University of Missouri-St. Louis College of Nursing

Undergraduate Student Handbook

2023-2024

<u>Table of Contents</u>

Appendices

College Leadership

Interim Dean
Judith Lewis, RN, EdD
Email: judithlewis@umsl.edu
Phone: 314-516-6066
Office: 150 Nursing Administration Building

Associate Dean of Academic Programs
Assistant Teaching Professor
Elise Schaller, DNP, MHA, APRN, CPNP-PC
Email: schallere@umsl.edu
Phone: 314-516-7060
Office: 155 Nursing Administration Building

Associate Dean of Student Affairs
Assistant Teaching Professor
Cara Doerr, PhD
Email: ccdhdv@umsl.edu
Phone: 314-516-7781
Office: 111 Nursing Administration Building

Associate Dean of Research
Associate Professor
Kimberly Werner, PhD
Email: wernerk@umsl.edu
Phone: 314-516-8421
Office: 211 Seton Hall

Traditional BSN Program Director
Assistant Teaching Professor:
Michelle Barrier, DNP, RN
Email: barrierm@umsl.edu
Phone: 314-516-7177
Office: 203 Seton Hall

Accelerated BSN Program Director
Associate Teaching Professor:
Paula Prouhet, PhD, RN, CHSE
Email: prouhetp@umsl.edu
Phone: 314-516-6068
Office: 210 Nursing Administration Building

Director of Simulation
Assistant Teaching Professor:
Jen Vines, DNP, RN, CHSE
Email: jvmn3@umsystem.edu
Phone: 314-516-6072
Office: 207 Seton Hall

RN to BSN Program Director
Academic Affairs Faculty Fellow
Associate Teaching Professor
Alicia Hutchings, PhD, RN, CNE
Email: hutchingsa@umsl.edu
Phone: 314-516-6075
Office: 210 Seton Hall

Dean's Fellow for Diversity, Equity, & Inclusion
Teaching Professor:
Vanessa Loyd, RN, PhD, DNP
Email: loydv@umsl.edu
Phone: 314-516-7513
Office: 207 Nursing Administration Building

Dean's Fellow for Teaching, Testing, & Learning Enhancement
Associate Teaching Professor
Amanda Finley, RN, PhD
Email: finleyal@umsl.edu
Phone: 314-516-7085
Office: 122 Nursing Administration Building

Dean's Fellow for Community Engagement & Outreach
Director of Community-Based Clinical Education
Associate Professor
Sheila Grigsby, PhD, RN, MPH
Email: grigsbys@umsl.edu
Phone: 314-516-6691
Office: 220 Nursing Administration Building

Director of Clinical Operations
Assistant Teaching Professor:
Tonya Haynes, DNP, RN
Email: haynesto@umsl.edu
Phone: 314-516-4842
Office: 209 Seton Hall

Faculty and Staff Offices
Nursing faculty and staff offices are located in Seton Hall and the Nursing Administrative Building. Building hours are Monday - Friday 7:30am - 5:00pm

Introduction

The College of Nursing Undergraduate Student Handbook includes policies specific to students enrolled in the Bachelor of Science in Nursing prelicensure program at UMSL. The policies and guidelines included in the handbook supplement the information contained in the University Bulletin Students should review and understand all UMSL and CON policies and procedures. Please contact a College of Nursing Administration Offices at nursing@umsl.edu or 314-516-6066 with questions about student academic policies.

History
The College of Nursing at UMSL was established as the School of Nursing in 1981. The original program was designed to provide an innovative upper division program leading to the baccalaureate degree, specifically designed for registered nurses that had graduated from hospital diploma or community college associate degree nursing programs. The UMSL College of Nursing is dedicated to the pursuit of excellence and leadership through academic, clinical, and research initiatives. We are proud to prepare nurses as clinicians, scientists and educators, and facilitate professional advancement through our innovative programs.

All programs at the University of Missouri–St. Louis are accredited by the Higher Learning Commission. The Bachelor of Science in Nursing (BSN), Doctor of Nursing Practice (DNP), and Post-Graduate Certificate (PGC) programs at University of Missouri St. Louis are accredited by the Commission on Collegiate Nursing Education (CCNE). The prelicensure Bachelor of Science in Nursing programs are fully approved by the Missouri State Board of Nursing (MOSBON). The BSN curriculum models the 2018 AACN *The Essentials of Baccalaureate Education for Professional Nursing Practice.*

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 December 2019), the CON adopted its own Vision Statement, Strategic Priorities and Core Values.

Excellence in Research & Scholarship

Student Participation in College Committees

Nursing students are encouraged to participate on the College of Nursing Undergraduate, Innovations in Community Engagement, and Scholarship, Research and Evidence-Based Practice Committees which provide leadership for undergraduate curriculum, program evaluation, and student relations.

Undergraduate Research Experience

The Independent study in Undergraduate Research course NURSE 3873 Guided Study in Nursing allows interested undergraduate students to register to work with a faculty member on their research as undergraduate research assistants. Types of research activities students could support include literature reviews, data collection, data entry and management, and assisting with dissemination and reporting. If interested in registering in NURSE 3873, please contact the [College of Nursing's Office of Research](#) and see the Independent Study Approval Form (Appendix A).

Research Statement

Any research conducted as part of the student's formal studies must be reviewed and approved by the UMSL Institutional Review Board (IRB) and [College of Nursing's Office of Research](#).

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 cited 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. It is strongly recommended that students purchase a copy of the manual at the beginning of their enrollment in the program.

Excellence in Diversity, Equity, & Inclusion

UMSL College of Nursing Diversity, Equity, and Inclusion Commitment Statement

The College of Nursing at the University of Missouri-St. Louis is dedicated to creating a welcoming and inclusive environment that promotes respect and appreciation. We embrace diversity as the celebration of a healthy community that enriches the value and development of all our students, staff, and faculty. We believe the commitment to equity is open-ended. We understand inclusion builds a culture of belonging by actively inviting the contribution and participation of all. We believe in order to fulfill our mission of embracing, enhancing, and sustaining an inclusive excellence environment; we must reinforce and bolster three core values: diversity, equity, and inclusion.

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.

Disability Access Services

Recognizing UMSL's commitment to equal access of education, we strive to ensure full and equal participation in all academic activities. Students with a documented disability may request accommodations through the UMSL Office of Health, Counseling, and Disability Access Services. It is the applicant or student's responsibility to self-identify, to provide current and adequate documentation of a disability, and to request accommodations through the DAS office. While a request for services or accommodations can be made at any time, the appropriate documentation should be provided in a timely manner to ensure full resolution of accommodations prior to the student's entrance into the program or course of study. For more information about the University's policies related to students with disabilities, refer to the appropriate provisions of the University's Collected Rules and Regulations.

Non-Discrimination

Equal Opportunity is and shall be provided for all students and applicants for admission without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces of the Department of Homeland Security of the United States of America. For more information about the University's equal educational opportunity policy, refer to the appropriate provisions of the University's Collected Rules and Regulations.

Excellence in Community Engagement

The University of Missouri—St. Louis is mission-driven to develop and maintain community engagement initiatives throughout the St. Louis Metropolitan Area. As one of the universities'

strategic initiatives, each department is committed to helping the University to actualize this vision. The College of Nursing has been a university leader in the development and maintenance of community and clinical partnerships with individuals, families, communities, and institutions within the St. Louis Metropolitan area. The College of Nursing recognizes that theory and practice are the foundation of academic concepts; however, relating this knowledge to real-life, human issues is what we are committed to. These community partnerships help students to translate traditional classroom, lab, and clinical learning into practical life lessons that help students see the larger life picture that is not often understood by the student because of limited life and professional experiences. Our efforts to engage in teaching, research, learning, and service activities directly reflect our commitment to our community's health. The model that the College of Nursing has initiated and engaged in is a dedicated Community-Based Clinical Education program.

