INTRODUCTION

The Student Handbook is a source of information on the University of Mississippi School of Nursing (SON) related to policies, procedures, available resources and issues that are of concern to the student academic life. It acts as a companion to the University of Mississippi Medical Center Bulletin. For PhD in Nursing students, The Graduate Student Handbook can be accessed on the SGSHS website.

The Student Handbook is reviewed every two years and an electronic copy is available to all students via the University of Mississippi Medical Center (UMMC) School of Nursing website. Students are responsible for using The Student Handbook as a resource when questions arise and as a guide to academic/non-academic policies and procedures. Each student must sign a student handbook review verification form verifying that the student has read and understands the policies. This kept in the student’s academic record file.

The University of Mississippi School of Nursing has programs on two campuses: Jackson and Oxford. For information related to emergency services and facilities services, students should refer to policies specific to their campus. These policies and procedures are subject to change during the academic year.

All students should refer to the information presented in this handbook, and the University Bulletin. PhD in Nursing students should refer to the Graduate Student Handbook as well as to the Bulletin and SON Student Handbook. The Office of Student Affairs will distribute changes. For any questions related to the content of the UMMC Bulletin or Student Handbook, contact the Office of Student Affairs.
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EMERGENCY SERVICES

Fire (Smoke, Heat, Drill) for the Medical Center

R.A.C.E. is a system developed by the American Hospital Association as an easy way to remember the steps to take in case of an actual fire or fire drill in a health-care facility.

R. REMOVE and RESCUE everyone from the area of danger, whether it is patient, visitor, fellow employee, or yourself.

A. ALERT everyone in the area to the problem in a calm manner, do not shout “FIRE,” and do not cause panic. Make sure the alarm is transmitted at this time by pulling a manual fire alarm pull station, and by calling your local fire reporting number. Give your name, location of fire and the type of fire.

C. CONFINE the fire to the place where it starts. This can be done by simply closing the door to the room involved. Close all other doors in the area to provide added protection for persons in those rooms, or to keep the toxic smoke and fire gases from spreading.

E. EXTINGUISH or attempt to extinguish the fire if you can do so without placing yourself in unnecessary danger. You should know the location and proper use of the nearest fire extinguisher in your area.

A fire drill should follow these same procedures and actions except calling the fire department and actually using an extinguisher. The fire extinguisher nearest to the drill area should be retrieved and brought to the drill site. Visitors and patients should be told that this is only a drill and to remain in their room until the exercise is over. Patients should not be disturbed. The purpose of a fire drill is to test the efficiency, knowledge and response of the staff on duty.

Doctor Red - (fire location), repeated three times, is the public address system announcement of a fire alarm. When the danger has passed, the public address announcement will be made: “Doctor Red - All Clear.”

Major Disasters
In the event of a major disaster in the metropolitan area or the state, the Medical Center’s disaster plan may be activated. If so, the dean of the University of Mississippi School of Nursing will assign students to designated posts.

Emergency Services at the Medical Center–Jackson Campus

Campus Police
Campus Police provides 24-hour assistance to students. Students may call the Campus Police Office directly from any on-campus phone by dialing extension 4-1360 (non-emergency), or 4-7777 (emergency), or by using one of the 16 emergency phones installed at strategic locations throughout the campus. These phones connect directly with Campus Police without dialing. Calling 911 on your cell phone will not give students the UMMC Police. Students are encouraged to program the 601-984-1360 non-emergency number, and the 601-984-7777 emergency number, into their cell phone(s).
Emergency Room
Students have access to emergency services offered by the University of Mississippi Medical Center. The emergency room of the University Hospital is staffed 24 hours a day, seven days a week. Students will be charged for visits to the emergency room.

Psychiatric Emergency Services
Students who need non-emergency psychiatric services, please see The Office of Student Affairs student services web page for more information.

Emergency Services at the University of Mississippi–Oxford Campus

Campus Police
The University of Mississippi Police Department provides 24-hour assistance to students. Students may call the UPD office directly by dialing extension 662-915-7234 (non-emergency) or the emergency number 662-915-4911, or by using the emergency telephone system on campus – CODE BLUE. These navy blue-colored poles with “EMERGENCY” written on the side are throughout campus and connect directly to UPD with the push of a button. Calling 911 on your cell phone will not give students the University of Mississippi Police. Students need to program the 662-915-4911 emergency number in their cell phone(s).

Emergency Room
Students have access to emergency services offered by Baptist Memorial Hospital located on South Lamar Boulevard, just south of Highway 6, in Oxford, Mississippi. The switchboard number is 662-232-8100. The emergency room of the Baptist Memorial Hospital is staffed 24 hours a day, seven days a week. Students will be charged for visits to the emergency room.

Psychiatric Emergency Services
Students in need of Psychiatric Emergency Services should call 911 or go to the nearest emergency room.

Students who need non-emergency psychiatric services, please see The Office of Student Affairs student services web page for more information.
MISSION, HISTORY, VISION

Medical Center Statement of Purpose
The 1950 Mississippi Legislature enlarged and strengthened health professions education in Mississippi by enacting bills to establish and construct the Medical Center in Jackson as part of the University of Mississippi. The School of Medicine and graduate program enrolled students in 1955; the University of Mississippi School of Nursing moved from the parent campus to Jackson in 1956; the School of Health Related Professions was established in 1971; and the School of Dentistry admitted its first class in 1975.

As the state’s only academic health sciences center, the University of Mississippi Medical Center provides exceptional patient care, provides education for health professionals and conducts innovative research. The Medical Center offers equal opportunity in all its programs and services regardless of race, creed, gender, color, religion, marital status, sexual orientation, age, national origin and disability or veteran status.

The parent campus, the University of Mississippi chartered in 1844, has five areas of focus in its current Statement of Purpose. One of these is health. “The University will continue to provide the professional education of those who deliver and administer human health services and those who perform research aimed at improving the effectiveness, quality and availability of health care.”

Within this framework, the Medical Center’s principal and continuing purpose is to accomplish the inter-related goals of health professional education for Mississippi: to teach in a superior manner the art and science of health care to students of exceptional promise and talent; to provide high quality treatment for all patients using the disciplines and specialties of modern health care; to lead the way to discoveries which will raise the health level of Mississippians and, indeed, all mankind; to foster dedication to life-long learning; to respond to community needs through continuing education and outreach programs that extend beyond the campus; and to recruit and retain the caliber of faculty necessary to meet these goals. The Medical Center fosters and protects an intellectual, emotional and challenging learning environment conducive to educational excellence in the health sciences, productive scientific investigation and exemplary patient care and moves toward the ultimate goals of improved health and well-being for the citizens of Mississippi, the region, the nation and the world.

Mississippi’s population is culturally diverse. Most Mississippians trace their ancestral roots to the British Isles, the continent of Europe or the continent of Africa. The state also has many citizens of American Indian, Asian or Pacific Islander and Hispanic descent. In policy and practice, the institution encourages and actively recruits applicants from all segments of the state’s population. The Medical Center is committed to maintaining an educational environment that fosters respect for and sensitivity to individual differences; promotes personal and professional development; and gives all students the opportunity to succeed, regardless of ethnicity, gender or socioeconomic status.
Medical Center graduates are expected to possess and to demonstrate the skills and knowledge necessary to practice their disciplines as competent health professionals. The Medical Center regularly uses appropriate external and internal measurement tools to assess the institution’s effectiveness in training health professionals for Mississippi and to evaluate its programs for patient care, research, continuing education and outreach.

The expeditious growth of the Medical Center into a major academic health sciences center reflects the deep commitment of the State of Mississippi, the Board of Trustees of State Institutions of Higher Learning and the administration and faculty of the University of Mississippi Medical Center to the continuing fulfillment of this statement of purpose.

Mission of the School of Nursing
The mission of the SON is “to develop nurse leaders and improve health within and beyond Mississippi through excellence in education, research, practice and service.”

Core Values of the School of Nursing
Respect, Excellence, Accountability, Diversity and Integrity

History of the School of Nursing
The University of Mississippi School of Nursing was authorized as a baccalaureate program by an act of the Mississippi legislature in 1948. Established as the Department of Nursing, it moved to the Medical Center campus in Jackson in 1956 and achieved the status of a separate school in 1958. The graduate program in nursing was established in 1970. A Doctor of Philosophy in Nursing program began in 1997 and the Doctor of Nursing Practice program began in 2009. All programs in the School of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE). The next accreditation visits are in 2017 (DNP and PMN programs) and in 2022 (all other programs).

The SON is a professional school functioning within the general framework and policies of the University of Mississippi Medical Center in Jackson. It reflects the purpose of the University of Mississippi Medical Center and the parent campus, the University of Mississippi, in its educational services for the State of Mississippi.

The University of Mississippi School of Nursing assumes the responsibility for providing the people of Mississippi with registered nurses of high professional competence and for raising the professional and educational standards of the nurses already practicing in Mississippi. The school is located in the Christine L. Ogleevee Building. Named for the first dean of the University of Mississippi School of Nursing, this building is on the north side of the campus, next to Guyton Research Building.

The University of Mississippi School of Nursing shares a 164-acre campus with four other professional schools: the Schools of Medicine, Dentistry and Health Related Professions and the School of Graduate Studies in the Health Sciences. The School of Pharmacy, located on the main campus at the University of Mississippi in Oxford, also maintains facilities on the UMMC campus.
for the final four semesters of instruction in the Doctor of Pharmacy program. The University of Mississippi School of Nursing is affiliated with more than 500 hospitals, community health centers, health departments, private practice and community clinics and schools, affording the student extensive opportunity for interdisciplinary collaboration in clinical practice and research.

Distance learning technology allows the school to extend its program beyond the Jackson campus. In 2006, collaboration among the University, North Mississippi Medical Center and Baptist Health Systems created an opportunity for the school to open a teaching site on the Oxford campus. In 2006, the University of Mississippi School of Nursing began offering the Traditional BSN nursing program on the Oxford campus. In 2006, the University of Mississippi School of Nursing began offering the Accelerated Second Degree (BSN) program at the Jackson campus; in 2014, the School of Nursing at UMMC began offering the Accelerated BSN program at the Oxford campus.

Future of the School of Nursing
The SON conducts ongoing strategic planning to ensure success in achieving the mission while meeting the demands of a changing environment. The strategic plan is developed with input from all communities of interest, including students, alumni, faculty, staff and other community stakeholders. This one-page map and the accompanying implementation plan depict the central challenge with five strategic priorities and objectives to meet each of these priorities. The map is reviewed and revised annually based on completion of objectives and changing needs. The following core values were adopted by the faculty and staff as a result of strategic planning efforts.

School of Nursing Core Values
Respect, Excellence, Accountability, Diversity and Integrity
UMMC School of Nursing Strategic Map: 2015-2017

Provide Leadership to Shape the Future of Health and Health Care in Mississippi

Core Values
- Respect
- Excellence
- Accountability
- Diversity
- Integrity

Mission
Develop nursing leaders and improve health within and beyond Mississippi through excellence in education, research, practice and service.

1. Transform Nursing Education to Prepare Leaders to Meet Current and Emerging Needs
   - Create a Shared Vision of the Future of Nursing in Mississippi
2. Implement Targeted Strategies to Foster Faculty Transformation
   - Implement Innovative Models of Prevention and Care that Serve Mississippi
   - Utilize Alternative Clinical/Practice Sites Across the Continuum of Care
   - Foster/Implement Culturally Sensitive, Patient-Centered Health Models
3. Align Student Development with the Future Vision
   - Establish Telehealth Capability in the SON
4. Promote Interprofessional Collaborative Practice
5. Integrate Leadership Development in Curricular & Co-Curricular Activities
   - Strengthen Statewide and National Linkages and Exchanges
6. Increase Faculty Engagement in Research and Scholarship

Expand and Strengthen Campus and Community Partnerships

Strengthen Inclusiveness to Meet the Needs of a Diverse Population

Create an Outcome-Driven Organization with Clear Metrics of Success
ORGANIZATIONAL AND ADMINISTRATIVE STRUCTURE OF THE SCHOOL OF NURSING

Dean
Dr. Kim W. Hoover

The dean is nominated by the chancellor of the University upon recommendation of the vice chancellor for health affairs and appointed by the Mississippi Institutions of Higher Learning (IHL) Board of Trustees. She communicates with the IHL Board of Trustees through the vice chancellor for health affairs. She is responsible to the vice chancellor for the academic and fiscal management of the school's academic programs and the continuing education program.

Associate Deans
Practice and Community Engagement:
Dr. Janet Y. Harris
Academic Affairs:
Dr. Marcia Rachel
Research and Scholarship:
Dr. Jennifer Robinson

Assistant Deans
Accreditation and Evaluation:
Dr. Tina Martin
Undergraduate Programs:
Dr. LaDonna Northington
Oxford Campus:
Dr. Robin Wilkerson

Directors
Student Affairs and Service Learning:
Farrah Banks
Nursing and Health Care Administrator Track:
Dr. Jeanne (Fortenberry) Calcote
Acute Care Adult-Gerontology Nurse Practitioner and Family Nurse Practitioner Tracks:
Dr. Audwin Fletcher
RN-BSN Program:
Sherri Franklin
Diversity and Inclusion:
Dr. Marilyn Harrington
Doctor of Nursing Practice Program:
Dr. Janet Y. Harris
Adult-Gerontology Nurse Practitioner and Psychiatric/Mental Health Nurse Practitioner Tracks:
Dr. Cynthia Luther
SON Clinical Simulation Center:
Dr. Robyn MacSorley

Neonatal Nurse Practitioner and Acute/Primary Pediatric Nurse Practitioner Tracks:
Dr. Anne Norwood

Instructional Development and Distance Learning:
Dr. Christian Pruett

PhD in Nursing Program:
Dr. Mary Stewart

Budget and Finance:
Lisa Vaughan

RN-MSN Program:
Dr. Robin Wilkerson

Nurse Educator Track:
Dr. Ellen Williams

Continuing Education:
Dr. P. Renee Williams

The associate and assistant deans and directors of the academic programs/tracks oversee the operational activities within the SON and coordinate the academic activities for their respective programs. The director of student affairs and service learning oversees student development, student services and student life activities. The director of diversity and inclusion serves as a liaison to the Office of Health Careers Opportunity, and develops, coordinates and implements programs designed to enhance the retention and recruitment of economically and geographically disadvantaged students, as well as ethnic minority students. The director of continuing education is administratively responsible for planning, development, implementation and evaluation of the University of Mississippi School of Nursing continuing education activities, and assures adherence to ANCC Accreditation Program criteria in the provision of continuing nursing education programs across all departments and schools at the Medical Center. The assistant dean for the Oxford campus and RN-MSN program director directs activities at the Oxford campus, the RN-MSN program and the Oxford Accelerated BSN program.

