



POLICIES AND PROCEDURES

March 13, 2024
November 7, 2024

SoNHS MISSION

Prepare diverse learners to serve as leaders in the improvement of health outcomes.

SoNHS VISION

We aspire to provide education combining practice, research, and service to develop professionals in life and in health sciences who are leaders in improving health.

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 <https://catalog.umkc.edu/>. 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.



Volker Campus



Health Science Campus

UMKC Smoking and Tobacco Policy

Tobacco use and smoking are prohibited throughout UMKC properties. “Smoking,” as defined herein, means the act of drawing smoke or a vaporized substance into one’s mouth that has been ignited, combusted, or vaporized.

“Smoking Products” include, but are not limited to, tobacco, cloves, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing devices (cigars, pipes, hookahs, etc.).

LETTER FROM 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 nearly 50 years, providing high quality undergraduate and graduate programs in nursing and health sciences.

Work in healthcare demands professionalism and leadership at all times. For this reason, the School of Nursing and Health Sciences has established policies and procedures for students that promote professionalism in all areas of education, from the classroom to the clinical setting. Please familiarize yourself with the guidelines established in this manual and apply them as you move through your classes, internships and clinical settings.

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 and Health Sciences programs 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, Florida and Hawaii.

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



Dr. Melissa Joy Roberts JD, MSN, APRN, BC
Dean and Clinical Professor
UMKC School of Nursing and Health Studies

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UMKC STATEMENT OF VALUES



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 alleging a violation of our policies prohibiting discrimination and harassment 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 Inclusivity. 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.

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/>

Reviewed and approved on 02/12/2024 by KC Atchinson.

All SoNHS PROGRAMS POLICIES & PROCEDURES

Students are responsible for policies and procedures that state ‘All Programs’ in addition to specific program policies. If a student changes programs, they are responsible for all policies in their new program.



Figure 1 Team Picture.

STANDARD OF CONDUCT – ALL PROGRAMS

Issue Date: 6/27/2006

Revision Dates: 12/14/2016; 9/11/2024.

The School of Nursing and Health Studies students are expected to adhere to the University of Missouri System Collected Rules and Regulations (CRR) 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. Students and student organizations are expected to demonstrate responsibility for their actions; respect the rights and property of others; and observe federal, state, and local laws, as well as University rules and policies.

The Standard of Conduct is implemented through Section 200.020 Rules of Procedures in Student or Student Organization Conduct Matters. It is to be implemented and interpreted in a manner that supports the University’s mission as an educational institution and protects the University’s educational environment.”

CRR 200.010 Standard of Conduct

https://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.010_standard_of_conduct

Students are also expected to adhere to the academic and conduct standards described in course syllabi and the SoNHS Policy and Procedure Manual. Violations of these conduct standards will be handled pursuant to CRR 200.020.

ACADEMIC WARNING – ALL PROGRAMS

ISSUE DATE: 12/14/2016

REVISION DATES: 12/13/2017; 3/13/2024

A student placed on academic warning will remain on academic warning 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 academic warning.

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

ISSUE DATE: 5/13/2009

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.

CLINICAL DRESS & PROFESSIONAL APPEARANCE – ALL PROGRAMS

ISSUE DATE: 06/02/2002

REVISION DATES: 12/14/2016; 5/10/2017

The SoNHS values inclusivity and diversity in people, ideas, and roles (SoNHS Value, Inclusivity.. and Diversity, 2015). We abide by UMKC's position regarding dress and appearance. Students have clinical and professional experiences in a wide variety of settings. Although some settings allow a less formal 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 UMKC SoNHS clinical, laboratory, simulation, service learning, and internship experiences where the student represents UMKC SoNHS.

1. **Footwear:** all students should wear closed-toe shoes and hose or socks as protection. Shoes must be a **basic color that is not distracting** 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 and colognes must be avoided. Unscented lotions only.
- 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.

CRIMINAL BACKGROUND CHECK AND DRUG SCREENING – ALL CLINICAL PROGRAMS

ISSUE DATE: 12/10/2014

REVISIONS DATES: 12/14/2016, 10/30/2024

Once students are admitted into a School of Nursing and Health Studies clinical program, they are required to satisfactorily complete a criminal background check through an authorized vendor. If the results of the criminal background check show the student has a pending charge 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.

Participation in a School of Nursing and Health Studies clinical program is contingent on completion of a drug screen, which tests for prohibited and controlled substances, including marijuana metabolites. The drug screen must be completed through an authorized vendor, and a “negative” result is required for satisfactory completion. A student who has a “positive” drug screen will not be allowed to participate in clinical activities but may be permitted to remain in didactic (lecture) courses. Students may not appeal this decision. Inability to participate in clinical activities will prevent students from progressing through the nursing program and may result in dismissal

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

ISSUE DATE: 3/25/1991

REVISION DATES: 11/2006; 11/10/2010

It is the policy of the School of Nursing and Health Studies that student performance will be evaluated by the faculty through direct observation, student feedback, and/or preceptor feedback. The student will receive formative and summative feedback throughout their program.

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

GRADE APPEAL POLICY & PROCEDURE – All Programs

ISSUE DATE: 4/26/1988

REVISION DATES: 3/1998; 11/1998

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, and described in the UMKC Catalog, 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, BS-PH, BSN-PL, BSN-AT, RN-BSN, MSN, PhD, DNP) and the student should be arranged. The student is responsible for contacting the program director. The meeting should be at the first available time convenient to the student and the program director, but not more than 20 working days. A staff person from the SoNHS may facilitate the scheduling of this meeting.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Student Name: _____ Course Number/Name: _____

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

All appeals/responses must be placed on an original sheet

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

Student’s Signature _____ Date Submitted: _____

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

Instructor’s Signature _____ Date Submitted: _____

Comments:

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

Director’s Signature _____ Date Submitted: _____

Comments:

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

Associate Dean’s Signature _____ Date Submitted: _____

Comments:

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

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

Comments:

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

Dean’s Signature _____ Date Submitted: _____

Comments:

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

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

ISSUE DATE:1/2009

Revision Dates: 4/2019, Spring 2024

HSB is a locked building 24-hours seven days a week.

SoNHS students have daily access 5:00 am-11:00 pm, Monday through Friday.

