

University of Missouri-St. Louis
College of Nursing

MSN 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 **335.46** 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

- BSN or MSN from a nationally accredited nursing program
- Minimum cumulative grade point average of 3.0 (4.0 scale)
- Current professional licensure with eligibility for Missouri licensure
- Completion of an undergraduate general statistics course
- Completion of an undergraduate health assessment course or equivalent
- Two years of clinical experience are preferred prior to starting clinicals

Application Process

The College of Nursing requires specific application materials for its Master of Science in Nursing program, above and beyond the application materials required for admission to the Graduate School at the University of Missouri-St. Louis. A list of the required application materials may be found on our [Online Application Site](#).

Application Deadline

Admission to the Master of Science in Nursing program is available every Fall semester. The application deadline for Fall admission is February 15th. It is highly recommended that students submit *all* application materials at least 4-6 weeks prior to the deadline. Late or incomplete applications will not be considered.

Curriculum

The UMSL College of Nursing recognizes that graduate education provides nurses with both the skill and knowledge to confidently and successfully take on advanced practice roles in nursing. Upon completion of a program, graduates are eligible to become certified in an area of advanced practice, often as primary care providers.

The MSN programs are based on a set of core courses and additional advanced preparation in an area of clinical practice. The College of Nursing MSN program offers two curricula, preparing graduates as Nurse Educators and Nurse Practitioners. Our post-MSN certificate programs provide preparation for certification in additional advanced practice areas.

The Master of Science in Nursing program at the University of Missouri – St. Louis is accredited by the Commission on Collegiate Nursing Education.

Nurse Practitioner Option

The Nurse Practitioner (NP) option is designed for students who want to be advanced practice nurses and provide primary care, with an emphasis on health promotion and illness prevention. In addition to the core courses, students learn to manage the health care of target populations through course and clinical activities with concentrated studies to become:

- Adult-Geriatric Nurse Practitioners
- Family Nurse Practitioners
- Pediatric Nurse Practitioners
- Women’s Health Nurse Practitioners

The [Nurse Practitioner plan of study](#) requires a minimum of 43 credit hours. In addition to the 12 credit hours of core coursework, a greater understanding of the advanced practice role is accomplished through completion of the remaining 31 credit hours. Students learn to manage the health care of target populations through course and clinical activities focusing on adult-geriatric, family, pediatric or women’s health management. Students serve the chosen population for a total of 600 clinical hours. The program requires summer study.

Nurse Educator Option

The Nurse Educator option is designed for nurses who want to teach in nursing programs, staff development or community education. Graduates with educator preparation will be eligible to sit for the certification exam by the National League for Nursing after completing the required two years of faculty experience.

The [MSN Nurse Educator plan of study](#) requires a minimum of 41 credit hours. In addition to the 12 credit hours of core coursework, students complete clinical activities by serving the chosen population for a total of 200 clinical hours.

Research

The Master of Science in nursing requires knowledge related to the application of research to practice. This is accomplished through the completion of the course N6130: Research for Evidenced-Based Practice, which is required for both the Nurse Practitioner Option and the Nurse Educator Option.

Statement of Curricular Integrity

All MSN courses are designed to ensure curricular integrity and compliance with professional nursing education guidelines. These include as appropriate, but are not limited to: The Essentials of Masters Education for Advanced Practice Nursing (AACN, 2011), ANA's Code of Ethics for Nurses with Interpretive Statements (2010), ANA's Scope and Standards of Practice (2010), the Criteria for Evaluation of Nurse Practitioner Programs (*National Task Force on Quality Nurse Practitioner Education*, 2012), and other professional guidelines as related to course objectives.

Program Outcomes

Building on baccalaureate nursing education, upon completion of the MSN Program, students will be able to:

- Demonstrate integration of advanced knowledge and skills within the context of an advanced professional role,
- Provide leadership with inter-professional colleagues engaging strategic partners to improve health care outcomes and patient safety,
- Integrate informatics in the design, implementation and evaluation of population specific interventions,
- Evaluate research findings to implement and disseminate evidence based professional nursing practice,
- Provide ethically grounded, culturally competent health promotion with diverse populations.

Functional Role Options

A major aspect of advanced nursing practice is the assumption of expanded roles and responsibilities within the health care delivery system. Therefore, in addition to in-depth study of a chosen population focus, masters level nursing education includes examination of a specific role in the advanced practice of nursing.

