



## **POLICIES AND PROCEDURES**

February 2022

### **MISSION**

In support of the UMKC mission to lead in the life and health sciences, the UMKC School of Nursing and Health Studies prepares nurses and health professionals as leaders in improving health outcomes through interprofessional practice, research, service, and education.

## 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](http://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 or when posted. Students will be notified via UMKC e-mail if there are exceptions to the effective date.

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## **LETTER FROM INTERIM DEAN OF THE SCHOOL OF NURSING AND HEALTH STUDIES**

Welcome to the UMKC School of Nursing and Health Studies, we are glad you are here!

At the School of Nursing and Health Studies (SoNHS) our goal is to educate the health care leaders of the future. The SoNHS has been in Kansas City for over 40 years, providing high quality undergraduate and graduate programs in nursing, health sciences and most recently in public health.

To further our students' educational opportunities, the SoNHS maintains strong partnerships with many organizations in the Kansas City metropolitan area, including hospitals, health departments, non-profit organizations, civic groups, and health care corporations. These partnerships allow our students access to the best capstone and clinical internship experiences as well as opportunities for mentoring, experiential learning, and full-time jobs.

The SoNHS has a bright future. We continue to grow, both in our enrollment and in our number of graduates living and working in the Kansas City metropolitan area as well as in the Midwest and across the country. Our Bachelor's degrees in Nursing, Health Sciences and Public Health program attract the most intelligent and driven students from the area. Our graduate programs, which are highly ranked by U.S. News and World Report, continue to attract both local students and students from as far away as Alaska, Hawaii, and California.

We are glad to have you joining us as you travel the path from student to graduate to leader in health care!



Dr. Joy Roberts, JD, RN, FNP  
Interim Dean/Clinical Associate Professor



# STATEMENT OF VALUES

We, the community members of UMKC, are proud to contribute to a student-centered urban university, serving our mission of learning, discovery, research, and service, inspired by our commitment to equity, diversity, inclusion, and respectful interaction.

## COMMITTED TO LEARNING, WE AGREE TO:

- » Pursue our own growth, encourage our students, and support all engaged in learning, discovery, research, and service.
- » Learn from our mistakes and value feedback from others.
- » Explore the ways our experiences and biases shape us, so as to empower ourselves and elevate our communities.

## AS INDIVIDUALS, WE AGREE TO:

- » Act with honesty, integrity, transparency, and accountability for our decisions and actions.
- » Appreciate each person as multitalented, possessing dignity, and reflecting diverse social and cultural identities.
- » Listen to others with empathy, express our own views with civility, and engage in respectful dialogue.

## AS A COMMUNITY, WE AGREE TO:

- » Foster a culture of caring and service.
- » Avoid assuming intentions or judging others.
- » Partner and collaborate with colleagues and constituents in our stewardship of university resources.

## WORKING TO CREATE A GREAT UNIVERSITY, A VIBRANT COMMUNITY, AND A BETTER WORLD, WE AGREE TO:

- » Ensure that everyone is safe and free from oppression, to fully participate in our multicultural community.
- » Engage in critical inquiry and data-informed decision-making that fosters continuous improvement.
- » Recognize change as an ongoing opportunity to create a brighter future for each and for all.

**OUR KEY VALUES: LEARNING | DIVERSITY | INTEGRITY | ACCOUNTABILITY | RESPECT | COLLABORATION**



## SoNHS Values

The faculty, staff and students in the School of Nursing and Health Studies create and model an atmosphere of shared learning, scholarship and service, steeped in respect, and promote the full potential of one another.


 **WE PLEDGE TO OURSELVES AND OUR COMMUNITY THE FOLLOWING VALUES:**

 **RESPECT:** Ensure an atmosphere of acceptance and belonging that encourages open communication. Uphold the individual dignity of our students, faculty, staff and community partnerships.

 **INCLUSION AND DIVERSITY:** Value diversity in people, ideas and roles. Uphold the individual dignity of our students, faculty, staff and community partnerships.

 **INTEGRITY:** Demonstrate excellence of character and the highest moral and ethical standards. Be accountable for our own actions while holding others accountable for their actions.

 **EXCELLENCE:** Lead in all forms of scholarship (Boyer: discovery, teaching, integration and application). Exceed regional, national and global standards, as well as personal expectations. Champion interprofessional initiatives.

 **INNOVATION:** Develop and implement new ideas, methodologies and technologies. Anticipate, plan and execute a vision for the future. Seize opportunities to grow through lifelong learning and change.

 **HEALTH:** Promote a culture of health among students, faculty, staff and our communities. Model behaviors that reflect our knowledge of health.

## **STATEMENT ON DISCRIMINATION, INTIMIDATION, AND SEXUAL HARASSMENT**

The faculty, administration, staff and students of UMKC's Nursing and Health Studies are dedicated to the pursuit of knowledge and the acquisition of skills that will enable us to lead rich and full lives. We can pursue these ends only in a culture of mutual respect and civility. It is always thus incumbent upon all of us to create a culture of respect everywhere on campus and through our actions and speech.

As a community of learners, we are committed to creating and maintaining an environment at the School of Nursing and Health Studies and on our Hospital Hill campus that is free of all forms of harassment, intimidation and discrimination. Any form of discrimination or coercion based on race, ethnicity, gender, class, religion, sexual orientation, age, disability, rank, or any other protected characteristic will not be tolerated.

Should you, a friend, or a colleague ever experience any action or speech that feels coercive or discriminatory, you should report this immediately to the office of the Dean, and/or the Equity & Title IX Office. The [Office of Equity & Title IX](#), or ETIX, which is ultimately responsible for investigating all complaints of discrimination or harassment, is located at 212 Administrative Center, 5115 Oak St.; the office may be contacted at 816-235-1771. All formal complaints will be investigated, and appropriate action taken.

The mission of the [Office of Equity & Title IX](#) is carried out each day by dedicated staff members who are committed to inclusion and equity, as well as the University's key values of learning, diversity, integrity, accountability, respect, and collaboration. Their team receives reports of discrimination and harassment because of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law, and enforces the University's policies against such behaviors. They also address all forms of sex-based misconduct, including sexual assault, stalking, and dating and domestic violence and abuse. Additionally, ETIX responds to expressions of perceived bias as reported to the University and educates individuals on addressing and abstaining from such conduct.

Mandated Reporting: <https://info.umkc.edu/title9/makingareport/mandated-reporting/>

All employees, including staff, faculty, administrators, graduate assistants, and student employees, are required by University policy to report any incident of discrimination or harassment, including sexual harassment and sexual misconduct, to the Title IX Coordinator/Equity Officer. Mandated Reporters must share the names of all involved parties and any details of the incident made available to the Mandated Reporter.

UMKC Office of Equity & Title IX: <https://info.umkc.edu/title9/>

*01/24/2022 KC Atchinson reviewed and approved*

**STANDARDS OF PROFESSIONAL AND ETHICAL BEHAVIOR (HONOR CODE) POLICY  
AND PROCEDURE – All Programs**  
REVISION DATES: 12/14/16

**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 society<sup>1</sup> 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 principle 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:

**a. 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.
- b. **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.
- c. **Sabotage**
- Unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University.
- d. **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 society<sup>2</sup>. A SoNHS Student shall recognize a responsibility to participate in activities contributing to an improved community.

Students 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 SoNHS Behavior**

### **1. Nondiscrimination**

As a community of learners committed to upholding University policies against discrimination and harassment based on protected identity, we agree to refrain from all forms of mistreatment based on race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law. This applies to every aspect of the learning environment, including clinical experiences, service learning, capstone courses, and internships.

### **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. This includes any discussion held in public places, such as hallways, break rooms, elevators and cafeterias as well as in any media forum (such as T.V. or print media) or any virtual forum, such as social networking sites.

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-SoNHS 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. This professional

behavior is to be maintained in any and all situations where the student has identified themselves as a UMKC-SoNHS student. This includes situations off-campus, when the student has identified themselves as a UMKC-SoNHS student, as well as in “virtual” sites, such as on-line social networking sites.

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

Professional demeanor is required of students in Cyberspace in the same manner it is required in all other settings. Student must keep in mind that behavior that is illegal or a violation of university policy on campus will be illegal or violate university policy if it appears online. If a student has identified themselves as a UMKC-SoNHS student in an online forum, the UMKC-SoNHS will hold them to the highest standards of professional demeanor. While it is not the policy of UMKC-SoNHS faculty to routinely monitor any student’s web sites, if inappropriate postings are brought to their attention the faculty will investigate the report.

