Contents:

- Overview
  - Introduction
  - University and College History
  - Mission, Vision and Core Values
  - Strategic Priorities
  - College Governance
  - College Committees
  - Student Participation

- Curriculum
  - Curriculum Plan
  - General Education
  - Program Outcome
  - Elective Course Guideline
  - Research Statement
  - Academic Advisement Guidelines

- Graduation
  - Requirements
  - Graduation under a Specific Catalog

- Policies
  - AIDS Statement
  - Smoking Policy
  - Substance Abuse Policy
  - Disability Access Services
  - Clinical Policy

- Student Academic Policies
  - Undergraduate Probation Policies
  - Dismissal-Undergraduate
  - Progression
  - Problem Resolution/Appeals
  - Grade Appeal Procedure
  - Informal Procedures
  - Formal procedures
  - Delayed Grade
  - Failure/Non-participation
  - Administrative Cancellation of Student Registration for Nonpayment of Educational Fees
  - Grievance Concerning Progression Issue
  - Grievance Concerning Discrimination

- Student Responsibilities
  - Academic Dishonesty Policy
  - Statement of Scholarly Work
Evaluation

- Posting Grades
- Grading Procedure
- Grading Scale
- Assessment Plan- Institutional Effectiveness

- **General Information**
  - Computer Proficiency Requirement
  - Required Skills
  - Resources for computer literacy proficiency
  - Change of Name, Address or Telephone Number
  - Communications
  - Computer Technology/Student Laboratories
  - E-Mail/Internet Access/Password
  - Faculty Offices and Mailboxes
  - Identification Card
  - Library
  - Parking

- **Student Organizations**
  - Alumni Association
  - Sigma Theta Tau
  - Student Nurses Association (SNA)
  - Black Student Nurses Association (BSNA)

- **Miscellaneous Student Information**
  - Latin Honors
  - Dean's Honors
  - Scholarship
Overview

Introduction

This booklet contains material specific to the College of Nursing, including policies regarding progression and retention. It is provided to supplement the information contained in the University Bulletin and the UMSL Student Guide and Academic Planner.

You are encouraged to review these manuals as well as the Student Services Handbook http://www.umsl.edu/divisions/nursing/current-students/handbooks/index.html to obtain important information which is designed to assist you in planning and implementing your program of study. Please feel free to contact the Office of Student Services at (314) 516-6066 for further clarification.

History

The University

UMSL is one of four campuses that constitute the University of Missouri, ninth largest university in the United States. Founded in 1839, the University of Missouri became a land-grant institution in 1862. The St. Louis campus was established in 1963, becoming the largest university serving St. Louis and third largest in the state.

The College

Nursing was initiated at UMSL in 1981. The original program was designed to provide an innovative upper division program leading to the baccalaureate degree, specifically designed for registered nurses who had graduated from hospital diploma or community college associate degree nursing programs.

In 1987, the first students were admitted to the Cooperative Master's in Nursing Program. This program was a cooperative endeavor between the St. Louis and Kansas City Schools of Nursing within the University of Missouri System. There are over 250 students presently enrolled. The program offers advanced study in Nursing Care of the Adult, Nursing of Children, and Women's Health. The program also prepares nurses to function as administrators, educators, or clinical specialists and practitioners in family, pediatrics, neonatal and women's health.

A Cooperative PhD in Nursing was added in 1994 with inter-campus activities offered between the St. Louis, Columbia and Kansas City Schools of Nursing. The emphasis areas include Health Promotion and Protection, Health Restoration and Support, and Health Care Systems.

The School of Nursing was formally designated a College in 1994 with the addition of a well-established basic undergraduate nursing program to the University. The basic undergraduate program leads to the baccalaureate degree in nursing.
Vision Statement
To be a vibrant community of compassionate and engaged nursing scholars who enhance the health outcomes and quality of care through leadership in education, research, evidence-based practice and policy.

Mission
The mission of the College of Nursing at University of Missouri – St. Louis is to shape the future of nursing and healthcare locally, regionally, nationally and globally through education, research, practice and policy. We develop nurses who are dedicated to the pursuit of excellence and leadership through innovative baccalaureate, masters and doctoral programs. We leverage strategic partnerships to generate, translate, disseminate and apply knowledge that will improve health.

Core Values
Diversity
We appreciate, celebrate and incorporate the value of diversity in thought and culture in our environment.

Intellectual Discourse & Rigor
We encourage excellence and continuous improvement along with free and open discussion, dialogue and debate of ideas.

Caring
We exhibit caring through empathy, nurturing and mentoring.

Professionalism
We hold ourselves accountable to the standards of professional performance, practice and ethical behavior.

Mutual Respect and Support
We respect the importance of individual strengths and contributions, and support each other to ensure the success of our mission. We work together to create the future vision we desire.

