

POLICIES & PROCEDURES

Entire Manual Reviewed by Faculty & Approved in Faculty Assembly 12/14/16

UMKC School of Nursing and Health Studies

Students are expected to become thoroughly familiar with the contents of the UMKC General Catalog and to comply with the provisions pertaining to them. The web site listing for the UMKC General Catalog is www.umkc.edu/catalog. All statements in that publication as well as the UMKC School of Nursing and Health Studies (SoNHS) Policies & Procedures are subject to change at any time without prior notice. They are not to be regarded as offers to contract. The UMKC General Catalog outlines the minimum academic regulations and degree requirements. The UMKC School of Nursing and Health Studies may adopt additional and/or more stringent requirements for admission, retention and degrees that take priority over the Catalog's minimum regulations. It is the student's responsibility to become familiar with both the UMKC General Catalog and the School of Nursing and Health Studies Policies and Procedures. All policies are reviewed annually. Policy changes become effective the fall following the approved change. Students will be notified via UMKC e-mail if there are exceptions to the effective date.

Academic Probation – All Programs

Academic Probation/Dismissal Appeal Policy – All Programs

Academic Probation/Dismissal Appeal Procedure – All Programs

Academic Progression Policy – BHS Program

Academic Progression Policy – BSN Program – Pre-Licensure (PL) and Accelerated (AT)

Academic Progression Policy – BSN Program – RN-BSN

Academic Progression Policy - MSN

Academic Progression Policy – DNP & PhD

Admission/Progression Policy/Procedure for 2nd NP to DNP – Post Master's

Admission/Progression Policy/Procedure for NNP & PMHNP - Post Master's

Admission Policy – BSN-AT

Admission Policy – BSN-DNP

Admission Policy – BSN to PhD

Admission Policy – BSN-PL

Admission Policy – RN-BSN

Admission Policy - MSN

Admission Policy – Post-Master's PhD

Admission Policy – Post-Master's DNP

Advanced Placement Credit for Certified Neonatal Nurse Practitioners

Advisement Policy – BHS Program

Advisement Policy – BSN-PL&AT Program

Advisement Policy – RN-BSN Program

Advisement Policy - MSN Program

Advisement Policy – PhD and DNP

Affiliation Agreements – All Programs

ATI Testing Language

Authorship Policy – All Programs

Change of Program/Emphasis Area Policy – BSN-PL&AT

Change of Program/Emphasis Area Policy – Graduate Programs

Clinical Dress & Professional Appearance – All Programs

Clinical/Lab Failure Grade Assessment Policy – BSN-PL&AT Program

Clinical/Lab Failure Grade Assessment Policy – MSN & DNP Programs

Clinical/Lab Failure Grade Assessment Procedure – BSN – PL/AT, MSN & DNP Programs
Clinical Professional Requirements Policy – BSN, MSN & DNP Programs
Committee Chair and Recorder Meetings Policy – All Programs
Comprehensive Examination Policy – PhD
Course Withdrawal Policy – All Programs
Creation of Student Affairs Committee Ad-Hoc Subcommittees
Criminal Background Check and Drug Screening – All Clinical Programs
Curriculum Change Policy – All Programs
Curriculum Change Approval Procedure – All Programs

Dismissal from a Program (see Readmission Following Academic Dismissal)
Dissertation Policy - PhD
Dress Code Policy – see Clinical Dress & Professional Appearance – All Programs
Drug Calculation Test Out Policy & Procedure – BSN Pre-Licensure (PL) & Accelerated (AT)

Eligibility for Course Work – All Clinical Nursing Programs
Employment During Clinicals Policy – NNP Track
English Composition I Exemption Policy – BSN and BHS Programs
Evaluations – Courses/Clinicals/Students/Faculty – All Programs

FERPA and Grade Distribution – All Programs

General Education Courses for Students With a Bachelor's Policy – BHS & BSN Programs
Grade Appeal Policy and Procedure – All Programs
Grade Appeal Form – All Programs

Health Sciences Building (HSB) After Hours Policy – All Programs (with Pharmacy)
HLSC 101 Introduction to Health Sciences Waiver Policy – Pre-Nurse Sub-plan Students
Honor Code (see Standards of Professional and Ethical Behavior)

Immunization Policies (see Clinical Professional Requirements Policy)

Independent Study Policy – All Programs
Independent Study Procedure – All Programs
International Student Admission Policy – RN-BSN, MSN, PhD, DNP
International Student Admission Procedure – RN-BSN, MSN, PhD, DNP

Lab Infection Control Policy – All Clinical Programs
Leave of Absence Policy – All Programs
Leave of Absence Procedure – All Programs
Locker Policy – All Programs

Medication Administration Policy – BSN-PL & BSN-AT

Non-Students Attending School of Nursing and Health Studies Classes – All Programs

Online Course & Faculty Certification – All Programs

Petition for Exception Policy – All Programs
Petition for Exception Procedure – All Programs

Readmission Following Academic Dismissal – All Programs
Removal of Student from Clinical Placement/Service Learning/Internship Placement Policy – All Programs
Removal of Student from Clinical Placement/Service Learning/Internship Placement Procedure – All Programs
Research Option Policy - MSN
Research Option Contract - MSN

Scantron Testing Policy
Scholarship Policy – All Programs
Scholarship Procedure – All Programs
Standards of Professional and Ethical Behavior (Honor Code) Policy and Procedure – All Programs
Student Concerns – All Programs
Student Software Requirement – All Programs
Supervisory Committee Policy –PhD
Supervisory Committee Change Procedure –PhD

Time Limitations for DNP Program
Time Limit on Science Courses Policy – Undergraduate Programs
Turn-It-In Policy

UMKC Electronic Mail Student Policy – All Programs
Undergraduate Assessments – BSN & RN-BSN
Withdrawal From Nursing Courses – BSN-PL & RN-BSN (see Academic Progression Policies)

ACADEMIC PROBATION – All Programs

ISSUE DATE: 12/14/16

A student placed on academic probation will remain on academic probation until they successfully meet all requirements of their respective program's academic progression policy.

ACADEMIC PROBATION/DISMISSAL APPEAL POLICY– All Programs

ISSUE DATE: 2-15-06

REVISION DATES: 6/24/09; 6/28/10; 2/10/16; 12/14/16

Students are responsible for meeting the standards of academic and professional performance established for the School of Nursing and Health Studies. This policy guides a student's appeal of academic probation or dismissal based on the respective SoNHS programs' Academic Progression Policy. For individual course grade appeals the student is referred to the Grade Appeal Policy.

ACADEMIC PROBATION/DISMISSAL APPEAL PROCEDURE – All Programs

ISSUE DATE: 12/14/16

This procedure must demonstrate how the Academic Probation or Dismissal policy was not followed, upheld or was inappropriate.

- 1. The student's initial step in the probation/dismissal appeal process is to meet with the Associate Dean for Students to discuss the student's concerns and review the appeal procedure.**
2. The student's next step is threefold. The student must (1) notify their respective program director in writing that an official appeal is being initiated; (2) notify their respective academic advisor in writing that an official appeal is being initiated; and (3) submit an appeal letter to the Associate Dean for Students; the letter must clearly identify why the student believes the probation or dismissal is inappropriate, based on the Academic Progression Policy. All three actions must be taken within 10 working days of receiving official SoNHS notice of the probation or dismissal.
3. Within 5 working days of receiving the student appeal, the Associate Dean for Students is to respond to the student, in writing. The Associate Dean for Students reviews the student's appeal in respect to the academic progression policy and notifies the student, program director and academic advisor of the review findings.
4. The student has 5 working days from the receipt of this letter to pursue the appeal with a faculty review. This request should be in writing to the Associate Dean for Students.
5. Within 10 working days, the Associate Dean for Students is to convene a faculty review of the appeal.
 - A. Three faculty members will be included in the faculty review.
 - i. One faculty member is to be from the student's program (BSN-PL, BSN-AT, RN-BSN, BHS, MSN, PhD, DNP) and, when appropriate, from the students level in the respective program.

- ii. No faculty from courses in which the student is enrolled will be included in the faculty review.
 - iii. At least one faculty must be from another program.
 - B. Faculty conducting the review will meet to review materials. As appropriate, faculty may interview course instructors, other students, clinical faculty, other pertinent individuals, or the student to gather pertinent information and confirm that the policies were appropriately applied.
 - C. Results of the faculty review must be submitted, in writing, to the student and Associate Dean for Students within 5 working days after the first meeting of the group conducting the faculty review.
6. If the matter is not resolved after a faculty review, an appeal may be made to the School of Nursing and Health Studies Dean. The student has 5 working days from the date of receipt of the letter in 4.C above to appeal the matter. This appeal should be in writing, with copies to the Associate Dean for Students and the School of Nursing and Health Studies Dean. A meeting with the School of Nursing and Health Studies Dean and the student will be arranged within 5 working days after receipt of the appeal. A staff person from the School of Nursing and Health Studies may facilitate the scheduling of this meeting. At the end of the meeting, the written decision of the School of Nursing and Health Studies Dean will be mailed to the student within 5 working days with a return receipt requested. Additional copies will be sent to the course instructor, program director, and Associate Dean for Students.
 7. If the matter is not resolved within the School of Nursing and Health Studies, the student may appeal the Provost or designated representative. This appeal must be made within 10 consecutive calendar days after notification of the School of Nursing and Health Studies Dean's decision.
 8. The provost or designated representative shall review the full record of the case and appeal documents. At this level, the provost may appoint an ad hoc academic appeals committee to review the record and provide advice on the matter.
 9. The decision of the provost, or designated representative, is final and will be communicated to the student, the instructor and the Dean of the School.

ACADEMIC PROGRESSION POLICY – BHS PROGRAM

ISSUE DATE: 9/12/12

REVISION DATES: 12/14/16

Students in the BHS program must earn a minimum grade of “C” in all Health Sciences and CHEM 206 Nutrition (or equivalent). They must earn a minimum grade of “D” in non-Health Sciences courses. For a full list of courses and the required grade, refer to the Major Map.

This means that a grade below a “C” (“C-“ or less) in a Health Sciences/CHEM 206, or below a “D” (“D-“ or less) in a non-Health Sciences course will need to be repeated to earn a passing grade.

If a student's semester or cumulative GPA falls below 2.0, the student will be placed on Academic Probation. To be removed from Academic Probation, students must achieve a 2.0 for the semester, and a

cumulative GPA of 2.0 within the next two successive semesters (if enrolling in summer classes, summer is included).

Students must be removed from Academic Probation within the next two successive semesters or they will be Academically Dismissed.

Students whose semester GPA falls below 2.0 and cumulative GPA is below 2.75 must enroll in HLSC 100 Student Success Strategies. Students must successfully complete this one hour course in addition to earning both a semester and cumulative GPA of 2.0 before being returned to good academic standing. This one-hour course is offered each fall and spring.

Students who earn a semester GPA below 2.00 for two consecutive semester (regardless of cumulative GPA) must enroll in HLSC 100 Student Success Strategies. Students must successfully complete this one hour course in addition to earning both a semester and cumulative GPA of 2.0 before being returned to good academic standing. This one hour course is offered each fall and spring.

Students are responsible for knowing their academic standing and referring to Pathway and their permanent transcript.

Examples:

Fall 2012: Student placed on Academic Probation due to semester GPA falling below 2.0.

Within 2 successive semesters (Spring 2013 /Summer 2013, or Spring 2013 / Fall 2013), students must earn 2.0 semester GPA, and their overall GPA must be 2.0 to be removed from Academic probation.

Fall 2012: Student placed on Academic Probation due to cumulative GPA falling below 2.0. Their semester GPA was higher than 2.0, but their cumulative GPA is below 2.0.

Within 2 successive semesters (Spring 2013 /Summer 2013 or Spring 2013 / Fall 2013), students must continue to earn a minimum 2.0 semester GPA, and their overall GPA must increase to 2.0 to be removed from Academic Probation.

Fall 2012: Student placed on academic probation due to both their semester GPA and their overall GPA falling below 2.0.

ACADEMIC PROGRESSION POLICY – BSN PROGRAM – PRE-LICENSURE (PL) AND ACCELERATED (AT)

ISSUE DATE: 8/02

REVISION DATES: 4/20/05; 2/15/06; 8/15/06; 5/7/08; 11/12/08; 6/24/09; 9-9-09; 6/28/10; 11/10/10; 9/11/13; 8/10/15; 12/14/16

- Students will fulfill all prerequisite courses prior to enrolling in nursing courses.
- Students must earn a grade of B- or better in all pre-requisite courses required for admission to the nursing program. Students who receive a grade of less than B- may repeat these courses.
- The only nursing courses that may be taken prior to admission into the nursing program are N101, N120, N160, and/or N252.
- Once admitted to the nursing program, students must achieve a grade of B- or better in all (general education and nursing courses) courses.

- The School of Nursing and Health Studies follows the University calendar for add/drop dates and course assessment with the exception of eight-week courses (approximately ½ of a semester). Students may withdraw without assessment in these eight-week courses any time prior to the Friday of the 4th week of that course. After the 4th week, students will withdraw with assessment using the add/drop slip and signed by a course faculty and an academic adviser.
- Students who do not meet progression requirements must meet with their faculty mentor prior to enrollment in each subsequent semester to review their efforts to meet conditions for re-enrollment in the nursing program.
- Students taking an eight week clinical course must make a grade of B- or better in order to progress to the next eight week clinical course.
- The School of Nursing and Health Studies does not assume responsibility for a student's program progression when a student takes a leave of absence, withdraws from a course, or does not pass a course in the student's plan of study. Any student who does not follow his/her original plan of study will be allowed to repeat a course(s) the next time the course is offered. Students may continue in her/his program of study on a "space available" basis, prioritized in the following order. If a student does not repeat the course the next time it is offered, the student will need to reapply to the School of Nursing and Health Studies.
 1. Approved LOA
 2. Withdrew for health or personal reasons (need w/draw dates & if passing or failing)
 3. Failed the course that they are wishing to repeat
 4. Failed a prerequisite course (e.g. Pathophysiology – on wait list for Adult Health I)

Other factors that will be considered:

- Highest UMKC cumulative GPA
- Fewest number of withdrawals, and
- Date of withdrawal

Procedure: Any student wishing to be placed on a wait list needs to contact the director of student services.

- Students must have a minimum cumulative G.P.A. of 2.75 for all college credit attempted or earned to enroll in any 200 level nursing courses and maintain a semester G.P.A. of 2.75 to progress in the nursing curriculum. Students whose G.P.A. falls below 2.75 in any semester will be placed on academic probation. Students on academic probation must restore and maintain a semester G.P.A. of 2.75 to progress in the nursing curriculum. Students whose G.P.A. falls below a 2.75 in any semester following academic probation will be dismissed from the nursing program.
- No nursing course may be repeated in which the student receives an original grade of B- or better. A student who receives a grade of C+ or below in any nursing course must repeat the entire course and achieve a minimum grade of B-. Once admitted to the nursing program, a grade of C+ or below in any nursing course is considered a failure to progress in the nursing program.
- Students who fail a nursing course are placed on academic probation. Students will be allowed to re-enroll in clinical nursing courses on a space available basis. The Program Director and Associate Dean shall determine when a student may repeat a course.
- Once admitted to the nursing program, no student will be permitted to repeat a course more than once in an attempt to achieve a grade of B- or better. A student who receives 2 course grades below B- (regardless of whether in the same course or another nursing course) will be dismissed from the nursing program at the conclusion of that course when the second C+ or below is received.
- Once admitted to the nursing program, students must obtain a final grade of 80% or higher in each course in order to progress in the nursing program. Students must also earn an 80% or higher on the combined average of the course examinations in order to progress in the nursing program.

Exams are defined as proctored or timed tests and include the final exam, not ATI exams. If the average of the exam scores does not equal 80%, then the highest grade that can be received is a “C+”. Determination of a “C, D, or F” grade will be determined by the course faculty based on other assignments and overall performance in the course. The nursing courses include:

- N101 Introduction to Nursing
 - N127 Drug Calculation
 - N220 Fundamental Concepts & Skills
 - N230 Health Issues in Aging
 - N250 Health Assessment
 - N252 Human Growth & Development
 - N395 Pathophysiology
 - N256 Pharmacology
 - N262 Management of Adult Health I
 - N342 Legal & Ethical Issues
 - N345 Quantitative Analysis
 - N356 Spanish for Health Care Pre-Professionals
 - N360 Management of Mental Health
 - N364 Management of Maternal/Family Health
 - N366 Management of Child/Adolescent Health
 - N362 Management of Adult Health II
 - N342 Legal and Ethical Issues
 - N465 Management of Community & Public Health
 - N467 Management of Critical & Emergent Care
 - N462 Special Topics in Health Care
 - N476 Scientific Inquiry
 - N468 Effectiveness in Complex Health Systems
 - N472 Clinical Internship
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- Students entering their senior year must have completed all course work with the exception of those courses noted on their plans of study for their final fall and spring semester. Failure to comply with this policy may delay graduation. Note: Residency requires that the last 30 hours be completed at UMKC.
 - Nursing students failing to meet the terms or conditions of the University or School of Nursing and Health Studies academic policies will be subject to dismissal from the nursing program regardless of the student's overall grade point average.
 - Students enrolled full time and who receive a semester GPA of 4.0 will be eligible for the Dean’s List.
 - Students must complete all required undergraduate assessment tests (e.g., Roo Writer, ATI, Value Added) as stated in the Undergraduate Assessment Policy.
 - Students currently enrolled in the nursing undergraduate programs who wish to pursue the MSN Nurse Educator (NE) track may be directly admitted to the NE track provided they meet admission criteria. In order to advance to the NE track, the student must remain continuously enrolled at the UMKC School of Nursing and Health Studies. Required documentation includes the MSN Supplement Form, along with the UMKC application (no fee assessed), be submitted by September 1 or February 1 of the semester the student will graduate with the BSN. This direct admission does not apply to any other MSN tracks.

Students have the right to appeal a decision of academic dismissal. Refer to the Academic Progression Appeal Procedure for steps in this process.

ACADEMIC PROGRESSION POLICY – BSN Program - RN-BSN PROGRAM

ISSUE DATE: 8/02

REVISION DATES: 4/20/05; 2/15/06; 8/15/06; 5/7/08; 11/12/08; 6/24/09; 9-9-09; 6/28/10; 11/10/10; 9/11/13; 12/14/16

- Students will fulfill all prerequisite courses prior to enrolling in nursing courses.
- Students must achieve a minimum grade of C in all required general education, science, and nursing courses in order to continue progression in the nursing program. A grade of less than C (C-, D+, D, F, NR and Withdrawal Failing/WF) or Audit/AT is not satisfactory for progression.
- The School of Nursing and Health Studies follows the University calendar for add/drop dates and course assessment with the exception of eight-week courses (approximately ½ of a semester). Students may withdraw without assessment in these eight-week courses any time prior to the Friday of the 4th week of that course. After the 4th week, students will withdraw with assessment using the add/drop slip and signed by a course faculty and an academic adviser.
- Students who do not meet progression requirements must meet with their faculty mentor prior to enrollment in each subsequent semester to review their efforts to meet conditions for re-enrollment in the nursing program.
- The School of Nursing and Health Studies does not assume responsibility for a student's program progression when a student takes a leave of absence, withdraws from a course, or does not pass a course in the student's plan of study. Any student who does not follow his/her original plan of study will be allowed to repeat a course(s) the next time the course is offered. Students may continue in her/his program of study on a "space available" basis, prioritized in the following order. If a student does not repeat the course the next time it is offered, the student will need to reapply to the School of Nursing and Health Studies.

1. Approved LOA
2. Withdrew for health or personal reasons (need w/draw dates & if passing or failing)
3. Failed the course that they are wishing to repeat
4. Failed a prerequisite course (e.g. Pathophysiology – on wait list for Adult Health I)

Other factors that will be considered:

- Highest UMKC cumulative GPA
- Fewest number of withdrawals, and
- Date of withdrawal

Procedure: Any student wishing to be placed on a wait list needs to contact the director of student services.

- Students must have a minimum cumulative G.P.A. of 2.75 for all college credit attempted or earned to enroll in any 200 level nursing courses and maintain a semester G.P.A. of 2.75 to progress in the nursing curriculum. Students whose G.P.A. falls below 2.75 in any semester will be placed on academic probation. Students on academic probation must restore and maintain a semester G.P.A. of 2.75 to progress in the nursing curriculum. Students whose G.P.A. falls below a 2.75 in any semester following academic probation will be dismissed from the nursing program.
- No nursing course may be repeated in which the student receives an original grade of C or better. A student who receives a grade of C- or below in any nursing course must repeat the entire course

and achieve a minimum grade of C. A grade of C- or below in any nursing course is considered a course failure at the conclusion of that course. Students who fail a nursing course are placed on academic probation. Students will be allowed to re-enroll in clinical nursing courses on a space available basis. The Program Director and Associate Dean for Students shall determine when a student may repeat a course. No student will be permitted to repeat a course more than once in an attempt to achieve a grade of C or better.

