



4.1 Code of Student Rights and Responsibilities

The University has adopted a Code of Student Rights and Responsibilities which is available on the Missouri State University website (<https://www.missouristate.edu/studentconduct/12331.htm>).

Student Representation

Students from the student body serve as representatives to the Student Advisory Committee of the School of Nursing. Representatives are recruited annually to provide student input to the faculty on curricular and policy matters or any matters that impact student education. In addition, opportunities for representation at School of Nursing, college, and university exist through the student government and College Student Advisory Council.



4.2 STUDENT RESPONSIBILITIES

Graduate Catalog

It is the responsibility of the student to be familiar with the information in the graduate catalog current at the time of admission into the program. Once admitted, download and read the catalog from the graduate college website as the catalog changes periodically.

Student-Faculty Communication

It is the students' responsibility to remain aware of their grades. Students must also monitor their MSU e mail account. Any electronic communication from SON advisors or faculty regarding student progress will be sent to the student's MSU student e-mail account.

Academic Integrity

Nursing students are expected to demonstrate satisfactory academic, clinical, and professional behavior. Academic integrity is an expectation of all students in the clinical and classroom settings. Refer to the Academic Integrity Policies and Procedures in the Missouri State University Undergraduate Catalog (<http://www.missouristate.edu/registrar/catalog/academicintegrity.htm>) and on the Missouri State University website at

http://www.missouristate.edu/assets/policy/Op3_01_Academic-Integrity-Policies-and-Procedures-07-28-2014.pdf. All nursing courses will utilize plagiarism screening software as a tool for monitoring originality of major papers. See course syllabi for specific criteria.

Nursing Student Honor Code Policy

The MSU School of Nursing is committed to assisting its students in becoming professionals who embody the traits of trustworthiness, fairness, confidentiality, empathy, and a respect of others. Both students and faculty are responsible for knowing the university Academic Integrity Policies and Procedures, and share in the responsibility for promoting honest academic conduct.

The School of Nursing and its students are governed by the MSU Student Academic Integrity Policies and Procedures ("University Integrity Policy"). The link to this policy can be found below.

http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm.



From the time of admission, to the day of graduation, every student is responsible for upholding the integrity of the nursing program and for maintaining ethical behavior.

For definitions of academic dishonesty, see the university Integrity Policy using the link above.

A student enrolled in a nursing course:

1. Shall have the opportunity to read and ask questions before signing the Honor Code the first week of class, and, by signing, acknowledge having read and agreed to the Honor Code.
2. Shall have the importance of and contents of the Honor Code periodically reviewed and clarified throughout the term.
3. Shall not cheat, steal, lie, commit plagiarism or fabrication, facilitate academic dishonesty, fail to report a violation by others, make false allegations, or fail to cooperate with or interfere in an investigation.
4. Shall be responsible and accountable for the consequences of his/her academic and nursing actions.
5. Shall maintain a professional attitude and appropriate appearance.
6. Shall treat all fellow students, faculty, staff, clients, and community partners with dignity and respect.
7. Shall acknowledge that possible sanctions for failure to follow the Student Academic Integrity Policies and Procedures and the School of Nursing Student Honor Code Policy may result in sanctions up to, and possibly including, dismissal from the nursing program, suspension from the university, or the revocation of a degree.

Reporting Academic Dishonesty

All members of the university community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Acts of apparent academic dishonesty that occur in the classroom must be reported directly to the course instructor, and/or the course instructor's School head, and/or the instructor's college dean. Incidences of apparent academic dishonesty whether associated with a particular course or not, may also be reported directly to the AIC by contacting the Chair



of the Council (the Provost or designee) in the Office of the Provost, Carrington Hall 209. For further information, visit the MSU Academic Integrity Website.

