Rehabilitation Act of 1973 and makes

every effort to ensure that disabled persons admitted as students or employed by the college are afforded all of the rights and privileges provided to them by this state and federal laws. Bolivar Technical College is committed to providing a sound learning environment to academically qualified students with disabilities. Students must provide complete current documentation of accommodations required to the administrative office. Bolivar Technical College requests that documentation for an existing disability be submitted prior to enrollment. Newly diagnosed disabilities with accommodation requirements should be submitted to the administrative office as soon as available to the student. Accommodations provided by BTC will be determined based on documentation submitted, in conjunction with non-discriminatory policies, then communicated to the faculty with the consent of the student.

## **The U.S. Department of Agriculture (USDA) Non-Discrimination Statement**

**This institution is an equal opportunity provider and employer.**

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form found at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form.

Send your completed complaint form or letter to us by mail at:

U.S. Department of Agriculture  
Director  
Office of Adjudication  
14000 Independence Ave, S.W.  
Washington, D.C. 20250-9410

By Fax:

(202) 690-7442

Or by email:

[program.intake@usda.gov](mailto:program.intake@usda.gov)

## **Admission**

Admission requirements are based on current admissions policies and are aligned with the college's equal opportunity practices. All students seeking admission to BTC must complete requirements listed below and must be admitted into a degree or certificate program. Additional requirements are in place for the Practical Nursing, Associate degree in Professional Nursing, RN to BSN Completion, and Medication Technician programs, and students must be able to attend all clinical or externship sites, as required per program. NO Exceptions.

If a period of one-year elapses during which an admitted student is not enrolled, the student must reapply for admission. Students receiving financial aid and/or students using veterans' assistance must be admitted to the college prior to receiving aid.

For admission to Associate degree or certificate programs, the requirements are:

1. Complete an application for admission to Bolivar Technical College and submit with nonrefundable \$50.00 application fee.
2. Submit proof of high school graduation with official transcript forwarded to Bolivar Technical College directly from the institution granting the diploma/credits or an official GED/HISET transcript from the state administering the test.

The two most common alternatives to attending an accredited high school or earning a

GED/HISET are: (1) completing a homeschool curriculum that is the equivalent of a high school diploma (2) earning a high school diploma from a school that has not received accreditation from the state or regionally accrediting association (non-accredited high schools).

BTC welcomes applications from all qualified students, including students who have chosen to complete high school course work through an alternate means. For admission criteria, these students may present the following documentation:

- Pass the GED/HISET test and supply an official transcript.
- Submit a homeschool transcript showing all courses/credits/grades earned from ninth grade through graduation. Transcript may be signed by parent or legal guardian administering the program and show date of completion.
- Submit an official transcript from the institution issuing the high school diploma.

Documentation must be presented during the application process, and the Registrar will make the determination of acceptance.

3. Take the Wonderlic verbal skills test **and** the Wonderlic quantitative skills test. Prospective students are limited to three attempts to pass the basic entrance examination. If a prospective student fails to achieve this standard after three attempts, he/she is not eligible to apply for any BTC programs until the next admission period. Retest fees apply.  
Minimum Verbal score: 265  
Minimum Quantitative score: 250
4. Receive a satisfactory clearance on a Missouri Family Care Safety Registry background screening and criminal background check. \*\*
5. Students for whom English is a second language shall meet the same general admission/program requirements as other students.

Anyone seeking admission into BTC must have a copy of a government issued photo ID and copy of his/her social security card on file with the college. The college will determine the student's physical address based on the Application for Admission address provided. Students moving out of state must inform BTC within 14 days of doing so.

Some general education courses are available in hybrid/blended format. All students are required to have a personal computer with word processing software, web camera (with microphone) and reliable, high-speed internet access. A personal printer is highly recommended.

Due to limited seats in the Professional Nursing (Associate degree) cohort, a rubric is used during the evaluation of applicant files for acceptance. A prior or current BTC student must be in good standing (i.e.: academic, attendance, probation) in order to receive the additional BTC student points on the rubric.

### ***Cohort Requirements for the Practical Nursing Program (Certificate)***

1. College admission completed.
2. Satisfactory ATI TEAS test score. (Min. score 50%)
3. A satisfactory background screening through Missouri Family Care Safety Registry and Validity Screening Solutions. \*\*

All students accepting a position in the Professional Nursing (associate degree) cohort or the Practical Nursing cohort must meet the following clinical requirements:

1. Proof of current American Heart Association Basic Life Support CPR certification.
2. A satisfactory drug screening\*\*\*.

3. A satisfactory health physical.
4. Current & satisfactory immunization record\*.

The Admissions Office will review completed student applications for the Professional Nursing (associate degree) and Practical Nursing programs. Upon meeting minimum cohort standards or higher, qualified applicants will be offered a seat in the Professional Nursing (including bridge) cohort or Practical Nursing cohort as long as there are seats available. Accepted applicants must pay a non-refundable seat guarantee deposit of \$100. The deposit will be applied to semester charges. Once the class has been filled, qualified applicants will be offered an alternate position.

### ***Cohort Requirements for the Professional Nursing Program (Associate of Science Degree in Nursing)***

1. College admission completed.
2. Satisfactory nursing exam score (**TEAS** min. score 61%/**Comp Bridge Predictor** min. score 85%).
3. A satisfactory background screening through Missouri Family Care Safety Registry and Validity Screening Solutions. \*\*
4. Official transcript indicating successful completion of prerequisites:

Professional Nursing: Anatomy & Physiology I (4 cr); Anatomy & Physiology II (4 cr)

Bridge (LPN's and Paramedics): Anatomy & Physiology I (4 cr); Anatomy & Physiology II (4 cr); Human Nutrition (3 cr); Chemistry (4 cr); Introduction to Psychology (3 cr); Composition (3 cr).

Note: Science courses over 10 years old will not be considered for transfer.

Cumulative grade point average for ALL combined science courses must be 2.5 or higher.

5. On **May 5, 2025**, the nursing selection committee will review all completed applicant files for the first selection cycle. **ALL REQUIRED DOCUMENTS MUST BE PRESENT PRIOR TO MAY 5, 2025, TO BE CONSIDERED.**

The selection committee will review and score applicants based on a points rubric. Applicants will be notified with a Conditional Acceptance, Conditional Alternate, or Denial. If an applicant receives a Conditional Acceptance or Conditional Alternate, the applicant will be required to submit or complete the following items no later than **June 6, 2025:**

- A current & satisfactory immunization record\*
- A satisfactory drug screening \*\*\*
- A satisfactory health physical
- Proof of current American Heart Association Basic Life Support CPR Certification

On June 6, 2025, the selection committee will review submitted documentation and notify the applicant of status. If the above items are submitted and are satisfactory, the Conditional Acceptance may be converted to Final Acceptance, and the Conditional Alternate may be converted to Final Alternate.

If an applicant does not submit all items by June 6, 2025, the Conditional Acceptance or Conditional Alternate offer **will be rescinded.**

A second selection cycle will be conducted for any completed applications submitted after May 5, 2025. The second selection cycle date will be determined at a later date.

LPN's who wish to bridge into the Professional Nursing program must have an undisciplined

Licensed Practical Nursing license from the state of Missouri or hold a current undisciplined Nursing Licensure Compact state license and be IV certified.

Paramedics who wish to bridge into the Professional Nursing program must have an undisciplined Missouri Paramedic license or an undisciplined Paramedic license in a compact state.

Some general education courses are available in hybrid/blended format. All students are required to have a personal computer with word processing software, web camera (with microphone) and reliable, high-speed internet access. A personal printer is highly recommended. See Student Catalog for Technical Support information.

### **Immunizations**

\*Students accepted into the Professional Nursing (Associate degree), and Practical Nursing cohorts must provide proof of the following immunizations (NO Exceptions) and are subject to change at the discretion of our clinical partners:

- Tuberculosis Testing (two step test required, or a blood draw)
- Diphtheria/Tetanus Booster
- Measles/Mumps/Rubella (MMR)
- Hepatitis B (Medical waiver available)
- Influenza (during flu season)
- Varicella (2 dose series)
- COVID-19 (Medical waiver available)
- Other immunizations if requested by clinical site/facility.

### ***Cohort requirements for the RN to BSN Completion Program (Bachelor of Science Degree in Nursing)***

1. Complete an application for admission and submit with the nonrefundable \$50.00 application fee.
2. A nursing diploma or Associate Degree in Nursing from an accredited institution by an agency that is recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) with a CGPA of 2.00 or higher.
3. An active, unencumbered RN license. (excluding licenses from California, in accordance with SARA regulations)
4. A satisfactory background screening through Missouri Family Care Safety Registry and Validity Screening Solutions. \*\*
5. Official transcript indicating successful completion of required science courses:
  - Anatomy & Physiology I (4 credit hours)
  - Anatomy & Physiology II (4 credit hours)
  - Human Nutrition (3 credit hours)
  - Chemistry (4 credit hours)
  - Microbiology (4 credit hours)

The Admissions Office will review completed student applications. Upon meeting required criteria, qualified applicants will be offered a cohort start date for the RN to BSN Completion Program. Accepted applicants must pay a non-refundable seat guarantee deposit of \$100. The deposit will be applied to semester charges. Once the maximum enrollment for the cohort is reached, remaining qualified

applicants will be offered the next available cohort start date.

Students applying for admission to the RN to BSN Completion program and have graduated from an accredited nursing program, who have taken the required science courses, and are licensed as an RN will be granted up to 73 advanced placement credits. A bachelor's degree requires completion of 120 credit hours. Transfer credits will be considered, and equivalencies will be deducted from total program credit hours. Students must complete a minimum of 32 credit hours while enrolled in the BTC RN to BSN Completion program as a residency requirement to earn a degree.

**\*\*All students accepted into the college are subject to the most current catalog policies and must adhere to the rules, regulations, and policies, as well as maintain a satisfactory background screening. Background screening may adversely impact an applicant's ability to gain employment in the field for which the applicant is trained. Furthermore, students accepted into the Professional Nursing (associate degree) cohort and Practical Nursing cohorts are REQUIRED to maintain current immunizations, CPR certification, and a satisfactory background screening for the duration of the cohort.**

**\*\*Students must have background screening results that meet satisfactory requirements of the college. Due to the variety and complexity of background results, "satisfactory" will be determined on a case-by-case basis and in accordance with state and federal licensing agencies, externship, and clinical sites. All documentation will be required in order to evaluate. Applicants will not be considered for acceptance into the college until all documentation has been evaluated and a determination has been made.**

**\*\*\*If positive drug screening results occur, a Medical Review Officer (MRO) will review the results; additional fees may apply. A positive drug screening for marijuana use (THC positive) will result in immediate dismissal from the program. There is no waiver available for those that have medical marijuana cards. Students should be aware of CBD based products. According to BTC's contracted drug testing company, some CBD products such as lotions and oils may contain THC—the psychotropic part of marijuana that is tested in a drug screen in trace amounts. This may not be listed on the label depending on manufacturer and regulatory oversight of production and distribution. When used daily, these substances can have a cumulative effect that causes a positive drug screening result. As there is no way to confirm the source, any positive screening will result in dismissal. See student catalog for Medical Marijuana Policy.**

### ***Admission and Applying as a Non-Degree/Non-Credential Student/Continuing Education***

The institution is not precluded from admitting, under different requirements, students who choose to enroll in non-credit/non-degree programs, or continuing education courses. Students enrolled in non-credit/non-degree programs or continuing education courses are not admitted to the college, nor are they eligible for federal student aid or financial aid from the state of Missouri.

One program is offered under this policy: Medication Technician.

Requirements for admission into the continuing education Medication Technician course are:

1. Complete the general application for admission.
2. Submit photo ID and copy of social security card.
3. Provide a Letter of Recommendation from the Director of Nursing or Administrator from long term care employer (current or previous)
4. Submit a copy of high school diploma or GED/HISET.
5. Submit a copy of current CNA license indicating a minimum of six months' experience as a CNA.
6. Receive a satisfactory background screening on a Missouri Family Care Safety Registry

## Background Screening.

The institution is also not precluded from admitting, under different requirements, students who are considered to be specially circumstanced, such as CMH Paramedic students may apply to take Anatomy & Physiology I (BIO 111) and/or Anatomy & Physiology II (BIO 211).

Requirements for admission in Anatomy & Physiology (BIO 111) and/or Anatomy & Physiology II (BIO 211) not leading to an academic credential are:

1. Complete the general application for admission.
2. Submit a copy of a government issued photo ID and copy of social security card.
3. Submit proof of high school completion with official transcript forwarded to Bolivar Technical College directly from the institution granting the diploma/credits or an official GED/HISET transcript from the state administering the test.
4. Take and successfully pass the Wonderlic entrance exam.
5. Receive a satisfactory clearance on a Missouri Family Care Safety Registry Background Screening.
6. Submit a letter explaining the purpose of attending BTC as a non-degree seeking student.

Financial Aid nor scholarships are available to non-degree/non-credential or continuing education seeking students.

The institution is also not precluded from admitting, under different requirements, students who are considered to be specially circumstanced due to unsuccessful attempts to pass NCLEX-RN testing. Following Missouri State Board of Nursing guidelines, such students may apply to take COMM 103, Personal and Vocational Concepts in order to be eligible to take the NCLEX-PN exam.

Requirements for admission in COMM 103 not leading to an academic credential are:

1. Complete the general application for admission.
2. Submit application with \$50.00 fee.
3. Submit a copy of a government issued photo ID and copy of social security card.
4. Submit proof of high school completion with official transcript forwarded to Bolivar Technical College directly from the institution granting the diploma/credits or an official GED/HISET transcript from the state administering the test.
5. Submit official transcript from the institution granting the associate degree in nursing.
6. Submit official proof of unsuccessful completion of NCLEX-RN.
7. Take and successfully pass the Wonderlic entrance exam.
8. Receive a satisfactory clearance on a Missouri Family Care Safety Registry Background Screening.
9. Submit a letter explaining the purpose of attending BTC as a non-degree seeking student.

Financial Aid nor scholarships are available to non-degree/non-credential or continuing education seeking students.

## ***Student Accommodations Policy***

Students who have a known disability or sincerely held religious belief that requires accommodation must make a request after admission but no later than the first day of class with the college. Newly diagnosed disabilities requiring accommodation must be reported to the administrative office at the time of diagnosis. It is the responsibility of the student to make the college aware of the need for accommodation, in advance, and cooperate with the college's attempts to accommodate the request. The student will be asked to provide details to determine the appropriate accommodation and

will be asked to provide documentation. Decisions for accommodation will be made by the Administrative Review (AR) Team.

If approved, the student will receive a written AR summary which includes the accommodation description, time in effect, which course(s)/assignment(s) impacted, and specific instructions for the students and instructor. Once provided with the necessary information, the AR team will make a timely decision and notify the student. The AR Team will notify the instructor(s) and Program Coordinators of the plan. The effectiveness of the accommodation will be measured at the end of each semester, unless required sooner.

There may be more than one accommodation possible—The AR Team will select the accommodation that will be used. Short-term accommodation may be granted (i.e., surgery, hospitalization, treatment for illness). These short-term accommodations may be eligible for renewal at the request of the student, with updated documentation required for approval.

### ***Technology***

All BTC students are required to have a personal computer with word processing software, web camera (with microphone) and reliable, high-speed internet access. See Student Catalog for Technical Support information.

### ***Risk for Injury***

Despite rigorous safety precautions, students enrolled in courses that have live lab, simulation, or clinical components are at risk for exposure to potentially hazardous procedures or events. These types of learning environments are used to prepare our students with the knowledge and hands-on experiences needed by healthcare professionals. Bolivar Technical College ensures that students have pre-requisite knowledge and appropriate protective equipment available in all lab, simulation, and clinical settings to promote safety. However, despite all precautions, students occasionally encounter biological, chemical, physical, ergonomic, and psychological risks that healthcare professionals may face in their work environments.

## ***Licensure and Certification***

### ***Nursing Licensure***

Nursing is a licensed profession with nurses practicing according to state-specific provisions outlined in the Nursing Practice Act, Missouri Statutes Chapter 335, RSMO and Missouri Code of State Regulations 20 CSR 2200-1.010 to 20 CSR 2200-6.060.

Graduates of Bolivar Technical College pre-licensure nursing programs are eligible to apply to take the National Council Licensure Examination (NCLEX®). This is a computer-adapted examination and may be taken at testing centers locally and across the United States. Successful completion of this examination will allow the graduate to begin practicing as a nurse (LPN or RN depending on course of study) with approved credentials and state licensure. Bolivar Technical College nursing program meets the Missouri State Board of Nursing curriculum requirements. Students may obtain information about licensure in other states by contacting boards of nursing in the individual state.

The licensing boards in each state are responsible for determining the requirements for licensure/certification for their state. State laws, regulations, and policies may change at any time. Many require more than the successful completion of a degree to obtain a license, or national certification/registry. See table below.



State licensing boards make the decision as to whether an individual is eligible to sit for licensure based on the current rules and regulations at the time the individual submits an application. Applicants that have a criminal record may petition for prelicensure from the Missouri State Board of Nursing prior to enrollment in a program at <https://pr.mo.gov/boards/nursing/375-1097.pdf>

All applicants to Bolivar Technical College nursing programs are hereby notified 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.

**See State of Missouri Nursing Practice Act: Section 335.066 Denial, revocation, or suspension of license, grounds for, civil immunity for providing information –complaint procedures.**

**Completion of the nursing program does not guarantee eligibility to take the licensure examination.**

Applicants who meet all requirements and are accepted into Bolivar Technical College will be enrolled in their program of choice. Students will be notified by email, of their acceptance status.

Bolivar Technical College reserves the right to add or terminate classes/programs, update classes/programs, amend rules and regulations, change texts or faculty, and modify tuition or fees with adequate notice to the student.

### ***State Licensure and Certification/Registration Determination Disclosure by Program (varies by state)***

<b>Program:</b>	<b>Licensure is Required</b>	<b>To be Certified or Registered is Required</b>	<b>National Licensure Compact (NCL) States (RN and LPN only)</b>	<b>Licensure is Not Required</b>	<b>To be Certified or Registered is Not Required</b>
<b>Professional Nursing Associate Degree (RN)</b>	All States		See website for up-to-date list: <a href="https://www.nursecompact.com/index.htm">https://www.nursecompact.com/index.htm</a>		
<b>Professional Nursing Bachelor's Degree (BSN)</b>	All States		See website for up-to-date list: <a href="https://www.nursecompact.com/index.htm">https://www.nursecompact.com/index.htm</a>		
<b>Practical Nursing (LPN)</b>	All States		See website for up-to-date list: <a href="https://www.nursecompact.com/index.htm">https://www.nursecompact.com/index.htm</a>		
<b>Medication Technician Certificate (CMT)</b>	Missouri	Missouri <a href="https://health.mo.gov/safety/cnaregistry/cmt.php">https://health.mo.gov/safety/cnaregistry/cmt.php</a>			

### ***Student Responsibility***

Because the curriculum for programs leading to licensure at Bolivar Technical College has been designed to meet the licensure/certification requirements for Missouri, and national licensure where applicable, if a student's intention is to return to or move to another state, they should

contact the applicable licensure board(s) of the state(s) they intend to obtain a license before beginning an academic program that results in licensure. Students moving out of state must inform BTC within 14 days of doing so.

It is the responsibility of the student to confirm the most recent information and requirements for the state(s) they wish to seek licensure in, while verifying they will be eligible for licensure and reciprocity.

## **Transfer of Credit and Transcript Evaluation Process**

To transfer credits from another post-secondary institution to Bolivar Technical College, the student must provide an official transcript and catalog course description(s), if requested, from the school attended. Transfer credits must have been earned from a post-secondary institution recognized by the US Department of Education. Transfer grades must be a “C” or higher, and courses must be equivalent to those offered at Bolivar Technical College. Transfer equivalencies are based on current policies and courses at the time the evaluation is conducted. BTC courses and course numbers are subject to change; thus, transfer equivalencies are subject to change as well. ALL transcripts for transfer course evaluation MUST be submitted to the Registrar PRIOR to the beginning of a cohort. NO Exceptions.

Transfer credit is not awarded for remedial courses.

Bolivar Technical College does not award credit for experiential learning.

Bolivar Technical College does not accept credit by exams.

To be granted a certificate or associate degree, a student must complete a minimum of 50% of a program’s total credit hours with BTC. To be granted a bachelor’s degree, a student must complete a minimum of 32 hours (25%) of the program’s total credit hours with BTC. Transferred grades are not computed in the student’s grade point average, and thus, do not affect satisfactory academic progress.

Consideration for transfer of credit hours earned over five years prior to admission to BTC will require a review and evaluation by the Registrar. Science courses over ten (10) years old are not eligible for transfer of credit to the certificate or associate degree programs. Professional Nursing (Associate degree) applicants must have a minimum cumulative science course grade point average (GPA) of 2.5. Science courses include: Anatomy and Physiology I/II; Chemistry; Microbiology; Human Nutrition. Bachelor’s degree (RN to BSN Completion) applicants must have satisfactorily completed Anatomy and Physiology I/II; Chemistry; Microbiology; and Human Nutrition as indicated in the admissions criteria.

