

STUDENT INFORMATION GUIDE

UNIVERSITY OF MISSOURI-ST. LOUIS

COLLEGE OF NURSING

**BACCALAUREATE PROGRAM
PRE-LICENSURE TRACKS
ACCELERATED AND TRADITIONAL**

FALL 2008 – SUMMER 2009

TABLE OF CONTENTS

Overview

Introduction.....	4
History.....	4
The University.....	4
The College.....	4
Mission.....	5
Core Values.....	5
Vision 2012.....	5
College of Nursing Philosophy.....	6
College Governance.....	7
College Committees.....	8
Student Participation.....	8
Missouri Nurse Practice Act.....	8
Missouri Revised Statutes-Section 335.046.....	8
Missouri Revised Statutes-Section 335.066.....	10
Non-Discrimination Policy.....	12

Curriculum

Academic Advising Guidelines.....	13
Bachelor of Science in Nursing Curriculum Schedule.....	13
Curriculum Plan (Traditional Track).....	13
Curriculum Schedule (Traditional Track).....	14
Curriculum Schedule (Accelerated Track).....	15
Program Outcomes.....	15
Elective Course Guidelines.....	16
Research Statement.....	16
Computer Proficiency Requirement.....	16
Required Skills.....	16
Resources for Computer Literacy Proficiency.....	17

Graduation

Graduation Requirements.....	17
Graduation under Specific Catalogue.....	17
Professional Licensure Examination.....	17
Fingerprinting and Criminal Background Check.....	17
Collegiate Learning Assessment.....	17
Exit Survey.....	18
Latin Honors.....	18
Dean's Honors.....	18

Clinical Policies

Health Insurance.....	18
Immunizations.....	18
Injury to a Student.....	19
Exposure to TB.....	19
Dress.....	19
Hospital Agency Duties.....	20
Aids Statement.....	20

Smoking Policy	20
Substance Abuse Policy	20
Retention Services.....	20

Student Academic Policies

Undergraduate Student Policies	21
Academic Alert Referral.....	21
Probation	22
Dismissal	22
Problem Resolution/Appeals.....	22
Grade Appeal Procedure	22
Grievance Concerning Discrimination	24
Grievance Concerning Other Issues (see University Bulletin)	24

Student Responsibilities

NSNA Code of Academic and Clinical Conduct	25
Program Requirements	26
Standardized Examination Requirements.....	26
Essential Abilities.....	29
Academic Dishonesty.....	32
College of Nursing Statement of Academic Integrity.....	32
Statement of Scholarly Work	32
Posting Grades	33
Grading Procedure	33
Grading Scale.....	33
Failing	33
Assessment of Institutional Effectiveness	34

General Information

Change of Name, Address or Telephone.....	34
Communications.....	34
Computer Technology/Student Laboratories.....	34
E-Mail/Internet Access/Password.....	34
Faculty Offices and Mailboxes.....	35
Identification Card.....	35
Library.....	35
Parking	35
Transportation	35

Student Organizations

Alumni Association.....	36
Sigma Theta Tau	36
College of Nursing Student Nurses' Association (BCNSNA)	39
College Black Student Nurses' Association (BCBSNA).....	39

Scholarships and Awards

Graduation Awards	39
Scholarships	39

Overview

UNIVERSITY OF MISSOURI-ST. LOUIS

College of Nursing

Introduction

This booklet contains material specific to the College of Nursing, including policies regarding progression and retention. It is provided to supplement the information contained in the *University Bulletin* and the *UM-St. Louis Student Guide and Academic Planner*. You are encouraged to review these manuals as well as the *Student Services Handbook* to obtain important information, which is designed to assist you in planning and implementing your program of study. Please feel free to contact the Office of Student Services (516-6066) for further clarification.

History

The University

The University of Missouri-St. Louis (UM-St. Louis) is one of four campuses that constitute the University of Missouri, ninth largest university in the United States. Founded in 1839, the University of Missouri became a land-grant institution in 1862. The St. Louis campus was established in 1963, becoming the largest university serving St. Louis and third largest in the state.

The College

Nursing was initiated at UM-St. Louis in 1981. The original program was designed to provide an innovative upper division program leading to the baccalaureate degree, specifically designed for registered nurses that had graduated from hospital diploma or community college associate degree nursing programs.

In 1987, the first students were admitted to the Cooperative Master's in Nursing Program. This program was a cooperative endeavor between the St. Louis and Kansas City Schools of Nursing within the University of Missouri System. The program offers advanced study in Nursing Care of the Adult, Nursing of Children, and Women's Health. The program also prepares nurses to function as administrators, educators, or clinical specialists and practitioners in family, pediatrics, neonatal, and women's health.

A Cooperative PhD in Nursing was added in 1994 with inter-campus activities offered between the St. Louis, Columbia and Kansas City Schools of Nursing. The emphasis areas include Health Promotion and Protection, Health Restoration and Support, and Health Care Systems.

The School of Nursing was formally designated a College in 1994 with the addition of a well-established basic undergraduate nursing program to the University. The basic undergraduate program leads to the baccalaureate degree in nursing. In 2000, an accelerated track was added to the basic baccalaureate nursing program.

MISSION

The mission of the College of Nursing at the University of Missouri – St. Louis is to shape the future of nursing practice through education, research and service. Through innovative baccalaureate, masters, doctoral and professional programs, we develop nurses who are dedicated to excellence and leadership. We leverage strategic partnerships to generate, translate, disseminate and apply knowledge that will improve health, with an emphasis on our metropolitan region.

CORE VALUES

Diversity

We recognize, celebrate and incorporate the value of the diversity in thought and culture in our environment.

Intellectual Discourse & Rigor

We encourage excellence and continuous improvement along with free and open discussion, dialogue and debate of ideas.

Caring

We offer ourselves through empathy, nurturing and mentoring.

Professionalism

We hold ourselves accountable to the standards of professional performance, practice and ethical behavior.

Mutual Respect and Support

We respect the importance of individual strengths and contributions, and support each other to ensure the success of our mission. We have an abundance mentality that drives us to work together to create the future vision we desire.

Transparency

We maintain open and honest organizational and interpersonal communication.

VISION 2012

Constituents

- As the only college of nursing in a public research university in the St. Louis region, we are recognized for providing stellar education for our students and cutting edge research to improve practice.
- We are recognized nationally as a premier metropolitan research college of nursing that responds to the needs of diverse learners and other constituents.
- The pre-licensure undergraduate program has grown substantially to support the growing need for nurses in the region.
- The Advanced Nursing Practice programs will have evolved into a Doctor of Nursing Practice program that is recognized for its excellence and innovative approaches to educating leaders for nursing practice.

- A Clinical Nurse leader program has been implemented in partnership with clinical agencies and provides outstanding advanced generalist nursing education.
- We have a thriving research enterprise that provides excellent learning opportunities for PhD nursing students and expands interdisciplinary linkages with the UMSL campus and with institutions in the St. Louis region and across the UM system.
- Our collaboration with health care providers, institutions and businesses has created new opportunities for our students, faculty and staff members, and graduates while making an impact on advancing the practice of nursing.

Financial

- Our growing research enterprise is supported by significant extramural funding including federal funding.
- Grants for education and practice, and intramural funding have increased by 500%.
- Private funding through alumni and donor contributions has grown to support achievement of the College's mission.

Operational

- Policies that define the expected norms and procedures are clearly communicated.
- Facilities have been transformed to support the changing needs of a college that provides educational excellence.
- The criteria to attract, admit, and graduate students continue to yield an academically excellent and diverse student body.
- Residencies, fellowships, externships and other creative programs are providing our students with experiential learning opportunities that enhance their transition into the profession.
- Faculty members who wish to practice as part of their roles have opportunities to do so and to contribute to developing new practice models through their roles.