Ethical Behavior

In addition to the responsibilities expected of all students, as previously described, students in the DNP Programs are expected to adhere to the American Nurses Association (ANA) Code of Ethics listed at <https://www.nursingworld.org/coe-view-only>

Sanctions

In addition to being disciplined for any violation under the university Integrity Policy, any student found responsible by the Academic Integrity Council (AIC), may also be subject to sanctions by the nursing School, up to and including dismissal from the program.



4.3 ONLINE ETIQUETTE AND CIVILITY

The statements below are intended to be an overview of appropriate etiquette for interaction in online courses. A key distinguishing feature of an online course is the communication that occurs largely via the written word. Consequently, body language, voice tone, and instantaneous listener feedback are absent from the traditional classroom experience. The following facts need to be taken into account both when participating and contributing messages to a discussion.

Written Communication

Use proper spelling, grammar, and punctuation. Do not use abbreviations, unless they are commonly understood.

Be Forgiving

If someone states something you find offensive, mention this directly to the instructor. Remember, the person contributing to the discussion may be new to this form of communication, and what you find offensive may quite possibly have been unintended.

The Recorder is On

Think carefully about the content of your message before posting it. Once it is sent to the group, there is no taking it back. Also, although the grammar and spelling of a message may not be graded, they do reflect on you, and your audience might not be able to decode misspelled words or poorly constructed sentences. Make it a habit to compose and check your comments in a word processor before posting them.

Avoid Strong or Offensive Language

Language can be easily misinterpreted in written communication. If a point must be stressed, review the statement to make sure that an outsider reading it would not be offended, and then post the statement. Humor and sarcasm may easily be misinterpreted as well, so try to be as matter-of-fact and professional as possible. Remember, that we cannot see the grin on your face when you make a sarcastic comment; we cannot see the concern on your face if you only say a couple of words, and we cannot read your mind and fill in the gaps if you abbreviate your comments. So help us "see" you by explaining your ideas fully.

Commenting

Any derogatory or inappropriate comments regarding race, gender, age, religion, or sexual orientation are unacceptable, and are subject to the same disciplinary action if occurred in the regular classroom. If you have concerns about something that has been said, please let your instructor know. Your instructor has the authority to remove



inappropriate, erroneous, or offensive postings. Remember, everyone has a right to his or her opinion, but opinions need to be voiced without labeling others or putting them down. Any message or posting should be delivered tactfully. You may not agree with someone; a good approach is to seek clarification from the person to better understand his or her point of view.

Test for Clarity

Messages may often appear perfectly clear as you compose them, but then be perfectly obtuse to your reader. One way to test for clarity is to read your message aloud to see if it flows smoothly and think through your ideas before responding. If you can read it to another person before posting it, even better.

Net Speak

Although electronic communication is still new, many conventions have already been established. Do not type in all caps, this is regarded as shouting and is out of place in a classroom. Acronyms and emoticons (arrangements of symbols to express emotions) are popular and may help clarify the emotions or intent behind your comment. However, excessive use can make your message difficult to read.

Brevity is Best

Be as concise as possible when contributing to a discussion. Web-based courses require reading, and your points might be missed if hidden in a flood of text. If you have several points that you want to make, it might be a good idea to post them individually, in several more focused messages, rather than as one lengthy, all-encompassing message.

Stick to the Point

Contributions to a discussion should have a clear header and subject focus. Do not waste others' time irrelevant matters or unprofessional behavior. When writing, keep sentences poignant and brief so that readers do not get lost in wordy paragraphs and miss the point of the statement.

Read First, Write Later

Writing a response first is similar to ignoring your fellow students and can be interpreted as rude. Generally, you should read your classmates' responses first before you comment, unless the assignment states otherwise.

Organization of Discussion Content

Comments related to a previous message should be posted under that message to keep related topics organized. In addition, you should specify the particular point you



are following up on and sign your name to your message. Following these practices makes the flow of the discussion easier.

An Online Classroom is Still a Classroom

Though the courses may be online, appropriate classroom behavior is still mandatory. Respect for fellow classmates and the instructors are as important as ever.

