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For Students and Faculty
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RESOURCE PERSONS

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

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S215 School of Nursing
(573) 882-0278
Executive Assistant to the Dean
S214 School of Nursing
(573) 882-8278

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S410 School of Nursing
(573) 882-0228

Executive Assistant to the Associate Dean for Academic Affairs
S409 School of Nursing
(573) 882-0228

Dr. Sherri Ulbrich, BSN Program Director
S431 School of Nursing
(573) 882-0921

Student Advising Office
S235 School of Nursing
(573) 882-0277

SECTION I: INTRODUCTION

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 Sinclair School of Nursing (SSON). It is essential that students understand the information presented in this handbook to facilitate their progression through the SSON. This handbook, the academic advisors, and faculty 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.

The University of Missouri

The University of Missouri system includes campuses in Columbia, Kansas City, Rolla, and St. Louis with an average enrollment of over 75,000 students. Founded in Columbia, Missouri in 1839, the University of Missouri-Columbia is the oldest and largest campus. 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 extends its educational benefits to all sections of the state as it carries on three 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 University of Missouri Sinclair School of Nursing

The Sinclair School of Nursing (SSON) offers a Bachelor of Science in Nursing (BSN), Master of Science (MS(N)), Doctor of Nursing Practice (DNP), and Doctor of Philosophy (PhD). The BSN program prepares graduates for generalist practice to provide direct and indirect care to individuals, families, groups, communities, or populations (AACN, 2008). The BSN may be completed through one of three options.

- The Traditional Option was designed for traditional undergraduate students with no previous college degree and no licensure as a Registered Nurse (RN).
- The Accelerated Option was designed for students with a previous undergraduate degree in a non-nursing field and no licensure as a RN.
- The RN to BSN and RN to MSN Options were designed for graduates of diploma or associate degree nursing programs licensed as RNs or eligible for licensure in the United States.

The BSN degree prepares graduates with the academic foundation necessary for an MS(N), a DNP, or a PhD program. The BSN program is fully approved by the Missouri State Board of Nursing, and the BSN, MS(N), and DNP programs are accredited by the Commission on Collegiate Nursing Education.
Information about the history of the school, nursing programs, and Nursing Outreach can be found on the SSON website.
SECTION II: VISION, MISSION, VALUES, and PURPOSES

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.

(Approved by faculty 04/15/13)

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.

Values

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

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

(Approved by Faculty Assembly 04/2015)
Purposes

The purposes of the MU Sinclair School of Nursing (SSON) 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 SSON are purposefully designed to:

- Educate students at the baccalaureate, master's, 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.

(Approved by faculty 11/26/90; Revised and approved by faculty 5/10/99, 5/4/01, 5/2/08, 8/09, 4/13.)
SECTION III: ADMISSION AND CURRICULUM PATTERNS

Student Admission

The University of Missouri and the SSON 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, sex, sexual orientation, gender identity, age, genetics information, disability, or status as a protected veteran.

Achievement of minimum requirements does not guarantee admission. Seats are limited, and we seek to admit the best qualified.

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.

The Nursing Scholars Program (Traditional BSN Students only)

Qualified MU students can be guaranteed admission to the SSON clinical nursing major Traditional Option, if accepted as nursing scholars. The following criteria must be met:

- Admitted to the Honors College and maintain Honors College status
- Admitted as pre-nursing freshman and apply within the first fall semester. Applications will be sent to students by the advising offices
- To maintain status as a Nursing Scholar must have a minimum 3.7 cumulative 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 Advising Office
S235 Nursing School Building
Columbia, MO 65211
Phone: (573) 882-0277

Traditional BSN Option

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 College Credit information on the Sinclair School of Nursing website and in this handbook for opportunities for advance standing credit.

Approximately 60 credit hours are required in the clinical nursing major. A minimum of 120 credit hours is required for the bachelor’s degree by MU. (See Figure I, Sample of Pre-Nursing Curriculum).

Figure I. Sample Curriculum Pattern for Pre-Nursing

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO_SC 1010 General Biology</td>
<td>3 BIO 2800 Microbiology</td>
</tr>
<tr>
<td>CHEM 1100 General Chemistry</td>
<td>3 ENGL 1000 English Composition</td>
</tr>
<tr>
<td>MATH 1100 College Algebra</td>
<td>3 PSYCH 1000 Introductory Psychology</td>
</tr>
<tr>
<td>HIST 1100 or 1200 American History or POL_SC 1100 American Government</td>
<td>3 Humanity/Fine Art course*</td>
</tr>
<tr>
<td>SOCIOL 1000 Intro. to Sociology</td>
<td>3 STAT 1200/1300 or Statistics</td>
</tr>
<tr>
<td></td>
<td>3 ESC_PS 4170 Educational Statistics</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td><strong>15</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Semester 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPP 3202 Human Physiology</td>
<td>5 PTH_AS 2201 &amp; 2203 Human Anatomy</td>
</tr>
<tr>
<td>N2000 Nursing as a Profession</td>
<td>3 N2100 Communication Issues in Nursing or</td>
</tr>
<tr>
<td></td>
<td>N2100H Communication Issues in Nursing</td>
</tr>
<tr>
<td>HDFS 2400 W Human Development</td>
<td>4 NEP 2380 Diet Therapy for Health</td>
</tr>
<tr>
<td>Humanity/Fine Art course*</td>
<td>Professionals</td>
</tr>
<tr>
<td></td>
<td>Upper- Level Behavioral Science* (2000 + level required)</td>
</tr>
<tr>
<td></td>
<td>Humanities/Fine Art course*</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td><strong>15</strong></td>
<td><strong>16-17</strong></td>
</tr>
</tbody>
</table>

* Students will take one (1) of the three (3) humanity/fine art courses OR the upper level behavioral science course to fulfill the cultural competency course requirement. A list of humanity/fine art, upper level behavioral science, and cultural competency courses is available in Student Advising Office.

