

ACADEMIC POLICIES AND REGULATIONS

All students in the School of Nursing should be aware of provisions in the Student Handbook which detail practices, procedures, and provisions of the school pertaining to academic progress, professional expectations, and related matters. The faculty and administration reserve the right to make changes in curricula and regulations when such changes are determined to be in the best interest of the student and the school. Accreditation requirements and other factors may necessitate some variations from program descriptions contained therein. Applicants, prospective students, and currently enrolled students must maintain communication with the School of Nursing concerning their individual goals, curricula, and requirements.

Orientation

All students must complete orientation prior to attending any course. Failure to attend orientation may result in dismissal from the program. Under extraordinary circumstances students may be excused from orientation with prior approval from the associate dean. Under such circumstances, a revised orientation plan will be developed.

Registration

To participate in, attend, and receive credit for any course, a student must be registered for that course in the Office of Enrollment Management. Students meet with their academic advisors prior to registration to select courses. The academic advisor's approval verifies that the student meets all the criteria to take the course. Students who are not registered for any course work and who are not on an official leave of absence will be withdrawn from the program and must reapply for admission. Exceptions may be made for students on an alternate plan of study.

ADMISSION AND ANNUAL COMPLIANCE

Drug Testing

For more information on the Drug Testing Policy, click [here](#).

TB Skin Test/Immunizations

All applicants must submit a [tuberculin skin test](#) and evidence of [immunity](#) to certain communicable diseases (*i.e.* MMR). The student is responsible for all costs involved. Once admitted to the School of Nursing, annual tuberculin skin tests are required and may be obtained from UMMC Employee and Student Health. If a tuberculin test is obtained from another health care provider, the student must provide evidence of valid test results to UMMC Employee and Student Health annually.

Influenza Vaccination

All students must be vaccinated annually against influenza in advance of the flu season unless they are eligible for and have an approved medical contraindication or an approved religious restriction. Proof must be provided to UMMC Employee and Student Health annually by the established deadline.

Hepatitis B

Students admitted to the School of Nursing must initiate at least the first injection in the Hepatitis B immunization series prior to registering for the first course taken. Evidence of immunization is submitted to the Office of Employee and Student Health upon admission. The remaining immunizations in the series are available from Employee and Student Health at the Medical Center. The student must complete the series as prescribed to continue enrollment in the program. The student must also provide Employee and Student Health at the Medical Center evidence of complete Hepatitis B immunization if the series is completed by another health care provider.

CPR Certification

Students are required to submit evidence of Cardiopulmonary Resuscitation certification (CPR) as a BLS Healthcare Provider (American Heart Association) to the School of Nursing. Students in the Traditional and Accelerated BSN programs must show evidence of CPR certification by orientation preceding the first semester of the program. Students in the RN to BSN, RN to MSN, MSN, PMN, and post-baccalaureate DNP programs must show evidence of CPR certification prior to beginning any clinical, practicum, or residency courses. This certification must be maintained throughout enrollment in the School of Nursing if the student is enrolled in clinical or practicum courses. Note: This requirement is program specific and students enrolled in the Nursing and Health Care Administrator track, Post-Master's DNP or the PhD in Nursing program are NOT required to meet this requirement.

Health Insurance

[Health insurance](#) is mandatory for all students enrolled at UMMC. Health Insurance and disability insurance are available through the University of Mississippi Medical Center.

Liability Insurance

All students are required to have professional liability insurance in place during all clinical, practicum, and residency experiences. Please note: All nurse practitioner students must purchase nurse practitioner insurance and must have it in place during all clinical, practicum, and residency experiences.

Licensure

All students, except students enrolled in the pre-licensure undergraduate nursing program, are required to hold a current, unrestricted RN license in Mississippi or in one of the Compact States. Out-of-state students in non-Compact States who are not practicing in Mississippi must also hold current and unrestricted licensure in the state in which they are practicing. Verification of a current and unrestricted license is required annually. Students must notify the School of Nursing immediately of any licensure restrictions or changes that occur after admission to the school of nursing. Failure to do so in a timely manner may result in dismissal.

