METRO STATE UNIVERSITY

COLLEGE OF NURSING AND HEALTH SCIENCES

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

STUDENT HANDBOOK

May 2024

www.metrostate.edu

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Student Handbook

Introduction

Registered Nurse to Bachelor of Science in Nursing Program

Welcome to the Nursing Program at Metropolitan State University. This handbook is being provided to you with information pertinent to the Registered Nurse to Bachelor of Science in Nursing (RN-BSN) Program. The handbook should be used as a supplement to course syllabi and other program materials.

We value you as an important part of the nursing program. As you proceed through the program, our goal is to uphold our commitment to you.

As a student, you are accountable for current information in the Metropolitan State University Student Handbook and Nursing Student Handbook. Nursing program changes that affect students will be communicated throughout the program. Students are responsible to know, understand, and follow the current policies and procedures for the Department of Nursing. The policies listed in this handbook are updated regularly. Students will be notified when updates are available and they are posted to our website.

Your suggestions and ideas aid us in strengthening the program. Therefore, your input is greatly appreciated and is carefully evaluated. Input may be directed through student government, student representation on committees, directly to faculty, the program coordinator, nursing programs, or the dean, and through course and program evaluations. Thank you and we look forward to our time together at Metropolitan State University.

Note: Information in this Handbook is subject to change without prior notification.

Metropolitan State University Mission Statement

Metro State University empowers learners to transform their lives and communities through relevant, student-centered education in an inclusive, anti-racist, and supportive learning environment.

University Vision Statement

Metro State University will deliver the transformative power of higher education to all. As a national leader, we will innovate to meet emerging challenges, remove barriers to access and success, and propel the social and economic mobility of diverse learners and their communities.

University Values

Anti-racism

We actively identify, challenge, and change the values, structures, and behaviors that perpetuate systemic racism to create a more equitable and just university. We equip learners to be agents of change.

Inclusion

We seek unity in diversity, find strength in our differences, and create a space where all people feel like they belong and can contribute, while identifying, challenging, and changing the values, structures, and behaviors that perpetuate systemic bias against people based on their age, race, ethnicity, gender and gender identity, religious beliefs, immigration status, sexuality, social class, or disability status.

Integrity

We expect and support honesty, transparency, fairness, and curiosity from all members of the university community. We listen to understand, seek reconciliation of differences, and hold each other accountable.

Meaningful Education

We inspire and challenge diverse learners to pursue and apply knowledge for the good of their communities, recognizing competencies achieved through unique lived experiences, discoveries, individualized study, and engagement. We equip learners with the knowledge, communication and critical thinking skills, and information literacy to analyze and resolve the problems of today and tomorrow.

Transformation

We accelerate social mobility and economic advancement of learners and graduates, their families, and their communities by providing a dynamic and affordable education that helps them achieve their aspirations. Learners see a Metro State University education as a catalyst for their personal transformation.