Faculty
Faculty participate in the governance of the school through the faculty organization meetings (FOM), which are composed of all full-time and part-time faculty. Regular members of the FOM are full-time faculty. Associate members of FOM are part-time faculty.

Additionally, full-time faculty serve on School of Nursing standing and Ad Hoc committees, as well as Medical Center committees. All faculties in the SON have a specific role from which their teaching, practice, and scholarly activities emerge.

Communicating with Faculty
A number of different sources are available for students to communicate with faculty. Each faculty member can be reached via telephone and if not available, a message can be left on voice mail. Additionally, all faculty have email addresses. A listing of these numbers is provided for
students in the faculty directory on the SON website. Finally, when a faculty member is unavailable, handwritten notes may be left with the program administrative assistants or in faculty mailboxes.

**Staff**
All staff in the SON have a specific role in the support of students and faculty. Staff also support the work of the SON with committee work and activities. A staff directory is also available on the SON website.

**Students**
Students participate in the governance of the school by serving as members of certain University of Mississippi School of Nursing standing committees, and by serving in student organizations.

The Faculty Organization Bylaws document outline in detail the structure and function of all committees; these bylaws are available for students to view in the Office of Student Affairs in the SON. Students also are encouraged to be active in the Associated Student Body, the Mississippi Association for Student Nurses, and other campus life activities.
ACADEMIC POLICIES AND REGULATIONS

All students in the University of Mississippi School of Nursing are responsible for the information contained in the Student Handbook which details practices, procedures, and provisions of the School pertaining to academic progress, professional expectations and related matters. Students sign a form indicating they have read and are responsible for the information in the handbook. Students will be informed when changes are made and will be responsible for reviewing and adhering to these changes. Failure to comply with the handbook may result in disciplinary action. The faculty and administration reserve the right to make changes in the 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 students must maintain communication with the School of Nursing concerning their individual goals, curricula, and requirements.

Academic Advisement

Upon enrollment, each student is assigned a faculty advisor to assist the student with academic concerns, planning the program of study, and assuring that graduation requirements are met.

Entering students are introduced to faculty advisors during the orientation period. Lists of graduate and undergraduate students and advisors are available at registration. Students and faculty are expected to adhere to the advisor or advisee guidelines outlined below:

- Each advisee has the responsibility to:
  - initiate a meeting with the faculty advisor at the beginning of each semester and when needed, throughout the year;
  - contact the advisor in case of any academic difficulty, interruption in program, or potential change in academic status;
  - utilize the advisor in conjunction with other University resources to meet academic requirements while enrolled at the University of Mississippi School of Nursing;
  - consult with the advisor, as needed, regarding courses, plan of study (POS), and academic concerns.

- Each faculty advisor has the responsibility to:
  - assist advisee to develop POS and to progress through the program according to POS;
  - assist students in revising POS, if needed, to complete degree requirements;
  - approve students' POS each semester and approve the registration plan;
  - assist students with locating resources for academic concerns;
  - discuss academic concerns with students;
  - update advisees' POS as needed and share with associate dean.

PhD and DNP program advisors also assist students in identifying dissertation or DNP project advisory committee members.
Although every effort should be made to maintain the assigned advisor, a student who experiences conflicts with the assigned advisor may approach the associate dean for academic affairs regarding change of advisor.

**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 for academic affairs. Under such circumstances, a revised orientation plan will be developed.

Please refer to the current UMMC Bulletin for information about the following topics:

- Admission Compliance
- CPR Certification*
- Malpractice Insurance*
- Health Requirements*
- Licensure*
- Background Checks
- IRB Certification*
- Registration
- Course Audit
- Attendance/Excessive Absence
- Excused Absences

*See SON Canvas Compliance course for detailed information on compliance requirements.

**Service Learning**

Service is a long-standing tradition in the SON as well as in the profession of nursing. All students of the SON, regardless of academic program, are given the opportunity to serve in the community. Traditional and Accelerated BSN students complete four hours of service-learning each Fall and Spring semester. Service-learning opportunities are made available to students through the office of student affairs (OSA). All service opportunities are screened by OSA to determine if the service opportunity (1) fulfills one or more of the identified learning outcomes, and (2) for supervision requirements that match learning outcomes with service opportunities. In addition to the opportunities promoted through the OSA, students may choose to complete service learning requirement hours by volunteering at one of the UMMC hospitals. If students opt to complete service learning with UMMC hospital, they must attend an orientation session with Volunteer Services prior to volunteering in the hospital. Students are asked to schedule their hospital volunteer service one week in advance with the Office of Volunteer Services. RN-BSN, MSN, DNP and PhD as well as other students may complete a proposal request to complete service-learning requirement with an alternate service-learning opportunity. The student is responsible for completing the proposal form, identifying learning outcomes addressed, and returning to the office of the director of student affairs for pre-approval, at least two weeks in advance of the proposed activity. The student must receive approval for the service-learning activity to satisfy the requirement.

The School of Nursing records all service-learning activities on a non-profit giving platform website, GiveGab. ([www.GiveGab.com](http://www.GiveGab.com)). Students are able to create an account on the website. All students must abide by the UMMC Code of Conduct policy when using to the GiveGab website.
Students must use their UMC issued email account for access. If a student has any issues please access the following video for instructions on registering for Give Gab: GiveGab Instructions.

All service learning is due by the last day of the semester of which a student is enrolled. All service-learning activities must align with the policy guidelines. The outcomes are found on the School of Nursing website at https://www.umc.edu/son/service_learning/.

Release Following Illness
Students returning to school following illnesses 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 provider to return to clinical and coursework and submit it to the office of the associate dean of academic affairs. Students should check with their advisors if they have questions.

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

Preparation for Clinical Practice
Students are expected to be prepared in the clinical laboratory experience in order to provide safe care. Should a student come to the clinical unit unprepared, she or he will be sent off the unit; it will be documented and placed in the student’s file in the program office and the office of the associate dean for academic affairs. A grade of Unsatisfactory “U” will be assigned for any clinical day in which the student fails to meet the minimum professional expectations for the day. If the student receives the “U”s in the same clinical course, he/she will receive an F for the course.

Examinations
To pass a course, the undergraduate student must have both a weighted test average and an overall course average of 76 or greater. A weighted test average includes all tests in the course including any final exam. Examinations may be written, oral, practice, or a combination of all three. 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 will receive a zero for the exam.

Examination Return Policy
At the completion of an exam via the computer, rationales are provided. If a student has a comment related to one of the questions/answers, the student can post that comment on the
discussion board with supporting documentation as directed by faculty. After careful examination faculty will determine any changes. Once this is done, the test scores are posted. After that posting, no changes will be made to test grades.

An individual review of a test, which have been scored and graded, is at the discretion of the faculty. When faculty elects to review the test with a student, the faculty determines the time and place for review. The test review session is not to be used to discuss the rightness/wrongness of an answer. The review session is for student clarification of understanding. There will be no credit given or changes made to test questions during the test review session.

**Standardized Examinations**

Students in the traditional and accelerated baccalaureate programs are required to take nationally-normed standardized assessment tests throughout the program. Assessment tests are used to identify gaps in knowledge-base or critical thinking skills. In the last semester of the curriculum, students are required to take a comprehensive exit exam and make a satisfactory score in order to be certified for graduation and be eligible to apply to take the licensure examination. The SON currently uses Health Education System, Inc. (HESI) testing products. Testing costs are included in student tuition/fees and cover one administration and retake of each specialty test. Students are responsible for the cost for retakes of custom exams.

**Standardized Testing Policy**

**Traditional BSN Program**

**HESI Specialty Exams**

Students will take a designated number of specialty exams included in their purchased package.

- The conversion score on the HESI specialty exam will count 5% of the course grade. This percentage is **not** included in the 76% test average required to pass a course.
- A student who scores less than 900 on the first take of the specialty exam will be **required to retake the exam. The higher of the two conversion scores will be used in the course grade.** A student who does not achieve a minimum score of 900 will be required to complete HESI content remediation.

**HESI Mid-Curricular Exam**

Students in the Traditional BSN program are required to take the HESI Mid-Curricular Exam. Students in the Traditional program will take the exam prior to entering the Semester IV in the fall. If a score of 900 or above is not achieved the student will be allowed two additional testing opportunities. **Students will be required to pay the cost for exam retakes. If the student does not make the minimum score of 900 after the third take, the student will be required to enroll in N322 – Strategies for Success for content remediation and strengthening of testing skills. Students will be allowed to progress to Semester IV according to current progression policies.**

- Students enrolled in the remediation course will have the opportunity to retake any of the HESI Specialty exams administered in Semesters 2 and 3 courses. The student will pay the cost for any exam retakes.
**HESI Exit Exam**
The HESI Exit exam is administrated to all students in the Traditional BSN program in the last semester of the program. The exit exam is a course requirement in N482 for students in the Traditional program. A minimum score of 900 is required on the HESI Exit in order to successfully complete the course.

If a student is not successful on the first take, a remediation plan will be developed in collaboration with course faculty. The student will be allowed additional exam retakes until a satisfactory score of 900 or above has been achieved. **Students will be required to pay the cost for exam retakes.** There will be a minimum one-week time interval between retakes to allow adequate time for remediation. If the student has not achieved a satisfactory score by the end of the semester, a grade of “Incomplete” will be assigned for the course. The student will be allowed to participate in commencement and graduation activities. Once the student has achieved a satisfactory score, the “Incomplete” will be removed and the student will receive a course grade.

**HESI Review Course**
The HESI Review course will be offered prior to date scheduled for the HESI Exit exam requiring the minimum score for program completion.

**Standardized Testing Policy**

**Accelerated BSN Program**

**HESI Specialty Exams**
Students will take two HESI Semester Concept exams and three HESI Specialty exams included in their purchased package according to the schedules attached.

- The conversion score on the HESI Semester Concept and the HESI Specialty exams will count 5% of the course grade. This percentage is not included in the 76% test average required to pass a course.
- A student who scores less than 900 on the first take of the semester concept or specialty exams will be **required to retake the exam. The higher of the two conversion scores will be used in the course grade.** A student who does not achieve a minimum score of 900 will be required to complete HESI content remediation.
- **Students will be required to pay the cost for exam retakes of the Semester Concept exams.**

**HESI Exit Exam**
The HESI exit exam is administrated to all students in the Accelerated BSN program in the last semester of the program. The exit exam is a course requirement in N497 for students in the Accelerated BSN program. A minimum score of 900 is required on the HESI Exit in order to successfully complete the course.

If a student is not successful on the first take, a remediation plan will be developed in collaboration with course faculty. The student will be allowed additional exam retakes until a satisfactory score of 900 or above has been achieved. **Students will be required to pay the cost**
for exam retakes. There will be a minimum one-week time interval between retakes to allow adequate time for remediation. If the student has not achieved a satisfactory score by the end of the semester, a grade of “Incomplete” will be assigned for the course. The student will be allowed to participate in commencement and graduation activities. Once the student has achieved a satisfactory score, the “Incomplete” will be removed and the student will receive a course grade.

**HESI Review Course**

The HESI Review course is mandatory for all students and will be offered prior to the HESI Exit exam.

**TRADITIONAL BSN PROGRAM**

<table>
<thead>
<tr>
<th>Course</th>
<th>Assessment Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester I</strong></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
<tr>
<td><strong>Semester II</strong></td>
<td></td>
</tr>
<tr>
<td>N309 Foundations of Nursing Practice</td>
<td>Fundamentals of Nursing</td>
</tr>
<tr>
<td><strong>Semester III</strong></td>
<td></td>
</tr>
<tr>
<td>N427 Child-Adolescent Nursing</td>
<td>Pediatric Nursing</td>
</tr>
<tr>
<td>End of spring semester</td>
<td>HESI Mid-Curricular</td>
</tr>
<tr>
<td><strong>Semester IV</strong></td>
<td></td>
</tr>
<tr>
<td>N426 Maternal-Newborn Nursing</td>
<td>Maternity Nursing</td>
</tr>
<tr>
<td>N460 Adult Health II</td>
<td>Medical-Surgical Nursing</td>
</tr>
<tr>
<td><strong>Semester V</strong></td>
<td></td>
</tr>
<tr>
<td>N435 Nursing Synthesis and Practicum</td>
<td>Pharmacology</td>
</tr>
<tr>
<td>N310 Behavioral Nursing</td>
<td>Psych/Mental Health Nursing</td>
</tr>
<tr>
<td>N449 Nursing Management in Health Care Systems</td>
<td>Management</td>
</tr>
<tr>
<td>N482 Seminar</td>
<td>HESI Exit Exam</td>
</tr>
</tbody>
</table>
### ACCELERATED BSN PROGRAM-JACKSON

<table>
<thead>
<tr>
<th>Course</th>
<th>Assessment Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester I</strong></td>
<td></td>
</tr>
<tr>
<td>N413-1</td>
<td>Health &amp; Illness across the Lifespan I</td>
</tr>
<tr>
<td><strong>Semester II</strong></td>
<td></td>
</tr>
<tr>
<td>N413-2</td>
<td>Health &amp; Illness across the Lifespan II</td>
</tr>
<tr>
<td>N434-2</td>
<td>Clinical Practicum II</td>
</tr>
<tr>
<td>N434-2</td>
<td>Clinical Practicum II</td>
</tr>
<tr>
<td><strong>Semester III</strong></td>
<td></td>
</tr>
<tr>
<td>N413-3</td>
<td>Health &amp; Illness across the Lifespan III</td>
</tr>
<tr>
<td>N497</td>
<td>Nursing Capstone</td>
</tr>
<tr>
<td>N434-3</td>
<td>Clinical Practicum III</td>
</tr>
</tbody>
</table>

### ACCELERATED BSN PROGRAM-OXFORD

<table>
<thead>
<tr>
<th>Course</th>
<th>Assessment Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester I</strong></td>
<td></td>
</tr>
<tr>
<td>N413-1</td>
<td>Health &amp; Illness across the Lifespan I</td>
</tr>
<tr>
<td><strong>Semester II</strong></td>
<td></td>
</tr>
<tr>
<td>N413-2</td>
<td>Health &amp; Illness across the Lifespan II</td>
</tr>
<tr>
<td>N434-2</td>
<td>Clinical Practicum II</td>
</tr>
<tr>
<td>N434-2</td>
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<tr>
<td><strong>Semester III</strong></td>
<td></td>
</tr>
<tr>
<td>N413-3</td>
<td>Health &amp; Illness across the Lifespan III</td>
</tr>
<tr>
<td>N497</td>
<td>Nursing Capstone</td>
</tr>
<tr>
<td>N497</td>
<td>Health &amp; Illness across the Lifespan III</td>
</tr>
<tr>
<td>N497</td>
<td>Health &amp; Illness across the Lifespan III</td>
</tr>
</tbody>
</table>
Standards for Scholastic Performance
Please refer to the current UMMC Bulletin.

