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

Dr. Judith Fitzgerald Miller  
Dean  
S215 School of Nursing  
573/882-0278

Dr. Roxanne McDaniel  
Associate Dean for Academic Affairs  
S410 School of Nursing  
573/882-0228

Laura Anderson  
Senior Academic Advisor  
S240 School of Nursing  
573/882-0277

Lanelle Baskett  
Executive Assistant  
S409 School of Nursing  
573/882-0228

Thom Bowling  
Executive Assistant  
S235 School of Nursing  
573/882-0277

Enola White  
Recruitment and Retention Coordinator  
S237 School of Nursing  
573/882-0277

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**Purpose of the Undergraduate Student Handbook**

The purpose of this handbook is to provide, in one document, information about pertinent data, policies, and procedures for students enrolled in the School of Nursing. It is essential that students understand the information presented in this handbook to facilitate their progression through the School of Nursing. This handbook, the academic advisors (S235), and the student's faculty mentor are excellent resources. The student handbook is designed for use in conjunction with other University of Missouri publications including the *M Book*, the *Undergraduate Catalog*, and the current *Schedule of Courses*. 
SECTION I: INTRODUCTION

The University of Missouri

The University of Missouri system includes campuses in Columbia, Kansas City, Rolla, and St. Louis with total enrollment of over 75,200 students. Founded in 1839, the University of Missouri 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 Studies; 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 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 traditional and RN-BSN students leading to the Bachelor of Science in Nursing (BSN) degree. The curriculum of the BSN program is operationalized 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.

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 approved by the Missouri State Board of Nursing and is fully accredited by the Commission on Collegiate Nursing Education.

The School of Nursing also offers an RN/BSN option, an Accelerated BSN option, a Master of Science in Nursing, PhD and DNP. 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, Missouri Orthopaedic Institute, the Missouri Psychiatric 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; research laboratories, clinical simulation learning center and student and faculty lounge areas. Office space is provided for the Nursing Student Council, MU Student Nurses' Association and Nurses Christian Fellowship.
SECTION II: VISION, MISSION, PURPOSES and VALUES

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 for faculty. The scholarly work of our faculty will exponentially expand new knowledge for nursing and health care with 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, teaching – learning, practice, and entrepreneurship. Faculty will be national leaders in research, clinical practice, and education.

Mission

The University of Missouri, Sinclair School of Nursing is committed to preparing students at the baccalaureate, masters, and doctoral levels and to the ongoing professional development of practicing nurses to meet care needs of the citizens of Missouri and beyond. The School of Nursing is dedicated to discovering new knowledge and implementing best practices in teaching, research, scholarship, service, and entrepreneurship. The School of Nursing embraces diversity among faculty, staff, and students to best prepare nurses and scientists for current and future roles.

Purposes of the MU Sinclair School of Nursing

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

• Educate students at the baccalaureate, masters, post-masters, doctoral, and post-doctoral level.

• Provide professional continuing nursing education for Missouri and beyond to foster continuing competence among nursing professionals.

• Advance nursing and health disciplines through theory development, research endeavors, and scholarly practice.

• Provide nursing and healthcare leadership in education, research, practice, and public policy formation.
Values
The following core values are central to our work at the Sinclair School of Nursing:

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

(Approved by Faculty Assembly 04/2015)
SECTION III: ADMISSION AND CURRICULUM PATTERNS

Student Admission

The University of Missouri 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, 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 Written English (TWE) score of 4 acceptable;
- Test of Spoken English (TSE) score of 50 or higher acceptable;
- 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.

The Nursing Scholars Program

Qualified MU students can be guaranteed admission to the MU Sinclair School of Nursing clinical nursing major if accepted as nursing scholars. The following criteria must be met:

- Incoming freshman and must apply before the end of first semester at MU.
- Qualify for automatic admission to the Honors College
- Student admitted as pre-nursing freshman will apply within the first six weeks of
the corresponding fall semester. Applications will be sent to students by the advising offices.

- To maintain status as a Nursing Scholar must have a 3.7 cumulative GPA and a 3.0 term GPA
- Complete 12 hours honors course work during pre-nursing semesters

For information about the Nursing Scholars Program, contact MU Sinclair School of Nursing Student Affairs Office, S235 Nursing School Bldg., or call 573/882-0277.

**Pre-Nursing/Clinical Nursing**

The first two years (freshman and sophomore) are designated as *pre-nursing* and the second two years (junior and senior) are designated as *clinical nursing*. Approximately 60 semester hours of general education and prerequisite coursework are required before the student may be admitted to the clinical nursing major. Refer to the Credit By Examination information on the school of nursing website and in this handbook for opportunities for advance standing credit. Approximately 60 credit hours are required in the upper division clinical major. A minimum of 120 credit hours is required for the bachelor’s degree by MU. (See Figure I, Sample of Pre-Nursing Curriculum).

<table>
<thead>
<tr>
<th>Figure I Sample Curriculum Pattern for Pre-Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
</tr>
<tr>
<td>1010 General Biology</td>
</tr>
<tr>
<td>1100 Chemistry</td>
</tr>
<tr>
<td>0110/1100 College Algebra</td>
</tr>
<tr>
<td>1100 or 1200 Political Science, or American History</td>
</tr>
<tr>
<td>Humanities or Fine Arts Elective*</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

| Semester 3 | Semester 4 |
| 1000 Introductory Sociology | 3 | N2100 Psychosocial & Communication | 2 |
| N2000 Nursing as a Profession | 3 | Issues in Nursing | |
| 2400 Human Development | 4 | 2800/3200 Microbiology | 4 |
| 3202 Human Physiology | 5 | 2380 Diet Therapy for Health Professionals | 3 |
| | | Upper-Level Behavioral Science (2000-3000 level required) | 3 |
| | | Humanities or Fine Arts Elective* | 3 |
| **Total** | **15** | **Total** | **15** |

Curriculum is based on prerequisite 1 year of high school biology and chemistry with labs. Math (college algebra 1120) requirement may be satisfied by exam or passing the course.

*A list of humanity/fine art course options is available in the Nursing Student Advising Office*
Admission to Clinical Nursing

Students apply for admission to clinical nursing during the last semester of general education and prerequisite coursework. Applicants for clinical nursing are considered on a competitive and space available basis for each admission period. Clinical admission criteria include: (1) successful completion of all general education and prerequisite coursework. A student must have grades from biology, chemistry, and two of the three advanced lab sciences (microbiology, anatomy, physiology) to be eligible to apply for the clinical nursing major; (2) minimum 2.8 both cumulative and MU grade-point average (on a 4.0 scale) for freshman first semester; (3) minimum 3.0 both cumulative and MU grade-point average (on a 4.0 scale) for any student in their second (15 or more credit hours) or more semester, including transfer students; (4) competitive grade-point average in nursing prerequisite courses, and (5) evidence of capacity to uphold the practice standards, functional abilities, and ethical codes of the nursing profession. A profile is submitted for each student based on the above criteria. The faculty considers for special admission those students who have demonstrated unusual motivation toward a nursing career and whose backgrounds demonstrate substantial economic or cultural disadvantages. Students not meeting the above criteria may submit a special request for consideration (See Figure II Curriculum Pattern for Clinical Majors).