**Cultural Competency Course Requirement**

Students will be required to complete three (3) credit hours of coursework that fulfills the cultural competency course requirement. These courses are intended to prepare nursing students to interact with diverse patient populations, work to address health disparities, understand how different cultures interact, gather knowledge of other cultures, and use this knowledge to adapt to various cultures as they are encountered. Students will take one (1) of the three (3) humanity/fine art courses OR the upper level behavioral science course to fulfill this requirement. The Student Advising Office will maintain and distribute the list of approved courses to students on a regular basis. This course will be built into a student’s personal timeline during their first advising appointment. (Approved by Faculty Assembly 4.25.2016)
Admission to Clinical Nursing

Students apply for admission to clinical nursing during the last pre-nursing semester. Applicants for clinical nursing are considered on a competitive and space available basis for each admission period. Clinical admission criteria include the following:

- 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.
- Minimum 3.25 both cumulative and MU grade-point average (on a 4.0 scale) for any student in their final semester of prerequisite coursework.
- Competitive grade-point average in nursing prerequisite courses; and
- Evidence of capacity to uphold the practice standards, functional abilities (described below), and ethical codes of the nursing profession.

An application is submitted for each student based on the above criteria. Students not meeting the above criteria may submit a special request for consideration (See Figure II Curriculum Pattern for Clinical Majors).

Clinical nursing applications will be emailed to students during finals week of the semester prior to the application due date. The application dates and deadlines will be listed in the email message and on the application itself. Immunization records, drug screen and CPR certification are required once accepted into the clinical nursing program. (See Clinical Policies section.)
### Figure II. Sample Curriculum Pattern for Clinical Nursing

<table>
<thead>
<tr>
<th>Semester 5</th>
<th>Semester 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>N3170 Nursing Skills, Technologies and Simulation</td>
<td>4</td>
</tr>
<tr>
<td>N3200 Pathophysiology &amp; Therapeutics</td>
<td>4</td>
</tr>
<tr>
<td>N3270 Foundations for Nursing Assessment &amp; Nursing Process*</td>
<td>5</td>
</tr>
<tr>
<td>N3300 Pharmacology &amp; Nursing Implications</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total** | 17 **Total** | 17

**Semester 7**

<table>
<thead>
<tr>
<th>Semester 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>N4470 Nursing of Women and Newborns</td>
</tr>
<tr>
<td>N4200 Nursing Ethics &amp; the Law or N4200W Nursing Ethics &amp; the Law</td>
</tr>
<tr>
<td>N4270 Nursing of Children</td>
</tr>
<tr>
<td>N4300 Nursing Issues/Leadership/Management</td>
</tr>
</tbody>
</table>

**Total** | 15–16 **Total** | 12-13

---

*N3270 Foundations for Nursing Assessment & Nursing Process will decrease to 5 credit hours in spring 2017.

**N3470 Mental Health Nursing will increase to 5 credit hours in fall 2017.


### Figure III. Sample 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>N3170 Nursing Skills, Technologies and Simulation</td>
<td>4</td>
</tr>
<tr>
<td>N3200 Pathophysiology &amp; Therapeutics</td>
<td>4</td>
</tr>
<tr>
<td>N3270 Foundations for Nursing Assessment &amp; Nursing Process*</td>
<td>5</td>
</tr>
<tr>
<td>N3300 Pharmacology &amp; Nursing Implications</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total** | 17 **Total** | 17

**Semester 7 (Summer)**

<table>
<thead>
<tr>
<th>Semester 8 (Fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N4270 Nursing of Children</td>
</tr>
<tr>
<td>N4470 Nursing of Women and Newborns</td>
</tr>
<tr>
<td>N4970 Nursing in Communities (capstone)</td>
</tr>
</tbody>
</table>
N4400 Nursing Issues/Leadership/Management 2  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>12 Total</td>
</tr>
<tr>
<td>15-17</td>
<td></td>
</tr>
</tbody>
</table>

*N3270 Foundations for Nursing Assessment & Nursing Process will decrease to 5 credit hours in spring 2017.

**N3470 Mental Health Nursing will increase to 5 credit hours in fall 2017.

Senior Dual Enrollment (Traditional Option only)

Qualified undergraduate students are 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. Please see the Office of Research and Graduate Studies for additional information.

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.

Admission to the Accelerated Nursing Option

Students are admitted to the Accelerated BSN option based on the following criteria:

- Application and admission to the University;
- Application and admission to the Sinclair School of Nursing;
- Baccalaureate or higher degree from an accredited college or university;
- Two reference forms from two individuals who may attest to the student’s motivation and ability to complete a course of intensive study;
- Resume;
- Personal essay that is a description of the applicants view of nursing as a profession;
- Interview for evidence of potential and motivation for nursing; and evidence of prior work success and/or ability to handle a fast-paced academic program.
- Evidence of academic achievement of a 3.0 cumulative GPA or higher on a 4.0 scale on undergraduate degree;
- Completion of prerequisite courses with a minimum of a C or better.

Prerequisite Course Requirements:

1. Chemistry—2 credit hours (*does not require a lab*)
2. Statistics – 3 credit hours
3. Nutrition or Diet Therapy—3 credit hours
4. Microbiology—4 to 5 credit hours (*lab requirement*)
5. Human Anatomy—4 to 5 credit hours (*lab requirement*)
6. Physiology—4 to 5 credit hours (*lab requirement*)
7. Pathophysiology—3 to 4 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. Pathophysiology should be taken prior to admission. It is recommended that Pathophysiology be completed at MU (Nursing 3200) the spring semester prior to May start date. See Figure IV, Curriculum Pattern for Accelerated Option.

Applications must be received by the second Friday of October 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.

Figure IV. Curriculum Pattern for Accelerated Option

<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 Communication Issues in Nursing</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</td>
<td>N3470 Mental Health Nursing** or N3670 Nursing of Adults I N4200 Nursing Ethics &amp; Law</td>
</tr>
<tr>
<td>Total</td>
<td>Total 15</td>
</tr>
<tr>
<td></td>
<td>Total 16–17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Summer Semester (10 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N3470 Mental Health Nursing** or</td>
<td>N4400 Nursing Issues/Leadership/ Management</td>
</tr>
<tr>
<td>N3670 Nursing of Adults I</td>
<td>N4870 Nursing of Adults II</td>
</tr>
<tr>
<td>N3870 Gerontological Nursing Care</td>
<td>7</td>
</tr>
<tr>
<td>N4970 Nursing in Communities (capstone)</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>Total 13–14</td>
</tr>
<tr>
<td></td>
<td>Total 9</td>
</tr>
<tr>
<td></td>
<td>Total Nursing Hours 53-55</td>
</tr>
</tbody>
</table>

RN to BSN Option

The RN to BSN Option is for the Registered Nurse (associate degree or diploma graduates) pursuing a BSN degree. A total of 120 credit hours are required to earn a BSN from MU. The length of the program varies, depending on equivalent prerequisite courses completed, and choice of part-time or full-time enrollment.