Students may study in the building in the designated 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 the 3rd, 4th, and 5th, 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 may only be in locked rooms at any time when authorized classes or required presentations/meetings are being held.
- Students may **not** be in the HSB at any time during UMKC holidays or weather closings.

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.

Accessing UMKC School of Medicine (S)M 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 by going to the "Reserve A Study Room" <https://library.umkc.edu/hsl/> or

<https://libcal.library.umkc.edu/spaces?lid=9997&gid=0&c=0> The SOM building closes at 5:00 p.m.

SoNHS students should have access to the SOM building with their swipe access card. If SoNHS students do not have access to the SOM building they should contact the SoNHS main line, 816-235-1700 x4 or nurses@umkc.edu .

Health Sciences Library hours of operation are posted on the Health Sciences website

<https://library.umkc.edu/hsl/> .

IMMUNIZATION/VACCINATION REQUIREMENT POLICY – ALL PROGRAMS.

ISSUE DATE: 01.25.24

REVISION DATES:

UMKC and the School of Nursing and Health Studies (SoNHS) do not require students to receive vaccinations/immunizations, i.e., Covid, Influenza, etc. The SoNHS requires students to be compliant with each clinical agency where clinicals occur. Most agencies have a common set of requirements that are required for contracts and student compliance prior to students beginning clinicals.

Students are informed that clinical agencies may have specific requirements, including vaccinations, different than what UMKC and the SoNHS may list. The SoNHS supports the clinical agency's decision.

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

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 LABS POLICY – ALL PROGRAMS

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, anatomy & physiology 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: 3/28/1986

REVISION DATES: 8/1990

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: 3/28/1986

EFFECTIVE DATE: 8/1990

REVISION DATES: 10/15/2006; 6/28/2010

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.

GENERAL LAB SAFETY POLICY – ALL CLINICAL PROGRAMS

ISSUE DATE: 8/31/1994

REVISION DATES: 12/14/2016; 5/8/2019

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

In the event of an infectious disease outbreak or a pandemic, the School of Nursing and Health Studies (SoNHS) labs may require PPE to reduce the risk of contagion and contamination. These PPE requirements will be based upon recommendations from National or International Health agencies such as the CDC or WHO. Failure to comply with PPE requirements may result in a clinical Unsatisfactory.

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.

Contaminated 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. 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: 11/1985

REVISION DATES: /20/2009; 6/28/2010

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 their Program Director two weeks prior to the semester in which the student will not enroll.

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 of 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: 11/1985

REVISION DATES: 6/29/2009; 6/11/2013

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 their Academic Advisor and submit the request to the Registrar’s Office.

LOCKER POLICY – All Programs

ISSUE DATE: 10/4/2007

REVISION DATES: 9/8/2010

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.

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

ISSUE DATE: 9/12/2003

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. Refer to UMKC policy.

PETITION FOR EXCEPTION TO A SPECIFIC SoNHS POLICY – All Programs

ISSUE DATE: 4/26/1988

REVISION DATES: 5/12/06; 12/14/2016

A Petition for Exception to a specific SoNHS policy 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 PROCEDURE – All Programs

ISSUE DATE: 4/26/1988

REVISION DATES: 10/23/1998; 12/14/2016

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: 6-2002

REVISION DATES: 10/10/2019; 5/8/2024

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 "Readmission Following Academic Dismissal" form located on the SoNHS website. Students must meet the University requirements for academic eligibility to re-enroll.

Students who have been academically dismissed from the respective program must wait one semester (following semester of dismissal) before submitting a petition for readmission to the Student Affairs Committee.

If a student is readmitted following academic dismissal, they will not be permitted to repeat any NURSE course a second time. Any grade in a NURSE course not meeting degree requirements after re-admit following academic dismissal will result in a second and final dismissal. If the readmitted student does not meet the minimum progressing standard (see applicable Academic Progression Policy for respective programs) for any courses taken after being readmitted, they will be dismissed from their program a second time and will be ineligible for readmission.

Students who have been academically dismissed from the nursing program and have a record of a violation of CRR 200.010 Standard of Conduct, with a sanction beyond a written warning during their enrollment, will automatically be denied readmission to the program. This policy applies irrespective of whether the violation was directly related to the cause of the academic dismissal. Violations of CRR 200.010 include, but are not limited to;

1. Academic dishonesty (cheating, plagiarism, , unauthorized use of artificially generated content, sabotage);
2. Forgery, alteration, or misuse of University documents, records or identification, or furnishing information to the University that the student or student organization knows or reasonably should know is false;
3. Physical abuse or other physical conduct which threatens or endangers the health or safety of any person;
4. Stalking;
5. Violation of the University's Equal Employment/Education Opportunity and Nondiscrimination Policy;
6. Violation of the University's Sexual Harassment under Title IX Policy located at Section 600.020 of the Collected Rules and Regulations.
7. Threats;
8. 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;
9. Unauthorized possession, duplication or use of keys or other means of access to any University facilities or unauthorized entry to or use of University facilities, property or resources;

10. Misuse of University or personal property in a manner that creates a safety hazard or unauthorized use of safety equipment;
11. Deliberately setting off a fire or other emergency alarm without justified reason or knowingly giving a false report of a crime or emergency;
12. Violation of the available written policies, rules or regulations of the University or any of its units applicable to the student under the circumstances or of material conduct standards identified in contracts or agreements the student has entered into with the University;
13. Violation of applicable federal, state, foreign or local law or ordinance;
14. Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance under state or federal law without proper prescription or required license or as expressly permitted by law or University regulations;
15. Substantially disrupting, or inciting others to substantially disrupt;
16. Failure to comply with lawful directions of University officials acting in the performance of their duties or failure to identify one's self to University officials acting in the performance of their duties when reasonably requested to do so and upon reasonable explanation of the reason for the request for identification.
17. Failure to comply with and complete all sanctions and remedial actions applied under Section 200.020 or Chapter 600 within the time frame specified.
18. The possession or use of firearms, explosives, other weapons, or hazardous chemicals that violates federal or state law or applicable foreign law or University rules.
19. Hazing;
20. Misuse of information technology resources in accordance with University policy;
21. Retaliation, False Reporting, Witness Intimidation or Harassment, and Interference.
22. Attempting to commit or intentionally and materially aiding or inciting others to commit any of the forms of prohibited conduct stated in this rule.