Department of Nursing Mission

The mission of the department of nursing is to promote holistic health and healing and eliminate health inequities by facilitating student learning, advancing scholarship, and engaging the community. Our model demonstrates the relationships among the discipline of nursing, nursing practice, and nursing education.
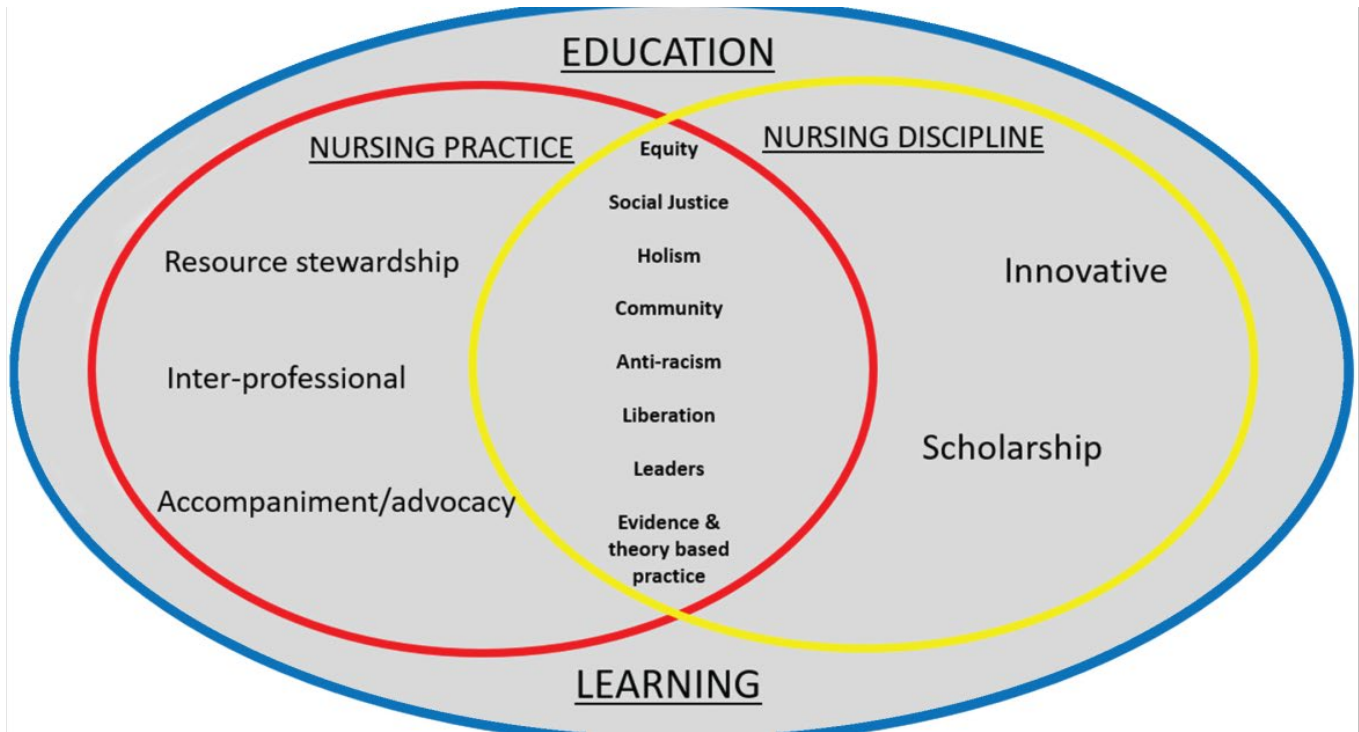
Department of Nursing Philosophy

The mission of nursing education at Metro State University is to engage and educate students to provide holistic and value-based healthcare for all.

We are committed to nurturing an educational environment that fosters anti-racism and liberation.

Our nursing department acknowledges the structures and intersectional inequities within societal systems including healthcare that continue to cause harm to historically marginalized communities.

We strive for students to emerge from our programs with skills to advance health equity.

These guiding principles prepare our students to adapt to changing healthcare needs and collaborate with society through civic engagement and lifelong learning. Inherent within the practice and discipline of nursing are the values noted in the diagram.

Our model demonstrates the relationships among, the discipline of nursing, nursing practice, and nursing education.

Department of Nursing Goals

1. Provide nursing education that is accessible and flexible
2. Create learning environments in which students from historically marginalized communities have equitable opportunities to participate and succeed
3. Prepare nurses to respond holistically to the increasingly complex health care needs of individuals, families, communities, and populations
4. Contribute to the advancement of nursing practice and the discipline of nursing
5. Foster expanded practice and research opportunities through collaboration with educational and service partners that align well with the mission of the university

RN-BSN Student Outcomes

1. Provide nursing education that is accessible and flexible
2. Create learning environments in which students from historically marginalized communities have equitable opportunities to participate and succeed
3. Prepare nurses to respond holistically to the increasingly complex health care needs of individuals, families, communities, and populations
4. Contribute to the advancement of nursing practice and the discipline of nursing
5. Foster expanded practice and research opportunities through collaboration with educational and service partners that align well with the mission of the university

Program Accreditation and Endorsement

The nursing programs at Metropolitan State University are accredited by the Commission on Collegiate Nursing Education.
(https://www.aacnnursing.org/CCNE).