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

- Application and admission to the University
- Official transcripts from all colleges and universities attended on file with the MU Office of Admissions
• Transcript review on file with an academic plan of study completed
• Minimum grade point average of 2.0 for courses taken at MU
• Completed personal statement
• Current licensure as an RN in the United States and eligibility for licensure in Missouri
• CPR certification is required once accepted
• Interview upon request

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

**Curriculum for RN to BSN Students**

RN to BSN students complete the same general education and support courses as Traditional nursing students (excluding Nursing 2000 and Nursing 2100). The length of the program depends on whether a student is part-time or full-time. The following is the list of general education and foundation course work for students on the RN to BSN Option.

**Figure V. General Education and Foundation Course Work RN to BSN Option Nursing Major**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1000 (Composition II)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities or Fine Arts Elective</td>
<td>9</td>
</tr>
<tr>
<td>History or Political Science</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Microbiology*</td>
<td>4</td>
</tr>
<tr>
<td>Anatomy*</td>
<td>4-5</td>
</tr>
<tr>
<td>Physiology*</td>
<td>4-5</td>
</tr>
<tr>
<td>Human or Therapeutic Nutrition**</td>
<td>3</td>
</tr>
<tr>
<td>Pharmacology**</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>General Science (Behavioral Science/...</td>
<td>6</td>
</tr>
<tr>
<td>Human Growth and Development (Life Span)**</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>60-62</strong></td>
</tr>
</tbody>
</table>

*All Science courses will be evaluated on an individual basis for the transfer of credit.

**Can be completed through standardized examinations.
RN to BSN Option Plans of Study

Four-Semester Option
(The courses build upon each other; therefore, the following sequence is required.)

Figure VI. Curriculum Pattern for Four-Semester RN to BSN Option

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Semester</strong></td>
<td></td>
</tr>
<tr>
<td>N3080 Communication &amp; Computer Skills</td>
<td>2</td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>N3180 Role Transitions</td>
<td>3</td>
</tr>
<tr>
<td>N4950W Nursing Theory &amp; Research (capstone)</td>
<td>3</td>
</tr>
<tr>
<td>N4200 Nursing Ethics &amp; Law</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
</tr>
<tr>
<td>N4380 Health Assessment and Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>N4930W Evidence-Based Nursing Practice</td>
<td>5</td>
</tr>
<tr>
<td>N4400 Nursing Issues/Leadership and Management</td>
<td>2</td>
</tr>
<tr>
<td><strong>Summer Session</strong></td>
<td></td>
</tr>
<tr>
<td>N4970 Nursing in Communities (includes 90 hours of clinical time)</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>26</td>
</tr>
</tbody>
</table>

Six-Semester Option
(The courses build upon each other; therefore, the following sequence is required.)

Figure VII. Curriculum Pattern for Six-Semester RN to BSN Option

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Semester</strong></td>
<td></td>
</tr>
<tr>
<td>N3080 Communication &amp; Computer Skills</td>
<td>2</td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>N3180 Role Transitions</td>
<td>3</td>
</tr>
<tr>
<td>N4950W Nursing Theory &amp; Research (capstone)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
</tr>
<tr>
<td>N4930W Evidence-Based Nursing Practice</td>
<td>5</td>
</tr>
<tr>
<td><strong>Summer Session</strong></td>
<td></td>
</tr>
<tr>
<td>N4970 Nursing in Communities (includes 90 hours of clinical time)</td>
<td>4</td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>N4200 Nursing Ethics &amp; Law</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
</tr>
<tr>
<td>N4380 Health Assessment and Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>N4400 Nursing Issues/Leadership and Management</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>26</td>
</tr>
</tbody>
</table>
Functional Abilities

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

This policy applies to applicants and current students. If a student has a disability and requires reasonable accommodation to fulfill program requirements, the student must follow the process to request such accommodations through the MU Disability Center. The process to request accommodations should occur upon admission to the program of study or as soon as a need is identified. The SSON will endeavor to make reasonable modifications and accommodations for students with disabilities, without compromising patient safety, performance standards or posing undue administrative or financial burden. Any request for accommodation will be reviewed by the Associate Dean for Academic Affairs in collaboration with the faculty. Evaluating and facilitating accommodation requests is a collaborative process among the candidate, the MUSSON and the Disability Center.

The functional abilities include but are not limited to:

Physical

1. Possess sufficient energy and mobility to provide patient care to meet course and program objectives.
2. Transfer, lift, pull, and perform other demanding physical procedures 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. Assess patients at a distance and close at hand; use diagnostic instruments and screening tools as required to meet program and course objectives. (Examples include the use of an otoscope to identify landmarks and the eardrum; use of a stethoscope to detect heart sounds; and ability to palpate, percuss, and discriminate sharp and dull, temperature etc.)
5. Provide 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/changes tracheostomy ties, simple/complex dressing changes, attaching a needle to a syringe, drawing of medication (from a vial) into a syringe, perform CPR, and giving an injection.)

Communication

1. Elicit and interpret verbal and nonverbal communications. (Examples include the ability to communicate and be understood by others; the ability to interpret and respond to nonverbal communication.)
2. Communicate effectively with patients, families, and members of the health care team.

Cognitive

1. Make accurate decisions in a timely manner, under stressful and challenging conditions. (Examples include prompt response to cardiac monitoring alarms, perform CPR, accurate patient/situational assessment, and prompt intervention; provide patient safety by
administering oxygen, suctioning as needed, recording seizure activity, and calling for help.)

2. Demonstrate the intellectual abilities of measurement, mathematical calculation, reasoning, analysis, synthesis, and critical thinking, as well as skills to assimilate detailed and complex information.

**Interpersonal**

1. Interact professionally with individuals, families, and communities of various social, ethnic, and cultural backgrounds.
2. Demonstrate the capacity to form a therapeutic relationship with individuals, families, and communities.
3. Demonstrate 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 MU Disability Center indicating their initiation of the appeals process.
3. The student shall write an appeal to the Chair of the Student Admission and Progression (SAP) Committee, addressing the performance standard(s) in question and asking to appear before the SAP 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 SAP executive session, the appellant shall be required to demonstrate the performance standard in question.
5. The appellant shall be notified of the SAP 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 Handbook.