Innovation
In our role as leaders, we embrace change, take risks and strive to think in new and creative ways, try fresh approaches and find innovative applications of proven ideas.

Collaboration
We value the synergy created by bringing multiple perspectives together forming highly productive intra- and inter-professional teamwork.

Transparency
We recognize that the vitality of our learning community is driven by open and honest organizational and interpersonal communication.
Strategic Priority 1
Ensure Excellence in Nursing Education

A. Develop academic programs that are relevant to external trends trends (e.g. QSEN, evolving competencies and relevant initiatives) and foster innovation in learning and teaching.

Strategic Priority 2
Expand Research and Scholarship

A. Develop an environment, through a systematic approach, to sustain a culture of inquiry.

Strategic Priority 3
Enhance Community Partnerships

A. Actively seek to improve the health of the region through strategic education, practice and research partnerships (targeting disparities and/or wellness)

Strategic Priority 4
Innovate and Synergize

A. Create and implement a comprehensive Faculty/Staff Development Program

B. Develop models for inter-professional education, practice and research.

Strategic Priority 5
Develop Resources for Sustainability and Growth

A. Develop and strengthen our alumni relationships to increase their commitment of time, treasure and talent to the CON.

B. Identify and secure additional funding streams.
Philosophy

Curriculum Committee Approved Mar. 09

The philosophy of the nursing faculty at the College of Nursing is congruent with the missions of the College of Nursing and the University of Missouri St. Louis. Faculty and staff are dedicated to providing nursing education that prepares graduates as professionals to practice in generalist nursing roles, advanced nursing roles, and as nurse scientists in all health care systems. All academic programs reflect the faculty’s beliefs about nursing, clients, health, environment, and nursing education.

The faculty believes that nursing is a profession and an academic discipline possessing a scientific body of knowledge that requires critical thinking, problem solving, and informatics. The primary function of nursing is to educate and assist the client to promote, protect, maintain, restore, and support health, or, to provide for a peaceful death. As a profession, nursing encompasses moral, ethical, legal, and scientific dimensions. Nurses are accountable to society for their practice and responsible for functioning within economic, legal, and moral/ethical parameters. Nursing practice is both theory and evidence based, using theories from nursing and other related disciplines. Nurses synthesize and apply knowledge from the arts, sciences, and humanities in nursing practice utilizing interpersonal communication to meet the complex and multidimensional needs of the client in a variety of health care settings throughout the metropolitan area and beyond. Through leadership and strategic partnerships, this knowledge is further integrated into nursing as research is conducted, disseminated, and used to guide nursing practice, improve healthcare outcomes, and to advance nursing science.

Each human being is unique and complex, with physiological, psychological, spiritual, and sociocultural developmental characteristics. Individuals respond to their environment differently based on these characteristics, as well as their personal attitudes, values, beliefs, and perceptions. Nurses provide care to the client (individuals, families, communities, and populations) during all of life’s phases. Therefore, nursing practice requires rigorous education with focus on provision of evidence-based, holistic and culturally competent care.

Health is a multidimensional state that requires adjustment to environmental stressors and balance of the physiological, psychological, spiritual, and sociocultural developmental characteristics. It consists of both subjective and objective components and may be viewed differently by health care providers and clients. Health care involves those activities designed to promote, protect, maintain, restore, and support an optimal state of health though the life span.

Teaching and learning are both dynamic and interactive processes of education. Learning is the active, continuous process of acquiring knowledge and skill that brings about actual or potential changes of behavior. It includes both formal and informal experiences. Learning builds on previous experiences. It is facilitated when the goals and purposes of the new knowledge are clear and relevant to the learner. The goals of learning are defined mutually by the learner and the teacher.
Teaching involves using a curriculum that fosters effective communication and knowledge acquisition. In the rapidly changing health care system, new, innovative, and technologically competent curriculum models are designed to meet the needs of a global society, including the greater St. Louis metropolitan area, the state of Missouri, and beyond. Effective teachers guide, direct, mentor, and evaluate learning while encouraging critical thinking, self-direction, creativity, and independence.

Nursing education guides the learner to attain the knowledge, skills, and attitudes required to practice professional nursing. It is designed to meet the needs of students who have unique and diverse backgrounds. Nursing education best occurs in a non-threatening, supportive environment that fosters student growth and professional development. Preparation for nursing practice includes providing health care experiences to clients from diverse cultural backgrounds, across the life span, and in a variety of settings.