- A student who receives 2 course grades below C (regardless of whether in the same course or another nursing course) will be dismissed from the nursing program at the conclusion of that course when the second C- or below is received.
- Students entering their senior year must have completed all course work with the exception of those courses noted on their plans of study for their final fall and spring semester. Failure to comply with this policy may delay graduation. Note: Residency requires that the last 30 hours be completed at UMKC.
- Nursing students failing to meet the terms or conditions of the University or School of Nursing and Health Studies academic policies will be subject to dismissal from the nursing program regardless of the student's overall grade point average.
- Students enrolled full time and who receive a semester GPA of 4.0 will be eligible for the Dean's List.
- Students must complete all required undergraduate assessment tests as stated in the *Undergraduate Assessment Policy*.
- Students currently enrolled in the nursing undergraduate programs who wish to pursue the MSN Nurse Educator (NE) track may be directly admitted to the NE track provided they meet admission criteria. In order to advance to the NE track, the student must remain continuously enrolled at the UMKC School of Nursing and Health Studies. Required documentation includes the MSN Supplement Form, along with the UMKC application (no fee assessed), be submitted by September 1 or February 1 of the semester the student will graduate with the BSN. This direct admission ***does not*** apply to any other MSN tracks.

Students have the right to appeal a decision of academic dismissal. Refer to the Academic Progression Appeal Procedure for steps in this process.

ACADEMIC PROGRESSION POLICY – MSN

ISSUE DATE: 1/84

REVISION DATES: 8/90;1/92;5/93;9/95;2/7/96;10/24/97;10/23/98; 1/9/04; 11/15/06 (effective Jan 2007); 5/7/08; 6/24/09; 10/14/09; 4/13/11; 9/11/13; 12/14/16

Students in the Master of Science in Nursing degree program are governed by the general policies of the School of Graduate Studies.

No course grade in the major of less than 3.0 is acceptable. This means that grades of B- or below, NR, Withdraw Failing (WF), or Audit (AT) are not satisfactory for progression.

Students seeking graduate degrees are limited to repeating no more than one course applicable toward the degree. If a student needs to repeat a course, a "Course Repeat" form must be completed for the Records Office. A course may be repeated only one time. This means that a grade of B- or below, NR, Withdraw Failing (WF), or Audit (AT) would represent an unsuccessful repeat.

Approval of the course instructor and academic advisor is required for students to withdraw or change to audit once the academic assessment period begins. Without documented compelling issues that contributed to the students request for late withdrawal or change to audit, the course instructor will assign a W or a WF or deny the request to change to audit. Expanded Access course withdrawals will be handled in the same manner.

Once admitted to the UMKC School of Nursing and Health Studies, all courses must be taken through the UMKC School of Nursing and Health Studies. Students with special circumstances may petition for an exception to the policy.

Students wanting to complete the NE Certificate program may begin course work while completing the MSN degree. However, the certificate program cannot be completed until after the MSN degree is awarded. All NE certificate courses must be completed within 3 years. While students can begin course work towards the NE certificate, students may not enroll in the N5572NE course until they have earned a MSN.

The School of Nursing and Health Studies does not assume responsibility for a student's program progression when a student takes a leave of absence, withdraws from a course, or does not pass a course in the student's plan of study. Any student who does not follow his/her original plan of study will be allowed to repeat a course(s) or continue in her/his program of study on a "space available" basis, prioritized in the following order:

1. Approved LOA
2. Withdrew for health or personal reasons (need w/draw dates & if passing or failing)
3. Failed a prerequisite course (e.g. Adv. Pathophysiology – on wait list for Adv. Pharm)

Other factors that will be considered:

- Highest UMKC cumulative GPA
- Fewest number of withdrawals, and
- Date of withdrawal

Students have the right to appeal a decision of academic dismissal. Refer to the Academic Progression Appeal Procedure for steps in this process.

ACADEMIC PROGRESSION POLICY – DNP & PhD

ISSUE DATE: 10/08/08

REVISION DATES: 6/24/09; 2/10/10; 3/14/11; 9/13/13; 12/14/16

Students in the PhD in Nursing and Doctor of Nursing Practice degree program are governed by the general policies of the School of Graduate Studies.

Once admitted, all core course work, with the exception of PhD collaterals, must be taken through the UMKC School of Nursing and Health Studies. Any requests from PhD students to deviate from this policy must first have permission from their supervisory committee.

No course grade in the program of less than 3.0 is acceptable. This means that grades of B- or below, NR, Withdraw Failing (WF), or Audit (AT) are not satisfactory for progression.

- Students seeking the doctoral degree are limited to repeating no more than one course applicable toward the degree. If a student needs to repeat a course, a "Course Repeat" form must be

completed for the Registrar's Office. A course may be repeated only one time. A grade of less than 3.0 or a "W-F" would represent an unsuccessful repeat and consequent dismissal from the program.

- Students in the DNP Program: If a student does not repeat the course the next time it is offered, the student will need to reapply to the School of Nursing and Health Studies. Students may continue in her/his program of study on a "space available" basis, prioritized in the following order.

1. Approved LOA
2. Withdrew for health or personal reasons (need w/draw dates & if passing or failing)
3. Failed the course that they are wishing to repeat
4. Failed a prerequisite course (e.g. Pathophysiology – on wait list for Adult Health I)

Other factors that will be considered:

- Highest UMKC cumulative GPA
- Fewest number of withdrawals, and
- Date of withdrawal

Procedure: Any student wishing to be placed on a wait list needs to contact the program director.

Students may transfer course work into the PhD or DNP program if it:

- Is deemed equivalent to a current course in student's program of study
- Is no more than seven years old during the semester the student completes the comprehensive exam (PhD) or the DNP N5624 course.
- Was not used for a previous degree
- Is approved by the student's supervisory committee* (PhD) or Faculty Committee (DNP)

*Validation checklist for committee course approval:

- ✓ must be a graduate level course with a grade of B or better
- ✓ syllabus must be reviewed and approved by the supervisory committee
- ✓ if a collateral course it must be approved by the collateral member(s) as well as majority of the supervisory committee. Six of the 12 hours of collateral course work, if appropriate, may be from the UMKC School of Nursing and Health Studies or other schools of nursing.

Students have the right to appeal a decision of academic dismissal. Refer to the Academic Progression Appeal Procedure for steps in this process.

CRNA track students: for basic science courses in the required plan of study that are taken outside the SoNHS, the cumulative GPA must be 3.0 or higher. No course grade in the plan of study of less than 2.0 is acceptable even if the cumulative GPA is 3.0 or higher.

ADMISSION/PROGRESSION POLICY/PROCEDURE FOR 2ND NP TO DNP – POST-MASTER'S

ISSUE DATE: 4-20-05

REVISION DATES: 11-15-06; 5-13-09; 9-12-12; 12/14/16

Post-Master's Students applying for admission will meet the following criteria and submit documentation of:

- **Students applying to the 2ND NP TO DNP – POST-MASTER’S program must have a BSN and MSN, or RN-MSN from a regionally accredited college or university, with a nursing program that accredited by a nationally recognized nursing accrediting agency (CCNE or ACEN)**
- MSN from a regionally accredited school of nursing.
- Current unencumbered licensure as a registered nurse with licensure in the jurisdiction where clinical study is to be conducted. The license must remain unencumbered throughout the program. A student whose license becomes encumbered while in the program will be dismissed.
- Proof of current national certification as an advanced practice nurse
- UMKC application
- Post MSN NP-DNP Supplement Form with required documentation
- Other required documentation noted on the post-master’s School of Nursing and Health Studies website

Post-Master’s advanced practice students applying for study in the adult, family, pediatric, or women’s health nurse practitioner programs must meet the following additional criteria:

- A copy of current NP certification must be submitted
- Advanced Pathophysiology course must have been a free standing course taken within the last seven years
- If applying to the pediatric practitioner track, must show evidence of one year of pediatric clinical practice within the last three years prior to admission.

Post Master’s NP-DNP Progression

Non degree seeking students who fail a course (B-or less) may not progress in any other course until the failed course is retaken. Failure to successfully complete that failed course (with a B or better) will result in immediate dismissal from the program.

If a student fails a second, and different nursing course (B- or less), the student will immediately be dismissed from the program.

The School of Nursing and Health Studies does not assume responsibility for a student's program progression when a student takes a leave of absence, withdraws from a course, or does not pass a course in the student's plan of study. Any student who does not follow his/her original plan of study will be allowed to repeat a course(s) the next time the course is offered. Students may continue in her/his program of study on a "space available" basis, prioritized in the following order. If a student does not repeat the course the next time it is offered, the student will need to reapply to the School of Nursing and Health Studies.

Students have the right to appeal a decision of academic dismissal. Refer to the Academic Progression Appeal Procedure for steps in this process.

ADMISSION/PROGRESSION POLICY/PROCEDURE FOR NNP & PMHNP–POST-MASTER’S

ISSUE DATE: 4-20-2005; 9-12-12

REVISION DATES: 11-15-2006; 5-13-09; 9-12-12; 12/14/16

Post-Master's Students applying for admission will meet the following criteria and submit documentation of:

- **Students applying to the NNP & PMHNP-POST-MASTER'S program must have a BSN and MSN, or RN-MSN from a regionally accredited college or university, with a nursing program that accredited by a nationally recognized nursing accrediting agency (CCNE or ACEN)**
- MSN from a regionally accredited school of nursing
- Current unencumbered licensure as a registered nurse with licensure in the jurisdiction where clinical study is to be conducted. The license must remain unencumbered throughout the program. A student whose license becomes encumbered while in the program will be dismissed.
- UMKC application
- MSN Supplement Form with required documentation

Post-Master's students applying for study in one of the nurse practitioner programs must meet the following additional criteria:

- If certified as a nurse practitioner, a copy of current certification must be submitted
- Advanced Pathophysiology course must have been a free standing course taken within the last seven years
- Advanced Pharmacology course must have been free standing and taken within the last two years (Exceptions: NNP students will be required to take Advanced Neonatal Pharmacology; Practicing certified nurse practitioners and clinical nurse specialists may request a waiver of the two year time limit for the pharmacology requirement)
- If applying to the neonatal practitioner track, must show evidence of at least two years of high risk neonatal experience within the last five years prior to the first clinical course in the NNP track

Course Work Requirements for Post-Master's Students:

Students will be provided with a tentative plan of study at the time of admission and will make an appointment ASAP, post admission, to finalize their customized plan of study with their faculty mentor. The School of Nursing and Health Studies does not assume responsibility for a student's program progression when a student takes a leave of absence, withdraws from a course, or does not pass a course in the student's plan of study. Any student who does not follow his/her original plan of study will be allowed to repeat a course(s) the next time the course is offered. Students may continue in her/his program of study on a "space available" basis, prioritized in the following order. If a student does not repeat the course the next time it is offered, the student will need to reapply to the School of Nursing and Health Studies.

Students applying for the NNP and PMHNP tracks will be non-degree seeking while completing track appropriate course work.

Post Master's Progression

Non degree seeking students who fail a course (B- or less) may not progress in any other course until the failed course is retaken. Failure to successfully complete that failed course (with a B or better) will result in immediate dismissal from the program.

If a student fails a second, and different nursing course (B- or less), the student will immediately be dismissed from the program.

Students have the right to appeal a decision of academic dismissal. Refer to the Academic Progression Appeal Procedure for steps in this process.

ADMISSION POLICY BSN – ACCELERATED (AT)

ISSUE DATE: 11/10/10

REVISION DATES: 7/11; 12/14/16

Criteria for Pre-Nursing Admission

Transfer Applicants

- Students must have completed a bachelor's degree from a regionally accredited institution by July 1st of the year of application.

Procedure for Application to the Pre-Nursing Program

Complete UMKC application and send ALL official transcripts and fees to:

University of Missouri-Kansas City
Office of Admissions
5100 Rockhill Road
Kansas City, MO 64110

Criteria for Progression in Pre-Nursing

- Students must achieve a minimum grade of C in all required general education courses prior to or while admitted to the nursing program in order to continue progression in the nursing program. A grade of less than C (C-, D+, D, F, NR and Withdrawal Failing/WF) or Audit/AT is not satisfactory for progression. **Students taking science pre-requisites or admitted to the nursing program must achieve a grade of B- or better in all courses.**

Criteria for Admission to Nursing Major

- Admission to UMKC
- Students must have completed a bachelor's degree from an accredited institution by the end of the spring semester of the year of application
- Students must maintain a 2.75 GPA each semester for **all** courses required in the nursing program attempted or earned
- Satisfactory completion of all pre-requisite courses by the end of the spring semester of the year of application. Refer to Time Limit on Science Courses Policy (science courses taken must be no older than five years). Completed courses must include: Chemistry w/lab, Microbiology, Anatomy & Physiology with lab, Nutrition, and Human Growth & Development Across the Lifespan. In addition, a 300 or 400 level Statistics course can be taken prior to entering the clinical program, or can be taken the first semester if admitted into the clinical program.

Procedure for Application to the Nursing Major

- ✓ Submission of the School of Nursing and Health Studies Application materials which are posted in November on the School of Nursing and Health Studies website
- ✓ The Student Affairs Committee reviews all applications to the Nursing Major

ADMISSION POLICY BSN-DNP

ISSUE DATE: 02/13/2013

REVISION DATES: 05/08/13; 10/8/14; 02/10/16; 12/14/16

Students applying to the BSN-DNP program must have a BSN or MSN from a regionally accredited college or university, with a nursing program that accredited by a nationally recognized nursing accrediting agency (CCNE or ACEN)

Students applying to the BSN to DNP program must submit:

- UMKC Application
- UMKC Application fee
- Official transcripts from every college/university ever attended
- MSN Supplement to the Application
- CV or Resume (note 2 years of RN experience preferred)
- Satisfactory criminal background check and drug screen (completed once an offer of admission has been extended to applicant)

Current unencumbered licensure as a registered nurse with licensure in the jurisdiction where clinical study is to be conducted. The license must remain unencumbered throughout the program. A student whose license becomes encumbered while in the program will be dismissed. **Note:** Students admitted to the Kansas City AGNP or FNP emphasis areas must have a current, unencumbered RN license in both Kansas and Missouri. You do not need to have both licenses to apply.

- Three completed SoNHS of Reference Forms (NNP applicants need only one reference submitted from their immediate supervisor)
 - Immediate supervisor
 - Faculty professor from BSN program (MSN program if applying for post-master's)
 - Professional reference able to assess your professional characteristics
- Personal Statement of your professional goals and how this program will help you achieve them
- Interviews may be requested

The grade point average required for admission is a 3.2 (calculated on the last 60 hours of their BSN degree or average of their MSN degree). Students may be admitted on probation if their grade point average is between 3.0 and 3.19

- The probationary status will be removed when the student has successfully completed their first nine (9) hours with a grade of B (not B-or C) or better for each course.
- Failure to successfully complete these 9 hours the first time will result in dismissal from the program.

Applicants with a GPA below 3.0 using the last 60 hours of their BSN or MSN programs cumulative GPA:

Applicants requesting special consideration must submit the following items with their application:

1. Successful completion of a graduate statistics course with a grade of B or better.
2. Graduate Record Exam results
3. Evidence of certifications obtained

Pre-requisite Required Courses for All MSN and DNP Applicants:

The following two courses are pre-requisites to progression in the DNP program; they can be taken at UMKC prior to (preferred) or concurrent with the first semester. It is strongly recommended they are taken prior to admission.

- Graduate level statistics course or a course equivalent to N5612 Statistics I with a minimum grade of B or better prior to enrollment in your first semester coursework. Exception: Nurse Anesthesia (NA) students take a graduate level statistics course as part of their plan of study.

- Freestanding health assessment course with a minimum grade of B or better prior to application or at least in the first fall semester.
- Statement of proposed area of goals and clinical focus/project topic

The following tracks have additional requirements:

Pediatric Nurse Practitioner (PNP) Track:

- Students applying to the PNP Track are required to have a minimum of one year full time equivalent pediatric clinical experience within the last three years prior to admission.

Nurse Anesthesia (NA) Track:

1. **Minimum one year experience in a critical care setting.**
2. TMC SoNA Application and TMC SoNA Application Fee
3. **Undergraduate curricular elements must have included the following courses.**
 - a. General College Chemistry I
 - b. College Chemistry II or Organic Chemistry I
 - c. Human Anatomy
 - d. Human Physiology
 - e. Microbiology
 - f. Undergraduate Statistics
4. **GPA: Special emphasis is placed on GPA achieved in science-based courses (science and math GPA > 3.0).**
5. **Graduate Record Exam:** A combine verbal and quantitative (QV) score of 300 (1000 older scale) or above and an Analytical Writing (AW) score of 3.5 or greater (all scores are reviewed in relation to the overall Application).
6. **Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) & Pediatric Advanced Life Support (PALS) certifications are required prior to admission.**
7. **Personal interview with Admissions Committee.**

ADMISSION POLICY –BSN TO PHD

ISSUE DATE: 2/8/12

REVISION DATES: 12/14/16

Criteria for provisional PhD admission

- **Students applying to the BSN-PhD program must have a BSN and MSN, or RN-MSN from a regionally accredited college or university, with a nursing program that accredited by a nationally recognized nursing accrediting agency (CCNE or ACEN)**
- Students must have completed a bachelor's degree from an accredited institution by the time of application to the PhD program and hold an unencumbered license as a Registered Nurse (RN).
- Current unencumbered licensure as a registered nurse with licensure in the jurisdiction where clinical study is to be conducted. The license must remain unencumbered throughout the program. A student whose license becomes encumbered while in the program will be dismissed.
- Admission requirement to the PhD program (application, fees, etc.) are the same as the post-MSN to PhD admission policy.
- Provisional acceptance to the PhD program will be provided using the post-MSN to PhD admission criteria for the PhD program, and follow the same admission procedure.

Criteria for progression into the PhD program

- A minimum grade of B must be achieved in all pre-requisite courses. These courses comprise 12 specific hours of nursing courses within nursing: N5527, N5528, N5550 and, N5555, (or equivalents)
- Application will be reviewed, along with post-MSN to PhD applications, during the spring semester prior to the first summer institute. A PhD admission decision will be made at this time, following the general PhD admission guidelines.

ADMISSION POLICY BSN – PRE-LICENSURE (PL)

ISSUE DATE: 11/09/02

REVISION DATES: 2/14/03; 4/11/03; 1/9/04; 10/10/07(effective 1/08); 6/24/09; 6/11/13; 2/10/16

Criteria for Pre-Nursing Admission

High School Applicants

- Graduation from an accredited United States high school or equivalent.
- Demonstration of ability to perform successfully at the college level, as evidenced by a combination of high school rank and American College Test (ACT) score
- High School curriculum described as follows (one unit equals one year in class):
 - Four units of English
 - Four units of mathematics (Algebra I or higher)
 - Three units of science, including one unit of biology and one unit of chemistry
 - Three units of social studies
 - Two units of fine arts (visual arts, music, dance or theatre)
 - Two units of the same foreign language
 - One-half unit of a computer science course is recommended by the Nursing School

Transfer Applicants

- Students who have completed a minimum of 24 hours of college credit at the time the application is submitted to the Admissions Office do not need to take the ACT exam
- Transfer GPA of 2.75 or higher for all college credit attempted or earned. Official college transcripts must be submitted

Procedure for Application to the Pre-Nursing Program

Complete UMKC application with requested fees and send ALL official transcripts to:

University of Missouri-Kansas City
Office of Admissions
5100 Rockhill Road
Kansas City, MO 64110

Criteria for Progression in Pre-Nursing

- Students must achieve a minimum grade of C in all required general education courses prior to or while admitted to the nursing program in order to continue progression in the nursing program. A grade of less than C (C-, D+, D, F, NR and Withdrawal Failing/WF) or Audit/AT is not satisfactory for progression. **Students taking science pre-requisites or admitted to the nursing program must achieve a grade of B- or better in all courses.**

Criteria for Admission to Nursing Major

- Admission to UMKC
- Students must have a 2.75 GPA for **all** courses required in the nursing program attempted or earned
- Satisfactory completion of all pre-requisite courses, **36 hours minimum**, including all core science courses by the end of the spring semester of the year of application to the clinical

program. Refer to Time Limit on Science Courses Policy (science courses taken must be no older than five years). Completed courses must include: Chemistry w/lab, Microbiology, Anatomy & Physiology, College Algebra, N101, HLSC 101.

- High school students applying to UMKC for the first time, graduating in the upper 10% of their class with a minimum ACT score of 27, will be guaranteed admission to the clinical major if all of the above criteria are met.

Procedure for Application to the Nursing Major

- ✓ Submission of the School of Nursing and Health Studies Application materials are posted in November on the School of Nursing and Health Studies website
- ✓ The Student Affairs Committee reviews all applications to the Nursing Major

ADMISSION POLICY– RN-BSN

ISSUE DATE: 11-83

REVISION DATES: 10-23-98; 6/24/09; 6/28/10; 2/10/16; 12/14/16

Students applying to the BSN program must submit:

- UMKC Application
- UMKC Application fee
- School of Nursing and Health Studies supplemental application
- School of Nursing and Health Studies application fee
- Official transcripts from every college/university ever attended
- **Students applying to the RN-BSN program must have a diploma or Associates degree in nursing from a regionally accredited college or university, with a nursing program that is accredited by a nationally recognized nursing accrediting agency (CCNE or ACEN)**
- Graduation from a state board approved School of Nursing
- BSN Supplement to the Application
- Current unencumbered licensure as a registered nurse with licensure in the jurisdiction where clinical study is to be conducted. The license must remain unencumbered throughout the program. A student whose license becomes encumbered while in the program will be dismissed.
- Personal Responsibility Form

Grade Point Average for Admission

1. The UMKC School of Nursing and Health Studies requires a cumulative grade point average of 2.5 (4.0 scale) from all previously attempted college/university course work for admission with regular status.
2. Students applying with a cumulative GPA ranging from 2.0 to 2.499 may be admitted on probation based on review of individual circumstances. Students admitted on probation must take at least 15 hours of required undergraduate general education courses at UMKC within three successive semesters (excluding summer) and obtain a cumulative GPA of 2.75 for those hours. Upon meeting the GPA requirement, all other admission criteria and completion of all application requirements, the student will be granted regular status.
3. Students with a GPA below 2.0 will not be admitted to the School of Nursing and Health Studies.