## ***Advanced Placement***

Advanced placement credit for the Professional Nursing (associate degree) program will be awarded on a case-by-case basis. Qualified LPNs may receive up to a total of twenty-one (21) credit hours for LPN education. Upon meeting all prerequisites and successful completion of ADN-RN 190 (LPN Transition Course), ADN-RN 113 (Pharmacology III), and HSE 110 (Medical Terminology for Healthcare), advanced placement credit will be awarded on the transcript as a transfer grade. Qualified Paramedics may receive up to a total of twenty (20) credit hours for Paramedic education. Upon meeting all prerequisites and successful completion of ADN-RN 195 (Paramedic Transition Course), ADN-RN 113 (Pharmacology III), and HSE 110 (Medical Terminology for Healthcare), advanced placement credit will be awarded on the transcript as a transfer grade.

For the RN to BSN Completion, qualified RNs will be awarded up to seventy-three (73) advanced placement credits based on graduation from a nursing program recognized by the U.S. Department of Education and licensure as an RN. Additional transfer credits will be evaluated based on official transcripts.

Any transferability of credits from Bolivar Technical College to another post-secondary school is entirely up to the receiving school. Students are encouraged to discuss transferring credit with that institution.

BTC has an articulation agreement with the University of Phoenix, Purdue Global University (formerly Kaplan University), Southwest Baptist University, Chamberlain College of Nursing, Cox College, and Grand Canyon University (Educational Alliance Participant Agreement).

## **Academic Information and Policies**

### ***Academic Standard/Grading System***

Credits are expressed in semester hours and are based on a four-point system.

A	- 4.00
B	- 3.00
C	- 2.00
D	- 1.00
F	- 0.00
P	- 0.00
W	- 0.00

A	- Superior
B	- Above average
C	- Average
D	- Below average
F	- Failure
P	- Pass. Used only in the pass/fail grading system and is not calculated in the GPA.
I	- Incomplete. Students have a specified time to complete course work, or the grade is changed to a failing grade.
IP	- Course in progress
W	- Withdraw. Authorized withdrawal before the sixth week of the semester.
WP	- Withdraw/passing after the sixth week of a semester.
WF	- Withdraw/failing after the sixth week of a semester.
T	- Transfer. Indicates credit transferred from another institution.
R	- Repeated class.

**"F" Course Failure:** A course failure is a grade of "F". A grade of "F" will be figured into the cumulative grade point average. Should a student receive a failing grade, it becomes part of the student's record until the course has been retaken and successfully completed. When a student repeats a course, the higher of the two grades will be used in computing the cumulative grade point average. To qualify for graduation, the student must retake and pay additional tuition for any required course that was failed. If the course is a prerequisite for other courses, no subsequent course may be taken until the failed course has been retaken and successfully completed.

**"I" Incomplete:** If a student is unable to complete assigned work during a regular course due to mitigating circumstances such as extended illness, personal tragedy, accident, death in the immediate family or other special circumstances, a grade of "I" may be assigned by the course instructor with administrative approval. Any incomplete work must be completed within fifteen (15) business days from the end of the semester or grading period. Required class work will be determined by the instructor. An "I" grade is not figured into the cumulative grade point average. If the incomplete is not removed at the end of fifteen (15) business days, the grade will be converted to an "F" and will be calculated into the cumulative grade point average. An "I" grade is not an option in the Professional Nursing or Practical

Nursing programs.

“W” Withdraw: A student may officially withdraw from BTC up until the end of the sixth week of the semester or grading period and receive a grade of “W”. A “W” grade will not affect the cumulative grade point average.

“W/P” Withdraw Passing: A student may receive a grade of “W/P” if he/she officially withdraws from BTC after the end of the sixth week of a semester or grading period and is passing a course. “W/P” does not affect the cumulative grade point average.

“W/F” Withdraw Failing: A student may receive a grade of “W/F” if he/she officially withdraws from BTC after the end of the sixth week of a semester or grading period and is failing a course. “W/F” will be figured into the cumulative grade point average.

“R” Repeated Class: Courses that a student chooses to repeat to improve a grade are shown on the transcript with the designation of “R” beside the repeated course. The original course then has hours attempted, hours earned, grade and grade points removed, and the course is no longer figured into the grade point average (GPA) UNLESS the repeated course has a lower grade. ONLY the higher of a repeated course grade is recorded on the transcript with hours attempted, hours earned, grade, and grade points will be used to refigure the cumulative grade point average.

Good grades are usually correlated with regular attendance and with accurate and timely completion of all assignments. Poor grades are often correlated with frequent absences and incomplete and/or missing assignments.

### ***Grade Point Average (GPA)***

Grades are based on total points possible. Total points earned are divided by the total points possible giving a percentage of the total points available. Total points awarded will be documented and demonstrate academic justification for assignments given. Students’ homework will be factored in as points per assignment depending upon individual assignments given by instructors and will be counted into the total points possible in a class. The Practical Nursing certificate program course syllabi will articulate required course work including student assignments outside of class with specific requirements. Outside of class work will be consistent with program objectives, documented, assessed/graded and will be an integral part of the sequenced educational program.

#### **Grade Point Average (GPA) for all General Education Courses:**

<u>Letter Grade</u>	<u>Percentage Grade</u>	<u>Grade Points</u>
A	90 – 100%	4.00
B	80 – 89%	3.00
C	70 – 79%	2.00
D	60 – 69%	1.00
F	Below 60%	0.00

*Grades are not rounded for any class. 59.99 is less than 60.00 and is an “F” in all general education classes.*

#### **Grade Point Average (GPA) for the RN-BSN Completion, Professional Nursing, and Practical Nursing program specific courses:**

<u>Letter Grade</u>	<u>Percentage Grade</u>	<u>Grade Points</u>
A	94—100%	4.00
B	86—93%	3.00
C	80—85%	2.00
F	Below 80%	0.00

To determine the final grade, the same procedure stated above applies.

*Grades are not rounded for any class. 79.99 is less than 80.00 and is an "F" in nursing classes.*

### ***Late work and Make-Up Work Policy***

It is the student's responsibility to report to the course instructor immediately after an absence in order to make up any missed tests and assignments.

The following policies are in effect for absences during all courses:

1. NO student will be given the opportunity to take a test/quiz early **for any reason. No Final Exam will be given early or late.**
2. Homework is considered late if not turned in on or before the time designated by an instructor. The office will document the receipt of an assignment even if class is not in session, but the campus is open.
3. Tests and quizzes are considered late if not taken at the designated testing time. It is the responsibility of the student to schedule a make-up time with the instructor.
4. Ten percent (10%) will be deducted from homework, tests, and quizzes not completed by the designated testing time/due date. (Day 1). An additional ten percent (10%) will be deducted each day the college campus is open following the designated testing time/ due date.
5. After 7 calendar days no points will be awarded for late homework, tests, or quizzes.
6. All exams must be taken prior to the next exam, regardless of points awarded.
7. Assigned exam remediation, if required, is due prior to the next exam.
8. If an exam has not been taken at the time of the next exam, or assigned remediation not completed, the next exam cannot be attempted, and the late penalty will be applied for each day that it is not attempted.
9. Individual circumstances of illness and emergency will be considered on a case-by-case basis by appeal to the program director. Documentation must be presented upon return to school.

### ***Academic Dishonesty***

Academic dishonesty is any behavior on the part of a student that results in the student receiving unauthorized assistance on an academic exercise or receiving credit for work which is not his/her own. Such acts include, but are not limited to:

Cheating:

- Copying from another student's exam and/or work of any kind
- Allowing another student to copy from one's exam
- Using unauthorized study aids (such as a formula, a computer, a calculator or any other unauthorized material) for an in-class exam, take home exam or other work

Cheating may be either premeditated (using cheat sheets, etc.) or opportunistic (looking at

another student's test paper).

Plagiarism:

- Using another person's idea, opinion, or theory
- Using facts, statistics, graphs, drawings—any information—that is not common knowledge
- Using sources without proper citations
- Paraphrasing materials without proper citations
- Quoting another person's actual words without proper citations
- Purchasing a work and submitting it as one's own

Plagiarism may be deliberate or unwitting. It is the responsibility of a student to know what plagiarism is and avoid it at all costs.

Academic dishonesty is grounds for dismissal from the college.

## ***Standards of Academic Progress***

Professional Nursing and Practical Nursing: Students must reach and maintain grades of "C" or higher in nursing core classes and general education classes. Grades will be monitored, and written warning issued for a student's average that falls below 82% in a core nursing class. The program director, program coordinator, or faculty member will counsel the student, and a written plan for improvement will be formulated and placed in the student's file. Students who fail to achieve at least 80% in a core nursing class or a "C" grade in a general education class by the end of the semester will be terminated. Clinical components of theoretical courses are an integrated requirement for the specific course, and clinical components must be mastered in order to pass the corresponding course. Clinical evaluations will be completed regularly and available for review. A student will be terminated if he/she fails clinicals.

RN to BSN Completion: Should a student not successfully pass any course with a grade of "C" or higher, that student may repeat the course once. If a student fails two courses, they will receive an Academic dismissal. The student may reapply after one year.

Repeating courses has a direct impact on financial aid available to the student. Check with the financial aid officer for further information. Applying for readmission does not guarantee acceptance into a program.

Should a student be dismissed from the college due to academic dishonesty or improper behavior, they will not be readmitted to the college, and will remain responsible for all financial obligations to the college.

## **Satisfactory Academic Progress (SAP)**

Bolivar Technical College requires students who are attending the school to be making satisfactory progress toward the completion of the educational objectives. All students must meet the minimum standards set forth in the Satisfactory Academic Progress requirements, or they shall be deemed not making satisfactory progress, and those students previously eligible for specific financial aid will be considered ineligible for financial aid until satisfactory standards are met.

All programs at BTC meet or exceed guidelines from the U.S. Department of Education regarding establishment of satisfactory academic progress. Students may contact administration for copy of these guidelines.

## ***Cumulative Grade Point Average (CPGA) Requirements***

Students must meet specific cumulative grade point average requirements at specific points

during their enrollment in order to be considered making satisfactory academic progress. These requirements are noted in the table. These requirements will be reviewed at the end of each semester to determine if a student's CGPA is in compliance.

## ***Rate of Pace toward Completion Requirements***

*(Percent successfully completed)*

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered making satisfactory academic progress (67% or higher). Credits attempted are defined as those credits for which students are enrolled at the end of the drop/add period of an academic term. As with the determination of the CGPA, the percentage completion requirements will be reviewed at the end of each semester to determine if the student is progressing satisfactorily.

## **Maximum Time in Which to Complete**

A student is not allowed more than 1.5 times, or 150%, of the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150%, of the number of credits in their program of study. Rate of pace measurements are to assure students are progressing at a rate that will enable them to complete their programs within the maximum time frame.

## **Maximum Time in Which to Complete by Program**

Practical Nursing (Certificate)	62.00 credit hours	93.00 Maximum
Professional Nursing (Associate degree)	73.00 credit hours	109.50 Maximum
RN to BSN Completion (Bachelor's degree)	120.00 credit hours	180.00 Maximum

A BTC student's progress is considered satisfactory when meeting the following minimum requirements:

<b>Total Number of Credits Attempted</b>	<b>Minimum **CGPA</b>
1 – 25	1.50
26 – 48	1.75
49 – 72	2.00
73 – 108	2.00
109 – 180	2.00

**\*\*Cumulative Grade Point Average**

Rate of Pace is calculated by dividing the cumulative number of credit hours completed with a grade of D or higher by the cumulative number of credit hours attempted.

ALL students must maintain a pace equal to 67%, or higher, of their cumulative hours attempted in order to graduate within the minimum time frame allowed. Refer to Nursing Handbook for core nursing classes minimum CGPA allowed.

For the student who chooses to earn an additional degree, the maximum time frame will be based on the hours required to complete the program.

## ***Application of Grades and Credits***

In calculating the rate of pace, grades of "F" (Failure) and "WF" (Withdraw Failing) are counted as hours attempted but are not counted as hours completed. Pass/Fail grades are counted as hours earned but not hours attempted. Pass/Fail courses are not awarded grade points.

When a student repeats a course, the higher of the two grades is used in the calculation of CGPA and is indicated with the grade earned and "R". The original course credits remain included in the total number of hours attempted and hours earned in order to determine the required level of CGPA and rate of pace. Transfer credits are not included in the calculation of CGPA.

For students who transfer between BTC programs or seek an additional degree, all grades and credits attempted for courses common to both programs will be applicable to the new program. If a student graduates from one program and then enrolls in another BTC program, all grades and credits attempted for courses common to both programs will be applicable to the new program and will be calculated in the satisfactory academic progress measurements of the new program.

An "I" grade is not figured to the cumulative grade point average. If the incomplete is not removed at the end of fifteen (15) business days, the grade will be converted to an "F" and will be calculated into the cumulative grade point average and calculated in the satisfactory academic progress (SAP) measurement.

Bolivar Technical College does not offer remedial courses.

### ***Academic Probation, Financial Aid Warning and Financial Aid Probation***

A student will be placed on academic probation when his/her rate of pace or cumulative grade point average (CGPA) is less than the minimum at the end of the semester. During the period of academic probation, students are considered to be on financial aid warning.

Students on academic probation are expected to show commitment to removing themselves from probationary status. Students may be asked to participate in academic advising, Success Labs, or extra tutoring sessions. Upon completion of the probationary period of one semester, the student's progress will be reevaluated to determine if the student is making satisfactory academic progress. A student on academic probation who does not achieve the minimum rate of progress or CGPA at the close of the probationary semester or grading period, will be dismissed and will no longer be eligible for financial aid. Students who have been academically/attendance dismissed or have withdrawn for two semesters are no longer eligible for readmission. However, students have the right to appeal. An appeal must be in writing.

A student may appeal (see appeal/complaint procedure) academic dismissal beginning at the Campus Director level if he/she feels the academic dismissal was caused by mitigating circumstances such as extended illness, personal tragedy, accident, a death in the immediate family or other special circumstances. Students who choose to appeal must submit a completed appeal form to the Registrar's office within ten (10) days of notification they are not making SAP. The appeal form must include a statement as to why the student did not meet SAP and an explanation of what corrective measures have been taken to ensure satisfactory progress in the future. The school will respond to the appeal in writing, either approving or denying, within three (3) business days. If the appeal is granted, the student will be entered on academic probation and financial aid probation. Students on financial aid probation are eligible to receive financial aid during this period. If, at the next review point, the student meets both requirements, he/she will be removed from academic and financial aid probation. If the student fails to meet the requirements of the probation, the student will be withdrawn and will be ineligible for financial aid.

### ***Reestablishing Satisfactory Academic Progress***

Students returning to Bolivar Technical College following academic dismissal must submit an application for readmission. The campus director, program director, and registrar must approve the readmission. The campus director, program director, and registrar must approve the readmission. If



readmission is approved, the student will be notified in writing. If it is highly improbable or mathematically impossible for the student to improve above the minimum standards within their first semester of readmission, the student will not be readmitted.

Students readmitted after academic dismissal (1) will be reentered on academic/financial aid probation (2) are ineligible for financial aid, and (3) must bring their CGPA or rate of pace up to the minimum standards by the end of the first academic semester. If the student does not meet minimum standards at the end of the probation semester, he/she will be academically dismissed the second time. A second dismissal is considered permanent. However, a student may submit an appeal if he/she feels extenuating circumstances resulted in lack of progress during the probation semester. (See Academic Probation)

### ***Satisfactory Academic Progress and Financial Aid***

Students must meet the standards of satisfactory progress in order to remain eligible to receive financial assistance as well as to continue as a student at BTC.

Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of pace requirements, maximum completion time restrictions, probation provisions, academic dismissal, and appeals procedures as outlined in the satisfactory academic progress section of this catalog.

Students who have been academically dismissed are no longer active students and are ineligible for federal financial assistance.

Reinstatement of financial assistance eligibility will occur only after a student is readmitted following dismissal or in the event the student's appeal results in re-admittance. Students may re-establish eligibility by enrolling in one or more semesters without federal financial aid until satisfactory standards are met.

## **Graduation Requirements**

To graduate, students must have earned a minimum cumulative grade point average of 2.00 and successfully completed the required number of courses in their program of choice within the maximum number of credits that may be attempted. Upon satisfactory completion of their program, students will receive a **Certificate, Academic Associate Degree, or Bachelor's degree**. No student will be allowed to graduate with a class grade of less than a "C" in any required course without retaking the course and successfully completing it.

Bachelor's degree students are allowed a maximum of three (3) years to complete the RN to BSN Completion program.

Bolivar Technical College will have graduation ceremonies twice a year, in May and December. The graduation ceremony will represent all programs for students who have met all graduation requirements from the most recent semester.

### ***Graduation Honors***

#### **Degree programs**

Students who graduate with outstanding academic achievement from the degree programs are entitled to the following honors based upon cumulative grade point average.

- Cum laude 3.50 – 3.75
- Magna cum laude 3.76 – 3.89
- Summa cum laude 3.90 – 4.00

#### **Certificate program**

Students who graduate with outstanding academic achievement from a certificate program

are entitled to the following honor based upon cumulative grade point average.

- Honors 3.85 – 4.00

### ***Cancellation and Withdrawal***

A student may cancel a program or withdraw from a class at any time prior to the last two weeks of a semester. The student **must** notify the office in writing with intent to withdraw. There are no exceptions. Refer to refund policy. Nursing students are required to confer with program directors. **Non-attendance does not constitute official withdrawal.**

A withdraw from class after the end of the sixth week of a semester will be assigned a withdraw/passing (W/P) or withdraw/failing (W/F). Withdraw/failing will be included in the calculation of the CGPA; withdraw/passing does not affect the calculation of the CGPA.

NO course may be dropped the last two weeks of a semester.

### ***Administrative Withdrawal***

Administrative withdrawal occurs if a student does not attend a seated course and fails to contact the school within four (4) consecutive days or ten (10) business days, whichever comes first. Failure to complete academic events for a period of two consecutive weeks will result in administrative withdraw from the course.

An administrative withdrawal may occur due to documented extenuating circumstances and is handled on a case-by-case basis.

Students should be aware that an administrative withdrawal may reduce the amount of financial aid they receive and could necessitate repayment of aid already received. It does not relieve their obligation to pay all tuition and fees due to the college. Please direct all questions regarding the policy to the administrative office.

### ***Appeal and Grievance Policy***

The successful accomplishment of the school's mission requires prompt consideration and equitable adjustment of any appeal or grievance. It is the desire of the administration and staff to address appeals or grievances informally, and the supervisors, instructors, employees, and students are expected to make every effort to resolve problems as they arise. **Grievances or appeals submitted signed by a group will not be addressed.**

Students have the right to appeal any action or decision that directly affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program, etc. due to not making satisfactory academic progress. The student should first request consideration of a decision from the person who initiated the action.

An appeal regarding a final grade should be made within fifteen (15) business days of the last day of a class and should initially be addressed to the instructor of the class. If a student is not satisfied with the result, the student may file an appeal following the steps listed below.

Appeals may be granted based on error or unanticipated mitigating circumstances, which may include, but are not limited to: Loss of transportation, civic duties, conflicting personal responsibilities, illness, death of a close relative, etc. that may affect a student's attendance or classroom performance. The grievance and appeal policy outlined below does not apply to actions taken in response to positive drug screens. Please refer to drug and alcohol abuse prevention policy in the student catalog.

When an appeal is requested, suspension of financial aid or dismissal from a program is delayed

until the appeal has been decided. Students who have appealed are expected to continue in their program until the appeal is decided. When an appeal is not granted, the date of suspension of financial aid or dismissal from a program will be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from a program.

Step 1: Students with a complaint relating to a particular class or instructor should discuss it first with that instructor. If the complaint is not resolved satisfactorily, within three (3) business days following the documented meeting with the instructor, the student should present his/her complaint as outlined in Step 2.

Step 2: A student may present his/her grievance to the program director (or campus director as applicable). All grievances will be submitted in writing. If a satisfactory solution is not achieved, within another three (3) business days from the receipt of the campus director's decision, the student may proceed with Step 3.

Step 3: A student may then present the grievance to the Bolivar Technical College president. All grievances will be submitted in writing. If a satisfactory solution is not achieved, within another three (3) business days from the receipt of the president's decision, the student may proceed with Step 4.

Step 4: A student may then present the grievance to the Board of Directors. The student has three (3) business days to present the grievance in writing to the Board of Directors after Bolivar Technical College's president has made a decision. The decision of the Board of Directors is final.

Complaints against the school may be registered with:

Accrediting Bureau of Health Education Schools (ABHES)  
6116 Executive Blvd., Suite 730  
North Bethesda, MD 20852  
1-301-291-7550

Missouri Department of Higher Education  
& Workforce Development  
301 W. High Street  
PO Box 1469  
Jefferson City, MO 65101-1469  
Phone: (573) 751-2361 or  
(800) 473-6757  
Email: [info@dhewd.mo.gov](mailto:info@dhewd.mo.gov)

### **Missouri Department of Higher Education policy**

The Missouri State Coordinating Board of Higher Education has a published policy on complaint resolution, can be accessed at <https://dhewd.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf>

### **State Authorization Reciprocity Agreements (SARA) process for resolving grievances.**

The SARA process only applies to students from outside the State of Missouri who are participating in online classes through Bolivar Technical College. Grievances should be exhausted through the Bolivar

Technical College grievance policy first. If a student is not satisfied after following the Bolivar Technical College grievance policy, the student may file a complaint by contacting Joshua Fischer, [Joshua.fischer@dhewd.mo.gov](mailto:Joshua.fischer@dhewd.mo.gov) 1-573-522-1377 at the Missouri Department of Higher Education and Workforce Development.

