

## **POLICIES & PROCEDURES**

### **UMKC School of Nursing**

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

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## **A&S 100 WAIVER POLICY – BSN-PL**

**ISSUE DATE:** 3-7-03

**REVISION DATES:** 2-16-05

Transfer students with a minimum of 24 hours and a cumulative GPA of 2.75 from no more than three colleges or universities may be waived for the A&S 100 course requirement. Students with a bachelors or associates degree may also be waived.

## **ACADEMIC PROGRESSION POLICY – BSN-PL & RN-BSN**

**ISSUE DATE:** 8/02

**REVISION DATES:** 4/20/2005; 2/15/2006; 8/15/2006; 5/7/08; 11/12/08; 6/24/09; 9-9-09

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

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

Other factors that will be considered:

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

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

- Students must have a minimum cumulative G.P.A. of 2.75 for all college credit attempted or earned to enroll in any 200 level nursing courses and maintain a semester G.P.A. of 2.75 to progress in the nursing curriculum. Students whose G.P.A. falls below 2.75 in any semester will be placed on academic probation. Students on academic probation must restore and maintain a semester G.P.A. of 2.75 to progress in the nursing curriculum. Students whose G.P.A. falls below a 2.75 in any semester following academic probation will be dismissed from the nursing program.

- No nursing course may be repeated in which the student receives an original grade of C or better. A student who receives a grade of C- or below in any nursing course must repeat the entire course and achieve a minimum grade of C. A grade of C- or below in any nursing course is considered a course failure at the conclusion of that course. Students who fail a nursing course are placed on academic probation. Students will be allowed to re-enroll in clinical nursing courses on a space available basis. The Program Director and associate dean shall determine when a student may repeat a course. No student will be permitted to repeat a course more than once in an attempt to achieve a grade of C or better.
- A student who receives 2 course grades below C (regardless of whether in the same course or another nursing course) will be dismissed from the nursing program at the conclusion of that course when the second C- or below is received.
- Students entering their senior year must have completed all course work with the exception of those courses noted on their plans of study for their final fall and spring semester. Failure to comply with this policy may delay graduation. Note: Residency requires that the last 30 hours be completed at UMKC.
- Nursing students failing to meet the terms or conditions of the University or School of Nursing academic policies will be subject to dismissal from the nursing program regardless of the student's overall grade point average.
- Students who are enrolled full time and make a minimum GPA of 3.75 will be eligible for the Dean's List.
- Students must complete all required undergraduate assessment tests (e.g., WEPT, ATI, Value Added) as stated in the *Undergraduate Assessment Policy*.
- Students currently enrolled in the RN-BSN and BSN-PL programs who wish to pursue the MSN Nurse Educator (NE) track may be directly admitted to the NE track provided they meet admission criteria. In order to advance to the NE track, the student must remain continuously enrolled at the UMKC School of Nursing. Required documentation includes the MSN Supplement Form, along with the UMKC application (no fee assessed), be submitted by September 1 or February 1 of the semester the student will graduate with the BSN. This direct admission ***does not*** apply to any other MSN tracks.

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

## **ACADEMIC PROGRESSION POLICY – MSN**

**ISSUE DATE:** 1/84

**REVISION DATES:** 8/90;1/92;5/93;9/95;2/7/96;10/24/97;10/23/98; 1/9/04; 11/15/2006(effective Jan 2007); 5/7/08; 6/24/09; 10/14/09

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

No course grade in the major of less than 3.0 is acceptable.

Students seeking graduate degrees are limited to repeating no more than one course applicable toward the degree. If a student needs to repeat a course, a "Course Repeat" form must be completed for the Records Office. A course may be repeated only one time. A grade of less than 3.0, or a "W-F" would represent an unsuccessful repeat.

Approval of the course instructor and academic advisor is required for students to withdraw or change to audit once the academic assessment period begins. The course instructor makes the decision for a W-F or W-P. Expanded Access course withdrawals will be handled in the same manner.

Once admitted to the UMKC School of Nursing, all courses must be taken through the UMKC School of Nursing.

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

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

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

Other factors that will be considered:

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

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

## **ACADEMIC PROGRESSION POLICY – PhD**

**ISSUE DATE:** 10/08/08

**REVISION DATES:** 6/24/09

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

Once admitted, all coursework, with the exception of collaterals, must be taken from the School of Nursing.

No course grade in the program of less than 3.0 is acceptable.

Students seeking the doctoral degree are limited to repeating no more than one course applicable toward the degree. If a student needs to repeat a course, a "Course Repeat" form must be completed for the Registrar's Office. A course may be repeated only one time. A grade of less than 3.0 or a "W-F" would represent an unsuccessful repeat and consequent dismissal from the program.

Students may transfer coursework into the PhD program if it:

- Is deemed equivalent to a current course in student's program of study
- Is no more than seven years old during the semester the student completes the comprehensive exam
- Was not used for a previous degree
- Is approved by the student's supervisory committee\*

\*Validation checklist for committee course approval:

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

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

## **ACADEMIC PROGRESSION APPEAL PROCEDURE – All Programs**

**ISSUE DATE:** 2-15-2006

**REVISION DATES:** 6/24/09

Students are responsible for meeting the standards of academic and professional performance established for the School of Nursing. This procedure guides student appeals related to the School of Nursing's academic probation or dismissal based on the Academic Progression Policy. For individual course grade appeals the student is referred to the Grade Appeal Policy.

### **THE SCHOOL OF NURSING DEPARTMENTAL ACADEMIC PROBATION/DISMISSAL APPEAL PROCEDURE**

1. The student's initial step in the probation/dismissal appeal process is to submit an appeal letter to the associate dean within 10 working days of receiving notice of the probation or dismissal. The letter must clearly identify why the student believes the probation or dismissal is inappropriate, based on the Academic Progression Policy.
2. Within 5 working days of receiving the student appeal, the associate dean is to respond to the student, in writing. The letter must outline why the associate dean does or does not support the student's appeal.
3. The student has 5 working days from the receipt of this letter to pursue the appeal. This appeal should be in writing to the associate dean, requesting a faculty review.
4. Within 10 working days, the associate dean is to convene a faculty review.
  - A. Three faculty members will be included in the faculty review.
    - i. One faculty member is to be from the student's program (BSN-PL, RN-BSN, MSN, PhD, DNP) and, when appropriate, from the students level in the respective program.
    - ii. No faculty from courses in which the student is enrolled will be included in the faculty review.
    - iii. At least one faculty must be from another program.
  - B. Faculty conducting the review will meet to review material. As appropriate, faculty may interview course instructors, other students, clinical faculty, other pertinent individuals, or the student.

- C. Results of the faculty review must be submitted, in writing, to the student and associate dean within 5 working days after the first meeting of the group conducting the faculty review.
5. If the matter is not resolved after a faculty review, an appeal may be made to the School of Nursing dean. The student has 5 working days from the date of receipt of the letter in 4.C above to appeal the matter. This appeal should be in writing, with copies to the associate dean and the School of Nursing dean. A meeting with the School of Nursing dean and the student will be arranged within 5 working days after receipt of the appeal. A staff person from the School of Nursing may facilitate the scheduling of this meeting. At the end of the meeting, the written decision of the School of Nursing dean will be mailed to the student within 5 working days with a return receipt requested. Additional copies will be sent to the course instructor, program director, and associate dean.
  6. If the matter is not resolved within the School of Nursing, the student may appeal the chancellor or designated representative. This appeal must be made within 10 consecutive calendar days after notification of the School of Nursing dean's decision.
  7. The chancellor or designated representative shall review the full record of the case and appeal documents. At this level, the chancellor may appoint an ad hoc academic appeals committee to review the record and provide advice on the matter.
  8. The decision of the chancellor, or designated representative, is final and will be communicated to the student, the instructor and the dean of the School.