Grading
Please refer to the current UMMC Bulletin.

Grades
A final letter or Pass/Fail grade will be submitted to the Registrar for each course taken by a student in the SON. Final grades in completed courses will be available from the Registrar at the end of each academic semester and can be viewed by students through their account on the MyU portal website. The associate dean for academic affairs will notify students of actions taken after grades are reviewed.

The Registrar reserves the right to withhold grades or transcripts until library books and supplies have been returned and all pending matters resolved with the Office of Student Accounting and the Office of Financial Aid.

Progression Policies
Please refer to the current UMMC Bulletin for coverage of the following topics:
- Leave of Absence (LOA)
- Withdrawal
- Progression
- Probation
- Dismissal
- Readmission
- Degree Requirements
- BSN Residence Requirements
- BSN Grade Requirements
- MSN Residence Requirements
- MSN Grade Requirements

Diploma Application
Diploma applications and cap and gown measurements are due in the Registrar’s office by the due dates listed on the academic calendar to allow ample time for ordering in time for student graduation. Please view the current academic calendar online for the appropriate deadlines at https://www.umc.edu/Education/Schools/Nursing/Calendar_of_Events.aspx. Students will complete forms electronically in myU portal.

Student Certification for Graduation
A list of students certified to graduate will be sent to the Registrar’s office after semester grades have been reviewed (fall, spring, summer) and the associate dean has verified that the student has met all course and program requirements for graduation.

Commencement
A student who completes all degree requirements is recognized at the annual commencement program held in May. Students who complete the degree requirements during the fall and summer terms will have these degree documents mailed at the completion of the plan of study and are recognized at commencement the following year.
Attendance at commencement exercises is required for those students who graduate at the end of spring. In case of hardship, a student may petition in writing to the dean of the School of Nursing to be excused. These petitions should include the student name, program of study and reason for absence. With the recommendation of the dean and the approval of the vice chancellor, the degree can be awarded in absentia. Students who graduate in the previous summer or fall semester are invited to participate in the spring commencement, but are not required to attend.

The University of Mississippi School of Nursing reserves the right to withhold a degree of any student deemed unsuitable for the practice of nursing.

Graduation with Honors
The University of Mississippi Medical Center awards baccalaureate degrees in nursing with honors for excellent scholarship. A graduating senior from the Traditional and Accelerated BSN programs must complete the entirety of the academic program at the University of Mississippi School of Nursing in order to be eligible to graduate with honors. RN-BSN graduates must complete a minimum of 30 semester hours of the academic program at the University of Mississippi School of Nursing in order to be eligible to graduate with honors. For RN-BSN students, both the University of Mississippi School of Nursing GPA and the cumulative GPA for courses taken prior to entering the SON are considered.

Degrees are awarded: Summa Cum Laude (3.90-4.0); Magna Cum Laude (3.75-3.89); and Cum Laude (3.50-3.74). For Traditional and Accelerated BSN students, the GPA is based only on the work completed in the School of Nursing at the University of Mississippi Medical Center.

“For graduate students, only the top three MSN students achieving the highest cumulative grade point averages will be selected for graduation with honors.” Students must have completed all courses for the degree at the UMMC School of Nursing to be eligible for consideration for Latin Honors.

Americans with Disabilities Act Policy
Requests for Academic and Clinical Accommodations
The purpose of this policy is to assist the University of Mississippi School of Nursing in complying with the Americans with Disabilities Act (ADA) of 1990. Disability is defined in the ADA as a person with: (a) physical or mental impairment that substantially limits one or more of the major life activities of such individual; (b) a record of such impairment; or (c) being regarded as having such impairment.

The Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCNE) developed guidelines for nursing education programs to use in complying with the ADA and defined nursing as a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements.
Selection of qualified individuals for admission to and progression through programs at the University of Mississippi School of Nursing is the responsibility of the faculty who act through the Undergraduate and Graduate Admissions and Progression Committees. The Technical Standards for Admission, Progression and Graduation (Technical Standards) are an integral component of the School of Nursing and identify core professional competencies in eight specific domains – critical thinking/cognitive competencies, professional relationships, communication, mobility, motor skills, hearing and visual skills, observation and tactile senses. Nursing students must meet all the requirements of the Technical Standards, with or without reasonable accommodations, in order to successfully progress through and graduate from their respective curricula. The faculty of the University of Mississippi School of Nursing has established technical standards (see Table 1 on next page) for students in the school’s educational programs. The list is adapted from the SREB Sample Core Professional Standards as developed by the SREB Council on Collegiate Education for Nursing Education.

**Process for Requesting Academic Accommodation within the School of Nursing**

To request academic accommodations, students begin by contacting the University of Mississippi Medical Center Office of Academic Support. Follow the step-by-step process outlined on the web page [http://www.umc.edu/Academic_Accommodations/](http://www.umc.edu/Academic_Accommodations/).

If accommodations are approved, the student will receive a letter from the Office of Academic Support. This letter will serve as verification of the specific accommodations granted. The student is responsible for notifying the course coordinator in each course of his/her desire to receive accommodations and must show the course coordinator the letter of verification received from the Office of Academic Support.

It is imperative that students contact the course coordinator regarding the approved accommodation(s) within a reasonable time frame so faculty can make the necessary arrangements, if reasonable, to satisfy the approved accommodation(s). A minimum of three (3) business days is required to allow for academic accommodation(s) for testing and examinations. Please note that academic accommodation(s) are NOT retroactive (cannot be applied to work prior to the approval of accommodations request) nor are they automatically applied to all current/future courses. Students must show the copy of the approved accommodation(s) letter from the Office of Student Support to the course coordinator for each course in which the student chooses to employ the accommodation. Students may contact the SON Office of Student Affairs for additional information or assistance.

**Table 1 – Technical Standards for Admission Progression and Graduation**

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking and Cognitive Competencies</td>
<td>Critical thinking and cognitive abilities for effective clinical reasoning and clinical judgment consistent with level of educational preparation</td>
</tr>
<tr>
<td>Professional Relationships</td>
<td>Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups</td>
</tr>
</tbody>
</table>
Communication  Communication adeptness sufficient for verbal and written professional interactions
Mobility  Physical abilities sufficient for movement from room to room and in small spaces
Motor Skills  Gross and fine motor abilities sufficient for providing safe, effective nursing care
Hearing and Visual Observation  Auditory and visual ability sufficient for observing, monitoring and assessing health needs
Tactile Sense  Ability to make observations in connection with other identified professional nursing student competencies
Tactile Sense  Tactile ability sufficient for physical assessment


This list is not exclusive and all applicable skills cannot be listed. All individuals will be reviewed based upon their own facts and circumstances. The SON reserves the right to determine other relevant criteria in order to preserve the school’s professional and academic standards.

School of Nursing Plagiarism Policy
Plagiarism is a form of academic dishonesty. It is representing someone else’s intellectual property as one’s own. You are at risk of plagiarizing when you fail to adequately cite the original source material from which you took words and ideas. There is no acceptable level of plagiarism.

Plagiarism is Defined as:
• Submitting another’s published or unpublished work, in whole, in part, or in paraphrase, as one’s own without fully and properly crediting the author with footnotes, citations or bibliographical references.
• Submitting as one’s own, original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
• Submitting as one’s own, original work, material that has been produced through unacknowledged collaboration with others without release in writing from collaborators (definitions adopted from the University of Cincinnati).

Plagiarism Consequences
No student shall claim credit for another’s work or accomplishments or use another’s ideas in a written paper, presentation, or discussion board without appropriate citations and references. Refer to Student Handbook for consequences of plagiarism. Consequences will be determined by course faculty. If the faculty determines that plagiarism has occurred, the faculty will initiate one or more of the following disciplinary actions:
• Require the student to repeat the assignment.
• Issue the student a zero, a lower or a failing grade on the assignment.
• Issue the student a lower or a failing grade in the entire course.
• Submit a written reprimand to be added to the student’s permanent file.

The faculty member will forward a description of the disciplinary action taken and the facts surrounding the case to the associate dean for academic affairs. A student who believes the plagiarism disciplinary action initiated by the faculty member is unjust may seek resolution through the Academic Grievance Procedure.

Avoiding Plagiarism
There are numerous resources available to assist students in avoiding plagiarism. The leading tool for plagiarism detection utilized by the School of Nursing is Turnitin. In certain courses, students may be required to submit assignments and/or formal papers to Turnitin to evaluate for originality and intellectual integrity (i.e. plagiarism). Turnitin checks papers and assignments against a collection of national databases and generates a report that highlights any blocks of text in the submitted document that match reference sources with links back to the matching documents. Students may submit a draft of their paper and use the Originality Report to determine if revisions are needed or citations need to be added to prevent plagiarism before submitting the final paper to their instructor for grading. In some courses, students may be required to submit the final version of papers or assignments to Turnitin first, then to the instructor for grading.

Federal Family Educational Rights to Privacy Act 1974
Please refer to the UMMC Bulletin for more information.

Academic Grievance Procedure
An academic grievance is a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the student claims is unjust, arbitrary or capricious. Please note that grades may not be grieved.

The academic grievance procedures and forms can be accessed on the Current Students tab of the SON website, under the Office of Student Affairs section, or by the direct link of https://www.umc.edu/son/academic_grievance/.
PROGRAM-SPECIFIC POLICIES AND PROCEDURES

In this section of the student handbook, policies and procedures unique to each academic program offered through the School of Nursing are examined by specific program. For the master’s and DNP programs, policies and procedures are referred to in the UMMC Bulletin. The nature of the baccalaureate and PhD programs requires a more detailed account in this document.

BACCALAUREATE PROGRAMS
Please refer to the current UMMC Bulletin for coverage of the following topics:

- Purpose
- Baccalaureate Program Outcomes
- Traditional BSN Program
  - Purpose
  - Admission Criteria
- Accelerated BSN Program
  - Purpose
  - Admission Criteria

Undergraduate Students Experiencing Academic Difficulty
The faculty of the School of Nursing expects that all undergraduate students will satisfactorily progress in the program. There are times, however, when a student may experience academic difficulty. Academic difficulty is defined as a course grade average less than 76% and/or unsatisfactory clinical performance. If a student is in academic difficulty at mid-term*, the following procedure is implemented. (See also Office of Academic Support for additional resources)

Course Coordinator Responsibility
When a student is experiencing academic difficulty in a course at mid-term, the course coordinator will:
1. Notify the student, in writing, of the grade average that is less than 76% and recommend that the student seek assistance from his/her academic advisor.
2. Notify the program director and the student’s academic advisor that the student is in academic difficulty.
3. Collaborate with the student, the student’s academic advisor and course faculty, if needed, to develop strategies to overcome the academic difficulty.

*Mid-term for clinical in clinical courses is defined as the interim evaluation date.

Student Responsibility
When a student is experiencing academic difficulty in a course at mid-term, the student will:
1. Make an appointment with his/her academic advisor to discuss strategies to overcome the academic difficulty.
2. In conjunction with academic advisor/course coordinator, develop strategies to overcome the academic difficulty.
3. Follow-up with resources that are recommended by the academic advisor/course coordinator.
4. Continue to consult with the academic advisor to discuss progress in academic performance.

**Academic Advisor Responsibility**
When a student is experiencing academic difficulty in a course at mid-term, the academic advisor will:
1. Meet with the student to develop strategies to overcome the academic difficulty.
2. In collaboration with the course coordinator and/or course faculty, provide the student with a list of resources to assist with the areas identified as contributing to the academic difficulty.
3. Schedule a follow-up appointment to evaluate the student’s progress toward improving academic status.
4. Document all advisement sessions, provide a copy to the student, and forward a copy for the student file to the academic program office.

**Course Faculty Responsibility**
When a student is experiencing academic difficulty in a course at mid-term, the course faculty will:
1. Apprise the course coordinator and counsel the student about the academic difficulty.
2. Document the student’s behaviors, as appropriate.

**Dress Code Policy**
The following guidelines were developed for the University of Mississippi School of Nursing using faculty and student input, as well as adapting policies of several health-care organizations and other professional schools on campus. It is not intended to stifle individuality or be restrictive; rather, it is an attempt to help students make the transition to a health care professional. It is important that students present themselves and be perceived as conscientious professionals. The personal taste of a professional should reflect concern for his/her patients/clients and colleagues. Students are asked to dress in good taste and present themselves with proper decorum as they represent themselves, their academic institution and their profession in the community.

**Uniform Policy**
The University of Mississippi School of Nursing’s official uniform must be worn during all clinical experiences including clinical lab, hospital, clinic, and community clinical experiences. The uniform, lab coat and patches must be purchased during orientation prior to the beginning of the first semester of the Traditional or Accelerated BSN program.

The uniform consists of:
- Navy blue scrubs (with no other colors). A top and pants or scrub dress are acceptable with no lace or strings to tie (except pants). Scrubs with pockets on top and pants are permissible.
- Optional: a white short or long sleeve t-shirt may be worn under the top.
- Shoes must be solid white, closed toed and heeled, must be clean and in good condition and impermeable (no mesh or canvas).
• Two University of Mississippi School of Nursing patches (available for purchase in the campus bookstore)
• One Long Lab Coat: no embroidery or personalization
• the University of Mississippi Medical Center-issued ID badge

**Fleece jackets are not allowed on the clinical unit. Fleece jackets are not part of the University of Mississippi School of Nursing uniform attire.**

The student must affix the official school patch above the left breast pocket or section of the uniform top and on the upper left sleeve of the uniform lab coat. The UMMC ID badge must be worn on the left side of the upper torso. Uniforms with the official school patch are to be worn only during clinical and school functions. Uniforms are not to be loaned to anyone outside of the School of Nursing.

When in the clinical areas for educational purposes such as conferences, pre-conferences, community assessment, etc. and not in uniform, students must be appropriately dressed and wear the approved school lab coat with the official school patch on the upper left sleeve.

When in the clinical area providing nursing care, students must wear the approved University of Mississippi School of Nursing uniform. Dress uniforms should be neat, clean, and non-wrinkled. Dress uniforms must be hemmed at or below the knee and pants must be hemmed and not rolled. Flesh-colored or white hose with the dress uniform; white stockings or white socks with the pant uniform are acceptable. Shoes must be white, spill resistant and non-penetrative. Backless or open toe shoes are not acceptable. Solid white leather tennis shoes are acceptable. Solid white short-sleeved t-shirts may be worn underneath the scrub top. Plain knit dark blue or white sweaters may be worn with all uniforms.