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

(200.010 Standard of Conduct

[https://www.umsystem.edu/ums/rules/collected\\_rules/programs/ch200/200.010\\_standard\\_of\\_conduct](https://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.010_standard_of_conduct) )

A student at the University assumes an obligation to behave in a manner compatible with the University's function as an educational institution and voluntarily enters into a community of high achieving scholars. A student organization recognized by the University of Missouri also assumes an obligation to behave in a manner compatible with the University's function as an educational institution. Consequently, students and student organizations must adhere to community standards in accordance with the University's mission and expectations.

These expectations have been established in order to protect a specialized environment conducive to learning which fosters integrity, academic success, personal and professional growth, and responsible citizenship.

1. **Jurisdiction of the University of Missouri** generally shall be limited to conduct which occurs on the University of Missouri premises or at University-sponsored or University-supervised functions. However, the University may take appropriate action, including, but not limited to the imposition of sanctions under Sections 200.020 and 600.040 of the Collected Rules and Regulations against students and student organizations for conduct occurring in other settings, including off campus, in order to protect the physical safety of students, faculty, staff, and visitors or if there are effects of the conduct that interfere with or limit students' ability to participate in or benefit from the University's educational programs and activities.
2. A **student organization** is a recognized student organization which has received official approval in accordance with Section 250.010 of the Collected Rules and Regulations. To determine whether a student organization is responsible for conduct outlined in Section 200.010.C, all circumstances will be considered, including but not limited to whether:
  1. The student organization approved, condoned, allowed, encouraged, assisted or promoted such conduct;
  2. The prohibited behavior in question was committed by one or more student organization officers or a significant number of student organization members;
  3. Student organization resources, such as funds, listservs, message boards or organization locations, are used for the prohibited conduct; and/or
  4. A policy or official practice of the student organization resulted in the prohibited conduct.
3. **Conduct** for which students and student organizations, when applicable, are subject to sanctions falls into the following categories:
  1. **Academic dishonesty**, including but not limited to cheating, plagiarism, or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an



academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.

1. The term **cheating** includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.
2. The term **plagiarism** includes, but is not limited to: (i) use by paraphrase or direct quotation of the published work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
3. The term **sabotage** includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.
2. **Forgery, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University.**
3. **Obstruction or disruption of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.**
4. **Physical abuse or other conduct which threatens or endangers the health or safety of any person.**
5. **Stalking** another by following or engaging in a course of conduct with no legitimate purpose that puts another person reasonably in fear for one's safety or would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed.
6. **Violation of the University's Equal Employment/Education Opportunity and Nondiscrimination Policy** located at Section 600.010 of the Collected Rules and Regulations.
7. **Violation of the University's Sexual Harassment under Title IX Policy located at Section 600.020 of the Collected Rules and Regulations.**
8. **Threatening or Intimidating Behaviors**, defined as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property or implied threats or acts that cause a reasonable fear of harm in another.
9. **Participating in attempted or actual taking of, damage to, or possession without permission of property of the University or of a member of the University community or a campus visitor.**
10. **Unauthorized possession, duplication or use of keys to any University facilities or unauthorized entry to or use of University facilities.**
11. **Violation of University policies, rules or regulations, or of campus regulations** including, but not limited to, those governing residence in the University-provided housing, or the use of University facilities, or student organizations, or the time, place or manner of public expression.

12. **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**, including operating a vehicle on University property, or on streets or roadways adjacent to and abutting a campus, under the influence of alcohol or a controlled substance as prohibited by law of the state of Missouri.
13. **Disruptive conduct**. Conduct that creates a substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities that occur on campus.
14. **Failure to comply with directions of University officials acting in the performance of their duties**.
15. **The illegal or unauthorized possession or use of firearms, explosives, other weapons, or hazardous chemicals**.
16. **Hazing**, defined as an act that endangers the mental or physical health or safety of a student, or an act that is likely to cause physical or psychological harm to any person within the University community, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and/or failing to report those acts may also violate this policy.
17. **Misuse of computing resources in accordance with University policy**, including but not limited to:
  1. Actual or attempted theft or other abuse;
  2. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
  3. Unauthorized transfer of a file;
  4. Unauthorized use of another individual's identification and password;
  5. Use of computing facilities to interfere with the work of another student, faculty member, or University official;
  6. Use of computing facilities to interfere with normal operation of the University computing system; and
  7. Knowingly causing a computer virus to become installed in a computer system or file.

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2015 Guide to Nursing's Social Policy Statement: Understanding the profession from social contract to social covenant.

## **Honor Code Procedures for Violations of the Standards of Professional and Ethical Behavior University of Missouri-Kansas City School of Nursing and Health Studies (SoNHS)**

### **I. Jurisdiction of the SoNHS**

The 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 voting members 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 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 choose 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**

1. 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;
2. Permit a stipulation of facts by the involved accused and the PAL;
3. 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;
4. Question witnesses or challenge other evidence introduced by either the PAL or the accused student at any time;
5. Hear from the PAL about dispositions made in similar cases and any dispositions offered to the student appearing before the Committee;
6. Call additional witnesses or require additional investigation; · Dismiss any action at any time;

7. 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,
8. 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:

1. 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;
2. Review and obtain copies, in advance, of any materials that will be presented by the PAL at the hearing;
3. Submit a written request for a list of witnesses to be called by the PAL at the hearing;
4. Be present at the hearing;
5. 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;
6. Hear or examine evidence presented to the Honor Council; Question the PAL and any witnesses who testify at the hearing;
7. 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;
8. Be informed in writing of the findings and any decisions imposed by the Honor Council;
9. 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.

## **ACADEMIC PROBATION – All Programs**

ISSUE DATE: 12/14/16

REVISION DATES: 12/13/17

A student placed on academic probation will remain on academic probation for a minimum of one semester and until they successfully meet all requirements of their respective program's academic progression policy. This does not apply to students admitted on probation.

## **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: 12-13-17; 5/8/19

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-” in a Health Sciences/CHEM 206, or below a “D-” in a non-Health Sciences course will need to be repeated to earn a passing grade.

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

BHS students are restricted to 15 credit hours during the semester in which their internship is completed.

BHS students are restricted to only one HLSC degree-required course, in addition to HLSC 492 and HLSC 494 during the semester in which their internship is completed.

Failure to comply with this policy may delay graduation. Exceptions to the progression policy must be approved by the SoNHS Student Affairs committee. To seek exceptions, students must file a "Petition for Exception" form with their adviser.

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

## **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, 05/09/18

- 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. Nursing courses may not be attempted more than twice. The only nursing courses that may be taken prior to admission into the nursing program are N101, N120, N125, N160, N252 and/or N345. Students who wish to take nursing courses after notification of admission to the nursing program the summer before beginning the clinical major may do so but the SoNHS Policies & Procedures for BSN PL and AT will apply.
- Once admitted to the nursing program, students must achieve a grade of C or better in all general education courses and a B- or better in all nursing 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. Furthermore, the student must complete the "Request to Change Plan of Study" form. 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. Furthermore, students must earn a 78% 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 includes the final exam, not ATI exams. If the average of the exam scores does not equal 78%, 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
  - N125 Medical Terminology
  - 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 Research Methods in Health Sciences
  - N468 Effectiveness in Complex Health Systems
  - N472 Clinical Internship
- 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., 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.
  - All pre-requisite courses must be completed before progression with the exception of N364 Management of Family and Maternal Health and N366 Management of Child and Adolescent

Health for the Accelerated BSN Program. These courses are taken as co-requisites with N256 Pharmacology and N262 Management of Adult Health I.

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; 5/8/19

- 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, and NR) 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.
- 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.
- 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 – B.S. Public Health PROGRAM**

ISSUE DATE: 12-13-17

REVISION DATES: 5/8/19

Students in the BSPH program must earn a minimum grade of “C-” in all Public Health, Health Sciences, and Science and Math requirements (BIOL 108/108L, LC-MCRB 112, LS-ANATO 218, CHEM 206, and Math110 or higher). They must earn a minimum grade of “D-” in non-Public Health/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-” in a Health Sciences/Public Health/Science and Math requirements or below a “D-” in a non-Public Health/Health Sciences course will need to be repeated to earn a passing grade.

