



College of Nursing & Health Sciences

**Admitted Student Policies**

**Registered Nurse to Bachelor of Science in Nursing (RN-BSN)**

**Approval Date: April 8, 2024**

**Effective Date**

These policies become effective immediately upon approval and shall remain in effect until revoked or revised.

**Responsibility**

Each student is responsible for knowing and adhering to the current admitted student policies for the College of Nursing and Health Sciences (CNHS) and their specific program. These policies are made available to students upon admission and are published on the CNHS website. Students are notified by Metro State email when policies are updated. Students are responsible for knowing and learning about changes in policies. The responsibility for the implementation of these policies is assigned to the dean and faculty of CNHS.

**Petition for Exceptions to Policies**

A student seeking an exception from a policy or requirement may do so through the College of Nursing and Health Sciences' petition process. Exception requests are considered on an individual basis considering the strength of the submitted evidence or rationale. Students should contact their advisor for information on the petition process.

**CNHS Communication Acknowledgement**

In accordance with FERPA, communication related to student academics, program progression, and student support may occur throughout the program among faculty, advisors, administration and staff.

**1. Matriculation Requirements**

**1.1.** Students are expected to adhere to the progression, academic, and graduation standards and current policies for the university and this program.

**1.2.** Students must establish and maintain a Minnesota State email account. This account is free of charge and is active as long as a student remains enrolled at any Minnesota

State institution. The university assigned student email account is the official means of communication with all students enrolled at Metro State. No other email account may be used as means of communication with faculty or staff. This policy is enforced to protect faculty, staff, and student privacy.

- 1.3.** Students are expected to read their email on a regular basis to ensure that they are aware of information circulated by CNHS. Changes in policy and procedures, reminders of important dates, and announcements about financial aid are all transmitted via Metro State email. It is the students' responsibility to create accounts to use university services such as the library databases and online course management systems.
- 1.4.** Students must provide evidence of an active unencumbered license to practice professional nursing (RN) prior to admission to the program, and maintain active unencumbered RN licensure throughout the program. Minnesota licenses are verified by CNHS personnel. Students with a non-Minnesota license must provide evidence of license as part of the admission process. Students shall notify the Department of Nursing chairperson of any Board of Nursing action against their license to practice nursing as a registered nurse.

## **2. Advising**

Students will have an assigned advisor(s) throughout their time in the program. Advisors are available to help students with questions or issues while they progress through their degree program. Advisors can assist with issues such as course registration, petitions, graduation planning, or other concerns. Advisors provide information, advocacy, information about program requirements, and referrals to available university services to support students and their success.

## **3. Accessibility/Learning Needs**

- 3.1** Our institution values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive and welcoming. Metro State University is committed to providing educational opportunities to students with disabilities. In accordance with the Americans with Disabilities Act of 1990 as amended and Section 504 of the Rehabilitation Act other applicable state and federal laws, the school provides reasonable accommodations to otherwise qualified students with disabilities. The decision regarding appropriate accommodations will be based on the specifics of each case. Students who seek reasonable accommodations for disabilities must contact the Center for Accessibility Resources. The Center for Accessibility Resources, in

collaboration with the student, will determine a student's eligibility and recommend eligibility and appropriate accommodations and services. Please note that accommodations may not be applied retroactively. Additionally, accommodations cannot fundamentally alter a course or program. Students seeking accommodations are encouraged to connect with the Center for Accessibility Resources as soon as reasonably possible to begin the accommodation process.

**3.2** Information about the Center for Accessibility Resources can be found on the Metro State website: <https://www.metrostate.edu/accessibility>. The Center for Accessibility Resources is located in New Main, Suite L223. Their phone number is 651-793-1549, TTY (651) 772-7723, and their email is [accessibility.resources@metrostate.edu](mailto:accessibility.resources@metrostate.edu).

#### 4. **Grading**

**4.1** Students are required to obtain letter grades in all RN-BSN program courses.

**4.2** The minimum acceptable passing grade for all RN-BSN program courses is a C (see section 5, Progression).

**4.3** Course grades are derived according to the scale displayed below.

Percent	Grade
95 - 100	A
92 - 94.9	A-
90 - 91.9	B+
87 - 89.9	B
85 - 86.9	B-
83 - 84.9	C+
78 - 82.9	C
75 - 77.9	C-
72 - 74.9	D
≤ 71.9	F

Grades are not rounded.

