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# RESOURCE PERSONS

The following resource persons are available to assist you. Please feel free to call or email for assistance.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office Location</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Judith Miller</td>
<td>Dean</td>
<td>S215 School of Nursing</td>
<td>573-882-0278</td>
<td></td>
</tr>
<tr>
<td>Dr. Roxanne McDaniel</td>
<td>Associate Dean for Academic Affairs</td>
<td>S410 School of Nursing</td>
<td>573-882-0228</td>
<td></td>
</tr>
<tr>
<td>Cherine Heckman</td>
<td>Academic Advisor</td>
<td>S245 School of Nursing</td>
<td>573-884-4705</td>
<td><a href="mailto:heckmanch@missouri.edu">heckmanch@missouri.edu</a></td>
</tr>
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<td>Coordinator RN to BSN Option</td>
<td>S428 School of Nursing</td>
<td>573-884-7293</td>
<td><a href="mailto:ottod@missouri.edu">ottod@missouri.edu</a></td>
</tr>
</tbody>
</table>
Purpose of the RN to BSN Undergraduate Student Handbook

The purpose of this handbook is to provide pertinent information about relevant policies and procedures for RN students enrolled in the Sinclair School of Nursing. It is essential that students understand the information in this handbook to facilitate their progression through the School of Nursing. This handbook, the academic advisor (S245), and the Coordinator of the RN to BSN Option (student’s faculty advisor) are excellent resources. The student handbook is designed to be used in conjunction with other University of Missouri-Columbia (MU) publications including the M Book, the Undergraduate Catalog, and the current Schedule of Courses. The faculty and staff are available to assist students in their academic endeavors. It is important that the faculty be notified of potential problems that might interfere with academic success (illness, financial problems and personal issues) as they arise, rather than late in a semester when options are limited to address a problem.

The University of Missouri

The University of Missouri system includes campuses in Columbia, Kansas City, Rolla, and St. Louis with total enrollment of approximately 74,000 students. Founded in 1839, the University of Missouri-Columbia is the oldest and largest of the University's four campuses. Established only 18 years after Missouri became a state, it is the first state university west of the Mississippi. Designated a land-grant university in 1870, the University has extended its educational benefits to all sections of the state as it carries on three essential functions: teaching; research, and public service. MU offers an excellent opportunity for interdisciplinary studies and research with 19 colleges and schools and one division: the College of Agriculture, Food and Natural Resources, including the School of Natural Resources; College of Arts and Science, including the School of Fine Arts; College of Business and Public Administration, including the School of Accountancy; College of Education, including the School of Information Science and Learning Technologies; College of Engineering; College of Human Environmental Sciences, including the School of Social Work; College of Veterinary Medicine; Graduate School; School of Journalism; School of Law; School of Medicine; School of Health Related Professions; School of Nursing, and the Extension Division. The Honors College is designed for highly motivated, high-ability students from all of MU’s undergraduate colleges and schools.

Statement of Values
The University of Missouri, as the state's major land-grant university, honors the public trust placed in it and accepts the associated accountability to the people of Missouri for its stewardship of that trust. Our duty is to acquire, create, transmit, and preserve knowledge, and to promote understanding.

We the students, faculty, and staff of MU hold the following values to be the foundation of our identity as a community. We pledge ourselves to act, in the totality of our life together, in accord with these values.

**Respect**

Respect for one's self and for others is the foundation of honor and the basis of integrity. A hallmark of our community is respect — for the process by which we seek truths and for those who engage in that process. Such respect is essential for nurturing the free and open discourse, exploration, and creative expression that characterize a university. Respect results in dedication to individual as well as collective expressions of truth and honesty. Respect is demonstrated by a commitment to act ethically, to welcome difference, and to engage in open exchange about both ideas and decisions.

**Responsibility**

A sense of responsibility requires careful reflection on one's moral obligations. Being responsible imposes the duty on us and our university to make decisions by acknowledging the context and considering consequences, both intended and unintended, of any course of action. Being responsible requires us to be thoughtful stewards of resources — accountable to ourselves, each other, and the publics we serve.

**Discovery**

Learning requires trust in the process of discovery. Discovery often fractures existing world views and requires acceptance of uncertainty and ambiguity. Therefore, the university must support all its members in this life-long process that is both challenging and rewarding. As we seek greater understanding and wisdom, we also recognize that knowledge itself has boundaries — what we know is not all that is.

**Excellence**

We aspire to an excellence which is approached through diligent effort, both individual and collective. Pursuing excellence means being satisfied with no less than the highest goals we can envision. Pursuing excellence involves being informed by regional, national, and global standards, as well as our personal expectations. We recognize and accept the sacrifices, risks, and responsibilities involved in pursuing excellence, and so we celebrate each other's successes. We commit ourselves to this process in an ethical and moral manner.

*These statements are mere words until we integrate them as values in our individual lives and reflect them in our institutional policies and practices. We pledge ourselves to make them effective in the very fabric of our lives, our community, and all our relationships with others, thereby enhancing the development of individuals and the well-being of society.*
The MU Sinclair School of Nursing

The University of Missouri-Columbia School of Nursing dates back to 1901 when the Parker Memorial Hospital Training School was established. The University assumed full responsibility for nursing education in 1920 when the Department of Nursing was established within the School of Medicine. In 1950, the Board of Curators approved a curriculum leading to the degree of Bachelor of Science in Nursing. In 1954, nursing became a school within the School of Medicine and continued until 1973 when the Board of Curators established the School of Nursing as an autonomous school. The Continuing Education program (currently Nursing Outreach and Distance Education) has been offered since 1956, the program for a master's degree in nursing began in 1968 and the PhD in nursing program began in 1994.

The faculty is committed to the three major missions of the University --teaching, research, and service. The faculty of the school believes that nursing is a practice discipline that develops a structured body of knowledge. As a practice discipline, the education of professional nurses focuses on both the theoretical base and the applied base.

The undergraduate program prepares graduates for generalist practice at the baccalaureate level through program options for generic and RN to BSN students leading to the Bachelor of Science in Nursing (BSN) degree. The curriculum of the BSN program is operated within a conceptual framework that encompasses general, foundational, and professional studies within a liberal education perspective. The curriculum is further structured by the belief that nursing theory has much to offer in the education of professional nurses and in improving the health and well-being of patient populations.

Through integration of professional, theoretical, and liberal arts knowledge, the undergraduate program prepares a graduate who is a provider of direct and indirect care to individuals, families, groups, communities, and populations. The undergraduate student is also prepared to function as a designer, manager, and coordinator of care; and a member of a profession (AACN, 1998). The graduate has the foundation for further education at the graduate level.

Vision

The Sinclair School of Nursing at the University of Missouri will be a premier school in the nation. Our school will be the school of choice for undergraduate and graduate students as well as faculty. The scholarly work of our faculty will exponentially expand new knowledge for nursing and health care with the specific discovery in the areas of healthy aging, managing symptoms, promoting healthy behaviors, and preventing/treating trauma across the lifespan. In addition, contributions to health care systems will continue to be made related to quality patient safety, information systems, and other technologies. We will create, implement and evaluate innovative methods of teaching and program delivery. Excellence, moral integrity, and respect for diversity will characterize all that we do. An ongoing spirit of inquiry and the creation of an optimal climate for learning will be a top priority. Inter-professional collaboration will provide the foundation for research, clinical practice and education.
Mission

The University of Missouri, Sinclair School of Nursing (MU SSON) is committed to preparing nurses at the baccalaureate, masters, and doctoral levels to meet care needs of the citizens of Missouri and beyond. The School of Nursing (SON) is dedicated to discovering new knowledge and implementing best practices in teaching, research, and service. The School of Nursing embraces diversity among faculty, staff and students to best prepare future nurses and nurse scientists.

Purposes of the MU Sinclair School of Nursing

The purposes of the MU Sinclair School of Nursing reflect a strong commitment to the education, research, service, and extension missions of the University. The activities of the MU Sinclair School of Nursing are purposefully designed:

• To educate nurses at the baccalaureate, master's, post-masters, doctoral, and post-doctoral level.

• To provide professional continuing nursing education for Missouri, the nation, and international community of nurses to foster continuing competence among nursing professionals.

• To advance nursing through theory development, research endeavors, and scholarly practice.

• To provide nursing leadership in education, research, practice, and public policy formation.

Approved by faculty: 11/26/90 Revised: 5/10/99, 5/4/01, 5/2/08, and 8/24/09

Values

The following core values are central to our work in the Sinclair School of Nursing:

• Excellence
• Collaboration
• Scholarship
• Leadership
• Innovation
• Integrity
• Diversity
• Compassion

(Approved by Faculty Assembly 04/2015)
Programs of the MU Sinclair School of Nursing

The undergraduate program (BSN) offers preparation for professional nursing as a generalist and leads to the Bachelor of Science in nursing. The undergraduate program is fully accredited by the Missouri State Board of Nursing and the Commission on Collegiate Nursing Education (CCNE).

The School of Nursing also offers an Accelerated BSN option, in addition to a Master of Science in Nursing, PhD and a Doctorate of Nursing Practice option for graduate studies. Information about these programs and Nursing Outreach and Distance Education are available on the School of Nursing web page at: http://www.nursing.missouri.edu/

The Nursing School Building

The nursing school is located in the Health Sciences Center, which includes the University Hospital and Clinics, Ellis Fischel Cancer Center, the School of Medicine, the J. Otto Lottes Health Sciences Library, the Mason Institute of Ophthalmology, the Cosmopolitan International Diabetes Center, the Arthritis Center, the Mid-Missouri Mental Health Center, and the Harry S. Truman Veterans Administration Hospital.