Students may only be readmitted to their respective nursing program one time. A student who has been dismissed a second time will not be eligible for readmission under any circumstances. This policy is absolute and admits no exceptions. Once a student is dismissed, the decision is final and irreversible. As such, no application or petition for readmission will be accepted or considered by the Student Affairs Committee. The commitment of SoNHS to maintaining the highest standards of academic integrity and performance necessitates this stringent approach.

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

ISSUE DATE: 5/30/2007 (BSN); 03/1991 (MSN)

REVISION DATES: 3/1992 (MSN); 11/12/2008; 11/10/2012

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.
6. has not met safety prerequisites for the site (i.e., orientation exam, immunizations, active license, TB testing, CPR, etc.).
7. does not have current updated contract with the site.

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

ISSUE DATE: 5/30/2007 (BSN); 03/1991 (MSN)

REVISION DATES: 3/1992 (MSN); 11/12/2008; 11/10/2012

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.

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 warning status.

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

1. Students must complete and submit the Free Application for Federal Student Aid (FAFSA) to the UMKC Financial Aid Office 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

The designate SoNHS scholarship manager and the SoNHS Business Officer Liaison confer regarding dollar amounts available to award. The SoNHS is responsible for ensuring available scholarships are linked to the UMKC scholarship system.

1. Students apply for SoNHS scholarships through the UMKC scholarship application process/system. This allows students access to all UMKC scholarships based on their individual eligibility.
2. Scholar applications must be submitted in accordance with UMKC scholarship application timelines.
3. When the application process closes, the SoNHS scholarship manager and designated scholarship committee will review data and select students to receive specific awards.
4. Students are offered awards through the UMKC scholarship system.
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 and complete additional information as indicated.
6. Awards not accepted by students within the designated time frame will be offered to alternates.

STUDENT CONCERNS Policy – ALL PROGRAMS

ISSUE DATE:

REVISION DATES:

It is expected during the course of a semester the learning environment is an informal of intellectual exchange. During the semester, a student may have concerns about a course they are enrolled. This policy provides students guidance and process for formally expressing concerns during their academic learning that can be translated to their professional career.

STUDENT CONCERNS – ALL PROGRAMS

ISSUE DATE: 01/21/2001

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

Informal Process:

It is expected prior to implementing the formal steps of the Student Concerns policy; students have informally shared their concerns with course faculty. If during informal discussions a student does not perceive a mutual agreement has been achieved, the formal process of the Student Concerns Policy may be implemented.

Prior to implementing the formal process of this policy, a student may discuss formalizing their concerns with the Associate Dean for Students, Director of Student Services or Associate Dean for Academics.

Formal Process:

In writing, the student notifies the instructor of their perception that a mutual agreement was not achieved during informal conversations regarding the specific concern. A formal written request, where the student presents their concern and their desired outcome from the formal process., is initiated to the faculty during the semester regarding their specific concerns in the course. The student follows the steps listed below:

1. Contact the instructor directly to arrange a meeting for discussing the specific concern. The meeting should be in person, or alternate visual technology i.e., Zoom, Teams.
2. If the issues are not resolved for the student, the student may consult with the course coordinator if the course is a team-taught course.
3. If the issues are not resolved satisfactorily for the student, the student should make an appointment with the Program Director.
4. If issues are not resolved, the student may meet with the Associate Dean for Students and Associate Dean for Academics.
5. If the issue remains unresolved, the student may meet with the Dean for the School of Nursing and Health Studies (SoNHS). The Dean's decision is considered final.

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://www.umkc.edu/provost/faculty-excellence/faculty-affairs/faculty-grievance.html/>.

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 https://sonhs.umkc.edu/docs/2022b-sonhs-ppmanual_approvedfacassembly_02-09-22-final.pdf .

6. No other sequences, procedures or avenues of discourse are acceptable for consideration or issues arising in individual courses.

STUDENT COMPUTING DEVICE AND SOFTWARE REQUIREMENTS – ALL PROGRAMS

ISSUE DATE: 5/7/2008

REVISION DATES: 2/9/2021

Computing Device Requirement and Software Incompatibility for SoNHS Programs

You will need to have a fully functioning laptop computer with either Microsoft or Apple operating systems and know how to use with Microsoft Word.

Chrome books, I-Pads, Android devices, cell phones, and other personal devices that use smart technologies like a cell phone will not be able to complete all of the functions required for this program as these devices will not work fully with our online platforms such as Canvas.

Please make sure you have a functioning camera and microphone (do not rely on cell phone or tablet).

The UMKC RooTech program through the UMKC Bookstore offers a selection of hardware and software, financing options and services at educational prices. There is no required brand or model assuming they meet the minimum hardware standards below.

Note that the Google Chromebook or other laptops running on Android operating systems do not meet specification.

Laptops must support Windows, OSX, or iOS.

If you are unsure regarding compatibility, please consult Information Services prior to purchasing a device. Please refer to this website for minimum hardware standards.

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.

TURN-IT-IN POLICY – All Programs(?)

ISSUE DATE: 5/2014

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.

BACHELOR of HEALTH SCIENCES (BHS) & BACHELOR OF SCIENCE PUBLIC HEALTH (BSPH) PROGRAMS

In addition to the following BHS & BS-PH program specific policies, students are responsible for policies and procedures that state ‘All Programs’.



Figure 2 Team Picture

ACADEMIC PROGRESSION POLICY – BHS PROGRAM

ISSUE DATE: 9/12/2012

REVISION DATES: 12/13/2017; 5/8/2019

General Progression Information for the BHS Major

- The School of Nursing and Health Studies follows the University calendar for add/drop dates and course assessment identified on the UMKC Office of Registrar website.
 - Eight-week courses (approximately ½ of a semester) are an exception. 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 enrolled full time and who receive a semester GPA of 3.85 will be eligible for the Dean’s List.
- 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.
- 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.
- For a full list of courses and the required grade, refer to the Major Map.

Academic Warning *(Also refer to the Academic Warning– All Programs policy.)*

- If a student’s cumulative GPA falls below 2.0, the student will be placed on Academic Warning. To be removed from Academic Warning, 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 Warning within the next two successive semesters or they will be Academically Dismissed.

Senior Requirements Related to Internship Opportunity

- 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.

