University of Missouri- St. Louis

College Of Nursing

RN to BSN Program

Student Handbook

2021-2022

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Greetings!

Welcome to the University of Missouri-St. Louis (UMSL) and to the College of Nursing (CON). The faculty and staff at the CON would like to congratulate you on reaching this amazing milestone in your life and future career. We hope your time at UMSL and academic studies within the CON will provide you with the knowledge, skills, and life-changing experiences that will best prepare you for your next career goal.

This handbook will assist you through your academic journey and provide resources to a variety of UMSL policies and procedures. Please utilize this handbook throughout the academic year to help navigate through your academic program and assist with any questions you may have.

To assist in this transition, below are some key individuals to be aware of:

College of Nursing Dean:
Roxanne Vandermause, PhD, RN
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RN to BSN Program Director:
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Our dedicated faculty and staff are here to help you succeed throughout your nursing education. Please reach out to them if you need further information, assistance, or clarification.

Best of luck during this academic year!

Overview

Introduction

This handbook contains material specific to the College of Nursing (CON), including policies regarding progression and retention. It is meant to supplement the information contained in the University Bulletin and the UMSL New Student Programs page. 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 your Academic Advisor, Harry Harris, by e-mail at harrisha@umsl.edu or by phone at 314-516-6028 if you have any further questions.

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.

For more specific information on the CON's history, please visit the CON website.

Mission

The mission of the College of Nursing at the University of Missouri-St. Louis is to transform lives by fostering a vibrant community of compassionate and inspired nurses. We develop nurses from diverse backgrounds who are dedicated to the pursuit of excellence and leadership through innovative baccalaureate and graduate programs. We engage community partners to respond to the needs of the communities we serve. We generate, translate, and disseminate new knowledge into practice that advances healthcare globally.

In accordance with its most recent Strategic Plan (approved in August 2019), the CON at UMSL has also adopted its own Vision Statement, Strategic Priorities and Core Values, all of which can be viewed on our website.

Student Participation in College Committees

Students are encouraged to participate on college committees. The CON offers one committee undergraduate students can serve on:

- Undergraduate Committee: Provides leadership for undergraduate curriculum, program evaluation, and student relations.

The Undergraduate Committee meets monthly. Students may address concerns to specific committees by contacting the chair of the committee.

Essential Abilities

Students must be aware of the Essential Abilities Requirements set forth by the National Council of State Boards of Nursing, Inc., which includes cognitive, sensory, and psychomotor competencies that are necessary to practice nursing. A student must, with or without reasonable accommodation, satisfy these requirements. You can read more about the requirements on this website.

If a student has a physical, mental or any other disability that requires special accommodation to meet the nursing program requirements, the student must provide the UMSL Disabilities Access Services Office with the proper documentation. The CON will endeavor to make reasonable modifications and otherwise reasonable accommodations for students with disabilities. Any requests for accommodations will be evaluated by UMSL's Disabilities Access Services Office in collaboration with the CON 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.

The University of Missouri does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law. The University's Nondiscrimination policies apply to any phase of its employment process, any phase of its admission or financial aid programs, other aspects of its educational programs or activities, and instances occurring in other settings, including off-campus, if there are effects of the conduct that interfere with or limit any person's ability to participate in or benefit from the University's educational programs, activities or employment. Notices of Nondiscrimination are posted online and in physical locations for the UM System and each of the campuses.

Curriculum

The UMSL CON recognizes registered nurses as busy adult learners who are licensed professionals, often with years of experience. The RN to BSN program offers registered nurses the opportunity to continue their education through flexible and convenient programs, without repeating courses and experiences commonly completed as part of a basic associate degree or diploma nursing program.

The RN to BSN program is designed to be completed in five consecutive terms, or less than two years, as a part-time student. Coursework is offered 100% online.

General education requirements are met through a strong liberal arts component including studies beyond the sciences, so students are prepared for advancement in the nursing profession. Nursing studies explore concepts of health assessment, family health, community health, research, leadership and health promotion with community-based, independent clinical activities.

