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

*Contents of this handbook apply to RN to MS(N) students when enrolled in BSN courses related to their degree completion.
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RESOURCE PERSONS

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

**Start here:**
Student Advising Office
Laura Anderson, Advisor
S235 School of Nursing
(573) 882-0277, andersonl@missouri.edu

Pete Ozias, MA, MS, Director of Student Services
S245 School of Nursing
(573) 887-4705, oziasj@missouri.edu

Gabe Larson, Executive Assistant to the Associate Dean for Academic Affairs
S409 School of Nursing
(573) 882-0228, larsongm@missouri.edu

Dr. Robin C. Harris, DNP, RN, Associate Dean for Academic Affairs
S410 School of Nursing
(573) 882-0228, harriscrc@missouri.edu

Linda Huether, Executive Assistant to the Dean
S214 School of Nursing
(573) 882-0278, huetherl@missouri.edu

Dr. Sarah Thompson, PhD, RN, FAAN, Dean
S215 School of Nursing
(573) 882-0278, thompsonsarah@missouri.edu
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 Standards of Conduct 200.101, The Office of Student Accountability and Support, 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.

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 wedging 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)), Master of Science Care Management, 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 four 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 or students currently enrolled in these programs who are 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, teaching, 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-master’s, 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 (https://admissions.missouri.edu/apply-international/english-language-requirements/):

Applicants must achieve a minimum composite score of 84 and minimum speaking sub-score of 26 on the Internet-based Test of English as a Foreign Language (TOEFL) or an overall score of 6.5, with a minimum speaking band score of 8 on the International English Language Testing System (IELTS).

(Approved Faculty Assembly 12/19)

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
- Admitted first time college student with a declared pre-nursing major
- Complete 12 hours of Honors College courses during their pre-nursing semesters
- Must successfully complete an admission interview
- Must complete at least 8 hours shadowing in at least one area of nursing
- Additional activities may be required of pre-nursing and clinical Nursing Scholar, such as, but not limited to:
  - Assist with nursing recruitment events
  - Attending seminars and/or health care sessions educational opportunities
  - Volunteer and shadowing experiences
For information about the Nursing Scholars Program, contact:
MU Sinclair School of Nursing Student Advising Office
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).

**FOR FRESHMAN ADMITTED FALL 2019 AND AFTER**

Figure I. Sample Curriculum Pattern for Pre-Nursing

<table>
<thead>
<tr>
<th>Semester 1</th>
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<tbody>
<tr>
<td>MICRO 2800 Microbiology</td>
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<tr>
<td>CHEM 1000 Introductory Chemistry</td>
<td>2-4</td>
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<tr>
<td>CHEM 1100 General Chemistry or CHEM 1320 College Chemistry</td>
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<tr>
<td>SOCIOL 1000 Intro. to Sociology or RU_SOC 1000 Rural Sociology</td>
<td>3</td>
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<tr>
<td>HIST 1100 or 1200 American History or POL SC 1100 American Government</td>
<td>3</td>
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<td><strong>Total</strong></td>
<td><strong>13-14</strong></td>
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<tr>
<th>Semester 3</th>
<th>Semester 4</th>
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<tr>
<td>MPP 3202 Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>HDFS 2400W or 2400 Human Development or PSYCH 2410 Developmental Psychology</td>
<td>3-4</td>
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<tr>
<td>Humanity/Fine Art course*</td>
<td>3</td>
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<tr>
<td>N2200 or N2200H Communication and Professionalism in Nursing</td>
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<td><strong>Total</strong></td>
<td><strong>14-15</strong></td>
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*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 PHIL 1150 or PHIL 2440 to fulfill this requirement. (Approved by Faculty Assembly 4.25.2016)
TRANSFER STUDENTS AND STUDENTS WITH SIGNIFICANT DUAL AND AP CREDIT WILL DEVELOP A PLAN OF STUDY WITH ACADEMIC ADVISORS TO ENSURE CURRICULAR REQUIREMENTS ARE MET AS THE SCHOOL TRANSITIONS TO THE NEW CURRICULUM.