*Approved by Faculty Assembly: 11/6/00 Revised: 11/27/00, 8/24/00, 8/13/01, 8/1/02, 8/1/03, 4/25/16*
College Credits

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. When transferring in less than 90 credit hours, RN to BSN students may take advance standing by subject examinations.

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 SSON. The department policy about a satisfactory score will be honored by the SSON.

For students in the RN to BSN Option, standardized nursing examinations from the National League for Nursing (NLNs) are available for pharmacology and nutrition. If an unsatisfactory score is obtained from the first attempt the student may repeat the failed examination one time. A CLEP examination is available for the subject of Human Growth and Development. If an unsatisfactory score is obtained from the first attempt in CLEP examinations, the examination may not be repeated for six months.

For further information about the SSON’s credit by examination or a comprehensive list of CLEP and departmental exams, contact the School of Nursing Student Advising Office, S235, (573) 882-0277.

Students make their own testing arrangements by contacting MU Testing Services, 4 Parker Hall. Call (573) 882-4801 for specific office hours. Testing Service assesses a fee for each test administered and scored.

Transfer of Credit from Other Colleges

Students applying to the SSON may transfer coursework from accredited four-year institutions and community/junior colleges. 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 general education requirements is determined.

For RN to BSN students, copies of unofficial transcripts must be sent to the RN to BSN academic advisor. For the Traditional and Accelerated BSN students, copies of official transcripts must be sent to MU Admissions.
There is no time limit imposed on courses transferable to the SSON. Students transferring credit of more than 10 years are encouraged to assess their present knowledge base in that subject area and initiate a self-study program if indicated.

Traditional and Accelerated students transferring credit for Anatomy and Physiology I with lab receive credit for Human Anatomy only. The student then enrolls in MPP 3202 Physiology. Students who have completed Anatomy and Physiology I with lab and Anatomy and Physiology II with lab have satisfied both the anatomy and physiology requirements.

**Graduation Requirements**

The completion of all requirements for graduation is the responsibility of the student. The BSN 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 self-paced or extension courses;
- For students in the RN to BSN Option, completed the final 26 semester hours in residence at MU (online courses are considered courses in residence).

**Baccalaureate Program Outcomes**

Upon completion of the BSN 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

Early Registration

Registration
Each semester, currently enrolled students are given the opportunity to register early for the next semester. Early Registration typically begins in October (for Spring) and March (for Summer and Fall), the dates are listed on the MU Academic Calendar. Each student is assigned a specific date and time which is posted in their myZou Student Center. Once Early Registration is complete, the Regular Registration period begins.

For Pre-Nursing Students
- New MU pre-nursing students (freshman and transfer) are partially pre-enrolled in courses for their first semester by the Student Advising Office and complete their semester enrollment at a New Student Orientation Session (June/July, August, January).
- During Early Registration, only 1st semester freshman and new transfer students need to schedule an appointment. All other students should email their academic advisor to see if a registration appointment is necessary.
- Appointments should be scheduled through MU Connect. The Student Advising Office does not schedule appointments over the phone or via email.
- In the first semester appointment with an advisor, students will receive a personalized academic timeline for each of their pre-nursing semesters, including when to apply to the clinical major.
- Students should follow their timeline and enroll according to their registration dates in myZou.

For Clinical Majors and Accelerated Students
Clinical placements are assigned. Students should not register until these assignments are finalized, which may be after the Early Registration period. Students will receive notification of placements and will then be able to enroll in courses.

RN to BSN Students should consult with the RN to BSN advisor as needed and register for classes according to the Four Semester Plan of Study or Six Semester Plan of Study.

See Office of the University Registrar for information about late registration and changes in course enrollment.

Course Withdrawal/Dropping All Classes
For NURSE designated courses if a student has less than 73% on exams or unsatisfactory clinical evaluations at the time of withdrawal, the course is graded F.
Academic Fees

Students must pay fees as billed in order to avoid being dropped from class rosters. Questions about fee payments, including establishing a fee payment schedule should be addressed to the Office of Cashiers, 15 Jesse Hall or online at the Office of Cashiers website. Information regarding refunds can be found at the Office of Cashiers Refund Schedules.

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

Scholarships and Financial Aid

You must complete a Free Application for Federal Student Aid (FAFSA) application before applying for scholarships or loans. Scholarships may be internal or external to the SSON. For internal scholarships, submit the application appropriate for your degree program to the SSON Student Advising Office by the deadline. A complete list of internal scholarships may be found on the SSON website. For external scholarships, you must apply to funding organizations offering scholarships. RN to BSN students are encouraged to check with employers and community organizations about educational assistance and scholarship opportunities.

Emergency Short-Term Loan Funds

Contact the SSON Executive Assistant for Advancement for more information. A complete list of emergency short-term loan funds may be found on the SSON website.
SECTION V: ACADEMIC POLICIES

Grading Policies

The faculty of the SSON is concerned with academic achievement and the grading system provides a framework for faculty to report evaluation of student performance. MU employs a grading system of A, B, C, D and F, with a plus/minus grading system. The satisfactory/unsatisfactory (S/U) grading system may be appropriate for elective courses 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 to be eligible to continue enrollment in the School of Nursing. See Progression Criteria for exceptions.

The following rules were designed by the Student Admission and Progression (SAP) Committee, which includes undergraduate student representatives.

Course Repeat Policy
See the Office of the University Registrar for information about course repeat.

Progression Criteria

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

A satisfactory academic standing at the University is a minimum semester and cumulative GPA of 2.0. However, the academic standards of the SSON are higher, the GPA requirements to remain pre-nursing are listed below.

<table>
<thead>
<tr>
<th>Standing</th>
<th>Credit Hours</th>
<th>Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen (first semester)</td>
<td>1-15</td>
<td>2.8 or higher</td>
</tr>
<tr>
<td>Freshmen (second semester) –</td>
<td>16- 60+</td>
<td>3.0 or higher</td>
</tr>
<tr>
<td>Sophomore</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pre-nursing students with more than 60 credit hours must also have a minimum 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, physiology, intermediate algebra, any writing intensive course, or 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 SSON.