Clinical nursing applications may be obtained in the Undergraduate Student Advising Office (S235) and must be submitted by February 1 for fall semester admission and September 1 for spring semester admission. Immunization records, drug screen and CPR certification are required once accepted into the clinical nursing program. (See Clinical Policies section.)

<table>
<thead>
<tr>
<th>Figure II Curriculum Pattern for Clinical Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 5</td>
</tr>
<tr>
<td>N3170 Nursing Skills, Technologies and Simulation</td>
</tr>
<tr>
<td>N3200 Pathophysiology &amp; Therapeutics</td>
</tr>
<tr>
<td>N3270 Foundations for Nursing Assessment &amp; Nursing Process</td>
</tr>
<tr>
<td>N3300 Pharmacology &amp; Nursing Implications</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>18</td>
</tr>
</tbody>
</table>

| Semester 7 | Semester 8 |
| N4470 Nursing of Women and Newborns | N4870 Nursing of Adults II |
| N4200 Nursing Ethics & the Law or Nursing Ethics & the Law (WI) | N4970 Nursing in Communities (WI course, capstone) |
| N4270 Nursing of Children | |
| N4300 Nursing Issues/Leadership/Management | |
| **Total** | **Total** |
| 15/16 | 12 |

### Figure III Curriculum Pattern for Clinical Nursing – Summer Option

<table>
<thead>
<tr>
<th>Semester 5 (Fall)</th>
<th>Semester 6 (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>N3170</td>
<td>N3470</td>
</tr>
<tr>
<td>Nursing Skills,</td>
<td>Mental Health Nursing</td>
</tr>
<tr>
<td>Technologies</td>
<td></td>
</tr>
<tr>
<td>and Simulation</td>
<td></td>
</tr>
<tr>
<td>N3200</td>
<td>N3670</td>
</tr>
<tr>
<td>Pathophysiology &amp;</td>
<td>Nursing of Adults I</td>
</tr>
<tr>
<td>Therapeutics</td>
<td></td>
</tr>
<tr>
<td>N3270</td>
<td>N3870</td>
</tr>
<tr>
<td>Foundations for</td>
<td>Gerontological Nursing Care</td>
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<tr>
<td>Nursing</td>
<td></td>
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<tr>
<td>N3300</td>
<td>N3900</td>
</tr>
<tr>
<td>Assessment &amp;</td>
<td>Introduction to Nursing Science</td>
</tr>
<tr>
<td>Nursing Process</td>
<td></td>
</tr>
<tr>
<td>N3470</td>
<td></td>
</tr>
<tr>
<td>Pharmacology &amp;</td>
<td>Research and Theory</td>
</tr>
<tr>
<td>Nursing Implications</td>
<td></td>
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<tr>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>18</td>
<td>16</td>
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</table>

<table>
<thead>
<tr>
<th>Semester 7 (Summer)</th>
<th>Semester 8 (Fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N4270</td>
<td>N4200</td>
</tr>
<tr>
<td>Nursing of Children</td>
<td>Nursing Ethics &amp; the Law</td>
</tr>
<tr>
<td>N4470</td>
<td>N4870</td>
</tr>
<tr>
<td>Nursing of Women and Newborns</td>
<td>Nursing of Adults II</td>
</tr>
<tr>
<td>N4400</td>
<td>N4970</td>
</tr>
<tr>
<td>Nursing Leadership/ Management</td>
<td>Nursing in Communities (WI course, capstone)</td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>12</td>
<td>15</td>
</tr>
</tbody>
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### 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. Additional information can be found at [http://gradschool.missouri.edu/admissions/eligibility-process/dual-enrollment-senior-undergrads.php](http://gradschool.missouri.edu/admissions/eligibility-process/dual-enrollment-senior-undergrads.php).

For undergraduates enrolling in graduate classes for undergraduate credit, the process has been streamlined. Students will be responsible for obtaining a permission number as well as the signatures of their advisor and the course instructor. The form should be submitted to the Office of Research and Graduate Studies for processing by the last day to add classes in any given term. Additional information may be obtained at [http://gradstudies.missouri.edu](http://gradstudies.missouri.edu).
Admission to the Accelerated Nursing Option

Students are admitted to the Accelerated BSN option based on the following criteria: (1) A baccalaureate or higher degree from an accredited college or university; (2) Two letters of reference from individuals that can attest to the student’s motivation and ability to complete a course of intensive study; (3) Statement of career goals; (4) Description of the applicants view of nursing as a profession; (5) A personal interview; (6) Evidence of academic achievement of a 3.0 cumulative GPA or higher on a 4.0 scale on undergraduate degree; (7) Completion of prerequisite courses with a minimum of a C or better; (8) Evidence of potential and motivation for nursing; and (9) Evidence of prior work success and/or ability to handle a fast-paced academic program.

Prerequisite Course Requirements:

1. Chemistry - 2 credit hours (does not require a lab)
2. Nutrition or Diet Therapy - 3 credit hours
3. Microbiology - 4 to 5 credit hours (lab requirement)
4. Human Anatomy – 4 to 5 credit hours (lab requirement)
5. Pathophysiology – 3 to 4 credit hours
6. Physiology – 4 to 5 credit hours (lab requirement)
7. Statistics – 3 credit hours

Note: Prerequisite courses may be taken at any accredited college or university. Five out of the seven required prerequisite courses must be successfully completed by the December preceding admission. Depending on the college or university, certain courses may be required as a prerequisite to these requirements.

Recommended Courses:

A course in undergraduate Statistics is strongly encouraged. Pathophysiology may be taken prior to admission. See Figure III Curriculum Pattern for Accelerated Students.

The applications may be obtained on our website at www.nursing.missouri.edu or by request from the Student Advising Office (S235) and must be received by October 15th to begin the program the following May. Proof of required immunizations and CPR certification must be on file before the start of the first summer semester.
<table>
<thead>
<tr>
<th>Summer Semester (10 weeks)</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>N3170 Nursing Skills, Technologies and Simulation</td>
<td>N2100 Psychosocial Issues</td>
</tr>
<tr>
<td>N3100 Pharmacology</td>
<td>N3750 Nursing of Childbearing Family</td>
</tr>
<tr>
<td>N3270 Foundations for Nursing Assessment &amp; Nursing Process</td>
<td>N3760 Pediatric Nursing</td>
</tr>
<tr>
<td>N3900 Introduction to Nursing Science: Nursing Theory and Research</td>
<td>N3470 Mental Health Nursing or N3670 Nursing of Adults I</td>
</tr>
<tr>
<td>Total</td>
<td>16</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Summer Semester (10 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N3670 Nursing of Adults I or N3470 Mental Health Nursing</td>
<td>N4400 Nursing Leadership and Management**</td>
</tr>
<tr>
<td>N3870 Gerontological Nursing Care</td>
<td>N4870 Nursing of Adults II</td>
</tr>
<tr>
<td>N4200 Nursing Ethics and the Law (only take if you are enrolled in N3470 for this semester)</td>
<td>Total</td>
</tr>
<tr>
<td>N4970 Nursing in Communities</td>
<td>9</td>
</tr>
<tr>
<td>Total</td>
<td>14-15</td>
</tr>
</tbody>
</table>

**Total Nursing Hours: 54**

**Functional Abilities**

Students admitted to the 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 campus 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 for Academic Affairs 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 ear drum; 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 for Academic Affairs, and the campus ODS 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 for Academic Affairs 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 SSON Undergraduate, RN to BSN, and/or Graduate Handbook.