#### **ADMISSION/PROGRESSION POLICY/PROCEDURE – POST-MASTER'S**

**ISSUE DATE:** 4-20-2005

**REVISION DATES:** 11-15-2006; 5/13/09

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

- MSN from an accredited school of nursing.
- Current licensure as a registered nurse with licensure in the jurisdiction where clinical study is to be conducted
- UMKC application
- MSN Supplement Form with required documentation

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

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

**Course Work Requirements for Post-Master's Students:**

The following represent minimum hours for course work subject to approval or modification after consultation with the NP track faculty mentor. Students will be provided with a tentative plan of study at the time of admission and will make an appointment ASAP, post admission, to finalize their customized plan of study with their faculty mentor.

**Students Not Currently NP or CNS Certified:****FNP/ANP/WHNP:**

N5548 Advanced Pathophysiology (3)  
 N5549 Pharm. for Advanced Nursing Practice (3)  
 N5547 Health Assessment (4)  
 N5564 Clinical II (5)  
 N5566 Clinical III (4)  
 N5572 Final Clinical Practicum (5)

**PNP:**

N5548C Advanced Pathophysiology (3)  
 N5549C Pharm. for Advanced Nursing Practice (3)  
 N5547 Health Assessment (4)  
 N5564 Clinical II (4)  
 N5566 Clinical III (4)  
 N5572 Final Clinical Practicum (5)

**NNP:**

N5548N Neonatal Physiology/Pathophysiology (3)  
 N5549N Neonatal Pharmacology (3)  
 N5547N Neonatal Assessment (3)  
 N5564N Neonatal Nursing I (3)  
 N5566N Neonatal Nursing II (3)  
 N5572NI Preceptorship I (5)  
 N5572II Preceptorship II (5)

**Students Currently NP or CNS Certified:****ANP returning for FNP:**

N5548 Advanced Pathophysiology (3)  
 N5549 Pharm. for Advanced Nursing Practice (3)  
 N5547 Hlth Assessment (2 hrs )  
 N5564 Clinical II (2 hrs: 1 hr didactic/1 hr clinical)  
 N5566 Clinical III (3 hrs: 1 hr didactic/2 hr clinical)  
 N5572 Final Clinical Practicum (2 hours clinical)

**ANP returning for PNP**

Take all PNP courses

**Post Master's Progression**

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

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

**PNP to FNP**

N5548 Advanced Pathophysiology (3)  
 N5549 Pharm. for Advanced Nursing Practice (3)  
 N5547 Hlth Assessment (2 hrs )  
 N5564 Clinical II (3 hrs: 1 hr didactic/2 hr clinical)  
 N5566 Clinical III (2 hrs: 1 hr didactic/1 hr clinical)  
 N5572 Final Clinical Practicum (2 hours clinical)

**WHNP to FNP**

N5548 Advanced Pathophysiology (3)  
 N5549 Pharm. for Advanced Nursing Practice (3)  
 N5547 Hlth Assessment (2 hrs )  
 N5564 Clinical II (3 hrs: 1 hr didactic/2 hr clinical)  
 N5566 Clinical III (2 hrs: 1 hr didactic/1 hr clinical)  
 N5572 Final Clinical Practicum (2 hours clinical)

**NNP**

N5548N Neonatal Physiology/Pathophysiology (3)  
 N5549N Neonatal Pharmacology (3)  
 N5547N Neonatal Assessment (3)  
 N5564N Neonatal Nursing I (3)  
 N5566N Neonatal Nursing II (3)  
 N5572NI Preceptorship I (5)  
 N5572II Preceptorship II (5)

**FNP to WHNP:**

N5564 (2 hrs: 1 hr didactic and 1 hr clinical)  
 N5566 (4 hrs: 2 hr didactic and 2 hr clinical)  
 N5572 (2 hours clinical)

**FNP to PNP:**

N5548P Pediatric Pathophysiology  
 N5549C Pediatric Phamracology  
 Growth and Development  
 N5566 (2 hr didactic and 2 hr clinical)  
 N5572 (3 hr clinical)

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

## **ADMISSION POLICY BSN-PL**

**ISSUE DATE:** 11/09/02

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

### **Criteria for Pre-Nursing Admission**

#### **High School Applicants**

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

#### **Transfer Applicants**

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

#### **Procedure for Application to the Pre-Nursing Program**

Complete UMKC application (\$45 for hard copy; \$35 on-line) and send ALL official transcripts to:  
University of Missouri-Kansas City  
Office of Admissions  
5100 rockhill Road  
Kansas City, MO 64110

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### **Criteria for Progression in Pre-Nursing**

- Students must achieve a minimum grade of C in all required general education, science, and nursing courses (and maintain a 2.75 GPA) in order to continue progression in the pre-nursing program and be eligible for admission to the nursing major. A grade of less than C (C-, D+, D, F and Withdraw Failing (WF) or Audit (AT) is not satisfactory for progression.

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### **Criteria for Admission to Nursing Major**

- Admission to UMKC
- Students must have a 2.75 GPA for **all** courses required in the nursing program attempted or earned
- Satisfactory completion of all pre-requisite courses, 36 hours minimum, including all core science courses by the end of the Spring semester prior to entering the nursing major in the fall. Completed courses must include: Chemistry w/lab, Microbiology, Anatomy & Physiology, College Algebra, N101, A&S 100
- High school students applying to UMKC for the first time, graduating in the upper 10% of their class with a minimum ACT score of 27, will be guaranteed admission to the clinical major if all of the above criteria are met.

### **Procedure for Application to the Nursing Major**

- ✓ Submission of the School of Nursing Application materials that includes a personal statement, completion of the TEAS exam, copies of required immunizations. A completed application must be submitted by or before the deadline date for consideration by the Student Affairs Committee
- ✓ The Student Affairs Committee reviews all applications to the Nursing Major.
- ✓ Dates for Application Submission and Decision Letter Notification  
Application Deadline: January 31      Decision Notification: May 30

### **ADMISSION POLICY– RN-BSN**

**ISSUE DATE:** 11-83

**REVISION DATES:** 10-23-98; 6/24/09

### **Students applying to the BSN program must submit:**

- UMKC Application
- UMKC Application fee
- Official transcripts from every college/university ever attended
- Graduation from a state board approved School of Nursing
- BSN Supplement to the Application
- Submission of a current RN license (license may not be encumbered)
- Personal Responsibility Form

### **Grade Point Average for Admission**

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

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

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

### **ADMISSION POLICY – MSN**

**EFFECTIVE DATE:** 5-2-03

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

### **Students applying to the MSN program must submit:**

- UMKC Application
- UMKC Application fee
- Official transcripts from every college/university ever attended

- MSN Supplement to the Application
- CV or Resume (note 2 years of RN experience preferred)
- A current, unencumbered RN license
- Three completed SON of Reference Forms (**beginning with all 2011 applications**)
  1. Immediate supervisor
  2. Professional reference able to assess your professional characteristics
  3. Professional reference (not from same organization) able to assess your professional characteristics
- Personal Statement of your professional goals and how this program will help you achieve them (**beginning with all 2011 applications**)

**The grade point average required for admission is a 3.2 (calculated on the last 60 hours of their BSN degree). Students may be admitted on probation if their grade point average is between 3.0 and 3.19. Applicants whose GPA falls into this range will be reviewed at the April Student Affairs meeting.**

- The probationary status will be removed when the student has successfully completed their first nine (9) hours with a grade of B (not B- or C) or better for each course. Advanced Pathophysiology for 3 credit hours must be included in this nine hours of course work. (Students in the NNP or Executive program must consult with the graduate program director). These first nine hours must be successfully completed the first time. A second attempt is not permitted.
- Failure to successfully complete these 9 hours will result in dismissal from the program.