Civility builds on the “Golden Rule”: Always treat others, as you would like to be treated.

Email Communication with the School of Nursing

If possible, write from your academic account. Some professors filter their email and do not open messages from unknown senders. An email to a professor should be treated like a business letter.

- The subject header should be informative, indicating the purpose of your message.
- Always use a greeting; avoid using “Hey” or similar words. Spell your professor’s name correctly. Address your professor professionally and appropriately. Generally, you should use “Dear Dr. last Name” or “Dear Professor Last name”.
- Briefly and politely, state the reason for the email. Offer only as much information as is relevant to the situation and likely to interest the professor. If you mention a problem, suggest a solution and be considerate of how your solution might create additional work for the professor. You are not the only student emailing them with questions or concerns.
- Do not use smiley faces or other emoticons, Internet acronyms, abbreviations, or shortened spellings. Write grammatically correct, proofread, and avoid mistakes. Make sure your purpose of the email is clear and polite to avoid confusion and misinterpretation. Do not use e-mail to rant or complain.
- Ask yourself why you are sending an email message, are you asking something that could easily be checked if you took a few extra steps yourself, such as requirements for the course that are in the syllabus? Be respectful and think about things that might sound odd, offensive, or be misinterpreted by your professor.
- End each email with your first and last name. Also, include the course information below your name for clarity.
- Read it over, spellcheck it. Strive for a polite tone, concise language, and clear purpose.



Missouri State School of Nursing

- Do not expect an instant response. Allow time for a reply—a day or two. Once a reply has been received, acknowledge it with a simple thank you.

Sanctions

E-mails with inappropriate or hostile content may result in discipline under the University Academic Integrity Policies and Procedures for Students:

http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm). Any student found responsible by the Academic Integrity Council may also be subject to sanctions by the School of Nursing up to and including dismissal from the program.



4.4 SOCIAL MEDIA POLICY

What Are Social Media?

Social Media includes Internet and mobile technology platforms that allow users to share content and interact with each other. Examples include but are not limited to Facebook, Twitter, LinkedIn, YouTube, blogs, and online forums.

The university's School of Nursing supports students' use of social media tools to engage in conversations with other students and the nursing community to help them achieve their educational and career goals. The School of Nursing has developed this policy to ensure that all students who choose to engage in MSU nursing related conversations on social media sites do so in a way that is respectful, responsible, and reflects the core values of the MSU nursing School.

What This Policy Means For You

This policy applies to all nursing students and will be updated regularly to account for significant developments in the social media space. The policy applies to the use of social media, both when promoting the School of Nursing and when interacting with former, current, and potential students. This policy is not intended to cover online interactions that are entirely personal in nature and do not have the potential to be associated with the School of Nursing.

This Social Media Policy supplements the University School of Nursing's existing policies, the Code of Ethics for Nursing, and HIPAA. Students must abide by all MSU School of Nursing policies when participating in social media.

Definitions

Branded Account/Community: Any account, community page, blog, or other social media presence created by the School of Nursing for the purpose of promoting a course, teacher, or the School brand as a whole.

Social Media Manager: An individual specifically assigned by his/her division to manage social media communications. These individuals must undergo training and be awarded social media communications certification by MSU in order to post social media content on their School's behalf, reply to consumer comments and inquiries posted to social media sites, and delete posts that do not meet the community guidelines addressed below.



Connect: To formally link to the account of another user of a networking site, in such a way as to gain or expand access (e.g., sending or accepting a friend request on Facebook).

Spam: Abusive use of online messaging systems to send or post unsolicited content (e.g., advertising/promotions, links to unrelated websites, links to malware or phishing scams, etc.).