Professional nursing education is a lifelong endeavor, consisting of formal and continuing educational strategies and should be available to individuals with diverse cultural, experiential, and academic backgrounds. Baccalaureate education prepares the nurse generalist for professional nursing practice. Masters education focuses on the integration of advanced knowledge and skills within a particular practice context to improve the health care of individuals and populations through the provision of nursing care that is scientifically, ethically, and holistically grounded. In addition to a mastery of their specialty content, master’s level nurses are critical thinkers who have advanced knowledge and skills in the areas of leadership, informatics, health care policy, and research utilization for evidence based practice.

Doctoral level nurse scientists use theory and implement research methods to improve nursing practice and science. Doctoral level nurse clinicians improve health outcomes through the translation of research into advanced nursing care of patients, families, communities, and populations.

Approved 2009 by Faculty Association
College Governance

The by-laws of the Faculty Association provide the mechanism for faculty governance of the college. Standing Committees have various functions, but all work to assure that appropriate policies are in place to maintain strong academic programs.

College Committees

1. **Executive Committee**: facilitates faculty development and addresses faculty issues and concerns.
2. **Appointment, Promotion and Tenure Committee**: addresses matters related to faculty promotion and tenure.
3. **Curriculum Committee**: addresses matters related to all aspects of curriculum planning and development.
4. **Evaluations and Outcomes Committee**: addresses issues related to total program evaluation.
5. **Student Affairs Committee**: addresses student issues related to admission, progression, appeals, events and activities, and awards and scholarships.
6. **Deans Advisory Council**: Facilitates communication between students in the multiple nursing programs. Faculty recommends students to participate.

Student Participation

Students who are interested in serving on the Curriculum Committee or the Student Affairs Committee should contact the *Office of Student Services*. Committees meet monthly. Students may address concerns to specific committees by contacting the chair of the committee.
Curriculum

Bachelor of Science in Nursing Flex RN to BSN

The nursing curriculum is designed to be completed in six consecutive semesters and takes two years to complete. All RN to BSN students are required to attend an orientation prior to the first semester nursing courses. At the completion of the general education and nursing degree requirements, a Bachelor of Science in nursing is conferred.

The College of Nursing at the University of Missouri-St. Louis recognizes Registered Nurses as adult learners. The innovative FLEX program offers flexibility and accessibility in a part-time program. The FLEX program allows students to choose to complete their BSN online, on campus, telecommunicated (ITV), or at satellite sites in the St. Louis area.

Students who choose FLEX online experience the convenience of attending classes via the Internet. Course materials, lectures, and assignments are accessible anytime. Books and all student fees are included in the tuition. Students contact the University bookstore to order required texts and the books are mailed directly to their home address.

FLEX On-Site, telecommunicated (ITV), or various satellite sites in the St. Louis area are other options available. Students may choose to attend classes at the University of Missouri-St. Louis campus or at a designated satellite site via ITV. Classes are held on the same day each week throughout the two year program. This option may appeal to those who live in the metropolitan St. Louis area. Students attending a satellite site will be required to pay a small distance fee surcharge.

The Bachelor of Science in Nursing requires 120 credit hours. RN/BSN students may transfer general education credit hours from accredited community colleges/universities, college approved correspondence courses, or through College Network. Upon completion of NS 3900 students will be granted 39 nursing credits from their associate degree program.

Curriculum Plan

General Education

The following courses satisfy the General Education requirements of the University as well as those of the College of Nursing. **All prerequisites for these courses must be met prior to enrolling in the course.** These courses may be transferred from other accredited institutions; courses may be taken via the Internet or correspondence.

Communication Skills (two requirements)
1. All students are required to complete a Freshman English Composition course with a grade of C- or better (EN 1100 - Freshman Composition at UM-St. Louis).
2. Students must also complete English: English Composition Junior Level, or its equivalent, Business Writing (EN 3120), with a grade of C- or above.

Mathematical Skills

See Student Services Handbook

The math requirement is dependent on the semester you originally enrolled as a degree-seeking student at the University. This may not be the same semester you began your nursing courses. For example: you may have entered the University Fall Semester, 2005 as an undeclared student in the College of Arts & Sciences. In the Fall Semester, 2006 you made a division change and were accepted into Nursing. Your math requirement would be consistent with the requirements for Fall Semester, 2005.

Humanities

9 hours (minimum)
Three courses from the following areas: art history or appreciation; philosophy & logic; theater appreciation; theory and history; literature; music history; literature, theory or appreciation. (Applied Art and Music do not apply.)