When students are engaged in clinical experiences, they must follow the institution’s policy related to personal appearance in addition to following the uniform policy of the School of Nursing.

Wedding bands, watches, and school or professional pins, may be worn. Only one small conservative post earring per earlobe may be worn. Engagement rings may be worn, but the student must use professional judgment to determine when to remove the ring. No other jewelry will be worn.

Cleanliness is expected at all times. This includes the person, uniform, shoes, shoestrings, etc. Nails are to be clean and an appropriate length. Only clear, unchipped fingernail polish may be worn. Moderate hair clasps or ties are acceptable hair adornment, but large elaborate bows, colorful ribbons, hair bands or ornamental barrettes are not acceptable. For many lab activities and in all cases of patient care, hair that is shoulder length or longer, falls forward or is so full that it does not present a professional appearance, must be secured off the shoulders and away from the face. Sideburns, beard and mustache must be neatly trimmed.
Makeup should be conservatively applied. Perfume and/or fragrances are not allowed due to the potential allergic reaction from patients or others.

**Classroom Attire**
As a student and representative of the University of Mississippi School of Nursing, students are expected to dress appropriately. During non-clinical and classroom time, casual clothing is acceptable.

Ripped clothing, cutoffs, shorts, tights, or revealing clothing, halter-tops, tube tops, tank tops, muscle shirts, strapless dresses or tops are prohibited.
Printed messages on clothing will not be suggestive or glamorize the use of substances generally known for abuse.
No exposed cleavage due to low neckline.
No midriff or underwear is to be exposed.
Leggings are not considered professional attire and are not considered appropriate classroom attire.
Clothing should be clean and in good repair.
Shoes must be worn at all times.
Skirts should be no shorter than two inches above the knee and no longer than ankle length.
Biking shorts, sports shorts or short shorts are prohibited. Shorts may not be shorter than mid-thigh.
Sunglasses are prohibited unless there is a medical reason.
All tobacco products are prohibited, including all electronic smoking devices.
See-through garments that expose underwear are prohibited.
Makeup and fragrances should be conservative.

Dress code for school-related activities, or presentations not requiring a uniform, (this includes going to the hospital for clinical assignments), should be at a more professional level than classroom attire. Therefore, in addition to classroom attire, the following applies:
1. Dress slacks and/or skirts appropriately hemmed (i.e. slacks no longer than footwear) (Jeans are not acceptable attire as this violates hospital policies.)
2. Shoes should provide safe, secure footing and offer reasonable protection from hazards. Shoes should be clean, conservative and in good repair. No flip-flops or sandals.
3. Official lab coat with identification badge and school patch.
4. Clean, well-groomed hair.
5. Jewelry should be limited to one conservative earring per earlobe, wedding and engagement ring, watch, school or professional pins.

If after the 1st offense, a student fails to follow the Dress Code Policy, then the actions listed in the Student Handbook will be followed:
1. 1st offense – student will be sent to the appropriate program director, and will be dismissed from the activity in which they were currently involved.
2. 2nd offense – student will be sent to the appropriate program director and will be sent home with unexcused absence.
3. **3rd offense (or greater)** – student will be sent to the appropriate program director. A formal letter of reprimand will be placed in the student file, and the student will be sent home with an unexcused absence. Additionally, the student will have a meeting scheduled with the appropriate program director to discuss continued disregard to school policy.

**Identification Badges**

Medical Center policy requires that all employees and students wear their identification badges at all times while on campus and in any other facilities which are operated by the Medical Center, or in which the student is engaged in clinical experience. The badge should be worn with the name and photo clearly visible on the front, upper torso affixed to a collar, pocket, lapel, or displayed on a short break-away neck strap close to the face. Only professional pins, department logo pins or service pins may be placed on the badge. However, they should not obscure the name, photo, title or ID number.

Admission to the School of Nursing requires that ID badges are activated for access. The administrative assistant for the SON Office of Academic Affairs (A334) can assist with badge activation.

Students who come to the clinical area without their identification badge will be relieved of duty and asked to return home to get it.

Students who lose their ID badge should report the loss immediately to Human Resources. A new badge will be issued for a nominal charge.

**Application for Licensure for Undergraduate Students**

A representative from the Mississippi Board of Nursing (BON) may meet with the students during the semester in which the student will graduate to explain the procedure related to applying for licensure. All necessary documents and instructions will be provided to the students regarding completing applications. Students are required to have a 2” x 2” passport-type photograph to attach to the licensure application, and the appropriate fees as deemed by the Mississippi Board of Nursing. These forms are to be completed and turned in to the Mississippi BON office.

**Procedure: Section 73-15-19 of the Mississippi regulating the practice of the registered nurse (effective JULY 1, 1983)**

Registered nurse applicant qualifications, any applicant for a license to practice as a registered nurse shall submit to the board:

a) An attested written application on a Board of Nursing form;

b) Written official evidence of completion of a nursing program approved by the Board of Trustees of State Institutions of Higher Learning, or one approved by a legal accrediting agency of another state, territory or possession of the United States, the District of Columbia, or a foreign country which is satisfactory to this board;

c) Evidence of competence in English related to nursing, provided the first language is not English;

d) Any other official records required by the board.
The board may, in its discretion, refuse to accept the application of any person who has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972, as now or hereafter amended, or any provision of this chapter. The Office of Academic Affairs provides assistance in completing the application process.

The School of Nursing reserves the right to withhold a degree from any student deemed unsuitable for the practice of nursing.

MASTER’S PROGRAMS
For information related to the Master’s programs and Post-Masters program:
- Purpose
- Application Procedure
- Admission Criteria
Please see the UMMC Bulletin.

RN-MSN PROGRAM
For information related to the RN-MSN program:
- Purpose
- Application Procedure
- Admission Criteria
Please see the UMMC Bulletin.

DOCTOR OF NURSING PRACTICE
For information related to the Doctor of Nursing Practice (DNP) program:
- Purpose
- Application Procedure
- Admission Criteria
Please see the UMMC Bulletin.

View the link below for the DNP Scholarly Project Handbook for details; this document is distributed in the orientation process. Or, if you have specific questions, contact the DNP Program Director.
STUDENT RIGHTS AND RESPONSIBILITIES

Students are members of the academic community and are also citizens who enjoy the same freedom of speech, peaceful assembly and right of petition that all citizens enjoy. Students have the responsibility to know and obey the laws of the United States, the State of Mississippi and local government.

It is the responsibility of the student to follow institutional regulations, policies and established guidelines as stated in this handbook and in the UMMC Bulletin. PhD students are expected to follow the information presented in the Graduate Student Handbook put out by the SGSHS as well as this handbook and the Bulletin.

Students are accountable for their behavior at all times. Consequences of accountability for their behavior are outlined in the UMMC Bulletin and in this Student Handbook.

Students are responsible for knowing and using appropriate channels of communication as described in the UMMC Bulletin, in this handbook and for PhD students, the Graduate Student Handbook referred to above. Students have the right to freedom from discrimination on the basis of race, color, religion, gender, sexual orientation, age, handicap, veteran status, marital status or national origin. Students have protection from arbitrary or capricious academic evaluation. Students have the right to be informed, in writing, of the expected behaviors and standards by which they will be evaluated prior to participating in clinical and classroom activities. Students have the right to academic evaluations which are neither prejudiced nor capricious and which are based on stated course requirements.

As constituents of the academic community, students are free, individually or collectively, to voice constructive criticism through identified channels on issues of institutional policy, curriculum and on matters of general interest to the student body without fear of reprisal.

Student Recommendations and Complaints
Students have the responsibility to evaluate an instructor’s performance and courses through the established mechanisms. Students have the responsibility for attending student body/class meetings and participating in student body activities. Students have the responsibility for serving on faculty/student committees when asked to do so or to volunteer service when needed.

While under the direct supervision of an instructor, students have the right to adequate safety precautions provided by the University of Mississippi School of Nursing. Students also have the right to negotiate participation in clinical situations which they feel are threatening to personal health or life.

Students have the right to expect objectivity in constructive criticism from faculty and the responsibility for rendering the same. Students, individually or collectively, have the right to
expect, within a reasonable length of time, feedback concerning all student related issues presented to the faculty. Students have the right to due process. The following policies, established by the faculty, are subject to change as laws and conditions may require. These policies should not be considered final or irrevocable. The Office of the Dean maintains a current statement of approved policies and guidelines.

All students should be aware of the contents of The UMMC Bulletin. Students enrolled in the PhD program also should be knowledgeable of the information provided in the Graduate Student Handbook which details policies and procedures for graduate students at the Medical Center.

Professional Expectations
A student enrolled in the University of Mississippi School of Nursing is expected to:
1. Appear and conduct self in a professionally acceptable manner;
2. Be cognizant of and adhere to the channels of authority;
3. Refrain from any academic or professional dishonesty, for example, cheating and plagiarism in academic assignments;
4. Show respect for and be mutually supportive of fellow students, faculty and staff;
5. Accept responsibility for reporting to the proper person all errors, omissions in care and incidents of misconduct;
6. Regard as strictly confidential all information concerning each client and refrain from discussing this information with any unauthorized individual;
7. Show respect and consideration for the client, regardless of race, age, marital status, veteran status, religion, gender, handicap, nationality, or economic status;
8. Be guided at all times by concern for the welfare of clients entrusted to one’s care;
9. Be guided at all times by moral and ethical behaviors inherent in the profession.

Failure to meet a professional expectation may result in disciplinary action up to and including dismissal from the program.

Professionalism Expectations for Clinical
The student will participate in designated course/clinical experiences dressed in adherence to dress code set by the University of Mississippi School of Nursing Student Handbook. In order to complete clinical requirements, the student is expected to:

- Display safe, ethical and professional behavior
  - Safe behavior is defined as: acting in a way that does not cause harm to others or self, both physically and psychologically.
  - Ethical behavior is regarded as: (see the Code of Ethics for Nursing, nursingworld.org/.../EthicsStandards/CodeofEthicsforNurses.)
  - Professional behavior is regarded as:
    - Have a respectful manner in speech, body language... with each person you come in contact with in all personal exchanges with patients, staff, faculty, visitors or any person on or off campus during your enrollment in the nursing program.
- Be clinically prepared in both knowledge and skills.
- Display understanding of the patient's diagnosis, lab tests, medications, nursing care requirements and nursing skills required for that clinical experience.
- Complete your clinical assignment using high professional standards as expected.
- Display a positive attitude in speech and demeanor.
- Be willing to embrace new knowledge and experiences.
- Display safe clinical practice and skills.
  - Clinical nursing practice and skills are carried out according to the clinical agency’s protocols and those learned in the nursing skills laboratory under the guidance of a clinical instructor in the appointed clinical agency.
  - Any deviation from these clinical/course requirements, including dress code, will result in:
    - An unsatisfactory clinical report for that clinical day (which will be documented in your student file).
    - Two (2) unsatisfactory clinical reports will result in Failure of the Course.
    - OR
    - If the student’s failure to demonstrate professional and ethical behavior results in a catastrophic (a serious/significant/sentinel event) that could harm the patient or others at any level, the student may be: (1) dismissed from the program, or (2) be called before the Disciplinary Council as set forth in the Student Handbook.

**Student Honor Code**

In 2013, the baccalaureate student body participated in the first signing of the Student Code for Honorable and Professional Behavior. This code was developed by the student leadership groups of the classes graduating between 2011 and 2013. The code was developed by student leaders, vetted to the student body for comments and edited in response to the suggestions of the student body. The code was adopted formally by the President’s Council in November 2012 and was signed by the first group of students in April 2013. Each year, newly admitted undergraduate students participate in a signing ceremony to indicate their commitment to follow the code and to encourage their colleagues to do the same.

**Student Code for Honorable and Professional Behavior**

We, the students of the University of Mississippi School of Nursing, create this *Code of Honorable and Professional Behavior* as a guideline for expected academic, personal, and professional conduct. Each student bears responsibility for his/her own behavior, both on and off the UMMC campus, by adhering to all policies set in place by UMMC and the SON. Based on the American Nurses’ Association *Code of Ethics for Nursing*, we will show in all circumstances, both professional and social, quality in nursing care and ethical obligation.

It is our purpose to set forth standards of behavior that will serve well in our development of **EXCELLENCE** in our practice of nursing. The intention of this code is to serve as a foundation for personal honor, morality, order, and the rights of others. It is our goal to provide an environment that fosters and protects free, rational academic inquiry, encouraging **DIVERSITY** in all its forms, even **DIVERSITY** of thought. By adhering to this code throughout all aspects of life, we commit to
uphold the principle of unselfish devotion for the welfare of others with our words and our actions. We pledge to **RESPECT** and honor self and all others, including fellow classmates, faculty/staff, all UMMC employees, patients, and visitors, as well as the community. The **INTEGRITY** of this code is dependent upon individual self-examination, honesty, and **ACCOUNTABILITY** to ourselves and our fellow students through informal and formal processes. The effectiveness of this code requires support and cooperation by both students and faculty to endorse the spirit of the standards outlined in this *Code of Honorable and Professional Behavior*.

**Standards of Behavior**

**Academic Integrity**
We, the students of the University of Mississippi School of Nursing, believe that in order to obtain the full potential of our education and to properly care for our current and future patients, it is our responsibility to uphold the highest degree of academic integrity and to denounce to the fullest extent any form of academic dishonesty.

Examples of behaviors inconsistent with academic integrity:

a. Memorizing test questions and answers and recording them after a test. Distributing test questions to other classes;
b. Using a search engine during computerized testing;
c. Falsifying academic or clinical documents. Sharing clinical paperwork unless approved by faculty;
d. Cheating of any kind;
e. Dishonesty; creating a false excuse to miss a clinical or class requirement;
f. Plagiarism, including using pre-written papers and claiming them as your own and not citing sources to make it appear as if it was your own thought or logic;
g. Violation of any rules or regulations of UMMC or the School of Nursing (course syllabi, Student Handbook, or NSNA Code of Ethics).

**Personal Behavior**
We believe that personal behaviors are those actions that fall outside the realm of professional or academic behavior that may be considered a reflection on the school or the profession of nursing. As students of the University of Mississippi School of Nursing, it is our responsibility to achieve and maintain an optimal level of individual integrity and personal morality as set forth by the standards of behavior outlined in this code.

Examples of behaviors inconsistent with the standards of personal behavior:

a. Breaking guidelines set forth in the SON Student Handbook;
b. Failure to address a violation of the ethical code;
c. Lawlessness;
d. Slander;
e. Taking medications not prescribed to you;
f. Recreational drug use;
g. Behaviors intended to inflict psychological or physical harm to others or yourself;
h. Inappropriate behavior while representing the SON on or off campus.
Professional Behavior
As members of the nursing profession (in training), we believe that professional behavior shall be upheld in order to build a rapport with peers, administrators, patients and families and to create a safe, ethical environment.