UMSL College of Nursing Community Engagement Commitment Statement

The College of Nursing is mission-driven to engage in meaningful community-based experiential learning that is mutually beneficial to members of our community as well as our faculty, staff, and students. Our partnerships in the community seek to provide learning experiences that will help strengthen social connectedness and elevate students' health consciousness for health disparities and system deficiencies within the St. Louis Metropolitan area. The College of Nursing believes that students who are exposed to community engagement experiences throughout their nursing education develop into competent and caring practitioners who are aware and prepared to render culturally varied care to patients with high-risk disparities. Through strong partnerships with community-based organizations, the College of Nursing is committed to providing our students with a wide variety of experiences through a dedicated community-based clinical education program throughout their nursing school experience. These experiences are designed to culminate for students throughout their final clinical semester during the Community Health course, where students synthesize past learning experiences to complete community-based organizational projects. To help the project to be both feasible and realistic, projects are chosen based on their ability to be collaborative with community-based organizations, to ensure their goals and needs are met.

In the College of Nursing's ongoing efforts to continue to build upon the University's rich history of community involvement, we will continue to seek partnership opportunities that align with our mission of community engagement, while strengthening community impact and improving the quality of life for the community we serve through community outreach.

Excellence in Teaching, Testing, and Learning Enhancement

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 purposed to provide a positive learning environment where students can create enriched and meaningful lives for themselves.

Student feedback is important to the College of Nursing. During the 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 opinions about the CON and the BSN program.

Required NCLEX Review Course
The College of Nursing requires students to participate in the ATI NCLEX Live Review Course. ATI NCLEX Live Review is approximately $350. Charges are applied to the student's UMSL account in the final semester of the program.Technology & Communication

UMSL uses many different programs and accounts to communicate with faculty, staff, and students. Triton Tech has tutorial videos on how to setup your SSO username, password, UMSL email, and MyGateway.

All correspondence from the College of Nursing will be sent to students UMSL email address or through one of UMSL's student portals. Students are responsible for checking their UMSL email and student portal frequently.

Computer Help Desk phone: 314-516-6034 email: helpdesk@umsl.edu
Hours of Operation: Monday – Thursday 7:30am - 7:00pm & Friday 7:30am - 5:00pm.
The help desk is closed weekends and holidays.

Computer Proficiency Requirement
The CON requires all students to be computer proficient prior to entering any Nursing courses. Students must be proficient in the following skills:
The CON has adopted:
- Windows as its operating system (available free from UMSL)
- Microsoft Office products (Word, Excel, and PowerPoint) as its primary application software (available free from UMSL)
- Microsoft Outlook for campus email and calendar management
- The *American Psychological Association (APA) Publication Manual*, (7th edition), as the standard manuscript style (the University bookstore has APA manuals)
- Canvas as its learning management system software

Students should have proficiency in the following skills:
Basic Skills:
- Logging on to UMSL's Online Course Management System *MyGateway* (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
- Create, copy, move, rename, and delete files and folders
- Use a web browser to access the Internet (e.g. Chrome, Firefox, etc.)
- Create and organize bookmarks in a web browser
- Familiar with several different search engines to find information (e.g. MEDLINE, PUBMED, etc.)

- Use the Internet to find, collect and print information
- Download programs from the Internet to their computer (e.g. Adobe Acrobat DC Reader, etc.)
- Create an electronic signature through Adobe Acrobat Reader DC
- Save, copy, and incorporate Internet information into Word
- Create a document using Word
- Save, edit, and print a document in Word Preferred Skills:
- Create, edit, and enter a formula for calculations in Excel
- Generate graphs using a spreadsheet such as Excel
- Create PowerPoint presentations with video clips, sounds, and links to other presentations

Several student computer laboratories are available on campus. See the "Student Labs" page on the [Instructional Support Services website](#) for more information.

Artificial Intelligence

Effective learning, teaching and research all depend upon the ability of members of the academic community to trust one another and to trust the integrity of work that is submitted for academic credit or conducted in the wider arena of scholarly research. Such an atmosphere of mutual trust fosters the free exchange of ideas and enables all members of the community to achieve their highest potential.

In all academic work, the ideas and contributions of others must be appropriately acknowledged and work that is presented as original must be, in fact, original. Using an AI-content generator (such as ChatGPT) to complete coursework without proper attribution or authorization is a form of academic dishonesty. If you are unsure about whether something may be plagiarism or academic dishonesty, please contact your instructor to discuss the issue. Faculty, students, and administrative staff all share the responsibility of ensuring the honesty and fairness of the intellectual environment at UMSL.

<center>Program Curriculum & Academic Requirements</center>

The Bachelor of Science in Nursing (BSN) requires a minimum of 120 credit hours. For students in the accelerated or traditional track, the BSN prepares students to take 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 didactic and clinical experiences. Practice in the nursing arts, laboratory, and experience in acute care and community nursing prepares students for diverse healthcare practice settings. Nursing studies explore concepts of health assessment, family health, community health, research, leadership, and health promotion with community-based, independent clinical activities.

The length of the program and time to completion varies by BSN track i.e. traditional, accelerated, RN to BSN. At the completion of all program requirements, a Bachelor of Science in Nursing is conferred.

Completion of the BSN does not guarantee eligibility to take the licensure examination, per section [335.046 RSMo of the Missouri Nursing Practice Act](#).

Bachelor of Science in Nursing Program Outcomes
Upon completion of the BSN program, students are expected to have achieved the following program outcomes:

1. Integrate theories and evidence-based concepts from nursing, the arts, sciences, and humanities to provide comprehensive nursing care in a variety of settings

2. Integrate principles of quality care, patient safety, health education, and management of care when organizing, coordinating, and engaging in professional nursing practice across the healthcare continuum

3. Use evidence-based practice to promote health and wellness, manage illness, and prevent injury among individuals, families, communities, and populations

4. Utilize health care technology and information management systems to promote quality care and patient safety

5. Apply knowledge of health care policies in a regulatory environment and their influence on health care access and quality

6. Utilize communication to enhance relationships with patients, families, and communities and collaboration among members of the healthcare team

7. Provide culturally competent, compassionate, holistic care to promote optimal health for diverse individuals, families, communities, and populations throughout the lifespan in an effort to improve health equity

8. Accept responsibility and accountability for decisions and actions based on professional intrapersonal values, ethical and legal obligations, standards of practice, social justice, and economics

9. Demonstrate motivation and self-direction in activities that contribute to lifelong personal, professional, and intellectual development

10. Synthesize clinical reasoning and problem solving in professional practice

Approved November 2017

Bachelor of Science in Nursing - Traditional Track
Designed for both freshmen and transfer students, the Traditional BSN is a full-time, on-campus program. To be considered for entry into the BSN program, individuals must first be accepted to UMSL as an undergraduate student. Qualified students are placed in Pre-Nursing while completing program specific prerequisites. There is no separate application for the clinical portion of the BSN. The College of Nursing closely monitors student progression and administratively moves students from Pre-Nursing to Nursing upon successful completion of certain prerequisite coursework and student cumulative GPA. Students should work with their College of Nursing Academic Advisor to ensure successful completion of prerequisite courses. See Appendix B for sample plan of study.

Bachelor of Science in Nursing - Accelerated Track
Students with an earned bachelor's degree in a discipline other than nursing from an accredited college or university are eligible for admission to the BSN Accelerated Program. The full-time, on-campus accelerated track is completed in 12 months. All applicants are

placed in Pre-Nursing at time of admission. The College of Nursing administratively moves students from Pre-Nursing to Accelerated Nursing upon verification of completed prerequisite coursework. See Appendix C for sample plan of study.

<u>Registered Nurse to Bachelor of Science in Nursing Program Outcomes</u>
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.