The nursing school building provides a functional and comfortable setting for nursing education. The entire building is designed to meet the needs of the handicapped and is completely accessible. Priority usage for the building is nursing education, student and professional organization meetings, and conferences.

The building houses: classrooms; conference rooms and auditoriums; offices for faculty, administration, and staff; technology and research laboratories, and student and faculty lounge areas. Office space is provided for the Nursing Student Council, Missouri Student Nurses' Association, and the Alpha Iota Chapter of Sigma Theta Tau.
SECTION II: ADMISSION AND CURRICULUM PATTERNS

Registered Nurse Option

The RN to BSN Option is for the Registered Nurse (associate degree or diploma graduates) who wishes to complete a baccalaureate of science in nursing degree. **A total of 120 credit hours are required to earn a BSN from MU.** The length of the program varies, depending on equivalent prerequisite courses completed, and choice of part-time or full-time enrollment. Students may enroll in nursing courses before completing prerequisite courses, under the advisement of the Coordinator of the RN to BSN Option.

Student Admission

Please refer to the MU Sinclair School of Nursing website for admission information [http://nursing.missouri.edu/apply/index.php](http://nursing.missouri.edu/apply/index.php)

The University of Missouri-Columbia provides equal opportunity for all faculty, staff, students, and applicants for employment or admission without discrimination on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, and disability, status as disabled veteran or veteran of Vietnam-era.

Faculty and staff at the MU Sinclair School of Nursing are committed to cultural diversity and nondiscrimination toward all people with regards to race, color, religion, national origin, ancestry, gender, age, all veterans, and sexual orientation.

If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need this publication in an alternative format, please notify us as quickly as possible, and reasonable efforts will be made to accommodate your special needs.

Achievement of minimum requirements does not guarantee admission. Seats are limited, and we seek to admit the best qualified. Because MU has a special commitment to rural health care, the MU Sinclair School of Nursing will strive to admit one-third of our students from rural areas. A special effort will also be made to ensure the student body includes qualified minorities and non-traditional students.

International students- Students who have English as a second language must also complete the following:

Test of English as a Foreign Language (TOEFL) minimum score of 600 (paper-based), 250 (computer-based) or 100 (internet-based) is required. For additional information regarding TOEFL testing please see the following website: [http://testing.missouri.edu/cbt.html#TOEFL](http://testing.missouri.edu/cbt.html#TOEFL).

Application and Admission to the RN to BSN Option

To be admitted to the RN to BSN Option, the following are required:

- Application and admission to the University
- Application and admission to the Sinclair School of Nursing
• Official transcripts from all colleges and universities attended on file with the MU Office of Admissions
• Transcript review on file with an academic plan of study completed
• Minimum cumulative grade point average of 2.8 (on a 4.0 scale) for the 62 hours of general and foundation courses required
• Minimum grade point average of 2.0 for courses taken at MU
• Current licensure as an RN in the United States and eligibility for licensure in Missouri
• CPR certification is required once accepted
• Interview upon request

Students not meeting the above criteria may submit a petition for special consideration. Special consideration may be given to students who have demonstrated unusual motivation toward a nursing career and whose backgrounds demonstrate substantial economic or cultural diversities.

Curriculum for Registered Nurse Students

Registered nurse (RN) students complete the same general education and support courses as traditional nursing students. The length of the program depends on whether a student is part-time or full-time. The following is the list of general education and foundation course work for RN to BSN students.

General Education and Foundation Course Work RN to BSN Option Nursing Majors

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1000 (Composition II)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities or Fine Arts Elective</td>
<td>9</td>
</tr>
<tr>
<td>History or Political Science</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Microbiology*</td>
<td>4</td>
</tr>
<tr>
<td>Anatomy*</td>
<td>5</td>
</tr>
<tr>
<td>Physiology*</td>
<td>5</td>
</tr>
<tr>
<td>Human or Therapeutic Nutrition**</td>
<td>3</td>
</tr>
<tr>
<td>Pharmacology**</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>General Science (Behavioral Science/Mathematical Science/Social Science/Physical Science)</td>
<td>6</td>
</tr>
<tr>
<td>Human Growth and Development (Life Span)**</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>6</td>
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</tbody>
</table>

Total 62

*All Science courses will be evaluated on an individual basis for the transfer of credit.
** May be completed through standardized examinations.
RN to BSN Option Plans of Study

**4 Semester Option**
(The courses build upon each other; therefore the following sequence is required)

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N3080 Communication &amp; Computer Skills</td>
<td>2</td>
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</tbody>
</table>

**Fall Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N3180</td>
<td>Role Transitions</td>
<td>3</td>
</tr>
<tr>
<td>N4950</td>
<td>Nursing Theory &amp; Research</td>
<td>3</td>
</tr>
<tr>
<td>N4200</td>
<td>Nursing Ethics &amp; Law</td>
<td>3</td>
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</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N4380</td>
<td>Health Assessment and Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>N4930</td>
<td>Evidence-Based Nursing Practice</td>
<td>5</td>
</tr>
<tr>
<td>N4400</td>
<td>Nursing Issues/Leadership and Management</td>
<td>2</td>
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</table>

**Summer Session**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N4970</td>
<td>Nursing in Communities (Includes 90 hours of clinical time)</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Hours**

26

-**OR**-

**6 Semester Option**
(The courses build upon each other; therefore the following sequence is required)

<table>
<thead>
<tr>
<th>Summer Session</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N3080 Communication &amp; Computer Skills</td>
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</table>

**Fall Semester**

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<tr>
<th>Course Code</th>
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</thead>
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<td>Role Transitions</td>
<td>3</td>
</tr>
<tr>
<td>N4950</td>
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</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N4930</td>
<td>Evidence-Based Nursing Practice</td>
<td>5</td>
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</tbody>
</table>

**Summer Session**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N4970</td>
<td>Nursing in Communities (includes 90 hours of clinical time)</td>
<td>4</td>
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</table>

**Fall Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N4200</td>
<td>Nursing Ethics and Law</td>
<td>3</td>
</tr>
</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N4380</td>
<td>Health Assessment &amp; Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>N4400</td>
<td>Nursing Issues/Leadership and Management</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Hours**

26
Functional Abilities

Students admitted to the MU Sinclair School of Nursing (MU SSON) programs are expected to possess the capability to complete the entire nursing curriculum. The MU SSON is committed to educating nurses in providing the best possible patient care. Therefore, the curriculum requires proficiency in a variety of abilities. All students must have these abilities to fulfill program and course requirements.

This policy applies to applicants and current students. If a student has a disability and requires special accommodation to meet these requirements, the student must provide the MU SSON documentation, through the MU Disability Center, upon admission to a program of study or as soon as a need is identified. The MU SSON will endeavor to make reasonable modifications and accommodations for students with disabilities, without compromising the performance standards. Any request for accommodation will be evaluated by faculty in collaboration with the Associate Dean as appropriate.

The functional abilities include but are not limited to:

**Physical:**

1. Possess sufficient energy and mobility to provide patient care to meet course objectives.
2. Transfer, lift, pull, and perform other demanding physical procedures as required to provide routine and emergency patient care, while ensuring the safety of self, patient, and others.
3. Provide patient care for up to 12 hours; attend clinical experiences at assigned times.
4. Utilize sight, hearing, smell, and touch to assess patients at a distance and close at hand; effectively use diagnostic instruments and screening tools as required. (Examples include the use of an otoscope to see landmarks and the eardrum; use of a stethoscope to hear heart sounds; use of hands to palpate, percuss, discriminate sharp and dull, temperature etc.)
5. Use gross and fine motor skills while providing patient care, consistent with established nursing practice and patient safety. (Examples include maintaining clean/sterile technique while performing gastrointestinal intubation, urinary catheterization, performing tracheostomy care/changing tracheostomy ties, simple/complex dressing changes, attaching a needle to a syringe, drawing of medication (from a vial) into a syringe, and giving an injection (manual dexterity involved in holding an extremity while piercing the skin, aspirating, and injecting.)

**Cognitive:**

1. Elicit and interpret verbal and nonverbal communications. (Examples include the ability to speak and be understood by others; the ability to interpret facial expressions and body language.)
2. Communicate effectively both verbally and in writing, using appropriate words, grammar, and vocabulary.
3. Make accurate decisions in a timely manner, under stressful and challenging conditions. (Examples include prompt response to cardiac monitoring alarms,
accurate patient/situational assessment, and prompt intervention; provide for patient safety, administer oxygen, suction as needed, record seizure activity, and call for help.)

4. Utilize analysis, synthesis, critical thinking, and mathematical calculations in the provision of patient care.

**Interpersonal:**

1. Interact professionally with individuals, families, and communities of various social, ethnic, and cultural backgrounds.
2. Use social skills to form a therapeutic relationship with individuals, families, and communities.
3. Possess compassion, integrity, motivation, and genuine concern for others.
4. Maintain professional behavior and demeanor when faced with challenging situations.

If an applicant is denied admission, or a student is dropped from a program of study due to the inability to meet a performance standard, the student may request an appeal of that decision. The appeals procedure includes:

1. The student shall contact the academic advisor for assistance with the appeals process.
2. The student shall notify, in writing, the appropriate faculty member(s), Associate Dean, and the MU Disability Center indicating their initiation of the appeals process.
3. The student shall write an appeal to the Chair of the Student Admission and Progression (SA&P) Committee, addressing the performance standard(s) in question and asking to appear before the SA&P Committee at the next regularly scheduled meeting. The appellant shall send the faculty and the Associate Dean a copy of this written appeal.
4. During the SA&P executive session, the appellant shall be required to demonstrate the performance standard in question.
5. The appellant shall be notified of the SA&P Committee decision within twenty business days. The decision will assess compliance with the performance standard(s) in question and will include one of the following:
   a. The performance standard has been met.
   b. Recommend accommodation be made to assist the student in meeting the performance standard.
   c. Recommend dismissal, the appeal is without merit.