RN to BSN Program Outcomes

Upon completion of the BSN program, students are expected to have achieved the following program outcomes:

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

General Education Course Requirements for the RN to BSN Program

The following courses satisfy the general education requirements of the University, as well as those of the CON:

- Communication Skills
  - ENGL 1100 (or equivalent)*
  - ENGL 3100 (or equivalent)*
  - Communication Elective
- Mathematical Skills
  - 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 (must transfer to UMSL)*
- Humanities
  - Three Humanities Electives (see the UMSL Bulletin for course offerings)
  - Three Social Science Electives (see the UMSL Bulletin for course offerings)
- Natural Sciences
  - 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*

RN to BSN students may transfer general education credit hours from community colleges and other accredited colleges and universities. Students must be in residence for at least 24 of the last 30 hours or graded credit (exclusive of courses graded on a satisfactory/unsatisfactory basis), except under unusual circumstances, to be decided by the dean. Advanced Placement and CLEP credit are accepted according to University policies listed in the Bulletin. For more information, please contact your Academic Advisor, Harry Harris, by e-mail at harrisha@umsl.edu or by phone at 314-516-6066.

RN to BSN Nursing Curriculum Requirements

The RN to BSN Completion Sample Plan of study provides students with an outline of course offerings and the tentative date of those course offerings.

RN to BSN Completion Plan of Study

Clinical Term 1			Clinical Term 2			Clinical Term 3		
N3900	Role of the Baccalaureate Prepared Nurse	3	N3920	Health Assessment for the Professional Nurse	3	N3930	Nursing Research and Evidenced Based Practice for the Professional Nurse	3
N3910	Nursing Theory for Population Health	3		General Education Course/Jr. Level Writing (*if needed*)	3	N3940	Leadership and Management for the Professional Nurse	3
Total Credit Hours Term 1		6	Total Credit Hours Term 2		6	Total Credit Hours Term 3		6
Clinical Term 4			Clinical Term 5					
N4900	Ethics and Values in Population Health	3	N4911	Community and Population Health Synthesis (*clinical component*)	6			
N4910	Health Policy for the Professional Nurse	3						
Total Credit Hours Term 4		6	Total Credit Hours Term 5		6	Total Required Credit Hours		30

Degree requirements for all students:

- Minimum of 120 earned credit hours:
  - 30 hours at UMSL to satisfy the university's residency requirement
  - Satisfactory completion of all general education requirements*
  - Minimum of 2.5 GPA at UMSL

Research Statement

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

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 their course faculty, their Academic Advisor, and the Office of Student Services.

Grading Scale

The CON 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

Nursing grades are recorded as letters, with pluses and minuses, used at the discretion of the faculty.

Failing

In the CON BSN program, "failing" is defined as an average below 76% at the time of withdrawal or course completion. In the pre-licensure 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. Students must earn a theory grade of 76% based on exams/quizzes prior to the addition of numerical points from any additional projects, papers, or class activities, which includes class participation and attendance, in order to pass the course.

Posting Grades

Out of respect for student privacy, students' grades are not posted in a way that would allow for individual's scores to be identified by others. Faculty are required to only post grades in Canvas course gradebook.

Assessment of Institutional Effectiveness

UMSL 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.

Student feedback is important to the CON. During their final semester of courses, graduating students will be asked to participate in an electronic survey hosted by Skyfactor Benchworks (formerly EBI). This survey gives students the opportunity to express their opinions about the CON and the RN to BSN program.

Clinical Policies

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' wellbeing.
    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:
        i. Physical abuse.
        ii. Placing the patient in hazardous positions, conditions or circumstances.
        iii. mental or emotional abuse; and
        iv. 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 CON RN to BSN Student Handbook, UMSL policies, and the procedures, 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.
    b. Dishonesty.
    c. Misrepresentation of information to the public.
    d. 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, peer, staff member, 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.

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.

Dress Code

Dress in the classroom is casual. In the clinical area, students are expected to comply with the dress code outlined below or delineated by the clinical facility.

Items to wear for the clinical experience:

1. Business casual dress or designated CON uniforms.
2. A lab coat.
3. Clean, closed-toed shoes.
4. Facility or UMSL Identification badge.

Items not appropriate for the clinical area:

1. Jeans or any other denim clothing while preparing or caring for patients at any clinical site.
2. Shorts, yoga pants, short skirts, or halter-tops.
3. Sandals, clogs, and/or open-toed shoes are prohibited.
4. Apparel that has other logo or affiliations other than UMSL.

Additional Requirements:

1. Jewelry is limited to one pair of small earrings and one ring on each hand.
2. 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).
3. Students with tattoos are required to have those tattoos covered at all times during clinical experiences.
4. Students with multiple piercings are required to remove the studs, rings, etc., while in the clinical setting.