If a student's cumulative GPA falls below 2.5, the student will be placed on Academic Probation. To be removed from Academic Probation, students must achieve a cumulative GPA of 2.5 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.

Pre-requisites for PBHL 496: Evidence-Based Public Health Capstone & Seminar:

All core courses and a fully executed affiliation agreement between UMKC and approved capstone site supervisor must be completed prior to this course.

### **ACADEMIC PROGRESSION POLICY – MINOR IN HEALTH SCIENCES**

ISSUE DATE: 12/13/17

Students earning a Minor in Health Sciences must earn a minimum grade of “C-” in all Health Sciences courses. This means that a grade below a “C-” in a Health Sciences course will need to be repeated to earn a passing grade.

### **ACADEMIC PROGRESSION POLICY – MINOR IN PUBLIC HEALTH**

ISSUE DATE: 12/13/17

Students earning a Minor in Public Health must earn a minimum grade of “C-” in all Health Sciences courses. This means that a grade below a “C-” in a Health Sciences course will need to be repeated to earn a passing grade.

### **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**

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

Once admitted, all core course work must be taken through the UMKC School of Nursing and Health Studies.

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:
- a- must be a graduate level course with a grade of B or better
  - b- syllabus must be reviewed and approved by the supervisory committee
  - c- 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 2<sup>ND</sup> 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, 12-13-17

**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 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 NP students applying for study in the adult-gerontology, family, pediatric, psych-mental health, or women's health nurse practitioner programs must meet the following additional criteria:**

- A copy of current NP certification must be submitted
- If not currently certified or in a clinical practice as an APRN, a free-standing Advanced Pathophysiology must be taken within 5 years prior to the start of clinical courses.
- If not currently certified or in a clinical practice as an APRN, Advanced Pharmacology course must have been free standing and taken within the last two years prior to the start of clinical courses.
- 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/PROGRESSION POLICY/PROCEDURE–POST-MASTER'S CERTIFICATE**

ISSUE DATE: 4-20-2005; 9-12-12 REVISION DATES: 11-15-2006; 5-13-09; 9-12-12; 12/14/16; 12-13-17, 4/11/18

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

- **Students applying to the POST-MASTER'S certificate program for study in the adult-gerontology, family, pediatric, psych-mental health, Neonatal, or women's health nurse practitioner programs must have a BSN and MSN, or RN-MSN from a regionally**

**accredited college or university, with a nursing program 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
- If not currently certified and in a clinical practice as an APRN, a free-standing Advanced Pathophysiology must be taken within 5 years prior to the start of clinical courses (Exception: NNP students will still be required to take Neonatal Pathophysiology as part of their course work).
- If not currently certified and in a clinical practice as an APRN, Advanced Pharmacology course must have been free standing and taken within the last two years prior to the start of clinical courses. (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 – AAS, ADN, OR ANY ASSOCIATE DEGREE IN NURSING/RN-BSN DUAL ENROLLED PROGRAM**

ISSUE DATE: 2/10/2021

Students applying to the **AAS, ADN, or any Associate Degree in Nursing**/RN-BSN Dual Enrolled Program must be currently admitted in an AAS, and **or any Associate Degree in Nursing** program and on track to earn an associate 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, ACEN).

Students are provisionally admitted to the RN-BSN degree completion program until documentation of a valid unencumbered license is provided prior to the end of the first term in NURSE 481.

Students are expected to complete specified coursework sequences for both programs and update information as indicated. Students who maintain continuous enrollment under the dual enrollment agreement shall be afforded the same treatment and protection as UMKC students enrolled under a given catalog.

Criteria for acceptance to UMKC shall be the same for any transferring student (students not dually enrolled). This includes adhering to the academic progress and graduation standards applicable to all transfer students at UMKC.

Students have access to a UMKC Academic Advisor Liaison to assist with the dual enrollment process.

### **Grade Point Average (GPA) for Admission**

1. The UMKC School of Nursing and Health Studies (SoNHS) 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 SoNHS **AAS, ADN, or any Associate Degree in Nursing/RN-BSN Dual Enrolled Program**.
4. Graduation with the Bachelor of Science degree necessitates a minimum cumulative GPA of 2.75.

## **ADMISSION PROCEDURE – AAS, ADN, OR ANY ASSOCIATE DEGREE IN NURSING/RN-BSN DUAL ENROLLED PROGRAM**

ISSUE DATE:2/10/2021

Application to this program is encouraged at the time of admission to the AAS, ADN or any Associate Degree in Nursing program. Please discuss the process with the School of Nursing and Health Studies (SoNHS) RN-BSN Dual Enrollment Advisor.

### **Required Application Materials**

- UMKC Application
- UMKC and SoNHS Application fees

- Official transcripts from every college/university ever attended

### Application Process

1. During the final semester of the AAS, ADN or any Associate Degree in Nursing program and before, students can enroll in RN-BSN courses, students must submit:
  - a. Intent to progress to the RN-BSN major form submitted to the academic advisor, with a copy sent to the RN-BSN program director.
  - b. Personal responsibility statement.
  - c. Students are expected to submit all clinical documentation upon admission, then update information with the SoNHS Student Services Office as needed. Failure to meet professional clinical requirements will result in suspension from classroom, clinical and lab sessions.
  - d. Progression to RN-BSN coursework follows the same grade point average as required for admission.
2. The student shall provide current official transcripts from every college/university attended, to UMKC through the Office of Admissions prior to enrolling to NURSE 481.
3. Upon completion from the AAS, ADN or any Associate Degree in Nursing program, students progressing to the RN-BSN will have transcript evaluated by representatives from SoNHS and the UMKC Office of Admissions.
4. Once students are enrolled in RN-BSN coursework, the *Academic Progression Policy – BSN Program – RN-BSN program* applies.
5. Prior to the end of the first term of enrollment in RN-BSN coursework (as defined by the last day of coursework per the academic calendar), students must submit:
  - a. A valid, unencumbered RN license. Upon receipt the provisional admission status will be removed.
  - b. Updated documentation required by identified process (e.g. immunizations, TB skin test, etc.).
  - c. Failure to meet professional clinical requirements will result in suspension from classroom, clinical and lab sessions.

### **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 1<sup>st</sup> 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

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### **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, and NR) 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.**

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### **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 – 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, and NR) 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 – All MSN Tracks**

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; 4/9/2020

**Students applying to the MSN program must have a BSN 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 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
- 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
  - 
  - Two professional references with the ability to assess your professional characteristics, one of which may be a faculty professor from the BSN program.
- Personal Statement of your professional goals and how this program will help you achieve your goals/
- 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 course 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 for admission on probation 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.

**Pre-requisite Required Courses for All MSN Applicants:**

The following two courses are pre-requisites to progression in the MSN program. These courses can be taken at UMKC prior to (preferred) or concurrent with the first semester, unless admitted on probation. It is strongly recommended these courses 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.
- Freestanding undergraduate health assessment course with a minimum grade of B or better prior to application or at least in the first fall semester.

**The following tracks have additional requirements:**

**MSN for APRN track:**

- A minimum of two thousand five hundred (2500) practice hours in the past five years as a certified advanced practice nurse.
- Current unencumbered professional nursing license and certification as an advanced practice nurse. The professional nursing license must remain unencumbered throughout the program. A student who does not maintain licensure and/or certification while in the program will be dismissed.

