



**Post-Graduate Certificate/
Doctor of Nursing Practice
Student Handbook
2024-2025**



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College Leadership

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Nursing faculty and staff offices are located in Seton Hall and the Nursing Administrative Building. Building hours are Monday - Friday 7:30am - 5:00pm

Introduction

The College of Nursing Doctor of Nursing Practice (DNP) and Post-Graduate Certificate (PGC) Student Handbook includes policies specific to students enrolled in the DNP and PGC graduate programs at UMSL. The policies and guidelines included in the handbook supplement the information contained in the [University Bulletin](#). Students should review and understand all UMSL and CON policies and procedures. Please contact the College of Nursing Administration Offices at nursing@umsl.edu or 314-516-6066 with questions about student academic policies.

History

The [College of Nursing](#) at UMSL was established as the School of Nursing in 1981 with the Baccalaureate Degree program, designed for registered nurses that had graduated from hospital diploma or community college associate degree nursing programs. The Master of Science in Nursing (MSN) program was offered between 1987 and 2015 for the advanced study in Nursing Care of the Adult, Nursing of Children, and Women's Health. The program also prepared nurses to function as administrators, educators, or clinical specialists and practitioners in family, pediatrics, neonatal, and women's health. In 2008, the Doctor of Nursing Practice (DNP) program began with a post-master's entry option. The first post-baccalaureate students began the DNP program in the fall of 2015. The MSN program admitted the last students in fall 2015 with the planned transition of all the nurse practitioner options to the DNP program consistent with the national recommendations that entry level preparation for advanced practice nursing be in DNP programs.

The School of Nursing was formally designated as the Barnes College of Nursing at the University of Missouri–St. Louis in 1994. In the same year, 1994, the PhD program began. This was an important milestone representing the highest degree of education offered for professional registered nurses. In 2005 the name of the college was formally changed to the UMSL College of Nursing. Today, the UMSL College of Nursing has more than 1,100 students enrolled in our undergraduate and graduate programs: Bachelor of Science in Nursing (Traditional or Accelerated), Doctor of Nursing Practice, and Doctor of Philosophy in Nursing.

The UMSL College of Nursing is dedicated to the pursuit of excellence and leadership through academic, clinical, and research initiatives. We are proud to prepare nurses as clinicians, scientists and educators, and facilitate professional advancement through our innovative programs.

The University of Missouri – St. Louis is accredited by the [Higher Learning Commission](#). The Bachelor of Science in Nursing (BSN) and Doctor of Nursing Practice (DNP) programs at University of Missouri - St. Louis are accredited by the [Commission on Collegiate Nursing Education](#) (CCNE), 665 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791. The pre-licensure program is fully approved by the [Missouri State Board of Nursing](#) (MOSBON) which ensures that graduates of the pre-licensure track of the BSN program are eligible to apply to take the registered nurse licensure examination (NCLEX-RN). Completion of the BSN nursing program does not guarantee eligibility to take the licensure examination, per section [335.066 RSMo of the Missouri Nursing Practice Act](#). The DNP curriculum models the 2021 AACN [The Essentials of Baccalaureate Education for Professional Nursing Practice](#). The Doctor

of Philosophy in Nursing (Ph.D.) at UMSL follows the national standards of the American Association of the Colleges of Nursing for Ph.D. programs.

Nurse Practitioner course requirements reflect the Consensus Model for APRN Regulation: Licensure, Accreditation, Certification and Education (2008). Additional specialty standards and guidelines used for individual emphasis areas include The Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2018), Nurse Practitioner Role Core Competencies (National Organization for Nurse Practitioner Faculties [NONPF], 2022), Population-Focused Nurse Practitioner Competencies (NONPF, 2013), Pediatric Nursing: Scope and Standards of Practice (American Nurses Association [ANA], 2014), Psychiatric-Mental Health Nursing: Scope and Standards of Practice (ANA and [American Psychiatric Nurses Association](#) [APNA], 2022), Women's Health Nurse Practitioner: Guidelines for Practice and Education, 7th Edition (Association of Women's Health, Obstetric and Neonatal Nurses [AWHONN] and Nurse Practitioners in Women's Health [NPWH], 2014).

Mission

The mission of the College of Nursing at the University of Missouri-St. Louis is to transform lives by fostering a vibrant community of compassionate and inspired nurses. We develop nurses from diverse backgrounds who are dedicated to the pursuit of excellence and leadership through innovative baccalaureate and graduate programs. We engage community partners to respond to the needs of the communities we serve. We generate, translate, and disseminate new knowledge into practice that advances healthcare globally. In accordance with its most recent Strategic Plan (approved in December 2019), the CON adopted its own [Vision Statement, Strategic Priorities and Core Values](#).

Excellence in Research & Scholarship

Student Participation in College Committees

Nursing students are encouraged to participate on the College of Nursing Graduate Committee, which provides leadership for graduate curriculum, program evaluation, and student relations.

Research Statement

Any research conducted as part of the student's formal studies must be reviewed and approved by the UMSL Institutional Review Board (IRB) and [College of Nursing's Office of Research](#). Approval by both the CON and UMSL's Institutional Review Board must be obtained prior to initiation of data collection.

Statement of Scholarly Work

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

1. All work is to be properly cited within the body of the paper, as well as reflected in a complete reference list.
2. Correct composition and grammar must be followed throughout the paper including correct sentence and paragraph structure, spelling, and punctuation.
3. Guidelines as listed in the latest edition of the publication manual of the *American Psychological Association (APA)* are to be followed for all formal papers. It is strongly recommended that students purchase a copy of the manual at the beginning of their enrollment in the program.

Inclusive Excellence

UMSL College of Nursing Inclusive Excellence Commitment Statement

The College of Nursing at the University of Missouri-St. Louis is dedicated to creating a welcoming and inclusive environment that promotes respect and appreciation. We embrace diversity as the celebration of a healthy community that enriches the value and development of all our students, staff, and faculty. We believe the commitment to equity is open-ended. We understand inclusion builds a culture of belonging by actively inviting the contribution and participation of all. We believe in order to fulfill our mission of embracing, enhancing, and sustaining an inclusive excellence environment; we must reinforce and bolster three core values: diversity, equity, and inclusion.

Civility

Civility is defined as treating others, as well as ourselves, with respect, dignity, and care. Civility is apparent when we are sensitive to the impact that our communication, practices and behaviors have on others, and when we acknowledge each person's self-worth and unique contributions to the community as a whole. Nursing students are expected to:

1. Address patients and hospital nursing staff appropriately; for example, Dr., Mr., Ms. and their last name. Addressing a person by the first name can be disrespectful in some cultures.
2. Treat faculty, patients and other students with respect and courtesy.
3. Maintain an attitude of shared goals and intellectual openness with other students.
4. Be intolerant of injustice or bigotry of any kind and strive to correct these issues on behalf of classmates, patients or community.
5. Speak the truth in all matters; do not propagate rumors or prematurely judge people or situations.
6. Conduct oneself appropriately when representing the University or CON, and especially when wearing a CON uniform that identifies you as a nursing student of UMSL.
7. Exercise good judgment and adhere to HIPPA laws when posting information on e-mail and social media.

Disability Access Services

Recognizing UMSL's commitment to equal access of education, we strive to ensure full and equal participation in all academic activities. Students with a documented disability may request accommodations through the UMSL [Office of Health, Counseling, and Disability Access Services](#). It is the applicant or student's responsibility to self-identify, to provide current and adequate documentation of a disability, and to request accommodations through the DAS office. While a request for services or accommodations can be made at any time, the appropriate documentation should be provided in a timely manner to ensure full resolution of accommodations prior to the student's entrance into the program or course of study. For more information about the University's policies related to students with disabilities, refer to the appropriate provisions of the [University's Collected Rules and Regulations](#).