If students are improperly dressed, the nursing staff and/or faculty have the right to tell the student they must leave the division. The day will be counted as a clinical absence.

Health Services, Health Insurance, and Malpractice Coverage

All students should have 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. UMSL students are not covered by UMSL, UMSL Worker's Compensation, or the clinical agencies.

Faculty, staff and students enrolled in courses of instruction or practical training offered by, or under the supervision of the University of Missouri, are provided medical professional liability coverage under the University of Missouri Medical Professional Liability self-insured plan.

University Health Services is a cost-effective clinic to get all of the requirements completed 314-516-5671 or you can bring the form to your personal healthcare provider to complete. If your healthcare provider chooses to use a different form or gives you copies of your immunization record, you are still required to have the information transferred to our record. This ensures that all required information is obtained.

*NOTE: University Health Services gets extremely busy before the start of each semester. You are strongly encouraged to schedule your appointment ASAP to avoid not being in compliance with your health documents.

CastleBranch Requirements

Before beginning the clinical rotations, all students must be in compliance with the health and immunization policies of the UMSL College of Nursing. All RN-BSN students are required to set up an account with Castle Branch, the College's secure, online tracking system for clinical compliance. There is a one-time fee of approximately $120 for the background check, drug test and medical document tracker.

Below are items that will need to be completed through CastleBranch:

1. **Criminal Background Check (CBC) –** A one-time criminal background check must be completed before or at the beginning of the program through Castle Branch. Results are sent directly to the UMSL CON and are confidential.
2. **Missouri's Family Care Safety Registry (FCSR) –** MO FCSR is part of our criminal background check requirement. You are required to register in the MO FCSR before setting up a Castle Branch account.
    - Click here to register online or complete the paper form and apply by mail. There is a life-time fee of $13 (plus a $1.25 processing fee if you register online). If you have already registered, there is no need to register again. To identify if you are an MO FCSR registrant, follow this link and enter your Social Security Number.
    - Castle Branch will not be able to pull the report and upload it into your account until you have successfully registered in the MO FCSR database, and all the personal identifiers provided to CastleBranch match with the information registered in the MO FCSR.
3. **Urine Drug Screen (UDS) –** A one-time UDS must be on record. Instructions are provided in CastleBranch for locations for a LabCorp facility where the UDS must be

completed. Results are automatically recorded into Castle Branch and are confidential between the student and the UMSL College of Nursing.

4. **Health Insurance –** All students are required to have health insurance. Students are responsible for any injuries that occur at residency sites. UMSL's Health, Wellness and Counseling Services offers student health insurance. You must provide proof of health insurance with your health documents.

Evidence of the following must be submitted into Castle Branch before the start of the semester that you begin clinicals. Each item listed below will need to be kept up to date to remain in compliance with Castle Branch before each semester where the clinical rotations will be anticipated.

1. **MMR (Measles, Mumps, and Rubella)** – Documentation of either a positive MMR titer or 2 MMR immunizations. If your titer result is equivocal or negative, you will need to get the immunization for MMR (1 MMR booster vaccine for equivocal and 2 dose of MMR vaccine for negative).
2. **Varicella (Chicken Pox)** – Documentation of either a positive Varicella titer, 2 Varicella immunizations, or history of disease. If your titer result is equivocal or negative, you will need to get the Varicella immunization (1 booster vaccine for equivocal and 2 dose of Varicella vaccine for negative). If you have had Varicella (Chicken Pox) as a child, a medically documented history of the disease is acceptable.
    - The vaccine is available at the County Health Department or your private healthcare provider's office. The Varicella immunizations may interfere with the reading of your PPD skin tests, so please check with your health care provider regarding timing of these two requirements.
3. **Hepatitis B** – This requires several, spaced vaccinations. As long as you have started the series of injections before the semester starts AND stay current with the series throughout the clinical semester, you will remain in compliance. Documentation of positive titer is also acceptable. If your titer result is equivocal or negative, you will need to get the Hepatitis B immunization (1 booster vaccine for equivocal and 3 dose of Hepatitis B vaccine for negative). If you decline the Hepatitis B vaccination, complete the Hepatitis B Declination Form (available for download in CastleBranch), and upload it to your CastleBranch account.
4. **Tdap/Td** – Tetanus, Diphtheria, and Pertussis (Tdap) vaccine performed no more than 10 years ago is required. Upon renewal, a Td booster vaccine is sufficient (renewed Tdap vaccine is also acceptable). If the latest Tdap vaccine is older than 10 years, submit the documentation along with the Td booster record.