**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

**ADMISSION POLICY – GRAD to GRAD DIRECT ADMIT**

EFFECTIVE DATE: 10/14/2020

REVISION DATES:

The eligibility requirements for the Graduate students applying to the Direct UMKC GRAD to DNP or Certificate Admit Program are:

- Meet SoNHS progression requirements
- MSN & BSN-DNP only: Completed N5547 (NP tracks) or N5544 (NE only) with a minimum of an A-
- MSN-DNP seeking certificate only: Completed 6 credit hours of DNP with 3.2 GPA
- Certificate only: Completed 6 credit hours of Certificate with 3.2 GPA
- Absence of current academic or Honor Code probation.
- Meet admission requirements for the new program.
- Unencumbered RN license

The application requirements include:

- Notify assigned Academic Advisor and the Graduate Program Director(s) of intent to request direct admission.
- Submit the Direct UMKC GRAD to GRAD Admission Form to Student Services Office which includes
  - References (see current program for whom to request reference from):
    - MSN & BSN-DNP only: faculty of N5547 (NP only) or N5544 (NE only)
    - MSN-DNP seeking certificate only: faculty that are working with you on your DNP project
    - Certificate only: faculty mentor from interview
  - Updated Verified Credential records

**The following are waived: UMKC application fee, SoNHS Supplemental Application fee, application via CAS.**

For progression to the additional graduate degree program, the students will meet the following:

- SoNHS Graduate progression requirements
- MSN & BSN-DNP only: Completed N5547 (NP tracks) or N5544 (NE only) with a minimum of an A-
- MSN-DNP seeking certificate only: Completed 6 credit hours of DNP with 3.2 GPA
- Certificate only: Completed 6 credit hours of Certificate with 3.2 GPA

Upon admission to the Direct Admit program:

- Students must work with their Academic Advisor to submit a UMKC General Application for the term they wish to begin to enable matriculation into the Pathway system to enable enrollment.
- Students must enroll in the new program within two graduate program admission cycles after original degree is granted. **Please note:** graduate credit not applied toward a degree awarded, may expire after seven years. See UMKC Catalog for Time Limit policy.
- Once admitted to the designated program, students must comply with all progression policies and procedures for the identified program.

## **ADMISSION POLICY – PL/AT BSN TO MSN OR DNP DIRECT ADMIT**

ISSUE DATE: 4-29-2020

REVISION DATES:

The eligibility requirements for the PL/AT students applying to the Direct UMKC BSN to MSN or DNP Admit Program are:

- Enrolled students at the UMKC SoNHS BSN program.
- Meet SoNHS BSN progression requirements.
- Completed N256 and N362 with a minimum of an A-.
- Absence of current academic or Honor Code probation.
- Meet MSN or DNP admission requirements.

The application requirements include:

- Notify assigned Academic Advisor and the MSN or DNP Program Directors of intent to request direct admission.
- Submit the Direct UMKC BSN to MSN or DNP Admission Form to Student Services Office which includes
  - References: faculty of N256 and N362
  - Updated Verified Credential records

### **The following are waived: UMKC MSN or DNP application fee, SoNHS Supplemental Application fee, application via CAS.**

For progression to the MSN or DNP degree program, the students will meet the following:

- SoNHS MSN or DNP progression requirements
- Completed N467 with a minimum of A-

Upon admission to the Direct Admit program:

- Students may take up to two graduate courses, with approval from the BSN and graduate advisors, and notification of the Program Director, while completing the BSN degree. Same progression requirements will be applied to the graduate courses while BSN seeking. Students must remain in *good UMKC and SoNHS standing*.
- Students must enroll in graduate courses within two graduate program admission cycles after BSN granted. Please note: graduate credit not applied toward a degree awarded, may expire after seven years. See UMKC Catalog for Time Limit policy.
- Immediately upon BSN degree conferral, students may begin the next semester coursework while completing licensure requirements. If the NCLEX exam is not passed before the following semester, students will petition for a LOA and will not progress until licensure is achieved.
- Once admitted to the designated program, students must comply with all progression policies and procedures for the identified program.

## **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.

### **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 – RN-BSN TO MSN OR DNP DIRECT ADMIT**

ISSUE DATE: 4/29/2020

REVISION DATES:

The eligibility requirements for the RN-BSN students applying to the Direct UMKC BSN to MSN or DNP Admit Program are:

- Meet SoNHS BSN progression requirements
- Completed N476 and N482 with a minimum of an A-
- Absence of current academic or Honor Code probation.
- Enrolled in 9 or more credit hours each semester in the RN-BSN program.
- Meet MSN or DNP admission requirements.
- Unencumbered RN license

The application requirements include:

- Notify assigned Academic Advisor and the MSN or DNP Program Directors of intent to request direct admission.
- Submit the Direct UMKC BSN to MSN or DNP Admission Form to Student Services Office which includes
  - Current RN licensure (must remain unencumbered throughout the program)
  - References: faculty of N476 and N482
  - Updated Verified Credential records

**The following are waived: UMKC MSN or DNP application fee, SoNHS Supplemental Application fee, application via CAS.**

For progression to the MSN or DNP degree program, the students will meet the following:

- SoNHS MSN or DNP progression requirements
- Completed N486 with a minimum of and A-
- Maintain enrollment of 9 hours or more each semester in the RN-BSN program.

Upon admission to the Direct Admit program:

- Students may take up to two graduate courses, with approval from the BSN and graduate advisors, and notification of the Program Director, while completing the BSN degree. Same progression requirements will be applied to the graduate courses while BSN seeking. Students must remain in *good UMKC and SoNHS standing*.
- Students must enroll in graduate courses within two graduate program admission cycles after BSN granted. Please note: graduate credit not applied toward a degree awarded, may expire after seven years. See UMKC Catalog for Time Limit policy.
- Once admitted to the designated program, students must comply with all progression policies and procedures for the identified program.

### **ADVISEMENT POLICY – BHS PROGRAM**

ISSUE DATE: 12/14/16

REVISION DATES: 2/9/2022

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 the students' responsibility to remain on their plan of study and follow the degree audit report system (accessible through the Registration & Records website) Students are urged to review their plan of study and degree audit prior to their advising appointment.

All students are to schedule an advising appointment each semester before their priority enrollment date. An advising hold will be placed on students' accounts and will not be lifted until the student has been advised. 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 – BSPH PROGRAM**

ISSUE DATE: 12/14/16

REVISION DATES: 10/10/2019

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 Connect. 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 and DNP**

ISSUE DATE: 10/14/09

REVISION DATES: 11/10/10; 4/11/18; 05/19/18

Students admitted to the 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 program director, at a minimum of once prior to enrollment each semester. 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: 02/07/18

#### 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 where applicable.

1. Students will receive 1% of total course grade for completing 2 practice assessments achieving a minimum of 80% on both practice tests and students will write down 3 critical points to remember for the 3 weakest areas noted (1. Assessment 2. Incidence 3. Nursing Implications)
2. Students will then take the Proctored exam for the course.
  - a. If the student reaches Level 2 proficiency or above, they will receive 9% of total course grade.
  - b. If the student reaches Level 1 proficiency, they will receive 1% of total course grade.
  - c. No additional points will be awarded for proficiency below Level 1.
3. 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 grade.

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.

### **AUTHORSHIP POLICY – ALL PROGRAMS (*PhD students refer to PhD policies*)**

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**

1. Individuals take responsibility and credit, including authorship credit, only for work they have actually performed or to which they have contributed.
2. 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.
3. 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.

## **BSN PL/AT TRACK TRANSFER**

ISSUE DATE: 05/09/2018

Students may request to transfer between the PL and AT tracks. Approval is contingent on clinical space availability, course schedules, and degree requirements. Students must meet with their academic advisor to determine eligibility for transfer and resolve the degree audit. Submission of the “Request to Change Plan of Study” form must be completed and submitted to the Program Director with an updated plan of study for transfer approval. If a student transfers from the AT to the PL track, N101 and the nursing elective requirements may be met through equivalent level coursework completed in their previous degree and must have received a minimum of B-.

## **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](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:

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



## **CLINICAL LAB USE Policy – ALL PROGRAMS**

ISSUE DATE: 11/2/18

EFFECTIVE DATE: 5/8/19

1. No food or gum is allowed in the labs. Covered beverages are allowed in the classroom area.
2. Do not use pens or markers around the manikins or task trainers.
3. Nametags must be worn in the labs.
4. Follow the clinical dress policy for lab.
5. Personal items should be stored in at the front of the room in the area provided.
6. At the end of lab, students must:
  - clean off the manikin at the end of class (remove tape, medications, etc)
  - place bed in lowest position
  - make the bed
  - return any reusable items to the Nurse's station area
7. Faculty and staff teaching in the lab are responsible for clean up at the end of each lab session. All supplies should be repackaged and returned to the supply room.
8. No equipment or supplies should leave the lab unless it is properly checked out with the Clinical Lab Manager or the Director of Clinical Simulation.
9. Please report any damage to equipment or operating problems to the Clinical Lab Manager or Director of Clinical Simulation ASAP via email.
10. Please make requests for supply refill or replacement to the Clinical Lab Manager via email.

## **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.



### **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.

### **COURSE WORK – PRE-LICENSURE (PL) AND ACCELERATED (AT)**

ISSUE DATE: 10/10/2019

REVISION DATES:

Once admitted into the nursing program all nursing coursework taken towards degree requirements must be taken at the University of Missouri – Kansas City (UMKC).