Figure I. Sample Curriculum Pattern for Pre-Nursing FOR STUDENTS WITH CURRENT SOPHOMORE STANDING AND STUDENTS IN THE CLINICAL MAJOR

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td>BIO_SC 1010 General Biology</td>
<td>MICRO 2800 Microbiology</td>
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<tr>
<td>CHEM 1100 General Chemistry</td>
<td>ENGL 1000 English Composition</td>
</tr>
<tr>
<td>MATH 1100 College Algebra</td>
<td>PSYCH 1000 Introductory Psychology</td>
</tr>
<tr>
<td>HIST 1100 or 1200 American History or</td>
<td>Humanity/Fine Art course*</td>
</tr>
<tr>
<td>POL_SC 1100 American Government</td>
<td>STAT 1200 /1300 or Statistics</td>
</tr>
<tr>
<td>SOCIOL 1000 Intro. to Sociology</td>
<td>ESC_PS 4170 Educational Statistics</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>15</td>
<td>16</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>PTH AS 2201 &amp; 2203 Human Anatomy</td>
</tr>
<tr>
<td>N2000 Nursing as a Profession</td>
<td>N2100 Communication Issues in Nursing</td>
</tr>
<tr>
<td></td>
<td>or N2100H Communication Issues in</td>
</tr>
<tr>
<td></td>
<td>Nursing</td>
</tr>
<tr>
<td>HDFS 2400 W Human Development</td>
<td>NEP 2380 Diet Therapy for Health</td>
</tr>
<tr>
<td></td>
<td>Professionals</td>
</tr>
<tr>
<td>Humanity/Fine Art course*</td>
<td>Upper-Level Behavioral Science*</td>
</tr>
<tr>
<td></td>
<td>(2000 + level required)</td>
</tr>
<tr>
<td></td>
<td>Humanity/Fine Art course*</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>15</td>
<td>16-17</td>
</tr>
</tbody>
</table>
Admission to Clinical Nursing Tradition Option

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 approximately 45 credit hours and in progress with the remaining 15 hours of general education and pre-nursing coursework according to the requirements outlined below. A student must have grades from at least 4 of the 5 sciences with only one in progress during the semester they apply to the clinical major to be eligible to apply for the clinical nursing major. Freshmen student beginning in fall 2019, the five sciences are chemistry, microbiology, physiology, anatomy, and pathophysiology. For students with current sophomore standing the five sciences will be anatomy, physiology, microbiology, biology, and chemistry. A student must also have successful grades (C or better) the above listed science courses and Nursing Nursing 2200 or 3002 to be eligible to apply for the clinical nursing major. It is recommended that students take as many sciences at MU as possible.
- HDFS 2400 or HDFS 2400W and PSYCH 2410 and NEP 2380 must have a grade of C or above.
- Students must also meet all MU General Education Requirements [https://generaleducation.missouri.edu/requirements/](https://generaleducation.missouri.edu/requirements/)
- 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.)

Admission options include spring admission, fall admission, and fall admission with summer option. Students will indicate which option(s) they are applying for during the application process. Students will be required to complete the option they applied and were admitted to.

Admission into the clinical major and degree completion does not guarantee NCLEX (licensure exam) eligibility.
Admission to Clinical Nursing Traditional Option

Figure II. Sample Curriculum Pattern for Clinical Nursing BEGINNING FALL 2019

<table>
<thead>
<tr>
<th>Semester 5</th>
<th>Semester 6</th>
<th>Total</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>N3280 Fundamentals of Nursing</td>
<td>N3470 Mental Health Nursing</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>N3200 Pathophysiology &amp; Therapeutics*</td>
<td>N3670 Nursing of Adults I</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>N3370 Nursing Assessment</td>
<td>N3800 Gerontological Nursing</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>N3300 Pharmacology &amp; Nursing Implications</td>
<td>N3900/N3900H Introduction to Nursing Science</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>N3000 Resiliency for Health Professionals**</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>14–18</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 7</th>
<th>Semester 8</th>
<th>Total</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>N4470 Nursing of the Childbearing Family</td>
<td>N4870/N4870H Nursing of Adults II (4 honors cr hrs awarded)</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>N4210 or N4210W Nursing Ethics</td>
<td>N4970/N4970H Nursing in Communities (capstone)</td>
<td>3–4</td>
<td>5</td>
</tr>
<tr>
<td>N4270 Nursing of Children</td>
<td>Nursing Elective (3000 level or above from approved list) ***</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>N4300 Nursing Issues/Leadership/Management</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>14–15</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>


*Pathophysiology course transitioning to pre-nursing course. Last time in clinical major spring 2020.

**First offered fall 2020

***Students beginning the clinical nursing traditional option spring 2020 need to take this course if did not have biology as a pre-nursing course. All students to take starting fall 2020.