5. **PPD** – Proof of a two-step purified protein derivative (PPD) skin test is required for the initial submission. A two-step PPD involves 2 separate injections (each skin test will need to be read 2-3 days later) at least 1 week apart and no more than 3 weeks apart. If a two-step PPD was done in the past, submitting the record along with consecutive annual PPD (single injection) is acceptable, as long as each annual PPD was performed no later than 365 days from the previous test date. Another option for the initial submission is the Interferon-Gamma Release Assays (IGRAs) or the whole-blood tests for TB infection. These include QuantiFERON®-TB Gold and T- Spot TB test.
    - TB tests are good for one year. Upon renewal, annual PPD skin test or the whole-blood tests for TB infection are required. Please keep in mind that to be considered in compliance, the renewal administered date must be no later than 365 days from the latest test date. If it is overdue (more than 365 days), a new two-step PPD skin test is required.
    - If you have a positive PPD skin test or ever tested positive, submit a chest x- ray performed after the positive test along with a completed school TB Symptom Check Form (available for download in Castle Branch). You have to submit a school TB Symptom Check Form annually (within 365 days after the latest submission) throughout the remainder of your nursing program.
    - Please note that it is important that you get a PPD skin test completed BEFORE you go on to have any further vaccinations since many immunizations/vaccinations (especially live virus vaccines) interfere with the reading of a TB skin test.
6. **Flu (Influenza) vaccine** – Proof of a current flu vaccine is required each fall semester. There are several free clinics in the St. Louis area that assist with fulfilling this requirement. You can also receive the vaccine via your private healthcare provider's office, Target Pharmacy, Walgreen's, etc. Please wait until the current flu season (Sept./Oct.) to fulfill this requirement. Proof of the current flu vaccine is always due by October 15th.
7. **COVID-19 Vaccination** – proof of current COVID-19 vaccination is required by the start of the program. Keep in mind, that the vaccination may be a two-step process and so be sure to allow ample time for both injections and the two-week post vaccine period to be considered "fully vaccinated" (approximately five weeks). There may be a limited number of sites that will accept students with medical and/or religious exemptions, but documentation of such must be submitted to the clinical director for acceptance and is not guaranteed.
8. **CPR** – The UMSL College of Nursing requires the American Heart Association BLS for the Health Care Provider, which is good for two years. Your certification must remain current throughout the entire academic year. Online CPR classes are not permitted. Please contact the American Heart Association directly or via their website and search for BLS for the Health Care Provider class dates and times. The BLS certification from the American Red Cross is also acceptable.
9. **HIPAA** – All students must complete HIPAA training and include a copy of the completion certificate (continuing education certificate or verification of completion) in the Castle Branch medical document manager. Proof of completion from a student's employer within the last two years is acceptable. If HIPAA training is needed, the 30-minute training may be completed from Pro HIPAA and a certification card or document may be purchased for $19.95.

10. RN License – A copy of a valid RN license must or proof of a valid license (e.g., screen shot of validity from nursys.com) must be uploaded into CastleBranch.
11. Consent to Release SSN to Clinical Agency – The school form (available for download in Castle Branch) must be signed and dated, and upload to your Castle Branch account.

A criminal background check is required prior to entry into the program. Additional requirements and/or disclosures may become necessary throughout the course of the program or be required by the clinical agency. Any non-compliance to these mandates may result in failure to progress or dismissal from the program.

A drug screen is required prior to the entry into the program. Random drug/alcohol screening could occur throughout the academic year if faculty/staff believes a student is impaired in the clinical setting. 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.

a. If an additional drug screen is requested (after the first initial drug screen), it must be completed immediately at a LabCorp facility and will be at the expense of the student.
b. If a student has a positive drug screen, they will not be allowed to attend clinical.

Injury to a Student/Exposure

Students who incur any type of injury must report the injury (clinical agency's may or may not report the injury). Students should seek treatment at the facility or provider of their choice ASAP after the injury is incurred. All students should have 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. UMSL students are not covered by UMSL, UMSL Worker's Compensation, or by the clinical agencies.