Admission of Graduates from Diploma or Non-NLN Accredited Associate Degree Programs

Students requesting admission to the BSN program who are graduates of diploma or non-NLN accredited ADN programs may be admitted on provisional status. Upon completion of N481 Tools for Personal Effectiveness (6 credit hours) and Discourse 300:N482 Tools for Interpersonal Effectiveness (3 credit hours) with a grade of C or better and a minimum semester GPA of 2.75, 28 hours of credit by NCLEX exam will be added to the UMKC transcript and the provisional status will be removed.

ADMISSION POLICY – MSN

EFFECTIVE DATE: 5-2-03

REVISION DATES: 4-20-05; 11-16-2005; 1-18-06; 2-12-08 (effective 2-12-08); 11/12/08; 12/09/09; 11/10/10; 10/8/14; 02/10/16; 12/14/16

Students applying to the MSN program must have a BSN from a regionally accredited college or university, with a nursing program that accredited by a nationally recognized nursing accrediting agency (CCNE or ACEN).

Students applying to the MSN program must submit:

- UMKC Application
- UMKC Application fee
- School of Nursing and Health Studies supplemental application
- School of Nursing and Health Studies application fee
- Official transcripts from every college/university ever attended
- MSN Supplement to the Application
- CV or Resume (note 2 years of RN experience preferred)
- Current unencumbered licensure as a registered nurse with licensure in the jurisdiction where clinical study is to be conducted. The license must remain unencumbered throughout the program. A student whose license becomes encumbered while in the program will be dismissed.
- Three completed SoNHS of Reference Forms (NNP applicants need only one reference submitted from their immediate supervisor)
 - Immediate supervisor
 - Faculty professor from BSN program (MSN program if applying for post-master's)
 - Professional reference able to assess your professional characteristics
- Personal Statement of your professional goals and how this program will help you achieve them
- Interviews may be requested
- Satisfactory criminal background check and drug screen (completed once an offer of admission has been extended to applicant)

The grade point average required for admission is a 3.2 on a 4.0 scale (calculated on the last 60 hours of their BSN degree) or a minimum of 3.2 for their MSN. Students may be admitted on probation if their grade point average is between 3.0 and 3.19

Students admitted under the probationary policy with an admission GPA of less than 3.2:

- The probationary status will be removed when the student has successfully completed their first nine (9) hours with a grade of B (not B-or C) or better for each course. **These first nine hours must be successfully completed the first time. A second attempt is not permitted.**
- Failure to successfully complete these 9 hours will result in dismissal from the program.

Applicants with a GPA below 3.0 using the last 60 hours of their BSN or MSN programs cumulative GPA:

Applicants requesting special consideration must submit the following items with their application:

1. Successful completion of a graduate statistics course with a grade of B or better.
2. Graduate Record Exam results □
3. Evidence of certifications obtained

Pre-requisite Required Courses for All MSN and DNP Applicants:

The following two courses are pre-requisites to progression in the DNP program; they can be taken at UMKC prior to (preferred) or concurrent with the first semester. It is strongly recommended they are taken prior to admission.

- Graduate level statistics course or a course equivalent to N5612 Statistics I with a minimum grade of B or better prior to enrollment in your first semester coursework. Exception: Nurse Anesthesia (NA) students take a graduate level statistics course as part of their plan of study.
- Freestanding health assessment course with a minimum grade of B or better prior to application or at least in the first fall semester.
- Statement of proposed area of goals and clinical focus/project topic

The following tracks have additional requirements:

Neonatal Nurse Practitioner (NNP) Track:

- Neonatal Resuscitation Program Certification
- The equivalent of one year full-time recent (within the past five years) practice experience as a registered nurse (RN) in the care of critically ill newborns infants, or children in acute (intensive) care inpatient settings is required before a student begins the clinical courses. Required practice experience in the NICU is limited to Level III settings. Students may enroll in preclinical courses while obtaining the necessary practice experience.
- Must reside in the United States
- Complete NNP Reference form

AGNP and FNP Tracks:

- Applicants must select on-site or on-line learning modality

ADMISSION POLICY – Post-Master’s PhD

ISSUE DATE: 11/15/06

REVISION DATES: 10/8/08; 6/24/09; 2/8/12; 12/14/16

Students applying to the Post-Master’s PhD program must have a BSN and MSN, or RN- MSN from a regionally accredited college or university, with a nursing program that is accredited by a nationally recognized nursing accrediting agency (CCNE or ACEN).

Students applying to the PhD program must submit:

- UMKC Application
- UMKC Application fee
- School of Nursing and Health Studies supplemental application
- School of Nursing and Health Studies application fee
- Completion of Roo-Writer
- Official transcripts from every college/university ever attended
- School of Nursing and Health Studies PhD Application, which includes at least:
 - GRE results, recommended

- CV or Resume
- Essay
- Current unencumbered licensure as a registered nurse with licensure in the jurisdiction where clinical study is to be conducted. The license must remain unencumbered throughout the program. A student whose license becomes encumbered while in the program will be dismissed.
- Three letters of reference

Qualified applicants are admitted each year for summer admission to the PhD program. Student applicants must have a faculty mentor match and meet overall admission criteria determined by PhD faculty and Student Affairs Committee. Applications received after the published deadline may be reviewed and accepted on a space available basis, prior to the summer institute. Transfer students meeting all requirements may be admitted on a space available basis at the beginning of any semester.

ADMISSION POLICY – POST MASTER’S DNP

ISSUE DATE: 11/10/10

REVISION DATES: 12/14/16

Post Master’s students applying to the DNP program must have:

- a MSN from a college or university nationally recognized by a nursing accrediting agency (CCNE or ACEN). Minimum cumulative graduate grade point average (GPA) of 3.2 on a 4.0 scale.
- National specialty certification is required for all nurse practitioner and nurse-midwife applicants. For all other specialties, national certification is preferred but not required.
- Pre-requisite: Graduate level statistics course with a grade of B or better (prefer completion prior to admission, may be completed during the first semester of enrollment)
- Satisfactory criminal background check and drug screen (completed once an offer of admission has been extended to applicant)

Applicants must submit:

- UMKC Application
- UMKC and SoNHS Application fee
- Official transcripts from every college/university ever attended demonstrating evidence of MSN degree
- School of Nursing and Health Studies DNP Application w/signature page
- Statement of proposed area of goals and clinical focus/project topic
- CV or Resume
- References
- Submission of a current RN license (license may not be encumbered)
- Certification or documentation of recognition as an advanced practice nurse by applicants state of practice, other national certifications (non-APRN)

Qualified applicants are admitted each year for spring or summer admission to the DNP program. Student applicants must have met overall admission criteria determined by DNP faculty and Student Affairs Committee. All application materials must be received by the published deadline for consideration.

ADVANCED PLACEMENT CREDIT FOR CERTIFIED NEONATAL NURSE PRACTITIONERS

ISSUE DATE: 11/92

REVISION DATES: 11/99; 12/15/06

Students admitted to the program as post-bachelor's neonatal certified nurse practitioners can receive credit for the following courses:

Number, Title & Credit Hours

N5547N Neonatal Assessment

N5564N Neonatal Nursing I

N5566N Neonatal Nursing II

And post-bachelor's neonatal certified nurse practitioner students will take N5572 Functional Role Practicum (2) in place of N5572NI Preceptorship I and N5572II Preceptorship II

The procedure for students acquiring credit for these courses is as follows:

Students will pay for 1 hour of tuition for each of the three courses listed above and follow UMKC procedure of Advanced Placement (Credit by Examination). Based on scores from the national certification examination, students will receive the credit hours currently awarded in the course.

In summary, the student will pay the equivalent of 3 hours of tuition and receive nine hours of credit based on their national certification exam. The remaining 26 hours of course work must be taken at the University. Students will maintain the option for transferring in 6 hours of graduate course work applicable to the master's degree.

ADVISEMENT POLICY – BHS PROGRAM

ISSUE DATE: 12/14/16

REVISION DATES:

Each student receives a plan of study based on their program curriculum and courses transferred into the University. As students' progress through the program it is their responsibility to remain on their plan of study and the degree audit report system (Plan My Degree, DARS, etc) to assist with that endeavor.

All students are encouraged to schedule an advising appointment each semester before their priority enrollment date. Students can schedule advising appointments by using the Connect tab through Blackboard. Students who stay with their plans of study and have not moved or changed personal data, may register after their designated date and time arrives.

Students with plan of study questions or changes, on probation, have moved or changed their names, or have questions must contact (by phone, e-mail, or in person) an academic advisor prior to registering for classes.

Students at any time are encouraged to meet with their academic adviser, course faculty, and/or program director to communicate any issues or concerns they might have.

ADVISEMENT POLICY – BSN-PL&AT PROGRAM

ISSUE DATE: 2/84

REVISION DATES: 1/92; 11/09/01; 6/3/02; 12/13/06; 6/29/09; 6/28/10; 12/14/16

Each student receives a plan of study based on their program curriculum and courses transferred into the University. As students' progress through the program it is their responsibility to remain on their plan of study and the degree audit report system (DARS) report, always available to students (accessible through the Registrar's Student Resources link), assists with that endeavor.

All students are encouraged to meet with their academic advisor each semester. Students who stay with their plans of study, have their immunizations current, have not moved or changed personal data, may register after their designated date and time arrives.

Students with plan of study questions or changes, on probation, not current on immunizations, have moved or changed their names, or have questions must contact (by phone, e-mail, or in person) an academic advisor prior to registering for classes.

Students on probation are assigned a faculty mentor and they must meet and/or touch base with their faculty mentor each semester before they are allowed to enroll (faculty will notify Student Services when this happens).

Students at any time are encouraged to meet with their course faculty, program director, and academic advisor to communicate any issues or concerns they might have.

ADVISEMENT POLICY – RN-BSN PROGRAM

ISSUE DATE: 2/84

REVISION DATES: 1/92; 11/09/01; 6/3/02; 12/13/06; 6/29/09; 6/28/10; 12/14/16

Upon admission to UMKC and the RN-BSN program, all students will receive an individualized Plan of Study based on course work transferred into the RN-BSN program. It is the student's responsibility to compare their Plan of Study against their Degree Audit Report (e.g., Plan My Degree, DARS, etc) located on the Registrar's webpage by clicking on Plan My Degree. If there are discrepancies between the student's Plan of Study and their Degree Audit Report, they are to bring this issue to the RN-BSN academic advisor's attention.

All student are encouraged to meet with their academic advisor each semester. Students who have all required documentation submitted and current (such as criminal background checks, immunizations, titers, color blind test, etc.) will be cleared for enrollment each semester by the RN-BSN academic advisor.

Students with plan of study questions or changes, on probation, not current on immunizations, have moved or changed their names, or have questions must contact (by phone, e-mail, or in person) an academic advisor prior to registering for classes.

All RN-BSN students are assigned a faculty mentor and must connect with their faculty mentor at least one time each semester.

Students are encouraged to meet with their course faculty, program director, and academic advisor at any time to communicate any issues or concerns they might have.

ADVISEMENT POLICY – MSN PROGRAM

ISSUE DATE: 2/84

REVISION DATES: 8/90; 1/92; 12/13/06

Students admitted to the MSN program work with an academic advisor within the Student Services Office and a faculty mentor who is a member of the graduate faculty. Each serves a distinct purpose and serves as a resource to students.

The academic advisor assists students with plans of study, releases them for enrollment each semester, and coordinates the receipt of required information from students. Students must contact the academic advisor each semester prior to enrollment.

Faculty mentors assist students with developing their role as a graduate student and their plan for graduate level nursing practice in their designated role area. Students should plan to meet with their faculty mentor within the first semester of beginning the program, and as needed thereafter. Regular communication is in the student's best interest.

ADVISEMENT POLICY – PhD and DNP

ISSUE DATE: 10/14/09

REVISION DATES: 11/10/10;

Students admitted to the PhD and DNP program work with a faculty mentor who is a member of the doctoral faculty or the graduate faculty, respectively. Students are expected to have regular communication with the faculty mentor/supervisory chair/program director, at a minimum each semester prior to enrollment. If a PhD student is unable to continue in the plan of study, the student must contact their faculty mentor/supervisory chair. If a DNP student is unable to continue in the plan of study, the student must contact the program director.

AFFILIATION AGREEMENTS – All Programs

ISSUE DATE: 8/15/85

REVISION DATES:

General Policy: Student clinical experience, academic service learning, and internships are to be scheduled only with those health care, community, and professional agencies that have entered into an affiliation agreement (contract) with the University Of Missouri Board Of Curators. The utilization of preceptor(s) is subsumed within this policy.

An affiliation agreement (contract) is required between the University of Missouri Board of Curators and individuals who are in private practice such as MD's or Nurse Clinicians and is negotiated in the same manner as contracts with agencies.

Student Service Learning opportunities are required to obtain an affiliation agreement (UMKC template form) between the School of Nursing and Health Studies and the partnering agency. All agreements must be forwarded to the UMKC Service Learning Department for inclusion in their database.

ATI TESTING LANGUAGE

ISSUE DATE: 2/10/16

REVISION DATES:

ATI Standardization for Course Syllabi in the BSN Program:

Standardized Assessment Technologies Institute (ATI) exams will count as **10%** of each clinical course grade in the BSN programs. Points will be awarded as follows:

- Students will receive 1% of total course points for completing 2 practice assessments, 2 hours of Focused Review, and students will write down 3 critical points to remember for the 3 weakest areas noted (1. Assessment 2. Incidence 3. Nursing Implications)
- Students will then take the Proctored exam for the course.
 - If the student reaches Level 2 proficiency or above, they will receive 9% of total course points.
 - If the student reaches Level 1 proficiency, they will receive 1% of total course points.
 - No additional points will be awarded for proficiency below Level 1.
- Students not successful in reaching Level 2 proficiency on the ATI Proctored exam will be offered the opportunity to retake the ATI Proctored exam. If a student reaches Level 2 or above on the ATI retake exam, the student will earn an additional 5% of total course points.

Students are strongly encouraged to access the ATI tutorials which include Nurse Logic and Learning System RN. Learning System RN has practice and final tests for students.

Updated 3/4/2015; 10/24/2014; 08/13/13; 05/21/13

Level 3 - Scores meeting the Proficiency Level 3 standard may be considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-RN® standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.

Level 2 - Scores meeting the Proficiency Level 2 standard may be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN® standards in this content area. ATI advises these students to engage in continuous focused review.

Level 1 - Scores meeting the Proficiency Level 1 standard may be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to just meet NCLEX-RN® standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.

Below Level 1 – Scores below the Proficiency Level 1 standard can be considered below minimum expectations and may be indicative of significant risk in this content area. ATI strongly advises these students to develop and complete an intensive plan for focused review and remediation, including the use of ATI materials, textbooks, class notes, reference materials, and assistance from nurse educators.

AUTHORSHIP POLICY – ALL PROGRAMS

ISSUE DATE: 5/13/09

REVISION DATES:

The intent of this policy is to provide faculty and students with parameters for authorship credit. This policy outlines professional guidelines to assist students and faculty with negotiations for authorship which should be a routine part of intellectual conversations.

Overview

Authorship credit should be based on substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; drafting the article or revising it critically for important intellectual content; and final approval of the version to be published.

Process

Faculty must discuss the issue of authorship with peers and/or student collaborators when beginning a joint project. The anticipated order of authorship and the division of labor on the project should also be discussed. It is recommended that the faculty member should draft a brief memo summarizing the agreement regarding authorship and the division of labor, and a timeline for reassessment of those expectations.

Criteria for Authorship

A-General Principles

- a- Individuals take responsibility and credit, including authorship credit, only for work they have actually performed or to which they have contributed.
- b- Principal authorship and other publication credits accurately reflect the relative scientific and professional contributions of the individuals involved, regardless of their relative status. Mere possession of an institutional position, such as department chair, does not justify authorship credit. Minor contributions to the research or to the writing for publication are appropriately acknowledged, such as in footnotes or in an introductory statement.
- c- The principal author on any multiple-authored article is the individual whose primary work is described.

B- Specific factors that may serve as the basis for authorship:

1. **THE IDEA.** An important consideration for authorship is based on the answer to the question "Whose idea was it?" Having the idea for the study is one basis for the claim to authorship but most projects evolve over time and there are many revisions in the initial idea along the way. As a result, the relative intellectual contribution of joint authors may have to be reassessed as the project evolves.
2. **THE LITERATURE REVIEW.** Literature reviews may be extensive or limited. The more extensive and independent the literature review and the more decisive with respect to the ideas developed in the paper, the more this contribution entitles one to authorship credit.
3. **DATA COLLECTION.** There are instances in which a researcher may have spent years collecting data on a particular topic, perhaps following a sample of individuals over time. Such data collection efforts can be expensive and time consuming. In collaborative research, "ownership" of the data can serve as the basis for a claim to authorship, yet there is much variation in this position. Conversations about authorship are particularly important in cases of secondary data analysis of existing data sets.
4. **DATA ANALYSIS.** If an individual conducts the data analysis for a manuscript, she/he is considered to have made a contribution to the manuscript and, as such, should be listed as an author. In this case, a collaborator or assistant selects the variables to be examined, makes substantive decisions about data analysis, and shapes the statistical approach used in the research. The collaborator/assistant certainly

should receive credit and possibly authorship, although the scope of this contribution must be determined relative to input.

5. **WRITING.** Writing the text of a paper often involves more than summarizing the results of the data at hand, particularly for qualitative work. Most often one author takes the lead in writing a portion of the entire text. Collaborators should keep in mind that writing is an important component of the final project, but that there may be other important contributions as well.

6. **EDITING.** Editing can range in intensity from light copy-editing to a thorough re-working of a text. Often one partner in a collaboration writes and the other edits. There may be several rounds of editorial revisions before a paper is published. Here, as before, writing and editing are both potentially important contributions to the final product.

7. **FINANCIAL REMUNERATION.** Issues of authorship should also be discussed with students who work as paid research assistants for a faculty member.

8. **EQUITABLE OPPORTUNITIES FOR AUTHORSHIP.** When a faculty member has collected a large data set, a series of papers, and perhaps one or more books, will likely be published from the project. The faculty member should ensure that all contributors, including students and assistants, periodically discuss progress on these larger projects and fairly distribute opportunities for authorship.

CHANGE OF PROGRAM/EMPHASIS AREA POLICY – BSN-PL and AT

ISSUE DATE: 12/14/16

REVISION DATES:

If a student wants to transfer from the AT to PL track, the student must meet with their academic advisor and then utilize the petition for exception policy.

CHANGE OF PROGRAM/EMPHASIS AREA POLICY – GRADUATE PROGRAMS

ISSUE DATE: 6/91

REVISION DATES: 1/92; 11/20/98; 10/14/09; 2/12/14

It is the policy of the School of Nursing and Health Studies that any student who desires to transfer to a different program or clinical emphasis track will be required to complete a petition for change as well as provide an updated personal statement reflecting the: (1) reason to change, (2) your professional goals specific to the program or clinical emphasis track to which you are applying, and (3) how this change will help you achieve your goals. Any student petitioning to change tracks who have NOT yet started N5544/N5547 will have their petition reviewed in the same pool with the other full-time applicants for that semester. Students who wish to change tracks after already starting N5544/N5547 will have their petition considered on a space available basis and with approval of the clinical faculty. All petitions for change will be considered on a space available basis and with approval of the program specific Program director as well as the track coordinators.

CLINICAL DRESS & PROFESSIONAL APPEARANCE – ALL PROGRAMS

ISSUE DATE: 06/02/02

REVISION DATES: 05/7/08; 5/11/16; 12/14/16; 5/10/17

Students have clinical and professional experiences in a wide variety of settings. Students must recognize that they represent not only themselves but UMKC School of Nursing and Health Studies and the nursing and health professions as a whole. Although some settings allow a more relaxed dress code, the minimum School of Nursing and Health Studies standards for dress and appearance are more

conservative so that it is acceptable in all clinical, community, and professional settings. Dress code standards apply to all clinical, laboratory, simulation, and UMKC sponsored events where the uniform is worn.