Approved by Faculty Assembly: November 6, 2000

Credit by Examination

Students may earn advanced standing credit in some of the courses in the undergraduate program 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.

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 the MU SSON.
For further information about the MU SSON’s credit by examination or a comprehensive list of CLEP and departmental exams, contact the School of Nursing Student Affairs Office, S235, 882-0277.

Students make their own testing arrangements by contacting MU Testing Services, 205 Parker Hall. Phone 882-4801 for specific office hours. Testing Service 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 60 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. Copies of transcripts for transfer students should be sent for evaluation to the Undergraduate Academic Advisor, S235 School of Nursing.

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 for Academic Affairs 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 Admissions Office, 230 Jesse Hall, immediately upon completion of the course. There is no time limit imposed on courses transferable to the MU SSON of Nursing. 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.

Generic/basic students transferring to MU with 4-7 hours of combined anatomy and physiology receive anatomy credit only. The student is eligible to take an advanced standing examination or enroll in Physiology 201. Students who have completed 8 hours or more of combined anatomy and physiology have satisfied both the anatomy and physiology requirements.

Correspondence Courses

Certain courses offered by the University's Center for Independent Study through correspondence may be applied toward degree requirements. Courses such as literature, advanced psychology, or sociology may be taken through independent study. Students should not expect to begin nor continue work on correspondence courses during the regular semester except by special permission of the Associate Dean for Academic Affairs and then only when carrying less than a full course load in residence.

Students may not enroll in more than two correspondence courses at one time except
under special circumstances. Credit earned through correspondence may not be included in
the required last 24 semester hours in residence except in unusual cases. No more than 30
semester hours credit earned through correspondence may be applied toward the Bachelor of
Science in Nursing degree.

Independent study catalogs and application forms are available from the Center for
Independent Study, 136 Clark Hall, 882-2491. Students are responsible for obtaining the
faculty advisor and dean's approval prior to enrollment. Students who plan to enroll in
correspondence courses must accept responsibility for monitoring time limits assuring that a
transcript indicating course completion and grade is sent to the School of Nursing prior to
August 1 for consideration of fall admission and January 1 for consideration of winter
admission. Monitoring time limits includes informing the correspondence course faculty of
the deadline dates and providing the correct school address to send your transcript.

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 re-enter 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 30 of their final 36 hours in coursework offered by MU;

- earned no more than 30 credit hours through independent study or extension courses.

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, 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.

• Provide quality, safe, supportive and cost-effective care that promotes the goal of optimal health status and incorporates health care and regulatory agencies’ policies.

• 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 when 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, 5/10/04, 11/09, 4/14
SECTION IV: REGISTRATION AND SCHOLARSHIPS

Preregistration

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:

- Schedule an appointment with your advisor prior to preregistration week. **Do not attempt to "drop in" on your advisor for registration conferences.**

- Use the Schedule of Courses at web site: [http://registrar.missouri.edu](http://registrar.missouri.edu) or the course listings on myZou to plan your schedule. Clinical majors will find a list of courses for each semester posted in the Student Affairs Office (S235). Schedule your clinical courses according to this list.

- 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.

- If a course is full, please inquire about permission into the closed course by contacting the course department or instructor. The School of Nursing only has permission access for nursing courses (N2000, N2900 and clinical coursework

Late Registration

No student will be permitted to register in any school or college of the University of Missouri 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 advisor 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) 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 (withdrawn) 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.

Refund of Academic Fees

Fees subject to refund include the Educational Fee, Student Facility and Activity 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. 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/partial refund of the educational fee paid.

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

In the event that a student withdraws from the University during a semester that they received an MU SSON Scholarship, these funds must be returned to the school.
Scholarships, Awards, and Loans

Scholarship bulletin boards are located in the School of Nursing Building on the north wall of the student commons. Deadlines and dates for applying for financial aid or scholarships are posted on these bulletin boards throughout the academic year. This information is also posted on the School of Nursing website (see below).

Students interested in applying for scholarships and/or financial aid must complete a financial aid application and/or scholarship application which is available on-line at both the School of Nursing and Office of Financial Aid websites. School of Nursing Scholarship Applications must be submitted to S235 by 5:00 p.m. on March 1.

Students applying for the nursing loan funds must also complete a FAFSA application through the Financial Aid Office (11 Jesse Hall).

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.

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/paying-for-education/scholarships/

<table>
<thead>
<tr>
<th>Emergency Short-Term Loan Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Hanson Memorial Loan Fund</td>
</tr>
<tr>
<td>Recipient must demonstrate an emergency financial need and be enrolled in the School of Nursing.</td>
</tr>
<tr>
<td>Voiture 292.40 et 8 Student Loan Fund (American Legion)</td>
</tr>
<tr>
<td>Students enrolled in School of Nursing or veterans of any armed forces of U.S. enrolled in University.</td>
</tr>
</tbody>
</table>
SECTION V: 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 SSON 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.

Course Repeat Policy

When a grade received in an initial attempt, for an undergraduate course at University of Missouri, is a”C-“, “D+“, “D“, “D-“ or “F“, 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 (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.
Progression Criteria

Pre-Nursing -- Freshmen and Sophomores (four semesters, lower division):

- A satisfactory academic standing for pre-nursing students is an acquired minimum semester GPA of 2.0 and a cumulative GPA at or above the standards listed below. Students who do not meet this requirement will be required to transfer to the College of Arts and Sciences and will be advised by the Student Success Center.

  Freshmen – 1st semester (1-15 credit hours) 2.8 or higher
  Freshmen – 2nd semester (16-30 credit hours) 3.0 or higher
  Sophomore – 3rd semester (31-45 credit hours) 3.0 or higher
  Sophomore – 4th semester (46-60 credit hours) 3.0 or higher
  Pre-nursing students with more than 60 credit hours must also have a cumulative GPA of a 3.0 or higher

- A grade of C- or below is not acceptable in anatomy, biology, chemistry, English Exposition and Argumentation (Composition II), human nutrition, human development, microbiology, pharmacology, physiology, intermediate algebra, any writing intensive course, nor any nursing course. A grade of D or F is not acceptable in algebra, statistics, or any math proficient course. An F is not acceptable in any course that is part of the nursing program. A student is allowed one opportunity to repeat a course in which an unsatisfactory grade has been received. A student who earns less than a C upon repetition of a course is ineligible to continue enrollment in the MU SSON.

Clinical Nursing -- Juniors and Seniors (four semesters, upper division):

- A satisfactory academic standing at the University is a minimum semester and cumulative GPA of 2.0.