Background Checks

Mississippi law requires all health care workers, including students, to complete criminal history background checks through UMMC or another approved health care facility. Contact Human Resources for approval of non-UMMC background checks. All School of Nursing students are required to successfully complete a criminal history background check, including fingerprinting, prior to final acceptance into the program and are required to notify the associate dean for academic affairs immediately of any arrests or convictions that occur after application to or admission to the School of Nursing. A felony conviction may affect a graduate's eligibility to be licensed or certified.

IRB Certification

The Institutional Review Board (IRB) at the University of Mississippi Medical Center requires that all faculty, staff and students involved in human subjects research complete an IRB tutorial. The tutorial is designed to meet national, state and institutional requirements for training in human subject protection. It is a self-directed web-based educational program in the ethics of human subjects research and IRB procedures.

Service Learning

The University of Mississippi School of Nursing values service learning as a necessary aspect of education and development. Service projects provide opportunities for faculty, staff, and students to demonstrate the professional values through value-based behavior. School of Nursing students complete eight hours of service learning in community settings annually and submit verification of these hours to the School of Nursing Office of Student Affairs and Service Learning.

OTHER COMPLIANCE REQUIREMENTS

The University has additional compliance requirements that students must meet on an annual basis.

Students who fail to maintain School of Nursing compliance requirements will not be allowed to participate in clinical, practicum, or residency activities, which will result in an unexcused absence.

Course Audit

To audit a course, a student must obtain approval from the course coordinator and the associate dean for academic affairs. The student must pay related tuition, fees, and expenses prior to beginning the course.

Attendance/Excessive Absence

Attendance is required at all scheduled classes, laboratories, conferences, seminars, clinical experiences, testing situations, and other course activities. Excessive absence, defined as absence greater than 15 percent of the hours within any one course, regardless of the cause, will be sufficient reason to consider a student as academically deficient. Students who have excessive unexcused absences in a class/clinical will receive a grade of F for the course. Registration for a course makes the student responsible for attending class until the course is completed or until, with the associate dean for academic affairs' permission, the registrar authorizes withdrawal from that course. Attendance for online courses is determined by participation in required course activities as specified in the course syllabus.

Excused Absences

Students may be excused from class for personal illness, a death in the immediate family, or other extenuating circumstances which are individually evaluated by the course coordinators. When a student must be absent from a required experience, arrangements should be made with the course coordinator prior to the scheduled experience. If prior arrangements are not made, the absence will be considered unexcused. Following any absence, the student is responsible for contacting all course coordinators the day of return to school. Each student is responsible for content presented in class, for obtaining course related materials, for any information obtained through course requirements, and for being informed about announcements made or posted. Requirements for attendance in specific classes and clinical experiences are at the discretion of the faculty and clearly stated in the course syllabi. In the event that absences are permitted, the following policy applies: If a student is permitted to have an excused absence from a required experience, the course coordinator determines if a make-up experience is needed for the student to meet the course objectives. In the event that an unexcused absence occurs, failure to attend clinical experiences or classes does not constitute an official withdrawal.

Release Following Illness

Students returning to school following illness may be required to submit verification from the health care provider permitting them to engage in clinical and class activities without limitations. Students who miss three or more consecutive days will be required to obtain a release from the treating health care provider to return to clinical and course work and submit it to the office of the associate dean for academic affairs.

Lateness to Class

It is a professional expectation that students arrive to class and are seated at the time class begins to avoid interruption to the learning environment. The consequences for late arrivals to class are determined by the course faculty.

Examinations

Undergraduate students must have a weighted test average and an overall course average of 76 or higher to pass the course. All students will take tests at the time and place designated by the instructor. Books or other written materials are not allowed during testing unless specifically permitted by the instructor. In the event a student is unable to take the examination at the time designated, the student must notify the course coordinator prior to test administration or the absence may be unexcused and the course faculty may elect not to give a make-up examination. **The student must contact the course coordinator within 24 hours after return to reschedule the exam.** The rescheduling and the testing method are at the discretion of the course faculty. If the student fails to contact the course coordinator within 24 hours, the student may receive a zero for the exam.

