Graduate Nursing Handbook

Doctor of Nursing Practice & Master of Science

2021-2022
The graduate program in nursing at the University of Missouri is part of the Graduate School at the University. This handbook was developed for students and faculty advisors to define the philosophy and mission of the graduate program and to provide a comprehensive document about the doctor of nursing practice, Master of Science, and post-master certificate programs in nursing. Information on requirements and coursework; research options and document preparation; and advising, financial aid, professional organizations, and policies and procedures are included. It is essential that students understand the information presented in this handbook to facilitate their progression through the School of Nursing. This handbook, the School of Nursing student affairs staff, and the student’s faculty advisor are excellent resources. The student handbook has been designed to be used in conjunction with other University of Missouri publications.
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Masters and DNP Level 2 On-Campus Simulations Policy
SECTION I: INTRODUCTION

The University of Missouri

The University of Missouri system includes campuses in Columbia, Kansas City, Rolla, and St. Louis with a total enrollment of over 75,000 students. Founded in 1839, the University of Missouri (MU) is the oldest and largest of the University’s four campuses and the first state university west of the Mississippi. Designated a land-grant university in 1870, the University has extended its educational benefits to all sections of the state as it carries on three essential functions: teaching, research, and public service. MU is one of only 60 public and private U.S. universities invited to membership in the prestigious Association of American Universities. Mizzou has an enrollment of over 33,000 students, offering more than 300 degree programs – including 89 online options – through 18 colleges and schools, providing an excellent opportunity for interdisciplinary studies and research.

University of Missouri Statement of Values

MU Graduate School

Policies and procedures of the graduate nursing programs have been developed in compliance with MU Graduate School policies. The MU Graduate School should be used as the primary reference for information concerning graduate education at the University of Missouri.

The MU Sinclair School of Nursing

The MU Sinclair School of Nursing, one of 18 colleges/schools at the University of Missouri, offers baccalaureate, master’s, doctoral, and continuing education programs. The graduate nursing programs are offered in conjunction with MU Graduate School and are part of a long tradition in graduate education at the University, which granted its first master’s degree in 1846 and now offers 150+ graduate degree programs and is designated “Doctoral/Research Extensive” by the Carnegie Foundation for the Advancement of Teaching.
The master’s nursing program admitted its first students in 1968. More than 1100 students have graduated from this Commission on Collegiate Nursing Education (CCNE) accredited program. The PhD nursing program admitted its first students 1994. More than 60 students have graduated from the PhD nursing program. The post-master’s certificate program was recognized by MU in August 2009 and stopped accepting enrollment during the spring of 2015. The Doctor of Nursing Practice

The DNP program admitted its first class in Summer 2010 and had its first graduates in 2013. The Leadership DNP program began in Summer 2014.

Vision
To be Missouri’s premier transformational academic institution for nursing and health education, scholarship, practice, research, and innovation.

Approved by Policy Committee 4/26/2021
Approved by Faculty Assembly 5/7/2021

Mission
To improve health of all people, especially Missourians, through discovery, teaching, practice, and scholarship.

Approved by Policy Committee 4/26/2021
Approved by Faculty Assembly 5/7/2021

Purpose of the MU Sinclair School of Nursing
The purposes of the MU Sinclair School of Nursing reflect a strong commitment to the education, practice, research, service, and extension missions of University of Missouri Health Care as an academic health center and the University. The activities of the MU Sinclair School of Nursing are purposefully designed to:

- Educate students at the baccalaureate, 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.

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

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

(Approved by Faculty Assembly 04/2015)
The Graduate Programs in the School of Nursing
Curricula for the graduate programs use the following standards of education and practice: The American Nurses’ Association Code of Ethics for Nurses with Interpretive Statements (ANA, 2015) and the Nursing: Scope and Standards of Practice (ANA, 2015) and the Missouri Nursing Practice Act (2019). Specific standards of practice for each program include: The Essentials of Master’s Education in Nursing (AACN, 2011), The Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006), and Criteria for Evaluation of Nurse Practitioner Programs (National Task Force on Quality Nurse Practitioner Education [NTF], 2016).

In addition, the Practice Doctorate Nurse Practitioner Entry-Level Competencies (AACN, 2006) and the Consensus Model for APRN Regulation: Licensure, Accreditation, Certification and Education (July 2008) serve as guidelines for DNP programming in four advance practice areas of study: Family Nurse Practitioner [FNP], Pediatric Nurse Practitioner [PNP], Psychiatric-Mental Health Nurse Practitioner [MHNP], and Adult-Gerontology Clinical Nurse Specialist [AG-CNS]. The American Organization of Nurse Executives (AONE, 2015) Nurse Executive Competencies provides guidance for our fifth area of DNP study: Nursing Leadership and Innovations in Health Care.

Specific standards of practice for clinical specialty areas are also incorporated, including core competencies put forth by organizations such as the National Organization of Nurse Practitioner Faculties (NONPF, 2014, updated 2017), the National Association of Clinical Nurse Specialists (NACNS, 2010), Psychiatric-Mental Health Nursing: Scope and Standards of Practice and Pediatric Nursing: Scope and Standards of Practice. Curricular implications of other current professional resources such as Essentials of Genetic and Genomic Nursing: Competencies, Curricula Guidelines, and Outcome Indicators, 2nd Edition (Consensus Panel on Genetic/Genomic Nursing Competencies, 2009) are integrated as appropriate.

Master’s Program Outcomes
Upon completion of the master’s program in nursing, the learner will:

1. Practice professional accountability and behavior consistent with master’s level nursing practice standards. *(Essential I)*
2. Integrate essential knowledge from nursing and other disciplines into master’s level nursing practice. *(Essential IV)*
3. Communicate and collaborate effectively to promote health and improve healthcare delivery. *(Essential III, Essential VII)*
4. Apply and integrate master’s level nursing practice concepts to serve designated populations. *(Essential VIII, Essential IX)*
5. Critique and assimilate research, technology and informatics as a basis for promoting health and improving healthcare delivery. *(Essential IV, Essential V, Essential IX)*
6. Advocate, through leadership and policy, for all persons in need of nursing or health care regardless of race, religion, color, national origin, sex, sexual orientation, age, disability, and military veteran or socioeconomic status. *(Essential II, Essential VI)*

*(Approved by Sinclair School of Nursing Faculty Assembly, 2011)*

DNP Program Outcomes
Upon completion of the DNP program in nursing, the learner will:

1. Integrate advanced knowledge of nursing theories, methods of inquiry, humanities, and related sciences in the delivery of care to rural and other underserved populations. *(Essential I, Essential VIII)*
2. Serve as leaders, in collaboration with multiple disciplines to improve quality of health care outcomes for individuals, populations, and systems. *(Essential II, Essential IV, Essential V, Essential VI, Essential VIII)*
3. Systematically evaluate a defined area of nursing using technologies in order to advance cost effective health care delivery. (Essential II, Essential III, Essential IV, Essential VIII)

4. Appraise scientific data from various domains in order to translate best evidence into nursing practice and health care delivery. (Essential III, Essential VII, Essential VIII)

5. Analyze the social, economic, cultural, environmental, political, and policy components of health care to advocate for improved health outcomes and reduce health disparities. (Essential V, Essential VII, Essential VIII)

(Approved by Sinclair School of Nursing Faculty Assembly, August 2009)

APRN PGC Outcomes
Upon completion of the graduate certificate program in nursing, the learner will:

1. Demonstrates competence in the designated advanced practice role and care of the patient population of focus (FNP, PMHNP, AG CNS, PCNS).

2. Utilizes current evidence in the delivery of population focused advanced practice care.

3. Evaluates health care outcomes to improve quality of patient care.

(Approved by Sinclair School of Nursing Faculty Assembly, October, 2021)

Graduate Areas and Plans of Study

Master’s Areas of Study
- Leadership in Nursing and Healthcare Systems
- Nurse Educator
- Adult Gerontology Clinical
- Family Nurse Practitioner
- Pediatric Nurse Practitioner – Primary Care
- Pediatric Clinical Nurse Specialist
- Psychiatric Mental Health Nurse Practitioner

See the MS(N) Areas of Study page to learn more.

DNP Areas of Study
- Adult-Gerontology Clinical Nurse Specialist
- Family Nurse Practitioner
- Psychiatric Mental Health Nurse Practitioner
- Pediatric Clinical Nurse Specialist
- Pediatric Nurse Practitioner
- Nursing Leadership and Innovations in Health Care

See the DNP Areas of Study page to learn more.

Post-Graduate Certificates
- Adult-Gerontology Clinical Nurse Specialist
- Family Nurse Practitioner
Section II: THE GRADUATE DEGREE PROCESS

Enrollment for Current Students
Current students are given the opportunity to enroll in classes for the upcoming semester during early registration. Early registration usually begins in October for the spring and summer semesters and March for the fall semester. Each student’s specific enrollment date can be found after logging into the MyZou Student Center.

Enrollment Steps for New Students
Newly admitted and re-admitted students may enroll after the early registration period has ended. Enrollment dates are published in the University Academic Calendar. Enrollment steps are as follows:

1. Consult with an academic advisor to develop a semester plan. Any change in the semester plan may result in course(s) being unavailable and may delay graduation. Changes to the semester plan must be approved by the student’s academic advisor. *

2. After receiving approval for the semester plan, students use MyZou to enroll.

3. On occasion, courses may require permission number to enroll. Requests for permission numbers should be sent to the student’s academic advisor.

*The MS and DNP curricula are subject to change based upon professional or accreditation standards and/or national certification requirements. Students will be notified when changes occur.

Adding, Dropping, & Withdrawing from Classes
During specified periods each semester, students may add, drop or withdraw from a course. See the Academic Calendar for more details. Students must consult their academic advisor prior to adding, dropping, or withdrawing from a course. Dropping and withdrawing from a course means the student is no longer enrolled in the course; however, there are some key differences between them.

• **Adding (Enrolling):** Occurs in MyZou typically through the first week of classes.

• **Dropping:** Occurs early in the semester. No impact to academic transcript. Student may receive a tuition refund depending on when the course is dropped. More information about refunds can be found at the MU Cashier’s website. Dropping a course can be done by student through MyZou.

• **Withdrawal:** A withdrawal occurs after the drop period has ended. A grade of W (withdrawal) will be recorded on the student’s transcript. A course withdrawal request can be made much later in the semester than a course drop. Reassessment of tuition occurs on a schedule set by the Cashiers Office.

More information about course withdrawals can be found in the University Catalog. Course withdrawal requests can be made online.

Financial aid awards are based on the assumption of full-time enrollment in a degree-seeking program. To be eligible for aid, students must meet minimum enrollment requirements. Dropping below the required credit limit may result in the loss of financial aid.
Administrative Drop Policy for Online 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:

1. The student does not post or otherwise participate in or attend online class by the end of the first week* of the semester, regardless of the number of visits to the course site.