Approved March 2011

<u>Bachelor of Science in Nursing – RN to BSN Track</u>
The Bachelor of Science in Nursing RN to BSN track is designed for professional registered nurses who wish to complete a bachelor's degree without repeating fundamental or clinical nursing courses. The RN to BSN is designed as a part-time program with curriculum delivered 100% online; providing flexibility for nurses already working in the profession. See Appendix C for sample plan of study.

<u>Essential Abilities</u>

Students must be able to fulfill the requirements and outcomes of the	Gross motor skills sufficient to provide the full range of safe and effective nursing care activities.

nursing program. The UMSL College of Nursing follows [National Council of State Boards of Nursing Functional Abilities Essential for Nursing Practice](#). There are sixteen categories of recommended functional abilities for nurses that students must demonstrate with or without academic accommodations and/or auxiliary aids and services.Gross Motor Skills	
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills.
Physical Endurance	Physical stamina sufficient to perform client care activities for entire length of work role.
Physical Strength	Physical strength sufficient to perform full range of required client care activities.
Mobility	Physical abilities sufficient to move from place to place and to maneuver to perform nursing activities.
Hearing	Auditory ability sufficient for physical monitoring and assessment of client health care needs.
Visual	Visual ability sufficient for accurate observation and performance of nursing care.
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs.
Smell	Olfactory ability sufficient to detect significant environmental and client odors.
Reading	Reading ability sufficient to comprehend the written word at a minimum of a tenth-grade level.
Arithmetic	Arithmetic ability sufficient to do computations at a minimum of an eighth-grade level. It includes the following three concepts: *Counting:* the act of enumerating or determining the number of items in a group. *Measuring:* the act or process of ascertaining the extent, dimensions, or quantity of something. *Computing:* the act or process of performing mathematical calculations such as addition, subtraction, multiplication, and division.
Emotional Stability	Emotional stability sufficient to assume responsibility/accountability for actions.
Analytical Thinking	Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions.

Critical Thinking Skill	Critical thinking ability sufficient to exercise sound nursing judgment
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families and groups respecting social, cultural and spiritual diversity.
Communication Skills	Communication abilities sufficient for interaction with others in oral and written form.

General Education Course Requirements and Prerequisites

Nursing majors must complete all general education requirements of the university as outlined in the University Bulletin.

As part of meeting the university's general education requirements, the BSN program has determined prerequisite courses listed under 1) Natural science course work, 2) Behavioral and social science course work, 3) Information literacy, and 4) Humanities, must be completed prior to beginning the clinical rotations in the Nursing program.

1) Natural Science Courses

BIOL 1131	Human Physiology and Anatomy I	4
BIOL 1141	Human Physiology and Anatomy II	4
BIOL 1162	General Microbiology	3
CHEM 1052	Chemistry for the Health Professions (MOTR CHEM 100) (or equivalent)	4

2) Behavioral and Social Science Courses

ECON 1000	Economics in Everyday Life (MOTR ECON 100) (or equivalent)	3
PSYCH 1003	General Psychology (MOTR PSYC 100)	3
PSYCH 2268	Lifespan Developmental Psychology (MOTR PSYC 200)	3

3) Information literacy

MATH 1105	Basic Probability and Statistics (or equivalent)	3

4) Humanities

PHIL 2256	Bioethics	3

Nursing Pre-Major Courses

NURSE 1000	Cultural Diversity in Healthcare	3
NURSE 1050	Communication for the Healthcare Professional	3
NURSE 2050	Pathophysiology	3
NURSE 2000	Nutrition in Health	3
Total Hours		**12**

The College of Nursing Traditional and Accelerated BSN programs require students to earn a grade of B- or higher in:
- Chemistry
- Anatomy & Physiology I
- Anatomy & Physiology II
- Microbiology

The College of Nursing Traditional and Accelerated BSN programs require students to earn a grade of C or higher in all other general education prerequisite.

Nursing Course Requirements

The College of Nursing requires students to earn a grade of C or higher in all pre-nursing and nursing major courses as well as maintain at least a 2.75 GPA. See the Grading Procedures section for additional information. Sample curriculum guides with proper course sequencing for all three BSN tracks can be found in Appendix B, C, and D.

Traditional BSN students must complete all clinical courses within six semesters. Failure to complete all clinical courses within six consecutive enrolled semesters will result in program dismissal. A student who has not taken a clinical course for two semesters must reapply to the nursing program. Students who are readmitted to the nursing program after four semesters must repeat all 3000-level and 4000-level nursing courses.

Accelerated BSN students must complete all clinical courses within three semesters. Any student who fails an accelerated course will be transferred to the Traditional BSN program to complete their degree.RN to BSN 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 must meet with their College of Nursing Academic Advisor and map out a revised plan of study for progression in the program. Students must then meet with the RN to BSN Program Director and receive approval of the revised plan of study before proceeding in the program.

Independent Study Guidelines

An independent study (NURSE 3873: Guided Study in Nursing) is available as an elective to increase a student's knowledge in a specific content area. Students who wish to pursue an independent study course must follow the below guidelines:

1. The student identifies and contacts the faculty member whose research and scholarship aligns with their academic interest.
2. Using the Independent Study Approval Form (Appendix A), the student and faculty member establish mutually agreed upon learning outcomes and course evaluation criteria.
3. Submit the Independent Study Approval Form to a nursing academic advisor at the advising pre-registration appointment. This form must be submitted PRIOR to registering for the course.
4. The faculty member provides guidance and feedback, as needed, throughout the course. The degree of independence varies and is based on the courses learning outcomes as described on the Independent Study Approval Form.
5. Independent Study courses are 1-3 credit hours and are determined by the nature of the learning outcomes and course content requirements. Credit value is calculated as one classroom hour per week = one semester credit. No more than six independent study credits may be used to meet graduation requirements.

Academic Evaluation & Grading Procedures

Academic Evaluation

Course requirements and methodology for assigning grades is at the discretion of the faculty teaching the course. While exam/quiz and graded assignment due dates are subject to change, tentative due dates, grading rubrics, learning outcomes and course competency

requirements are detailed in each course syllabi.

Many nursing courses include conventional classroom instruction as well as opportunities for students to apply knowledge and skills in simulation labs and clinical settings. Nursing courses with a corresponding lab or clinical experience require satisfactory academic achievement in both the classroom didactic/theory component and the lab/clinical applied learning component of the course.

Posting of Grades

The due date for grades is dictated by the University of Missouri Collected Rules and Regulations which state that grades are due within three days (excluding Sunday) after the end of final examinations. Students access their recorded class-related grades, including the final grade earned in a class by logging into MyView. Grades are never posted publicly.

The College of Nursing requires students to earn a grade of C or higher in all pre-nursing and nursing major courses as well as maintain at least a 2.75 GPA. **For the purpose of calculating GPA at the end of each semester, UMSL uses the below incremental (plus/minus) ranking system.**

Letter Grade	Ranking
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0
FN	0
EX	Excused
EX-F	Excused but failing
DL	Delayed
FN	Failure/Non Participation

BSN Grading Scale

The College of Nursing uses the following grading scale for all 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.

<u>Dean's List</u>
At the end of each semester a Dean's List is prepared. Undergraduate students who were enrolled for and earned full-time credit at UMSL during the term, and whose UMSL term grade point average (GPA) for all courses during the term meets or exceeds the minimum GPA established by the University, will be included on the Dean's List for that term.

