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Greetings!

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

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

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

**College of Nursing Dean:**
Susan L. Dean-Baar, PhD, RN, FAAN
Email: deanbaars@umsl.edu
Phone: 314-516-6849
Office: Nursing Administration Building 155

**Interim Associate Dean for Academic Programs:**
Natalie Murphy, PhD, ARNP, FNP-BC
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Name: Laura Kuensting, DNP, RN
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Name: Stacy Pearson
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Our dedicated faculty and staff are here to help you succeed throughout your nursing education. Please reach out to them if you need further information, assistance, or clarification.

Best of luck during this academic year!
Overview

Introduction

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

History

The University of Missouri–St. Louis (UMSL) is one of four campuses that constitute the University of Missouri, the ninth largest university system in the United States. Founded in 1839, the University of Missouri became a land-grant institution in 1862. The St. Louis campus was established in 1963, becoming the largest university serving St. Louis and third largest in the state. History specific to the CON can be found on our website by clicking here.

Mission

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

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

College Governance

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

College Committees

Executive Committee: Provides leadership for the CON.
Undergraduate Committee: Provides leadership for curriculum, program evaluation, and student relations.
Graduate Committee: Provides leadership for curriculum, certification, program evaluation, and student relations.
Faculty Affairs Committee: Facilitates faculty development and addresses faculty issues and concerns.
Scholarship, Research and Evidence-Based Practice Committee: Provides leadership for research and scholarship.
Innovations in Practice and Partnerships Committee: Identifies trends and future opportunities in nursing practice, research, and scholarship, health care, health systems delivery; and assists
leadership in facilitating community based partnership to achieve the CON mission, vision, and goals.

Student Participation in College Committees

Students are encouraged to participate on college committees. Those who are interested in serving on the Undergraduate and Graduate Committees, Dean's Advisory Council, or Evaluation and Outcome Committee should contact the Office of Student Services. Committees meet monthly. Students may address concerns to specific committees by contacting the chair of the committee.

Non-Discrimination

It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age or disability, or Vietnam era veteran status. Sexual harassment shall be considered discrimination because of sex. This policy shall not be interpreted in such a way as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America.

UMSL Graduate School

Overview

Your doctoral education is guided by policies of the UMSL Graduate School. Graduate School policies must be followed because the UMSL Graduate School awards your doctoral degree. Many of these policies and procedures are tailored to meet the need of doctoral students in the CON. This Doctor of Nursing Practice (DNP) Student Handbook provides links to these policies and includes additional college-related guidelines.

All doctoral students in nursing first complete their program and population-specific coursework. This is followed by completion of a clinical scholarly project. Most projects identify a clinical problem, finds and implements evidence to improve processes or treatments, and measures the outcomes. Your clinical scholarship project may or may not require IRB approval. Your findings are presented in a publishable paper, poster presentation and professional presentation at the end of the program.

Doctoral Enrollment

Full-time status is defined as 9-credit hours per semester. Some funders require full-time enrollment. The CON offers part-time programs of study for the BSN-DNP and MSN-DNP. A full-time program of study exists for the BSN-DNP only.

Failure to register in any regular semester may result in termination from the Graduate School unless permission from the CON is obtained for a leave of absence and the graduate school is notified.

When doctoral students are enrolled for residency credit, the credit amount may vary, but the student must register for all work required, and the credit total may exceed the minimum requirements.
International and Permanent Resident Students

International students shall meet the requirements for admission to the Graduate School. In addition, international students whose native language is not English and who have spent less than two of the last three years in an English-speaking country are required to submit scores from an internationally accepted standardized examination before a decision is made on admission.

All students with international coursework (whether they are classified as an international student, as a citizen, or as a permanent resident of the United States) must submit official transcripts from the international school(s) as well as a credential evaluation from World Education Services (WES). Please click here for detailed information on this process.

Doctoral Residency Requirement

At least 1,000 residency hours must be completed in the DNP program. For the advanced practice registered nurse (APRN), the residency requirement may be satisfied with direct patient care practice and indirect patient care (i.e., simulation training, clinical scholarship project activities, etc.). For the non-APRN student, all residency hours will essentially be indirect patient care.

Residency normally requires APRN doctoral students to successfully complete a minimum of 600 direct patient care hours and a minimum of 400 indirect patient care hours. Non-APRN students must acquire a minimum of 1,000 residency hours, usually indirect patient care. For MSN-DNP students, residency or practicum hours acquired during their MSN program can be applied towards the DNP residency requirement hours.