2. 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 ½ 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 letter should contain a specific date and time for the student to contact the instructor in order to avoid being dropped from the course, and a statement that if the instructor does not hear from the student within the time frame, the student will be dropped from the course.

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 by SSON Faculty Assembly 10/19/18)

Academic Advisor, Faculty Advisor, and Advisee Responsibilities
A student accepted into one of the graduate nursing programs will be assigned a faculty and an academic advisor. Advisement begins prior to the student’s first semester of enrollment.

Academic Advisor Responsibilities include:
1. Develop semester plan with the student to meet the student’s academic and professional goals based on current curricular guidelines and plans of study.
2. Review course waivers, transfer credits, and course substitutions. Communicating with student’s faculty advisor for approval of semester plan revisions, when necessary.

3. Communicate with the student to facilitate registration (e.g., discuss changes in courses, overall program, approve course selections).

4. Assist with add/drop/withdraw

5. Assist with and Graduate School forms

6. Refer to appropriate campus services

**Faculty Advisor Responsibilities include:**
1. Evaluate transfer credits and clinical hours to develop semester plan with the student and academic advisor to meet the student’s academic and professional goals based on current curricular guidelines.

2. Stay informed of student progress through:
   a. communicating with the student
   b. communicating and discussing progress with other faculty members
   c. monitoring grades and academic standing each semester
   d. referring the student to the appropriate campus resources as indicated or if requested
   e. approval of D2 for DNP
   f. guiding the student through the process of completing their Master’s Exam (N8980 Practice Inquiry) or DNP Scholarly Project (N9080)
   g. assuring student update of MyVita information

**Student Advisee Responsibilities include:**
Communication between the faculty advisor, academic advisor, and student is required for success in the graduate program. Student advisees have the following responsibilities:

1. Clarify with the academic and faculty advisor their preferred method of contact (email or phone), virtual or office hours, and when to expect a response to email or voice mail.

2. Meet with academic advisor within the first month of admission to create a semester plan.

3. Take an active role in ongoing semester planning with their academic and faculty advisor (when necessary).

4. Contact the academic advisor if they wish to change the sequence of their semester plan.

5. Communicate with the academic advisor any concerns regarding course registration.

6. Communicate with the faculty advisor about their progress annually.

7. Contact the faculty advisor if their cumulative GPA for the semester is less than 3.0.

8. Obtain approval from their academic advisor for course waivers, transfer credits, and course substitutions for verification with faculty advisor.

9. Contact their academic advisor for questions about campus resources to assist them with their academic work.

10. Take an active role in submitting required forms.
11. Maintain regular contact with the faculty advisor or committee chair via email, telephone, Collaborate Classroom, or face-to-face meetings when working on their DNP Residency Project.

12. Update their Graduate Progress at the end of each academic year using MyVita.

Change of Advisor
A change of advisor may occur when an advisor leaves the MU SSON or an advising load needs to be readjusted, when a student changes area of study, or when an advisor or advisee feels the relationship would be enhanced by changing to another faculty member. A change of advisor may be initiated by the advisor, advisee, Program Director, or Associate Dean for Academic Affairs.

The Application for Graduate Change of Program, Degree, Emphasis, or Advisor form is available from the MU Graduate School. The change of advisor must be approved by the Associate Dean for Academic Affairs and the following form must be submitted with all appropriate signatures.

Changes to Graduate Nursing Programs of Study
If the student's program changes after their program of study has been filed, the student must complete a Request for Substitution in Graduate Degree Plan of Study form.

Changing Area of Study within the Same Graduate Nursing Program
If a graduate nursing student wishes to transfer from one area of study to another area of study within the same graduate nursing program (e.g., changing from Master’s program – Nurse Educator area of study to Master’s program – Nurse Leader area of study), they will need to submit a written request to their advisor, area coordinators, and program director. Students may be required to supply additional written materials upon request. Approval is granted by the area coordinator and program director. Requests will be reviewed selectively based on program capacity.

Changing Graduate Nursing Programs
If a graduate nursing student wishes to transfer from one graduate nursing program to another graduate nursing program (e.g., Doctor of Nursing Practice program – Family Nurse Practitioner to master’s program Nurse Educator), they will need to withdraw from DNP program and apply to the master’s program at the next application deadline. The application will be reviewed competitively against all other applicants applying for that area of study.

Minimum Master’s Degree Requirements
A minimum of 30 hours beyond the bachelor's degree is required. Depending on the area of study, additional hours are required. Students must take a minimum of 15 hours of 8000-9000 level course work. No more than forty percent of the total required credit hours may be problems, readings and research hours. For example, in a 38-hour master's degree program, 15 hours may be from problems, readings and research hours.

Transfer Credit Policy for Master’s Degree Students
A maximum of 20 percent of the number of credit hours required for a student's degree may be graduate credits transferred from another university, including another campus of the University of Missouri system upon the recommendation of the advisor, the approval of the academic program director of Graduate School and MU Graduate School. Students are expected to earn no less than a "B" grade (3.0 on a 4.0 scale) for transfer courses and are responsible for providing documentation of course equivalency and ensuring that official transcripts are sent to the MU Graduate School and the MU Sinclair School of Nursing.

The MU Graduate School will conduct a final review of the transfer request to determine if the credit meets minimum guidelines. For course transfers older than 8 years, a letter of support from the area coordinator or program director must be included with request. If approved, the MU Graduate School will process the request so that each transfer course will appear on the student's transcript.
Minimum Doctoral Degree Requirements
MU requires a minimum of 72 semester hours beyond the baccalaureate degree for a doctoral degree. The student's faculty advisor must approve all course work used to satisfy the credit-hour requirement and may require additional course work beyond these minimums.

School of Nursing Transfer Credit Policy for Post-Master's DNP Degree Students
After the student’s academic advisor’s initial review, the faculty advisor may recommend up to 38 hours of graduate credit from an accredited Master's in Nursing program be transferred toward the total hours required for the DNP degree. Students are expected to earn no less than a “B” grade (3.0 on a 4.0 scale) for transfer courses and are responsible for providing documentation of course equivalency, ensuring that official transcripts are sent to the MU Graduate School and the MU Sinclair School of Nursing. It is the responsibility of the faculty advisor to determine the appropriateness of course work for transfer credit.

The Office of MU Graduate School will conduct a final review of the transfer request to determine if the credit meets the minimum guidelines. For course transfers older than 8 years, a letter of support from area coordinator or program director must be included with request. If approved, the MU Graduate School will process the request so that each transfer course will appear on the student's transcript.

Minimum Post Graduate Certificate Requirements
MU requires a minimum of 18.5 – 21.5 credit hours and 510 clinical hours depending on the area of study to complete a post-graduate certificate.

School of Nursing Transfer Credit Policy for Post-Graduate Certificates
The faculty advisor may recommend up to 3 credit hours from an accredited MSN or DNP APRN program be transferred toward the total hours required for the post-graduate certificate. Students are expected to earn no less than a “B” grade (3.0 on a 4.0 scale) for transfer courses and are responsible for providing documentation of course equivalency, ensuring that official transcripts are sent to the MU Graduate School and the MU Sinclair School of Nursing. It is the responsibility of the faculty advisor to determine the appropriateness of course work for transfer credit.

The MU Graduate School will make the final review of the transfer request to determine if the credit meets the minimum guidelines using the students D2 form. For course transfers over 8 years, a letter of support from area coordinator or program director must be included with request. If so, then the MU Graduate School will process the request so that each transfer course will appear on the student's transcript.

MS and DNP Course of Study and Residency Requirements
An MS student’s program plan must include a minimum of 30 hours beyond the bachelor’s degree (or its equivalent) selected from courses carrying graduate credit within the student’s selected area of study. Within these 30 hours, the student must complete a minimum of 24 semester hours in MU graduate courses as approved by the department or area program and MU Graduate School.

A post-baccalaureate DNP student’s program plan must include a minimum of 72 hours beyond the bachelor’s degree selected from courses carrying graduate credit within the student’s selected area of study. Within these 72 hours, the post-baccalaureate DNP student must complete a minimum of 36.5 semester hours of MU graduate courses as approved by the department or area program and MU Graduate School.

A post-master’s DNP student’s program plan must include a minimum of 36.5 semester hours beyond the master’s degree selected from MU graduate courses within the student’s selected area of study as approved by the department or area program and MU Graduate School. Additional semester hours may be required to meet the minimum 72-hour requirement for a doctoral degree depending on previous master’s course work. In addition, DNP post-master’s students may need additional faculty/preceptor supervised academic clinical hours beyond those identified in the standard post-master’s program plan in order to meet the American Association of Colleges of Nursing’s requirement of documentation of a minimum of 1000 faculty/preceptor supervised academic clinical hours (DNP-5).
Residency requirements for all graduate programs can be completed by taking distance education courses, attending courses at the MU Sinclair School of Nursing, taking off-campus courses taught by MU faculty or a combination.

Masters and DNP Level 2 On-Campus Simulations Policy
The Level 2 On-Campus Days contain a mixture of learning and evaluative activities. The evaluative activity is the Simulations with standardized patients done at the Sheldon Center. These simulations are based on content learned in the clinical management courses. Faculty will evaluate your interactions with the standardized patients as well as the development of a plan of care in your documentation. Your results will then be used to determine if you have met the minimal knowledge competencies in your area of study. It is essential that you have met minimal competencies of appropriate assessment, determining differential diagnosis, developing a plan of care with the patient, and demonstrating suitable communication with the standardized patients, prior to commencing your final clinical practicum.

If part or all of your simulation results are unsatisfactory, additional course activities will be required prior to registering for N9070 DNP Clinical Residency. For each simulation scenario that was not deemed satisfactory, students will be required to complete 60 hours of clinical time in the selected unsatisfactory area as well as completing five History & Physical written assignments. A range of 60 to 180 hours (1-3 credits) of clinical time may be required, if needed.

Students should register for this clinical as an N8085 Problems course called Clinical Problems in (insert area of study). The remediation clinical hours do not count towards the 1000 DNP total hours.

Approved by Faculty Assembly 10/19/18

APA Publication Manual
The official writing style for student papers and theses should follow the guidelines of the Publication Manual of the APA, 7th edition. Each student is expected to purchase and use this manual as a reference for written assignments unless otherwise indicated by the course instructor. All written assignments should be presented in APA style and any thesis must meet MU Graduate School directives. The Canvas Nursing Practice site provides an example title page.

