University of Missouri-St. Louis

College of Nursing

Prelicensure BSN Student Handbook

2014 – 2015
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Overview

Introduction

This handbook contains material specific to the College of Nursing, including policies regarding progression and retention. It is meant to supplement the information contained in the University Bulletin and the Triton Manual (aka Student Planner). You are encouraged to review all three of these manuals to obtain important information that will assist you in planning and implementing your program of study. Please feel free to contact the Office of Student Services (314-516-6066) for further clarification.

History

The University of Missouri–St. Louis (UMSL) is one of four campuses that constitute the University of Missouri, the ninth largest university system 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.

History specific to the College of Nursing can be found on our website by clicking here.

Mission

The mission of the College of Nursing at University of Missouri–St. Louis is to shape the future of nursing and healthcare locally, regionally, nationally and globally through education, research, practice and policy. We develop nurses who are dedicated to the pursuit of excellence and leadership through innovative baccalaureate, masters and doctoral programs. We leverage strategic partnerships to generate, translate, disseminate and apply knowledge that will improve health.

In accordance with its most recent Strategic Plan (approved in April 2013), the College of Nursing at the University of Missouri-St. Louis has also adopted its own Vision Statement, Strategic Priorities and Core Values, all of which may be viewed on our website by clicking here.

College Governance

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

College Committees

Executive Committee

Provide executive leadership for College of Nursing.
**Undergraduate Committee**

Provides leadership for undergraduate curriculum, program evaluation, and student relations.

**Graduate Committee**

Provide leadership for graduate curriculum, certification, program evaluation, and student relations.

**Faculty Affairs Committee**

Facilitates faculty development and addresses faculty issues and concerns.

**Scholarship, Research and Evidence-Based Practice Committee**

Provides leadership for nursing research and scholarship.

**Innovations in Practice and Partnerships Committee**

Identifies trends and future opportunities in nursing practice, research, and scholarship, health care, health systems delivery; and assists leadership in facilitating community based partnership to achieve College of Nursing mission, vision, and goals.

**Student Participation in College Committees**

Students are encouraged to participate on college committees. Those who are interested in serving on the Curriculum Committee, Undergraduate and Graduate Committees, Dean's Advisory Council, 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 335.046 pertains to qualifications for application and hearing on denial of license, while Section 335.066 pertains to denial, revocation or suspension of license. It is important that students review this information online and become familiar with *both* of these sections of the Act, in particular.

**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 requirements outlined by the National Council of State Boards of Nursing, Inc., viewable online by clicking here.
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.

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.
Admission Criteria and Application Process

Admission Criteria

Preclinical Track Admission Criteria

The first step in the admission process for all nursing students is to be admitted to the preclinical track. Such admission does not guarantee acceptance to the clinical track of any BSN Option, unless a student meets the Freshmen Guaranteed Clinical Admission Criteria. To be considered for admission to the preclinical track, students must meet the following criteria:

**First-time freshmen and transfer students with fewer than 24 transferable college credit hours:**

- Admissible to UMSL (the university's admission criteria for freshmen can be found on the website for the Office of Admissions)

**Transfer students with 24 or more transferable college credit hours:**

- Admissible to UMSL (the university's admission criteria for transfer students can be found on the website for the Office of Admissions)
- Minimum 2.5 cumulative GPA (calculated on all attempts of all transferable undergraduate courses—excluding pluses and minuses)

Freshmen Guaranteed Clinical Admission Criteria

First-time freshmen and transfer students with fewer than 24 transferable college credit hours may qualify for a guaranteed clinical space in the Traditional Full-Time Option. In order to qualify, students must meet all of the following criteria:

- Admissible to UMSL (the university's admission criteria for freshmen can be found on the website for the Office of Admissions)
- Minimum 2.9 core high school GPA (as calculated by UMSL's Office of Admissions)
- Minimum ACT score of 22

In order to keep their guaranteed clinical space, students must meet the following criteria:

- Maintain full-time enrollment at UMSL during Fall and Spring semesters
- Earn a minimum cumulative college GPA of 2.75 (GPA is calculated on all attempts of all transferable undergraduate courses—excluding pluses and minuses—combined with all attempts of all UMSL courses)
- Earn a minimum science GPA of 2.75 (GPA is calculated on first attempts only of Chemistry, A&P I & II and Microbiology—excluding pluses and minuses)

Students who do not maintain the above-listed criteria will forfeit their guaranteed clinical space.

Students who do maintain these criteria will not have to submit a separate clinical application to the
College of Nursing: they will automatically be admitted to the clinical track of the Traditional Full-Time Option.

**Clinical Track Admission Criteria: Traditional (Full-Time and Part-Time)**

Clinical track spaces in the Traditional Option (both Full-Time and Part-Time) are limited, and are awarded to qualified students on a competitive basis. Only students who submit the required clinical application by the appropriate deadline will be considered. Applicants must meet the following minimum criteria in order to be considered for clinical admission. Please note that meeting the following minimum criteria does *not* guarantee that a student will earn a clinical space in either the Traditional Full-Time Option or Traditional Part-Time Option.