### **Out-of-state students taking classes under the State Authorization Reciprocity Agreements**

The following policies appear in version 23.1 of the State Reciprocity Agreements manual, published December 8, 2023. These are the policies with which Bolivar Technical College must comply as part of its membership in SARA. The manual can be accessed at <https://NC-SARA.org/resources/sara-policy-manual-231> . Student Resources through SARA can be accessed at <https://NC-SARA.org/sara-students>

### ***Attendance Policy***

Good attendance is a mark of dedication which is a component of professionalism that future employers consider seriously. Students are expected to attend and participate in all classes in order to get maximum benefits from the instructional program and to develop the habits of punctuality, self-discipline, and responsibility.

### **Health and Illness Policy**

Students should not attend class or clinical rotations if exhibiting one or more of the following health issues:

- Elevated temperature (100.4 ° Fahrenheit or above)
- Vomiting or Diarrhea
- Cognitive deficits
- Signs or symptoms of communicable diseases
  - i.e. pink eye, strep throat etc. which have not been treated for 24 hours with antibiotics.
  - i.e. cold, flu with fever in the last 24 hours.

Students who are ill should follow the appropriate protocol for notifying the school of their absence. Students are responsible for making up missed work, including clinical or simulation time.

CDC recommendations suggest returning to normal activities when symptoms are improving overall, and if a fever was present, it has been gone without use of fever-reducing medication for at least 24 hours. Students are encouraged to mask around others while recovering from illness or to prevent the spread of illness when fever is not present.

Students enrolled in **seated courses** will be counted present for the time attending class while distance education courses will have attendance recorded by participation in academic events. An academic event for distance education courses is defined by submitting a class assignment, participating in threaded discussions, completing quizzes and exams, or completing synchronous activities as required.

Students enrolled in **seated courses** must attend (be present in class) a minimum of 90% of time scheduled for the course. This includes clinical time if applicable.

- *Example:* a 3-credit hour course will be scheduled 45 in-person class hours (3 hours weekly for 15 weeks). Therefore, the student must attend 90%, or 40.5 hours.

Students enrolled in **distance education (online courses)** will have weekly scheduled assignments in place of in-person attendance. Participation in the assignments result in being 'present'. Students must

maintain a 90% minimum attendance in each course, based on assignment participation. The number of events assigned in a week is a direct reflection of the course credit hours earned.

- *Example:* a 3-credit-hour course will have weekly assignments scheduled in place of in-person class time. Students should anticipate 2 hours of work for each online credit hour earned weekly (3 credit hours x 2 hours = 6 hours weekly).
- Participation in a weekly assignment prior to the scheduled due date counts as class attendance. (All assignments complete for the week = present all hours)
  - Students who do not participate in an assignment will be counted absent for that assignment's weekly time equivalent.
  - If no assignments are attempted, the student will be counted absent for all hours.

Students enrolled in a **hybrid course** must also maintain a minimum attendance of 90% and will have attendance components of seated and distance education (see above). Students are responsible to maintain minimum attendance requirements in both components. Hybrid courses are delivered in a flipped classroom format with 2 credit hours of work assigned online prior to attending class, and 1 credit hour of seated class each week.

- *Example:* a 3-credit-hour hybrid course will have two components—weekly assignments to be completed at home prior to class and one hour of in-person class attendance.
  - Students must participate in all the online assignments prior to the scheduled due date to be counted present for those hours.
    - Students who participate in none of the weekly assignments are counted absent.
    - Students who participate in only part of the weekly assignments will be counted absent for the missed assignment's time equivalent.
  - Students must also attend the scheduled seated portion of the class weekly to be counted present for those hours. (1 hour weekly for 15 weeks)

Each program varies by credit hours. Satisfactory progress towards earning an associate degree or certificate means students must meet the following academic and attendance requirements:

1. **Students are to maintain a minimum of 90% attendance, or higher, for each semester. Minimum 90% attendance average is required to begin externship or graduate.**
2. General education students who are below the required 90% attendance at the end of a semester will be placed on attendance probation and given the following semester to demonstrate the ability to maintain the 90% attendance average. At the end of the attendance probation semester, if the student has not met the 90% requirement, he/she will be terminated from the program.
  - a. **Due to the nature of the Practical Nursing cohort and Professional Nursing cohort programs, attendance probation is NOT an option for those programs.**
3. Extenuating circumstances will be considered on a case-by-case basis. Documentation for extenuating circumstances must be submitted within seven (7) calendar days of returning to class.
4. A student may make up assignments missed for class according to the *Late Work and Make-up Work Policy*.
5. Students are required to call the school if they are going to be late or unable to attend class.
6. Doctor's visits and other appointments should be scheduled outside of school hours.
7. Any hospitalization requires a release from the doctor to return to class/clinical.
8. If a student is absent in excess of four (4) consecutive class days or ten (10) business days, whichever comes first, without notifying the school, the student will be subject to

termination.

9. Early departures/tardiness will be calculated as follows: if the student is 1-15 minutes late, one quarter of an hour will be added to total hours missed; 16-60 minutes tardy/early departure will result in one hour being added to total hours missed.
10. Non-compliance with attendance policy is grounds for dismissal.
11. No Final Exam will be given early or late.
12. Faculty are under no obligation to offer extraordinary assistance to students who are chronically absent.

Satisfactory progress towards earning a bachelor's degree means students must meet the following academic and attendance requirements:

1. Students will participate in weekly class assignments, threaded discussions, quizzes, and exams. Synchronous (scheduled) learning events may be scheduled that require student attendance. Students will be notified at the start of the class of these scheduled events.
2. Students who do not complete an assigned task within a week, will be counted as absent for the event. If student does not participate in academic events for two consecutive weeks, an administrative withdraw will occur and student will be removed from the class.
3. Late work will not be accepted. No quiz or exam will be given early.

Students have continuous access to their grade on the LMS, Moodle. In addition, faculty will provide weekly feedback to students regarding quality of work, grades, and areas for improvement.

Distance education students will receive grade checks via their school email account. Students are given the opportunity to view their grade and are assigned remediation, if required. Should student counseling be required, the student will be asked to set up a virtual Success Lab to discuss student's academic progress.

## ***Leave of Absence Policy***

### **Pre-licensure Nursing Program:**

Bolivar Technical College's Professional Nursing (associate degree) and Practical Nursing programs are designed as uninterrupted programs. If it becomes necessary for a student to interrupt training due to extenuating circumstances, which can include but are not limited to, serious health issues or personal issues, a leave of absence (LOA) or permanent withdrawal must be approved by the college President. The student must meet with the campus director and program director, provide documentation, if possible, and sign a written request prior to the leave of absence. If unforeseen circumstances prevent the student from providing required documentation and signing a request prior to the LOA, an approved LOA may be granted, and the campus director will document his/her decision and collect written requests at a later time. The campus director will determine if there is a reasonable expectation the student will be able to return to school. A release to return to school may be required. LOA is not counted as hours attempted. The maximum length of the total LOA time within a twelve-month period is ninety (90) calendar days.

If a permanent withdrawal is approved, the student will be officially dropped from the program, and all monies required to be refunded to the student or to financial aid resources will be refunded within thirty (30) days. A student who fails to return from a LOA on or before the date on the written request will be terminated from the program. As required by federal law and regulations, the student's last date of attendance prior to the approval of the LOA will be used to determine the amount of funds the institution

earned and make any refunds required under federal, state, or institutional policy.

The effect the LOA has on satisfactory progress is dependent upon the length of the leave and timing of classes. Students considering requesting a leave of absence should be aware that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Maximum length of LOA granted within a semester's time is thirty (30) calendar days with approved documentation.
- Students returning from a LOA are not guaranteed that the class required to maintain progress in their program of choice will be available at the time of reentry.
- Students may have to wait for the program/class to be offered.
- Students may be required to repeat the entire semester from which they took a LOA prior to earning a final grade.
- Receipt of financial aid can be suspended during a LOA unless a PELL disbursement is due prior to LOA. In this case, PELL grant may be disbursed.

It is important that students know that a leave of absence (LOA) from the college or program does not refer to the Title IV financial aid guidelines. The student must be reported as withdrawn from the college, effective the last date of attendance, and is subject to all loan repayment deadlines.

Due to the intensity of the Practical Nursing cohort program or Professional Nursing (associate degree) cohort program, a leave of absence is not permitted.

### **RN to BSN Completion Program:**

For students enrolled in the RN to BSN Completion program that are in good academic standing and who wish to temporarily suspend their undergraduate studies, the College will allow a leave of absence (LOA) up to 16 weeks. A leave of absence may be requested a maximum of two times; non-consecutively. A LOA cannot be granted for academic reasons (i.e., to keep a student from failing). Bachelor's degree students are allowed a maximum of three (3) years to complete the RN to BSN Completion program.

The student must communicate with the campus director and program director, provide documentation, if possible, and sign a written request prior to the leave of absence. There must be a reasonable expectation that the student will return from the LOA in order for the leave to be approved. If unforeseen circumstances prevent the student from providing required documentation and signing a request prior to the LOA, an approved LOA may be granted, and the campus director will document his/her decision and collect written requests at a later time.

A student who fails to return from a LOA by the date on the LOA request will be terminated from the program. As required by federal law and regulations, the student's last date of attendance prior to the approval of the LOA will be used to determine the amount of funds the institution earned and make any refunds required under federal, state, or institutional policy. *See Refund Policy.*

Receipt of financial aid can be suspended during a LOA unless a Pell disbursement is due prior to the LOA. In this case, Pell grant may be disbursed.

It is important that students know that a leave of absence (LOA) from the college or program does not refer to the Title IV financial aid guidelines. The student must be reported as withdrawn from the college, effective the last date of attendance, and is subject to all loan repayment deadlines.

***Returning from a Leave of Absence (RLOA for RN to BSN Completion students only):***

When the student is ready to return from LOA, they must contact the Admissions Office to initiate the process of return. Students may enroll for classes at the end of their approved leave without applying for readmission and will be given a new cohort start date.

If the 16-week limit has expired, the student must apply for readmission following guidelines on page 8. The College allows one readmission to the program. The student will begin at the point where they left. Program curriculum is subject to change. Students returning from a leave of absence will be expected to follow the policies and requirements of the new cohort they are entering.

The student must communicate with the Financial Aid Representative in order to finalize the new enrollment.

***Termination***

A student may be terminated from a class or a program due to excessive absenteeism, grade failure, unprofessional or unethical conduct, violation of rules and regulations, unpaid tuition, falsifying application information, inability to attend or participate in clinical/externship, positive drug screen without appropriate documentation, or academic dishonesty. The student will receive a refund according to the refund policy.

***Readmission***

Students who wish to reenter Bolivar Technical College after withdrawing or being dismissed for academic or attendance reasons must submit an application for readmission. Students who have been academically/attendance dismissed or have withdrawn for two separate semesters are no longer eligible for readmission. However, students have the right to appeal. An appeal must be in writing.

Students who left the college with a balance owed must pay the balance in full before reapplying. If accepted, students in non-cohort classes (programs except RN and PN) will reenter the semester from which they withdrew or were terminated (if returning on academic probation, please refer to Reestablishing Satisfactory Academic Progress policy). Students who attend at least one day of the Professional Nursing (associate degree), Practical Nursing, or the RN to BSN Completion programs are allowed one readmission to that program.

If a student withdraws or is terminated from the Professional Nursing (associate degree) or Practical Nursing cohort, he/she may reapply for acceptance into a different cohort if he/she meets current college admissions criteria as found on page 5 and program cohort admissions as found on pages 6-9. This includes but is not limited to:

- Retake the ATI entrance exam and meet minimum criteria or higher if NOT attempting to test out of first and second (if applicable) semester core nursing classes passed.
- Submit a satisfactory health physical examination.
- Submit record of current immunizations.
- Submit updated satisfactory Missouri Family Care Safety Registry background screening.
- Submit a satisfactory updated Validity criminal background screening. The student is responsible for the fee.
- Complete a satisfactory drug screen.

Students reentering a nursing cohort (Professional Nursing or Practical Nursing), who meet the required readmissions criteria may be eligible to test out of previously passed courses by demonstrating competency.



Students will be required to take a content exam for the course. A minimum score of 80% or higher will be required to pass the exam. Students will be provided a concept sheet for study prior to the exam. Test out eligibility depends on the program and the semester that the student previously departed. See test out process chart below.

### Test Out Process

Practical Nursing	Test Out Eligibility	Professional Nursing	Test Out Eligibility
Students who withdraw or are terminated in 1 <sup>st</sup> semester are not eligible for 'test out'	Student must repeat 1 <sup>st</sup> semester	Students who withdraw or are terminated in 1 <sup>st</sup> semester are not eligible for 'test out'	Student must repeat 1 <sup>st</sup> semester
Student withdraws or is terminated in second semester	<p>Student is eligible to test out of</p> <ul style="list-style-type: none"> <li>• NURS 112 Fundamentals of Nursing</li> <li>• NURS 103 Introduction to Pharmacology</li> <li>• **** Personal and Vocational Concepts</li> </ul> <p>Successful test out results in admission to 2<sup>nd</sup> semester if seat available</p>	Student withdraws or is terminated in second semester	<p>Student is eligible to test out of</p> <ul style="list-style-type: none"> <li>• ADN-RN 101 Fundamentals of Nursing</li> <li>• ADN-RN 111 Pharmacology I</li> </ul> <p>Successful test out results in admission to 2<sup>nd</sup> semester if seat available</p>
Student withdraws or is terminated in third semester	<p>Student is eligible to test out of</p> <ul style="list-style-type: none"> <li>• NURS 112 Fundamentals of Nursing</li> <li>• NURS 103 Introduction to Pharmacology</li> </ul>	Student withdraws or is terminated in third semester	<p>Student is eligible to test out of</p> <ul style="list-style-type: none"> <li>• ADN-RN 101 Fundamentals of Nursing</li> <li>• ADN-RN 111 Pharmacology I</li> <li>• ADN-RN 125 Medical Surgical Nursing</li> </ul>
	<ul style="list-style-type: none"> <li>• **** Personal and Vocational Concepts</li> </ul> <p>Successful test out results in admission to 2<sup>nd</sup> semester is seat available</p>		<ul style="list-style-type: none"> <li>• ADN-RN 113 Pharmacology II</li> </ul> <p>Successful test out of ADN-RN 101 and 111 results in admission to 2<sup>nd</sup> semester if seat available</p> <p>Successful test out of all courses results in admission to 3<sup>rd</sup> semester if seat available</p>

Not Applicable	Student withdraws or is terminated in fourth semester	<p>Student is eligible to test out of</p> <ul style="list-style-type: none"> <li>• ADN-RN 101 Fundamentals of Nursing</li> <li>• ADN-RN 111 Pharmacology I</li> <li>• ADN-RN 125 Medical Surgical Nursing</li> <li>• ADN-RN 113 Pharmacology II</li> </ul> <p>Successful test out of ADN-RN 101 and 111 results in admission to 2<sup>nd</sup> semester if seat available</p> <p>Successful test out of all courses results in admission to 3<sup>rd</sup> semester if seat available</p>
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- Students who pass part of the required test out exams for a given semester but not all will not be eligible to move past that semester but will only have to repeat the courses in which they were not able to demonstrate competency through examination.
- Students will be required to pay a \$50.00 testing fee for each exam attempted.
- Students are only allowed one attempt per course exam.

Students readmitting will be assigned a faculty sponsor. The student will be required to meet with faculty sponsor on a regular basis and participate in Success Labs on a regular basis at the discretion of the faculty sponsor.

PLEASE NOTE: Nursing curriculum may change. Students, if accepted, will reenter under the current catalog.

Students applying for readmission after being dismissed for disciplinary reasons will be readmitted ONLY at the discretion of the program director, faculty and president.

Repeating courses has a direct impact on financial aid available to the student, including maximum time to complete. Check with the financial aid office for further information. Applying for readmission does not guarantee acceptance into a program.

## Financial Aid

Bolivar Technical College students may apply for scholarships, grants, or loans to assist them with school expenses. Scholarships and grants are sums of money given to an eligible student to be applied toward the student's education costs. Students do not repay scholarships or grants but must meet specific requirements to receive them. Various loans are also available to assist students with educational costs. These loans must be repaid according to specific terms.

Bolivar Technical College's administrative staff will provide information and various forms needed to determine financial aid eligibility. Financial aid forms must be accurate and complete. Though applicants are encouraged to seek financial aid, students should not rely solely on these monies to support

themselves throughout the academic year. Though Bolivar Technical College's financial aid officer is responsible for accurate distribution, explanation, documentation with validation of federal financial aid requirements, it is the student's responsibility to comply with all requests in a timely fashion if the student wishes to continue receiving benefits.

Bolivar Technical College has been approved by the U.S. Department of Education for participation in the Title IV programs listed in this section. When completing a Free Application for Federal Student Aid (FAFSA) on-line ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)), BTC's school code is: 042557. Once eligibility is determined, an electronic report will be sent to both the student and the respective campus. Please note the FAFSAs submitted may require additional verification documentation from the student. Financial aid offers will be sent to the student upon receipt and acceptance of those documents.

## ***Financial Aid Application and Forms***

Students are required to submit student aid applications on an annual basis. Students may be eligible to receive Federal Student Aid (FSA) funds once they have completed the entire financial aid process.

### ***Application Process***

1. FAFSA (Free Application for Federal Student Aid)
  - Each applicant requesting federal financial aid completes a FAFSA according to its accompanying instructions. The FAFSA form is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). From the application data, the financial aid staff obtains the Student Aid Index (SAI), formerly the Estimated Family Contribution (EFC), and makes a preliminary determination of Federal Pell Grant eligibility. The application data is also used to determine the amount of a student's Direct Loan eligibility and campus-based funds.
  - The FAFSA documents the student's intent to use all federal aid solely for educational purposes. The student also certifies that he/she is not in default on a federal financial aid loan and does not owe a refund to a federal financial aid grant received at any post-secondary institution.
2. Verification
  - Students may be asked to verify information given on the FAFSA. Verification requires the student submit a verification worksheet and federal tax return transcript for the most designated calendar year. Additional documents may be required during verification.
  - Students may be asked to provide additional documentation to resolve an Unusual Enrollment History flag on the FAFSA. Documentation may include, but is not limited to, transcripts from ALL previously attended post-secondary institutions.
  - NO federal student aid can be disbursed until all verification documentation has been submitted, evaluated, and approved.
3. Master Promissory Note (MPN)
  - In order to be eligible to receive a Direct Loan, a student must sign an MPN. The MPN will be completed by the student on the MPN web site, which will include the Borrower's Rights and Responsibilities (<https://studentaid.gov/>). Students are able to obtain additional loans without having to sign a new MPN for each academic year.
  - The Financial Aid Office can refuse to certify a student's loan application on a case-

by-case basis if the reason is documented for the action, and the office provides the reason in writing to the student.

#### 4. Entrance Counseling

- First time Direct Loan borrowers must receive entrance counseling before the first disbursement of the loan can be made although BTC requires all students to do entrance counseling. BTC will provide access to entrance counseling online, or students may go to <https://studentaid.gov/> to complete entrance counseling.

### ***General Title IV Student Eligibility Requirements***

To be eligible for Federal Student Aid (FSA) funds, a student must meet the criteria listed below. Bolivar Technical College staff ensures that eligibility requirements are met before the awarding of aid occurs. A student must:

- Be accepted into the college.
- Have a high school diploma or its recognized equivalent (e.g., a GED/HISET).
- Have a valid social security number with the Social Security Administration.
- Be a U.S. citizen or eligible noncitizen.
- Be registered with Selective Service, if required.
- Not be in default on a Title IV loan or, if in default, have made satisfactory repayment arrangements with the loan holder.
- Have not obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program.
- Not be liable for an overpayment of a Title IV grant or federal student loan or, if liable, have made satisfactory repayment arrangements with the holder of the debt.
- Be making satisfactory academic progress (SAP).
- Have completed repayment of funds to either Department of Education or the holder of a loan, as applicable, if the student has been convicted of, or pled nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid.

Students must complete the FAFSA (Free Application for Federal Student Aid) and indicate Bolivar Technical College as one of the student's schools of choice. Once the Student Aid Report (SAR)/Institutional Student Information Report (ISIR) is received, it is reviewed to ensure that the student meets the eligibility criteria.

If the student meets the eligibility criteria for federal financial aid and all the required documents have been received, he/she is then awarded financial aid funds.

### **Financial Aid History**

Prior to disbursing FSA program funds, BTC will check the financial aid history for a student who has received aid at other institutions. This will be done by reviewing the financial aid history from the National Student Loan Data System (NSLDS) that appears on the student's ISIR or directly from the NSLDS website. Students may track their entire federal financial aid history by going to: <https://studentaid.gov/>.

### **PELL Grant**

The Federal PELL Grant is an entitlement program through the US Department of Education which provides grants for students' education based on need. The amount of the grant is based on family size, income, assets, number of credit hours per semester, and cost of attendance at a given school. Students must file a FAFSA to determine eligibility. Students do not repay PELL Grants.