Grading and Scholastic Requirements
Grades in all Graduate courses are reported as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>coursework is of outstanding merit</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>coursework is entirely satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>acceptable only to a limited extent in fulfilling the requirements for an advanced degree (not acceptable for a clinical or role nursing course)</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>the work has not satisfied the minimum requirements of the course</td>
</tr>
</tbody>
</table>

There is no D grade for graduate students.

“W” denotes withdraw passing and does not affect a student’s grade point average. Graduate nursing students must achieve a grade of B or higher in all specialty clinical and specialty role nursing courses. If a student fails to achieve an A or B, in a specialty clinical or role course, the course must be repeated before progressing to the next course in the sequence. Graduate courses may be repeated one time only.

Only graduate courses offered on an S/U basis (satisfactory or unsatisfactory) can be taken with the S/U grading option. Graduate nursing courses that are offered on S/U basis include the following:

- N8090 Research in Nursing
- N8900 Research Practicum
- N8950 Teaching Practicum
• N8954 Distance Mediated Teaching Nursing Practicum
• N8960 Leadership in Nursing and Healthcare Systems Practicum N8980 Advanced Clinical Nursing Practicum
• N8990 Practice Inquiry
• N9070 DNP Clinical Residency N9080 DNP Project

With faculty consent, N8085 Problems can be taken on an S/U grading option. Grades of S/U do not count in the calculation of a student's GPA, as per university regulations.

Grade Point Average
The student's Grade Point Average (GPA) in MU Graduate School is based on the student's entire graduate record in courses numbered 7000 and above taken at the University. To remain in good standing, a graduate student must maintain a cumulative GPA of 3.0 or better. To graduate, a student must have a minimum cumulative graduate GPA of 3.0.

Grade Appeal Procedure
1. A student who believes her/his final course grade was determined in an arbitrary and capricious manner and has not reached satisfactory resolution with the instructor may appeal the grade to the MU SSON Associate Dean for Academic Affairs. The appeal must be initiated in paper copy and must include:
   a. the course in which the grade was received;
   b. the instructor whose grade is being challenged;
   c. the semester in which the grade was received;
   d. specific facts showing why the student considers the grade to be arbitrary and capricious;
   e. the outcome sought;
   f. the signature, address, and local phone number of the student.

2. Arbitrary and capricious grades are those as defined in Article VII, I, iii University of Missouri Faculty Handbook. Within ten working 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 complainant's work;
   b. course syllabus;
   c. relevant student handouts (such as grading/evaluation criteria for papers or clinical performance); and
   d. other relevant materials (e.g., examples of work submitted by other students in the class).

4. The reviewing faculty members will conduct an independent blind review of the above-named materials. A written report of their findings and recommendations must be forwarded to the Associate Dean for Academic Affairs within 14 working 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 working 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 written document is communicated to the student, the instructor who assigned the contested grade, and the Dean of the School of Nursing.

6. If the student is dissatisfied with the Associate Dean for Academic Affairs decision, he/she may request a review at the campus level.

Graduate Student Progress Monitoring

Students admitted to the SSON will be oriented to the Individual Development Plan (IDP) and myVita. The IDP is a goal-setting tool to assist graduate students (as well as scholars and professionals of all stages) to meet short- and long-term career goals. Graduate students should use an IDP to: reflect on career goals, make actionable plans to achieve those goals, and track progress in academic performance and professional development. It is expected that all graduate students will utilize myVita to set up and update their IDP throughout their graduate experience as part of the Graduate Student Annual Review process with their advisor. Implement the plan, and revise myVita as needed, at least annually.

Probation and Termination

A graduate student whose cumulative GPA is below 3.0 at end of a semester is placed on academic probation. Probationary status is removed if, at end of the following semester, the cumulative GPA is 3.0 or better. A student on academic probation failing to raise the cumulative GPA to 3.0 may, on recommendation of the Student Admission and Progression Committee, be allowed a second and final probationary semester. A student will be dismissed upon failure to raise the cumulative GPA to 3.0 by the end of the second probationary semester, or at any time the semester or cumulative GPA falls below 2.0. When a student's cumulative GPA falls below 3.0, the student must contact the advisor and MU Graduate School.

In the MU Sinclair School of Nursing, the faculty advisor, the MS DNP Committee, and the Office of Student Affairs handle probation situations. The MU Graduate School informs the faculty advisor of a student on probation; the advisor consults with the Office of Student Affairs and the MS DNP Committee. The MS DNP Committee considers the probationary status and makes decisions regarding continuation of probation. The student and the faculty advisor are notified of the action.

Incomplete Coursework

A grade of “I” (incomplete) may be recorded when the student's work is incomplete but otherwise worthy of credit, or when the instructor feels unable to assign a grade at end of the semester. The grade of “Incomplete” may be assigned in rare instances when a student cannot complete course work due to illness or other special circumstances beyond the student's control. To obtain credit for the course, the incomplete grade must be converted to a grade within one year. Incomplete grade reports must be submitted with grade roll sheets. When conditions for removal are satisfied, a change of grade form is completed and signed by the instructor and the Associate Dean for Academic Affairs. If more than one calendar year has elapsed, a letter addressed to the registrar and signed by the instructor justifying the delay must accompany the change of grade form.

For research courses numbered N8090 and N8900, the determination of the grade is made at the completion of the student's research option. All research options (N8090 and N8900) will be graded on satisfactory/unsatisfactory basis.

For the N9070 DNP Clinical Residency and N9080 DNP Residency Project, the determination of the grade is made at the completion of each section/semester. The student's clinical and residency project will be graded on satisfactory/unsatisfactory basis.

Note: A grade of “I” is not figured into the student’s grade point average. Students should not re-enroll in a course for which they have been assigned a grade of “I”.

Sinclair School of Nursing Incomplete Clinical and Specialty Role Course Policy
Graduate nursing students must achieve a grade of B or higher in all clinical and/or specialty role nursing courses. If a student fails to achieve an A or B, in a clinical and/or role course, the course must be repeated before progressing to the next course in the sequence. Graduate courses may be repeated one time only. Students will not be allowed to progress into the next clinical and/or specialty role course when the pre-requisite course has been awarded an “I”. Once the “I” has been removed and a final grade has been awarded, the student will be able to then progress to the next clinical and/or specialty role course. (Approved faculty assembly, April 2017)

In accordance with State statute, students called to Active Military Duty may complete work upon their return from service or may choose to maintain an “I” grade. Therefore, “I” grades for students called to Active Military Duty will remain listed as “I” until a change of grade is submitted by the faculty member, or indefinitely, if so desired by the student. (amended 8/2/07 and 11/17/11)

Satisfactory Academic Progress (SAP) and Student Financial Aid
Federal regulations require the University of Missouri to establish, publish, and apply standards of satisfactory academic progress (SAP) for financial aid eligibility. The purpose of measuring and enforcing these standards is to ensure financial aid recipients progress toward graduation. Students who fail to meet the SAP requirements become ineligible to receive financial aid until they are in compliance with these requirements.

SAP Criteria for Graduate Students
- Earn passing grades in 75 percent of all credit hours of graded coursework attempted. * Transfer credit hours count in the total attempted/completed credit hours calculation.
- Maintain a minimum cumulative MU grade point average of 3.00.
- The MU Graduate School office determines the maximum time limit for completion of a graduate degree.

For additional details, please see the Student Financial Aid office’s page on Satisfactory Academic Progress.

*Attempted hours are defined as the total number of hours in which you are enrolled as of the first day of classes. All dropped courses as well as all F, FN, Incomplete (I), Not Recorded (NR), Withdrawn (W), and Unsatisfactory (U) grades are factored into the 75% completion rate, meaning dropping of courses and/or accumulation of I and U grades count against a student’s ability to borrow.

UM Visiting Graduate Student Program
Graduate credit is not available through the Visiting Student Program. Degree-seeking graduate students wishing to register for graduate courses at other University of Missouri System campuses should contact the Office of Graduate Studies about the UM Visiting Graduate Student Program. Students who wish to enroll as visiting graduate students at Mizzou, should also contact the Office of Graduate Studies.

Waiver of Course
Students must make a request in writing to the faculty advisor for a waiver of a specific course. The student must provide documentation demonstrating course equivalency. The request is acted upon by the faculty advisor, in consultation with the Associate Dean for Academic Affairs and the course instructor.

Continuous Enrollment
Students admitted to the Graduate Nursing Program must maintain continuous enrollment (excluding summers) and an acceptable academic standing each semester until completion of program requirements. Master’s students will enroll in N8990 Practice Inquiry in order to complete the Master’s Exam. Students who have not completed their Master’s Exam in the 1 credit hour course must be enrolled in at least 1 credit hour of research (excluding summers) until the requirement is met. Master’s students who do not pass on their first attempt and have completed all of their other course work must enroll in at least one credit of N8990 until they submit their second and final attempt.

DNP students who have not completed their DNP Clinical Project need to continue to enroll in one credit of N9080 DNP Residency Project until their project is completed.
Leave of Absence
Students who do not intend to enroll in courses over two consecutive semesters (not counting summers) may apply for a one-year leave of absence (LOA). Students must request a LOA prior to the enrollment deadline for the first semester in which the leave may be granted. Students requesting an LOA may contact the Student Affairs Office for the Leave of Absence Request form.

The form should be completed and returned to the Student Affairs Office who will obtain signatures from the faculty advisor and the Associate Dean for Academic Affairs. In addition, graduates should submit a letter with the Leave of Absence Form addressed to the Associate Vice Chancellor for Graduate School. The letter should provide an explanation for the LOA request as well as the anticipated departure and return date. At least 30 days prior to the completion of the LOA, the student must notify the Associate Dean for Academic Affairs, MU Graduate School, and the faculty advisor of the intent to return so that a revised curriculum plan can be developed.

Visit the MU Graduate School to learn more.

Master’s Time Limitation
All requirements for the Master’s degree must be completed within a period of 8 consecutive calendar years from the date of first enrollment in courses applicable to the degree. A written request for extension must be submitted by the student and approved by the faculty advisor, the Associate Dean for Academic Affairs and the Associate Vice Chancellor for Graduate School.

DNP Time Limitation
All requirements for the DNP post-baccalaureate degree and post-master’s degree must be completed within a period of 8 consecutive calendar years from the date of first enrollment in courses applicable to the degree. A written request for extension must be submitted by the student and approved by the faculty advisor, the Associate Dean for Academic Affairs and the Associate Vice Chancellor for Graduate School.

Withdrawal from the University
Students wishing to withdraw from the University in good standing should communicate their intention to their academic or faculty advisor. If the student is currently enrolled, the course grade may be determined the withdrawal date.

Formal Complaint Policy
One way that the MU Sinclair School of Nursing assures constituents of our efforts to achieve excellence is to establish a mechanism for reporting formal concerns or complaints about the program to our accrediting agency, the Commission on Collegiate Nursing Education.