Standardized Examinations

Students in the Traditional and Accelerated Baccalaureate Programs are required to take nationally normed tests throughout the curriculum in order to progress in the program. Any student who fails to achieve the minimum required score on any of these standardized examinations within any semester (except the last) may be required to register for and complete a one-credit hour remediation course during the next semester and may be required to enroll in the Academic Achievement Program (AAP) through the Office of Academic Affairs. In the last semester of the curriculum, students are required to make a satisfactory score on a comprehensive exam prior to being certified for graduation. Students are responsible for the costs of these examinations.

UNDERGRADUATE STANDARDS FOR SCHOLASTIC PERFORMANCE

To be eligible for progression, a baccalaureate student must achieve a grade of not less than 76 in each course, must have a weighted test average of not less than 76 in each course, and must have a cumulative GPA of 2.0 or higher. Undergraduate students must have a cumulative School of Nursing GPA of 2.0 or higher in order to graduate. Recommendations regarding promotion, graduation, required remedial work, or dismissal are made by the associate dean.

Grading

The School of Nursing employs a numerical grading system based on 0-100. Evaluation of 300- and 400-level courses will be expressed according to the letter system listed below.

BSN

A	Excellent 100-92	P	Pass (Credit given but no quality points awarded)
B	Good 91-84	I	Incomplete
C	Satisfactory 83-76	W	Withdrawn
D	Less than satisfactory 75-70	X	Audit
F	Failure below 70		

A student must achieve a grade of 76 or higher in each course and must satisfactorily complete all requirements stated in the syllabus for each course to become eligible for progression. A grade of Incomplete is reported when the student has not fulfilled the course requirements. A grade of Incomplete is not an expectation but rather a privilege that is extended in unusual circumstances by the course coordinator. The course coordinator determines the time allowed for the student to remove the Incomplete grade. The Incomplete grade is converted to a grade of F if not removed within 12 months from the time it was assigned.

The grade F is given if the student has failed based on the evaluation of required work and course objectives. Any required course in which the student has received a grade that is less than satisfactory D or F) must be repeated either at the University of Mississippi School of Nursing or, with permission of the dean, at another college or university. A minimum grade of B is required on any course repeated at another college or university. Both the first grade and the grade received when the course was repeated are calculated in the School of Nursing overall grade point average (GPA) for BSN students.

Change of Grade

A course instructor may change a reported grade only if the original grade was incorrectly assigned due to clerical or computational error, or if a student meets the requirements for the removal of an Incomplete grade.

GRADUATE STANDARDS FOR SCHOLASTIC PERFORMANCE

Graduate students must achieve a cumulative School of Nursing grade point average of 3.0 in order to graduate. Recommendations regarding promotion, graduation, required remedial work, or dismissal are made by the associate dean.

Grading

The School of Nursing employs a numerical grading system based on 0-100. In certain courses, a mark of P is given to indicate that a student has received graduate credit, but has been assigned no quality point grade in the course. However, in courses approved for a mark of P, instructors may assign the quality point grade of F. The instructor issues a final grade based on the evaluation of the student's work and achievements of the course objectives. Evaluation of 500-level and higher courses will be expressed according to the letter system listed below.

MSN and DNP

A	Excellent 100-90	P	Pass (Credit given but no quality points awarded)
B	Good 89-80	I	Incomplete
C	Satisfactory 79-70	W	Withdrawn
F	Failure below 70	X	Audit

A student must achieve a grade of 70 or higher in each graduate course and must satisfactorily complete all requirements stated in the syllabus for each course to become eligible for progression. A grade of Incomplete is reported when the student has not fulfilled the course requirements. A grade of Incomplete is not an expectation but rather a privilege that is extended in unusual circumstances by the course coordinator. The course coordinator determines the time allowed for the student to remove the Incomplete grade. The Incomplete grade is converted to a grade of F if not removed within 12 months from the time it was assigned.

Change of Grade

A course instructor may change a reported grade only if the original grade was incorrectly assigned due to clerical or computational error, or if a student meets the requirements for the removal of an Incomplete grade.