## **William D. Ford Federal Direct Loan Program**

The Direct Loan program provides low interest, long-term loans to students and their parents to help meet educational expenses. Direct Subsidized Loans are awarded on the basis of financial need. Direct Unsubsidized Loans are designed to provide financial aid to students who do not demonstrate need for the Subsidized Stafford Loan. Payment on both the subsidized and unsubsidized loan begins six months after the student completes or leaves his/her educational program. Students must first file a FAFSA (Free Application for Federal Student Aid) to apply for student loans. Any student who borrows student loan funds must complete a Master Promissory Note and entrance loan counseling as conditions of receiving student loan monies. Students must also complete exit counseling upon graduation, withdrawing, or dropping below half time status. Master Promissory Notes, Entrance Counseling and Exit Counseling must be completed at: <https://studentaid.gov/>. **This is a loan, and repayment is required.**

## **Federal Plus Loans**

Direct Plus Loans are available to assist qualified parents to borrow in order to pay the education expenses of a dependent student. Plus Loans are limited to the difference between the student's total cost of education and other financial aid the student may receive. **This is a loan, and repayment is required.**

## **Loan Disbursement Notification**

Students and parents (if applicable) are notified of the amount of Title IV loan funds they can expect to receive. The notification outlines the type of loan (i.e., Subsidized, Unsubsidized, etc.), the disbursement date, and the amount. Students and parents are notified in writing of the date and the amount of the disbursement no earlier than 30 days before and no later than 7 days after crediting the student's account. The notice explains the borrower's right to cancel all or a portion of the disbursement and the procedures for doing so.

## ***Credit Balances***

Credit balances are released to the borrower within 14 days after the credit balance occurs. Students are notified of the credit balance through their BTC email. The email provides the date the credit balance will be available and the location for pick up. Credit balances are provided via paper check.

Credit balance checks will not be released until the student has finished class for the day. The goal is to ensure that students remain in attendance.

## ***Federal Supplemental Education Opportunity Grant (FSEOG)***

FSEOG funds are awards based on the availability of funds and the student's level of need. There is no guarantee every eligible student will be able to receive an FSEOG.

The purpose of the FSEOG Program is to provide grants to undergraduate students - who have not received a bachelor's or first professional degree - to help pay for their postsecondary education. All such students are eligible to apply for the grant, regardless of enrollment status or dependency status.

The institution ensures that FSEOG funds are reasonably available to eligible students (to the extent of available funds) who demonstrate financial need. Funds are reserved throughout the year to ensure that no advantage exists for students enrolling early in the award year as opposed to those enrolling later in the award year. To this end, the institution has established and published deadlines throughout the award year that students must meet in order to be considered for the grant.

**Application Procedure:**

Students make application by submitting a completed FAFSA to the federal processor via FAFSA on the Web or by other means and meeting the published deadline. The deadlines are as follows:

Fall 2024	September 27, 2024
Spring 2025	February 7, 2025
Summer 2025	June 6, 2025

**Selection Procedure:**

Students who meet the deadline are evaluated as to which of the following selection groups they belong:

- First Selection Group – those who have the lowest Student Aid Index (SAI), formerly Estimated Family Contribution (EFC), who are also eligible to receive a Federal PELL Grant.
- Second Selection Group – those who have the lowest Student Aid Index (SAI), formerly Estimated Family Contribution (EFC), who will not receive a Federal PELL Grant.

Awards are made first to the First Selection Group and then to the Second Selection Group, as funds allocated for the semester allow.

**Timing of Disbursements**

Disbursements are made on a per semester basis.

**Award Amounts**

The FSEOG funds received by the college will change each award year; therefore, allocations will be made on a projected award year basis. Awards are made in the amount of a minimum of \$200 per academic year (assuming unmet need allows) and available funds.

**Award Notification Method**

Students are notified as to their award amounts via a written Financial Aid Offer.

***Federal Work Study Program***

The Federal Work Study Program provides jobs for eligible students who must earn funds to pay a portion of their educational expenses. Students must be PELL eligible and enrolled for at least half-time to qualify. The number of hours a student may work is based on the financial need demonstrated by the student, the number of hours it is possible for the student to work, and availability of FWS funds at the institution. Students must apply for a position according to college guidelines to be considered for Work Study.

**NOTE: The regulations governing all federal financial assistance programs are subject to change.**

***State Financial Aid Programs*****Access Missouri Financial Assistance Program**

This grant is administered by the State of Missouri and requires the following:

- Have a FAFSA on file by February 1 of each year (Priority deadline; April 1 Final deadline).

- Have any FAFSA corrections made by July 31 of each year (if a student is eligible, school choices may be added until September 30 of each year by contacting the MDHE).
- 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 disabilities who are enrolled in at least six credit hours may be considered to be enrolled full time).
- Have an EFC of \$12,000 or less.
- Not be pursuing a degree or certificate in theology or divinity.
- Not have received a first bachelor's degree, completed the required hours for a bachelor's degree, or completed 150 semester credit hours.

#### Renewal Students

- Continue to meet the eligibility requirements for initial students.
- Maintain a minimum cumulative grade point average (CGPA) of 2.5 and otherwise maintain satisfactory academic progress as defined by the school. If this is the first academic year in which you have received an Access Missouri payment, this requirement does not apply.
- Have not received an Access Missouri award for a maximum of five semesters at a two-year school or ten semesters at any combination of two-year or four-year schools, whichever occurs first.

#### Fast Track Workforce Incentive Grant

The Fast Track Workforce Incentive Grant is a program designed to provide adults with the education and skills needed to enter the workforce in fields that are in high demand. Changes to the program made during the 2022 legislative session increase the number of eligible training providers and expand the program to include apprenticeships. For full details, go to <https://web.dhewd.mo.gov/studentportal/>.

Recipients are required to report their employment and residency to the Missouri Department of Higher Education and Workforce Development for three years. Eligibility:

- Be either
  - At least 25 years old, or
  - If you are a student, have not attended high school or a postsecondary school in the last two years, or
  - If you are an apprentice, have not been enrolled in a postsecondary program in the last two years, unless the program relates to your current apprenticeship.
- Be a U.S. citizen or permanent resident.
- Be a Missouri resident, an active-duty member of the U.S. military transferred to Missouri, or the spouse of an active-duty military member. If you are a student who is a Missouri resident, you must have been a Missouri resident for at least two years prior to receiving the grant.
  - Apprentices need to be a Missouri resident, but do not need to be a resident for at least two years prior to receiving the grant.
- Have filed a Free Application for Federal Student Aid (FAFSA), if applicable. Check with your provider to see if a FAFSA is required to determine your Fast Track award.
- Have a federal adjusted gross income as documented on your most recent Missouri 1040 tax form (or federal 1040 form if you are active-duty military) of either:
  - \$80,000 or less if your tax filing status is married filing jointly, or
  - \$40,000 or less for any other tax filing status.
- For students, enroll in an eligible program at least half-time.
- For apprentices, be formally participating in a U.S. Department of Labor-approved and DHEWD

designated apprenticeship and meeting any requirements defined by your apprenticeship provider.

- Have not yet received a bachelor's degree.

For a renewal student, defined as an individual who has received a Fast Track grant in a previous academic year, you must meet all of the above requirements and, in addition, must be making satisfactory academic progress, must maintain at least a 2.5 cumulative grade point average and have not received a bachelor's degree.

The State of Missouri State Aid Regulations allow for a one-time waiver, at the school's discretion, for students who do not meet the 2.5 cumulative grade point average requirement.

### Bright Flight Program

This Missouri Higher Education Academic Scholarship Program is a merit-based program that encourages top-ranked high school seniors to attend approved Missouri postsecondary schools. Eligibility:

- Be a Missouri resident and a United States citizen or permanent resident.
- Have a composite score on the ACT or SAT in either:
  - the top 3 percent of all Missouri students taking those tests, or
  - the top 4<sup>th</sup> or 5<sup>th</sup> percentiles of all Missouri students taking those tests.

The qualifying score must be achieved by the June test date immediately following graduation from high school.

- Enroll as a first-time student and receive the scholarship in the academic year immediately following high school graduation, receipt of your General Education Development certificate, or completion of your secondary coursework, if home-schooled.
- Enroll full time at a participating Missouri school  
Full-time enrollment is defined as a minimum of:
  - 12 semester hours, or
  - 6 semester hours for students who are unable to enroll in 12 hours as a result of a disability defined by Title II of the Americans with Disabilities Act.
- Submit supplemental eligibility information, if requested, by the deadline established by the MDHEWD.
- Not be pursuing a degree or certificate in theology or divinity.

Individuals who have graduated from Missouri's virtual public school, have completed a home-school program or have obtained a certificate of high school equivalence by passing the GED/HiSet exam may be considered for the scholarship program. GED/HiSet students must submit a copy of their GED/HiSet certificate to:

Missouri Department of Higher Education and Workforce Development  
Attn: Bright Flight  
P.O. Box 1469  
Jefferson City, MO 65102-1469

### Renewal Students:

- Continue to meet the eligibility requirements for initial students.
- Receive the scholarship at least one semester each academic year, beginning with the academic year immediately following your senior year in high school, receipt of the GED, or completion of your secondary coursework, if home-schooled.



- Maintain a minimum cumulative grade point average of 2.5 and otherwise maintain satisfactory academic progress as defined by your school. If this is the first academic year in which you have received a Bright Flight payment, this requirement does not apply.

## ***Veterans' Assistance***

Students who are or may be eligible for educational benefits from the U. S. Department of Veteran Affairs are required to notify the financial aid office to complete the enrollment process. Each benefit is unique and requires program specific paperwork to be completed in a timely manner to facilitate processing a claim. Additionally, Veterans programs vary extensively in terms of compensation, dependent upon such factors as time in service and rate of progression through a program.

To begin the process of applying for GI Bill<sup>®</sup> benefits, visit: <https://benefits.va.gov/gibill/> and click on "Apply for GI Bill<sup>®</sup> Benefits" completing the correct form. Prospective students are urged to contact their local Military Education Officer to discuss benefit options. BTC is committed to assisting veterans in every possible way so as to take full advantage of the benefits earned while in service to our country.

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

Any student called to active military service is encouraged to contact the administrative office to help coordinate his/her time away from the college. Students may need to refer to the Readmission policy to determine possible options upon return.

Whenever possible, normal procedures for withdrawing from all classes should be followed. However, if a student is unable to follow these procedures due to special circumstances, the college will accept appropriate documentation (such as orders) from a family member of the student.

**Tuition/Fees:** Students who must withdraw from all classes during a semester due to required military service will receive a 100% credit on their account for their tuition and fees at the time of the withdrawal regardless of regular refund schedule. The 100% refund applies only to classes that are officially processed as a withdraw.

**Books/Access Cards/Study Guides:** Students who must withdraw from all classes due to required military service may receive a full refund for UNUSED books, Access Cards, and Study Guides purchased through Bolivar Technical College.

**Grades:** Should students be mobilized at such a point in the semester that the course instructor believes they have completed a majority of the material in their class, the instructor may assign a passing grade. If students are not assigned a passing grade, students will receive a W grade even if the withdrawal takes place after the last day to drop/withdraw deadline.

## ***Cost of Attendance***

Student Category (per Academic Year)	Housing Allowance	Food Allowance	Misc. Personal Expenses	Transportation	Dependent Care	Disability-Related Expenses
Undergraduate, Independent, Off-Campus, Residential/Hybrid	\$20,568	\$5,920	\$5,112	\$5,488	**	**
Undergraduate, Independent, Military, Off-Campus, Residential/Hybrid	\$20,568	\$5,920	\$5,112	\$5,488	**	**
Undergraduate, Independent, Off-Campus, Online	\$20,568	\$5,920	\$5,112	--	**	**
Undergraduate, Dependent, Off-Campus with Parent, Residential/Hybrid	\$8,000	\$5,920	\$5,112	\$5,488	**	**
Undergraduate, Dependent, Off-Campus, Residential/Hybrid	\$8,000	\$5,920	\$5,112	\$5,488	**	**
Undergraduate, Dependent, Off-Campus, Online	\$8,000	\$5,920	\$5,112	--	**	**

\*\* Amount based on estimated actual cost on an individual student basis. Upon request, a professional judgment to adjust the Cost of Attendance based on these figures will be performed to properly account for the amount assessed.

## ***Other Financial Aid Resources***

- Vocational Rehabilitation <https://dese.mo.gov/adult-learning-rehabilitation-services/vocational-rehabilitation>
- Workforce Innovation and Opportunity Act (WIOA; formerly WIA) <https://jobs.mo.gov/community/wioa>
- Trade Act Assistance (Division of Workforce Development of Missouri) <https://jobs.mo.gov/jobseeker/trade-act-assistance>
- MO Job Center <https://jobs.mo.gov/jobseeker/training-and-education>
- Citizens Memorial Hospital Medical Excellence <https://www.citizensmemorial.com/professionals/careers/medical-excellence.html>
- MO Health Professional Nursing Student Loan\_

<https://health.mo.gov/living/families/primarycare/healthprofloans/>

- Community Foundation of the Ozarks <https://www.cfozarks.org/find-grants-scholarships/take-action-apply-for-scholarships>
- F.A. Davis Scholarships <https://www.fadavis.com/scholarship>
- Nurse Corps Scholarship <https://bhw.hrsa.gov/funding/apply-scholarship/nurse-corps>
- Sallie Mae Completing the Dream Gap Scholarship  
[https://www.salliemae.com/content/dam/slm/writtencontent/Corporate/Completing\\_the\\_Dream\\_Gap\\_Scholarship\\_2021-2022\\_Contest\\_Official\\_Rules.pdf](https://www.salliemae.com/content/dam/slm/writtencontent/Corporate/Completing_the_Dream_Gap_Scholarship_2021-2022_Contest_Official_Rules.pdf)
- Sallie Mae Bridging the Dream Scholarship  
[https://www.salliemae.com/content/dam/slm/writtencontent/Corporate/Bridging\\_the\\_Dream\\_2022-2023\\_Contest\\_Official\\_Rules.pdf](https://www.salliemae.com/content/dam/slm/writtencontent/Corporate/Bridging_the_Dream_2022-2023_Contest_Official_Rules.pdf)
- BTC Education Foundation

More options can be found listed on the BTC website at:

<https://www.bolivarcollege.edu/financial-aid/>

## ***Institutional Scholarships***

### **BTC Institutional Scholarship**

High school seniors are eligible for the BTC institutional scholarship awarded in the spring of the current academic year.

Criteria include:

- Must be seniors and graduate by the end of the current academic year.
- Must be accepted into a Bolivar Technical College program following graduation from high school or the next available enrollment for that program.
- Must complete and return applications no later than deadline given on application.
- Must demonstrate financial need.
- Must demonstrate participation and leadership in school and community activities.
- Two applicants will be selected from each high school represented and will be notified by mail.

Bolivar Technical College will award scholarships of \$500.00 each.

Bolivar Technical College reserves the right not to award either scholarship if there are no applicants who meet the minimum criteria.

### **Bolivar Technical College CMH Employee Institutional Scholarship**

Citizen Memorial Healthcare employees are eligible for the Bolivar Technical College CMH Employee Institutional scholarship. Awards are available during the fall, spring, and summer semesters, pending funds available.

Criteria include:

- Current CMH employee & compensated for at least 20 hours per week.
- Enrolled in a cohort program of at least half-time (6 credit hours).
- Completed a current Free Application for Federal Student Aid (FAFSA).

- Demonstrate financial need.
- Be a Missouri resident and a United States citizen or permanent resident.

Renewal Students:

- Continue to meet eligibility requirements for initial students.
- Maintain a minimum cumulative grade point average (CGPA) of 2.5.
- Maintain satisfactory academic progress as defined by BTC.

To apply, complete the employment verification form available in BTC's financial aid office. The deadline for applying is as follows:

<u>Semester</u>	<u>Available</u>	<u>Deadline (by 5:00 p.m.)</u>
Fall 2024	July 26, 2024	August 26, 2024
Spring 2025	December 6, 2024	January 6, 2025
Summer 2025	April 4, 2025	May 5, 2025

Awards and award amounts are provided each semester based on limited funding availability. Students must reapply each semester and complete the employment verification form. All eligible students may not be funded. If a student does not complete a semester, the scholarship awarded for that semester will be rescinded.

Each semester the BTC financial aid office will certify the student's eligibility based on the completed employment verification form and enrollment status. Final eligibility is determined by BTC. The financial aid office will notify the student of the scholarship awarded through a financial aid offer.

### ***Cancellation Policy***

Students have the right to cancel within three business days of signing the enrollment agreement with a full refund of all monies paid to the school less registration fees of 10% of the contract price or \$100, whichever is less.

### ***Refund Policy***

Once the student officially notifies the administrative office and the program director/instructor with the request to withdraw or is terminated, the school will calculate a refund or payment arrangement as of that date. If the student is a minor, requests should be signed by both the student and parent/guardian. Any balance of the refund money due the student shall be made within thirty (30) days. If a student receives funds from any other financial aid program, all refunds shall be as prescribed by that funding agency's refund policy.

Students who enroll in the non-degree, non-credential student, or continuing education classes are entitled to a refund for tuition within the first week of the class start. After the first week, students will not be eligible for a refund for any reason including academic failure, absenteeism, or inability to complete the class for any reason.

Federal regulations require that when a student officially withdraws or stops attending classes, the amount of Federal Title IV aid assistance a student has "earned" up to the last date of attendance must be calculated using a pro-rata formula. If a student completes more than 60% of a period of enrollment, (fall semester, spring semester, summer semester) a student will have earned all of the financial aid awarded, and his/her account will not be adjusted. Students attending less than 60% of a semester will have federal financial aid recalculated. If a student received more financial aid than he/she has earned, the excess funds will be returned on the student's behalf by the college to the program from which aid was received. In most instances, a student will be left owing the college.

Upon official notification of withdrawal, the financial aid officer will perform the return calculation, and students will be notified by mail. If there is an outstanding balance, students are responsible for making payment arrangements with the college.

Students who withdraw from all classes prior to completing more than 60% of a semester will have their federal financial aid recalculated based on the percent of the semester they have completed. For example, a student who withdraws completing only 30% of the semester will have “earned” only 30% of any Title IV aid received. The remaining 70% must be returned. “Title IV funds” refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended).

Refunds are returned according to federal policy in the following order: Unsubsidized Direct; Subsidized Direct; Direct Plus loans; PELL Grant; FSEOG; other federal, state, private, institutional sources of aid, and then the student.

Students who drop or withdraw may be entitled to a refund for tuition and semester fees (preadmission fees are not included in refund) according to the following schedule:

- |  |           |
|--|-----------|
| • Within the first week of the semester  | 100%      |
| • Within the second week of the semester | 75%       |
| • Within the third week of the semester  | 50%       |
| • Fourth week or later                   | no refund |

## ***Tuition and Payment Plans***

When a student registers for classes, he/she accepts the responsibility for any balance owed to the college. Bolivar Technical College’s administrative office staff is available to discuss financial aid and payment plans with the student and/or parents. Tuition is on a per program/credit hour basis. Tuition and other semester charges are due on the first day of a semester. Payment plans are not available for non-degree, non-credential, and continuing education students.

## **Payment Options**

Tuition and fees are payable in full on the first day of the scheduled semester, or students may elect to pay their tuition and fees over the course of the semester by using the college’s payment plan options. BTC offers a payment plan to students who do not have enough financial aid to pay tuition and fees or balances after financial aid (if applicable) has been applied.

BTC is partnering with NelNet Campus Commerce, a third-party vendor to provide online payment plan options, past due payment plan options, and a one-time payment option.

Students are required to meet with the BTC financial aid office to review semester charges and anticipated financial aid. The BTC financial aid office will email students a link to the NelNet Campus Commerce link with the student’s semester balance. A student will be required to set up an online account the first time whether they choose to make a one-time payment or select payment plan options.

Payment details are available through an Automatic bank payment (ACH) or Credit card/debit card (additional fee will be assessed).

The cost to participate in a payment plan is a \$50.00 non-refundable fee (per semester, non-refundable). A \$15.00 returned payment fee, if payment is returned.

Students who fail to comply with payment plan in any semester may be denied the opportunity to register for future semesters and may be denied the opportunity to participate in future payment plans. All delinquent accounts will be charged accumulated interest/late fees/any attorney/legal fees and collection fees.

Transcripts and diplomas will not be released until all the student's financial obligations to the school have been met and/or Direct Loan exit counseling (if applicable) has been completed at: <https://studentaid.gov>. Requests for transcripts and/or diplomas will be held for ten (10) business days when payments for outstanding charges are made by personal check.

## **Students' Rights and Responsibilities**

As a student, you have the right to:

- Know what financial assistance is available to you, including all federal, state, and institutional programs.
- Know the deadlines for submitting applications for applicable financial aid programs and the process required.
- Know how your financial aid is determined.
- Know what resources are considered in the calculation of your financial need, and how much of your need as determined by BTC has been met.
- An explanation of the types of aid contained in your financial aid package.
- Request a review of your current financial situation if you meet certain criteria based on changes since filing the current aid year FAFSA application.
- Know what portion of your aid package is grant or gift aid, and what portion must be repaid. You have the right to know interest rates, total amount to be repaid, procedures of repayment, when repayment begins, and how long you have to repay the loan.
- Know criteria for continued financial aid eligibility, including guidelines for Satisfactory Academic Progress as defined by the Department of Education.
- Know the method and frequency of financial aid disbursements.

As a student, you have the responsibility to:

- Be aware of your ability to pay any institutional charges based on your available financial aid and personal resources.
- Review and understand the terms of your financial aid award.
- Complete all requirements accurately, in a timely manner, and by the appropriate deadlines.
- Inform the staff of BTC if you intend to enroll less than full time for any semester so your aid can be properly adjusted and disbursed.
- Inform the staff of BTC of any outside scholarships or additional resources you receive.
- Fill out the FAFSA application completely and as accurately as possible. Provide all requested documentation if selected for Verification and submit in a timely manner.
- Read and understand all forms you are asked to submit and sign, realizing you are legally responsible for all agreements you sign.
- Know and comply with all policies and procedures of Bolivar Technical College.
- Manage your financial aid experience.