Figure III. Sample Curriculum Pattern for Clinical Nursing (Summer option) BEGINNING FALL 2019

<table>
<thead>
<tr>
<th>Semester 5 (Fall)</th>
<th>Semester 6 (Spring)</th>
<th>Total</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>N3280 Fundamentals of Nursing</td>
<td>N3470 Mental Health Nursing</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>N3200 Pathophysiology &amp; Therapeutics*</td>
<td>N3670 Nursing of Adults I</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>N3370 Nursing Assessment</td>
<td>N3800 Gerontological Nursing</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>N3300 Pharmacology &amp; Nursing Implications</td>
<td>N3900/N3900H Introduction to Nursing Science</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>N3000 Resiliency for Health Professionals**</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>14–18</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 7 (Summer)</th>
<th>Semester 8 (Fall)</th>
<th>Total</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>N4270 Nursing of Children</td>
<td>N4210 Nursing Ethics or N4210W Nursing Ethics</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>N4470 Nursing of Women and Newborns</td>
<td>N4870/N4870H Nursing of Adults II (4 honors cr hrs awarded)</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>N4970/N4970H Nursing in Communities (capstone)</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>N4300 Nursing Issues/Leadership/Management</td>
<td>Nursing Elective (3000 level or above from approved list) ***</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>
*Pathophysiology course transitioning to pre-nursing course. Last time in clinical major spring 2020.  
**First offered fall 2020  
***Students admitted spring 2020 need to take this course if did not have biology as a pre-nursing course. All students to take starting fall 2020.

### Sample Curriculum Pattern for Clinical Nursing – STUDENTS ADMITTED PRIOR TO FALL 2019

<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>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 7</th>
<th>Semester 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>N4470 Nursing of Women and Newborns</td>
<td>4</td>
</tr>
<tr>
<td>N4200/4210 Nursing Ethics &amp; the Law or</td>
<td>3</td>
</tr>
<tr>
<td>N4200W/4210W Nursing Ethics &amp; the Law</td>
<td>4</td>
</tr>
<tr>
<td>N4270 Nursing of Children</td>
<td>4</td>
</tr>
<tr>
<td>N4300 Nursing Issues/Leadership/Management</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13-14</strong></td>
</tr>
</tbody>
</table>


*Students admitted spring 2020 need to take this course if did not have biology as a pre-nursing course. All students to take starting fall 2020.
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 capacity to uphold the practice standards, functional abilities, and ethical codes of the nursing profession.
• Evidence of academic achievement of a 3.00 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 or 3260) 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. All Castlebranch requirements must be completed by the deadline provided for the summer term..

Figure IV. Curriculum Pattern for Accelerated Option

<table>
<thead>
<tr>
<th>Summer Semester (9-10 weeks)</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>N3280 Fundamentals of Nursing</td>
<td>N3470 Mental Health Nursing</td>
</tr>
<tr>
<td>N3100 Pharmacology</td>
<td>N4270 Nursing of Children</td>
</tr>
<tr>
<td>N3370 Nursing Assessment</td>
<td>OR</td>
</tr>
<tr>
<td>N4210 Nursing Ethics</td>
<td>N3670 Nursing of Adults I</td>
</tr>
<tr>
<td></td>
<td>N4470 Nursing of the Childbearing Family</td>
</tr>
<tr>
<td></td>
<td>AND</td>
</tr>
<tr>
<td></td>
<td>N3900 Intro to Nursing Science</td>
</tr>
<tr>
<td></td>
<td>N3800 Gerontological Nursing</td>
</tr>
</tbody>
</table>

Total 15

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Fall Semester (10 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N3470 Mental Health Nursing</td>
<td>N4400/4300 Nursing Issues/Leadership/Management</td>
</tr>
<tr>
<td>N4270 Nursing of Children</td>
<td>N4870 Nursing of Adults II</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>N3670 Nursing of Adults I</td>
<td></td>
</tr>
<tr>
<td>N4470 Nursing of the Childbearing Family</td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>N4970 Nursing in Communities (capstone)</td>
<td></td>
</tr>
</tbody>
</table>

Total 14-15

Total Nursing Hours 55

RN to BSN and RN to MSN Options

The RN to BSN Option is for the Registered Nurse (associate degree or diploma graduates) pursuing a BSN degree, and the RN to MS(N) Option is for the Registered Nurse (associate degree or diploma) pursuing a Master of Science in Nursing. A total of 120 credit hours are required to earn a BSN from MU. The length of the program varies, depending on equivalent prerequisite courses completed, and choice of part-time or full-time enrollment. Students may be admitted to these options and begin coursework in any semester.

Application and Admission to the RN to BSN Option and RN to MS(N) Option
To be admitted to the RN to BSN Option or RN to MS(N) 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
- For RN to BSN requires a 2.5 GPA to transfer to Mizzou
• For RN to MS(N) a minimum 3.0 GPA in your associate’s nursing program
• Minimum grade point average of 2.0 for courses taken at MU
• Completed personal statement
• An unencumbered license as a registered nurse in the United States or provide evidence of eligibility to sit for the NCLEX exam during the first year of enrollment of enrollment.
• 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 and RN to MS(N) students meet the MU General Education. The length of the program depends on whether a student is part-time or full-time. Figure V lists general education and foundation courses for RN to BSN and RN to MS(N) students.