### **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.

### **DRUG CALCULATION TEST OUT POLICY & PROCEDURE – BSN PRE-LICIENSURE & 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 DEGREE 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.

## **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](mailto: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: \_\_\_\_\_

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**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:

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**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:

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

Dean’s Signature \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Comments:

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*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](mailto: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  
POLICY IS SUSPENDED DUE TO THE PANDEMIC  
EFFECTIVE 10/8/2020**

~~(School of Nursing and Health Studies Student Policy)~~

~~ISSUE DATE: 1-09~~

~~REVISION DATES: 4-19~~

~~Health Science Building (HSB)~~

- ~~● HSB is open from 7 AM – 7 PM and locked from 7 PM – 7 AM Monday – Friday.~~
- ~~● HSB is 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 are allowed to stay in the building in the common areas, room 4302 or 4303, until 11:00 pm with a valid UMKC student ID only;~~
  - ~~○ Students must have a current student ID with them at all times, and present it to any official requesting validation.~~
  - ~~○ Students may use the common areas in the middle of the hallways on floors 3 – 5 and the cafeteria area on the 1st floor.~~
  - ~~○ When classes or department meetings are not scheduled, rooms 4302 and 4303 are available on a first come, first served basis. Please be professional and respectful of peers that are using these spaces.~~
  - ~~○ Seminar rooms and classrooms in the HSB will be locked at all times when classes are not in session.~~
  - ~~○ Students are not to be in locked rooms at any time when classes or required presentations/meetings are not being held in these rooms.~~
- ~~● Students should not be in the HSB after 11:00 pm under any circumstances; any student in the HSB after 11:00 pm will be escorted from the building by UMKC Campus Police and reported to their respective Dean's Office the following day.~~
- ~~● SONHS students can request swipe card building access for the hours between 6 a.m. to 11 p.m. by completing the required online access form. A sample of the information requested is included with this policy.~~
- ~~● The access form is located at ([www.sonhsBuildingAccess](http://www.sonhsBuildingAccess)).~~

~~**Accessing UMKC School of Medicine After Hours**~~

~~The Health Science Library in the School of Medicine building has a large study area on the second floor of the library. Space is available throughout the library for group and individual study space. Public areas of the library are labeled and coded for noise levels, please be respectful of your peers. A group study room seating 5-8 people is available at the North end of the library. Study rooms may be reserved online <https://library.umkc.edu/hsl/spaces-technology> by going to the "Reserve A Study Room" prompt on the left hand side of the screen.~~

~~The School of Medicine building closes at 5:00 p.m. Students wanting to access to the Health Sciences Library after 5:00 p.m. will need to contact Ruth Grimsley ([grimsleyr@umkc.edu](mailto:grimsleyr@umkc.edu)) or Crystal Ferguson ([fergusonchrys@umkc.edu](mailto:fergusonchrys@umkc.edu)) during regular business hours, Monday-Friday and request access to the library after the SOM building closes. This access is separate to the Health Science Building access.~~

~~Health Sciences Library hours of operation are listed below and are posted on their informative website. Students will be asked to leave the SOM building when the library closes.~~

~~Monday 7:30 am – 10:00 pm~~

~~Tuesday 7:30 am – 10:00 pm~~

~~Wednesday 7:30 am – 10:00 pm~~

~~Thursday 7:30 am – 10:00 pm~~

~~Friday 7:30 am – 6:00 pm~~

~~Saturday 11:00 am – 6:00 pm~~

~~Sunday 2:00 pm – 10:00 pm~~

### ~~School of Nursing and Health Studies~~

#### ~~Sample Application to Receive After Hours Swipe Access to Health Sciences Building~~

~~SONHS students can apply for after-hours swipe card access to the Health Sciences Building by completing the information on the Qualtrics application at [www.sonhsBuildingAccess](http://www.sonhsBuildingAccess). The School of Nursing and Health Studies Associate will review submitted applications and notify students when access is granted.~~

~~Students can access the building from the north doors (facing the School of Medicine) and the east entrance on Charlotte Street. The system is computer controlled and will record who enters, the date, and the time of entry. The system is only activated during times when the building is normally locked; you do not need to use it when the building is open. Entry can be gained from 6:00 AM to 11:00 PM. No student is to remain in the building other than these hours unless written approval has been granted by the Associated Dean for Student Affairs.~~

#### ~~The following information will be requested as part of the Qualtrics application~~

~~Students can access the building from the north doors (facing the School of Medicine) and the east entrance on Charlotte Street. The system is computer controlled and will record who enters, the date, and time of entry. The system is only activated during times when the building is normally locked; you don't need to use it when the building is open. Entry can be gained from 6:00 AM to 11:00 PM. No student is to remain in the building other than these hours unless written approval has been granted by the Associated Dean for Student Affairs.~~

#### ~~The following information will be requested:~~

~~Student Name/Date, Student Identification Number, and Justification for Access:~~

#### ~~Students will need to agree to the following:~~

~~I agree to the following conditions as part of receiving swipe access. I understand that in order to retain my swipe access I will:~~

- ~~● Leave any space used afterhours in the same condition as it was found.~~
- ~~● Properly dispose of any trash or papers brought into the space.~~
- ~~● Use swipe card for my own admission to the building and not let others in under my swipe access.~~
- ~~● Not lend my swipe card to any other person.~~
- ~~● Wear my UMKC ID or SONHS student name tag at all times.~~
- ~~● Will only be in the building no earlier than 6:00 AM and no later than 11:00 PM.~~

~~• Will leave the building immediately at the direction of Campus Police or other university official.~~

~~I understand my swipe access will be immediately terminated if I violate any of these requirements or at the discretion of the Dean or designee.~~

~~I understand my access expires yearly on September 15th, and a new application must be completed in order to continue access to the HSB.~~

~~Student's Name:~~

~~The completion and submission of the electronic form, signifies your agreement to comply with the requirements for access usage.~~

## **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 3.5 will be waived from the HLSC101 requirement.

## **INCOMPLETE POLICY – ALL PROGRAMS**

ISSUE DATE: 2-1-2021

REVISION DATES:

Undergraduate Academic Regulations and Information: [Grading Options and Auditing Courses](#):

### Incomplete Grades

An instructor may give a grade of incomplete (I) to students who have been unable to complete the work of the course because of illness or other valid reasons beyond their control. The SoNHS follows the UMKC policy for assigning an incomplete (I). (UMKC Catalog <https://catalog.umkc.edu/undergraduate-academic-regulations-information/grading-options-auditing-courses/incomplete-grades/>). The Program Director is informed, the INCOMPLETE GRADE FORM is completed, and the Instructor signing form submits the form and include Program Director and Track Coordinator (if applicable) on said email to: [registrarimaging@umkc.edu](mailto:registrarimaging@umkc.edu)

### Graduate Course Grading

This policy is exclusive of those courses which are considered directed individual studies, internships, special topics, practica, research and thesis, and research and dissertation courses. The SoNHS follows the UMKC policy for these situations. (UMKC Catalog <https://catalog.umkc.edu/general-graduate-academic-regulations-information/general-graduate-academic-regulations/course-and-grading-policies/graduate-course-grading/>).

### Graduate Ineligibility Policies

If the graduate student is considered ineligible due to unsatisfactory progress or performance, the SoNHS follows the UMKC policy. (UMKC Catalog <https://catalog.umkc.edu/general-graduate-academic-regulations->

[information/general-graduate-academic-regulations/requirements-for-retention-and-eligibility/graduate-ineligibility-policies/](#)

Incomplete Grades: The following form is located on the SoNHS website under the Student Services tab, Forms and Resources, Incomplete Grades.

**INFECTIOUS DISEASE OUTBREAK or PANDEMIC SoNHS Skills LABS POLICY – ALL PROGRAMS (skills lab, simulation lab and standardized patient lab)**

**ISSUE DATE:** 7/2020; 9/9/2020

**REVISION DATES:**

In the event of an infectious disease outbreak or a pandemic, the School of Nursing and Health Studies (SoNHS) skills lab, simulation lab and standardized patient lab will implement the following practice.

- The SoNHS will provide one multi-use face mask and one face shield to all undergraduate and graduate students who have clinical learning experiences in the SoNHS skills lab, simulation lab and standardized patient lab.
- The multi-use face mask and face shield must be worn any time students are in these identified lab spaces, skills lab, simulation lab and standardized patient lab.
- Failure to have the multi-use face mask and face shield present and donned for clinical lab learning will result in an unsatisfactory “U” for the experience.
- If students break or lose these items they will be responsible for purchasing and replacing their multi-use face mask and/or face shield.
- Signage placed outside and inside of lab spaces must be followed.