- Minimum 2.5 cumulative GPA (calculated on all attempts of all transferable undergraduate courses—excluding pluses and minuses—combined with all attempts of all UMSL courses)
- Minimum 2.5 science GPA (calculated on first attempts only of Chemistry, Anatomy & Physiology I, Anatomy & Physiology II and Microbiology—excluding pluses and minuses)
- Satisfactory completion of all general education course requirements
- Required science courses (Chemistry, A&P I & II, and Microbiology) completed within 10 years of enrollment

**Clinical Track Admission Criteria: Accelerated**

Clinical track spaces in the Accelerated Option are limited, and are awarded to qualified students on a competitive basis. Only students who submit the required clinical application by the appropriate deadline will be considered. Applicants must meet the following minimum criteria in order to be considered for clinical admission. Please note that meeting the following minimum criteria does *not* guarantee that a student will earn a clinical space in the Accelerated Option.

*Applicants with a baccalaureate degree from a regionally accredited college or university:*

- Minimum 3.0 cumulative GPA (calculated on all attempts of all transferable undergraduate courses—excluding pluses and minuses—combined with all attempts of all UMSL courses)
- Satisfactory completion of all general education course requirements
- Required science courses (Chemistry, A&P I & II, and Microbiology) completed within 10 years of enrollment

*Applicants without a baccalaureate degree from a regionally accredited college or university:*

- Completion of at least 62 transferable college credit hours upon enrollment in the first clinical term
- Minimum 3.2 cumulative GPA (calculated on all attempts of all transferable undergraduate courses—excluding pluses and minuses—combined with all attempts of all UMSL courses)
- Satisfactory completion of all general education course requirements
- Required science courses (Chemistry, A&P I & II, and Microbiology) completed within 10 years of enrollment
Clinical Application Process

Students who are within 1-2 semesters of completing their general education coursework must submit a separate clinical application to the College of Nursing via our Online Application Site. If a student wants to be considered for clinical admission to more than one Prelicensure BSN Option (i.e. Traditional Full-Time, Traditional Part-Time or Accelerated), he/she must submit a separate clinical application for each option.

Clinical Application Deadlines

The College of Nursing does not accept clinical applications more than one year ahead of any given enrollment term. Clinical applications are typically made available about six months to a year in advance.

It is generally recommended that students submit all application materials approximately 4-6 weeks prior to the following deadlines:

- Traditional Full-Time Option
  - Fall Enrollment: February 1st
  - Spring Enrollment: October 1st

- Traditional Part-Time Option
  - Fall Enrollment: February 15th

- Accelerated Option
  - Summer Enrollment: September 15th

Clinical application processing begins on the first business day after the deadline, and takes approximately 6 weeks. Students will be notified via a letter in the mail whether they are admitted, waitlisted or denied. In order to hold their space, admitted students must respond by a stated deadline with their acceptance and a nonrefundable deposit. Students may not defer their acceptance to a future semester. If a student accepts his/her space, then decides not to enroll, he/she must reapply for future semesters.
Curriculum

The basic baccalaureate nursing degree (BSN) requires a minimum of 120 credit hours and prepares students for the professional nurse licensure examination (NCLEX). General education requirements have a strong liberal arts component including studies beyond the sciences, to prepare students for advancement in the nursing profession. Nursing courses include theory and clinical experiences. Practice in the nursing arts laboratory and experience in acute care and community nursing prepares students for diverse practice settings.

The length of the program will vary, according to each BSN Option (i.e. Traditional Full-Time, Traditional Part-Time and Accelerated). At the completion of the degree requirements, a Bachelor of Science in Nursing is conferred. This degree does not guarantee eligibility to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) or to become a Registered Nurse (RN).

BSN Traditional Full-Time Option

Designed for both freshmen and transfer students, the plan of study for the Traditional Full-Time Option consists of 2 ½ years of nursing classes following completion of all general education coursework* (with the exception of Junior-Level Writing, which may be taken during the clinical sequence). A first-time freshman can expect to complete the entire degree program in 4 years (1 ½ years of general education coursework and 2 ½ years of nursing coursework).

* Note:

Students with a guaranteed clinical space are allowed to take up to three 2000-level Nursing courses before the start of the clinical sequence. Therefore, these students may take select general education courses in the first semester of the clinical sequence, if the 2000-level Nursing courses have already been completed. Please contact an Academic Advisor for further information.

Competitive applicants may begin the clinical sequence with one—and only one—non-prerequisite general education course still pending. Such courses include Social Science Elective, Humanities Elective, or the State Requirement (i.e. U.S. History or Government). Please contact an Academic Advisor for further information.

BSN Traditional Part-Time Option

Perfect for the busy non-traditional student who wants to balance work and/or family commitments with academic goals, the plan of study for the Traditional Part-Time Option consists of 3 ½ years of nursing classes following completion of all general education coursework. Lecture, lab, and clinical classes are offered in the evenings and on weekends.

BSN Accelerated Option

Ideal for students with a baccalaureate degree in a discipline other than Nursing, or for outstanding non-degree-holding students, the clinical coursework for the Accelerated Option consists of a 15 month plan of study after all general education coursework is complete.
General Education Course Requirements

Credit by examination (i.e. Advanced Placement or CLEP) and pass/fail credit is *not* accepted for all courses. An earned grade of C- or higher (for the Traditional Options) or C or higher (for the Accelerated Option) is required for the following courses:

- Chemistry
- Anatomy & Physiology I
- Anatomy & Physiology II
- Microbiology
- Economics
- Human Growth & Development
- Nutrition
- Philosophy
- Statistics
- Junior-Level Writing

Please see the UMSL Bulletin for information about Advanced Placement and CLEP policies for other general education courses *not* included in the list above.

**General Education Course Requirements for the Traditional Option (Full-Time and Part-Time)**

The following courses satisfy the general education requirements of the University as well as those of the College of Nursing.