Graduates of the RN to BSN program are eligible to apply for public health nurse registration with the Minnesota State Board of Nursing.

The program is endorsed by the American Holistic Nurses Credentialing Corporation (AHNCC). Graduates are prepared to provide holistic nursing care as defined by the American Holistic Nurses Association's scope and standards of practice. Graduates who successfully earn RN licensure can waive the 1 year of holistic nursing practice and the holistic continuing education contact hours in order to sit for holistic nurse certification if the exam is taken within 2 years of graduation.

Metropolitan State University is accredited by the Higher Learning Commission and is a member of the North Central Association (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, phone: 1800-621-7440).

RN-BSN Course Progression

Course Number	Title of Course	Credits
Semester One		
NURS 301	Theoretical Foundations for Nursing Practice	2 credits
HSCI 358	Racism and Health *(can be taken prior to the start of the program)*	4 credits
	Total Semester One Credits: **6 credits**	
Semester Two		
NURS 335	Introduction to Evidence Based Practice	4 credits
HSCI 309	Global Health Issues *(can be taken anytime during the program)*	3 credits
	Total Semester Two Credits: **7 credits**	
Semester Three		
NURS 456	Community Health Nursing	4 credits
NURS 456P	Community Health Nursing Practicum	2 credits
	Total Semester Three Credits: **6 credits**	
Semester Four		
NURS 420	Lifespan Transitions: Aging and Health	4 credits
HSCI 330	Holistic Health and Healing *(can be taken anytime during the program)*	2 credits
	Total Semester Four Credits: **6 Credits**	
Semester Five		
NURS 465	Leadership and Management in Nursing	3 credits
NURS 488	Taking Action for Health Equity	3 credits
	Total Semester Five Credits: **6 credits**	

University Resources for Nursing Students

Academic Advising

Your academic advisors, whether a faculty advisor or professional staff advisor, can help you analyze factors affecting your academic success, suggest resources to help you succeed, and plan courses that will prepare you for success. The College of Nursing and Health Sciences faculty advisor for your cohort is Professor Miriam Nkemnji-Enohnyaket.

Ask a Question

Self-service information is available on a variety of topics via the "Ask a Question" feature of the university's webpage. The Ask a Question link can be found at the top of the home page: http://metro-gateway.custhelp.com/app/ask

Bookstore

The bookstore is located on the first floor of the Student Center on the Saint Paul campus. The bookstore accepts Visa, MasterCard, Discover, and American Express. Personal checks are accepted for the amount of purchase with proper photo identification matching the name and address on the check. Books may be ordered online by going to https://metrostate.bncollege.com/. Orders are shipped UPS and should be received within seven days if you are placing your order within the Metropolitan area. Note the bookstore is closed when university offices are closed. Check the bookstore website for specific days and hours of operation.

Career Services

Concerns about career plans can affect academic success. Career Services offers career counseling services through individual appointments, programs, and workshops to both students and alumni. For information about hours and services, please call the Career Center at 651-793-1528 or https://www.metrostate.edu/career

Center for Online Learning (COL) and Desire2Learn (D2L) Help

Online learning enables you to take courses over the Internet. At Metropolitan State University, we understand that most of our students are adult learners with jobs and busy lives. Therefore, we are committed to making the learning process convenient and readily accessible to our students. For more information, call 651-793-1650 or https://www.metrostate.edu/faculty-staff/online-learning

Center for Accessibility Resources Services

Metropolitan State University is committed to ensuring equal education opportunities and will not discriminate based on disability. The University provides access to its programs and services by making reasonable accommodations for qualified students. Accommodations are based in individual needs. Some common accommodations include extended testing time, distraction reduced testing spaces, alternative formats for course materials such as audio books, and assistive technology. For more information, please call 651-793-1549. https://www.metrostate.edu/accessibility

Counseling Services

College students may experience issues that interfere with academic success, such as academic stress, sleep problems, balancing multiple responsibilities, life events, relationship difficulties, discrimination/oppression, or feelings of anxiety, hopelessness, or depression. If you or a friend is struggling, we encourage you to seek support. Helpful, effective, and culturally-responsive services are available on campus free of charge.