For All Students

- Your personal social media profiles are your own. However, if you identify yourself as a MSU nursing student on your profiles, everything you post is a reflection on MSU and the School of Nursing and falls under this policy. Accordingly, when identifying yourself as a nursing student, you are expected to protect the School's reputation and to abide by the policies.
- Do not establish a personal profile on any social media site for the explicit purpose of promoting the School of Nursing.
- Do not create School of Nursing branded accounts without the express approval of the School of Nursing and the social media manager.
- Do not use your social media profiles to spam or solicit potential or current students or faculty.
- Do judiciously share announcements from the School of Nursing with those in your personal network to whom you feel it provides value.
- Do submit a request to post an event or other promotions on School of Nursing social media sites to the social media manager. Submit your request at least one week prior to your requested posting date.
- Be transparent in all of your communications. Should you choose to offer your opinions, discuss your involvement with, or experience at the School of Nursing, you must clearly state your name and your connection to the School. On social networking sites that require posts with limited character lengths, a brief and/or informal introduction (ex: "I am a nursing student at MSU") anywhere in your post is sufficient.
- According to the School of Nursing policies, all nursing students are responsible for protecting confidential and proprietary information regarding the School, its courses, course materials, products, partners, affiliates, employees, students, customers, and alumni. If you are unsure of the confidential or public nature of a piece of information, do not post it.
- Do not discuss competitors. Do not insult, disparage, or offer your opinions on competitors, their partners, employees, students, courses, or their program.



- Be mindful of your relationship with other students. As an educational institution, the School of Nursing plays a unique role in the lives of its students. Any online activity by the nursing students that could interfere with another student's relationship with the School, or adversely affect the value of the education provided by MSU, may be grounds for disciplinary action.
- Uphold educational ethics. Ensure that all posts and communications with students uphold standard ethical practices of the educational relationship.
- Exercise good judgment in regard to posting content. Remember that the content (notes, links, photos, etc.) you post to your profile will be visible to the public.
- Respect intellectual property laws. Do not use third-party trademarks or copyrighted materials without authorization or proper attribution.
- Use of MSU or School of Nursing intellectual property. Do not attach MSU logos, trademarks, or any other MSU images, audio files, or animations to your personal profiles or your personal posts. All reposts of MSU-owned content must provide a link back to the original source. Additionally, any articles, blogs, or other items referenced on MSU's behalf must be credited.
- Never post confidential, defamatory, private, or potentially harmful information about MSU or the School of Nursing, its employees, customers, students, or alumni. Any individual found to be in violation of these policies will be subject to disciplinary action, which may include but is not limited to dismissal and criminal prosecution.
- Forward all press inquiries to the School of Nursing.

Preventing and Managing Negative Posts and Comments

The MSU nursing students should bear in mind that for all its benefits, social media makes it easier for sensitive situations to escalate negatively and potentially damage the University and the School of Nursing's reputation. These situations may be reflected on social media in the form of multiple negative comments from one or more community members addressing the same complaint, or a community member threatening to complain to a third party. Should you see such a situation arise, immediately notify a School of Nursing faculty member or staff.

- Managing negative comments. Only certified members of the social media team can remove negative posts from MSU School of Nursing-branded communities. The School of Nursing reserves the right to remove any posts that are profane, inflammatory, offensive, and promotional or spam-like, harassing, abusive, or



Missouri State School of Nursing

unlawful in nature. The School also reserves the right to permanently ban any community member acting in violation of these guidelines.

- If negative comments are identified and related to MSU School of Nursing, contact a member of the School of Nursing immediately. Include a link(s) to the offensive post(s).
- Do not respond to negative comments unless you are certified to do so, nor forward, “like,” retweet, or share negative comments through your personal pages.

If you are in doubt as to whether a negative post requires a response or could escalate and damage the University of School’s reputation, contact the School of Nursing immediately.

Enforcement

The School of Nursing reserves the right to deny or revoke access to School of Nursing-branded social media accounts at any time. Violators of this policy will be subject to disciplinary action that may include but is not limited to any of the following: revocation of access to MSU nursing social media sites and/or legal action.