Academic Progression Decision

To petition an academic progression notification, the Petition for Exception Policy and Procedure must be followed, with the focus of the petition on reasons why a student believes their experience qualifies as an exception to the policies in the Academic Progression Policy

BHS Major – Pre-Nurse Sub plan (Direct Admit, Pre-licensure, Accelerated)

- Refer to the School of Nursing and Health Studies (SoNHS) *ACADEMIC PROGRESSION POLICY – BSN PROGRAM – PRE-LICENSURE (PL), Direct ADMIT (DA), AND ACCELERATED (AT)* and Admission Policy BSN policies and procedures.

ACADEMIC PROGRESSION POLICY – Bachelor of Science Public Health (BSPH) PROGRAM

ISSUE DATE: 12/13/2017

REVISION DATES: 5/8/2019

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 Warning. To be removed from Academic Warning, 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 Warning 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: 12/13/2017

REVISION DATES:

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: 12/13/2017

REVISION DATES:

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.

ADVISEMENT POLICY – BHS & BSPH PROGRAM (All Undergraduate Programs)

ISSUE DATE: 12/14/2016

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 Office of Registrar’s website) Students are urged to review their plan of study and degree audit prior to their advising appointment.

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

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

TIME LIMIT ON SCIENCE COURSES POLICY – UNDERGRADUATE PROGRAMS, BHS

ISSUE DATE: 3/2002

REVISION DATES: 9/8/2010; 2/10/2016

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

BACHELOR OF SCIENCE NURSING (BSN): PRELICENSURE (PL), ACCELERATED (AT) & DIRECT ADMIT (DA) PROGRAM

In addition to the following BSN PL/AT/DA program specific policies, students are responsible for policies and procedures that state ‘All Programs’.



Figure 3 Team Picture.

ACADEMIC PROGRESSION POLICY – BSN PROGRAM – PRE-LICENSURE (PL), Direct ADMIT (DA) AND ACCELERATED (AT)

ISSUE DATE: 8/2002

REVISION DATES: 12/14/2016, 05/09/2018; 5/8/2024

General Progression Information (Prior to and After Admission to the Nursing Program)

- The School of Nursing and Health Studies follows the University calendar for add/drop dates and course assessment identified on the UMKC Office of Registrar website.
 - Eight-week courses (approximately ½ of a semester) are an exception. 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 enrolled full time and who receive a semester GPA of 3.85 will be eligible for the Dean’s List.
- Students must complete all required undergraduate assessment tests (e.g., ATI, Value Added, etc.) as stated in the Undergraduate Assessment Policy.
- 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.
- 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)

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 2.70 for all college credit attempted or earned to enroll in any 200 level nursing courses and maintain a semester G.P.A. of 2.70 to progress in the nursing curriculum. Does this sentence also apply under this section?
- Refer to the following SoNHS Policy and Procedures.
 - Time Limit on Science Courses Policy – Undergraduate.
 - Time Limitations for BSN Program Pre-Licensure (PL), Direct Admit (DA), and Accelerated (AT).

Prior to Admission to the Nursing Program

- 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.
- Students will fulfill all prerequisite courses prior to enrolling in nursing courses.
 - 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, DA and AT will apply.

After Admission to the Nursing Program

- 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.
- 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.
- Students must have a minimum cumulative G.P.A. of 2.70 for all college credit attempted or earned to enroll in any 200 level nursing courses and maintain a semester G.P.A. of 2.70 to progress in the nursing curriculum.
- No nursing course may be repeated in which the student receives an original grade of B- or better.

Progression in the Nursing Program

- 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
- 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.

Academic Warning (*Also refer to the Academic Warning– All Programs policy.*)

Minimum GPA of 2.70

- Students whose G.P.A. falls below 2.70 in any semester will be placed on academic warning.
- Students on academic warning must restore and maintain a semester G.P.A. of 2.70 to progress in the nursing curriculum.
- Students whose G.P.A. falls below a 2.70 in any semester following academic warning will be dismissed from the nursing program.

Minimum Course Grades of B-

- After admission 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.
- 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 to progress in a nursing course, with the required B-, are placed on academic warning.
- 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-.

- Students will be allowed to re-enroll in clinical nursing courses on a space available basis. The Program Director and Associate Dean of Academics shall determine when a student may repeat a course.
- 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.

Academic Progression Decision

- Students have the right to petition an academic progression decision.
- To petition an academic progression decision, the Petition for Exception policy and procedure must be followed, with the focus of the petition on why a student is the exception to the policies in the Academic Progression Policy – BSN Program – Pre-Licensure (PL), Direct Admit (DA) And Accelerated (AT).

Readmitted Students

- Students who have been readmitted following academic dismissal will be placed on probation until graduation and will be required to meet with the Academic Support Person at least one time per month in an enrolled semester until graduation.

Senior Requirements & Opportunities

- 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: SoNHS residency requires that the last 30 hours be completed at UMKC.

Senior Opportunities

- 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.

ADMISSION POLICY BSN – ACCELERATED (AT)

ISSUE DATE: 11/10/10

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

Criteria for Pre-Nursing Admission

Transfer Applicants

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

Procedure for Application to the Pre-Nursing Program

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

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 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 – PRE-LICENSURE (PL) / Direct Admit (DA)

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

ADVISEMENT POLICY – BSN-PL/DA &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 academic warning, 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 academic warning 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.

ATI TESTING LANGUAGE BSN PL/DA/AT

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.

CLINICAL/LAB FAILURE GRADE ASSESSMENT POLICY – BSN PL/DA/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 PROCEDURE – BSN – PL/DA/AT 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 UNSATISFACTORY PERFORMANCE – BSN PL/DA/AT

ISSUE DATE: 5/10/23

REVISION DATES:

Students must receive a "satisfactory" in the Clinical / Lab learning experiences in order to pass the Clinical/Lab learning experiences and pass the course. The Clinical / Lab learning experiences include anything that counts as clinical hours. Ex. lab, nursing process papers, vSim, simulation lab, and Clinical Evaluations.