Non-Discrimination

Equal Opportunity is and shall be provided for all students and applicants for admission without unlawful discrimination on the basis of their 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. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces of the Department of Homeland Security of the United States of America.

For more information about the University's equal educational opportunity policy, refer to the appropriate provisions of the [University's Collected Rules and Regulations](#).

Excellence in Community Engagement

UMSL College of Nursing Community Engagement Commitment Statement

The College of Nursing is mission-driven to engage in meaningful community-based experiential learning that is mutually beneficial to members of our community as well as our faculty, staff, and students. Our partnerships in the community seek to provide learning experiences that will help strengthen social connectedness and elevate students' health consciousness for health disparities and system deficiencies within the St. Louis Metropolitan area. The College of Nursing believes that students who are exposed to community engagement experiences throughout their nursing education develop into competent and caring practitioners who are aware and prepared to render culturally varied care to patients with high-risk disparities. Through strong partnerships with community-based organizations, the College of Nursing is committed to providing our students with a wide variety of experiences through a dedicated community-based clinical education program throughout their nursing school experience. These experiences are designed to culminate for students throughout their final clinical semester during the Community Health course, where students synthesize past learning experiences to complete community-based organizational projects. To help the project to be both feasible and realistic, projects are chosen based on their ability to be collaborative with community-based organizations, to ensure their goals and needs are met.

The University of Missouri—St. Louis is mission-driven to develop and maintain community engagement initiatives throughout the St. Louis Metropolitan Area. As one of the universities' strategic initiatives, each department is committed to helping the University to actualize this vision. The College of Nursing has been a university leader in the development and maintenance of community and clinical partnerships with individuals, families, communities, and institutions within the St. Louis Metropolitan area.

The College of Nursing recognizes that theory and practice are the foundation of academic concepts; however, relating this knowledge to real-life, human issues is what we are committed to. These community partnerships help students to translate traditional classroom, lab, and clinical learning into practical life lessons that help students see the larger life picture that is not often understood by the student because of limited life and professional experiences. Our efforts to engage in teaching, research, learning, and service activities directly reflect our commitment to our community's health.

In the College of Nursing's ongoing efforts to continue to build upon the University's rich history of community involvement, we will continue to seek partnership opportunities that align with our mission of community engagement, while strengthening community impact and improving the quality of life for the community we serve through community outreach.

Excellence in Teaching, Testing, & Learning Enhancement

Assessment of Institutional Effectiveness

UMSL 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 purpose to provide a positive learning environment where students can create enriched and meaningful lives for themselves.

Student feedback is important to the College of Nursing. During the final semester of courses, graduating students will be asked to participate in an electronic survey hosted by Skyfactor Benchworks (formerly EBI). This survey gives students the opportunity to express opinions about the CON and the graduate programs.

Technology & Communication

UMSL uses many different programs and accounts to communicate with faculty, staff, and students. [Triton Tech](#) has tutorial videos on how to setup your SSO username, password, UMSL email, and MyGateway.

All correspondence from the College of Nursing will be sent to students' UMSL email address or through one of UMSL's student portals. Students are responsible for checking their UMSL email and student portal frequently.

Computer Help Desk phone: 314-516-6034 email: helpdesk@umsl.edu

Hours of Operation: Monday – Thursday 7:30am - 7:00pm & Friday 7:30am - 5:00pm.

The help desk is closed weekends and holidays.

Computer Proficiency Requirement

The CON requires all students to be computer proficient prior to entering any Nursing courses. Students must be proficient in the following skills:

The CON has adopted:

- Windows as its operating system (available free from UMSL)
- Microsoft Office products (Word, Excel, and PowerPoint) as its primary application software (available free from UMSL)
- Microsoft Outlook for campus email and calendar management
- The *American Psychological Association (APA) Publication Manual*, (7th edition), as the standard manuscript style (the University bookstore has APA manuals)
- Canvas as its learning management system software

Students should have proficiency in the following skills:

Basic Skills:

- Logging on to UMSL's Online Course Management System *MyGateway* (Canvas)
- Logging on to UMSL's Student Information Management System (*MyView*)
- 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
- Create, copy, move, rename, and delete files and folders
- Use a web browser to access the Internet (e.g. Chrome, Firefox, etc.)
- Create and organize bookmarks in a web browser
- Familiar with several different search engines to find information (e.g. MEDLINE, PUBMED, etc.)
- Use the Internet to find, collect and print information
- Download programs from the Internet to their computer (e.g. Adobe Acrobat DC Reader, etc.)
- Create an electronic signature through Adobe Acrobat Reader DC
- Save, copy, and incorporate Internet information into Word

- Create a document using Word
- Save, edit, and print a document in Word

Preferred Skills:

- Create, edit, and enter a formula for calculations in Excel
- Generate graphs using a spreadsheet such as Excel
- Create PowerPoint presentations with video clips, sounds, and links to other presentations

Several student computer laboratories are available on campus. See the “Student Labs” page on the [Instructional Support Services website](#) for more information.

Artificial Intelligence

Effective learning, teaching and research all depend upon the ability of members of the academic community to trust one another and to trust the integrity of work that is submitted for academic credit or conducted in the wider arena of scholarly research. Such an atmosphere of mutual trust fosters the free exchange of ideas and enables all members of the community to achieve their highest potential.

In all academic work, the ideas and contributions of others must be appropriately acknowledged and work that is presented as original must be, in fact, original. Using an AI-content generator (such as ChatGPT) to complete coursework without proper attribution or authorization is a form of academic dishonesty. If you are unsure about whether something may be plagiarism or academic dishonesty, please contact your instructor to discuss the issue. Faculty, students, and administrative staff all share the responsibility of ensuring the honesty and fairness of the intellectual environment at UMSL.

UMSL Graduate School

Doctoral and PGC education is guided by policies of the [UMSL Graduate School](#). The UMSL Graduate School awards your doctoral degree or PGC. Many of these policies and procedures are tailored to meet the needs of graduate students in the CON.

For the doctoral student, clinical scholarship requires a minimum of 400 hours total over three semesters, producing a written and oral proposal. The implementation of the project and the results will be disseminated in a defensible presentation, poster, and publishable manuscript. The Clinical Scholarship Project must be approved by the Graduate School after approval of the DNP Committee at the CON.

D-Forms

A D-form (D1-D9) is a doctoral level form communicating progression in the clinical scholarship project process to the Graduate School. The D-forms are located on the Graduate School website in the [forms tab](#). There are student and faculty responsibilities for the D-forms, as noted below.

Students are responsible for registering for courses according to your Program of Study (POS)

and processing all necessary D-forms. Copies of these forms are also filed in your student file in the Office of Student Services. It is the student's responsibility to:

- Review the D-forms required at the Graduate School website
- Complete each D-form through the [D-forms Portal](#)

Please note failure to get approval or meet deadlines for the D-forms could delay progression or graduation. A DNP student may not present their proposal and defend the project in the same semester. The D-forms and Institutional Review Board (IRB) training and submission will be scheduled for completion in the DNP Clinical Scholarship Project (CSP) courses.

Doctoral Degree Student Forms

- D-1 Appointment of Comprehensive Examination Committee
- D-3 Application for Candidacy
- D-4 Appointment of DNP Committee
- D-5 Doctoral Clinical Scholarship Proposal
- D-6 Preliminary Approval of Scholarly Project and Oral Defense
- D-7 Defense of Clinical Scholarly Project and Final Approval of the Results
- D-9 Oral Defense Announcement

Program Curriculum & Academic Requirements

The graduate nursing programs of study (POS) include Bachelor of Science in Nursing to Doctor of Nursing Practice (BSN-DNP) (Appendix A), Post- Graduate Certificate (PGC) as a nurse practitioner (NP) (Appendix B and C), and Master of Science in Nursing to DNP (MSN-DNP) (Appendix D).