Figure V. General Education Courses for RN to BSN & RN to MS(N) Options

<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 or Math Equivalent</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>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>General Science (Behavioral Science/Mathematical Science/Social Science/Physical Science)</td>
<td>6</td>
</tr>
<tr>
<td>Human Growth and Development (Life Span)**</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>9</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.
# Plans of Study for RN to BSN Option and RN to MS(N) Options

## Four-Semester Option

### Figure VI. Curriculum for Four-Semester RN to BSN and RN to MS(N) Options

<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 Introduction to Nursing Informatics</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 45 hours of clinical time)</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>26</td>
</tr>
</tbody>
</table>

*N4950 must be completed prior to N4930W

## Six-Semester Option

(The courses build upon each other; therefore, the following sequence is **required**.)

### Figure VII. Curriculum for Six-Semester RN to BSN and RN to MS(N) Options

<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 Introduction to Nursing Informatics</td>
<td>2 -3</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 45 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>

*N4950 must be completed prior to N4930W*
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/changing 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 non-verbal 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 and RN to MS(N) 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 and RN to MS(N) Options, a standardized nursing examination from the National League for Nursing (NLNs) are available for 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.

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.

All undergraduate SSON 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 and RN to MS(N) Options, 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, learners 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 and RN to MS(N) Students should consult with their advisor as needed and register for classes according to the Four Semester Plan of Study or Six Semester Plan of Study. If an RN to BSN student or RN to MSN student has been inactive in progression through the curriculum for a significant period of time, the Plan of Study will be re-evaluated with the possible need to repeat courses or take additional courses in the event of curricular change.

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

Course Withdrawal/Dropping All Classes
For nursing (NURSE XXXX or NXXXX) courses if a student has less than 73% on exams or unsatisfactory clinical evaluations at the time of withdrawal, faculty will assign a grade of W or F based on performance at the time of withdrawal.
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 and RN to MS(N) students are encouraged to check with employers and community organizations about educational assistance and scholarship opportunities.

Emergency Short-Term Loan Funds

Contact the Student Advising Office for more information.
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>3.25 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 3.25 or higher.

A grade of C- or below is not acceptable in anatomy, biology, pathophysiology, chemistry, human nutrition, human development, microbiology, physiology, college algebra or math pathways equivalent, any writing intensive course, or any
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 Major**

Juniors and Seniors (four semesters, upper division):

- 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.

- 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 and space available.

- A student out of sequence or repeating a course with SAP approval must meet with an academic advisor and Associate Dean for Academic Affairs to develop a new plan of study.

**Non-passing Course/Course Repeat Policy**

This School of Nursing Policy is in addition to the University of Missouri’s established criteria governing probation, dismissal, and readmission located at [https://advising.missouri.edu/policies/academic-probation](https://advising.missouri.edu/policies/academic-probation).

Non-passing grade is defined as a grade of C-, D+, D, D-, F, unsatisfactory, or W not passing (C- or below) in nursing courses taken in the clinical nursing major. Students earning a non-passing grade may repeat the course one time after approval from the Student Admission and Progression (SAP) Committee and course faculty except when other school or university policy violations prohibit course repeat. A passing grade must be earned in the repeated course to proceed in the clinical nursing major. If either the didactic portion or the clinical portion of a clinical course is not passed, then both portions of the course must be repeated. Enrollment in a repeated course is based on available clinical and class space. Successful completion of a repeated course does NOT remove the failure from the student’s internal SSON file. Students are encouraged to meet with the faculty and academic advisors immediately after receiving a non-passing grade to review course performance, prepare the petition for the SAP Committee, and prepare a plan of action.

**First semester of non-passing course(s)**

A completed petition explaining the reasons for the final grade must be submitted by the student to the SAP Committee by 4:00pm on the Tuesday following finals week. If two non-passing grades are earned in the same semester, a separate petition must be submitted for each course.
The SAP Committee will evaluate each petition for the legitimacy of contributing factors and adequacy of the proposed plan of action to address the contributing factors that would enable the student to be successful in repeating the course and in future courses. Possible actions by the SAP committee include a) acceptance of the petition, b) acceptance of the petition with added requirements, c) request revision of the petition &/or plan of action, d) request for additional information from the student, faculty, or academic advisor, or e) denial of the petition. Any additional information or revisions needed may delay progression in the program. Petition denial will result in immediate dismissal from the clinical nursing major. The student, faculty, advisor, and Associate Dean for Academic Affairs will be notified in writing within three business days of the committee decision.

