University of Missouri-St Louis
College of Nursing

Post-Graduate Certificate
Student Handbook
2019 - 2020
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Student Responsibilities
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:**
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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.
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, find 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.

Policies

PGC education is guided by policies of the UMSL Graduate School. The UMSL Graduate School awards the certificate. Many of these policies and procedures are tailored to meet the need of PGC students in the CON. The following link provides the policies of the UMSL Graduate School: http://www.umsl.edu/gradschool/about/policies.html. The graduate school requires a minimum of 12-credit hours for a PGC.

Graduation and the PGC Form

A “G10” Form is an “application for graduate certificate”, which is required by the graduate school. This form must be completed at the beginning of the final semester, in which graduation is anticipated. The “G10” Form can be found on the following graduate school website: http://www.umsl.edu/gradschool/forms.html
Curriculum

The UMSL CON recognizes that graduate education provides nurses with both the skill and knowledge to confidently and successfully take on advanced practice registered nursing (APRN) roles in nursing, specifically the role of the nurse practitioner (NP).

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.

PGC Eligibility

The CON requires the following courses for successful completion of a PGC:

1. Advanced Pathophysiology
2. Advanced Pharmacology
3. Advanced Health Assessment
4. Clinical Diagnostics
5. Diagnosis and Management Courses
6. Advanced Practice Residency Courses

Population of Focus

The curriculum for the PGC students is individualized on a per-student basis. UMSL offers PGC’s in the following areas:

1. Adult/Geriatric Nurse Practitioner- Primary Care (ACNP):
   - The role of the AGNP is to provide primary care to adults from youth (14-years of age) through geriatrics with an in-depth knowledge and experience in the primary health care needs for well-person care and the prevention/management of common adult acute illnesses and chronic conditions. This primary care is provided to support the optimal health of adults within the context of their family, community, and environmental setting. Although AGNPs practice primarily in private practices and ambulatory clinics, their scope of practice may also extend into the
2. Family Nurse Practitioner- Primary Care (FNP):
   o The graduate of an FNP program is prepared to provide primary care for individuals and families across the lifespan. The FNP role includes preventative healthcare, as well as the assessment, diagnosis and treatment of acute and chronic illness and preventative health care for individuals and families. Family nurse practitioners demonstrate a commitment to family-centered care and understand the relevance of the family’s identified community in the delivery of family-centered care. (AACN, 2013)

3. Pediatric Nurse Practitioner- Acute Care (PNP-AC):
   o A graduate of the PNP-AC program is prepared to care for children with complex acute, critical and chronic illness across the entire pediatric age spectrum, from birth to young adulthood. Circumstances may exist in which a patient, by virtue of age, could fall outside the traditionally defined PNP-AC population but by virtue of special need, the patient is best served by the PNP-AC. The PNP-AC implements the full scope of the role through assessment, diagnosis and management with interventions for patients and their families. The PNP-AC provides care to patients who are characterized as “physiologically unstable, technologically dependent, and/or are highly vulnerable to complications” (AACN Scope and Standards, 2006, p 9), and a continuum of care ranging from disease prevention to critical care in order to “stabilize the patient’s condition, prevent complications, restore maximum health and/or provide palliative care” (AACN p. 10). Patients may be encountered across the continuum of care settings and require ongoing monitoring and intervention. (AACN, 2013)

4. Pediatric Nurse Practitioner- Primary Care (PNP-PC):
   o The role of the PNP-PC is to provide primary care to children from birth through young adult with an in-depth knowledge and experience in pediatric primary health care including well child care and prevention/management of common pediatric acute illnesses and chronic conditions. This care is provided to support optimal health of children within the context of their family, community, and environmental setting. Although PNP-PC practice primarily in private practices and ambulatory clinics, their scope of practice may also extend into the inpatient setting and is based upon the needs of the patient. (AACN, 2013)

5. Psychiatric-Mental Health Nurse Practitioner- Primary Care (PMHNP):
   o The PMHNP focuses on individuals across the lifespan (infancy through old age), families, and populations across the lifespan at risk for developing and/or having a diagnosis of psychiatric disorders or mental health problems. The PHMNP provides primary mental health care to patients seeking mental health services in a wide range of settings. Primary mental health care provided by the PMHNP involves relationship-based, continuous and comprehensive services, necessary for the
promotion of optimal mental health, prevention, and treatment of psychiatric disorders and health maintenance. This includes assessment, diagnosis, and management of mental health and psychiatric disorders across the lifespan. (AACN, 2013)

6. **Women’s Health Nurse Practitioner- Primary Care (WHNP):**
   - The WHNP provides primary care to women across the life cycle with emphasis on conditions unique to women from menarche through the remainder of their life cycle within the context of sociocultural environments – interpersonal, family, and community. In providing care, WHNP considers the inter-relationship of gender, social class, culture, ethnicity, sexual orientation, economic status, and socio-political power differentials. (AACN, 2013)

**PGC Residency Requirement**

The PGC residency requirement may be satisfied with direct patient care hours. A minimum of 600 practice hours is required for a PGC.

