ACADEMIC POLICIES AND REGULATIONS

All students in the School of Nursing should be aware of the 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 Student Records and Registrar. 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 Students who are not registered for any course work and who are not on an official leave of absence will be withdrawn from the program and must reapply for admission.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

Physical Examination/TB Skin Test

All applicants must complete a physical exam prior to admission which includes a tuberculin skin test and evidence of immunity to certain communicable diseases (i.e. MMR). The student is responsible for all costs involved. Forms for the physical examination are provided by the Office of Student Records and Registrar. 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.

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 Office of Academic Affairs in 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, and MSN 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. Note: This requirement is program specific and students enrolled in the MSN 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 in the School of Nursing. Health Insurance and disability insurance are available through the University of Mississippi Medical Center.

Liability Insurance

Professional liability insurance is required for all students. All students other than nurse practitioner students are required to have student 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, unrestricted licensure in the state in which they are practicing. Verification of current unrestricted licensure is required annually. Students must notify the School of Nursing of any licensure restrictions or changes. Failure to do so in a timely manner may result in dismissal.

Background Checks

Mississippi law requires all health care workers, including students, to have completed 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 will be 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 of Academic Affairs immediately of any arrests or convictions that occur after 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 subjects’ protection. It is a self-directed web-based educational program in the ethics of human subjects’ research and IRB procedures. All students in the School of Nursing are required to complete the IRB Tutorial and to maintain certification.

Service Learning
The University of Mississippi Medical Center 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 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. The student must pay associated tuition, fees and expenses prior to the beginning of 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’s 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. Should prior arrangements not be 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 the 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-semester 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.