**Communication Skills (6 credit hours)**

- ENGL 1100 (or equivalent) *
- ENGL 3100 (or equivalent) *

**Mathematical Skills (6 hours)**

- MATH 1020 or Math 1030 (or higher) *
  
  *or*

  A satisfactory score on the University’s Mathematics Proficiency Test (this test covers mathematics at the level of College Algebra)

- Any college-level Statistics course *

**Humanities (9 hours)**

- One Philosophy course *
- Two additional Humanities Electives (see the UMSL Bulletin for course offerings)

**Social Sciences (15 hours)**

- American History or Government (Missouri State Requirement)
- Social Science Elective (see the UMSL Bulletin for course offerings)
- ECON 1000 (or higher) *
- PSYCH 1003 *
- PSYCH 1268 *

Natural Sciences (15-18 hours)

- BIOL 1012 or higher *
  Note: General Biology is a prerequisite to Anatomy and Physiology I and Microbiology if taken at UMSL. General Biology may be waived if either of these courses has already been completed with a satisfactory grade at another institution.
- BIOL 1131 *
- BIOL 1141 *
- BIOL 1162 *
- CHEM 1052 or higher (must be at least 4 credit hours) *

* Indicates that a grade of C- or higher is required

**General Education Course Requirements for the Accelerated Option**

The following courses satisfy the general education requirements of the University as well as those of the College of Nursing.

Communication Skills (6 credit hours)

- ENGL 1100 (or equivalent) *
- ENGL 3100 (or equivalent) **
- COMM 1030 (or equivalent) *

Mathematical Skills (6 hours)

- MATH 1020 or Math 1030 (or higher) *
  or
  A satisfactory score on the University’s Mathematics Proficiency Test (this test covers mathematics at the level of College Algebra)
- Any college-level Statistics course *

Humanities (9 hours)

- One Philosophy course *
- Two additional Humanities Electives (see the UMSL Bulletin for course offerings)

Social Sciences (15 hours)

- American History or Government (Missouri State Requirement)
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• BIOL 1012 or higher *
  Note: General Biology is a prerequisite to Anatomy and Physiology I and Microbiology if taken at UMSL. General Biology may be waived if either of these courses has already been completed with a satisfactory grade at another institution.
• BIOL 1131 *
• BIOL 1141 *
• BIOL 1162 *
• CHEM 1052 or higher (must be at least 4 credit hours) *
• HOME EC 1110 (or equivalent) *

* Indicates that a grade of C or higher is required
** Indicates that a grade of C- or higher is required

**Nursing Course Requirements**

Sample plans of study for the clinical sequence of each BSN Option can be found by clicking on the links below:

  Traditional Full-Time Option
  Traditional Part-Time Option
  Accelerated Option

Students must complete all clinical courses within five years. A student who has not taken a clinical course for four semesters must repeat all 3000-level and 4000-level Nursing courses (2000-level Nursing courses need not be repeated).

**Program Outcomes**

The graduate of the Undergraduate Nursing Program will:

1. Integrate into practice theories and evidence-based concepts from nursing, the arts, sciences, and humanities to provide comprehensive nursing care in a variety of settings.
2. Integrate clinical reasoning and problem solving in professional practice.
3. Administer culturally competent, compassionate, holistic care to promote healthy outcomes for diverse individuals, families, communities, and populations during all life phases.
4. Use evidence-based practices to promote health, manage illness, and prevent injury among individuals, families, communities, and populations.
5. Utilize communication skills to enhance relationships with patients and families and collaboration among members of the health care team.
6. Assume responsibility and accountability for decisions and actions based on professional intrapersonal values, ethical and legal obligations, standards of practice, social justice, and economics.
7. Integrate principles of health education, management, leadership, quality care, and patient safety
when organizing, coordinating, and engaging in professional practice.
8. Demonstrate knowledge of health care policies and finance in a regulatory environment and their influence on health care access and quality.
9. Exhibit motivation and self-direction in activities that contribute to lifelong personal, professional, and intellectual development.
10. Utilize health care technology and information management systems to promote quality care and patient safety.

*Revised and approved, March 2011*

**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.

**Independent Study Guidelines**

Independent study (NURSE 3873: Guided Study in Nursing) is available as an elective means of increasing knowledge within a student’s content area. Students who wish to pursue independent study must follow these guidelines:

1. The student is responsible for identifying and initiating contact with a faculty member whose content area is of interest to the student.
2. The student and faculty member must establish mutually agreed upon course objectives and evaluation criteria. The agreement is to be recorded on a form, which may be obtained from an Academic Advisor. This form must be completed PRIOR to registering for the course.
3. The faculty member provides guidance as needed throughout the course; the degree of independence will vary with student learning objectives.
4. Credit allocation can vary from 1-3 credits per semester depending on the nature of the objectives and content requirements. Credit value is calculated as 1 classroom hour per week = 1 semester credit. No more than 6 independent study credits may be used to meet graduation requirements.
Office of Student Services

The Office of Student Services can assist you in a variety of ways, such as advising, registration, and referrals to University services. Questions about the curriculum, prerequisites, and course requirements should always be directed to an Academic Advisor in the College of Nursing. Academic support services, such as tutoring, study groups, workshops, etc. are coordinated by the college’s Student Success & Retention Coordinator.

The Office of Student Services is located on the 1st floor of the Nursing Administration Building on South Campus. You may schedule an appointment by calling the front desk during normal business hours (Monday-Friday, 8:00am-5:00pm) at 314-516-6066. Direct contact information for each of our staff members can be found on our website by clicking here.