At any time, a student may refer to the Grievance Procedure as outlined in the MU SSON Undergraduate, RN to BSN, and/or Graduate Handbook.

Approved by Faculty Assembly: 11/6/00 Revised: 11/27/00, 8/24/00, 8/13/01, 8/1/02, and 8/1/03

**Credit by Examination**

Students may earn advanced standing credit in some undergraduate courses by satisfactorily completing examinations in certain subjects. Those who elect not to take the examinations or who fail to achieve satisfactory results are required to enroll in the course(s). The cumulative grade point average is not affected by examination results. Advanced standing examinations may
be available for students without sufficient transfer credit in pharmacology, nutrition, human development, and electives. A student who has a record of enrollment in a support course with a grade less than a "C" shall not be eligible later for credit on the basis of an examination covering the same subject.

The student may acquire College Level Examination Program (CLEP) advance standing by subject examinations in general education courses and required support courses. Departmental examinations also may be available. Departmental examinations are comparable to final examinations given in the required support courses offered on campus. Departmental examinations may be available and are accepted by the MU SSON. The department policy about a satisfactory score will be honored by MU SSON.

Standardized nursing examinations (NLN's) are available for the subjects of pharmacology and nutrition. If an unsatisfactory score is obtained from the first attempt the student may repeat the failed examination one time. A CLEP examination is available for the subject of Human Growth and Development. If an unsatisfactory score is obtained from the first attempt in CLEP examinations, the examination may not be repeated for six months.

For further information about the MU SSON's credit by examination or a comprehensive list of CLEP and departmental exams, contact the RN to BSN Academic Advisor, S245, 573 882-0277.

Students make their own testing arrangements by contacting the MU Testing Program office, 205 Parker Hall. Phone 573 882-4801 for specific office hours. Testing Services assesses a nominal fee for each test administered and scored.

Transfer of Credit from Other Colleges

Students applying to the MU SSON may transfer coursework from accredited four-year institutions and community/junior colleges toward a Bachelor of Science degree in Nursing. A maximum of 64 semester hours of non-nursing courses may transfer from accredited four-year colleges or community/junior colleges provided equivalency of the nursing prerequisites is determined.

Students already enrolled at the MU SSON who desire to enroll for required courses in another college or university must receive approval from the Associate Dean or undergraduate academic advisor before taking the course. It is the responsibility of the student to check with the college/school in which they intend to enroll regarding course availability.

If a course is approved for transfer, the student must request that a copy of the transcript be sent to the Office of Admissions, 230 Jesse Hall, immediately upon completion of the course. There is no time limit imposed on courses transferable to the MU SSON. Students transferring credit of more than 10 years are encouraged to assess their present knowledge base in that subject area and initiate a self-study program if indicated.
Withdrawal from MU

Students who wish to withdraw from the University should start the process by contacting their faculty or academic advisor. A student in good standing who decides to reenter nursing after having withdrawn will need to reapply for admission under policies and curriculum in operation for the class he or she joins.

Graduation Requirements

The completion of all requirements for graduation is the responsibility of the student. The Bachelor of Science in Nursing is granted to candidates who have:

- completed a minimum of 120 semester hours of credit including the required general education, prerequisite, and nursing clinical major courses;
- acquired a minimum MU cumulative GPA of at least 2.0;
- completed a minimum of 26 semester hours in residence at MU (online courses are considered courses in residence)

Baccalaureate Program Outcomes

Upon completion of the Bachelor of Science in Nursing Program, the learner will:

- Provide safe, competent care across the life span to diverse patients, families, and communities based on knowledge, professional standards, utilizing existing evidence and theoretical frameworks from nursing and related disciplines.
- Critically evaluate nursing and health-related evidence to provide or delegate safe, effective, efficient, patient-centered timely and equitable care.
- Formulate well-reasoned clinical judgments based on critical appraisal of the current evidence to guide nursing care across a continuum of health care environments.
- Integrate technologies of information, health care, and communication to design, coordinate, deliver and evaluate high quality and safe patient-centered care.
- Communicate and collaborate effectively with inter-professional team members, diverse patients, families and communities to prevent disease and injury and promote optimal well-being.
- Demonstrate professional conduct in nursing practice by incorporating ethical, legal, and practice standards and values in the design, management, coordination and evaluation of professional nursing care.
• Demonstrate responsibility, advocacy, accountability, caring and respect for self and others while providing patient-centered, socially just, culturally-sensitive care.

• Articulate the value of responsibility of pursuing practice excellence, life-long learning, and professional involvement.

Approved by the Faculty Assembly 5/06/02. Revised 5/10/04, 11/09, 4/14

Characteristics of Graduating Baccalaureate Students

The MU Sinclair School of Nursing faculty believes that baccalaureate education for professional nursing includes processes that foster the development of values, attitudes, personal characteristics, and professional behaviors that are inherently related to the practice of the art and science of nursing. Values are defined as beliefs to which an individual is committed that are reflected in attitudes and personal qualities, and that guide consistent patterns of behavior.

We concur with the American Association of College of Nursing (AACN, 1998) that values essential for the professional nurse are altruism, autonomy, human dignity, integrity and social justice. Examples of attitudes, personal qualities, and professional behaviors that reflect commitment to one or more of these values are listed on the following table. This list is not considered to be exhaustive and there is no one-to-one correspondence between or among the attitudes, qualities, and behaviors. Values and attitudes are listed alphabetically and not in order of importance. It is expected that graduates of this program will function as generalists who will be recognizable by virtue of their commitment to these values and through the consistent pattern of behavior based on this commitment.

<table>
<thead>
<tr>
<th>Essential Value</th>
<th>Examples of Attitudes and Personal Qualities</th>
<th>Examples of Professional Behaviors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Altruism</strong></td>
<td>Caring</td>
<td>Demonstrates understanding of culture, beliefs and perspectives of others.</td>
</tr>
<tr>
<td></td>
<td>Commitment</td>
<td>Advocates for patients, particularly the most vulnerable.</td>
</tr>
<tr>
<td></td>
<td>Compassion</td>
<td>Takes risks on behalf of patients and colleagues.</td>
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<td></td>
<td>Perseverance</td>
<td>Mentors other professionals.</td>
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<tr>
<td></td>
<td></td>
<td>Collaborates with others in promoting community and national efforts to meet the health needs of the public.</td>
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<tr>
<td></td>
<td></td>
<td>Collaborates with other members of the health care team in planning and providing care.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Demonstrates concern about social trends and issues that have implications for health care.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Utilizes the nursing process to deliver individualized nursing care to clients of all age groups.</td>
</tr>
<tr>
<td>Essential Value</td>
<td>Examples of Attitudes and Personal Qualities</td>
<td>Examples of Professional Behaviors</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td><strong>Autonomy</strong></td>
<td>Assertiveness</td>
<td>Plans care in partnerships with patients.</td>
</tr>
<tr>
<td>Right to self-determination</td>
<td>Confidence</td>
<td>Honors the right of patients and families to make decisions about health care.</td>
</tr>
<tr>
<td></td>
<td>Independence</td>
<td>Provides information so patients can make informed consent.</td>
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<tr>
<td></td>
<td>Openness</td>
<td>Respects patient=s right to make decisions about health care.</td>
</tr>
<tr>
<td></td>
<td>Respectfulness</td>
<td>Encourages open discussion of controversial issues in the profession.</td>
</tr>
<tr>
<td></td>
<td>Self-awareness</td>
<td>Supports the rights of other providers to suggest alternatives to the plan of care.</td>
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<td></td>
<td>Self-direction</td>
<td>Interacts with appropriate legislators on health-related issues.</td>
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<tr>
<td></td>
<td>Self-discipline</td>
<td>Promotes patient Self-Care Agency in deliver of nursing care.</td>
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<tr>
<td><strong>Human Dignity</strong></td>
<td>Consideration</td>
<td>Provides culturally competent and sensitive care.</td>
</tr>
<tr>
<td>Inherent worth and uniqueness of individuals and populations.</td>
<td>Diversity</td>
<td>Protects the patient=s privacy.</td>
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<tr>
<td></td>
<td>Empathy</td>
<td>Preserves the confidentiality of patients and health care providers.</td>
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<tr>
<td></td>
<td>Humaneness</td>
<td>Designs care with sensitivity to individual patient needs.</td>
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<tr>
<td></td>
<td>Kindness</td>
<td>Addresses worldwide health issues.</td>
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<tr>
<td></td>
<td>Cultural sensitivity</td>
<td></td>
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<tr>
<td></td>
<td>Respectfulness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trust</td>
<td></td>
</tr>
<tr>
<td><strong>Integrity</strong></td>
<td>Accountability</td>
<td>Provides honest information to patients and the public.</td>
</tr>
<tr>
<td>Acting in accordance with an appropriate code of ethics and accepted standards of practice.</td>
<td>Authenticity</td>
<td>Documents care accurately and honestly.</td>
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<tr>
<td></td>
<td>Competence</td>
<td>Seeks to remedy errors made by self or others.</td>
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<td></td>
<td>Critical thinking</td>
<td>Demonstrates accountability for own actions.</td>
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<tr>
<td></td>
<td>Honesty</td>
<td>Provides the public accurate information about professional nursing.</td>
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<td></td>
<td>Inquisitiveness</td>
<td>Demonstrates a commitment to life-long learning.</td>
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<tr>
<td></td>
<td>Professionalism</td>
<td>Participates in the profession=s efforts to implement and improve standards of nursing.</td>
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<tr>
<td></td>
<td>Rationality</td>
<td>Obtains sufficient data to make sound judgments before planning course of action.</td>
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<tr>
<td></td>
<td>Reflectiveness</td>
<td></td>
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<tr>
<td></td>
<td>Responsibility</td>
<td></td>
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<tr>
<td></td>
<td>Truthfulness</td>
<td></td>
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<tr>
<td>Essential Value</td>
<td>Examples of Attitudes and Personal Qualities</td>
<td>Examples of Professional Behaviors</td>
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Approved by Faculty Assembly 11/12/99
Revised 3/05
SECTION III: REGISTRATION FEES AND FINANCIAL AID

Regular Registration for Non-Nursing Courses

Regular registration periods are published in the University calendar and are usually scheduled one or two days prior to the beginning of classes.