Doctoral Time Limitation

The maximum amount of time allowed for completion of a doctoral degree will be 8-years after the first course enrollment.

When doctoral students have earned an MSN at any institution, appropriate credits may be applied toward meeting the requirement for the doctoral degree, subject to CON approval, however, a minimum of 62 post-baccalaureate credit hours is required for the DNP academic degree. Such credits shall constitute no more than one-third of the total credits required for the doctorate. For example, for a doctoral degree requiring 70 hours of work beyond the bachelor's degree, no more than 23 credits from another program may apply towards the doctoral degree. For those with a master's degree, no more than 10 credits from another program may be credited towards the 33 hours required for the doctoral degree.

Graduation

Graduation under a Specific Catalogue

Students are bound by graduation policies and requirements found in the University Bulletin or CON policies in use at the time of their initial enrollment or readmission to the CON. Curricular changes may be imposed within the nursing major with the assurance that students will be notified of all changes.

Applying for Graduation
Your graduation is not automatic, even after you’ve met all the requirements. You must notify the university that you intend to graduate by submitting “D” forms throughout your degree program of study.

Your program director submits a list of graduating doctoral students soon after the start of their last semester. If your program director is not aware that you plan to graduate, it may be too late to include your name in the commencement bulletin. Just as has been the case throughout your program, good communication with faculty will help assure that your graduation is successful. Students must be enrolled for at least one credit hour in their final semester.

**Academic Advising and D-Forms**

The senior academic advisor for graduate students will assist you in registering for your courses after you and your area emphasis coordinator develop a plan of study, including any gap analysis needed. The plan of study needs to be signed by the student and the area emphasis coordinator, DNP director, or senior academic advisor. The plan of study may be changed by mutual agreement with your area emphasis coordinator and approval of the DNP Program Director.

It is essential that you communicate with the senior academic advisor in a timely manner about enrollment in courses as needed. You will be responsible for registering for courses according to your plan of study. You are responsible for processing the important doctoral progression forms, also known in the university as the **D-Forms**. Copies of these forms are also filed in your student file in the Office of Student Services. Contact information for the Academic Advising Staff can be found on our CON website.

**What is a “D” form?**

A “D” form is a “Doctor” form indicating progression in the clinical scholarship project process. The “D” forms are located on the Graduate School website the **D Forms**. There are student and faculty responsibilities for the “D” forms, as noted below.

**Student Responsibility for “D” Forms**

It is the student’s responsibility to:

- Review the D forms required at the Graduate School website
- Complete the D forms as instructed on each form
- Submit completed form (and any accompanying documents) to the DNP committee chair for review and signature. The DNP committee chair will send the package to the DNP Program Director who will verify and sign then send to the Graduate school.

Please note:

- Failure to get approval on the D forms could delay progression or graduation
- A student may not present their proposal and defend the project in the same semester.

Approved by Graduate Curriculum Committee, April 2017
Admission Criteria and Application Process

Admission Criteria

The DNP program adheres to the Graduate School admission criteria. There are three points of entry for the DNP. The admission criteria are compared in Table 1.1.

<table>
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<td>BSN GPA of 3.0 (calculated on last 60 hours of BSN coursework)</td>
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<td>Current professional licensure</td>
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<tr>
<td>Completion of an undergraduate general statistics course or Graduate level general statistics course (within 5 years)</td>
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<tr>
<td>Completion of an undergraduate health assessment course or equivalent</td>
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Application Process

The CON requires specific application materials for the DNP program, above and beyond the application materials required for admission to the Graduate School at UMSL. A list of the required application materials may be found on CON Online Application Site.

Curriculum

The UMSL CON recognizes that graduate education provides nurses with both the skill and knowledge to confidently and successfully take on advanced practice roles in nursing. The leadership emphasis area prepares students to lead the health of populations.

The DNP program is based on a set of core courses and additional advanced preparation in clinical
practice or leadership. The CON DNP program offers two curricula, preparing graduates as nurse practitioners or nurse leaders in healthcare systems. The curriculum requires summer study.

**Nurse Practitioner Option**

An APRN is defined as a nurse practitioner (NP), clinical nurse specialist (CNS), nurse midwife (NM), or nurse anesthetist (NA). The CON offers the NP option and is designed for students who want to care for patients in the primary or acute care areas. In the primary care populations of focus, health promotion and illness prevention in the out-patient setting are emphasized. In the acute care population, emphasis is on managing illness and injuries for patients in an in-patient setting. In addition to the core courses, students learn to manage the health of a population of focus through course and clinical activities. The populations of focus available at UMSL are:

- Adult-Geriatric Nurse Practitioner – Primary Care
- Family Nurse Practitioner – Primary Care
- Pediatric Nurse Practitioner – Primary Care
- Pediatric Nurse Practitioner – Acute Care
- Psychiatric Mental Health Nurse Practitioner – Primary Care
- Women’s Health Nurse Practitioner – Primary Care

Upon completion of NP program, graduates are eligible to become certified in a population of focus by one of four nursing board certification entities for the NP.