Culture / Organization

- The values of the CON are evident in all of our interactions, both internally and externally.
- We recruit, develop and retain top quality professionals who are dedicated to the College's mission, values, and vision.
- Non-tenure track, tenure track, and adjunct faculty members, and staff have been added in the right mix to contribute to the evolving programs.

College of Nursing Philosophy

Curriculum Committee Approved Jan.08

The philosophy of the nursing faculty at the College of Nursing is congruent with the missions of the College of Nursing and the University of Missouri-St. Louis. Faculty and staff are dedicated to providing nursing education that prepares graduates as professionals to practice in generalist nursing roles, advanced nursing roles, and as nurse scientists in all health care systems. All academic programs reflect the faculty's beliefs about **nursing, clients, health, environment, and nursing education.**

The faculty believes that **nursing** is a profession and an academic discipline possessing a scientific body of knowledge. The primary function of nursing is to assist the client to promote, protect, maintain, restore, and support health, or, to provide support for a peaceful death. **As a profession, nursing encompasses moral, ethical, legal, and scientific dimensions.** Nurses are accountable to society for their practice and responsible for functioning within legal and moral/ethical parameters. Nursing practice is both theory and evidence based,

using theories from nursing and other related disciplines. Nurses synthesize and apply knowledge from the arts, sciences and humanities in nursing practice to meet the complex and multidimensional needs of the client in a variety of health care settings throughout the metropolitan area and beyond. Through **strategic partnerships**, this knowledge is further integrated into nursing as research is conducted, disseminated, and used to guide nursing practice, improve healthcare outcomes, and to advance nursing science.

Each human being is unique and complex, with physiological, psychological, spiritual, and sociocultural developmental characteristics. Individuals respond to their environment differently based on these characteristics, as well as their personal attitudes, values, beliefs, and perceptions. Nurses provide care to the **client (individuals, families, communities and populations)** during all of life's phases. Therefore, nursing practice requires **rigorous education** with focus on the provision of evidence-based, holistic and **culturally competent** care.

Health is a multidimensional state that requires adjustment to environmental stressors and balance of the physiological, psychological, spiritual, and sociocultural developmental characteristics. It consists of both subjective and objective components and may be viewed differently by health care providers and clients. Health care involves those activities designed to promote, protect, maintain, restore, and support an optimal state of health through the life span.

Teaching and learning are both dynamic and interactive processes of education. Learning is the active, continuous process of acquiring knowledge and skill that brings about actual or potential changes of behavior. It includes both formal and informal experiences. Learning builds on previous experiences. It is facilitated when the goals and purposes of the new knowledge are clear and relevant to the learner. The goals of learning are defined mutually by the learner and the teacher.

Teaching involves using a curriculum that fosters effective communication and knowledge acquisition. In the rapidly changing health care system, new, innovative, and technologically competent curriculum models are designed to meet the needs of a global society, including the greater St. Louis metropolitan area, the state of Missouri, and beyond. Effective teachers guide, direct, mentor, and evaluate learning while encouraging critical thinking, self-direction, creativity, and independence.

Nursing education guides the learner to attain the knowledge, skills, and attitudes required to practice professional nursing. It is designed to meet the needs of **students who have unique and diverse backgrounds**. Nursing education best occurs in a non-threatening, **supportive** environment that fosters student growth and professional development. Preparation for nursing practice includes providing health care experiences to clients from **diverse cultural backgrounds**, across the life span, and in a variety of settings.

Professional **nursing education is a life long endeavor**, consisting of formal and continuing educational strategies and should be available to individuals with diverse cultural, experiential, and academic backgrounds. Baccalaureate education prepares the nurse generalist for professional nursing practice. Master's education focuses on advanced study to influence nursing practice and health policy, improve health care, and contribute to the profession of nursing. Doctoral level nurse scientists use theory and implement research methods to improve nursing practice and science. Doctoral level nurse clinicians **improve health outcomes through the translation of research** into advanced nursing care of patients, families, communities and populations.

Approved 2008 by Faculty Association

College Governance

The by-laws of the Faculty Association provide the mechanism for faculty governance of the college. Standing Committees have various functions, but all work to assure that appropriate policies are in place to maintain strong academic programs.

College Committees

- **Executive Committee:** facilitates faculty development and addresses faculty issues and concerns.
- **Appointment, Promotion and Tenure Committee:** addresses matters related to faculty promotion and tenure.
- **Curriculum Committee:** addresses matters related to all aspects of curriculum planning and development.
- **Evaluations and Outcomes Committee:** addresses issues related to total program evaluation.
- **Student Affairs Committee:** addresses student issues related to admission, progression, appeals, events and activities, and awards and scholarships.

Student Participation

Students who are interested in serving on the Curriculum Committee, Student Affairs Committee, or Evaluation and Outcome Committee should contact the Office of Student Services. Committees meet monthly. Students may address concerns to specific committees by contacting the chair of the committee.

Missouri Nurse Practice Act

The State of Missouri Nurse Practice Act governs the practice of professional nurses in Missouri. Section 335.066 pertains to refusal to issue or revocation of license. It is important that students become familiar with this section of the Act. In Missouri, refer to sections 335.066 and 335.046 (<http://www.ecodev.state.mo.us/pr/nursing>).

Missouri Revised Statutes

Chapter 335

Nurses

Section 335.046

August 28, 2007

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

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

licensure that each applicant shall pass an oral or practical examination. Upon successfully passing the examination, the board may issue to the applicant a license to practice nursing as a registered professional nurse. The applicant for a license to practice registered professional nursing shall pay a license fee in such amount as set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.

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

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

4. The board shall not deny a license because of sex, religion, race, ethnic origin, age or political affiliation.

(L. 1975 S.B. 108 § 8, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343)

Missouri Revised Statutes

Chapter 335

Nurses

Section 335.066

August 28, 2007

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

335.066. 1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621, RSMo.

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

(1) Use or unlawful possession of any controlled substance, as defined in chapter 195, RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;

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

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

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

(5) Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by sections 335.011 to 335.096;

(6) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011

to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;

(7) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;

(8) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;

(9) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

(10) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;

(11) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

(12) Violation of any professional trust or confidence;

(13) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;

(14) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;

(15) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;

(16) Failure to successfully complete the impaired nurse program.

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

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

5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for re-licensure. Re-licensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.

6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.
7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.
8. If the board concludes that a nurse has committed an act or is engaging in a course of conduct which would be grounds for disciplinary action which constitutes a clear and present danger to the public health and safety, the board may file a complaint before the administrative hearing commission requesting an expedited hearing and specifying the activities which give rise to the danger and the nature of the proposed restriction or suspension of the nurse's license. Within fifteen days after service of the complaint on the nurse, the administrative hearing commission shall conduct a preliminary hearing to determine whether the alleged activities of the nurse appear to constitute a clear and present danger to the public health and safety which justify that the nurse's license be immediately restricted or suspended. The burden of proving that a nurse is a clear and present danger to the public health and safety shall be upon the state board of nursing. The administrative hearing commission shall issue its decision immediately after the hearing and shall either grant to the board the authority to suspend or restrict the license or dismiss the action.
9. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621, RSMo, regarding the activities alleged in the initial complaint filed by the board.
10. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.

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

*Section 335.259 was repealed by S.B. 52 § A, 1993.

(2000) Allegation of violation of drug laws requires State Board of Nursing to prove by a preponderance of the evidence that a nurse knowingly and intentionally possessed controlled substances. *State Board of Nursing v. Berry*, 32 S.W.3d 638 (Mo.App.W.D.).

