



Pre-Licensure BSN Program

Missouri Western State University

Student Handbook



Developing professional nurse leaders

Academic Year 2026-2027

Department of Nursing

Murphy Hall 309

Phone: (816) 271-4415

Additional Nursing Program information may be found at:

www.missouriwestern.edu/nursing/





Missouri Western State University

Dear BSN Student,

Welcome to Missouri Western State University's BSN Pre-licensure Program. This student handbook has been developed to assist you in successfully completing your baccalaureate degree in nursing at Missouri Western State University. You are responsible for reading the material carefully and discussing any questions you might have with a faculty member or the Pre-licensure Program Coordinator. You are responsible for complying with the policies as stated in the Missouri Western State University Pre-licensure BSN Student Handbook and specific course syllabi.

Nursing Students are expected to read the regulations and policies in the University Undergraduate Catalog, University Student Handbook, and BSN Student Handbook and to conform to them. It is the student's responsibility for knowing and abiding by the regulations and policies, and for meeting the requirements for a nursing degree.

In keeping with the requirements of Title IX of the Education Amendments of 1972 in regard to sex discrimination and Section 504 of the Rehabilitation Act of 1973 in regard to handicap discriminations as well as other applicable federal and state laws, Missouri Western State University follows a policy of nondiscrimination and equal opportunity in regard to all employment practices and to all educational programs and activities including financial aid, recruitment, admission, housing and placement. Inquiries regarding the application of these laws may be submitted to the Title IX Coordinator, Blum 231, (816) 271-4557, titelix@missouriwestern.edu OR the accessibility resource center director, Eder 201, (816) 271-4330 arc@missouriwestern.edu.

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Section 1: MoWest Nursing Department

Mission Statement

The Missouri Western State University Nursing Department is committed to the development of students as individuals and leaders striving for excellence in inter-professional practice and the promotion of healthy communities.

Nursing Philosophy & Vision

As an integral part of Missouri Western State University, the Nursing Department supports the mission, goals, and policies of the University and the College of Science and Health. To master the discipline of nursing and the increasingly complex knowledge, skills and attitudes required to deliver safe, quality care, a broad-based baccalaureate education including theoretical and applied learning are essential for generalist nursing education. Graduate education develops nurses for advanced nursing practice roles. Recognizing the complexity of organizations, financing and delivery of health care, the faculty are committed to supporting ongoing program/curricular evaluation and adaptation to meet the demands of the evolving health care system.

The faculty believe that professional nursing practice is based upon the integration of the concepts related to person, health, environment, and nursing. Systems thinking guides the integration of these concepts with the clinical judgment model to promote holistic nursing care.

Person

The person is viewed as a unique being with intrinsic worth and dignity, whose wholeness is more than the sum of his/her biophysical, psychosocial, cognitive, and social components. A person is a complex open system who is in constant interaction with an internal and external environment. The person or designee is able to choose among alternative actions; set goals; and make decisions based on perceptions, values, and needs. Professional nurses respect the right of self-determination in making informed health care decisions. Diversity among persons is valued and respected.

Health

Health is a dynamic holistic process in which individuals and/or groups interact with biophysical, psychosocial, cognitive, and social stimuli in order to achieve maximum potential. All individuals, families, groups, organizations, and communities have the potential for both health and illness. The goal of nursing is to promote health, prevent illness, support disease management, improve quality of life, and support end-of-life decisions and care.

Environment

The environment is the aggregate of conditions which influence individuals, families, groups, organizations, and communities. The health care environment varies from basic to complex and highly technological. Nurses manage, monitor, and manipulate the environment to foster health and promote safe, quality care. Nurses use informatics to support decision-making and improve outcomes.

Nursing

“Nursing integrates the art and science of caring and focuses on the protection, promotion, and optimization of health and human functioning; prevention of illness and injury; facilitation of healing; and alleviation of suffering through compassionate presence. Nursing is the diagnosis and treatment of human responses and advocacy in the care of individuals, families, groups, communities, and populations in recognition of the connection of all humanity” (American Nurses Association, 2021, p. 1).

Standards-based practice underpins the implementation of the nursing process and is focused on maintaining, restoring or promoting optimal health. Application of the nursing process requires critical thinking, nursing judgments, and competent nursing actions. The nursing process is implemented through a collaborative relationship that involves interpersonal communication, mutually defined goals, and desired outcomes. Professional nursing integrates multiple role expectations including leader, provider, designer, manager, and coordinator of care. The professional nurse promotes, participates in, and uses research as a part of a commitment to high quality care and evidence-based practice.

Nursing is an integral part of the inter-professional health care system which has the responsibility to provide accessible, cost-effective, safe, quality care. As such, professional nurses must possess effective organizational and teamwork skills; strong communication skills; a service orientation; an ethic of professional and social responsibility; cost awareness and accountability for clinical outcomes; commitment to continuous improvement of health care; and competency in population-based care.

In addition, the faculty holds the following beliefs related to baccalaureate education of student nurses:

The faculty are committed to creating and sustaining reciprocal partnerships with a variety of clinical practice settings wherein mutually beneficial relationships support both student clinical learning experiences and benefit the delivery setting.

Learning is a life-long process of developing individual potential through a spirit of inquiry and self-motivation. Learning involves cognitive, affective, and psychomotor components and development of critical and creative thinking. The learner is accountable for their learning and is expected to demonstrate responsibility for independence and self-direction, building upon prior learning.

Faculty have accountability for facilitating student learning by developing, implementing, and evaluating quality learning experiences based on current research and practice. Faculty hold students accountable for prior learning.

Faculty

Members of the faculty are available to students for consultation concerning curriculum and many other matters during office hours and by appointment. Nursing faculty serve as advisors to students enrolled in the nursing major. Nursing students are encouraged to have regular contact with their faculty advisor regarding their progress in the nursing program. A complete roster of

the nursing faculty and their educational qualifications is available online at <https://www.missouriwestern.edu/nursing/facultystaff/>.

Faculty may be contacted by emailing or by calling the Department of Nursing administrative assistant at (816) 271-4415. Faculty contact information is available on the Department of Nursing website. The Department of Nursing is located in Murphy Hall, Room 309.

Academic Advisement

Students will be assigned a nursing faculty advisor. The student and the advisor will complete a major declaration form after acceptance into the program. Students are accountable for understanding and completing degree requirements as specified on the major declaration form. Any substitutions to program requirements must be approved by the advisor and the Chairperson. Students must attend an advising session each semester during the enrollment period to plan their course of study.

Section 2: Curriculum

BSN Program Objectives

The BSN curriculum at MWSU is grounded in a systems approach to standards-based care across the health/illness continuum. The BSN curriculum incorporates concepts of safety and quality, theory and evidence-based practice, communication and collaboration, patient-centered care, psychomotor skills, clinical reasoning and judgment, personal and professional development, informatics and technology, and environments of care in order to prepare competent, professional nurses. Students will demonstrate competence in the following objectives:

Program Objectives	1st Semester	2nd Semester	3rd Semester	4th Semester
Content Focus	Introduction to Professional Roles & Responsibilities across the Health/Illness Continuum for Individuals & Families	Provider of Care for Individuals & Families Across the Health/Illness Continuum	Provider and Coordinator of Care for Individuals, Families, Groups, and Populations in complex care environments across the Health/Illness Continuum	Designer / Manager / Coordinator of Care for Individuals, Families, Groups, Communities, & Populations across the Health/Illness Continuum

Program Objectives	1st Semester	2nd Semester	3rd Semester	4th Semester
1. Demonstrate standards-based professional practice.	Comprehends the influence of professional standards on nursing practice and health care delivery.	Applies professional, ethical, and legal standards; relates regulatory and accreditation standards.	Incorporates professional, ethical, legal, regulatory, and accreditation standards.	Demonstrates and advocates for standards-based professional practice.
2. Uses clinical reasoning and clinical judgement in decision-making.	Demonstrates clinical reasoning and clinical judgement in decision-making.	Applies clinical reasoning and clinical judgement.	Integrates clinical reasoning and clinical judgement.	Uses clinical reasoning and clinical judgment to anticipate a variety of consequences.
3. Assesses health status and health potential.	Demonstrates holistic assessment skills, focusing on the individual and family.	Demonstrates clinical reasoning and judgement in the systematic, holistic, and focused patient assessment.	Demonstrates clinical reasoning and judgment in the systematic, holistic, and focused patient assessment.	Demonstrates clinical reasoning and judgment in the systematic, holistic, and focused assessment.
4. Performs, teaches, delegates, and supervises psychomotor skills with safety and competency.	Safely performs selected psychomotor skills.	Competently performs and teaches selected psychomotor skills.	Competently performs and teaches complex psychomotor skills.	Performs, teaches, delegates, and supervises psychomotor skills with safety and competency.
5. Integrates strategies for health promotion, risk reduction, and disease prevention.	Performs and reinforces health promotion, risk reduction, and disease prevention strategies.	Incorporates strategies for health promotion, risk reduction, and disease prevention.	Implements strategies for health promotion, risk reduction, and disease prevention.	Design strategies for health promotion, risk reduction, and disease prevention.