- In addition to obtaining grades of C or above in all nursing courses, students must provide evidence of their ability to provide safe care to patients at all times. Failure to provide safe patient care may result in immediate withdrawal from the course and, potentially, dismissal from the MU SSON.

- Clinical nursing majors who withdraw in good standing for any reason may reapply for admission to the School through the established admission procedures.

- Some nursing courses are sequential and may not be taken out of order. Progression into the next semester's nursing courses is contingent upon the successful completion (a grade of C or better) of all of the previous semester's courses.

- A grade of C-, D, F, WF or U is not acceptable in nursing courses. Repetition of one nursing course is permitted, but requires approval of the SA&P Committee acting on a submitted student special request form. Students should consult the Academic
Advisor in the Student Affairs Office, and/or their faculty advisor regarding policy and procedure. Students who earn less than a C upon repetition of the nursing course or have two nursing course failures are ineligible to continue enrollment in the MUSSON. (see Repetition of Nursing Courses for Clinical Majors in Section IV)

- A grade of C-, D, F or U in a repeated or second nursing course will result in automatic dismissal from the School of Nursing.

**Unsatisfactory Clinical Performance**

- Some nursing courses have both clinical/lab and lecture components, and only one grade is awarded for the course. Students who receive a U in the clinical/lab component will receive a grade no higher than C- 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.

**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>

73-76% = C (GPA 2.0)
70-72% = C- (GPA 1.7)
67-69% = D+ (GPA 1.3)
63-66% = D (GPA 1.0)
60-62% = D- (GPA 0.7)
0-59% = F (GPA 0)

Undergraduate grades will not be rounded on exams or graded assignments. Each faculty member will preprogram the online grading criteria to three decimal points (.000).

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.

**Approved Faculty Assembly May 2009.**

**Probation, School Dismissal, and Readmission**

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

- MUSSON is responsible for informing pre-nursing and clinical majors of their probation and dismissal.

- 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 SSON 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 Admission to the Clinical Major procedure for all students and submit a special request form to 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 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.

**Grade Appeal Procedure**

1. 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 paper copy 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.

 arbitrariness and capriciousness. 

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.

2. Within ten working calendar days of receipt of the paper copy of the appeal, the AD will:

   d. acknowledge the appeal in writing to the student;
   e. provide a copy of the appeal to the instructor whose grade is being contested, and
   f. name two to three faculty members to serve as independent reviewers of the student's coursework.

3. 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).
4. 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.

5. 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.

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

**Student Special Requests**

1. 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.

2. The SA&P Committee meets prior to the beginning of the semester and on a monthly basis during the semester. The committee does not routinely meet in May, June, or July.

3. Only completed forms with indicated supportive documentation will be acted upon by the SA&P Committee.

4. 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 working 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 working days following the meeting at which the request was considered.

**Before a semester begins:** No less than 10 days prior to the first day of registration for that semester, a student should submit to the academic advisor's office one copy of the completed special request form. 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.

Repetition of Nursing Courses for Clinical Nursing

Undergraduate students who earn a grade of C-, D or F in a Nursing course may not proceed in the baccalaureate program until they have satisfactorily repeated the course. A student who must repeat a clinical course is required to complete both the didactic and clinical portion of the course. Students may repeat a nursing course one time with the consent of the SA&P Committee and faculty of the MU SON. Enrollment in the course to be repeated is on a space available basis and should be completed in cooperation with the academic advisor and course responsible faculty. Students in disagreement with the grade received may use the campus grade appeal procedure as outlined previously. Successful completion of the repeated course does **NOT** remove the failure from the student’s internal file. A grade of C-, D, F, WF or U in a repeated or second nursing course will result in automatic dismissal from the School of Nursing. (See Course Repeat Policy for GPA calculations.)

If student has a first failure, the following procedure should be followed:

1. The faculty member reporting a C-, D or F grade in a baccalaureate nursing course sends to the student, office of the Associate Dean for Academic Affairs, the student's academic advisor and Student Admission and Progression Committee a recommendation regarding future enrollment in the course for that student. That recommendation will include one of the following:

   • student should be allowed to repeat the course in the next semester or as soon as enrollment numbers permit;

   • student should be allowed to repeat the course at some other specified date or under specified conditions;

   • student should not be allowed to repeat the course.

2. A student earning a grade of C-, D, or F in a baccalaureate nursing course meets with their academic advisor to develop a plan for repeating the course and continued progression in the program.
3. If the student does not concur with the faculty member's recommendation regarding repetition of the nursing course, the student may submit a special request form with rationale for repeating the course to the SA&P Committee to review the recommendation. The student has 10 calendar days within receipt of the recommendation to petition the SA&P Committee to review the case. The student may obtain the special request form from the Office of Student Affairs, S235.

4. The SA&P Committee members may request additional information from the student, the course responsible faculty, or the student's academic advisor.

5. The SA&P Committee provides written notification to the student, the course responsible faculty, the student's academic advisor, and office of the Associate Dean for Academic Affairs of the final decision regarding repetition of the course.

6. A grade of C-, D, F, WF or U in a repeated or second nursing course will result in automatic dismissal from the School of Nursing.

**Leave of Absence for Clinical Nursing**

A leave of absence is a period of non-enrollment during which the student remains a School of Nursing student for administrative purposes. The student will be guided by the policies and curricular pattern in effect at the time of the student’s return, as to the re-instatement methods.

A student who wants to request a leave of absence must obtain the special request form from the academic advisor’s office. The student states on the request form the reason for requesting a leave and the expected date of return. The Associate Dean for Academic Affairs will determine the projected feasibility of the student returning to the program when desired. The student should understand that MU SSON resources may not permit return at will.

The SA&P Committee will review all special requests and may grant leave of absence status under the following circumstances:

1. Student is in good academic standing.

2. Student's request is for a leave of no more than one calendar year; additional leave requires application to the SA&P Committee for an extension.

3. Enrollment projections indicate that the student's re-enrollment in the nursing sequence will not increase total course enrollment beyond available resources.
Academic Honors

The Dean's Honor List is based on both term and cumulative grade point average as follows:

- Students must be enrolled in twelve hours or more for grade.
- Students must pass all courses.
- Students must have a minimum University term GPA of 3.0 and a minimum University cumulative GPA of 3.0.

Graduation honor designations are based upon the following criteria: The traditional student must have a minimum of 60 graded semester credits at the University. Students enrolled in the accelerated option must have a minimum of 55 graded semester credits at the University. Only MU SSON courses are used to calculate graduation honors. Students must have an MU cum GPA of 3.5 to qualify for honors.

The basis for specific honor designations are:

- GPA of 3.70 - Cum Laude
- GPA of 3.80 - Magna Cum Laude
- GPA of 3.90 - Summa Cum Laude

The Associate Dean for Academic Affairs identifies the students eligible for graduation honors. The registrar's office is notified, and designation is made on the student's official transcript.
SECTION VI: COURSE POLICIES

Program Planning

Academic program plans are developed for each student by the academic advisor based on prerequisite and corequisite courses. The program 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 program plan.

Program changes must be approved by the SA&P Committee via the undergraduate academic advisor. Any alteration in a planned program has the potential of delaying the completion of the program one or more semesters.