(2001) Statements made in incident report by hospital to State Board of Nursing about nurse were not, in absence of actual proceedings pending against that nurse, entitled to absolute immunity from nurse's libel claim. *Haynes-Wilkinson v. Barnes-Jewish Hospital*, 131 F.Supp.2d 1140 (E.D.Mo.).

© Copyright  Missouri General Assembly

Non-discrimination

It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age or disability, or Vietnam era veteran status. Sexual harassment shall be considered discrimination because of sex. This policy shall not be interpreted in such a way as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America.

Curriculum

Academic Advising Guidelines

Advising and registration procedures are detailed in the *Student Services Handbook*.

Bachelor of Science in Nursing Curriculum Schedule

The curriculum is designed to be completed in eight semesters (Fall, Winter) over four years. At the completion of the degree requirements, a Bachelor of Science in Nursing is conferred. The degree enables the student to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) to become a Registered Nurse (R.N.) upon approval of the State Board of Nursing. Students must complete the clinical courses (semester V through VIII) within five years. A student who has not taken a clinical course for four semesters must repeat the entire clinical sequence.

Curriculum Plan (Traditional Track)

General Education

The following courses satisfy the general education requirements of the University as well as those of the College of Nursing. All prerequisites for these courses must be met.

Communication Skills (two requirements)

1. All students are required to complete a Freshman English Composition course with a grade of C- or better (EN 1100 - Freshman Composition at UM-St. Louis).
2. All students must also complete English 3100 - Advanced Expository Writing, or its equivalent, Business Writing (EN 3120), with a grade of C- or above.

Mathematical Skills: Proficiency in the basic mathematical skills area will be demonstrated by obtaining either:

1. A grade of C- or better in a college-credit mathematics course having at least intermediate algebra as a prerequisite, or
2. A satisfactory score on the University's Mathematics Proficiency Test. The proficiency test is over mathematics at the level of college algebra. The test should be passed before the student completes 24 hours of course work at UM-St. Louis. The tester may take the test twice. Test dates are given in the Schedule of Classes.

Humanities 9 hours (minimum)

1. Philosophy course (3 credit hours)
2. Two courses from the following areas: art history or appreciation; philosophy & logic; theater appreciation, theory and history; literature; music history, literature, theory or appreciation. (applied art and music do not apply)

Social Sciences

American History/Government (State requirement) (3 credit hours)
Economics (3 credit hours)
Social Science Elective
Psychology (3 credit hours)
Human Growth & Development (3 credit hours)

Natural Sciences

- Anatomy & Physiology I (4 credit hours)
- Anatomy & Physiology II (4 credit hours)
- Microbiology (3 credit hours)
- Health Professions Chemistry (or its equivalency) (4 credit hours)
- *General Biology (3 credit hours)
- *General Biology is a Prerequisite to Anatomy & Physiology I and Microbiology if taken at UM-St. Louis. It may be waived if Advanced Biology was taken in High School with a grade of A or B.

Statistics Course (3 credit hours)

- Sociological Statistics 3220 or
- Nursing Statistics 3799 or its equivalent

Curriculum Schedule (Traditional Track)

Suggested Program of Study:

Semester I	Semester III	Semester V	Semester VII
English Comp. I 3	Anat & Phys. II 4	Nursing 3101 6	Nursing 3206 5
College Algebra 3	Human Growth&Dev. 3	Nursing 3106 3	Nursing 3215 4
Biology 3	Humanities 3	Nursing 3110 3	Nursing 3216 4
Health Prof.Chem. 4	Microbiology 3	Nursing 3111 3	Nursing 3804 3
Nursing 1010 0	Communications 3	Jr. Level English 3	
Total Hours 13	Total Hours 16	Total Hours 18	Total Hours 16
Semester II	Semester IV	Semester VI	Semester VIII
Anat. & Phys. I 4	American History 3	Nursing 3205 5	Nursing 4300 4
Philosophy 3	Humanities 3	Nursing 3807 3	Nursing 3808 3
Economics 3	Social Sciences 3	Nursing 3214 4	Nursing 4310 5
General Psychology 3	Statistics 3	Nursing 3817 3	Nursing Elective 3
Nursing 2103 3			
Total Hours 16	Total Hours 12	Total Hours 15	Total Hours 15

Please Note: Effective Spring 2006 clinical courses must be completed within 5 semesters from beginning the clinical sequence. Students who have not taken a clinical course for 4 semesters will be required to repeat all clinical courses previously taken.

Curriculum Schedule (Accelerated Track)

Program of Study:

<p><u>Summer I</u></p> <p>NS 3101..... 6 Nursing and Health</p> <p>NS 3106..... 3 Health Assessment</p> <p>NS 3110..... 3 Pathophysiological Bases of Nursing Practice</p> <p>NS 3817..... 3 Information Management in Nursing</p> <p>Total Hours 15</p>	<p><u>Fall</u></p> <p>NS 31113 Pharmacotherapeutics of Nursing Practice</p> <p>NS 32055 Adult Health I</p> <p>NS 38073 Nursing Research</p> <p>NS 32144 Psychiatric Mental Health Nursing</p> <p>Total Hours15</p>
<p><u>Spring</u></p> <p>NS 3206..... 5 Adult Health II</p> <p>NS 3215..... 4 Nursing of Women & Childbearing Families</p> <p>NS 3216..... 4 Child & Family Health Nursing</p> <p>NS 3804..... 3 Ethical & Legal Dimensions of Nursing Practice</p> <p>Total Hours 16</p>	<p><u>Summer II</u></p> <p>NS 43004 Community Health</p> <p>NS 38083 Management & Leadership</p> <p>NS 43105 Senior Synthesis</p> <p>Total Hours12</p>

Program Outcomes

The graduate of the Undergraduate Nursing Program will:

1. Integrate into practice theories and concepts from nursing, the arts, sciences and humanities to provide comprehensive nursing care in a variety of settings.
2. Integrate critical thinking and problem solving in professional practice.
3. Administer competent, compassionate, holistic care to a diverse population of individuals, families, groups and communities.
4. Apply research from nursing and related disciplines to enhance care and guide professional practice.
5. Utilize interpersonal communication, and educational strategies that enhance the quality of personal and professional relationships.
6. Integrate principles of management and leadership in organizing, coordinating, and directing outcome-based professional practice.
7. Assume responsibility and accountability for decisions and actions based on intrapersonal values, ethical and legal obligations, standards of practice, and economics.
8. Participate in professional and community organizations to effect societal change.
9. Exhibit motivation and self-direction in activities that contribute to personal, professional, and intellectual development.

Approved: January 1998

Elective Course Guidelines

Elective course options are available within the College of Nursing and from other academic units. Contact the Office of Student Services for courses accepted for elective credit.

Research Statement

Any research conducted as part of the student's formal studies at the University must be reviewed and approved by the College of Nursing. Approval by both the College of Nursing's and the University's Institutional Review Board must be obtained prior to initiation of data collection. Specific information may be obtained through the Office of Student Services.

Computer Proficiency Requirement

The College of Nursing requires all students to be computer proficient prior to entering their clinical courses. **STUDENTS MUST INDICATE PROFICIENCY IN THE FOLLOWING SKILLS:**

Required Skills:

- ✓ Logging on to the University's portal (mygateway.umsl.edu)
- ✓ Send, receive, and respond to web-based email on and off campus
- ✓ Attach a document/file to an email message
- ✓ Familiar with using a graphical interface to access programs (use of Icons on the desktop)
- ✓ Start up and switch between multiple programs/windows
- ✓ Copy, move, rename and delete files
- ✓ Create, move, rename and delete folders
- ✓ Able to use a web browser to access the Internet
- ✓ Able to create and organize bookmarks in web browser
- ✓ Be familiar with several different search engines to find information
- ✓ Use the Internet to collect and print information
- ✓ Able to download programs from the Internet to their computer (e.g., readers & plug-ins)
- ✓ Able to save, copy, and incorporate Internet information into a word processing program
- ✓ Create a document using a word processor
- ✓ Able to save, edit, and print a document in a word processing program

Preferred, but not required:

- Able to create, edit, enter formulae for calculations, and create graphs using a spreadsheet
- Able to create PowerPoint presentations (including adding video clips, sounds, and links to other presentations)

The College of Nursing has adopted:

- Windows/PC as its operating system;
- Microsoft Word as its standard for word processing; and
- APA, the latest edition, as the standard manuscript style. (The University bookstore has APA disks available for Word and WordPerfect.)