Program Objectives	1st Semester	2nd Semester	3rd Semester	4th Semester
6. Provides patient-centered	Recognizes the nurse's role in	Plans, provides, and evaluates	Plans, provides, and evaluates	Designs, manages, and coordinates

nursing care.	the provision of patient-centered care.	patient-centered nursing care.	patient-centered nursing care.	patient-centered nursing care.
7. Uses information and technology to communicate, manage knowledge, mitigate error, and support decision-making.	Recognizes information and technology that can be used to communicate, manage knowledge, mitigate error and support decision-making .	Effectively uses information and technology to communicate, manage knowledge, mitigate error and support decision-making .	Integrates the use of information and technology to communicate, manage knowledge, mitigate error, and support decision making.	Evaluates the use of information and technology to communicate, manage knowledge, mitigate error, and support decision-making.
8. Collaborates effectively as a member of the interprofessional team.	Identifies the role of the nurse as an effective member of the interprofessional team.	Collaborates with other members of the interprofessional team.	Collaborates with other members of the interprofessional team in the coordination of care.	Collaborates effectively as a member and leader of the interprofessional team.
9. Recognizes the impact of health care policy, finance, and regulatory environments on the provision of patient care.	Demonstrates basic knowledge of health care policy and regulatory environments.	Demonstrate basic knowledge of the effect of health care policy and regulatory environments on vulnerable populations.	Evaluates the effect of health care policy, finance, and regulatory environments in care coordination.	Evaluates the effect of health care policy, finance, and regulatory environments as designer, manager, and coordinator of care.
10. Uses theory and evidence-based knowledge from nursing and the sciences in the provision of care.	Recognizes theory and evidence-based practices that contribute to quality nursing care.	Identifies theory and evidence-based knowledge from nursing research.	Appraises theory and evidence-based knowledge from nursing and the sciences.	Uses theory and evidence-based knowledge from nursing and the sciences in the provision of care.
11. Evaluates quality improvement processes to improve patient outcomes.	Understand quality processes to improve patient outcomes.	Identifies quality processes to improve patient outcomes.	Applies quality process to improve patient outcomes.	Evaluates quality process to improve patient outcomes.

12. Develops practice changes to promote safe patient care.	Identifies risks to patient safety.	Demonstrates practices to promote safe patient care.	Analyzes practice changes to promote safe patient care.	Develops practice changes to promote safe patient care.
13. Demonstrates proficiency in personal, professional, and leadership development.	Identifies practices to promote personal, professional, and leadership development.	Participates in personal, professional, and leadership development activities.	Integrates personal, professional, and leadership development activities in practice.	Demonstrates proficiency in personal, professional, and leadership development.

Nursing Course Descriptions

The descriptions for all courses required for the completion of the nursing degree are in the Missouri Western State University Undergraduate Catalog. They can also be found online at <https://www.missouriwestern.edu/catalog/>.

Canvas/SNOC

Canvas is an online learning management system that is linked to all courses at MWSU. In addition to course-specific Canvas pages, each nursing student will have access to the Student Nurse Orientation and Compliance Canvas page (SNOC). Important information regarding the Department of Nursing and required forms and documents can be downloaded from this site.

Section 3: Clinical Compliance

Clinical Student

Clinical Student is a secure database that is used to manage clinical placements, clinical compliance requirements, and clinical rotation schedules and rosters. New students are required to register in the system and to complete all requirements. The invitation to register will be sent to the students' MWSU email address.

Compliance with Clinical Agency Requirements

Students must complete all pre-admission and annual requirements as described in this handbook and outlined in the document titled "New Student Requirements" (found in the Student Nursing Orientation and Compliance Canvas page) before being allowed in clinical areas. Failure on the part of the student to satisfactorily complete these requirements will result in the student being denied placement in the clinical agency and may result in course failure. Note: clinical agency

requirements may change after the student begins the nursing program. It is expected that students will remain compliant with all compliance requirements throughout the duration of the nursing program.

BLS – Basic Life Support

Completion of basic life support (BLS Provider) from the American Heart Association is required prior to beginning the sequence of nursing courses. The student will upload documentation of course completion of BLS Provider in the designated compliance tracking software system. It is the student's responsibility to keep their BLS updated every two years. The Heartsaver course will **NOT** be accepted.

Criminal Background Disclosure

In order to comply with terms of affiliation agreements between Missouri Western State University and clinical agencies, any student who is to have contact with patients (or residents) must provide disclosure regarding his or her criminal background, and/or be subject to a possible criminal background check by state agencies. Additionally, state registration and/or licensing applications may require such disclosure.

Prior to placement or assignment of a student with clinical agencies, the student must provide the Nursing Program with a criminal record review consistent with agency guidelines. Criminal history includes any conviction or plea of guilty to a misdemeanor or felony charge. In addition, the University must make an inquiry to the Missouri Department of Social Services as to whether the student is listed on the employee disqualification list, as provided in the §660.315 RSMo. This background check is conducted prior to beginning the Nursing Program through a designated vendor. Results of the background check are reviewed by the school designee and shall be confidential. Prior to placement or assignment of a student with a clinical agency, the University shall certify that such student does not appear on the "employee disqualification list" referenced above, and is not disqualified from having contact with patients or residents pursuant to §660.317.6 RSMo and to specific clinical agency requirements.

During the program, any criminal or legal action that may impact clinical placement, licensure application, or is a violation of the student code of conduct must be reported to the BSN Pre-licensure Program Coordinator as soon as possible.

Drug Testing

Students accepted into the BSN pre-licensure program are required to complete drug screening prior to starting the program. The purpose of this policy is to meet clinical compliance requirements set by our clinical partners. Drug testing will be conducted through an approved vendor. Students are required to use the approved process to complete the drug test. Results will be reviewed by the BSN pre-licensure program coordinator. The Chairperson of the Department of Nursing will be notified of any result other than negative. If a student tests positive for a tested substance, the student's admission to the nursing program will be rescinded. A student with a positive drug test may reapply after one year. Failure to demonstrate a negative drug

screen by the designated date will result in forfeiture of the student's admission status to the nursing program.

- **Tests Required** – Substances tested include: Amphetamines, Barbiturates, Benzodiazepines, Cocaine Metabolites, Marijuana Metabolites, Methadone, MDA (SASS), MDMA (Ecstasy), Opiates, Phencyclidine, Propoxyphene, Methaqualone, Oxycodone, Oxymorphone
- **Medical Exemption Process** – MWSU Nursing Program recognizes that some banned substances are used for legitimate medical purposes. Documentation from the student's prescribing provider will be requested by the Medical Review Officer of the drug screening vendor if a positive test occurs. The Medical Review Officer will confirm medical need and render the test negative, as appropriate. *[A positive drug screen for marijuana will be considered a failed drug screen, even if the marijuana is being used for medical purposes. The rationale of marijuana being used for medical purposes will not accepted as a valid reason to waive a negative drug screen]*
- **Dilute Test Results** – A dilute test will require retesting at the student's expense. If a student receives 3 consecutive dilute test results, admission to the nursing program will be rescinded. The student may reapply after one year.
- **Retesting** – The MWSU Nursing Program may request a student to be retested for cause at any point, without notice, during the nursing program at the student's expense. This request will be based on reasonable suspicion of substance use or abuse. Reasonable suspicion may include but is not limited to:
 - Direct observation of substance use or abuse
 - Observation of unusual or erratic behavior
 - Observation of physical symptoms consistent with substance use or abuse
 - Arrest or conviction for a drug related offense

Documentation of cause by reasonable suspicion will be documented by the reporting individual to include relevant details and forwarded to the Chairperson of the Department of Nursing. The Chairperson will conduct an investigation and determine whether cause exists for retesting. The Chairperson will make a determination regarding the student's continuation in coursework while awaiting the results. Retesting may include, but is not limited to, the substances listed above. A student who tests positive, receives 3 dilute test results, or whose results are anything other than negative will be subject to discipline, up to and including dismissal from the nursing program. Failure to obtain testing upon request will result in dismissal from the nursing program.

- **Confidentiality** – Every effort will be taken to ensure confidentiality of drug testing results. However, the MWSU Nursing Program reserves the right to notify University officials and clinical partners who have a need to know such results. Results may be used for administrative hearings and court cases, and may be sent to state and/or federal agencies as required by applicable law.
- **Appeal of Test Results** – A student may appeal a test result by submitting a written request within 5 business days of notification of the result. The appeal should be submitted, in writing, to the Chairperson of the Department of Nursing. The student may request a second test to be performed on the original specimen at a SAMHSA certified laboratory of choice at his/her own cost. Transport of the specimen should follow standard laboratory protocols and the results should be submitted by the laboratory directly to the Chairperson. The Chairperson may request a third test on the original specimen to be conducted at a SAMHSA certified laboratory at the school's cost.

Immunization and Health Insurance Requirements

The student is required to furnish documentation of required immunizations, prior to the beginning of the sequence of nursing courses. Documentation of immunizations or laboratory evidence of immunity

is required according to standards established by the Center for Disease Control (CDC) and as outlined in the [Clinical Orientation Manual](#). A list of required immunizations is provided in the Student Nurse Orientation and Compliance Canvas page. Because of the nature of the profession, nursing students may be exposed to certain health risks during the course of their clinical practice. The majority of these risks can be eliminated or minimized by following established standards.

Students should be aware that neither the school nor clinical agencies provide health insurance for students. Each individual student is responsible for his/her own health care. Injuries sustained by the student in the clinical setting are NOT covered by either the school or the clinical facility. Students are required to maintain health insurance coverage.

Documentation of immunizations and health insurance must be submitted as instructed. Students who fail to submit all required documentation will not be permitted to attend clinical experiences, resulting in a negative impact on the course grade.

Personal Accountability for Risk Management

Because of the nature of various clinical situations, the risk of harm or injury to the student exists. The student must sign an *Assumption of Risk Waiver and Release Agreement* form prior to laboratory practice or clinical experience. If a student is injured during clinical or laboratory experience; the student is responsible for seeking medical care and assuming the financial obligation for that care.