## **General Information and Regulations**

### ***Clinicals***

Training specific to health-related courses is offered in a health-care facility that is contracted to provide instructional opportunities for medical related activities. Online students will have virtual clinical experiences. Students are required to participate and be eligible to participate in all assigned clinical sites/activities. BTC is not obligated to locate an additional clinical site to accommodate a student. NO EXCEPTIONS.

Most tattoos may be visible if deemed unoffensive\*. Tattoos on the head, face, neck, and scalp must be covered, regardless of content. Offensive tattoos on the hand(s) cannot be covered (due to hand hygiene) and, therefore, would disqualify the applicant for admission; being unable to attend the clinical experiences.

\*Bolivar Technical College and our partnering clinical sites reserve the right to deem a tattoo offensive. Examples include tattoos that convey violence, discrimination, profanity or offensive language, sexually explicit depictions, gang affiliation, extremist philosophy, or depiction of illegal activity or illegal symbols. Bolivar Technical College will defer to the clinical site recommendations and policy if a tattoo is deemed offensive by that clinical site, even if previously approved by the college.

## ***Notice of Recording***

Bolivar Technical College may record class, clinical, lab, and simulation events. Recordings of classes are captured using the Microsoft Teams platform and may be shared with other members of the class in the event of a qualifying absence. Simulation recording is captured through our internal simulation recording system and stored on our private server. Recordings that document student performance, such as in a simulation, will only be shared with the student or students involved in the simulation for the purpose of review and remediation.

## ***Testing***

On campus testing environments are designed to be secure while fostering a comfortable space for students to test. Students who are participating in testing activities, quizzes or exams, will be instructed to log into the lock-down browser (if testing on the computer), place learning materials and cell phones away from testing areas and remove smart watches or other devices. One or more instructors will proctor tests by circulating in the testing room.

Off campus, online testing may require student to meet with a remote video proctor. Students will be asked to show their entire workspace using the student's webcam and may be asked to show ID. This type of testing is recorded. Students testing online without a video proctor may have other restrictions such as a time limit to test. All restrictions will be revealed to the student prior to attempting the exam or quiz. Students who are testing online are required to abide by BTC code of conduct and are prohibited from copying, reproducing, or otherwise sharing test content.

## ***Conduct***

Each student is required to conduct him or herself in a professional manner while attending Bolivar Technical College and facilities Bolivar Technical College contracts with (externship, clinical sites, etc.). Students participating in distance education courses will also be held to professional standards for communication with instructors and peers. Violation of conduct will subject the student to suspension or termination. Students may be terminated for any of the following reasons: smoking in the building/per smoking policy, intoxication, stealing, destroying or vandalizing school or an individual's property (student will be held responsible for the cost of any damages), deliberate breach of dress code, academic dishonesty, profanity, lewd or inappropriate gestures, comments or jokes considered undesirable, insubordination to school officials, weapon usage, the possession, distribution, or usage of drugs/alcohol at the facilities or at any school activity.

Students must also conduct themselves in such a manner, so their behavior does not significantly disrupt or interfere with the learning process or infringe on the rights/safety of other students or staff. These behaviors include incivility in person or distance education.

Facilities must be left clean and orderly. **Food and drinks will be allowed in designated areas only. No food in the classrooms, computer labs, science lab, or skills & simulation center. Drinks with lids are**

**permitted in the classrooms.**

Children are not permitted in instructional facilities at any time.

All electronic devices **MUST** be turned off during class/clinicals, unless approved by the instructor.

### ***Credit Hour Courses***

Bolivar Technical College reserves the right to change a course, add or delete courses, or substitute courses to improve or upgrade the curriculum at any time.

### ***Definition of Credit Hour***

A credit hour course consists of a minimum of 15 classroom lecture periods of not less than 50 minutes each; 30 laboratory contact hours where classroom theory is applied and explored, or manipulative skills are enhanced; 45 hours of external discipline-related work experience with an approved preceptor or a direct clinical supervisor.

### ***Dress Code***

Students attending Bolivar Technical College are required to dress appropriately for the academic setting. Certain restrictions are made in an effort to promote the development of both a professional appearance and an image that will positively reflect the standards of the college.

### ***Inclement Weather Policy***

Extreme weather may require Bolivar Technical College to cancel classes. Information regarding class cancellation will be available on local television, Moodle, and designated social media. If no announcement is made, it may be assumed classes will be in session.

If students believe road conditions are unsafe near their home, and school is in session, they are responsible for contacting the school.

Days missed due to inclement weather will be made up, and regularly scheduled days or holidays may be required as make-up days. Every effort will be made to post make-up days as soon as possible.

### ***Tobacco-Free Facilities***

Effective July 1, 2013, BTC is a tobacco free school and campus.

The tobacco-free policy prohibits the use of tobacco products in our college and all adjacent areas. Tobacco products cannot be used by students/employees anywhere on the grounds or inside the facilities. Furthermore, students/employees may not smoke, vape, or use tobacco in any form while wearing their BTC ID badge, at any clinical facility, or college activity representing BTC.

Students/employees may NOT smoke or vape in their vehicles while on campus. Employees/students with an offensive odor in their clothing may be asked to change or be sent home on their own time to change clothes.

The administration recognizes that smoking is a personal choice, and students/employees may smoke or use other forms of tobacco while off duty and off college grounds as long as they are not representing BTC in an official capacity.

### ***Medical Marijuana Policy***

Marijuana is classified by the federal government as a Schedule I Controlled Substance and therefore illegal for use. Though individual states have legalized both medical and recreational use of the substance, including the State of Missouri, it is still considered to be illegal by the [National Council of State Boards of](#)



[Nursing \(NCSBN\)](#), the [Missouri State Board of Nursing \(MSBN\)](#), and Bolivar Technical College (BTC). Use of illicit substances is grounds for denial, revocation, or suspension of Missouri nursing license (MO [335.066](#)).

Bolivar Technical College therefore does not recognize medical marijuana cards as permission to use a schedule I controlled substance, nor does it allow recreational use at any time. See drug testing policy for information regarding screening for substances.

The NCSBN recommends that the curriculum of prelicensure nursing programs include information about marijuana use in medicine (Page 29 of [NCSBN National Nursing Guidelines for Medical Marijuana](#)). Students of BTC are instructed regarding medications and treatments that contain cannabis, cannabidiol, and THC including regulations, physiologic processes, associated disease processes, and risks/benefits of these treatments.

Students will also be instructed which medications contain marijuana derivatives and can be administered by prescription by a licensed nurse as well as which formularies cannot be administered by a licensed nurse. Students will identify the concept of a designated caregiver and the actions associated with this role. Students will not administer marijuana or cannabis in the clinical setting, nor will they act as a designated caregiver for an assigned patient receiving cannabis-based treatments. Students may care for patients who use illicit substances while in the clinical setting.

Students at Bolivar Technical College are subject to drug testing. A positive drug test for marijuana use (THC positive) will result in immediate dismissal from the program. There is no waiver available for those that have medical marijuana cards. Students should be aware of CBD based products. According to BTC's contracted drug testing company, some CBD products such as lotions and oils may contain THC—the psychotropic part of marijuana that is tested in a drug screen in trace amounts. This may not be listed on the label depending on manufacturer and regulatory oversight of production and distribution. When used daily, these substances can have a cumulative effect that causes a positive drug test. As there is no way to confirm the source, again, any positive will result in dismissal.

BTC Nursing Faculty Members develop curriculum and clinical experiences that promote Humanistic Theory in caring. This theory recognizes the value, worth, and dignity of each person placed in the care of the nurse. As a result, caregivers should be free from mind altering substances that may cause harm to vulnerable patients. According to the NCSBN, "Nurses who abuse substances pose a unique challenge to the nursing profession. The behavior that results from this disease has far-reaching and negative effects, not only on the nurses themselves, but also upon the patients who depend on the nurse for safe, competent care."

NCSBN [What You Need to Know About Substance Use Disorder In Nursing](#)

## ***Drug and Alcohol Abuse Prevention***

Bolivar Technical College is committed to providing a healthy, safe, and learning environment for their students, faculty, staff and guests. Part 86, the Drug and Alcohol Abuse Prevention Regulations (EDGAR) requires, that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on school premises and as a part of any of its activities.

BTC has created a program that complies with the Drug-Free Schools & Community Act (DFSCA) to do the following:

1. Annually notify each employee and student, in writing, of standards of conduct; a description of

appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with alcohol and drug use; information on available treatment programs.

2. Develop a sound method for distributing annual notification information to every student and staff member each year.
3. Conduct a biennial review on the effectiveness of its alcohol and drug use program and the consistency of sanction enforcement.
4. Maintain its biennial review material on file so that, if requested to do so by the US Department of Education, the campus can submit it.

### **DFSCA Biennial Review Information**

The regulations do not specify a date by which the biennial review must be completed and on file – they simply require that a campus complete a review every two years. Since the regulations went into effect in an even-number year (1990), BTC will conduct a biennial review by the end of each even number calendar year, and the review will be conducted by the President, Campus Director, and Registrar.

### **Documentation**

Reports filed through the disciplinary process are made available for review to determine whether incidents or types of reports are increasing. Any changes in prevention or intervention initiative can then be made to address trends.

### **Policy/Program**

BTC has a zero tolerance for drug or alcohol usage on school premises or at any facility used by the school for additional training.

Through an assessment of the previous two years of activity, the following components have been identified as actively in place:

1. Random drug screening for any student or employee as deemed necessary. Students and employees must have satisfactory drug screening while enrolled and/or employed.
2. Information session regarding drug and alcohol abuse/prevention is given during student orientation at the beginning of each new program and in the student catalog.
3. Drug and alcohol abuse prevention is embedded throughout the curriculum utilizing a variety of methods to include but not limited to guest speaker expertise, field trips, clinical rotations, classroom assignments & projects, etc.
4. Employees are provided with information on policies related to alcohol and illicit drug use through distribution of the Employee Handbook.

The consumption of ALCOHOLIC BEVERAGES and ILLEGAL DRUGS on the property of BTC is ABSOLUTELY PROHIBITED, and violators will be prosecuted by local law enforcement agencies. Prohibited unlawful use includes violation of the Missouri law prohibiting possession or use of alcohol by persons under 21 years of age and all other state and federal laws regulating use, possession or distribution of alcohol or drugs. Also, prohibited are the unlawful or unauthorized use and/or possession of narcotics, drugs, drug paraphernalia and/or other chemicals; the distribution and/or sale of alcoholic beverages and the unlawful or unauthorized distribution and/or sale of narcotics, drugs and/or chemicals. Students and employees are notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on the school's property or as part of the school's activities are prohibited and will be grounds for immediate dismissal from a program or employment. Any student or employee whose behavior is illegal, endangering the safety of students or employees, or considered to be disruptive

to normal college activities will be dismissed immediately. Those employees or students dismissed for illegal behavior will be reported to the appropriate authorities and subject to the penalties of federal, state, and city laws.

## **Legal Sanctions**

Local, state, and federal laws prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life.

**Health Risks: Specific serious health risks are associated with use of illegal drugs and alcohol. Some of the major risks are:**

- Alcohol and other depressants (barbiturates, sedatives, and tranquilizers): addiction, accidents as a result of impaired ability in judgment, overdose which can result in death, damage to a developing fetus, heart and liver damage.
- Marijuana: addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema, and impairment of driving ability.
- Cocaine: addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants such as speed and uppers.
- Hallucinogens (acid, LSD, PCP, MDMA, etc.): addiction, unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, and coma.
- Narcotics (heroin, Demerol, Morphine, Codeine, etc.): addiction, accidental overdose, and risk of hepatitis and AIDS from contaminated needles.
- Inhalants (harmful gases and aerosols, glue, nitrous oxide, etc.): loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, and impaired judgment.

A drug screen may be requested of a student and/or employee who demonstrates drug and/or alcohol use. All expenses related to screening, counseling, treatment, and rehabilitation are the responsibility of the student and/or employee.

If a student or employee is terminated from a program/employment for positive results on a drug screen, and he/she wishes to appeal the decision, the following steps must be completed:

1. Notify the program director or campus director in writing within 24 hours (excluding weekends) following termination of the decision to appeal. This time limitation is due to the time constraints concerning specimens maintained by the laboratory.
2. Request that Sample B of the split sample specimen be sent to a second independent laboratory for testing. ALL FEES for this additional testing are the responsibility of the student/employee and must be paid at the time the appeal is submitted. If positive drug screening results, a Medical Review Officer (MRO) will review results. Additional fees may apply.

The findings from the second independent laboratory are final, and decisions made regarding student/employee retention resulting from those findings are final.

**BTC strongly encourages a student or employee who might be dealing with a drug or alcohol abuse to seek counseling, treatment, and/or rehabilitation. BTC will provide assistance with referrals or other methods to connect the student or employee with counseling, treatment, and/or rehabilitation. The**

drug and alcohol abuse resources are available in the near-campus community, on-line, and/or by telephone.

The following contact numbers and hotlines are available for counseling, treatment and rehabilitation:

**Substance Abuse Treatment Locator**

- [www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov) 1-800-662-HELP  
or  
1-800-662-4357

**Alcoholics Anonymous**

- [www.aa.org](http://www.aa.org)

**Cocaine Anonymous**

- [www.ca.org](http://www.ca.org) 1-800-347-8998

**Nar-Anon**

- <http://nar-anon.org> 1-800-477-6291

**Springfield**

- Alcoholics Anonymous 417-823-7125
- Carol Jones Recovery Center for Women 417-862-3455
- Alternatives Counseling Center 417-883-7227
- Alcohol and Other Drug Information and Referral 417-865-5200

**Greene County**

- Sheriff's Office 417-868-4040
- Springfield Police 417-864-1810
- Missouri Drug/Alcohol Help Hotline 800-662-4357
- Springfield Alcohol & Drug Treatment 800-435-2890

**Polk County**

- Bolivar Police 417-326-5298
- Polk County Sheriff's Office 417-777-9020

***Testing, Tuition, Books, Supplies, Application, Lab, and Equipment Usage Fees***

**Tuition**

Tuition is based on operating expenses and will vary from year to year. Refer to the tuition, textbooks and supplies, and fee charges.

## **Educational Materials and Supplies**

Appropriate textbooks and materials/supplies are used for each course. Students will be given the opportunity to select to:

1. purchase all textbooks and/or supplies through BTC, or
2. purchase all textbooks and/or supplies on their own.

If students choose to purchase supplies or textbooks on their own, they may not change their first decision once forms have been submitted to administration. A textbook/supply list will be made available listing all information needed to purchase the correct textbook or supplies.

Students who choose to purchase their textbooks through BTC have the option of selecting either a traditional print textbook or an ebook. This flexibility allows students to choose the format that best suits their learning style and preferences. For students who enroll less than two weeks prior to the beginning of the semester, an ebook will be provided to ensure they have immediate access to the necessary course materials and can actively engage in their studies from day one.

Ebooks are available for immediate access, eliminating the wait time for shipping and enabling students to begin their readings and assignments promptly. Additionally, ebooks offer high portability and often include enhanced features that can enrich the learning experience.

For the 100% online RN to BSN Completion program, ebooks will be provided for all courses. This ensures that students, who depend on digital resources for their studies, have consistent and convenient access to their textbooks.

It is the student's responsibility to have the correct textbooks/supplies available by the first day of class or when the instructor requests them. BTC is not responsible for textbooks or supplies that do not match the textbook/supply list bought by the students on their own.

Students must make sure all textbooks/materials/supplies purchased match exactly the list distributed prior to the beginning of a class/program.

## **Student Services**

### ***Academic Counseling***

Individual faculty and administrative staff are available to students during regular office hours for discussion of course or program academic concerns. Students experiencing academic difficulties are required to communicate with course instructors to determine a plan for improving the student's academic standing. Faculty may assist students in study habits and provide limited tutoring concerning specific content. The staff may make referrals to outside resources.

### ***Housing***

Bolivar Technical College neither has nor provides residential housing. The administrative office can provide a list of local realtors that can provide such information.

### ***Illness and Injury***

In the case of emergency illness or an injury, Bolivar Technical College will activate EMS and notify the responsible person listed as the student's emergency contact. Bolivar Technical College is not responsible for injuries or any expenses incurred.

## ***Insurance***

Each student is responsible for his/her own medical costs. The school does not provide accident or health insurance.

## ***New Student Orientation***

An orientation for students is provided at the beginning of each program. Specific time and content will be determined by each program director. *Attendance is mandatory.*

## ***Parking***

Parking must be in a designated area. This applies to the college and any facilities that the college may use for classroom, externship, clinical, or other school activity.

## ***Transportation***

It is necessary for students to have their own reliable transportation. Students will need to travel between classroom, externship sites, college sponsored events/activities, and clinical sites.

## ***Personal Calls***

No personal calls will be accepted. Emergency calls will be handled on an individual basis.

## ***Personal Property***

Bolivar Technical College, any of its agents, or facilities used are not responsible for personal property. Students must take responsibility for their own personal property.

## ***Placement***

The administrative office will assist students and graduates of Bolivar Technical College in seeking employment. The assistance may be in completing employment applications, reviewing and enhancing a resume, interviewing techniques, and determining appropriate positions for which the student can apply. Although Bolivar Technical College cannot guarantee placement, the school will maintain and seek information concerning current employment opportunities. Placement assistance is not provided for individuals who terminate their program prior to course completion.

## ***Library Services***

The library at BTC is open to all students during regular business hours. BTC students have available the Library & Information Resources Network (LIRN) 24/7, which can be accessed at the college or at home. The LIRN system consists of the following online services: LIRN Search, InfoTrac, ProQuest (including Nursing & Allied Health Source and Health & Medical Complete), eLibrary, and Bowker's Books in Print & RCL web. These are online databases for research featuring complete articles, full-text and graphics.

## ***Transcript Requests***

Bolivar Technical College has partnered with Parchment, a leading trusted and secure platform widely used by institutions across the country to streamline the document request process. This partnership aims to enhance and simplify the experience of requesting official BTC transcripts and verification documents.

To take advantage of this service, visit the BTC website ( <https://www.bolivarcollege.edu/>), locate the [Transcript Request](#) tab under the Graduates Tab, and use the provided link to create a Parchment account. Once an account has been created, follow the on-screen instructions to request the documents needed.

Parchment allows individuals to select the specific documents required, input the destination where they would like them to be sent, and complete the payment for the transaction. The cost for both transcripts and verifications is \$15.00, and the payment process is seamlessly integrated into the Parchment platform. Additional charges may apply for special mailing options.

## ***NCLEX Review Requirement***

The College schedules an NCLEX live review for Practical Nursing and Professional Nursing students the week following program completion, and students are required to attend the entire NCLEX live review. Once verification of attendance at the review has been turned into the administrative office staff, and all other graduation/financial obligations are met, those students who attended **ALL** sessions of the NCLEX live review offered by the college will have official transcripts sent to the Board of Nursing.

Students who cannot or choose not to attend all of the scheduled NCLEX live review at the college may select from a list of pre-approved NCLEX reviews (list available in the administrative office). Upon successful completion of an alternative review course, students must provide documentation to the registrar showing proof of completion. Students taking an alternative NCLEX review are responsible for cost incurred.

## ***Technical Support***

Technical Support will be available during the following hours:

Monday – Friday	8:00am – 10:00pm CST
Saturday	8:00am – 8:00pm CST
Sunday	8:00am – 11:00pm CST

Students may access the BTC Technical Support Chat on the homepage of our learning management system, Moodle, or by going to [https://chat.socialintents.com/c/btc\\_chat](https://chat.socialintents.com/c/btc_chat).

Students can expect a response from a technical support agent during the posted hours of operation. Chats sent during 'off' hours will receive a response the next business day. To begin the technical support chat, students will be asked to enter their name, school email address, and reason for chatting.

## ***Computer Requirements***

Computers are an essential part of all programs at BTC. All students are required to have a personal computer with word processing software, up-to-date anti-virus software, web camera (with microphone) and reliable, high-speed internet access. A personal printer is highly recommended.

	Minimum	Specific Tech Requirements by Vendor
Operating System: PC	64 bit Version of Windows 10 or higher	<a href="#">McGraw Hill Connect</a>  <a href="#">Exemplify</a>  <a href="#">ATI</a>  <a href="#">Moodle</a>
Operating System: Mac	Mac OS 10.13 or higher	
Processor	Intel or M series	
Hard Drive	4GB or higher	
Memory	RAM 8GB or higher	
Internet Connection	Bandwidth: Minimum 0.5 Mbps upload speed and 2.0 Mbps download speed Resolution: 1024 x 768 or better	
We recommend the following	Google Chrome 119 or later	<a href="#">DOWNLOAD</a>
	Mozilla Firefox 119 or later	<a href="#">DOWNLOAD</a>

browsers:	Safari 14 or later	<a href="#">DOWNLOAD</a>
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How to check your internet speed: <https://www.speedcheck.org/>

How to update your Windows OS: <https://support.microsoft.com/en-us/windows/update-windows-3c5ae7fc-9fb6-9af1-1984-b5e0412c556a>

How to update your macOS: <https://support.apple.com/en-us/108382>

Browser Settings
Java script must be enabled: <a href="#">Help</a>
Cookies must be enabled: <a href="#">Help</a>
Pop-ups must be enabled: <a href="#">Help</a>

Bolivar Technical College students may access the Free Version of Microsoft Office 365 for Students. Enroll using your *BTC student email* at: <http://outlook.office.com/>

Students have access to the LMS Moodle through [Google Play](#) and [Apple App](#) stores by searching for **Open-LMS**. Choose student access and enter learning.bolivarcollege.edu. You may now sign in using your Moodle credentials.