Advising and Registration

All Nursing students (whether they are preclinical or clinical) have an Advising Hold on their account at all times that prevents them from making any changes to their schedules. Students must always contact an Academic Advisor in the College of Nursing in order to register for courses, as well as add/drop courses.

New Students

All new students must make an appointment to meet with an Academic Advisor in the College of Nursing, in order to review the college’s admission criteria, evaluate the student’s transcripts (if applicable), and map out the student’s plan of study.

Current Students

We hope to make the registration process as easy as possible for you. Shortly before registration time, you will receive two emails: one from the Office of the Registrar and one from the College of Nursing, both sent to your UMSL email address.

The email from the Office of the Registrar will include your registration date, which is assigned by class standing: graduate students and seniors first, juniors next, etc. Be aware that it is not an appointment. It is simply the first day that you will be eligible to register for courses.

All Nursing students must meet with their Academic Advisor to plan their course schedule. Students must make an appointment for a day/time on or after the first day of registration. An email will sent to all Nursing majors at the beginning of October, instructing them as to how to go about scheduling an appointment to register for Spring courses. Likewise, an email will be sent at the beginning of March, instructing students as to how to schedule an appointment to register for Summer and Fall courses.

International and Permanent Resident Students

Students with International status are required to take English as a Second Language (ESL) assessment at the University. Based upon the assessment students may be required to complete recommended ESL courses prior to enrolling in Nursing courses.
All student with international coursework (whether they are classified as an international student or as a citizen or permanent resident of the United States) must submit official transcripts from the international school(s) as well as a credential evaluation from World Education Services (WES). Please click here for detailed information on this process.

**To Add and/or Drop Course(s)**

To add or drop a course after you initially register for courses, you must still contact an Academic Advisor in the College of Nursing (the Advising Hold is not removed after your initial advising/registration meeting). Students may call the front desk to schedule a follow-up appointment to make changes to their schedule, or they may contact their Advisor directly (if it is a minor change). Your Advisor will discuss how dropping a course may impact your progression in the Nursing major.

Students must be aware of the add/drop deadlines set forth by the Office of the Registrar, as well as the reassessment schedule set forth by the Cashier’s Office.

**Program/Plan Change**

A student who is declared as a Nursing major, and wishes to change his or her major to something else at UMSL, must fill out a Program/Plan Change Form. The student must meet with an Academic Advisor for the major they wish to change to, in order to submit this form (Academic Advisors in the College of Nursing cannot change a student’s major out of Nursing; they can only change a student’s major to Nursing). Likewise, any student who is enrolled at UMSL in a different major, and wants to switch to Nursing, must meet with an Academic Advisor in the College of Nursing in order to review the student’s eligibility to the major and submit the Program/Plan Change Form.

**Retention Services**

Nursing school is a unique experience that is wonderfully rewarding, emotionally challenging, and academically rigorous all at the same time. The College of Nursing aims to provide all nursing students with the tools and support necessary to be successful. Within the College of Nursing, academic support services are coordinated by the Student Success & Retention Coordinator. Comprehensive services include information and guidance for students who are at-risk for course failure or who are not achieving their full potential. Students who are having difficulty navigating through nursing school are encouraged to seek the assistance of the Student Success & Retention Coordinator as early as possible. Faculty refers students directly to the Student Success & Retention Coordinator if they identify a student to be at-risk for course failure. In addition to individual academic coaching appointments, the College of Nursing offers weekly peer-facilitated study group sessions, peer tutor and peer mentor services, and several student development workshops throughout the semester. The Student Success & Retention Coordinator works closely with the program directors, student services staff, and resources across the campus to provide academic support to all nursing students. Students may contact the Student Success & Retention Coordinator at 314-516-6726 for an appointment.

**Academic Alert System (aka: Early Alert)**

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 signs of course
failure at any point during the course, 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 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 Student Success & Retention Coordinator. The student is expected to meet with the faculty member completing the Academic Alert form and the Student Success & 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, Student Success & Retention Coordinator and the Program Director, will maintain copies of the Student Counseling Form.
Student Academic Policies

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:

- When placed on probation.
- 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 semesters (excluding summer).

Dismissal

Dismissal from the College of Nursing at UMSL occurs for the following:

- Failure to complete a probationary period satisfactorily.
- Irresponsible, unsafe or unprofessional behavior as determined by the College or University. (See “Code for Academic and Professional Conduct” on page 25).
- Unsatisfactory grades:
  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 pre-requisites to nursing courses) and a course designated as nursing;
  d) Failure to earn a satisfactory grade (C or above) in a required nursing course which he/she is repeating;
  e) Failure to earn a satisfactory grade (C- or above) in a general education course, which is a prerequisite to a nursing course which he/she is repeating.
- 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 Electives (other than Philosophy) or their equivalents and do not count towards repeated failures.
- All courses with an N prefix are included in this policy.
- 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.
- The falsification of any information provided to the College or University on any record.

Failure of a Single Nursing Course

Students who fail a 3000-level or 4000-level Nursing course are at risk of becoming “out of sequence” and potentially delaying their graduation. If a student fails a 3000-level or 4000-level Nursing course, he/she must meet with both their Academic Advisor in the College of Nursing and the Program Director in order to map out a plan for the student’s progression in the program. The student should start by contacting his/her
Academic Advisor, who will then arrange a meeting between all three parties. After deciding upon a progression plan, the Program Director will seek approval from the Associate Dean for Academic Programs.