**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, 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, 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; 5/8/19

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, *Student or General Public Injury and Property Damage Report UM-200 (PDF)*, which can be found at the Management Services, Risk and Insurance Management site at

<https://www.umsystem.edu/ums/fa/management/risk/forms>. The completed form should be submitted to the SoNHS Associate Dean for Students and Administrative Assistant, who will submit the form to the UM System Office.

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: 02-07-18

- 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.

- 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 except with faculty discretion:
  - in an emergency situation
  - that are investigational drugs
  - that are antineoplastic drugs
  - during patient pregnancy and delivery.

## **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.

## **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](http://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; 5/8/19; 10/10/2019

Petitions for readmission may be considered when there is clear evidence of probable future academic success and on a space available basis in the identified program. The program director must be notified of the application for readmission by the student. Please refer to "Readmit" form located on the SoNHS website. Students must meet the University requirements for academic eligibility to re-enroll.

### **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  
cc: Course Coordinator  
cc: Program Director

\_\_\_\_\_  
Date

**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

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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.

## **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](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:

REVISION DATES:

You will need access to the computing resources necessary to complete this course through personal and/or University channels (e.g., computer labs). Our course will take place within the Canvas LMS and utilizing various software technologies that facilitate interaction and communication. Below is a list of some helpful computer requirements for full participation in this class:

- [The latest version of Java](#)
- [The latest version of QuickTime](#)
- [The latest version of Adobe Reader](#)
- A current version of word processing software
- A headset with microphone
- A webcam
- Google Chrome, Firefox, or Edge for Windows computers
- Google Chrome, Firefox, or Safari for Apple computers

Broadband Internet connection is preferred. Examples of broadband Internet connection are high-speed DSL or a Cable modem.

## **TIME LIMITATIONS FOR BSN PROGRAM – PRE-LICENSURE (PL) AND ACCELERATED (AT)**

ISSUE DATE: 10/10/2019

REVISION DATES:

All requirements for the BSN program – pre-licensure (PL) baccalaureate degree must be completed within a period of five (5) consecutive calendar years and accelerated (AT) baccalaureate degree must

be completed within a period of four (4) consecutive calendar years from the date of first enrollment in courses within the nursing major. Any request for extension must be submitted by the student and approved by the Program Director, then submitted for review and approval from the Student Affairs Committee.

### **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.

## **POLICIES & PROCEDURES APPLICABLE TO DOCTOR OF PHILOSOPHY NURSING (PHD)**

In addition to the following PhD specific policies, Doctor of Philosophy Students are responsible for policies and procedures that state ‘All Programs’.

### **ACDEMIC PROGRESSION POLICY - 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 program also are governed by the general policies of the School of Graduate Studies.

Once admitted, all core course work, except for collateral courses, must be taken through the UMKC School of Nursing and Health Studies. Any requests to deviate from this policy must be approved by the student’s supervisory chair and members of the supervisory committee.

A course grade of B- and below, NR, Withdraw Failing (WF), or Audit (AT) are not satisfactory for progression. If a student needs to repeat a course, a “Course Repeat” form must be completed and sent to the registrar’s office. Doctoral students may repeat only one course, one time. If a repeated course grade is less than 3.0 or a “W-F” it is an unsuccessful repeat, and the student will subsequently 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).

### **Course Transfer**

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

- Is approved by the PhD committee members.
- Is equivalent to a course in the PhD curriculum.
- Is no more than seven years old at the time of admission to the program.
- Was not used for a previous degree.
- Was taken at a graduate level and a grade of B or better was earned.

Course syllabi of courses proposed for transfer must be reviewed and approved by the PhD Program Director and course instructor.

### **ADMISSION POLICY – BSN PhD**

ISSUE DATE: 2/8/12

REVISION DATES: 12/14/16, 4/11/18, 05/09/18

Criteria for provisional PhD admission

- **Students applying to the BSN-PhD program must have a BSN from a regionally accredited college or university, with a nursing program that is accredited by a nationally recognized nursing accrediting agency.**
- Students must have completed a BSN from an accredited institution by the time of application to the PhD program and hold an unencumbered license as a Registered Nurse (RN).
- A student whose license becomes encumbered while in the program will be dismissed.

- Admission requirements and procedures of the BSN-PhD program (application, fees, etc.) are the same as admission requirements and procedures of the MSN-PhD program, except that BSN-PhD acceptance is provisional pending completion of criteria for progression.

The following are criteria for progression in the PhD program for students entering with a BSN:

- Completion of N5527, N5528, N5550 and, N5555 (or equivalents approved by the PhD program director) with a course grade of B or higher.
- PhD faculty decision, based on the PhD Progression Policy, to accept the student into the PhD program in the semester prior to Research Institute I.

### **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 (two letters must be from persons holding a PhD)

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.

### **ADVISEMENT POLICY - PhD**

ISSUE DATE: 10/14/09

REVISION DATES: 11/10/10; 4/11/18; 05/19/18

Students admitted to the PhD program work with their supervisory chair to determine the program of study. Students are expected to have regular communication with their supervisory chair/program director, at a minimum of once each semester prior to enrollment. If a PhD student is unable to continue in the plan of study, the student must contact their program director and supervisory chair to make revisions.



## **AUTHORSHIP POLICY - PhD**

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 manuscript preparation.

### **Overview**

Credit for authorship should be based on a collaborator's significant contributions to (1) the conception and design of the project; acquisition of data, analysis, and/or interpretation of data; (2) drafting the article and/or revising the work critically for important intellectual content; and (3) final approval of the version to be published.

### **Process**

Faculty should come to agreement on authorship with peer and/or student collaborators at the commencement of a joint publication project. The order of authorship and the division of labor should be agreed upon and summarized in writing beforehand along with a timeline for completing the project.

## **Criteria for Authorship**

### **A-General Principles**

1. Individuals take responsibility and credit as "authors" for work they performed or to which they contributed.
2. Principal authorship or other credit for publication should reflect accurately the relative scientific and professional contributions to the project of the individuals involved, regardless of rank or status. Institutional role (i.e., department chair; supervisory chair) should not be used in place of substantive contributions in assigning authorship. Minor contributions to the research or preparation of a manuscript for publication that do not rise to the level of authorship should be acknowledged appropriately in an acknowledgment or textual note.
3. The principal author on a multiple-authored article is the person who made the most significant contribution to the work and takes responsibility for the results.

### **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 it is in shaping the research or development of 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.** An individual who conducts data analysis in the preparation of a manuscript is considered to have made a significant contribution to the manuscript and should be listed as an author. Analysis refers to the selection of variables and statistical tests to describe or make inferences about quantitative data and the execution of those tests. Analysis of qualitative data may include coding,

charting, mapping, and reduction or other manipulative interpretation of textual or image-based, non-numerical data. Persons who take an assistive role in preparing and managing data may also be acknowledged for their role in a publication and possibly be named as an author, depending on the scope of their contribution.

5. **WRITING.** Writing is a process of communicative conceptualization that involves more than summarizing results of data analysis. In some qualitative approaches, writing is the medium in which analysis takes place. Often, one author will take the lead in writing an article, with others providing critical feedback. In other projects, collaborators will more evenly share the work of writing. Authorship includes both writing and critical review, as both are integral to the production of the work.

6. **EDITING.** Editing that rises to the level of re-working a text is writing (see #5). Lighter editing ranges from organizational, substantive, and stylistic revisions to proofreading for grammar, punctuation, and style. Often, one partner in a collaboration writes and another edits. There may be several rounds of editorial revisions before a paper is published. Writing and editing are interlocking contributions, both necessary to the final product.

7. **FINANCIAL REMUNERATION.** Issues of authorship should also be discussed by faculty members with students who work as paid research assistants on projects that may result in publication.

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.