The PGC prepares students for a certificate of eligibility for a NP board certification exam. The DNP degree program prepares students to be leaders in their field with a terminal academic degree. Upon completion of the NP program, graduates are eligible to sit for certification in a population of focus by one of four nursing board certification entities.

Nurse Practitioner Curriculum

An APRN is defined as a nurse practitioner (NP), clinical nurse specialist (CNS), nurse midwife (NM), or nurse anesthetist (NA). The NP option is designed for students who want to care for patients in the primary or acute care areas. In the primary care populations of focus, health promotion and illness prevention in the out-patient setting are emphasized. In the acute care populations of focus, the emphasis is on managing illness and injuries for patients in an in-patient setting. Students learn to manage the health of a population of focus through course and clinical activities. The populations of focus available at UMSL are:

- Adult-Geriatric Nurse Practitioner – Primary Care
- Family Nurse Practitioner – Primary Care
- Pediatric Nurse Practitioner – Acute Care
- Pediatric Nurse Practitioner – Primary Care
- Psychiatric Mental Health Nurse Practitioner
- Women's Health Nurse Practitioner – Primary Care

Doctor of Nursing Practice Program Outcomes

1. Integrates evidence-based concepts from advanced practice nursing, the arts, sciences, and humanities to provide comprehensive, competent, holistic, and patient-centered care promoting healthy outcomes and health equity for diverse individuals, families, communities, and populations. (IO- Critical Thinking, Diversity, Integrative Thinking, Quantitative Analysis)
2. Demonstrates clinical decision-making and actions based on ethical and legal obligations, standards of practice, economics, health equity, and nursing values. (IO- Critical Thinking, Diversity, Information Literacy)
3. Applies knowledge of health care policies in a regulatory environment and the influence on health care access and quality. (IO- Diversity, Information Literacy, Integrative Thinking)
4. Generates, synthesizes, translates, applies, and disseminates research to improve health outcomes, quality of care, and minimize risk of harm. (IO-Critical Thinking, Creative Thinking, Communication, Information Literacy)
5. Evaluates approaches to practice utilizing information and communication technologies to promote safe, high-quality care, and efficient health delivery services according to best practice, professional, and regulatory standards. (IO- Creative Thinking, Communication, Quantitative Analysis)
6. Demonstrates responsibility and accountability for decisions and actions based on professional intrapersonal values, ethical and legal obligations, standards of practice, social justice, and economics.

2022, Approved by UMSL College of Nursing Faculty Committee

Graduate Credit Hours for Nursing

UMSL College of Nursing (CON) offers part-time programs of study for BSN-DNP and MSN-DNP of 5-7 credit hours per semester. A full-time program of study exists for BSN-DNP only. Full-time status is defined as nine credit hours per semester. Some financial aid entities require a minimum credit hour requirement each semester. The student is responsible for knowing these requirements.

The minimum credit hour completion requirement for graduate programs in nursing are:

- PGC: 12 credit hours
- BSN-DNP (NP): 70 credit hours
- MSN-DNP: 33 credit hours

A minimum total of 70 post-baccalaureate credit hours are required for completion of the DNP degree program at UMSL. Any transferred credits shall constitute no more than one-third of the total credits required for the doctorate. For MSN-DNP students, 37 hours from the previous MSN is applied toward the required 70 credit hours to complete a DNP degree. Practicum course credits reflect 75 practice hours as equivalent to one credit hour. All PGC and BSN-DNP students must have eight credit hours (600 practice hours); however, students may choose how many credit hours to apply for over the three residency courses (1-4 credit hours per semester).

Students are expected to be enrolled in spring, summer, and fall semesters. Failure to enroll in a

semester without a leave of absence (LOA) may result in termination from the Graduate School.

DNP Advanced Nursing Practice Hours

The DNP academic degree is a practice doctorate requiring a minimum of 1,000 advanced nursing practice hours.

For the APRN, successful completion of at least 600 direct patient care hours and 400 systems hours (i.e., simulation training, immersive-learning experiences, clinical scholarship project activities, etc.) is required.

For MSN-DNP students, residency or practicum hours acquired during the MSN program can be applied towards the DNP advanced nursing practice hour requirement. In addition to 400 system hours (i.e., simulation training, immersive-learning experiences, clinical scholarship project activities, etc) there may need to be additional practicum hours acquired to achieve the minimum 1,000 practice hour requirement.

*** Mandatory requirements subject to change to remain current with EBP*

recommendations. Clinical site requirements should be reviewed by the student to ensure compliance.

Academic Evaluation & Grading Procedures

Academic Evaluation

Course requirements and methodology for assigning grades is at the discretion of the faculty teaching the course. While exam/quiz and graded assignment due dates are subject to change, tentative due dates, grading rubrics, learning outcomes and course competency requirements are detailed in each course syllabi.

Posting of Grades

The due date for grades is dictated by the University of Missouri Collected Rules and Regulations which state that grades are due within three days (excluding Sunday) after the end of final examinations. Students access their recorded class-related grades, including the final grade earned in a class by logging into MyView. Grades are never posted publicly.

A delayed grade (DL) may be assigned if course assignments are incomplete or missing at the time grades are due and are assigned at the discretion of the course faculty. A DL does not affect the overall GPA, however, a DL requires conversion to a grade within one-year. If the DL is not converted to a grade within one-year, a grade of "F" will be automatically assigned.

The College of Nursing requires students to earn a grade of C or higher in all foundational concept courses and a C+ or better in all the specialty specific courses listed below. All CON Graduate students must have a cumulative GPA of 3.0 or greater at the completion of each semester. For the purpose of calculating GPA at the end of each semester, UMSL uses the below incremental (plus/minus) ranking system. Students who receive a grade below a C+ in one of the specialty-specific courses or receive a grade below a C in foundational concept courses, may repeat the course one (1) time. A maximum of two (2) courses may be repeated only once in the program of study.

Letter Grade	Ranking
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0
FN	0
EX	Excused
EX-F	Excused but failing
DL	Delayed
FN	Failure/Non Participation

Specialty is defined as the pursuit, area of study, or skill to which someone has devoted much time and effort and in which they are expert (The American Association of Colleges on Nursing (AACN, 2021) Nursing specialization involves focusing on nursing practice in an identified specific area within the discipline of professional nursing. A defined specialty scope of practice statement and standards of professional practice, with accompanying competencies, are unique to each nursing specialty. These documents help assure continued understanding and recognition of nursing’s diverse professional contributions (Finnell, et al, 2015). Currently, advanced nursing practice specialties include informatics, administration/practice leadership, public health/population health, and health policy. Specialties may evolve over time to address future healthcare needs.

Specialty-Specific Courses at the UMSL College of Nursing are ones that prepare DNP students with the necessary knowledge, attitudes and skills commensurate with Advanced Practice scope and standards of professional practice. The following courses are considered Specialty-Specific Courses.

- N6518: Advanced Pathophysiology
- N6520: Advanced Pharmacology
- N6524: Advanced Health Assessment
- N6530: Introduction to Diagnostic Reasoning
- N6730, N6731, N6737, N6738, N6739, N6740, N6741, N6742, N6743, N6744, N6746, N6747, N6750, N6751: All Diagnosis and Management courses
- N6954, N6955, N7954, N6934, N6935, N7934: All Practicum courses
- N7291, N7292, N7293: All DNP Clinical Scholarship Project (CSP) courses

Writing Intensive Courses

The UMSL CON graduate nursing program defines a writing intensive course as including at least one written paper (minimum of five text-written pages) and is a course where writing is used as a central mode of learning. Students have several written assignments during the course culminating in at least 50% of the final course grade determined by the quality of the student’s thought expressed in the writing. Writing is explained and practiced in the course

and is learned through revisions, constructive feedback and/or grading rubrics.