The University has adopted:

- Netscape as its standard browser; and
- Blackboard as its course management software.

Resources for computer literacy proficiency:

- Computer course
- Computer lab training
- Other

Graduation**Graduation Requirements**

Prior to registration for the final semester, students must fill out a graduation application from the *Office of Student Services* and then make an appointment with an advisor for a thorough graduation check before enrolling in the final semester classes. Early in that semester, students should check the graduation list outside the advisors' offices for their name.

A meeting will be held early in their final semester to give student information regarding the application for the NCLEX-RN exam in Missouri. If seeking licensure by exam in a state other than Missouri, students should indicate that at this meeting. A representative of Jostens will also be present for students who wish to purchase a *College of Nursing* pin.

Graduation Under a Specific Catalogue

Students are bound by graduation policies and requirements found in the *University Bulletin* or college policies in use at the time of their initial enrollment or readmission to the College of Nursing. Curricular changes may be imposed within the nursing major with the assurance that students will be notified of all changes.

Professional Licensure Examination

State licensure examinations are completed via computer. Application is made during the final semester of senior year and requires the signature of the Program Director or Dean. Earning the Bachelor of Science in Nursing does not guarantee eligibility for completing the examination nor does it guarantee success on the examination. Approval for completion of the examination is the purview of the State Board of Nursing.

Fingerprinting and Criminal Background Check

Initial nurse licensure applicants to the Missouri State Board of Nursing are required to complete fingerprinting for criminal background checks. Information concerning the fingerprint process will be distributed with the NCLEX Application Candidate Bulletin approximately 3 months prior to graduation from the program. Students are responsible for making an appointment with the fingerprinting company and paying for their fingerprinting. Exam applicants will not be allowed to take the licensure exam until the Board office has the results of the background check.

Collegiate Learning Assessment

The Collegiate Learning Assessment is a general education test replacing the previous Academic Profile. The CLA has been adopted around the country to measure the value college adds to the knowledge and skills freshmen bring with them. It will be taken by a sample of freshmen and seniors instead of all freshmen and seniors. Students selected to participate will receive invitations from the chancellor. Students who are selected and participate will receive a \$50 credit toward their student account. tool used to assess student

Exit Survey

Student feedback is important to the College of Nursing. During their final semester of courses graduating students are asked to participate in an electronic survey that gives them the opportunity to express their opinions about the College of Nursing and the BSN program.

Latin Honors

To graduate with Latin honors, students must have attended the University of Missouri-St. Louis for at least **56 graded hours** and must meet the following qualifications: cum laude 3.2 to 3.49 grade point average; magna cum laude 3.5 to 3.79 grade point average; summa cum laude 3.8 to 4.0 grade point average. If a student has the necessary GPA at UM-St. Louis to qualify for Latin honors but has fewer than 56 graded hours at UM-St. Louis, all credit hours and the associated grades earned within the UM system (UM-Columbia, Rolla or Kansas City) will be included when the total credit hours earned in the UM system are at least 80 graded hours. In determining one's eligibility for Latin honors, all graded hours will be considered, including the original grade in each grade-modified course. No Latin honor higher than that which is consistent with the UM-St. Louis grade point average will be awarded.

The University Latin Honors policy specifies only courses taken within the University system qualify for Latin Honors. Courses taken at one of the University's Residential Centers (e.g., St. Charles Community College, University of Rolla, or Portageville) can apply toward Latin Honors. Please refer to the University Bulletin. The University Latin Honors policy excludes coursework taken at another institution. Transfer credits from a previous college or university cannot count toward Latin Honors.

Dean's Honors

A College of Nursing student who has more than 45 hours but fewer than 56 hours and a cumulative 3.2 grade point at UM-St. Louis is awarded Dean's Honors. Dean's Honor recipients are listed in the Commencement Program for the University.

Clinical Policies

Health Insurance

All students need health insurance coverage and are financially responsible for their health care associated with any injuries (needle sticks, exposures, falls, etc.) or illness which may occur on or off campus, including clinical agencies.

Immunizations

1. Evidence of the following must be submitted and be current for the duration of the semester for each clinical course:
 - a. Immunizations records, tetanus/diphtheria, polio, varicella, measles, mumps/rubella immunity
 - b. Hepatitis B or Hepatitis B declination
 - c. Current TB skin test (PPD) verification (every twelve (12) months)
This test is available from the University Health Center for a nominal fee or may be obtained through the students' health care provider.
 - d. Verification of current CPR for the HealthCare Provider.
It is the student's responsibility to obtain (re-) certification through *The American Heart Association or a local hospital.*
 - e. Physical examination completed by a physician/nurse practitioner
 - f. Verification of health insurance

2. A criminal background check and urine drug screen is required prior to the entry into the clinical courses. Additional requirements and/or disclosures may become necessary throughout the course of the program. Any non-compliance to these mandates may result in failure to progress or dismissal from the program. All fees associated with these mandates will be the responsibility of the student.

If a student has a positive drug screen or a criminal offense that is listed on the Missouri Hospital Association list, he/she will not be allowed to attend clinicals.

3. FAILURE TO BRING PROOF OF ALL REQUIRED RECORDS TO THE CLINICAL COORDINATOR (1ST FLOOR ADMINISTRATION BUILDING) BY THE DESIGNATED DATE WILL RESULT IN STUDENTS BEING DROPPED FROM THEIR ASSIGNED CLINICAL COURSE.

Injury to a student

If a student incurs any type of injury during his/her clinical experience he/she may seek treatment at the facility or provider of their choice. The student must give his or her insurance information to the provider. The College of Nursing **is not** responsible for any charges that are incurred for treatment.

Exposure to TB

If a student is exposed to a patient or patients with TB, the student must seek treatment from a health care provider and follow the protocol established by the City or County Health Department (baseline PPD and PPD 8-10 weeks after exposure). All costs incurred are to be covered by the student's health insurance.

The College of Nursing **is not** responsible for any charges that are incurred for treatment. The student must submit proof of treatment to the clinical coordinator before being allowed to return to the classroom or clinicals.

Dress

Dress in the classroom is casual. In the clinical area, students are expected to comply with the dress code outlined in the student handbook or delineated by the clinical facility. Students may not wear jeans or any other denim clothing while preparing or caring for patients at any clinical site. Shorts, short skirts, halter-tops, sandals, clogs, and open-toed shoes are prohibited. Students must wear business casual dress, a lab coat and identification badge when going to the division to prepare for clinical. If students are improperly dressed, the nursing staff has the prerogative of telling students they must leave the division. For clinical experience students are expected to wear the facility ID badge, CON uniforms, white socks or hose, and clean white leather shoes with white shoelaces. Athletic and/or dirty shoes are not acceptable. Jewelry is limited to 1 pair of small earrings, and one ring on each hand. Nails are to be no more than ¼ inch long, with clear or pale polish, and no artificial nails or extenders. Students with tattoos are required to have those tattoos covered at all times during clinical experiences. Students with multiple piercings are required to remove the studs, rings, etc., while in the clinical setting. Faculty may send any improperly attired student off the division. The day will be counted as a

clinical absence.