Appeals

The Undergraduate Committee has appointed a Student Relations Sub-Committee, which meets once per month to consider students’ appeals. Students may contact their Academic Advisor in the College of Nursing to obtain information about submitting an appeal on such as issues as:

- Grade(s) earned in a Nursing course(s)
- Dismissal from the College of Nursing
- Termination from a clinical practicum for reason of unsafe/unethical practice
- GPA calculation(s) for the purpose of progression and/or clinical admission

Stopping Out/Leave of Absence

Students who need to stop out of the program for personal/medical reasons, military deployment, etc. must meet with both their Academic Advisor in the College of Nursing and the Program Director in order to map out a plan for the student’s return. The student should start by contacting his/her Academic Advisor, who will then arrange a meeting between all three parties. After deciding upon a return plan, the Program Director will seek approval from the Associate Dean for Academic Programs.

Switching From One BSN Option to Another

Students in the Full-Time Traditional Option and Part-Time Traditional Option MAY NOT switch to the Accelerated Option mid-program; nor may students in the Part-Time Traditional Option switch to the Full-Time Traditional Option mid-program.

In some circumstances, students may be allowed to switch from the Accelerated Option to either the Full-Time Traditional Option or the Part-Time Traditional Option; or from the Full-Time Traditional Option to the Part-Time Traditional Option. In such cases, the student must meet with both their Academic Advisor in the College of Nursing and the Program Director(s) to seek approval and to map out a plan for the student’s progression. The student should start by contacting his/her Academic Advisor, who will then arrange a meeting between all three parties. If approved by the Program Director(s), the Associate Dean for Academic Programs will then be asked to grant final approval.
Graduation and Licensure

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.

Applying for Graduation and Licensure

During their final semester, students are required to make an appointment with their Academic Advisor to submit a College of Nursing Application for Graduation and the Missouri Application for License as a Registered Professional Nurse by Examination.

Earning the Bachelor of Science in Nursing does not guarantee eligibility to take the NCLEX-RN examination; nor does it guarantee that a student will pass the examination. The Missouri State Board of Nursing will approve students’ eligibility to take the examination. Please see the Missouri Revised Statutes 335.046 and 335.066 for further information.

If seeking licensure in a state other than Missouri, students should indicate this to their Academic Advisor.

Fingerprinting and Criminal Background Check for Licensure

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.

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 hosted by Educational Benchmarking, Inc (EBI) 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 GPA; magna cum laude 3.5 to 3.79 GPA; summa cum laude 3.8 to 4.0 GPA. If a student has the necessary GPA at UMSL to qualify for Latin honors but has fewer than 56 graded hours at UMSL, all credit hours and the associated
grades earned within the UM system (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 UMSL grade point average will be awarded. The University Latin Honors policy specifies only courses taken within the University system qualify for Latin Honors.

**Deans 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 UMSL is awarded Dean's Honors. Deans Honor recipients are listed in the Commencement Program for the University.

**Graduation Awards**

A select number of 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 students and are submitted to the Undergraduate Committee and Graduate Committee for consideration and selection. Award recipients are recognized each semester at the College of Nursing’s Graduation Awards and Recognition Ceremony.
Clinical Policies

Clinical Orientation

Prior to the start of students’ fundamentals course (i.e. NURSE 3101 for the Traditional Full-Time and Part-Time Options; NURSE 3120 for the Accelerated Option), students will be required to attend a mandatory clinical orientation on UMSL’s campus. Information will be provided to students regarding academic policies, standardized examination requirements, uniforms, etc. Information regarding immunizations, health and drug screening, CPR and criminal background check are provided to students prior to this orientation.

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, Health and Drug Screening, CPR and Criminal Background Check

1. Evidence of the following must be submitted and be current for the entire academic year:
   - Immunizations records, tetanus/diphtheria (Tdap) , polio, varicella, measles, mumps/rubella immunity
   - Hepatitis B or Hepatitis B declination
   - Hepatitis A
   - Current TB skin test (PPD) verification (every twelve (12) months). 2-step PPD for new students.
   - This test is available from the University Health Center for a nominal fee or may be obtained through the student’s health care provider.
   - Verification of current CPR for the HealthCare Provider through American Heart Association
   - It is the student’s responsibility to obtain (re-) certification through The American Heart Association or a local hospital.
   - Physical examination completed by a physician/nurse practitioner
   - Verification of health insurance
   - Annual Flu vaccine

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
3. Failure to upload all health documents into the health compliance tracker by the designated date will result in students being dropped from their assigned clinical courses. The university charges a re-enrollment fee whenever a student is dropped from a course.

**Injury to a Student/Exposure**

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.

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.

Exposure to blood borne pathogens will be handled according to the clinical agency’s policy.

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 one pair of small earrings, and one ring on each hand. Nails are to be no more than ¼” long, with no artificial nails or extenders. Fresh clear or pale nail polish is allowed (no cracked or peeling polish). 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 must adhere to the policies of the clinical facility, the courses, the College of Nursing and the University.
Transportation

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

Code for Academic and Professional Conduct

Every student has unique talents and experiences that enrich the culture of learning in the University of Missouri–St. Louis College of Nursing. Faculty and students share the responsibility for effective teaching and learning. This relationship thus becomes a commitment to ethical principles in achieving academic and professional goals within the classroom and clinical settings.