- N6130: Research, Interventions and Evidence-Based Practice*
- N7443: Healthcare Policy and Economics*
- N6424: Social Determinants of Health and Underserved Populations
- N6111: Healthcare Systems, Concepts and Theory
- N7220: Leadership in Practice
- N7215: Evidence-Based Practice (EBP) for the Doctor of Nursing Practice (DNP)
- N7291: DNP CSP I
- N7292: DNP CSP II
- N7293: DNP CSP III

*** Denotes shared PhD and DNP course**

Students will be evaluated for grammar, structure, and source citation based on lower and higher order competencies:

Lower Order Competencies:

Basic Writing Skills

- Mechanics, including capitalization, abbreviations, italics
- Punctuation and spelling
- Syntax, sentence structure
- Grammar, e.g. pronouns, noun/verb match, verb tense, modifiers,
- Sentence structure, including incomplete sentences and wordiness
- Technical vocabulary; professional vocabulary
- Jargon, colloquialisms
- Use of quotations and paraphrasing; plagiarism
- Selection of sources
- Paper structure – introduction, text, conclusion
- CON paper set up and format
- Documentation - APA citation/referencing style

Higher Order Competencies

Content and Presentation; Developing Writing Skills

- Clear purpose
- Understandable message/ problem statement
- Stays on topic
- Organization/flow of paper
- Sentence content, i.e. precise and concise
- Descriptive, accurate word choice appropriate to nursing/health care
- Use of transitions
- Supporting literature/evidence (not opinion)
- Integration of ideas and evidence
- All components of assignment
- Evidence of editing, incorporating feedback from earlier drafts/assignments

Statement of Academic Honesty

UMSL encourages students to pursue excellence within a respectful and collegial environment and to assume responsibility for the consequences of personal actions. For that reason, the

University requires students to reject any type of dishonest behavior. Conduct for which students are subject to sanctions falls into multiple categories and can be viewed in [Section 200.010 Standard of Conduct](#). Specifically, Academic Honesty means a student does not deliberately engage in s documents.

Grades & Rounding

CON Grading Scale

The College of Nursing uses the following grading scale for all nursing courses:

95-100	A
93-94	A-
91-92	B+
87-90	B
85-86	B-
82-84	C+
76-81	C
70-75	D
Below 70	F

Nursing grades are recorded as letters, with pluses and minuses.

Assignment of Excused vs Excused – Fail

When a student drops a course, the student will receive a grade of EX (excused) or EX-F (excused - fail) issued on the transcript. Students will receive an EX for course dropped through the fourth week of classes of a sixteen-week semester or the second week of classes of an eight-week session and the first week of classes of a four-week session.

Students will receive an EX or EX-F (depending on the student’s grade at the time of withdrawal) for a course dropped from the 5th week to the end of the 8th week of a sixteen-week semester, and the 3rd week to the end of the 4th week of an eight-week session. An EX-F is considered a failure. Refer to the [semester calendar](#) for summer or winter session withdrawal deadlines.

Students accepted into the UMSL College of Nursing have different GPA requirements than non-nursing majors. It is important to follow College of Nursing course sequencing, course repeat, course grade and GPA guidelines. Students enrolled in the Graduate Nursing programs are required to maintain at least a 3.0 GPA throughout the program. When UMSL GPA falls below 3.0, the Student Services Office will notify the student of their probationary status.

Failure of a Course

The College of Nursing defines "failing" as a final grade below 76% for foundational concept courses and 82% for specialty-specific courses. Course failure will delay progression through the program and alter the student’s expected graduation date.

Grade Appeals

Grades given at the end of a course are final and may not be changed by additional work or materials. Appeals may be submitted for capricious grading. Refer to [UMSL Appeals process](#) for further information.

DNP and PGC Rounding Policy

Graduate students in the CON must have a C or better in foundational concept courses and C+ or better in all the specialty specific courses. Graduate students must have a cumulative GPA of 3.0 or greater at the completion of each semester. Faculty will use the criteria listed in the procedure to determine final course grades. For graduate courses, final course grades will be based upon the following criteria:

1. **Individual** exam and quiz scores **WILL NOT** be rounded.
2. **Individual** course assignments scores or percentages **WILL NOT** be rounded.
3. The total score percentage accumulated at the end of the semester (including exams, quizzes, and additional course assignments) **WILL** be rounded to determine the final course grade. (0.5% and above rounds up to the nearest whole number; 0.4% and below rounds down to the nearest whole number. Example: 82.5% rounds up to 83%. 82.2 % does not round up and remains 82%).

02/2023, Approved by UMSL College of Nursing Faculty Committee

Academic Progression Policies

Graduate Nursing Time Limitation

The maximum amount of time allowed for completion of a PGC will be no more than five maximum amount of time allowed for completion of a doctoral degree will be no more than eight years

The maximum time allowed for completion of a DNP academic degree is eight years after initiation of coursework. For transfer courses to be accepted, students must complete a [Transfer Credit Form \(G3\)](#). Two-thirds of graduate coursework must be completed at UMSL.

The CON has implemented the following policies regarding progression in the DNP program:

- A student may not progress in the DNP program with an overall GPA of C+ or less after two consecutive semesters on probation without approval from the Executive Director for Graduate Practice Programs.
- Any specialty-specific graduate nursing level course in which a grade of C or less is achieved must be repeated and a grade of C+ or better must be earned. Only one repeat attempt is allowed per course. Specialty-specific courses are listed on page 15.
- Courses may be taken concurrently with any course for which the course is not a prerequisite for the other.
- No course may be repeated more than once.
- No nursing or elective course taken to satisfy degree requirements may be taken on a satisfactory/unsatisfactory basis (pass/fail). All courses must have a letter grade.
- The maximum time allowed to completion of a DNP degree is eight (8) years

from initiation of coursework per Graduate School Policy. The maximum time allowed to completion of a PGC is five (5) years from the initiation of coursework.

Probation

Students are placed on probation when their GPA falls below 3.0. Students on probation for two consecutive semesters must apply through the appeals process to the CON Graduate Appeals Committee for permission to remain in the program.

All courses taken at UMSL for graduate credit figure into the calculation of the transcript GPA, including courses that may not be a part of the degree program. However, only courses included in the degree program figure into the calculation of the degree program GPA. Transfer courses are not included in any GPA calculation, even though the courses may be included as part of a degree program. The degree program GPA must be at least 3.0 for a student to graduate.

After a student has at least nine credit hours, if the transcript GPA falls below 3.0, the dean of the Graduate School will place that student on probation. The CON may also place a student on probation if it regards the student's progress as unsatisfactory, so communicate with the graduate nursing academic advisor if personal situations are affecting your academic success.

Probation lasts for one semester. After one semester, probation will be removed, continued, or the student will be dismissed depending on his or her progress. The Graduate School may dismiss a graduate student who fails to achieve at least a 3.0 over two semesters.

A student may not continue probation for more than two consecutive semesters without permission from the DNP Program Director. A letter will be emailed to the student from the Graduate School regarding probation. The CON will also email a letter to the student's UMSL email address.

Program Dismissal Policy

Dismissal from the UMSL College of Nursing can occur under the following circumstances:

- Failure to complete a probationary period satisfactorily as outlined in the DNP handbook or [7.9 Graduate Probation Policy](#) — [7.10 Graduate Dismissal Policy](#)
- Exceeding 5 years for PGC program completion
- Exceeding 8 years for DNP program completion
- Failure of any two required Graduate DNP nursing courses
- Failure to earn a satisfactory grade (C+ or above on CON grading scale) in a required specialty specific nursing DNP course being repeated.
- Failure to earn a satisfactory grade (C+ or above on CON grading scale) in a required foundational concept DNP course being repeated.
- The falsification of any information provided to CON or university on any record.
- Irresponsible, unsafe, or unprofessional behavior as determined by CON or University ([See code for academic and professional conduct](#)).