**Leadership in Healthcare Systems Option**

The leadership in healthcare systems option is designed for nurses who want to lead in nursing administration, policy, public health, quality improvement, and/or teach in nursing programs, staff development or community health education. Graduates with the leadership focus may be eligible to become certified as a nurse executive, in public health, as a nurse educator, or in healthcare quality by a nursing or healthcare-affiliate board certification entity.

**Research**

The Doctorate in nursing requires knowledge related to the application of research to practice. This is accomplished through the completion of the course N6130: Research, Interventions, and Evidenced-Based Practice and/or N7215: Evidence-Based Practice for the DNP, which is required for the DNP. Utilizing evidence-based practice derived from research findings will be essential in developing the clinical scholarly project.

**Statement of Curricular Integrity**

The DNP prepares all students to be leaders in their field. The CON prepares the APRN for the role of certified NP in the following population focus areas: Pediatric Primary or Acute Care, Women’s

The DNP program builds upon the BSN and MSN preparation and utilizes the AACN The Essentials of Doctoral Education for Advanced Nursing Practice (2006), the National Organizations of Nurse Practitioner Faculties (NONPF) Practice Doctorate Nurse Practitioner Entry Level Competencies (2012), the Quality and Safety Education for Nurses competencies (QSEN, 2009), and the nurse executive competencies (ANCC, 2016; AONE, 2015).

As new standards are published, faculty members review the curriculum to ensure continued compliance, and curricular changes are made when needed.

Heavily influenced by professional nursing standards and guidelines, each academic program has expected student outcomes

**DNP Program Goals (Outcomes)**

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

1. Integrate nursing science, informatics, research, and ethical/legal principles to provide excellence in advanced clinical nursing practice.
2. Translate research science to improve healthcare delivery and health outcomes.
3. Generate strategies for multidisciplinary leadership through analysis of critical indicators and/or healthcare delivery systems to optimize patient care and safety.
4. Demonstrate an understanding of strategies to influence health policy-making to improve health outcomes, shape healthcare delivery, and remove barriers to healthcare.
5. Develop strategies to establish best practices tailored to a specific setting.
6. Evaluate practice approaches based on nursing theories and theories from other disciplines.

**Residency (Clinical) Experience Guidelines**

- The expectation is all coursework and clinical hours will be completed during the semester in which the student has enrolled in the course.
• One credit hour of residency equals 75 residency hours.
  o All NP and leadership BSN-DNP students will need 8 residency credit hours
  o MSN-DNP students may need some residency hours
• The NP student may complete direct patient care residency hours only when a preceptor is present.
• Residency hours are completed during a semester in which the student is enrolled. The student may not obtain residency hours when the university is closed.
• Grades are given for performance in a residency course.

**FAQ's about the Clinical Component in the DNP program**

*How much residency (clinical) time is required?*

The BSN-DNP APRN student is required to complete a minimum of 600 precepted direct patient care residency hours across a number of courses in their nurse practitioner population of focus. The BSN-DNP leadership student in population health requires a minimum of 600 residency hours in precepted residency experiences in nursing administration, public health, quality, policy, education or other indirect patient care experiences.

The post-masters DNP program does not require individual patient-focused clinical experiences and preceptors may not be utilized. Residency or practicum hours from the MSN program may be applied towards the 1,000 practice hours required for the DNP academic degree. Practice in the MSN-DNP uses the definition in the DNP Essentials (2006) where the focus is on activities that improve population or patient outcomes.

DNP students in both the BSN-DNP and MSN-DNP programs are required to complete a clinical scholarship project (CSP) consisting of a minimum of 400 residency (indirect patient care clinical) hours. The CSP requires students to research, plan, implement, and evaluate outcomes for program development, program evaluation, policy development, or quality improvement. The CSP must be evidence-based. Students identify someone from the setting where the project is based to serve as a mentor. The CSP is guided by a three-person committee comprised of faculty and other experts based on the content of the project and the skills required for successful completion. Each committee includes a full-time CON faculty member, an additional CON faculty member, and a person with the minimum of a master’s degree, from the organization in which the project will be executed.