Hospital and agency duties

Students must follow the guidelines and duties established in the course syllabus and in the related healthcare agency policy manual. Students ARE NOT allowed to administer IV Push medications, blood or blood products.

AIDS Statement

The College of Nursing supports the University policy regarding individuals diagnosed with HIV infection, AIDS or ARC (outlined in the *University Bulletin*).

Smoking Policy

The University has adopted a Smoke-Free Policy for all buildings. There is no smoking allowed in any University building (including classrooms, offices, eating areas, or library areas). See the University Bulletin.

Substance Abuse Policy

The University is a drug-free institution. See the *University Bulletin* for further information.

Retention Services

Clinical nursing coursework is a unique academic experience. The College of Nursing wants to provide all students with the tools and support necessary to maintain academic performance expectations and remain in the program. Within the College of Nursing, retention services are provided by the Retention Coordinator. Services include information and guidance for students who are at risk for course failure or who are not achieving their full potential. Students who feel they are having difficulty with the academic challenges of the clinical nursing semesters are encouraged to seek the assistance of the Retention Coordinator as early in the semester as possible. Faculty refer students directly to the Retention Coordinator if they identify a student to be at risk for course failure. In addition to individual student appointments, multiple workshops throughout the semester provide students with information vital to successful academic performance. The Retention Coordinator works closely with the program directors, student services staff, and resources across the campus to provide academic support to all nursing students.

Student Academic Policies

Undergraduate Student Policies

Academic (AKA Early) Alert System

The University of Missouri - St. Louis utilizes an electronic Academic Alert system that allows faculty to refer students to academic supports early in the term. When a faculty member recognizes early signs of course failure, he/she can initiate an Academic Alert. Referrals steer students to campus resources and academic supports designed to help them successfully complete the course. An Academic Alert referral is not noted on campus transcripts; it is a mechanism to support learning and provide students with direct access to campus resources.

1. Every undergraduate nursing course will provide a syllabus that details the specific evaluation criteria and methods. Students in the College of Nursing are expected to meet those criteria to successfully achieve the objectives of the course.
2. To be successful, students must achieve a theory grade of C (76%) or better on exams/tests as well as maintain satisfactory progress in the clinical/laboratory in order to successfully pass the course.
3. An Academic Alert referral will be completed by the course faculty on any student who is *near or below* the criteria of a theory grade of 76%, is not meeting performance standards for the course, or is not satisfactorily meeting the clinical requirements of a course. An Academic Alert referral is designed to make students who are having academic difficulty aware of the variety of resources available within the College of Nursing and across the campus.
4. An electronic copy of the academic alert referral completed by the faculty will be forwarded to the student, the Center for Student Success, and the College of Nursing Retention Coordinator. The student is expected to meet with the faculty member completing the Academic Alert form and the Retention Coordinator for further assistance. In addition, the Director of the BSN program and Academic Advisors will have access to the system and be able to view academic alert referrals.

Student Counseling Form

1. The Student Counseling Form is a warning notice that is issued to alert the student of a situation that may lead to course failure due to unsatisfactory clinical performance or failure to meet program requirements and/or may lead to dismissal from the program.
2. The Student Counseling Form provides a written description of the situation as it relates to course objectives or program policies.
3. The Student Counseling Form will identify remedies to resolve the problem.
4. A date for re-evaluation of the student behavior/situation will be provided by the faculty completing the form.
5. The faculty, Student Services, Retention Coordinator and the Program Director, will maintain copies of the Student Counseling Form.

Probation

Students will be placed on probation if their cumulative grade point average falls below 2.5.

The Office of Student Services will notify students:

1. When placed on probation
2. When removed from probation.

While on probation students will **NOT** be allowed to enroll in clinical courses, however, students may continue in **non-clinical** nursing courses. Students are allowed to continue on probation for two (2) semesters excluding summer.

Dismissal

Dismissal from the College of Nursing at UM-St. Louis occurs for the following:

1. Failure to complete a probationary period satisfactorily.
2. Irresponsible, unsafe or unprofessional behavior as determined by the College or University. (See Program Requirements)
3. a) Failure of any three general education courses which serve as prerequisites to nursing courses;
b) Failure of any two nursing courses
c) Failure of the combination of any two general education courses (which serve as prerequisites to nursing courses) and a course designated as nursing.
4. a) Failure to earn a satisfactory grade (C or above) in a required nursing course which he/she is repeating
b) Failure to earn a satisfactory grade (C- or above) in a general education course, which is a pre-requisite to a nursing course which he/she is repeating.
5. General education courses, which are required for University graduation but are not prerequisites to nursing courses may be satisfactorily completed with a grade of D. Examples are American History, American Government, , Humanities (other than Philosophy) or their equivalents and do not count towards repeated failures.
6. All courses with an “N” prefix are included in this policy.
7. Failure is designated as receiving a grade of “D” or “F” in nursing courses, or general education courses that serve as prerequisites to nursing courses.
8. The falsification of any information provided to the College or University on any record.

Problem Resolution/Appeals

Grade Appeal Procedure

On each campus of the University of Missouri it is the Chancellor who is ultimately responsible to the President and the Board of Curators for all campus programs, policies and activities. On the University of Missouri-St. Louis campus, the Chancellor has delegated responsibility for overseeing the grade appeal process to the Provost. The Provost is therefore responsible for assuring that grade appeals are handled in a fair and timely manner. More specifically, that officer is responsible for seeing that the procedures outlined below are appropriately followed.

Application of this Policy

Students are responsible for meeting the standards established for each course they take. Faculty are responsible for establishing the criteria for grades and evaluating students' academic performance.

The grade appeal procedure is to allow only the review of allegedly capricious grading. It is not intended as a review of the instructor's evaluation of the student's academic performance.

Capricious grading is defined as any of the following:

- a) The student's grade was assigned on the basis of factors other than performance on the graded material (e.g. homework, examinations, papers) or performance in the course (e.g. class participation, absences).

- b) The student's work was graded with more demanding standards than were applied to equivalent students in the course; (Note: Different grading criteria are expected of graduate students enrolled in 4000-level courses.)
- c) The instructor assigned a grade using standards that were substantially different from those previously announced or stated in the syllabus.

Informal Procedures

At any time after the awarding of a grade, for a course or an assignment in a course, a student may discuss the grade with her or his instructor and request that the instructor review the grade. If the instructor does review the grade he or she is, of course, free to change the grade or not as is appropriate.

Formal Procedures

The following procedures apply if the above informal procedure does not resolve a dispute concerning a grade to the student's satisfaction and if the process is initiated within thirty working days of the start of the first regular semester (fall or spring) following the semester for which the grade was given, or thirty days after the assignment of the grade (whichever is later).

1. If the student has not already done so, he or she discusses the contested grade fully with the instructor.¹ The student should prepare for this meeting by taking all relevant written work (test, reports, etc.) with him/her. If the issue is not resolved, and the student wishes to pursue the appeal, she or he should consult the level Program Director of the department (BSN, BSN-C, MSN, PhD) housing the course in question. (This officer will normally be someone below the level of the Dean.) The Program Director will discuss the appeal with the course instructor, and will inform the student of the result of this discussion. (That result may be the instructor's agreement to change the grade, her or his refusal to change the grade, or her or his agreement to discuss the case further with the student.) The Program Director may require that the student put the appeal in written form before the Program Director discusses it with the instructor.