Any internal or external constituency who is (a) directly affected by the policies or actions of the MU SSON and (b) wishes to register a concern regarding the MU 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
202 463-6930
Section IV: CLINICAL PRACTICUM POLICIES

Overview of Clinical Requirements for MS(N) and DNP Courses
Clinical practice requirements are essential to the education of nurses in advanced nursing roles. Specific courses within the graduate MS(N) and DNP areas of study require students to attend clinical in an accepted clinical site with an approved preceptor.

Clinical Hours for MS(N), DNP Degree, or Post Graduate Certificate
All MS(N) and Post Graduate Certificate students must complete a minimum of 500 faculty/preceptor supervised academic clinical hours. DNP students must complete a minimum of 1000 faculty/preceptor supervised academic clinical hours. Post-master’s students seeking a DNP degree may transfer in clinical hours completed in their previous master’s degree pending approval of their academic advisor. Total number of clinical hours may vary depending upon the student’s emphasis area, proof of national certification in an advanced practice role, and previous graduate clinical coursework completed.

The clinical hour verification form serves as a basis in which faculty advisors may distinguish if the post-baccalaureate hours obtained from a previous graduate degree or coursework may count toward the 1000 total practice hours required. Students may be requested to provide further paperwork/evidence or explanation of the verified clinical hours to determine their eligibility toward the 1000 hours.

A minimum of 360 practice hours to be completed during the program is required for post-master’s DNP students. Students with a national certification may have up to 500 credit hours counted toward their total 1000 DNP practice hours upon proof of certification as supported by the AACN’s “Report from the Task Force on the Implementation of the DNP” (August 2015).

APRN Students and Indirect Clinical Time
Indirect clinical time (e.g., on-campus day activities) hours are not counted in the total number of hours required for advanced practice certification. Therefore, students should not count on-campus activities as “clinical time” for specialty clinical courses.

Requirements Before You Begin Clinical Practica
If you are enrolled in a course that contains a clinical component, you must have documentation that you have met all of the following requirements. Students who fail to submit or update evidence of compliance within the first week of the semester may be administratively dropped from the clinical course for which they are registered.

Using CastleBranch to Document Your Requirements
You must present documentation of all the following requirements to CastleBranch, the designated, non-affiliated vendor for the MU SSON. To get started for the first time, visit CastleBranch.com and click the “Place Order” button. Enter package code UN16x. You will be prompted to agree to the Terms and Conditions of Use before you can create your myCB account. Then, when you need to update your information, you can click the “Sign In” button to access your account.

Criminal Background Check and 14-Panel Drug Screen
As a result of Joint Commission guidelines, healthcare agencies are requiring background checks and drug test for nursing students working in clinical settings. Therefore, all graduate nursing students entering the MU Sinclair School of Nursing (MU SSON) or returning after more than two consecutive semesters not including summer, will complete a Certified Background check and a panel 14 urine drug screen. Failure to submit a Certified Background and drug screening check will suspend the matriculation process and/or enrollment in any graduate courses.
Type and Scope of Information to Be Obtained
The criminal background check will include a local and national review of relevant records including county of residence criminal records, residence history, Social Security alert, nationwide sexual offender registry, nationwide healthcare fraud and abuse scan, and Nationwide Patriot Act violations.

The 14-panel urine drug screen tests for the following substances: amphetamines, barbiturates, benzodiazepines, cocaine, ethanol, ketamine, marijuana, meperidine, meprobamate, methadone, opiates, oxycodone, propoxyphene and tramadol. Admitted students will not be allowed to enroll in coursework without completion of a criminal background check and a satisfactory drug screen. A satisfactory drug screen is defined as the absence of any of the 14 aforementioned drugs in the student’s urine.

Required Immunizations

COVID-19
Students must be fully vaccinated against the COVID-19 virus and submit proof of vaccination to the Castle Branch immunization tracking system.

Measles, Mumps, & Rubella
One of the following is required: 2 vaccinations or positive antibody titer for all 3 components or the University of Missouri Allergic Reaction Form completely filled out. If you were born prior to January 1, 1957, you are exempt from this requirement. In this case, please choose “Not Applicable.” If the titer is negative or equivocal additional, vaccinations are required.

Tetanus, Diphtheria, and Pertussis (Tdap)
Documentation of a Tdap within last ten years or the University of Missouri Allergenic Reaction Form completely filled out. The next action date will be set for ten (10) years from the administered date of the vaccine.

Hepatitis B series
One of the following is required: three (3) vaccinations or positive antibody titer or the University of Missouri Allergenic Reaction Form completely filled. If the series is in process, the next action date will be set accordingly. If the titer is negative or equivocal, additional vaccinations are required.

Varicella
One of the following is required: two (2) vaccinations or positive antibody titer or medically documented history of disease or the University of Missouri Allergenic Reaction Form completely filled out. If the titer is negative or equivocal, additional vaccinations are required.

Annual Influenza (Flu) vaccine(s)
Submit documentation of a flu shot administered for the current flu season or the University of Missouri Allergenic Reaction Form completely filled out or a doctor’s note stating you are allergic. The next action date will be set for one (1) year.

TB Skin Test
If you do have a copy of an Annual TB test, there must be documentation of one of the following: 1step TB Skin test (TST) is required to be completed annually. QuantiFERON Gold Blood Test (or T-Spot Test) will be accepted in place of the TST. If the TB test is positive (TST >10 mm induration), an Annual Symptom Review/Risk Assessment must be submitted annually. Follow-up chest x-rays are required only if tuberculosis symptoms are identified in the Symptom Review.

If you do not have a copy of an Annual TB test, there must be documentation of one of the following: 2 step TB Skin test (1-3 weeks apart). QuantiFERON Gold Blood Test OR T-Spot test (lab report required). If positive results, provide a clear Chest X-Ray (lab report required).
It may be necessary for students to complete other requirements and submit additional documentation such as, but not limited to, immunizations, boosters, or titers, e.g., COVID 19, to participate in clinical or research activities for some organizations or agencies.

RN Licensure
Only the printout of online verification of licensure through the state website or Nursys (Nursys.com) will be accepted. The card does not contain an expiration date and therefore will not be accepted. The next action date will be set according to the expiration date of your license on the printout.

All students are responsible for maintaining a current unencumbered nursing license and must abide by their state's Nursing Practice Act, rules, and regulations. Students who have a disciplined license MUST inform the Sinclair School of Nursing Associate Dean for Academic Affairs within 10 working days of being notified by their state board of nursing. Students with a disciplined license may be unable to progress in their program of study. Failure to notify the School of Nursing may result in immediate dismissal from the program.

APRN Certification
Only the printout of online verification of certification through Nursys (Nursys.com) or the state website will be accepted. The card does not contain an expiration date and therefore will not be accepted. The next action date will be set according to the expiration date of your license on the printout. Only required for post- master’s APRN students and Post Graduate Certificate students; for non-APRN certified students, please choose “Not Applicable.”

CPR=AED/BLS Certification
Current infant, adult, and child CPR certification must be maintained during enrollment and submitted after each renewal process, if required by mentor for research practicum. The copy of the card must be the front and back, and the back must be signed. The course must be the American Heart Association Healthcare Provider or American Red Cross Professional Rescuer. Online courses that do not require in-person return demonstration will not be accepted. The next action date will be set based on the date provided on the card.

Code of Conduct
Students are expected to adhere to all guidelines related to the Code of Conduct, including patient confidentiality. Annual renewal of the Code of Conduct training is required.

Clinical Agency Agreements
The MU Sinclair School of Nursing has written agreements with each agency used for clinical practice. These agreements are established and maintained through the Office of the Associate Dean.

The agreement states the University's responsibility with the clinical agencies when students and faculty are present. The MU SSON and clinical agencies assume shared responsibilities for the students' educational experiences in the clinical setting. Selected portions of the clinical agreement directly related to student responsibility are as follows:

- The university will instruct all nursing students assigned to the clinical agency regarding the confidentiality of records and patient/client data imparted during the educational experience.
- Unsatisfactory performance in the didactic component of a course resulting in an F or C or in the clinical component, regardless of the grade in the didactic portion of the class, will be assigned an F or a C as determined by faculty. A remediation plan should be developed with course faculty, student advisor, and area coordinator requiring repeat of the course, didactic and clinical component, and the number of additional clinical hours.
- The university will not assign students who do not have documented proof of immunization for tetanus, diphtheria (DT), and polio; Tuberculin Skin Test (chest x-ray if appropriate); and proof of immunity to rubella, chickenpox and MMR.
• If the clinical agency deems a student's performance to be unsatisfactory and detrimental to its health care responsibilities, it may temporarily suspend the student from utilizing the clinical agency for clinical experience.

• The clinical agency will retain full responsibility for the care of patients and will maintain overall administrative and professional supervision of students and faculty of the University 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.

Guidelines and Process for Selecting a Clinical Agency
1. Arrangements need to be initiated well in advance of the time of the practicum (12 weeks) if no prior contract exists with the agency the student wishes to use for clinical practice.

2. Students must be licensed as a registered nurse in the state where the clinical site is located if required by that state’s board of nursing. Students are responsible for contacting the state board of nursing in designated state to determine licensure requirements. State requirements vary from state to state. Due to changes in higher education requirements, the MU Sinclair School of Nursing does not have permission for students to perform clinical within certain states. Please see Mizzou Online’ s State Authorization for Distance Education page for details.

3. You must verify that the agency has a current contract with MU. The contract list (an Excel file that is sortable by agency name, address, city, state, or ZIP code) can be found on the Clinical Experience page of the MU SSON website under List of Clinical Agencies.

4. Telehealth clinical hours are allowed for select courses. Students may include clinical hours in a telehealth setting providing direct patient care as long as they carry a license in the state where the preceptor is located.

(approved by Faculty Assembly May 2020)

Working with a Preceptor
Students cannot begin clinical work at an agency without faculty approval and a signed contract that has been approved by the University of Missouri–Columbia and the sponsoring agency.

When you are enrolled in a course that includes clinical hours, it is your responsibility to make contact with a potential clinical agency to explore preceptorship opportunities (your faculty might be able to assist you).

Preceptors are employed in clinical agencies with signed, current clinical agreements made between the Curators of the University of Missouri contracting on behalf of the MU Sinclair School of Nursing and clinical agency’s board of directors or executive officer authorized to sign on behalf of the agency's governing body.

Preceptor Qualifications
1. Education: Master's degree or higher is preferred

2. Licensure: Current unencumbered license in state of practice

3. Expertise:
   a. Advanced practice authorization in state of practice
   b. At least one (1) year experience in the area of specialty and role
   c. National board certification is preferred

Establishing a Preceptor Relationship
1. Send the links to the Preceptor Application and the Graduate Preceptor Guide to the preceptor.
2. Your preceptor will electronically submit the form to your faculty member. If a clinical agency contract is needed, a SON administrative assistant will initiate the contract process.