Regular registration procedures are as follows:

- Follow the registration instructions listed on the MU Registrar’s website: http://registrar.missouri.edu/registration/

Preregistration/Registration

Each semester, currently enrolled students are given the opportunity to preregister for the next semester's classes. Preregistration usually begins in October and March; the specific dates are widely publicized on campus.

Preregistration procedures are as follows:

- Contact your advisor prior to preregistration week.

- Use the Schedule of Courses at web site: http://registrar.missouri.edu or the course listings on myZou to plan your schedule.

- Only new MU students, students on probation and students with holds on their myZou Student Centers screen need an advisor's release. All other students may register on the computer through myZou, or in person at 130 Jesse Hall during the preregistration period.

- Registration by computer or in person may be accomplished at the appointment time listed on the student’s myZou screen or any time thereafter until the end of the preregistration period.

Late Registration

No student will be permitted to register in any school or college of the University of Missouri-Columbia or in any course other than Problems, Special Readings, or Research after one week following the first day of classes in regular session or the equivalent thereof in a shorter session.

Any student registering after the close of the regular registration period shall pay a non-refundable late registration fee in addition to all other fees.
Late Add/Drop (Petitioning)

Add/drop (also referred to as petitioning) is the method of getting into or out of a class after registration is completed. Deadline dates for adding and dropping courses each semester are published in the university calendar. The academic adviser also has a list of the deadline dates.

A student is permitted to drop a course using a late drop form (available in S235 Nursing, or online at http://registrar.missouri.edu/forms/late-registration-form.pdf) within the first five weeks of a semester or by the 12th class day of a blocked course with no notation of enrollment in the course being placed on the student's permanent record. Courses dropped after this point will appear on official records as W (withdrawal) if the student was passing at the time of withdrawal. If the student was failing (72 percent or lower) at the time of withdrawal, the course is graded F. See "Withdrawal from Courses" in the undergraduate catalog. If classes have started for the semester, a student who has obtained instructor consent (written/emailed) may add a course using a late add form (available in S235 Nursing). If the course is full, a permission number will also be needed.

A student who wants to add or drop a course after the add/drop date has ended should pick up a course withdraw for late add form in S235. Following approval from the Nursing Student Affairs Office, the student may process the form at the Registrar’s Office (Room 130 Jesse Hall) or use myZou. The instructor's signature is not required on the course withdraw form. The instructor's signature or a permission number may be required for the late add form.

The add/drop form is also used to change grading options (e.g. from A-F to S/U, or from A-F to Hearer). Students cannot change from one grading option to the other after the tenth day of classes.

Academic Fees

Students enrolled in RN to BSN courses are assessed the same educational fee as other undergraduates. Students must pay fees as billed in order to avoid being dropped from class rosters. Questions concerning payment of fees, including establishing a fee payment schedule should be addressed to the Cashier’s Office, 15 Jesse Hall or online at http://cashiers.missouri.edu/index.htm.

Electronic Billing & Payment, Student Account Inquiries, Transcript Requests on Delinquent Accounts: 573-882-3097
Refunds: 573-882-3745
Sponsor Billing: 573-882-9138
Fax: 573-882-4453.

Fees subject to refund include the Educational Fee and any instruction-related miscellaneous fees that may be assessed. Students who have registered for credit courses, have made payments of educational fees, and whose registration is subsequently canceled before the day class work begins are eligible for a full refund less $20 for the cost of processing the registration. RN to BSN students considering dropping classes prior to or during a semester should first contact the RN to BSN Coordinator or Academic Advisor. Those who withdraw from the University or
reduce their course load by processing a drop form will, subject to certain exceptions, upon written request to the Cashier's Office (or in person in Room 15 Jesse Hall), receive a refund of the educational fee paid in accordance with the refund schedule on the cashier’s office website.

Additional information regarding specific dates can be found at the following website: http://cashiers.missouri.edu/refund_schedules.htm

All refunds are made by mail and require three to five weeks processing time after withdrawal. Class days are counted by excluding Saturdays, Sundays, and holidays.

Announcements specifying the dates of each refund period are listed each semester in the Schedule of Courses.

In the event that a student withdraws from the University during a semester that they received a Sinclair School of Nursing Scholarship, these funds must be returned to the school.

**Scholarships and Financial Aid for RN Students**

The School of Nursing has limited funds for scholarships. For internal scholarships, you do not need to apply for individual scholarships. Submit the scholarship application for your degree program to the Sinclair School of Nursing Office of Student Affairs. Once your application is received, you will be eligible for any scholarship for which you meet the eligibility criteria. You must also have a completed Free Application for Federal Student Aid (FAFSA) on file before you can be considered for any scholarships.

For external scholarships, you will need to apply directly to each individual scholarship by following the directions given by the organization offering the scholarship.

Applications will be examined by the Financial Aid Office for any programs for which a student might qualify, including Federal nursing loans, which are awarded on a need basis.

RN to BSN students are encouraged to check with their employer and community organizations regarding educational assistance and scholarship opportunities.

A complete list of scholarships for which students may apply or be nominated can be found on the School’s website at: http://nursing.missouri.edu/admissions/scholarships.php

<table>
<thead>
<tr>
<th>Emergency Short-Term Loan Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Hanson Memorial Loan Fund</td>
</tr>
</tbody>
</table>
SECTION IV: ACADEMIC POLICIES

Grading Policies

The grading system provides a framework for faculty to report evaluation of student performance and achievement. MU employs a grading system of A, B, C, D and F, with a plus/minus grading system. Either system is appropriate for those subjects and situations that allow discrimination in quality of achievement and performance. The satisfactory/unsatisfactory (S/U) grading system is more appropriate for elective courses in which students may be competing with majors, in courses students are taking for mastery learning, and in certain clinical courses.

S/U grades are not incorporated in the grade point average. Students cannot change from one grading system to the other after the tenth day of classes. No more than 20 percent (24) of the hours toward the bachelor's degree and no more than one course per semester may be taken under the S/U system. Elective courses may be taken S/U. Certain nursing courses are taught only on the S/U grading system. An unsatisfactory (U) grade in a nursing or required non-nursing course is not acceptable. A student may not progress in the nursing sequence with the U grade. A satisfactory (S) or C or above must be achieved on repetition of the course for a student to be eligible to continue enrollment in the School of Nursing. See Progression Criteria section for exceptions.

The faculty of the MU Sinclair School of Nursing is concerned with academic achievement. The following rules were designed by the Faculty Assembly Student Admission and Progression (SA&P) Committee, which includes undergraduate student representatives.

1. A student whose MU term and cumulative grade point averages are 2.0 or higher is in good standing. Minimum cumulative grade point average for entrance to the RN to BSN nursing sequence is 2.80.

2. A grade of C- (73% or less), D, F, or WF (withdraw failing) is not acceptable in chemistry, biology, microbiology, physiology, anatomy, pharmacology, English Exposition and Argumentation, human nutrition, any writing intensive course, nor any nursing course. This policy is stricter than the general campus guideline that allows a C- to count as a passing grade. An F is not acceptable in any course that is part of the nursing program. A student is allowed one chance to repeat a course in which an unsatisfactory grade has been received (see Repetition of Nursing Courses for RN to BSN Students). A student who earns less than a C (less than 73 %) upon repeating a course or in two courses total, is ineligible to continue enrollment in the School of Nursing.

3. The Sinclair School of Nursing faculty does not round any grades obtained in a course, either to increase or decrease the grade. Students receiving a 73% will be required to repeat the course in which the 73 % was obtained, and the grade will count as the first fail as noted in #2 above.
4. A cumulative score of 73% on examinations is required to pass every nursing course. If this is achieved, the remaining course points will be added in for a total course score. A final course grade of 73% or higher is required to pass the course.

5. A student must maintain a 2.0 cumulative GPA to continue in the RN to BSN nursing sequence.

6. An unsatisfactory (U) grade in a nursing or required non-nursing course is not acceptable. A student may not progress in the nursing sequence with the U grade.

7. Some nursing courses have both lecture and clinical or practicum components and only one grade is awarded for the course. Successful completion of these courses requires satisfactory achievement in both areas. If repetition is required, the student must complete both the clinical and lecture requirements for the course, regardless of which component was problematic.

Approved Faculty Assembly 05/09

Course Repeat Policy

When a grade received in an initial attempt, for an undergraduate course at University of Missouri-Columbia, is a C-, D+, D, D-, F or WF, the grade will be replaced in the calculation of the GPA by the grade received in any second attempt of the same course at the University of Missouri-Columbia (unless the repeat grade is ‘I’ or ‘W’). All grades received in second and subsequent attempts will be included in GPA calculations. No more than three courses or 15 semester hours (whichever is greater) will be dropped from the calculations of the student’s GPA. All attempts of a given course will appear on the official transcript with the grade(s) earned. The transcript will have an explanation that will identify that the GPA is calculated using all grades earned in a course except the initial attempt when a course has been repeated.

Grading Scale

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>97-100%</td>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>93-96%</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>90-92%</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>87-89%</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>83-86%</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>80-82%</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>77-79%</td>
<td>C+</td>
<td>2.3</td>
</tr>
</tbody>
</table>
Probation, School Dismissal, and Readmission

The faculty of the University of Missouri has established criteria governing probation, dismissal, and readmission.