For immediate help during or after hours, on weekends and holidays, contact Counseling Services at 651-793-1568 and choose option zero to access the Metro CARES support line. To schedule an appointment with our staff counselors, call 651-793-1568 during business hours. https://www.metrostate.edu/students/support/counseling-services

Financial Aid/Scholarships

Metropolitan State University and the College of Nursing and Health Sciences offer scholarships for which nursing students may be eligible. Additional scholarships may be available through organizations such as the American Association of Colleges of Nursing (AACN), Minnesota Nurses Association, American Cancer Society, the Veteran's Administration, or the student's employer. For more information and application forms, contact the Financial Aid Office at 651.793.1414 or via their web site https://www.metrostate.edu/finances/aid.

Gateway Student Services Center

Students who need assistance with registration and financial aid should contact the Gateway Student Services Center on first floor of Founders Hall, 651-793-1300 or https://www.metrostate.edu/students/support/gateway.

Information Technology (Library Information Commons)

Phone: 651-793-1240
Email: IT.Desk@metrostate.edu
Web: https://www.metrostate.edu/students/support/tech-help

Computer centers are available at St. Paul, Midway, and Minneapolis. They are equipped with PC compatible computers, printers, and internet access, and are staffed days, evenings, and weekends.

International Student Services

The International Student Services (ISS) provides quality advising and counseling assistance in academic, immigration, cultural, financial, and personal issues for international students at Metropolitan State University. For more information call 651-793-1315 or https://www.metrostate.edu/students/support/international

Library and Information Services

The Library and Learning Center on the Saint Paul campus offers a full array of library resources, services, computers, and study spaces for the Metropolitan State University community. Librarians are available to assist you in finding information on virtually any topic. They can also guide you in evaluating scholarly and other resources for your coursework and research. Assistance is available by phone (651-793-1614), email library.services@metrostate.edu or chat and Zoom from the library's homepage. Through this homepage you can access more than 100 research databases and thousands of e-journals, streaming videos, and ebooks. For more information, call 651-793-1616, St. Paul Campus https://www.metrostate.edu/library

The Reference Center desk at the library also offers the opportunity for student to drop in without an appointment for brief (15 minute) help with writing and/or formatting of written assignments.

The PALS and MnLINK databases provide access to additional resources from other libraries and institutions throughout Minnesota, North and South Dakota. These sites form a consortium of Community Colleges, State Universities, Technical Colleges, University of Minnesota, Private Colleges and Universities, Public Libraries, and State Agencies. Through PALS and MnLINK, books and journal articles are requested electronically and sent via courier service

to the campus indicated by the student requesting the materials. Current students in MnSCU who have a student ID/library card are not charged for delivery service.

Tutoring and Testing Services

Tutoring
A range of tutorial services are offered, including individual and small-group tutoring.

If you are having difficulty locating tutorial services for the course you are taking, ask your instructor or the department chair for resources and suggestions for getting tutorial assistance. For information on tutors, please visit: https://www.metrostate.edu/academics/success/tutoring

Writing
Writing tutors provide free writing support for any subject, and can help you at any stage of your writing process. Services include help getting started on writing assignments, revising drafts, formatting and working with writers who may be returning to school after a number of years. Clients may drop in during open hours, but appointments are encouraged. Additional help in writing is available at the Reference Desk in the library as described above in the Library and Information Services section.