<u>Exam-based Courses, Grades & Rounding, and Academic Progression Policies</u>

<u>ATI Policy</u>
All pre-licensure nursing students will use the Assessment Technologies Institute (ATI) Nursing Education program. ATI assessments provide one way to identify student strengths and weaknesses for teaching and learning purposes. ATI assessments provide a plan for

filling learning gaps by providing knowledge assessments and focused reviews to guide remediation. This program is designed to assist in identifying student mastery of content (Level 2 proficiency) and prepare the student for the National Council Licensure Examination (NCLEX).
09/2023, Approved by UMSL College of Nursing Faculty Committee

<u>Exam-based Course Grading, Rounding, and Progression Policy</u>
Undergraduate BSN students enrolled in exam-based nursing courses must achieve a 76% average on all exams and quizzes to progress in the program. Faculty will specify in the syllabus what is considered an exam or quiz for inclusion in the 76% average requirement.
1. Student must achieve a 76% average on all exams and quizzes in an exam-based nursing course to progress in the program. Faculty will specify in the syllabus what is considered an exam or quiz for inclusion in the 76% average requirement.
2. Individual exam and quiz scores WILL NOT be rounded.
3. At the end of the semester, faculty will determine the exam and quiz average to determine if the student has achieved the 76% average required for progression. 75.5% and above will be considered to meet the 76% for progression. 75.4% and below does not meet the requirement for progression and the student will fail the course.
4. After the 76% average has been achieved on exams and quizzes, additional course assignment scores will be added in to determine the total course score and percentage for final course grade determination.
5. Individual course assignments scores or percentages WILL NOT be rounded.
6. The total score percentage accumulated at the end of the semester (including exams, quizzes, and additional course assignments) WILL be rounded to determine the final course grade. (0.5% and above rounds up to the nearest whole number; 0.4% and below rounds down to the nearest whole number. Example: 82.5% rounds up to 83%. 82.2 % does not round up and remains 82%).

Courses will be designated as "exam based" course in the syllabus.
03/2021, Approved by UMSL College of Nursing Faculty Committee

<u>Statement of Academic Honesty</u>
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.

Assignment of Excused vs Excused – Fail
When a student drops a course, the student will receive a grade of EX (excused) or EX-F (excused - fail) issued on the transcript. Students will receive an EX for course dropped through the fourth week of classes of a sixteen-week semester or the second week of classes of an eight-week session and the first week of classes of a four-week session.

Students will receive an EX or EX-F (depending on the student's grade at the time of withdrawal) for a course dropped from the 5th week to the end of the 8th week of a sixteen- week semester, and the 3rd week to the end of the 4th week of an eight-week session. A grade average below 76% at time of withdraw will receive an EX-F. An EX-F is considered a failure. Refer to the semester calendar for summer or winter session withdrawal deadlines.

Students accepted into Pre-Nursing and Nursing have different GPA requirements than non-nursing majors. It is important to follow College of Nursing course sequencing, course repeat, course grade and GPA guidelines. Students enrolled in the Pre-Nursing or Nursing programs are required to maintain at least a 2.75 GPA throughout the program. When UMSL GPA falls below 2.75, the Student Services Office will notify the student of their probationary status and implement an Academic Success Plan. Failure to satisfy the requirements set forth in the Academic Success Plan will result in dismissal from the program. (See Appendix E)

Failure of a Course
The College of Nursing defines "failing" as a final grade below 76%. Course failure will delay progression through the BSN program and alter the student's expected graduation date.

Appeals
Grades given at the end of a course are final and may not be changed by additional work or materials. Appeals may be submitted for capricious grading. Refer to UMSL Appeals process for further information.

Program Dismissal
Dismissal from the College of Nursing will occur under the following circumstances:
- Failure to successfully complete an Individual Performance Plan
  - Example: Academic Success Plan
- Irresponsible, unsafe, or unprofessional behavior as determined by the College of Nursing or University of Missouri-St. Louis, as outlined in the BSN Student Handbook.
- Unsatisfactory grade:
  - Failure of any three (3) Nursing pre-requisite courses.
  - Failure of any two (2) Nursing courses, with the NURSE prefix designation
  - Failure of the combination of any two (2) Nursing pre-requisite courses and one (1) Nursing course, with the NURSE prefix designation.

- - Failure to earn a satisfactory grade in any Nursing pre-requisite course that is being repeated.
    - Failure to earn a satisfactory grade (C or above) in any required Nursing course that is being repeated.
    - Failure is designated as receiving below a grade C (76% on the Nursing Grade Scale) for all courses with
the NURS pre-fix.
  - The Traditional BSN program also requires a grade B- or better in:
    - Anatomy & Physiology I
    - Anatomy & Physiology II
    - Chemistry
    - Microbiology
  - The Traditional BSN program requires a grade C or better in:
    - Statistics
    - Lifespan Development Psychology
    - Bioethics
- The falsification of any information provided to the College of Nursing or University on any record.

Reviewed and Amended 12/01/23

Students who are dismissed from the BSN program can appeal the decision to the College of Nursing's Undergraduate Student Appeals Committee. (See Appendix E)

Stopping Out/Leave of Absence
Students who need to request a Leave of Absence from the nursing program due to personal/medical reasons, military deployment, etc. should notify the BSN Program Director and their Academic Advisor and develop a return plan and timeline and assist with next steps. Students may be required to submit documentation to support the request for a leave of absence. The BSN Program Director notifies the Associate Dean of Academic Programs of student leaves of absence. Students may take a Leave of Absence for up to 12 months.

Changing BSN Tracks
The BSN accelerated track is designed for students who have a bachelor's degree in a non-nursing field. As such, students in the BSN traditional track are typically ineligible for the accelerated track.

In some circumstances, students may wish to change from the accelerated track to the traditional track. Students must seek approval from the BSN Program Directors and Associate Dean of Academic Programs to change tracks in the BSN. If approved, the student must meet with a nursing Academic Advisor to update the plan of study.

Any accelerated student who fails a course will be required to transfer to the Traditional BSN track.

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 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.
- Excellence in Professional Nursing Award:
  This award is presented to a student in the Pre-licensure BSN Program (i.e. Traditional, Part-Time, or Accelerated) who has consistently demonstrated excellence in clinical nursing practice.
- 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.

Applying for Graduation

Students must apply for Graduation through the Office of the Registrar via MyView. While graduating students can apply up to a year before their expected graduation, the university has published the following deadlines: October 1st for December graduation, March 1st for May graduation, and June 1st for August graduation. Students should meet with their Academic Advisor to ensure all graduation requirements have been met in advance of applying for graduation.

Applying for Licensure

During the final semester of pre-licensure BSN programs, Academic Advisors will provide instructions on submitting the Missouri Application for License as a Registered Professional Nurse by Examination. Completion of the nursing program does not guarantee eligibility to take the licensure examination, per section 335.046 RSMo of the Missouri Nursing Practice Act.

If seeking licensure in a state other than Missouri, students should notify their Academic Advisor and review the requirements of that state.

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 three 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.

Clinical Policies

Clinical experiences allow students to apply theoretical knowledge and learned skills directly to practice. Working in a variety of clinical settings, students interact with patients, clients, various members of multidisciplinary teams, and community partners. Clinical is used in combination with classroom, skills lab, and simulation instruction. Attendance of clinical

experiences is required. Clinical instruction is a CON program and Missouri State Board of Nursing (MSBON) requirement.

Students must follow the guidelines provided in the course syllabus and by the assigned clinical site/agency. Students must adhere to all policies of the assigned clinical facility/agency, CON, the University of Missouri – Saint Louis.

BSN Program Professional Requirements
Each BSN student will be academically evaluated on their 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.

General Requirements may be defined as, but is not limited to:
1. Prepared and punctual attendance in all classes and clinical (includes skills lab and simulation) experiences.
2. Complete assignments according to timelines designated by the course instructor and policies.
3. Demonstrate honesty and integrity in one's work by giving credit for the ideas and work of others and providing proper citation of source materials.

Professional appearance may be defined as, but is not limited to:
1. Maintenance of professional attire and appearance, including by not limited to the CON student nursing uniform.
2. Adherence to agency dress-code requirements.
3. Display of appropriate professional and University identification.