## **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 supervisory chairperson and doctoral dissertation committee will meet to review the requirements for the degree and discuss a general plan for the dissertation early in the student’s program of study. Students may not enroll in dissertation credit hours until after successfully completing all essential course work and passing the comprehensive examination.
- Students will receive a grade of “A,” “B,” or “C” for each semester of dissertation “course work.” Criteria for grading dissertation course work will be determined by contract between the student and supervisory chair at the start of each semester. (Procedure: Grading by 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 the final public defense is complete.)
- There is no page length or chapter number requirement for a dissertation.
- Prior to graduation, a student must have at least one, first-authored manuscript related to their dissertation research accepted for publication in a peer-reviewed, non-predatory journal. The manuscript submission and publishing journal must both be approved by the student’s supervisory chair.
- At the discretion of the student’s committee, students may substitute published or in-press manuscript(s) for chapters in the traditional dissertation format.

- No final dissertation grade may be submitted until conference presentation and publication requirements have been met.

Sample dissertation format:

#### Chapter 1

This chapter consists of an introduction to the problem area and may include a statement of aims and objective, identification of research question(s) or area of exploration, and hypotheses (if appropriate). The chapter should serve as a succinct introduction and theoretical overview. Chapter 1 often concludes with a brief preview of chapters.

#### Chapter 2

Review of the literature and exposition of conceptual or theoretical framework. This chapter may also include definitions of important terms. (The literature review and/or development of concepts in Chapter 2 may take the form of published or a submission-ready manuscripts.)

#### Chapter 3

Chapter 3 describes the method followed in conducting the study, including all aspects of study design and, as applicable, intervention; collection/generation, management, analysis, and interpretation of data; and ethical and human subjects protections. (Chapter 3 or some part of it may take the form of a published or submission-ready manuscript, which may also include material from other chapters).

#### Chapter 4

The presentation of the dissertation study results, or findings will comprise Chapter 4. (Chapter 4 may take the form of a published or submission-ready manuscript, which may also include material from other chapters).

[There may be additional chapters, depending on the complexity of results and number of manuscripts developed to report them. Additional chapters may also include the reporting of pilot studies, instrument development/testing, and sub-studies.]

#### Chapter 5

In Chapter 5, the key findings of the dissertation study should be discussed in relation to previous and emergent research and theory and implications drawn for or future research and/or practice. If a model or theory results from the study, that might be presented in the Discussion (or in in the Results). Chapter 5 should also include discussion of the study's limitations and any measures that were or might have been taken to minimize them. When Chapter 4 is a manuscript that includes this material, a truncated Discussion may be admissible with approval of the supervisory chair and committee.

#### Chapter 6 [or Final]

The final chapter will review how the dissertation met its objective(s) or aims and review the main findings and the contribution they make to the field of study. The final chapter should be brief, a review of key points and underscoring of the significance of the work and not a repetition of its contents.

#### References and Appendices

All references and appendices must comply with the School of Graduate Studies' format requirements for dissertations. Dissertations written for the PhD in Nursing in the School of Nursing and Health Studies will follow the style guidelines of the most recent edition of the *Publication Manual* of the American Psychological Association (i.e., APA style).

## **INTERNATIONAL STUDENT ADMISSION POLICY – PhD**

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.cfgns.org/> .

## **INTERNATIONAL STUDENT ADMISSION PROCEDURE – PhD**

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.

## **SUPERVISORY COMMITTEE POLICY = PhD**

ISSUE DATE: 5-3-2002

REVISION DATES: 4-20-2005; 10-8-08; 2-8-12, 4-11-18

Students will identify a faculty member who shares research interests with the student and has doctoral faculty status in the UMKC School of Nursing and Health Studies (SoNHS). This faculty member, if in agreeance, will serve as the student's supervisory committee chair. The student and supervisory committee chair will together establish the student's supervisory committee, which must consist of at

least five members, including 1) the supervisory committee chair; 2) at least two other UMKC SoNHS faculty who have graduate faculty status; and 3) at least one graduate faculty member who represents a collateral area (i.e., in a discipline other than nursing and possessing expertise directly supports the students' research area), and 4) a graduate faculty member who has expertise needed to support the student's research (e.g., population access, content expertise, and so fourth). Examples include but are not limited to psychology, sociology, education, philosophy, informatics, statistics, and other areas of natural sciences). The supervisory committee will be responsible for approving the student's plan of study and approving activities related to the comprehensive examination and dissertation, including the student's readiness to progress. After successful defense of the dissertation proposal, the supervisory committee will not change, unless warranted by 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: 4/11/2018

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 (Milestone Form A).
5. The replacement person is then contacted by the chair, the situation is discussed, and committee membership is proposed.
6. The replacement person then signs and dates the original Supervisory Committee Form (Milestone Form A).
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.

### **COMPREHENSIVE EXAMINATIONS - POLICY – PhD STUDENTS**

**\*\*FOR STUDENTS WHO WERE ADMITTED IN 2018 AND BEFORE.**

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:**

- 1) On day 1: The student will receive the article and instructions for the comprehensive exam.
- 2) 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.

- 3) By day 28 (4 weeks): The supervisory chair will communicate the committee feedback and pass/fail decision to the student.
- 4) 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.

- 1) 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.
- 2) Readiness for the actual exam will be determined by student and chairperson, based on the performance on the practice exams.
- 3) 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.
- 4) 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.

#### **COMPREHENSIVE EXAMINATIONS - POLICY – PhD STUDENTS \*\*FOR STUDENTS WHO WERE ADMITTED IN 2019 AND AFTER.**

ISSUE: 9/18

REVISED DATES: 11/11/2020

*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.*

## **Doctoral Comprehensive Examination Process**

### **Introduction and Purpose**

The doctoral comprehensive examination is an all-encompassing, scholarly, written essay examination followed by an oral examination. Through the doctoral comprehensive examination process, the PhD student demonstrates their ability to address theoretical, methodological, and substantive issues in a field of study. The examination tests the student's breadth and depth of knowledge and their ability to integrate and synthesize ideas across substantive areas. Exam questions are directly related to the student's plan of study and proposed dissertation research area.

### **Determining Readiness for the Doctoral Comprehensive Examination**

Students take their comprehensive exam after completing the last semester of coursework. A delay in taking the comprehensive examination beyond one semester after completion of coursework is not recommended. Leading up to and during the last semester of course work or when course work is substantially completed and all incomplete grades are satisfied, the student shall meet with their dissertation supervisor to discuss the comprehensive examination. The supervisor in conjunction with the student's supervisory committee members verify that the student:

- has satisfactorily completed all coursework outlined on the plan of study with no outstanding incompletes.
- has documented the completion of all PhD student competencies.

### **Scheduling the Doctoral Comprehensive Examination**

Once the student's readiness for examination has been confirmed by their supervisor and committee, the student, in collaboration with their supervisor and committee, shall schedule dates for the written examination week and a two-hour block of time when all can meet for the oral defense. The date should be set far enough in advance to give the student adequate time to review for the examination and the supervisor and committee members adequate time to prepare the written exam questions. The student must be enrolled in UMKC credit hours during the period in which the examination is scheduled, including summer term—no examination or defense activities shall be scheduled to occur when UMKC courses are not in session. The oral defense shall take place only after the written examination has been approved by at minimum the student's supervisor and all but one of their committee members. The oral defense must be completed no earlier than 2 weeks and no later than one month (30 calendar days) of the date of approval of the written examination by the supervisor and committee.

### **Preparation for the Doctoral Comprehensive Examination**

It is important that the student plan and schedule sufficient time to prepare for the doctoral comprehensive examination. To prepare for the examination, the student should review content from courses completed as well as any specific areas relevant to the student's program of study that may have been part of research activity or other collateral experience.

Formal preparation for the examination may be obtained through a one-to-two credit hour comprehensive exam preparatory course. Enrollment in the examination preparation course requires approval by the student's supervisor and committee. The purpose of the preparatory course is to provide the student with opportunity to take one or more practice exams, receive feedback, and revise to improve prior to taking the comprehensive examination. The student's supervisor will provide practice examination questions that address some or all of the four major examination areas,

specifically applied to the student's research focus and collateral areas. The four general areas for examination include (a) philosophy, philosophical approaches, and theory; (b) background and significance; (c) research methods and analytical approaches; and (d) theory, research, policy and practice implications. The student's supervisor will review all written responses and provide feedback using the guidelines for successful completion of the comprehensive exam, delineated below.

Prior to taking the comprehensive examination, it is recommended the student consult individually with each doctoral program committee member to discuss preparation for the examination. Committee members shall not provide the student with exam questions but may provide guidance regarding areas to review.