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

- 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 SAP Committee acting on a submitted student special request form. Students should consult an Academic Advisor, 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 SSON. (see Repetition of Nursing Courses for Clinical Majors in Section IV)

- 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 SSON.

- Clinical nursing majors who withdraw in good standing for any reason may apply again 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 or U in a repeated or second nursing course will result in automatic dismissal from the School of Nursing.

Unsatisfactory Clinical/Lab Performance

Some nursing courses have both clinical/lab and lecture components, and only one grade is earned 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 problem component.
Grading Scale

<table>
<thead>
<tr>
<th>Percent</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>
<tr>
<td>73-76%</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>70-72%</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>67-69%</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>63-66%</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>60-62%</td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>0-59%</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Nursing course grades will not be rounded on exams or graded assignments. Each faculty member will preprogram the online grading criteria to two decimal points (.00).

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.

- SSON 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, the student 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 SSON has established the following criteria governing nursing clinical 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 SSON.

- Students who have been dismissed from the SSON may reapply through the established Admission to the Clinical Major procedure for all students and submit a special request form to the SAP 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 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 SSON and must obtain the cumulative GPA required for their classification, as outlined, within two semesters, or they will be dismissed from the SSON. Students who have been dismissed may not reapply to the SSON until requirements for the clinical major application have been met.

**Administrative Drop Policy for Online Courses**

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

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

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

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

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

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

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

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

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

Grade Appeal Procedure

1. A student who believes the 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. The appeal must be initiated in an electronic copy or paper copy within 5 business days from the date semester grades are officially posted on myZou and must include:

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

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

   a. the grade is assigned on some basis other than the performance in the course;
   b. the grade was assigned based upon 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 for graduate students in the course;
   c. the grade was assigned based upon a performance standard which substantially deviated from the performance standard previously announced by the instructor, and
   d. the grade was assigned after the instructor did not correct grading errors.
The following non-exclusive allegations would not be grounds for appeal under these provisions. A student’s challenge:

a. to the instructor's standards of academic performance;
b. to the instructor's evaluation of the substantive quality of the student's academic performance, and
c. to perceived judgmental determinations made by the instructor about the student.

2. Within ten working calendar days of receipt of the paper copy of the appeal, the Associate Dean for Academic Affairs will:

a. acknowledge the appeal in writing to the student;
b. provide a copy of the appeal to the instructor whose grade is being contested, and
c. 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 student'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 report of their findings and recommendations must be forwarded to the Associate Dean for Academic Affairs within 14 calendar days of receipt of the materials.

5. The Associate Dean for Academic Affairs 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 Associate Dean for Academic Affairs will state in writing the grounds for granting or denying the outcome requested by the student. This document is shared with 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 decision of Associate Dean for Academic Affairs, they may request a review at the campus level.

**Student Special Requests**

1. Special Request Forms are submitted by students who want exceptions regarding the application or progression criteria. These completed forms are submitted to the Student Advising Office, for the following:
a. Any student unable to meet prerequisites to specific nursing courses due to scheduling problems, illness, personal circumstances, or performance in a particular course.
b. Any clinical major who needs to enroll in nursing courses part-time or out of sequence.
c. Any clinical nursing major who needs to repeat a nursing course.
d. Any clinical major requesting a leave of absence.

2. The SAP 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 SAP Committee.

4. Special requests may be considered:

   **During the semester**: The completed special request form must be electronically submitted to the Student Advising Office no less than 10 working days prior to the next scheduled SAP 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 SAP Committee regarding the individual's special request form will be emailed to their MU email account within 5 business 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 that semester, a student should electronically submit to the Student Advising Office one copy of the completed special request form. The decision of the SAP Committee regarding an individual's special request form will be emailed to their MU email account 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 BSN 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 SAP Committee and faculty of the SSON. 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, W 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 a student has a first failure, the following procedure should be followed:

1. The faculty member reporting a C-, D or F grade in an undergraduate nursing course sends to the student, office of the Associate Dean for Academic Affairs, and the student's academic advisor 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 an undergraduate nursing course meets with their academic advisor and Associate Dean for Academic Affairs to develop a plan for repeating the course and continued progression in the program.

3. If the student does not agree 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 SAP Committee to review the recommendation.

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

5. The SAP 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, W or U in a repeated or second nursing course may result in automatic dismissal from the School of Nursing.
Leave of Absence

A leave of absence is a period of non-enrollment during which the student remains a SSON 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 Student Advising 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 SSON resources may not permit return at will.

The SAP 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 SAP Committee for an extension. Upon return of LOA, the student may be required to complete additional coursework to facilitate a successful transition.

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

Leave of Absence for RN to BSN Option

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

Time Limitation for RN to BSN Option

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

Academic Honors

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

- Students must be enrolled full-time 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.

Latin honor designations at graduation are based upon the following criteria: Traditional students must have a minimum of 60 graded semester credits at MU. RN to BSN students are not eligible for honors. Accelerated students must have a minimum of 55 graded semester credits at MU. Only SSON courses are used to calculate graduation honors. Students must have an MU cum GPA of 3.5 and a nursing GPA as follows to qualify for honors. Honor designations are:

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

Academic Advisors identify the student’s eligibility for graduation honors. The registrar's office is notified, and designation is made on the student's official transcript.

**SECTION VI: COURSE POLICIES**

**Academic Planning**

Nursing knowledge is developmental in nature. Each course is designated to build on knowledge and skills acquired in previous nursing and non-nursing courses; therefore, students are strongly encouraged to keep syllabi, notes, and required texts from previous courses so that they can refer to them as needed.

**Pre-Nursing Majors**

Academic timelines are developed for each student by an academic advisor in their first semester at MU. The timeline is used by the student for planning throughout the pre-nursing semesters. Students are given copies of their timeline and they are also stored in the student’s folder in the Student Advising Office. Students should notify an academic advisor of any changes or if they elect to switch to a part-time or full-time schedule.

**Traditional Clinical Majors, Accelerated & RN to BSN Option**

Program changes must be approved by the SAP Committee via the student’s academic advisor. Any alteration in a planned program has the potential of delaying the completion of the program by one or more semesters.