**Applicants with a GPA below 3.0 using the last 60 hours of their BSN GPA:**

Highly successful, exceptional applicants may petition the MSN Program Committee for special consideration. Applicants requesting special consideration must submit the following items:

- Graduate Record Exam results
- Evidence of certifications obtained
- A one page essay stating why they feel they will be successful in the master's program at UMKC
- Two professional recommendations
- Evidence of recent nursing practice that demonstrates the applicant's expertise as a nurse

Petition applications including this information will be reviewed by the MSN Committee in April for Summer/Fall admission and November for Spring Admission. The decision of the MSN Committee will be final.

**Pre-requisite Required Courses (although may be taken as part of MSN Program):**

- Upper division statistics course or a course equivalent to N345 Quantitative Analysis in the Health Sciences with a minimum grade of B- or better prior to enrollment in N5555 Nursing Research: Evidence-based Practice
- Freestanding health assessment course with a minimum grade of B- or better prior to the first clinical course, N5547 Advanced Health Assessment. The Neonatal Nurse Practitioner and Nurse Executive students are the only exceptions to this assessment requirement.

**The following tracks have additional requirements:**

**Neonatal Nurse Practitioner (NNP) Track:**

- Neonatal Resuscitation Program Certification
- The equivalent of two years full-time recent (within the past five years) RN practice experience in the area of the critically ill newborn infants (a minimum of one year in Level III NICU) is required prior to beginning the clinical courses.

- Must reside in the United States
- Complete NNP Reference form

**Pediatric Nurse Practitioner (PNP) Track:**

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

**ADMISSION POLICY – PhD**

**ISSUE DATE:** 11/15/06

**REVISION DATES:** 10/8/08; 6/24/09

**Students applying to the PhD program must submit:**

- UMKC Application
- UMKC Application fee
- Official transcripts from every college/university ever attended
- School of Nursing PhD Application
- GRE
- CV or Resume
- Submission of a current RN license (license may not be encumbered)
- Three letters of Reference

Qualified applicants are admitted each year for summer admission to the PhD program. Student applicants must have a faculty mentor match and meet overall admission criteria determined by PhD faculty and Student Affairs Committee. Applications received after the February 1 deadline may be reviewed on a space available basis. Transfer students meeting all requirements may be admitted on a space available basis at the beginning of any semester.

**ADMISSION POLICY – DNP**

**ISSUE DATE:** Pending Student Affairs Committee Approval

**REVISION DATES:**

**Students applying to the DNP program must submit:**

- UMKC Application
- UMKC Application fee
- Official transcripts from every college/university ever attended
- School of Nursing DNP Application
- GRE
- CV or Resume
- Two letters of Reference
- Submission of a current RN license (license may not be encumbered)

Qualified applicants are admitted each year for summer admission to the DNP program. Student applicants must meet overall admission criteria determined by DNP faculty and Student Affairs Committee. All application materials must be received by the December 1 deadline.

**ADVANCED PLACEMENT CREDIT FOR CERTIFIED ADULT, CHILDREN, AND WOMEN’S HEALTH NURSE PRACTITIONERS**

**ISSUE DATE/REVIEW DATES:** 11/92

**REVISION DATES:** 9/98; 11/99; 11/15/06

Students admitted to the program as post-bachelor's adult, children and women's health certified nurse practitioners can receive credit for the following courses:

Number, Title & Credit Hours as Determined by Current Courses

N5547 Diagnostic Reasoning/Advanced Assessment

Clinical I (N5564)

Clinical II (N5566) Total hours for N5547/N5564/N5566

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

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

In summary, the student will pay the equivalent of 3 hours of tuition and receive the credit hours for N5547, N5564 and N5566 based on their national certification exam. All remaining course work hours must be taken at UMKC. Students will maintain the option for transferring in 6 hours of graduate course work applicable to the master's degree.

**ADVANCED PLACEMENT CREDIT FOR CERTIFIED NEONATAL NURSE PRACTITIONERS**

**ISSUE DATE:** 11/92

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

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

Number, Title & Credit Hours

N5547N Neonatal Assessment

N5564N Neonatal Nursing I

N5566N Neonatal Nursing II

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

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

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

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

**ADVISEMENT POLICY – BSN-PL & RN-BSN****ISSUE DATE:** 2/84**REVISION DATES:** 1/92; 11/09/01; 6/3/02; 12/13/06; 6/29/09

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

During registration periods, if students stay with their plans of study, have their immunizations current, have not moved or changed personal data, may register after their designated date and time arrives.

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

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

Students at any time are encouraged to meet with course faculty and communicate any issues or concerns they might have.

**ADVISEMENT POLICY – MSN****ISSUE DATE:** 2/84**REVISION DATES:** 8/90; 1/92; 12/13/06

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

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

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

**ADVISEMENT POLICY – PhD and DNP****ISSUE DATE:** 10/14/09**REVISION DATES:**

Students admitted to the PhD and DNP program work with a faculty mentor who is a member of the graduate faculty. If a PhD student is unable to continue in the plan of study, the student should contact their faculty advisor/mentor. If a DNP student is unable to continue in the plan of study, the student should contact the program director. Regular communication with the faculty mentor/program director is expected.

## **AFFILIATION AGREEMENTS – All Programs**

**ISSUE DATE:** 8/15/85

**REVISION DATES:**

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

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

## **AUTHORSHIP POLICY – ALL PROGRAMS**

**ISSUE DATE:** 5/13/09

**REVISION DATES:**

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

### **Overview**

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

### **Process**

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

### **Criteria for Authorship**

#### **A-General Principles**

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

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

1. THE IDEA. An important consideration for authorship is based on the answer to the question "Whose idea was it?" Having the idea for the study is one basis for the claim to authorship but most projects

evolve over time and there are many revisions in the initial idea along the way. As a result, the relative intellectual contribution of joint authors may have to be reassessed as the project evolves.

2. THE LITERATURE REVIEW. Literature reviews may be extensive or limited. The more extensive and independent the literature review and the more decisive with respect to the ideas developed in the paper, the more this contribution entitles one to authorship credit.

3. DATA COLLECTION. There are instances in which a researcher may have spent years collecting data on a particular topic, perhaps following a sample of individuals over time. Such data collection efforts can be expensive and time consuming. In collaborative research, "ownership" of the data can serve as the basis for a claim to authorship, yet there is much variation in this position. Conversations about authorship are particularly important in cases of secondary data analysis of existing data sets.

4. DATA ANALYSIS. If an individual conducts the data analysis for a manuscript, she/he is considered to have made a contribution to the manuscript and, as such, should be listed as an author. In this case, a collaborator or assistant selects the variables to be examined, makes substantive decisions about data analysis, and shapes the statistical approach used in the research. The collaborator/assistant certainly should receive credit and possibly authorship, although the scope of this contribution must be determined relative to input.