3. Upon receipt of the aforementioned form, the course faculty will evaluate the appropriateness of the clinical agency and qualifications of the clinical preceptor.

Additional Preceptor Requirements

- Advanced Practice Nursing (APN) students are required to complete a minimum of 33% of the total clinical hours required for advanced practice certification in their role and specialty area of study under the direct supervision of a master’s (or higher) prepared nurse.

- All graduate students are required to be supervised by a minimum of 2 different preceptors during their program of study.

- If no master's prepared preceptors are practicing in the student's geographic location, students may be required to travel to another geographic location or come to the MU campus for clinical supervision, or seek faculty approval for an alternate precepted experience.

DNP Leader Clinical Requirements

Acceptable preceptors for Leadership DNP students must be individuals with advanced degrees who are experts in the student’s leadership interest area. Preferred preceptors would include working professionals who are educationally prepared as a DNP graduate. However, due to the limited number of current DNP graduates other potential clinical leadership preceptors may include: advanced practice nurses or other professionals with doctoral degrees; an advanced practice nurse with considerable leadership expertise; a nurse with a high-level administrative position as the director, vice president, president, or CEO within a health care organization; a doctoral prepared nurse educator, or a nurse with an advanced business or policy degree. Preceptors with an advanced degree in areas such as public health or business administration may also be considered as leadership preceptors if this matches student's leadership interests and academic goals.

MS in Care Management Requirements

Ideal preceptors for MS Care Management students are Master’s prepared individuals who are experts in the care management practice area of interest. However, due to the variety of educational preparation of care managers, other potential preceptors will be considered. Examples include professionals with health-related baccalaureate degrees who have considerable practice experience in the setting and population of interest. Populations served may be diverse and settings could include acute, primary, and tertiary care settings, community-based care or organizations, private practices, as well as for-profit and non-profit agencies.

Approved by Faculty Assembly 12.7.18

Expectations during Clinical Practice Working with your Preceptor

The student and the practicum adviser are responsible for determining the work to be done to meet the course requirements. During your clinical practica, you will be expected to meet the following requirements:

- If appropriate or required for the course, submit an initial draft of goals and objectives to the responsible faculty member for approval. Revise these goals and objectives as directed by faculty member prior to beginning clinical experience.

- Discuss course objectives and clarify goals for clinical experience you’re your preceptor. Provide a written copy of approved goals and objectives to preceptor prior to beginning clinical hours.

- Negotiate clinical schedule and activities, as appropriate.

- Arrange a clinical schedule and adhere to it as planned unless notifying preceptor and agency for necessary absences
• Discuss and provide preceptor with copy of the tool used to assess your clinical performance.
• Comply with policies of agency and SSON, including pre-clinical compliance paperwork, training, professional attire and identification.
• Negotiate a change with faculty and preceptor when a project or activity is not fulfilling course requirements.
• Maintain regular contact with faculty member and inform faculty promptly when problems related to the clinical experience arise.
• Keep all scheduled appointments with preceptor and faculty.
• Provide clinical log and/or journaling to faculty at regular intervals as indicated by course requirements.

Preceptor Responsibilities
• Agrees to serve as student preceptor; acts as role model, resource person, and mentor.
• Completes and electronically submits Preceptor Application and Agency Contract Form to course faculty prior to student starting clinical hours.
• Approves and agrees to jointly set goals and objectives for the student's clinical experience, as appropriate.
• Informs student and faculty of available learning activities and projects likely to fulfill the student's learning objectives.
• Encourages initiative, individuality, self-expression, self-assessment and increasing autonomy, as appropriate, by the student.
• Share expertise necessary to function in this clinical site.
• Provides regular feedback to student regarding progress, strengths and limitations.
• Completes assessment of student's performance at mid-semester and at the end of the semester. Submits final written assessment form to faculty member within the specified course timeline.
• Confers routinely with faculty member directly regarding student's progress during the clinical experience. Immediately notifies the faculty member if the student's performance is unsatisfactory.
• Electronically submits or emails clinical assessment form directly to faculty member. Evaluation form must be on file before course completion.

Faculty Responsibilities
• Assures all clinical requirements are complete prior to student beginning clinical hours.
• Ensures course information, course and/or clinical objectives, course timeline, and assessment criteria for student's clinical performance are received by the preceptor.
• Monitor student performance regularly and identifies progress, strengths, and limitations that may impact student's completion of the clinical requirements. Contacts student as needed during the semester to discuss the preceding.
• Contacts the preceptor regarding the student's performance at least twice during the semester and as needed.
• Utilizes a variety of data, including preceptor input to assign final clinical grade.
Clinical Practica during Semester Breaks

Graduate students may engage in clinical practica during semester breaks under the following conditions:

- The student must be enrolled or pre-enrolled in a clinical course (if the student is pre-enrolled, at least one tuition payment must be made in advance of starting the practicum).
- The student must have satisfactory academic standing (3.0 GPA).
- The supervising faculty members have agreed to provide supervision, and a contract between the student and faculty is on file.
- The clinical contract with the preceptor and/or clinical agency is on file.
- The preceptor/clinical agency are informed in writing on how to reach the supervising faculty member.

Safe Clinical Practice

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

- Preceptor or agency refusal to continue working with the student due to clinical safety issues.
- Under the influence of alcohol, recreational drugs, or medications that impair judgment in the clinical, classroom, and/or research setting.
- Positive drug test for non-prescribed or illegal drugs; or refusal of drug testing.
- Abuse or inappropriate behavior, including but not limited to intimidation, threats or acts of violence to patient, staff, faculty, or student.
- Patient/research subject neglect.
- Breach of patient/research subject confidentiality.
- Dishonesty with patient/research data or with own actions.
- Other unsafe clinical/research practice (as deemed by faculty).

Administrative Drop Policy for Failure to Submit Evidence of Compliance with Clinical Practice Requirements

It is essential that all graduate students are in compliance with clinical practice requirements for Code of Conduct, immunizations, TB testing, RN Licensure, credentialing, CPR Certification, criminal background check and drug screen (see the section above entitled: Requirements before you begin clinical practica). Students enrolled in a course that contains a clinical component (i.e., has clinical hours required as part of the course) are required to ensure all requirements for Code of Conduct, immunizations, TB testing, RN Licensure, Credentialing, CPR Certification, criminal background check and drug screen are submitted as required and are up to date. Students who fail to submit or update evidence of compliance with required items within the first week of the semester may be administratively dropped from the clinical course for which they are registered.

Criteria

Students enrolled in clinical courses are required to submit a copy of their compliance report to the course instructor in the course Canvas site within the first week of the semester, in order to facilitate assessment of student compliance with Code of Conduct, immunizations, TB testing, RN licensure, credentialing, CPR certification, criminal background check and drug screen.
The course instructor may initiate the administrative drop process if a student does not submit a copy of their compliance report documenting that the required Code of Conduct, immunizations, TB testing, licensure, credentialing, certifications, background checks and drug screens are complete and up to date, as required in this Handbook.

**Process**
The process for administratively dropping a student for failure to submit evidence of the above requirements will be as follows:

1. When, after completion of the first week* of class, a student fails to submit a copy of their compliance report documenting that all required Code of Conduct, immunizations, TB testing, licensure, credentialing, certifications, background checks and drug screens (as outlined section above entitled: Requirements before you begin clinical practica) are complete and up to date; the course instructor will contact the student via MU student e-mail and/or course Canvas notifications, reminding the student of the submission requirement and notifying the student they are out of compliance and that they have 1 more week* in which to submit the required documents.

2. If the student fails to submit the required documents, the instructor will notify the SSON Student Affairs office and request that the student be administratively dropped from the course and their access to the course be removed.

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

Approved by Faculty Assembly 11/7/11

**Section V: MU POLICY ON MASTER’S DEGREE GRADUATION REQUIREMENTS**

Each candidate must pass a final examination to demonstrate mastery of the fundamental principles of the work included in the course of study offered for the degree. Beginning Fall 2021, N8990 Practice Inquiry, a one credit hour class is being offered to guide students through the process. Students who entered the program prior to Fall 2020 may elect to complete the Master’s Exam or enroll in N8990 Practice Inquiry.

Sinclair School of Nursing Policy on Master’s Degree Graduation Requirements

Students must complete a Master’s Exam or N8990 Practice Inquiry. Students starting the program in 2020 to present will take N8990 Practice Inquiry. Students admitted prior to 2020 should check with your faculty advisor regarding these options. Students who chose the MS Exam option should meet with their faculty advisor to request more information regarding preparation for the exam. Guidelines for two MS Exam options are on the following pages. Students taking N8990 Practice Inquiry can disregard MS Exam options.

**Section VI: MASTER’S EXAMINATION GUIDELINES**

**Introduction**
The Master’s Examination (MS exam) consists of a paper that should reflect the graduate student's grasp and synthesis of the clinical and theoretical knowledge gained in the course of study. The MS exam is offered on a pass/fail basis. Students are required to discuss the focus of their MS exam early in their master’s program with their faculty advisor. The master’s exam is a critical review of the literature in an integrative review format on a healthcare topic of your choice related to your area of study.

**Purpose**
The overall purpose of the MS exam is to evaluate the student's ability to 1) apply advanced theoretical knowledge in a selected area of specialization, and 2) critique research as it relates to the area of specialization.

**Eligibility for the Examination**
To be eligible for the examination, all MS students must have successfully completed, N7160, and N8910 with a grade of C or higher prior to beginning their Master’s Exam. In addition, students must have completed all core course work and the majority of their specialty course work with a cumulative GPA of 3.0 or higher, prior to submitting the Master Exam.
application form or enrolling in N8990. Students may not take the Master’s Exam if they have more than 7 hours of coursework remaining.

Written and Procedural Expectations of the Student
The completed MS exam must be 20-30 double-spaced typewritten pages (excluding cover sheet, title page, abstract, references, and appendices), with 1-inch margins. Type must be no smaller than readable, standard, uncompressed 12-point font. If an MS exam is longer than 30 pages, only the first 30 pages will be read and scored by the faculty readers. Additional details regarding the Master’s Exam are provided in the Canvas Nursing Practice Resource site.

Oral Examination Option
Students may opt to take an oral MS exam (approximately two hours) if English is their second language or if they are retaking the MS exam after an initial failure. The student should submit a request stating the reasons for desiring an oral MS exam to the MS Exam Coordinator.

Retaking the Master’s Examination
A candidate who has failed the MS exam may retake the exam no earlier than the fall or spring semester following the initial MS exam. The student must be enrolled in a nursing course the semester the exam is retaken.