1. **Footwear:** all students should wear closed-toe shoes and hose or socks as protection. Shoes must be white, black, or navy and from non-porous material. A small logo is acceptable.
2. **Fingernails:** as recommended by the Centers for Disease Control and Prevention, students are required to maintain natural nails at one-quarter (1/4) inch long or less. Only natural nails are acceptable in clinical settings and they must be kept clean, trimmed, and without nail polish.
3. **Identification Badges:** all students are required to wear UMKC name badge and any required agency issued identification badge at all times while on agency premises. The badge must be worn above the waist and the photograph must be clearly visible. Name badges and clinical dress should not be worn outside clinical, laboratory, simulation, and UMKC sponsored events.
4. **Grooming and Hygiene:**
 - a. Student uniform or professional attire must be clean, comfortable, and fit appropriately. Hooded sweatshirts or jackets are not allowed in the clinical setting. BSN student attire could include the approved UMKC uniform with the optional addition of a white lab coat or scrub jacket and/or clean, white, long or short-sleeved undershirt.
 - b. heavily scented perfumes, colognes and lotions must be avoided.
 - c. hair, sideburns, mustaches and beards must be neat and well groomed. Hair must be pulled away from the face and a naturally occurring color.
 - d. jewelry and make-up should be moderate.
 - e. visible body piercing must be limited to two post earrings per earlobe.
 - f. tattoos must be kept covered at all times in the clinical setting.

Any student who fails to comply with these requirements will receive an unsatisfactory for that day and may be sent home from clinical.

http://info.umkc.edu/pharmacy/wp-content/uploads/2014/04/Course_Policy-Professional_Attire-Classroom_Etiquette.pdf

CLINICAL/LAB FAILURE GRADE ASSESSMENT POLICY – BSN PL/AT

ISSUE DATE: 4/13/11

REVISION DATES: 12/14/16

If a student has failed clinical, no matter when this occurs in the semester, the highest course grade the student will receive is a “C+”. If the student is eligible to repeat the course, the entire course must be repeated.

CLINICAL/LAB FAILURE GRADE ASSESSMENT POLICY – MSN & DNP PROGRAMS

ISSUE DATE: 9/14/11

REVISION DATES:

Students will be evaluated in the clinical setting by the preceptor, the clinical instructor, and, if needed, the course coordinator. If a student is determined to be practicing below the minimum level acceptable for the course, the clinical instructor will advise the student that he /she is failing the clinical portion of the course. If, at any time during the semester, the clinical preceptor informs faculty that due to deficiencies in the

student's clinical performance, safety issues, or behavior issues the student is no longer welcome to practice at that clinical site, the student will be determined to have failed the clinical portion of the course.

The course faculty are responsible for assigning grades for the clinical portion of the course work. Therefore, if a student has failed clinical, no matter when this occurs in the semester, the student will receive a failing grade in the course.

CLINICAL/LAB FAILURE GRADE ASSESSMENT PROCEDURE – BSN – PL/AT, MSN & DNP PROGRAMS

ISSUE DATE: 4/13/11; 12/14/16

REVISION DATES:

1. The course instructor will tell the student he/she has failed and will no longer be able to attend the course.
2. A student services hold will be placed on the student's record in Pathway
3. The highest grade that can be earned in the course will be a "C+"

CLINICAL PROFESSIONAL REQUIREMENTS POLICY – BSN, MSN, & DNP

ISSUE DATE: 5-18-2005

REVISION DATES: 5/7/08; 6/28/10; 12/14/11; 12/14/16

Maintenance of professional clinical requirements and communication of completion to appropriate persons is a professional responsibility for every student in the School of Nursing and Health Studies. Many of these require renewal and verification more than once during a student's educational program.

Specific requirements and the academic tracks or programs to which they apply are detailed in Appendix A Clinical Professional Requirements by program.

Students are expected to familiarize themselves with the requirements for their specific program or track.

Students are expected to submit all clinical documentation upon admission, then update information with the Student Services Office as needed. Failure to meet professional clinical requirements will result in suspension from classroom, clinical and lab sessions.

Evidence of inability to comply with any of these requirements must be provided in writing from an appropriate authority in order for a student to be exempt from the terms of this policy.

Record Keeping

The Student Services Office will maintain records of student data related to professional clinical requirements for all students enrolled in the School of Nursing and Health Studies.

Students who have an expiration date that occurs during the semester will be required to show proof of completion prior to expiration, both to the course coordinator and by bringing verification of the renewed item to Student Services.

Students protected information may be provided to clinical sites in order for students to practice there. Examples of this may include social security or birth date.

Immediately prior to the beginning of the semester, Student Services will provide to clinical course faculty a list of any students not in compliance with their professional clinical requirements. Students who are not in compliance with Appendix A are not permitted in clinical practice until this data is complete and current.

Records of Clinical Testing (the Clinical Orientation Manual Exam and Drug Calculation Test) are maintained on the designated electronic record site. Course faculty are responsible for verifying completion of these prior to the beginning of the semester.

Consequences of Noncompliance with Requirements

Course faculty are responsible for not allowing students who have expired or incomplete requirements to practice clinically.

Students who are not able to practice clinically because of noncompliance with professional clinical responsibilities will be assigned an unsatisfactory evaluation for any clinical weeks missed and may be dismissed from the program.

**UMKC SCHOOL OF NURSING & HEALTH STUDIES
POLICY: CLINICAL PROFESSIONAL REQUIREMENTS
APPENDIX A (AMENDMENT A IN CNE MANUAL)
BSN-PL, BSN-AT AND RN-BSN STUDENTS**

All UMKC School of Nursing & Health Studies BSN students must provide *written* documentation of the following immunizations and/or tests to Verified Credentials, Inc. *prior to enrollment*. To upload your documents go to <https://scholar.verifiedcredentials.com/umkc>.

Required frequency = yearly, biennial (every 2 years), & one time requirement

1. ___/___/___ **Flu Vaccine** every year enrolled.
2. ___/___/___ **TB** - A screen for tuberculosis via evidence of a 2-Step TB skin tests or a TB titer (T-Spot or Quantiferon-TB Gold) less than 12 months old. All positive reactors must visit their Health Department & bring a copy of the Dept.'s documentation of this visit with their follow up plan to us. (Skin test or Quantiferon must be done yearly. If positive chest x-ray submitted once but if symptoms arise another x-ray will be required.)

3. ___/___/___ (expires) **Copy of current RN license(s) from any state** (if not submitted with application or now expired) *RN-BSN students only*.
4. ___/___/___ (expires) **Copy of current AMERICAN HEART ASSOCIATION CPR card** (or ACLS)

5. ___/___/___ **#1 MMR** A. For students born prior to 1957, rubella titers are required
 ___/___/___ **#2 MMR** B. For students born after 1956, measles, mumps, and rubella (MMR) immunity may be documented in the following ways:
 - a) Documentation of two doses of MMR after age of twelve (12) months and rubella titer, OR
 - b) Evidence of immunity through a titer, for example, Mumps IGG, Rubeola IGG (measles), Rubella IGG. Titers are preferable if immunizations are contraindicated (e.g. pregnancy)

OR

- ___/___/___ **MMR Titer**
 - A. For students born prior to 1957, rubella titers are required
 - B. For students born after 1956, measles, mumps, and rubella (MMR) immunity may be documented in the following ways:
 - a) Documentation of two doses of MMR after age of twelve (12) months and rubella titer, OR
 - b) Evidence of immunity through a titer of each of the diseases (ex. MMR titer, or individual Mumps IGG, Rubeola IGG (measles), Rubella IGG. Titers are preferable if immunizations are contraindicated (e.g. pregnancy).

6. ___/___/___ **Tdap** - Tetanus/diphtheria/pertussis immunity via documentation of toxoid booster date within last 10 yrs.
7. ___/___/___ **#1 Hepatitis B** - Completion of Hepatitis B vaccine series **and** titer. If titer is negative, repeat series & titer.
 ___/___/___ **#2 Hepatitis B**
 ___/___/___ **#3 Hepatitis B**

AND

- ___/___/___ **Hepatitis B Titer**
8. ___/___/___ **#1 Chicken Pox** – Two varivax vaccinations at least 28 days apart or varicella IGG titer (w/positive reading)
 ___/___/___ **#2 Chicken Pox**

OR

- ___/___/___ **Chicken Pox Titer**
9. **Copy of current Personal Health Insurance card**
10. **Criminal Background Check** <https://scholar.verifiedcredentials.com/umkc> (Customer Service 1-800-938-6090)
11. **Drug Test** - <https://scholar.verifiedcredentials.com/umkc> (Customer Service 1-800-938-6090)
12. **Color Blind Test** (PL and AT given at Clinical Jump Start in August. RN-BSN will need to provide)
13. **Department of Mental Health Background Check** <http://sonhs.umkc.edu/wp-content/uploads/2014/10/dept-mental-health-check.pdf> (All BSN-PL and BSN-AT students. RN-BSN students who will be in a facility in the state of MO).

I understand that I must maintain current records. *Failure to comply with this policy by allowing immunizations to expire may have the following consequences. I may be restricted during enrollment and/or dropped from clinical courses. Evidence of inability to comply must be provided in writing from an appropriate authority in order to be exempt from the terms of this policy. The information I have submitted is accurate to the best of my knowledge. I will also keep copies of all of the above with me for clinical site verification*

PRINT NAME **DATE** **SIGNED NAME**

HIPAA - Contact your clinical site regarding their HIPAA certification details.

N:\Groups\Nursing\Workgroups\Shared Files\Student Services\RecruitmentMaterials\Original Files\Current Appendix A documents- Revised 09/01/2016

COMMITTEE CHAIR AND RECORDER MEETINGS POLICY – ALL PROGRAMS

ISSUE: 05/04/16

REVISED DATES:

Pre-meeting Processes

- 2 weeks prior to the scheduled meeting, committee recorders will send via email:
 - Call for agenda items
 - Draft minutes from the last meeting held by the committee
- 1 week prior to the scheduled meeting the recorder will clarify any edits to the minutes based on member feedback.
- 1 week prior to the scheduled meeting, committee recorders will send the following via email:
 - Microsoft Outlook calendar invite of the meeting date, time and location
 - Link to the N drive containing agenda items
 - Tentative Agenda
- All agenda items, including agenda, attachments, and the final minutes from the last meeting will be saved electronically* on the N drive, in the:
 - committee folder
 - date of the meeting
 - original documents
- Committee members should review all agenda items before the scheduled meetings, and are encouraged to send editorial comments (i.e. wordsmith) to the committee chair so corrections can be made to the document (using the “track change” feature on word).
- On the day of the meeting, new agenda item may be presented based on the discretion of the chair, considering the agenda, length of the meeting and bylaws. Any voted items must be submitted to chair and recorder prior to meeting.

During Meeting Processes

- The committee recorder is encouraged to take notes during the meeting to assist with completing the minutes.
- Chairs should clearly summarize the motion so it is accurately reflected in the minutes.

Post Meeting Processes

- Committee members need to provide written reports of their agenda items no later than 3 days following the meeting
- Within 1 week following the meeting draft of the minutes will be completed and electronically saved to the N drive committee folder.
 - Recorders are encouraged to write minutes immediately after committee & assembly meetings.
 - Minutes should include a brief summary of the meeting events, course number and course name, NO abbreviations.
- Within 1 week all approved documents will be saved electronically with approved date** on the N drive, with the date, committee, and status stamp.
 - committee folder
 - date of the meeting
 - approved documents
- Within 1 week all approved documents will be forwarded to the Faculty Steering recorder with the approved date **.
- Approved Agenda items will be placed on committee agenda’s excel or tracking sheet until that document has been electronically saved on the N drive under the “official school document” folder.

Committee Specific Processes

• Faculty Assembly

- Assembly Recorder will save all approved Assembly documents in Word format to the
 - Assembly folder
 - date of the meeting
 - Assembly approved documents
- Assembly Recorder updates the standing committee structure document Excel on the N drive.
- Assembly Recorder will send approved face pages (syllabi) with approved date** to the:
 - assigned staff *** for posting to course leaf
 - Director of student services
 - CC: Faculty Assembly Chair & Co-chair
- Assembly Recorder will update bylaws and post final bylaw document to N drive in PDF format
- Assembly Recorder will send policy or procedures by Friday 5pm the week of the Assembly Meeting to:
 - System support analyst for the N-drive
 - Associate Dean for Students
 - Director of student services
 - Committee Recorder where the document originated from
 - CC: Faculty Assembly Chair & Co-chair

• Faculty Steering

- Steering recorder will save all received documents sent from committees electronically on the N drive:
 - Steering folder
 - date of the meeting
 - original documents
- Steering recorder will save all approved documents electronically on the N drive by Friday 5pm the week of a Faculty Steering meeting:
 - Steering folder
 - date of the meeting
 - Assembly Approval documents (needing a FA vote)
 - OR
 - Steering Approved documents (not needing a FA vote)
- Steering recorder will send an email a summary of action items to
 - Faculty Assembly Recorder
 - CC: copies to committee recorders
- Steering Recorder updates the committee responsibility document on the N drive.

• Curriculum Committee

- Curriculum Recorder will make copies of original and all changes of face page made by committees and save in a binder.
- Curriculum Recorder, Director of Student Services, Committee Curriculum Chair, and assigned staff *** will track syllabi through the SONHS and UMKC campus process until they are published in a catalog on an excel spread sheet.

*Agenda Items documents will be saved in a consistent titled format:

Agendas will be titled: "Agenda - Committee name, i.e. Steering – month/year".

Minutes will be titled: "Minutes - Committee name, i.e. Steering- month/year".

Face pages will be titled "NXXX Full Title of Course".

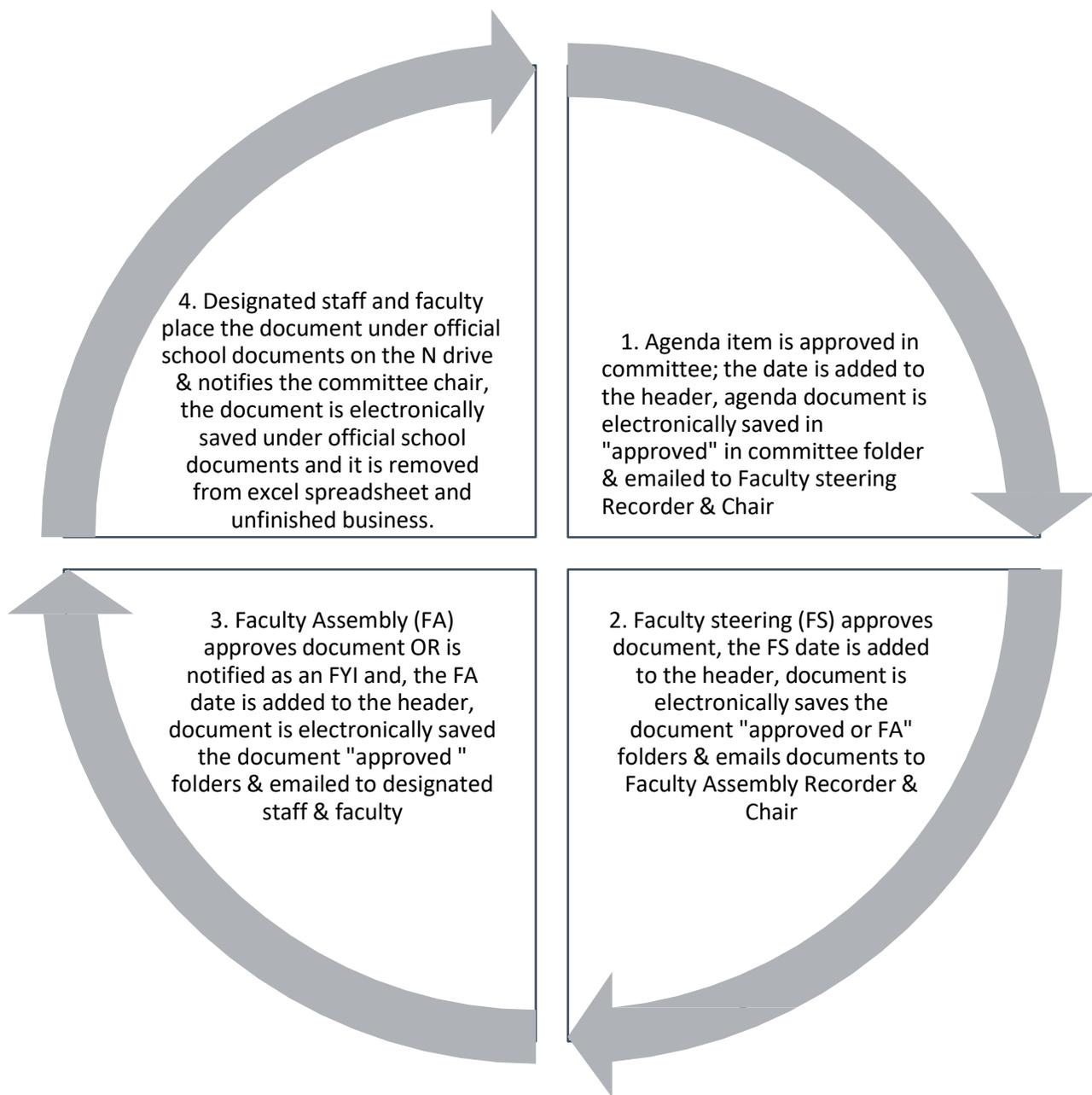
Policies will be titled: "Full Name of Policy"

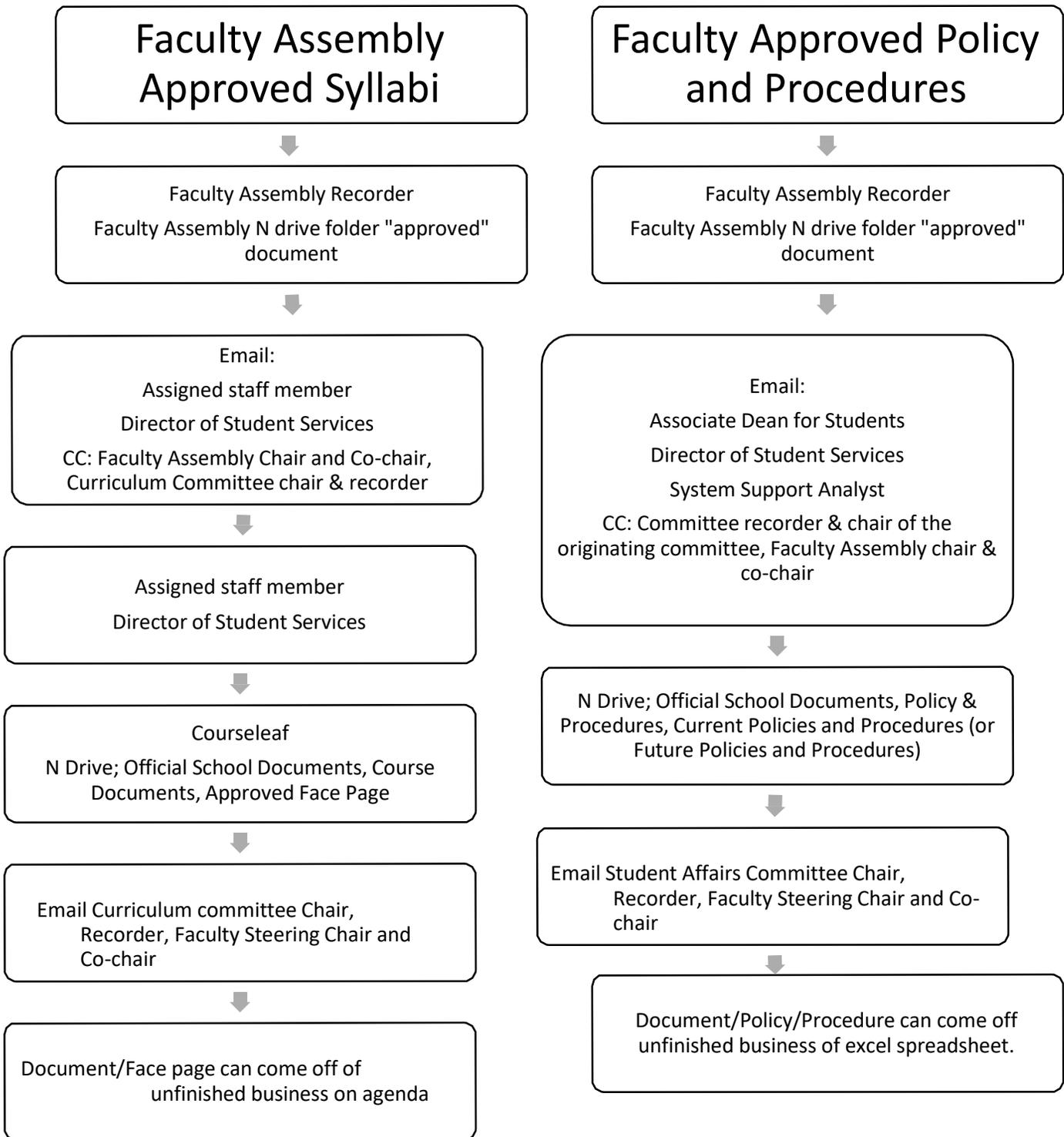
** Approved date to be placed in header, in small font Committee approved: *dates(s)*

Faculty Steer approved: *date(s)*

Faculty Assembly approved: *date(s)* (FYI)

*** Assigned Staff are designated by the Associate Dean





COMPREHENSIVE EXAMINATIONS - POLICY – PhD

ISSUE: 2/02

REVISED DATES: 8/06; 1/9/08; 12/9/09; 12/8/10; 2/8/12

Students must follow the UMKC General Graduate Academic Regulations and Information Comprehensive Examination Policy, included immediately below, in addition to the School of Nursing and Health Studies Policy which follows.