- Behavior warranting 3 Unsatisfactory occurrences in any one course constitutes a clinical/lab failure, which results in a failure of that course.
- The presence of 6 Unsatisfactory occurrences over the entire nursing program results in a dismissal from the program.
- It is possible that behaviors after remediation/redirection may warrant more than one unsatisfactory occurrence in a given day.
- Examples of unsatisfactory occurrences include but are not limited to: being absent/tardy to the learning activity (where reason does not meet excused absence criteria), not adhering to the UMKC dress code, unprofessional or disrespectful behavior, turning in a clinical assignment after the due date, an Honor Code violation.
- Each occurrence of an "Unsatisfactory" is discussed with the student by the faculty or representative who witnessed the behavior.
- A copy of the Unsatisfactory form (see "Notice of Unsatisfactory Clinical Performance") is sent to the didactic course instructor, program director, and clinical coordinator for tracking purposes.

CLINICAL PROFESSIONAL REQUIREMENTS POLICY – BSN PL/DA/AT Programs

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.

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 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

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 uploading the documentation into the third-party verification system authorized by the school.

Students protected information may be provided to clinical sites in order for students to practice there.

Immediately prior to the beginning of the semester, the clinical coordinator will review the third-party verification system authorized by the school to identify a list of 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 WORK – PRE-LICENSURE (PL) AND, Direct Admit (DA) 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).

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.

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:
 - in an emergency situation,
 - that are investigational drugs,
 - that are antineoplastic drugs, or
 - during patient pregnancy and delivery.

TIME LIMITATIONS FOR BSN PROGRAM – PRE-LICENSURE (PL), DIRECT ADMIT (DA) AND ACCELERATED (AT)

ISSUE DATE: 10/10/2019

REVISION DATES: 12/13/2023; 12/13/2023

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 original 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 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 2020, then science courses completed Fall Semester 2025 or later will be accepted. Pre-requisite science courses include Chemistry or Biochemistry; Anatomy & Physiology; and Microbiology with a grade of B- or better.

REGISTERED NURSE BACHELOR OF SCIENCE NURSING (RN-BSN)

In addition to the following RN-BSN program specific policies, students are responsible for policies and procedures that state 'All Programs'.



Figure 4 Team Picture.

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 academic advisor 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 withdrawal dates & if passing or failing).
 3. Failed the course that they are wishing to repeat.
 4. Failed a prerequisite course (e.g. N345 Quantitative Analysis as a pre-requisite to N476 Research Methods in Health Sciences)

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 300/400 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 warning 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 warning. 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 a MSN DNP program (with the exception of the CRNA track), or PhD program may be directly admitted to the MSN, DNP, or PhD program provided they meet admission criteria. In order to advance to the MSN, DNP, or PhD program, the student must remain continuously enrolled at the UMKC School of Nursing and Health Studies. Required documentation includes the MSN, DNP, or PhD 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 policy does not apply to the CRNA 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 ENROLLMENT PROGRAM

ISSUE DATE: 2/10/2021

REVISION DATES:

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 RN license is provided prior to the end of the first semester in the RN-BSN program, or in the case of the MCC ADN/UMKC RN-BSN Dual Enrollment student, at the end of the semester where they receive their RN license.

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 alert based on review of individual circumstances. Students admitted on alert 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 Enrollment 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 ENROLLMENT PROGRAM

ISSUE DATE:2/10/2021

REVISION DATES:

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, or before the end of the first semester, 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 in their second semester as a traditional RN-BSN student (licensed RN), or after completing their ADN degree and prior to their 2nd semester post RN license (dual enrollment students).
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 semester 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, and ADN official transcript denoting ADN degree conferral. 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 – 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 alert based on review of individual circumstances. Students admitted on alert 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 nine (9) SoNHS 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.

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 students are encouraged to meet with their Roo 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 Roo Advisor.

Students with plan of study questions or changes, on warning or alert, not current on immunizations, have moved or changed their names, or have questions must contact (by phone, e-mail, or in person) a Roo Advisor prior to registering for classes.

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

GENERAL EDUCATION COURSES FOR STUDENTS WITH A BACHELOR'S DEGREE POLICY – 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.

TIME LIMIT ON SCIENCE COURSES POLICY – RN-BSN PROGRAM

ISSUE DATE: 3/02

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

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

INTERNATIONAL STUDENT ADMISSION POLICY – RN-BSN,

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

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.

MASTER OF SCIENCE IN NURSING (MSN) POLICIES & PROCEDURES

In addition to the following MSN program specific policies, students are responsible for policies and procedures that state ‘All Programs’.



Figure 5 Team Picture.

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; 09/14/22

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.

- Once admitted to the MSN/DNP/Certificate 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 a B (regardless of whether in the same course or another nursing course) will be dismissed from the MSN/DNP/Certificate nursing program at the conclusion of the course when the second B- or below is received.

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.

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.

Students in the MSN/DNP/Certificate programs who are successfully readmitted after academic dismissal, will re-enter the MSN/DNP/Certificate program on academic probation.

Any subsequent course grade of B- or below will result in academic dismissal.

If a student receives a B- or below in the same course twice, they will not qualify for a re-admit following academic dismissal.

Students may be considered for re-admission following academic dismissal once.

ADMISSION POLICY – MSN

EFFECTIVE DATE: 5-2-03

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

Pre-requisite Required Courses for All MSN Applicants:

The following two courses are pre-requisites to progression in the MSN program. Prior to admission, these courses may be taken outside of UMKC. Once admitted to SoNHS programs, all courses must be taken within UMKC SoNHS.

- 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.

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

Pediatric Nurse Practitioner – Primary and Acute – (PNP/ACPNP) Tracks:

- The equivalent of one year full-time recent (within the past five years) practice experience as a registered nurse (RN) in a clinical setting
- Must reside in the United States

ADMISSION POLICY – GRAD to GRAD DIRECT ADMIT

EFFECTIVE DATE: 10/14/2020

REVISION DATES:

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

- Meet SoNHS progression requirements.
- Absence of current academic or Honor Code probation.
- Meet admission requirements for the new program.
- Unencumbered RN license

The application requirements include:

- Notify assigned Senior Student Services Coordinator and the Graduate Program Director(s) of intent to request direct admission.
- Submit the Direct UMKC GRAD to GRAD/Professional Admission Form to Student Services Office which includes:
 - Reference from a faculty member teaching in the SoNHS Graduate/Professional Program in which you graduate/ed from.
 - Updated Verified Credential records.
- Application for direct admit should be submitted:
 - MSN: no earlier than the second to last semester prior to graduation.
 - POST MSN-DNP or Certificate: After successful completion of at least 6 credit hours in current degree program.
- Students must apply via Direct Admit process to the new program within three years of original degree completion.