If the student has completed all of the courses on their plan of study, the student must register for 1 credit of N8085 section 01. If additional course work or other stipulation is to be completed before retaking the MS exam, the student must submit evidence of satisfying these expectations to the MS Exam Staff Coordinator who will forward to the MS Exam Coordinator for review.

On retaking, the student may choose an oral or a written MS exam format.

A student may retake the Master’s Examination once only. A second failure will result in failure of the program.

Section VI: DOCTOR OF NURSING PRACTICE RESIDENCY GUIDELINES

School of Nursing Policy on DNP Degree Graduation Requirements
The Doctor of Nursing Practice (DNP) Residency Project is an integral requirement of the DNP degree conferred by the MU Graduate School. DNP students must complete a DNP Residency Project, write a scholarly paper or executive summary, defend the project results with their DNP Residency Committee, and publicly present their project.

Introduction
Nurses prepared at the DNP level translate evidenced-based research into their own practice and provide leadership for the organizational, system, and/or policy changes necessary to improve healthcare quality, safety, and performance outcomes. The DNP Residency Project is an in depth, evidence-based practice change project that will focus on a theoretically and clinically relevant problem impacting a rural or other underserved population or critical healthcare system need.

Purpose
The DNP Residency project is a faculty-guided scholarly experience that provides evidence of the student’s critical thinking and ability to apply research principles through identification of a significant practice problem, systematic appraisal of relevant scientific literature and outcome data; design of cost-effective, evidence-based, therapeutic interventions or programs; successful implementation of the selected interventions or program, and comprehensive evaluation of specific, measurable, and appropriate outcomes. The project will reflect the culmination of knowledge and skills developed during the DNP program.

The DNP Project represents the culmination of the clinical knowledge and competencies expected in the Doctor of Nursing Practice curriculum. The Residency Project process is based on the American Association of Colleges of Nursing’s (AACN) Essentials of Doctoral Education for Advanced Nursing Practice and the National Organization of Nurse Practitioner Faculty (NONPF) Recommended Criteria for NP Scholarly Projects in the Practice Doctorate Program. The
project incorporates evidence-based strategies for implementing and achieving improved health care outcomes such as a significant pilot study, a program evaluation project, a quality improvement project, a policy analysis, or a practice change initiative. Students will be expected to create, implement and evaluate a project that improves outcomes for defined groups, communities, or populations while addressing a health care issue through scholarly inquiry, evidence-based data, and leadership-focused competencies. The process is integrated within select courses throughout the planned curriculum represented in the following table.

DNP Residency Project Committee
DNP Residency Project Committee requires a minimum of three members. The DNP Residency Project Committee Chair must be a doctoral prepared faculty member in the School of Nursing with expertise in the student’s area of study. The second committee member should be an additional graduate faculty member of the school of nursing, who may be outside the area of specialization.

The third committee member must have a clinical affiliation with the clinical agency in which the project will be implemented. The third member should be a clinical expert, expert in population health, expert in program development or methods of evaluation. The second and third committee members should have a minimum of a Master’s degree with appropriate clinical expertise in the topic area.

The student should submit the DNP Residential Project Committee Appointment Request (DNP-1) form with signatures of their committee members to their Committee Chair for signature. The Chair will sign and then forward to the Director of the DNP Program for final signature and approval.

The student must present a formal defense to the DNP Residency Project Committee, and the Approval of DNP Residency Project Proposal and the Institutional Review Board Protocol (DNP-3) form must be completed, prior to the student implementing the project. This is typically done when the student is enrolled in N9080 sec 2 DNP Project Residency. The DNP Residency Project Committee also is responsible for evaluating the quality of the scholarly paper or executive summary, poster presentation, and oral defense and completing the Report of the DNP Residency Project Defense (DNP-4) form.

Role of Project Committee, Expert Advisors and Course Faculty Facilitators
The Project Process is facilitated by a process of co-mentoring between faculty and students. Co-mentoring is defined as collaboration among Project Committee, Expert Advisors and Course Faculty Facilitators for mentoring of doctoral students. In this process Advisors, Expert Advisors, and Course Faculty Facilitators work together sharing ideas, expertise and providing feedback and consultation to students throughout the identification, development, implementation, evaluation and dissemination of the final scholarly products. The Project Committee Chair is the primary advisor for the student’s project and is involved from the beginning of the process. Course faculty facilitators in the project related courses work with the Project Committee to facilitate the student’s accomplishment of the course objectives related to the project.

DNP Project Committee Roles
Chairperson (DNP doctoral nursing faculty)
1. Assists the DNP student in defining a realistic and specific topic for project.
2. Collaborates with student on a regular basis and provides mentoring to guide project. Assists student with institutional processing of required forms.
3. Critiques the readiness of the proposal and final paper to send to 2nd and 3rd readers in a timely manner.
4. Assures HSIRB compliance.
5. Provides constructive feedback to student with specific expectations for improvement.
6. Assures appropriate implementation of project and final paper.
7. Communicates with other committee members as needed.
8. Collaborates with student to schedule project defense.
9. Attends (in person) student defense of project.
10. Leads committee through defense presentation of DNP Residency Project.

**Second Reader (master’s or doctoral prepared faculty)**
1. Provides expertise in project selection as relevant and feasible to institution.
2. Collaborates with student to coordinate project with clinical site.
3. Critique readiness of proposal for implementation and final paper for presentation in a timely manner.
4. Provides constructive feedback to student with specific expectations for improvement.
5. Communicates effectively with other committee members as needed.
6. Attends (in person or via teleconference) student defense of project.
7. Report outcome of defense on D4 form.

**Third Reader (clinical site)**
1. Collaborates with student as needed to assist in guiding of project.
2. Critique readiness of proposal for implementation and final paper for presentation in a timely manner.
3. Provides constructive feedback to student with specific expectations for improvement.
4. Communicates effectively with other committee members as needed.
5. Attends student presentation of project at designated clinical site.

**DNP Project Proposal Guidelines**
DNP student projects will be developed, implemented, and evaluated during the DNP program. Students must select a specific problem and develop a project to address the particular issue. All students must submit a written DNP Project Proposal and orally present their project to their committee chair and members for project approval, prior to project implementation.

To facilitate the development of the DNP project proposal, it is suggested that the following elements be included as appropriate:

- Background and Significance
- Statement of Purpose and/or PICO
- Review of Literature
- Project Objectives to Be Achieved
- Methods/Implementation Plan
- Timeframe for Completion
- Finances and Resources
Institutional Review Board (IRB) Procedures
See the Health Sciences Institution Review Board website for requirements and forms. The Health Sciences IRB requests that you first submit the HS QI Determination Questionnaire. Your responses be reviewed, and you will be provided with information on your next steps in the process.

DNP Project Process
Following the appropriate DNP project proposal approval mechanisms, the project is then implemented, evaluated, and described in a scholarly paper or executive summary and presented as an electronic poster.

All students must submit an abstract, orally present an electronic poster, and submit either an Executive Summary or DNP Project Final Scholarly Paper to their committee chair and members for final project approval in order to successfully graduate from the DNP program.

DNP Project Executive Summary Instructions
The Executive Summary is one of the options students may select as their final scholarly writing product. Students are to use the following headings/guidelines when writing the Executive Summary:

- Introduction
- Literature Review
- Methodology
- Evaluation
- Conclusions
- References

DNP Project Scholarly Paper
The DNP Project Scholarly Paper is an option for students whom anticipate writing for publication in a peer-reviewed journal. Students may follow the guidelines provided or use guidelines selected from a peer reviewed nursing journal with consent of their committee chair.

Section IX: STUDENT RIGHTS AND RESPONSIBILITIES

Criminal Background Check and Drug Screening
All graduate nursing students entering the MU Sinclair School of Nursing (MU SSON) will complete a background check and a panel-14 urine drug screen. Failure to do so will suspend the matriculation process and/or enrollment in any graduate courses.

- **New students**: Matriculation will be conditional on completion of a criminal background check and panel 14 urine drug screen to be conducted according to the below procedures.

- **Current students**: Supplemental or additional background checks and/or urine drug screens may be required to meet the requirements of a clinical agency.
Consequences for Positive Drug Test or Criminal History

- If a criminal background report indicates any positive criminal history, the Associate Dean for Academic Affairs will send a letter to the student requesting a written explanation of the indicated incident(s).

- If the student challenges the information in the report as erroneous, the Associate Dean for Academic Affairs will ask CastleBranch to investigate further to determine whether the information is accurate.

- If the student responds that the positive criminal history report is accurate, the Associate Dean for Academic Affairs and the appropriate Area of Study Coordinator will review and consider the student’s response. Consideration is given to the relationship between the conviction and the student’s role and responsibilities as a graduate nursing student. Depending upon the nature of the criminal history, the student will be advised regarding the likelihood of future clinical or preceptorship placement.

- All criminal background check reports will be retained separately from the student’s application file and stored in the office of the Associate Dean for Academic Affairs. All criminal background check reports will be destroyed upon either the student’s graduation or withdrawal from the program.

- If the student’s drug screen is positive, the Associate Dean for Academic Affairs will send a letter to the student requesting the student to submit written proof of a prescription for the appropriate medication to the Student Health Center.

- If the student challenges the information in the drug screen report as erroneous, they will be allowed to repeat the 14-panel drug screen a second time, at their own expense.

- If the student’s second drug screen is positive, the Associate Dean for Academic Affairs will advise the student to make an appointment with the University of Missouri Counseling Center or another appropriate agency for drug counseling.

- Upon the student providing verification of participation in drug counseling and/or rehabilitation, the Associate Dean for Academic Affairs may authorize the student to repeat the 14-panel drug screen a third and final time, at their own expense.

Substance Misuse Policy

Purpose
The MUSSON recognizes the significant personal, professional, and institutional impact of substance misuse by a healthcare provider. This policy is intended to promote early recognition and/or self-disclosure of substance misuse and substance use disorder, minimize health and safety risks associated with substance misuse and substance use disorder in health care providers, promote treatment and recovery, and return to professional or academic roles when possible.

Standards of Conduct
University of Missouri prohibits the unlawful possession, use, distribution and sale of alcohol and illicit drugs by university students and employees on university-owned or controlled property and at university-sponsored or supervised activities. (See Collected Rules and Regulations, 200.010 Standard of Conduct.) Violation of these University of Missouri regulations may result in disciplinary action up to and including expulsion for students. This policy shall be applied in conjunction with the MUSSON Safe Nursing Practice and Research Policy and Professional Behaviors for Clinical Evaluations Policy. Any violation of the MU Student Conduct rule or this policy may result in immediate removal from clinical, classroom, or MUSSON, course failure, and/or dismissal from the program of study and MUSSON.

