METRO STATE UNIVERSITY

College of Nursing & Health Sciences

Admitted Student Policies

Post-Masters DNP Program

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. The DNP program admits registered nurses and students are expected to maintain an active, unencumbered license to practice professional nursing in the state of Minnesota throughout the program. Students shall notify the program director or designee if any Board of Nursing acts against their license to practice. Failure to maintain a license and report actions may result in immediate dismissal from the program.

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 The chart below indicates the grading scale used in courses.

Grade Percent	Grade
95 - 100	A
90 - 94.9	A-
87 - 89.9	B+
83 - 86.9	B
80 - 82.9	B-
77.0 - 79.9	C+
75.0 - 76.9	C
73.0 - 74.9	C-
71.0 - 72.9	D
< 70.9	NC/F

4.2 Students are required to obtain letter grades in all DNP courses with the exception of specified scholarship, lab and practicum courses.

4.3 Students are required to achieve a grade of C or better in STAT 621. Failure to obtain a grade of C or better will result in dismissal from the program.

4.4 Students may earn only one grade lower than a B- in any graded NURS course. This limit includes withdrawal from a course and a "No Credit" in a Pass/Fail course. A second grade in a NURS course lower than a B- will result in dismissal from the program.5

4.5 Students must maintain a cumulative program GPA of 3.0 or above.

4.6 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 must be 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, with the exception of courses identified in 6.3. The minimum acceptable passing grade for all courses is B-, with the exceptions identified in 4.2 and 4.3.

6.2 A student who receives a second grade of less than a B- in a nursing course on the first attempt will not be able to progress until the course is successfully completed, with the exception described in 6.3 for the failure of a scholarship course.

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

6.4 DNP students who do not enroll in courses according to the published program plan will be required to submit a request for reinstatement following the reinstatement procedure. If reinstated, the student will be held accountable for any interim curriculum changes, including any changes in course prerequisites. Upon reinstatement to the program, students will need to successfully meet all reinstatement conditions identified.

6.5 A student who does not successfully complete a NURS course on the first attempt, including withdrawals, may repeat the course one time only. Courses not successfully completed must be repeated on a space available basis within one year. Until a course is successfully completed, the student will not progress to subsequent courses. A student may repeat no more than two NURS or HSCI courses. Failure or withdrawal from the second attempt of a course, or three NURS course failures will result in dismissal from the program.

6.6 Post-Masters DNP students must complete the program within four years of enrollment in the first DNP course.

7. **Active Military Duty:**

CNHS is committed to ensuring learning opportunities for members of any branch of the US military in accordance with Board Procedure (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 the exchange of information and ideas related to continuous evaluation and improving 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. <u>Student Behaviors</u>

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 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 of practicum sites.

- Demonstrating behavior that is professional and respectful to faculty, peers, patients, and staff in the classroom, within online courses, and in and practicum sites.

- 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 clinical 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 appropriate university office to authorize a conduct investigation under University Student Code of Conduct Policy #1020 and Procedure #112.

10.3.2 During clinical experiences, students who possess a professional role license (RN, APRN) are providing care as students. However, licensed students are accountable for their professional behavioral 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. <u>Practicum and Contract Requirements of Clinical Facilities and Practicum Sites</u>

11.1 Legal contracts are arranged with clinical, scholarship 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 by clinical agencies and, in general, there are no exceptions. Information on clinical requirements can be obtained on the CNHS website: https://www.metrostate.edu/academics/nursing-and-health-sciences/practicum/requirements.

11.2 The Post-Masters DNP program requires students to complete a minimum of 1000 practicum hours. This total includes prior clinical hours obtained in an approved accredited Masters degree program.

11.2.1 Students partner with program faculty and staff to identify preceptors/mentors for the scholarship and or practicum courses. All preceptors/mentors must meet Department of Nursing credentialing requirements. The DNP program director or designee approves site mentors preceptors and agency placements for DNP students. Each semester, before starting practicum or scholarship course, students must have approval from the DNP program director or designee.

11.2.2 Students with personal circumstances that may limit their eligibility for participation in practicum/scholarship clinical experiences are encouraged to contact the DNP program director as soon as possible. The DNP program

director does not guarantee an alternative facility placement. Students with these circumstances may be unable to continue in the program.

11.2.3 Students must adhere to all clinical, scholarship, or practicum site policies and procedures. Consequences for non-adherence are outlined in the DNP student handbook.

11.2.4 Students are required to complete all practice hours associated with a scholarship or practicum course.

11.2.5 Post-Masters DNP students arrange their scholarship or practicum schedule with the site preceptor or mentor. A student who must miss a prearranged date due to illness or other event should notify the preceptor or mentor prior to the practicum session and arrange make-up hours.

11.2.6 An unexcused absence is defined as failure to prepare for or appear in any learning environment without prior notification and approval by the faculty or site preceptor/mentor.

12. <u>Complaints and Conflicts</u>

12.1 Academic Appeal
Students who believe they have been unfairly evaluated concerning grades, 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. Students 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. <u>Graduation Requirements and Process</u>

13.1 The student must complete all nursing courses requirements and earn an overall cumulative GPA of 3.0 or better.

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

13.3 Students must apply for graduation in accordance with university procedures.

13.4 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.