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

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

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

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

## **CHANGE OF ROLE & TRACK EMPHASIS AREA POLICY – MSN**

**ISSUE DATE:** 6/91

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

It is the policy of the School of Nursing that students desiring to transfer to a different role or clinical emphasis track will petition the Student Affairs Committee and provide justification for changing. Any student petitioning to change tracks who has NOT yet started N5547 will have their petition reviewed in the same pool with the other full-time applicants for that semester. Students who wish to change tracks after already starting N5547 will have their petition considered on a space available basis and with approval of the clinical faculty.

## **CLINICAL DRESS & APPEARANCE – ALL CLINICAL PROGRAMS**

**ISSUE DATE:** 06/02/02

**REVISION DATES:** 05/7/08

Students have clinical experiences in a wide variety of settings. Students must recognize that they represent not only themselves but UMKC School of Nursing and the nursing profession as a whole. Although some settings allow a more relaxed dress code, the minimum School of Nursing standards for dress and appearance are more conservative so that it is acceptable in all clinical settings.

1. **Footwear:** all students should wear closed-toe shoes and hose or socks as protection.
2. **Fingernails:** as recommended by the Centers for Disease Control and Prevention, students are required to maintain natural nails at one-quarter (1/4) inch long or less. Only natural nails are acceptable in clinical settings and they must be kept clean and trimmed. Any student who fails to comply with this requirement will be sent home and receive an unsatisfactory for that day.
3. **Identification Badges:** all students are required to wear UMKC name badge and any required Hospital issued identification badge at all times while on hospital premises. The badge must be worn above the waist and the photograph must be clearly visible.
4. **Grooming and Hygiene:**
  - a. Student uniform must be clean, comfortable, and fit appropriately.
  - b. heavily scented perfumes, colognes and lotions must be avoided.
  - c. hair, sideburns, mustaches and beards must be neat and well groomed.
  - d. jewelry and make-up should be moderate.
  - e. body piercing must be limited to three per ear. Unacceptable body piercing include, but are not limited to, nose rings or posts, tongue posts, eye rings or posts, lips rings.
  - f. tattoos must be kept covered or removed.

## **CLINICAL PROFESSIONAL REQUIREMENTS POLICY – BSN-PL, RN-BSN, MSN, DNP**

**ISSUE DATE:** 5-18-2005

**REVISION DATES:** 5/7/08

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

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

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

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

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

### **Record Keeping**

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

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

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

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

**Consequences of Noncompliance with Requirements**

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

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

**UNIVERSITY OF MISSOURI-KANSAS CITY SCHOOL OF NURSING  
POLICY: CLINICAL PROFESSIONAL REQUIREMENTS  
APPENDIX A – BSN-PL STUDENTS**

All UMKC School of Nursing BSN students must provide written documentation of the following immunizations and/or tests. Once complete, please submit copies of each to the School of Nursing Student Services Department.

**Documentation to Submit With Your Application:**

**Signed Personal Responsibility Statement (attached)**

MMR

1. For students born prior to **1957**, rubella titers are required.
2. For students born after **1956**, measles, mumps and rubella immunity may be documented in the following ways:
  - a) Documentation of receipt of two doses of measles, mumps, rubella vaccine after age twelve (12) months; and rubella titer, or;
  - b) Evidence of immunity through a titer of each of the diseases. [A titer is preferable if immunizations are contraindicated {e.g. pregnancy}.]

Tdap - **Tetanus/diphtheria/pertusis immunity via documentation of toxoid booster date within the last ten (10) years.**

Hepatitis B - **Completion of the Hepatitis B vaccine series or titer, is required.**

**Chicken Pox – History (write in year contracted) \_\_\_\_\_, if titer or immunization, documentation is required.**

**Documentation to Complete & Submit Summer Prior to Entering Clinical Program**

**(Please do not complete the following “early”. We are requiring that the following always expire in the summer rather than during your clinical rotations. TB & CBC can be done at Clinical Jumpstart Start**

**Copy of current AMERICAN HEART ASSOCIATION CPR card**

**Copy of current Personal Health Insurance card**

**TB - A screen for tuberculosis via evidence of a TB skin test result every 12 months. If this is positive, a follow up test is required. All previous reactors will be required to have a chest x-ray and/or evidence of treatment, in lieu of a skin test.**

**Criminal Background Check (go to <http://nursing.umkc.edu/forms.cfm>)**

**Department of Mental Health Background Check (go to <http://nursing.umkc.edu/forms.cfm>)**

I understand that I must maintain current records. Failure to comply with this policy by allowing immunizations to expire may have the following consequences. I may be restricted during enrollment and/or dropped from the course. Evidence of inability to comply must be provided in writing from an appropriate authority in order to be exempt from the terms of this policy. The information I have submitted is accurate to the best of my knowledge.

X \_\_\_\_\_ ( \_\_\_\_\_ ) X  
**PRINT NAME** **DATE** **SIGNED NAME**

**HIPAA - Contact with clinical patients requires HIPAA certification. UMKC offers a HIPAA certification program; however, many clinical settings offer this certification as well.**

**UNIVERSITY OF MISSOURI-KANSAS CITY SCHOOL OF NURSING  
POLICY: CLINICAL PROFESSIONAL REQUIREMENTS  
APPENDIX A  
RN-BSN, MSN & DNP Students**

All UMKC School of Nursing RN-BSN & MSN students must provide written documentation of the following immunizations and/or tests within 90 days of acceptance into program. Please mail or fax (816-235-6593) the requested items to: Courtne Ashford, UMKC School of Nursing, 2464 Charlotte Street, Kansas City, MO 64108-2718

1. \_\_\_ This form (signed & dated)
2. \_\_\_ **Copy** of current **RN license(s)** (if not submitted with application or now expired)
3. \_\_\_ **Signed “Personal Responsibility Statement”** (if not submitted with application)  
To print copy of form go to: <http://nursing.umkc.edu/documents/PersConf-Comp.pdf>
4. \_\_\_ **Copy** of current **Personal Health Insurance** card
5. \_\_\_ **Copy** of current **CPR** card
6. \_\_\_ **Copy** of NRP card (NNP students only)
7. \_\_\_ **TB** - A screen for tuberculosis via evidence of a TB skin test result every 12 months. If this is positive, a follow up test is required. All previous reactors will be required to have a chest x-ray and/or evidence of treatment, in lieu of a skin test.
8. \_\_\_ **MMR**
  1. For students born prior to **1957**, rubella titers are required.
  2. For students born after **1956**, measles, mumps and rubella immunity may be documented in the following ways:
    - a) Documentation of receipt of two doses of measles, mumps, rubella vaccine after age twelve (12) months; and rubella titer, or;
    - b) Evidence of immunity through a titer of each of the diseases. [A titer is preferable if immunizations are contraindicated {e.g. pregnancy}.]
9. \_\_\_ **Tdap** - Tetanus/diphtheria/pertusis immunity via documentation of toxoid booster date within last ten (10) yrs.
10. \_\_\_ **Hepatitis B** - Completion of the Hepatitis B vaccine series, or titer, is required.
11. \_\_\_ **Chicken Pox** – History (write in year contracted) \_\_\_\_\_  
If you received the titer or immunization, please attach written documentation as proof.
12. \_\_\_ **Criminal Background Check** (go to <http://nursing.umkc.edu/forms.cfm>)
13. \_\_\_ **Department of Mental Health Background Check** (go to <http://nursing.umkc.edu/forms.cfm>)  
**(ONLY STUDENTS WHO WILL BE DOING CLINICALS IN THE STATE OF MISSOURI)**

I understand that I must maintain current records. Failure to comply with this policy by allowing immunizations to expire may have the following consequences. I may be restricted during enrollment and/or I may be dropped from the course. Evidence of inability to comply must be provided in writing from an appropriate authority in order to be exempt from the terms of this policy. The information I have submitted is accurate to the best of my knowledge.