Additional information is available at: https://www.metrostate.edu/academics/success/tutoring/writing

STEM+ Tutoring
Tutors in math, science, computer science and business courses can help you understand the concepts and practice the skills you need to succeed in your courses. Students, faculty, and staff can seek group work, individual practice, and tutoring assistance. Many students visit on a regular basis to work on homework and other practice problems including preparation for dosage calculation exams. For current schedules and detailed information, please visit: https://www.metrostate.edu/academics/success/tutoring/stem

Testing
You may locate Testing Services in New Main L205 and contact them at 651-793-1538 or by e-mail at testing@metrostate.edu

Multicultural, American Indian, and Retention Services

Multicultural Success Coordinators provide educational and cultural support to empower students and   promote successful college transitions and graduation. Success Coordinators advocate for increased   intercultural awareness, help familiarize students with resources, and foster academic success for   Asian, Asian American and Native Pacific Islander, American Indian, African, African American, LatinX, Undocumented, Women, and LGBTQA communities.

For more information, call 651-793-1572. https://www.metrostate.edu/students/support

TRiO Student Support Services

TRiO helps "low-income, first generation" students (neither parent has a four-year college degree), and students with disabilities enter college, graduate, and move on to participate more fully in America's economic and social life. TRiO provides services through advising, study skills workshops and other learning support. For more information, call 651- 793-1525. https://www.metrostate.edu/about/departments/trio

Student Parent Center

The Student Parent Center is in Student Center 105 and provides a child-friendly study space. The center seeks to provide support and connect currently enrolled students and their families with campus and community resources to ease obstacles that may be interfering with their education.

For more information, call 651-793-1564. https://www.metrostate.edu/students/support/student-parent-center

Food for Thought Food Pantry

The Food for Thought Food Pantry is a collaborative initiative between Metropolitan State University and our community partner Good in the Hood. Students seeking additional support with subsidizing their food budget can stop at the pantry and select up to 25 pounds of food per month. The pantry's Grab and Go food program also provides on-the-go snacks for students. Location: Student Center 106, St. Paul Campus.

Call 651-793-1571 of go to: https://www.metrostate.edu/students/support/food-for-thought

Veterans & Military Student Services

U.S. veterans should contact the Veterans & Military Student Services regarding their VA educational benefits and other assistance, at 651-793-1561 or veterans.services@metrostate.edu.

https://www.metrostate.edu/students/support/veterans

Zoom

As part of being a student within the Minnesota State Colleges and Universities System, access to a premium license of the web conferencing tool Zoom is available for free. Due to recent events your instructors will likely be using this more frequently to host class sessions online.

Students access MinnState Zoom accounts from: https://minnstate.zoom.us/. Click the "Sign on" button and login with StarID and password.

To ask questions or receive extra help, contact Information Technology Services or the Center for Online Learning. Also, the Zoom Help Center has many great resources, live trainings, and technical support representatives to help as needed.

Technology Requirements and Expectations

Nursing programs at Metropolitan State University utilize a combination of traditional face-to-face classroom courses, online courses, and hybrid courses. Options for accessing computers include the student's own device, laptop check-out from the university library, or accessing computer workstations in the university library, student center, or public libraries. A built-in webcam/microphone or external USB webcam/microphone is required for all courses with an online component where zoom is used in the course. A headset is recommended for course activities.

Other online resources are available to students by accessing an introduction to the D2L learning management system: https://services.metrostate.edu/TDClient/1839/Portal/KB/ArticleDet?ID=99905

For all courses in the RN to BSN program, students must have reliable internet access to log into the D2L system, recommended to be done at least four days per week to check for course updates and complete required work. Students can access the Wi-Fi on campus using a personal device or via the computers at the University or public library. The ability to navigate the internet for research, course assignments, and university resources is required. Competence in using Microsoft Office products such as Word and PowerPoint is also required.

Other skills students must possess include the ability to add browser plug-ins for viewing files and content presented within the course or be able to get such assistance from non-campus sources. Additional skills include intermediate or higher-level skills at file management (ability to create folders, move and rename folders and files, identify type of file by its file-extension, attach files to emails, etc.).

Updated virus scanning software for files sent and received (such as McAfee Antivirus, Norton Internet Security, etc.) is required.