Upon entry into the clinical coursework of the nursing major, each UMSL College of Nursing student is expected to understand and comply with the Code of Academic and Clinical Conduct (April 6, 2001) proposed by the National Student Nurses Association, Inc. All clinical students must click here to review this code.

BSN Program Professional Requirements

Each BSN student will be academically evaluated on his/her ability to meet the following requirements as influenced by the NSNA Code of Academic and Clinical Conduct. Failure to meet these expectations may render a student ineligible for program progression.

Professional appearance may be defined as, but is not limited to:

1. Maintenance of professional attire and appearance, including by not limited to the CON student nursing uniform
2. Adherence to agency dress-code requirements
3. Display of appropriate professional and University identification

Professional conduct may be defined as, but is not limited to:

1. Protection of patient rights and privacy
2. Maintenance of patient confidentiality and HIPPA Guidelines
3. Academic Honesty (See Academic Honesty Statement below)
4. Delivery of safe nursing care
5. Prompt reporting of mistakes, errors, accidents or unusual circumstances to supervising faculty and appropriate health team staff
6. Adherence to policies of clinical agencies and those of individual courses.
7. Functioning under the specific direction of faculty
8. Civil, courteous and respectful interpersonal interactions (See Civility Statement Below)
9. Prepared, present and punctual

A faculty member is obligated and has the authority to remove a student from any academic activity in which the student's behavior is irresponsible, unsafe or unprofessional.

Civility

Civility is defined as treating others, as well as ourselves, with respect, dignity, and care. Civility is
apparent when we are sensitive to the impact that our communication, practices and behaviors have on others, and when we acknowledge each person’s self-worth and unique contributions to the community as a whole. Nursing students are expected to:

1. Address patients and hospital nursing staff appropriately; for example Dr., Mr., Ms. and their last name. Addressing a person by the first name can be disrespectful in some cultures.
2. Treat faculty, patients and other students with respect and courtesy.
3. Maintain an attitude of shared goals and intellectual openness with other students.
4. Be intolerant of injustice or bigotry of any kind, and strive to correct these issues on behalf of classmates, patients or community.
5. Speak the truth in all matters; do not propagate rumors or prematurely judge people or situations.
6. Conduct oneself appropriately when representing the University or CON, and especially when wearing a CON uniform that identifies you as a nursing student of UMSL.
7. Exercise good judgment and adhere to HIPPA laws when posting information on e-mail and social media, including, but not limited to Facebook, Twitter and Google.

UMSL Student Conduct Code and Discipline

Apart from and in addition to these professional standards and requirement by which Nursing students will be graded and evaluated academically, all University of Missouri students are subject to the Standard of Conduct for students which appears in Section 200.010 of the Collected Rules and Regulations of the University of Missouri and for which they may be disciplined in accordance with the procedures in Section 200.020.

Reviewed and approved by Undergraduate Faculty Committee 11/2013
Reviewed and approved by Faculty 12/13/2013

Safe Professional Practice by Students in Clinical Settings Policy

A. The student will demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing; promote the actual or potential well-being of patients, health care workers, and self in the biological, psychological, sociological, and cultural realms; demonstrate accountability in preparation, documentation, communication and continuity of care; and show respect for the human rights of individuals.

Indicators to be used as guidelines for evaluating safe practice are:

1. Biological, Psychological, Social and Cultural Realms: The student’s practice meets the needs of the patient from a biological, psychological, sociological, and cultural standpoint.

Examples of unsafe practice include but are not limited to the following:

a) displays mental, physical, or emotional behavior(s) which may negatively affect others’ well being;

b) displays disrespectful and unprofessional behavior, e.g. uses profanity

c) fails to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others;
d) acts of omission or commission in the care of patients, such as but not limited to:
   1) physical abuse,
   2) placing the patient in hazardous positions, conditions or circumstances,
   3) mental or emotional abuse, and
   4) medication errors;

e) interpersonal relationships with agency staff, co-workers, peers, or faculty that result in
   miscommunications, disruption of patient care and/or unit functioning;

f) inability to perform psychomotor skills necessary for carrying out nursing procedures.

2. **Accountability.** The student's practice demonstrates consistency in the responsible preparation,
documentation, communication, and promotion of continuity in the care of patients.

Examples of unsafe practice include but are not limited to the following:

a) failure to provide concise, inclusive, written and verbal communication;

b) failure to accurately record comprehensive patient characteristics and behaviors;

c) attempting activities without adequate orientation, theoretical preparation or appropriate assistance;

d) dishonesty.

3. **Regulatory:** The student practices within the boundaries of the Missouri Nurse Practice Act, the
guidelines set forth in the course syllabus, the UMSL College of Nursing BSN-Pre-licensure
Student Handbook, UMSL policies and procedures and the rules and regulations of the health care
agency or agencies that are the site of the clinical practicum.

Examples of unsafe practice include but are not limited to the following:

a) failure to notify the agency and/or instructor of clinical absence

b) failure to adhere to the dress code

c) presenting for clinical practicum under the influence of drugs and/or alcohol. It is expected that
   students in laboratory settings will not have used alcohol for at least eight (8) hours prior to the
   beginning of the clinical time period, nor to use alcohol during the clinical period. At no time is
   the use of illicit drugs condoned.

d) habitual tardiness to clinical assignments

e) undertaking activities outside the scope of the course

f) criminal behavior

4. **Ethical:** The student practices according to the American Nurses Association Code of Ethics and
the Standards of Practice.