Section 4: Professional Conduct Expectations

Student Nurse's Code of Conduct

Student nurses are bound by the American Nurses Association Code of Ethics. A code of ethics is an integral part of nursing and serves three major purposes: 1) outlines the ethical obligations and duties of each nurse; 2) provides a nonnegotiable standard; 3) makes a commitment to individuals, families, colleagues, the profession, and society. Therefore, the Department of Nursing has adopted the following Code of Conduct to which all nursing students will be held accountable. The Code of Conduct is derived from the principles in the ANA Code of Ethics and adapted from the National Student Nurses Association. In addition to the following Nursing Code of Conduct, students are expected to adhere to the [Missouri Western State University Student Code of Conduct, Rights, and Responsibilities.](#)

1. Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent activity.
2. Advocate for the rights of all clients.
3. Maintain confidentiality of clinical health information and information from health care agencies.
4. Act to ensure the safety of self, clients, and others.
5. Provide quality care for the client in a timely, compassionate, and professional manner.
6. Communicate in a respectful, truthful, timely, and accurate manner.
7. Treat others with respect and promote an environment that respects human rights, values, and cultural and spiritual beliefs.
8. Collaborate with the academic faculty and/or clinical staff to enhance learning and practice outcomes.
9. Refrain from performing any technique or procedure for which the student has not been approved.
10. Refrain from any deliberate action or omission in the academic or clinical setting that creates an unnecessary risk to the client, self, or others.
11. Abstain from the use of alcoholic beverages or any substance that impairs judgment in the academic or clinical setting.
12. Strive to achieve and maintain an optimal level of personal well-being.
13. Demonstrate civil, professional, and respectful behaviors in all learning environments.
14. Uphold school policies and regulations related to academic and clinical performance, reserving the right to appeal according to university policy.
15. Adhere to moral and ethical principles and uphold professional standards, including but not limited to:
 - Nursing Code of Ethics
 - Nursing Scope and Standards of Practice

- Clinical Agency Policies
- Missouri Nursing Practice Act (Chapter 335, Section 335.011 to 335.096).

Standards-Based Nursing Practice

All nursing students are held accountable for the same standards and ethics of practice as that of a registered professional nurse. The *American Nurses Association Code of Ethics for Nurses* provides guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality of nursing care. *ANA Scope and Standards of Nursing Practice* are published standards of care established by the nursing profession and are continuously updated. They serve as guidelines for nursing practice to ensure proper, consistent, and high-quality nursing care to all members of society. In addition, the AACN Baccalaureate Essentials, QSEN Competencies and agency-specific policies and procedures serve as standards for the BSN program.

The Missouri Nurse Practice Act defines nursing practice and establishes standards for nurses in the state. It is the most definitive legal statute or legislative act regulating nursing practice. *The Nurse Practice Act* provides a framework for the court on which to base decisions when determining whether a nurse has breached a standard of care. Students are required to purchase the *ANA Code of Ethics* and the *ANA Scope and Standards of Nursing Practice* and to download the *Missouri Nurse Practice Act* through www.pr.mo.gov/nursing.asp. If a student has questions about legal scope of practice, licensing requirements, or nursing education, they are encouraged to contact the:

Missouri State Board of Nursing 3605 Missouri Boulevard, P.O. Box 656, Jefferson City, MO 65102

Website: www.pr.mo.gov/nursing.asp

Civility

All students enrolled in the Missouri Western State University nursing program are expected to contribute to a culture of civility, professionalism, and respect. Consistent with the American Nurses Association, incivility is defined as “rude, discourteous, or disrespectful actions that may or may not have a negative intent behind them” (ANA, n.d). Such behaviors, including but not limited to dismissive communication, disrespectful language, disruption of learning environments, or unprofessional interactions with peers, faculty, staff, patients, or clinical partners, are not consistent with the standards of the nursing profession. Professional nursing practice is grounded in ethical principles, including respect for human dignity, integrity, and accountability, as outlined in the Code of Ethics for Nurses. Students are expected to uphold these standards in all academic and clinical settings, including in-person, online, and electronic interactions. Failure to uphold these expectations may constitute a violation of professional conduct standards and may result in a written warning and/or disciplinary action in accordance

with the Professional Standards Committee Policies.

American Nurses Association. (n.d.). *Workplace violence*.

<https://www.nursingworld.org/practice-policy/work-environment/wpv/>

Communication

Faculty in the nursing program value open, direct, honest, and respectful communication. Students are expected to communicate openly, honestly, and respectfully with peers, faculty, health care agency staff, patients, and families. If concerns with a course arise, the student is expected to discuss these concerns openly and honestly with the appropriate faculty member. The student may also seek guidance from their academic advisor and/or the BSN Pre-licensure Coordinator, if necessary.

Computer Literacy

Students must have a MWSU email account and have basic computer skills, including the ability to type and edit a Word document, attach a document within an email, scan and upload documents, and complete class assignments via the online learning management system.

Fitness for Duty

There is no “light duty” in clinical rotations – nursing students and nursing faculty must be fully fit for duty according to clinical partner policy. The National Council of State Boards of Nursing (NCSBN) defines “fitness for duty” as the physical, mental, and emotional capability to safely perform assigned nursing duties. The NCSBN Scope of Nursing Practice Decision-Making Framework (https://www.ncsbn.org/public-files/2016_Decision-Making-Framework.pdf) guides this process, and requires nurses to possess current competence, knowledge, and judgment to practice safely. For more information, please see the Clinical Orientation Manual.

Confidentiality

A strict ethical and legal (HIPAA) obligation exists for nurses to respect client confidentiality and not to reveal information without the client’s consent. Confidentiality of medical information on patients and information regarding the conduct of health care agency personnel must be honored. In order to practice in the clinical environment, students are required to sign a confidentiality statement for the university to hold privileged information in confidence. Violation of confidentiality may be reflected in course grade or may result in dismissal from the program (see Dismissal Policy.)

Health Information Portability and Accountability Act

The Health Information Portability and Accountability Act of 1996 (HIPAA) established standards for health care providers in the protection of patient health information. Private patient information must be kept confidential and can only be disclosed or used for specific purposes related to an individual’s care. In order to practice in the clinical environment, students are required to sign a Confidentiality Statement.

Professional Appearance

Professional appearance promotes an image of a competent and knowledgeable individual. In addition to the requirements in this policy, MWSU students must comply with individual dress code requirements set forth by the clinical agency in which they are placed. Faculty members are responsible for ensuring that the dress code policy is followed in lab and clinical and will be the first line of communication with the student if violations occur. Violations to the Professional Appearance Policy may warrant a written warning and possible removal from clinical (see written warning). Students wearing uniforms, make-up, hair accessories, or jewelry deemed inappropriate may be asked to remove or alter the items being worn, at faculty or facility discretion.

- **Uniform-** Scrub tops or jackets must include the approved program logo and must be purchased from approved vendors (see SNOC canvas page). Black scrub pants may be purchased from a vendor of the student's choice. The uniform will be clean and in good repair. The hem of the pants will not touch the floor. Undergarments should not be visible. A shirt may be worn under the tunic and it should be a solid color; white, gray or black. Insulated or thermal-type shirts are not allowed. Hooded sweatshirts or hooded jackets are not allowed in the clinical setting. A watch with a second hand, or digital mechanism to count seconds, is required. Electronic devices, including cell phones and smart watches are not permitted in the patient care or lab environment. Wrist watches should be free of embellishments and gem stones as this poses an infection control hazard. The school ID badge should be worn above the waist at all times.
- **Equipment-** A pen light, blood pressure cuff and a stethoscope with a bell and diaphragm is required. See the SNOC Canvas page for recommendations regarding the stethoscope model.
- **Shoes-** Shoes must be closed toe and heel and made of non-permeable material.
- **Hair and Personal Hygiene-** It is expected that students practice good personal hygiene. Bathing, the use of deodorant, and brushing teeth is expected. Hair will be clean, of a natural hair color, and controlled so that it does not fall over the eyes and in the immediate work area or on patients. Headbands will be solid white, gray, black, or Griffon gold. Head coverings worn for religious reasons or for protection must be appropriate and secured to prevent any cross-contamination. Facial hair will be short, clean, and well-groomed, and must in no way interfere with the technical and professional requirements of the student's work assignment. Some settings may require a beard cover. Facial hair should be removed before N95 fit testing.
- **Make-up and Nails-** Make-up will be conservative and in good taste. Skin/pimple patches are not allowed. False eyelashes are not allowed. No cologne or perfume will be allowed. Fingernails should be natural, clean, well-groomed, and no longer than ¼ inch from the tip of the finger to the tip of the nail. Artificial nails, including bonding tips, wrappings, acrylic, and gel finishes, are not allowed. Nail polish may not be worn.
- **Jewelry and Piercings-** Jewelry acceptable while in uniform in the clinical setting includes a watch (no "smart" watches), one plain band (simple with no raised stones), and

simple post earrings in the ears. Flesh-colored or clear spacers must be worn in other piercings or gauges. Unacceptable body piercings include, but are not limited to, ear gauges or spikes, nose rings, tongue rings, eyebrow rings or posts, and lip rings.

- **Tattoos-** Students will be required to cover tattoos as much as possible in clinical and laboratory settings unless such covering of the tattoo creates a safety or infection control issue.
- **Food and Drink-** Food and drink, including chewing gum and candy, are not permitted in patient care areas or the Nursing Simulation Lab. All food and drink will be kept in designated dining areas in the clinical facility.

Social Media and Electronic Communication Policy

Policy Statement

Students are expected to use social media and all forms of electronic communication in a professional, ethical, and responsible manner. Online behavior must reflect the standards of the nursing profession and uphold the values of the university and its clinical partners.