*What is considered residency (clinical) practice hours?*

Clinical practice hours refer to hours in which patient care is direct or indirect. Direct care is provided
to individuals, families, and populations (e.g., students, employees, etc.), usually in a population-focused area of practice. Clinical experiences and time spent in each experience should be varied and distributed in a way that prepares the student to provide care to the types of patients in which the populations of focus may serve (e.g., primary care, skilled nursing, behavioral health, women’s health, specialty care, nursing administration, nursing education, etc.). Recommended areas are located in the NP Residency Guide & Portfolio or the Leadership Guide & Portfolio. Indirect care hours include skill lab hours, simulations, or time spent working on the CSP.

**How are preceptors selected?**

- Preceptors may be selected by the student, the graduate residency coordinator, or the area emphasis coordinator. The preceptor must be approved by the area emphasis coordinator or the director of the DNP program.

- The NP preceptor is preferred to be an APRN, but may be an MD, DO, PhD or a PA with a license to practice and a master’s degree. For leadership students, a preceptor must have a minimum of a master’s degree but is an expert in the area of interest.

- Depending on the type of experience, the preceptor must be licensed or authorized to practice in the state in which the residency experience will occur.

- If the preceptor is an APRN, the preceptor must be recognized as an APRN by the state in which the residency experience will occur and be board certified.

- Preceptors must have a minimum of one-year experience.

- Direct care residency hours may only occur when a preceptor is physically present.

- All BSN-DNP students must complete a minimum of 600 hours of direct care experience. Some MSN-DNP students may require additional direct care experience time, but is dependent on the number of clinical or practicum hours accrued in their MSN program.

**Research Statement**

Any research conducted as part of the student’s formal studies at UMSL must be reviewed and approved by the CON. Approval by both the CON and UMSL’s Institutional Review Board must be obtained prior to initiation of data collection. Specific information may be obtained through the Office of Student Services or in the DNP Clinical Scholarship Project Guide & Portfolio.

**Independent Study Guidelines**

Independent study (NURSE 6875) is available as an elective means of increasing knowledge within a student’s content area. Students who wish to pursue independent study must follow these guidelines:
The student is responsible for identifying and initiating contact with a faculty member whose content area is of interest to the student, either inside or outside the College of Nursing.

The student and faculty member must establish mutually agreed upon course objectives and evaluation criteria. The agreement is to be recorded and one copy is to be placed in the student's permanent file. (Use the Application for Course work - Independent Study Form - see Office of Student Services. This form must be completed PRIOR to registering for the course.)

The faculty member provides guidance as needed throughout the course; the degree of independence will vary with student learning objectives.

Credit allocation can vary from 1-3 credits per semester depending on the nature of the objectives and content requirements. Credit value is calculated as 1 classroom hour per week = 1 semester credit. No more than 6 independent study credits may be used to meet graduation requirements.

Office of Student Services

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

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

Current Students

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

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

All DNP students must meet with the graduate nursing academic advisor or area emphasis coordinator to discuss their plan of study initially. Meetings can be scheduled via email or phone. The graduate nursing academic advisor will register a student for their first semester. After the first semester, students will be responsible for registering in subsequent semesters according to their plan of study.

Adding and/or Dropping Course(s)

To add or drop a course after you initially register for courses, you must contact the area emphasis
coordinator and graduate nursing academic advisor in the CON. Students may call the front desk to schedule a follow-up appointment to make changes to their schedule, or they may contact the area emphasis coordinator or graduate nursing academic advisor directly (if it is a minor change). Your area emphasis coordinator will discuss how dropping a course may impact your progression in the DNP program.

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

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

UMSL utilizes an electronic Academic Alert system that allows faculty to refer students to academic supports early in the term. When a faculty member recognizes signs of course failure at any point during the course, he/she can initiate an Academic Alert. Referrals steer students to campus resources and academic supports designed to help them successfully complete the course. An Academic Alert referral is not noted on campus transcripts; it is a mechanism to support learning and provide students with direct access to campus resources.

- Every graduate nursing course will provide a syllabus that details the specific evaluation criteria and methods. Students in the CON are expected to meet those criteria to successfully achieve the objectives of the course.

- To be successful, students must achieve a grade of B- (85%) or better on exams/tests as well as maintain satisfactory progress in the clinical/laboratory in order to successfully pass a clinical course. A grade of C (76%) or higher must be achieved in non-clinical courses, however, the graduate nursing student must maintain an overall 3.0 grade point average (GPA).