4.5 PROFESSIONALISM

Policy on Professionalism and Professional Conduct

In addition to meeting the academic standards of Missouri State University and the School of Nursing, students enrolled in nursing courses that are part of the BSN or MSN programs of study must demonstrate professionalism in clinical and classroom experiences. Professionalism is defined as behaviors and attitudes congruent with the *ANA (2015) Code of Ethics for Nurses*, and the *ANA (2015) Nursing: Scope and Standards of Practice*, the State of Missouri Nurse Practice Act (2014), socio-cultural expectations, and policies and expectations of the academic institution. Inherent within the concept of professionalism is the development of those behaviors by the student during the program that demonstrates increasing maturity, competence, integrity, regard for human dignity, respect for social justice, accountability, responsibility, and caring as they progress through the program. Therefore, professionalism includes, but is not limited to, satisfactory clinical performance and behaviors consistent with professional conduct.

Clinical performance is evaluated during each clinical course by the course faculty and preceptors. Professional conduct is included in the ability to achieve a grade of “Pass” in the clinical portion of the program. Clinical evaluation tools are designed specifically in each course to address the course expectations and objectives. Typical clinical expectations are safe, effective, ethical performance of nursing skills; problem solving; use of appropriate judgment; appropriate communication and interaction with others; and the ability to apply knowledge. Acts of dishonesty, failure to provide safe care, lack of professional accountability or maturity, and any acts that could be detrimental to one’s self or others are considered unprofessional behavior.

A student who demonstrates unprofessional behavior will be notified by the faculty at the time of the misconduct or discovery of the misconduct that disciplinary action may be taken. The faculty will document the unprofessional behavior in writing and counsel the student within five business days to discuss any disciplinary action that may be taken. Written documentation of the unprofessional behavior and any disciplinary decision will be placed in the student’s permanent file. The student may respond in writing within five business days to the faculty’s findings and/or submit written documentation relevant to the behavior. Refer to the “Appeal Policy” for detailed procedures. Depending on the nature of the unprofessional behavior, the faculty may enforce, but is not limited to, the following sanctions on the student:

- Repeat the course assignment.
- Give no credit for the course assignment.
- Give an unsatisfactory evaluation.



Missouri State School of Nursing

- Lower final didactic course grade.
- Give a grade of “F” or “XF” for the course/clinical.
- Place on probation.
- Remove from the clinical experience.
- Recommend dismissal of the student from the nursing program or denial of enrollment in the nursing program.

A student who demonstrates unprofessional behavior that places him, herself, or others at risk for harm, such as dishonesty or drug use (See Impairment Policy), will receive the most stringent sanctions. Acts of dishonesty also will be reported to the university AIC. Please refer to “Academic Integrity: Policies and Procedures” in the current MSU Undergraduate Catalog or Graduate Catalog and at http://www.missouristate.edu/policy/op3_01_academicintegritystudents.htm for policies and procedures related to academic dishonesty and to retention and enrollment criteria for the nursing program. A student who is not satisfied with disciplinary action may appeal following the Grievance Policy in this handbook.



4.6 HEALTH INSURANCE PORTABILIT AND ACCOUNTABILITY ACT

All students in the DNP program will be required to complete the university's HIPAA Privacy and Security Training. This training should be completed during the first week of the first semester a student is enrolled. Since all graduate students undergo IRB for the projects the HIPAA training that will be completed is the Health Information Privacy and Security (HIPS) Training through CITI.

You must have your Bear Pass number and password to enter the training website. Upon completion of the training module, you will need to print out the certificate that documents you have completed the online training. Please submit a copy of the certificate to the School of Nursing DNP administrative assistant.

In addition, under the guidelines of the HIPAA Act, students will be required to meet the HIPAA guidelines of each organization in which they have a clinical experience. Contact your preceptor, or clinical site manager for instructions on how to meet the agencies requirements

HIPAA & HUMAN SUBJECTS RESEARCH

The Health Insurance Portability and Accountability Act (HIPAA) regulates the protection of private health information for individuals. HIPAA's Privacy Rule sets standards for the use and disclosure of all individually identifiable health information obtained from a covered entity. All forms of health information as defined in 45 CFR 160 are considered to be protected health information (PHI) subject to HIPAA regulations. To access this information, all research studies must obtain either an individual's authorization to access their information, granted by the provider of the PHI, or obtain a waiver of authorization.