Professional conduct may be defined as, but is not limited to:
1. Protection of patient rights and privacy.
2. Maintenance of patient confidentiality and HIPPA Guidelines.
3. Academic Honesty (See Academic Honesty Statement below).
4. Delivery of safe nursing care.
5. Prompt reporting of mistakes, errors, accidents or unusual circumstances to supervising faculty and appropriate health team staff.
6. Adherence to policies of clinical agencies and those of individual courses.
7. Functioning under the specific direction of faculty.
8. Civil, courteous and respectful interpersonal interactions (See Civility Statement).
9. Prepared, present and punctual.

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

Safe Professional Practice by Students in Clinical Settings Policy

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

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

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

   <u>Examples</u> of unsafe practice include but are not limited to the following:
   a. displays mental, physical, or emotional behavior(s) which may negatively affect others' well-being;
   b. displays disrespectful and unprofessional behavior, e.g. uses profanity
   c. fails to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others;
   d. acts of omission or commission in the care of patients, such as but not limited to:
      1. physical abuse,
      2. placing the patient in hazardous positions, conditions or circumstances,
      3. mental or emotional abuse, and
      4. medication errors;
   e. interpersonal relationships with agency staff, co-workers, peers, or faculty that result in miscommunications, disruption of patient care and/or unit functioning;
   f. inability to perform psychomotor skills necessary for carrying out nursing procedures.

2. <u>Accountability:</u> The student's practice demonstrates consistency in the responsible preparation, documentation, communication, and promotion of continuity in the care of patients.

   <u>Examples</u> of unsafe practice include but are not limited to the following:
   a. failure to provide concise, inclusive, written and verbal communication;
   b. failure to accurately record comprehensive patient characteristics and behaviors;
   c. attempting activities without adequate orientation, theoretical preparation or appropriate assistance;
   d. dishonesty.

3. <u>Regulatory</u>: 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-Prelicensure Student Handbook, UMSL policies and procedures and the rules and regulations of the health care agency or agencies that are the site of the clinical practicum.

   <u>Examples</u> of unsafe practice include but are not limited to the following:
   a. failure to notify the agency and/or instructor of clinical absence
   b. failure to adhere to the dress code
   c. presenting for clinical practicum under the influence of drugs and/or alcohol. It is expected that students in laboratory settings will not have used alcohol for at least eight (8) hours prior to the beginning of the clinical time period, nor to use alcohol during the clinical period. At no time is the use of illicit drugs condoned.
   d. habitual tardiness to clinical assignments
   e. undertaking activities outside the scope of the course
   f. criminal behavior

4. <u>Ethical</u>: The student practices according to the American Nurses Association Code of

Ethics and the Standards of Practice.

Examples of unsafe practice include but are not limited to the following:
a. refusal of assignment based on patient's race, culture, sexual orientation, or religious preference
b. failure to maintain confidentiality
c. dishonesty
d. misrepresentation of information to the public
e. ignoring unethical behavior(s) of other health care persons in the clinical setting(s) which affects patient welfare

Faculty/staff observing behaviors or circumstances that indicate that the student is potentially unable to practice safely in the clinical setting may remove the student from the clinical setting and refer them for appropriate assessment and intervention. Evidence that problems are/or have been appropriately addressed may be required before the student returns to the clinical setting.

A student whose pattern of behavior is found to be unsafe may be terminated from a clinical practicum for reason of unsafe practice at any time during the semester. If the behavior is identified before the drop date the student will be directed to drop. If the drop date has passed the student will receive a grade of "F" for the course. 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.

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

The primary clinical instructor will:

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

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

3. Give a verbal and written warning for patterns of behavior, which are not safe.
    a. Submit an Academic Alert and counseling record.
    b. Provide specific facts of problem areas or deficiencies in relation to course objectives, evaluation tool(s), and performance.
    c. Delineate corrective action, expected outcomes, and time for change in behavior in writing with copies given to the student, course coordinator, the director of the

particular program and associate dean of the undergraduate program with one copy retained by the instructor. One copy will also be placed in the student's file in the College of Nursing Student Services department. The student and the clinical instructor must sign the written counseling record. If the student delays meeting with the instructor a copy of the counseling record must be addressed and mailed to the student by certified mail.

4. Meet with the student and course leader to examine concerns. The student may have someone present at this meeting in an observational capacity. The student wishing the presence of an observer must so notify the instructor or the course leader before the meeting. The deliberations and conclusions of this meeting will be summarized in a letter addressed to the student and copied to the course leader, program director and associate dean for the undergraduate program.

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

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

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

C. Formal Hearing by Undergraduate Committee
The student may request a hearing by filing a verbal and written request with the Chairperson of the Undergraduate Committee. The request must contain specific allegations for which the hearing is being requested. These allegations must be substantiated by documentation from both of the involved parties. The Undergraduate Committee will follow its procedures and timeliness in conducting the hearing.

Adapted from UWM, School of Nursing
11/2013, Approved by UMSL College of Nursing Faculty Committee

In addition to the College of Nursing dress standards, pre-licensure BSN students must also comply with their clinical agencies' dress requirements. If the CON dress code requirements are different than the clinical agencies' requirements, you should seek clarification from the Director of Clinical Operations.

Required Clinical Dress Code
1. Designated UMSL College of Nursing scrubs
2. White lab coat
3. Clean, closed-toed shoes
4. Clinical agency or UMSL identification badge (should be clean, clearly visible, worn at chest height, and attached to the outermost layer of clinical apparel)
5. Penlight
6. Standard calculator (phone calculators are strictly prohibited)

Personal Hygiene
1. Students are responsible for maintaining appropriate personal hygiene. Students must be clean and free from body and clothing odor, including the smell of cigarette/cigar/marijuana smoke. If an odor is sufficiently strong to cause concern, the student will be asked to change into different scrubs. The use of deodorant or antiperspirant is encouraged.
2. Students should abstain from using scented hygiene products (colognes, perfumes, lotions, and aftershave) when at clinical sites.
3. Appropriate hand hygiene is expected for all students in accordance with the guidelines provided by the clinical facility/agency. Frequent and thorough washing of hands is required after using restroom facilities, as well as prior to, between and after patient contact.

Hair & Headwear
1. Hair should be neat, clean and worn appropriately for position. For infection control purposes, hair should not hang over or come into contact with patients or equipment. In certain areas/departments, additional measures such as hair coverings or hair nets may be required.

2. Students with hair shoulder length or longer must have hair pulled back and tied securely off the face when providing patient care. Hair ornaments/items used tosecure the hair must be small, appropriate, neat, and not distracting.
3. Beards, mustaches, and sideburns must be neat and well groomed. Some clinical sites prohibit facial hair completely.

Nails & Eyelashes
1. Fingernails should be well-groomed with the length not to extend greater than ¼"beyond the fingertip.
2. If polish is worn, it may not be chipped, cracked, or peeling. Nail ornaments are not allowed. Artificial fingernails, acrylic extenders, dip powdered nails, or gel/shellac nails are not permitted.
3. Long, fake eyelashes should not be worn during invasive procedures. If worn, eye protection must be worn to protect the sterile field from contamination.

Footwear
1. Clean, closed-toe shoes that do not permit blood or potentially infections materials from reaching the skin under normal working conditions are required.
2. Athletic shoes are acceptable if guidelines are met. Shoes made of leather or leather-like material are preferred. Refrain from wearing shoes that contain open holes (such as some styles of Crocs).
3. Socks, hosiery, and stockings should be clean and without holes.