Social Sciences

American History/Government (State requirement) (3 credit hours)
Social Science Elective (3 credit hours)
General Psychology (3 credit hours)
Behavioral Science Elective (3 credit hours)
Economics (3 credit hours) prerequisite for NS 3808: Management and Leadership in Nursing

Natural Sciences & Mathematics

Anatomy & Physiology I (4 credit hours)
Anatomy & Physiology II (4 credit hours)
Microbiology (3 credit hours)
Chemistry (4 credit hours)
College Algebra (3 credit hours) (or equivalent)

Statistics Course (3 credit hours) prerequisite for NS 3807 Research in Nursing

Nursing Statistics 3799

Please note: Senior status (90 credit hours) is required for initiation of senior (4000 level) courses. In addition, all junior level courses must have been completed with a minimum grade of C before senior level nursing courses may be initiated.
### BSN-C Curriculum Schedule

**Suggested Nursing Program of Study**

<table>
<thead>
<tr>
<th>TERM I</th>
<th>TERM II</th>
<th>TERM III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NS 3900</strong> Dimensions of Professional Nursing (3)</td>
<td>*NS 3920 Health Assessment (3)</td>
<td>*NS 3799 Quantitative Analysis in Health Care (statistics)</td>
</tr>
<tr>
<td><strong>NS 3817</strong> Information Systems Utilized in Health Care (3)</td>
<td>*NS 4905 Values in Professional Nursing (3)</td>
<td></td>
</tr>
<tr>
<td><strong>TERM IV</strong></td>
<td><strong>TERM V</strong></td>
<td><strong>TERM VI</strong></td>
</tr>
<tr>
<td><em>NS 3807</em>* Research in Nursing (3)</td>
<td>*NS 4901 Family and Community Nursing (5)</td>
<td><strong>NS 4911</strong> Synthesis in Nursing (5)</td>
</tr>
<tr>
<td><em>NS 3808</em>* Management and Leadership in Nursing (3)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Indicates a prerequisite course must be completed before registering to take the course.

A student’s progression through the program depends on taking the nursing courses in the required sequence and the number of general education requirements, which need to be met. Courses reflect the typical requirements necessary for the Nursing Major. University requirements must be completed prior to graduation. See the University Bulletin for specifics on mathematics requirements.
Program Outcomes

The graduate of the Undergraduate Nursing Program will:

1. Integrate into practice theories and concepts from nursing, the arts, sciences and humanities to provide comprehensive nursing care in a variety of settings.
2. Integrate critical thinking and problem solving in professional practice.
3. Administer competent, compassionate, holistic care to a diverse population of individuals, families, groups and communities.
4. Apply research from nursing and related disciplines to enhance care and guide professional practice.
5. Utilize interpersonal communication, and educational strategies that enhance the quality of personal and professional relationships.
6. Integrate principles of management and leadership in organizing, coordinating, and directing outcome-based professional practice.
7. Assume responsibility and accountability for decisions and actions based on intra-personal values, ethical and legal obligations, standards of practice, and economics.
8. Participate in professional and community organizations to effect societal change.
9. Exhibit motivation and self-direction in activities that contribute to personal, professional, and intellectual development.

Approved: January 1998

Elective Course Guidelines

Elective course options are available within the College of Nursing and from other academic units. Contact the Office of Student Services for courses accepted for elective credit.

Research Statement

Any research conducted as part of the student's formal studies at the University must be reviewed and approved by the College of Nursing. Approval by both the College of Nursing's Director of Research and the University's Institutional Review Board must be obtained prior to initiation of data collection. Specific information may be obtained through the Office of Student Services.

Academic Advising Guidelines

Advising and registration procedures are detailed in the Student Services Handbook.
Graduation

Requirements

Prior to registration for the final semester, students complete a graduation application in the Office of Student Services and make an appointment with an academic advisor for a thorough graduation check. Students are to contact their advisor the semester prior to graduation to ensure all nursing and general education courses have been completed. Students may purchase a university pin from Jostens. Contact the Office of Student Services for further information.

Graduation Under a Specific Catalog

Students are bound by graduation policies and requirements found in the University Bulletin or college policies in use at the time of their initial enrollment or readmission to the College of Nursing. Curricular changes may be imposed within the nursing major with the assurance that students will be notified via postal mail of changes.
Policies

AIDS Statement

The College of Nursing supports the University policy regarding individuals diagnosed with HIV infection, AIDS or ARC (outlined in the University Bulletin).

Smoking Policy

The University has adopted a Smoke-Free Policy for all buildings. There is no smoking allowed in any University building including classrooms, offices, eating areas or library areas. See the University Bulletin.

Substance Abuse Policy

The University is a drug-free institution. See the University Bulletin for further information.

Disability Access Services

The College of Nursing supports the University policy regarding individuals with disabilities. (Outlined in the University Bulletin).

Clinical Policies

- Students must possess a current nursing license.
- Financial responsibility for health care is the responsibility of the student. Students are responsible for their own medical expenses, including any related injury or illness incurred during required student experiences.
- Immunizations must be current.
Student Academic Policies

Undergraduate Probation Policies

Students will be placed on probation if their cumulative grade point averages at UM-St. Louis fall below 2.5. If you entered the College of Nursing prior to Fall, 1996, you will be placed on probation if your cumulative GPA falls below 2.0.