BTC students may use the school's computer labs/library/printer anytime they are available during regular business hours.

## ***Information Technology Guidelines***

- **Students may NOT BRING IN any outside storage devices TO BE USED ON COLLEGE COMPUTERS. Outside storage devices include, but are not limited to, flash drives, thumb drives, removable drives, etc.**
- All use of the Bolivar Technical College web sites must be in support of education and research consistent with the educational goals of BTC.
- Any use of the BTC websites for product advertisement is prohibited.
- Any use of the BTC websites for political lobbying is prohibited.
- No use of the BTC websites shall serve to disrupt the use of the network or the web site by other users.
- Any use of the BTC websites for personal commercial purposes is prohibited.
- All communications accessible via the BTC web sites will reflect respect for others and appropriate language.
- All communications and information accessible via the BTC web sites should be assumed to be the property of BTC.
- Any of the BTC web sites user's traffic that traverses another network is subject to that network's acceptable use policy.
- BTC technological equipment and resources may not be used to install or illegally obtain software or data. Any software installation on college-owned computers must be approved by the President.
- BTC technological equipment and resources must be used in accordance with the Copyright Guidelines. Use of BTC technological equipment and resources to illegally copy, download, access, print or store copyrighted material is forbidden.
- An account is assigned to an individual and must not be used by others. The individual is responsible for proper use of the account, including password protection. The individual must



take all reasonable precautions, including password maintenance and file and directory protection measures, to prevent use of their account by others.

- College records and course work are considered confidential and are to be protected in accordance with federal and state laws and college policies.
- Copying, renaming, changing, or deleting files belonging to BTC or any other user with malicious intent is prohibited.
- Attempts to bypass the BTC's standard technological procedures are prohibited (e.g., hacking). This includes, but is not limited to, attempts to discover another user's password, taking resources from other users, distribution or execution of a program that damages another user's files or computing resources, and gaining access to resources for which proper authorization has not been given.
- College computing resources, including email and other electronic communications, will not be used to harass others. Sending obscene, abusive, or threatening messages is prohibited and may be a violation of state and/or federal law. Accessing pornographic or obscene material via the Internet through BTC computing resources that is not related to work or educational purposes is prohibited.
- The administration will make decisions on whether specific uses of the BTC web sites are consistent with this policy.
- BTC will maintain an official presence on social networking sites to support the college in accomplishing its mission and achieving its goals and objectives. The college encourages feedback and comments from fans, including prospective students, current students, alumni, faculty, staff and members of the community.

The college remains committed to maintaining these sites as a safe and family-friendly forum for sharing information. In maintaining a positive environment to site visitors, the college maintains the right to remove any comments or wall postings from official college-sponsored pages that are inappropriate, inflammatory or damaging to BTC or any individual.

The college is responsible for posting materials to the college's main social networking sites. Instructors, program departments, and student organizations may also maintain other social networking pages for their specific needs and areas. If so, these sites should be approved by the campus director and approved prior to posting any materials. The procedures for establishing social media sites, general computer and social networking guidelines, and disclaimers are available on the college's main webpage and are provided to each student.

Students pay a technology fee per semester which covers the cost of printing for school related papers/information, and students' per page printing amount will be monitored and recorded by semester. Once students have maxed out the allotted number of pages allowed in a given semester, they will be charged a per page fee for each page printed/copied over their allotted amount for the remainder of the semester.

## **Use of Technology and Social Media**

Policy: Students may not collect, share, or post any material that could potentially violate patient/family confidentiality or professional behavior guidelines on social media sites. Although Moodle and other online tools used in courses are not considered social media sites, students are expected to observe professional standards for communication in all interactions.

All students must follow the related policies of the clinical/externship sites and the college.

Students may be subject to disciplinary action by the school and the externship/clinical site for comments that are either unprofessional or violate patient privacy if applicable. HIPAA regulations apply

to comments and images made and shared on social networking sites. Moodle or other online tools violations are subject to the same prosecution as with other HIPAA violations.

Students are expected to conduct themselves as professionals, and therefore should refrain from negative posts regarding school, courses, classmates, or instructors.

Guidelines:

- Social media includes but are not limited to blogs, podcasts, discussion forums, online collaborative information and publishing systems that are accessible to internal and external audiences (i.e., Wikis), RSS feeds, video sharing, and social networks including, but not limited to, Instagram, Twitter, Snap Chat, TikTok, and Facebook.
- Collecting, sharing, and posting on social networking sites are subject to the same professional standards as any other personal interactions. The permanence, worldwide access, and written nature of these postings make them even more subject to scrutiny than most other forms of communication.
- Restricted postings include but are not limited to protected health information –individually identifiable information (oral, written, or electronic) about a patient’s physical or mental health, the receipt of health care, or payment for that care.
- Online postings or discussions of specific patients are prohibited, even if all identifying information is excluded. It is possible that someone could recognize the patient to which someone is referring based on the context. Remember, if individuals wouldn’t want their own health information being posted to the internet, do not post that of anyone else.
- Under no circumstances should photos or videos of patients or photos depicting the body parts of patients be taken or displayed online.
- Statements made by students within online networks will be treated as if students verbally made the statement in a public place.

Electronic communication and information devices are a part of everyday life for most people today. However, learning to be a professional includes discriminating when, where and how technologies are to be appropriately utilized. Students should use hospital or agency computers for patient care related tasks only. Students are not allowed to use hospital computers for Facebook, personal email or any other use.

Staff use always take priority over student use of the computers. It is essential that faculty clarify with managers and staff, before students begin externship/clinical, what access students will have to the computers with the manager and staff of the externship/clinical site where students are placed.

Students are not allowed to use electronic devices for personal reasons while in an externship/clinical setting. Students may only use their phones on lunch or dinner break, or by special arrangement with the externship/clinical instructor.

Instructors are to bring any violations to the attention of the program coordinator immediately.

**Source: Modified from Wegmans School of Nursing- St. John Fisher College, Rochester, NY, Clinical Instructor Guidelines & Information (2013).**

## ***Artificial Intelligence (AI) Policy***

Generative artificial intelligence (GAI) and Applied Artificial Intelligence (AAI) tools have strong potential to support learning and improve communication. They also have clear dangers for abuse that can lead to hindering the learning process and providing false information. All students enrolled at

Bolivar Technical College are subject to the school's academic integrity policy (Bolivar Technical College, 2024-2025).

Unless otherwise specified by the course instructor, it is a violation of Bolivar Technical College's academic integrity policy for students to use GAI to create all or part of an assignment and submit it as their own work. General, permissible use of GAI includes seeking clarification on concepts during study, brainstorming ideas, or generating scenarios for practice. GAI may also be used as an assistive tool to draft emails or other non-coursework communication. Students are never permitted to upload course materials/content or assignments to AI tools.

This policy is applicable to all current and future AI-based tools and is aligned with the school's academic integrity policy.

If an instructor allows the use of GAI for an assignment or activity, it will be implicitly stated in the course syllabus and/or the assignment instructions with parameters for AI use. Any submitted work on the student's behalf should include proper citation of the AI tool used.

<https://www.grammarly.com/citations/apa/generative-ai> (Grammarly INC, 2024). AI integration into the teaching and learning process should focus on responsible use, inclusivity, and maintenance of high ethical standards.

If there is ambiguity surrounding the use of a GAI tool for any school-related activity, the student is responsible for seeking clarification from the Course Instructor, Program Coordinator, or Director of Nursing Education. Students are solely responsible for proper citation of any research materials used.

Users must be aware that when they enter their own original material into a GAI tool, there is a chance that the student's own intellectual material may become part of the tool's models. In this case, others will have access to and free use of the work and information. Conversely, if using GAI to develop an individual's own original work, it may include other's copyrighted materials.

## Family Educational Rights and Privacy Act of 1974

Under the authority of the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to examine certain files, records, or documents maintained by the school that pertain to them. Bolivar Technical College must permit students to examine such records within forty-five days (45) after submission of a written request and to obtain copies of such records upon payment of the reproduction cost. Students may request the school amend their educational records on the grounds that they are inaccurate, misleading, or in violation of their rights of privacy. In the event that the school refuses to amend the records, students may utilize the college's grievance procedure to request a hearing.

Bolivar Technical College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. Annually, Bolivar Technical College informs students of their rights relating to FERPA. The act was designed to protect the privacy of education records and to provide for the correction of inaccurate or misleading data through formal and informal hearings.

Students have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, S. W., Washington, D.C. 20202 concerning this institution's alleged failure to comply with FERPA.

The college has designated certain information contained in the education records of its students as **directory information** for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (1) name, (2) address, including email address, (3) telephone number, (4) date and place of birth, (5) major field of

study, (6) part-time/full-time enrollment status, (7) dates of attendance (including matriculation and withdrawal dates), (8) academic classification by year, (9) degrees and awards received, (10) the most recent previous educational agency or institution attended by the student, and (11) student's photograph.

**Directory information may be disclosed** by this institution for any purpose at its discretion without the consent of the student. Students have a right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a student or as otherwise allowed by FERPA.

Any student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the administrative office during regular business hours within the first week of a program/classes. The written notification does not apply retroactively to previous releases of directory information.

In the event a refusal is not filed, this institution assumes a student does not object to the release of the directory information designated. Questions or inquiries should be addressed to the administrative office.

## **Campus Crime Report**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), a current copy of the Bolivar Technical College Annual Security Report which contains information about campus security and campus security regulations, is available at the BTC website (<https://www.bolivarcollege.edu/consumer-information/>) or upon request from the administrative office. This report is updated annually and includes a summary of all crimes which have occurred on campus. This report is also available in hard copy to any prospective student, parent, or other interested person upon request from the administrative office.

## ***Sexual Assault Prevention***

The college educates the student community about sexual assault including but not limited to, dating violence, domestic violence, sexual assault, and stalking in the mandatory orientation held before the start of each nursing program and on the first day of class for all other programs. Program includes guest speakers from local and area support organizations, power point presentations, and contact information. The staff of BTC may also choose to use Sexual Violence Training Modules made available through the Saint Louis University's Heartland Center for Public Health and Preparedness.

The college is committed to maintaining an environment that is free from all forms of discrimination, including discrimination based on sex. Moreover, the college is committed to maintaining an environment that is free from domestic violence, dating violence, sexual assault, and stalking, as contemplated by the Jeanne Clery Act, as amended by the Violence Against Women reauthorization Act of 2013 (VAMA).

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment as it is extremely important for the survivor's well-being. For the physical evidence to be present and useful, the medical/legal exam must be obtained within 48 hours of the assault. If the survivor pursues this course of action, he/she must be informed that the appropriate agency must be contacted. Filing a report with a school official will not obligate the survivor to prosecute, nor will it subject the survivor to scrutiny or judgmental opinions.

Since Bolivar Technical College does not have an on-campus law enforcement official, all sexual offenses should be reported to local law enforcement and directly to a school official. Filing a police report will:

- Ensure that a survivor of sexual assault receives the necessary medical treatment and

tests.

- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later.
- Assure the survivor has the access to free confidential counseling from counselor specifically trained in the area of sexual assault crisis intervention.

Bolivar Missouri Police Department  
417-326-5298

Polk County Sheriff's Office  
417-326-7684

When a sexual assault survivor contacts the local police department, a representative of the school should be notified as well. The survivor of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the college or only the latter. A representative from the police department or the school will guide the survivor, upon request, through the available options and support the survivor in his/her decisions. Though there are no on campus counseling and support services, outside counseling may be obtained through the following:

- Emergency Room of the Citizens Memorial Hospital in Bolivar, MO  
417-326-6000

Since BTC does not provide campus-based housing or facilities other than those offered for educational purposes, we cannot assist survivors of a sexual offense with changes in their living situation but will assist in changes to academic situations if changes are requested by the student and are reasonably available.

A student must contact a school official to begin disciplinary proceedings. Should a disciplinary proceeding against the alleged perpetrator be pursued, both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding. After BTC has reached a final determination following the disciplinary proceeding with respect to the alleged offense, both the accuser and the alleged accused will be informed of any sanction that is imposed against the accused. Sanctions may include suspension, expulsion and/or referral to law enforcement authorities for possible criminal prosecution.

## ***Harassment Policy***

Bolivar Technical College is committed to providing a workplace and learning environment that is free from harassment to any group protected by basic laws. Harassment is conduct that is unprofessional, unproductive, and illegal. Consequently, all conduct of this nature is expressly prohibited.

**Sexual harassment** is the use of personal authority or power to coerce or influence another person into unwanted sexual relations or to create a sexually intimidating, hostile or offensive academic or work environment.

Sexual harassment is defined as unwelcome sexual advances or comments, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**Other forms of harassment** include (but are not limited to) verbal abuse, insulting comments, gestures, and bullying when directed at any individual. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such adverse behavior.

**Sanctions.** Violators of this policy will be subject to sanction ranging from letters of reprimand to dismissal, according to the severity of the offense.

Complaints should be made as soon as possible after the alleged incident of discrimination has occurred to an immediate supervisor or administrator with no worry of recrimination. Complaints should be presented in writing and signed by the complainant. Each complaint will be investigated in a timely manner with confidentiality and recourse.

In most cases, the person accused of discrimination will be notified of the complaint by the president of the college. Bolivar Technical College will take prompt corrective action, if an investigation confirms the allegations, which may include discipline, up to and including immediate dismissal.

**Implementation.** In support of this policy, the college shall conduct periodic orientation and educational programs for faculty, students and staff on the nature of harassment in order to ensure an academic and work environment free of harassment.

# Bachelor's Degree Program Description

## ***RN to BSN Completion***

Bachelor of Science Degree in Nursing

The RN to BSN Completion Program is a post-licensure program designed for actively licensed Registered Nurses (RN) who are interested in earning a bachelor degree. The program consists of 47 credit hours and with the addition of up to 73 awarded advanced placement credits for licensure as an RN, students are awarded 120 credits for their degree. Students who successfully complete the program will have enhanced skills in areas such as decision-making, health assessment, research, and will be preferred candidates for career advancement opportunities. Core nursing courses include: RN to BSN Transitions, Health Assessment, Collaborative Healthcare, Nursing Research, Ethics and Health Policy, Transcultural Communication, Community Health, and Informatics. Students will complete the program in the RN Capstone course. Students may complete this program in as little as 47 weeks, or 3 semesters. The maximum time to complete the program in a single attempt is 3 years.

Instructional Delivery Method: 100% Distance Education

Learning Objectives: Students will master concepts related to: Comprehensive health assessment, statistical analysis and application to research, leadership skills to promote change and the profession of nursing, the implications of nurse activism in ethical and political decision making and policy creation, advanced skills in communication to promote health and identify barriers, how to recognize and eliminate disparities of health in groups, and how to utilize a combination of these skills to serve the community.

Program Prerequisites: Anatomy & Physiology I (4 credits), Anatomy & Physiology II (4 credits), Microbiology (4 credits), Chemistry (4 credits), Nutrition (3 credits), and be licensed as a professional nurse (RN). **Total prerequisites required: 19 credit hours/345 contact hours.**

Course Number		Course Name	Credit Hours
<b>First Semester</b>			
<u>Block One (8 weeks)</u>			
BSN-RN	300	RN to BSN Transitions in Professional Nursing ◇	3
COM	225	Public Speaking***	3
CIS	160	Introduction to Computer Applications and Systems***	3
<u>Block Two (8 weeks)</u>			
BSN-RN	310	RN Health Assessment ◇	5
MTH	150	Statistics for Healthcare ***	<u>3</u>
<b>Semester Total</b>			<b>17</b>
<b>Second Semester</b>			
<u>Block One (8 weeks)</u>			
BSN-RN	320	RN Collaborative Healthcare ◇	5
BSN-RN	330	Foundations in Nursing Research ◇	3
<u>Block Two (8 weeks)</u>			
BSN-RN	340	RN Ethics and Health Policy ◇	<b>3</b>
HIS	120	US History***	3
BSN-RN	350	Transcultural Communication in Nursing ◇	<u>3</u>
<b>Semester Total</b>			<b>17</b>
<b>Third Semester</b>			
<u>Block One (8 weeks)</u>			
BSN-RN	360	RN Community Health Nursing ◇	5
SOC	101	Introduction to Sociology***	3
<u>Block Two (8 weeks)</u>			
BSN-RN	370	RN Informatics ◇	2
BSN-RN	380	RN Capstone ◇	<u>3</u>
<b>Semester Total</b>			<b>13</b>
<b>Total Contact Hours: 795</b>			<b>Total Credit Hours: 47</b>
			<b>Total Program Credit Hours: 120</b>

◇ indicates core classes \*\*\* indicates general education 100% distance education format

PROFESSIONAL NURSING EMPLOYMENT OPPORTUNITIES (with licensure)

Hospital      Home Health      Long Term Care Facilities      Clinic RN      School Nurse      Most medical facilities

# ***Professional Nursing***

## Associate of Science Degree in Nursing

The Professional Nursing Program is designed for students who have chosen to pursue a career as a Registered Nurse. The program consists of 65 credit hours with clinical in various health care facilities. A student will be prepared to take the NCLEX-RN and upon successfully passing the NCLEX and upon State licensure, can become a Registered Nurse (RN). Professional Nursing from Bolivar Technical College will provide the students with training in: Fundamentals of Nursing, Pharmacology, Medical-Surgical, Maternal/Child Nursing, Mental Health Nursing, and Leadership and Management. Classes listed below are not necessarily taught in the sequence shown. Successful completion of the Professional Nursing program does not guarantee licensure (see section 335.066 RSMO). The Professional Nursing program requires 20 months/4 semesters/64 weeks to complete.

Instructional Delivery Method: Residential. Some general education courses are offered in a hybrid/blended format.

Learning Objectives: Students will have basic knowledge in: Historical and present views of professional practice; Physical assessment and client interview; Health promotion and current health trends; Critical thinking as part of the nursing process; Evidence-based practice and the role of the professional nurse; Nursing research and care issues; Integration of theoretical content of general education classes with nursing theory and practice.

Program Prerequisites: Anatomy & Physiology I 4 credit hours, Anatomy & Physiology II 4 credit hours. **Total prerequisites required: 8 credit hours/150 contact hours.**

LPN's or Paramedics bridging into the Professional Nursing program are required to successfully pass the Transition Course (LPN's take ADN-RN 190 of 6 cr. The Paramedics take ADN-RN 195 of 7 cr); ADN-RN 113 Pharmacology II Course 2 credit hours; HSE 110 Medical Terminology for Healthcare Course 3 credit hours. Prerequisites for the Bridge are Chemistry 4 credit hours, Anatomy and Physiology with lab 8 credit hours minimum, Human Nutrition 3 credit hours, Introduction to Psychology 3 credit hours, and Composition 3 credit hours. **Total prerequisites required: 21 credit hours/360 contact hours.**

Course Number		Course Name	Credit Hours
<b>First Semester</b>			
ADN-RN	101	Fundamentals of Nursing ♦	6
ADN-RN	111	Pharmacology I ♦	2
CHE	103	Fundamentals of Chemistry **	4
HSE	110	Medical Terminology for Healthcare*	<u>3</u>
<b>Semester Total</b>			<b>15</b>
<b>Second Semester</b>			
ADN-RN	113	Pharmacology II ♦	2
ADN-RN	125	Medical Surgical Nursing I ♦	5
BIO	302	Principles of Human Nutrition **	3
PSY	101	Introduction to Psychology*	3
ENG	150	Composition*	<u>3</u>
<b>Semester Total</b>			<b>16</b>
<b>Advanced Placement Bridge Semester</b>			
ADN-RN	190	LPN Transition Course ♦ (LPN Bridge Students Only)	6
ADN-RN	195	Paramedic Transition Course ♦ (Paramedic Bridge Students Only)	7
ADN-RN	113	Pharmacology II ♦	2
HSE	110	Medical Terminology for Healthcare *	<u>3</u>
<b>Semester Total</b>			<b>11/12</b>
<b>Third Semester</b>			
ADN-RN	114	Pharmacology III ♦	2
ADN-RN	210	Mental Health Nursing ♦	3
ADN-RN	220	Medical Surgical Nursing II ♦	5
BIO	208	Microbiology **	4
COM	211	The Art of Human Communication *	<u>3</u>
<b>Semester Total</b>			<b>17</b>
<b>Fourth Semester</b>			
ADN-RN	122	Nursing Informatics ♦	2
ADN-RN	230	Medical Surgical Nursing III ♦	5
ADN-RN	241	Maternal Child Nursing ♦	5
ADN-RN	250	Management & Leadership ♦	4
ADN-RN	260	NCLEX Preparation ♦	<u>1</u>
<b>Semester Total</b>			<b>17</b>

**Total Contact Hours: 1,365**

**Total Credit Hours: 65**

**Total Program Contact Hours: 1,515**

**Total Program Credit Hours: 73**

♦ indicates core classes    \*\* indicates general education residential    \*indicates general education hybrid/blended

**PROFESSIONAL NURSING EMPLOYMENT OPPORTUNITIES (with licensure)**

Hospital      Home Health      Long Term Care Facilities      Clinic RN      School Nurse      Most medical facilities



# Certificate Program Description

## *Practical Nursing*

Certificate

(Effective Spring 2025 cohort – 3-semester track)

The Practical Nursing program is designed to develop the attitudes, skills, and theoretical basis for competent entry-level practice as a Practical Nurse. The curriculum is developed and implemented with the goal of successful graduate attainment of the program terminal objectives. Graduates are eligible to make application to take the NCLEX-PN Licensure examination and, upon successfully completing the NCLEX-PN, become Licensed Practical Nurses. However, successful completion of the Practical Nursing program does not guarantee licensure (see section 335.066 RSMO). The Practical Nursing program will provide the students with 62 credit hours of theory, laboratory, and clinical practice. The Practical Nursing program has been designed with two completion tracks, each offering the same comprehensive curriculum. Students have the option to complete the program in either the three-semester track or the four-semester track. The 3-semester track requires 12 months/ 3 semesters/47 weeks to complete.