- MU SSON is responsible for informing pre-nursing and clinical majors of their probation and standing.

- A student whose term and cumulative grade point average are 2.0 or higher is in good academic standing.

- A student in good standing whose term grade point average falls below 2.0 is placed on scholastic probation.

- A student on scholastic probation must establish a 2.0 cumulative (MU) grade point average within two successive terms; otherwise, he or she is ineligible to re-enroll in the University for a period of one year.

- A student whose term grade point average falls below 1.0 is ineligible to re-enroll at the University for a period of one year.

In addition to the rules above, the faculty of the MU Sinclair School of Nursing has established the following criteria governing nursing clinicals, probation, dismissal, and readmission:

- Students on academic probation must obtain a cumulative GPA of 2.0 within two semesters (with enrollment in at least twelve (12) academic hours for grades) or will be ineligible to re-enroll in the MU SSON.

- Students who have been dismissed from the MU SSON may reapply through the established procedure for all students and petition the SA&P Committee. Students who are readmitted will be guided by the policies and curriculum in effect at the time of readmission.

- Clinical nursing majors who have been dismissed from the MU SSON for a second time may not reapply for admission.

Nursing major students who do not meet the University GPA requirements for satisfactory academic standing (see Progression Criteria) will be placed on special academic probation in the MU SSON and must obtain the cumulative GPA required for their classification, as outlined, within two semesters, or they will be dismissed from the MU SSON. Students who have been dismissed may not reapply to the MU SSON until requirements for the clinical major application have been met.
Administrative Drop Policy for Online Courses

Purpose
Participation in class discussions and posting is critical for success in an online course. In order to facilitate an online environment that encourages learning and decreases disruption, students who fail to meet minimum course participation requirements may be administratively dropped from the course.

Criteria:
The course instructor may initiate the administrative drop process if either of the following situations exists:

- The student does not post or otherwise participate in online class by the end of the first week* of the semester, regardless of the number of visits to the course site.
- The student does not post or otherwise participate in online class discussion for two consecutive weeks* anytime during the semester, regardless of the number of visits to the course site.

Process:
The process for administratively dropping a student will be as follows:

1. When a student fails to participate in class, the course instructor will first attempt to contact the student via MU course e-mail, requesting that the student respond to the e-mail and begin class participation within a specific time frame (e.g., 24-48 hours) or by a specific date/time.

2. If the student does not respond to the instructor or begin class participation by the deadline, the instructor may request that MU SSON student affairs staff send an administrative drop warning letter to the student’s address of record, via certified mail. This letter should contain a specific date and time for the student to contact the instructor in order to avoid being dropped from the course, and a statement that if the instructor does not hear from the student within the time frame, the student will be dropped from the course. (Deadline date should account for 2-day priority mail delivery time plus approximately 48 hours for student to contact after receipt of letter).

3. If the student fails to respond to the instructor’s e-mails and certified letter within the timeframe provided, the instructor will notify MU Direct of the administrative drop and request that MU Direct notify the registrar of the drop and remove the student’s access to the course.

4. All correspondence between the instructor and student mentioned in this policy should be copied to the student’s advisor and the MU SSON Student Affairs representative.

* For summer course offerings, the appropriate timeframe is ½ that stated.

Approved by Faculty 12/7/07
Grade Appeal Procedure

A student who believes her/his final course grade was determined in an arbitrary and capricious manner and has not reached satisfactory resolution with the instructor may appeal the grade to the School of Nursing Associate Dean for Academic Affairs (AD). The appeal must be initiated in writing and must include:

   a. The course in which the grade was received;
   b. The instructor whose grade is being challenged;
   c. The semester in which the grade was received;
   d. Specific facts showing why the student considers the grade to be arbitrary and capricious;
   e. The outcome sought, and
   f. The signature, address, and local phone number of the student.

Arbitrary and capricious grades are those as defined in Article VII, I, iii University of Missouri Academic Regulations: A grade may be considered arbitrary and capricious under these rules only if one of the following is shown:

   a. The grade is assigned on some basis other than the performance in the course;
   b. The grade was assigned by reference to more exacting or demanding standards than were applied to other students in the course. However, for undergraduates in 7000 and 8000 level courses, a different, but similarly uniform, grading standard may be applied than for graduate students in the course;
   c. The grade was assigned by reference to a performance standard which substantially deviated from the performance standard previously announced by the instructor, and
   d. The grade was assigned after the instructor refused to correct mathematical or mechanical grading errors.

The following non-exclusive allegations would not be grounds for appeal under these provisions:

   a. A challenge to the instructor's standards of academic performance;
   b. A challenge with respect to the instructor's judgment of the substantive quality of the student's academic performance, and
   c. A challenge with respect to other purely judgmental determinations made by the instructor.

Within ten working calendar days of receipt of the written appeal, the AD will:

   a. Acknowledge the appeal in writing to the student;
   b. Provide a copy of the appeal to the instructor whose grade is being contested, and
   c. Two to three faculty members to serve as independent reviewers of the student's coursework.
Faculty reviewers will be provided with materials submitted by the student and by the faculty member who assigned the contested grade. Such materials will include:

a. The complainant's work;
b. Course syllabus;
c. Relevant student handouts (such as grading/evaluation criteria for papers or clinical performance), and
d. Other relevant materials (e.g., examples of work submitted by other students in the class).

The reviewing faculty members will conduct an independent blind review of the above named materials. A written report of their findings and recommendations must be forwarded to the AD within 14 calendar days of receipt of the materials.

The AD will review the findings and make a determination of whether or not there is clear and convincing evidence the grade was assigned in an arbitrary and capricious manner. Within ten calendar days of receipt of the faculty reports, the AD will state in writing the grounds for granting or denying the outcome requested by the student. This written document is communicated to the student, the instructor who assigned the contested grade, and the Dean of the School of Nursing.

If the student is dissatisfied with the AD's decision, he/she may request a review at the campus level.

**Student Special Requests**

Student Special Requests are submitted by students who wish exceptions to be made regarding the application or progression criteria:

a. Any student unable to meet prerequisites to specific nursing courses due to scheduling problems, illness, personal circumstances, or performance in a particular course shall be required to submit a Special Request Form.

b. Any clinical nursing major who needs to enroll in nursing courses part-time or out of sequence must submit a Special Request Form.

c. Any clinical nursing major who needs to repeat a nursing course must submit a Special Request Form.

d. Any clinical major requesting a leave of absence must submit a Special Request Form.

The Student Admission and Progression (SA&P) Committee meets prior to the beginning of the semester and on a monthly basis during the semester. The committee does not meet in May, June, or July. Only completed forms with indicated supportive documentation will be acted upon by the SA&P Committee.
Special requests may be considered:

**During the semester:** The completed special request form must be submitted to the undergraduate academic advisor's office no less than 10 days prior to the next scheduled SA&P Committee meeting. Meeting dates may be obtained from the academic advisor. Completed forms received after this deadline will be acted upon at the subsequent scheduled meeting. The decision of the SA&P Committee regarding the individual's special request form will be postmarked by no later than 10 days following the meeting at which the request was considered.

**Before a semester begins:** a student should submit to the academic advisor's office one copy of the completed special request form no less than 10 days prior to the first day of registration for that semester. The decision of the SA&P Committee regarding an individual's special request form will be postmarked by no later than the last day of registration for that specific semester.

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**Leave of Absence**

A leave of absence (LOA) may be granted for up to two semesters (excluding summers). Students must request a LOA prior to the enrollment deadline for the first semester in which leave may be granted. Students requesting a LOA should contact the Academic Advisor for the RN to BSN option to obtain a Leave of Absence Request form. The form should be completed and returned to the Academic Advisor’s (S245) office with a letter providing a brief explanation for the LOA request as well as the anticipated return date. At least thirty days prior to returning to school, the student must notify the academic advisor for the RN to BSN option so that a revised curriculum plan can be developed. The RN to BSN Option Coordinator will determine the projected feasibility of the student returning to the program when desired.

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**Time Limitation**

All requirements for the Baccalaureate degree must be completed within a period of five (5) consecutive calendar years from the date of first enrollment in courses after admission to the School of Nursing. A written request for extension must be submitted by the student and approved by the RN to BSN Option Coordinator and the Associate Dean for Academic Affairs.

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**Withdraw from MU**

Students who wish to withdraw from the University should start the process by contacting their academic advisor. A student in good standing who decides to reenter nursing after having withdrawn will need to reapply for admission under policies and curriculum in operation for the class he or she joins.
SECTION V: COURSE POLICIES

Formal Complaint Policy

One way the MU Sinclair School of Nursing assures constituents of our efforts to achieve excellence is to establish a mechanism for reporting formal concerns or complaints about the program to our accrediting agency, the Commission on Collegiate Nursing Education. The formal complaint policy of the MU SSON is on the School’s website at http://nursing.missouri.edu

Program of Study Planning

Academic program plans are developed for each student by the academic advisor based on prerequisite and co-requisite courses. The plans are filed in the student's folder in the academic advisor's office and are used by the student and the student's faculty/advisor for planning throughout the remainder of the student's nursing program. All students are provided a copy of their nursing plan.

Plan changes must be approved by the Student Admission and Progression (SA&P) Committee via the undergraduate academic advisor. Any alteration in a scheduled plan has the potential of delaying the completion of the program one or more semesters.

Textbooks and Syllabi

Students may purchase textbooks at the University Bookstore located in the new Student Center or order online at http://www.mubookstore.com/. Syllabi for online courses are available from the Blackboard site. Students should secure the syllabus prior to the first day of classes each semester. The syllabus is used as the basis for evaluating achievement in the course and includes objectives/behaviors that students must achieve to be successful in the course. The faculty outline expected levels of performance in each course at the beginning of the semester.