2. If the matter remains unresolved, the student may, within 10 working days of being notified of the result of the discussion between the Program Director and the instructor, or within 10 working days of her or his last discussion with the instructor, submit a detailed written statement of the complaint to the Program Director. The Program Director will refer it to the Student Affairs Committee composed of at least three faculty members from the College of Nursing. This committee is charged with determining whether the grade in question was awarded capriciously. Members will investigate the matter, meeting, as it may deem necessary, with the student, the instructor, and possibly others. Following its inquiries and deliberations, but prior to making its final recommendations, the Student Affairs Committee will submit a copy of its findings to the course instructor. If the course instructor elects to comment on the findings to the committee, this must be done within 7 working days. After further consideration, but within 30 working days after receiving the student's statement, the Student Affairs Committee will submit its findings with its recommendations and reasons for those recommendations directly to the course instructor, with a copy to the Program Director.

3. If the Student Affairs Committee recommends that the grade be changed, the Program

Director will ask the instructor to implement the recommendation. If the instructor declines, the Program Director will change the grade, notifying the instructor and the student of this action. Only the Program Director, upon written recommendation of the Student Affairs Committee, will effect the change in grade over the objection of the instructor who assigned the original grade.²

4. If the Student Affairs Committee recommends that the grade not be changed, the Program Director will notify the student of this action. The student may then appeal to the Dean of the College within which the course in question is housed, who will determine whether the above procedures have been properly observed. If the Dean determines that the procedures have not been appropriately followed, and that their not being followed may have substantially affected the outcome, the case will be returned to the faculty unit for review by the same, or, if the Dean so determines, by a different committee.

5. If the Dean denies the procedural appeal the student may ask the Provost, acting as the Chancellor's designee, to conduct a procedural review. The Provost is not obligated to conduct such a review and will normally do so only where there is compelling evidence of procedural irregularities. If the Provost finds the procedures have not been appropriately followed, and that their not being followed may have substantially affected the outcome, the case will be returned to a lower level for re-review. As the Provost is acting as the designee of the Chancellor, there is no appeal beyond this level.

¹. If the instructor is deceased, cannot be located, or is otherwise unable or unwilling to reconsider the grade, the student should consult directly with the level Program Director of College of Nursing. The remaining procedures here specified will be followed except that the Program Director and the Student Affairs Committee will not consult with the instructor if she or he is unavailable.

². Under current campus policy, transcript notation of "DL" automatically becomes an F after one regular semester. This change, which the Registrar is mandated to make, are not considered grade changes and are consistent with this Grade Appeal Policy. Students may appeal this change provided the appeal is initiated within 30 working days of the notification of the change.

Grievance Concerning Discrimination

Any grievance or complaint (informal grievance) that alleges discrimination based on race, color, religion, sex, national origin, age, or disability - especially concerning admission to and retention within the College of Nursing shall be treated according to policy of the board of Curators entitled "Discrimination Grievance Procedure for Students".

Students claiming a grievance under this policy are referred to the Office of the Vice Chancellor for Student Affairs for the specific procedures to be followed in the event of such a grievance.

Grievance Concerning Other Issues (see University Bulletin)

While the problem resolution procedure is in process, the student may remain enrolled in the undergraduate program.

Student Responsibilities

National Student Nurses' Association, Inc. **Code of Academic and Clinical Conduct**

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we;

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.

17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.

Program Requirements

The following are program requirements for students. Each student will be expected to meet these requirements or be subject to disciplinary action and may be ineligible for program progression.

1. Professional appearance may be defined as, but is not limited to:
 - a. Maintenance of professional attire and appearance
 - b. Adherence to agency dress-code requirements
 - c. Display of appropriate professional and University identification

2. Professional conduct may be defined as, but is not limited to:
 - a. Protection of patient rights and privacy
 - b. Maintenance of patient confidentiality and HIPPA Guidelines
 - c. Academic Honesty (see Student Responsibility)
 - d. Delivery of safe nursing care
 - e. Prompt reporting of mistakes, errors, accidents or unusual circumstances to supervising faculty and appropriate health team staff
 - f. Adherence to policies of clinical agencies and those of individual courses.
 - g. Functioning under the specific direction of faculty
 - h. Courteous and respectful interpersonal interactions
 - i. Prepared, present and punctual

A faculty member has the authority to remove a student from an academic activity if the student's behavior is irresponsible, unsafe or unprofessional.

Students are also expected to comply with the UMSL Student Conduct Code.

Standardized Examination Requirements of the Pre-licensure Track of the Bachelor of Science in Nursing Program

Introduction

Many schools of nursing administer one or more standardized examinations to students enrolled in their basic nursing program(s). The faculty of the College of Nursing has implemented a standardized examination plan to test all students enrolled in the pre-licensure track of the BSN Program. This examination plan seeks to achieve the following goals:

1. Assess student progress in achieving a professional nursing knowledge base as measured against a national pool of other baccalaureate-nursing students;
2. Identify those students with a deficient nursing knowledge base and assist them to develop strategies to improve this knowledge base;
3. To identify those students whose nursing knowledge base precludes their continuation in the College's baccalaureate program;
4. To strengthen students' performance on the national nurse licensure examination (NCLEX-RN).

Nursing Content Examinations

Students enrolled in clinical nursing courses will take standardized content area examinations for designated courses. The Director of the BSN Program and the Retention Coordinator, in consultation with faculty teaching in the BSN Program, will determine those courses and standardized tests to be administered. The content areas to be tested will include, but may not be limited to:

- Fundamentals of Nursing
- Adult Health Nursing
- Mental Health Nursing
- Nursing of Women and Childbearing Families
- Pediatric Nursing

No student will be given a course grade until the stipulated examination for that nursing content area has been completed.

Rationale:

Each content area examination is designed to measure the student's knowledge of a specialized area of professional nursing practice. The examination measures each student's knowledge of a content area and compares the student's performance with a national pool of nursing students also completing the examination.

Related Procedure:

1. The test is administered in the Online Testing Center. During the semester in which the exam is to be completed, the Retention Coordinator will communicate to students and the course faculty the dates the examination may be taken. Students are responsible for scheduling a test time in the Online Testing Center to complete the exam.
2. When students enrolled in the course have completed the designated examination(s), they will receive the result report electronically. The class composite results will be assimilated electronically and reviewed by the BSN Program Director and the Retention Coordinator. Individual and normative scores will be shared with course faculty of record.

Importance of Testing Outcomes for Student

1. If the student receives an unsatisfactory score, the student will be encouraged to develop a plan to address nursing content areas identified as deficiencies.
2. Any student who does not achieve satisfactory scores after completing any three different standardized content area examinations will be referred to the College's Student Affairs Committee to review the student's eligibility for progression in the program. The Committee may consider a range of actions, including, but not limited to: (1) dismissal of the student from the program; (2) allowing the student to continue to progress conditionally; or (3) allowing the student to progress without conditions.
3. In all cases of review for continued progression, the Chairperson of the Committee will communicate in writing to the student in a timely manner the intent of the Committee to review the student's eligibility for progression in the program; the time, date, and place of this review; and the student's right to participate in the review.
 - a. This communication will be sent to the student within five working days of the Committee's review.
 - b. If the Committee determines that the student may progress with conditions, the Retention Coordinator will monitor the student's progress in meeting the condition(s) stipulated by the Committee. Any student not meeting the stipulated conditions will be referred back to the Student Affairs Committee for review.

- c. The student has the right to participate in any review of his/her eligibility for progression in the program by the Committee and to appeal any decision of the Committee in accordance with established policies of the University and College.

Comprehensive Nursing Content Examinations

Students enrolled in NS 4310: Senior Synthesis will be required to take standardized computer-based exit examinations as stipulated by the Director of the BSN Program and the Retention Coordinator in consultation with faculty teaching in the BSN program. The first comprehensive examination will be completed within the first four weeks of the semester and the second comprehensive examination will be completed in the final two weeks of the semester.