The Missouri State Board of Nursing does not permit use or unlawful possession of any controlled substance or alcoholic beverage to an extent that such use impairs a person’s ability to perform the work of any profession licensed or regulated by the Board of Nursing.
Non-nursing professionals who are students and are licensed or practicing in another state, must be familiar with and follow their states’ professional requirements.

Policy
This policy applies to all students in the MUSSON. Any unlawful possession, use, diversion, manufacture, distribution, or improper use of any substance by any MUSSON student may result in immediate removal from clinical, leadership, research, or teaching practicum setting; the learning environment, or MUSSON, course failure, revocation of offer of acceptance, and/or dismissal from the MUSSON program of study or student employment, and/or fellowship. In addition, no student may consume or be under the influence of or be in the possession of alcohol at any time in the classroom, in the clinical setting, or functioning in the role of a MUSSON student. Students must also comply with all University of Missouri, local, state, or federal laws and regulations controlling the possession, manufacture, use, or distribution of controlled or illegal substances and alcohol. While a substance, such as marijuana, may be legally used, it may be against university, regulatory agency, or clinical partner policy to use or be under the influence of the substance in which case its use would result in disciplinary actions.

In addition, there are circumstances in which students may need to take over the counter or prescribed medications that have the potential to impair their performance or personal behavior. As such, all students are responsible for being aware of the effect these medications may have on performance and must notify the Program Director or Course Coordinator prior to clinical attendance or drug testing about the use of any medication that could impair performance or has the potential to influence a drug screen.

Full procedural details can be found in the Canvas Nursing Practice resource site.

Approved by Faculty Assembly 12/5/2019

Area of Study Coordinators

- Prior to placement in any clinical agency, the Area of Study Coordinator will contact the Office of Student Affairs to determine that the student has completed a background check and satisfactory drug screen.

- Prior to placement in any clinical agency, the Area of Study Coordinator will notify the health care agency of any legal issues revealed by a student’s criminal background check. Clinical sites may elect to deny a student permission to participate in programs at their site.

- The Area of Study Coordinator will notify the student of the health care agency’s decision regarding clinical placement.

Reporting of New Criminal Convictions
If a student is convicted of any criminal offense(s) other than minor traffic violations subsequent to the criminal background check(s) obtained under this policy, the student is required within three (3) days after such conviction to report to the Associate Dean for Academic Affairs the date and nature of the conviction and the court location. In addition, the report of a new criminal offense will be forwarded to the student’s clinical agency(ies), and another criminal background check may be required at the student’s expense. Clinical sites may elect to deny a student with a newly reported criminal offense permission to participate in programs at their site.

Confidentiality
Background checks will be conducted only on students who have been admitted to the MUSSON graduate program. The criminal background report and/or status of the drug screen will be held in the strictest confidence; only those individuals who have a need to know related to the student’s enrollment and academic progress (e.g. clinical agency placement) will have access to this information.
Sinclair School of Nursing Administrative Social Networking/Media Policy

All SSON students (clinical, didactic, research, and teaching) must adhere to regulations provided by HIPPA, Code of Conduct, and assigned clinical agencies regarding any usage of electronic devices in or out of the clinical, classroom, and research setting.

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

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

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

Social Networking/Media Policy Misuse Disciplinary Actions

These disciplinary actions will accrue throughout your clinical, skills lab, classroom, research, learning experiences and may result in immediate dismissal from the Sinclair School of Nursing.

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

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

3. Third violation of the policy will result in immediate dismissal from the SSON.

Netiquette Statement

Your professors, staff, and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse.

The differences between individuals, some of which are outlined in the University's nondiscrimination statement, add richness and vitality to this learning experience. Working as a community of learners, we can build a polite and respectful course ambience.

Netiquette principles include:

- You are encouraged to comment, question, or critique an idea but not an individual
• Please consider that sarcasm and humor can be misconstrued in online interactions and generate unintended disruptions
• Avoid excessive use of bold fonts or all caps
• Be forgiving of others’ mistakes

Zoom Manners
There is no substitute for good manners in our daily interactions and are appreciated more than ever in these stressful times. Applying those same principles to our Zoom classes can go a long way toward creating a positive learning environment. These include:

• Log in to Zoom a few minutes early to make sure all your technology is functioning
• Make sure you have an appropriate background if you are using your camera or you can personalize your background by using a virtual background
• Be aware of your audio and video settings. Make sure your microphone is on mute if you are not speaking to reduce distractions to others.
• Be comfortable in what you wear, but wear clothes that would be appropriate for class.
  o Most of our classes will involve small group break out rooms when camera use will be encouraged.
  o You might find that dressing for “class” even helps you learn.
• Do not do anything that you would not do in class while on Zoom.
• Do not take screen shots of the class when student names or pictures are displayed.
  o This is a violation of privacy.
  o Ask your instructor if you want a particular image from class.
• Do not share the class links with anyone not registered in the class.
  o This is to protect the privacy of each class member and protect the class from unwanted and disruptive interruptions

University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in section 200.015 of the Collected Rules and Regulations. Click here to read the complete policy.

Additional information made be found at:

• UM System Standards of Conduct
• MU Nondiscrimination Policy
• Civility, You, and Mizzou

Revised Fall 2013

Student Health Services
Student Health Services provide easy access medical care to students on an outpatient basis and emphasize health education through special programs. Gynecology; dermatology; orthopedic; allergy; ear, nose, and throat; immunizations; and other clinics operate on an appointment basis. Psychiatric referrals, internal medicine consultations, and ancillary services are also provided.

Arrangements are in effect to provide hospitalization, when necessary, at the University Hospital and Clinics at the student's expense. A voluntary medical insurance policy is available to students for hospitalization and specific emergency care. The Student Health Center offers a voluntary outpatient health plan for a variety of services. Additional information is available through the Student Health Center. The University of Missouri Student Health Services also offers several resources for Student & Faculty Well-Being.

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.
Policy and Guidelines for Addressing COVID 19, Human Immunodeficiency Virus and Hepatitis B Virus Infection

Communicable Disease
As health professionals who interact with patients, we must monitor our health. Should you be diagnosed with a communicable disease, for example measles, hepatitis, COVID-19, you must provide written documentation to your (faculty) regarding your absence and when it is safe for you to return to class and the clinical setting. There may also be additional requirements from relevant clinical agencies; your faculty will guide you accordingly.

The following is directed to the reduction of the possibility of exposure to Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) of student nurses, faculty, staff and patients of the School of Nursing. It is based on the 1992 position statement of the American Association of Colleges of Nursing and the 1991 Recommendations for preventing transmission of human immunodeficiency virus and hepatitis B virus to patients during exposure-prone invasive procedures and the 1998 MMWR Management of Health Care Worker exposures to HIV and recommendations for post exposure prophylaxis from the Center for Disease Control, U.S. Department of Health.

Human Immunodeficiency Virus and HBV Guidelines
1. General Policy Guidelines
   a. The policy will be reviewed annually to ensure that it reflects sound and current thinking on the transmission of HIV and HBV.
   b. The policy generally applies to students, faculty, and staff of the School of Nursing.
   c. Inquiry into HIV status will not be a part of the student, faculty, or staff application process.
   d. The School of Nursing will inform students of potential infectious hazards inherent in the nursing education program, including those that might pose additional risks to the personal health of HIV positive persons.
   e. Qualified persons will not be denied admission to the programs in nursing or employment as faculty on the basis of HIV status unless this disease is a handicap that poses a "direct threat" to others as defined by the Americans with Disabilities Act of 1990.

2. Guidelines on Testing
   a. Nursing students, faculty, or staff who believe they may be at risk for or have been exposed to HIV infection, HBeAg, or HBsAg have an obligation to know their status.
   b. Testing will be voluntary; confidentiality will be maintained.
   c. Pre-and post-testing counseling will be available at the office of the Associate Dean for Academic Affairs and will be confidential. The cost of testing will be the responsibility of the individual involved, but may be done at the Department of Health at no charge.
   d. Testing records will be kept by the provider administering the test separate from academic or employment files, and will be available only with the individual's written consent.

3. Education and Management
   a. Students will receive written and verbal information and instructions on universal precautions for blood and body infections prior to exposure to patients. Faculty have the responsibility to provide the most recent recommendations for universal precautions and post exposure prophylaxis published by the Center for Disease Control.
b. Students will receive appropriate information regarding personal health habits, HIV and HBV prevention, and risk behaviors prior to clinical experience.

c. These instructions will be continually reinforced and clinical supervision will be managed to ensure compliance in all undergraduate and graduate clinical learning experiences. Faculty will serve as competent role-models in the care of HIV and HBV infected patients.

d. All faculty and students are professionally and ethically obligated to provide patient care with compassion and respect for human dignity. No faculty member or student may ethically refuse to care for a patient solely because the patient is at risk of contracting, or has, an infectious disease such as HBV, HIV or AIDS. Faculty and students will understand and follow rules of confidentiality.

4. HIV/HBV positive students, faculty, and staff

a. Students who are HIV positive or who have AIDS do not pose a health risk to other students in an academic or residential setting, but in a clinical setting, the CDC guidelines and universal precautions should be followed.

b. Clinical settings that pose additional risk to the personal health of HIV positive students and faculty will be identified, and such persons will be advised of these risks and urged to consult their health care provider to assess the significance of the risks to their own health.

c. Students, faculty, and staff who know they are infected should inform the Associate Dean for Academic Affairs, the designated official of the School of Nursing, who will provide information and referral on health care and counseling, and will assess the need for necessary modification/accommodations in clinical education or job functions.

d. Any modification of clinical activity of HIV or HBV infected students or faculty will consider the clinical activity, the technical expertise of the infected person, the risks posed by HIV or HBV carriers, functional disabilities, and the transmissibility of simultaneously carried infectious agents.

5. HIV post-exposure report and procedures

a. Immediate antiseptic procedures should be followed after possible exposure.

b. A student has an ethical duty to report to the faculty member in charge any accident that exposes him/herself or a patient to a risk of transmission of a blood borne disease. Particularly because post-exposure prophylaxis is most likely to be effective if implemented as soon after exposure as possible.

c. If an accidental exposure occurs, faculty, students, and staff will follow the CDC guidelines for occupational exposure.

d. Notification of patients who have had exposure-prone procedures performed by students or faculty who are HIV positive or have AIDS will be based on policy established by the agency or institution providing the setting for clinical experiences.

e. The CDC recommends that this be considered on a case-by-case basis with consideration of specific risks, confidentiality, and available resources.