04/2024, Approved by UMSL College of Nursing Faculty Committee

Students who are dismissed from the DNP or PGC programs can appeal the decision to the College of Nursing's Graduate Committee. (See Appendix E).

A student who is on probation for two or more consecutive semesters during his/her program of study will be dismissed unless an exception is conferred by the CON. Unless an exception is made, the Graduate School may dismiss a student who does not make adequate academic progress. The Graduate School will email a dismissal letter to the student with a copy sent to the graduate nursing academic advisor, DNP Program Director, Graduate Admissions Office, and Financial Aid Office.

A potential breach in academic integrity may be another reason for dismissal. The administrators in Academic Affairs will be fair, even to those who are charged with academic dishonesty. Students who are charged are given due process. That means that they have the right to know about the charge and give their side of the story. If the investigation finds that the student is guilty of academic dishonesty, administrators write a formal disciplinary letter stating the sanction. Included in the disciplinary letter is a separate sheet on which students who are given sanctions can agree to them or not. If they appeal, they face a hearing committee. They can also appeal the committee's decision to the Chancellor.

Stopping Out/Leave of Absence

Students who need to request a Leave of Absence from the nursing program due to personal/medical reasons, military deployment, etc. should notify the DNP Program Director and their Academic Advisor and develop a return plan and timeline and assist with next steps. Students may be required to submit documentation to support the request for a leave of absence. The DNP Program Director notifies the Associate Dean of Academic Programs of student leaves of absence. Students may take a Leave of Absence for up to 12 months.

Graduation Under a Specific Catalog

Students are bound by graduation policies and requirements found in the [University Bulletin](#) or CON policies in use at the time of their initial enrollment or readmission to the CON. Curricular changes may be imposed within the nursing major with the assurance that students will be notified of all changes.

Applying for Graduation

Graduation is not automatic even after all requirements have been met. All students must apply for graduation at the beginning of the semester they plan to graduate by completing the [G10 form](#). For the doctoral students, all D-forms must be completed throughout their degree program of study. Students must be enrolled for at least one credit hour in their final semester.

Good communication with the academic advisor or DNP Program Director should be maintained to ensure your graduation is successful. Any missed steps may result in your name not being listed in the commencement bulletin or graduation being postponed.

Practicum Policies

Clinical experiences allow students to apply theoretical knowledge and learned skills directly to

practice. Working in a variety of clinical settings, students interact with patients, clients, various members of multidisciplinary teams, and community partners. Attendance of clinical experiences is required.

Students must follow the guidelines provided in the Practicum Guide, Practicum course syllabus, and by the assigned clinical site/agency. Students must adhere to all policies of the assigned clinical facility/agency, CON, the University of Missouri – Saint Louis.

DNP & PGC Program Professional Requirements

The following are program requirements for all PGC and DNP students. Each student will be expected to meet these requirements or be subject to disciplinary action and may be ineligible for program progression.

General Requirements may be defined as, but is not limited to:

1. Prepared and punctual attendance in all classes and clinical (includes skills lab and simulation) experiences.
2. Complete assignments according to timelines designated by the course instructor and policies.
3. Demonstrate honesty and integrity in one's work by giving credit for the ideas and work of others and providing proper citation of source materials.

Professional appearance may be defined as, but is not limited to:

1. Maintenance of professional attire and appearance when representing UMSL
2. Adherence to agency dress-code requirements.
3. Display of appropriate professional and University identification.

Professional conduct may be defined as, but is not limited to:

1. Protection of patient rights and privacy.
2. Maintenance of patient confidentiality and HIPPA Guidelines.
3. Academic Honesty (See Academic Honesty Statement below).
4. Delivery of safe nursing care.
5. Prompt reporting of mistakes, errors, accidents or unusual circumstances to supervising faculty and appropriate health team staff.
6. Adherence to policies of clinical agencies and those of individual courses.
7. Functioning under the specific direction of faculty.
8. Civil, courteous and respectful interpersonal interactions (See Civility Statement).
9. Prepared, present and punctual.

A faculty member, the DNP Program Director, or the Dean are obligated and have the authority to remove a student from any academic activity in which the student's behavior is irresponsible, unsafe, or unprofessional.

Practicum Dress Code

Students are expected to comply with the dress code outlined here or delineated by the practicum agency. Please review agency policies prior to attendance. Psychiatric settings require students to follow site & safety guidelines.

The expectation for UMSL students in immersive or practicum settings is to present oneself as a professional provider. Dress is business or business casual attire, with clean clothing & footwear in good repair. Scrubs without logos are acceptable at immersive experiences and some clinical sites. Please refrain from usage of strong fragrances or body products.

Jewelry is to be kept to a minimum. Jewelry cannot interfere with the student's ability to complete clinical role effectively or hinder effective hand hygiene practices. Tattoos may not be offensive. Tattoos may be visible if the images or words do not convey violence, discrimination, profanity, sexually explicit content, gang or other group affiliation, extremist philosophy (e.g., racial, gender, religious, and/or ethnic hatred or intolerance, etc.), or depict illegal activities.

The following are not appropriate for practicum or immersive experiences:

- Jeans or denim clothing.
- Spandex, shorts, short skirts, halter tops, sandals, clogs, and open-toed shoes.

UMSL Faculty, preceptor, or agency staff may dismiss any improperly attired student from practicum or immersive experiences.

Clinical Compliance Requirements

Students who do not comply with immunization, screening, and health coverage requirements will not be allowed to attend clinical experiences. Failure to participate in clinical experiences will result in dismissal from the program.

All DNP and PGC students must set up a CastleBranch account, the College's secure, online tracking system for clinical compliance, and submit proof of required documents. Students must complete all the requirements in CastleBranch before the start of the semester that you begin clinicals. Failure to upload all required health documents to CastleBranch by the designated date will not be allowed to attend the clinicals.

The background check and initial drug test are completed before the first semester of clinical rotations; however, the medical document tracker will need to be updated at the beginning of each semester.

Missouri's Family Care Safety Registry (FCSR) – MO FCSR is part of our criminal background check requirement. Missouri's Family Care Safety Registry (FCSR) – MO FCSR is part of our criminal background check requirement. Students are required to register in the MO FCSR before setting up a criminal background check. [Click here](#) to apply online or complete the paper form and apply by mail. There is a fee of approximately \$13 (plus a one-time processing fee if you register online). If you are already registered through MO FCSR, there is no need to register again. To determine if you are an MO FCSR registrant, [follow this link](#) and enter your Social Security Number. CastleBranch will not be able to pull your data and upload it into your account until you have successfully registered in the MO FCSR database. All personal identifying information provided to CastleBranch must match the information in the MO FCSR. Information about MO Family Care Safety Registry (MO FCSR) can be found on Missouri Department of Health & Senior Services website. <https://health.mo.gov/safety/fcsr/>

Below are items that will need to be completed through CastleBranch:

- Criminal Background Check: A one-time criminal background check must be completed before or at the beginning of the program through CastleBranch. Results are sent directly to the UMSL CON and are confidential.
- Urine Drug Screen (UDS) - All DNP Practicum students must complete a UDS as required by CastleBranch (CB) prior to initial clinical placement. The CB package includes the cost of the required 10-panel drug screening.
 - Students must obtain the screening at a CB-authorized testing site only (LabCorp). A drug test/screen taken outside of the CB process or approved facility will not be accepted.
 - Results of the UDS are sent to and accessible in the student's CB account.
 - A drug test result of *negative* meets the compliance requirement.
 - A drug test result of *dilute negative* would require the student to re-test by purchasing a separate UDS (only) package from CB.
 - If a drug test result is *positive*, a CB medical review officer (MRO) will contact the student to review and request documentation of prescribed medications that may have bearing on the positive result. If no documentation can be provided, the student will not be allowed to attend clinical (which is a requirement of the program).
 - Provision of documentation of prescribed medications does not guarantee clearance to attend clinical.
 - The inability to attend clinical will prohibit a student from meeting course objectives and subsequent progression through the DNP program.