Students will be notified by the Office of Student Services if:

- They are placed on probation.
- They have been removed from probation.

Dismissal - Undergraduate

Dismissal from the College of Nursing at UM-St. Louis occurs for the following:

- Failure to complete a probationary period satisfactorily.
- Irresponsible, unsafe or unprofessional behavior as determined by the College or University. (See Program Requirements and University Student Conduct Code)
- a) Failure of any three general education courses which serve as prerequisites to nursing courses; General education courses, which are required for University graduation but are not prerequisites to nursing courses may be satisfactorily completed with a grade of D. Examples are American History, Political Science, Humanities (other than Philosophy) or their equivalents and do not count towards repeated failures.
  b) Effective, Fall 2003, Failure of two nursing courses. All courses with an N prefix are included in this policy. Failure is defined as receiving a grade of D or F in nursing courses, or general education courses that serve as prerequisites to nursing courses.
  c) Failure of one nursing and two general education courses (which serve as pre-requisites to nursing courses)
- a) Failure to earn a satisfactory grade (C or above) in a required nursing course which he/she is repeating.
  b) Failure to earn a satisfactory grade (C- or above) in a general education course, which is a pre-requisite to a nursing course which he/she is repeating.
- The falsification of any information provided to the College or University on any record.

Progression

N4901, Family and Community Nursing is a prerequisite course for N4911, Synthesis in Nursing. To progress, student must complete N4901 within three years prior to enrolling into N4911. To ensure success, students will need to repeat N4901 if more than three years have lapsed since completing the required course.
Problem Resolution/Appeals

Grade Appeal Procedure

On each campus of the University of Missouri it is the Chancellor who is ultimately responsible to the President and the Board of Curators for all campus programs, policies, and activities. On the University of Missouri-St. Louis campus the Chancellor has delegated responsibility for the overseeing the grade appeal process to the Vice Chancellor for Academic Affairs. The Vice Chancellor is therefore responsible for assuring that grade appeals are handled in a fair and timely manner. More specifically, that officer is responsible for seeing that the procedures outlined below are appropriately followed. The College of Nursing endorses the grade appeal procedures of University of Missouri-St. Louis and has only changed terminology to reflect the administrative positions and faculty committees of the College of Nursing.

Informal Procedures

At any time after the awarding of a grade, for a course or an assignment in a course, a student may discuss the grade with her or his instructor and request that the instructor review the grade. If the instructor does review the grade he or she is, of course, free to change the grade or not as is appropriate.

Formal Procedures

The following procedures apply if the above informal procedure does not resolve a dispute concerning a grade to the students satisfaction and if the process is initiated within thirty working days of the start of the first regular semester (fall or winter) following the semester for which the grade was given, or thirty days after the assignment of the grade (whichever is greater).

- If the student has not already done so, he or she discusses the contended grade fully with the course instructor (1). The student should prepare for this meeting by taking all relevant written work (test, reports, etc.) with him/her. If the issue is not resolved, and the student wishes to pursue the appeal, she or he should consult the RN-BSN Program Coordinator. The RN-BSN Program Coordinator will discuss the appeal with the course instructor, and will inform the student of the result of this discussion. (That result may be the instructor’s agreement to change the grade, her or his refusal to change the grade, or her or his agreement to discuss the case further with the student.) The RN-BSN Program Coordinator may require that the student put the appeal in written form before the Director of Undergraduate Program discusses it with the instructor.

- If the matter remains unresolved, the student may, with 10 working days of being notified of the result of the discussion between the Director of Undergraduate Program and the instructor, or within 10 working days of her or his last discussion with the instructor, submit a detailed written statement of the complaint to the Director of Undergraduate Program. The Director of Undergraduate Program will refer it to the Student Affairs Committee composed of at least three faculty members from The College of Nursing. This Committee will investigate the matter, meeting as it may deem necessary with the student, the instructor, and possibly others. Following
its inquiries and deliberations, but prior to making its final recommendations, the Student Affairs Committee will submit a copy of its findings to the course instructor. If the course instructor elects to comment on the findings of the Committee, this must be done in writing within 7 working days. After further consideration, but within 30 working days after receiving the student’s statement, the Student Affairs Committee will submit its findings with its recommendations and reasons for those recommendations directly to the course instructor, with a copy to the Director of Undergraduate Program.

- If the Student Affairs Committee recommends that the grade be changed, the Director of Undergraduate Program will ask the instructor to implement the recommendation. If the instructor declines, the Director of Undergraduate Program will change the grade, notifying the instructor and the student of this action. Only the Director of Undergraduate Program, upon the written recommendation of the Student Affairs Committee, will effect a change in grade over the objection of the instructor who assigned the original grade.