Nursing students may elect to enroll in part-time or full-time schedules. Clinical major students must have approval from the SA&P Committee for part-time study (see Student Special Requests).

Nursing knowledge is developmental in nature. Each course is designed to build on knowledge and skills acquired in previous nursing and non-nursing courses. Therefore, the faculty strongly encourage students to keep syllabi, notes, and required texts from previous courses so that they can refer to them as needed.

Section Changes

A special request form is not required for changing from one section of a course to another. For non-nursing courses; no advisor or dean's office approval is necessary.

Clinical placement is assigned. The number of students permitted in a section is based on clinical agency agreements and staffing considerations. If uncontrollable circumstances arise, attempts will be made to accommodate the student.

Nursing Course Syllabi

Many nursing course syllabi are available online (https://courses.missouri.edu). Others are available each semester in the Health Sciences Bookstore on campus. Each student is required to download/purchase a syllabus for each nursing course in which they are enrolled. 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/Clinical Practice Attendance

The MU SSON faculty have established specific attendance guidelines for the didactic and clinical nursing courses as documented in the course syllabi. Faculty expect students to attend all didactic classes, exams, clinic days, clinical pre-planning and clinical simulations. Students must notify their clinical instructor prior to the time that they are scheduled to be on the clinical unit if they are unable to attend. Failure to notify will result in an unsatisfactory grade (U) for the clinical experience. Failure to attend the required minimum number of clinical days may result in an unsatisfactory grade for that course. Students may not schedule appointments during scheduled clinical experiences. Some courses require students to “preplan” the day before scheduled clinical experiences.

Exam Absences

- In the event that a student misses class on the day of an exam, faculty has the right to ask for documentation.
- Excused absences may include personal illness or immediate-family illness or death. Students should contact their instructor to be excused, and the instructor will decide whether it meets criteria to be excused.
- Faculty members will allow students with excused absences to take a make-up exam. Faculty will decide whether the make-up exam is the same exam or one of a comparable difficulty level. It is the discretion of the faculty to decide whether to give full credit or not on the make-up exam.
- Faculty will track all absences on exam days through the early alert system.
- The make-up exam will be given during the student’s earliest non-class and non-clinical time.
- In the event of an unexcused absence, the faculty will decide if the student will be allowed to take a make-up exam and if any points will be deducted.
- Students must communicate with the class instructor the same day of the exam they missed to arrange a make-up exam time, or sooner if anticipated. If students fail to communicate with faculty before the end of the day, faculty may decide whether a make-up exam will be given.

Missed Clinical Days and Simulations

- Faculty use in-class simulations as clinical experiences. Attendance is mandatory for all scheduled simulations and clinical experiences.
- Students are expected to be prepared and to arrive at scheduled simulations and clinical experiences at the designated time.
- Students should report absences or tardiness to the respective clinical instructor, as directed during clinical orientation, prior to the designated time or as soon as the occurrence is known.
- Faculty may require supporting documentation from the student for missed simulation or clinical days.
- Tardiness or absences may result in a verbal warning, written warning (early alert), or a clinical failure for that day or for the course. Evidence of previous warnings from current or previous semesters may determine the disciplinary action.
• There is no accepted clinical make-up for student absence outside the designated clinical experience time. Students unable to achieve the objectives of the clinical course due to absences will receive a failure for the clinical portion of the course.

Revised: 2/23/15 DM/PES/NK/RM
Approved Faculty Assembly April 13, 2015

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 Mizzou Store on campus.

The Undergraduate faculty support 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://owl.english.purdue.edu/owl/resource/560/01/
- http://www.xmarks.com/site/webster.commnet.edu/apa/apa_index.htm

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

Policy for Nursing Calculation Exams

• All content for all semester-based nursing calculation exams will be taught during N3170. Any new math content introduced later in the curriculum will be tested in that specific course.
• Exams will be uniform in content. Exams given in each clinical course should include calculation questions that are appropriate to the content being addressed.
• MUSSON Guidelines for nursing calculations will be used on all exams.
• Exams will be given to all 6th, 7th, and 8th, semester students during the beginning of the first week of the semester. Fifth semester exam will be towards the end of each semester, TBA in conjunction with completion of math content.
• Repeat exam will be offered at the end of the first week of the semester at a designated time.
• If a 6th or 7th semester student fails both exams he/she will be required to withdraw (without a grade) from the didactic and clinical experience assigned. In the next semester, following successful completion of the calculation exam, the student may proceed in the courses from which he/she withdrew on a space available basis.
• If an 8th semester student fails both exams he/she will be required to remediate with a faculty member for a minimum of one week. The student will not be allowed in N4870/Nursing of Adults II clinical during this time. The third exam will be taken no later than the beginning of the fifth week of the semester. A student who fails the third exam will be required to withdraw (without a grade) from all 8th semester courses. In the next semester, the student may proceed in the courses from which he/she withdrew on a space available basis.

• Passing scores are: 5th semester 85%; 6th semester 88%; 7th semester 93%; 8th semester 98%

• Accelerated students will be considered 6th semester in the fall, 7th semester in the winter, and 8th semester in the summer regardless of which class they are enrolled in.

• Students will not be allowed to take a test in any semester without showing the faculty giving the test, a legitimate photo ID (driver’s license, MU Student ID, etc.). If a student fails to present appropriate ID, the student forfeits his or her first attempt at the exam.

Approved by Faculty Assembly 5/10/04; revised 3/20/06; 5/04/07; revised 8/6/09.

Policy for Kaplan Exams

Kaplan comprehensive exams are administered each semester. Students are responsible for the cost of these required exams. The fee can be charged to student accounts and students are given the opportunity to sign a student charge form each semester.

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, A02 Brady Commons or at: http://mizzoulife.missouri.edu/resources/m-book/.
Disabilities Policy

The Disability Center 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 the Disability Center, S5 Memorial Union, 882-4696. The Disability Center 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 Disability Center. 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 that the Disability Center has 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, 884-2828, is available to provide computing assistance to students with disabilities. For more information about rights of people with disabilities, please see http://ada.missouri.edu or call 884-7278

Academic Integrity

MU has established a policy for students regarding academic dishonesty. The 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:

- Allowing the work of one person to be academically assessed as the work of another.
- Allowing academic credit to be assigned to work that was not performed.
- Unauthorized possession of resources (e.g., reserved library materiel, laboratory material, art work, computer software or medical excuses).
- Misrepresentation of an academic record (e.g., changing grades, failure to report work done at other institutions).
- Denial of access to resources (e.g., reserved library material, laboratory material, art work, computer software) intended to be available to others.
**Disciplinary action.** Any student who commits an act of academic dishonesty is subject to disciplinary action. Nursing students also take professional roles and are, therefore, subject to rules of professional conduct. Any student who does not observe professional behavior in adherence to Sinclair School of Nursing philosophy statements and professional standards and codes of ethics is subject to disciplinary action, as published in the University M-Book: [http://mizzoulife.missouri.edu/resources/m-book/](http://mizzoulife.missouri.edu/resources/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.

**MUSSON Social Networking/Media Policy:**

All MU Sinclair School of Nursing students (clinical, didactic, research and teaching) 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, classroom, and research setting.