Instructional Delivery Method: Residential

Learning Objectives: Theory offered in biologic and behavioral sciences, developmental and cognitive theories throughout the lifespan as well as nursing concepts and clinical nursing practice provides the basis for the graduates to:

Utilize critical thinking skills

Assume leadership responsibilities appropriately in stable situations

Demonstrate attitudes and behaviors respectful to the client and his/her significant others

Apply appropriate communication skills

Implement skillful competency

Apply scientific principles while implementing safe, effective, therapeutic and holistic nursing care

Function cooperatively as a member of the health care team while reflecting caring, conscientious, ethical and legally accountable actions reflective of the Practical Nursing scope of practice

Program Prerequisites: None

Course Number		Course Name	Credit Hours
<b>First Semester</b>			
BIO	111	Anatomy & Physiology I**	4
COMM	103	Personal & Vocational Concepts ◇	3
NURS	103	Introduction to Pharmacology ◇	2
NURS	112	Fundamentals of Nursing ◇	9
PSY	230	Life Span Development**	<u>3</u>
<b>Semester Total</b>			<b>21</b>
<b>Second Semester</b>			
BIO	211	Anatomy & Physiology II**	4
BIO	302	Principles of Human Nutrition**	3
NURS	204	Maternal Child Nursing I ◇	3
NURS	202	Pharmacology II ◇	2
NURS	213	Medical Surgical Nursing I ◇	<u>10.5</u>
<b>Semester Total</b>			<b>22.5</b>
<b>Third Semester</b>			
NURS	302	Pharmacology III ◇	2
NURS	304	Maternal Child Nursing II ◇	3
NURS	305	Learning Lab III ◇	1
NURS	313	Medical Surgical Nursing II ◇	6.5
NURS	323	Mental & Community Health ◇	3
NURS	343	Leadership ◇	<u>3</u>
<b>Semester Total</b>			<b>18.5</b>

**Total Contact Hours: 1,264.50    Total Credit Hours    62**

◇ indicates core classes    \*\* indicates general education classes\_

Practical Nursing Employment Opportunities (with licensure)  
Nursing Home      Clinical LPN      Most Medical Facilities

# Certificate Program Description

## *Practical Nursing*

### Certificate

(Effective Spring 2025 cohort – 4-semester track)

The Practical Nursing program is designed to develop the attitudes, skills, and theoretical basis for competent entry-level practice as a Practical Nurse. The curriculum is developed and implemented with the goal of successful graduate attainment of the program terminal objectives. Graduates are eligible to make application to take the NCLEX-PN Licensure examination and, upon successfully completing the NCLEX-PN, become Licensed Practical Nurses. However, successful completion of the Practical Nursing program does not guarantee licensure (see section 335.066 RSMO). The Practical Nursing program will provide the students with 62 credit hours of theory, laboratory, and clinical practice. The Practical Nursing program has been designed with two completion tracks, each offering the same comprehensive curriculum. Students have the option to complete the program in either the three-semester track or the four-semester track. The 4-semester track requires 16 months/ 4 semesters/63 weeks to complete.

Instructional Delivery Method: Residential

Learning Objectives: Theory offered in biologic and behavioral sciences, developmental and cognitive theories throughout the lifespan as well as nursing concepts and clinical nursing practice provides the basis for the graduates to:

- Utilize critical thinking skills
- Assume leadership responsibilities appropriately in stable situations
- Demonstrate attitudes and behaviors respectful to the client and his/her significant others
- Apply appropriate communication skills
- Implement skillful competency
- Apply scientific principles while implementing safe, effective, therapeutic and holistic nursing care
- Function cooperatively as a member of the health care team while reflecting caring, conscientious, ethical and legally accountable actions reflective of the Practical Nursing scope of practice

*Program Prerequisites: None*

Course Number		Course Name	Credit Hours
<b>First Semester</b>			
BIO	111	Anatomy & Physiology I**	4
COMM	103	Personal & Vocational Concepts ◇	3
NURS	103	Introduction to Pharmacology ◇	2
PSY	230	Life Span Development**	<u>3</u>
<b>Semester Total</b>			<b>12</b>
 <b>Second Semester</b>			
BIO	211	Anatomy & Physiology II**	4
BIO	302	Principles of Human Nutrition**	3
NURS	112	Fundamentals of Nursing ◇	<u>9</u>
<b>Semester Total</b>			<b>16</b>
 <b>Third Semester</b>			
NURS	213	Medical Surgical Nursing I ◇	10.5
NURS	302	Pharmacology II ◇	2
NURS	204	Maternal Child Nursing I ◇	3
NURS	304	Maternal Child Nursing II ◇	<u>3</u>
<b>Semester Total</b>			<b>18.5</b>
 <b>Fourth Semester</b>			
NURS	302	Pharmacology III ◇	2
NURS	313	Medical Surgical Nursing II ◇	6.5
NURS	305	Learning Lab III ◇	1
NURS	323	Mental & Community Health ◇	3
NURS	343	Leadership ◇	<u>3</u>
<b>Semester Total</b>			<b>15.5</b>

**Total Contact Hours: 1,264.50    Total Credit Hours    62**

◇ indicates core classes    \*\* indicates general education classes

#### Practical Nursing Employment Opportunities (with licensure)

Nursing Home      Clinical LPN      Most Medical Facilities

# Continuing Education Course(s)

## *Medication Technician*

The Medical Technician program prepares a Certified Nurse Assistant to become a Certified Medication Technician (CMT), upon successfully passing the state of Missouri Department of Health & Senior Services state exam. The purpose of the course is to prepare the student to become a Certified Medication Technician qualified to administer selected categories of medications to residents in long-term care facility under the direct supervision of licensed nursing personnel. The Medication Technician course has 68 contact hours and takes 10 weeks to complete.

*Program Prerequisites: None*

Instructional Delivery Method: Residential

Learning Objectives: Upon completion of this course, the student will be able to:

- Prepare, administer, and document administration of medication by all routes except those administered by the parenteral route.

- Observe, report, and document responses of residents to medications administered.

- Identify responsibilities associated with acquisition, storage and security of medications.

- Identify and utilize appropriate medication reference materials.

- Identify lines of authority and areas of responsibilities.

- Identify what constitutes a medication error.

**Course Number**  
MT 105

**Course Name**  
Medication Technician

**Contact Hours**  
68

## Course Identifiers

Bolivar Technical College uses a course identifier. The letter prefix identifies the type of course:

ADN-RN	Professional Nursing
BSN-RN	Bachelor of Science in Nursing
CHE	Chemistry
CIS	Computer Information Systems
COM	Communication
ENG	English
HIS	History
HSE	Health Science
MTH	Math
MT	Medication Technician
NUR	Nursing core
PSY	Psychology
SOC	Sociology

## Course Descriptions

Students can expect to devote a minimum of outside work of 7.5 hours for each credit hour of lecture/lab/and clinical in the Certificate program. Students can expect to devote a minimum of outside work of 2 hours for each credit hour for lecture, and a minimum of 1 hour for each credit hour in laboratory in the Academic Associate and Bachelor's degree programs.

Outside hours may include (but not limited to); complete learning modules as assigned, studying for quizzes and/or exams, assigned reading, and homework assignments.

### **ADN-RN 101 Fundamentals of Nursing**

**6 credit hours (150 contact hours)**

This is the introductory course for the Professional Nursing Program. Content includes: physical assessment, patient interviewing, documentation, nursing process, and critical thinking used in delivery of nursing care. Students will be introduced to basic therapeutic and interpersonal communication skills. Nursing procedures and skills will be introduced. Opportunities to practice competencies and skills will be provided in the care of patients across the life span utilizing skills lab, simulation, and clinical experiences. Students will be introduced to the Missouri Nurse Practice Act, legal, cultural, spiritual, and ethical issues related to the practice of nursing. *Prereqs: None*

### **ADN-RN 111 Pharmacology I**

**2 credit hours (30 contact hours)**

This course introduces the student to systems of metric, household, and apothecary measurement; abbreviation; symbols; and math for medicines. Clinical experience for this course is provided by the direct care in the clinical experiences of ADN-RN 101. Content includes: basic procedures and skills of medication administration, as well as basic information concerning pharmacology of the most common drugs utilized in healthcare. *Prereqs: None*

**ADN-RN 113 Pharmacology II****2 credit hours (30 contact hours)**

Pharmacology II is designed to provide the student with the theory and necessary knowledge to safely administer medications and assess client response. Specific medications, actions, interactions, side / toxic effect, desired responses and indications are discussed. Developing a basic knowledge to utilize the nursing process to assess, diagnose, plan, implement, and evaluate medication administration will be the course focus. Medications and classes studied will be divided between ADN-RN 113 and AND-RN 114 and will follow the Medical Surgical Course progression of study by body system/disease state impacted.

*Prereqs: ADN-RN 101, ADN-RN 111*

**ADN-RN 114 Pharmacology III****2 credit hours (30 contact hours)**

Pharmacology III is designed to provide the student with the theory and skills necessary to safely administer medications and assess client response. Specific medications, actions, interactions, side / toxic effect, desired responses and indications are presented. Developing additional knowledge to utilize the nursing process to assess, diagnose, plan, implement, and evaluate medication administration will be the course focus. Medications and classes not studied in ADN-RN 113 will be introduced and will follow the Medical Surgical Course progression of study by body system/disease state impacted. *Prereqs: ADN-RN 101, ADN-RN 111, ADN-RN 113*

**ADN-RN 122 Nursing Informatics****2 credit hours (30 contact hours)**

This course is designed to give the student insight and experience in the application of information science to nursing practice. The electronic environment is explored as a resource for the enhancement of communication, clinical decision making, professional role development, and knowledge discovery with relevance to patient care and healthcare management. Students will demonstrate the use of software applications to include: e-mail, internet browser applications, literature databases, and electronic documentation systems. Focus will include the ethical and legal issues concerning health records, confidentiality, and release of information. *Prereqs: None*

**ADN-RN 125 Medical Surgical Nursing I****5 credit hours (135 contact hours)**

This course content introduces the foundation for Medical-Surgical nursing. Presents theoretical data, concepts, techniques and skills related to the safe and therapeutic care of medical surgical nursing clients. Conditions affecting oxygen transport and exchange are presented. Further development of the nursing process is practiced, and nursing diagnosis is introduced. *Prereqs: ADN-RN 101*

**ADN-RN 190 LPN Transition Course****6 credit hours (150 contact hours)**

This course is designed to introduce concepts of the Licensed Practical Nurse wishing to advanced placement into the Professional Nursing (associate degree) curriculum. The course combines independent study with classroom and clinical learning. An assessment of the individual's competencies and knowledge will be completed prior to advanced placement of students. Evaluation of clinical skills, nursing process and knowledge presented in prior educational programs are needed for placement of the student into the third semester of the Professional Nursing Program. *Prereqs: None*

**ADN-RN 195 Paramedic Transition Course****7 credit hours (195 contact hours)**

This course is designed to introduce concepts to the Paramedic wishing to achieve advanced placement into the Professional Nursing curriculum. Core components of curriculum involve the study of the scope of practice for the professional nurse and application of nursing process to clinical decision making. The course combines independent study with classroom and clinical learning. An assessment of the individual's competencies and knowledge will be completed prior to advanced placement of students. Evaluation of clinical skills and knowledge presented in prior educational programs are needed for placement of the

student into the third semester of the Professional Nursing program. *Prereqs: None*

**ADN-RN 210 Mental Health Nursing**

**3 credit hours (75 contact hours)**

This course presents concepts of Mental Health nursing including current and historical modes of therapy and nursing care. It emphasizes techniques of interpersonal communication and integrates legal and ethical nursing behavior, knowledge of thought and behavior disorders, and theories of nutrition, pharmacology, and biology. *Prereqs: ADN-RN 101*

**ADN-RN 220 Medical Surgical Nursing II**

**5 credit hours (135 contact hours)**

Presents theoretical data, concepts, techniques and skills related to the safe and therapeutic care of medical surgical nursing clients. Course theory builds upon Medical Surgical Nursing I. Students will gain increased knowledge along with advanced technical and critical thinking skills to utilize the nursing process in assessing, diagnosing, planning, implementing, and evaluating nursing care. Individualized care planning, client teaching, assessment skills, and advanced comprehension and application of data, including appropriate research is emphasized. *Prereqs: ADN-RN 101, ADN-RN 125 or ADN-RN190*

**ADN-RN 230 Medical Surgical Nursing III**

**5 credit hours (135 contact hours)**

Presents theoretical data, concepts, techniques and skills related to the safe and therapeutic care of medical surgical nursing clients. Course theory builds upon Medical Surgical Nursing II. Students will gain increased knowledge along with advanced technical and critical thinking skills to utilize the nursing process in assessing, diagnosing, planning, implementing, and evaluating nursing care. Individualized care planning, client teaching, assessment skills, and advanced comprehension and application of data, including appropriate research is emphasized. *Prereqs: ADN-RN 101, ADN-RN 125, ADN-RN 220 or ADN- RN 190, ADN-RN 220*

**ADN-RN 241 Maternal Child Nursing**

**5 credit hours (105 contact hours)**

This course presents the content for Maternal-Child nursing. Students will be instructed in care of the ante-partum, laboring and post-partum woman, and family. The student will also be instructed in care of the pediatric patient and family. Composite nursing theory is used as it relates to maternal-child nursing to build knowledge in this course. Nursing diagnosis and care planning will be practiced in care of these special-needs groups.

*Prereqs: ADN-RN 101*

**ADN-RN 250 Management & Leadership**

**4 credit hours (120 contact hours)**

This course presents content about leadership and management. Students will review issues related to leadership and management and utilize critical thinking to make leadership decisions. Advanced Leadership and Management in nursing will provide students with a sufficient working knowledge that will allow them to participate in leadership/management roles related to the professional nursing role. *Prereqs: ADN-RN 101*

**ADN-RN 260 NCLEX Preparation**

**1 credit hour (15 contact hours)**

This course will be delivered over 8-weeks. Components of the course are divided into participation in the ATI Capstone testing & remediation and in class discussions of Next Generation NCLEX-RN style questions, strategies for testing, mental and emotional preparation of test day, and other concepts designed to prepare the graduate for success in their national licensure exam. *Prereqs: None*

**BIO 111 Anatomy & Physiology I****4 credit hours (75 contact hours)**

This course will introduce the survey of structures and functions of the human body. This course will cover the following topics: cells, fluid and electrolytes, musculoskeletal system, integumentary system, cardiovascular system, and respiratory system. This course includes a one-hour laboratory that will give student's ability to see the synthesize material presented in lecture. *Prereqs: None*

**BIO 208 Microbiology****4 credit hours (75 contact hours)**

The practical relations of microorganisms to human welfare. An introduction to standard laboratory methods of study of bacteria and bacteriological examinations of materials; effects of environment on bacteria. Lecture and laboratory. *Prereqs: None*

**BIO 211 Anatomy & Physiology II****4 credit hours (75 contact hours)**

This course will provide further study of the structures and functions of the human body. This course will cover the following systems: reproductive, immune, nervous, endocrine, digestive, urinary, and hematopoietic and lymphatic. This course includes a one-hour laboratory that will give students the ability to see the synthesize material presented in lecture. *Prereqs: None*

**BIO 302 Principles of Human Nutrition****3 credit hours (45 contact hours)**

A study of food as it functions to meet body needs with emphasis on utilization, food sources, selection of adequate diets, community and world health problems. *Prereqs: None*

**BSN-RN 300 RN to BSN Transitions in Professional Nursing****3 credit hours (45 contact hours)**

This course introduces the student to knowledge, skills, and attitudes that are consistent with contemporary professional nursing practice and leadership. Included are concepts regarding the future of professional nursing and discussion of trends for evidence-based practice. Fundamental skills for success in the online learning environment will be explored and students will have the opportunity to demonstrate these skills. *Prereqs: None*

**BSN-RN 310 RN Health Assessment****5 credit hours (105 contact hours)**

This course builds upon students' existing knowledge of nursing assessment. Students explore current and innovative techniques for holistic assessment, addressing the client's physical, psychosocial, cultural and spiritual needs. The use of assessment findings for clinical decision making is discussed throughout the course. Students use assessment data to create individualized patient teaching plans. *Prereqs: None*

**BSN-RN 320 RN Collaborative Healthcare****5 credit hours (105 contact hours)**

This course is designed to explore the scope of nursing practice and the role of the nurse as a part of the interdisciplinary care team. The primary focus is on leadership and management aspects of the professional nurse with an emphasis on the role of the nurse in providing nursing care within the healthcare setting. Students will explore the importance of communication and collaboration to patient outcomes. *Prereqs: None*

**BSN-RN 330 Foundations in Nursing Research****3 credit hours (45 contact hours)**

The research process and its importance to the practice of the professional nurse are explored. Steps for asking research questions and skills for searching for best evidence are reviewed and practiced. The skills related to reading published research findings with understanding for application and using best evidence as the basis for professional nursing practice are developed. Skills learned in Statistics for Healthcare will be utilized to help facilitate understanding for designing, analyzing and interpreting research in the biological sciences. *Prereqs: MTH 150*

**BSN-RN 340 RN Ethics and Health Policy****3 credit hours (45 contact hours)**

This course emphasizes ethical decision making, policy creation, and stewardship of resources in healthcare. Examination of systems for implementing change in health policy in institutional, community, and cross-cultural settings with an emphasis on current trends in nursing will be discussed. Students will explore the processes for legislation and implementation of healthcare related laws and policies. *Prereqs: None*

**BSN-RN 350 Transcultural Communication in Nursing****3 credit hours (45 contact hours)**

Students explore cross-cultural topics and diversity in healthcare to create a foundation for understanding and working effectively with others. Cultural issues, including values, beliefs and practices that affect individuals, groups and communities are discussed. *Prereqs: None*

**BSN-RN 360 RN Community Health Nursing****5 credit hours (105 contact hours)**

This course discusses theory and concepts of public and global health promotion utilizing strategies of levels of prevention. The role of the Community Health Nurse (CHN) in identifying factors that influence health in diverse populations and settings will be explored. Content will support intervention of the CHN in the community setting including health promotion and disease prevention, disaster planning, and addressing environmental health concerns. Planning, organization, and delivery of services for populations at risk are tied to Healthy People 2030 goals. *Prereqs: None*

**BSN-RN 370 RN Informatics****2 credit hours (30 contact hours)**

This course is designed to give the student insight and experience in the application of information science to nursing practice. The electronic environment is explored as a resource for the enhancement of communication, clinical decision making, professional role development, and knowledge discovery with relevance to patient care and healthcare management. Students will demonstrate the use of software applications to include: e-mail, internet browser applications, literature databases, and electronic documentation systems. Focus will include the ethical and legal issues concerning health records, confidentiality, and release of information.

*Prereqs: None*

**BSN-RN 380 RN Capstone****3 credit hours (45 contact hours)**

Students demonstrate mastery of skills learned in general education as well as nursing courses through completion of weekly assignments, the student portfolio, and capstone project. Assignments and discussions will focus on reflection and application of learned concepts of nursing leadership, nursing research, and management of care to current nursing practice. *Prereqs: BSN-RN 300, BSN-RN 310, BSN-RN 320, BSN-RN 330, BSN-RN 340, BSN-RN 350, and BSN-RN 360*

**CHE 103 Fundamentals of Chemistry****4 credit hours (75 contact hours)**

A terminal course dealing with fundamentals and basic concepts of chemistry primarily designed for general college students, as well as those in specialized programs such as nursing. Includes lab. *Prereqs: None*

**CIS 160 Introduction to Computer Applications and Systems 3 credit hours (45 contact hours)**

This course introduces basic technology concepts and principles widely used today. Tools and concepts reviewed include productivity tools and technologies used in health settings, such as operating systems, word processors, spreadsheets and mobile devices. Students also learn basic computer terminology and concepts. Learning opportunities provide students with skills that are applicable to personal, professional,



and academic endeavors. *Prereqs: None*

**COM 211 The Art of Human Communication**

**3 credit hours (45 contact hours)**

Principles and practice of effective communication. Students will learn how to become appropriate communicators in a variety of contexts, such as Presentations and Public Speaking. Students develop good listening and responding skills, conflict management strategies, and sensitivity to language and tone with a better understanding of cultural and gender differences. Topics include; 1) Value and Ethics, 2) Managing Stress and Wellness, 3) Self-Awareness, 4) Life Planning, 5) Death and Dying. The course emphasizes becoming aware and interpersonal human communication skills. *Prereqs: None*

**COM 225 Public Speaking**

**3 credit hours (45 contact hours)**

This course teaches basic elements of effective public speaking and is designed to develop effective presentational skills, critical thinking and astute listening. Students will learn strategies for audience analysis, organization, language usage, delivery, and nonverbal communication. Practical application is provided through a series of individual and group presentations. *Prereqs: None*

**COMM 103 Personal & Vocational Concepts**

**3 credit hours (45 contact hours)**

This course will introduce the practical nursing student to his/her role as a member of the health care team. Course content identifies specific factors necessary for personal and vocational adjustments. Students are introduced to the Missouri Nurse Practice Act and cultural/spiritual issues in nursing. It emphasizes the legal and ethical responsibilities of nursing. Theoretical principles and concepts are correlated with basic nursing subjects and clinical practice. *Prereqs: None*

**ENG 150 Composition**

**3 credit hours (45 contact hours)**

A writing course designed to develop students' abilities to write in a variety of modes for a wide range of purposes. *Prereqs: None*

**HSE 110 Medical Terminology for Healthcare**

**3 credit hours (45 contact hours)**

This course is designed to develop a knowledge base of the language of medicine. Emphasis is placed on the spelling, pronunciation, and analysis of word elements and terms relating to anatomy, physiology, diagnosis, pathology, procedures, abbreviations, and symptomatic terms that assist the student in a communicative application to each system and medical specialty. Also included in this course of study are technical methods of communication used by healthcare professionals.