- If the Student Affairs Committee recommends that the grade not be changed, the Director of Undergraduate Program will notify the student of this action. The student may then appeal to the Dean of The College of Nursing who will determine whether the above procedures have been properly observed. If the Dean determines that the procedures have not been appropriately followed, and that their not being followed may have substantively affected the outcome, the case will be returned to the Student Affairs Committee for review by the same, or, if the Dean so determines, by a different committee.

- If the Dean denies the procedural appeal the student may ask the Vice Chancellor for Academic Affairs, acting as the Chancellors designee, to conduct a procedural review. The Vice Chancellor is not obligated to conduct such a review and will normally do so only where there is compelling evidence of procedural irregularities. If the Vice Chancellor finds the procedures have not been appropriately followed, and that their not being followed may have substantively affected the outcome, the case will be returned to a lower level for re-review. As the Vice Chancellor is acting as the designee of the Chancellor, there is no appeal beyond this level.

1. If the instructor is deceased, cannot be located, or is otherwise unable or unwilling to reconsider the grade, the student should consult directly with the level Director of Undergraduate Program of The College of Nursing. The remaining procedures here specified will be followed except that the Director of Undergraduate Program and the Student Affairs Committee will not consult with the instructor if he or she is unavailable.

2. Under current campus policy, transcript notation of DL automatically becomes an F after one regular semester. These changes, which the Registrar is mandated to make, are not considered grade changes and are consistent with this Grade Appeal Policy. Students may appeal these changes provided the appeal is initiated within 30 working days of the notification of the change.
Delayed Grade

A student whose work is incomplete at the end of any semester and who has, in the instructor's judgment, sufficient reasons for failing to complete the work, may, with the approval of the instructor and department chairperson, be assigned a delayed grade. Such work must be made up no later than one semester after the incomplete grade is given, or the grade automatically becomes F. The dean may, in unusual circumstances, extend this time limitation (summer session is not counted as a semester). Instructors inform the registrar of a change in a delayed grade only via a special form.

Failure/Non participation

When students do not complete any graded assignments, but do not officially withdraw from the course or the university, instructors may assign an FN. The F for Non-Participation cannot be changed to a grade and will be treated in GPA calculations as an F.

Administrative Cancellation of Student Registration for Nonpayment of Educational Fees

The College of Nursing supports the University policy regarding cancellation of student registration for nonpayment. (Outlined by the Office of the Registrar).

Grievance Concerning Progression Issues

- A petition must be filed with the chair of the Student Affairs Committee at least one week prior to the next scheduled meeting. The grievant may address the Committee at the meeting where the petition is considered and may request the presence of an advocate at this meeting.
- If dissatisfied with the decision of the Committee, the student may take the matter to the Director of Undergraduate Program. The chair of the Student Affairs Committee will provide the Director with the copy of the petition. The student is responsible for making an appointment to discuss the grievance with the Director of Undergraduate Program.

Grievance Concerning Discrimination

Any grievance or complaint (informal grievance) that alleges discrimination based on race, color, religion, sex, national origin, age, or disability - especially concerning admission to and retention within the College of Nursing shall be treated according to policy of the board of Curators entitled "Discrimination Grievance Procedure for Students."

Students claiming a grievance under this policy are referred to the Office of the Vice Chancellor for Student Affairs for the specific procedures to be followed in the event of such a grievance.
Student Responsibilities

A faculty member has the authority to remove a student from an academic activity upon observing student behavior representative of irresponsible, unsafe or unprofessional conduct in class, laboratories or clinical practice.

Academic Dishonesty

The nursing faculty believes that each student is responsible for his/her own educational development. Each student is encouraged to meet this expectation by way of individual creative and intellectual endeavors. Any form of academic dishonesty, whereby one student achieves success through the expense and work of another individual, is unacceptable.

Academic dishonesty may be defined as, but not limited to, the following:

1. Obtaining help from another student during an examination.
2. Giving help to another student during an examination.
3. The use of notes, books or any other unauthorized sources of information during an examination.
4. Obtaining, without authorization, an examination or any parts thereof prior to the taking of the examination.
5. Submitting a report, notebook, speech, outline, theme or other problem for credit that has been knowingly obtained or copied in whole or in part from another individual's composition, compilation or other product. This is considered PLAGIARISM. When incorporating ideas or phrasing from any other author in his/her work, the student must acknowledge and document this source. This is done through a citation specifying the source and author of the material using APA format.
6. Submitting or participating in the submission of a report, project, product or examination paper falsely represented as being solely the result of the original efforts of the submitting student(s). This is also considered plagiarism.
7. Altering the record of any grade in any grade book, any office or any other official college record.
8. Any other type of misconduct, offense or manifestation of dishonesty or unfairness in or relating to the academic work.