Students demonstrate professionalism by:

a. Dressing in a professional manner;
b. Being prepared and organized for class and clinical;
c. Being culturally and socially sensitive;
d. Maintaining effective communication with all associated parties in the patient care process;
e. Upholding guidelines set forth by HIPAA;
f. Being trustworthy.

Examples of behaviors inconsistent with professionalism:

a. Being disrespectful;
b. Acting in an uncooperative manner;
c. Engaging in discrimination.

Accountability and Responsibility
Our responsibility to the SON, our patients, our fellow students, and ourselves requires that we do our part to live in accordance with this code and to call ourselves and fellow students to be accountable for any perceived infractions. We recognize that accountability begins with self.

Integral to this process is the commitment of each student first to self-examination and accountability. Only when we are accountable and responsible for our own behavior can we assist our fellow students in their practice of remaining consistent with this code and the values of our future profession. To overlook an infraction by a fellow student compromises the integrity of this commitment and is an infraction itself.

In maintaining the integrity of the code, we must first presume the innocence of others, maintain their confidentiality, and allow them to offer an explanation of any perceived infraction.

When a student is held to account by a peer, should the student admit to an infraction or fail to offer a sufficient explanation for a perceived infraction, the matter will be referred to the Office of Student Affairs to proceed as outlined in the Student Disciplinary Code as it appears in the School of Nursing Student Handbook.

The intent of this code is not punishment, but rather prevention. We establish these standards to clearly define expectations of behavior to assist ourselves and our colleagues in acting consistently with academic integrity and in a manner both personally and professionally befitting the profession of nursing.

UMMC Sexual Harassment Policy
UMMC prohibits sexual misconduct in any form, including sexual assault or sexual abuse, sexual
harassment, and other forms of nonconsensual sexual conduct.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities. It is the position of UMMC that sexual misconduct in any form will not be excused or tolerated. Criminal, civil and university disciplinary processes are available to a student or employee with a complaint. UMMC is committed to prompt, effective and fair procedures to investigate and adjudicate reports of sexual misconduct and to the education of the university community about the importance of responding to all forms of sexual misconduct. Special emphasis is placed on the rights, needs and privacy of the student or employee with the complaint, as well as the rights of the accused. At the same time, UMMC adheres to all federal, state and local requirements for intervention and crime reporting related to sexual misconduct.

Students who believe they have been a victim of sexual misconduct are encouraged to contact the associate dean for student affairs and should submit a complaint against the accused in writing or in person to the Title IX coordinator, Office of Human Resources, (601) 815-5150. Students also are encouraged to immediately contact the UMMC Police Department (601) 815-7777 and/or call 911 if they have been sexually assaulted and to seek immediate medical attention. Students should seek medical attention even if they do not wish to pursue criminal charges or otherwise pursue a complaint against their attacker.

Students are strongly encouraged to read the entire UMMC Sexual Misconduct, Sexual Assault and Sexual Harassment Policy and Procedure (Title IX) for Students and Employees at http://www.umc.edu/uploadedfiles/umc/titleixpolicy.pdf.
COMMUNICATION

The University of Mississippi School of Nursing believes that accurate and prompt communication between students, faculty and administration at all sites and UMMC is the key to a student’s success. Therefore, a number of methods are in place to communicate vital information.

Electronic Communication
Information about the University of Mississippi School of Nursing is located on the school’s website. This website includes information regarding administration, faculty and staff, admissions, recruitment, course syllabi and calendars.

Email is another source of information between faculty, students and peers. All students are issued an email address upon admission to the program. This is the only email address that can be used for school purposes. Information will be distributed related to how to forward messages to a personal email address. In addition, students can access class announcements, notes, assignments and grades using Canvas. Students may utilize the MyU portal for the academic calendar, policies, registration and to monitor financial aid and student accounting information.

Appropriate use of electronic information is essential. Please see the information system security acknowledgment and nondisclosure agreement form on the SON Canvas course or on the UMMC Intranet in the folder UMMC Campus Computing Policies.

Netiquette—Internet Etiquette
Set of rules for guiding behavior on the internet
Basic Email Guidelines:
- **Mail on the Internet is not secure.** Never include anything in an email message that you would not want to see printed in the newspaper.
- **Be brief.** Be aware of the size of the email messages and attachments. Some internet service providers have limitations regarding the size of the attachments.
- **Do not type in ALL CAPS.** This is considered yelling or screaming and is out of place in classroom discussions. You may wish to bold or underline to emphasize a point.
- **Do not type in all lower case.** This is considered overly informal or unprofessional in a classroom setting.
- **Remember your role.** You are in a classroom. Ask yourself if your conversation would have the same tone if you were physically in a classroom setting.
- **Stick to the point.** Don’t waste others’ time by moving to irrelevant tangents.
- **Carefully read messages that have been sent to you before responding.** Note who you are responding to and what the subject is that you are addressing.
- **Test for clarity.** Make sure that your message says what you want it to say. It may help to read it aloud.
Resources:
Visit these sites for more information:
- Netiquette 101: http://www.netmanners.com/e-mail-etiquette-101/
- Learn the Net: http://www.learnthenet.com/

Source:

Social Media Policy
The University of Mississippi Medical Center recognizes that social networking websites are popular means of communication. Students who use these websites must be aware that posting certain information is illegal. Violations of existing statutes and administrative regulations may expose the offender to criminal and civil liability and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions up to and including dismissal.

Please be advised that the following actions are forbidden:
- You may not present the personal information of other individuals. Removal of an individual’s name does not alone constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation or types of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual.
- You may not report private (protected) academic information of another student or trainee.
- You may not present yourself as an official representative or spokesperson for the institution. Make it clear that you are speaking for yourself and not on behalf of UMMC - you may consider adding a disclaimer such as "The views expressed on this (blog, website, etc.) are my own and do not reflect the views of UMMC."
- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions listed above and below.

In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged. Violations of these suggested guidelines are considered unprofessional behavior and may be the basis for disciplinary action:
- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity or sexual orientation
- Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse or sexual promiscuity
- Posting of potentially inflammatory or unflattering material on another individual’s website
Individuals should make every effort to present themselves in a mature, responsible and professional manner. Discourse should always be civil and respectful. Please be aware that no privatization measure is perfect and that undesignated persons may still gain access to your networking site. Future employers (residency or fellowship program directors, department chairs or private practice partners) often review these network sites when considering potential candidates for employment. Finally, although once-posted information can be removed from the original social networking site, exported information cannot be recovered. Any digital exposure can "live on" beyond its removal from the original website and continue to circulate in other venues. Therefore, think carefully before you post any information on a website or application. Always be modest, respectful and professional in your actions. This policy shall not be construed to impair any constitutionally protected activity, including speech, protest or assembly.

**Computer Recommendations**
The School of Nursing requires all incoming students to have a wireless laptop computer.

Your laptop computer should have these minimum technical standards:
- 4GB (gigabytes) memory
- 250GB hard drive space
- DVD Burner
- Microsoft Office 2010 Student/Home Edition (available at the Campus Bookstore)
- Wireless Networking Capability (802.11 a-n)

**Operating system:**
You may use either a Windows laptop (Windows 7 minimum) or an Apple MacBook, MacBook Air or MacBook Pro (OS X minimum)

**Canvas**
The School of Nursing uses Canvas Learning Management System (LMS) software to deliver course content. Once you are enrolled in a course by the faculty you can go to [http://umc.instructure.com](http://umc.instructure.com) to login and retrieve course material. You will receive an email notifying you of enrollment in a course using Canvas. Additionally, we use either Adobe Connect or WebEx for live, virtual sessions. A headset with a microphone, or webcam with integrated microphone is recommended for courses utilizing online virtual class sessions.
UNIVERSITY OF MISSISSIPPI MEDICAL CENTER POLICIES

Students must comply with all the University of Mississippi Medical Center policies.

Information Security Policies, Standards, and Procedures

The University of Mississippi Medical Center
The Office of Information Security (OIS) works with UMMC faculty, staff and students to protect UMMC's data assets and resources from threats by implementing industry-accepted security practices that are compliant with appropriate regulatory requirements. OIS has implemented an Information Security Awareness program to educate the UMMC community on threats they may encounter and how to handle them to ensure UMMC's data retains its confidentiality, integrity and availability. Please review the links below for important policies on information security:

UMMC Information Policy
UMMC Public Wireless Policy
UMMC Email Policy

The complete and current version of the UMMC information policy may be accessed at the above link from the Division of Information Services, the Division of Human Resources and the Division of Public Information and University Hospital administration. All students and personnel are responsible for knowledge of and compliance with the complete and current version of the information security policies, standards and procedures. Please review this section of the UMMC Bulletin carefully so you may complete the information policy agreement and non-disclosure agreement forms required for compliance purposes.

Smoking
UMMC is a tobacco-free environment. Employees and students will not be allowed to use any tobacco products on campus, including the use of electronic smoking devices. Please view the below link for more information about this policy.

Safe and Drug-Free Campus
The Medical Center is committed to maintaining a safe and drug-free campus for the welfare of our students, employees, patients and visitors.

Please refer to the UMMC drug awareness program and policies. Students must adhere to the substance abuse policy as located in the UMHC Policy and Procedure Manual A8. Please review the section on Prescribed Conduct under the Student Disciplinary Code contained in this handbook.

Self-Referral and Rehabilitation
Any full-time employee or student who feels that he/she has developed an addiction or dependence on alcohol or drugs is encouraged to seek assistance. The Medical Center maintains an Employee/Student Assistance Program (ESAP) that is administered by Student and Employee Health Services. It provides confidential assistance. It is the responsibility of the student to seek
assistance before alcohol and drug problems make them subject to disciplinary action. When the student is placed on a treatment protocol, the student is expected to abide by all the conditions of treatment and to continue treatment until clearance is given by the ESAP and referred to the associate dean for academic affairs (or designee) for final reinstatement and conditions for continued enrollment and follow-up. Failure to comply with this policy by any student will constitute grounds for disciplinary action.

Any student who is convicted under a criminal statute for a drug-related offense is required to notify his or her dean or appropriate representative not later than five days after such conviction. The following are the sanctions for students convicted of substance-abuse-related crimes:

- Any student convicted of illegal use, possession and/or sale of a drug or narcotic on campus shall be suspended for a minimum of one calendar year.
- A felony conviction of a violation of any criminal drug statute for use, possession, dispersion, distribution or manufacture of an illegal drug on UMMC premises will result in expulsion.

Note: Be advised that a felony conviction may affect a graduate’s eligibility to sit for certification, registration or licensure examinations. Affected students should contact the appropriate certification, registry or licensure agency or organization for more information.

**Campus Security Act of 1992**

The Campus Security Act of 1992 requires institutions to have in place procedures for disciplinary action in case of alleged sexual assault or rape. If a nursing student is suspected of committing a sexual offense on this campus, campus police will be instructed to notify the dean of the school. The dean will appoint a committee composed of three faculty, two students and the staff attorney for the University of Mississippi Medical Center. The committee will review the allegation and if necessary make a recommendation for disciplinary action to the dean.

The publication, *Guidelines for Campus Security*, lists the services available from the University of Mississippi Medical Center campus police. Information is provided about such topics as rape, sexual assault, exhibitionism and obscene telephone calls. As mandated by federal law, campus crimes are public information. Each week, the department releases a summary of reported crimes in *This Week*, the campus weekly newspaper.

**Professional Appearance**

Review the [UMHC policy on professional appearance](#) for more information about professional appearance.

**Acquired Immune Deficiency Syndrome (AIDS) Policy**

Selection of applicants for UMMC’s health professional programs is made on a competitive basis, without regard to race, gender, color, religion, marital status, age, national origin, disability or veteran status. Students with AIDS, and those with other manifestations of HIV infection, are deemed to have a handicapping condition as defined in the Rehabilitation Act of 1973. Acquired Immune Deficiency Syndrome (AIDS) is a condition, which destroys the body's immune (defense) system and allows life-threatening infections to develop. It has no known cure or vaccine for prevention, and an individual can transmit the virus even in the absence of symptoms.
Current medical knowledge indicates that transmission is primarily through sexual contact or through the sharing of intravenous drug paraphernalia. According to the Centers for Disease Control (CDC), contracting the disease in most situations encountered in an individual's daily activities is not known to occur.

Terms associated with AIDS include:

1. **AIDS-related Complex (ARC)** - a variety of chronic symptoms and physical findings that occur in some persons who are infected with human immunodeficiency virus but do not meet the CDC’s definition of AIDS.
2. **HIV** - human immunodeficiency virus (the causative agent of AIDS).
3. **HIV antibody** - a protein in the body produced in response to exposure to the human immunodeficiency virus.

The Medical Center does not routinely screen students, faculty or staff for antibodies to HIV or ask if they are HIV positive. However, students who know they are HIV positive are encouraged to report this fact to the director of the Student and Employee Health Services, so they can obtain appropriate medical care, consultation and counseling for their own protection and that of others. The information will remain confidential as a part of the student's medical record.

- **The Education Program.** The school in which the student is enrolled will make every reasonable accommodation to enable a student who is HIV positive to successfully complete the requirements of his/her educational program. The school also will make available career counseling should the student wish to review his/her educational objectives in light of the realities of HIV infection. HIV infected students may have their educational program modified by their school to limit any potential risk of disease transmission. Restrictions on any clinical assignments and/or off-campus clinical rotations or externships will be made on a case-by-case basis.

- **Immunizations.** Students who have HIV infection are not exempted from UMMC requirements for non-live virus vaccinations. However, because of potentially serious consequences for HIV-infected persons receiving live virus vaccines, HIV-infected students who are required to receive such immunization should consult Student and Employee Health Services or the Hinds County Department of Health for current recommendations.

- **Testing and Care.** Students who wish to get HIV antibody testing will be referred to the Hinds County Department of Health or Student and Employee Health Services. Students who become HIV positive during the course of their enrollment may get appropriate medical care, consultation and counseling through Student and Employee Health Services.

- **Confidentiality.** Medical information will not be released to any person, group, agency, insurer, employer or institution without specific written consent of the patient or legal guardian except as required by law. Every effort will be made to preserve the confidentiality of the medical record of a student who is HIV positive. Knowledge of a student’s HIV status will be limited to those with an absolute necessity to know.

