



**College of Nursing & Health Sciences**

**Admitted Student Policies**

**Doctor of Nursing Practice-Nurse Anesthesia**

**Approval Date: September 27, 2024**

### **Effective Date**

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

### **Responsibility**

Students in the DNP/NA program are dually enrolled at Metro State University and Minneapolis School of Anesthesia (MSA). Each student is admitted to Metro State as a graduate student. Each student is responsible for knowing, adhering and acknowledging access to the current admitted student policies for both MSA and Metro State. Policies are made available to students upon admission and are published on the College of Nursing and Health Sciences (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 the CNHS.

Students are required to follow MSA policies outlined in the MSA student handbook.

### **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 an MSA director and their CNHS 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 active if 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 to communicate with faculty or staff. This policy is enforced to protect faculty, staff, and student privacy.
- 1.3.** Students are expected to read their email regularly to ensure 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 possess an unencumbered license as a registered professional nurse in Minnesota, Wisconsin and Iowa. Wisconsin and Iowa licenses are not required until after the program's first year. Students are accountable to their RN license even if they are in the student role. The Minnesota State Nurse Practice Act includes an obligation to report violations likely to result in disciplinary action. Such violations will be reported to the appropriate board of nursing.

## **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** MSA and Metro State University value 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. We are 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).

**3.3** DNP/NA Specific technical standards are listed in the MSA DNP/NA student handbook.

#### 4. Grading

**4.1** The chart below indicates the letter grades and the grade points used to calculate grade point averages (GPA).

Grade	Grade Point	Grade Percent
A	4.0	95 - 100
A-	3.67	90 - 94.9
B+	3.33	87 - 89.9
B	3.0	83 - 86.9
B-	2.67	80 - 82.9
C+	2.33	Below 80 No Credit
C	2.0	
C-	1.67	
D	1.0	
F	0.0	

**4.2** Instructors assign letter grades (A-NC) as appropriate according to the student's achievement level.

**4.3** The minimum passing grade in any course is 80%. Failure to achieve an 80% or greater in any course will result in dismissal from the program. Students must also maintain a 3.0 cumulative grade point average; failure to do so will result in dismissal from the program.

**4.4** Students must obtain letter grades in all DNP courses except specified lab, practicum and scholarship courses.

**4.5 Incomplete**

An incomplete grade may be granted at faculty's discretion 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 courses in the sequence identified on the program progression table. The program must be completed in 9 semesters per the progression.

**6.2** Reference MSA DNP student handbook on Personal Days/Time Off/Holidays and Excused/Unexcused Absences.

**6.3** DNP students who do not enroll in courses according to the published program plan will be dismissed from the program (required to submit a request for reinstatement per the reinstatement process.)

**6.4** If a student does not complete a scholarship course (NURS 750, 760, or 770) on the first attempt, and they made substantial progress, they may petition to take an FDIS to complete work the subsequent semester. Students should be mindful that it may delay their progression.

**7. Active Military Duty:**

Students in a military reserve group or National Guard unit may request time off for active-duty commitment. Upon receipt of published military orders, a copy is furnished to the program director. A copy will be placed in the student's file. If the student is absent more than 20 consecutive days or 20 days in a single semester, they may be re-enrolled the following year at the discretion of the program director.

#### **8. Maternity Leave:**

The student is expected to begin maternity leave under the direction of their medical provider and to complete the program as soon as their provider advises that they may begin work following delivery. A written return to school from a medical provider must be presented to the school prior to a student returning from maternity leave. If the student is absent more than 20 consecutive days or 20 days in a single semester, they may be re-enrolled the following year at the discretion of the program director.

#### **9. Student Representation**

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

#### **10. Academic Integrity**

**10.1** 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. Violations of academic honesty include, but are not limited to, cheating, plagiarism, and providing false information to faculty, staff, or clinical preceptors. 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.

**10.1.1** Providing false information to faculty, staff, or clinical preceptors is considered a form of academic dishonesty. This can include providing false statements about absences, clinical hours, or submitting false information to meet clinical documentation requirements.

#### **11. Student Behaviors**

**11.1** All students are held responsible for meeting course, clinical, 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.

**11.2 Professional behavior includes:**

- Taking actions that are consistent with the American Association of Nurse Anesthesiologists (AANA) 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 clinical experiences, or if unable to meet project deadlines.
- Complying with contracted requirements of clinical facilities and practicum sites.
- Demonstrating behavior that is professional and respectful to faculty, peers, patients, and staff in the classroom, within online courses, and in clinical facilities and practicum sites.
- Demonstrating awareness that the classroom, lab, and clinical 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.

**11.3** 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 clinical sites. Behaviors that endanger the physical or psychological safety of patients, family members, staff, peers, or instructors are unacceptable.

**11.3.1** 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.

**11.3.2** During clinical experiences, students who possess a registered nurse license 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.

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

- 12.1** 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 clinical 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 clinical requirements can be obtained on the MSA and CNHS website.
- 12.2** The DNP/NA program requires students to complete a minimum of 2,000 clinical hours per the COA requirement as described in the DNP/NA handbook. This total includes clinical hours in preparation for the Nurse Anesthetist Role (2,000 hours minimum) and hours in completion of the DNP scholarship project (300 hours minimum).
- 12.3** Nurse anesthesia clinical hours and sites are scheduled by the MSA directors.
- 12.4** Students partner with program faculty and staff to identify site mentors for the scholarship courses. The DNP program coordinator or designee approves agency placements for DNP scholarship projects. Before starting the DNP scholarship project, students must have approval from the DNP program coordinator or designee for the scholarship project site.
- 12.5** Students must adhere to all clinical site policies and procedures. Students are assigned specific clinical dates and times and are not allowed in the clinical site on other dates unless approved by the clinical faculty and the Department of Nursing.

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

**12.5.2** An unexcused absence is defined as failure to prepare for or appear at any clinical learning environment including lab and simulation without prior notification and approval by the faculty or site preceptor.

### **13. Complaints and Conflicts**

#### **13.1 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).

#### **13.2 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.

### **14. Graduation Requirements and Process**

**14.1** The student must complete all standardized tests required by their department.

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

**14.3** 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.

**14.4** Students will be graduated after the following criteria are met:

**14.4.1** Complete all course work satisfactorily.

**14.4.2** Maintain a 3.00 grade point average.

**14.4.3** Receive a passing score on the Self-Evaluation Examination (SEE) as outlined in the syllabus.



- 14.4.4** Complete all requirements of the Council on Accreditation of Nurse Anesthesia Educational Programs.
  - 14.4.4.1** Attain the stated program outcomes.
  - 14.4.4.2** Complete COA clinical requirements
- 14.4.5** Pay all outstanding tuition and fees to MSA and MSU
- 14.4.6** Students must apply for graduation in accordance with Metro State University procedures.
- 14.4.7** The Metro State University Graduation Office clears students for graduation after confirming that all outstanding degree requirements have been completed.