RN to BSN students may elect to enroll in a four or six semester plan of study. Traditional Clinical Majors and Accelerated Option students must have approval from the SAP Committee for part-time study (see Student Special Requests).
Nursing Course Syllabi

Most syllabi are available through Canvas or Blackboard. Others are available in The MIZZOU Store. For RN to BSN online courses, syllabi are available on the course learning management site. Each student is required to download 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 SSON faculty members have established specific attendance guidelines for the didactic and clinical nursing courses as documented in the course syllabi. Students are expected 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 MU Connect.
- 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

- Attendance is mandatory for all scheduled simulations, skills lab, and clinical experiences. Faculty may use in-class simulations as clinical experiences.
- Students are expected to be prepared and to arrive at scheduled simulations, skills lab, and clinical experiences at the designated time.
- Students should report absences or tardiness to the respective clinical instructor, as directed during 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, skills lab, or clinical days.
- Tardiness or absences may result in disciplinary actions including a verbal warning, written warning (MU Connect), or a clinical or lab 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.

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.

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

- American Psychological Association: APA Style
- Citation Styles & Tools: APA from the MU Libraries
- APA Formatting and Style Guide from the Purdue Online Writing Lab (OWL)
- APA Style from the Walden University Writing Center
- APA Citation Style, 6th edition: APA from the Himmelfarb Health Sciences Library, The George Washington University

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 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.
- SSON guidelines for nursing calculations will be used on all exams.
- Exams will be given to all sixth, seventh, and eighth, 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.
- A sixth or seventh semester student who fails both exams 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.
- An eighth semester student who fails both exams 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 eighth 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: fifth semester 85%; sixth semester 88%; seventh semester 93%; eighth semester 98%
- Accelerated students will be considered sixth semester in the fall, seventh semester in the winter, and eighth 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 HESI Exams

HESI exams are administered each semester. They can be purchased through the Mizzou Store. Students are responsible for the cost of these required exams.

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 can be accessed online. Questions about the information in the M-Book should be sent to the Office of Student Conduct via email, conduct@missouri.edu.

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, (573) 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, (573) 884-2828, is available to provide computing assistance to students with disabilities.

For more information about rights of people with disabilities, please see the Accessibility and ADA Education site (from the Mizzou Diversity portal) or call (573) 884-7278.

Academic Integrity

MU has established a policy for students regarding academic dishonesty. The SSON adheres to this policy as it relates to academic dishonesty by nursing students. This policy can be found in the M-Book.

Sinclair School of Nursing Administrative Social Networking/Media Policy

All SSON 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 are subject to disciplinary action if you engage in misuse or abuse. 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, skills lab, classroom, research, learning experiences and may result in immediate dismissal from the Sinclair School of Nursing.

1. First violation of the policy will result in:
   • MU Connect sent to the Associate Dean for Academic Affairs or Director of option/area of study and either Academic or Faculty Advisor
   • One-on-one meeting with course faculty
   • Review of SSON Social Media Policy
   • Actions may result in immediate dismissal from the SSON

2. Second violation of the policy will result in:
   • One-on-one meeting with the Associate Dean for Academic Affairs or Director of option/area of study
   • Review of said infraction and status in the SSON
   • Actions may result in immediate dismissal from the SSON

3. Third violation of the policy will result in:
   • Immediate dismissal from the SSON

![Warning]
Potential continuation in the MU Sinclair School of Nursing might only be possible with input from instructor or preceptor and review from the Associate Dean for Academic Affairs or the director of the 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, simulation, and clinical settings. Failure to demonstrate any of the following behaviors may result in dismissal from the clinical, laboratory, or simulation setting and an unsatisfactory grade for that clinical day.

- Accept responsibility for own behavior, practice, and scholarship
- Adequately prepare, attend, and participate in all clinical, laboratory, or simulation practice sessions unless excused by instructor
- Arrive and depart from the clinical, laboratory, or simulation setting promptly
- Exhibit professional appearance and behavior
- Maintain patient 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

Patient safety is essential to nursing practice. Significant failure to maintain safety (life-threatening or likely to cause permanent disability) may result in immediate clinical failure, thus course failure. A pattern of failures in safety, although not immediately life-threatening, also may result in clinical failure, thus course failure.

Safe Nursing Practice and Research Policy

The faculty and staff of the Sinclair School of Nursing support the University of Missouri Statement of Values. The faculty and administration have the expectation that these values—Respect, Responsibility, Discovery, and Excellence—will be reflected in the interactions and actions of all individuals involved with the activities of the School of Nursing.

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 SSON’s selected vendor.

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

SSON Office of Academic Affairs
1. Log onto CastleBranch.com and verify that the student has completed the criminal background check process.
2. Print a copy of the background check report and forward to the Associate Dean for Academic Affairs.

Drug Screening

The Joint Commission requires all clinical students 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 clinical. Failure to provide this information may prevent students from attending clinical and may prevent students from completing the course.

Breech of Patient Confidentiality

Violations of patient confidentiality will be documented in MU Connect and monitored 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 provides facilities to support 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 pieces of equipment in simulated clinical settings. 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. Computers are available in the learning center for students.

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 (DoIT) is also available for technology assistance.

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 insured 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.

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

MU photo identification showing student status is to be worn by students at all times in the School of Nursing 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, shorts, 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
- 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 wristwatch (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

  o Refer to Trulaske College of Business Professional Dress webpage.
  o Or the National Student Nurses Association:
  o Truman’s Closet is an available resource for students in Columbia. You could also search for your local Dress for Success affiliate.

Approved by Faculty Assembly 11/18/13

Travel

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, various county health departments, and other settings. Students are expected to provide their own transportation for those learning experiences that occur in each of the nursing courses.

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. It is the student’s responsibility to insure that all requirements are up to date. If the student’s PPD expires during a semester, then the student must have a new PPD (or symptoms review) on file before the start of that semester.

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.

Required Immunizations (applies to only Traditional and Accelerated students)

1. The student must present evidence of the following immunizations prior to enrollment in clinical nursing coursework:
   - Measles, mumps, and rubella immunizations (2 immunizations with at least 1 of these being since 1980) or a positive blood titer for all 3 components (MMR). A Tdap (DT with Pertussis) within the last 10 years is required.
• Hepatitis B series (3 immunizations) or a positive blood titer
• Varicella (chickenpox) series (2 immunizations) or a positive blood titer
• Annual Influenza (Flu) vaccine(s) due by 10/31 of each fall semester.