- Permission may be granted by nursing faculty or assigned preceptors to use electronic devices for enhancing learning in the classroom, patient care, and/or research 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/research/Teaching experience. Please use form provided.

1) First violation of the policy will result in:
   - Early Alert form sent to the Associate Dean or Director of graduate option/area of study and either Academic or Faculty Advisor
   - One-on-one meeting with course faculty
   - Review of MUSSON 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 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 or Director of graduate option/area of study.*

Revised_Fall 2013
SECTION VII: CLINICAL POLICIES

Professional Behaviors for Clinical Evaluations

Students will demonstrate responsibility and accountability for personal and professional behaviors in all laboratory and clinical settings. Failure to demonstrate any of the following behaviors may result in dismissal from the clinical setting and a grade of unsatisfactory for that clinical day.

Accept responsibility for own behavior, practice, and scholarship
Adequately prepare, attend and participate in all clinical practice sessions unless excused by instructor
Arrive and depart from the clinical setting promptly
Exhibit professional appearance and behavior
Maintain privacy and confidentiality
Advocate for patients
Demonstrate ethical behavior
Seek and utilize guidance from instructor and/or staff in an appropriate manner
Promote personal growth by self-assessment, self-disclosure, and utilization of feedback

Maintaining patient safety is an essential foundation of clinical nursing practice. A significant failure to maintain safety (life-threatening or likely to cause permanent disability) may result in immediate failure of clinical, and thus, failure of the course. Demonstrating a pattern of failures in safety, although not immediately life-threatening, also may result in failure of clinical, and thus, failure of the course.

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, 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, classroom, and/or research setting.

Positive drug test for non-prescribed or illegal drugs; or refusal of drug testing.

Abuse or inappropriate behavior, including but not limited to intimidation, threats or acts of violence to patient, staff, faculty, or student.

Patient/research subject neglect.

Breach of patient/research subject confidentiality.

Dishonesty with patient/research data or with own actions.

Other unsafe clinical/research practice (as deemed by faculty).

Approved: sp2009/ss2009/fs2009/sp10/fs10/sp2011

Background Checks

All BSN students entering the clinical nursing major will complete a background check through MUSSON’s selected vendor.

1. Students
   a. Sign a waiver and release allowing the MUSSON’s selected vendor to conduct a criminal background check, the MUSSON to receive access to the results of all criminal background checks, and the MUSSON to release required information to appropriate individuals, institutions, and agencies related to clinical education.
   b. Complete the online application and submit fees for the criminal background check immediately after acceptance into BSN program at the MUSSON and prior to enrollment in clinical nursing coursework.
   c. An e-mail will be sent to the student by CertifiedBackground.com verifying the transaction. The e-mail will contain a password for the student to view his/her background check online.
   d. Upon completion of the certified background check, the student will notify the MUSSON Office of Student Affairs that the background check has been completed.

2. MUSSON Office of Student Affairs
   a. Log onto CertifiedBackground.com and verify that the student has completed the criminal background check process.
   b. Print a copy of the background check report and forward to the Associate Dean for Academic Affairs.
Drug Screening

As a result of the new Joint Commission requirement, all clinical students are required to have a negative Panel 14 urine drug screen on file with Student Health prior to beginning clinical course work. If the student’s drug screen is positive, the student must submit written proof of a prescription for the appropriate medication to the Student Health Center prior to beginning clinicals. Failure to provide this information may prevent students from attending clinical and may prevent students from completing the course.

Code of Conduct Training

Students of the University of Missouri Sinclair School of Nursing (MUSSON) 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 MUSSON undergraduate students who are involved in clinical practica or research activities at University of Missouri Hospitals and Clinics and MUSSON. Code of conduct training is a requisite to attending clinical experiences. Annual renewal is required. Training may be completed online, and takes approximately one hour. Go to the Office of Corporate Compliance website at [http://www.muhealth.org/compliance](http://www.muhealth.org/compliance). Select “Course Modules” from the left side menu, then choose “Code of Conduct Refresher for Returning Workforce and Students”. This will be dated with the current year.

After completing the module, complete the quiz, print the certificate and either fax or mail to: Thom Bowling, Executive Assistant, S235 Sinclair School of Nursing, University of Missouri, Columbia, MO 65211. The Fax number is 573/884-4544.

Violations of Code of Conduct will be documented by an Early Alert and monitored and tracked by the Associate Dean for Academic Affairs of the Undergraduate Program 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 clinical simulation learning center is located on the third floor. Students are expected to practice technical skills and learn to manipulate various equipment in this simulated clinical setting. The clinical 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 learning center 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 students during the same hours as the Health Sciences Library. The Division of Information Technology is also available for technology assistance at http://doit.missouri.edu.

**Student Responsibility for Clinical Practica/Dress Code**

You are entering the nursing profession. As a profession nursing has distinct differences from non-professions, including expectations of dress. The manner in which you dress reflects the pride you have in yourself, your school and your profession. The manner in which you dress also reflects the importance of the experience and is an indication of your self-discipline, not only in dress, but in other areas. 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 assured that professional and competent nursing care will be provided.

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. A student may be excluded from class or clinical if the student’s appearance is offensive, presents a distraction, or is not in keeping with this policy. Students are responsible for all teaching/learning experiences missed.

I. **GENERAL GUIDELINES**

MU photo identification stating status as student is to be worn by students at all times in the School and clinical settings. ID for other clinical settings is to be worn as directed by clinical faculty.

**Classroom and Simulation Center**

- Standards of cleanliness, personal hygiene, and appearance must be maintained.
- No offensive body odor
- No odor of smoke or cologne/perfume/powder
- Clothing must be clean, non-revealing, properly fitting, and in good repair (not torn, ripped, or frayed)
- Bare midriffs and sheer or revealing garments are not permitted
- Dresses and skirts should be no shorter than mid-thigh
- Clothing or body art must not convey messages or symbols that are: crude, vulgar/profane, violent/death oriented, gang related, sexually suggestive, endorse intolerance, or promote illegal activity
- No hats/caps allowed
- Shoes must be worn at all times

**Required Clinical Grooming**

- Hair must be worn in a neat controlled style and away from the face
- Hair must be of a color found in natural hair

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• Chewing gum is not permitted
• Male facial hair must be neat and well-trimmed
• Nails must be clean, trimmed to a length not beyond the fingertip, and free of polish or with clear polish that is not chipped
• False nails, acrylic overlays or gels are not permitted
• Jewelry is limited to engagement and/or wedding rings, non-ornamental wrist watch (sweeping second hand or digital second hand), and a maximum of one pair of plain, small post earrings (one post per ear in the same place)
• No facial jewelry
• Visible tattoos must be covered during clinical
• Makeup must be limited and used with discretion
• No offensive body odor
• No odor of smoke or cologne/perfume/powder

Clinical Uniform Requirements
• The uniform must be clean, pressed, and in good repair
• Clean solid closed-toe, closed-heel shoes with non-skid soles are required
• Socks/hosiery are to be worn with the pants
• The uniform is to be worn only in the clinical area or while traveling to and from the clinical site