UNDERGRADUATE and GRADUATE PROGRESSION POLICIES

Final grades in completed courses are available through the student portal at the end of each academic semester. The associate dean will notify students of actions taken after grades are reviewed. The registrar reserves the right to withhold transcripts and diplomas until all account holds are removed.

Leaves of Absence (LOA)

The School of Nursing requires that all students be enrolled every semester or be on an approved Leave of Absence unless there is no course offered in the student's plan of study for the semester. Students who do not meet this requirement will be academically withdrawn. Students may be granted a leave of absence for a period of time **not to exceed a total of one year** for legitimate health, personal, military or other appropriate reasons.

In case of a request for a medical leave of absence, the School of Nursing may obtain an independent verification through referral from Employee and Student Health at the Medical Center. Prior enrollment in the School of Nursing is required for a student to be granted a leave of absence. Accepted students who have signed the letter of intent but who have never enrolled are not eligible for a leave of absence.

Because of the intensity of the curricula, the phasing of the courses and the rapid changes in nursing knowledge, a student may be required to restart courses from the beginning upon returning from leave. Traditional and Accelerated students are required to complete a Re-entry Skills Validation upon return from Leave of Absence.

To be granted a leave of absence, the student must:

- be in good academic standing,
- notify the associate dean for academic affairs in writing of the request for leave of absence,
- obtain approval from the associate dean for academic affairs, and
- inform the associate dean for academic affairs, in writing, of intentions regarding future enrollment.

Students who fail to return to the academic program within the specified time **will be withdrawn from the program. If the student has courses in progress at the time the leave of absence is granted, a letter grade of F may be assigned to these courses.** A student on leave of absence will not be assigned any academic or clinical responsibilities. Upon return from leave of absence, the student will re-enroll and will pay all tuition and fees appropriate for the period of re-enrollment. No leave of absence will be granted without all appropriate prior approvals.

Withdrawal

Registration for a course makes the student responsible for attending class until the course is completed or until the student withdraws from the course, with the permission of the program director and the associate dean and approval of the dean. Failure to comply will result in recording failing grades in all courses in which the student is registered. Approved withdrawals, if completed on or before the last day specified by the academic calendar, will not be recorded on the student's record. Withdrawal authorized after this date will be recorded as a W through the 10th week of the fall and spring semesters and the 6th week of the summer semester. Withdrawals authorized after this date will be recorded as W if the student is passing the course at the time of withdrawal; a grade of F will be recorded if the student is failing.

No withdrawals will be granted during exam week. A maximum of two course withdrawals are allowed in the baccalaureate programs. Exception: If a student has to withdraw from a course that has one or more co-requisites within the same semester, the student will be allowed to withdraw from the co-requisite classes.

Progression

Grades and progress of each student are reviewed by the associate dean at the end of each grading period. Students who do not meet the established criteria will be notified. Progression in the baccalaureate programs requires a minimum cumulative GPA of 2.0 in all required nursing courses. Graduate students must have a minimum cumulative overall GPA of 3.0 in order to graduate.

- If a student makes a grade of D or F in a course, the course may be repeated once provided the overall GPA is a 2.0. Students who receive a grade of C or better in a course are not permitted to repeat the course.
- If a student repeats a failed nursing course and does not make a grade of C or better, the student will be dismissed from the program. Students dismissed from the program will be notified by the dean of the School of Nursing.
- Only one nursing course may be repeated. If a student receives a D or F in a second nursing course, the student will be dismissed from the program.
- Traditional students who are on an Alternate Plan of Study due to grades are required to complete a Re-entry Competency Evaluation of skills prior to enrollment in a clinical course.
- Students who receive one F grade in a clinical course may be automatically dismissed from the program.
- Students who have two or more incomplete grades will not be allowed to progress until the incompletes are removed.
- A grade of Unsatisfactory (U) will be assigned for any clinical day during which the student fails to meet minimum professional expectations for the day. If the student receives two unsatisfactory grades in the same clinical course, she/he will receive an F for the course. Clinical faculty reserve the right to assign a U to the student for failure to meet any portion of the required clinical expectations.
- A student must satisfactorily complete all requirements stated in the syllabus for each course to be eligible for progression. A grade of Incomplete is reported when the student has not fulfilled the course requirements, including Satisfactory/Unsatisfactory assignments.
- A grade of Incomplete is not an expectation but rather a privilege that is extended in unusual circumstances by the course coordinator. The course coordinator determines the time allowed for the student to remove the Incomplete grade. The Incomplete grade is converted to a grade of F if not removed within 12 months from the time it was assigned.

