Effective Date

These policies become effective immediately and shall remain in effect until revoked.

Responsibility

Each student is responsible for knowing and adhering to current School of Nursing (SN) Policies. SN Policies are updated at least annually.

A copy of this document is available to each student upon admission to the School of Nursing. Current SN Student Policies are available on the SN website. School of Nursing student policies are also available on the School of Nursing Website.

The responsibility for implementation of these policies is assigned to the Executive Director and faculty in the School of Nursing.

1. Admission

1.0 Program Admission Requirements

Students must meet the requirements listed for admission to the Accelerated Bachelor of Science in Nursing Program at Metropolitan State University. Applicants must have completed a baccalaureate degree and all pre-requisites by the application deadline to be considered for admission.

adopted 1/05
revised 4/05

1.0.1 Previous baccalaureate degree from a regionally accredited college or university. Applicants whose baccalaureate degree is from a non-US college or university shall have their degree evaluated by a credentials evaluation service to determine equivalency to a US baccalaureate degree.

adopted 1/05
revised 4/05

1.0.2 A cumulative 3.0 GPA is required for the previous baccalaureate degree and other post-secondary courses taken prior to program admission review for the nursing major.

adopted 1/05

1.0.3 Applicants from Institutions That Did Not Grant GPA

Individuals who have completed a baccalaureate degree from a regionally accredited institution (or its equivalent) that did not assign grades or confer an official grade point
average may still apply to the Accelerated BSN Program. Such candidates’ applications will be evaluated on the basis of the remaining two admission criteria: prerequisite course grades and the required application essay.

adopted 5/06

1.0.4 Prerequisites:

Human Anatomy with lab (minimum of 3 credits)
Human Physiology with lab (minimum of 3 credits)
Microbiology with lab (minimum of 3 credits)
Statistics I or its equivalent
Chemistry with lab (minimum of 3 credits)
Nutrition (minimum of 3 credits)
Life Span Growth and Development (minimum of 3 credits)

adopted 1/05

1.0.5 Grades in Admission Prerequisite Courses

Students must achieve a grade of “C-” or above in prerequisite courses and a cumulative GPA of 3.0. Grades of “D” or lower must be repeated or courses approved by the advisor may be substituted. A minimum grade of “C-” must be achieved in the repeated or substituted course(s). One prerequisite course is accepted with P/NP and is not included in the GPA calculation.

adopted 1/05
revised 4/05

1.1 Matriculation Requirements

1.1.1 The School of Nursing communicates program and course information regularly via e-mail. Students are expected to establish and maintain a NetDirect e-mail account through Metropolitan State University, and furnish their NetDirect e-mail address to the School of Nursing.

adopted 1/05

1.1.2 Upon admission, the student’s signature acknowledges awareness of computer proficiency expectations established by the School of Nursing.

adopted 1/05

2. Advising

2.0 Academic Advisor

Upon admission to the Accelerated BSN program, students are assigned to an advisor in the School of Nursing. The advisor serves as a resource and facilitator while the student is enrolled in the program.

adopted 1/05

2.1 Disability/Learning Needs Statement

If students have a documented disability, or if they suspect they have a disability which may impact their ability to succeed in a course, it is their responsibility to meet with the Coordinator of
Disabilities and Special Services. By the second week of class, it is the student’s responsibility to provide the course instructor with information on accommodation arrangements to be made for them.

adopted 1/05

3. **Progression**

3.0 Progression through the Curriculum

3.0.1 Students are expected to adhere to the admission, progression, scholastic standards, and graduation policies published at the time of their full admission to the Accelerated BSN program.

adopted 1/05

3.0.2 Selected nursing courses include Minnesota Board of Nursing required abilities. All Minnesota Board of Nursing abilities are evaluated on a P/F basis. All abilities must be passed in order for the student to pass the course.

adopted 1/05

3.1 Cross-listed Courses

3.1.1 Credit

Accelerated BSN students may register to receive undergraduate or graduate credit in a cross-listed course that is in their plan of study. Graduate credit received will meet the objectives for the BSN course.

adopted 1/05

3.1.2 Registration

In a cross-listed course, a student may change registration level (graduate to undergraduate or vice versa) prior to the third class session. The class sessions will be identified in the course syllabus.

adopted 1/05

3.2 Clinical Practicum Requirement

Prior to beginning the practicum experience the following information must be submitted to the School of Nursing:

- Acceptance of Compliance with Agency Requirements
- Communicable Disease Immunity
- Current CPR certification
- MN Department of Human Services Background Study Form
- MN Authorization for the Release of Student Background Study Information
- Nursing Student Release Form
- Evidence of current health insurance
- HIPAA training information
- Evidence of professional liability insurance that is in compliance with MnSCU student professional liability insurance requirements.
All requirements must be valid for the duration of practicum experiences.

adopted 4/05

3.3 Ethical Practice

Students, within their student role, shall uphold ethical standards as described in the ANA Code for Nurses. Failure to do so may result in disciplinary action.

adopted 1/05

3.4 Impact of Curriculum Change

Currently enrolled students whose program is impacted by 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.

adopted 1/05

3.5 Program Reentry

Students who fail to enroll in courses according to the published program plan will be required to reapply for admission. If re-admitted, this will be treated as a new admission and such students will be held accountable for any interim curriculum changes, including any changes in course prerequisites.

adopted 1/05

4. Scholastic Standards

4.0 Required Letter Grades in Accelerated BSN Courses

Students are required to obtain letter grades in all Accelerated BSN program courses.

adopted 1/05

4.1 Grades in Nursing Courses

Students must achieve a grade of “C” or above in nursing courses.

4.1.1 Grades in nursing courses are obtained by weighting scores on graded assignments. Course grades are derived as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>95 - 100</td>
<td>A</td>
</tr>
<tr>
<td>90 - 94</td>
<td>A-</td>
</tr>
<tr>
<td>87 - 89</td>
<td>B+</td>
</tr>
<tr>
<td>83 - 86</td>
<td>B</td>
</tr>
<tr>
<td>80 - 82</td>
<td>B-</td>
</tr>
<tr>
<td>77 - 79</td>
<td>C+</td>
</tr>
<tr>
<td>75 - 76</td>
<td>C</td>
</tr>
</tbody>
</table>

adopted 1/05
revised 4/06

4.1.2 Failure means receiving a letter grade of less than C.

adopted 1/05
4.2 Incompletes

Incompletes may be granted at the discretion of the instructor if significant progress has been made in the course. Eligible students must request in writing an incomplete prior to the end of the course. An incomplete must be resolved prior to the beginning of the following academic term.

adopted 1/05

4.3 Academic Honesty

Academic honesty refers to upholding student integrity and honesty regarding fulfilling SN program or course requirements and assignments. Violations of academic honesty include, but are not limited to, cheating, plagiarism, or providing false information to faculty, staff, and/or clinical preceptors.

Plagiarism is defined as using another person’s words or ideas and presenting them as your own, without acknowledging the original source. This is a very serious offense. Plagiarism often takes the form of a student’s copying information from one source and presenting it in a paper or report without the use of footnotes or direct mention of the source in the body of the paper.

Students are expected to read and use a variety of sources when writing a paper, but when the exact words (or words with a slight modification) or ideas of others are used, the sources must be properly acknowledged. When instructors read student papers, they need to know which ideas are the student’s and which belong to other sources. It is also unacceptable to turn in another person’s work (paper or examination) as your own. In such cases, instructors may impose sanctions such as a failing grade. Instructors reserve the right to submit student papers to plagiarism detection software.

Students who violate academic honesty standards may be subject to sanctions including but not limited to receiving a failing course grade, or probation, suspension, or dismissal from the SN in addition to any sanctions imposed by the University.

adopted 1/05
revised 5/06

4.4 Written Paper Remediation

When a student receives a grade of 77% or below on a written course assignment, the instructor has the prerogative to grant the student one opportunity to remediate. The highest score that can be earned on the remediated assignment is 86%.

adopted 1/05

4.5 Academic Probation

Metropolitan State University Academic Policy 2050 governs academic probation.

adopted 1/05

4.6 Dismissal

Due to the accelerated nature of the program, a student who fails a (one) course will be dismissed from the program.

adopted 1/05
5.  **Graduation**

5.0  **Graduation Requirements**

Students must complete all 60 credits in their program of study.

adopted 1/05

5.1  **Nomination for Graduation**

Advisors nominate students for graduation during the semester in which they complete the final program requirements.

adopted 1/05

6.  **Accreditation Requirements**

As part of institutional and program accreditation requirements, students are required to take specified standardized tests of critical thinking during their first and last terms of enrollment in the Accelerated BSN program, following procedures established by the School of Nursing. Course grades will be withheld until completion of the critical thinking test.

adopted 1/05