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 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 Students who are not registered for any course work and who are not on an official leave of absence will be withdrawn from the program and must reapply for admission.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

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.

THE UNIVERSITY OF MISSISSIPPI MEDICAL CENTER
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 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/c 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. 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 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 evaluation. 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. See 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 progress, a baccalaureate student must achieve a grade of not less than 76 in each course, 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>Excellent 100-92</td>
</tr>
<tr>
<td>B</td>
<td>Good 91-84</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory 83-76</td>
</tr>
<tr>
<td>D</td>
<td>Less than satisfactory 75-70</td>
</tr>
<tr>
<td>P</td>
<td>Pass (Credit given but no quality points awarded)</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>X</td>
<td>Audit</td>
</tr>
<tr>
<td>F</td>
<td>Failure below 70</td>
</tr>
</tbody>
</table>

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.