Subsequent Semester(s) of non-passing course(s)

Subsequent non-passing grades will be evaluated more rigorously than the initial non-passing grade(s) and are more likely to result in dismissal from the program. Students must show evidence of extenuating circumstances that influenced performance after receiving non-passing grades in prior semesters, compliance with the plan of action, and sufficient motivation and potential for success to remain in the clinical nursing major.

A completed petition explaining the reasons for the final grade must be submitted by the student to the SAP Committee by 4:00 pm on the Tuesday following finals week. If two non-passing grades are earned in the same semester, a separate petition must be submitted for each course. The SAP Committee will evaluate each petition for evidence of extenuating circumstances that influenced course performance in subsequent semesters, the student’s fulfillment of the prior plan of action in repeated courses, adequacy of the new plan of action to address the contributing factors, and the student’s motivation and potential for success. Possible actions by the SAP committee include: a) acceptance of the petition, b) acceptance of the petition with added requirements, c) request revision of the petition &/or plan of action, d) request for additional information from the student, faculty, or academic advisor, or e) denial of the petition. Any additional information or revisions needed may delay progression in the program. Petition denial will result in immediate dismissal from the clinical nursing major. The student, faculty, advisor, and Associate Dean for Academic Affairs will be notified in writing within three business days of the committee decision.

Students may obtain the petition form and the provider form from the academic advisors.

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, unsatisfactory or non-passing in the clinical/lab component will receive a grade no higher than C- for the course. If repetition is required, the student must complete both the clinical and lecture requirements for the course regardless of problem component.
A cumulative score of 73% or higher 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. If a final course grade on exams is less than 73%, the actual grade earned on exams only will be the final course grade. If a final course grade based on exams is more than 73% and a student has a non-passing clinical the final grade assigned to the course will be no higher than C-. Grades will not be rounded on exams, graded assignments, or final course grades.

Approved Faculty Assembly May 2009; May 2018.

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>

In all nursing classes a cumulative grade of 73% must be achieved on exams before grades from other assignments are included in the overall grade calculations. No grades are rounded. Online grading computations are programmed to two decimal points (.00). Canvas will be used to calculate the grades for all students.

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. [https://registrar.missouri.edu/policies-procedures/academic-standing.php](https://registrar.missouri.edu/policies-procedures/academic-standing.php)

- 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.

### Administrative Drop Policy for Courses

**Purpose**

Participation in class discussions and posting is critical for success in courses. In order to facilitate an 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 or attend 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 or attend in 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 should attempt to contact the student a second time using the MU course e-mail or MU Connect. This message 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.

3. If the student fails to respond to the instructor’s e-mails or MU Connect messages within the timeframe provided, the instructor will notify the Associate Dean for Academic Affairs of the administrative drop. The Associate Dean will notify the registrar’s office at umcumivregistrarwr@missouri.edu. The notification to the registrar should include the student’s name, student number, course/class number, reason for the withdrawal request and effective date.

4. The registrar’s office will then withdraw the student from the course.

5. Depending on the timing of the withdrawal, the student may owe fees. If there is an error on the part of the university, typically the withdrawal will be backdated and the student will receive a full refund. In the case of non-participation, that is not necessarily the case.

6. All communication mentioned in this policy should be copied to the student’s advisor and program director.

Approved BSN SAP and Curriculum Committees August 2018.

Grade Appeal Procedure

1. A student who believes the final course grade was determined in an arbitrary and capricious manner (defined below) 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 Section VII, B, 10.c University of Missouri Academic Regulations: A grade may be considered arbitrary and capricious under these rules only if one of the following is shown:

a. The grade is assigned on some basis other than the performance in the course;
b. The grade was assigned by reference to more exacting or demanding standards than were applied to other students in the course, except that for undergraduates in 300 University of Missouri Faculty Handbook 20 and 400 level courses, a different, but similarly uniform, grading standard may be applied than for graduate students in the course;
c. The grade was assigned by reference to a performance standard which substantially deviated from the performance standard previously announced by the instructor;
d. The grade was assigned after the instructor refused to correct mathematical or mechanical grading errors.

The following non-exclusive allegations would not be grounds for appeal under these provisions. A 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 monthly during the semester. The committee does not routinely meet in 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 emailed to their MU email account no later than the last day of registration for that specific semester.
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.

4. For any break in a plan of study, whether it be a partial semester or longer, the student is required to repeat all clinical clearance requirements including but limited to drug screening, background check, updated immunizations, TB testing, CPR, flu shot and other screening. This is to be completed through Castlebranch by the regular assigned deadline. The student returning is financially responsible for all financial costs of repeating clinical clearance requirements.