The instructor handles situations in which academic dishonesty is suspected. Academic dishonesty may result in immediate dismissal from the College of Nursing.
Statement of Scholarly Work

All formal papers required in the program are to be written in a scholarly manner using the following technical standards.

All work is to be properly documented within the body of the paper as well as reflected in a complete reference list.

Correct composition and grammar must be followed throughout the paper including correct sentence and paragraph structure, spelling and punctuation.

Guidelines as outlined in the 6th edition of the Publication Manual of the American Psychological Association (APA) are to be used for all formal papers. Students are required to purchase a copy of the manual at the beginning of their enrollment in the BSN program.
Evaluation

Posting Grades

In respect for student privacy, students' grades are not posted in a way that would allow for individual's scores to be identified by others.

Grading Procedure

Course requirements and methodology for assigning grades are the prerogative of the faculty of each course. Examinations and other graded assignments may be scheduled periodically, with or without notice, and at the end of the semester at the discretion of the faculty. Students who are not making satisfactory progress in courses at midterm are encouraged to confer with course faculty and the Office of Student Services.

Grading Scale

The College of Nursing has adopted the following grading scale for required nursing courses:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100</td>
<td>A</td>
</tr>
<tr>
<td>93-94</td>
<td>A-</td>
</tr>
<tr>
<td>91-92</td>
<td>B+</td>
</tr>
<tr>
<td>87-90</td>
<td>B</td>
</tr>
<tr>
<td>85-86</td>
<td>B-</td>
</tr>
<tr>
<td>82-84</td>
<td>C+</td>
</tr>
<tr>
<td>76-81</td>
<td>C</td>
</tr>
<tr>
<td>70-75</td>
<td>D</td>
</tr>
<tr>
<td>Below 70</td>
<td>F</td>
</tr>
</tbody>
</table>

Assessment of Institutional Effectiveness

The University of Missouri - St. Louis has implemented a continuing program to assess institutional effectiveness. A vital part of that effort is the component dealing with student learning outcomes. During the time students are enrolled at the College and later, as alumni, they will be asked to participate in various activities designed to determine how well the College and the University are meeting the stated purposes to provide a positive learning environment where students can create enriched and meaningful lives for themselves. A number of methods are employed in a variety of settings.
General Information

Computer Proficiency Requirement

The College of Nursing at the University of Missouri-St. Louis requires all students to be computer proficient prior to entering nursing courses.

The College of Nursing has adopted:

- Windows as its Operating System
- Microsoft Office products (Word, Excel & PowerPoint) as its primary application software (Online RN-BSN students are required to have Microsoft Office products and a microphone on their home computers.)
- APA, 6th edition, as the standard manuscript style (The University bookstore has APA disks available for Word.)

The University has adopted:

- Netscape as its standard browser; and
- Blackboard as its course management software.

STUDENTS MUST BE PROFICIENT IN THE FOLLOWING SKILLS:

- Logging on to the University’s web portal (mygateway.umsl.edu)
- Send, receive, and respond to web-based email on and off campus
- Attach a document/file to an email message
- Familiar with using a graphical interface to access programs (use of icons on the Desktop)
- Start up and switch between multiple programs/windows
- Copy, move, rename and delete files
- Create, move, rename and delete folders
- Able to use a web browser to access the Internet
- Able to create and organize bookmarks in web browser
- Be familiar with several different search engines to find information
- Use the Internet to collect and print information
- Able to download programs from the Internet to their computer (e.g. Adobe Reader, Adobe Flash)
- Able to save, copy, and incorporate Internet information into a word processor
- Create a document using a word processor
- Able to save, edit, and print a document in a word processor

Preferred, but not required:

- Able to create, edit, enter formulas for calculations, and create graphs using a spreadsheet
- Able to create PowerPoint presentations (including adding video clips, sounds, and links to other presentations)
**Instructional Computing**  
UM-St. Louis offers the following resources for computer literacy proficiency:

- Instructional Computing short courses
- Instructional Computing Labs

Please contact Instructional Computing for information at 314-516-6852 or visit the website [http://www.umsl.edu/technology/instructionalcomputing/index.html](http://www.umsl.edu/technology/instructionalcomputing/index.html)

**Change of Name, Address or Telephone**

Any change of address or telephone number should be submitted to the Office of Office of the Registrar, located in the Millennium Student Center, Room 269 as soon as possible. A change of name requires submitting a notarized form to the University's Registrar.

**Communications**

Course faculty and the College of Nursing communicate with students in a variety of ways, including the use of bulletin boards, E-mail, and other means of personal communication. Students are responsible for all communication regarding program information/changes relayed through the campus mail systems.