Jewelry & Body Piercings
1. Jewelry may be prohibited in some clinical settings due to the nature of the work and responsibilities e.g. imaging, surgical services, psychological/mental health.
2. Jewelry may not:
    a. Conflict with the student's ability to perform his/her/their role effectively in the

assigned setting
   b. Impact clarity of speech
   c. Impede safety of self or others (such as PPE infringement; the wearing of necklaces, bracelets, anklets, and rings that patients can pull; etc.)
   d. Hinder effective hand hygiene practices. Jewelry is to be kept to a minimum to reduce the risk of cross contamination or loss through frequent hand washing and to prevent injury to the patient
   e. Be offensive based on racial, sexual, religious, or other characteristics or attributes of a sensitive or legally protected nature
   f. Be noisy or distracting

Tattoos
1. Tattoos may be visible if the images or words do not convey violence, discrimination, profanity, sexually explicit content, gang or other group affiliation, extremist philosophy (e.g., racial, gender, religious, and/or ethnic hatred or intolerance, etc.), or depict illegal activities.
2. Tattoos containing obscene or offensive images or messages must be completely covered.
3. Tattoos on the head, face, neck, and scalp must be covered.

Additional Guidelines
1. Personal phone use at any clinical site or in close proximity to patient/client rooms is strictly prohibited.
2. Phones should be left in your car or designated student storage area within the clinical setting.
3. Taking pictures at any clinical site is prohibited. Never take pictures of patients or families.
4. Use of social media in the clinical setting is strictly prohibited.
5. If it is deemed necessary to use the internet while in the clinical setting, students must use and adhere to the agencies secure internet access policies.
6. Adhere to facility protocols for electronic health record (EHR) use, policy/procedure access, patient education resources, etc.
7. Maintain respectful, collegial communication with clinical instructors/preceptors, agency staff, patients/clients, and nursing peers.

Students who fail to comply with dress code guidelines will be asked to leave the clinical setting and the day will be counted as a clinical absence.

Pre-licensure BSN Clinical Compliance Requirements
Students who do not comply with immunization, screening, and health coverage requirements will not be allowed to attend clinical experiences. Failure to participate in clinical experiences will result in dismissal from the program.

All BSN students must set up a myClinicalExchange account, the College's secure, online tracking system for clinical compliance, and submit proof of required documents. Students also need to complete a background check and drug test through another secure system called CastleBranch. Students must complete all the requirements in myClinicalExchange

and CastleBranch before the start of the semester that you begin clinicals. Failure to upload all required health documents to myClinicalExchange by the designated date will not be allowed to attend the clinicals.

The background check and initial drug test are completed before the first semester of clinical rotations; however, the medical document tracker will need to be updated at the beginning of each semester.

Missouri's Family Care Safety Registry (FCSR) – MO FCSR is part of our criminal background check requirement. Students are required to register in the MO FCSR before setting up a Click here to apply online or complete the paper form and apply by mail. There is a fee of approximately $13 (plus a one-time processing fee if you register online). If you are already registered through MO FCSR, there is no need to register again. To determine if you are an MO FCSR registrant, follow this link and enter your Social Security Number. CastleBranch will not be able to pull your data and upload it into your account until you have successfully registered in the MO FCSR database. All personal identifying information provided to CastleBranch must match the information in the MO FCSR. Information about MO Family Care Safety Registry (MO FCSR) can be found on Missouri Department of Health & Senior Services website. https://health.mo.gov/safety/fcsr/

Below are items that will need to be completed through CastleBranch:
- o Criminal Background Check (CBC): A one-time criminal background check must be completed before or at the beginning of the program through CastleBranch. Results are sent directly to the UMSL CON and are confidential.

- o Urine Drug Screen (UDS): A one-time UDS must be on record. Instructions are provided by CastleBranch for locations of a facility where the UDS must be completed. Results are automatically recorded in Castle Branch and are confidential between the student and the UMSL College of Nursing. 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. Students testing positive will not be allowed to attend clinical.

Evidence of the following must be submitted to myClinicalExchange prior to beginning clinicals. Each item listed below must be updated each semester prior to clinical rotations.
- o MMR (Measles, Mumps, and Rubella) – Documentation of either a positive MMR titer (all 3 components) 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). 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.
- o The MMR 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.
- o 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 started the series of injections before the semester starts AND stay current with the series throughout the clinical semester, you will remain in compliance. 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.

o Hepatitis B – This requires several, spaced vaccinations. If 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 doses of Hepatitis B vaccine for negative). If you decline the Hepatitis B vaccination, complete the Hepatitis B Declination Form (available in the BSN Clinical Requirement Guide) and upload it to your myClinicalExchange account. If students receive Heplisav-B vaccine, two doses is considered sufficient.

o Tdap – Tetanus, Diphtheria, and Pertussis (Tdap) vaccine performed no more than 10 years ago is required. Upon renewal, a new Tdap vaccine is needed.

o 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.

o 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.

o If you have a positive PPD skin test or ever tested positive, submit a chest x-ray performed no more than 2 years ago along with a completed school TB Symptom Check Form (available in the BSN Clinical Requirement Guide). 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. A new chest x-ray is not required.

o 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.

o 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.

o 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.

- o COVID-19 Booster Vaccine – This requirement is currently optional. However, students who do not have proof of a booster vaccine may not be allowed to attend clinical at the sites mandating this requirement.
- o CPR – The UMSL College of Nursing accepts ONLY the CPR certification from American Heart Association
  - – Basic Life Support (CPR and AED) Program. Your certification must remain current throughout the entire academic year. Online CPR classes that does not include the skill assessment session are not permitted.
- o St. Louis Passport Program – Proof of completion or 'transcript' is required. All required courses must be completed regardless of whether or not you attend the entity that academic year. The Passport courses must be renewed yearly on or before its expiration date. See MO Passport Program Requirement document for more detail.
- o Consent to Release SSN to Clinical Agency – The school form (available in the BSN Clinical Requirement Guide) must be signed and dated, and upload to your myClinicalExchange account.
- o Lab Consent Form – The lab form (available in the BSN Clinical Requirement Guide) must be signed and dated, and upload to your myClinicalExchange account.
- o Health Insurance – All students are required to have health insurance, and upload proof of such in the myClinicalExchange system at the start of the clinical major. 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.

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.

Immunization, Screening & Insurance Coverage
In order to protect the health, safety, and welfare of patients/clients, clinical agency staff, and nursing peers, there are a number of additional requirements related to immunizations, screenings, and insurance coverage.

MyClinicalExchange is the College's secure, online tracking system for clinical compliance. All students must set up a MyClinicalExchange account and submit proof of required documents, including health insurance coverage, a complete background check and clear drug test result, before the start of the semester that you begin clinicals. The background check and initial drug test are completed one-time, prior to beginning clinical rotations; however, the medical document tracker must be updated at the beginning of each semester.

University Health Services may be utilized to complete clinical immunization requirements or you may obtain and submit compliance documentation from an authorized healthcare provider/clinic. If the healthcare provider uses a different form than the one provided or simply provides copies of immunization records, students are required to have the

information transferred to CastleBranch.

Injury & Exposure
All students must have health insurance coverage and are financially responsible for the health care associated with any injuries (needle sticks, exposures, falls, etc.) or illness that may occur on or off campus, including on-site at clinical agencies. UMSL students are not covered by UMSL, UMSL Worker's Compensation, or the clinical agencies for any injuries that occur on or off campus, including on-site at clinical agencies. If a change in coverage or insurance provider changes during the program, students must notify the colleges academic program compliance coordinator. All costs incurred are to be covered by the student's health insurance. Exposure to bloodborne pathogens will be handled according to the clinical agency's policy.

Students enrolled in clinical courses are provided medical professional liability coverage under the University of Missouri Medical Professional Liability Self-Insured Plan.

In rare cases when a student is injured during a simulation exercise, skills lab, or clinical experience, the injury must be reported to the College of Nursing's Director of Clinical Operations, even if treatment is not necessary. The College of Nursing is not responsible for any cost incurred for the treatment or management of exposure to infectious disease, illness, or injury. Students must submit proof of treatment to the clinical coordinator when appropriate prior to returning to the classroom or clinical setting following an injury or exposure/illness.