Expectations for Appropriate Use

Students must:

- Maintain professionalism in all online and electronic communications
- Uphold patient privacy and confidentiality at all times
- Comply with HIPAA, FERPA, and all applicable laws and regulations
- Maintain appropriate professional boundaries with patients, peers, faculty, and clinical staff
- Use electronic devices in clinical settings, including labs, only as authorized by faculty and clinical agencies

Prohibited Conduct

Students are prohibited from:

- Posting, sharing, recording, or discussing any patient information, clinical experiences, or identifiable details, including information that has been altered or de-identified, unless specifically directed by a faculty member for learning purposes.
- Engaging in online behavior that violates confidentiality, privacy, or patient safety standards
- Communicating with patients through personal social media or non-approved electronic platforms
- Posting content that may be perceived as unprofessional, discriminatory, threatening, or otherwise inconsistent with professional nursing standards

Note: Student online and electronic activity may be subject to review for potential violation of the above policy.

Social Network Communication

- Online social networking includes but is not limited to blogs, journals, Facebook, SnapChat, Twitter, Instagram, LinkedIn, Snapchat, TikTok

- Students may not post comments or digital images that would compromise another person's or organization's privacy (HIPAA), or comments that do not conform to state and federal laws.
- Students should also be aware that postings on social networking sites may be viewed by potential employers and reflect negatively on the individual and /or the university.
- The Department of Nursing suggests that nursing students observe the following tips for online behavior endorsed by the American Nurses Association: [ANA Social Media Principles \(nursingworld.org\)](https://nursingworld.org/ana-social-media-principles)

Videotaping/Audio Recording

Students may be expected to participate in the use of videotaping as learning experiences or as a validation of clinical experiences. Students must notify the faculty if they intend to use recording devices in class. Students will not be permitted to use recording devices during clinical post-conferences due to the sensitive nature of information being shared. Text messaging, recording, or taking photographs are prohibited in patient care areas.

Electronic Device Usage Policy Statement

Electronic devices, including but not limited to, cell phones, smart watches, and tablets, are not permitted in the patient care environment or in the lab environment unless explicitly approved by clinical faculty. Audio and video recording and/or photography on personal devices is strictly prohibited at all times, regardless of intent or purpose.

Policy Statement Regarding the Impaired Nursing Student

Students in the Nursing Program at Missouri Western State University (MWSU) are expected to practice according to the standards set by the profession. The Missouri Nurse Practice Act, the American Nurses Association's (ANA) Scope and Standards of Practice and the Code of Ethics for Nurses document these expectations. The nursing faculty believes that they have a professional and ethical responsibility to provide a safe teaching and learning environment and to protect the welfare of the public. As such, nursing faculty have a responsibility to take action when a student's behavior deviates from these professional standards, including a student whose behavior is significantly impaired.

- The problems of chemical abuse and/or mental illness, resulting in unsafe behaviors must be proactively addressed when identified in nursing students. The nursing faculty will intervene with the impaired student as outlined in the Procedure for Faculty Intervention with the Impaired Nursing Student and in accordance with the Nursing Student Handbook with reference to Nursing Student Ethical-Legal Liability and Student Responsibilities. MWSU Department of Nursing may request a student to have a drug retest for cause at any point, without notice, during the nursing program at the student's expense (See Nursing Student Drug Testing Policy).
- The nursing program follows the university's policy prohibiting disruptive behavior and the illegal possession, use, or distribution of drugs and/or alcohol by students on university property or as a part of any university affiliated academic activity, including

off-campus clinical learning experiences. Violators will be prosecuted in accordance with applicable laws and ordinances and will be subject to disciplinary action by the university in conformance with university policy (See MWSU Student Handbook regarding Code of Conduct for Students and Alcohol and Drug Policies).

- The nursing faculty defines the impaired student as a person who, while in the academic or clinical setting, demonstrates unsafe behaviors resulting from mental illness or from chemical abuse. Chemical abuse is defined as abusing, either separately or in combination: alcohol, over-the-counter medications, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuse of the substances includes episodic misuse or chronic use that has produced psychological and/or physical symptoms. Mental illness is an acute or chronic condition that disrupts a person's thinking, feeling, moods, and functioning. Mental illness can interfere in coping with the ordinary demands of work, school, and family. Disruptive behavior is defined as conduct that reflects unfavorably on the individual or university community; or exhibits behavior/activities which endangers self or others and/or disrupts class or university activities.

For information regarding the process for addressing violations of these expectations, please refer to Section 6: Professional Standards Committee Policies.

Section 5: Attendance and Participation Expectations

Attendance

Timely, regular attendance and preparation for class/clinical is an essential part of professional behavior and academic work. The responsibility for attendance rests with the student. Faculty expect students to attend all scheduled classes of the courses in which they are enrolled. Students must be present during the entire class period to receive credit for quizzes or classroom assignments. Students who must miss class due to a university sanctioned event or who are acting as a representative of the university or department must communicate with their instructors as soon as they are aware of a need to miss class/clinical. Determinations related to make-up coursework or examinations will be based on academic standing, reason for missed coursework and feasibility to obtain required course content and/or clinical experiences. Faculty “are not required to prepare or give a make-up test. Consideration will be given to students in the case of genuine (documented) illness, emergency, or when acting as a representative of the University” (See the [MWSU Full Course Syllabus Statement regarding attendance](#)). Any student who is absent for clinical or a class in which an exam is scheduled will be required to meet with the lead instructor for the course. A summary of this meeting will be forwarded by the lead instructor to the BSN Pre-licensure Coordinator, who will track absences throughout the program. Any student who misses 2 or more clinical days or classes in which an exam is scheduled during the nursing program will be required to meet with the BSN pre-licensure

program coordinator and a written warning will be completed. A pattern of clinical or exam day absences may result in course failure and/or program dismissal (see Clinical and Exam Attendance Policy).

Clinical and Exam Attendance Policy

Clinical attendance is mandatory and essential to successful completion of this course and the BSN program. Students are expected to attend all scheduled clinical, lab, and simulation experiences and arrive prepared, on time, and ready to participate.

More than one (1) unexcused clinical/lab/simulation or exam absences will result in failure of the course. An unexcused absence is any missed clinical, lab, lab block, or simulation experience that does not meet the criteria outlined below or is not communicated according to course procedures.

Excused absences may be considered only in the case of a documented personal illness, verified emergency, or participation as an official representative of Missouri Western State University. Appropriate documentation must be submitted to the course faculty as soon as possible and may be required before the absence can be considered excused.

Students are responsible for notifying faculty promptly of any anticipated or unexpected absence. Even when an absence is excused, make-up clinical assignments and/or experiences are not guaranteed and will be arranged only if feasible and in accordance with program requirements. Failure to meet required clinical hours may result in failure of the course.

Class/Clinical Schedule

Nursing students must take into consideration the fact that nursing coursework demands nontraditional class and clinical hours when entering the nursing program. Students should be aware that special arrangements will be required for child care, work commitments, transportation, and extracurricular activities. Nursing education is a full-time, challenging commitment. It is recommended that students should limit their work commitments to no more than 24 hours per week. Information on financial assistance is available from the Office of Financial Aid. **NOTE:** Students are responsible for their own transportation to clinical sites.

Clinical Behavior

Students in the nursing program at Missouri Western State University are expected to practice according to the standards set by the profession. *ANA Scope and Standards of Nursing Practice* and the American Nurses Association *Code of Ethics* for Nurses document these expectations. Students should be aware that a behavior that deviates significantly from these standards and that is unsafe, illegal, or unprofessional may result in a recommendation for dismissal from the program. While a single incident may be serious enough to warrant an immediate recommendation for dismissal, a pattern of less serious unprofessional behaviors will also result in a recommendation for dismissal.

If a student's behavior/performance is believed to be an immediate and severe threat to patient or public safety and welfare, he/she may be removed from the clinical area, followed by a written recommendation for dismissal from the clinical course. Dismissal from the nursing program may be recommended.

For information regarding the process for addressing violations of these expectations, please refer to Section 6: Professional Standards Committee Policies.

Section 6: Professional Standards Committee Policies

Professional Conduct & Behavior Expectations

The purpose of this policy is to establish clear expectations for professional conduct, behaviors, and accountability among Missouri Western State University nursing students. Given the ethical responsibilities inherent in the nursing profession, this policy promotes a safe and respectful learning environment that prepares students for clinical practice and patient-centered care.

These expectations apply to all Missouri Western State University Nursing students in academic, clinical, and simulation settings, including but not limited to:

- Classroom and online learning environments
- Clinical placements and healthcare facilities
- Simulation labs and skills training
- Interactions with faculty, staff, patients, families, and peers
- All program-related communications and activities

Students are expected to comply not only with departmental standards but also with institutional policies and all applicable local, state, and federal laws.

For Academic Expectations and Accountability and Review of Academic-Related Concerns, see sections 7 and 8. Academic-related concerns are addressed by the Admissions, Progression, and Graduation (APG) Committee.

Accountability and Review for Professional Conduct & Behavior

The information below provides the policies and procedures for addressing concerns in student professional conduct and behavior that may arise. All concerns are reported to the respective program director. In some cases, these concerns may rise to the level of review by the Professional Standards Committee.

Professional Standards Committee

Concerns related to professional conduct and behavior are reviewed by the Professional Standards Committee. These concerns may include, but are not limited to:

- Professionalism and professional communication
- Behavioral or ethical violations

- Breaches of confidentiality
- Actions compromising patient, peer, or public safety
- Violations of the Department of Nursing's Student Code of Conduct

The Professional Standards Committee is responsible for evaluating behaviors that may impact a student's professional standing and fitness for the nursing profession.