HIPAA TRAINING REQUIREMENTS

If the proposed research involves protected health information (PHI), researchers must complete the online training through CITI.

[CITI Health Information Privacy and Security \(HIPS\) Training](#)

[Training Instructions](#)



4.7 MISSOURI STATE BOARD OF NURSING POSITION STATEMENT ON HIV OR HBV INFECTION

The Missouri State Board of Nursing recognizes the serious implications the spread of HIV or HBV has on the health, safety, and welfare of the public and the board's mandated responsibility to the public for assuring safe and competent nursing care.

As mandated by Section 191.694 RSMo, 1992, all licensed nurses and nursing students shall immediately implement and adhere to the universal precautions recommended by the Centers for Disease Control (CDC) in the care of all clients.

All licensed nurses and nursing students who discriminate against a client based on HIV or HBV infection or makes HIV or HBV testing a condition of treatment shall be subject to the denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

All licensed nurses and nursing students with HIV or HBV who perform invasive procedures are encouraged by the Missouri State Board of Nursing to voluntarily participate in the School of Health's evaluation process.

All licensed nurses and nursing students who violate a restriction or limitation placed on their practice by the School of Health shall be subject to denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

It is the position of the Missouri State Board of Nursing that all licensed nurses and nursing students with HIV or HBV are entitled to the same reasonable accommodation guaranteed by the Americans with Disabilities Act

References:

- North Carolina Board of Nursing (1991). Policy regarding HIV/AIDS infection. Raleigh: Author.
- State of Missouri, 86th General Assembly, Second Regular Session [Truly agreed to and finally passed] Senate Committee Substitute for Senate Bills Nos. 511 & 556. (1992). Jefferson City: Author.
- State of Missouri Revised Statutes (1992). Section 191.694 to 191.700 RSMo Supp. 1992. In Chapter 191: Health and Welfare. Jefferson City: Committee on Legislative Research.
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Retrieved from Missouri State Board of Nursing:

<https://pr.mo.gov/boards/nursing/positionstatements/Hiv%20or%20Hbv%20Infection.pdf>



4.8 BLOODBORNE PATHOGENS POLICY

The MSU School of Nursing is committed to providing a safe work environment for nursing students, faculty, staff, and clients. In pursuit of this commitment, the following Bloodborne Pathogens training and exposure plan is provided to eliminate or minimize occupational exposure to Bloodborne Pathogens in accordance with Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

1. All nursing students, faculty, and staff should be aware and adhere to the Bloodborne pathogens policies and procedures. Nursing students will receive an explanation of the exposure plan during their initial student orientation, and faculty and staff will receive the information at their orientation to the School of Nursing. Annual training will be done in August each year.
2. The exposure plan will be published in the student nurse handbook for each of the School programs, which is available to each student in hard copy and on the School of Nursing website at <http://www.missouristate.edu/nursing>.
3. Clinical supervisors must have access to and be familiar with the Bloodborne pathogen post-exposure management plans of the clinical agency where students are engaged in clinical experiences. The exposed individual will use the following procedure if exposed to a Bloodborne pathogen. Should an exposure incident occur, immediately implement the following first-aid procedures:
 - a. Wash hands and clean the body area exposed with antibacterial soap and water as soon as possible.
 - b. Flush eyes or other mucous membranes with water.
 - c. Notify the clinical supervisor and clinical preceptor for guidance in managing the post exposure incident within 60 minutes of the exposure.
 - d. Complete any documentation requested by the clinical agency and the (insert form link) School of Nursing.
4. Clinical instructors and course faculty members will keep a record of the circumstances of the needle stick or body fluids exposure and the counseling the student received. A record of the exposure incident and follow-up evaluation will be kept in the nursing School. The record will be handled and considered confidential information.