- An Academic Alert referral will be completed by the course faculty on any student who is near or below the criteria of a grade of 85%, is not meeting performance standards for the course, or is not satisfactorily meeting the clinical requirements of a course. An Academic Alert referral is designed to make students who are having academic difficulty aware of the variety of resources available within the CON and across the campus.

- An electronic copy of the academic alert referral completed by the faculty will be forwarded to the student, the Office of Student Services, and the CON Student Affairs office. The student is expected to meet with the faculty member completing the Academic Alert form and the CON Student Affairs office for further assistance. In addition, senior academic advisors will have access to the system and be able to view academic alert referrals.

**Student Academic Policies**

**Plan of Study (POS)**

Students must complete a plan of study (POS) in consultation with their area emphasis coordinator or graduate nursing academic advisor during the 1st or 2nd semester of study. A student must have satisfactorily completed all pre-requisites with a minimum grade of "B-" prior to registering for any graduate nursing courses.
Petition for Exception

A “Petition for Exception” may be filed by the student regarding coursework, course sequence, exemption from a specific course and other exceptions related to progression through the curriculum. The petition is made to the CON Graduate Committee. Please contact the graduate nursing academic advisor for details.

Progression Policies

The maximum time allowed for completion of a DNP academic degree is eight years after initiation of coursework. For transfer courses to be accepted, the transfer work must have occurred within the eight years of completing the DNP degree. Two-thirds of graduate coursework must be completed at UMSL.

The CON has implemented the following policies regarding progression in the DNP program:

- A student may NOT progress in the DNP program with an overall GPA of C+ or less.
- Any clinical graduate level course in which a grade of C+ or less is achieved must be repeated and a grade of B- or better must be earned. Only one repeat attempt is allowed. Clinical courses are:
  - N6518: Advanced Pathophysiology
  - N6520: Advanced Pharmacology
  - N6524: Advanced health Assessment
  - N6530: Clinical Diagnostics
  - All Diagnosis and Management courses
  - All residency courses
- Courses may be taken concurrently with any course for which it is not a prerequisite.
- No course may be repeated more than once.
- No nursing or elective course taken to satisfy degree requirements may be taken on a satisfactory/unsatisfactory basis (or pass/fail).

Probation

- Students will be placed on academic probation if their cumulative grade point average falls below 3.0.
- While a student is on probation, the CON will formally review the student’s progress towards resolution. After two consecutive semesters on probation, the student will either (a) be removed from probation, (b) continue on probation or (c) be dismissed from the program.
- A student may not continue on probation for more than two consecutive semesters without permission from the director of the DNP program.
- The CON will email a letter of notification for probation to the student, a letter will be mailed to the student from the Graduate School.
Dismissal

A student who is on probation for two or more consecutive semesters during his/her program of study will be dismissed, unless an exception is made and approval for the exception is made by the CON. Upon recommendations from the CON, the Graduate School may dismiss any student who does not make adequate progress. The Graduate School is responsible for sending dismissal letters to students, with copies to the graduate nursing academic advisor, the director of the program, the Graduate Admissions Office, and the Financial Aid Office.

Students who do not successfully complete a course are at risk of becoming “out of sequence” and potentially delaying their graduation. Such students must meet with either the graduate nursing academic advisor in the CON or the DNP Program Director to redesign a POS. The student should contact his/her area emphasis coordinator and the graduate nursing academic advisor, for creating a revised POS for other reasons.

Grade Appeal Procedure

On each campus of the University of Missouri, it is the Chancellor who is ultimately responsible to the President and the Board of Curators for all campus programs, policies, and activities. On the UMSL campus the Chancellor has delegated responsibility for the overseeing the grade appeal process to the Vice Chancellor for Academic Affairs. The Vice Chancellor is therefore responsible for assuring that grade appeals are handled in a fair and timely manner. More specifically, an officer is responsible for seeing that the procedures are appropriately followed. The CON endorses the grade appeal procedures of UMSL and has only changed terminology to reflect the administrative positions and faculty committees of the CON. The CON Graduate Committee is charged with hearing student appeals at the graduate level within the CON.

Leave of Absence

Students who need to take a leave of absence from the program for personal/medical reasons, military deployment, etc. must communicate with the graduate nursing academic advisor, area emphasis coordinator or the DNP Program Director to redesign a plan for the student’s return. A leave of absence is generally granted for up to one-year.

Graduate students who are forced to interrupt their studies for a period of one (or more years in certain circumstances) should request a leave of absence from UMSL. Personal/medical reasons must resume their studies within one year. Military deployment must resume studies within 3 months of return. In consultation with their area emphasis coordinators or Director of the DNP program, students will describe the program modifications that the leave of absence requires. Requests shall indicate the reason for leaving and the expected date of return to UMSL. Approval of the DNP Program Director and the Dean of the Graduate School are required. Contact the graduate nursing academic advisor for completion of appropriate forms for a leave of absence.