Progression – Accelerated BSN Program

Any student entering the Accelerated BSN 12 month program option must be successful in all courses within a semester. Failure to successfully complete each course within each semester will result in dismissal from the program. If a student chooses to withdraw from a course, this same principle will apply. The student will have the option (if they choose) to reapply for a spot in the next admission cycle for the prospective site (Oxford or Jackson).

Required Revalidation Skills Checkoff

Students who have been out of a clinical course for more than one year are required to perform a revalidation skills checkoff prior to re-entering classes or clinical. The revalidation is necessary to ensure that the student has retained the knowledge, skills, and abilities to perform safe patient care for the semester to which they are returning. The student will be provided a list of required skills to be assessed and will also be provided opportunities to practice these skills prior to the revalidation skills checkoff. The student should make contact with the assistant dean for undergraduate programs one month prior to the beginning of the entering semester so arrangements for the checkoff can be made.

Probation

For more information on the Probation Policy, click [here](#).

STUDENT COMPLAINTS**Grievance Policy**

For more information on the Grievance Policy, click [here](#).

Dismissal

For more information on the Dismissal Policy, click [here](#).

Re-admission

For more information on the Re-admission Policy, click [here](#).

OFFICE OF STUDENT AFFAIRS AND SERVICE LEARNING

The School of Nursing Office of Student Affairs and Service Learning provides information, resources, and support to nursing students and prospective students through non-academic advisement, career guidance, enrollment management, orientation, recruitment, tutorial information, student leadership programs, community outreach, and special events. The assistant dean for students oversees the office of student affairs and service learning, coordinates, advises, and implements student policy, and manages strategic planning for student affairs.

Counseling

Academic and career counseling is available through School of Nursing faculty, Student Affairs, administrative staff, and the University of Mississippi Medical Center Office of Academic Support Services. Mental health counseling is available through appropriate professionals at the University of Mississippi Medical Center and through contracts with other agencies through the Life Synch Student Assistance program. Associate deans, program directors, and the director of student affairs can assist students in locating such services as needed.

STUDENT ORGANIZATIONS**Associated Student Body**

The Associated Student Body is composed of designated administrators, student body officers, and presidents of other student organizations who meet to exchange information and plan activities affecting student life.

Nursing Student Body Government

The Nursing Student Body Government is composed of students elected by their peers in accordance with the Nursing Student Body (NSB) constitution. The NSB Government plans student activities, fundraisers, and philanthropic activities for students in the School of Nursing with the guidance of the faculty advisor and director of student affairs.

Professional Student Organization

University Chapter, Mississippi Association of Student Nurses, is affiliated with the National Student Nurses' Association and gives the student an opportunity to participate in the professional activities of the organization.

TUITION AND FEES

Note: Tuition and fees listed below are for the 2020-2021 academic year. All amounts are subject to change pending information from the Institutions of Higher Learning (IHL). Please contact the [Department of Student Accounting](#) for more information.

Undergraduate Programs*

Tuition and fees for the current academic year can be found on the institutional [website](#). Tuition is subject to change pending information from the Institutions of Higher Learning (IHL). Fees are charged to various programs as follows:

Traditional BSN students will be charged a Standardized Learning Product fee of \$775.00 with their first semester tuition, and a Skills Supply fee of \$250.00 with their second semester. Students are charged a \$275.00 simulation fee per semester.

Accelerated BSN students will be charged a \$3000.00 Professional fee each semester, in addition to tuition. Students on the Oxford campus will be charged an activity fee of \$250.00 with their first semester tuition.

Online programs: Students enrolled in online programs will be charged a \$150.00 distance learning fee each semester. Non-resident tuition will not be charged for students in online programs. Please look up your program in the *Bulletin* to determine if it is an online program.