Educator Functional Role

The educator option is designed for the student interested in nursing education within an academic or clinical setting. The educator role option requires completion of content needed to practice as an educator in basic nursing academic settings (associate and baccalaureate) or in clinical settings as staff development personnel. While much of the material included can be used, this track is not oriented toward direct client education.

The educator functional role option consists of a minimum of 41 semester hours. All core courses are required as well as completion of clinical courses within a chosen clinical focus and research component.

The required functional role courses include concepts and principles of learning theory with special attention given to adult learning, instructional and evaluation methods, faculty roles and responsibilities, curriculum development, and accreditation processes.

The nurse educator option also requires completion of an advanced course in health assessment, pathophysiology, and pharmacology course. The advanced pharmacology course focuses specifically on medications commonly used for primary health care management. This course also addresses the implications of prescriptive authority.

Nurse Practitioner Functional Role

The nurse practitioner role is designed for the student who wishes to practice as a clinical expert within a primary care practice setting. Learning activities focus on development of the knowledge and skills needed to practice as a primary health care provider. This functional role option provides the knowledge's and experiences needed to take national certification examinations.

The College currently offers primary care practitioner options in adult, family, women's health, neonatal, and pediatric as part of the masters in nursing curriculum.

The nurse practitioner option includes a minimum of 43 semester hours. All core courses are required as well as the clinical specific courses and research component. Content in the required functional role course (N6509) includes problem identification and resolution in the practice setting, educational concepts, and legal and professional issues.

The nurse practitioner option also requires completion of an advanced course in health assessment, pathophysiology, and pharmacology course. The advanced pharmacology course focuses specifically on medications commonly used for primary health care management. This course also addresses the implications of prescriptive authority.

Clinical Experience Guidelines

- It is the expectation that all coursework and clinical hours will be completed during the semester in which the student has enrolled in the course. Advanced Practice Nurse Internship I (6954) and Advanced Practice Nurse Internship II (6955) are designed to be taken contiguously.
- The student can complete clinical hours only when the preceptor is present.
- Clinical hours may only be completed during a semester in which the student is enrolled. The student may not obtain precepted clinical hours between academic sessions.
- Grades are given for performance in clinical.

FAQ's about the Clinical Component in the NP Program

How much clinical time is required?

A total of 600 clock hours of clinical practice is required for the NP track. Clinical hours in the NP program begin in the diagnosis and health management courses. The student spends approximately 50 clock hours during each diagnosis and health management course in structured clinical experiences. Examples of these

structured clinical experiences include radiology, cardiology, ophthalmology, ENT, dermatology, pelvic exam, an STD course, etc. These experiences give the student a clinical base before working independently with a preceptor. After completing the diagnosis and health management courses the student spends a total of 500 hours over two semesters in practice with a preceptor.

What is considered clinical practice?

Clinical practice hours refer to hours in which direct clinical care is provided to individuals, families, and populations in *population-focused* areas of NP practice; *clinical hours* do not include skill lab hours, physical assessment practice sessions, or a community project, if it does not include provision of direct care. Clinical experiences and time spent in each experience should be varied and distributed in a way that prepares the student to provide care to the populations served. For example, a FNP student should receive experiences with individuals/families across the life span. In addition, whereas 500 *clinical hours* is regarded as a minimum, it is expected that programs preparing NPs to provide *direct care* to multiple age groups, e.g. FNP (or lifespan), will exceed this minimum requirement (*National Task Force on Quality Nurse Practitioner Education*, 2012).

How do I choose a preceptor?

Points to consider when choosing a preceptor include:

- The preceptor should be either an advanced practice nurse (APN) or a physician. The preceptor may not be a Physician's Assistant. The student should plan to spend at least 200 hours with an APN during the clinical portion of your studies.
- If a physician, the preceptor must be licensed to practice in the state in which the clinical experience will occur and be board certified or board eligible in an area appropriate to the student's goals.
- If an APN, the preceptor must be recognized as an advanced practice nurse by the state in which the clinical experience will occur. The APN must be nationally certified in his/her practice area.
- The student should develop clinical goals for the preceptorship prior to beginning the clinical experience.
- Choose a preceptor with a minimum of one-year experience. The preceptor must be approved by the 6954 /6955 Course Coordinator and the Emphasis Area Coordinator of your clinical track.
- It is the expectation that all course work and clinical hours will be completed during the semester in which you have enrolled in the course. Additional hours, with permission of your clinical instructor, may be applied to the total number of precepted hours.
- Clinical hours may only occur when your preceptor is physically present.
- Clinical hours may only occur during semesters in which you are enrolled as a student. The published calendar dates include: fall, spring and various summer sessions. This specifically means students may not engage in precepted clinical hours between academic sessions.
- At least the first 100 clinical hours must be done within a 2 hour radius of UMSL. Currently all clinicals must be done in the state of Missouri.
- At least one semester prior to the precepted clinical experience a preceptor orientation meeting will be held to inform you of the necessary paperwork and provide you with guidelines for obtaining

a preceptor. If you have questions prior to that time, contact the MSN Program Director.

- All APN students must complete 600 hours of clinical experience prior to graduation. The Entire time must be spent in direct patient care or patient care simulation. No more than 75 hours may be spent in subspecialty clinical settings unless prior arrangements have been made with the 6954/6955 course coordinator. All clinical hours must be spent in primary care settings. At least 200 hours must be spent with and advanced practice nurse.

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 6875) 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, either inside or outside the College of Nursing.
2. The student and faculty member must establish mutually agreed upon course objectives and evaluation criteria. The agreement is to be recorded and one copy is to be placed in the student's permanent file. (Use the Application for Course work- Independent Study Form - see Office of Student Services. 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 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 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.

At the beginning of each semester, an email will be sent to all MSN students from their Academic Advisor, instructing them on how to proceed with registration. Students must reply to the email with intent to enroll.

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.

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 graduate 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 B- (85%) 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 85%, 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, Student Retention Services, 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, Academic Advisors will have access to the system and be able to view academic alert referrals.

Student Academic Policies

Program of Studies Plan

Students must complete a Program of Studies plan in consultation with their Academic Advisor during the 1st or 2nd semester of study. A student must have satisfactorily completed all prerequisites with a minimum grade of "B" prior to registering for any masters nursing courses.

Petition for Exception

A Petition for Exception may be filed by the student regarding coursework, course sequence, exemption from a specific course and other exceptions related to progression through the curriculum. The petition is made to the Graduate Committee. Please contact your Academic Advisor for details.

Progression Policies

The maximum time allowed for completion of a masters degree is six years after initiation of coursework. Transfer work must have occurred within the five years of completing the masters degree, in order to be accepted. The final two-thirds of masters coursework must be completed at UMSL.

The College of Nursing has implemented the following policies regarding progression in the MSN program:

- A student may NOT progress in the MSN Program with a grade of "C+" or less in any masters level course.
- Any masters level course in which a C+ or less is achieved must be repeated in the next semester (if it is offered) and a grade of B- or better must be earned.
- The course may be taken concurrently with any course for which it is *not* a prerequisite.
- No course may be repeated more than once.
- A student must successfully complete all clinical objectives in each clinical/lab course to receive a passing grade for the course.
- No nursing or elective course taken to satisfy degree requirements may be taken on a satisfactory/unsatisfactory basis.

Probation

Student will be placed on academic probation if their cumulative grade point average falls below 3.0.

- While a student is on probation, the Graduate Committee will formally review the student's progress towards resolution. After one semester, the student will either (a) be removed from probation, (b) continue on probation or (c) be dismissed from the program.
- A student may not continue on probation for more than one calendar year without permission from the Dean of the Graduate School.
- The College sends a letter of probation to the student with copies given to the Graduate School and

Dismissal

Dismissal from the Graduate School is upon recommendation of the College of Nursing. The Graduate School sends dismissal letters with copies sent to the student's Academic Advisor and Graduate Admissions.

Dismissal from the College of Nursing at UMSL may occur for the following:

- Failure to successfully complete a probationary period
- Failure of any 2 MSN courses
- Failure of the same MSN course twice

Students who fail a course are at risk of becoming “out of sequence” and potentially delaying their graduation. Such students 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 Graduate Committee is charged with hearing student appeals at the graduate level. Students may contact their Academic Advisor in the College of Nursing for more information.

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"

Student 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.

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.

If a student withdraws from the program, and returns at a later date, he/she will enter into the nursing curriculum in effect at the time of re-entry. If there have been curriculum changes during his/her absence, the student will need to consider those changes in planning for graduation.

Graduation

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.

Graduation Requirements

Students must apply for graduation in order to confirm that all degree requirements have been met. To apply, MSN students must complete and submit the M-4 Application for Graduation one semester before graduation, as directed by the Graduate School. All candidates must satisfy graduation requirements as stated in the University Bulletin.

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 MSN program.

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

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

Students must possess a current nursing license in Missouri and in other state(s) in which they plan to practice.

Students are expected to use Certified Background to document achievement of specific expectations for clinical nursing practice. Evidence of the following must be submitted and remain current during the program:

- Annual PPD, and if positive, a negative chest X-ray
- Annual influenza vaccination
- MMR series or positive titers
- Hepatitis B series or positive HBSAB titer
- Varicella series or positive titer
- Tdap within 10 years
- Certification through the American Heart Association for the HealthCare Provider in Basic Cardiac Life Support
- Urine drug screen
- Nationwide criminal background check
- Completion of UMSL HIPAA training
- Review of the Code of Conduct
- Review of the MSN Handbook
- Review of the Missouri Practice Act
- CON media release

Additional requirements and/or disclosures may be 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 has committed a criminal offense that is listed on the Missouri Hospital Association list, he/she will not be allowed to continue clinical experiences and the State Board of Nursing will be notified.

Failure to provide proof of all required records by the designated date will result in the student being dropped from their assigned clinical course. 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.

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 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.

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 and professional dress with lab coats, as required by the clinical site. 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. 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 dismiss any improperly attired student from clinical.

Student Responsibilities

Code for Academic and Professional Conduct

"The nurse, in all professional relationships, practices with compassion and respect for the inherent human dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attribute, or the nature of health problems" (Code of Ethics for Nurses published by the American Nurses Association, available online at http://nursingworld.org/ethics/code/protected_nwcoe813.html). Because the College of Nursing values the professional values contained in the Code of Ethics for Nurses, and because we value the worth of our students, staff, faculty and community, we expect all graduate students to conduct themselves in a professional and courteous manner during all classroom and laboratory experiences.

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.

MSN Program Professional Requirements

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

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

1. Maintenance of professional attire and appearance, including but 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. Honesty in reporting and documenting clinical experiences
5. Delivery of safe nursing care
6. Prompt reporting of mistakes, errors, accidents or unusual circumstances to supervising faculty and appropriate health team staff
7. Adherence to policies of clinical agencies and those of individual courses
8. Functioning under the specific direction of faculty
9. Civil, courteous and respectful interpersonal interactions (See Civility Statement Below)
10. 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 CON Faculty 12/13/2013

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.

The graduate nursing faculty believes that each student is responsible for his/her own educational development. Each student is encouraged to meet this expectation by way of individual creative and intellectual endeavors. Any form of academic dishonesty, whereby one student achieves success through the expense and work of another individual, is unacceptable.

Academic dishonesty may be defined as, but not limited to, the following:

1. Obtaining help from another student during an examination.
2. Giving help to another student during an examination.
3. The use of notes, books or any other unauthorized sources of information during an examination.
4. Obtaining, without authorization, an examination or any parts thereof prior to the taking of the examination.
5. Submitting a report, notebook, speech, outline, theme or other problem for credit that has been knowingly obtained or copied in whole or in part from another individual's composition, compilation or other product. This is considered PLAGIARISM. When incorporating ideas or phrasing from any other author in his/her work, the student must acknowledge and document this source. This is done through a citation specifying the source and author of the material using APA format.
6. Submitting or participating in the submission of a report, project, product or examination paper falsely represented as being solely the result of the original efforts of the submitting student(s). This is also considered plagiarism.
7. Altering the record of any grade in any grade book, any office or any other official college record.
8. Any other type of misconduct, offense or manifestation of dishonesty or unfairness in or relating to the academic work.

The instructor handles situations in which academic dishonesty is suspected. Academic dishonesty may result in immediate dismissal from the College of Nursing.

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 B- with satisfactory clinical performance is required for successful completion of graduate nursing courses.

Grading Scale

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

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

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 MSN program, "failing" is defined as an average below 85% at the time of withdrawal or course completion. The student must earn a theory grade of 85% 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.

Alumni Association

The Alumni Association offers graduates the 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 for membership upon graduation.