If a student is exposed to a patient or patients with tuberculosis, 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 CON 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 clinical.

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 CON and the University.

Transportation

All undergraduate nursing students must have access to transportation to their clinical practice experiences. Students must provide their own transportation to and from clinical agencies, which may be scheduled throughout the St. Louis 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 Clinical Counseling Form

1. Serious violations of the safe practice policy may result in immediate dismissalfrom clinical and failure of the course. The form then serves as notice of thatfailure.
2. Students will be given a verbal warning of any behavior or practice that puts them at risk of failure.
3. 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.
4. 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.
5. The Student Counseling Form will identify remedies to resolve the problem.
6. Any combination of a verbal warning and a written warning puts a student atrisk for failure of the course.
7. 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.

Office of Student Services

The Office of Student Services can assist you in a variety of ways, such as advising, registration, and referrals to campus resources. Questions about the curriculum, prerequisites, and course requirements should always be directed to your Academic Advisor, Harry Harris, by e-mail at harrisha@umsl.edu or by phone at 314-516-6028. Academic support services, such as tutoring, study groups, workshops, etc. are coordinated by the CON'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 CON front desk during normal business hours (Monday-Friday, 8:30am-5:00pm) at 314-516-6066 or through MyConnect. Direct contact information for each of our staff members can be found on our website.

Advising and Registration

All RN to BSN students have an "Advising Hold" on their account at all times thatprevents them from making any changes to their schedules. Students must always contact their Academic Advisor in the CON in order to register for courses, as well as to add/drop courses.

New Students

All new students must make an appointment to meet with their Academic Advisor in the CON 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 to your UMSL email account: one from the Office of the Registrar and one from the CON.

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

All Nursing students must consult with their Academic Advisor to plan their course schedule. RN to BSN students are not required to make an appointment. However, an email will be sent to all RN to BSN students at the beginning of each semester, 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 the English for Academic Purposes (EAP) assessment at the University. Based upon the assessment students may be required to complete recommended EAP 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.

Add and/or Drop Course(s)

To add and/or drop a course after you initially register for courses, you must contact an Academic Advisor in the CON (the "Advising Hold" is not removed after your initial advising/registration meeting). Students may call the CON front desk at 314-516-6066, to schedule a follow- up appointment to make changes to their schedule, or they may contact their Academic Advisor directly (if it is a minor change). Your Academic Advisor will discuss how dropping a course may impact your progression in the Nursing major and your overall study plan.

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 CON aims to provide all nursing students with the tools and support necessary to be successful. Within the CON, 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 refer 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 CON offers several student development workshops throughout the semester. The Student Success & Retention Coordinator works closely with the Program Directors, student services staff, and resources across campus to provide academic support to all nursing students. Students may contact the Student Success & Retention Coordinator at 314-516-7076 to set up an appointment.

Early Alert

UMSL utilizes an electronic Early Alert system that allows faculty to refer students to academic supports early in the term. When faculty members recognize signs for potential course failure or course struggle at any point during the course, they can initiate an Early Alert. Early Alerts steer students to campus resources and academic supports designed to help them successfully complete the course. An Early Alert is not noted on campus transcripts, but is a mechanism to support learning and provide students with direct access to campus resources.

1. An Early Alert will be completed by the course faculty on any student who is near or below the criteria of a theory grade of 76%, is not meeting performance standards for the course, or is not satisfactorily meeting the clinical requirements of acourse.
2. An electronic copy of the Early Alert completed by the faculty will be forwarded to the student, the Office of Student Enrichment and Achievement, and the CON Student Success & Retention Coordinator. The student is expected to meet with the faculty member who completed the Early Alert form and the Student Success & Retention Coordinator for further assistance. In addition, the RN to BSN Program Director and Academic Advisors will have access to the system and be able to view Early Alerts.

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:

1. When being placed on probation.
2. When being 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 CON at UMSL can occur under the following circumstances:

- Failure to complete a probationary period satisfactorily.
- Irresponsible, unsafe or unprofessional behavior as determined by the CON or University (See "Code for Academic and Professional Conduct").
- Unsatisfactory grades:
    - Failure of any three general education courses which serve as prerequisites to nursing courses;
    - Failure of any two nursing courses;
    - Failure of the combination of any two general education courses (which serve as pre-requisites to nursing courses) and a course designated as nursing;
    - Failure to earn a satisfactory grade (C or above) in a required nursing course which they are repeating;
    - Failure to earn a satisfactory grade (C- or above) in a general education course, which is a pre- requisite to a nursing course which they are 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 "NURS" 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 CON or University on any record.