4.9 STUDENT GRIEVANCE AND APPEAL POLICY

The following policy is provided for a student who wishes to appeal a decision made by a School of Nursing faculty member or the Graduate APG Committee. The decision being appealed should be one that adversely affects the student's academic standing, such as a course grade or a sanction for unprofessional behavior.

Unprofessional Behavior

In the case of unprofessional behavior, the faculty member will provide the student with a letter describing the behavior and the circumstances surrounding the behavior. At the meeting between the student and faculty member, the student will sign the letter to indicate he or she has read and received a copy of the letter. If the student wishes to appeal the decision, see the Appeal Policy.

Student Notification

The faculty will notify the student appealing a decision made by a School of Nursing member either verbally at the time of the misconduct, or in writing within five days of discovery of the misconduct. The student is subject to disciplinary action. The faculty member and student will meet within five days of the notification to discuss the incident and the disciplinary action that may be taken.

A student who earns a course grade that precludes further progression in or completion of the program of study will be notified in writing by the course faculty within five days of assignment of the course grade. Please note that a course grade may not be changed from an "F" grade to a "W" grade in any case in which the student did not follow the proper procedure for dropping the course. Requests to appeal a course grade or to appeal any disciplinary action should be submitted as outlined in the Appeal Policy.

Appeal Policy

- If the student wishes to initiate a formal appeal to refute any decision, the student must submit a letter of appeal to the faculty member within five business days of receiving the decision.
- Upon receipt of the student's letter of appeal, the faculty member will review all available information relevant to the situation and provide the student with a written decision within five business days.
- If resolution of the grievance is not achieved, the student should contact the program director (or appointed representative) within five business days following receipt of the faculty member's written decision. A meeting between the program director or representative and the student should be held within five business days of the student's request for a meeting. The student will receive written notification of the program director's decision within five business days.



- If resolution of the grievance is not achieved with the program director, the student may continue the appeal process by submitting a letter of appeal to the Graduate APG Committee within five business days. The Committee will schedule a meeting within ten business days of receiving the letter of appeal and will review all available information relevant to the decision and the appeal. Student attendance at the Committee meeting is at the request of either party. The Committee will have five business days to deliver a written decision to the student.
- If the student wishes to appeal the APG Committee's decision, the student should contact the School of Nursing Director (or appointed representative) within five business days following receipt of the program director's written decision. A meeting between the School of Nursing Director or representative and the student should be held within five business days of the student's request for a meeting. The student will receive written notification of the School of Nursing Director's decision within five business days.
- If the student wishes to continue the appeal process beyond the School of Nursing, the student should make an appointment with the Dean of the CHHS (or designated representative) within five business days.
- After this point of the appeal procedure, Office of Provost Student Grievance Policies will be followed.
- The instructor must allow a student involved in an appeal to continue attending class until all appeals are resolved.
- In the case of unsafe practices by the student in a clinical area, the student will not be allowed to continue at a clinical site until all appeals are resolved.

The Letter of Appeal

- The letter of appeal should clearly state the grounds for the appeal by the student and should provide evidence/rationale for the appeal. The letter should include the student's full name, student ID number (M#), course title, semester enrolled, section number, and the name of the faculty, or faculty members, involved.
- If the faculty is on leave or is no longer employed at MSU, the letter of appeal should be sent to the School head.



Missouri State School of Nursing

Note:

- Flexibility may be needed when scheduling meetings to accommodate the student's schedule, as well as the teaching and administrative schedules of faculty and administrators.
- The student may elect to withdraw the appeal at any time, in which case the initial decision will stand. Documentation of the decision and appeal processes will be retained in the student's permanent School file.
- If at any point in the appeal process the appeal is granted, the student's academic record will be amended as necessary to reflect the decision.