UMKC Comprehensive Examination Policy

To advance to degree candidacy, doctoral students are required to pass a comprehensive examination. D.M.A. students selecting a non-dissertation option may satisfy the comprehensive examination requirement during their final semester. For all other doctoral students, the comprehensive examination must be successfully completed at least seven months before the date of graduation:

- For graduation in May: Nov. 1.
- For graduation in July: Dec. 1.
- For graduation in December: May 1.

The following requirements must have been met before students can take the comprehensive examination(s):

1. Assignment of a supervisory committee.
2. Successful completion of the qualifying examination, if required.
3. Filing and approval of the program of study and completion of essentially all course work required for the degree.
4. If required by the academic unit, satisfactory demonstration of foreign language proficiency through accepted course work or other evidence specified by the student's supervisory committee.
5. Completion of residency in most cases.

The comprehensive examination may be written, oral or both. Through their advisers, students will apply to the graduate officer in their academic unit for an examining committee to be composed of a minimum of five members of the graduate faculty. This committee shall consist of members of students' supervisory committees and such others as the graduate officer may select.

The examination will be arranged and supervised by the adviser. It will generally terminate within one month after it starts. Upon satisfactory completion of the examination, the student's adviser sends a report of the results of the examination, with the signatures of all members of the examining committee, to the graduate officer, who, in turn, informs the student and the registrar.

A student is considered to have passed the comprehensive examination if all, or all but one member, of the examining committee vote that the candidate passes. If failure is reported, the examining committee will either recommend termination of status as a doctoral student or suggest additional work or other remedial measures. Furthermore, a student who has failed may not take a second examination for at least 12 weeks. Failure of a second comprehensive examination shall automatically preclude candidacy at this institution.

UMKC School of Nursing and Health Studies PhD Program Comprehensive Examination Policy

Comprehensive Examination Activities:

- Written examination
- Oral presentation and examination

Timeframe:

- The student will register for course hours as directed by the committee chair during the time planned for preparation for, writing and defending the comprehensive exam.
- When preparation is complete, all comprehensive exam activities must be completed by the student within six weeks.

Timeline:

- On day 1: The student will receive the article and instructions for the comprehensive exam.
- By day 14 (2 weeks): The student will submit the finished written exam, which is distributed to the supervisory chair and committee members for review.
- By day 28 (4 weeks): The supervisory chair will communicate the committee feedback and pass/fail decision to the student.
- By day 42 (6 weeks): The student will present the oral exam to the committee and receive the committee pass/fail decision.

Content and Preparation for the Written Exam:

A current research article in the student’s area of research interest will serve as the framework for the written paper and will provide a catalyst for the student to demonstrate knowledge of history and philosophy of nursing science and research, research methods, application of existing theory and theory development, and existing and evolving substantive knowledge related to their focused area of nursing research.

- A period of three to four months should be planned for preparation, during which time the student will work closely with the committee chair to write several practice comprehensive papers, based on articles other than those likely to be used for the actual exam.
- Readiness for the actual exam will be determined by student and chairperson, based on the performance on the practice exams.
- During the preparation time, the student and the chairperson will identify the dates for the comprehensive exam activities that are acceptable to all members of the committee.
- The chairperson will notify the UMKC SoNHS staff person responsible for coordinating comprehensive exam activities.

Procedure for the Written Exam:

- Approximately eight weeks prior to the date of exam defense, the chair of the supervisory committee will identify and send at least three potential articles to all committee members for review.
- Each committee member will rank the three articles, with the chairperson making the final decision as to which article is given to the student.
- The chairperson will provide the staff person with an electronic copy of the selected research article, the timeframe for student completion of the written paper, and contact information for each committee member.
- On the designated day, the staff person will forward the article and any instructions to the student and all committee members. This day initiates the two weeks that the student has to complete and submit the written paper; it also initiates the six week time period for completion of all comprehensive activities.
- Once the written paper is complete, the student will return an electric copy of the written exam to the staff person.
- The written exam can be no more than 25 pages, which will include tables, graphs, figures, diagrams, charts, and appendices. The only pages not counted as part of the written exam will be the title page and references. The exam must adhere to the most recent APA edition.

- Once received by the staff person, the student's written paper will be sent electronically to each committee member.
 - A hard paper copy will be placed in the student's file, and considered the original if confusion arises.
- Each committee member will have two weeks to review the written paper and provide feedback, including pass/fail decision, to the chairperson.
- The chairperson will review the responses of committee members and determine if the student has passed/not passed.
- The chairperson will communicate the committee's decision to the student within two weeks from when the written paper was submitted.
- A student is considered to have passed the written comprehensive examination if all, or all but one member, of the examining committee vote that the candidate passes.
- If the vote is pass, the student moves on and works with the chairperson to prepare the oral presentation.
- If more than one committee member votes that the candidate failed the written exam, the examining committee will either recommend termination of status as a doctoral student or suggest additional work or other remedial measures.
- A student who has failed a comprehensive examination may re-take a second new examination after at least 12 weeks following the first examination. If this is the case, the comprehensive exam timeline restarts.
- Failure of a second comprehensive examination shall automatically preclude candidacy at the School of Nursing and Health Studies.

Mandatory Content Areas for Written Paper

After reading the article the student should discuss the following areas relative to the state of science of her/his area of research and the knowledge gained within the doctoral program regarding the research process:

Background / Rationale

- 1) Demonstrate a comprehensive knowledge of literature related to the topic of the student's nursing research by discussing the background/rationale for the article and how it relates to current literature in the field.
- 2) Evaluate how effectively the background/rationale in the article supports the hypothesis / research question(s).
- 3) Rate the strength of the argument for the research question(s) in the article.
- 4) Discuss how the argument could have been strengthened.

Theoretical Framework/Conceptual Framework

- 1) Describe the theoretical framework and/or theoretical underpinnings used in the article/study, including historic and philosophic foundations and paradigmatic underpinnings as appropriate.
- 2) Discuss other theories that could have been applied.
- 3) Describe advantages of different possible theoretical approaches.

Research Design

- 1) Evaluate the research design used in the article (i.e. variables, sample population and sample size).
- 2) Discuss the appropriateness of the research design in relation to the research questions/hypotheses. Discuss the strength of the study design in answering the research question/hypotheses.

- 4) Propose alternative study design(s) to address the research question(s) and additional findings that may have been possible using these alternative study designs.

Data Analysis and Presentation

- 1) Evaluate data analysis used in the article
- 2) Discuss whether results were presented accurately /clearly.
- 3) Discuss impact of tables, text and figures, are these consistent/ redundant.
- 4) Discuss strategies to strengthen the analysis.
- 5) Discuss the strengths and weaknesses of the interpretation of study findings and make suggestions for improvement.

Implications

- 1) Discuss why the study is important
- 2) State how this study advances the science.
- 3) Describe study limitations.
- 4) Discuss what would need to be done to translate study findings into practice.
- 5) Propose the next study for the authors to perform.
- 6) Place the findings of this study in the context of the field/state of the science.

Mandatory Content and Procedure for Oral Portion of Exam

The format for the oral exam includes:

- 1) The student presents a 20 minute presentation of the written paper (this may include addressing of questions the committee has submitted to the student in feedback, or questions can be posed after the presentation).
- 2) The committee asks questions related to oral and written exam.
- 3) The chairperson excuses the student from the room or discontinues the telephone/electronic contact.
- 4) The committee determines if the student passes or does not pass the oral portion of the exam.
- 5) The student returns to the room or resumes the telephone/electronic contact and is given the committee's response to the comprehensive examination.

- A student is considered to have passed the oral comprehensive examination if all, or all but one member, of the examining committee vote that the candidate passes. The student is now considered a doctoral candidate.
- If more than one committee member votes that the student failed the oral exam, the committee will recommend a plan of action. The committee will either recommend termination from the program or suggest additional work or other remedial measures and set a date for repeating the oral exam.
- Failure of a second comprehensive examination shall automatically preclude candidacy at the School of Nursing and Health Studies.

COURSE WITHDRAWAL POLICY – All Programs

ISSUE DATE: 12/14/16

REVISION DATES:

The SoNHS follows the withdrawal deadlines specified in the University academic calendar. Approval for dropping after the twelve week will be given only when there are extenuating circumstances such as

illness or injury. A petition for exception must be submitted per SoNHS policy. Dropping a course could adversely affect a student's nursing scholarship and/or financial aid eligibility, so student must meet with financial aid coordinator.

CREATION OF STUDENT AFFAIRS COMMITTEE AD-HOC SUBCOMMITTEES

ISSUE DATE: 9/8/10

REVISION DATES:

The student affairs committee may create ad-hoc program subcommittees for the purposes of reviewing student progression and applications.

CRIMINAL BACKGROUND CHECK AND DRUG SCREENING – ALL CLINICAL PROGRAMS

ISSUE DATE: 12/10/14

REVISIONS DATES: 12/14/16

An offer for admission to a School of Nursing and Health Studies clinical program is contingent on findings from the criminal background screen, drug test and any additional testing. All screens and tests must be free of discrepancies. If results indicate discrepancies an offer for admission will be immediately rescinded.

Once students are admitted into a clinical program, they are required to provide information and make payment to a SoNHS selected company, for a Criminal Background Check. If the results of this check show that the student has a pending or recent (within the last three years) criminal conviction for an offense involving narcotics, alcohol, crimes against persons or abuse/neglect, the student will be dismissed from the program.

CURRICULUM CHANGE POLICY – ALL PROGRAMS

ISSUE DATE: 8/90

REVISION DATES: 1/92; 5/13/09; 6/11/13

Purpose

The purpose of this policy is to define curricular change and to specify the mechanism for implementing changes to the curriculum.

Definitions

Curricular change is defined by the University and further specified by the School of Nursing and Health Studies as:

- Course additions
- Course deletions
- Course modifications
 - Course title
 - Course number
 - Course objectives
 - Catalog description
 - Credit hours
 - Course cancellation
- Changes in philosophy

- Changes in program objectives
- Changes in courses to meet program objectives
- Changes in course objectives
- Changes in requisite/prerequisite courses
- Changes in core content (specific topics to be addressed in specific courses)
- Changes in clinical/didactic hour requirements
- Changes in required sequencing of course work.

Program is defined as an organized plan of study leading to the awarding of a degree. Changes defined as program changes require an approval procedure as outlined by the University.

Origins of Change

Recommendations for curriculum revision may come from within the School of Nursing and Health Studies, the University and the Community. Within the School of Nursing and Health Studies, administration, faculty and students may recommend changes. From the University, changes may be recommended by the School of Graduate Studies, Committee on Program Evaluation, and the Program Council. Some examples of community resources who may recommend changes are affiliated faculty, faculty of other schools of nursing and personnel of clinical agencies.

Changing the Curriculum

Recommendations for curricular revisions are reviewed and approved by faculty and administrative bodies specified in established curriculum procedures. Prior to implementations, recommendations for curriculum revisions must be approved by the School of Nursing and Health Studies Curriculum Committee, the Faculty Steering Committee, and/or the Faculty Assembly and the appropriate Volker campus officials.

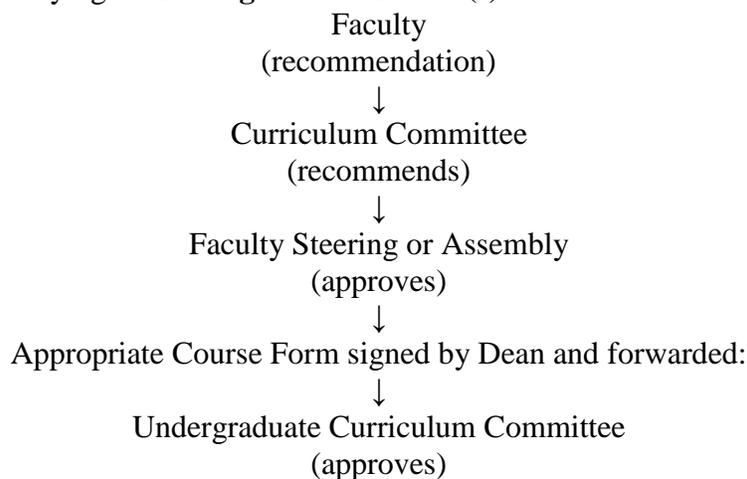
CURRICULUM CHANGE APPROVAL PROCEDURE – ALL PROGRAMS

ISSUE DATE: 8/90

REVISION DATES: 1/92; 10/8/08; 6/11/13

Any courses making changes to any of the following must complete a graduate or undergraduate course modification form: Catalog course number, course title, credit hours, requisites or pre-requisites, course description, course cancellation, course reinstatement. If adding a new course, a new course form, graduate or undergraduate, must be completed and submitted as noted below.

Steps for Adding or Modifying an **Undergraduate Course(s)**:



↓
 Modification/New Course Signed Forms go to Registrar's
 Office for Catalog input and implementation & copy returned to Unit

Steps for Adding or Modifying a **Graduate Course(s)**

Faculty
 (recommends)
 ↓
 Curriculum Committee
 (recommends)
 ↓
 Faculty Steering or Assembly
 (approves)
 ↓
 Appropriate Course Form signed by Dean and forwarded
 ↓
 Graduate Officers Committee
 (approves)
 ↓
 Provost/Vice Chancellor for Academic Affairs
 (approves) (still accurate?)
 Modification/New Course Signed Forms go to Registrar's
 Office for Catalog input and implementation & copy returned to Unit

Levels of Review: **New Program,**

Faculty
 (recommendation)

 Curriculum Committee
 (recommends)

 Faculty Assembly
 (approves)

 Dean, School of Nursing and Health Studies
 (approves)

Graduate Program

Undergraduate Program

Dean, Graduate Faculties & Research
 (approves)

Undergraduate Curriculum Committee

Graduate Officers Committee
(approves)

Both Programs:
Provost/Vice Chancellor
Academic Affairs

Chancellor

VP Academic Affairs

President

Board of Curators

Coordinating Board of Higher Education,
State of Missouri

DISSERTATION POLICY – PhD

ISSUE DATE: 4-18-2006

REVISION DATES: 10-18-2006; 2-8-12; 11/13/13;

- The UMKC General Graduate Academic Regulations and Information Dissertation policy must be followed in addition to the School of Nursing and Health Studies policy.
- Minor modifications may need to be made to the traditional dissertation format to accommodate publication-ready manuscripts. It is not expected that students will publish a manuscript “verbatim” from the dissertation.
- The student and the student’s mentor and doctoral dissertation committee meet to review the requirements and establish an approach for writing the specific dissertation early on in the student’s doctoral education process. The dissertation process begins early, however the student does not enroll in dissertation credit hours until after successfully completing all essential course work and the comprehensive examination.
- Students will receive a grade of “A”, “B”, or “C” for each semester of dissertation course work taken. Criteria for the grade will be determined at the start of each semester with the individual chair making a semester contract with the student. (Procedure: Grading each semester will begin Spring 2014 for all dissertation students. Students currently carrying incompletes, according to the old policy, will receive grades for those dissertation incompletes once their final public defense has been completed.)
- There is no requirement as to the number of chapters a dissertation contains.
- Prior to graduation the student must have at least one manuscript which is related to their dissertation work, accepted for final publication (with editorial revisions completed) in a peer reviewed, indexed journal. Student must be first author. A draft of the manuscript must be approved by a committee of PhD faculty.
- At the discretion of the committee, published or in press manuscript(s) may be substituted for the traditional dissertation format.
- A final dissertation grade will not be submitted until the presentation and manuscript requirements have been met.

Sample dissertation format:

Chapter 1

This chapter consists of an introduction and identification of the problem that includes the hypotheses and specific aims. The chapter serves as brief introduction and theoretical overview of the chapters that pulls the dissertation together.

Chapter 2

Review of the literature and theoretical framework. (This chapter can be easily adapted to a manuscript and is highly encouraged.)

Chapter 3

Methodology – describes the methods to all aims of the dissertation and contains the methods plan. The methods may also be described in a manuscript/publication that contains information from another chapter.

Chapter 4, 5, 6...the number may change depending on the number of manuscripts developed and on the individual student's dissertation. Examples of chapters may include: report of pilot studies, instrument development or pilot testing, sub-studies, findings.

Final Chapter

Brings the chapters together and links them back to chapter 1. The final chapter should be brief and summarize the key points of the preceding chapters. This chapter should not be repetitive of what is included in the previous chapters.

References and Appendices

All references and appendices must comply with the university's dissertation format requirements. APA is the required format for the School of Nursing and Health Studies.

DRUG CALCULATION TEST OUT POLICY & PROCEDURE – BSN PRE-LCIENSURE & ACCELERATED

ISSUE DATE: 9/11/13

REVISION DATES:

Pre-licensure and Accelerated Nursing students may test out of the N127 Drug Calculation one credit hour course if they have a strong math background or previous experience in drug calculation.

Students will need to contact the BSN Program Director, take, and pass a Drug Calculation Final with a 90% or higher on the first try in order to waive the N127 course requirement before the first day of classes begins.

ELIGIBILITY FOR COURSE WORK – ALL CLINICAL NURSING PROGRAMS

ISSUE DATE: 8/90

REVISION DATES: 10/8/08

Students who are not admitted to the School of Nursing and Health Studies may enroll in nursing course work with instructor permission.

EMPLOYMENT DURING CLINICALS POLICY – NNP TRACK

ISSUE DATE: 10/12/11

REVISION DATES:

To maximize learning and safety, full-time students should focus solely on NNP practice in the NICU full-time, but if absolutely necessary work no more than part-time (approximately 20 hours/week) as a

NICU staff nurse. If one must work more than part-time, then part-time NNP preceptorship (20 hours a week) must be chosen.

ENGLISH COMPOSITION I EXEMPTION POLICY – BSN AND BHS PROGRAMS

ISSUE DATE: 4/11/12

REVISION DATES:

A Student earning a score of 30 or better on the ACT English subtest or 690 or better on the SAT Verbal will be exempt from the English 110 requirement.

EVALUATIONS – COURSES/CLINICALS/STUDENTS/FACULTY - POLICY – All Programs

ISSUE DATE: 3-25-91;

REVISION DATES: 8/98; 11/06; 11/10/10

Clinical Programs (BSN, MSN & DNP): It is the policy of the School of Nursing and Health Studies that all evaluations of students' performance in their various clinical, role and practicum experiences will be conducted by the faculty and will include formative and summative data gathered by the faculty from direct observation, site visits, the students, and/or the student's preceptors.

All Programs: All students are expected to evaluate their courses, instructors and clinical/practicum placements (if any) each semester.

FERPA and Grade Distribution – ALL PROGRAMS

ISSUE DATE: 12/14/16

REVISION DATES:

The SoNHS will adhere to the university policy for FERPA and grade distribution.

GENERAL EDUCATION COURSES FOR STUDENTS WITH A BACHELOR'S POLICY – BHS & BSN PROGRAMS

ISSUE DATE: 2/9/11

REVISION DATES: 12/14/16

Students with a bachelor's degree from a regionally accredited institution will be waived from taking general education courses listed on their program of study, with the following exceptions: core science courses, any courses with the nursing prefix, the Missouri constitution courses, and Roo Writer .

GRADE APPEAL POLICY & PROCEDURE – All Programs

ISSUE DATE: 4/26/88

REVISION DATES: 3/98; 11/98

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are responsibilities of the instructor.

This grade appeal procedure is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as that term is used here, comprises any of the following:

1. The assignment of a grade to a particular student on some basis other than the performance in the course.
2. The assignment of a grade to a particular student according to more exacting or demanding standards than were applied to other students in the course. (**Note:** Additional and/or different grading criteria may be applied to graduate students enrolled for graduate credit in 300-400 level courses.)
3. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

Refer to the following procedure per the UMKC Catalog:

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor.

This grade appeal procedure is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as that term is used here, comprises any of the following:

1. The assignment of a grade to a particular student on some basis other than the performance in the course.
2. The assignment of a grade to a particular student according to more exacting or demanding standards than were applied to other students in the course; (**Note:** Additional and/or different grading criteria may be applied to graduate students enrolled for graduate credit in 300-400-level courses)
3. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

THE UNIVERSITY GRADE APPEAL PROCEDURE

1. The student should first discuss the course grade fully with the instructor of the course. This must be done within six weeks after the beginning of the succeeding regular academic semester.
2. If the matter cannot be resolved by consultation with the instructor, the student should use the departmental grade-appeal procedure. Every academic unit must have a set of appeal procedures that are to be made available to students upon request. These procedures will specify the manner in which the departmental review of the challenged grade will be conducted.

THE SCHOOL OF NURSING AND HEALTH STUDIES GRADE APPEAL PROCEDURE

The student's initial step in the grade appeal process is to meet with the Associate Dean for Students to ensure that the University Procedure steps 1 and 2 have been completed.

Using the School of Nursing and Health Studies grade appeal form, the student will complete **Step #1** which **MUST** indicate why he/she believes capricious grading occurred. He/she must identify which reason(s), and all future correspondence should focus on that/those rationale(s). This form is then given to the Associate Dean for Students. This must be done within ten working days from meeting with the instructor of the course. The Associate Dean for Students forwards the written grade appeal to the instructor who assigned the grade.