X \_\_\_\_\_ ( \_\_\_\_\_ ) X  
**PRINT NAME** **DATE** **SIGNED NAME**

**HIPAA** - Contact with clinical patients requires HIPAA certification. UMKC offers a HIPAA certification program; however, many clinical settings offer this certification as well.

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

**REFERENCE:** PhD Program Committee; PhD School of Nursing Graduate Student Handbook

**ISSUE:** 2/02

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

**Students must follow the UMKC General Graduate Academic Regulations and Information Comprehensive Examination Policy in addition to the School of Nursing Policy. Once the student's response has been returned, the remainder of the exam components must be completed within one month.**

### **UMKC Comprehensive Examination Policy**

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

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

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

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

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

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

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

### **UMKC School of Nursing PhD Program Comprehensive Examination Policy**

### Timeframe:

- All comprehensive activities must be completed within six weeks.

### Comprehensive Examination Activities:

- Written paper (2 weeks)
- Committee review of written paper and vote (Pass/Not Pass) communicated to student (2 weeks)
- Oral presentation and committee response (2 weeks)

### Format for the written exam

- A current research article in the student's area of research interest will serve as the framework for the written paper.
- The chair of the supervisory committee will identify and send at least three potential articles to all committee members for review.
- Each committee member will rank the three articles, with the chairperson making the final decision as to which article is given to the student.
- The student and the chairperson will identify the dates for taking the comprehensive examination that is acceptable to all members of the committee.
- The chairperson will notify the UMKC SON staff person responsible for coordinating comprehensive exam activities.
  - The chairperson will provide the staff person with an electronic copy of the selected research article, the timeframe for student completion of the written paper, and contact information for each committee member.
  - On the designated day, the staff person will forward the article and any instructions to the student and all committee members. This day initiates the two weeks that the student has to complete and submit the written paper; it also initiates the six week time period for completion of all comprehensive activities.
  - Once the written paper is complete, the student will return an electric copy of the written exam to the staff person.
  - The written exam can be no more than 25 pages, which will include tables, graphs, figures, diagrams, charts, and appendices. The only pages not counted as part of the written exam will be the title page and references. The exam must adhere to the most recent APA edition.
  - Once received by the staff person, the student's written paper will be sent electronically to each committee member. A hard paper copy will be placed in the student's file, and considered the original if confusion arises.
- Mandatory content areas for written paper

### *Background / Rationale*

Discuss the background/rationale for the article and how it relates to current literature in the field.

Demonstrate a comprehensive knowledge of literature in the field.

Discuss how the background/rationale supports the hypothesis / research question(s) for the article.

Rate the strength of the argument for the research question(s)

Discuss how the argument could have been strengthened.

#### *Theoretical Framework/Conceptual Framework*

Describe the theoretical framework used in the article/study.

Discuss other theories that could have been applied.

Describe advantages of different theoretical approach(es).

Discuss whether dependent and independent variables were predicted/determined from the theory used.

#### *Research Design*

Describe the study design used in the article.

Describe the dependent/independent variables as applicable.

Discuss the strength of the study design.

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

Indicate if other methods could have been used and the advantages/disadvantages.

#### *Data Analysis and Presentation*

Discuss whether results were presented accurately /clearly.

Discuss impact of tables, text and figures, are these consistent/ redundant.

Explain how sample size was determined and if it was adequate.

Suggest strategies to strengthen the analysis (qualitative and/or quantitative).

Accurately interpret results.

#### *Implications*

Discuss why the study is important

State how this study advances the science.

Describe limitations.

Discuss what would need to be done to translate study findings into practice.

Propose the next study for the authors to perform.

Place the findings of this study in the context of the field/state of the science.

**Each committee member will have two weeks to review the written paper and respond to the chairperson.** The chairperson will review the responses of committee members and determines if the student has passed/not passed. The chairperson will communicate the committee's decision to the student within two weeks from when the written paper was submitted

- If majority vote is pass, the chairperson will meet with the student to prepare the oral presentation
- If majority vote is not pass, the committee will meet to develop a plan of action. The committee will either recommend termination of status as a doctoral student or suggest additional work or other remedial measures. A student who has failed a comprehensive examination may re-take a second new examination 12 weeks after the first examination. Failure of a second comprehensive examination shall automatically preclude candidacy at this institution. If the student passes the second written exam, then the student moves on to the oral portion of the exam.

- Mandatory content for oral portion of exam

- The oral presentation must be scheduled within one month of the submittal date of the comprehensive examination and within two weeks of the student receiving the committee's vote of pass or not pass. The format for the oral exam is
  - A 20 minute presentation of the written paper
  - Questions from committee members
  - The student leaves the room
  - The committee determines if the student passes or does not pass
  - The student returns to the room and is given the committee's response to their comprehensive examination.
- A student is considered to have passed the comprehensive examination if all, or all but one member, of the committee vote that the candidate passes.

## **CURRICULUM CHANGE - POLICY**

**ISSUE DATE:** 8/90

**REVISION DATES:** 1/92; 5/13/09

### Purpose

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

### Definitions

School of Nursing curricula include the philosophy (program objectives), the undergraduate and graduate programs to meet program objectives and continuing education credit.

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

- Course additions
- Course deletions
- Course modifications
  - Course title
  - Course number
  - Course objectives
  - Catalog description
  - Credit hours
  - Course cancellation
- Changes in philosophy
- Changes in program objectives
- Changes in courses to meet program objectives
- Changes in course objectives
- Changes in requisite/prerequisite courses
- Changes in core content (specific topics to be addressed in specific courses)
- Changes in clinical/didactic hour requirements
- Changes in required sequencing of course work.

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

### Origins of Change

Recommendations for curriculum revision may come from within the School of Nursing, University and Community. Within the School of Nursing, administration, faculty and students may recommend

changes. From the University, changes may be recommended by the School of Graduate Studies, Committee on Program Evaluation, and the Program Council. Some examples of community resources who may recommend changes are affiliated faculty, faculty of other schools of nursing and personnel of clinical agencies.