Failure of a Single Nursing Course

Students must successfully pass all courses in the RN to BSN program prior to taking NURSE 4911. 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, they must meet with their Academic Advisor in the CON and the RN to BSN Program Director to map out a plan for

the student's progression in the program. The student should start by contacting their Academic Advisor.

After deciding upon a progression plan, the student should reach out to the RN to BSN Program Director to discuss the plan moving forward. The RN to BSN Program Director will then seek approval from the Executive Director for Undergraduate Programs before progressing further.

Grade Appeals

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

The CON endorses the grade appeal procedures of UMSL and has only changed terminology to reflect the administrative positions and faculty committees of the CON. The CON Undergraduate Committee is charged with hearing student appeals at the undergraduate level. For the entire grade appeal process, please refer to the UMSL grade appeals page.

Stopping Out/Leave of Absence

Students who need to stop the CON program due to personal/medical reasons, military deployment, etc. must meet with both their CON Academic Advisor 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, the CON may ask the student to provide a statement from their health care provider stating that they will be unable to perform the task necessary to be successful.

The student should start by contacting their Academic Advisor to develop the student's return plan, and then meet with the Program Director to discuss the return plan. After deciding upon a return plan, the Program Director will seek approval from the Executive Director for Undergraduate Programs. Returning to the CON is dependent on availability.

Graduation

Applying for Graduation

Graduating students can apply up to a year before their graduation. We recommend students apply as soon as possible. Students will apply for graduation online through MyView.

Graduation Awards

A select number of awards are presented to graduating students each semester, which recognizes student excellence in nursing research, professional nursing practice, and College leadership. Nominations for each award are generated by faculty and/or students and are submitted to the Undergraduate Committee and Graduate Committee for consideration and selection. Award recipients are recognized each semester at the CON's Graduation Awards and Recognition Ceremony.

- **Excellence in College Leadership Award:**
  - This award is presented to a student who has actively participated in UMSL's student government and/or in the CON's student associations (i.e. SNA and/or MSNA); has participated in community service activities above and beyond course requirements; and has volunteered service to promote the CON in the community.
- **Innovations in Clinical Practice Award:**
  - This award is presented to a student in the RN to BSN Program or a Graduate Nursing Program who is breaking new ground in nursing science and practice. This is a nurse who visualizes and actively pursues a non- traditional nursing role. By their professional activity, this is a nurse who expands professional horizons and advances the nursing profession.
- **Shirley A. Martin Distinguished Nurse Award:**
  - This award is presented to a student who has demonstrated outstanding personal and professional growth. This growth is reflected in voluntary participation in or contribution to programs in the CON.

Student Responsibilities

Statement of Scholarly Work

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

1. All work is to be properly documented within the body of the paper as well as reflected in a complete reference list.
2. Correct composition and grammar must be followed throughout the paper including correct sentence and paragraph structure, spelling, and punctuation.
3. Guidelines as listed in the latest edition of the publication manual of the American Psychological Association (APA) are to be followed for all formal papers.

Code for Academic and Professional Conduct

Every student has unique talents and experiences that enrich the culture of learning in the UMSL CON. 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 nursing major's clinical coursework, each UMSL CON student is expected to understand and comply with the Code of Ethics for Nurses according to the American Nurses Association (2017).

NSNA Code of Academic and Clinical Conduct

Preamble

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

A Code for Nursing Students

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

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

Reviewed and approved by Faculty 12/13/2013

Statement of Academic Honesty

UMSL 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. Specifically Academic Honesty precludes cheating, plagiarism, sabotage and/or forgery, alteration, or misuse of University and CON documents.

Reviewed and approved by Faculty 12/13/2013

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 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

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.

Reviewed and approved by Faculty 12/13/2013

Social Media Policy

Social Media Definition: 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 (Twitter, Instagram, Snapchat), content communities (YouTube), social networking sites (Facebook, Twitter), and others as they evolve. Confidentiality and privacy issues may also involve the use of email and texting.

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 CON. Information shared on social media by faculty, staff, and/or students as individuals, actually reflects the CON 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 CON 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 Executive Director for Undergraduate 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 click here to read the NCSBN social media policy.