Professional Standards Committee Composition

The Professional Standards Committee will be co-chaired by the directors of the BSN and the MSN programs. This committee will be composed of 3-5 members of the nursing faculty. Members of the committee are appointed by the Department Chairperson. Members of this committee may include any current nursing faculty and is not exclusive to the semester leaders. In order to meet quorum requirements, it is required that a majority of members are present to vote on committee decisions or during student conduct hearings. In the event that a committee member is directly involved in the student case or is closely related to the student, the member may recuse themselves from the conduct decisions and hearing due to conflict of interest.

Student Responsibilities and Rights Related to Professional Conduct & Behavior

Nursing students are expected to uphold high standards of professional conduct and behavior consistent with the responsibilities of patient care.

Students have the responsibility to:

- Adhere to the Department of Nursing Student Code of Conduct at all times
- Demonstrate accountability for professional behavior in the clinical, classroom, and off-campus settings when representing the program
- Report observed breaches of professional or ethical standards in accordance with program expectations

When concerns arise regarding a student's professional conduct or behavior, the student has a right to:

- A fair and impartial review process
- Notification of concerns and an opportunity to respond
- Due process, including the ability to appeal decisions, as outlined in program policy

Reporting of Alleged Violations Related to Professional Conduct & Behavior

An alleged violation of the Professional Conduct Expectations and/or the Attendance and Participation Expectations (see sections 4 and 5) should be reported to the respective Program Director as soon as possible after discovery of the incident.

The Program Director shall notify the Professional Standards Committee members and the Nursing Department Chairperson as soon as possible after discovery of the incident.

If the Program Director determines that no violation occurred, then the Professional Standards Committee will be informed via an annual report submitted at the end of each academic year.

Professional Conduct & Behavior Concerns Due Process Policy

The nursing program utilizes a tiered approach to address concerns related to student conduct and professionalism. Progression through levels is determined by severity and/or recurrence of behaviors.

The nursing program reserves the right to bypass one or more levels of the conduct review process in cases involving egregious behavior, including but not limited to: unsafe patient care, violations of confidentiality such as HIPAA, impairment, harassment, discrimination, and threatening behavior. Additionally, a student may be immediately removed from the clinical, simulation, or classroom environment if there is a concern for patient, staff, or student safety. The removal may remain in effect pending formal review and determination through the established processes. If a student is removed from the classroom and/or clinical environment due to a violation of professional conduct or behavior concern, they will not be allowed to make up any work from the day of the violation. The student will be allowed to make up any subsequent missed coursework and/or clinical time if the student is not dismissed.

Tier I: Warning

Tier one may be implemented for when first-time offenses or minor professionalism concerns in professional behavior have been identified and when behavior is deemed to be remediable. This may include, but is not limited to: tardiness, lack of preparation for class/clinical, minor communication concern, and unexcused absences. Tier one consists of verbal and written warnings.

Verbal Warning: Within one week of the identified concern, the faculty member will meet with the student to discuss the issue and provide a verbal warning. The faculty member will clearly communicate the specific concern(s), the date(s) of occurrence, and expectations for improvement. The discussion will be documented by the faculty member via email. The email will be sent to both the student and the BSN Pre-licensure Program Coordinator.

Written Warning: If the behavior recurs or if the faculty member determines that a formal warning is warranted, the faculty member will meet with the student to complete a written warning. Written Warnings should be initiated anytime the instructor deems it appropriate to document a student's performance in writing. The written warning will outline the specific concern(s), the date(s) of occurrence, and clear expectations for improvement. The written warning will be signed by the faculty member, student, and the BSN Pre-licensure Program Coordinator. Written documentation will be maintained in the student record, and both the committee and the student will receive notification of the written warning. A Tier one written warning does not require the student to meet with the committee.

Tier II: Non-Academic Probation

Tier two may be implemented if there is an accumulation of two written warnings or a significant professional conduct or behavior concern occurs. This will require the student to meet with the committee to discuss the concerns. In an effort to help the student be successful and address the concerns, the student may be placed on Non-Academic Probation with implementation of a Performance Improvement Plan (PIP). The purpose of Non-Academic Probation is to provide a

structured and supportive process for addressing concerns related to student professional conduct and to promote student success while ensuring adherence to professional and ethical standards.

A performance improvement plan will be developed by the Professional Standards Committee. The committee will present the performance improvement plan to the student. Both the student and the program director will sign the performance improvement plan. The performance improvement plan will include:

- The purpose of the Performance Improvement Plan
- Specific performance concerns
- An action plan including clear performance expectations, action steps for improvement, a monitoring and evaluation plan, and a timeline for expected changes
- Potential consequences for failure to address concerns and meet performance expectations (e.g., early termination from the clinical placement, dismissal from the nursing program, and/or an unsatisfactory grade).

The duration of probation will be determined on a case-by-case basis and clearly outlined in the PIP. While on Non-Academic Probation, the student must comply with all components of the PIP, including any remediation activities assigned. They may be subject to additional restrictions in clinical or academic settings if deemed appropriate. Non-Academic Probation may be resolved by the committee when the PIP requirements are met within the designated timeframe, and the student demonstrates a sustained improvement in professional conduct. Written confirmation of resolution will be provided to the student.

If a student fails to meet the expectations, adhere to any conditions, and/or fail to make adequate progress as outlined in the PIP, the following actions may be taken:

- The student will remain on Non-Academic Probation with additional conditions implemented in the PIP.
- The student may be escalated to Tier three and may potentially be recommended for program dismissal.

Students on Non-Academic Probation are not eligible to receive nominations or awards issued by the nursing department. Students on Non-Academic Probation are not eligible to serve as a Lab Teaching Assistant (LTA).

Tier III: Program Dismissal

Tier three may be implemented if the student fails to meet the expectations outlined in the PIP, engages in unsafe behavior, or engages in a serious violation of professional standards. This will require the student to attend a formal hearing with the Professional Standards Committee, in which a comprehensive review of all documentation will be presented. The student will have the opportunity to present their case to the committee. If program dismissal is recommended by the committee, the recommendation will be sent to the Nursing Department Chairperson.

Reporting of Alleged Violations

An alleged violation of the Standards of Professional and Ethical Behavior should be reported to the Chairperson(s) of the Professional Standards Committee as soon as possible after discovery of the incident.

The Chairperson(s) shall notify the Professional Standards Committee members and the Nursing Department Chairperson as soon as possible after discovery of the incident.

If the Chairperson(s) of the Professional Standards Committee determines that no violation occurred, then the Professional Standards Committee will be informed via an annual report submitted at the end of each academic year.

Preliminary Procedures and Meeting

A Student Conduct Notice shall be delivered to the Respondent who is the subject of the allegations via the Respondent's university email address. Notice to the Respondent will be considered furnished once a Student Conduct Notice is delivered to the Respondent's and Committee Chairperson(s) university email account. The Student Conduct Notice shall include:

1. A description of the alleged misconduct and the specific charges pending against the Respondent;
2. Information about the Respondent's rights and responsibilities, including a statement that the Respondent is presumed not responsible until proven responsible by a preponderance of the evidence;
3. A requirement the Respondent set up a review meeting ("Mandatory Meeting") with the Professional Standards Committee within five (5) university working days, or such shorter time as may be specified; and
4. If applicable, a statement notifying the Respondent that the alleged conduct is significant enough that they may face program dismissal if the charge is substantiated. The Student Conduct Notice may require the Respondent to bring or submit documentation or relevant evidence to the Mandatory Meeting.

Procedure for Professional Standards Committee Formal Hearing

Rights of the Professional Standards Committee

- Permit a stipulation of facts by the Respondent and the Reporting Party of the incident ("Reporting Party")
- Permit the incorporation in the record by a reference of any documentation produced and desired in the record by the Respondent and/or the Reporting Party
- Question witnesses or challenge other evidence introduced by either the Respondent and/or the Reporting Party
- Call additional witnesses or require additional investigation; Dismiss any action at any time
- Permit or require at any time amendment of the Notice of Hearing to include new or additional matters which may come to the attention of the Committee before final determination of the case; provided, however, that in such event the Committee shall

grant to the Respondent or the reporting party such time as the Committee may determine reasonable under the circumstances to answer or explain such additional matters

- Dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the Reporting Party
- Any member of the Professional Standards Committee may recuse him or herself if he or she believes he or she has a conflict of interest.

Rights of the Accused Student (“Respondent”)

- Submit, if he or she should choose to do so, a written response to the charge outlined in the Notice before the scheduled hearing is to commence
- Review and obtain copies, in advance, of any materials that will be presented by the Chairperson(s) at the hearing
- Submit a written request for a list of witnesses to be called by the Chairperson(s) at the hearing
- Be present at the hearing
- Have an advisor or counselor appear with the accused and to consult with such an advisor or counselor before and/or during the hearing; however, the advisor/counselor will not be allowed to question witnesses and/or address members of the Professional Standards Committee. The Respondent must notify the Chairperson(s) at least 2 university working days in advance with the name and relationship of the advisor and the name of any witness that will attend the hearing
- Hear or examine evidence presented to the Professional Standards Committee
- Question the Chairperson(s), reporting party, and/or any witnesses who testify at the hearing
- Present evidence by witness, affidavit, or documents in any form
- Make any statement to the Professional Standards Committee in mitigation or explanation of the conduct in question
- Be informed in writing via university email of the findings and any decisions imposed by either the Professional Standards Committee or the Nursing Department Chairperson as described under “Determination of the Professional Standards Committee”.
- Appeal the decision and/or disposition to the Dean, as herein provided.