*Prereqs: None*

**HIS 120 US History**

**3 credit hours (45 contact hours)**

This course examines American history from 1865 to the present. Students will develop an understanding of social, political, economic, cultural, and military experiences that have played a crucial role in shaping the history of our country. *Prereqs: None*

**MTH 150 Statistics for Healthcare**

**3 credit hours (45 contact hours)**

This course focuses on statistical reasoning used to evaluate data within the domain of healthcare/biological science. Descriptive statistics are used to understand data and draw conclusions about populations, illness, and best practices. *Prereqs: None*

**MT 105 Medication Technician**

**68 contact hours**

The Medical Technician course prepares a Certified Nurse Assistant to become a Certified Medication Technician (CMT), upon successfully passing the state of Missouri Department of Health & Senior Services

state exam. The purpose of the course is to prepare the student to become a Certified Medication Technician qualified to administer selected categories of medications to residents in long-term care facility under the direct supervision of licensed nursing personnel. *Prereqs: None*

**NURS 103 Introduction to Pharmacology** **2 credit hours (30 contact hours)**

This course introduces the student to systems of metric, household, and apothecary measurement; abbreviation; symbols; and math for medicines. Clinical experience for this course is provided by the direct care in the clinical experiences of NURS 112. Content includes: basic procedures and skills of medication administration, as well as basic information concerning pharmacology of the most common drugs utilized in healthcare. *Prereqs: None*

**NURS 112 Fundamentals of Nursing** **9 credit hours (195 contact hours)**

The Fundamentals of Nursing course is a comprehensive course designed to provide the student with the knowledge and skills essential to meeting the basic needs of any patient. Material from related subjects will be integrated content. Principles and rationales that are foundation for nursing care will be emphasized, thus, enabling the student to develop skills to make appropriate nursing judgments. The nursing process format will be utilized to enable the student to develop a systematic and organized method of implementing basic nursing care. A theoretical base, individualized demonstration of technique, practice, and demonstration return in a supervised laboratory setting. The clinical experience is gained by caring for patients in the cooperative health care facilities under the guidance and supervision of the clinical instructor. *Prereqs: None*

**NURS 202 Pharmacology II** **2 credit hours (30 contact hours)**

Pharmacology II is designed to provide the student with the theory and skills necessary to safely administer medications and assess client response. Specific medications, actions, interactions, side / toxic effect, desired responses and indications are presented. Developing a basic knowledge to utilize the nursing process to assess, plan, implement, and evaluate medication administration appropriate to Semester II students will be the course focus. Specific classifications of medication covered in this course will correspond to the Medical Surgical Nursing I course syllabus. *Prereqs: NURS 103, NURS112*

**NURS 204 Maternal Child Nursing I** **3 credit hours (61.5 contact hours)**

Maternal and Child Nursing I will provide a basic theoretical background on which the student can utilize the nursing process to assist, to assess, to plan and implement and to assist to evaluate nursing care during pregnancy, labor and delivery, postpartum; including newborn and family care. Family dynamics as related to the obstetrical experience and aftercare will be explored. Content is organized moving from normal to deviations from normal. Principles of pharmacology and growth and development are integrated in this course. *Prereqs: NURS 112*

**NURS 213 Medical Surgical Nursing I** **10.5 credit hours (262.5 contact hours)**

Medical Surgical Nursing I presents concepts, principles, techniques and skills applicable to meeting the client's needs for health promotion and health maintenance in adulthood with an emphasis on the elderly population. Care is provided in a variety of settings. The course encompasses implementing a basic understanding and implementation of the nursing process and its application to providing safe and therapeutic care to clients. Selected Medical Surgical conditions will be presented. Skills laboratory content and practice for IV Therapy meets the Missouri State Board of Nursing requirements for Practical Nursing graduates to be certified. Medical Surgical clinical will include IV therapy application in patient care settings. Mental Health and Pharmacology/Medication Administration are integrated into clinical practice. *Prereqs: NURS 112*

**NURS 302 Pharmacology III****2 credit hours (30 contact hours)**

Pharmacology III presents the theoretical base upon which to competently apply principles of medication administration in the clinical practice setting. Specific medications, their actions, interactions, side and toxic effects, desired outcomes and indications will be presented. Specific medication classifications included in this course will correspond to the Medical Surgical II course syllabus. Students are expected to utilize the nursing process including critical thinking skills appropriate to Semester III in all areas applicable to the administration of medications. *Prereqs: NURS 103, NURS 112, NURS202*

**NURS 304 Maternal Child Nursing II****3 credit hours (61.5 contact hours)**

This comprehensive course will provide the student theoretical background and skills essential to meet the needs of the child. The ultimate goal is promotion of optimum health and development of children at any stage of health or illness. Building upon the knowledge and skills acquired in foundation subjects and in Maternal/Child Health I, the student will learn to specialize in basic care needs of children in growth and development; health; and safety. Principles of nutrition; growth and development; and pharmacology are integrated into the course. *Prereqs: NURS 112*

**NURS 305 Learning Lab III****1 credit hour (30 contact hours)**

This course will provide basis for the student to utilize data related to graduate level entry into the job market. Preparing for the job market and preparing for the NCLEX licensure examination are the focal points. *Prereqs: None*

**NURS 313 Medical Surgical Nursing II****6.5 credit hours (142.5 contact hours)**

Presents theoretical data, concepts, techniques and skills related to the safe and therapeutic care of medical surgical nursing clients. Course theory builds upon Medical Surgical Nursing I. Students will gain increased knowledge along with advanced technical and critical thinking skills to utilize the nursing process in assessing, planning, implementing, and evaluating nursing care. Individualized care planning, client teaching, assessment skills, and advanced comprehension and application of data, included appropriate research is emphasized. *Prereqs: NURS 112, NURS 213*

**NURS 323 Mental & Community Health****3 credit hours (61.5 contact hours)**

This course will focus on the practical nurse's responsibility in assessing, planning, implementing, and evaluating measures to encourage mental wellness and utilize therapeutic nursing intervention when caring for clients exhibiting maladaptive behavior or the mentally ill client. The course includes basic information on the theories of psychological development and behavioral patterns in the healthy person as well as in the ill person. The relationship of growth and development to behavior as well as social and cultural influences will be explored. Behavioral characteristics, diagnostic measures, treatment, modalities and nursing interventions for individuals displaying mental illness behaviors will be considered during the second phase. *Prereqs: NURS 112, PSY 230*

**NURS 343 Leadership****3 credit hours (75 contact hours)**

Advanced Leadership and Management nursing knowledge and skills will provide students with a foundation to participate in these roles within a practical nursing scope of practice. *Prereqs: NURS112*

**PSY 101 Introduction to Psychology****3 credit hours (45 contact hours)**

This is a survey course providing a study of the behavior of living organisms, particularly human behavior. Typical problems are methods and measurement in psychology, theoretical systems, learning, motivation, perception, personality, and psychopathology. *Prereqs: None*

**PSY 230 Life Span Development****3 credit hours (45 contact hours)**

Study of the entire human life span, beginning with conception and prenatal period. Psychological, sociological and biological determinants of development and change processes are considered. *Prereqs: None*

**SOC 101 Introduction to Sociology****3 credit hours (45 contact hours)**

This course introduces students to introductory concepts, theories, and methods used in contemporary sociology. Sociology is the use of scientific study of society, culture, and social interactions. Discussion of sociological perspective and the ways in which the discipline understands and explains human behavior at all levels of society is explored. The course also provides students with a sociological toolkit that they can utilize to understand themselves and their world; the theories, concepts, and ideas covered in this class will help students recognize the connection between self and society, biography and history, as well as the individual and social structures. *Prereqs: None*

## **Bachelor's Degree Tuition and Fees**

### ***RN to BSN Completion***

*2024-2025*

*Effective 07/01/2024*

Nursing core tuition (per credit hour)	\$ 480.00
General education tuition (per credit hour)	\$ 400.00
Student fee (per semester)	\$ 35.00
Technology fee (per semester)	\$ 550.00
Shadow Health (per module)	\$ 125.00
Graduation (last semester only)	\$ 150.00
Books (vary by course)	

(resale items such as books and supplies are subject to sales tax)

# Associate of Science Degree Tuition and Fees

## ***Professional Nursing Program***

2024-2025

Effective 07/01/2024

Nursing core tuition (per credit hour)	\$ 485.00
General education tuition (per credit hour)	\$ 400.00
Clinical tuition (per semester)	\$1,895.00
Supplies:	\$475.00 (estimate)
Name badge (1) & school patches (2) & clinical t-shirt (1) (available only thru BTC)	
Nursing duffel: Stethoscope, blood pressure cuff, gait belt, forceps, scissors, penlight, Inject-Ed	
Uniform: tops (2) & pants (2)	
**Watch	**Shoes
Simulation & skills center fee (per semester)	\$ 500.00
Science lab fee (per gen ed. science class, per semester)	\$ 140.00
Technology fee (per semester)	\$ 300.00
Student fee (per semester)	\$ 35.00
Achievement & diagnostic testing (per semester)	\$ 950.00
Bridge students only (per semester)	\$1,250.00
Drug screening (1 <sup>st</sup> semester only)	\$ 60.00
NCLEX/Fingerprinting (3 <sup>rd</sup> semester only)	\$ 250.00
Graduation (last semester only)	\$ 150.00
Student professional liability insurance (1 <sup>st</sup> semester only)	\$ 50.00
Bridge students only (1 <sup>st</sup> semester)	\$25.00
Books (vary by course)	

\*\*A watch with a second hand and solid white shoes need to be approved by the program coordinator. These items are required, but the fees are not collected by the college; the students must purchase them on their own. Supplies purchased on own must be inspected and approved by program director.

(resale items such as books and supplies are subject to sales tax)

# Certificate Program Tuition and Fees

## *Practical Nursing Program*

2024-2025

Effective 07/01/2024

Nursing core tuition (per credit hour)	\$280.00
General education tuition (per credit hour)	\$400.00
Clinical tuition (per semester)	\$1,110.00
Supplies:	\$475.00 (estimate)
Name badge (1) & school patches (2) & clinical t-shirt (1) (available only thru BTC)	
Nursing duffel: Stethoscope, blood pressure cuff, gait belt, forceps, scissors, penlight, Inject-Ed	
Uniform: tops (2), & pants (2)	
**Watch	**Shoes
Simulation & skills center fee (per semester)	\$500.00
Science lab fee (per gen ed. science class, per semester)	\$140.00
Student fee (per semester)	\$35.00
Technology fee (per semester)	\$300.00
Achievement & diagnostic testing (per semester)	\$850.00
Drug screening (1 <sup>st</sup> semester only)	\$60.00
NCLEX/Fingerprinting (2 <sup>nd</sup> semester only)	\$250.00
Graduation (last semester only)	\$150.00
Student professional liability insurance (1 <sup>st</sup> semester only)	\$25.00
Books (Vary by course)	

\*\*A watch with a second hand and solid white shoes needs to be approved by the program coordinator. These items are required, but the fees are not collected by the college; the students must purchase them on their own. Supplies purchased on own must be inspected and approved by program director.

(resale items such as books and supplies are subject to sales tax)

## **Continuing Education**

### **Program cost**

#### ***Medication Technician***

*2024-2025*

*Effective 07/01/2024*

Program cost	\$1,500.00
If not registered with the Missouri Family Care Safety Registry	\$16.00



# **Administrative Staff and Faculty**

*Effective 07/01/2024*

## ***Administrative Staff***

Ona Jo Bass	Librarian (Part time) Bachelor of Science in Education, Missouri State University, Springfield, MO Master of Arts in Library Science, University of Missouri, Columbia, MO
Nancy Brannon	Education Coordinator (Full time) Bachelor of Science in Elementary Education, Missouri State University, Springfield, MO Master of Science in Education, Missouri State University, Springfield, MO Master of Science in Guidance & Counseling, Missouri State University, Springfield, MO
Tasha Detloff, MSN, RN	Professional Nursing Coordinator/Faculty (Full-Time) Associate of Science in Nursing, Cox College, Springfield, MO Bachelor of Science in Nursing, University of South Florida, Tampa, FL Master of Science in Nursing, Southwest Baptist University, Springfield, MO
Kristall Fears, DNP, RN	RN to BSN Completion Program Coordinator/Faculty (Part time) Bachelor of Science in Nursing, Cox College, Springfield, MO Master of Science in Nursing, Southwest Baptist University, Bolivar, MO Doctor of Nursing Practice, Regis College, Weston, MA
Charlotte Gray	Campus Director, President (Full time) Bachelor of Science in Business Administration, University of Phoenix, Phoenix, AZ Master of Arts in Education, University of Phoenix, Phoenix, AZ
Haleigh Gray	Student Online Support (S.O.S.) Coordinator (Full time) Bachelor of Science in Business Administration, University of Missouri, Columbia, MO
Daniel Leith	Admissions/Student Services (Full time)
Wendy McGowin	Financial Aid Representative (Full time) Associate Degree in Accounting, Bolivar Technical College, Bolivar, MO

Erin Mock, MSN, RN	<p>Director of Nursing Education (Full Time)</p> <p>Associate of Science in Nursing, Fort Scott Community College, Fort Scott, KS</p> <p>Bachelor of Science in Nursing, Missouri State University, Springfield, MO</p> <p>Master of Science in Nursing Education, Indiana Wesleyan University, Marion, IN</p>
Johnna Mortensen, BSN, RN	<p>Practical Nursing Coordinator/Faculty (Full time)</p> <p>Bachelor of Science in Nursing, Cox College, Springfield, MO</p>
Avril Pebworth	<p>Financial Aid Representative/ Student Services/Compliance (Full time)</p> <p>Associate Degree in Small Business Management, Bolivar Technical College, Bolivar, MO</p>
Chelsye Scantlin	<p>Assistant Registrar (Part time)</p> <p>Bachelor of Science in Human Services, Drury University, Springfield, MO</p>
Lucinda Schmidt, MSN, RN	<p>Simulation &amp; Skills Center Coordinator/Nursing Faculty (Full time)</p> <p>Associate Degree in Nursing, Bolivar Technical College, Bolivar, MO</p> <p>Bachelor of Science in Nursing, University of Phoenix, Phoenix, AZ</p> <p>Master of Science in Nursing, University of Phoenix, Phoenix, AZ</p>

## ***Faculty***

Angela Amonett, BSN, RN

Certified Medication Technician (CMT) Faculty (Adjunct)  
Licensed Practical Nurse, Bolivar Technical College, Bolivar, MO  
Associate of Science in Nursing, Bolivar Technical College,  
Bolivar, MO  
Bachelor of Science in Nursing, Bolivar Technical College,  
Bolivar, MO

Kaylee Ankrom, MSN, FNP, RN

RN to BSN Completion Program Faculty (Adjunct)  
Associate of Science in Nursing, Southwest Baptist University,  
Springfield, MO  
Bachelor of Science in Nursing, Southwest Baptist University,  
Springfield, MO  
Master of Science in Nursing – Family Nurse Practitioner, Walden  
University, Minneapolis, MN

Savana Ayers, DNP, RN

RN to BSN Completion Program Faculty (Adjunct)  
Associate of Science in Nursing, Southwest Baptist University,  
Springfield, MO  
Bachelor of Science in Nursing, Southwest Baptist University,  
Springfield, MO  
Master of Science in Nursing, Western Governors University, Salt  
Lake City, UT  
Doctor of Nursing Practice, Regis College, Weston, MA

Nancy Brannon

General Education Faculty (Part time)  
Bachelor of Science in Elementary Education, Missouri State  
University, Springfield, MO  
Master of Science in Education, Missouri State University,  
Master of Science in Guidance & Counseling, Missouri State  
University, Springfield, MO

Felisha Burleson

RN to BSN Completion Program Faculty (Adjunct)  
Bachelor of Science in Sociology, Texas Women's University,  
Denton, TX  
Master of Arts in Sociology, Texas Women's University, Denton, TX

Kenneth Roger Cansler

General Education Faculty (Adjunct)  
Bachelor of Science in Chemistry, Southwest Baptist University,  
Bolivar, MO  
Master of Science in Guidance and Counseling, Southwest  
Missouri State University, Springfield, MO

Heather Cline	<p>General Education Faculty (Adjunct)</p> <p>Bachelor of Science in in Management, Missouri State University, Springfield, MO</p> <p>Master of Science in Business Administration, Graduate Certificate in Computer Information Systems, Missouri State University, Springfield, MO</p>
Sarah Colby, BSN, RN	<p>Nursing Faculty (Full time)</p> <p>Associate of Science in Nursing, Bolivar Technical College, Bolivar, MO</p> <p>Bachelor of Science in Nursing, Bolivar Technical College, Bolivar, MO</p>
Tasha Detloff, MSN, RN	<p>Professional Nursing Coordinator/Faculty (Full-Time)</p> <p>Associate of Science in Nursing, Cox College, Springfield, MO</p> <p>Bachelor of Science in Nursing, University of South Florida, Tampa, FL</p> <p>Master of Science in Nursing, Southwest Baptist University, Springfield, MO</p>
Samantha Gardner	<p>General Education Faculty (Adjunct)</p> <p>Bachelor of General Studies-Cell and Molecular Biology, Missouri State University, Springfield, MO</p> <p>Master of Art in Teaching- Educational Theory, University of Central Missouri, Warrensburg, MO</p>
Hillary Gazaway, BSN, RN	<p>Nursing Faculty (Full time)</p> <p>Practical Nursing Certificate, Bolivar Technical College, Bolivar, MO</p> <p>Associate of Science in Nursing, Bolivar Technical College, Bolivar, MO</p> <p>Bachelor of Science in Nursing, Chamberlain University, Addison, IL</p>
Dr. William Gray, DVM	<p>General Education Faculty (Full time)</p> <p>Bachelor of Science in Physical Science with majors in Biological Science &amp; Chemical Science, Colorado State University, Ft. Collins, CO</p> <p>Master in Parks and Recreation; Administrative Management, University of Missouri, Columbia, MO</p> <p>Doctor of Veterinary Medicine, Colorado State University, Ft. Collins, CO</p>
William "Nathan" Herd	<p>General Education Faculty (Adjunct)</p> <p>Bachelor of Science in Clinical Lab Sciences, Missouri State, Springfield, MO</p>

Kimberly Leith, BSN, RN	<p>Nursing Faculty (Full time)</p> <p>Associate of Science in Nursing, Bolivar Technical College, Bolivar, MO</p> <p>Bachelor of Science in Nursing, Western Governors University, Clayton, MO</p>
Matthew Lyons	<p>General Education Faculty (Adjunct)</p> <p>Bachelor of Science in Government and History, Evangel University, Springfield, MO</p> <p>Master of Science in Biosecurity &amp; Disaster Preparedness, St. Louis University, St. Louis, MO</p>
Robert McGowin, PA	<p>General Education Faculty (Adjunct)</p> <p>Bachelor of Science in Cell &amp; Molecular Biology, Missouri State University, Springfield, MO</p> <p>Master of Science in Physician Assistant studies, Missouri State University, Springfield, MO</p>
Erin Mock, MSN, RN	<p>Director of Nursing Education/Nursing Faculty (Full time)</p> <p>Associate of Science in Nursing, Fort Scott Community College, Fort Scott, KS</p> <p>Bachelor of Science in Nursing, Missouri State University, Springfield, MO</p> <p>Master of Science in Nursing Education, Indiana Wesleyan University, Marion, IN</p>
Shawn Mock, BSN, RN	<p>Nursing Faculty (Full time)</p> <p>Associate of Science in Nursing, Bolivar Technical College, Bolivar, MO</p> <p>Bachelor of Science in Nursing, Chamberlain University, Downs Grove, IL</p>
Jacqueline Montgomery, BSN, RN	<p>Nursing Faculty (Adjunct)</p> <p>Practical Nursing Certificate, Lebanon Technology and Career Center</p> <p>Bachelor of Science in Nursing, Missouri Southern State University, Joplin, MO</p>
Johnna Mortensen, BSN, RN	<p>Practical Nursing Coordinator/Faculty (Full time)</p> <p>Bachelor of Science in Nursing, Cox College, Springfield, MO</p>
Lucinda Schmidt, MSN, RN	<p>Simulation &amp; Skills Center Coordinator/Nursing Faculty (Full time)</p> <p>Associate Degree in Nursing, Bolivar Technical College, Bolivar, MO</p> <p>Bachelor of Science in Nursing, University of Phoenix, Phoenix, AZ</p> <p>Master of Science in Nursing, University of Phoenix, Phoenix, AZ</p>



Bolivar  
Technical  
College

1135 N Oakland Ave  
Bolivar, MO 65613

p 417-777-5062 | 800-440-6135  
f 417-777-8908  
[info@bolivarcollege.edu](mailto:info@bolivarcollege.edu)  
[www.bolivarcollege.edu](http://www.bolivarcollege.edu)