Rationale:

This test assesses the student's comprehensive nursing knowledge of selected nursing practice areas (e.g., adult, children's, women's, and mental health). Detailed score reports are provided for individual as well as group performance.

Importance of Testing Outcomes for Student

1. The first comprehensive exam is designed to assess the student's level of NCLEX-RN preparedness at the beginning of the final semester. If the student receives a score that predicts marginal performance or less as the likelihood of success on the NCLEX-RN licensure examination, the student will be required to engage in tutorial activity aimed at addressing areas of individual deficiencies. The tutorials must be submitted to the Retention Coordinator within the specified time frame.
2. The student must submit evidence of completion of the tutorial assignments prior to the end of the final semester of study before graduation. The date for completion will be set by the Retention Coordinator and communicated to the student.
3. Authorization for the student to take the NCLEX-RN will not be provided until the student has submitted the tutorials to the Retention Coordinator and the BSN Program Director has been notified.
4. The second comprehensive exam is designed to assess the student's level of NCLEX-RN preparedness at the completion of the final semester. If the student receives a passing score on the examination, the student has completed all of the College's program level required testing.
5. If the student receives a below satisfactory score on the second examination, the student must submit evidence of enrollment in an approved comprehensive review course which prepares the student for the NCLEX-RN. Failure of the student to provide such evidence will result in the student's State Board Application being held until evidence is provided.

Related Procedure:

1. The test is administered in the Online Testing Center. The Retention Coordinator will communicate to students and the course faculty the dates the examinations may be taken. Students are responsible for scheduling a test time in the Online Testing Center to complete the exams.
2. When students enrolled in the course have completed the designated examinations, they will receive the result report electronically. The class composite results will be assimilated electronically and reviewed by the BSN Program Director and the Retention Coordinator. Individual and normative scores will be shared with course faculty of record.

Essential Abilities

To practice nursing, a licensee must possess a multitude of knowledge, skills and abilities (KNAs) in order to provide safe and effective client care. Students who wish to qualify for admission and progression in the nursing program must meet both academic and performance requirements. Academic requirements are described in the College policies on progression. In addition to the academic and progression requirements, a student must satisfy performance standards. These performance standards, also known as Essential Abilities include cognitive, sensory, and psychomotor competencies. A student must, with or without reasonable accommodation, satisfy the following:

If a student has a physical, mental or any other disability and requires special accommodation to meet nursing program requirements, the student must provide the College of Nursing with documentation. The College of Nursing will endeavor to make reasonable modifications and otherwise reasonable accommodations for students with disabilities. Any requests for accommodation will be evaluated by nursing faculty in collaboration with the University's Disabilities Access Services Program as appropriate.

Essential or Functional Abilities for nursing student may be defined as but are not limited to: Functional Ability Categories and Representative Activities/Attributes

Gross Motor Skills

- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g.; IV poles)
- Reach below waist (e.g., plug electrical appliance into wall outlets)

Fine Motor Skills

- Pick up objects with hands
- Grasp small objects with hands (e.g., IV tubing, pencil)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eye dropper)

Physical Endurance

- Stand (e.g., at client side during surgical or therapeutic procedure)
- Sustain repetitive movements (e.g., CPR)
- Maintain physical tolerance (e.g., work entire shift)

Physical Strength

- Push and pull 25 pounds (e.g., position clients)
- Support 25 pounds of weight (e.g., ambulate client)
- Lift 25 pounds (e.g., pick up a child, transfer client)
- Move light objects weighing up to 10 pounds (e.g., IV poles)
- Move heavy objects weighing from 11 to 50 pounds
- Defend self against combative client
- Carry equipment/supplies

Use upper body strength (e.g., perform CPR, physically restrain a client)
Squeeze with hands (e.g., operate fire extinguisher)

Mobility

Twist
Bend
Stoop/squat
Move quickly (e.g., response to an emergency)
Climb (e.g., ladders/stools/stairs)
Walk

Hearing

Hearing normal speaking level sounds (e.g., person-to-person report)
Hear faint voices
Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
Hear in situations when not able to see lips (e.g., when masks are used)

Visual

See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
See objects up to 20 feet away (e.g., client in a room)
See objects more than 20 feet away (e.g., client at end of hall)
Use depth perception
Use peripheral vision
Distinguish color (e.g., color codes on supplies, charts, bed)
Distinguish color intensity (e.g., flushed skin, skin paleness)

Tactile

Feel vibration (e.g., palpate pulses)
Detect temperature (e.g., skin, solutions)
Feel differences in surface characteristics (e.g., skin turgor, rashes)
Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)
Detect environmental temperature (e.g., check for drafts)

Smell

Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)
Detect smoke
Detect gases or noxious smells

Reading

Read and understand written document (e.g., policies, protocols)

Arithmetic Competence

Read and understand columns of writing (flow sheet, charts)
Read digital displays
Read graphic printouts (e.g., EKG)
Calibrate equipment
Convert numbers to and/or from the Metric System
Read graphs (e.g., vital sign sheets)
Tell time
Measure time (e.g., count duration of contractions, etc.)
Count rates (e.g., drips/minute, pulse)

- Use measuring tools (e.g., thermometer)
- Read measurement marks (e.g., measurement tapes, scales, etc.)
- Add, subtract, multiply, and/or divide whole numbers
- Compute fractions (e.g., medication dosages)
- Use a calculator
- Write numbers in records

Emotional Stability

- Establish therapeutic boundaries
- Provide client with emotional support
- Adapt to changing environment/stress
- Deal with the unexpected (e.g., client going bad, crisis)
- Focus attention on task
- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g., grief)

Analytical Thinking

- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long-term memory
- Use short-term memory

Critical Thinking

- Identify cause-effect relationships
- Plan/control activities for other
- Synthesize knowledge and skills
- Sequence information

Interpersonal Skills

- Negotiate interpersonal conflict
- Respect differences in clients
- Establish rapport with clients
- Establish rapport with co-workers

Communication Skills

- Teach (e.g., client/family about health care)
- Explain procedures
- Give oral reports (e.g., report on client's condition to orders)
- Interact with others (e.g., health care workers)
- Speak on the phone
- Influence people
- Direct activities of others
- Convey information through writing (e.g., progress notes)

(Source: *National Council of State Boards of Nursing, Inc. Guidelines for Using Results of Functional Abilities Studies and Other Resources*, 1998)

Academic Dishonesty

The University of Missouri-St. Louis Honor Statement

The University of Missouri-St. Louis encourages students to pursue excellence within a respectful and collegial environment and to assume responsibility for the consequences of personal actions. For that reason the University requires students to reject any type of dishonest behavior.

Honesty precludes seeking, providing, or receiving any form of unauthorized assistance on tests or any other type of assignment. It requires giving credit through appropriate citation to the author of materials used in written or oral assignments. The full standard of conduct is found at <http://system.missouri.edu:80uminfo/rules/programs200010.htm>.

By registering for a class at UM-St. Louis, students agree to follow this standard of integrity.

College of Nursing Statement of Academic Integrity

Strict adherence to the principles of intellectual honesty is expected from all students in the completion of assigned work in nursing courses. Failure to do so will result in:

1. an academic assessment by course faculty of a 0% grade for the work in question (test or assignment), and
2. submission of relevant information to the Associate Provost for Academic Affairs, who may apply sanctions such as probation, suspension, or dismissal.

Academic dishonesty includes but is not limited to the following:

1. copying the work of another student;
2. copying material verbatim from a published source without placing it in quotation marks and citing the source;
3. failing to cite the source of material paraphrased from a published source;
4. cheating of any kind during a quiz or exam;
5. copying exam questions during test reviews and/or distributing or sharing exam questions with other students in any form;
6. using non-faculty approved electronic or communication devices during examinations or class assignments.