Conduct of the Hearing

When a Respondent is suspected to have a level two or level three violation, they will be required to meet in front of the Professional Standards Committee.

1. The Chairperson(s) of the Professional Standards Committee will state that the hearing is closed to the public. The Chairperson(s) will also remind everyone present that the hearing proceedings are confidential.
2. The Chairperson(s) will facilitate the introductions of those present and will explain the hearing procedures to the parties.
3. The Chairperson(s) will state the charge(s) against the Respondent, advise the Respondent of his/her rights and ask the Respondent whether or not he/she agrees or disagrees with the charges.
4. The Reporting Party or designee will present their case in the form of documentary evidence and witnesses. The Professional Standards Committee and the Respondent will be provided with copies of any documentary evidence introduced during the hearing.
5. The Respondent may respond to the charges and may also present evidence in the form of documents and witnesses.
6. Written statements by either party may be permissible.
7. The Professional Standards Committee members and the Chairperson(s) will be provided with copies of any documentary evidence introduced during the hearing.
8. The Professional Standards Committee will be permitted to question the Respondent's witnesses and the Respondent will be permitted to question the Reporting Party or his/her designee's witnesses.
9. The Reporting Party and the Respondent will be permitted to present rebuttal evidence following the conclusion of the other party's presentation of evidence.
10. The Professional Standards Committee will be permitted to question the Reporting Party, the Respondent, and witnesses for both parties.
11. The Reporting Party and the Respondent will be provided with the opportunity to make a closing statement.
12. The Chairperson(s) of the Professional Standards Committee will conclude the evidentiary portion of the hearing and will excuse the parties.

The hearing will occur regardless of attendance of either the Reporting Party or the Respondent. Failure of the Respondent to attend the student conduct process will render the recommendation of the Professional Standards Committee or Nursing Department Chairperson to be final.

Determination of the Professional Standards Committee

The findings of the Professional Standards Committee shall be administered to the Respondent in writing via university email within five (5) university working days. If the Respondent is found to have committed a level two violation, they will be placed on Non-Academic Probation and will be presented with a written Performance Improvement Plan. The Respondent will be required to meet the Professional Standards Committee Chairperson(s) within five (5) university working days to review their Non-Academic Probation status and their Performance Improvement Plan.

If the Respondent is found to have committed a level three violation, the recommendation of the Professional Standards Committee will be forwarded to the Chairperson of the Nursing Department within five (5) university working days.

All information regarding the case, including all documentation, correspondence, findings, and outcomes, will be maintained in a secure, password-protected electronic file.

Determination of the Nursing Department Chairperson

The Chairperson of the Nursing Department will make the final determination regarding the student's status in the nursing program. The Nursing Department Chairperson shall communicate their decision regarding the Respondent's status in the nursing program to the Respondent in writing within five (5) university working days. The decision will be communicated via the student's university email address.

Appeal to the Dean

If the student so desires, he or she may appeal the decision of the Nursing Department Chairperson to the Dean of the College of Science and Health in writing within 10 university working days of the Nursing Department Chairperson's decision. The Dean shall review the record of the case and the appeal documents, and may affirm, reverse, or remand the case for further proceedings before the Professional Standards Committee.

The Dean shall notify the accused of his or her decision in writing, via university email, within ten (10) university working days. Copies of the letter will be sent to the Professional Standards Committee Chairperson(s) and the Nursing Department Chairperson.

Status During the Appeal

In cases of program dismissal, the Respondent may petition the Dean of the College of Science and Health in writing for permission to attend classes pending final determination of the appeal. The Dean may permit the Respondent to continue in school under such conditions, provided such continuance will not disrupt the university or constitute a danger to the health, safety, or welfare of the university community. In such an event, however, any final disciplinary action imposed shall be effective from the date of the action of the Nursing Department Chairperson.

Definitions:

Professionalism

Conduct consistent with nursing standards, including respect, accountability, integrity, appropriate communication, and adherence to ethical and legal guidelines.

Scope of Practice (Student Nurse)

Activities a student may perform based on their level of education and competency, under appropriate supervision. Practicing outside this scope is considered unsafe.

Fitness for Duty

The ability to safely perform responsibilities without impairment from fatigue, illness, substance use, or other conditions.

Professional Conduct Concern

Any behavior that does not align with university policies or the Department of Nursing Student Code of Conduct, including actions that may compromise professional integrity or trust.

Unsafe Clinical Practice

Any action or omission that places a patient, peer, or oneself at risk for harm. This includes, but is not limited to, failure to follow instructions, inadequate preparation, violation of safety protocols, or performing beyond the scope of training or competency.

Confidentiality

Confidentiality pertains to the nondisclosure of personal information that has been communicated within the nurse-patient relationship. Central to that relationship is an element of trust and an expectation that personal information will not be divulged without consent. The nurse has a duty to maintain confidentiality of all patient information, both personal and clinical, in the work setting and off duty in all venues, including social media or any other means of communication. Because of rapidly evolving communication technology and the porous nature of social media, nurses maintain vigilance regarding all forms of media that intentionally or unintentionally breach their obligation to maintain and protect patients' rights to privacy and confidentiality (ANA, 2025)

Unprofessional Communication

Communication that is disrespectful, inappropriate, or inconsistent with professional standards across verbal, written, or electronic formats.

Written Warning

A formal written document submitted by faculty to record a professional conduct concern. This written warning is signed by the faculty member, the student, and the BSN Pre-licensure Program Coordinator.

Performance Improvement Plan (PIP)

A structured, written plan outlining required behavioral changes, measurable expectations, and timelines for improvement.

Non-Academic Probation

A formal status indicating that a student has demonstrated repeated or significant professional conduct concerns and must meet specified conditions to remain in the program. This status indicates the student must meet specific criteria outlined in the Performance Improvement Plan (PIP) to remain in good standing within the program.

Reference

American Nurses Association (ANA). (2025). *Code of ethics for nurses*.
<https://codeofethics.ana.org/provisions>

Section 7: Academic Policies and Procedures

Grading Scale

Specific requirements for each course and the method for determining the student's course grade can be found in each course syllabus. The grading scale utilized by the Missouri Western State University Department of Nursing is as follows:

Percent	Grade
90-100%	A
80-89%	B
70-79%	C
60-79%	D
Less than 60	F

A grade of "C" or better is required in all nursing and support courses. Students receiving a grade below "C" (including withdrawal (W) and audit (AU)) in any nursing course will be dismissed from the Nursing Program (see Dismissal Policy).

A minimum of 70% average is required to pass the course based on examinations, including the final and ATI. Additional points awarded in the course for quizzes, participation, etc., will not be used to increase your grade from a D to a C. They will, however, be used to increase a grade of "C" to "B" or "B" to "A". Conversely, these points may also lower your grade from a "C" to a "D". Three examples are provided. 1) A student's scores on exams, final exam, and the ATI equal a 68%; their quiz and participation scores equal 80%. The student will earn a grade of "D" in the course. 2) A student's scores on exams, final exam, and the ATI equal 89%; their quiz and participation scores equal 95%. The student will earn a grade of "A" in the course. 3) A student's scores on exams, final exam, and the ATI equal 70%; their quiz and participation scores equal 62%. The student earns a grade of "D" in the course. This grading formula best reflects the student's mastery of content knowledge and critical thinking, and therefore their competence in meeting stated course objectives.

Academic Honesty

Honesty in the classroom or clinical area is required. Cheating, plagiarism, or knowingly furnishing false information is unprofessional behavior and may result in dismissal from the

program. See the [MWSU Student Handbook](#).

Testing Policy

During the administration of an exam:

- Bags and other personal items should be left in the back or front of the room.
 - Phones on “do not disturb” and placed in bags. If using a mac, place on do not disturb (otherwise, text message notifications may come through the device)
 - Smart watches in bags
 - Biometric rings, smart glasses, or other wearable electronic devices in bags
- Students are only allowed to have blank scratch paper provided by the proctor (use copy paper). No writing on scratch paper until they enter the exam (they may use their 5 minutes of pause time but may not write on the paper until they have “started” the exam and the lockdown browser is engaged).
 - Students must write their first and last name on the scratch paper.
 - Sharing of scratch paper is not allowed.
- No drinks, snacks, or other personal items are allowed for ATI exams. If a proctor allows personal items or drinks during instructor developed exams, they are permitted to walk around and view all items. An instructor has the right to ask a student to remove an item at any time.
- No hoods or hats should be worn. All personal belongings, including but not limited to, coats, jackets, hats and sunglasses, phones and smart watches, should be stored out of reach. Discretionary allowances will be made for religious apparel. Students may use foam ear plugs provided by the proctor. No outside ear plugs will be allowed. Faculty may require that students show their ears prior to the start of the exam and after any breaks.
- **RESTROOM BREAKS AND LEAVING THE TESTING AREA DURING THE EXAM**
 - A student may be granted permission to use the restroom during the exam if approved by the proctor. However, note the following:
 - If approval is granted, the student should pause their assessment using the Pause button in the top right corner of their assessment. The student can pause the assessment for up to 5 minutes.
 - Additional time missed during the exam for a restroom break is lost and cannot be made up.
 - The length of any unscheduled bathroom break and suspicious behavior will be monitored.
- Prior to beginning an exam, students should close all programs except for an internet browser.
- In case of disconnect or freezing, students should raise their hand for further instruction by the proctor. Students will not be permitted to leave the room or use their computers, phones, or other devices while waiting for connection to be restored.

- In case of widespread exam disruption (internet outage, ATI website issues), students should close their laptop and sit quietly. They are not permitted to access their personal belongings or leave the room.
- If the student has an issue with a question, the student should provide the proctor with the question number on scratch paper at the end of the exam.
- Failure to comply with this established testing policy and/or proctor instructions may result in removal from the examination and a 0% exam score.