The leave of absence is designed to suspend the requirement for continuous enrollment. It does not affect the maximum time limitation set for a degree program unless a specific exception is approved.

Student Responsibilities
Code for Academic and Professional Conduct

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

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

DNP Program Professional Requirements

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

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

- Maintenance of professional attire and appearance when representing UMSL
- Adherence to agency dress-code requirements
- Display of appropriate agency and/or University identification (name badge)

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

- Protection of patient rights and privacy
- Maintenance of patient confidentiality and HIPPA Guidelines
- Academic Honesty (See Academic Honesty Statement below)
- Honesty in reporting and documenting clinical experiences
- Delivery of safe nursing care
- Prompt reporting of mistakes, errors, accidents or unusual circumstances to supervising staff or faculty, area emphasis coordinator, and DNP program director
- Adherence to policies of clinical agencies and those of individual courses
- Functioning under the specific direction of faculty
- Civil, courteous and respectful interpersonal interactions (See Civility Statement Below)
- Prepared, present and punctual

A faculty member, area emphasis coordinator, DNP program director, or associate dean for student academics are obligated and have the authority to remove a student from any academic activity in which the student's appearance or behavior is irresponsible, unsafe or unprofessional.

Civility

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

- Address health care professionals, participants in research studies, patients and hospital staff appropriately; for example Dr., Mr., Ms. and their last name. Addressing a person by the first name can be disrespectful in some cultures.
- Treat faculty, staff, peers, and others with respect and courtesy.
- Maintain an attitude of shared goals and intellectual openness with other students.
- Be intolerant of injustice or bigotry of any kind, and strive to correct these issues on behalf of classmates, the UMSL community, and the St Louis region.
- Speak the truth in all matters; do not propagate rumors or prematurely judge people or situations.
- Conduct oneself appropriately when representing the University or CON.
- Exercise good judgment and adhere to HIPPA laws when posting information on e-mail and social media, including, but not limited to Facebook, Twitter and Google.

**UMSL Student Conduct Code and Discipline**

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

**Social Media Policy**

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

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

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

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

Violations that include the sharing of confidential information as listed above may result in clinical or course failure. Other violations will be handled through the appropriate disciplinary process. Please read https://www.ncsbn.org/Social_Media.pdf

Guidelines for Appropriate Social Media Use

1. Guarding Your Online Reputation:
   a. All information posted and shared online is public. It is not, and will never again be private or confidential. Even with the most robust privacy settings, screenshots of posted information can be reposted. Content contributed on these platforms is immediately searchable and shareable, regardless of whether that is the intention of the contributor. Once posted online, the content leaves the contributing individual’s control forever and may be traced back to the individual in perpetuity. It becomes part of your online reputation which in turn becomes part of your professional reputation. The following information should be reviewed:
   e. ANA: https://www.nursingworld.org/practice-policy/nursing-excellence/social-networking-Principles/

2. Facebook Guidelines and Use of the GROUP Account Type:
   a. College of Nursing affiliated student groups must choose the “Group” account type when using Facebook. http://www.facebook.com/groups. Facebook groups are like a message board; they are easy to manage and have several privacy options.
   b. Set any CON affiliated Facebook Group privacy option to CLOSED http://www.facebook.com/help?page=982
   c. CON affiliated Facebook Groups must add a member of the CON faculty as an Admin of their group. This allows the faculty to ensure that students are not bullying others.

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

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

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

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

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

8. Give Credit Where Credit is Due:
   a. Always cite when quoting someone else. Make sure images are shareable through Creative Commons, as well as make sure to attribute them. Never use copyrighted material without permission.
   b. UMSL CON students, faculty, and staff are prohibited from disclosing through social media the following:
      i. Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA) – For example, individuals may not disclose patient names or otherwise refer to patients in any way that identifies them individually, including by their initials or by location (e.g., hospital name or unit).
      ii. Education Record Information, as defined by the Family Educational Rights and Privacy Act (FERPA) – Employees may not disclose FERPA protected information regarding students.
      iii. Confidential Personnel Information – Employees may not disclose confidential personnel information regarding other employees.
      iv. Confidential, non-public or proprietary information about families, clinical facility staff or clinical institutions.
      v. The use of social media for clinical discussions that include any identifiable information related to patients or our affiliated clinical facilities is prohibited.