Requirements for Any School Activity or School Event
• Slacks or dresses/skirts no shorter than 3 inches above the knees for female students
• Slacks and shirts with collars for male students
• Denim jeans of any color or jean style pants, skorts or shorts are not permitted
• Wear comfortable shoes and hosiery to complement your outfit

➢ Refer to Trulaske College of Business Professional Dress: http://business.missouri.edu/programs-and-admissions/undergraduate/student-development/business-career-services/professional-dress
➢ Or the National Student Nurses Association: http://www.nsna.org/Portals/0/Skins/NSNA/pdf/Meetings_Professional_Attire.pdf
➢ Truman’s Closet is an available resource for you, please refer to their website: http://msa.missouri.edu/trumans-closet/

Approved by Faculty Assembly 11/18/13
Travel

Instructional facilities for students are abundant and varied. Opportunities for observation and patient care are available for students in a variety of health, social, and educational agencies including the University Hospital and Clinics, Harry S. Truman Veterans Administration Hospital, Fulton State Hospital, and various county health departments. Students are expected to provide their own transportation for those learning experiences that occur in each of the nursing courses.

Any trip off campus, as required by a student’s curriculum or sponsored by a University recognized and approved student organization, will be covered by Student Travel Accident Insurance. This insurance provides primary coverage against loss of life, dismemberment, and medical expenses due to accidents incurred or resulting from any trip as per above. The premium for this blanket coverage is paid by the campus, and an enrollment form is not required.

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 have adopted the following requirements to maintain and promote good health practices and to comply with our clinical agency agreements. Consequently, students must submit proof of current CPR certification and required immunization information once accepted into the clinical nursing program.

Required Immunizations

1. The student must present evidence of the following immunizations prior to enrollment in clinical nursing coursework:
   • Evidence of immunity or immunizations to measles, mumps, and rubella (MMR) since 1980 in accordance with the Center for Disease Control guidelines.
   • A Tdap (DT with Pertussis) within the last 10 years is required.
   • Hepatitis B series
   • Varicella (chickenpox) immunizations or a positive blood titer
   • Annual Influenza (Flu) vaccine(s).

2. Students may obtain any of the immunizations at the Student Health Center for a fee or from the health care provider of their choice.

3. Students must present a record of those immunizations to the Student Health Center, attention: School of Nursing.
Tuberculosis Control Program

• Tuberculin skin tests or chest x-rays are required prior to enrollment in N3270 Foundations for Nursing in Health and Illness. An intradermal tuberculin skin test or chest x-ray is required at yearly intervals. The initial screening requires that the student receive two tuberculin skin tests within a year. After this initial screening the student must provide proof of tuberculin testing yearly. It is the student’s responsibility to ensure that the tuberculin test is renewed. Students will not be allowed into the clinical area without an up-to-date tuberculin test.

• At the beginning of each semester, a student with a positive reaction to the skin test is required to meet with MU Student Health Center to complete a risk summary. If the MU Student Health Center deems necessary, the student may be required to obtain a chest x-ray. If the student has had a positive tuberculin skin test in the past, the student may be required to provide proof of tuberculin treatment or required to undergo treatment. Follow-up chest x-rays are required only if tuberculin symptoms develop.

• The intradermal skin test and/or chest x-ray may be obtained at the Student Health Center for a fee or from the health care provider of the student's choice.

Cardiopulmonary Resuscitation Certification (CPR)

• All students must be certified every two years to meet the requirements of the clinical agency agreements. CPR training must be Health Care Provider training through the American Heart Association. Students may choose to provide the School of Nursing with proof of appropriate training if they are already certified or wish to certify elsewhere. The School of Nursing offers CPR training for a small fee. Students must be CPR certified prior to beginning clinical.

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 (DTP), 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 to the extent that 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.
SECTION VIII: GRADUATION ACTIVITIES
AND NCLEX EXAMINATION/STATE BOARD LICENSURE

Graduation Requirements
and
Program Outcomes

Refer to Section III: 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 winter semesters. Two elected student representatives serve on the planning committee with administrative staff. At the first meeting, students receive a schedule and an opportunity to select from options that are available to the class for this convocation. The AD and Executive Assistant work with these student representatives throughout the semester in preparation for the end-of-school activities and the convocation.

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 Mizzou Store is authorized to sell pins. Early in the semester, the company representative meets with the students to display the pins and describe the features. Pre-Payment is required upon ordering Nursing Pins. You may pay for your pin with Student Charge, Visa, MasterCard, Discover, Cash or Check.

Senior Pictures

Individual senior pictures are taken in March or April for students enrolled in the accelerated BSN option and fall semester traditional graduating class and in October for the spring semester traditional graduating class. The photographer will provide a class composite for each student who has been photographed. At the convocation ceremony, an enlarged composite is displayed, and it hangs with other class composites in the School of Nursing Building. Students are encouraged to be included in this composite.
National Council Licensure Examination for Registered Nurses (NCLEX-RN)

The National Council Licensure Examination for Registered Nurses (NCLEX-RN) is the licensing examination for graduates of all nursing schools (diploma, AD, BS). Applicants must be of good moral character and have completed at least the high school course of study, or the equivalent thereof as determined by the state board of education, and have successfully completed the basic professional curriculum in an accredited school of nursing. Completion of the program does not guarantee eligibility to write the licensure examination. During the final semester of enrollment, graduating seniors apply to write the NCLEX and submit an application to the State Board of Nursing in the state in which they desire to write the examination for licensure. All requests to write the licensing examination are distributed and verified by the office of the Associate Dean for Academic Affairs (S410). Applications must be notarized; a notary public in the School of Nursing will notarize the official documents. For additional information please refer to [https://www.ncsbn.org/nclex.htm](https://www.ncsbn.org/nclex.htm). Students who wish to write the NCLEX exam in a state other than Missouri can find a complete listing of State Boards of Nursing at [https://www.ncsbn.org/contactbon.htm](https://www.ncsbn.org/contactbon.htm).

Licensure by the Missouri State Board of Nursing

Upon receipt of the Bachelor of Science in Nursing degree, students may be eligible to write the NCLEX examination for licensure as a registered nurse. A license to practice is granted by the Missouri State Board of Nursing to persons who meet the policies and regulations contained within the Nursing Practice Act Chapter 335.011 to 335.096.

In compliance with the Missouri Nurse Practice Act (Chapter 335 of the Missouri Statutes, section 335.066), nursing program applicants should be aware that the Missouri State Board of Nursing may refuse to issue a license for specific reasons related to moral turpitude, intemperate use of alcohol or drugs or conviction of a crime. Any student who anticipates a problem in this area should contact the office of the Associate Dean for Academic Affairs (S410) at once to discuss the possible effect such a matter could have on becoming licensed. For additional information please refer to [http://www.moga.mo.gov/statutes/c300-399/3350000066.htm](http://www.moga.mo.gov/statutes/c300-399/3350000066.htm).

- For information regarding requests for accommodation see the Nursing Practice Act.