Leave of Absence for RN to BSN and RN to MS(N) Options

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 an Academic Advisor to obtain a Leave of Absence Request form. The form should be completed and returned to the Academic Advising Office (S235) 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 or the RN to MS(N) Option so that a revised curriculum plan can be developed. Projected feasibility of the student returning to the program will be determined.

Time Limitation for RN to BSN

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. If an RN to BSN student has been inactive in progression through the curriculum for a significant (needs definition or may be challenged) period of time, the Plan of Study will be re-evaluated with the possible need to repeat courses or take additional courses in the event of curricular change.


**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 3.25 and a minimum University cumulative GPA of 3.25.

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 3.50—Cum Laude
- Nursing GPA of 3.70—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, & RN to MS(N) Option

Plan of study changes must be approved by the SAP Committee via the student’s academic advisor. 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. Others are available in The MIZZOU Store. For 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.

Computer Checkout

Students are required to own and know how to use a personal computer such as a laptop or tablet. Computer maintenance is the responsibility of the student who owns the computer. However, unforeseeable computer problems sometimes happen. A limited number of laptop computers may be available for check-out during online examinations or class period. The following guidelines must be followed when a laptop or tablet is checked-out.
• MU student identification (ID) will be required to check-out and return a laptop or tablet. Computers/checked out may be checked out only for the duration of the class, exam, or quiz.
• If a computer is needed for a class or an exam, notify the instructor at least 24 hours before the class or exam. Check out requires student signature and MU student ID submission for hold until computer is returned.
• Students will be held financially liable for computers and tablet that are not returned.

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, scheduled clinical experiences, 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 or before 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 Experiences 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.

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

Guidelines for Written Assignments

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

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

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 N3280. 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 may 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 in select courses. They can be purchased through the Mizzou Store or directly from the publisher. 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 Standards of Conduct 200.101 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. Questions about the information in the Standards of Conduct 200.101 may be sent to the Office of Student Accountability and Support via email, conduct@missouri.edu.

Disabilities Policy

The Disability Center (https://disabilitycenter.missouri.edu) 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 (https://disabilitycenter.missouri.edu/accommodations-services-policies/).

If you are an MU student and you have a documented disability, the Disability Center can help you get what you need to have an equal educational opportunity at Mizzou. First you will want to establish an accommodation plan. Freshmen usually establish accommodations during Summer Welcome. You can do this at any time during the semester, however, the accommodations approval process take time. Students will not receive accommodations immediately and are encouraged to contact the Disability Center weeks before accommodations are needed.

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 Standards of Conduct 200.101. All academic policies can be located at http://catalog.missouri.edu/academicpolicies.

**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.
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

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’s Castlebranch record. 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.
• Breech 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

Prior to Beginning Clinical- Castlebranch Requirements

If you are enrolled in any nursing course in the clinical major, you must have documentation that you have met all of the following requirements. Students who have not updated evidence of compliance with these clinical requirements may not be allowed to register OR may be administratively dropped from the course(s) for which they are registered.

Beginning with students admitted to the clinical major in Spring 2019, clinical agency requirements must be submitted through Castlebranch. New students in the clinical major need to have all Castlebranch requirements submitted EIGHT WEEKS prior to the beginning of the semester. For students already in the clinical major, it is the student’s responsibility to update requirements as needed and submit updates to Castlebranch at least two weeks prior to the first day of each semester. Students are financially responsible for making the required payment to Castlebranch.

All students must follow these requirements.
- A student must purchase the MUSSON CastleBranch package which includes the background checks, immunization trackers, a drug screen requirement and other clinical compliance requirements.
- A student must complete all requirements by due date.
- All items must be marked as approved in CastleBranch to be considered compliant. If one or more items are not submitted and approved a student will not be compliant.

Background Checks

All BSN students entering the clinical nursing major will complete a background check through Castlebranch.

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 background check, the student will notify the SSON Student Advising Office that the background check has been completed.

SSON Office of Academic Affairs or Office of Associate Dean for Academic Affairs

1. Log onto CastleBranch.com and verify that the student has completed the criminal background check process.

Drug Screening

The Joint Commission requires all clinical students to have a negative 10 panel urine drug screen on file with Castlebranch 8 weeks before the first day of their first semester in the clinical major. Instructions will be provided in writing when the student is admitted into the clinical major. Adhering to the dates and deadlines in the written document is critical. If the student’s drug screen is positive, the student will be contacted by Castlebranch. The student will have a phone interview and must submit proof of a prescription for the appropriate medication to Castlebranch. Failure to provide this information may prevent students from attending clinical and may prevent students from completing the course. Submission of written proof does not guarantee entry to or progression in the clinical major.