Last updated: January 4, 2018

Academic Integrity

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 UMSL requires students to reject any type of dishonest behavior. Conduct for which students are subject to sanctions falls into multiple categories and can be viewed in Section 200.010 Standard of Conduct. By registering for classes at UMSL, students agree to follow this standard of integrity.

Academic dishonesty includes but is not limited to the following:
• Copying the work of another student
• Copying material verbatim from a published source without placing it in quotation marks and citing the source
• Failing to cite the source of material paraphrased from a published source
• Cheating of any kind during a quiz or exam
• Copying exam questions during test reviews and/or distributing or sharing exam questions with other students in any form
• Using non-faculty approved electronic or communication devices during examinations or class assignments

DNP faculties reserve the right to use software for assistance with plagiarism detection. In addition, students should not submit the same paper, or one that is modestly revised, as an assignment in two or more classes. Assignments submitted should be substantively different from each other. Please consult with your course faculty if you have questions.

The course instructor initially manages situations in which academic dishonesty is suspected. Academic dishonesty may result in immediate dismissal from the CON or be reported to the Provost of Academic Affairs at UMSL.

**CON Statement of Academic Integrity**

Strict adherence to the principles of intellectual honesty is expected from all students in the completion of assigned work in nursing courses. Failure to do so will result in:

- An academic assessment by course faculty of a "0" grade for the work in question (test or assignment), and
- Submission of relevant information to the UMSL Associate Provost for Academic Affairs, who may apply sanctions such as probation, suspension, or dismissal.

**Statement of Scholarly Work**

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

- All work is to be properly referenced within the body of the paper or presentation as well as reflected in a complete reference list.
- Correct composition and grammar must be followed throughout the paper. This includes the use of correct sentence and paragraph structure, spelling, and punctuation.
- Guidelines as listed in the latest edition of the publication manual of the *American Psychological Association (APA)* are to be followed for all formal papers. Students are required to purchase the manual prior to their enrollment in the program.

**Evaluation**

**Grading Procedure**

Course requirements and methodology for assigning grades are the prerogative of the faculty of each course. Examinations and other graded assignments may be scheduled periodically, with or without notice, and at the end of the semester at the discretion of the faculty. Students who are not making
satisfactory progress in courses at midterm are encouraged to confer with course faculty and the Office of Student Services.

Many nursing courses include both class and clinical learning experiences. In order to successfully complete a nursing course, students are required to have satisfactory achievement in all courses. A minimum grade of B- with satisfactory clinical performance is required for successful completion of clinical courses. An overall grade point average (GPA) of 3.0 must be maintained throughout the graduate nursing program.

**Grading Scale**

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

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

Examinations and other graded assignments are scheduled at the discretion of the faculty. Nursing grades are recorded as letters, with pluses and minuses used at the discretion of the faculty.

**Failing**

In the CON Graduate program, "failing" is defined as an average below 85% at the time of withdrawal or course completion. The student must earn a grade of 85% based on exams/quizzes prior to numerical points for any additional projects, papers or class activities which includes class participation and attendance be added in order to pass the course. The overall GPA must be maintained at 3.0 to remain in the program.

**Posting Grades**

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

**Assessment of Institutional Effectiveness**

UMSL has implemented a continuing program to assess institutional effectiveness. A vital part of that effort is the component dealing with student learning outcomes. During the time students are enrolled at the College and later, as alumni, they will be asked to participate in various activities designed to determine how well the College and the University are meeting the stated purposes to provide a positive learning environment where students can create enriched and meaningful lives for them. A number of methods are employed in a variety of settings.

**UMSL Graduate School Policies**
Doctoral education is guided by policies of the UMSL Graduate School. The UMSL Graduate School awards your doctoral degree. Many of these policies and procedures are tailored to meet the need of doctoral students in the CON. The links below give the policies of the Graduate School and the “D-Forms” required for the Clinical Scholarship Project. All doctoral students in nursing complete their program-specific coursework. The Clinical Scholarship courses will guide the doctoral student in completing the clinic scholarship project. Clinical scholarship requires a minimum of four hundred hours over three semesters, producing a written and oral proposal, the implementation of the project and the results to be disseminated in a defendable presentation, poster and publishable article. The Clinical Scholarship Project must be approved by the Graduate School after approval of the DNP Committee at the CON.

http://www.umsl.edu/divisions/graduate/about/policies.html
http://www.umsl.edu/gradschool/formsregs/doctor.html

**Doctoral Degree Student Forms**

D-1 Appointment of Comprehensive Examination Committee  
D-3 Application for Candidacy  
D-4 Appointment of DNP Committee  
D-5 Doctoral Clinical Scholarship Proposal  
D-6 Preliminary Approval of Scholarly Project and Oral Defense  
D-7 Defense of Clinical Scholarly Project and Final Approval of the Results  
D-9 Oral Defense Announcement

The “D-Forms” and IRB training and submission will be scheduled for completion in the DNP Capstone courses.