Upon admission to the Direct Admit program:

- Students must work with their Senior Student Services Coordinator to submit a UMKC General Application for the term they wish to begin to enable matriculation into the Pathway system to enable enrollment.
- 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.

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

ADMISSION POLICY – PL/AT BSN TO MSN 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 student within the final two semesters of the UMKC SoNHS BSN program OR students who have graduated from the UMKC SoNHS BSN program within the past three years.
- Meet SoNHS BSN progression requirements.
- Absence of current academic warning or Honor Code Violation.
- Meet MSN or DNP admission requirements.

The application requirements include:

- Notify assigned Senior Student Services Coordinator 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:
 - UMKC Direct Admit Graduate Degree Seeking Application
 - References from a faculty member teaching in the SoNHS BSN Program in which you graduate/ed from.
 - Updated Verified Credential records.
- Students must apply via Direct Admit process to the new program within three years of original degree completion.

Upon admission to the Direct Admit program:

- Students may take up to two graduate courses, with approval from the BSN and graduate student services coordinators, interview with track coordinator 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*.
- 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.

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

ADMISSION POLICY – RN-BSN TO MSN 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 Professional Admit Program are:

- Enrolled student within the final two semesters of the UMKC SoNHS BSN program OR students who have graduated from the UMKC SoNHS BSN program within the past three years.
- Meet SoNHS BSN progression requirements.
- Absence of current academic warning/alert or Honor Code Violation.
- Meet MSN or DNP admission requirements.

- Unencumbered RN license

The application requirements include:

- Notify assigned Senior Student Services Coordinator 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:
 - UMKC Direct Admit Graduate Degree Seeking Application Current RN licensure (must remain unencumbered throughout the program)
 - Reference from a faculty member teaching in the SoNHS RN-BSN Program in which you graduate/ed from.
 - Updated Verified Credential records.
- Students must apply via Direct Admit process to the new program within three years of original degree completion.

Upon admission to the Direct Admit program:

- Students may take up to two graduate courses, with approval from the BSN and student services coordinators, 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*.
- 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.

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

ADVISEMENT POLICY –MSN

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.

CHANGE OF PROGRAM/EMPHASIS AREA POLICY – MSN

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 formal request 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. All requests 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/LAB FAILURE GRADE ASSESSMENT POLICY –MSN

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 course faculty 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 – MSN

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

REVISION DATES:

- The course faculty 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 PROFESSIONAL REQUIREMENTS POLICY – MSN

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 the student Welcome Packet. 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 Verified Credentials or tracking system as needed. Failure to meet professional clinical requirements will result in suspension from classroom, clinical and lab sessions.

Failure to comply with this policy by allowing professional requirements to expire may have consequences. I may be restricted during enrollment and/or dropped from clinical courses. If a clinical agency requires vaccination and the student is unable to meet the requirement, the student would not be allowed to go to the clinical or institutional research site. This may result in a clinical failure in the course and the student would be unable to progress in the nursing program. The SoNHS is unable to guarantee alternate clinical facilities that accept the immunization waiver.

Record Keeping

Students who have an expiration date that occurs during the semester will be required to show proof of completion prior to expiration, by submitting to the tracking system and notifying course faculty. Students protected information may be provided to clinical sites in order for students to practice there. Examples of this may include social security number or birth date.

The clinical course faculty will create a list of any students not in compliance with their professional clinical requirements and will notify students to update. Students who are not in compliance with Appendix A are not permitted in clinical practice until this data is complete and current or an exemption is approved.

Records of Clinical Testing (the Clinical Orientation Manual Exam and Drug Calculation Test) are maintained on the Learning management system (i.e. Canvas)

Consequences of Noncompliance with Requirements

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.

EMPLOYMENT DURING CLINICALS POLICY – MSN

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 a part-time plan of study must be chosen for NNP preceptorship (20 hours a week).

INTERNATIONAL STUDENT ADMISSION POLICY –MSN

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 – MSN

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 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.

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

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

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

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

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

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

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

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

RESEARCH OPTION CONTRACT

Student Name

Faculty Supervising Research Option/ Faculty Title

Project Title

Contract Time Period

Anticipated Project Completion Date

Statement of Objectives (may use attachment)

Activities Planned:

Evaluation Criteria:

Student Signature

Date

Faculty Signature

Date

Final Contract to Student File

05/12/2010

GRADUATE CERTIFICATE IN NURSING (CT) POLICIES & PROCEDURES

In addition to the following Graduate Certificate in Nursing specific policies, students are responsible for policies and procedures that state ‘All Programs’.



Figure 6 Team Picture.

ACADEMIC PROGRESSION POLICY – POST-MASTER’S CERTIFICATE

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; 09/14/22

Students in the POST-MSN Certificate 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.

- Once admitted to the MSN/DNP/Certificate 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 a B (regardless of whether in the same course or another nursing course) will be dismissed from the MSN/DNP/Certificate nursing program at the conclusion of the course when the second B- or below is received.

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.

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.

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.

- Students in the MSN/DNP/Certificate programs who are successfully readmitted after academic dismissal, will re-enter the MSN/DNP/Certificate program on academic probation. Any subsequent course grade of B- or below will result in a final academic dismissal.

ADMISSION POLICY – POST-MASTER’S CERTIFICATE

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 POST-MSN Certificate program must have a 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 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.

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:

1. A copy of current NP certification must be submitted.
2. 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.
3. 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.
4. 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.
5. **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

Pediatric Nurse Practitioner – Primary and Acute – (PNP/ACPNP) Tracks:

- The equivalent of one year full-time recent (within the past five years) practice experience as a registered nurse (RN) in a clinical setting
- Must reside in the United States

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
- POST-MSN Certificate 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

CHANGE OF PROGRAM/EMPHASIS AREA POLICY – POST-MASTER’S CERTIFICATE

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 formal request 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. All requests 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/LAB FAILURE GRADE ASSESSMENT POLICY – POST-MASTER’S CERTIFICATE

ISSUE DATE: 9/14/11

REVISION DATES:

Students will be evaluated in the clinical setting by the preceptor, the course faculty, and, if needed, the course coordinator. If a student is determined to be practicing below the minimum level acceptable for the course, the course faculty 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 of a “C” in the course.