In **step #2** the instructor responds to the student's appeal within 10 working days from the start of the next regular semester (fall or spring). This form is then returned to the Associate Dean for Students who will send the instructor response to the student within 10 working days with a return receipt requested. Additional copies are filed with the instructor and the Associate Dean for Students (and appropriate copies for the SoNHS files).

The student has 5 working days from the receipt of this letter to pursue the appeal. If the student wishes to pursue the appeal, he/she should notify the Associate Dean for Students, who will then submit the letter of appeal to the director of the student's program.

Step #3: Within five working days of receiving the student's letter, a meeting with the program director (BHS, BSN-PL, BSN-AT, RN-BSN, MSN, PhD, DNP) and the student should be arranged. The student is responsible for contacting the program director. The meeting should be at the first available time convenient to the student and the program director, but not more than 20 working days. A staff person from the SoNHS may facilitate the scheduling of this meeting.

The program director's written response to the appeal will be sent to the student within 5 working days with a return receipt requested. Additional copies are sent to the instructor and the Associate Dean for Students (and appropriate copies for the SoNHS files).

Upon receipt of this response, the student has 5 working days to submit a written appeal to the Associate Dean for Students, if the process is to continue.

Step #4 involves a meeting with the Associate Dean for Academics and the student. The student is responsible for contacting the Associate Dean. The meeting will be arranged within 5 working days after receipt of the letter. The meeting should be at the first available time convenient to the student and the Associate Dean for Academics, but not more than 20 working days. A staff person from the SoNHS may facilitate the scheduling of this meeting.

The Associate Dean for Academics' written response to the appeal will be sent to the student within 5 working days of the meeting with a return receipt requested. Additional copies are sent to the instructor (and appropriate copies for the SoNHS files).

If the student wishes to pursue an appeal, the student has five working days to submit, in writing, an appeal to the Associate Dean for Students, who will forward the appeal to the Student Affairs Committee.

A grade appeal meeting with the Student Affairs Committee will be scheduled within 5 working days from the receipt of this letter. A staff person from the SoNHS may facilitate the scheduling of this meeting.

Step #5: The student will meet with the Student Affairs Committee. The chair of the Student Affairs Committee will be in charge of the meeting. The meeting may be audiotaped by the student at his/her discretion. If the student desires to audiotape the meeting, s/he must let the chair of the committee know this prior to the meeting. If the student audiotapes the meeting, the School of Nursing and Health Studies will also audiotape only the portion of the meeting in which the student is present. The student makes a presentation re: why he/she feels capricious grading has occurred. The committee may then question the student to clarify the appeal. The student then leaves the meeting. The instructor named in the appeal process then presents why he/she feels capricious grading did not occur. The committee may then

question the instructor to clarify their responses. The instructor then leaves the meeting. The committee members will vote regarding the presence or absence of capricious grading, with a simple majority ruling.

Within 5 working days, the chair will write a summary of the meeting, including the decision and submit this to the Associate Dean for Students. The chair will notify the student of the committee findings by letter within 5 working days after the committee meeting. This letter will be sent to the student, with a return receipt requested. Additional copies will be sent to the instructor and the Associate Dean for Students (and appropriate copies for the SoNHS files).

If the matter is not resolved at the departmental level, an appeal can be made to the Dean of the School of Nursing and Health Studies (SoNHS). The student has 5 working days from the receipt of this letter to appeal the matter. This appeal should be in writing, with copies to the Associate Dean for Students and Dean of SoNHS. A meeting with the Dean and the student will be arranged within 5 working days. A staff person from the School of Nursing and Health Studies may facilitate the scheduling of this meeting.

The written decision of the Dean of SoNHS will be mailed to the student within 5 working days of the meeting, with a return receipt requested. Additional copies will be sent to the instructor, the program director/level coordinator, Associate Dean for Students and Associate Dean for Academics.

AT THIS POINT THE GRADE APPEAL PROCESS CONTINUES PER THE UNIVERSITY POLICY

If the matter is not resolved within the School or College, the student may appeal to the Provost or designated representative. This appeal must be made within 10 consecutive calendar days after notification of the decision of the Dean.

If the student concerns are not resolved at this point and the student chooses to continue the grade appeal, the student shall submit a written request for review of the grade appeal and the School of Nursing and Health Studies findings and recommendations to the Provost electronically to the UMKC Grade Appeals mailbox (gradeappeals@umkc.edu). The student has 10 consecutive calendar days after the notification of the Dean's decision to appeal to the Provost's office.

The Provost or designated representative shall review the full record of the case and appeal documents. At this level, the Provost may appoint an ad hoc academic appeals committee to review the record and provide advice on the matter.

The decision of the Provost, or designated representative, is final and will be communicated to the student, the instructor, the department and the Dean of the School or College.

**UMKC SCHOOL OF NURSING AND HEALTH STUDIES
GRADE APPEAL FORM – ALL PROGRAMS**

Student Name: _____ Course Number/Name: _____

Course Instructor: _____ Grade Received: _____ Semester Taken: _____

All appeals/responses must be placed on an original sheet

Step #1: Student's Appeal (attach additional sheet if necessary):

Student's Signature _____ Date Submitted: _____

Step #2: Instructor's Response (use additional sheet if necessary):

Instructor's Signature _____ Date Submitted: _____

Comments:

Step #3: Program Director's Response (use additional sheet if necessary):

Director's Signature _____ Date Submitted: _____

Comments:

Step #4: Associate Dean’s Response (use additional sheet if necessary):

Associate Dean’s Signature _____ Date Submitted: _____
Comments:

Step #5: Student Affairs Committee’s Response (use additional sheet if necessary):

Student Affairs Committee Chair’s Signature _____ Date Submitted: _____
Comments:

Step #6: Dean’s Response (insert below):

Dean’s Signature _____ Date Submitted: _____
Comments:

If the matter is not resolved within the School of Nursing and Health Studies, the student may appeal to the provost or designated representative electronically to the UMKC Grade Appeals mailbox (gradeappeals@umkc.edu). This appeal must be made within 10 consecutive calendar days after notification of the decision of the dean.

HEALTH SCIENCES BUILDING (HSB) AFTER HOURS POLICY – ALL PROGRAMS (with Pharmacy)

ISSUE DATE: 1-09

REVISION DATES:

- HSB will be locked from 7 PM through 7 AM Monday – Friday.
- HSB will be locked for the weekend beginning at 7 PM on Fridays through 7 AM the following Monday.
- Students in the HSB prior to 7 PM on weeknights will be allowed to stay in the building in approved areas until 12 Midnight with a valid UMKC student ID only;
 - Students must have a current student ID with them and present it to any official requesting validation;
 - Students may be in the common areas on floors three - five and the cafeteria area or student lounge {HSB 1313} on the first floor;
 - There are several “approved” rooms available for studying use as follows:
5303, 3303, and 2249;
 - Students may study in any “approved” room by making a reservation at least 24 hours in advance. Reservations are on a first come, first served basis and can be made by using the HSB Class and Seminar Room Request Form on the Pharmacy School website under “Current Students” ; http://pharmacy.umkc.edu/New/pharm/StuSer/current_students.asp
 - Pharmacy students have priority booking rooms 3303, 3302, and 2249 and nursing students have secondary privileges on these rooms;
 - Nursing students have priority booking room 5303 and pharmacy students have secondary privileges on this room.
- All rooms in the HSB will be locked when class is not in session. Students are not to be in otherwise locked rooms at any time when classes or required presentations are not being held in these rooms. Approved rooms, as noted above, will be unlocked for student use if reserved ahead of time.
- Students should not be in the HSB after 12 Midnight under any circumstances; any student in the HSB after 12 Midnight will be escorted from the building by UMKC Campus Police and reported to their respective Dean’s Office the following day.

HLSC 101 INTRODUCTION TO HEALTH SCIENCES WAIVER POLICY – PRE-NURSE SUB-PLAN STUDENTS

ISSUE DATE: 3-20-13

REVISION DATES: 6/11/13

Students with a bachelor’s degree will be waived from taking HLSC101 Introduction to Health Sciences. Transfer students with a minimum of 60 hours and a cumulative GPA of 3.4 will be waived from the HLSC101 requirement.

INDEPENDENT STUDY POLICY – ALL PROGRAMS

ISSUE DATE: 3/28/86

REVISION DATES: 8/90

Purpose: The School of Nursing and Health Studies offers several opportunities for students to individualize their program of study and fully utilize the special expertise of faculty. One mechanism for doing this is the use of specially designed courses which are offered at both undergraduate and graduate levels.

Individualized course work should not, under ordinary circumstances, duplicate regular course offerings and is restricted by the availability of faculty who are employees of the School of Nursing and Health Studies. As with all other courses offered by the School of Nursing and Health Studies, individualized study courses are part of the required course, faculty and program evaluation procedures.

INDEPENDENT STUDY PROCEDURE – ALL PROGRAMS

ISSUE DATE: 3/28/86

EFFECTIVE DATE: 8/90

REVISION DATES: 8/90; 10/15/2006; 6/28/10

Procedure: Prior to enrolling in any independent study, students must:

1. Select an independent study topic.
2. Ascertain availability of and obtain consent of appropriate faculty

Prior to beginning any independent study, students must:

1. Prepare a clear statement of the problem or subject to be investigated, objectives to be achieved, and the methods and criteria to be used to evaluate the student's work. These must be discussed with and approved by the faculty involved.
2. Establish, in consultation with faculty, a mutually agreeable timetable and plan of operation for the individualized study.
3. Create and submit an Independent Study Contract with faculty and student signatures and submit to Student Services to become part of the student's record.

Current courses offered:

N490 OR HLSC490 Special Topics (1-6)

A course of study in a special area of interest in nursing or health under individual faculty direction. Upon completion of this course, the student will have had the opportunity to conduct an in-depth study of an area of interest, develop independent learning activities, and apply prior experiential learning to special areas of interest.

N5597A Independent Study in Nursing/Patient Care (1-6)

Guided study of selected topics and/or areas in nursing and/or patient care. Prerequisite: Permission of faculty.

N5697A Independent Study in Nursing Elective Equivalent (1-6)

This course consists of the guided study of special topics in areas of nursing theory and/or research.

INTERNATIONAL STUDENT ADMISSION POLICY – RN-BSN, MSN, PhD, DNP

ISSUE DATE: 11/90

REVISION DATES: 8/98; 6/29/09

Students with an F1, J1 or H1 status must complete an International Student Application. U.S. citizens or students with permanent resident status may complete the UMKC application.

In addition to the Policies on Admission of International Students [UMKC General Catalog](#) it is the policy of the School of Nursing and Health Studies that all graduates of foreign schools of nursing complete the Commission on Graduates of Foreign Nursing Schools (CGFNS) qualifying examination

and the National Council Licensure Examination (NCLEX) with passing scores prior to admission to the School of Nursing and Health Studies. The School retains the right to assess the level of current clinical skills prior to enrollment in clinical course work.

Students who are graduates of foreign nursing schools must complete a Commission on Graduates of Foreign Nursing Schools (CFGNS) Credentials Evaluation Service (CES) Report to determine equivalency of course work. The Full Education Course-by-Course Report must be requested with a copy sent to the University of Missouri Kansas City School of Nursing and Health Studies (see following Procedure). For more information and specific testing dates, please visit the CFGNS web site at <http://www.cgfns.org/>.

INTERNATIONAL STUDENT ADMISSION PROCEDURE –RN-BSN MSN, PhD, DNP

ISSUE DATE: 11/90

REVISION DATES: 8/98; 6/29/09

In the year of application to the School of Nursing and Health Studies:

1. Plan to register for the CGFNS qualifying exam before the deadline for registration [applicant inquiries (215) 349-8767]. Also obtain and complete the Credentials Evaluation Service (CES) for a full education course-by-course report to be mailed to the UMKC School of Nursing and Health Studies, 2464 Charlotte Street, Kansas City, MO 64108.
2. Plan to take the CGFNS examination on the test date prior to the semester in which you plan to enroll.
3. Send applications (for admission to UMKC and admission to the School of Nursing and Health Studies) before the published deadline.
4. Send application for the National Council Licensure Examination (NCLEX). The [Council of the State Boards of Nursing](#) gives this examination.
5. Plan to take the [NCLEX](#) exam prior to admission.
6. Admission to the School of Nursing and Health Studies will be considered upon completion of the CFGNS & NCLEX.

LAB INFECTION CONTROL POLICY – ALL CLINICAL PROGRAMS

ISSUE DATE: 8/31/94

REVISION DATES: 5/26/99; 10/8/08; 6/11/13; 12/14/16

Students, faculty and staff should apply appropriate preventative techniques to avoid the risk of disease transmission.

Hand washing is the major preventative technique for transmission of diseases and should be used:

- a. prior to and following human contact
- b. after removing contaminated gloves or handling of contaminated materials.

Gloves should be worn if contact or handling of body substances is anticipated. These substances include: blood, urine, feces, wound drainage, vaginal secretions, saliva, gastric contents or tears. After gloves are used, dispose of soiled gloves in biohazard red trash bag.

Needles should not be recapped, but placed into a red needle collection box. A needle that is not contaminated will be recapped using the scoop method.

Any needle stick injuries with contaminated needles should be referred to UMKC Student Health Services or to the health care provider of the student's choice. Students are responsible for all costs incurred.

Needle sticks must be reported to the course coordinator, faculty and staff supervising the lab. Within twenty-four hours (24) of the incident, complete and forward the typed completed UMUW Form 200 which can be found at the Environmental Health and Safety Workers' Compensation and Risk Management site at <http://www.umkc.edu/adminservices/ehs/workers-comp.asp>. The form should be taken to 4747 Troost, Room 23.

If a needle stick occurs with a clean needle, wash the area thoroughly with soap and water and discard needle. Report the incident to faculty and staff supervising the lab.

Spills of all body substances should be cleaned first from the surface using paper towels. Gloves are to be worn during cleaning. Final cleaning of the surface is to be done with germicidal disposable wipes or a 1:10 bleach solution.

Disposable items such as otoscope covers or vaginal speculums are to be used on one client only.

Dirty gowns and linens are to be placed in the dirty linen hamper. Client gowns should be worn only once before being placed in linen hamper. Bed linens are to be changed when soiled.

Protective paper is to be changed on exam tables after each use. Clean exam tables with germicidal disposable wipes between clients. Used paper from exam tables is to be disposed of in regular trash.

When applicable, OSHA guidelines should be used when handling chemicals or infected materials.

Students, faculty and staff are accountable for correct implementation of the above policy.

LEAVE OF ABSENCE POLICY – All Programs

ISSUE DATE: 11/85

REVISION DATES: 8/90; 1/92;3/94;10/23/98; 6-20-09; 6/28/10

Under specific circumstances, students may be granted a Leave of Absence for one or two semesters (excluding summer).

For the student to be considered "continuously enrolled" as defined in the policies and procedures of the University, [UMKC General Catalog](#) (graduate student reference), the student must submit a Request for Leave of Absence to the Student Affairs Committee two weeks prior to the semester in which the student will not enroll.

In the event of unexpected emergencies, students may petition the Student Affairs Committee for a leave of absence within the semester in which the course work is to be dropped.

Students who have been granted a leave of absence may continue the curriculum under which they were first admitted, unless otherwise notified. All other students are liable for any intervening curriculum changes (refer to the following procedure).

Students who do not maintain continuous enrollment must complete an application for re-admission to the University and the School of Nursing and Health Studies.

NOTE: An approved leave of absence does NOT assure the student future availability of clinical placement if the leave interferes with the student's plan of study. Clinical placement will be made on a space-available basis.

LEAVE OF ABSENCE PROCEDURE – ALL Programs

ISSUE DATE: 11/85

REVISION DATES: 8/90; 1/92;10/23/98; 6/29/09; 6/11/13

The following procedure is to be followed if students wish to take a leave of absence for one or two semesters (excluding summer).

Any student who has been admitted to and has taken courses in the School of Nursing and Health Studies and desires a leave of absence of one or two semesters (excluding summer) should notify the Nursing Student Services Office (CRNA students must also contact their program director) as soon as possible and complete a "Petition for specific program" form found on the program website. If approved, the student will be sent an Intent to Re-Enroll form which will need to be completed and returned at least two weeks prior to registering for the semester in which s/he returns.

LOCKER POLICY – All Programs

ISSUE DATE: 10/4/07

REVISION DATES: 9/8/10

Student lockers are provided in the Health Sciences Building. The lockers will not be assigned, but students may use them for storage of books and other items. There are no locks on the lockers, so students have to provide a lock. Students are responsible for maintaining either the key or the combination of the lock.

The lockers are available on a first come, first served basis. **It is recommended that students remove the locks and contents of the locker each day; in the event that a student wishes to use a locker for more than one day, all lockers must be cleared and locks removed by *the end of the semester*.**

If there are any concerns regarding the locker, the lock will be cut off and the locker cleaned out. The expense for doing this will be charged to the student.

DO NOT:

- Write on or inside the lockers
- Use stickers or labels on or inside the lockers
- Store guns, knives, explosives, or other materials that should not be on campus in the lockers.
- Try to pry open a locker to put something into or remove something from the locker
- Leave food overnight as it may spoil

MEDICATION ADMINISTRATION POLICY – BSN-PL & BSN-AT

ISSUE DATE: 6-2-02

REVISION DATES: 6-28-10

- The policy of each clinical site must be followed at all times when administering any medication.
- Students are responsible for knowing classification, mechanism of action, route, dose, side effects and nursing implications of every medication administered.
- Medications, EXCEPT IV DRUGS, will be prepared and administered at the discretion of the faculty or designated clinical resource person.
- Preparation and administration of all intravenous medications/infusions must be done under the supervision of faculty. Faculty may use discretion and designate a registered nurse (RN) clinical resource person to supervise the preparation and administration of intravenous medications / infusions with a student (s).
- Students may not give any medications:
 - in an emergency situation,
 - that are investigational drugs,
 - that are antineoplastic drugs,
 - during patient pregnancy and delivery except with faculty discretion.

**NON-STUDENTS ATTENDING SCHOOL OF NURSING AND HEALTH STUDIES (SoNHS)
CLASSES – All Programs**

ISSUE DATE: 9/12/03

REVISION DATES:

Only students (admitted to UMKC and officially registered for the class) and guests of the instructor who are invited for legitimate purposes of instruction may attend classes.

University facilities and courses are not designed for children or guests. Often, content is not appropriate for children or those outside the major. The SoNHS wishes to be supportive to students with small children, however, space restrictions, fire code compliance, liability issues, and optimal learning conditions for all students must be considered and maintained in the classroom at all times. Children or guests in the classroom or children unattended outside of a classroom present, at minimum, a distraction and may be disruptive to a class.

ONLINE COURSE & FACULTY CERTIFICATION – ALL PROGRAMS

ISSUE DATE: 5/10/17

REVISION DATES:

Online Courses and Faculty in the SoNHS must meet the following guidelines:

Online Courses:

1. By fall 2018, all existing online courses must be (a) online certified, and (b) re-certified every three years.
2. New online courses must be online certified by the end of the second semester in which they are taught.

Faculty:

1. By fall 2018, all full and part-time faculty must be (a) certified to teach online, and (b) re-certified every three years. Adjunct faculty teaching online courses must be certified by the end of the second semester in which they teach.
2. New full and part-time faculty must be online certified during the first semester in which they are employed in the SoNHS.

3. Faculty teaching a course that is online certified must use the certified course site; if faculty choose to teach with a non-certified course site, they must submit that different course site for certification by the end of the second semester in which it is offered.

PETITION FOR EXCEPTION POLICY – All Programs

ISSUE DATE: 4/26/88

REVISION DATES: 8/90; 10/23/98; 5/16; 12/14/16

A Petition for Exception may be filed by the student regarding course work, course sequence, exemption from a specific course and other exceptions related to progression through the curriculum.

Prior to filing a petition for Exception specific to course work, communication between the student and course faculty must have occurred to address the petition issue. If communication between the faculty and student has not resulted in a plan that is acceptable to the student, the student needs to refer to the policy:

Student Concerns – All programs.

If a Petition for Exception is applicable, the petition is filed with the Student Affairs Committee. Petition for Exception forms are available by going to your program on the website www.sonhs.umkc.edu and linking to the petition on the right sidebar.

PETITION FOR EXCEPTION PROCEDURE – All Programs

REVISION DATES: 8/90; 1/92; 10/23/98; 12/14/16

1. Before filing a Petition for Exception, the student should confer with her/his academic adviser. If the petition involves a specific course, the student must also confer with the faculty person teaching that course. The student notifies the faculty their decision to submit petition.
2. The student will send the completed petition to the Student Services Office a minimum of 10 working days before the next scheduled Student Affairs Committee meeting.
3. The Student Affairs Committee will review the petition and move to accept or deny. Notification of the Committee's decision will be sent to the student within 10 working days following the final decision.

READMISSION FOLLOWING ACADEMIC DISMISSAL – ALL PROGRAMS

ISSUE DATE: 6-02

REVISION DATES: 5/7/08; 2/10/16

A student who has been dismissed from the SoNHS should not expect to be readmitted. In very rare cases when in the judgment of the faculty and Student Affairs Committee, there is clear evidence of probable future academic success, an application for readmission may be considered, in which case the program director must be notified of the application for readmission by the student. In no case will readmission be considered until six (6) months has elapsed from the time of dismissal.