#### **4.4 Incompletes**

An incomplete grade may be granted at the discretion of faculty if significant progress has been made in the course. Students should consult with their faculty if they desire an incomplete. Students should be aware of the university grading policy for incomplete grades and how an incomplete grade might affect their progression in the program.

## **5. Curriculum Changes**

**5.1** Currently enrolled students whose program is amended due to curricular changes shall not be required to fulfill more credits than those in their original plan. Students will not be required to duplicate course content already completed.

**5.2** Students who enroll in courses after a gap in enrollment must adhere to current program pre-requisites, requirements, and policies.

## **6. Progression**

**6.1** Students must enroll in and successfully complete sequential courses in the sequence identified in the program progression. Students who stop out or pause in their progression must work with their advisor to be reinstated to the program, and to restart courses in the sequence based on course and space availability.

**6.2** The minimum acceptable passing grade for all courses is a C. A student who receives a letter grade of less than C in a program major required course on the first attempt may repeat the course one time only. Students must submit a written request for reinstatement form to the College of Nursing and Health Sciences prior to repeating a failed nursing or health science course. Failed courses will be repeated with another cohort on a space available basis. Until a course is successfully repeated, the student will not progress to subsequent courses. A student may repeat no more than two nursing or health science program major courses in which an unsuccessful grade was earned. Failure of the second attempt of a course, will result in dismissal from the program.

**6.3** Students must complete the nursing major within five years of enrollment in the first (NURS) nursing course taken in the major progression. Students who do not complete the nursing major within five years must submit a petition to the Department of Nursing chair requesting an extension of the time limit. The petition must include a detailed plan and timetable for completion of the major.

### **6.4 Monitoring of Academic Standards**

The college will monitor the academic standing of all RN-BSN students each semester and forward information regarding academic status to the CNHS dean.

### **6.5 Academic Standing**

Students must meet the criteria outlined in Metro State's Academic Standing Policy #2050 in order to remain in good academic standing. Students who do not meet these standards are placed on academic warning and must follow steps outlined in Academic

Standing Procedure #205. To avoid being placed on academic suspension, students on academic warning must meet the criteria to regain good academic standing by the end of their next term of registration. Students reinstated from academic suspension are placed on academic probation, and must meet the probation criteria by the end of their next term of registration.

#### **7. Active Military Duty:**

CNHS is committed to ensuring learning opportunities for members of any branch of the US military in accordance with Board policy (5.12.1) of the Minnesota State System.

#### **8. Student Representation**

The experiences, perceptions, ideas, and viewpoints of students are important to CNHS. Opportunities exist to provide input to the program coordinators, department chair, faculty, and department committees. This involvement provides for exchange of information and ideas related to continuous evaluation and improving of the programs.

#### **9. Academic Integrity**

Academic honesty is highly valued. Metro State University's position regarding academic honesty is found in the Academic Integrity Policy and Procedures, #2190 and #219 and is provided to students on the university website and in course syllabi. Students are expected to uphold student integrity and standards when fulfilling program requirements and assignments. Allegations of plagiarism or other forms of academic dishonesty are subject to investigation and sanctions under the University Student Academic Integrity Policy and Procedures, #2190 and #219, respectively.

#### **10. Student Behaviors**

**10.1** All students are held responsible for meeting course and practicum requirements. Students must consistently demonstrate behavior reflective of professional practice at the university and in public environments. Failure to demonstrate professional behavior may result in dismissal from the program.

**10.2 Professional behavior includes:**

- Taking actions that are consistent with professional nursing practice at the university and in public environments (e.g. the Nursing Code of Ethics and the Minnesota Nurse Practice Act).
- Understanding and maintaining confidentiality consistent with HIPAA, professional ethics, and other regulations.
- Attending all learning experiences regularly and punctually.
- Informing course faculty in advance if unable to attend scheduled classroom meetings, exams or practicum experiences, or if unable to meet project deadlines.
- Complying with contracted requirements at practicum sites.
- Demonstrating behavior that is professional and respectful to faculty, peers, patients, and staff in all interactions in all settings.
- Demonstrating awareness that the classroom and practicum environments are learning environments. Unless otherwise directed, this includes turning cell phones off and arranging for emergency contacts in a manner that does not disrupt class or client care.