Guidelines for Appropriate Social Media Use

1. Guarding Your Online Reputation:
    a. 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:
    b. FERPA
    c. PCI
    d. ANA

e. NCSBN White Paper

2. Facebook Guidelines and Use of the GROUP Account Type:
    a. CON 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 privacyoptions.
    b. Set any CON affiliated Facebook Group privacy option toclosed.
    c. 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:
    a. 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:
    a. 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:
    a. There is no such thing as a private social media site. Search engines may retrieve posts years after they were published. Comments can beforwarded, copied, and printed. Archival systems save information even if you delete a post.
6. Keep It Legal:
    a. 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 theywork.
7. Be Respectful and Professional:
    a. CON students should always keep in mind our principles of respect forothers 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:
    a. Always cite when quoting someone else. Make sure images are shareable through Creative Commons, as well as make sure to attribute them.Never use copyrighted material without permission.
    b. UMSL CON students, faculty, and staff are prohibited from disclosing through social media the following:
        i. 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).
        ii. Education Record Information, as defined by the Family Educational Rights

and Privacy Act (FERPA) – Employees may not disclose FERPA protected information regarding students.

iii. Confidential Personnel Information – Employees may not disclose confidential personnel information regarding other employees.

iv. 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.

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General Information

Computer Proficiency Requirement

The CON 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 One Canvas
- 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 has adopted:

- One Canvas as its course management software

Resources for Computer Literacy Learning:

- Computer course

- Computer lab training

Computer Technology/Student Laboratories

The CON 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).

- Computer Help Desk Phone Number/email: 314-516-6034/ helpdesk@umsl.edu
- Computer Help Desk hours of operation: Monday – Thursday 7:30am - 7:00pm and Friday 7:30am - 5:00pm.The help desk is closed weekends and holidays.

A number of student computer laboratories are available on campus. See the "Student Labs" page on the Instructional Support Services website for further information.

Communication

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

Students are responsible for reading their UMSL email or for taking appropriate steps to forward that email to another account. Faculty and staff will only use the UMSL email address for the student.

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 7:30am - 9:00pm and 7:30am - 5:00pm on Saturdays.

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 CON is a constituent of the National Student Nurses' Association.The purpose of this organization is to provide nursing students in the basic baccalaureate program the opportunity to connect with the nursing profession prior to licensure. SNA provides students with volunteer, donation and networking opportunities to increase their involvement in the nursing community.
- **Minority Student Nurses' Association (MSNA)**
  - The Minority Student Nurses' Association (MSNA) was developed to function as an academic support and networking group. The focus of MSNA is to provide service, knowledge, and sense of awareness through community and university service; and to create a bond between minority nursing students. MSNA is all about support, academics and community outreach.Membership is open to all students from the CON regardless of race, culture, religion, or ethnic background.

Appendix

1. Independent Study Approval Form
2. Handbook Agreement Student Signature Page

Independent Study Approval Form

Student:_____ Date:_____

Faculty:_____ Semester: _____

Course Title and Number and Credits:_____

Topical Focus of Requested Hours:

Rationale for Requested Hours:

Learning Objectives:

Learning Activities to be completed during the course:

Evaluation: What will be graded? Describe product(s) expected and the due date for submission. What will be used as the grading Scale (e.g., letter grades, letter grades with +/-, percentage grades, or pass/fail)?

Note: Consider the workload effort for these credits to have two components. First, there is the workload equivalent that you would have for the 'in class' time, calculated as approximately 1 hour of time for every 1 credit of class per week. In addition, at the graduate level we aim for 3 hours of homework for every 1 credit hour of class for the average student. In this doctoral level independent study class, that equates to 9 hours of reading, writing, thinking and interacting per week. In total, the average student will need to plan to spend approximately 11.5 to 12 hours every week on activities related to this course.

Signature of Faculty Accepting Responsibility: _____

Signature of Student Agreeing to Stipulations Specified: _____

RN to BSN Handbook 2021-2022 Agreement

I_____have received the RN to BSN Handbook. I understand this handbook contains information and policies that may be important during my time at UMSL. By signing this document, I understand that I am held responsible to the policies and all information presented in this handbook. I also understand that I should have my own health insurance coverage and am financially responsible for all health care associated with any injuries or illness which may occur on or off campus, including clinical agencies.

Student Signature: _____

Date: _____