Examples of unsafe practice include but are not limited to the following:

a) refusal of assignment based on patient’s race, culture, sexual orientation, or religious preference

b) failure to maintain confidentiality

c) dishonesty

d) misrepresentation of information to the public

E) ignoring unethical behavior(s) of other health care persons in the clinical setting(s) which affects
   patient welfare
B. Faculty/staff observing behaviors or circumstances that indicate that the student is potentially unable to practice safely in the clinical setting may remove the student from the clinical setting and refer them for appropriate assessment and intervention. Evidence that problems are/or have been appropriately addressed may be required before the student returns to the clinical setting.

A student whose pattern of behavior is found to be unsafe may be terminated from a clinical practicum for reason of unsafe practice at any time during the semester. If the behavior is identified before the drop date the student will be directed to drop. If the drop date has passed the student will receive a grade of “F” for the course. In order to continue in the nursing program a student who is terminated from a clinical practicum must appeal to the Undergraduate Committee for readmission to the nursing program.

Procedure:

A student whose pattern of behavior endangers a patient’s peers, staff members, or clinical instructor’s safety will be given a verbal and written warning by the primary clinical instructor. If the student’s pattern of behavior is repeated, the student and faculty will meet with the course leader. Upon a decision by the faculty and course leader that the student’s conduct is unsafe, the student may be terminated from the clinical practicum and will be directed to drop or will receive an “F” for the course. Documented evidence from the student, faculty, and/or agency staff will be considered in the decision to terminate a student from a clinical practicum. The student may appeal this decision to the Undergraduate Committee.

The primary clinical instructor will:

1. Provide instruction, guidance, and interpretation of objectives during the clinical experience.

2. Document patterns of behavior related to attainment of clinical objectives. (Documentation may include direct observation by the clinical instructor as well as by agency personnel and patient comments as appropriate. Written work will also be evaluated.)

3. Give a verbal and written warning for patterns of behavior, which are not safe.
   a) Submit an Academic Alert and counseling record.
   b) Provide specific facts of problem areas or deficiencies in relation to course objectives, evaluation tool(s), and performance.
   c) Delineate corrective action, expected outcomes, and time for change in behavior in writing with copies given to the student, course leader, the Program Director and the Associate Dean for Academic Programs with one copy retained by the instructor. One copy will also be placed in the student’s file in the College of Nursing Student Services department. The student and the clinical instructor must sign the written counseling record. If the student delays meeting with the instructor a copy of the counseling record must be addressed and mailed to the student by certified mail.

4. Meet with the student and course leader to examine concerns. The student may have someone
present at this meeting in an observational capacity. The student wishing the presence of an observer must so notify the instructor or the course leader before the meeting. The deliberations and conclusions of this meeting will be summarized in a letter addressed to the student and copied to: the course leader, the Program Director and the Associate Dean for Academic Programs.

5. Provide written summary of areas of deficiency, corrective actions, and outcomes on re-evaluation of student performance to Undergraduate Committee if requested.

6. In lieu of steps 2-4, the instructor may immediately suspend the student from the clinical practicum if the issue of safety is of significant magnitude affecting one or more parameters of safe clinical practice and/or jeopardizing the well being of patients, staff, or peers. The student may only return to the clinical setting at the discretion of the instructor until a decision has been obtained from the Undergraduate Committee.

7. Nothing in this procedure precludes the instructor from removing the student from clinical practice on a day-to-day basis because of the potential for unsafe practice on that day.

C. Formal Hearing by Undergraduate Committee

The student may request a hearing by filing a written request to the Student Relations Subcommittee of the Undergraduate Committee. The request must contain specific allegations for which the hearing is being requested. These allegations must be substantiated by documentation from both the student and the clinical faculty. The Undergraduate Committee will follow its procedures and timeliness in conducting the hearing. Please see page 20 of this Handbook for more information about the appeals process.

Adapted from UWM, School of Nursing
Approved by UMSL, College of Nursing Undergraduate Committee, 11/20/2013
Reviewed and approved by Faculty 12/13/2013

Standardized Examination Requirements

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:

- Assess student progress in achieving a professional nursing knowledge base as measured against a national pool of other baccalaureate-nursing students;
- Identify those students with a deficient nursing knowledge base and assist them to develop strategies to improve this knowledge base;
- To identify those students whose nursing knowledge base precludes their continuation in the Colleges baccalaureate program;
- 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 Associate Dean for Academic Programs and the Prelicensure BSN Program Directors, 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
- Nursing of Children
- Community Health Nursing
- Management and Leadership in Nursing
- Exit Exam

Standardized content examinations are a component of particular courses in the BSN program. Faculty includes the standardized content examination and standardized testing resources/assignments in the calculation of the course grade for the content area tested. Proficiency standards for each content examination are an expected outcome regardless of whether the exam is used as a course final. Course grades are not equivalent to proficiency standards.

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:
- Standardized content examinations are administered electronically in a computer classroom or in the Online Testing Center. During the semester the Standardized Testing Assistant will coordinate exam dates with the course faculty and communicate the dates to the students.
- 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 Program Directors. Individual and normative scores will be shared with course faculty of record.

Importance of Testing Outcomes for Student:
- Proficiency levels have been established by the faculty for each of the content areas tested.
- Any student who does not achieve proficiency on any standardized content area examination will be required to complete a remediation process for that content area as assigned by the Student Success and Retention Coordinator.

1. For each content exam below proficiency, the student is to complete the assigned standardized
remediation process. The student is to complete an alternate version of the assigned standardized content exam. The student is strongly encouraged to independently complete an individualized electronic review process prior to taking the alternate exam. Details of the remediation process will be communicated to students via the campus email system.