AI Academic Honesty:

Deliberate misrepresentation of work produced by machine-based tools (aka artificial intelligence, chatbot, neural language model, natural language model) as one's own without appropriate attribution will be considered plagiarism. All student work is subject to anti-plagiarism checkers. Misconduct will be investigated and dealt with per the academic honesty policy. This does not mean that we will ignore tools like ChatGPT. We as faculty strive to work with students to discuss how to use these tools ethically and effectively. Furthermore, patient information should not be put into any electronic source (e.g., artificial intelligence, online learning platforms, etc.) as this is a breach of confidentiality and a HIPAA violation. Violation of this policy will result in action per the student handbook.

Artificial Intelligence (AI) Policy

The purpose of this policy is to outline the acceptable use of Artificial Intelligence (AI) tools to enhance learning while maintaining academic integrity, ethical standards, and clinical judgment skills. The American Nurses Association (2015) Code of Ethics for Nurses states that “nurses in all roles are accountable for decisions made and actions taken in the course of nursing practice. Systems and technologies that assist in clinical practice are adjunct to, not replacements for, the nurse’s knowledge and skill” (p. 15). The Nursing Department recognizes that AI cannot replace clinical judgment or assessment skills. AI tools should be used to complement a student’s efforts, not as a complete substitute. Students should rely on their clinical knowledge, faculty feedback, and evidence-based practice to make clinical decisions rather than depend on AI recommendations in assignments or case studies.

This policy applies to all nursing students in the Department of Nursing. All educational settings, including the classroom, research, simulation lab, and clinical work, are covered by this policy.

Guidelines for AI Use

AI tools may be used by students to:

- Reinforce concepts and improve understanding
- Brainstorm ideas
- Fine-tune research questions
- Find references or information on a research topic

- Drafting an outline to organize your thoughts
- Check grammar
- AI tools that assist in literature searches are allowed; however, students must critically evaluate the sources and information provided by AI to ensure accuracy and relevance.

Inappropriate Use of AI

AI should not be used for:

- Examinations, unless explicitly permitted and instructed.
- Impersonating a student in classroom contexts, such as using the tool to compose discussion board prompts.
- Completing group work, unless it is mutually agreed upon that you may utilize the tool.
- Writing entire sentences, paragraphs, or papers to complete class assignments.

How to give credit to AI

- Students must give credit to AI tools whenever used, even if only to generate ideas.
- When using AI tools on assignments, add an appendix showing:
 - The entire exchange, including which AI tool was used, highlighting the most relevant sections.
 - An explanation of how the tools were used (to generate ideas, provide an illustration, refine an idea, etc).

Faculty Responsibility

- Some instructors may prefer stronger restrictions on the use of AI tools, and they are free to impose them so long as care is taken to maintain transparency and fairness in grading.
- Faculty members are responsible for educating students on the appropriate use of AI tools in nursing education.
- The faculty will monitor student use of AI tools to ensure compliance with this policy.

Consequences for Misuse

Submitting work generated by AI as your own is considered academic misconduct. Violation of this policy will result in action per the student handbook.

References

- American Nurses Association (ANA). (2015). *Code of ethics for nurses with interpretive statements* (2nd ed.). American Nurses Association.
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- Northern Illinois University Center for Innovative Teaching and Learning. (2024). *Class*

policies for ATI tools.

<https://www.niu.edu/citl/resources/guides/class-policies-for-ai-tools.shtml>

- OpenAI. (2024). *ChatGPT* (Version 4.0) [Large language model].
<https://chat.openai.com/chat>

Grade Appeal Process

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. Students should maintain ongoing and open communication with the instructor.

In the event that a student believes that the grade received was based on something other than the performance in the course, that the grade assignment was the result of more exacting or demanding standards than were applied to other students in the course, or that the assignment of the grade was representative of a substantial departure from the instructor's previously announced standards, an appeal may be made.

The student must discuss the course grade with the instructor of the course no later than 30 days into the succeeding regular academic semester. If the student desires to appeal the grade further, the student must notify the Chairperson of the Department of Nursing in writing. The appeal must be made to the Chairperson no later than ten (10) calendar days after the aforementioned 30 days. The Chairperson shall notify the student in writing of the departmental decision within 30 calendar days of the receipt of the written appeal. If the appeal is not resolved at the departmental level, the student may follow the grade appeal process outlined in the *MWSU Student Handbook*. It is the responsibility of the student to initiate and proceed through the grade appeal process as outlined in the MWSU Student Handbook

Student Complaints/Concerns

Students who wish to file a grade appeal follow the process as outlined above. Open, direct, honest, and respectful communication is expected of both students and faculty.

If other concerns arise, the student is expected to discuss these concerns openly and honestly with the appropriate faculty member using the designated chain-of-command. The student may also seek guidance from their academic advisor and/or BSN pre-licensure program coordinator. If resolution cannot be reached, the student may file a formal complaint and follow the designated process.

Formal Complaint

Formal complaints are defined as complaints from internal or external stakeholders that cannot be addressed by existing due process policies. The process for management of such complaints includes:

1. Complaints must be submitted to the Chairperson of the Department of Nursing in written format and signed by the complainant.
2. Anonymous submissions will not be acknowledged, nor will written comments be provided on behalf of an anonymous source.

3. The Chairperson will respond to all complaints within ten working days to attempt resolution of the complaint.
4. If satisfactory resolution is not or cannot be reached, the complainant may appeal to the Dean of the College of Science & Health.
5. The Dean will respond in writing to the complainant within ten working days. A copy of the written response will be forwarded to the Chairperson.
6. If satisfactory resolution is not reached at the Dean level, the appeal may be submitted to the Provost and Vice President of Academic Affairs. A written response to the complainant will be completed within ten working days. The decision of the Provost is final. A copy of the decision will be forwarded to the Dean of the College of Science & Health.
7. The Chairperson will maintain a file on all formal complaints.
8. The Chairperson will provide a summary report at the Annual Program Evaluation Meeting of each academic year's formal complaints received/resolved with recommendations, as indicated, for program improvement.

Section 8: Admission, Progression, and Graduation

Conditional admission

Any accepted student who initially receives a D, F, or W in BIO 250, BIO 251, BIO 375, OR receives a final grade of C in 2 or more of these courses will be placed in a conditional admission status and will be required to enroll in NUR 300 during the first semester of the nursing program. The student must successfully complete NUR 300 in order to progress in the nursing program. Any student who has previously received a grade of less than C in any nursing course or been dismissed from a nursing program will be placed on conditional admission during their first semester in the nursing program and must successfully complete NUR 300 in order to progress in the nursing program.

Remediation Policy

Students who do not meet academic requirements as outlined by the Nursing Program's Progression and Probation Policies will be required to participate in remediation activities outlined by nursing faculty and approved by the Student Retention & Success Coordinator in collaboration with the BSN Pre-licensure Program Coordinator. An approved Remediation Plan will specify required dates of completion. Students who fail to complete required remediation activities will not be allowed to progress in the nursing program.

Leave of Absence Policy

Students in the nursing program are expected to maintain continuous enrollment in nursing courses until the degree is completed. However, at times it is necessary for a student to take time off from nursing courses for health, personal or financial reasons.

A student considering a leave of absence should follow the procedure described below:

- Discuss the potential leave of absence with your academic advisor and/or the BSN pre-licensure program coordinator.

- Write a letter to the Admissions, Progression and Graduation Committee (APG) describing the reasons for and dates of the anticipated leave.
- APG will review the request and make a recommendation to the BSN Pre-licensure Program Coordinator, who will notify the student.
- A leave of absence is typically granted for one semester but may be extended to two semesters if necessary.
- Prior to resuming nursing courses, the student should notify the Admissions, Progression & Graduation Committee in writing during the semester preceding the semester they wish to return.
- Decisions on resuming nursing courses are based on the student being in good standing at the time of the leave (see Progression Policy).
- The class size will not exceed the number limited to the program by the Missouri State Board of Nursing.
- A student may request a leave of absence one time.

Progression Policy

- Students must achieve a grade of "C" or better in all required nursing courses in order to continue progression in the nursing program. A grade of less than C (Includes D, F, W, Credit – CR, or Audit - AU) is not satisfactory for progression.
- If a student is receiving a less-than-satisfactory grade in one nursing course during the semester, the faculty may determine that the student should not continue clinical learning experiences. The faculty member(s) will make this recommendation to the Admission, Progression, and Graduation Committee. The APG Committee will review this recommendation and forward their recommendation to the BSN Pre-licensure Program Coordinator. The student will then be notified of the decision in writing. Students who are not allowed to continue in clinical learning experiences will not receive a passing grade in the course.
- The Department of Nursing does not assume responsibility for a student's program progression when a student does not progress according to the plan of study for any reason.

Nursing Academic Probation Policy

- Any student who receives 2 or more Cs as final course grade in a given semester in the Nursing Program will be placed on nursing academic probation.
- Students who are dismissed and readmitted to the nursing program will be placed on nursing academic probation for the remainder of the nursing program. (See Nursing Program Readmission Policy for additional information).
- Students placed on nursing academic probation will be allowed to continue progression in the nursing program with an approved remediation plan. All students on nursing academic probation will be required to enroll in NUR 300 – Strategies for Success – during the probationary semester. (Note: Remediation plans will be approved by the Student Retention & Success Coordinator in collaboration with the BSN Pre-licensure Program Coordinator. Students placed on probation after the spring semester may require

remediation in the summer months).