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).

Transportation
Students are responsible for securing transportation to and from clinical agencies. Clinical experiences are scheduled throughout the St. Louis metropolitan area, including Jefferson County and parts of Illinois. Students using public transportation must inform their Program Director and the Director of Clinical Operations.

Office of Student Services

The UMSL College of Nursing is committed to fostering a culture of academic opportunity and an environment in which all qualified students are successful in the classroom and healthcare workplace. As such, the College of Nursing, Student Services Office aims to offer robust wrap-around student support services to all students in our nursing programs.

The Student Services Office in the College of Nursing provides academic advising, registration, academic and career coaching, study skills, connects students to CON tutors and testing specialists, and referrals to campus resources. Students should contact the Student Services Office at nursing@umsl.edu or 314-516-5000, with questions about the curriculum, course prerequisites, course sequencing, and grade requirements. Academic support services, such as tutoring, academic and career coaching, study groups, workshops, etc. are coordinated by the college's Student Success & Retention Coordinator. Academic Advisement and registration is handled by the college's Academic Advisors.

Office of Student Services, Nursing Administration Building, Suite 101.
Office hours are Monday-Friday, 8:00am-5:00pm.
Appointments: 314-516-6066 or nursing@umsl.edu
Walk-in Hours: walk-in hours are posted online and are subject to change

Academic Advisement & Course Registration
Students must meet with their Nursing Academic Advisor each semester, prior to registration. Once registration opens, students register themselves for courses via "MyView" only after meeting with their Nursing Academic Advisor.

Transfer Courses
The College of Nursing is a transfer student friendly college and transfer students make upa large segment of our student population. In addition to checking the transfer course articulation guide, students should work with their Academic Advisor in the College of Nursing to determine course equivalencies and applicable college credits.Adding or Dropping a Course(s)
Undergraduate students must be enrolled in at least 12 credit hours in each of the fall and spring semesters to be considered full-time for financial aid purposes. During the summer semester, 6 credit hours is considered full-time enrollment.

Enrollment changes can have a significant impact on students' progression through the program, current financial aid, and future financial aid eligibility. Tuition may be adjusted when changing enrollment; students should always refer to UMSL's refund policy prior to adding/dropping courses. Once registered, students wishing to add or drop a course must contact a College of Nursing Academic Advisor.

Students must follow course add/drop deadlines set forth by the Office of the Registrar and the UMSL Cashier's Office reassessment schedule.

Student Conduct
The College of Nursing adheres to the expectations outlined in the University of Missouri Saint Louis Student Code of Conduct. All members of our college community are responsible for aligning their behavior to the standards and policies set forth in the student conduct code document.

Upon entry into clinical coursework, students are expected to understand and comply with the Code of Ethics for Nurses according to the American Nurses Association (2017).

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.

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.

Change of Program or Plan of Study
Students majoring in Nursing who wish to change their UMSL major must meet with their Academic Advisor in Nursing AND an Academic Advisor in the desired program in order to process a major change request. Likewise, UMSL students enrolled in non-nursing majors wishing change to Nursing must meet with a College of Nursing Academic Advisor first to review program eligibility and requirements.

Retention Services
Nursing school is a unique experience that is wonderfully rewarding, emotionally challenging, and academically rigorous. The Student Services Office aims to provide all nursing students with the tools and supports necessary to be successful in the program. The college's Student Success and Retention Coordinator manages the UMSL early alert process, monitors and creates academic success plans for students at-risk for academic remediation, develops and implements academic coaching strategies using student affairs best practices to improve student success, and connects students with in-house and campus-wise tutoring and testing services..

Academic Lab for Pre-licensure Nursing
The College of Nursing offers an Academic Lab for Nursing Students. Attendance in Academic Lab is required of all students enrolled in clinical courses. The Student Success & Retention Coordinator, the Dean's Fellow for Teaching, Testing, and Learning Enhancement, faculty content coaches, and nursing instructors deliver Academic Lab instruction on a rotating schedule. Content tutoring, academic coaching, ATI review, NCLEX test-prep, and student services content will be covered throughout the semester. Information and concepts will be reviewed and your attendance in this class is critical to your overall academic success

in nursing. In addition to Academic Lab attendance and individual appointments with the Student Success and Retention Coordinator, nursing students are encouraged to attend student success workshops offered throughout the semester.

<u>Undergraduate Academic Success Plan Policy</u>
The Academic Success Plan (ASP) is designed to promote the success of pre-licensure students at-risk of being unsuccessful in a course or having difficulty achieving course objective and/or core competencies in the College of Nursing (CON). The ASP is intended to supplement the student's learning, not replace course curriculum. The ASP is initiated to address the following situations:
- Academic jeopardy (exam average below 76% after two or more exams)
- Lack of clinical competency (unachieved clinical competency, unsafe/unprofessional behavior in the clinical setting)
- A grade below a B- in Pathophysiology
- Repeating a course
- GPA <2.75 for traditional; GPA <3.0 for accelerated
- Two Cs or C+s in a semester
- Scoring below level 1 on an ATI exam
- Score level 1 on more than one ATI exam

Students may contact the Student Success & Retention Coordinator at (314) 516-6066 or by emailing nursing@umsl.edu to schedule an appointment.
09/2023, Approved by UMSL College of Nursing Faculty Committee

<u>Early Alert Academic Performance Flags</u>
The Early Academic Alert System initiates prompt communication and effective intervention with students who may be experiencing barriers to academic success. The Early Academic Alert System is used in all UMSL undergraduate programs.

The Student Success & Retention Coordinator manages Early Alert Academic Performance Flags, which steer students to campus resources and academic supports. Early Alert Academic Performance Flags do not appear on UMSL academic transcripts.

The Academic Success Plan (ASP) is designed to promote the success of pre-licensure students at-risk of being unsuccessful in a course or having difficulty achieving course objective and/or core competencies in the College of Nursing (CON). The ASP is intended to supplement the student's learning, not replace course curriculum.

Course faculty, Undergraduate Program Directors, and/or the Office of Student Services will initiate the Academic Success Plan as soon as an at-risk student is identified. Faculty members are responsible for meeting with the student to discuss identified deficits and create a plan based on individual student needs. If a student is struggling in multiple areas, separate remediation plans are to be established for each at risk behavior. The ASP must be documented using the *Academic Success Plan form*. (See Appendix F)

<u>Student Organizations</u>
- 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.

BSN Handbook 2023-2024 Agreement

I, _____, certify that I have read and understand the criteria and guidelines presenting in the 2023-2024 UMSL Bachelor of Science in Nursing (BSN) Student Handbook. I understand this handbook contains information and policies for success in the BSN program. By signing this document, I agree to follow the policies and guidelines presented in this handbook.

_____I understand that I must maintain a 2.75 GPA in the nursing program.
_____I understand the College of Nursing grade scale is different than the UMSL grade scale.
_____I understand that I must maintain at least a 76% exam average in Nursing courses.
_____I understand that failure of any two nursing courses may result in dismissal from the program.
_____I understand that I can only repeat a failed nursing course once.
_____I understand that I am required to have personal health insurance coverage.
_____I understand that I am financially responsible for all health care costs associated with illness or injury that may occur on or off-campus, including clinical agencies.