### Changing the Curriculum

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

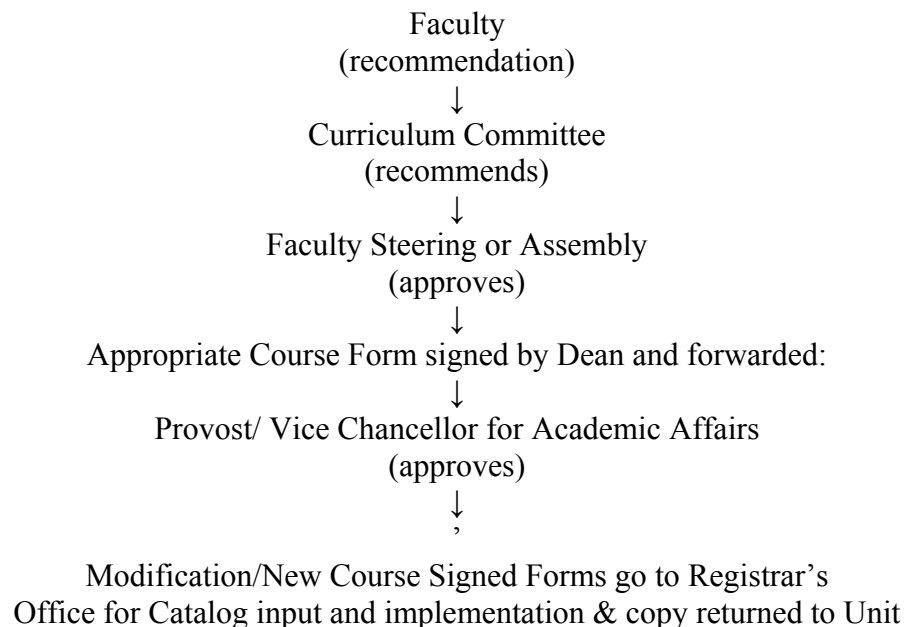
## **CURRICULUM APPROVAL CHANGE - PROCEDURE**

**ISSUE DATE:** 8/90

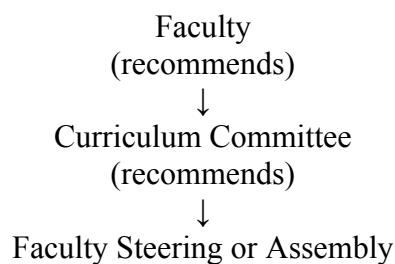
**REVISION DATES:** 1/92; 10/8/08

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

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

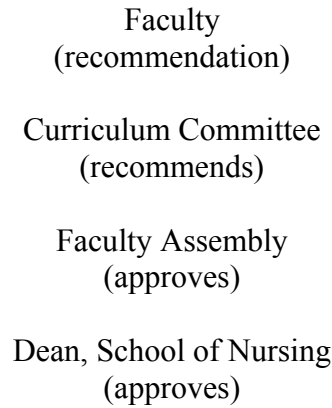


Steps for Adding or Modifying a **Graduate Course(s)**





Levels of Review: **New Program,**




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Graduate Program

Undergraduate Program

Dean, Graduate Faculties & Research  
(approves)

Graduate Officers Committee  
(approves)

Both Programs:  
Provost/Vice Chancellor  
Academic Affairs

Chancellor

VP Academic Affairs

President

Board of Curators

Coordinating Board of Higher Education,  
State of Missouri

## **DISSERTATION POLICY – PhD**

**ISSUE DATE:** 4-18-2006

**REVISION DATES:** 10-18-2006

- The UMKC General Graduate Academic Regulations and Information Dissertation policy must be followed in addition to the School of Nursing policy.
- Minor modifications may need to be made to the traditional dissertation format to accommodate publication-ready manuscripts. It is not expected that students will publish a manuscript “verbatim” from the dissertation.
- The student and the student’s mentor and doctoral dissertation committee meet to review the requirements and establish an approach for writing the specific dissertation early on in the student’s doctoral education process. The dissertation process begins early, however the student does not enroll in dissertation credit hours until after successfully completing all essential coursework and the comprehensive examination.
- Students will receive an “I” for all dissertation course work until the final public defense has been completed.
- There is no requirement as to the number of chapters a dissertation contains.
- Prior to graduation it is expected that the student will have at least one manuscript which originated from their dissertation work, in press or published in a peer reviewed journal.

### Sample dissertation format:

#### Chapter 1

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

#### Chapter 2

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

#### Chapter 3

Methodology – describes the methods to all aims of the dissertation and contains the methods plan. The methods may also be described in a manuscript/publication that contains information from another chapter (ie: methods and findings reported together in one manuscript).

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

#### Final Chapter

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

#### References and Appendices

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

### **ELIGIBILITY FOR COURSE WORK – All Programs**

**ISSUE DATE:** 8/90

**REVISION DATES:** 10/8/08

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

### **EVALUATION POLICY–COURSES/CLINICALS/STUDENTS/FACULTY – All Programs**

**ISSUE DATE:** 3-25-91;

**REVISION DATES:** 8/98; 11/06; 6/29/09

*Precepted Clinical* - It is the policy of the School of Nursing that all evaluations of students' performance in their various clinical, role and practicum experiences will be conducted by the faculty and will include formative and summative data gathered by the faculty from site visits, the students, and/or the student's preceptors.

*UMKC Faculty On-site* - It is the policy of the School of Nursing that all evaluations of students' performance in their various clinical, role and practicum experiences will be conducted by the faculty and will include formative and summative data gathered by the faculty from direct observation, the students, and staff.

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

## **GRADE APPEAL POLICY – All Programs**

**ISSUE DATE:** 4/26/88

**REVISION DATES:** 3/98; 11/98

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are responsibilities of the instructor. The grade appeal procedure is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as the term is used here, consists only of any of the following:

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

Refer to the following procedure.

## **GRADE APPEAL PROCEDURE – All Programs**

**ISSUE DATE:** 4/26/88

**REVISION DATES:** 3/98;11/98; 3/19/04

Per the UMKC Catalog:

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

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

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

## **THE UNIVERSITY GRADE APPEAL PROCEDURE**

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

## THE SCHOOL OF NURSING GRADE APPEAL PROCEDURE

The student's initial step in the grade appeal process is to meet with the appropriate associate dean to ensure that the University Procedure steps 1 and 2 have been completed.

3. Using the School of Nursing grade appeal form, the student will complete Step #1 which MUST indicate why they believe capricious grading occurred. They must identify which reason(s), and all future correspondence should focus on that/those rationale(s). This form is then given to the appropriate associate dean.
4. In step #2 the instructor responds to the student's appeal within 10 working days from the start of the next regular semester (fall or spring). This form is then returned to the appropriate associate dean. The copy is sent to the student within 10 working days with a return receipt requested. Additional copies are sent to the instructor and the associate dean (and appropriate copies for the SON files).
5. The student has 5 working days from the receipt of this letter to pursue the appeal. This appeal should be in writing to the program director and the appropriate associate dean of their program.
6. A meeting with the program director (BSN-PL, RN-BSN, MSN, PhD, DNP) and the student should be arranged within 5 working days as Step #3. A staff person from the SON may facilitate the scheduling of this meeting. The program director's written response to the appeal will be sent to the student within 5 working days with a return receipt requested. Additional copies are sent to the instructor and the appropriate associate dean (and appropriate copies for the SON files).
7. Upon receipt of this response, the student has 5 working days to submit a written appeal to the appropriate associate dean, if the process is to continue.
8. Step #4 involves a meeting with the appropriate associate dean and the student will be arranged within 5 working days. A staff person from the SON may facilitate the scheduling of this meeting. The associate dean's written response to the appeal will be mailed to the student within 5 working days of the meeting with a return receipt requested. Additional copies are sent to the instructor (and appropriate copies for the SON files).
9. A grade appeal meeting will be scheduled within 5 working days from the receipt of this letter. A staff person from the SON may facilitate the scheduling of this meeting.
10. Step #5 starts with a meeting with the student, committee members and staff. The chair of the Student Affairs Committee will be in charge of the meeting. The meeting may be audiotape by the student at their discretion. If the student desires to audiotape the meeting, s/he must let the chair of the committee know this prior to the meeting. If the student audiotapes the meeting, the School of Nursing will also audiotape only the meeting in which the student is present. The student makes a presentation re: why they feel capricious grading has occurred. The committee may then question the student to clarify the appeal. The student then leaves the meeting. The instructor named in the appeal process then presents why they feel capricious grading did not occur. The committee may then question the instructor to clarify their responses. The instructor then leaves the meeting. The committee members will vote regarding the presence or absence of capricious grading, with a simple majority ruling. Within 5 working days, the chair will write a summary of the meeting, including the decision and submit this to the associate dean. The chair will notify the student of the committee findings by letter within 5 working days after the committee meeting. This letter will be sent to the student, with a return receipt requested. Additional copies will be sent to the instructor and the associate dean (and appropriate copies for the SON files).
11. If the manner is not resolved at the departmental level, an appeal can be made to the academic dean. The student has 5 working days from the receipt of this letter to appeal the matter. This

appeal should be in writing, with copies to the appropriate associate dean and the dean. A meeting with the dean and the student will be arranged within 5 working days. A staff person from the School of Nursing may facilitate the scheduling of this meeting. At the end of the meeting, the written decision of the dean will be mailed to the student within 5 working days with a return receipt requested. Additional copies will be sent to the instructor, the program director/level coordinator and appropriate associate dean. .