- A student must complete a drug screen for MUSSON through Castlebranch after purchasing the CastleBranch package (which includes the cost of a drug screen).
- A drug screen recently taken even if purchased through Castlebranch for another institution cannot be used or submitted.
- A student will not be considered clinically compliant if a drug screen from another vendor is submitted.
- The drug screen can also time out after a lapse of inactivity. If so, a student will have to purchase a separate Drug Screen Package through Castlebranch.
- If a student tests ‘Dilute Negative’ the student must test again at their own cost (Castlebranch drug screens called Negative are positive for drugs. You want a Castlebranch positive designation).
- If a student tests “Negative”, CastleBranch will conduct interviews to obtain documentation of medication/or substances to rule out drug use.
- If no documentation is provided, a student is marked as Negative in CastleBranch (these are positive for drug use) and will be noncompliant for admission or progression.
- Submission of documentation does not guarantee approval.
- Castlebranch labelled “Negative” (positive for drug use) drug tests may result in the offer of admission being rescinded, dismissal from the clinical major, or a delay in academic progression for an academic term(s) or longer, or other disciplinary actions.
MO Family Care Safety Registry

- Requirements in the Castlebranch package may change based on clinical partner requirements, MUSSON requirements, Castlebranch requirements, and standards of practice.
- For this background check a student must go to a separate website. CastleBranch will provide instructions.
- A separate fee must be paid by the student.
- A student may already be registered with the FCSR, which is acceptable.
- WARNING: If a student does not respond to the website prompts for this background check it will time out. When it times out, a student must purchase a separate MO Family Care Safety Registry package on CastleBranch.

Deadlines

Deadlines are determined based upon when clinical partners need specific information to clear each student for clinical in their institutions. Deadlines are very specific and non-negotiable.

The drug screen needs to be within 30 days of the date each student submits all paperwork and immunizations. Therefore, information should not be uploaded into CastleBranch until the assigned 30 day window. A student can purchase the package to check immunization and document requirements prior to the 30 day window.

For students starting in spring
- Drug Screen completed between November 1 – November 30.
- All required submissions and immunization information submitted between November 1 – November 30.
- All Castlebranch requirements must be approved by November 30.

For students starting in summer
- Drug Screen completed between March 1 – March 31.
- All required submissions and immunizations completed between March 1 and March 31.
- All Castlebranch requirements must be approved by March 31.

For students starting in fall
- Drug screen completed between June 1 – June 30.
- All required submissions and immunizations completed between June 1 – June 30.
- All Castlebranch requirements must be approved by June 30.

Returning Students

Students consecutively enrolled in the clinical major are expected to keep all CastleBranch requirements updated. It is the student’s responsibility to know when immunizations, tuberculosis testing, CPR and all other requirements need to be updated. This information can be found on the Castlebranch website. Castlebranch requirements CANNOT expire during a semester. If any requirement is met at the beginning of an academic term, but expires during the term a student will not be allowed to begin the semester.

Students who have any lapse in enrollment (except summers) in the clinical major will
need to purchase and complete the entire CastleBranch package again, as a new/incoming student would, and provide an updated drug screen, immunization information, signed documents, and all other requirements.

- Students should first contact Castlebranch for any questions regarding testing and submission of requirements.
- If you need assistance with your CastleBranch account, visit the CastleBranch Service Desk (https://mycb.castlebranch.com/) or call 888.723.4263
- After graduation, a student may continue to access and use data submitted in Castlebranch.

**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 and on file in Castlebranch. 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 (in Castlebranch).

**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. Documentation of CPR training must be uploaded into Castlebranch. 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.
   - Meningitis – one dose after the age of 16 years
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 upload documentation of immunizations into Castlebranch.

RN to BSN and RN to MS(N) 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 N3280 Fundamentals Nursing. An intradermal tuberculin skin test or chest X-ray is required annually. Results must be uploaded into Castlebranch by the students. 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.

Breech of Patient Confidentiality

Violations of patient confidentiality will be monitored by the Associate Dean for Academic Affairs, 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 and tablets are available for student check out.

Computers and technology staff support are also available in the J. Otto Lottes Health Sciences Library on the first floor. These computers offer opportunities for searching the literature, 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
- Refer to Trulaske College of Business Professional Dress webpage.
- Or the National Student Nurses Association:
- 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, MU Women’s and Choldren’s Hospital, Rusk Rehabilitation, 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.

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.

Class Composite

Student pictures are taken during the semester before graduation. Students are encouraged to have their pictures taken. 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 meet the requirements for eligibility as determined by the National Council of State Boards of Nursing. Completion of the program does not guarantee eligibility to take the licensure examination.
During the final year of enrollment, seniors apply to take the NCLEX and submit an application to the State Board of Nursing in the state in which they desire to take the examination for licensure. All requests to take 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 take 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 take 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.