CLINICAL/LAB FAILURE GRADE ASSESSMENT PROCEDURE – POST-MASTER’S CERTIFICATE

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

REVISION DATES:

- The course faculty 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 PROFESSIONAL REQUIREMENTS POLICY – POST-MASTER’S CERTIFICATE

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.

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 Verified Credentials or tracking system as needed. Failure to meet professional clinical requirements will result in suspension from classroom, clinical and lab sessions.

Failure to comply with this policy by allowing professional requirements to expire may have consequences. I may be restricted during enrollment and/or dropped from clinical courses. If a clinical agency requires vaccination and the student is unable to meet the requirement, the student would not be allowed to go to the clinical or institutional research site. This may result in a clinical failure in the course and the student would be unable to progress in the nursing program. The SoNHS is unable to guarantee alternate clinical facilities that accept the immunization waiver.

Record Keeping

Students who have an expiration date that occurs during the semester will be required to show proof of completion prior to expiration, by submitting to the tracking system and notifying course faculty.

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

The clinical course faculty will create a list of any students not in compliance with their professional clinical requirements and will notify students to update. Students who are not in compliance with Appendix A are not permitted in clinical practice until this data is complete and current or an exemption is approved.

Records of Clinical Testing (the Clinical Orientation Manual Exam and Drug Calculation Test) are maintained on the Learning management system (i.e. Canvas)

Consequences of Noncompliance with Requirements

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 will be dismissed from the program.

EMPLOYMENT DURING CLINICALS POLICY – POST-MASTER’S CERTIFICATE 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.

INTERNATIONAL STUDENT ADMISSION POLICY – POST-MASTER’S CERTIFICATE

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 – POST-MASTER’S CERTIFICATE

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 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.

DOCTORATE OF NURSING PRACTICE (DNP) POLICIES & PROCEDURES

In addition to the following DNP program specific policies, students are responsible for policies and procedures that state ‘All Programs’.



Figure 7 Team Picture.

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 considered a Professional degree and 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.
- Once admitted to the DNP 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 a B (regardless of whether in the same course or another nursing course) will be dismissed from the DNP nursing program at the conclusion of the course when the second B- or below is received.
- 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

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 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 has completed.
- 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. Students in the MSN/DNP/Certificate programs who are successfully readmitted after academic dismissal, will re-enter the MSN/DNP/Certificate program on academic probation. Any subsequent course grade of B- or below will result in academic dismissal.

SRNA 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 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
- DNP 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)
 - Two professional references with the ability to assess your professional characteristics, one of which may be a faculty professor from your BSN or MSN program.
- Personal Statement of your professional goals and how this program will help you achieve them.
- Interviews will be requested of all applicants.

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.

Pre-requisite Required Courses for All DNP Applicants:

The following two courses are pre-requisites to progression in the DNP program; Prior to admission these courses may be taken outside of UMKC but once admitted to any of our programs, including SRNA, courses must be taken within UMKC SoNHS 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 upper-level health assessment course with a minimum grade of B or better prior to application or at least in the first fall semester.
- Freestanding upper-level pathophysiology 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. UH TMC SoNA Application and UH 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. Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) & Pediatric Advanced Life Support (PALS) certifications are required prior to admission.
 6. Personal interview with Admissions Committee.

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:

- An 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 TO 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 Professional Admit Program are:

- Enrolled student within the final two semesters of the UMKC SoNHS BSN program OR students who have graduated from the UMKC SoNHS BSN program within the past three years.
- Meet SoNHS BSN progression requirements.
- Absence of current academic warning/alert or Honor Code Violation.
- Meet MSN or DNP admission requirements.
- Unencumbered RN license

The application requirements include:

- Notify assigned Senior Student Services Coordinator 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:
 - UMKC Direct Admit Graduate Degree Seeking Application Current RN licensure (must remain unencumbered throughout the program)
 - Reference from a faculty member teaching in the SoNHS RN-BSN Program in which you graduate/ed from.
 - Updated Verified Credential records.
- Students must apply via Direct Admit process to the new program within three years of original degree completion.

Upon admission to the Direct Admit program:

- Students may take up to two graduate courses, with approval from the BSN and student services coordinators, 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*.
- 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.

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

ADVISEMENT POLICY - 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 team and/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 with the plan of study, the student must contact the program director and student advisor.

CLINICAL/LAB FAILURE GRADE ASSESSMENT PROCEDURE –DNP PROGRAMS

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

REVISION DATES:

- The course faculty 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 PROFESSIONAL REQUIREMENTS POLICY – 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.

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 Verified Credentials or tracking system as needed. Failure to meet professional clinical requirements will result in suspension from classroom, clinical and lab sessions.

Failure to comply with this policy by allowing professional requirements to expire may have consequences. I may be restricted during enrollment and/or dropped from clinical courses. If a clinical agency requires vaccination and the student is unable to meet the requirement, the student would not be allowed to go to the clinical or institutional research site. This may result in a clinical failure in the course and the student would be unable to progress in the nursing program. The SoNHS is unable to guarantee alternate clinical facilities that accept the immunization waiver.

Record Keeping

Students who have an expiration date that occurs during the semester will be required to show proof of completion prior to expiration, by submitting to the tracking system and notifying course faculty.

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

The clinical course faculty will create a list of any students not in compliance with their professional clinical requirements and will notify students to update. Students who are not in compliance with Appendix A are not permitted in clinical practice until this data is complete and current or an exemption is approved.

Records of Clinical Testing (the Clinical Orientation Manual Exam) are maintained on the Learning management system (i.e. Canvas)

Consequences of Noncompliance with Requirements

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 will be dismissed from the program.

INTERNATIONAL STUDENT ADMISSION POLICY – 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 – 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. 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.

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 DNP Director, then submitted for review and approval from the Student Affairs Committee.

Note -

Credit over seven years old at the time of graduation, and has not been applied to a previous degree, may not be counted toward the fulfillment of a graduate degree program unless validated to the satisfaction of the department or school and the School of Graduate Studies. Petitions and affidavits for this purpose may be obtained from the School of Graduate Studies. A maximum of 30% of the student's program of study may be validated under this procedure.

In connection with an authorized leave of absence, an exception to the time limitation may be approved in advance.

DOCTOR OF PHILOSOPHY NURSING (PHD) POLICIES & PROCEDURES

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



Figure 8 Team Picture.