Evidence of the following must be submitted to CastleBranch prior to beginning clinicals. Each item listed below must be updated each semester prior to clinical rotations.

- MMR (Measles, Mumps, and Rubella) – Documentation of either a positive MMR antibody titer (all three components: Measles, Mumps, Rubella) or two MMR immunizations.
 - If your titer result is equivocal or negative, you will need to get the immunization for MMR (1 MMR booster vaccine for equivocal and 2 dose of MMR vaccine for negative). As long as you have started the series of injections before the semester starts AND stay current with the series throughout the clinical semester, you will remain in compliance.
 - The MMR immunizations may interfere with the reading of your PPD skin tests, so please check with your health care provider regarding timing of these two requirements.
- Varicella (Chicken Pox) – Documentation of either a positive Varicella antibody titer, two Varicella immunizations, or history of disease.
 - If your titer result is equivocal or negative, you will need to get the Varicella immunization (1 booster vaccine for equivocal and 2 dose of Varicella vaccine for negative). If you have started the series of injections before the semester starts AND stay current with the series throughout the clinical semester, you will

- remain in compliance. If you have had Varicella (Chicken Pox) as a child, a medically documented history of the disease is acceptable.
- The vaccine is available at the County Health Department or your private healthcare provider's office. The Varicella immunizations may interfere with the reading of your PPD skin tests, so please check with your health care provider regarding timing of these two requirements.
 - Hepatitis B – This requires several, spaced vaccinations.
 - If you have started the series of injections before the semester starts AND stay current with the series throughout the clinical semester, you will remain in compliance. Documentation of positive titer is also acceptable.
 - If your antibody titer result is equivocal or negative, you will need to get the Hepatitis B immunization (one booster vaccine for equivocal and three doses of Hepatitis B vaccine for negative).
 - Tdap – Tetanus, Diphtheria, and Pertussis (Tdap) vaccine performed no more than 10 years ago is required. Upon renewal, a new Tdap vaccine is needed.
 - Tuberculin (TB) Skin Test – Proof of a two-step tuberculin purified protein derivative (PPD) skin test is required for the initial submission.
 - A two-step PPD involves two separate injections (each skin test will need to be read 2-3 days later) at least one week apart and no more than three weeks apart.
 - If a two-step PPD was done in the past, submitting the record along with consecutive annual PPD (single injection) is acceptable, as long as each annual PPD was performed no later than 365 days from the previous test date.
 - Another option for the initial submission is the Interferon-Gamma Release Assays (IGRAs) or the whole-blood tests for TB infection. These include QuantiFERON®-TB Gold and T-Spot TB test.
 - TB tests are good for one year. Upon renewal, annual PPD skin test or the whole-blood tests for TB infection are required. Please keep in mind that to be considered in compliance, the renewal administered date must be no later than 365 days from the latest test date. If it is overdue (more than 365 days), a new two-step PPD skin test is required.
 - If you have a positive PPD skin test or ever tested positive, submit a chest x-ray performed no more than two years ago along with a completed school TB Symptom Check Form (available in the BSN Clinical Requirement Guide). You have to submit a school TB Symptom Check Form annually (within 365 days after the latest submission) throughout the remainder of your nursing program. A new chest x-ray is not required.
 - Please note that it is important that you obtain a TB/PPD skin test **BEFORE** obtaining any further vaccinations since many immunizations/vaccinations (especially live virus vaccines) interfere with the reading of a PPD skin test.
 - Flu (Influenza) vaccine – Proof of a current influenza vaccine is required each fall semester.
 - There are several free clinics in the St. Louis area that assist with fulfilling this requirement. You can also receive the vaccine via your private healthcare provider's office, Target Pharmacy, Walgreen's, etc.
 - Please wait until the current flu season (Sept./Oct.) to fulfill this requirement.

- Proof of the current flu vaccine is always due by October 15th.
- COVID-19 Vaccination – Proof current COVID-19 vaccination is required by the start of the program.
 - Vaccination may be a two-step process. Be sure to allow ample time for both injections and the two-week post vaccine period to be considered “fully vaccinated” (approximately five weeks).
 - There may be a limited number of sites that will accept students with medical and/or religious exemptions, but documentation of such must be submitted to the clinical director for acceptance and is not guaranteed.
 - COVID-19 Booster Vaccine – This requirement is currently optional. However, students who do not have proof of a booster vaccine may not be allowed to attend clinical at the sites mandating this requirement.
 - Basic Life Support (BLS)/CPR – The UMSL College of Nursing accepts ONLY BLS/CPR certification from American Heart Association (AHA) (CPR and AED) Program).
 - Your certification must remain current throughout the entire academic year. Both the online class component and skills check-off are required.

Additional requirements and/or disclosures may become necessary throughout the course of the program or be required by the clinical agency. Any non-compliance to these mandates may result in failure to progress or dismissal from the program.

Insurance Coverage Requirement

All students must have health insurance coverage and are financially responsible for the health care associated with any injuries (needle sticks, exposures, falls, etc.) or illness that may occur on or off campus, including on-site at clinical agencies.

- UMSL students **are not** covered by UMSL, UMSL Worker’s Compensation, or the clinical agencies for any injuries that occur on or off campus, including on-site at clinical agencies.
- If a change in coverage or insurance provider changes during the program, students must notify the college's academic program compliance coordinator.
- UMSL’s Health, Wellness and Counseling Services offers student health insurance. You must submit proof of health insurance with your compliance documents.
- Students enrolled in clinical courses are provided medical professional liability coverage under the University of Missouri Medical Professional Liability Self-Insured Plan.

In order to protect the health, safety, and welfare of patients/clients, clinical agency staff, and nursing peers, there are a number of additional requirements related to immunizations, screenings, and insurance coverage.

CastleBranch is the College’s secure, online tracking system for clinical compliance. **All students must set up a CastleBranch account and submit proof of required documents, including health insurance coverage, a complete background check and clear drug test result, before the start of the semester that you begin clinicals.** The background check and initial drug test are completed one-time, prior to beginning clinical rotations; however, the medical document tracker must be updated at the beginning of each semester.

[University Health Services](#) may be utilized to complete clinical immunization requirements or you may obtain and submit compliance documentation from an authorized healthcare provider/clinic. If the healthcare provider uses a different form than the one provided or simply provides copies of immunization records, students are required to have the information transferred to CastleBranch.

Injury, Exposure, & Medical Equipment Use

All students must have health insurance coverage and are financially responsible for the health care associated with any injuries (needle sticks, exposures, falls, etc.) or illness that may occur on or off campus, including on-site at clinical agencies. UMSL students **are not** covered by UMSL, UMSL Worker's Compensation, or the clinical agencies for any injuries that occur on or off campus, including on-site at clinical agencies. If a change in coverage or insurance provider changes during the program, students must notify the colleges academic program compliance coordinator. All costs incurred are to be covered by the student's health insurance. Exposure to bloodborne pathogens will be handled according to the clinical agency's policy.

Students enrolled in clinical courses are provided medical professional liability coverage under the University of Missouri Medical Professional Liability Self-Insured Plan.

In rare cases when a student is injured during a simulation exercise, skills lab, or clinical experience, the injury must be reported to the DNP Program Director, even if treatment is not necessary. The College of Nursing **is not** responsible for any cost incurred for the treatment or management of exposure to infectious disease, illness, or injury. Students must submit proof of treatment when appropriate prior to returning to the classroom or clinical setting following an injury or exposure/illness.

If a student is exposed to a patient or patients with tuberculosis, the student must seek treatment from a health care provider and follow the protocol established by the City or County Health Department (baseline PPD and PPD 8-10 weeks after exposure).