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

12. If the manner is not resolved within the school of College, the student may appeal the chancellor or designated representative. This appeal must be made within 10 consecutive calendar days after notification of the decision of the dean.
  
14. If the student concerns are not resolved at this point and the student chooses to continue the grade appeal, the student shall submit a written request for review of the grade appeal and the School of Nursing's finding and recommendations to the Chancellor or a designated representative. The student has 10 consecutive calendar days after the notification of the dean's decision to appeal to the Chancellor's office.
  
15. The chancellor or designated representative shall review the full record of the case and appeal documents. At this level, the chancellor may appoint an ad hoc academic appeals committee to review the record and provide advice on the matter.

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

**UMKC SCHOOL OF NURSING  
GRADE APPEAL FORM**

Student Name: \_\_\_\_\_ Course Number/Name: \_\_\_\_\_

Course Instructor: \_\_\_\_\_ Grade Received: \_\_\_\_ Semester Taken: \_\_\_\_\_

**All appeals/responses must be placed on an original sheet**

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

Student's Signature \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
\*\*\*\*\*

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

Instructor's Signature \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Comments:

*(OVER)*

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

Director's Signature \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Comments:

\*\*\*\*\*

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

Associate Dean's Signature \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Comments:

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

Student Affairs Committee Chair's Signature \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Comments:

\*\*\*\*\*

**Step #6: Submission to Dean**

**HEALTH SCIENCES BUILDING (HSB) AFTER HOURS POLICY (with Pharmacy)**

**ISSUE DATE:** 1-09

**REVISION DATES:**

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

**INDEPENDENT STUDY POLICY – ALL PROGRAMS**

**ISSUE DATE:** 3/28/86

**REVISION DATES:** 8/90

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

Individualized course work should not, under ordinary circumstances, duplicate regular course offerings and is restricted by the availability of faculty who are employees of the School of Nursing. As with all

other courses offered by the School of Nursing, individualized study courses are part of the required course, faculty and program evaluation procedures.

### **INDEPENDENT STUDY PROCEDURE – ALL PROGRAMS**

**ISSUE DATE:** 3/28/86

**EFFECTIVE DATE:** 8/90

**REVISION DATES:** 8/90; 10/15/2006

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

1. Select an independent study topic.
2. Ascertain availability of and obtain consent of appropriate faculty
3. Faculty obtain approval from appropriate associate dean.

Prior to beginning any independent study, students must:

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

Current courses offered:

#### **N490 Special Topics (1-6)**

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

#### **N5597A Independent Study in Nursing/Patient Care (1-3)**

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

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

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

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

**ISSUE DATE:** 11/90

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

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

In addition to the Policies on Admission of International Students [UMKC General Catalog](#) it is the policy of the School of Nursing that all graduates of foreign schools of nursing complete the Commission on Graduates of Foreign Nursing Schools (CGFNS) qualifying examination and the National Council Licensure Examination (NCLEX) with passing scores prior to admission to the School

of Nursing. The School retains the right to assess the level of current clinical skills prior to enrollment in clinical course work.

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

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

**ISSUE DATE:** 11/90

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

In the year of application to the School of Nursing:

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

### **LAB INFECTION CONTROL POLICY – All Programs**

**ISSUE DATE:** 8/31/94

**REVISION DATES:** 5/26/99; 10/8/08

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

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

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

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

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

Any needle stick injuries with contaminated needles should be referred to UMKC Student Health Services or Truman Medical Center emergency department. Students are responsible for any costs. Needle sticks must be reported to the course coordinator, faculty and staff supervising the lab. Within

twenty-four hours (24) of the incident, complete and forward the typed completed [UMUW Form 200 Student or General Public Injury or Property Damage Report](#) to UMKC Risk Management, 4747 Troost, Room 23.

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

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

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

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

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

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

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

#### **LATIN HONORS CRITERIA FOR SELECTION POLICY – BSN-PL & RN-BSN**

**ISSUE DATE:** 04/2005; official w/Faculty Forum 05/2005

**REVISION DATES:** 2/14/07; 11/12/08

To be considered for Latin Honors, students must be enrolled in the semester they are to graduate.

Students considered for Latin Honors will need to have a minimum of 42 credit hours completed at UMKC by the end of the semester in which they are scheduled to graduate. Selection of the BSN and RN-BSN students should be proportionate to both programs. Students found to be in violation of the nursing honor code at any point in their program of study will be reviewed by the Student Affairs Committee to determine eligibility for selection.

University requirements designate that the top 5% of the graduating class is eligible for Summa Cum Laude, the next 5% eligible for Magna Cum Laude and the next 10% are eligible for Cum Laude. Only undergraduate students are eligible for Latin Honors and this percentage applies to an academic year of graduates (summer, fall and spring).

Students meeting the above criteria in contention for the same honor, but due to percentage numbers cannot all receive the award, will then be awarded based on number of UMKC credit hours. For example, if only two Summa Cum Laude awards are available, and two Magna Cum Laude and four students have a GPA of 4.0, then the students with the most UMKC credit hours will receive Summa, and the next two will receive Magna and so on.

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#### **LEAVE OF ABSENCE POLICY – All Programs**

**ISSUE DATE:** 11/85

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

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

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

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

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

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

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

### **LEAVE OF ABSENCE PROCEDURE – All Programs**

**ISSUE DATE:** 11/85

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

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

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

### **LOCKER POLICY – All Programs**

**ISSUE DATE:** 10/4/07

**REVISION DATES:**

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

The lockers are available on a first come, first served basis. **It is recommended that students remove the locks and contents of the locker each day; in the event that a student wishes to use a locker for more than one day, all lockers must be cleared and locks removed by 7:00 PM each Friday.**

If anything is left in the locker that spoils, the lock will be cut off and the locker cleaned out. The expense for doing this will be charged to the student.