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.

RN to BSN students only: Students may be required to present evidence of immunizations dependent on clinical agencies for the community health course. If required, it is the student’s responsibility to obtain and provide evidence of immunizations.

Tuberculosis Control Program

Tuberculin skin tests or chest x-rays are required prior to enrollment in N3270 Foundations for Nursing Assessment & Nursing Process. An intradermal tuberculin skin test or chest X-ray is required annually. The initial screening requires that the student receive two tuberculin skin tests within a year. These must be placed at least 7 days apart from each other. 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. Live vaccines may interfere with the PPD results. Therefore, a student who receives a live vaccine (MMR or Varicella) may not have a PPD placed for at least 30 days. A QFT (quantiferon gold) test or t-spot may be substituted for a PPD per clinical agency policy.

At the beginning of each year, 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. A student who has had a positive tuberculin skin test in the past 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 can be obtained at the Student Health Center for a fee or from the health care provider of the student's choice.

Clinical Agency Agreements with the School of Nursing

The 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 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.
• Students who do not have documented proof on file with the school of nursing of all required immunizations and screenings, up-to-date CPR certification, and Social Security Number will not be allowed to attend clinical. This will count as an unsatisfactory clinical day.

• 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.

• The student is responsible for meeting the requirements set forth by the clinical agency. Failure to do so may result in the student’s suspension from utilizing the clinical agency for clinical experience.
SECTION 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 spring 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 Associate Dean for Academic Affairs and Executive Assistant, work with student representatives throughout the semester in preparation for the end-of-school activities and the convocation. Registered nurses completing the program in August may elect to participate in the May or December convocation. The Academic Advisor will send information regarding convocation via email each semester.

Nursing Pins

The nursing pin symbolizes successful completion of the requirements for the Bachelor of Science degree in nursing and may be worn on the nurse's uniform following graduation. The 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.

Class Composite

Student pictures are taken during the semester before graduation. Students are encouraged to have their pictures taken. RN to BSN students have their pictures taken during their first on-campus days and a composite created the semester before graduation. Enlarged composites are displayed during the convocation ceremony and displayed in the School of Nursing.

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.

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 the [National Council of State Boards of Nursing](https://www.ncsbn.org).

### Licensure by the Missouri State Board of Nursing

Upon receipt of the BSN 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)](https://mosby.senate.mo.gov/), 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 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.

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

### Administrative Services

<table>
<thead>
<tr>
<th>Office</th>
<th>Address</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>230 Jesse Hall</td>
<td>(573) 882-7786</td>
</tr>
<tr>
<td>Office of the University Registrar</td>
<td>125 Jesse Hall</td>
<td>(573) 882-7881</td>
</tr>
<tr>
<td>Office of Cashiers</td>
<td>15 Jesse Hall</td>
<td>(573) 882-3097</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>11 Jesse Hall</td>
<td>(573) 882-7506</td>
</tr>
<tr>
<td>Transcripts and Records</td>
<td>125 Jesse Hall</td>
<td>(573) 882-8252</td>
</tr>
<tr>
<td>Parking &amp; Transportation Services</td>
<td>Turner Ave. Garage (second level)</td>
<td>(573) 882-4568</td>
</tr>
<tr>
<td>Mizzou Online</td>
<td>136 Clark Hall</td>
<td>(573) 882-2491</td>
</tr>
<tr>
<td>Division of Information Technology (DoIT Help Desk)</td>
<td>615 Locust St.</td>
<td>(573) 882-5000</td>
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### Academic Resources and Support

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<thead>
<tr>
<th>Office</th>
<th>Address</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Course Catalog (published by University Registrar)</td>
<td>125 Jesse Hall</td>
<td>(573) 882-7881</td>
</tr>
<tr>
<td>MU Libraries</td>
<td>104 Ellis Library</td>
<td>(573) 882-4581</td>
</tr>
<tr>
<td>J. Otto Lottes Health Sciences Library</td>
<td>1 Hospital Drive</td>
<td></td>
</tr>
<tr>
<td>Learning Center</td>
<td>100 Student Success Center</td>
<td>(573) 882-2493</td>
</tr>
<tr>
<td>Testing Services</td>
<td>205A Parker Hall</td>
<td>(573) 882-4801</td>
</tr>
<tr>
<td>Career Center</td>
<td>Student Success Center (lower level)</td>
<td>(573) 882-6801</td>
</tr>
<tr>
<td>Online Writery/Writing Center</td>
<td>Student Success Center</td>
<td>(573) 882-2496</td>
</tr>
</tbody>
</table>

### Student Life

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<thead>
<tr>
<th>Office</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Missouri Students Association</td>
<td>2500 MU Student Center</td>
<td>(573) 882-7275</td>
</tr>
<tr>
<td>Residential Life</td>
<td>078 Defoe/Graham Hall</td>
<td>(573) 882-3621</td>
</tr>
<tr>
<td>Mizzou Life</td>
<td>2500 MU Student Center</td>
<td>(573) 882-7481</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>1020 Hitt St. (fourth floor)</td>
<td>(573) 882-6601</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>119 Parker Hall</td>
<td>(573) 882-4696</td>
</tr>
<tr>
<td>Disability Center</td>
<td>S5 Memorial Union</td>
<td>(573) 882-2066</td>
</tr>
<tr>
<td>MizzouRec</td>
<td>213 Rothwell Gymnasium</td>
<td>(573) 882-6501</td>
</tr>
<tr>
<td>Mizzou Athletics</td>
<td>Mizzou Arena</td>
<td>(573) 884-7297</td>
</tr>
<tr>
<td>Athletic Ticket Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MU Police Department</td>
<td>901 Virginia Ave.</td>
<td>(573) 882-7201</td>
</tr>
</tbody>
</table>
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 enroll 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 the MU Counseling Center, 119 Parker Hall.

Non-Academic Grievances and Appeals

The Office for Civil Right and Title IX is located in Jesse Hall, was established to assist students who believe they may have been subjected to unfair or inequitable treatment for any reason. They seek 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.

Student Legal Services, located at 2500 MU Student Center, was 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 speak with persons available in the Women’s Center, GB108 MU Student Center; or the Disability Center, S5 Memorial Union.