**What is considered residency practice hours?**

- Residency or clinical practice hours refer to the hours in which patient care is directly affected. Direct care is provided to individuals, families, and populations, 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.
- Residency hour credit may apply. Residency hour credit is approved by the area emphasis coordinator and PGC/DNP Program Director, however, a student must still register for a minimum of eight credit hours in residency.

**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.
- 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.

**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.

**Intensives**

Intensives are a three-day, on-campus experience including training and simulation that cannot be otherwise be completed online. Intensives are always on a Wednesday, Thursday, and Friday. PGC students are only required to attend the first day of the
orientation (Intensive #1) and the intensive associated with a clinical diagnosis, and the diagnosis and management courses, however, a student may choose to attend any of the intensives:
<table>
<thead>
<tr>
<th>Intensive #</th>
<th>Associated Course</th>
<th>Example of Activities</th>
<th>Dates</th>
</tr>
</thead>
</table>
| 1          | Orientation       | • Accessing/using technology  
• Library services  
• Other UMSL services  
• DNP vs PhD  
• Social determinants of health and implicit bias exercises | **Wednesday-Friday**  
First week of fall semester |
| 2          | Advanced Health Assessment  
*Not required, unless requested by the area emphasis coordinator or the PGC/DNP Program Director.* | • Assessing systems (e.g., ophthalmic, ENT, etc.)  
• Documenting a general H&P  
• GYN and prostate examination (OSCE)*  
• Perform a well-adult exam (OSCE)* | **Wednesday-Friday**  
First full week before spring break |
| 3          | Clinical Diagnostics | • Radiographic interpretation  
• Serum/Urine diagnostic interpretations  
• ECG interpretation  
• Splinting/suturing/abscess/nerve blocks  
• Assessing and documenting a pediatric H&P  
• Perform a well-child exam (OSCE)* | **Wednesday-Friday**  
Third full week of June |
| 4          | Diagnosis & Management 1  
(e.g., Family Health 1, Child Health 1, etc.) | • Domestic violence, child maltreatment, sexual assault  
• Bright Pink (breast evaluation)  
• Female Athlete Triad  
• Assessing and documenting a sports physical  
• Perform a sports physical (OSCE)* | **Wednesday-Friday**  
First full week after Thanksgiving |
| 5          | Diagnosis & Management 2  
(e.g., , Family Health 2, Child Health 2, etc.) | • Long-Acting Reproductive Contraceptive (PARC) training  
• Substance Abuse training  
• SBIRT training  
• Assessing and documenting a mental health H&P  
• Perform a mental health exam (OSCE)* | **Wednesday-Friday**  
Last full week of April |
| 6          | DNP Capstone 3 | • DNP Presentations/Defenses  
• APRN Recognition, Licensure | **Wednesday-Friday**  
Week after July 4th holiday |
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:

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

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

Failing

In the 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.

**Residency Policies**

**Residency Information**

See the APRN Residency Guide for comprehensive residency information.

The following are program requirements for all PGC 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.

**Health Services, Health Insurance, and Malpractice Coverage**

All students should have health insurance coverage and are financially responsible for their health care associated with any injuries (needle sticks, exposures, falls, etc.) or illness which may occur on or off campus, including residency agencies. **UMSL students are not covered by UMSL, UMSL Worker’s Compensation, or the residency agencies.**

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

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

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

**CastleBranch: Immunizations, Health and Drug Screening, CPR and Criminal Background Check**

**Evidence of the following must be submitted into CastleBranch at the beginning of the graduate program and before every semester where residency time will be completed.** Before beginning the program or residency, all students must be in compliance with the health and immunization policies of the UMSL College of Nursing. Castle Branch (https://portal.castlebranch.com/UH36) is the College’s secure, online tracking system for clinical compliance.
NOTE: Select **UH36: Background Check – Drug Test - Medical Document Manager** to establish your student account. There is a one-time fee of $125.75 for the background check, drug test, and health records account. The background check and drug test are only completed before or within the first semester of the graduate nursing program, however, the medical document manager will need to be updated at the beginning of each semester where residency hours are anticipated.