Student Signature: _____

Date: _____

Appendix A - Independent Study Approval Form

Student:_____Faculty: _____

Date:_____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 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: _____

Appendix B – Traditional BSN Program of Study

Semester 1	Credit Hours	Semester 2	Credit Hours
N1000 Cultural Diversity in Healthcare	3	BIOL1131 Anatomy & Physiology I	4
ENGL1100 First Year Writing	3	CHEM1052 Chemistry for the Healthcare Prof.	4
MATH1030 College Algebra	3	ECON1000 Economics in Everyday Life	3
BIOL1012 General Biology	3	N1050 Communication for the Healthcare Prof.	3
PSYC1003 General Psychology	3		
INTDSC 1003 First Year Experience	1		
	16		**14**

Semester 3	Credit Hours	Semester 4	Credit Hours
BIOL1141 Anatomy & Physiology II	4	American History & Government Elective	3
PSYC2268 Lifespan Development	3	N2050 Pathophysiology	3
Humanities Elective	3	PHIL2256 Bioethics	3
BIOL1162 Microbiology	3	Humanities Elective	3
N2000 Nutrition & Health	3	Statistics	3
	16		**15**

Semester 5	Credit Hours	Semester 6	Credit Hours
N3000 Health Promotion & Disease Prevention	2	N3040 Concepts of Evidence Based Practice	3
N3020 Fundamental Concepts of Nursing Care	6	N3060 Behavioral Health Concepts	4
N3025 Community-Based Clinical Education I	1	N3070 Concepts of Caring for Adults I	5
N3030 Health Assessment Concepts	4	N3080 Academic Lab for Nursing	0
N3050 Concepts of Pharmacology	3	N3090 Community-Based Clinical Education II	1
N3080 Academic Lab for Nursing	0	E3100 Junior-Level Writing	3
	16		**16**

Semester 7	Credit Hours	Semester 8	Credit Hours
N4010 Concepts of Caring for Adults II	5	N4050 Concepts of Community Focused Care	4
N4020 Concepts of Caring for Women & Families	4	N4060 Synthesis of Concepts in Prof. Nursing	4
N4030 Concepts of Caring for Children & Families	4	N4065 Immersion Clinical	4
N3090 Community-Based Clinical Education III	1	N3080 Academic Lab for Nursing	0
N3080 Academic Lab for Nursing	0	Nursing Elective	2
	14		**14**
		Total Credit Hours:	**121**

Appendix C – Accelerated BSN Program of Study

		CrHr
	Semester 1 (Fall)	
8 WK 1	N3005 Introduction to Professional Nursing	3
8 WK 1	N3015 Prof. Nursing Concepts & Practice	6
8 WK 1	N3035 Health Assessment & Promotion	3
8 WK 2	N3055 Nursing Pharmacotherapeutic	3
8 WK 2	N3065 Prof. Nursing Adult & Elder Care I	5
		20
	Semester 2 (Spring)	
8 WK 1	N3075 Professional Nursing Mental Health	5
8 WK 1		
	N4015 Professional Nursing Adult & Elder Care II	5
8 WK 2		
	N4035 Care of Children: Infancy to Adolescence	4
8 WK 2	N4045 Care of the Childbearing Patient: Family	4
		18
	Semester 3 (Summer)	
8 WK 1	N4105 Prof Nursing Leadership & Synthesis	8
8 WK 1	N4125 Community Nursing & Public Health	5
8 WK 1	N4135 Evidence Based Practice	2
		15
	Total Credit Hours	**53**

	Semester 1 (Fall)	Credit Hours		Semester 2 (Spring)	Credit Hours
8 WK 1	N3900 Role of the Baccalaureate Prepared Nurse	3	8 WK 1	N3920 Health Assessment for Professional Nurses	3
8 WK 2	N3910 Nursing Theory for Population Health	3	8 WK 2	Junior Level Writing	3
		6			**6**
	Semester 3 (Summer)			Semester 4 (Fall)	
6 WK 1	N3930 Nursing Research & Evidence Based Practice	3	8 WK 1	N4900 Ethics & Values in Population Health	3
6 WK 2	N3940 Leadership & Management for Prof. Nurses	3	8 WK 2	N4910 Health Policy for the Professional Nurse	3
		6			**6**
	Semester 5 (Spring)				
8 WK 1	*N4911 Community & Population Health Synthesis (Clinical Component)	6			
		6			
				Total Credit Hours:	**30**

Appendix E – Appeals Form

Please submit the below form along with supporting documentation to the Associate Dean of Student Affairs in the College of Nursing. Upon submission, the Associate Dean of Student Affairs will schedule an appeal meeting at which time you will have the opportunity to speak with the Progression Committee and present your appeal and supporting documentation. You may include additional pages if you need more space than the form allows.

Student Information			
Name		**Student ID#**	
Mailing Address			
Phone #		**UMSL E-mail**	
Course Information			
Course Title		**Course #**	
Semester		**Instructor**	
Grade Assigned			
Course Syllabus	**The course syllabus must be submitted with the appeal form**		
Appeal Information			
Justification for Appeal	■ **The grade assigned was not based on my performance in the course.**	■ **The grade assigned was based on more exacting or demanding standards than were applied to other students in the course.**	■ **The grade assigned was a substantial departure from the instructor's previously announced standards as stated in the course syllabus.**
Explanation for capricious grading claim(s) selected above and efforts taken to resolve the situation.			
Requested remedy			
■ **I hereby request an official review by the College of Nursing Grade Appeal Committee and understand that the full record of the case and appeal documents will be reviewed in accordance with UMSL and College of Nursing Appeal Procedures.**			
■ **I hereby certify that the information provided in this appeal is complete and an accurate representation of the facts in this matter.**			

Appendix F – Academic Success Plan Forms

Student Name:	
Current Semester:	
Graduation Cohort:	
Instructor:	
Course:	
Program:	

Reason for Referral:			
☐ Exam Grade average <76%	☐ Lack of Clinical Competency	☐ Pathophysiology Grade <B-	☐ Repeating a Course
☐ GPA Risk (2.75 for Traditional; 3.0 for Accelerated)	☐ Two Cs or C+ in a Semester	☐ Below Level 1 ATI Score	☐ 2 or more Level 1 ATI Scores

Student Success Plan:
Step 1: Faculty Meeting (date/time):
Focus areas identified:

Step 2: Referral		
☐ Student Success and Retention Coordinator	☐ Academic Coach	☐ Dean's Fellow Teaching, Learning, Testing Enhancement

Documentation of Progression:	
Date:	Summary:

Acknowledgment of Receipt of Student Success Plan:

By signing this form, you confirm that you understand the information in this document. You also
confirm that you and your faculty have discussed the success plan. Signing this form does not
necessarily indicate that you agree. This form and supporting documentation will become part of your
student file, and the respective program director will be notified. Repeated behaviors will be
monitored throughout the program and may result in disciplinary action, up to and
including dismissal from the program.

Student Signature		Date:
Faculty Signature		Date:

Student Self Reflection Form submitted to instructor on or before first meeting.

Name:	
Email:	
Phone number:	
Are you currently employed?	☐Yes ☐No
If yes, how many hours do you work in a week during the semester?	

How long is your commute to campus?		To clinical?	

Academic Obstacles Assessment:

In reviewing your academic performance, what do you feel has impacted your grades? Select all that apply.
☐ Ineffective study skills/unprepared for exams
☐ Undeveloped time management skills
☐ What worked before isn't working anymore
☐ Difficult classes/not prepared for course level
☐ Unable to understand course content
☐ Unable to understand professor/conflict with professor
☐ Hard to concentrate
☐ Taking classes outside the major
☐ Poor class attendance
☐ Other _____

Personal Obstacles Assessment:

In reviewing your academic performance, what do you feel has impacted your grades? Select all that apply.

☐ Financial difficulties
☐ Health problems
☐ Difficulty sleeping/not enough sleep
☐ Pressure, stress, anxiety or tension
☐ Lack of motivation
☐ Over-involved with extra-curricular activities

☐ Working too much
☐ Roommate/relationship issues
☐ Personal/family situation
☐ Childcare issues
☐ Difficulty with transportation
☐ Other _____

Please explain, in detail, the three most significant obstacles that affected your academic performance, with a brief description of how it has impacted you.

1.

2.

3.

Student Signature		Date: