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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 Undergraduate 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**

Students should be aware of the restrictions outlined in the Missouri Nursing Practice Act, which governs the practice of professional nurses in Missouri. It is important that students become familiar with the Act, viewable here; in particular sections 335.046 and 335.066:

- section 335.046 pertains to licensing, including application for a license, license fee, and hearing upon on denial of license.
- section 335.066 pertains to the denial, revocation, or suspension of license, grounds for actions, civil immunity for providing information and complaint procedures.

**Essential Abilities**

Students must be aware of the Essential Abilities Requirements set forth by the National Council of State Boards of Nursing, Inc., which include cognitive, sensory, and psychomotor competencies that are necessary to practice nursing. A student must, with or without reasonable accommodation, satisfy these requirements, which can be found 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, age, disability or status as a protected veteran. 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:

- Students applying for Summer 2018 or later:
  - Admissible to UMSL (the university's admission criteria for transfer students can be found on the website for the Office of Admissions)
  - Please refer to the holistic admissions process on the website.

Freshmen Guaranteed Clinical Admission Criteria

First-time freshmen 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:

- Students admitted Summer 2018 or later:
  - Admissible to UMSL (the university's admission criteria for freshmen can be found on the website for the Office of Admissions)
  - Please refer to the holistic admissions process on the website.

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

- Students whose guaranteed clinical space is for Fall 2017 or later:
  - Maintain full-time enrollment at UMSL during Fall and Spring semesters
  - Earn a minimum cumulative college GPA of 3.0 (GPA is calculated on all transferable undergraduate courses combined with all UMSL courses)
  - Earn a minimum grade of B- in each of the required science courses (Chemistry, Anatomy & Physiology I, Anatomy & Physiology II, and Microbiology)

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

- Students applying for Fall 2017 or later:
  - Please refer to the admissions criteria on the website
  - Required science courses (Chemistry, Anatomy & Physiology I, Anatomy & Physiology II, and Microbiology) completed with a grade of B- or higher within 5 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.

Students applying for Summer 2018 or later (with or without a baccalaureate degree from a regionally accredited college or university):

- Please refer to holistic admissions criteria on the website
- Satisfactory completion of all general education course requirements
- Required science courses (Chemistry, Anatomy & Physiology I, Anatomy & Physiology II, and Microbiology) completed with a grade of B- or higher within 5 years of enrollment.

Clinical Application Process

Clinical Application Deadlines

The College of Nursing clinical applications are due as follows:

*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.

**Students Transferring from Other Nursing Schools**

Students who have previously been enrolled in the *clinical* track of another nursing school's RN program must be able to provide a letter of good standing from their previous nursing school. Students who have been dismissed from another nursing school's RN program, or did not leave in good standing, are ineligible for admission to the clinical track of UMSL's Pre-Licensure BSN Options.

The College of Nursing at the University of Missouri-St. Louis does not accept transfer Nursing courses from other institutions. Students who have previously been enrolled in the clinical track of another nursing school must apply competitively to start from the beginning of UMSL's program (after providing a letter of good standing).
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).

*Other than Junior-Level Writing, students 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). Effective Fall 2015, students may not take any Nursing courses prior to starting in the clinical track. 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. Lectures and labs are offered in the evenings and on weekends. Whenever possible, clinical coursework will be offered on evenings and weekends as well; however, there may be times when daytime clinical hours will be required.

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. A satisfactory grade is required for the following courses (see page 13 for details):

- 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.

**First-Year Experience Course for Freshmen**

All first-time college students must enroll in a first-year experience course taught by the College of Nursing’s Student Success and Retention Coordinator. This course (INTDSC 1003: University Studies) is designed to assist students in making the transition to the university experience and to UMSL by giving students the knowledge and tools needed to succeed as a scholar. The course will also familiarize students with the relationship between their education and their career and personal goals, and will assist in developing positive connections with faculty, staff, and peers at UMSL. Students will learn about faculty expectations, support services, and student life, as well as academic disciplines. The course counts toward the 120 credit hours needed for graduation.

**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.
** Indicates that a grade of B- 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)
- 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) **
- HOME EC 1110 (or equivalent) *

* Indicates that a grade of C- or higher is required.
** Indicates that a grade of B- 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 reapply for clinical admission. If the student is readmitted, he or she must then 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

Pre-clinical 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.

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 students 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 official course descriptions (in English) for every course taken at a foreign institution. Please click here for detailed information on this process.
To Add and/or Drop Course(s)

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 for an appointment.

Academic Alert System (aka: MyConnect)

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 may initiate an Academic Alert. However, a failure on the part of the faculty member to issue an academic alert does not equate to having a passing grade. It is the responsibility of the student to monitor their course performance, grade and seek help when needed. 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 may be completed by the course faculty on any student who is near or below the criteria of a theory grade of 76%, is not meeting performance standards for the course, or is not satisfactorily meeting the clinical requirements of a course. An Academic Alert referral is designed to make students who are having academic difficulty aware of the variety of resources available within the College of Nursing and across the campus.

4. An electronic copy of the academic alert referral completed by the faculty will be forwarded to the student, the Center for Student Success, and the College of Nursing 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. It is the responsibility of the student to schedule the appointment.

5. **Student Clinical Counseling Form**

   1. Students will be given a verbal warning of any behavior or practice that puts them at risk of failure.

   2. If the faculty member feels that the student needs further counseling or if the behavior is repeated a student counseling form will be completed. However, failure to complete the form does not mean that the student has successfully completed the clinical/course objective necessary to pass the course.

   3. The Student Counseling Form provides a written description of the situation as it relates to course objectives or program policies. This counseling form is used to provide supplemental support to the student.

   4. The Student Counseling Form will identify remedies to resolve the problem.

   5. Any combination of a verbal warning and a written warning puts a student at risk for failure of the course.

   6. The faculty is not required to issue verbal or written warnings for items stated in the syllabus and/or student handbook. For example, attendance policy, dress code, clinical paperwork, etc.

   7. Serious violations of the safe practice policy may result in immediate dismissal from clinical and failure of the course. The form then serves as notice of that failure.
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”).
- 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 pre-requisite 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 their Academic Advisor in the College of Nursing to map out a plan for the student’s progression in the program.
Failure of any clinical requires approval of the undergraduate committee to progress in the program and may result in dismissal. The student must apply through the appeals process.

**Appeals**

The Undergraduate 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
- Reinstatement due to clinical failure

**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. If the student has stopped out for medical reasons they must provide a statement from their health care provider stating that they will be able to perform the task necessary to be successful. 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 without approval.

*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 his/her 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

The University Latin Honors policy specifies only courses taken within the University system qualify for Latin Honors.
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; NURSE 3120 for the Accelerated Option), full-time clinical students will be required to attend a mandatory clinical orientation on UMSL’s campus. Students in the Traditional Part-Time Option will be provided with the necessary clinical information on their first day of class in NURSE 3101. 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 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 upon request
   - Annual Flu vaccine by October 15th

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 an additional drug screen is requested it must be completed within 48 hours and will be at the expense of the student.
If a student has a positive drug screen or a criminal offense that is listed on the Missouri Hospital Association list, he/she will not be allowed to attend clinicals.  

3. Students who fail to upload all health documents into the health compliance tracker by the designated date will not be allowed to attend the clinical portions of their courses.

**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, plain socks or hose, and clean uniform shoes. 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, gel nail polish, 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, included 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. 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 including in the classroom, clinical and online. (See Civility Statement Below)
9. Prepared, present and punctual for class and clinical. This means in the assigned location ready to work at the assigned time. It does not mean walking in the door at 0700 for and 0700 clinical.

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. Use of cell phones, laptops and other electronic tools for use other than classroom assignments is considered disrespectful and distracting to fellow students and speaker.
4. Maintain an attitude of shared goals and intellectual openness with other students.
5. Be intolerant of injustice or bigotry of any kind, and strive to correct these issues on behalf of classmates, patients or community.
6. Speak the truth in all matters; do not propagate rumors or prematurely judge people or situations.
7. 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.
8. Exercise good judgment and adhere to HIPAA laws when posting information on e-mail and social media, including, but not limited to Facebook, Twitter and Google. See the social media policy. Add link.
9. Bullying or any violation of Title IX will not be tolerated and will be referred to Student Affairs.

Social Media Policy

Social media tools and applications allow the University to reach many audiences including faculty, staff, students, and alumni. Social media is a powerful tool that when used inappropriately, can blur the lines between private, confidential, personal and the professional sharing of information in your role within the College of Nursing. Information shared on social media by faculty, staff and/or students as individuals, actually reflects the College of Nursing and the profession of nursing collectively as a community.

This document serves as a policy to identify and direct the appropriate use of social media by students, faculty and staff. Use of social media by College of Nursing faculty, staff and students presents special concerns for privacy and confidentiality.

The personal use of social media by UMSL CON faculty, staff and students outside their respective roles in the College is not affected by the following policy. This policy will apply to the sharing of any confidential information about the CON (including the faculty, staff and/or students), patients and/or patient care situations, and/or UMSL CON-clinical affiliates (agencies with which the CON has a contractual relationship for students). This policy will be updated regularly as technology and social media applications evolve. It is the responsibility of every staff, faculty and student member to check for updates each semester. Adherence to this policy is mandatory. If you accidentally violate it, please notify the Associate Dean for Academic Programs immediately so problems can be quickly mitigated.

Violations that include the sharing of confidential information as listed above may result in clinical or
course failure. Other violations will be handled through the appropriate disciplinary process.

Please read https://www.ncsbn.org/Social_Media.pdf

**Definition of Social Media**

Social media is defined as, but not limited, to web-based or mobile technologies used for interactive communication. Examples of social media include but are not limited to collaborative projects, blogs (WordPress, Blogger) and microblogs (e.g., Twitter, Snapchat), content communities (YouTube), social networking sites (Facebook, Google+), and others as they evolve. Confidentiality and privacy issues may also involve the use of email and texting.

**Guidelines for Appropriate Social Media Use**

1. **Guarding Your Online Reputation**

All information posted and shared online is public. It is not, and will never again be private or confidential. Even with the most robust privacy settings, screenshots of posted information can be reposted. Content contributed on these platforms is immediately searchable and shareable, regardless of whether that is the intention of the contributor. Once posted online, the content leaves the contributing individual’s control forever and may be traced back to the individual in perpetuity. It becomes part of your online reputation which in turn becomes part of your professional reputation. The following information should be reviewed:

- Six Tips for Nurses Using Social Media


2. **Facebook Guidelines and Use of the GROUP Account Type**

College of Nursing affiliated student groups must choose the “Group” account type when using Facebook. http://www.facebook.com/groups. Facebook groups are like a message board; they are easy to manage and have several privacy options.


- CON affiliated Facebook Groups must add a member of the CON faculty as an Admin of their group. This allows the faculty to ensure that students are not bullying others.
3. **Live the CON Core Values**

The CON core values include caring (nurturing and mentoring), professionalism (following the ethical standards of nursing) and mutual care/support (respect for one another). Content associated with you must be consistent with these values. Social media is used to build relationships. Do not use social media to harm another’s reputation. Never impersonate someone else, or purposely obscure your identity as a representative of the CON.

4. **Build Your Own Reputation**

Care about what you are posting. Write what you know. Stick to your area of expertise and provide unique, individual perspectives on what's going on at the CON and in the world. Do not share secrets. Respect proprietary information, confidentiality, brand, trademark, copyright, and fair use.

5. **Remember Everything Online is Discoverable**

There is no such thing as a private social media site. Search engines may retrieve posts years after they were published. Comments can be forwarded, copied, and printed. Archival systems save information even if you delete a post.

6. **Keep It Legal**

Have all the facts before you post. It is better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your source. Keep your links up to date and make sure they work.

7. **Be Respectful and Professional**

CON students should always keep in mind our principles of respect for others and the civil and thoughtful discussion of ideas. The freedom and speed of online conversations can often prompt people to behave in ways they may otherwise would not. Your reputation and the CON are best served when you express yourself professionally. Do not spam.

8. **Give Credit Where Credit is Due**

Always cite when quoting someone else. Make sure images are shareable through Creative Commons, and attribute them, too. Never use copyrighted material without permission.

UMSL CON students, faculty, and staff are prohibited from disclosing through social media the following:

- Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA) – For example, individuals may not disclose patient names or otherwise refer to patients in any way that identifies them individually, including by their initials or by location (e.g., hospital name or unit).

- Education Record Information, as defined by the Family Educational Rights and Privacy Act (FERPA) – Employees may not disclose FERPA protected information regarding students.
• Confidential Personnel Information – Employees may not disclose confidential personnel information regarding other employees.

• Confidential, non-public or proprietary information about families, clinical facility staff or clinical institutions.

The use of social media for clinical discussions that include any identifiable information related to patients or our affiliated clinical facilities is prohibited.

Last updated: January 4, 2018


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 include but are not limited to:

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.
   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 and are not limited to:
   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 experience.
   a) failure to notify the agency and/or instructor of clinical absence in advance
   b) failure to adhere to the dress code
   c) presenting for clinical experience 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) tardiness to clinical experiences
   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.
   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 will remove the student from the clinical setting and refer them for appropriate assessment and intervention. Evidence that problems have been appropriately addressed may be required before the student returns to the clinical setting. This will count as an absence.

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. 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, peer’s, staff member’s, or clinical instructor’s safety will be given a verbal and/or written warning by the primary clinical instructor. Upon a decision by the faculty that the student’s conduct is unsafe, the student may be terminated from the clinical experience and 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 experience. 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.)

C. Formal Hearing by Undergraduate Committee

The student may request a hearing by filing a written request to 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 the university guidelines on the appeals process.

**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 their final clinical semester 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 remediation process aimed at addressing areas of individual deficiencies. The remediation must be completed according to agreed upon timeframe set in coordination with the course faculty.
• Authorization for the student to take the NCLEX-RN will not be provided until the student has completed the remediation process. 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:
• 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.
7. Distributing or using test questions without permission of professor.

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 universities electronic learning management system.

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
• 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

• Canvas 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 Canvas, 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. All course information is communicated through Canvas 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. This creates a bond among 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.