Classroom/Practicum Attendance

The MU SSON faculty has established specific attendance guidelines for the didactic and practicum nursing courses as documented in the course syllabi. Students must notify their practicum instructor prior to the time that they are scheduled to be on the clinical site if they are unable to attend. Failure to attend the required minimum number of on-campus days may result in an unsatisfactory grade for that course.

Senior Dual Enrollment

Beginning Fall 2012, qualified undergraduate students will be eligible to enroll in up to 12 hours of graduate credit during the last 30 hours of their undergraduate program. To qualify, seniors must have a B average in the most recent 45 hours of credit and be within 30 hours of completing the graduation requirements for their first bachelor’s degree. The application and more information can be found at: http://gradschool.missouri.edu/admission/dual-enrollment-senior/.
Guidelines for Written Assignments

The American Psychological Association (APA) style is the approved style to be used for written work by students. All undergraduate students must use the APA style for written assignments in nursing courses. *The Publication Manual of the American Psychological Association* (6th ed.) is available in the University Bookstore on campus.

The Undergraduate faculty supports the use of web sites that explain the use of APA format. The following is a list of several appropriate sites:

- [http://www.apastyle.org/](http://www.apastyle.org/)
- [http://www.wooster.edu/psychology/apa-crib.html](http://www.wooster.edu/psychology/apa-crib.html)
- [http://owl.english.purdue.edu/handouts/research/r_apa.html](http://owl.english.purdue.edu/handouts/research/r_apa.html)
- [http://webster.commnet.edu/apa/apa_index.htm](http://webster.commnet.edu/apa/apa_index.htm)

The following items are to be written using APA format as needed in papers: title page, margins, spacing, alignment, title, headings, paragraph indentation, pagination (page numbering), abbreviations, numerals, text citations, quotations, and references.

Teacher and Course Evaluations

At the conclusion of each semester, nursing students are provided the opportunity to evaluate nursing courses and faculty. Both University-designed evaluation forms and faculty-developed evaluation tools are used. Student evaluations contribute to the overall evaluation of the faculty and curriculum.

University Rules and Regulations for Conduct

The *M-Book* explains rules and regulations of the University, defines standards of personal and academic conduct expected of students, describes disciplinary procedures and actions, and explains how students may have grievances heard and remedied. It contains information about traffic regulations, parking fines and procedures for appealing them, procedures for reservation of facilities and policies governing their use, parade permits, and other miscellaneous items. The *M-Book* is available at the Department of Student Life, 2500 MU Student Center or at: [http://web.missouri.edu/~umcstudentlifeweb/mbook.php](http://web.missouri.edu/~umcstudentlifeweb/mbook.php).

Policy Regarding Students with Disabilities

The MU Office of Disability Services (ODS) provides accommodations and support services, which will ensure students with disabilities the opportunity to competitively pursue a college education. To request course accommodations (for example, a note taker), students must be registered with Disability Services, S5 Memorial Union, 573-882-4696. The Office of Disability Services is responsible for reviewing documentation provided by students requesting academic accommodations, and for accommodations planning in cooperation with students and instructors, as needed and consistent with course requirements. Students seeking services *must* initiate contact with the Office of Disability Services. To receive academic accommodations, students must re-activate their files *each semester* and notify appropriate course faculty of this activation.
Registration and documentation are required well in advance to assure the Office of Disability Services time to plan, implement, and notify faculty of student accommodations. Faculty will implement this plan when notified.

Another resource, MU’s Adaptive Computing Technology Center, 573-884-2828, is available to provide computing assistance to students with disabilities. For more information about rights of people with disabilities, please see ada.missouri.edu or call 573-884-7278.

**Academic Integrity**

MU has established a policy for students regarding academic dishonesty. MU SSON adheres to this policy as it relates to academic dishonesty by nursing students. Selected portions of the policy, taken from the *M-Book*, are reprinted below:

*Academic dishonesty is an offense against the University.* A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action but also is relevant to the evaluation of the student's level of performance.

Academic dishonesty includes, but is not necessarily limited to, the following:

- **Cheating**
  - The term cheating includes but is not limited to:
    - Use of any unauthorized assistance in taking quizzes, tests, or examinations.
    - Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
    - Acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff.
    - Knowingly providing any unauthorized assistance to another student on quizzes, tests or examinations.

- **Plagiarism**
  - The term plagiarism includes, but is not limited to:
    - Use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference.
    - Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
    - Unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
• Unauthorized possession of examinations or reserve library materials, destruction or hiding of source materials, library materials, or laboratory materials or experiments or any other similar actions, and

• Unauthorized changing of grades or markings on an examination or in an instructor's grade book, or such change of any grade record.

**Disciplinary action:** Any student who commits an act of academic dishonesty is subject to disciplinary action. Nursing students are also taking on professional role responsibilities and are therefore subject to rules of professional conduct. Any student who does not observe professional behavior such as is published in School of Nursing philosophy statements and professional standards and codes of ethics is subject to disciplinary action, as published in the University M-Book.

**Academic evaluation:** The instructor determines the grade to be awarded to a student and, in making that determination, may take into account academic dishonesty on the part of the student for academic but not for disciplinary reasons.

**MU SSON Social Networking/Media Policy**

All MU Sinclair School of Nursing students (clinical and didactic) MUST adhere to regulations provided by HIPPA, Code of Conduct, and assigned clinical agencies regarding ANY usage of electronic devices IN OR OUT of the clinical or classroom setting.

• Permission may be granted by nursing faculty or assigned preceptors to use electronic devices for enhancing learning in the classroom and/or patient care environment.

Some electronic communication, networking and/or postings are subject to public view; therefore, you are responsible for all content, and subject to disciplinary action if misused. Misuse of electronic devices includes but may not be all inclusive;

• Patient information
• Communication or postings of illegal, obscene, defamatory and/or slanderous statements
• Postings of obscene photos or videos
• Discrediting of any person(s) or group(s)

**Social Networking/Media Policy Misuse Disciplinary Actions:**

These disciplinary actions WILL accrue throughout your clinical/classroom experience. Please use form provided.

1) First violation of the policy will result in;
   • Early Alert form sent to the Associate Dean for Academic Affairs or Director of graduate option/area of study and either Academic or Faculty Advisor
   • One-on-one meeting with course faculty
• Review of MU SSON Social Media Policy
• Actions MAY result in immediate dismissal from the Sinclair School of Nursing

2) Second violation of the policy will result in;
• One-on-one meeting with the Associate Dean for Academic Affairs or Director of graduate option/area of study
• Review of said infraction and status in the School of Nursing
• Actions MAY result in immediate dismissal from the Sinclair School of Nursing

3) Third violation of the policy will result in;
• Immediate dismissal from the Sinclair School of Nursing

_Potential continuation in the Sinclair School of Nursing may only be possible with input from instructor or preceptor and review from the Associate Dean for Academic Affairs or Director of graduate option/area of study._

May 2011
SECTION VI: CLINICAL POLICIES

University of Missouri Sinclair School of Nursing
Safe Nursing Practice and Research Policy

The faculty and staff of the Sinclair School of Nursing support the University of Missouri ‘Statement of Values’. The faculty and administration have the expectation that these values – Respect, Responsibility, Discovery, and Excellence - will be reflected in the interactions and actions of all individuals involved with the activities of the School of Nursing. The entire statement is on public display at the center of our campus, under the columns, on a plaque gifted to the university by the MU Parents Association in 1999.

All students will sign the Safe Nursing Practice and Research Policy form upon admission to the clinical major (pre-licensure students). The form will be kept in the student file. Students will need to sign another form if there are policy changes or if not continuously enrolled in the program.

Safety in nursing practice and research is required of all professional nurses and all students of professional nursing. The following are absolute grounds for course failure and may result in dismissal from the program.

- Preceptor or Agency refusal to continue working with the student due to clinical safety issues.
- Under the influence of alcohol, recreational drugs, or medications that impair judgment in the clinical setting.
- Positive drug test for non-prescribed or illegal drugs; or refusal of drug testing.
- Abuse or inappropriate behavior to patient, staff, faculty, or student.
- Patient neglect.
- Breech of patient confidentiality.
- Dishonesty with patient data or with own actions.
- Unsafe practice (as deemed by faculty).

Approved: 2009

Code of Conduct Training

Students of the MU Sinclair School of Nursing are expected to know and comply with federal, state, and Health Sciences Center guidelines that relate to clinical practice. Within the Health Sciences Center, these guidelines are referred to as the Code of Conduct.

Code of Conduct Training is mandatory for all MU SSON students who are involved in clinical practica or research activities at University of Missouri Hospitals and Clinics and MU SSON. Code of Conduct training is a requisite to attending clinical experiences and takes approximately an hour. Annual renewal is required.

Follow these steps to complete the training module:
1. Log into Blackboard.

2. Click the "My Organizations" link at the top of the Blackboard dashboard.

3. Select "Sinclair School of Nursing Resource Center."
   
   1. If you do not have access to this organization, please contact Laura Foley (foleyl@missouri.edu) or Drew Sells (sellsdj@missouri.edu) to request membership.

4. Click the "Code of Conduct Training" button in the left-hand navigation and follow the instructions to review the instructional material and complete the quiz.

After completing the module, complete the quiz, sign the acknowledgement form and either fax or mail the forms to your academic advisor.

**Violations of Code of Conduct** will be documented by an Early Alert through MU Connect and monitored and tracked by the Associate Dean or a compliance officer. Students will be disciplined in the following manner:

- The first violation will result in a verbal warning
- The second violation will result in a written warning
- The third violation will be reported to the Compliance Officer for investigation and determination of the consequences.