REMOVAL OF A STUDENT FROM CLINICAL PLACEMENT/SERVICE LEARNING/INTERNSHIP PLACEMENT POLICY – ALL PROGRAMS

ISSUE DATE: 5/30/2007 (BSN); 03/91 (MSN)

REVISION DATES: 3/92 (MSN); 11/12/08; 11/10/12

A student may be temporarily removed from the clinical, service learning, or internship setting based on the judgment of faculty, clinical preceptor or other appropriate designee if the student is:

1. unprepared for the clinical, service learning, or internship assignment;
2. performing care in an unsafe manner that is or might be detrimental to

- the patient's welfare.
3. displaying behaviors defined as student misconduct according to the UMKC General Catalog, and/or the School of Nursing and Health Studies Honor Code.
 4. practicing outside the scope and role of a student.
 5. not following published policies.

REMOVAL OF A STUDENT FROM CLINICAL PLACEMENT/SERVICE LEARNING/INTERNSHIP PLACEMENT PROCEDURE – ALL PROGRAMS

ISSUE DATE: 5/30/2007 (BSN); 03/91 (MSN)

REVISION DATES: 3/92 (MSN); 11/12/08; 11/10/12

Using the Notice of Unsatisfactory Clinical Performance Form or the Notice of Unsatisfactory Service Learning/Internship Performance Form (see below), the faculty is to document the reason for the removal, the plan for resolution and the timeframe of the clinical suspension and review. The student shall be given the opportunity to discuss and explain the incident with the faculty/preceptor/designee prior to removal from the setting. The student may also provide an explanation, in writing, to the faculty/preceptor/designee within three working days of the suspension.

Further action may be recommended to the assistant dean for student affairs and/or the UMKC School of Nursing and Health Studies Honor Council by the faculty/preceptor/designee should:

1. the misconduct be egregious,
2. the deficit remain unresolved following assistance and counseling, or
3. the behavior reoccurs.

The faculty member will be responsible for conferring with the student and informing the appropriate program director and the assistant dean for student affairs in writing of the rationale for this recommendation.

Action to be taken may include but is not limited to:

1. removal from the course
2. suspension from the School of Nursing and Health Studies
3. dismissal from the School of Nursing and Health Studies.

The student has the right to appeal the decision of the assistant dean for student affairs and/or UMKC School of Nursing and Health Studies Honor Council, following policies and procedures of the UMKC School of Nursing and Health Studies Honor Code.

Notice of Unsatisfactory Clinical Performance

_____, a student in course _____ has met with the appropriate faculty, clinical preceptor or designee to discuss deficiencies noted in clinical performance.

The deficiencies reported were as follows (provide date, time and deficiency):

The plan for resolving these problems is as follows (include specific timeframe for return to the clinical setting):

The student will be re-evaluated in the clinical setting on this date _____

The student understands that failure to resolve these deficiencies may result in the student failing the clinical component of this course.

Student Signature

Date

Faculty/Clinical Preceptor/Designee

Date

cc: Course Coordinator

cc: Program Director

**Notice of Unsatisfactory Service Learning/Internship/Clinical/Practicum
Performance**

_____, a student in course _____ has met with the appropriate faculty, preceptor or designee to discuss deficiencies noted in clinical performance.

The deficiencies reported were as follows (provide date, time and deficiency):

The plan for resolving these problems is as follows (include specific timeframe for return to the experiential learning setting):

The student will be re-evaluated in the experiential learning setting on this date _____

The student understands that failure to resolve these deficiencies may result in the student failing the experiential learning component of this course.

Student Signature

Date

Faculty/Preceptor/Designee
cc: Course Coordinator
cc: Program Director

Date

RESEARCH OPTION POLICY – MSN

ISSUE DATE: 1985

REVISION DATES: 3/6/02; 5/12/10

Guidelines: To demonstrate competence in the role of researcher for the Masters of Science in Nursing (MSN), the student will complete a research activity listed under Research Option. The student should meet with their Faculty Mentor to select either the Research Option or an approved 3 credit hour research course. Students must successfully complete N5550 Theoretical Foundations in Nursing and N5555 Nursing Research: Evidence-based Practice before enrolling in the N5598 Research Project Option or research course.

Options: The research option consists of research activities selected by the student under the direction of their Faculty Mentor. Activities associated with the research option are intended to introduce the student to the aspects of research that will contribute to nursing knowledge in her/his field of interest.

The Research Option selected must total 3 credit hours of graduate course work and may comprise one activity from options A, B, or C below. All research option activities should be completed in the semester enrolled. If applicable, students are expected to maintain current Collaborative Institutional Training Initiative (CITI) certification.

- A. One 3 credit graduate level research course with a grade of “B” or higher:
 - 1. Statistics or Methodology course: This may be a graduate level course within another unit or within the School of Nursing and Health Studies.
 - 2. Nursing Research course: This may be a graduate course in nursing research (other than N5555) such as a qualitative research course, N5558 Research Design or N5556 Program Evaluation.
- B. Field Study research experience: (N5598) (3credits) The student will select a Faculty Research Advisor and if advisor and student agree to work together, under direction of the Faculty Research Advisor, the student will complete one of the following:
 - 1. Theoretical paper that describes a clinical problem, conducts a review of literature, and discusses potential implications for nursing practice.
 - 2. Paper discussing student’s proposal to replicate or small replication of a completed larger study (cannot do without CITI training and IRB approval).
 - 3. Paper discussing student’s proposal for instrument development or a small pilot study to test instruments (cannot do without CITI training and IRB approval).
 - 4. Paper discussing results of student’s testing a clinical protocol (cannot do without CITI training and IRB approval).
 - 5. A care delivery proposal which describes a clinical service, review of literature, and analyzes potential implications for nursing practice, education or administration.
 - 6. A paper describing a project utilizing research.
- C. Practicum research experience: (N5598) (3 credit hours) The student will select a Faculty Research Advisor, and if the faculty and student agree to work together, under the direction of the Faculty Research Advisor, the student will complete one of the following:

A written report describing the results of the student’s activities as part of an ongoing research project (and may or may not serve as a research assistant to a nurse). This activity may be conducted with nurses who are engaged in IRB-approved research projects. Possible activities include:

1. Develop new research questions related to the nurse researcher's data.; additional data collection may be carried out in which the student may add her/his own research questions to an already developed nurse instrument, and collect information for both sets of research questions.
2. Pilot an instrument for reliability and validity, and help rewrite the instrument.
3. Help collect data, develop codebook, use computer to input data, do statistical analysis.
4. Participate with a nurse in the development of a research presentation or publication.

Prerequisites: None. For activities listed under sections B and C, the faculty research advisor should have the freedom to assess the student's preparation and ability to carry out the activity before signing the "Contract for the Research Option" form.

Procedures for enrollment, progression, and final grade determination of the Field Study and Practicum.

The student selects a faculty research advisor with similar research interests. The student and faculty research advisor complete and sign the "Contract for the Research Option". A copy is placed in the student's file. Prior to enrolling in each 5598 hour, the student and the advisor notify student services for enrollment.

A list of faculty and their research interests will be maintained on the SoNHS website. All faculties may supervise students who select the research option.

UNIVERSITY OF MISSOURI-KANSAS CITY
School of Nursing and Health Studies
Master of Science in Nursing

RESEARCH OPTION CONTRACT

Student Name

Faculty Supervising Research Option/ Faculty Title

Project Title

Contract Time Period

Anticipated Project Completion Date

Statement of Objectives (may use attachment)

Activities Planned:

Evaluation Criteria:

Student Signature

Date

Faculty Signature

Date

Final Contract to Student File

05/12/2010

SCANTRON TESTING POLICY

ISSUE DATE: 2/10/16

REVISION DATES:

Student responses on the Scantron sheet are considered the student's final answer. Faculty may not accept an answer from any other source as replacing the final answer submitted on the Scantron test sheet.

SCHOLARSHIP POLICY – All Programs

ISSUE DATE: 11/15/06

REVISION DATES: 11/12/08; 12/14/16

Unit-specific scholarships in the School of Nursing and Health Studies are awarded based on donor requirements or, if unrestricted, are awarded based on a distribution plan approved by the faculty or its designated committee. Unless otherwise directed by the donor, funds are awarded without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability or protected veteran status. Students are not eligible if found to be in violation of the School of Nursing and Health Studies honor code or on academic probation.

The following guidelines apply for awarding unrestricted funds in the School:

1. Students must apply for financial aid through the University by submitting a financial aid application (Free Application for Federal Student Aid FAFSA) for the current year.
2. Total financial need and unmet financial need, as determined and reported by the financial aid office, are the first criteria considered for unrestricted scholarship funds.
3. When financial needs of two or more students are equivalent, highest GPA and total UMKC hours will be taken into consideration.

SCHOLARSHIP PROCEDURE – All Programs

ISSUE DATE: 11/15/06

REVISION DATES: 7/10/09; 12/14/16

1. As it becomes available, the Business Office Manager will provide Student Services with data about amounts that are available to be awarded.
2. Student Services will generate a list of potential student awardees, including appropriate data for making selections.
3. When data are available, the designated committee will review data and select students to receive specific awards, based on the Scholarship Award Plan.
4. Students will be offered their awards in writing as award decisions are made.
5. Students will have 14 business days to respond and accept the award. Each student must include a thank you letter to be given to the donor.
6. Awards not accepted by students within the designated time frame will be offered to alternates.

STANDARDS OF PROFESSIONAL AND ETHICAL BEHAVIOR (HONOR CODE) POLICY AND PROCEDURE – All Programs

REVISION DATES: 12/14/16

Honor Code Procedures for Violations of the Standards of Professional and Ethical Behavior

University of Missouri-Kansas City SoNHS

I. Jurisdiction of the SoNHS

The SoNHS (SoNHS) shall have jurisdiction over incidents of alleged violations of the University of Missouri-Kansas City SoNHS's Standards of Professional and Ethical Behavior, Sections IIA and IIB by students accepted into degree programs in the SoNHS while at the SoNHS or enrolled in any nursing course or on clinical rotations at affiliated institutions. Alleged violations of the University of Missouri Student Conduct Code as described in Section III will be referred to the Office of the Vice Chancellor for Student Affairs. The Standards of Professional and Ethical Behavior identify areas of conduct which are judged unacceptable for individuals who are either in or aspire to be in the profession of nursing. The Standards of Professional and Ethical Behavior and these Procedures will be distributed to all newly enrolled students during orientation. When a SoNHS Student has been charged with one or more acts of misconduct according to these standards, the Honor Council shall adhere to the following procedures detailed herein.

The Honor Council shall have the authority to recommend sanctions upon any accused appearing before the Council. The disciplinary proceedings described are not to be construed as judicial trials. Care shall be taken, however, to comply as fully as possible with the spirit and intent of these procedural safeguards.

II. Sanctions

The following sanctions may be imposed upon any SoNHS Student found to have violated Sections IIA and IIB of the University of Missouri – Kansas City SoNHS Standards of Professional and Ethical Behavior:

- Warning – A notice in writing that the student is violating or has violated the Standards of Professional and Ethical Behavior.
- Probation – A written reprimand for violation of specific provisions of the Standards of Professional and Ethical Behavior that includes a designated period of time and the probability of more severe sanctions if the student violates any institutional regulations(s) during the probationary period.
- Loss of Privileges - Denial of specified privileges in the SoNHS for a designated period of time. Discretionary Sanctions. Work assignments in the SoNHS , service to the SoNHS, or other related discretionary assignments in the SoNHS.
- Suspension from the SoNHS – An involuntary separation from the SoNHS for a specified period of time after which the student is eligible to return. Conditions for readmission may be specified.
- Dismissal from the SoNHS – An involuntary separation from the SoNHS for an indefinite period of time. It does not imply or state a minimum separation time.
- Expulsion from the SoNHS – Permanent separation from the SoNHS.

III. Organization of the Honor Council

A. Composition

The Honor Council members shall consist of the Chair; three voting faculty members, one representing each program, BSN, MSN, PhD (3 votes); five student members, 4 from the BSN program and one from the MSN or PhD program. Five members or their alternates (2 faculty, excluding the chair, and three students) constitute a quorum. An assigned staff member will assist the Chair in generation of reports and will be present at the hearings to take minutes.

B. Eligibility and Appointment

Faculty members Voting members of the faculty who have no more than a 50% administrative appointment are eligible to serve as chair or members of the honor council. Voting members of the SoNHS Faculty Assembly shall elect the chair of the Honor Council and the undergraduate and graduate faculty representatives. Alternates for each position will also be elected.

Student members In order to be eligible for election to the Honor council, students must be in good standing within the School. A student who is placed on academic or disciplinary probation is ineligible for service on the Honor council. In addition, a student may be determined ineligible for service if his or her membership on the Council is assessed by the Chair not to be in the best interest of the School.

Each BSN class shall elect their student representative and their alternates. The graduate representative and alternate shall be elected from among students in all SoNHS graduate programs.

C. Time of Appointment and Term of Office

All members shall serve a one-year appointment, with the exception of the chair who will serve 2 years. Members may be serve more than one term if they are re-elected in subsequent years. Members will serve until they resign or a new member is voted into their position.

Election of student members shall be held on an annual basis at the beginning of the academic year, no later than September 15.

Election of faculty will occur at the last spring faculty forum meeting of the year for the next academic year during regular School committee elections. Faculty vacancies are filled by special election.

After fall elections, a preliminary meeting of all members (including the chair) will be held within two weeks in order to discuss the role and function of the Honor Council.

D. Hearing Panel of the Honor Council

All faculty representatives including alternate and the three most senior students not in the accused student's class will serve as a hearing panel for the honor code violation. A chair of the Hearing Panel will be elected by simple majority vote of the members of the panel.

Voting by the hearing panel will take place by secret ballot.

The chair of the hearing panel will not vote except in case of a tie among the rest of the hearing panel in which case, the chair shall vote to break the tie.

Proxy votes will not be allowed.

E. Primary Administrative Liaison (PAL)

A primary administrative liaison (PAL) will be appointed by the Dean for a minimum of a two year term. The PAL is not eligible to serve as a member of the Honor Council while serving as the PAL. The PAL and the Chair, when possible, should be serve overlapping terms. The PAL will draft the charge and represent the SoNHS in all cases.

IV. Procedures for Report of Violation, Investigation, Informal Disposition, and Notice

A. Report of Violation

An alleged violation of the Standards of Professional and Ethical Behavior should be reported to the PAL of the Honor Council or designee as soon as possible after discovery of the incident. The PAL shall inform the chair and Honor Council of the alleged violation within one week if a hearing will be required. The Chair shall notify the SoNHS Dean of all accusations. If the PAL determines that no violation occurred then the Dean and the Honor Council will be informed via an annual report submitted at the end of each academic year.

B. Preliminary Procedures and Meeting

The PAL shall determine whether the allegations fall within Sections IIA or IIB, or Section III of the Standards of Professional and Ethical Behavior, and shall refer any allegations of violations of Section II to the UMKC Office of Student Affairs. The PAL shall investigate any reported violation of Sections IIA or IIB before initiating formal conduct procedures.

The PAL will notify the accused, in writing by certified mail, of the allegations brought against him/her prior to the commencement of the preliminary meeting between the PAL and the student. In addition, the student shall receive a copy of these Procedures for Violations of the Standards of Professional and Ethical Behavior along with the written notice. The PAL shall meet with the accused student to give the student the opportunity to present a personal version of the incident or occurrence.

Following the investigation the PAL shall determine the appropriate preliminary outcome: no formal charge of misconduct, informal disposition, or formal disposition involving an honor council meeting. The PAL will notify the Chair and the Dean of the outcome as required in section IV A.

C. Informal Disposition

The PAL shall have the authority to propose appropriate sanctions to the accused student and within a week the student shall accept or reject a proposed informal disposition.

A failure of the student either to accept or reject the informal disposition within the 10 working days shall be deemed to be an acceptance and, in such event, the proposed disposition shall become final upon expiration of such time.

If the student rejects informal disposition, it must be in writing and the matter shall then be forwarded to the Honor Council for a formal hearing.

D. General Statement of Procedures

A student charged with a breach of the Standards of Professional and Ethical Behavior is entitled to a written notice of the charge against him or her and a formal hearing unless the matter is disposed of under the rules for informal disposition. Honor Code Procedures are not to be construed as judicial trials and need not wait for legal action before proceeding; however, care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein. The University of Missouri Office of the General Counsel shall be legal advisor to the Committee and to the PAL.

E. Notice

The PAL shall initiate formal proceedings by arranging with the chair to call a meeting of the Honor Council and by giving written notice to the accused student by email and by certified mail to the student's last address currently on record with the Office of the Registrar. Failure of the student to have

a current correct local address on record shall not be construed to invalidate such notice. The notice shall set forth the date, time and place of the alleged violation and the date, time and place of the hearing before the Honor Council.

F. Conflicts of Interest

Any member of the Honor Council may recuse him or herself if he or she believes he or she has a conflict of interest. The PAL or the accused student may raise the question of a member's Conflict of Interest at the initial meeting of the Honor Council to hear the charge against the student, and the Chair will determine whether the member should be recused. The member will be replaced by his or her alternate. If both the member and the alternate are recused, the appropriate electing body will chose a second alternate for this case only. [See Section IIB for election procedures.].

G. Temporary Suspension

The Dean or his/her designee may at any time temporarily suspend or deny readmission to a student from the SoNHS pending formal procedures when the Dean or his/her designee finds and believes from available information that the student would seriously disrupt the SoNHS or constitute a danger to the health, safety or welfare of members of the SoNHS Community. The appropriate procedure to determine the future status of the student will be initiated within seven calendar days.

V. Procedure for Honor Council Hearing

A. Rights of the Honor Council

- Hear together cases involving more than one accused student which arise out of the same transaction or occurrence, but in that event shall make separate findings and determinations for each accused;
- Permit a stipulation of facts by the involved accused and the PAL;
- Permit the incorporation in the record by a reference of any documentation produced and desired in the record by the PAL or the accused student;
- Question witnesses or challenge other evidence introduced by either the PAL or the accused student at any time;
- Hear from the PAL about dispositions made in similar cases and any dispositions offered to the student appearing before the Committee;
- Call additional witnesses or require additional investigation; · Dismiss any action at any time;
- Permit or require at any time amendment of the Notice of Hearing to include new or additional matters which may come to the attention of the Council before final determination of the case; provided, however, that in such event the Council shall grant to the accused or the PAL such time as the Council may determine reasonable under the circumstances to answer or explain such additional matters; and,
- Dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the Council Chair.

B. Rights of the Accused Student Upon Hearing – An accused student appearing before the Honor Council shall have the right to:

Submit, if he or she should choose to do so, a written response to the charge outlined in the Notice before the scheduled hearing is to commence;

- Review and obtain copies, in advance, of any materials that will be presented by the PAL at the hearing;
- Submit a written request for a list of witnesses to be called by the PAL at the hearing;
- Be present at the hearing;
- Have an advisor or counselor appear with the accused and to consult with such an advisor or counselor before and/or during the hearing; however, the advisor/counselor will not be allowed to question witnesses and/or address members of the Council. The accused student must notify the chair at least 48 hours in advance with the name and relationship of the advisor and the name of any witness that will attend the hearing;
- Hear or examine evidence presented to the Honor Council; · Question the PAL and any witnesses who testify at the hearing;
- Present evidence by witness, affidavit, or documents in any media; · Make any statement to the Honor Council in mitigation or explanation of the conduct in question;
- Be informed in writing of the findings and any decisions imposed by the Honor Council;
- Appeal the decision and/or disposition to the Dean and to the Chancellor, as herein provided.

C. Conduct of the Hearing

All proceedings of the Honor Council are to be held in confidence by the members. The hearings shall be taped or stenographically recorded. The notice, exhibits, hearing record, verdict, and findings and determination of the Honor Council shall become the record of the Case and shall be filed in the Dean's office at the SoNHS. The record shall be accessible at the reasonable times and places to both the PAL and the accused student for the purpose of review or appeal.

The Honor Council Chair shall preside at the hearing, call the hearing to order, call the roll of the Honor Council members in attendance, ascertain the presence or absence of the accused student, read the Notice of Hearing and Charge and verify the receipt of Notice of Charge by the accused, report any continuances requested or granted, establish the presence of any advisor or counselor of the accused student, call to the attention of the accused student and the advisor any special or extraordinary procedures to be employed during the hearing, and permit suggestions for or objections to any procedures for the Honor Council to consider. NOTE: Advisors will not be allowed to question the PAL, witnesses, and/or address members of the Council.

All requests to address the Council shall be addressed to the Chair. The Chair will rule on all requests and points of order and may consult with Council's legal advisor prior to any ruling. The Chair's ruling shall be final, and all participants shall abide thereby, unless the Chair shall present the question to the Council at the request of a member of the Council, in which event, the ruling of the Council by majority vote shall be final.

Rules of common courtesy and decency shall be observed at all times.