Social Security Number Disclosure Notice

You must provide your social security number pursuant to state and federal law. If you fail or refuse to provide your social security number, the Missouri State Board of Nursing will consider your initial application or renewal application incomplete and return it to you. Continued failure or refusal to provide your social security number is grounds for denial of your application and could result in the imposition of late fees, administrative revocation of your license, a lapsed license or disciplinary action against your license.
Pursuant to state and federal law, licensing authorities must assemble your social security number with other relevant information (name, address, etc.) and transmit the data to the Division of Child Support Enforcement of the Department of Social Services to be used in a database for the following purposes:

(1) locating individuals who are under an obligation to pay child support or provide child custody or visitation rights, against whom such an obligation is sought or to whom such an obligation is owed;

(2) identifying whether an individual who owes overdue child support or who has failed to comply with a subpoena relating to paternity or child support proceedings holds or has applied for a professional or occupational license (under certain circumstances, a person who owes overdue support or fails to comply with a subpoena relating to the above-stated proceedings may be subject to an order of a court, after notice and opportunity for hearing in that court, suspending, withholding or restricting the person’s license).

In addition to these uses, the licensing authorities will continue their practice of using social security numbers for the following purposes:

(1) for internal identification purposes (e.g., some licensing authorities use your social security number as your license number);

(2) to conduct criminal record checks (discovery of relevant criminal history may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);

(3) to verify information provided by you in your application (discovery of false information in your application may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);

(4) to verify licensure with another state’s licensing authority for reciprocity licensure;

(5) for identification purposes in national disciplinary databases (the discovery of a disciplined license in another state may result in denial of your application, conditioned licensure or the filing of a disciplinary action against you);

(6) for test identification purposes.

SECTION IX: 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>*114 Ellis Library</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>*202 Ellis Library</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>*202 Ellis Library</td>
<td>882-7506</td>
</tr>
<tr>
<td>Grievances Based on Discrimination</td>
<td>321 I Townsend Hall</td>
<td>882-7915</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>Mizzou Arena</td>
<td>882-6501</td>
</tr>
<tr>
<td>Athletic Ticket Information</td>
<td></td>
<td>884-7297</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>*202 Ellis Library</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>*202 Parker 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>N214 Memorial Union</td>
<td>882-6621</td>
</tr>
</tbody>
</table>

*Temporary location during Jesse Hall renovation

Helpful Web Addresses

www.missouri.edu  University of Missouri’s home page

http://missouri.edu/students/  Page of resources for MU students
http://doit.missouri.edu  Division of Information Technology information on computing technology and telecommunications services.

http://www.sfa.missouri.edu/  Financial Aid information, includes printable applications and scholarship information

http://mulibraries.missouri.edu/about/maps/addressHSL.htm  J. Otto Lottes Health Sciences Library

http://www.munursing.missouri.edu  MU Sinclair School of Nursing

http://courses.missouri.edu  Online courses at MU: Web CT and Blackboard courses

http://mulibraries.missouri.edu  Ovid access for literature searches off campus

**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 the newly renovated bookstore building, 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.
If you feel you have been treated unfairly, try to reach an informal resolution with the other party. If that is unsuccessful, you may want to talk with persons available in the Women's Center, N214 Memorial Union; or the Disability Center, S5 Memorial Union.

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, 211 Jesse Hall.

**Formal Complaint Policy**

One way that 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 MUSSON is on the School’s website at [http://nursing.missouri.edu](http://nursing.missouri.edu)

**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 pre-nursing student with planning course schedules and providing information concerning MU and MU SSON policies.

Clinical majors are assigned faculty mentors who assist with academic and professional concerns. You are encouraged to meet with your faculty mentor at least once a semester and whenever needed. They are there to help you in any way possible. Faculty mentors can be changed by submitting a written request to the academic advisor (S235).

At graduation, a member of the last semester clinical faculty prepares a written final summary of each student’s progress and achievement. The content of the final summary is based primarily on the student's written final evaluations from clinical courses. The final summary is part of the student's permanent file and is used as a reference for employment or graduate school upon request from the student. Students may request permission to read and/or copy the final summary in the academic advisor's office.

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.

Transcripts cannot be provided by the MU SSON; students must request transcripts directly from Transcripts and Records, 130 Jesse Hall, phone 882-8252.

Nursing Student Commons

The nursing student commons is located on the third floor of the nursing building. The lounge is primarily for undergraduate and graduate nursing students. There is 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.

Campus Bookstore

The Mizzou Store, located in Brady Commons, 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 Mizzou Store. Please see the Mizzou Store website (http://www.themizzoustore.com) for additional information.

University of Missouri 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.

Faculty

Students have the opportunity to become personally acquainted with the faculty through clinical and classroom activities. The low student-faculty ratio allows for individual instruction in the clinical setting.

Faculty are prepared at the master's and/or doctoral level with clinical specialty areas in pediatrics, obstetrics, mental health, community health, or adult health. Many faculty are 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 School’s website at:

http://nursing.missouri.edu/faculty/index.php

Bicycle Parking

All persons owning and/or operating a bicycle on the MU campus must observe and obey all applicable Missouri laws, city of Columbia ordinances, and these campus rules and regulations:

Any person operating a bicycle shall observe all signs and control signals applicable to motor vehicles.

- **Parking**: Bicycles should be parked in or immediately adjacent to the bicycle racks provided. They should not be parked on lawns or sidewalks or chained to trees, light poles, fences, benches, etc. Bicycles improperly parked may be impounded by cutting and removing the locking device if necessary.

- **Abandoned**: Bicycles that are considered abandoned will be removed by cutting the locking device, if necessary, and impounding the bicycle.

- **Buildings**: Bicycles should not be taken inside any University building, including School of Nursing, except in areas authorized by the Parking Policy Committee.
SECTION X: 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 Brady Commons to inquire about participation in student organizations other than those specific to nursing students.

Diversity in Nursing Association

The University of Missouri’s Diversity in Nursing Association is an organization 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. The goal is to provide academic enhancement through study groups and a secure social environment to alleviate stress. All students interested in a nursing career are encouraged to join, whether they fit into a diverse category (i.e. Male, Minority, LGBTQ, first generation college student, low-income or rural background) or if they share an interest in increasing diversity within the nursing field. All are encouraged to join.

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. NSC 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 offers 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 textbooks 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.

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 commons.

The Nursing Residence

Nursing Residence is an innovative living-learning residence hall for pre-nursing students and clinical nursing majors. Those students who qualify for the Nursing Scholars Program are especially encouraged to apply. Nursing faculty work with residents to help them find productive roles. The Nursing Residence is housed in Galena Hall. A housing application from the Residential Life office is required. If you have not received this application, please write the Residential Life Office, 078 Defoe/Graham Hall, 901 Hitt Street, Columbia, MO 65211 or call 573-882-7275 or 1-800-225-6075.
Student Representation on Faculty Committees

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

The Assembly by-laws provide for student representatives on two faculty committees: (a) the Faculty Assembly Student Admission and Progression Committee, and (b) the Faculty Assembly Baccalaureate Program Curriculum Committee. Undergraduate students serve on each committee. The student committee members have voice and vote in committee meetings but not in executive sessions.

The FA SA&P 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.