**Important notice:** Registration with Missouri Department of Health and Senior Services Family Care Safety Registry (MO FCSR) is required before setting up an account with CastleBranch. You can register online at: [https://webapp02.dhss.mo.gov/bsees/WelcomeToRegistrationInformation.aspx?ID=9&T EXT=FLUSH&mainMenuFlush=Y&sk=SK1967060855](https://webapp02.dhss.mo.gov/bsees/WelcomeToRegistrationInformation.aspx?ID=9&T EXT=FLUSH&mainMenuFlush=Y&sk=SK1967060855) or complete the paper form and apply by mail. There is a one-time fee of $13 (plus $1.25 processing fee if register online). If you have already registered, there is no need to do it again. To identify if you are a Family Care Safety registrant, go to: [https://webapp02.dhss.mo.gov/bsees/IsAPersonRegistered.aspx?ID=2&sk=SK1967060855](https://webapp02.dhss.mo.gov/bsees/IsAPersonRegistered.aspx?ID=2&sk=SK1967060855) and enter your Social Security Number. If you set up a CastleBranch account before completing the MO FCSR, you might be required to pay an additional $5 fee to do the MO FCSR report separately.

1. **MMR (Measles, Mumps, and Rubella)** – Documentation of either a positive MMR titer, or two MMR immunizations. If your titer result is equivocal or negative, you will need to get the immunization for MMR (one MMR booster vaccine for equivocal and two dose of MMR vaccine for negative).
2. **Hepatitis A & B** – Both require several, spaced vaccinations. As long as you have started the series of injections before the semester starts AND stay current with the series throughout the clinical semester, you will remain in compliance. If you decline the Hepatitis B vaccination, please sign the Declination Form and submit it with your health records. Declination Form is located the Residency Guide. You cannot decline the Hepatitis A vaccination.
3. **PPD** – A current one or two-step tuberculin (TB) skin test is required. Proof of a two-step purified protein derivative (PPD) TB skin test (or x-ray result if you have ever tested positive) must be on file. It is important that you get a TB skin test completed BEFORE you go on to have any further vaccinations since many immunizations/vaccinations interfere with the reading of a TB skin test.
   a. A two-step PPD involves two (2) separate injections (each skin test will need to be read 2-3 days later) at least one week apart and no more than 3 weeks apart. TB skin tests are good for one year. Annual PPD TB skin tests (single injection) or bi-annual CXRs (if positive) are required throughout the remainder of your nursing program.
4. **Varicella (Chicken Pox)** – Documentation of either a positive Varicella titer, disease, or two Varicella immunizations.
a. If you are certain you have had Varicella (Chicken Pox) as a child, document the date of the disease. If you know you have never had Varicella, or if your titer comes back negative, you will need to get the immunization for Varicella (two shots are required). If you have an equivocal titer result, you will need one Varicella booster vaccine. 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.

5. **Tdap** – Tetanus, Diphtheria, and Acellular Pertussis vaccine is required. The vaccination cannot be older than 10 years. You may obtain the Tdap vaccine at the County Health Department, University Health Services, or your private healthcare provider’s office.

6. **Flu (Influenza) vaccine** – Proof of a current flu vaccine is required at the beginning of each fall semester. There are several free clinics in the St. Louis area for fulfilling this requirement. You can also receive the vaccine via your private healthcare provider’s office, Target Pharmacy, Walgreen’s, etc. Please wait until the current flu season (Sept. /Oct.) to fulfill this requirement. Proof of the current flu vaccine is always due by October 15th.

7. **CPR** – The UMSL CON requires the American Heart Association BLS for the Health Care Provider or an approved equivalent certification, which is good for two years. Your certification must remain current throughout the entire academic year. Online CPR classes are not permitted. Please contact the American Heart Association directly or via their website and search for BLS for the Health Care Provider class dates and times.

8. **HIPAA** – All students must complete HIPAA training and include a copy of the completion certificate (continuing education certificate or verification of completion) in the CastleBranch medical document manager. Proof of completion from a student’s employer within the last two years is acceptable. If HIPAA training is needed, the 30-minute training may be completed from Pro HIPAA: http://www.prohipaa.com/en and a certification card or document may be purchased for $19.95.