**Clinical Simulation Learning Center Resources**

The School of Nursing offers many facilities for the support of student learning. A simulation learning center is located on the third floor. RN to BSN students are welcome to practice technical skills and learn to manipulate various types of equipment in this simulated clinical setting. The simulation learning center hours are posted each semester. The learning center is staffed with faculty or laboratory assistants who facilitate students' learning experiences. A computer room in the laboratory allows students to view required CD-ROMs and web/email access.

Computers with technology staff support are also available in the J. Otto Lottes Health Sciences Library on the first floor. These computers offer opportunities for literature research, internet connection, and word processing services. The microcomputer laboratory has software available for checkout and one-hour introductory classes. These resources are open to all students during the same hours as the Health Sciences Library. The Information and Access Technology services information is also available for technology assistance at http://iatservices.missouri.edu.

**Student Responsibility for Clinical Practica Dress Code**

_The Sinclair School of Nursing has a long-standing tradition of excellence in education. In order to continue this tradition and prepare our future nurse graduates it is necessary to maintain a professional environment. Appropriate appearance is one component of professional nursing care. The purpose of this policy is to set a guideline for providing a safe and comfortable environment in which the patients and other members of the health care team are insured that_
professional and competent nursing care will be provided.

This policy applies to all nursing students, including RN to BSN Option, that enter into clinical experiences both on and off University of Missouri and University Hospital property.

I. GENERAL STANDARDS

- Clothing/scrubs must be kept neat and clean and fit properly.
- Shoes are to be appropriate for the job and be clean and polished. Clogs are permitted provided they do not present a safety hazard in the department(s) in which the students works. Sandals, slippers and flip-flops are inappropriate.
- Personal hygiene and grooming are essential and required. Use of deodorant is expected and fingernails must be an appropriate length.
- Hair must be kept neat, clean. Hair should in no way interfere with patient safety.
- Jewelry should be simple, not excessive and must not present a safety hazard.
- Make-up should be natural looking. No perfume, cologne, or after-shave should be worn in patient care areas and worn in moderation in non-patient care areas.
- Socks/hosiery must be worn.
- Men’s moustaches and beards must be neatly trimmed.
- Tattoos are to be covered and not be visible during clinical hours.
- Jewelry associated with body piercing, with the exception of ear lobes, is inappropriate for wear during clinical hours.
- Tobacco products should not be visible through clothing.

Inappropriate Attire:

- Denim blue jeans
- Sweat pants and sweatshirts
- Shorts or walking shorts
- T-shirts without collars (including those that have been given as gifts, e.g., by a hospital)
- Shirts with bare midriff
- Low cut shirts/blouses, low-waisted trousers/pants, including rolling down scrub pant waist bands.
- Sheer or revealing clothing
- Clothing with bulky sleeves or pants which may become entangled with equipment or be dragged through body fluids
- Logos on any clothing items (except MU SSON logo/ID)

II. IDENTIFICATION BADGES

- Identification badges must be worn at all times.

The clinical instructor, preceptor, or mentor of any nursing student will enforce this policy as deemed appropriate. This policy is intended for all clinical experiences. An appropriate and respectful appearance should be maintained in order to decrease distraction and ensure that all students have the best possible learning environment.
Student Health and Cardiopulmonary Resuscitation Certification

A student's health has an important relationship to his or her ability to profit from and progress in the total educational experience. Students majoring in nursing have a special responsibility to follow good health practices for their own protection as well as for their patients/clients. The faculty has adopted the following requirements to maintain and promote good health practices and to comply with our clinical agency agreements. Consequently, students must submit accurate and up-to-date health care provider CPR and required immunization information at the time of admission to MU.

Required Immunizations

The student must present the following:

- Evidence of immunity or immunizations to measles, mumps, and rubella (MMR) since 1982 in accordance with the Center for Disease Control guidelines.
- Evidence of Tuberculosis (TB) titer if student has been exposed to high risk scenarios for TB or lived outside of the U.S. for longer than two (2) months.

Students may obtain immunizations at the Student Health Center or from the health care provider of their choice. The immunization record is to be sent to the academic advisor's office (S245).

Compliance Requirements

The MU SSON agreements with clinical agencies clearly state that faculty will not assign students who do not have documented proof of immunizations, a valid tuberculin test, and CPR certification.

Failure to comply with the health program requirements will jeopardize admission and continuing enrollment for clinical nursing majors. Students will not be allowed to begin a clinical component course until all documentation has been supplied to the University.

In the event of a pre-existing health problem, the student should submit a statement from a health care provider indicating the reasons for non-compliance with the immunization requirements.

Clinical Agency Agreements with the School of Nursing

The MU SSON has written agreements with each agency used for clinical practice. The agreement states the University's responsibility with the clinical agencies when students and faculty are present. The MU SSON and clinical agencies assume shared responsibilities for the students' educational experiences in the clinical setting.

Selected portions of the clinical agreement directly related to student responsibility are as follows:
• The University will instruct all nursing students assigned to the clinical agency regarding the confidentiality of records and patient/client data imparted during the educational experience.

• The University will not assign students who do not have documented proof of immunization for tetanus, diphtheria (DT), and polio; Tuberculin Skin Test (chest x-ray if appropriate); and proof of immunity to rubella, chickenpox and MMR.

• If the clinical agency deems a student's performance to be unsatisfactory and detrimental to its health care responsibilities, it may temporarily suspend the student from utilizing the clinical agency for clinical experience.

• The clinical agency will retain full responsibility for the care of patients and will maintain overall administrative and professional supervision of students and faculty of the University insofar as their presence affects the operation of the clinical agency and/or the direct or indirect care of patients.

• The nature of this cooperative agreement is such that each party undertakes obligations to the other without passage of funds between the University and the clinical agency or between the personnel of their respective staffs.

• The student is responsible for meeting the requirements set forth by the clinical agency. Failure to do so may result in the student’s suspension from utilizing the clinical agency for clinical experience.
SECTION VII: GRADUATION ACTIVITIES
AND NCLEX EXAMINATION/STATE BOARD LICENSURE

Terminal Objectives
Characteristics of Graduating Baccalaureate Students
And
Graduation Requirements

Refer to Section I: Admission, Curriculum Patterns, and Objectives for details.

School of Nursing Convocation

The School honors its graduates with a convocation ceremony at the end of the fall and spring
semesters. Registered nurses completing the program in August may elect to participate in either
the May or December convocation. The Dean and Administrative Assistant work with student
representatives throughout the semester in preparation for the end-of-school activities and the
convocation. The Academic Advisor will send information regarding convocation via email each
semester.

Nursing Pins

The nursing pin symbolizes successful completion of the requirements for the Bachelor of
Science degree in nursing and may be worn on the nurse's uniform following graduation. The
Health Sciences Bookstore is authorized to sell pins. Early in the semester, the company
representative meets with the students to display the pins and describe the features. Pins may be
ordered with a small deposit; the balance is due when the pins arrive. The bookstore usually
permits student charge accounts to be used for this purpose.

Class Composite

RN students have the opportunity to have individual pictures taken for a class composite. One
composite is prepared for all RNs expected to graduate during a calendar year. Photographs will
be announced via email prior to the first on-campus day during which photographs will be taken.
An enlarged composite hangs with other class composites in the School of Nursing Building.
Students are encouraged to be included in this composite.
SECTION VIII: STUDENT SERVICES

MU Student Services

A complete list of programs, facilities, and services offered through the Office for Student Development and other student service areas is available in the M-Book. The M-Book is available during registration periods at the Office of Student Life (2500 MU Student Center), or at the Office of the Vice-Chancellor for Student Affairs (211 Jesse Hall).

Below is a listing of frequently used campus offices and services:

<table>
<thead>
<tr>
<th>Office</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>230 Jesse Hall</td>
<td>882-7786</td>
</tr>
<tr>
<td>Black Culture Center</td>
<td>813 Virginia Avenue</td>
<td>882-2664</td>
</tr>
<tr>
<td>Career Center</td>
<td>201 Student Success Center</td>
<td>882-6801</td>
</tr>
<tr>
<td>Cashier's Office</td>
<td>15 Jesse Hall</td>
<td>882-3097</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>119 Parker Hall</td>
<td>882-6601</td>
</tr>
<tr>
<td>Disabilities Office</td>
<td>S5 Memorial Union</td>
<td>882-4696</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>11 Jesse Hall</td>
<td>882-7506</td>
</tr>
<tr>
<td>Grievances Based on Discrimination</td>
<td>114 Jesse Hall</td>
<td>882-1422</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>Mizzou Arena</td>
<td>882-6501</td>
</tr>
<tr>
<td>Learning Center</td>
<td>100 Student Success Center</td>
<td>882-2493</td>
</tr>
<tr>
<td>Missouri Students Association (MSA)</td>
<td>2507 MU Student Center</td>
<td>882-3780</td>
</tr>
<tr>
<td>Parking Operations</td>
<td>Turner Ave. Garage (2nd level)</td>
<td>882-4568</td>
</tr>
<tr>
<td>Registration</td>
<td>130 Jesse Hall</td>
<td>882-7881</td>
</tr>
<tr>
<td>Residential Life</td>
<td>078 Defoe/Graham Hall, 901 Hitt St.</td>
<td>882-7275</td>
</tr>
<tr>
<td>Student Life Office</td>
<td>2500 MU Student Center</td>
<td>882-3621</td>
</tr>
<tr>
<td>Student Health Service</td>
<td>1101 Hospital Drive</td>
<td>882-7481</td>
</tr>
<tr>
<td>Testing Service</td>
<td>205A Parker Hall</td>
<td>882-4801</td>
</tr>
<tr>
<td>Transcripts</td>
<td>130 Jesse Hall</td>
<td>882-8252</td>
</tr>
<tr>
<td>University Police</td>
<td>901 Virginia Ave.</td>
<td>882-7201</td>
</tr>
<tr>
<td>Women's Center</td>
<td>G108 MU Student Center</td>
<td>882-6621</td>
</tr>
</tbody>
</table>

Helpful Web Addresses

www.missouri.edu                          University of Missouri home page
http://www.missouri.edu/students.htm      Page of resources for MU students
http://doit.missouri.edu                   Division of Information Technology information on computing technology and telecommunications services.
Student Health Services and Insurance Coverage

Students are responsible for all health care costs incurred while participating in activities required in the nursing program. Students are strongly encouraged to be enrolled in a health insurance program. Health service is available to all Mizzou students through special clinics and programs at the Student Health Center. Students are offered the opportunity to enroll in a separate hospitalization and emergency care insurance and an outpatient voluntary health plan. Students who are injured while performing any activity for the University for which academic credit is received are not eligible for worker’s compensation benefits.