- Any student who is not at proficiency level and does not complete the alternate standardized testing exam within the established time frame will be removed from the nursing courses in which he/she is enrolled.

2. If the student does not achieve the proficiency level on the alternate version of the standardized content exam, the student must complete assigned standardized remediation.

- Any student who does not complete the assigned remediation process by the established deadlines will not be allowed to register for the upcoming semester. Course registration will be held until all components of the remediation process have been completed.

- For students who are graduating and remain out of compliance with the remediation policy and process, release of the students’ transcript to the State Board of Nursing will not occur until all phases of the remediation process are completed.

Comprehensive Nursing Content Examinations

Students enrolled in NURSE 4310: Senior Synthesis and NURSE 4530 or NURSE 4531 will be required to take standardized computer-based exit examinations.

Rationale:
This test assesses the students’ comprehensive nursing knowledge of selected nursing practice areas (e.g., adult, children’s, women’s, and mental health).

Importance of Testing Outcomes for Student:
- The first comprehensive exam is designed to assess the student’s level of NCLEX-RN preparedness during the final semester. If the student receives a score that predicts marginal performance or less, the likelihood of success on the NCLEX-RN licensure examination is decreased. The student is strongly encouraged to independently complete an individualized electronic review process prior to the second comprehensive exam.
- 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 score that predicts marginal performance or less, the student will be required to engage in a learning contract aimed at addressing areas of individual deficiencies. The learning contract must be completed according to the contract timeframe set in coordination with the Standardized Testing Coordinator.
- Authorization for the student to take the NCLEX-RN will not be provided until the student has completed the learning contract with the Student Success and Retention Coordinator. Release of the student’s transcript to the State Board of Nursing will not occur until all phases of the remediation process are completed.

Related Procedure:
- The test is administered electronically in the Online Testing Center. During this semester the
standardized testing assistant will coordinate exam dates with the course faculty and communicate those to the students. Students are responsible for scheduling a test time in the Online Testing Center to complete the exams.

- 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 Program Directors and the Associate Dean for Academic Programs. Individual and normative scores will be shared with course faculty of record.

**Academic Dishonesty**

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.

Conduct for which students are subject to sanctions falls into multiple categories and can be viewed in Section 200.010 Standard of Conduct. By registering for classes at UMSL, 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.

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.

- All work is to be properly documented within the body of the paper as well as reflected in a complete reference list.
- Correct composition and grammar must be followed throughout the paper including correct sentence and paragraph structure, spelling and punctuation.
- Guidelines as listed in the latest edition of the publication manual of the American Psychological Association (APA) are to be followed for all formal papers. It is strongly recommended that students purchase a copy of the manual at the beginning of their enrollment in the program.
Evaluation

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>93-94</td>
</tr>
<tr>
<td>B+</td>
<td>91-92</td>
</tr>
<tr>
<td>B</td>
<td>87-90</td>
</tr>
<tr>
<td>B-</td>
<td>85-86</td>
</tr>
<tr>
<td>C+</td>
<td>82-84</td>
</tr>
<tr>
<td>C</td>
<td>76-81</td>
</tr>
<tr>
<td>D</td>
<td>70-75</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
</tr>
</tbody>
</table>

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 prelicensure program, 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.
Posting Grades

In respect for student privacy, students' grades are not posted in a way that would allow for individuals scores to be identified by others. Faculty are required to only post grades on the MyGateway course gradebook.

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

Computer Proficiency Requirement

The College of Nursing requires all students to be computer proficient prior to entering any Nursing courses. **Students must indicate proficiency in the following skills**:

**Required Skills**

- Logging on to UMSL’s Online Course Management System *MyGateway* (Blackboard)
- Logging on to UMSL’s Student Information Management System *MyView*
- 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. Adobe Reader, Adobe Flash)
- Able to save, copy, and incorporate Internet information into a word processor
- Create a document using a word processor
- Able to save, edit, and print a document in a word processor

**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 as its operating system
- Microsoft Office products (Word, Excel & PowerPoint) as its primary application software
- APA, the latest edition, as the standard manuscript style (the University bookstore has APA disks available for Word)

**The University has adopted**

- Blackboard (i.e. MyGateway) as its course management software

**Resources for Computer Literacy Learning**

- Computer course
- Computer lab training
Computer Technology/Student Laboratories

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 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.

A number of student computer laboratories are available on campus. See the Triton Manual for further information.

Communication

The College of Nursing’s faculty and staff communicate with students in a variety of ways, including the use of MyGateway bulletin boards and university email. Students are responsible for all communication regarding program information/changes relayed through such campus communication systems.

Faculty and Staff Offices and Mailboxes

Nursing faculty and staff offices and mailboxes are located in Seton Hall and the Nursing Administrative Building. The buildings are open Monday - Friday 8:00 am - 5:00 pm., and during scheduled classes and lab hours.

Student Organizations

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.

Student Nurses' Association (SNA)

The 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. SNA provides students with volunteer, donation and networking opportunities to increase their involvement in the nursing community.

Minority Student Nurses' Association (MSNA)

The Minority Student Nurses’ Association (MSNA) was developed to function as an academic support and networking group. The focus of MSNA is to provide service, knowledge, and sense of awareness through
community and university service; and to create a bond between minority nursing students. MSNA is all about support, academics and community outreach. Membership is open to all students from the College of Nursing regardless of race, culture, religion, or ethnic background.