Course Delivery Methods

The RN-BSN program is fully online asynchronous. However, other programs in the Department of Nursing utilize multiple course delivery methods including face-to-face, hybrid, and online courses.

- Online courses are delivered entirely via the Internet (see additional information below for online courses in the RN-BSN program). (Note: Online courses in the Department of Nursing are NOT independent study courses and may involve face-to-face immersion sessions.)
- Face-to-face courses are offered in the traditional classroom setting on campus. A face-to-face course may be web-supported. For example, the syllabus, course handouts, and announcements might be accessed online.
- Blended-hybrid courses utilize a mix of face-to-face classroom sessions with online work. Each semester, hybrid nursing courses are found in the class schedule under Nursing Courses with a note indicating the course is a blended-hybrid course.

University Policies

As a Metropolitan State University student, you are responsible for knowing and adhering to University policies. These include policies related to academic standing, conduct, appeals, and more. You can find all university-wide policies, including those that relate to students here: https://www.metrostate.edu/about/policies.

If you ever have a question about policy information or how it relates to your specific circumstances, contact your academic advisor.

PRACTICUM PROGRAM REQUIREMENTS

(required during the semester before NURS 456/456P)

Legal contracts are arranged with clinical and practicum sites. These contracts specify information that the college must collect from students. **Communication regarding all pre-practicum documentation and how to submit it will come via email from the Department of Nursing.** Students must submit the required pre-practicum documentation prior to the deadline. Failure to submit this information prior to the deadline will result in students' inability to enroll and attend clinical/practicum courses. All requirements must remain valid for the duration of all clinical and practicum experiences and may have to be updated throughout the program. It is the student's responsibility to maintain records of meeting these requirements.

To continue in the nursing program, students **must document AND remain current** with the pre-practicum requirements, such as immunizations, including COVID-19, HIPAA Training, CPR Certification, etc. Students should review these requirements and ensure plenty of time for completion.   Current information regarding the pre-practicum requirements can be found here: https://www.metrostate.edu/academics/nursing-and-health-sciences/practicum/requirements

Courses that have internships, fieldwork, clinical or practicum components require students to complete a background study through the Department of Human Services (DHS). The current background study requires a government photo ID and a mandatory finger printing process. **Students will be prompted to complete a background study prior to their practicum/clinical via email from CNHS, through D2L or by their instructor; do not obtain a background study without receiving a prompt from CNHS.** Students will then complete an online application for the background study and go to one of the many locations for fingerprinting within 14 days of submitting the background study online application. This background study can be transferred to an employer after graduation. Fingerprinting will improve the turnaround time of the background study and will provide more accurate records when searching for criminal history.

If you have a current background study with your employer through this new background study process, there will be a separate process for transferring that study to the university and you would not have to be fingerprinted again.

You can read more about DHS background study program here: https://mn.gov/dhs/general-public/background-studies/

Students with personal circumstances that may limit their eligibility for participation in clinical/practicum experiences are encouraged to contact the RN-BSN Curriculum Coordinator as soon as possible.

Health Care Services and Health Insurance

Enrolled Metropolitan State University students who are interested in individualized health and wellness support should visit: https://www.metrostate.edu/students/support/telehealth.

These services are limited, however, so nursing students are strongly encouraged to carry a personal health insurance policy.

The following is related to the on-site clinical/practicum experiences for NURS 456P:

Hair and Nails
Hair length past the collar may be held with an appropriate clip or band at the back of the neck as long as the hair is not long enough to hang forward over the shoulder. Otherwise, long hair must be worn up on the head. Hair must have a neat professional appearance and color. Moustaches, beards, and sideburns must be kept neatly trimmed. Fingernails should be short (no longer than 1/8 inch), clean, and free of any polish. No artificial nails are allowed.

Perfume, Scent or After Shave Products
No scented products shall be worn in the clinical/practicum settings.