Free counseling for personal or academic related concerns is available at Parker Hall.

Non-Academic Grievances and Appeals

MU Equity Office which is located in S303 Memorial Union, (http://equity.missouri.edu/), has been established to assist students who believe they may have been subjected to unfair or inequitable treatment for any reason. The MU Equity Office seeks to address bias, including but not limited to discrimination on the basis of considerations prohibited by law or official university policy. They assist individuals who believe they may have been harassed or treated differently than others in the same situation.

In addition, MU Student Services which is located in 2500 MU Student Center, http://studentlife.missouri.edu/, has been established to offer advice and direction to students who encounter problems that deal with discrimination.

MU’s student grievance procedure may also be pursued. A detailed account of the discrimination grievance procedures and of the policy relating to sexual harassment is contained in the M-Book. For additional information on filing a grievance and on hearing procedures, contact the Office of the Vice Chancellor for Student Affairs, 110 Jesse Hall.

Academic Advising

The philosophy of the MU SSON places emphasis on the individual student's development as a person as well as a nurse. The academic advisor helps the nursing major with planning course schedules and providing information concerning MU and MU SSON policies.

The Coordinator of the RN to BSN Option serves as the students’ faculty advisor. Students are encouraged to contact the faculty advisor whenever needed. The Coordinator of RN to BSN Option is available to help students in any way possible.

Quality academic advising is critical to success at Mizzou. Students are encouraged to seek out their academic advisor as a primary resource person while enrolled in the School.

It is the responsibility of each student to become familiar with degree requirements, graduation requirements, and all other aspects regarding academic progress. Each student is assigned an advisor who will assist the student in planning schedules and will give advice which assists the student toward timely graduation. However, the ultimate responsibility for understanding and completing degree and graduation requirements lies with the student, not the advisor.

Student Academic Files

A certificate or credential file is kept in the Office of Admissions, 230 Jesse Hall, for each student enrolled in the University. This file contains original copies of transcripts (high school and college) and the original application to MU.

Each student enrolled in the MU SSON also has a file that is kept in the academic advisor's office. This file contains a copy of application materials, official grade card, curriculum plan and clinical evaluations, and other pertinent information deemed important by the director of undergraduate program, faculty, or academic advisor. After a student graduates, only the final evaluation is kept on file.

Students have access to their School file. Files may be reviewed in the academic advisor's office. No file may be removed from the academic advisor's office by a student.

After graduation, students needing an unofficial transcript for references may request a transcript through their myZou account or by contacting Transcript and Records. Transcripts cannot be provided by the MU SSON; students must request transcripts directly from Transcripts and Records, 130 Jesse Hall, phone 573-882-8252.

Nursing Student Commons

The nursing student lounge is located on the third floor of the nursing building. The lounge is primarily for undergraduate and graduate nursing students. The lounge contains a small kitchen with a refrigerator, stove, microwave oven, and vending machines. Students are responsible for the daily maintenance of the kitchen.
Copying Services

Copying machines are available to students in the J. Otto Lottes Health Sciences Library and in the Student Center.

Campus Bookstore

The University Bookstore, located in Student Center, includes the Health Sciences Bookstore. Textbooks, syllabi, laboratory coats, health care supplies such as stethoscopes and scissors, and graduation announcements are available at the Health Sciences Bookstore. Academic regalia may be purchased at the University Bookstore. Please see the MU Bookstore website (http://www.mubookstore.com) for additional information. The bookstore can be reached at 573-882-9911, 1-800-659-1399.

University of Missouri-Columbia Library Facilities

Nursing students have access to the University's library system, which consists of Ellis Library (the main library) and nine branch libraries. Please see the following website for additional information: http://www.missouri.edu/libraries-museums.php. Ellis Library offers orientation tours and instruction classes, and library staff members are available to assist students.

The J. Otto Lottes Health Sciences Library houses specialized publications and media for students and faculty. Microcomputers equipped with word processing and other software are available to students. The library is connected to the Schools of Medicine and Nursing and to the University Hospital. Library resources are available via the Internet. Literature searches can be completed over the Internet and copies of articles may be printed at home or requested for mailing to the student’s home. There is a charge for copying and mailing of articles if the full-text article is available at the J. Otto Lottes Health Sciences Library. Direct links to many full-text articles are available in the search results of the Library resources pages.

Faculty

Students have the opportunity to become personally acquainted with the faculty through clinical and classroom activities – whether face-to-face or online. While RN to BSN students do not have routine clinical days, required on-campus days offer the opportunity for students to meet faculty as well as their peer students. Faculty members are prepared at the master’s and/or doctoral level with clinical specialty areas in pediatrics, obstetrics, mental health, community health, or adult health. Several faculty members hold American Nurses' Association certificates in areas such as critical care or primary care as family nurse practitioners. Many faculty members are also involved in research activities in areas of special interest, and students may have the opportunity to become involved in various research projects. A list of faculty can be found on the MU SSON website at: http://www.nursing.missouri.edu/.
SECTION IX: STUDENT ORGANIZATIONS

Campus Student Organizations

Nursing students are eligible to participate in campus organizations for which they qualify. A complete listing of recognized student organizations may be found in the *M-Book*. Students may stop by the Department of Student Life in the Student Center to inquire about participation in student organizations other than those specific to nursing students.

Nurses Christian Fellowship (NCF)

NCF became an officially recognized organization through ORG in November 2004. NCF is a part of Intervarsity Christian Fellowship. NCF provides an opportunity for preclinical and clinical students and faculty to meet and pray, share bible studies and socialize with other Christian nurses/nursing students. Members are also committed to service projects.

Nursing Student Council (NSC)

All undergraduate nursing students are automatically members of the NSC. Nursing Student Council is composed of elected executive officers, class representatives, and student representatives to the student faculty committees. Council meetings are open to all students, and all NSC members have voting privileges. The NSC gives nursing students a voice in affairs affecting their academic and social lives; serves to enhance students' educational and social environment; improves communications among students, faculty, and administrators; assists in the development and improvement of selected nursing school policies, and coordinates the various student activities in the school. A copy of the charter is given to each student upon request.

Student Nurses' Association (SNA)

All pre-nursing and nursing majors are encouraged to join the MU Student Nurses Association for a minimal membership fee. Nursing majors are strongly encouraged to join and become involved in the National Student Nurses Association (NSNA). Participation in the NSNA at the district, state, and national level offer the student nurse the opportunity to have their voice heard in state legislatures, Congress, professional nursing organizations, and communities. The NSNA magazine *Imprint*, scholarship opportunities, discounts on text books and other nursing and school supplies are all additional benefits of membership at the national level. Activities include monthly meetings with programs (local), community service projects, Student Nurses' Week, and annual state and national conventions. Officers are elected each spring. All students are encouraged to become involved.

Diversity in Nursing

*Diversity in Nursing* is an umbrella organization of SNA that prepares aspiring nurses, particularly students of diverse backgrounds and lifestyles, for the rigor of the nursing program and career by exposing them to opportunities within the field via mentorship, shadowing and
community service. Any student interested is encouraged to participate whether they fit into a diverse category (i.e., male, ethnicity, LGBTQ, first generation college, low-income or rural background) or if they share an interest in increasing diversity within the nursing field.

**Sigma Theta Tau**

The Alpha Iota Chapter of Sigma Theta Tau, the national honor society of nursing, was installed at the University of Missouri on December 12, 1964. The purposes of the society are to foster high professional standards, encourage creative work, promote maximum development of the individual, and increase one's capacity to serve the profession and society, promote the spirit of fellowship among members of the nursing profession, develop an abiding interest in the advancement of nursing, and promote continuous participation as responsible members of the profession. Students who are in the final year of the program may be invited to apply for membership. Candidates for membership must demonstrate both leadership qualities and a capacity for professional growth and must possess desirable personal qualifications. Candidates are required to have a 3.0 cumulative GPA on a 4.0 scale and must rank in the upper 35% of their class. Application and additional information on membership are available from the academic advisor's office during the times written on the invitation. A bulletin board for Sigma Theta Tau activities/information is located on the north wall bulletin board on the third floor student lounge.

**Student Representation on Faculty Committees**

A faculty organization, the Faculty Assembly (FA), serves as the governing body of the faculty in the MU Sinclair School of Nursing.

The Assembly by-laws provide for student representatives on two faculty committees: (a) the FA Student Admission and Progression Committee, and (b) the FA Curriculum Committee. One undergraduate student serves on each committee. The students who serve on these committees are selected by the Nursing Student Council and serve for a period of one year. The student committee members have voice and vote in committee meetings but not in executive sessions.

The Faculty Assembly Student Admission and Progression Committee at times must act on individual student requests. The Committee will call for an executive session (without student representation) when individual students are discussed to protect the privacy of the student.