**Computer Technology/Student Laboratories**

A number of student computer laboratories are available on campus. See the University Student Guide and Academic Planner for further information.

**E-Mail/Internet Access/Password**

**SSO ID**  
Unique ID given to all new students enrolled after January 2000. The SSO ID is used to access most of the campus computing resources. Your SSO ID and password are used for logging into the MyGateway system, MyView, accessing your email, and logging into the computers on campus. The account information can be found at [http://sso.umsl.edu](http://sso.umsl.edu). Your email address will be ssoid@studentmail.umsl.edu, using your own SSO ID.

**MyGateway**  
[mygateway.umsl.edu](http://mygateway.umsl.edu) is the online course management system here at the University. You may login using your SSO ID and password to access a variety of course information, organizations, and links to other services at the University. Many instructors use the system to distribute online course materials. The system is accessible from anywhere with an internet connection and a version 4.0 browser or higher.
Faculty Offices and Mailboxes

Nursing faculty offices and mailboxes are located in the College of Nursing Administrative Building and Seton Center. A receiving box for faculty is located in the Office of Student Services (South Campus, Nursing Administration Building, first floor). The building is open Monday - Friday 8:00 am - 5:00 pm. Adjunct faculty may not have an office on campus. Non-nursing faculty offices are located on the North Campus. Students are urged to identify location of faculty offices and contact information for all courses in which enrolled.

Identification Card

A student identification card is required to use University services including library checkout privileges. This card is obtained in the Center for Student Success located in the Millennium Student Center, Room 225. Evidence of current enrollment (class schedule) is required.

Library

The University has two library centers--Thomas Jefferson, located on the main campus and the Ward E. Library on the South Campus, which houses the Education and Health Sciences Libraries. While students may have the need to use resources from any of the three centers, the Health Sciences Library will be most frequently utilized. Information regarding each library may be found in the UM-St. Louis Student Handbook.

Parking

Student parking is allowed only in designated areas. Illegally parked cars will be ticketed and may be towed at the owner's expense. Grades and transcripts will be held until tickets are paid.
Student Organizations

Alumni Association

The Alumni Association offers graduates opportunity to support and provide input to the College of Nursing and to be part of a growing network of professional nurses. All alumni are eligible upon graduation.

Sigma Theta Tau

The Nu Chi Chapter of Sigma Theta Tau was officially established in April 1984. Membership is offered by invitation to those students graduating in the upper third of their class and to those recognized as outstanding community nursing leaders. Professional presentations are held twice each year and feature leaders in the nursing profession.

Student Nurses' Association (SNA)

The College of Nursing is a constituent of the National Student Nurses' Association. The purpose of this organization is to provide nursing students in the basic baccalaureate program, the opportunity to connect with the nursing profession prior to licensure.

College Black Student Nurses' Association (BSNA)

The College of Nursing is also a constituent of the Black Student Nurses' Association. The purpose of this organization is to provide black nursing students in the basic baccalaureate program the opportunity to serve as a support group for African-American students, collaborate with other African-American groups to compile archives relevant to African-American Nurses and to promote participation in interdisciplinary activities.
Miscellaneous Student Information

Latin Honors

To graduate with Latin honors, students must have attended the University of Missouri-St. Louis for at least 56 graded hours and must meet the following qualifications: cum laude 3.2 to 3.49 grade point average; magna cum laude 3.5 to 3.79 grade point average; summa cum laude 3.8 to 4.0 grade point average. If a student has the necessary GPA at UMSL to qualify for Latin honors but has fewer than 56 graded hours at UM-St. Louis, all credit hours and the associated grades earned within the UM system (UM-Columbia, Rolla or Kansas City) will be included when the total credit hours earned in the UM system are at least 80 graded hours. In determining one's eligibility for Latin honors, all graded hours will be considered, including the original grade in each grade-modified course. No Latin honor higher than that which is consistent with the UMSL grade point average will be awarded.

The University Latin Honors policy specifies only courses taken within the University system qualify for Latin Honors. Courses taken at one of the University's Residential Centers (e.g., St. Charles Community College, University of Rolla, or Portageville) can apply toward Latin Honors. Please refer to the University Bulletin. The University Latin Honors policy excludes coursework taken at another institution. Transfer credits from a previous college or university cannot count toward Latin Honors.

Deans Honors

A Nursing student who has more than 45 hours but fewer than 56 hours and a cumulative 3.2 grade point at UMSL is awarded Dean's Honors. Deans Honor recipients are listed in the Commencement Program for the University.

Scholarships

A number of scholarships are available for nursing students. Please contact the Office of Student Services or the Student Financial Aid Office (327 Millennium Student Center) for further information.