Students are to use medical equipment and facilities with care at clinical sites. Students may be held financially responsible for incidental broken or damaged equipment

Transportation

Students are responsible for securing transportation to and from clinical agencies.

Office of Student Services

The UMSL College of Nursing is committed to fostering a culture of academic opportunity and an environment in which all qualified students are successful in the classroom and healthcare workplace. As such, the College of Nursing, Student Services Office aims to offer robust wrap-around student support services to all students in our nursing programs.

The Student Services Office in the College of Nursing provides academic advising, registration, academic and career coaching, study skills, connects students to CON tutors and testing specialists, and referrals to campus resources. Students should contact the Student Services

Office at nursing@umsl.edu or 314-516-5000, with questions about the curriculum, course prerequisites, course sequencing, and grade requirements. Academic support services, such as tutoring, academic and career coaching, study groups, workshops, etc. are coordinated by the college's Student Success & Retention Coordinator. Academic Advisement and registration is handled by the college's Academic Advisors.

All PGC and DNP students must meet with the graduate nursing academic advisor to discuss an initial POS. Meetings can be scheduled via email or phone. The graduate nursing academic advisor will register a student for their first semester. After the first semester, students will be responsible for registering in subsequent semesters according to their POS.

Office of Student Services, Nursing Administration Building, Suite 101.

Office hours are Monday-Friday, 8:00am-5:00pm.

Appointments: 314-516-6066 or nursing@umsl.edu

Walk-in Hours: walk-in hours are posted online and are subject to change

Academic Advisement & Course Registration

Students must meet with their Graduate Nursing Academic Advisor each semester, prior to registration. Once registration opens, students register themselves for courses via "MyView" only after meeting with their Graduate Nursing Academic Advisor.

Transfer Courses

The College of Nursing is a transfer student friendly college and transfer students make up a large segment of our student population. In addition to checking the transfer course articulation guide, students should work with their Graduate Nursing Academic Advisor in the College of Nursing to determine course equivalencies and applicable college credits.

Adding or Dropping a Course(s)

To add or drop a course after you initially register for courses, you must contact the graduate nursing academic advisor in the CON. Students may call the front desk to schedule a follow-up appointment to make changes to their schedule, or they may contact the graduate nursing academic advisor (see page 5) directly (if it is a minor change). The graduate nursing academic advisor will discuss how dropping a course may impact your progression in the DNP program.

Students must be aware of the [add/drop deadlines](#) set forth by the Office of the Registrar as well as the [reassessment schedule](#) set forth by the Cashier's Office.

An electronic copy of the academic alert referral completed by the faculty will be forwarded to the student, the Office of Student Services, and the CON Student Affairs office. The student is expected to meet with the faculty member completing the Academic Alert form and the CON Student Affairs office for further assistance. Senior academic advisors will have access to the system and be able to view academic alert referrals.

Student Conduct

The College of Nursing adheres to the expectations outlined in the [University of Missouri Saint Louis Student Code of Conduct](#). All members of our college community are responsible for aligning their behavior to the standards and policies set forth in the student conduct code document.

Upon entry into clinical coursework, students are expected to understand and comply with the [Code of Ethics for Nurses according to the American Nurses Association \(2017\)](#).

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

1. Advocate for the rights of all patients.
2. Maintain patient confidentiality.
3. Take appropriate action to ensure the safety of patients, self, and others.
4. Provide care for the patient in a timely, compassionate and professional manner.
5. Communicate patient care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of patient care
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the patient, self, or others.

Change of Program or Track

Students majoring in Nursing who wish to change their UMSL major or DNP track must meet with their Graduate Nursing Academic in the desired program in order to process a major change request. Likewise, UMSL students enrolled in non-nursing majors wishing change to Nursing must meet with a College of Nursing Graduate Nursing Academic Advisor first to review program eligibility and requirements.

Retention Services

Nursing school is a unique experience that is wonderfully rewarding, emotionally challenging,

and academically rigorous. The Student Services Office aims to provide all nursing students with the tools and supports necessary to be successful in the program. The college's Student Success and Retention Coordinator manages the UMSL early alert process, monitors and creates academic success plans for BSN students at-risk for academic remediation, develops and implements academic coaching strategies using student affairs best practices to improve student success, and connects students with in-house and campus-wide tutoring and testing services.

Early Alert Academic Performance Flags

The Early Academic Alert System initiates prompt communication and effective intervention with students who may be experiencing barriers to academic success. The Early Academic Alert System is used in all UMSL programs. When a faculty member identifies a grade at risk for course failure at any point during the semester, he/she can initiate an academic alert. Referrals assist students to access campus resources and academic supports to help them successfully complete the course. An academic alert referral is not noted on campus transcripts; it is a mechanism to support learning and provide students with direct access to campus resources.

Every graduate nursing course will provide a syllabus that details the specific evaluation criteria and methods. Students in the CON are expected to meet those criteria to successfully achieve the objectives of the course.

To be successful, students must achieve a grade of C+ (82%) or better on exams/tests as well as maintain satisfactory progress in the clinical/laboratory to successfully pass a specialty course. A grade of C (76%) or higher must be achieved in non-clinical courses, however, the graduate nursing student must maintain an overall 3.0 grade point average (GPA).

An Academic Alert referral will be completed by the course faculty on any student who is near or below the criteria of a grade of 82%, is not meeting performance standards for the course, or is not satisfactorily meeting the clinical requirements of a course

The Student Success & Retention Coordinator manages Early Alert Academic Performance Flags, which steer students to campus resources and academic supports. Early Alert Academic Performance Flags do not appear on UMSL academic transcripts.

Independent Study

Independent study (NURSE 6870) is available as an elective means of increasing knowledge within a student's area of interest. Students who wish to pursue independent study must follow these guidelines:

- Contact the graduate nursing academic advisor.
- Identify and contact the faculty member recommended.
- The faculty member provides guidance as needed throughout the course; the degree of independence will vary with student learning objectives.
- Credit allocation can vary from 1-3 credits per semester. No more than six independent study credits may be used to meet graduation requirements.

Student Organizations

- **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 CON 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. SNA provides students with volunteer, donation and networking opportunities to increase their involvement in the nursing community.

- **Minority Student Nurses' Association (MSNA)**

The Minority Student Nurses' Association (MSNA) was developed to function as an academic support and networking group. The focus of MSNA is to provide service, knowledge, and sense of awareness through community and university service; and to create a bond between minority nursing students. MSNA is all about support, academics and community outreach. Membership is open to all students from the CON regardless of race, culture, religion, or ethnic background.

2024-2025 DNP/PGC Handbook Agreement

I _____(print name) have received and reviewed the PGC/DNP Handbook. I understand this handbook contains information and policies that may be important during my time at UMSL. By signing this document, I understand that I am held responsible for the policies and all information presented in this handbook. I also understand I should have my own health insurance coverage and am financially responsible for all health care associated with any injuries or illness which may occur on or off campus, including residency agencies.