Course faculty reserves the right to use software for assistance with plagiarism detection. Failure to detect a violation of academic integrity on one assignment/examination does not excuse subsequent violations.

Critical behaviors that students must demonstrate in order to earn a satisfactory clinical grade include expectations of honesty and professional integrity in ALL clinical settings. Dishonest behaviors such as withholding information about errors or falsifying reports are obvious violations. Refer to the N (course number) Clinical Evaluation Tool for statements of critical behaviors that must be clearly demonstrated in each clinical experience.

Statement of Scholarly Work

All formal papers required in the program are to be written in a scholarly manner using the following technical standards.

1. All work is to be properly documented within the body of the paper as well as reflected in a complete reference list.

2. Correct composition and grammar must be followed throughout the paper including correct sentence and paragraph structure, spelling and punctuation.
3. Guidelines as outlined in the latest edition of the Publication Manual of the *American Psychological Association* (APA) is to be used for all formal papers. Students are required to purchase a copy of the manual at the beginning of their enrollment in the program.

Evaluation

Posting Grades

In respect for student privacy, students' grades are not posted in a way that would allow for individual's scores to be identified by others.

Grading Procedure

Course requirements and methodology for assigning grades are the prerogative of the faculty of each course. Examinations and other graded assignments may be scheduled periodically, with or without notice, and at the end of the semester at the discretion of the faculty. Students who are not making satisfactory progress in courses at midterm are encouraged to confer with course faculty and the Office of Student Services.

Many nursing courses include both class and clinical learning experiences. In order to successfully complete a nursing course, students are required to have satisfactory achievement in both theory and clinical. A minimum grade of C with satisfactory clinical performance is required for successful completion of nursing courses.

Grading Scale

College of Nursing has adopted the following grading scale for required nursing courses:

95-100	A	82-84	C+
93-94	A-	76-81	C
91-92	B+	70-75	D
87-90	B	Below 70	F
85-86	B-		

Examinations and other graded assignments are scheduled at the discretion of the faculty. Nursing grades are recorded as letters, with pluses and minuses used at the discretion of the faculty.

Failing

In the College of Nursing BSN program, "failing" is defined as an average below 76% at the time of withdrawal or course completion. In the pre-licensure track, this means an average below 76% on quizzes and examinations, including any tests for which a grade of zero (0) has been recorded due to absence on a test day without advance notification to the course faculty. The student must earn a theory grade of 76% based on exams/quizzes prior to numerical points for any additional projects, papers or class activities which includes class participation and attendance be added in order to pass the course.

Assessment of Institutional Effectiveness

The University of Missouri - St. Louis has implemented a continuing program to assess institutional effectiveness. A vital part of that effort is the component dealing with student learning outcomes. During the time students are enrolled at the College and later, as alumni, they will be asked to participate in various activities designed to determine how well the College and the University are meeting the stated purposes to provide a positive learning environment where students can create enriched and meaningful lives for themselves. A number of methods are employed in a variety of settings.

General Information

The College of Nursing is committed to integrating technology into your academic experience. All information relative to the use of MyGateway, a course management package, and your student emails will be outlined in Student Technology Guides prepared each Fall by Information Technology Services (ITS) (<http://www.umsl.edu/technology/>). You can obtain these booklets in the College of Nursing or at any of the 5 computer labs located on campus. If you do not attend class on campus, we will be mailing one these booklets to your home. You can contact the computer help desk at 314-516-6034. The hours of operation for the help desk are Monday - Thursday: 7:30 am - 7:00 pm and Friday: 7:30 am - 5:00 pm. The help desk is closed weekends and holidays. If the help desk is unable to resolve your problem, please call the Software Support Specialist for the College of Nursing at (314) 516-6755.

Change of Name, Address or Telephone

Any change of address or telephone number should be submitted to the Office of Student Services as soon as possible. A change of name requires submitting a notarized form to the University's Registrar.

Communications

Course faculty and the College of Nursing communicate with students in a variety of ways, including the use of bulletin boards, E-mail, student mailboxes, and other means of personal communication. Students are responsible for all communication regarding program information/changes relayed through the campus mail systems.

Computer Technology/Student Laboratories

A number of student computer laboratories are available on campus. See the *University Student Guide and Academic Planner* for further information.

E-Mail/Internet Access/Password

As part of the computing fee, all students are provided with a free e-mail account automatically upon enrollment. No additional registration is necessary. E-mail can be accessed at any computer lab on campus. Student e-mail addresses are in the following format: yourgatewayid@studentmail.umsl.edu, where "yourgatewayid" is your own Gateway ID. Default passwords for Gateway IDs have been created using a combination of birth date and social security number*. The format of the new password is yydd9999 where:

yy = year of birth; dd = date of birth; 9999 = last 4 digits of SSN

For access to email accounts at home, students need Internet access to connect their computers to the campus computers.

Faculty Offices and Mailboxes

Nursing faculty offices and mailboxes are located in the College of Nursing Administrative Building. The building is open Monday - Friday 8:00 am - 5:00 pm. Students are urged to make arrangements

to submit papers directly to the instructor as much as possible. A receiving box for faculty is located in the *Office of Student Services* (South Campus, Nursing Administration Building, first floor). Non-nursing faculty offices are located on the North Campus. Students are urged to identify location of faculty offices for all courses in which enrolled.

Identification Card

A student identification card is required to use University services including library checkout privileges. This card is obtained in the Office of Admissions located on the first floor of Woods Hall Administration Building. Evidence of current enrollment (fee card) is required.

Library

The University has two library centers--Thomas Jefferson, located on the main campus and the Ward E. Library on the South Campus, which houses the Education and Health Sciences Libraries. While students may have the need to use resources from any of the three centers, the Health Sciences Library will be most frequently utilized. Information regarding each library may be found in the *UM-St. Louis Student Handbook*.

Parking

Student parking is allowed only in designated areas. Illegally parked cars will be ticketed and may be towed at the owner's expense. Grades and transcripts will be held until tickets are paid.

Transportation

All undergraduate nursing students must have ACCESS to an automobile for clinical practice experiences. Students must furnish their own transportation to and from clinical agencies, which may be scheduled throughout the metropolitan area. Students are reminded that if they transport other classmates, they are assuming personal liability in the event of an accident.

Student Organizations

Alumni Association

The Alumni Association offers graduates opportunity to support and provide input to the College of Nursing and to be part of a growing network of professional nurses. All alumni are eligible upon graduation.

Sigma Theta Tau

The Nu Chi Chapter of Sigma Theta Tau was officially established in April 1984. Membership is offered by invitation to those students graduating in the upper third of their class and to those recognized as outstanding community nursing leaders. Professional presentations are held twice each year and feature leaders in the nursing profession.

College of Nursing Student Nurses' Association (BCNSNA)

College of Nursing is a constituent of the National Student Nurses' Association. The purpose of this organization is to provide nursing students in the basic baccalaureate program, the opportunity to connect with the nursing profession prior to licensure.

College Black Student Nurses' Association (BCBSNA)

College of Nursing is also a constituent of the Black Student Nurses' Association. The purpose of

this organization is to provide black nursing students in the basic baccalaureate program the opportunity to serve as a support group for African-American students, collaborate with other African-American groups to compile archives relevant to African-American Nurses and to promote participation in interdisciplinary activities.

Scholarship and Awards

Graduation Awards

A selected number of graduation awards are presented to graduating students each semester, which recognize student excellence in nursing research, professional nursing practice and College leadership. Nominations for each award are generated by faculty and submitted to the Student Affairs Committee for consideration and selection.

Scholarships

A number of scholarships are available for nursing students. Please contact the *Office of Student Services* for further information.