9. **RN License** – A copy of a valid RN license must or proof of a valid license (e.g., screen shot of validity from nursys.com) must be uploaded into Castle Branch.

10. **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.

11. **Urine Drug Screen (UDS)** – A one-time UDS must be on record. Instructions are provided in CastleBranch for locations for a LabCorp facility where the urine screen must be completed. Results are automatically recorded into CastleBranch and are confidential between the student and the UMSL CON.
A criminal background check is required prior to the entry into the program. Additional requirements and/or disclosures may become necessary throughout the course of the program or be required by the residency agency. Any non-compliance to these mandates may result in failure to progress or dismissal from the program. A drug screen is required prior to entry into the program. Random drug/alcohol screening could occur throughout the academic year if faculty/staff believes a student is impaired in the residency setting. Additional requirements and/or disclosures may become necessary throughout the course of the program. Any non-compliance to these mandates may result in failure to progress or dismissal from the program.

a. If an additional drug screen is requested (after the first initial drug screen), it must be completed immediately at a LabCorp facility and will be at the expense of the student.

b. If a student has a positive drug screen, they will not be allowed to attend clinical.

**Injury to a Student/Exposure**

Students who incur any type of injury must report the injury (residency agency’s may or may not report the injury). Students should seek treatment at the facility or provider of their choice ASAP after the injury is incurred. All students should have health insurance coverage and are financially responsible for their health care associated with any injuries (needle sticks, exposures, falls, etc.) or illness which may occur on or off campus, including residency agencies. UMSL students are not covered by UMSL, UMSL Worker’s Compensation, or by the residency agencies.

If a student is exposed to a patient or patients with tuberculosis, the student must seek treatment from a health care provider and follow the protocol established by the City or County Health Department (baseline PPD and PPD 8-10 weeks after exposure). All costs incurred are to be covered by the student’s health insurance. Exposure to blood borne pathogens will be handled according to the residency agency’s policy.

The CON is not responsible for any charges that are incurred for treatment. The student must submit proof of treatment to the clinical coordinator before being allowed to return to the classroom or clinical.
Office of Student Services

The Office of Student Services can assist you in a variety of ways, such as advising, registration, and referrals to campus resources. Questions about the curriculum, prerequisites, and course requirements should always be directed to the graduate academic advisor in the CON. Academic support services, such as tutoring, study groups, workshops, etc. are coordinated by the CON’s Student Success & Retention Coordinator, Tiffany Izard, izardt@umsl.edu or at 314-516-7076.

The Office of Student Services is located on the 1st floor of the Nursing Administration Building on South Campus. You may schedule an appointment by calling the CON front desk during normal business hours (Monday-Friday, 8:00am-5:00pm) at 314-516-6066. One day throughout the week during the academic year, the Office of Student Services will be open until 6pm. Direct contact information for each of our staff members can be found on our website (http://www.umsl.edu/~nursingweb/About the College/Staff.html).

Current Students

We hope to make the registration process as easy as possible for you. Shortly before registration time, you will receive two emails to your UMSL email account: one from the Office of the Registrar and one from the CON.

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

All PGC students must meet with the graduate academic advisor to discuss their POS initially. Meetings can be scheduled via email or by phone. Together, the graduate academic advisor and the student will register the student for their first semester. After the first semester, students will be responsible for registering in subsequent semesters according to their POS.

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.

**To Add and/or Drop 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.

**Student Academic Policies**

**Progression Policy**

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

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

- A student may NOT progress in the PGC 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 certificate 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**

**Statement of Scholarly Work**

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

1. All work is to be properly referenced within the body of the paper or presentation as well as reflected in a complete reference list.
2. Correct composition and grammar must be followed throughout the paper. This includes the use of 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. Students are required to purchase the manual prior to their enrollment in the program.
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.

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

CON 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.

**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.

**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.

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
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.
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 PGC students’ research interests, professional development, and professional presentations.
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.
Independent Study Approval Form

Student: ______________________________  Date: ______________
Faculty: ______________________________  Semester: ________
Course Title and Number and Credits: _______________________________________

Topical Focus of Requested Hours:

Rationale for Requested Hours:

Learning Objectives:

Learning Activities to be completed during the course:

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

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

Signature of Faculty Accepting Responsibility: ______________________________

Signature of Student Agreeing to Stipulations Specified: ______________________
PGC Handbook 2019-2020 Agreement

I _________________________ (print name) have received the PGC 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: __________________________________________