Formal Complaint Policy (Administrative Policy #23)

Preamble
The Sinclair School of Nursing is fully accredited by the Commission on Collegiate Nursing Education (CCNE). The School continually strives to fully comply with all accreditation standards. To further assure the integrity of our educational offerings, the School informs its constituencies that complaints about the program can be submitted to the CCNE.

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<tr>
<th>Office</th>
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<tbody>
<tr>
<td>Mizzou Diversity</td>
<td>201 Jesse Hall</td>
<td>(573) 882-5838</td>
</tr>
<tr>
<td>MU Equity Office</td>
<td>401C Jesse Hall</td>
<td>(573) 882-9069</td>
</tr>
<tr>
<td>Gaines/Oldham Black Culture Center</td>
<td>813 Virginia Avenue</td>
<td>(573) 882-2664</td>
</tr>
<tr>
<td>Office for Civil Rights &amp; Title IX</td>
<td>Jesse Hall</td>
<td>(573) 882-3880</td>
</tr>
<tr>
<td>Women's Center</td>
<td>GB108 MU Student Center</td>
<td>(573) 882-6621</td>
</tr>
<tr>
<td>LGBTQ Resource Center</td>
<td>G225 MU Student Center</td>
<td>(573) 884-7750</td>
</tr>
</tbody>
</table>
**Policy Statement**

Any internal or external constituency who is (a) directly affected by the policies or actions of the SSON and (b) wishes to register a concern regarding the SSON, its academic offerings, or policies may contact the Commission on Collegiate Nursing Education at this address and telephone number:

Commission on Collegiate Nursing Education
One Dupont Circle, NW, Suite 530,
Washington, DC 20036, (202) 887-6791

**Procedure**

The Formal Complaint Policy (with the Preamble) is posted on the SSON website to reach all constituencies including patients and the public. Each constituency is notified of the policy and its location within a document directed specifically to it, as follows:

- **Students**: The Student Handbook of each program
- **Staff**: The SSON Handbook
- **Faculty and administrators**: The SSON Faculty Handbook
- **Clinical agencies**:
  1. Statement included in letter to clinical agency established or revised after June 1, 2009

This standard notice is incorporated in each of those documents:

“One way that the SSON 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 for Collegiate Nursing Education. The Formal Complaint Policy of the SSON is on the School’s website [http://nursing.missouri.edu](http://nursing.missouri.edu).

(Click on About Us/ Contact Us /To report a concern about the SSON.)

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**Academic Advising**

The SSON emphasizes development of students as individuals and as nurses. The academic advisor helps the pre-nursing student with planning course schedules and providing information concerning MU and SSON policies.

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. The Coordinator of the RN to BSN Option serves as the students’ faculty advisor. Students are encouraged to contact the faculty advisor whenever needed. The Coordinator of RN to BSN Option is available to help students in any way possible.
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 SSON also has a file that is kept in the academic advisor's office. This file contains a copy of application materials, academic profile (unofficial transcript), 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 SSON; students must request transcripts directly through their myZou account or from Transcripts and Records, 130 Jesse Hall, phone (573) 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, microwave ovens, and vending machines. Students are responsible for the daily maintenance of the kitchen.

Printing Services
Printin...
The J. Otto Lottes Health Sciences Library houses specialized publications and media for students and faculty. Computers are available to students. Library resources are available via the Internet. Literature searches can be completed over the Internet and copies of articles may be printed at home or requested for mailing. There is a charge for copying and mailing of articles if the full-text article is available at the J. Otto Lottes Health Sciences Library. Direct links for many full-text articles are available in the search results of the Library resources pages.

Faculty

Students may get to know faculty through clinical and classroom activities. The low student to faculty ratio allows for individual instruction in the clinical setting. While RN to BSN students do not have routine clinical days, required on-campus days offer opportunities for students to meet faculty and peers face-to-face.

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. Several faculty members hold American Nurses' Association certificates in areas such as critical care or primary care as nurse practitioners. A list of faculty can be found on the SSON website.

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 the 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 Student Center to inquire about participation in student organizations other than those specific to nursing students.

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

Nursing Student Council (NSC)
All undergraduate nursing students are automatically members of the NSC. 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)
Pre-nursing and clinical majors are encouraged to join the MU Student Nurses’ Association (SNA). Membership and involvement at the state level with Missouri Nursing Students’ Association (MONSA) and at the National Student Nurses’ Association (NSNA) are encouraged. NSNA enhances leadership skills by offering students educational and career development opportunities. Sinclair School of Nursing supports NSNA membership and attendance at Mid-Year Conference and Annual Convention.

Participation in the NSNA at the local, state, and national level offers students the opportunity to stay current on issues of importance to Nursing Students. Learning how to serve and have their voices 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.

The Student Nurses’ Association is guided by NSNA’s Code of Ethics and includes http://www.nsna.org/nsna-code-of-ethics.html

- Core Values and Interpretative Statements
- Code of Professional Conduct
- Code of Academic and Clinical Conduct
- Bill of Rights and Responsibilities for Students of Nursing
- Guide to Grievance Process
SNA Activities include monthly meetings with guest speakers, community service projects, Student Nurses’ Week, Homecoming participation, Nurse Advocacy Day representation, annual state and national conventions, and more. Key SNA Committees are Diversity in Nursing, Sharing Health Hand by Hand and Moving toward a Healthier You. Officers and Board of Directors are elected each spring.

**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 society fosters 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 display for Sigma Theta Tau activities/information is located on the third floor.

**Nursing Thematic Learning Community and Freshman Interest Groups**

The Nursing Thematic Learning Community (TLC) is located within Galena Hall and houses 3 of the 4 nursing Freshman Interest Groups (FIGs). The fourth nursing FIG is located in Hawthorne Hall. Students in the Nursing TLC will work with their student staff, nursing faculty & staff to learn more about the fields and options available to them within nursing. Students apply to live in the Nursing TLC or FIGs though the ROAR (Residents Online Access to Rooms) process which is available on the MU ResLife website.

**Student Representation on Faculty Committees**

The Faculty Assembly serves as the governing body of the faculty in the SSON.

The Faculty Assembly by-laws provide for student representatives on two faculty committees: (a) the Student Admission and Progression Committee, and (b) the Baccalaureate 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 SAP 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.