Student Signature: _____

Date:

Appendix A

Graduate Nursing: Nurse Practitioner (BSN to DNP) Part-Time Sample Program of Study

Year 1 - Fall			Year 1 - Spring			Year 1 - Summer		
N6130	Research, Interventions, and Evidence-Based Practice	3	N6424	Social Determinants of Health for Underserved Populations	3	N7220	Leadership in Practice	3
N7211	Biostatistics I	3	N7443	Healthcare Policy and Economics	3	N7230	Epidemiology	3
Total Credit Hours Year 1–Fall		6	Total Credit Hours Year 1–Spring		6	Total Credit Hours Year 1–Summer		6
Year 2 - Fall			Year 2 - Spring			Year 2 - Summer		
N6111	Healthcare Systems	3	N6520	Advanced Pharmacology	3	N7240	Healthcare Informatics	3
N6518	Advanced Pathophysiology	3	N6524	Advanced Health Assessment*	3	Diagnosis and Management I—one of the following: <ul style="list-style-type: none"> N6721 Foundations of Psychiatric Mental Health N6722 Foundations of Adolescent & Geriatric Health N6723 Foundations of Pediatric Health N6724 Foundations of Women’s Health 		3
Total Credit Hours Year 2–Fall		6	Total Credit Hours Year 2–Spring		6	Total Credit Hours Year 2–Summer		6
Year 3 - Fall			Year 3 - Spring			Year 3 - Summer		
Diagnosis and Management II—one of the following: <ul style="list-style-type: none"> N6737 Psychiatric Mental Health I N6739 Adult Health I N6743 Pediatric Health I: Acute and Chronic Care N6746 Women’s Health I 		4	Diagnosis and Management III—one of the following: <ul style="list-style-type: none"> N6738 Psychiatric Mental Health II N6740 Adult Health II N6744 Pediatric Health II: Comprehensive Primary Care *N6745 Pediatric Health II: Complex Acute Care N6747 Women’s Health II 		4	N6954	Practicum I*	1-4
N6530	Introduction to Diagnostic Reasoning**	3	N7260	Program Evaluation and Quality Management in Healthcare	3	N7215	Evidence-Based Practice for the DNP	3
Total Credit Hours Year 3–Fall		7	Total Credit Hours Year 3–Spring		7	Total Credit Hours Year 3–Summer		4-7
Year 4 - Fall			Year 4 - Spring			Year 4 - Summer		
N6955	Practicum II*	1-4	N7954	Practicum III*	1-4	Elective		3
N7291	DNP CSP I**	2	N7292	DNP CSP II**	2	N7293	DNP CSP III**	2
Total Credit Hours Year 4–Fall		3-6	Total Credit Hours Year 4–Spring		3-6	Total Credit Hours Year 4–Summer		5

Total Required Credit Hours: 70

* Indicates on-campus immersive-learning requirement.

** Students who do not finish Capstone in three semesters must be actively enrolled each semester in N7498 until finished. Students must be actively enrolled students to graduate in the semester in which they finish and defend.

Note: All students must complete 8 credit hours of Practicum. 1 Practicum credit hour is equal to 75 direct patient care hours.

Appendix B

NP Post-Graduate Certificate Program of Study											
SUMMER, TERM 1				FALL, TERM 2				SPRING, TERM 3			
Diagnosis & Management I • N6721: Foundations of Psychiatric Mental Health • N6722: Foundations of Adolescent & Geriatric Health • N6723: Foundations of Pediatric Health (FNP, PNP-AC/PC) • N6724: Foundations of Women's Health		6	Diagnosis & Management II • N6737: Psychiatric-Mental Health I • N6739: Adult Health 1 • N6743: Pediatric I: Acute and Chronic Care (PNP-AC/PC) • N6746: Women's Health I		4	Diagnosis & Management III • N6738: Psychiatric-Mental Health II • N6740: Adult Health II • N6744: Pediatric Health II: Comprehensive Primary Care (PNP-PC) • N6747: Women's Health II • *N6749: Pediatric Health II: Complex Acute Care (PNP-AC)		4			4
N6530	Introduction to Diagnostic Reasoning*	3	N6955	Practicum II*	4	N7954	Practicum III*	4			4
TOTAL		6	TOTAL		8	TOTAL		8			8
<i>*Indicates on-campus immersive-learning requirement. Note: All students must complete 8 credit hours of Practicum. 1 Practicum credit hour is equal to 75 direct patient care hours.</i>											

Appendix C

Non-NP Post-Graduate Certificate Program of Study								
FALL, TERM 1			SPRING, TERM 2			SUMMER, TERM 3		
N6518	Advanced Pathophysiology	3	N6520	Advanced Pharmacology	3	Diagnosis & Management I <ul style="list-style-type: none"> • N6721: Foundations of Psychiatric Mental Health • N6722: Foundations of Adolescent & Geriatric Health • N6723: Foundations of Pediatric Health (FNP, PNP-AC/PC) • N6724: Foundations of Women's Health 	3	
			N6524	Advanced Health Assessment*	3			
TOTAL		3	TOTAL		6			TOTAL
FALL, TERM 4			SPRING, TERM 5			SUMMER, TERM 6		
	Diagnosis & Management II <ul style="list-style-type: none"> • N6737: Psychiatric-Mental Health I • N6739: Adult Health I • N6743: Pediatric I: Acute and Chronic Care (PNP-AC/PC) • N6746: Women's Health I 	4		Diagnosis & Management II <ul style="list-style-type: none"> • N6738: Psychiatric-Mental Health II • N6740: Adult Health II • N6744: Pediatric Health II: Comprehensive Primary Care (PNP-PC) • N6747: Women's Health II • *N6749: Pediatric Health II: Complex Acute Care (PNP-AC) 	4	N6954	Practicum I*	4
N6530	Introduction to Diagnostic Reasoning*	3	N7954	Practicum III*	4			
TOTAL		7	TOTAL		8	TOTAL		4
<i>*Indicates on-campus immersive-learning requirement. Note: All students must complete 8 credit hours of Practicum. 1 Practicum credit hour is equal to 75 direct patient care hours.</i>								

Appendix D

Graduate Nursing: MSN to DNP Part-Time Program of Study								
Year 1 - Fall			Year 1 - Spring			Year 1 - Summer		
N7211	Biostatistics I	3	N6424	Social Determinants of Health for Underserved Populations	3	N7215	Evidence-Based Practice for the DNP	3
N7240	Healthcare Informatics	3	N7260	Program Evaluation and Quality Management in Healthcare	3	N7230	Epidemiology	3
Total Credit Hours Year 1–Fall		6	Total Credit Hours Year 1–Spring		6	Total Credit Hours Year 1–Summer		6
Year 2 - Fall			Year 2 - Spring			Year 2 - Summer		
N7220	Leadership in Practice	3	N7443	Healthcare Policy and Economics	3	Elective		3
N7291	DNP CSP I*	2	N7292	DNP CSP II*	2	N7293	DNP CSP III*	2
Total Credit Hours Year 2–Fall		5	Total Credit Hours Year 2–Spring		5	Total Credit Hours Year 2–Summer		5
Total Required Credit Hours: 33								
<i>*Students who do not finish Capstone in three semesters must be actively enrolled each semester in N6870 until finished. Students must be actively enrolled students to graduate in the semester in which they finish and defend.</i>								

Appendix E

Please submit the below form along with supporting documentation to the Associate Dean of Student Affairs in the College of Nursing. Upon submission, the Associate Dean of Student Affairs will schedule an appeal meeting at which time you will have the opportunity to speak with the Progression Committee and present your appeal and supporting documentation. You may include additional pages if you need more space than the form allows.

Student Information			
Name		Student ID#	
Mailing Address			
Phone #		UMSL E-mail	
Course Information			
Course Title		Course #	
Semester		Instructor	
Grade Assigned			
Course Syllabus	The course syllabus must be submitted with the appeal form		
Appeal Information			
Justification for Appeal	<input type="checkbox"/> The grade assigned was not based on my performance in the course.	<input type="checkbox"/> The grade assigned was based on more exacting or demanding standards than were applied to other students in the course.	<input type="checkbox"/> The grade assigned was a substantial departure from the instructor's previously announced standards as stated in the course syllabus.
Explanation for capricious grading claim(s) selected above and efforts taken to resolve the situation.			
Requested remedy			
<input type="checkbox"/> I hereby request an official review by the College of Nursing Grade Appeal Committee and understand that the full record of the case and appeal documents will be reviewed in accordance with UMSL and College of Nursing Appeal Procedures.			
<input type="checkbox"/> I hereby certify that the information provided in this appeal is complete and an accurate representation of the facts in this matter.			