### **Doctoral Comprehensive Examination Policy**

- According to UMKC School of Graduate Studies policies, the doctoral comprehensive examination must be completed within five (5) years of enrollment in the PhD program (within four years if entering with a master's degree in the same or closely related field), and it must be completed *at least* seven (7) months before the final defense of the dissertation.
- The exam, which is prepared by the student's doctoral program committee, has a written component and an oral defense.
- The written component of the examination is completed at home or at another site of the student's selection within any five-day period (e.g., 8:30 a.m. Monday morning until 4:30 p.m. Friday afternoon). In all cases, the examination must be written over five consecutive days. This can include weekend days.
- The oral defense is a two-hour examination by the program committee that must be undertaken within a four-week period following completion of the written component.
- The PhD student, the PhD supervisor, and the PhD committee of at least four members, will attend the oral component of the examination in-person, or via telecommunication technology. If, due to unforeseen circumstances, a PhD committee member cannot attend the scheduled oral component of the examination, the PhD student and supervisor will meet with the committee member within 7 days to complete the oral examination and obtain a pass/no pass decision from the committee member.
- The doctoral comprehensive examination, including the oral defense, may only take place during UMKC regular sessions, including summer semester.
- Faculty shall have at least two weeks to read the examination prior to the scheduled oral defense.
- After the oral exam, the student retains a copy of the written exam for personal use only. A copy is also retained in the student's file in the SoNHS administrative office.

### **Procedure for Written Portion of Doctoral Comprehensive Examination**

All program committee members prepare questions at the request of the supervisor. The supervisor shall ensure that the following general areas are addressed in the questions: (a) philosophy, philosophical approaches, and theory; (b) background and significance; (c) research methods and analytical approaches; and (d) theory, research, policy and practice implications.

- Questions shall be collected from the committee members by the student's supervisor, who shall make final determinations about which questions to include and in what order and form in the examination. The supervisor shall then submit the examination to the PhD administrative assistant or his or her representative at least one week prior to the exam. The PhD administrative assistant shall administer the examination by sending the exam to the student with instructions.

- No later than 8:30 a.m. on the first day of the examination, the student is emailed the examination, from the administrative assistant or his/her representative as a Word attachment.
- Microsoft Word or comparable word-processing software must be used to complete the written exam. The written exam must include a title page, and reference list. The text should comply with *Publication Manual of the American Psychological Association* (APA) (6<sup>th</sup> ed.) format and style guidelines (e.g., double-spaced text, numbered pages, 12-point font, and correctly formatted headings).
- All references used to support answers should be cited in the body of the examination using proper in-text formatting based on the APA (6<sup>th</sup> edition) and should be listed in an alphabetized, correctly formatted references list on a separate page, following the student's response to each question. Prior to submitting the examination, the document should be carefully proofread.
- Answers to the doctoral comprehensive examination should be written in complete sentences and in well-developed, logically organized paragraphs. Bulleted lists and/or tables from secondary sources (e.g., textbooks and websites) should be avoided.
- Primary, data-based references should be used to support the student's ideas.
- The completed examination shall be returned by the student to the administrative assistant or to his or her representative as a Word (or comparable) document attachment no later than 4:30 p.m. on the last day of the examination week. The administrative assistant shall forward the completed examination to the student's supervisor and supervisory committee with a copy of instructions for assessment of the written examination. The student's supervisor shall be responsible for soliciting evaluation of the exam from the committee members within two weeks of their receipt of the exam for review and shall communicate the outcome (pass/fail) of the written examination to the student by email within that two-week period.
- As noted above, if a hard copy of the examination is requested by their committee, the student shall be responsible for preparing and printing hard copies of the examination responses and must provide the supervisor and each committee member with a copy in a timely manner. If hard copies are required, double-sided copies are encouraged.

### **Procedure for Oral Defense of the Doctoral Comprehensive Examination**

Following completion of the written exam and prior to oral exam, it shall be permissible for: (a) the student to request ideas from their supervisor to prepare for the oral exam, and (b) committee members to raise questions and issues for students to consider as they prepare for the oral exam.

- On the day of the examination, the student and committee meet in a pre-designated location in person or using telecommunication.
- The student, who shall have access to a copy of the written examination, shall provide brief preparatory remarks (i.e., five minutes) and then invite questions from the committee.
- The committee's questions shall require the student to clarify and amplify ideas addressed in the written exam or to delve more broadly or deeply into responses. Each member of the committee shall have an opportunity to pose questions.

Once the committee has concluded its examination of the student, the student shall be asked to leave the room, whereupon the committee, led by the supervisor, shall evaluate the merits of the oral examination. The committee shall make a pass/fail determination.

- The student shall be invited back into the room and shall be informed of the committee's

decision.

### **Successful Completion of the Doctoral Comprehensive Examination**

The comprehensive examination is successfully completed when the student's supervisory committee votes to pass the student on both components of the examination with no more than one dissenting or abstaining vote. In evaluating the examination, the supervisory committee shall examine answers for evidence that

- the student has good command of the research, current theoretical issues, and issues related to methodology as relevant to the student's chosen field of study;
- the student is proficient in critical thinking and effectively communicating in writing and orally;
- the student is ready to commence dissertation work.

The student's success shall be documented on the appropriate form, which shall be submitted to student's SoNHS's file and UMKC School of Graduate Studies within one month of the successful oral examination. Successful completion of the comprehensive examination establishes candidacy. Status as a continuous enrollment doctoral student begins in the academic term **after the term** in which the comprehensive exam was defended successfully. Students are required to enroll continuously for at least one hour, including during the summer sessions, until completion of the dissertation. Students must be enrolled the semester that the dissertation is defended.

### **Doctoral Comprehensive Examination Results Form**

A report of the decision, the Doctoral Comprehensive Results Form, with the signatures of all committee members, must be sent to the student's SoNHS's file, the UMKC School of Graduate Studies office, and the student no later than two weeks after the Doctoral Comprehensive Examination is completed.

### **Failure of the Doctoral Comprehensive Examination**

If the committee determines that the student has not demonstrated proficiency in the field through the written examination and oral defense and that the examination does not reflect readiness to conduct the dissertation research, the student fails the examination. A failure of either the written or oral section of the examination constitutes failure of the doctoral comprehensive examination. The committee reports its decision to the student immediately and follows up in writing.

The committee reports its decision to the SoNHS's PhD Program Director and UMKC School of Graduate Studies by submitting the appropriate form within one month after the oral examination. The doctoral program committee must also include a written document that outlines the general weaknesses or deficiencies of the student's doctoral comprehensive examination as well as a plan for remediation. A copy of the document outlining the deficiencies and plan for remediation must be filed with the UMKC School of Graduate Studies. The student and the doctoral program committee members are encouraged to work together to identify steps the student might take to become fully prepared for the repeat examination. At the discretion of the student's committee, the student may be asked to take additional coursework, complete additional research practicum hours, or produce an integrative review of the literature, or other scholarly work prior to allowing the student to retake the doctoral comprehensive examination.

### **Request for Clarification**

If at any time the student believes that the advice given by the doctoral program committee is inadequate, the student may send a written request for clarification to the committee. A copy of this request should be sent to the UMKC School of Graduate Studies office as well. The committee must respond to this request in writing within two (2) weeks and a copy must be filed with the UMKC School of Graduate Studies.

### **Retaking the Comprehensive Examination**

A student who fails the comprehensive examination may not take a second comprehensive examination for at least 12 weeks. Failure to pass two comprehensive examinations automatically precludes candidacy and results in termination from the PhD program. A student who is terminated from the PhD program has the right to appeal.

### **Sample Comprehensive Exam Timeline**

<b>Time</b>	<b>Activity</b>
30 Days before Day 0	Student schedules comprehensive exam with supervisor and committee.
Day 0	By 8:30 am comprehensive exam begins and timeline to complete it begins. Student receives comprehensive exam questions from PhD Administrative Assistant.
Day 5	By 4:30 pm comprehensive exam is due. Student returns complete comprehensive exam to PhD Administrative Assistant.
Day 6-30:	Student requests ideas and questions from the supervisor and committee members to prepare for the oral exam.
No sooner than 2 weeks and no later than 1 month after Day 5	Oral comprehensive exam is conducted.
No later than two weeks after the doctoral comprehensive exam is completed.	A report of the decision, the Doctoral Comprehensive Results Form, with the signatures of all committee members, must be sent to the student's SoNHS's file, the UMKC School of Graduate Studies office and the student.