- **Public Health Reporting Requirement.** The Medical Center complies with all public health reporting requirements of the Mississippi State Department of Public Health and the CDC. Students who are known to be HIV positive are reported to the State Department of Health.
• **Universal Precaution.** Since many people with HIV infections are not identified in advance, universal precaution - as defined by the CDC and by Occupational Safety and Health Administration - guide Medical Center procedures for the handling of blood and body fluids of any student, employee or patient. Questions regarding these safety guidelines should be addressed to the director of Student and Employee Health Services, or to the dean of the school in which the student is enrolled.

• **Equipment.** Manuals and procedures already in use at the Medical Center cover the precautions, which should be taken when handling infectious materials. Some of these procedures, which pertain to the possible transmission of HIV infection, are re-emphasized.

All UMMC personnel, including students, will use disposable, one-use needles and other equipment if the skin or mucous membranes of patients, employees or students will be punctured. If disposable equipment is not available, needles or other implements that puncture the skin or mucous membranes should be steam sterilized by autoclave before re-use. Extreme caution should be exercised when handling sharp objects, particularly in disposing of needles. All used needles should be placed in a puncture-resistant container designated for this purpose. Needles should never be bent or recapped after use. Blood-soiled articles should be placed in puncture-proof bags and labeled prominently before being sent for reprocessing or disposal in accordance with UMMC infection control guidelines. For more information on these guidelines please view the UMMC Policy on Critical Care Hospital Plan and Procedure Manual.

• **Behavior Risk.** Medical Center students who are HIV positive and are aware of their condition and engage in behavior, which threatens the safety and welfare of other students, patients or UMMC personnel, may be subject to disciplinary action. Please view the Mississippi BON position statement “Regarding Blood-Borne Infections” for expectations of an infected nurse.

**Other UMMC AIDS Policies.** More specific, written guidelines and procedures are the responsibility of the individual schools and may be developed, as needed, by the deans and department heads. All unit policies must comply with these for the institution as a whole.
SCHOOL OF NURSING POLICIES

Policy and Guidelines for Universal Blood and Body Fluid Precautions
1. The University of Mississippi School of Nursing utilizes the Centers for Disease Control's recommendations related to universal blood and body fluid precautions as presented in the Morbidity and Mortality Weekly Report (MMWR). Because information changes as new knowledge develops, students and faculty are responsible for utilizing the most recent information available.
2. Prior to any contact with clients for clinical experiences, students will attend the session on universal blood and body fluid precautions and sign the universal blood and body fluid precautions attendance verification form.
3. If a student has a parenteral or mucous membrane exposure to blood or other body fluids or cutaneous exposure (especially when the exposed skin is chapped, abraded or afflicted with dermatitis) the student is to be seen by Student and Employee Health Services. Refer to the post-exposure plan. If the Student and Employee Health Services office is not open, report immediately to UMMC Emergency Room and contact faculty.
4. Students will not practice parenteral injections, venipunctures, or finger sticks on self, each other, faculty or staff.
5. Students will wear gloves when handling a cadaver in a hospital setting.

Possession and Use of Cell Phones
Students must turn off cell phones in distance-learning classrooms and must have phones on silent at other times. Text messaging during tests may be grounds for disciplinary action.

Criminal History Background Check
Mississippi law requires all health-care workers, including students, to have completed criminal history background checks. All SON students will be required to successfully complete a criminal history background check, including fingerprinting, prior to final acceptance into the program. A felony conviction may affect a graduate’s eligibility to be licensed or certified. In accordance with SB 2607 passed in the 2004 legislative session and codified at M.C.A. section 43-11-13 (5) (a)(iii), students will be asked to submit to fingerprinting for a complete criminal history background check. The student must be in compliance with the requirements of SB2607.

Employment (Undergraduate)
Students who choose to work in a nursing service capacity must adhere to Mississippi’s Nurse Practice Act. Students who wish to participate in a work-study program should contact the Office of Student Financial Aid in the Holmes Learning Resource Center, or the nurse recruiter for the University Hospitals and Clinics at 601-815-7004. Students may also choose to work at other agencies.

Guides for Written Work and Papers
The required guide for preparation of papers is the most current edition of the Publication Manual of the American Psychological Association, American Psychological Association, Washington, D.C.
PhD students who are completing a dissertation should also refer to the graduate school’s *Guide for Graduate Students*.

**Home Visiting**
When making a home visit, faculty or staff of the agency must accompany students, or faculty must be present in the conference area of designated apartment complexes.

**Incident and/or Accident Report**
In the event of an incident/accident involving a student:
1. The student will complete the appropriate form supplied by the agency/SON (found on the Common Drive under Academic Affairs - Forms). The faculty member will co-sign the report with the student.
2. If the agency will not allow a copy to be made, the student completes an anecdotal record for the SON. The student provides the same information found on the incident report, including details of the incident and physician involvement. The faculty member includes measures taken to avoid further incidents, such as teaching of clients, counseling and teaching of student, or other appropriate measures. Both the involved faculty and the student sign the anecdotal record.
3. The anecdotal record or agency form is submitted to the associate dean for academic affairs for inclusion in the student's file.
4. The copy of the agency form or the anecdotal record remains in the student’s file until the student graduates.

**Policy for University of Mississippi School of Nursing Students Engaged in International Experiences for Academic Credit**
Students in good academic standing enrolled in the graduate program at the SON may incorporate international experiences as part of requirements for select courses. Persons who have or receive faculty approval status by the Medical Center may accompany students on international experiences.

**Responsibilities of Student:**
1. Must have proposal for international experience approved by course coordinator at least four months prior to the planned travel. This proposal shall include:
   - Name, credentials and address of international onsite preceptor/facilitator.
   - Objectives for the experience.
   - Detailed itinerary of activities which relate to achievement of objectives.
   - Plan for covering course content of Medical Center covered during student’s international experience.
2. Secure all necessary letters of agreement, legal, health and other documents following approval of proposal. This includes items such as immunizations, visas, passports, preceptor/facilitator agreements, objectives of the experience, etc. A copy of these documents is to be given to the course coordinator.
3. Finalize dates, times and travel arrangements. Submit a detailed travel itinerary to the course coordinator.
4. Make and are responsible for travel, lodging and incidental expenses associated with the travel.
5. Remain governed by Medical Center policies while serving as international guests.

**Responsibilities of course coordinator and/or collaborating faculty where the course is housed:**

1. Assist student in locating international experiences.
2. Explain proposal guidelines to students.
3. Provide initial approval of project.
4. Present proposal to associate dean or director for the respective program for preliminary administrative approvals. The dean grants final approval.
5. Maintain file of proposal, student related documents and communications.
6. Maintain systematic contact with student during the international experience.
7. Serve as contact person for onsite international preceptor/facilitator.
8. Evaluate experience.
9. Assign grade.

**The Institutional Review Board (IRB) Certification**
The University of Mississippi School of Nursing requires that all students involved in human subjects research complete the Institutional Review Board (IRB) tutorial addressing the protection of human research subjects. Information regarding completion of this requirement is provided by the program office after admission.

**Letters of Reference and Records**

**Confidentiality of Records**
Public Law 93-380, Family Education Rights and Privacy Act of 1974, requires educational agencies or institutions to provide parents of students and eligible students access to the education records of such students with certain limitations. The Act transfers this right from the parent to the student who is enrolled in a post-secondary institution.

The institution must provide access to official records directly related to the student and an opportunity to challenge such records on the basis of accuracy. By written request to the Registrar, the student who is or has been in attendance (but is not a rejected applicant) may review recorded information related to the student, which is maintained by the school for use in making decisions about the student or which may be transmitted to others outside the institution.

Under the law, students may not see letters or statements of recommendation submitted in confidence prior to January 1, 1975, and may, but are not required, to waive the rights of access to future confidential recommendations in the areas of admissions, job placement and awards. The student does not have access to medical, psychiatric or comparable records if these are used solely for treatment purposes but may designate another professional to examine these records. Students do not have the right to see parents’ financial records submitted to the institution. Challenges to all records may be made only on the basis of accuracy and cannot be made as to
judgments.

- Other than directory information, the school is prohibited from permitting access to educational records or personally identifiable information about students without their written consent. Exceptions are specific agencies and persons, such as school officials and certain federal or state officials. The school must keep a record of all such persons or agencies to which personal information is supplied. A copy of the act is on file in the Office of Student Records and Registrar. During registration, all students must record their decisions concerning letters of recommendation placed in the educational record by completing the privacy act waiver form. Prior to writing a letter of good standing or a letter of reference, status of the privacy act waiver form in the Office of Student Records and Registrar is determined.

**Letters of Good Standing**
All requests for letters to verify that a student is in good standing with the SON must be referred to the Office of Student Records and Registrar or associate dean for academic affairs.

**Letters of Reference**
School letters of reference are requested from the office of the associate dean for academic affairs or the director for the respective program. If the student has signed a waiver form, the following information is obtained from the student's record and included in a letter of reference:
1. The year of graduation;
2. Copies of the summary evaluation of student forms. Two summary evaluation of student forms will be completed by faculty and retained in the student's record. If the summary evaluation forms are unavailable, an instructor will be asked to provide reference information.
3. One copy of the reference material is placed in the student's file in the University of Mississippi School of Nursing.

If the waiver form has not been signed, a letter is sent to the party who requests the reference stating that the school does not have written permission to release information. Copies of the letter are sent to the student and to the Office of Student Records and Registrar.

If the Office of Student Records and Registrar notifies the school that a signed waiver has been received, a letter of reference is written as described above. If the Office of Student Records and Registrar does not receive the signed waiver within 60 days, a letter is sent to the party requesting the reference stating that the student has not responded to the request to sign a waiver form.

**Licensure**
All RN, MSN and doctoral students who will provide any nursing care in Mississippi during their program must have a valid, unrestricted Mississippi RN license or privilege to practice (in case the student is a resident of another compact state). Students must be licensed or authorized to practice in the state where practice will occur, if not in Mississippi. Verification of current licensure is required yearly for the above students. The student must notify the School of Nursing
of any licensure restrictions.

**Patient Privacy**
Students will be informed of UMMC's compliance plan, confidentiality policy, and the Health Insurance Portability and Accountability Act (HIPAA). As students approach clinical experiences, representatives from the Medical Center will present information and students will be expected to acknowledge understanding through appropriate documentation.

Information is available on the Medical Center's intranet:
http://uhc.umc.edu/intranet/hipaa.html
http://uhc.umc.edu/intranet/hipaa/Attachment29.pdf
http://uhc.umc.edu/intranet/hipaa/Attachment2.pdf

**Permission to Record or Copyright Intellectual Property**
Students who wish to make still photographs, audio recordings, motion pictures or videotapes of any client must obtain the written consent of the client. A student must inform and consult with faculty prior to taking any such action. A form entitled media consent form for scientific use is available for this purpose. Two disinterested individuals must witness the signature of the client. The completed form is placed in the client’s file. Permission to record, video tape or otherwise copy faculty-developed materials must also be obtained by the student before engaging in that activity. Questions regarding permission to record or copy for distribution of intellectual property should be routed to the dean's office.

**Professional Liability Insurance**
Professional liability insurance is required for all students. Students are required to have student liability insurance in place during all clinical, practicum, and residency experiences. Several organizations, such as the Nursing Service Organization, offer this type of insurance. **Please note: All nurse practitioner students must purchase NP insurance.**

** The deadline for submitting proof of student liability insurance is: Traditional and Accelerated BSN—Prior to orientation; RN-BSN—Prior to and during clinical and practicums; Graduate Students—Prior to and during clinical, practicum and residency experiences. **

**Safety**
To provide for the safety of clients at all times, learners are expected to be safe in the clinical laboratory experience. Although grades are not assigned until the end of the term, a learner who is believed to be a threat to client safety at any time may be immediately dismissed from the clinical area. The involved faculty will document the incident(s) which relate(s) to the learner being a threat, and the involved faculty and the course coordinator will recommend an appropriate consequence to the associate dean for academic affairs.
Student Access to Medical Records (UMMC)

Any student requesting access to the University Hospitals and Clinics patient medical records must be currently enrolled in a health-related profession school at the University of Mississippi Medical Center or in an affiliated program approved by the University Hospitals and Clinics. Any students wishing to review medical records must have a signed confidentiality statement on file in their respective clinical department. Each student must present a permission to review medical records and confidentiality statement form signed by an appropriate clinical instructor when requesting to review records. Each student may review no more than three records at any one time. The Health Information Service (HIS) reserves the right to require at least 24 hours notice to retrieve requested records. All records must be reviewed within the HIS (N102) department. Incomplete medical records may be reviewed in the Incomplete Area (H145) on Wednesday, Thursday or Friday. Pedi incomplete medical records is located in C108.

Transportation

Students are responsible for providing their own transportation for field experiences and for releasing the University and/or affiliated institutions from liability for any accidents in which they may be involved while traveling to and from these field experiences.

Students also must release the University from liability for any accidents en-route between the University of Mississippi Medical Center and other institutions and localities to participate in learning experiences. The travel waiver form must be signed and on file in the student’s permanent file.
STUDENT DEVELOPMENT AND SERVICES

The Office of Student Affairs
The Office of Student Affairs is primarily responsible for acting in a student advocacy role. Additionally, this office is charged with facilitating student learning through coordination of learning resources and other services, and developing and implementing activities to enhance student recruitment and retention. The Office of Student Affairs also serves as a resource to student government within the University of Mississippi School of Nursing and coordinates communication of information for students.

Office of Academic Support
Jackson Campus
Office of Academic Support
University of Mississippi Medical Center
Verner Holmes Learning Resource Center, U155-A
T: 601-815-4233
F: 601-984-2970
http://www.umc.edu/academic_support/

The Office of Academic Support provides oversight to the following University of Mississippi Medical Center support services:
Academic Consulting Services http://www.umc.edu/academic_consulting/
University Tutoring Services http://www.umc.edu/University_Tutoring/
Academic Accommodations http://www.umc.edu/Academic_Accommodations/

Academic Consulting Services
The Office of Academic Support provides Academic Consulting Services to students, residents and fellows currently enrolled at the University of Mississippi Medical Center. Academic consultants meet individually with learners and provide assistance with developing the skills and behaviors that are essential to academic success and professional development. Services are available at no charge to the learner and may address a wide range of issues. These include transition to professional school, time management, study skills, stress management, testing strategies, interpersonal and communication skills, clarifying career goals, and coping strategies.

Individuals may initiate contact with the office or be referred by faculty. To make an appointment, individuals should go to the Office of Academic Support webpage and request Academic Consulting Services.