**10.3** Students or organizations may be subject to university discipline for any of the misconduct noted in University Procedure #112 that occurs at any time on university-controlled premises or at university approved or sponsored functions, including practicum sites. Behaviors that endanger the physical or psychological safety of patients, family members, staff, peers, or instructors are unacceptable.

**10.3.1** Students exhibiting unprofessional behavior will be notified by faculty that such behavior is unacceptable. Faculty members or others in the position of authority may take any immediate and temporary actions necessary to protect the classroom or program atmosphere, to uphold established policies, regulations, and laws. Any behaviors that violate the Student Code of Conduct may also be subject to investigation. Depending upon the nature of the incident or the number of incidents, the faculty may consult with the Office of the Dean of Students or the Student Conduct Office to authorize a conduct investigation under University Student Code of Conduct Policy #1020 and Procedure #112.

**10.3.2** During practicum experiences, students who possess a professional role license (e.g. RN, dental hygienists) are providing care as students. However, licensed

students are accountable for their professional behavior as related to licensure. For example, the Minnesota Nurse Practice Act (148.263 Sub. 3) includes an obligation to report violations that are likely to result in disciplinary action. Such violations will be reported to the Minnesota Board of Nursing.

## **11. Practicum and Contract Requirements of Clinical Facilities and Practicum Sites**

**11.1** Legal contracts are arranged with clinical and practicum sites. These contracts specify information the college must collect from students. Students must submit the required pre-practicum and clinical documentation prior to the deadline. Failure to submit this information prior to the deadline will result in students' inability to enroll and attend practicum courses. All requirements must remain valid for the duration of all clinical and practicum experiences. It is the student's responsibility to maintain the records. The pre-practicum requirements are determined with clinical agencies and, in general, there are no exceptions. Information on practicum requirements can be obtained on the CNHS website: <https://www.metrostate.edu/academics/nursing-and-health-sciences/practicum/requirements>

**11.2** The dress code requirements and consequences for nonadherence are outlined in the RN-BSN handbook. Students with personal circumstances that may limit their eligibility for participation in practicum experiences are encouraged to contact the RN-BSN program coordinator as soon as possible. Students with these circumstances may be unable to continue in the program.

### **11.3 Other Practicum Requirements**

**11.3.1** Students must adhere to all practicum site policies and procedures.

**11.3.2** Students are required to complete all hours associated with a practicum course.

**11.3.3** A student with an excused absence will either complete a make-up assignment or be required to make up the hours based on the individual's learning needs and faculty prerogative.

**11.3.4** Unexcused absence is defined as failure to prepare for or appear at any practicum learning environment including lab and simulation experiences without prior notification and approval by the faculty.

## **12. Complaints and Conflicts**

### **12.1 Academic Appeal**

Students who believe they have been unfairly evaluated concerning grades, academic integrity, program requirements, or graduation requirements may appeal such concerns in accordance with the University's Academic Appeal Procedure (University Policy and Procedure, Section 2-b, Procedure #202).

### **12.2 Student Complaints and Grievances**

Whenever possible, complaints, disagreements, and misunderstandings should be settled between the individuals involved and at the lowest possible level. Student who believe they have been unfairly treated by department faculty or staff, or who have a complaint related to a course that is not covered by the academic appeal procedure should use the following protocol, University Policy and Procedure 3-b, Procedure #303.

## **13. Graduation Requirements and Process**

**13.1** Students must complete all program requirements with a grade of C or better and earn an overall cumulative GPA of 2.0 or better.

**13.2** Students must apply for graduation in accordance with university procedures.

**13.3** Advisors nominate students for graduation after all degree requirements have been met or are in progress. The Graduation Office clears students for graduation after confirming that all outstanding degree requirements have been completed.