1. Opening Statements:
 - The PAL may make an opening statement outlining the general nature of the case.
 - The accused student may make an opening statement to the Council about the charge at this time or at the conclusion of the SoNHS's presentation.
2. SoNHS's Evidence:
 - Witnesses of the SoNHS are to be called, identified and questioned by the PAL, and any written reports or evidence introduced by the PAL as appropriate.
 - The Council may question witnesses at any time.
 - The accused student may question witnesses or examine evidence at the conclusion of the PAL's presentation.
3. Accused Student's Evidence:

- If the accused student has not elected to make an opening statement previously, he or she shall have the opportunity to make a statement to the Honor Council about the charge at this time.
 - The accused student may present evidence through questioning witnesses or by written memoranda or other documents.
 - The Council may question the accused student or witnesses at any time.
 - The PAL may question witness or examine evidence at the conclusion of the accused student's presentation.
4. Rebuttal Evidence:
The Honor Council may permit the PAL or the accused to offer a rebuttal to the other's presentation.

VI. Determination of the Honor Council

Following the hearing, the Council shall promptly deliberate in closed session out of the presence of the accused, the witnesses, and the PAL. The Honor Council shall determine by a simple majority vote based on the evidence presented in the hearing whether they believe the student violated the Standards of Professional and Ethical Behavior as charged, and if so what sanction, if any, is appropriate. Separate findings shall be made as to the conduct of the student and as to the sanction, if any, to be imposed. The Council shall promptly submit its findings and determination in writing to the accused student and to the PAL.

The findings and determination of the Honor Council shall serve as a decision for the SoNHS.

VII. Appeal to the Dean

If the student so desires, he or she may appeal the decision of the Council to the Dean within 10 business days of the Honor Council decision. A copy of the Notice of Appeal shall be given by the student to the PAL. The student may file a written memorandum for consideration by the Dean with the Notice of Appeal, and the Dean may request a reply from the PAL. The Dean shall review the record of the case and the appeal documents, and may affirm, reverse, or remand the case for further proceedings before the Honor Council.

The Dean shall notify the accused of his or her decision in writing, by certified mail. Copies of the letter will be sent to the Honor Council Chair, the PAL, and will be included with the official hearing file.

VIII. Appeal to the Chancellor

The accused student may appeal from the Dean's decision to the Chancellor or designated representative by filing written notice of appeal with the Chancellor within ten (10) business days after notification of the decision of the Dean. A copy of the Notice of Appeal will also be given by the accused to the Dean of the SoNHS and to the PAL at the time of filing. The accused student may file a written memorandum for consideration by the Chancellor with the Notice of Appeal.

The Chancellor or designated representative shall review the record of the case and the appeal documents and may affirm, reverse, or remand the case for further proceedings and shall notify the Dean and the accused student in writing of the decision on the appeal. The action of the Chancellor shall be final unless it be to remand the matter for further proceedings.

IX. Status during the Appeal

In cases of suspension, dismissal or expulsion where a Notice of Appeal is filed within the required time, the accused student may petition the Chancellor in writing for permission to attend classes pending final determination of appeal. The Chancellor may permit the accused student to continue in school under such conditions as may be designated pending completion of appellate procedures, provided such continuance will not disrupt the University or constitute a danger to the health, safety or welfare of the University Community. In such event, however, any final disciplinary action imposed shall be effective from the date of the action of the Honor Council.

X. Status of the Standards of Professional and Ethical Behavior

Amendments to the Standards of Professional and Ethical Behavior and/or Honor Council Procedures for Violations may be proposed by petition of any twenty-five members of the student body, or the Honor Council on its own motion, or the faculty.

A proposed amendment in the Standards of Professional and Ethical Behavior and/or Honor Council Procedures for Violations must be approved by a 2/3 majority vote of the Honor Council members present (all members have the right to vote on amendments = 9 votes), by a 2/3 majority vote of the faculty present, by the Chancellor, and by the Board of Curators.

The Standards of Professional and Ethical Behavior and/or Honor Council Procedures for Violations may be terminated at any time by action under the general amending procedure.

Standards of Professional and Ethical Behavior

University of Missouri – Kansas City School of Nursing and Health Studies (SoNHS)

I. Preamble

One of the goals of a SoNHS is to educate students during the transition to a professional life. The University of Missouri – Kansas City SoNHS (UMKC-SoNHS) has an obligation to society¹ to evaluate students pursuing the B.H.S., B.S.N., M.S.N., D.N.P., and Ph.D. degrees, as thoroughly as possible. This responsibility includes their cognitive abilities, their academic and professional knowledge and skills, their integrity, and their suitability to practice nursing in their desired professional role. Accordingly, the Standards of Professional and Ethical Behavior detailed in this document have been developed to guide students who are enrolled at all levels with the UMKC-SoNHS, including undergraduate and graduate students, and are designed to assure accountability for professional and ethical standards.

II. Integrity

A. Personal and Professional Integrity

1. Honesty

A SoNHS Student shall deal honestly with people including, but not limited to, colleagues, instructors, representatives of the University, patients, attending physicians, nursing staff, any representative of our clinical agencies, and other members of the health care team. Student nurses are expected to demonstrate honesty and integrity in all aspects of their interaction with patients and staff – particularly in assuring accuracy and completeness in their actions and documentation. The SoNHS Student shall be willing to admit errors and must not mislead others

or promote himself or herself at the patient's expense. The SoNHS Student shall strive to report, by utilizing the Honor Council Procedures for Violations of the Standards of Professional and Ethical Behavior, those student nurses deficient in character or competence, or who engage in fraud, deception, and/or dishonesty.

A basic principal underlying all research is honesty. Scientists and student nurses who participate in research have a responsibility to provide research results of the highest quality; to gather facts meticulously, to keep impeccable records of work done; to interpret results realistically, not forcing them into preconceived molds or models; and to report new knowledge through appropriate channels. Co-authors of research reports must be sufficiently acquainted with the work of their co-workers that they can personally vouch for the integrity of the study and validity of the findings, and must have been active in the research itself.

- Examples of academic dishonesty include, but are not limited to, the following:

1. **Cheating**

- Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- Dependence upon the aid of unauthorized sources in writing papers, preparing reports, solving problems, or carrying out assignments;
- Acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff;
- Use of assignments or papers prepared in one class for another class without disclosing such information to the faculty
- In any way giving assistance to others who are participating in any of the three preceding types of behavior; or
- Falsifying attendance records or other official documents.

2. **Plagiarism**

- Use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference;
- Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or
- Unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.

3. **Sabotage**

- Unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University.

4. **Falsification of Patient's Medical Record or Information**

- Examples of dishonesty related to clinical practice include, but are not limited to, the following:

- Writing progress notes or other documentation regarding the patient's status, including, but not limited to, clinical observations, medication administration or results in the patient's chart when the SoNHS Student has not seen or evaluated the patient, or using incorrect times of data entry.
- Reporting medical information such as physical examination findings, lab values, test results, medications, or any other relevant patient information to other students, nurses, nursing supervisors, residents, attending physicians, the patient, the patient's family or other relevant health care personnel that has been fabricated by the student nurse.

2. **Responsibility**

A SoNHS Student must acquire competencies with the appropriate concepts, knowledge and skills that the faculty determine essential. These competencies shall be utilized to care for the sick and to promote the health and welfare of society². A SoNHS Student shall recognize a responsibility to participate in activities contributing to an improved community.

Student nurses in the care of patients must not be harmful, dangerous, or negligent to the mental or physical health of a patient or the public. Negligent means failure to exercise that degree of skill and learning ordinarily used under the same or similar circumstances by other student nurses.

Students must be familiar with and follow the rules and regulations of the SoNHS, the University, and professional organizations which they are required to follow as SoNHS Students. Copies of such rules and regulations are attached herewith.

B. Professional Nursing Behavior

1. **Nondiscrimination**

A SoNHS Student shall provide care to patients without discriminating based on race, color, creed, sex, age, national origin, disability or Vietnam Era Veterans status.

It is against the University regulations to discriminate without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability or protected veteran status. The University has an AIDS policy statement consistent with state law that prohibits discrimination against persons with AIDS or who are HIV positive.

2. **Confidentiality**

A SoNHS Student shall respect the rights of patients, colleagues, affiliated institutions, and other health professionals, and shall safeguard patient confidences within the constraints of law. The patient's right to confidentiality in regard to his or her medical record, which includes confidentiality of personal and social history, is a fundamental tenet to health care.

The discussion in public of the problems of an identified patient, without the patient's permission, by professional staff (including other students) violates patient confidentiality and is unethical. Under no circumstances can any medical record be removed from any institution. Photocopying of the entire record is never permitted for presentations, rounds, or conferences; if permitted by the health care institution or provider students are permitted to extract information, but not copy 'wholesale' parts of the chart. Names of the patients should be omitted from any documents used for these presentations.

3. **Disclosure**

While the SoNHS Student is a member of the patient care team and under direct or indirect faculty supervision, a SoNHS Student shall continue to study, apply and advance scientific knowledge, make relevant information available to patients, colleagues, and the public, obtain consultation and use the talents of other health professionals when indicated.

Sharing of medical information appropriately with a patient and colleagues involved in the care of the patient is a fundamental ethical requirement. The patient must be well informed to make health care decisions and work intelligently in partnership with the patient care team. Information that the patient needs for decision-making shall be presented in terms that patient can understand. If, for some reason, the patient is unable to comprehend, there shall be disclosure to the patient's authorized representative.

Failure of a SoNHS Student to share medical information relevant to a patient with a patient and colleagues involved in the care of the patient is unethical. Providing inaccurate information with these individuals is also unacceptable.

4. **Misconduct with Patients**

The SoNHS Student will not engage in nonprofessional behaviors with a patient – even upon the apparent request of a patient – while the SoNHS Student is involved with the patient’s care.

5. **Representation**

A SoNHS Student shall accurately represent himself or herself to others including, but not limited to, colleagues, instructors, representatives of the University and their affiliates, partner institutions, patients, nurses, and other members of the health care team.

Examples of misrepresentation include, but are not limited to the following:

- Misrepresentation of the student’s position, knowledge, and authority, including use of the title “nurse” by an undergraduate student nurse, or by use of the titles advanced practice nurse (APRN), nurse practitioner (NP), clinical nurse specialist (CNS), nurse midwife (NM), or nurse anesthetist (CRNA) by a graduate student.
- Use of fraud, deception, lies, or bribery in securing any certificate or registration or authority, diploma, permit or license issued, or in obtaining permission to take any examinations.
- Impersonation of any person holding a certificate of registration or authority, permit, license or allowing any person to use his/her certificate of registration or authority, permit license, or diploma from any school.
- Forgery, alteration, or misuse of a patient’s medical records or knowingly furnishing false information to the other members of the health care profession and/or professional organizations.

6. **Assessment of Personal Competence (Self-Evaluation)**

Student nurses shall seek consultation and supervision whenever their ability to play their role in the care for a patient is inadequate because of lack of knowledge or experience.

Students are expected to respond to constructive criticism by appropriate modification of behavior.

7. **Professional Demeanor**

The SoNHS Student is a representative of UMKC, and should realize that their behavior may positively and negatively affect the judgments of others about UMKC-SoNHS.

UMKC-SON students are expected to be thoughtful and professional when interacting with faculty, patients and their families, nurses, attending physicians, nursing preceptors, affiliated institutional staff, other students, and other members of the health care team.

Students shall maintain a neat and clean appearance, and dress in attire that is generally accepted as professional by the patient populations served.

Inappropriate behavior includes, but is not limited to, the use of offensive language, gestures, or remarks. Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation is not appropriate.

8. **Impairment**

The SoNHS Student will not use alcohol or drugs in ways that impair his/her ability to perform the work of the profession or results in compromised patient care. It is the responsibility of every SoNHS Student to strive to protect the public from an impaired colleague and to assist that colleague whose capability is impaired because of alcohol or drug use.

9. **Conflict of Interest**

If a conflict of interest arises, the moral principle is clear – the welfare of the patient must be, at all times, paramount. For example, gifts, hospitality, or subsidies offered by manufacturers and distributors of medical and or other equipment/goods shall not be accepted if acceptance would influence the objectivity of clinical judgment.

10. Criticism of Colleagues

Professional relations among all members of the medical community shall be marked by civility. Scholarly contributions shall be acknowledged and each person shall recognize and facilitate the contributions of others to this community; slanderous comments and acts are not acceptable. Student nurses shall deal with professional, staff, and peer members of the health team in a considerate manner and with a spirit of cooperation.

It is unethical and harmful for a SoNHS Student to disparage, without sufficient evidence, the professional competence, knowledge, qualifications, or services of a colleague to anyone. It is also unethical to imply without reliable evidence – by word, gesture, or deed – that a patient has been poorly managed or mistreated by a colleague.

11. Teaching

It is incumbent upon those entering this profession to teach what they know of the science, art, and ethics of nursing care. It includes communicating clearly and teaching patients so that they are properly prepared to participate in their own care and in the maintenance of their health.

III. The University of Missouri Student Conduct Code

In addition to the conduct detailed in the preceding sections, a SoNHS Student is subject to the University of Missouri Student Conduct Code, as administered by the Office of the Vice Chancellor for Student Affairs, except for provisions dealing with academic dishonesty, Section 200.01 0 B. 1.

Conduct for which students are subject to sanctions falls into the following categories:

1. Forgery, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University.
2. Obstruction or disruption of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.
3. Physical abuse or conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of, damage to, or possession without permission of property of the University or of a member of the University community or of a campus visitor.
5. Unauthorized possession, duplication, or use of keys to any University facilities or unauthorized entry to or use of University facilities.
6. Violations of University policies, rules or regulations or of campus regulations including, but not limited to, those governing residence in University-provided housing, or the use of University facilities, or the time, place and manner of public expression.
7. Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance without proper prescription or required license or as expressly permitted by law or University regulations.
8. Disruptive or disorderly conduct or lewd, indecent, or obscene conduct or expression.
9. Failure to comply with direction of University officials acting in the performance of their duties.
10. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
11. Actual or attempted theft or other abuse of computer time, including but not limited to:
 - o Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
 - o Unauthorized transfer of a file;
 - o Unauthorized use of another individual's identification and password;
 - o Use of computing facilities to interfere with the work of another student, faculty member, or University official;

- o Knowingly causing a computer virus to become installed in a computer system or file.

Details of the policies, procedures, sanctions, and due process for violations of the University of Missouri Student Conduct Code are found in the University of Missouri – Kansas City General Catalogue and the student handbook.

¹ ANA (2003). Nursing's Social Policy Statement.

² ANA(2003). Nursing's Social Policy Statement.

STUDENT CONCERNS – ALL PROGRAMS

ISSUE DATE: 01/21/2001

REVISION DATES: 10/15/06; 2/11/09; 7/10/09; 02/24/16

During the semester, if a student has concerns about their course, the student should follow the steps listed below:

1. Contact the instructor directly to set up a meeting. This meeting should be in person or by telephone.
2. If the issues are not resolved satisfactorily for the student, the student should then consult with the course coordinator if the course is a team-taught course.
3. If the issues are not resolved satisfactorily for the student, then the student should first make an appointment with the program director.
4. If issues are not resolved, the student may meet with the Associate Dean for Students.
5. If the issue remains unresolved they may meet with the Dean for the School of Nursing and Health Studies. The Dean's decision is considered final.
6. If the student's concerns are related to perceived discrimination, the student should refer to UMKC's Student Grievance Process. This process may be found on the UMKC website at: <https://catalog.umkc.edu/special-notice/equal-opportunity-guidelines/discrimination-grievance-procedure-for-students/> and process flowchart can be found at: http://info.umkc.edu/saem/wp-content/uploads/2015/10/Grievance_Flow_ChartRevised.pdf. If the student's concerns are related to grades and those are not resolved upon completion of the course, the student may pursue a Grade Appeal. See the School of Nursing Policy and Procedures for Grade Appeal located on the School of Nursing webpages at <http://sonhs.umkc.edu/wp-content/uploads/2014/10/policy-procedure.pdf>.
7. No other sequences, procedures or avenues of discourse are acceptable for consideration or issues arising in individual courses.

STUDENT SOFTWARE REQUIREMENT – ALL PROGRAMS

ISSUE DATE: 5-7-2008

REVISION DATES:

To ensure compatibility with faculty computers, students are required to use a current version of Microsoft Office (Word, Excel and PowerPoint minimum) for the submission of documents, spreadsheets and/or presentations. If a faculty member is unable to open a file submitted in any other format, it is the student's responsibility to resubmit the file in an appropriate format. Current versions of Microsoft Office are available on all public UMKC student lab computers and can be purchased from the UMKC bookstore at a discounted price.

SUPERVISORY COMMITTEE POLICY –PHD

ISSUE DATE: 5-3-2002

REVISION DATES: 4-20-2005; 10/8/08; 2-8-12

Students are accepted into the PhD program contingent on finding a faculty match for the student's research area of interest. The student must be paired with a faculty member with doctoral faculty status in the School of Nursing and Health Studies. This faculty member will serve as the student's mentor and supervisory committee chair. Together this member, along with the student, will establish the supervisory committee consisting of at least five members including the faculty mentor, at least two additional graduate faculty members who may be from the Cooperative PhD in Nursing Program, and at least one graduate faculty member representing a collateral (non-nursing) area that support the student's research interests. This committee will be responsible for approving the student's plan of study, comprehensive examination, and dissertation activities. After successful defense of the dissertation proposal, the composition of the supervisory committee will remain intact, except in extraordinary circumstances. The Program Director and supervisory committee chair must approve any changes to the composition of the supervisory committee.

SUPERVISORY COMMITTEE CHANGE PROCEDURE –PHD

ISSUE DATE: 2/8/12

REVISION DATES:

Any changes to the supervisory committee membership (prior to the comprehensive examination or acceptance of the dissertation proposal) may be initiated by the student, or any member of the committee in the following order.

1. The person initiating the change contacts the chairperson and/or the affected committee member of the student's committee
2. The chair, together with the student, discusses the proposed change, and develops viable solutions
3. These solutions are discussed with the program director
4. The person being withdrawn from the committee signs and dates the Supervisory Committee form (Form 2)
5. The replacement person is then contacted by the chair, the situation is discussed, and committee membership is proposed
6. If desired, this person then signs and dates the Supervisory Committee Form (Form 2)
7. The original form is maintained in the student's official file, copies of the form are to be maintained by the student and the chairperson

TIME LIMITATIONS FOR DNP PROGRAM

ISSUE DATE: 3/14/14

REVISION DATES:

All requirements for the DNP Post-baccalaureate degree must be completed within a period of seven consecutive calendar years from the date of first enrollment in courses applicable to the degree. Post-master's degree must be completed within a period of 5 consecutive calendar years from the date of first enrollment in courses applicable to the degree. Any written request for extension must be submitted by the student and approved by the faculty advisor, then submitted for review and approval from the Student Affairs Committee.

TIME LIMIT ON SCIENCE COURSES POLICY – UNDERGRADUATE PROGRAMS

ISSUE DATE: 3/02

REVISION DATES: 6/28/10; 9/8/10; 2/10/16

PL & AT: Students applying to the BSN pre-licensure and accelerated track must have science course requirements completed within the past five academic years prior to beginning courses within the nursing major. For example, if students begin Nursing course work Fall Semester 2010, then science courses completed Fall Semester 2005 or later will be accepted. Pre-requisite science courses include Chemistry or Bio-Chemistry; Anatomy & Physiology; and Microbiology with a grade of B- or better.

RN-BSN: Students applying to the RN-BSN program and working as RN's do not have a time limit on their science courses.

BHS: At the time of graduation, Anatomy & Physiology and Nutrition must be no more than 10 years old.

TURN-IT-IN POLICY

ISSUE DATE: 5/14

Course faculty in the SoNHS will make the Turn-It-In or the University approved plagiarism policy review site available to all students in their courses. It is recommended that students submit all written assignments to Turn-It-In or the University approved plagiarism policy review site prior to submitting their assignment to their course faculty.

UMKC ELECTRONIC MAIL STUDENT POLICY – ALL PROGRAMS

ISSUE DATE: 12/14/16

REVISION DATES:

The SoNHS adheres to the UMKC Electronic Mail Student Policy.

UNDERGRADUATE ASSESSMENTS – BSN & RN-BSN

ISSUE DATE: 1/91

REVISION DATES: 1/95;10/23/98; 6/2/02;4/27/05; 11/16/05; 2/11/09; 6/28/10; 6/11/13; 12/14/16

The University of Missouri Board of Curators, other state entities, and the national University accrediting agency require the University to assess the effectiveness of academic programs. Graduation depends on completion of assessment requirements.

ETP: All BSN-PL and BHS students must take a test of general education assessment prior to being granted a baccalaureate degree. The only exemptions are students with a previous bachelor's degree. This is called the ETP (Educational Testing Proficiency Profile).

Roo Writer: All BSN-PL, RN-BSN, and BHS students must successfully complete the Roo Writer prior to beginning their Writing Intensive course.

Value Added: BSN-PL & BSN-AT candidates for graduation must successfully complete the ATI Comprehensive Assessment Examination and RN-BSN candidates the Competency Portfolio. These are the School of Nursing and Health Studies Evaluation Assessment, Value Added. Specific information to meet this

assessment evaluation is given to students in class during their last semester. All students must complete the UMKC Senior Survey

ATI: All BSN-PL & BSN-AT students will participate in the School's ongoing Comprehensive Assessment and Review Program which will enhance successful passage of the National Council of Licensure Examination (NCLEX). Assessment will begin in the first year of enrollment at UMKC School of Nursing and Health Studies and continue throughout the program.