University Tutoring Services
The Office of Academic Support manages University Tutoring Services, the peer tutoring program available at no cost to all students currently enrolled in any of the six schools of the University of Mississippi Medical Center. This program is designed to promote academic excellence through supportive instruction by peers with similar educational experiences and backgrounds. Tutoring occurs on UMMC’s campus and scheduling is negotiated by the student and assigned tutor. You must be registered in the course for which you request tutoring to be eligible for the services.
Tutors are not available for all courses at the institution. Once you have submitted the Request for Tutoring Services, you will be notified if tutoring is available for the requested course and provided further information about the program.

To request tutoring or receive more information about available courses, individuals should go to the Office of Academic Support University Tutoring webpage and complete a Request for Tutoring online form.

**Academic Accommodations**

The Office of Academic Support manages academic accommodations at the University of Mississippi Medical Center.

The University of Mississippi Medical Center is committed to ensuring equal access to a quality education for qualified students through the provision of reasonable academic accommodations which support UMMC standards and academic integrity. UMMC policy provides for reasonable academic accommodations to be made for students with verified disabilities on an individualized and flexible basis as specified under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

UMMC provides reasonable academic accommodations to students on campus who request accommodations and who meet eligibility criteria. For more information or to request academic accommodations, individuals should go to the Office of Academic Support webpage and complete a Request for Academic Accommodations.

**Academic Support at the University of Mississippi**

**Oxford Campus**

Oxford students have access to the Academic Support Center, which offers several programs designed to facilitate academic success, from mentoring first-generation college students (STARS) to improving study skills (AST) and answering general questions via an e-advisor. Students from the Oxford campus may also use the services of the Office of Academic Support on the Jackson campus if they choose.

**Oxford Student Writing and Computer Resource Centers**

For writing assistance on the Oxford campus, students may contact the University Writing Center located in Suite 310 on the third floor of the J. D. Williams Library, which is directly west of the Lyceum. A computer lab is available to all Oxford students at Weir Hall room 141. [Hours](#) are available for students.

**Bookstore**

The bookstore, which is open Monday through Friday from 7:45 a.m. to 4:30 p.m., serves all Medical Center students and is located on the ground floor of the Norman C. Nelson Student Union building. Textbooks and related supplies may be purchased in the bookstore. MasterCard and Visa are accepted for purchases. With a student ID card, personal checks for $10 or less may be cashed with at least a $1 purchase.
Financial Aid and Student Accounting
All students (Oxford and Jackson students) apply for financial assistance through the Office of Student Financial Aid located in the Verner S. Holmes Learning Resource Center. Eligibility is based on the need analysis. Loans and grants are awarded annually, and a student must reapply in order to receive financial aid for the new year. Additionally, students must be continuously enrolled to receive student aid. If continuous enrollment is interrupted, students must request a Leave of Absence (LOA) from the associate dean to delay repayment of outstanding student loans. For additional information on the financial aid policy and procedures, see the financial aid guidebook on the Office of Student Financial Aid website. Oxford students: Please note you must use the school code for UMMC when completing your FAFSA. For more information, read through the Financial Aid Award Guide book.

Please Note: Your Financial Aid File must be complete and you must accept your Financial Aid Awards on the myU Web Portal prior to funds being posted to your Student Tuition Account. Ensure that all requirements are met at least three business days prior to the scheduled disbursement date.

Health Insurance
Hospitalization insurance is required for all students at the University of Mississippi Medical Center. A group policy is available for students who do not have an independent policy. Students interested in learning more about this group policy may contact the Office of Student Accounting (website).

Student and Employee Health Services (Health Clinic)
Jackson Campus
Student and Employee Health Services provides ambulatory medical care and is located on the first floor of the University Hospital North Wing, room N136. The clinic telephone phone number is 601-984-1185. Nursing care is available in the clinic Monday through Friday from 7:00 a.m. until 4:00 p.m. A physician is present at scheduled hours. Should the clinic hours be inconvenient, call or go to the clinic to make other arrangements. Needed X-rays and laboratory services are made at no cost to students when ordered by the student health service physician. Special referrals which are indicated (such as gynecological or surgical consultation) will be made upon the recommendation of the student health service physician. The student health service physician and the student will make the selection of a consultant. The student health service does not provide medical care for dependents of students, nor can it reimburse students for treatment received elsewhere. Students who need medical attention when the clinic is not open should contact the student health service physician or the University Hospital Emergency Room and follow instructions. Students are responsible for notifying the appropriate instructor or department when they are going to be absent due to illness.

V.B. Harrison Student Health Center (Student Health Services)
Oxford Campus
The V.B. Harrison Health Center is open Monday through Friday, from 8 a.m. to 5 p.m. Please sign in before 4:30 p.m. Be sure to bring your student ID. All students currently enrolled are eligible
for care. Spouses, faculty, staff and dependents of students are not eligible. The charges incurred from your visit may be placed on your bursar's bill, or taken care of during your visit. There is staff available to assist you with filing your insurance paperwork. If you are covered under an insurance plan, please have a current card with you. This is so that you are covered in case you are referred to an outside specialist, or need to go somewhere in an emergency. You may choose to see the next available health-care provider, or request a particular provider. You are encouraged to seek medical attention as early in the day as possible. This is especially important if a referral is needed.

**Student Counseling and Wellness Center**

**Jackson Campus**
The University of Mississippi Medical Center (UMMC) and the Department of Psychiatry and Human Behavior have opened a new center to promote the mental health and wellness of all UMMC students. The newly established Student Counseling and Wellness Center is now available to all UMMC students to provide counseling and support services for a range of mental health concerns, including, but not limited to, depression, stress, anxiety, grief, adjustment issues and relationship problems. This service is free of charge and completely confidential.

The Student Counseling and Wellness Center is directed by Philip Merideth, MD and Danny Burgess, PhD. Hours of service include Monday, Tuesday and Thursday from 1 p.m. to 5 p.m.; Wednesday and Friday from 8 a.m. to 12 p.m. Please visit the Student Counseling and Wellness Center website at [www.umc.edu/scwc/](http://www.umc.edu/scwc/) for more information or call 601-815-1136 to make an appointment.

**Mental Health Services at both Jackson and Oxford Campuses**

**Students in need of psychiatric emergency services should call 911 or go to the nearest emergency room.** Students who need psychiatric services may call UMMC’s Student Employee Assistance Program, Lifesynch at 866-219-1232 for a brief assessment and referral to a counselor in your area. The Office of Academic Support and Student and Employee Health Services may assist with referrals for this program as well. These services may also be accessed in a non-emergency. LifeSynch can provide assistance with stress, addiction and recovery, depression, anxiety relationships, grief and loss. They can also provide assistance with identifying childcare resources, parenting information, legal matters, money matters, work-related issues and even consumer information. When you call, you will talk with a trained professional who will:

- Ask you about your situation;
- Help you clarify the problem;
- Offer guidance and support;
- Connect you with experts who can help with work-life issues;
- Refer you to a local Student and Employee Assistance Program counselor for up to three face-to-face sessions.

These confidential services, which LifeSynch maintains according to state and federal requirements, are just a telephone call away for both you and your household members. These services are accessible 24 hours a day at 866-219-1232.
Mental Health Services at the University of Mississippi
Oxford Campus
Students on the Oxford campus may utilize the services offered by the University Counseling Center on the Oxford campus. To make an appointment, call 662-915-3784. The Counseling Center is located on the corner of Poole and All American Drive, next door to the Sigma Alpha Epsilon fraternity house. Office hours are 8 a.m. to 5 p.m. Crisis intervention services are available on a 24-hour basis without appointment. A counselor is on call 24 hours a day for emergency assistance. After office hours, contact the university police department at 662-915-7234 and they will get in touch with a crisis counselor.

Learning Resource Center
The Division of Learning Resources, located in the Verner S. Holmes Learning Resource Center building, provides classroom support services, a computer laboratory, medical illustration and graphic arts, medical photography, film processing, television production and instructional development and evaluation services. Services of the division are intended for use in Medical Center instructional, research and hospital in-service programs only, and students may use these services for a low cost for class-related projects. Rates are available from the division office.

Medical Center Hours
All Medical Center entrances are locked between 9 p.m. and 6 a.m. with these exceptions: main hospital entrance (open 24 hours); adult emergency room (open 24 hours); and children’s hospital entrance (open until 1 a.m.). On weekends, all doors to the main complex except designated hospital entrances are locked from 12 p.m. (noon) Saturday until 6 a.m. Monday.

Office of Health Careers Opportunity
This office is located in the Office Annex across from Parking Garage A at UMMC and serves as a counseling center for students of ethnic minority and disadvantaged backgrounds who may be experiencing personal, academic or financial difficulties. This office may be contacted at 601-984-1340.

The director of diversity and inclusion for the University of Mississippi School of Nursing is available to assist and refer all students for academic support. The office number is A221, and telephone number is 601-815-4138. The contact for the Oxford campus is Valeria Beasley-Ross, assistant dean of students for multicultural affairs and volunteer services, 662-915-7247 or vross@olemiss.edu.

Parking
Parking for students is free at Memorial Stadium at all hours. Shuttle services are available from the Memorial Stadium to the campus.

Students with a disability requiring special parking accommodations will need to obtain a special parking permit from Student and Employee Health Services. Parking (for these students) will be arranged on an individual basis. Cars parked illegally on campus will be towed away at the owner's expense.
Photocopying
The VPS Print system through Rowland Medical Library makes printing accessible for you across campus with many nearby locations.

How and Where can I print? You can access information on how to print from the Rowland Medical Library Web site

Currently, you will be able to print to the Pharos Print Cloud and release your print jobs at any of these Pharos Release Stations:
- Classroom Wing - 2nd Floor (just behind the SON)
- Rowland Medical Library Computer Lab (Ricoh and Canon Printers)
- 2nd Floor of the Library

Please make use of these available resources.

Postal Services
A contract station of the United States Post Office is located in the basement near the Medical School elevators and offers all standard services. The post office is open (for students) from 10:00 a.m. until 4:15 p.m. Monday through Friday. A United States Post Office drop box is located at the main entrance to the University Hospital.

Public Affairs
The Division of Public Affairs is located in U015 of the Verner S. Holmes Learning Resource Center. This division is the only authorized channel for the release of information about the Medical Center to the media. All discussions with any media individual (T.V., newspaper) must receive prior approval from Public Affairs. Students must receive prior approval from the division before making comments to any media personnel, e.g., newspapers, television and radio. If this approval has not been received and a student is requested to make comments to any media personnel, the student should refer the person to Public Affairs at 601-984-1100. Under no circumstances should any student discuss with media personnel any information relative to the Medical Center without the prior clearance from Public Affairs.

Additionally, the division produces all institutional publications, including the bi-weekly newsletter, Centerview and eCV online publication; coordinates special events and special projects for the Medical Center programs and schools; and maintains the Medical Center master calendar, which lists all scheduled campus activities. Student suggestions are welcome for media stories or ideas for stories for the Medical Center’s own publication.

Rowland Medical Library
The library is located in the Verner S. Holmes Learning Resource Center. Students are required to attend and complete an orientation to the library during a time set aside by program directors. Please see the Rowland Medical Library website for library hours as well as information regarding references and resources available.
Office of Student Records and Registrar
The Office of Student Records and Registrar is located in the Verner S. Holmes Learning Resource Center. The director of this office is responsible for maintaining official student records and verifying that students are eligible to sit for the licensure examination. Official copies of transcripts are available from this office for a fee. When a transcript is needed for the licensing examination, no fee is charged.

Student Union
The Norman C. Nelson Student Union building is located across the street from the Verner S. Holmes Learning Resource Center. The Student Union houses the governing student bodies of the Medical Center, bookstore, gym and food court. It also offers quiet study and relaxation space for students.

Shuttle Service
The shuttle is available from 5:30 a.m. to 11:00 p.m. to and from the stadium parking lot. After that time, campus police will provide an escort, if requested, by calling the non-emergency campus police line at 601-815-3072.

Escort Service at the Medical Center
Jackson Campus
Escort service is available to anyone after the shuttles have stopped running. To secure an escort to and from a destination, a student may call campus police from any on-campus phone by dialing extension 4-1360, or by dialing 601-984-1360 from a non-campus phone, or by telling campus police officers on duty.

Escort Service at the University of Mississippi
Oxford Campus
The University Police Department provides an escort service to provide an alternative to walking alone especially after it gets dark at night - just call UPD at 662-915-7234.

Telephone Directory
Students may access a faculty and staff directory information on Outlook, the UMMC website and the SON website. There is also a directory available through the MyU portal.
RESOURCES WITHIN THE SCHOOL OF NURSING

Access to the School of Nursing
Students have badge access to the SON on the Jackson campus from 6 a.m. to 8 p.m. seven days a week. There is no access after 8 p.m. and before 6 a.m. If you experience trouble with badge access, please contact the administrative assistant in the office of the associate dean for academic affairs (A334).

Awards and Scholarships
The Office of Student Affairs in conjunction with the University of Mississippi Medical Center’s Office of Student Financial Aid coordinates the process of awarding scholarships. The Office of Student Affairs provides information and service regarding scholarships, awards and loans. Scholarships are available at different times throughout the year. When a scholarship becomes available, students are notified of eligibility requirements and application process via student email and Canvas postings.

The Christine L. Oglevee Memorial Loan Fund and the Nursing Emergency Loan Fund are administered by the Nursing Alumni Office. Applicants may request information from the Office of Student Affairs (A141).

Continuing Education Program
- The purpose of the Continuing Education program is to fulfill the school’s mission to support lifelong learning and advance the professional development of faculty, staff, students and registered nurses at UMMC and the community (local, state and region). Participants are awarded contact hours of continuing education credit.

Policies related to the University of Mississippi School of Nursing students’ attendance at SON continuing education program sponsored continuing education activities are as follows:
- The University of Mississippi School of Nursing currently enrolled graduate students: one-half of stated UMMC fee for all Nursing Continuing Education Programs.
- The University of Mississippi undergraduate students: on a space-available basis; free plus cost of lunch (lunch is optional).

Publications
Vital Signs is a biannual publication of the SON Office of Student Affairs. Vital Signs highlights ongoing activities and accomplishments of faculty, staff, students and alumni in the School of Nursing. You can view Vital Signs on the SON website.

The Medic is the yearbook of the University of Mississippi Medical Center and consists of school pictures and candid photographs of students and faculty. The yearbooks are available in the fall for the previous year.

The Murmur is the Medical Center's student newspaper, which is published by the Associated
Student Body. The responsibility for material printed in the *Murmur* resides solely with the Associated Student Body. Schools have student committees who submit items of interest and material for publication. Copies of the *Murmur* are delivered to the Christine L. Oglevee building and are placed in the student lounge.