**UMSL Institutional Research Board (IRB)**

**College of Nursing IRB Policies**

UMSL IRB review is required of students who are investigators in human subject research conducted on or off-campus especially when the findings will be presented or published. Human subject research includes data-bases with human subjects information. Students proposing to engage in human subject research must have a faculty member as a sponsor (usually your faculty advisor or doctoral committee chair) under whose supervision the research will be conducted. Students must complete CITI training also located on the IRB link below during the first semester of DNP Capstone 1.

The IRB process is an electronic process through IRB.net. The information for electronic IRB training and submission is located at: https://about.citiprogram.org/en/homepage/

**Important IRB Deadlines**

**Full Review:** It is VERY important to complete the electronic IRB submission 10 days (NO EXCEPTIONS) before the scheduled IRB meeting. If you miss the deadline, your IRB review will be delayed one month. (This should be completed in DNP Capstone 1.)

**Expedited or Exempt Reviews:** The electronic IRB submission may be completed at any time. However, you must adhere to the deadline set in the DNP Capstone course. The review process is normally completed in 1-2 weeks.
Each year on the anniversary of the study project approval, UMSL’s eIRB will expect a completed Human Subjects Annual Report/Modification or Final Report form.

Final report is submitted when the research project is completed. Modification is required any time that the study is modified.

**General Information**

**Computer Proficiency Requirement**

The CON requires all students to be computer proficient prior to entering any nursing courses. 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
- Copy, move, rename and delete files
- Create, move, rename and delete folders
- Able to use a web browser to access the Internet
- Able to create and organize bookmarks in web browser
- Be familiar with several different search engines to find information
- Use the Internet to collect and print information
- Able to download programs from the Internet to their computer (e.g. Adobe Reader, Adobe Flash)
- Able to save, copy, and incorporate Internet information into a word processor
- Create a document using a word processor
- Able to save, edit, and print a document in a word processor

**Preferred Skills:**
- Able to create, edit, enter formulae for calculations, and create graphs using a spreadsheet
- Able to create PowerPoint presentations (including adding video clips, sounds, and links to other presentations)

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

**The University has adopted:**
- Canvas as its course management software.

**Resources for Computer Literacy Learning:**
• Computer course
• Computer lab training

Computer Technology/Student Laboratories

The CON is committed to integrating technology into your academic experience. All information relative to the use of MyGateway, a course management package, and your student emails will be outlined in Student Technology Guides prepared each Fall by Information Technology Services (ITS) (http://www.umsl.edu/technology/).

You can contact the computer help desk at 314-516-6034. The hours of operation for the help desk are Monday – Thursday 7:30 am - 7:00 pm and Friday 7:30 am - 5:00 pm. The help desk is closed weekends and holidays. If the help desk is unable to resolve your problem, please call the Software Support Specialist for the College of Nursing at (314) 516-6755.

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

Communication

The CON faculties and staff communicate with students in a variety of ways, including the use of MyGateway announcements and university email. Students are responsible for all communication regarding program information/changes relayed through such campus communication systems. Students are responsible for reading their UMSL email or for taking appropriate steps to forward that email to another account. Faculty and staff will only use the UMSL email address for the student.

Faculty and Staff Offices and Mailboxes

Nursing faculty and staff offices and mailboxes are located in Seton Hall and the Nursing Administration Building (NAB). The NAB is open Monday - Friday 8:00 am - 5:00 pm while Seton Hall is open into the evenings and on Saturdays. Your student ID should allow you to gain access to the buildings.

Student Organizations

Sigma Theta Tau International: The Nu Chi Chapter of Sigma Theta Tau was officially established in April 1984. Membership is offered by invitation to current students who are excelling in their programs of study, students graduating in the upper third of their class, and to individuals who are recognized as outstanding community nursing leaders. Professional presentations are held twice each year and feature leaders in the nursing profession. Sigma Theta Tau International is a funder of dissertation research. The Nu Chi Chapter is a resource for its support of DNP students’ research interests, professional development, and professional presentations.

Assessment of Institutional Effectiveness

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DNP Handbook 2019-2020 Agreement

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

Student Signature: __________________________________________________________

Date: ____________________________________