6. Definition of a significant occupational exposure. A significant occupational exposure is defined as:

a. A needle stick or cut caused by a needle or sharp that was actually or potentially contaminated with blood or body fluids.

b. A mucous membrane (i.e., splash to the eye or mouth) exposure to blood or body fluids.
c. A cutaneous exposure involving large amounts of blood or prolonged contact with blood—especially when the exposed skin was chapped, abraded, or afflicted with dermatitis.

d. If a significant occupational exposure occurs to a known HIV positive patient, the instructor or supervisor should be notified immediately so that post-exposure prophylaxis can be considered. Post-exposure prophylaxis should be initiated as soon as possible following CDC recommendation.

Technology Requirements
The MS, Post-MS, DNP, and PhD programs are all distance-mediated programs offered online through the Canvas learning management system (LMS).

See the MU SSON Technology Requirements page for a summary of the hardware and software you will need to complete your online course work.

Transportation Requirements
Students are responsible for arranging their own transportation to all required on campus visits and all clinical practicum sites.

University Rules and Regulations for Conduct
The Standard of Conduct 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.

Academic Integrity
MU’s Office of Academic Integrity has established a policy for students regarding academic integrity. The MU Sinclair School of Nursing adheres to this policy as it relates to academic dishonesty by nursing students.

Student and Professional Involvement Opportunities
Nursing Practice Canvas Site
MS and DNP students at the MU Sinclair School of Nursing have access to the Nursing Practice Resource site in Canvas. Plan to log in regularly for program information and updates; announcements; resources to assist you with research, writing, and statistics; and logistical information for on-campus days (travel, parking, lodging, etc.). This is also where you will complete the required Code of Conduct training.

Committee Memberships
Graduate student representatives serve as active voting participants on the Student Admission and Progression and MS-DNP Curriculum Committees and on ad hoc committees as the occasion arises.

Organizations and MU Networks
The Graduate School includes a comprehensive list of Graduate Student Networks, including the Graduate Student Association and the Graduate Professional Council.

Alpha Iota Chapter, Sigma Theta Tau
Graduate students who are members of this national nursing honorary society are welcome to participate in local Alpha Iota chapter activities. Graduate students become eligible immediately upon admission into one of the nursing graduate programs.

National Organizations
Membership in national nursing organizations such as ANA, NLN, NAACOG, NAPNAP, AANP, and ACCN is encouraged.
Section X: ON CAMPUS FACILITIES FOR GRADUATE STUDENTS

Clinical Simulation Learning Center
The MU Sinclair School of Nursing maintains a clinical simulation center for students. Center hours (day and evening) vary and are posted on the bulletin board outside the laboratory. Students may sign out equipment (e.g., sphygmomanometer) for use with clients as part of class assignments. The laboratory is staffed by skilled, experienced professional nurses who can offer suggestions for learning activities.

Computer Facilities
Computers are available for student use in the J. Otto Lottes Health Sciences Library and at several student computing labs throughout campus. See the MU Division of Information Technology (DoIT) for Computer Lab Locations, including hours of operation, location, calendar, map, hardware, and contact information.

The DoIT Tech Support page lists hours of availability and contact methods. DoIT also provides software sales and hardware and software training (some of which can be completed online).

Section XI: EMPLOYMENT AND FINANCIAL ASSISTANCE

MU Graduate School Fellowships
The MU Graduate School provides support for graduate students through several fellowship programs sponsored through the university, plus staff assistance to help students identify and prepare proposals for funding from external sources, a voluntary medical insurance subsidy program, and a fee waiver program.

Please note that there are a number of specific fellowships that would be suitable for students pursuing graduate education in nursing, and that there are a number of specific awards offered for under-represented minority US citizens.

Opportunities for Funding
General information can be found on the Graduate School Awards and Funding page. Application forms and information on federal student loans and financial assistance are available from the MU Office of Financial Aid.

Graduate Teaching and Graduate Research Assistantships
Graduate teaching (GTA) and research (GRA) assistantships provide employment opportunities to the mutual benefit of faculty and graduate students. A teaching assistantship (GTA) in an academic program provides a stipend to a student who is typically required to spend 10-20 hours per week (.25 to .50 FTE) during the academic year assisting in the teaching program of an academic program. A research assistantship (GRA) in an academic program is provided to a student from an external grant or academic program or University funds to enable a student to work toward the advanced degree while performing grant-related or University-funded research tasks.

To hold a graduate assistantship, a student must be (a) admitted to a department or area with a specific graduate degree objective and (b) enrolled and making satisfactory progress toward degree attainment during the period of the assistantship, based on that department’s criteria for satisfactory progress.

Graduate nursing student applicants with a high GPA, and requisite knowledge, skills and/or experience usually receive highest priority for GTA/GRA selection.

Students’ interests will be considered and assignments will not conflict with regularly scheduled educational experiences. An interview may be required before appointment as a GTA/GRA.

Responsibilities of GTAs include course teaching assignments under supervision of a faculty member with specific objectives and/or specific evaluation tools provided; grading papers with key or criteria provided; assisting in grade
records; setting up demonstrations and audio-visual or laboratory equipment; and conducting library research as directed.

Responsibilities of GRAs include collecting, collating, coding and entering, and analyzing data; initiating automated and manual literature searches; reading and abstracting selected reference materials; collecting and setting up equipment and materials; and preparing tables, charts, and graphs of research data.

Hourly reporting GTAs/GRAs must record their time on electronic Time and Labor Timesheets which are found on the System’s myHR module. Submission of these electronic timesheets is required on a weekly basis for review by supervisors.

Benefits
Employment and reimbursement practices within the MU SSON are consistent in performance expectations, educationally sound for the student, and in consonance with University policy. Graduate assistants in the School of Nursing will be paid at a rate consistent with the stipend rate of the MU Graduate School office and/or the Provost's office.

Hourly Stipend
GTAs/GRAs receive an hourly stipend for the number of hours worked per week. The campus minimum hourly stipend varies based on graduate student status (master's-level, doctoral-level) However, academic programs may further differentiate GTA and GRA stipends by graduate student status (master's-level, doctoral-level, first-year or experienced) and/or availability of funds.

Tuition Remission
Currently, 100% of the resident tuition expense is waived for all GTAs and GRAs with at least a 0.25 FTE appointment. Tuition is waived only for courses required by each student’s program of study.

If assistantship or fellowship is terminated at any point during the semester, a portion of fee waiver will be lost. The fee waiver will be pro-rated based on the number of days in the semester that assistantship/fellowship was effective, and student will be responsible for the balance of fees that are not covered by the pro-rated fee waiver. This will also occur if GTA/GRA withdraws from the University during the semester. If GTA/GRA is considering terminating assistantship/fellowship or withdrawing from the university, check with the MU Graduate School office as to what pro-rated fee waiver would be and what portion of fees GTA/GRA would have to pay.

Bookstore Discounts
Students on assistantships are eligible for a 10% discount at the University bookstores. Bookstores will receive a list of students with GTA/GRA appointments at the beginning of each semester.

Parking
GTAs and GRAs are eligible for parking privileges in the Tiger Avenue Garage.

Professional Nurse Traineeships
Federal professional nurse traineeships were legislated to improve the quality and quantity of nursing leadership in the United States by providing an opportunity for qualified nursing students to complete graduate degree requirements under traineeship financial support. The traineeship pays education fees and may include a small monthly stipend. US citizens are eligible to apply for traineeship funds.

An application for the traineeship is submitted to the Student Affairs Office by July 1. Awards will be determined by the Associate Dean for Academic Affairs, based upon the amount of funding available and the regulations of the awarding agency.

Upon notification of receipt of a traineeship, the trainee completes and signs appropriate forms in the Student Affairs Office. Copies of appointment papers and agreements will be furnished to trainees. Supported students needing to be employed while under appointment must submit a "Permission to Work Request."
Scholarships
Several annual MU Sinclair School of Nursing administered scholarships are available to graduate students. Numbers and amounts vary from year to year. Not all scholarships are financially need based, but to be eligible for the widest array of scholarships students are encouraged to complete at FAFSA application.

Loans
An education loan is a form of financial aid that must be repaid, with interest. Each loan type comes with certain eligibility requirements and terms that must be met. For information about federal and private educational loans, please refer to the MU Financial Aid Office.

Nurse Faculty Loan Program
Loans designated specifically for doctoral nursing students include the Nurse Faculty Loan Program (NFLP), a federal program designed to increase the number of nursing students who pursue careers as full-time faculty teaching in schools of nursing. DNP and PhD students are eligible to apply if they are committed to a faculty role, in good academic standing, are US citizens or permanent residents, and not in default on any prior student loans. Recipients must maintain a GPA of 3.0 or higher, complete at least 4-6 credits/semester, and maintain enrollment for a minimum of two consecutive semesters.

Recipients receive financial awards to offset a portion of the cost of tuition, books, fees and other reasonable educational expenses. Awards may be renewable for a maximum of five years but this is contingent upon ongoing federal funding and therefore subject to change. Recipients must complete the specified education component(s) prior to graduating. Applications are due by July 1 each year.

Graduate Student Enrollment Requirements for Financial Aid
Please note the following requirements for graduate students receiving financial aid:

- Minimum enrollment to be considered for financial aid: 4.5 hours in fall/spring semesters or 2 hours in the summer (NOTE: This includes participation in NFLP or MU scholarships as well as any federal financial aid (grants/loans)
- Only graduate-level courses count toward the enrollment requirement for federal aid programs.

Contact your financial aid adviser if:

- You plan to take few hours than the minimum required for financial aid
- You are considering dropping or withdrawing from a course

A change of enrollment status at any point during a term could result in a revision of the financial aid package. Federal regulations state that a student who withdraws from a term before completing more than 60% of that term must go through a process that calculates how much financial aid must be returned to the government.

University Employees Tuition Discount
University of Missouri employees and their family members can receive discounts on tuition for courses taken at MU. For information about employee tuition discounts, please refer to the University of Missouri tuition assistance program.

Travel Awards
As presenting scholarly work at professional conferences is an expectation for our graduate students, the MU Sinclair School of Nursing, the MU Graduate School, and MU Graduate Student organizations (MU Graduate Professional Council and MU Graduate Students Association) provides limited financial assistance for research and presentation travel. The Dean of the School of Nursing supports student poster presenters to attend the Midwest Nursing Research Society Annual Research Conference every spring. Abstracts are solicited and competitively reviewed every fall by the MU SSON Research Office.
The Verna Adwell Rhodes International Travel Endowment within the School of Nursing provides support for students attending and/or presenting at international conferences. Interested students should contact the DNP Director for more information.

Information on travel funding is available through the MU Office of Research and Economic Development.

Section XII: RESOURCE PERSONS

The following resource persons are available to assist you with the rules and regulations in completing the master’s, or doctor of nursing practice program. Please feel free to call or email for assistance.

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