**SON Graphics Lab—Jackson Campus**
The Graphics Lab supports SON faculty, staff and students with graphic projects such as black/white and color copies; poster printing; scanning; and binding jobs. The graphics lab is located on the third floor (A329) of the SON building on the Jackson campus. The graphics designer can be reached by email at adrobertson@umc.edu. Projects must be requested by a SON member listed above and be school-related; no personal work will be accepted and/or completed. To print a poster, students must have permission from a current faculty member. If work is produced through a grant, the grant will be charged for supplies used. All other services are free of charge. Posters must be sent to the graphics lab two weeks prior to the date needed to ensure enough time for designing, revision and printing. Large projects will also need ample time depending on the output and time of semester.

**SON Clinical Skills and Simulation Center**
The SON maintains a Clinical Skills and Simulation Center (CSSC) in the basement of the SON (A032, A034, A036 and A019) with annexes on the first floor of the SON (A136 and A139) and in the University Medical Health Care (UMHC) hospital on 2 East (H200, H215 and H216). These multifunctional areas serve as major learning resources for the SON that allow students to develop knowledge, skills and attitudes necessary for applying theory to nursing practice. This learning environment serves students in the SON by providing an excellent opportunity for self-directed independent learning, computer-based instruction, and the practice of nursing skills. The nursing labs and the CSSC are equipped with newborn, infant, child, adult and maternal human patient simulators (both high and mid-fidelity) as well as a wide selection of task trainers. The lab is equipped with cameras with recording equipment, which can be used for real-time, shared learning and in debriefing areas. In addition, through interdisciplinary partnerships, the SON has access to practice labs in the School for Health Related Professions (SHRP) building, which includes an apartment setting, and in the School of Medicine Simulation and Interprofessional Education Center (SIEC). These sites along with the OB Annex on 2 East in the UMHC hospital afford nursing students an opportunity to participate in interprofessional learning activities that focus on teamwork and communication.

**Places to Eat – Jackson Campus**
There are several food service centers, as well as vending machines, in various buildings on campus. The Norman C. Nelson Student Union offers breakfast and lunch from 7 a.m. to 2 p.m. Monday through Friday. The hospital cafeteria is located on the ground floor of the main complex near the hospital elevators. The cafeteria (for students, employees and visitors) is open 24 hours a day, seven days a week and provides three meals a day. Breakfast is served from 6:00 a.m. to 9:30 a.m.; lunch from 11:00 a.m. to 2:00 p.m.; and dinner from 5:00 p.m. to 8:00 p.m. Short-order items may be purchased at any time during the day. In addition, a specialty line is available for lunch from 11 a.m. to 1:30 p.m. Monday through Friday. The cafeteria also features a Chick-fil-a
featuring breakfast and a reduced menu. The Wiser Hospital dining room on the first floor of that hospital is open for breakfast and lunch. Hours are 7:00 a.m. to 2:00 p.m. Monday through Friday. Students must have their ID badge to receive the 20% discount on meals. The Methodist Rehab Center lunch hours are from 11:00 a.m. to 2:00 p.m. Monday through Sunday. They offer a discount after 1:00 p.m. UMC badges receive 10% discount on meals at Methodist. A McDonald’s restaurant is located in the Methodist Rehabilitation Center and is open from 6:00 a.m. to 11:00 p.m. A Subway restaurant is located in the Addie McBryde building, down from the main cafeteria. It is open from 7:00 a.m. to 2:00 a.m. Monday through Friday; 8:00 a.m. to 11 p.m. on Saturdays; and 9:00 a.m. to 11:00 p.m. on Sundays.

**Places to Eat – Oxford Campus**
Students at the Oxford campus may visit [this website](#) for dining options.

**SON Student Lounge – Jackson Campus**
The University of Mississippi School of Nursing Student Lounge is located on the basement level in room A022 in Jackson. Access hours to the lounge are 24/7. The newly refurbished, modernized, professionally-designed lounge area includes a group study area, lounge area, laptop bar and eat-in café with both a refrigerator and microwave. Students have badge access to the SON building 24/7. A study area has been designated for students in AO26-2. The student lounge, located in room A022, contains tables, chairs, sofas, a color television, a telephone and a microwave. Guidelines have been established for the use and maintenance of the microwave as follows:
1. Any student using the microwave is responsible for cleaning up after her/himself.
2. If the microwave and refrigerator are not kept clean on a daily basis, they will be removed from the student lounge.

**Doctoral Student Lounge – Jackson**
Doctoral students have access to the doctoral student lounge in the SON (A111), which provides a quiet area for studying or as a meeting space.

**Student Collaboration Space – Jackson**
Students are encouraged to use the collaboration space located at A101. This space is equipped with power outlets, USB charging outlets, a clear glassboard, as well as a flatscreen for connecting laptops and/or mobile devices for information sharing.

**Student Lounge – Oxford**
Students at the Oxford campus have a lounge in the SON for their use including couches, tables, chairs and a telephone.
STUDENT LIFE AND ACTIVITIES

ASB Special Events
The Associated Student Body sponsors a variety of events throughout the year. All students, faculty, staff and their families are invited. A calendar of these events is available through the ASB.

SON Special Events
Special events are shown under upcoming events on the University of Mississippi School of Nursing website. Dates and locations are updated as they become available. Student volunteers are critical for the success of these events. Any student that would like to be involved in assisting with one of these events is encouraged to contact the Office of Student Affairs.

- Pinning Ceremony
  The dean and faculty of the University of Mississippi School of Nursing sponsor a pinning ceremony for all senior Traditional and Accelerated BSN students in good academic standing during the last semester of their program.

- Honors Day
  The dean and faculty for the University of Mississippi School of Nursing sponsor a reception in May to honor students for academic achievement. Honors Day is organized by the Office of Student Affairs and the Division of Public Affairs.

- Commencement/Awards Day
  The Christine L. Oglevee Memorial Award is given at commencement to a senior BSN student who is chosen by the faculty as the most outstanding student in the class. The Richard N. Graves Award is a plaque given at Awards Day to the advanced standing (RN-BSN) student who is chosen by the faculty as the most outstanding registered nurse student in the class. Other Awards Day honors are noted in the UMMC Bulletin.

Intramural Sports Program at the Medical Center-Jackson Campus
Football, softball and tennis are offered through this program to female and male competitors. Information concerning the scheduling of events and practices is posted on bulletin boards and/or listed in the Murmur.

Intramural Sports Program at the University of Mississippi-Oxford Campus
Students may participate in football, softball and tennis on the Oxford campus. Information on schedules and types of activities can be found by contacting the Intramural Sports Office in the Turner Center room 212 or by calling 662-915-5573.

Fundraiser Policy
Please contact the University of Mississippi School of Nursing Office of Student Affairs for more information on the fundraiser policy. In accordance with UMMC policy, all fundraisers must be approved by the dean’s office through the Office of Student Affairs.
STUDENT GOVERNANCE

The Student Handbook is reviewed bi-annually and is available on the University of Mississippi School of Nursing website.

As representatives on a variety of University of Mississippi School of Nursing committees, students have a voice in the formulation and implementation of decisions regarding policies and procedures. Students also serve in the governance of the SON through their participation on standing committees and special appointments.

Professional Organizations
- District Nurses' Association, No. 13, Mississippi Nurses' Association
  District 13 is the local chapter of the Mississippi Nurses' Association and the American Nurses' Association and functions as the professional organization for the advanced standing and graduate nursing students.
- Mississippi Association of Student Nurses (MASN)
  The Mississippi Association of Student Nurses (MASN), a constituent of the National Association of Student Nurses, has the following purposes:
  1. to assume responsibility for contribution to nursing education in order to provide for the highest quality health care;
  2. to provide programs representative of fundamental and current professional interest and concerns;
  3. to aid in the development of the whole person, his or her professional role and his or her responsibility for health care of people in all walks of life.
- University Chapter of the Mississippi Association of Student Nurses (MASN)
  The University Student Nurses' Association, which is a chapter of the Mississippi Association of Student Nurses and the National Student Nurses' Association, functions as the student professional organization for undergraduate nursing students. The organization elects a president and treasurer from the senior class, a vice president, recording secretary and director at large from the junior class, and a faculty advisor. The organization holds monthly meetings where students are introduced to nursing as a profession. Various social, community and fundraising activities may be planned during the year. State and national conventions are held annually, and students who are in satisfactory academic standing are encouraged to attend, if class schedules permit.
- Nursing Alumni Chapter
  Nursing students may participate in the Nursing Alumni Chapter as honorary members until they graduate and become regular members. The Nursing Alumni Chapter often sponsors events for students and alumni.

Honor Societies
- Phi Kappa Phi
  Members of this national scholastic honor society are selected on the basis of academic achievement. Induction into the society is conducted once each year. Second-semester
juniors, seniors and graduate students are eligible for membership.

- **Theta Beta Chapter of Sigma Theta Tau**
  Sigma Theta Tau is the international honor society of nursing. The purpose of this society is to recognize superior achievement; recognize development of leadership qualities; foster high professional standards; encourage creative work; and to strengthen commitment to the ideas and purpose of the profession. Candidates for membership are selected from the undergraduate and graduate nursing programs on the basis of academic achievement. A candidate for membership from the undergraduate nursing program must have a 3.0 grade point average and rank in the upper 35% of the class. An applicant who is a BSN-prepared nurse may apply as a leader applicant even when he or she is in graduate school.

**Student Organizations**

- **SON Committee Service**
  Undergraduate and graduate students serve on standing faculty committees as non-voting members and other committees as requested by the dean. Students provide valuable feedback to committees and represent their fellow students. Vacant student committee seats are announced to students every fall, and self-nominations are received by the Office of Student Affairs. Students then select their representatives through an election process.

- **SON Nursing Student Body**
  The purpose of this organization is to deal effectively with student affairs, to perpetuate the traditions of the University of Mississippi School of Nursing, and to promote understanding and cooperation between faculty and students. The NSB elects officers to serve annually to assist in fulfilling the purpose of the organization. A description of the officers and election process follows. The student body president shall be a member of the senior BSN class and will be elected by majority vote of his or her class within the last month of the spring semester preceding the year that he or she is to serve. The student body vice president shall be a member of the junior BSN class. The student body secretary, treasurer and parliamentarian may be any member of the nursing student body. The offices of vice president, secretary, treasurer and parliamentarian will be elected by majority vote of the student body by the end of the sixth week of the fall semester. A class officer is also eligible to hold a position as a nursing student body officer. Additional information is available in the NSB constitution available in the student affairs folder on Blackboard™.

**SON Class Officers**

**Purpose of Class Officers**
The purpose of class officers shall be to deal effectively with and conduct class affairs; promote understanding and cooperation between faculty and students of the class they represent; keep the student body officers informed of class affairs; facilitate communication between the student body officers and the student body; and guide class affairs within the framework of the student body constitution and Student Handbook.

**Time of Election and Term of Office**
The class officers of each senior class shall be elected within the last month of the end of their junior year. Each junior class election shall be held by the end of the sixth full week of the
semester following admission. Class officers shall hold office one year unless such officer should sooner cease to be a member of the class from which she or he was elected. Each office shall be filled at other times by special election. Special elections shall be held within 14 days of the aforementioned termination of said office.

**Duties of Class Officers**

- The president shall preside at all class meetings, call meetings as necessary or desired, and attend presidents’ council. The junior class president shall serve as a voting representative from the University of Mississippi School of Nursing student body to the Associated Student Body council.
- The vice president shall fulfill duties and responsibilities of the president in the absence of or upon request of the president. The class vice president will work in coordination with the student body vice president on social events and community service and will serve as liaison to his or her respective class regarding these matters.
- The secretary shall keep an accurate list of names, addresses and telephone numbers of class members and be responsible for minutes and any class correspondence.
- The treasurer shall serve as a custodian of class funds, maintain accurate records of the class account, and serve on budget committees as needed.
- The reporter is responsible for compiling class news and submitting it to the editor of the *Murmur*. The reporter also is responsible for serving as assistant to the staff preparing the campus annual, *The Medic*.

**Associated Student Body**

The Associated Student Body (ASB) is composed of elected representatives and officers from the Schools of Medicine, Nursing, Health Related Professions, Dentistry and Graduate Studies in the Health Sciences.

The purpose of the ASB as described in the Constitution (1985), is to deal effectively with matters of student affairs; to perpetuate the traditions of the University of Mississippi Medical Center; to promote the best understanding between faculty and students; to control all matters which are delegated to the student association by the administration of the University of Mississippi; to work with the administration in all matters affecting the welfare of the student body; and to supervise all ASB activities in order that they may be conducted for the best interests of the student body as a whole and to the credit of the University of Mississippi Medical Center. ASB also develops activities relating to academic programs and sponsors extracurricular activities, including a film series, intramural sports and publication of the campus yearbook and the campus newspaper.

**Student Government Communication**

All official announcements concerning campus-wide student government activities are placed on a glass-enclosed board located outside the north entrance of the Medical Center. An Associated Student Body (ASB) officer or an ASB council member should be contacted about posting items on this board. The University of Mississippi School of Nursing is represented, depending upon the size of student enrollment, in the ASB. All officers, included elected representatives, of the
nursing student body serve in this capacity and are responsible for communicating ASB events and information to the nursing student body.

**Graduate Student Council**
The Graduate Student Council constitutes the student government executive organization of students enrolled in the graduate programs in the medical sciences. The Graduate Student Council is composed of the president, vice president, secretary/treasurer, one representative from each medical basic science department, and a representative from the graduate nursing program. Elections and installations of new officers are held in the spring semester.

**President's Council**
This council provides a means by which students, faculty and administrators are informed of class or school functions and provides an opportunity for communication among student leaders, faculty and administration. Council meetings should be held at least two times per semester, when requested by a member of the student body, or called by the nursing student body president. The nursing student body president is the presiding officer of this council. Other members include the director of student affairs, each student body officer, all class presidents, Mississippi Association of Student Nurses’ president and the elected class faculty representatives. Formal reports of council meetings are made to the students through the class presidents. The student body secretary is responsible for recording minutes of the council meetings.

**Ambassadors**
The ambassadors are official student representatives of the University of Mississippi School of Nursing. Selected during the third semester of the Traditional BSN program, these student leaders participate in recruitment events; provide campus tours to prospective students; lead orientation groups; and serve as mentors to incoming students.

Through their activities and assignments, ambassadors meet course requirements for a leadership course. They receive special recognition at the school’s annual Honors Day.

Selection for the ambassador program is based on a minimum GPA of 3.5 in required nursing courses, a completed application with documented leadership activities and an interview. Students are invited to apply if they meet minimum GPA requirements.

**Nursing Student Body and the Undergraduate Class Constitutions**
These can be accessed on the SON website on the Student Organizations web page.

Please contact the SON Office of Student Affairs with any questions or comments related to this handbook.