**DO NOT:**

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

**MEDICATION ADMINISTRATION POLICY – BSN-PL**

**ISSUE DATE:** 6-2-02

**REVISION DATES:**

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

**NON-STUDENTS ATTENDING SCHOOL OF NURSING (SON) CLASSES – All Programs**

**ISSUE DATE:** 9/12/2003

**REVISION DATES:**

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

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

**PETITION FOR EXCEPTION POLICY – All Programs**

**ISSUE DATE:** 4/26/88

**REVISION DATES:** 8/90; 10/23/98

A Petition for Exception may be filed by the student regarding course work, course sequence, exemption from a specific course and other exceptions related to progression through the curriculum. The petition is filed with the Student Affairs Committee. Petition for Exception forms are available in the Nursing Student Services Offices (refer to the following procedure) or by going to <http://nursing.umkc.edu/forms.cfm>

### **PETITION FOR EXCEPTION PROCEDURE – All Programs**

**ISSUE DATE:** 4/26/88

**REVISION DATES:** 8/90; 1/92; 10/23/98

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

### **READMISSION FOLLOWING DISMISSAL – ALL PROGRAMS**

**ISSUE DATE:** 6-02

**REVISION DATES:** 5/7/08

A student who has been dismissed should not expect to be readmitted. In very rare cases when in the judgment of the faculty and Student Affairs Committee, there is clear evidence of probable future academic success, an application for readmission may be considered. In no case will readmission be considered until one calendar year has elapsed from the time of dismissal.

### **REMOVAL OF A STUDENT FROM CLINICAL PLACEMENT/EXPERIENCE POLICY – ALL PROGRAMS**

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

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

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

1. unprepared for the clinical assignment;
2. performing nursing care in an unsafe manner that is or might be detrimental to the patient's welfare.
3. displaying behaviors defined as student misconduct according to the UMKC General Catalog, and/or the School of Nursing Honor Code.
4. practicing outside the scope and role of a student nurse.
5. not following published policies.

**REMOVAL OF A STUDENT FROM CLINICAL PLACEMENT/EXPERIENCE PROCEDURE – ALL PROGRAMS**

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

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

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

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

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

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

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

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

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

## Notice of Unsatisfactory Clinical Performance

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

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

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

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

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty/Clinical Preceptor/Designee

\_\_\_\_\_  
Date

cc: Course Coordinator

cc: Program Director

## **SCHOLARSHIP POLICY – All Programs**

**ISSUE DATE:** 11/15/06

**REVISION DATES:** 11/12/08;

Unit-specific scholarships in the School of Nursing are awarded based on donor requirements or, if unrestricted, are awarded based on a distribution plan approved by the faculty or its designated committee. Unless otherwise directed by the donor, funds are awarded without regard to race, creed, ethnic origin, sexual orientation, gender, and disability or Vietnam-Era Veterans status. Students are not eligible if found to be in violation of the nursing honor code.

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

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

## **SCHOLARSHIP PROCEDURE – All Programs**

**ISSUE DATE:** 11/15/06

**REVISION DATES:** 7/10/09

1. Early in May, or as it becomes available, the Business Office Manager will provide Student Services with data about amounts that are available to be awarded.
2. Student Services will generate a list of potential student awardees, including appropriate data for making selections.
3. When data are available, the designated committee will review data and select students to receive specific awards, based on the Scholarship Award Plan.
4. Students will be offered their awards in writing during the summer.
5. Students will have 20 business days to respond and accept the award. Each student must include a thank you letter to be given to the donor.
6. Awards not accepted by students within the designated time frame will be offered to alternates.

## **STUDENT CONCERNS – ALL PROGRAMS**

**ISSUE DATE:** 01/21/2001

**REVISION DATES:** 10/15/06; 2/11/09; 7/10/09

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

1. Contact the instructor directly to set up a meeting. This meeting should be in person or by telephone.
2. If the issues are not resolved satisfactorily for the student, the student should then consult with the course coordinator if the course is a team-taught course.
3. If the issues are not resolved satisfactorily for the student, then the student should first make an appointment with the program director, then the assistant dean for student affairs and finally the dean for the School of Nursing.
4. If the student's concerns are still not resolved upon meeting with all these individuals, the student should refer to UMKC's Student Grievance Process. This process may be found on the UMKC website at <http://www.umkc.edu/helpline/grievances.cfm> If the student's concerns are related to grades and those are not resolved upon completion of the course, the

student may pursue a Grade Appeal. See the School of Nursing Policy and Procedures for Grade Appeal located on the School of Nursing WebPages at <http://nursing.umkc.edu/documents/policyprocedure.pdf>

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

### **STUDENT SOFTWARE REQUIREMENT – ALL PROGRAMS**

**ISSUE DATE:** 5-7-2008

**REVISION DATES:**

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

### **SUPERVISORY COMMITTEE POLICY –PHD**

**ISSUE DATE:** 5-3-2002

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

Students are accepted into the PhD program contingent on finding a faculty match for the student's research area of interest. The student must be paired with a faculty member with doctoral faculty status in the School of Nursing. This faculty member will serve as the student's mentor and supervisory committee chair. Together this member, along with the student, will establish the supervisory committee consisting of at least five members including the faculty mentor, at least two additional graduate faculty members from the PhD in Nursing Program, and at least one graduate faculty member representing a collateral (non-nursing) area that support the student's research interests. This committee will be responsible for approving the student's plan of study, comprehensive examination, and dissertation activities.

### **THESIS/RESEARCH PROJECT REGISTRATION – MSN**

**ISSUE DATE:** 4/84

**REVISION DATES:** 8/90; 1/92; 11/03 (w/curriculum change)

Students may register for N5599 Thesis/N5598 Research Option when they have:

1. Completed N5550 Theoretical Foundations in Nursing and N5555 Nursing Research: Evidence-based Practice.
2. Created a thesis supervisory committee (N5599) or identified a project supervisor (N5598).
3. Obtained permission from their committee chairperson/supervisor.
4. Faculty obtains approval for work load from associate dean.

The number of thesis hours for which students may register is determined by the thesis committee chairperson or project supervisor. Enrollment requirements are described in the School of Nursing Research Guidelines, pp. 2-3.

In order to register for thesis or project hours, the student must obtain permission from the thesis chairperson or project supervisor to register for N5599 or N5598 that includes the number of thesis/project hours for which they may register.

Students must register for a minimum of three thesis or project hours in the course of their academic program. If the thesis or project is not completed within three thesis hours, students may continue to enroll in N5598/N5599 until the thesis/project is completed. If all core course work is completed and no thesis/project work is being done for the semester, students may enroll in Grad5899.

### **TIME LIMIT ON SCIENCE COURSES – FIVE YEARS - POLICY – BSN-PL**

**ISSUE DATE:** 3/02

#### **REVISION DATES:**

Students applying to the BSN pre-licensure program must have science course requirements completed within the past five academic years prior to beginning courses within the nursing major. For example, if students are admitted into the nursing major Fall Semester 2010, then science courses completed within the 2004-05 academic year or later will be accepted. Pre-requisite science courses include Chemistry or Bio-Chemistry; Anatomy & Physiology; and Microbiology with a grade of C or better.

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

### **UNDERGRADUATE ASSESSMENTS – BSN-PL & RN-BSN**

**ISSUE DATE:** 1/91

**REVISION DATES:** 1/95;10/23/98; 6/2/02;4/27/05; 11/16/05; 2/11/09

The University of Missouri Board of Curators, other state entities, and the national University accrediting agency require the University assess the effectiveness of academic programs. All undergraduate students must take a test of general education and complete a major field assessment prior to being granted a baccalaureate degree (MAPP). Graduation depends on completion of assessment requirements.

**WEPT:** All BSN students must successfully complete the Written English Proficiency Exam (WEPT) prior to beginning their Writing Intensive course.

**Value Added:** All BSN and RN-BSN candidates for graduation must successfully complete (BSN Students: ATI Comprehensive Assessment Examination; RN-BSN Students: Competency Portfolio) the School of Nursing's Evaluation Assessment, Value Added. Specific information is given to students as their last semester begins. All students must complete the UMKC Senior Survey.

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