In compliance with the [Missouri Nurse Practice Act (Chapter 335 of the Missouri Statutes)](https://www.missouri.gov/content/dam/missouri/gov/mo/eexecutive/hlthcm/ds.gov/olddocs/...), 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 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 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 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 Standards of Conduct 200.101. Below is a listing of frequently used campus offices and services:

Administrative Services

<table>
<thead>
<tr>
<th>Office</th>
<th>Website/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td><a href="http://admissions.missouri.edu/">http://admissions.missouri.edu/</a></td>
</tr>
<tr>
<td>Office of the Registrar</td>
<td><a href="https://registrar.missouri.edu/">https://registrar.missouri.edu/</a></td>
</tr>
</tbody>
</table>
| Cashier's Office                   | https://cashiers.missouri.edu/billing-and-
                                           payments/payment-options/ |
| Financial Aid                      | https://financialaid.missouri.edu/              |
| Transcripts and Records            | https://registrar.missouri.edu/transcripts-records/ |
| Parking & Transprtation Services   | https://parking.missouri.edu/                    |
| Mizzou Online                      | https://online.missouri.edu/                    |
| Division of Information Technology (DoIT Help Desk) | https://doit.missouri.edu/                      |

Academic Resources and Support

<table>
<thead>
<tr>
<th>Office</th>
<th>Website/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Catalog (published by University Registrar)</td>
<td><a href="http://catalog.missouri.edu/">http://catalog.missouri.edu/</a></td>
</tr>
<tr>
<td>MU Libraries</td>
<td><a href="http://library.missouri.edu/">http://library.missouri.edu/</a></td>
</tr>
<tr>
<td>J. Otto Lottes Health Sciences Library</td>
<td><a href="http://library.muhealth.org/">http://library.muhealth.org/</a></td>
</tr>
<tr>
<td>Learning Center</td>
<td><a href="https://learningcenter.missouri.edu/">https://learningcenter.missouri.edu/</a></td>
</tr>
<tr>
<td>Testing Services</td>
<td><a href="https://testing.missouri.edu/">https://testing.missouri.edu/</a></td>
</tr>
<tr>
<td>Career Center</td>
<td><a href="https://career.missouri.edu/">https://career.missouri.edu/</a></td>
</tr>
<tr>
<td>Online Writery/Writing Center</td>
<td><a href="https://writingcenter.missouri.edu/online-writery/">https://writingcenter.missouri.edu/online-writery/</a></td>
</tr>
<tr>
<td>Mizzou Store</td>
<td><a href="https://www.themizzoustore.com/default.aspx">https://www.themizzoustore.com/default.aspx</a></td>
</tr>
</tbody>
</table>

Student Life

<table>
<thead>
<tr>
<th>Office</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<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) 882-6601</td>
</tr>
<tr>
<td>Disability Center</td>
<td>S5 Memorial Union</td>
<td>(573) 882-4696</td>
</tr>
<tr>
<td>MizzouRec</td>
<td>213 Rothwell Gymnasium</td>
<td>(573) 882-2066</td>
</tr>
<tr>
<td>Mizzou Online</td>
<td>136 Clark Hal</td>
<td>(800) 609-3727</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.

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
655 K Street NW, Suite 750, Washington,
DC 20001, (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. (Click on About Us/ Contact Us /To report a concern about the SSON.)

Academic Advising

The SSON emphasizes the 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 student’s faculty advisor. Students are encouraged to contact the faculty advisor when needed.

**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, information will be kept on file for five years. 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.

**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**

Printing Services, DigiPrint Centers, and computer labs are to students throughout campus. The closest locations to the SSON are the J. Otto Lottes Health Science Library, Pershing Commons, The Mizzou Store, and Ellis Library.

The Mizzou Store, located in Student Center, sells textbooks, syllabi, stethoscopes, scissors, graduation announcements, and academic regalia.

**MUSSON Scrubs**

Required MU Nursing scrubs can be purchased through the nursing specific Mizzou Store site. Scrubs will only be available for online purchase. They are not carried in the Mizzou Store. Fittings are held each fall and spring semesters. Fittings are to help students select their preferred style and size. Orders are placed online and will be available for pick up in the Mizzou Store or can be mailed directly to the student for an additional cost. Student charge or credit card can be used to purchase scrubs. The scrubs are non-returnable. Students are encouraged to attend the fitting. Students with scrubs purchased through Allheart can continue to wear their scrubs until the end of their program.

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 Standards of Conduct 200.101. Students may stop by the Mizzou Life in Student Center to inquire about participation in student organizations other than those specific to nursing students.

Nurses Christian Fellowship (NCF)
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.

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. Freshman Interest Groups (FIGs) located in Hawthorne Hall and Galena 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 Housing Preference 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.