Jewelry/Body Art
The only jewelry allowed during the clinical/practicum experience is a wedding ring and conservative post or loop earrings, one per ear and of ½" diameter or less. No other visible body piercing or body art is permitted in the clinical/practicum area.

While on duty, students must observe these dress code regulations at all times. Individual faculty will give students required modifications for specialty areas.

Other Required Materials for Clinical/Practicum Experience
All students are required to have the following items with them for every clinical/practicum experience, plus any materials specified by faculty:

1. Watch with a second hand
2. Stethoscope

STANDARDS FOR PROFESSIONAL BEHAVIOR

Expectations include, but are not limited to, adherence to the Metropolitan State University Student Code of Conduct, the Nursing Program Student Handbook, Admitted Student Policies, and the ANA Code of Ethics for Nurses.

Personal/Academic Integrity
Nursing is a helping profession where those giving care reflect directly upon the well-being of the client and his/her family. Therefore, it is the responsibility of each member of the profession to ensure the rights of the client to receive safe and adequate care. (A nursing class is a functional unit responsible for its own actions as they affect all class members and ultimately those whom they serve.) It follows that all responsibility for honesty in learning, which is basic to competence and thus client safety (as expressed in the ANA Code for Nurses), is a moral and legal responsibility of the student regarding his/her own actions and the actions of other members of the group.

Student Honesty
You are expected to be honest in completing all class assignments. Cheating and plagiarism are not acceptable. Examples of violations of this policy include, but are not limited to:

- Cheating on exams in the classroom or testing center;
- Copying in part or whole other student's written material;
- Falsifying information and attendance relating to independent assignments;

- Failure to report known clinical/practicum errors;
- Falsifying information in the clinical/practicum setting;
- Discussing test contents with student(s) that have not yet taken the exam.

Students who commit any of these behaviors may be counseled to withdraw before the date on the college calendar indicating the last day to withdraw. If it is past this date or a student chooses not to withdraw, the student may receive a grade of "F" for the course. Any student dismissed for violation of this policy will not be eligible for readmission consideration

Professional Communication
- Students are expected to exhibit professional, effective, and respectful interpersonal relationships at all times. This includes interactions on and off campus with clients, other health professionals, fellow students, faculty, and administrators.

Classroom Etiquette
- Class attendance is expected during lecture/theory periods. Please do not disrupt the class by coming late. Students are held responsible for all class content and announcements.
- Class attendance is required during testing periods.
- Beepers, cell phones, or pagers need to be turned off or to vibrate mode in the classroom or laboratory.
- Behavior in classroom, lab or clinical/practicum that is disruptive to other students, the instructor, staff or patients is not acceptable. Disruptive behavior will be discussed in private with the student by the instructor when first identified. Repeat offenses may result in loss of points, inability to participate in classroom, laboratory, or clinical/practicum experiences or documented as a Student Conduct Concern Form.

CAMPUS/CLINICAL/PRACTICUM LAB AND SEMINAR PERFORMANCE EXPECTATIONS

Expectations

Metropolitan State University uses several hospitals, long-term care facilities, clinics, public health agencies, school health services, and other community-based organizations for providing optimum clinical/practicum experiences. The university establishes clinical/practicum-use contracts with each facility that stipulates mutual expectations for both services and regulations. It is the intent of the university that students represent Metropolitan State favorably, both in professional attire and performance, while in an affiliating clinical/practicum facility.

A variety of experiences may be utilized by faculty to meet course objectives. Such experiences may include, but not be limited to, independent learning projects and alternative time schedules. Students will be expected to provide nursing care for clients of all genders and with a variety of medical and psychosocial conditions. Students should be prepared to accommodate alternative learning assignments and possible evening experiences if deemed necessary by the faculty. Appropriate notification will be given.

Students are permitted in the health care setting only during clinical/practicum hours and specified preparation hours. Friends or family members, including children, are not allowed at the pre-clinical/practicum preparation. Arrangements for travel to clinical/practicum facilities are the sole responsibility of the student.

Notes:

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 Polices

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.

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
$\leq$ 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.

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