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.

ADMISSION POLICY – RN-BSN DIRECT ADMIT TO BSN to PhD PROGRAM

ISSUE DATE:

REVISION DATES:

Eligibility requirements for RN-BSN students applying to the BSN to PhD Direct Admit Program

- Maintain the SoNHS RN-BSN progression requirements
- Complete N476 Research Methods in Health Sciences and N5598 Directed Research (3 Credit Hours) with a minimum grade of A-
- Absence of current academic warning/alert or Honor Code Violation.
- Be in good standing in the SoNHS and UMKC.
- Remain continuously enrolled (see RN-BSN Program of Study) in 9 or more credit hours during each semester.
- Meet BSN-PHD admission requirements
- Have an unencumbered RN license

Prior to application, RN-BSN students must:

- Notify the assigned Student Services Academic Advisor, RN-BSN Program Director, and PhD Program Director of intent to apply for direct admission.
- Submit the Direct Admit UMKC BSN to PhD Admission Form using the SLATE site.
- Letters of support for the application are required. During the Admission Form submission process, you will be prompted to enter the name and email address of two faculty (one each) from N476 Research Methods in Health Sciences and N5598 Directed Research; SLATE will automatically generate a request for the two support letters.
- Provide a background check and drug screen (these documents will be on file from RN-BSN program admission).

The following fees are waived:

- UMKC PhD Program application fee for online CAS application.

Upon acceptance into the BSN-PhD Direct Admit program, RN-BSN students:

- May enroll in up to two UMKC graduate level courses (e.g., N5608 Theory I or N5512 Stat I, or any MSN course listed on the BSN-PhD Program of Study) with approval from the RN-BSN Program Director, PhD Program Director, and Student Services Advisors while completing the RN-BSN degree.
- Must remain in good standing at UMKC and SoNHS
- Must maintain an unencumbered RN license

Note: Enrollment in BSN-PhD courses must take place within 2 semesters (not including summer) of BSN degree completion.

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.

Also see the ICMJE guidelines at <https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

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.
- Criteria for grading dissertation course work will be determined by a contract between the student and supervisory chair at the start of each semester.

Students will receive a grade for each semester of dissertation “course work” using the following grading scale.

100-93 = A	82-80 = B-	69-60 = D
92-90 = A-	79-77 = C+	< 59 = F
89-87 = B+	76-73 = C	
86-83 = B	72-70 = C-	

- 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).

EDITORIAL DEFENSE POLICY - PhD

ISSUE DATE: 5-09-2023

The PhD editorial defense is a “practice” of the final dissertation public defense which provides the PhD committee with an opportunity to listen to the PhD student's presentation of the entire, completed dissertation including results, discussion, conclusions, further research, and application to practice. The purpose is to create a forum for the committee to provide students with feedback on the presentation in a more relaxed atmosphere. For example, committee members may suggest additional analyses and/or any additional key points to be presented that are needed in the discussion section. This experience has proven to greatly reduce the student's anxiety associated with the final public defense.

The editorial defense is usually scheduled by the student and supervisory chair for approximately 2 hours and is attended by all PhD committee members. The committee members will receive the completed dissertation from the student at least 14 days before the editorial defense to provide committee members time to review the document. The editorial defense must be scheduled within two weeks following the committee's 14-day review. The committee members may provide written or oral feedback to the PhD student before the editorial defense, at the time of the editorial defense, and/or within 1-2 business days afterward.

The editorial defense will consist of the PhD student presenting a 30-minute slide presentation of their dissertation which highlights the key elements of their dissertation. Afterward, the committee will have an opportunity to ask

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questions with the expectation of a response from the student. Using the final defense rubric, the committee decides if the PhD student is ready to move forward to the final public defense. If the student is ready to move forward, the final public defense can be scheduled within a few weeks. If the PhD student needs to complete further work on the dissertation or presentation, the student will have the necessary time they need to revise, prepare, and schedule the final public defense. One additional editorial defense may be held if the committee determines that this would be helpful to the PhD student's final public defense success.

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 forth). 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 supervisory chair, 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 supervisory chair. It will generally terminate within one month after it starts. Upon satisfactory completion of the examination, the student's supervisory chair 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.

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 30-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 supervisory chair 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 and philosophical approaches, . (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 the most recent version of the *Publication Manual of the American Psychological Association* (APA) 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 most recent version of APA 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 (30 minutes) preparatory remarks 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.

Sample Comprehensive Exam Timeline

Time	Activity
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.

Time	Activity
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.

Unsatisfactory Progression Policy – PhD STUDENTS

ISSUE: 04-12-2023

The UMKC Graduate Academic Regulations establish the maximum timeline for academic progress (Time Constraint Policy) and ineligibility due to unsatisfactory progress or performance). The satisfactory progress of doctoral students in the School of Nursing and Health Studies (SoNHS) Nursing PhD program is assessed annually by the student's supervisory chair (doctoral mentor) and the SoNHS Ph.D. Program Director based on academic performance such as meeting set deadlines for comprehensive examinations, dissertation proposal defense, initiation and completion of dissertation research, and other program outcomes and requirements.

A student who fails to maintain satisfactory progress (e.g., does not complete agreed upon dissertation objectives by 3rd semester of continuous dissertation enrollment) will be advised in writing by the SoNHS PhD Program Director of the corrective steps needed, the timeline for meeting those steps, and apprised of the consequences of failing to take those steps. Failure to satisfactorily take corrective action by the established timeline could result in a recommendation by the SoNHS PhD Program Director to the Dean of the School of Graduate Studies for program dismissal and ineligibility for further graduate study in the SoNHS. A student who fails to maintain satisfactory progress may also lose eligibility for financial aid and/or funding (e.g., assistantship, fellowship). To determine standing for financial aid eligibility, contact the Financial Aid and Scholarships Office.

A student can be classified as "not making satisfactory progress" and recommended for dismissal at any point in their academic training, regardless of whether they are within the maximum time constraints outlined in the UMKC Graduate Academic Regulations.

Students who fail to make satisfactory academic progress and are consequently recommended for dismissal and ineligibility for further study have the right to submit documentation to the Dean of the School of Graduate Studies for review and consideration when determining the student's eligibility status. Per the UMKC graduate academic regulations, students have the right to appeal the Graduate Dean's decision to the Provost.