- Students on academic probation must participate in an approved remediation plan and successfully complete NUR 300 with a grade of C or better. Failure to participate in and complete the approved remediation plan and/or NUR 300 may result in dismissal from the Nursing Program.

Dismissal Policy

Recommendation of dismissal is made by the APG committee to the BSN pre-licensure Program Coordinator. Students are notified of dismissal in writing. Any student who is dismissed and has exhausted all appeals will be administratively withdrawn from nursing courses, and the nursing major will be dropped.

The nursing student may be dismissed from the Nursing Program for the following reasons:

- Grade below "C" (D, F, W-withdrawal, Credit – CR, or AU-audit) in one or more nursing courses.
- Failure to participate in and complete an approved remediation plan implemented during nursing academic probation
- Failure to successfully complete NUR 300 with a grade of C or better during nursing academic probation.
- Inability to meet course or clinical objectives due to a physical or mental impairment (see Impaired Student Policy).
- Knowingly furnishing false information.
- Failure to comply with pre-admission and annual requirements for placement in clinical agencies.
- Failure to comply with American Nurses Association *Code of Ethics for Nurses* or American Nurses Association *Scope and Standards for Nursing Practice* or violation of confidentiality standards.
- Failure to demonstrate the behaviors conducive to effective nursing as stated by the Missouri Nursing Practice Act (Chapter 335, Section 335.011 to 335.096). These include: unprofessional conduct, or any act derogatory to the morals and standards of those engaged in the care of the client; unfit or incompetence by reason of negligence; lack of professional skill; chemical impairment; or mental incompetence.

Student Appeal of Recommendation for Dismissal

Upon notification of dismissal, the student may use the following process to appeal:

Upon notification of dismissal, the student submits a request for readmission to the BSN pre-licensure Coordinator within 5 university working days of receipt of the letter of dismissal. The request should be presented in writing, detailing the rationale for why the student should be readmitted. The letter should include a description of the circumstances that led to the student's

poor performance and strategies for improved performance if readmitted. Readmission decisions will consider the following factors:

- Evidence of unusual or extreme extenuating circumstances that led to poor performance.
 - Evidence that the student sought out and used resources in an attempt to improve performance.
 - Performance in prerequisite coursework
 - Performance in previous and concurrent nursing coursework
 - Performance on ATI exams
 - Written communication or written warnings on file related to student performance.
1. The BSN Pre-licensure Coordinator will consult with the Admission, Progression, and Graduation Committee and provide a written decision to the student within 10 university working days following receipt of the request for readmission.
 2. If the student disagrees with the decision, an appeal may be made to the Chairperson of the Department of Nursing within 5 university working days following the receipt of the denial of request for readmission. The Chairperson will notify the student and the BSN Pre-licensure Coordinator of the decision within ten (10) University working days.
 3. If the student disagrees with the Chairperson's decision, an appeal may be made to the Dean of the College of Science and Health within 5 university working days following the receipt of the Chairperson's decision. The Dean will notify the student and Chairperson within 10 working days. The decision of the Dean is final.

Readmission Policy

Readmission decisions will consider the following factors:

- Evidence of unusual or extreme extenuating circumstances that led to poor performance.
- Evidence that the student sought out and used resources in an attempt to improve performance.
- Performance in prerequisite coursework
- Performance in previous and concurrent nursing coursework
- Performance on ATI exams
- Written communication or written warnings on file related to student performance

Written confirmation of physical and/or mental well-being from the appropriate health care professional may be required before readmission to the nursing program is considered (See *Impaired Student Policy*)

Readmission is not guaranteed; however, all requests for readmission will be considered. If a student is readmitted to the program, their continued progression will be provided on a 'space

available basis.’ Class size will not exceed the number limited to the program by the Missouri State Board of Nursing. Readmitted students will be subject to the same requirements, grading systems, and policies which govern the class to which they are readmitted. Students who are readmitted after dismissal will be placed on nursing academic probation for the remainder of the program. These students will be required to enroll in NUR 300 for each subsequent semester. **A student may be readmitted to the nursing program only one time.**

Graduation Requirements

To be considered as a candidate for graduation, the student must follow the graduation requirements as stated in the Missouri Western State University Catalog. In order to measure student progress toward educational goals, students are required to participate in periodic assessment efforts at MWSU. Grades, transcripts, and graduation will be held if the student does not participate in this required testing.

Professional Licensure

Upon completion of the baccalaureate program, the graduate is eligible to apply for initial licensure to the State Board of Nursing and for the NCLEX-RN examination. Costs of the examination and licensure application are the student’s responsibility.

The State Board of Nursing may refuse to issue any certificate of registration or authority, permit or license pursuant to Chapter 335 of sections 335.011 to 335.066 for any one or any combination of causes stated in 335.066 subsection 2 of the State of Missouri Nursing Practice Act. Specific information may be obtained by contacting the Missouri State Board of Nursing. Students seeking licensure in a state other than Missouri should refer to this [link](#) for information regarding requirements.

Section 9: Student Resources

Student Financial Services

Those students seeking financial aid should see a representative in the Student Financial Services office located in Eder Hall, 271-4362. The Student Financial Services representative can assist students with information regarding various types of loans, grants, job assistance, and scholarships. Upon admission into the Nursing Program, students are also eligible to compete for specific nursing scholarships. Applications and information are available online at www.missouriwestern.edu/Finaid/.

Center for Academic Support

Center for Academic Support – The Center for Academic Support provides Missouri Western State University students with quality academic assistance and educational resources to prepare them to become successful, efficient, and independent learners. Tutoring services are available on campus and online. The CAS provides services for all currently enrolled Missouri Western

students, including ECA students, free of charge in both one-on-one and small-group settings. Students who take advantage of these services are as diverse a population as that of the entire student body, including students with high GPAs who wish to maintain them, students with lower GPAs who wish to improve them, and everyone else in between. Contact information for the CAS can be found at missouriwestern.edu/cas

Counseling Center

The Counseling Center, located in Eder Hall 203, offers confidential and free counseling to all Missouri Western students, including those in dual credit programs. Services are provided both in person and via telehealth (Google Meet) during regular business hours: Monday through Friday, 8:00 a.m. to 4:30 p.m.

Initial and ongoing appointments are available, and students may choose **in-person or virtual (phone/video)** formats. Google Meet sessions are available via university email access. The Counseling Center supports a range of concerns: stress, anxiety, time management, study skills, confidence, homesickness, adjustment issues, relationships, mild depression—just to name a few.

Confidentiality & Limits

All counseling sessions are **completely confidential**. Personal information is only shared with other counseling staff, unless there is a serious risk of harm to the student or others. Counseling services are **brief by design**, typically ranging from 5 to 8 sessions. If longer-term support is needed, counselors will provide referrals to local providers.

Additional questions, please contact:

Counseling Center Staff

816-271-4327

counseling@missouriwestern.edu

Accessibility Resource Center

Missouri Western State University is committed to the creation of an inclusive and safe learning environment for all students and welcomes students with disabilities into all the University's educational programs. The **Accessibility Resource Center (ARC)** is responsible for the determination of appropriate academic adjustments, auxiliary aids, and other accommodations for students who encounter barriers due to disability. Once a student has completed the ARC process (registration, initial appointment, and submitted supporting medical/other required documentation) and reasonable accommodations are determined to be necessary and appropriate, a Letter of Accommodation (LOA) will be created for the student. Students are responsible for providing a copy of the letter to the instructor(s) and meeting with the instructor(s) privately as needed to discuss the implementation of the accommodations. This should be done as early in the semester as possible as accommodations are not retroactive. More information can be found at

missouriwestern.edu/arc. You can contact ARC at (816) 271-4330 or via email at arc@missouriwestern.edu.

Section 10: Student Involvement Opportunities

Conferences/Events

The Department of Nursing may require students to attend scheduled professional conferences and events. This will be communicated to students in advance and will be included in course syllabi.

Student Organizations

Every student has the opportunity to join an organization or club. These organizations include student government, religious groups, intramurals, band, chorus, ensembles, plays, debates, sororities, and fraternities. For a detailed list of the University recognized clubs and organizations currently active on campus, see the *Missouri Western State University Student Handbook*.

Student Nurses Association - The Department of Nursing encourages nursing students to join the Student Nurses Association (SNA). The purpose of this organization is to help prepare student nurses for professional responsibilities. Members of this organization consist of pre-nursing students and student nurses enrolled in the Missouri Western State University nursing program.

Sigma Theta Tau International Honor Society - Omicron Nu Chapter Missouri Western State University established the Omicron Nu Chapter of Sigma Theta Tau International Honor Society to:

- recognize superior achievement;
- recognize the development of leadership qualities;
- foster high professional standards;
- encourage creative work; and
- strengthen commitment to the ideals and purposes of the profession.

Members are selected from 3rd and 4th-semester students enrolled in the program and community nurse leaders with a baccalaureate degree. Candidates shall have demonstrated superior scholastic achievement, academic integrity, professional leadership potential and/or marked achievement in the field of nursing. Students who are selected shall have a grade point average of at least 3.0 and shall rank not lower than the highest 35% of their class in scholarship.

Section 11: Acknowledgement of Student Handbook

Students are expected to read the regulations and policies in the University Undergraduate catalog, University Student Handbook, and the BSN Student Handbook. It is the student's responsibility, not the university or a member of the faculty or staff, for knowing and abiding by the regulations and policies and for meeting the requirements for a nursing degree.

After reading the policies contained in this handbook, students should download from Clinical Student the *Acknowledgement of Student Handbook* form and sign it, acknowledging that all policies have been read. The signed form is then uploaded to the requirement in Clinical Student.