



**College of Nursing & Health Sciences
Admitted Student Policies
Entry Level Master of Science in Nursing Program
Approval Date: October 22, 2020**

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 Metropolitan State email when policies are updated. Students are responsible for knowing and learning about changes in policies and must sign a declaration of receipt and review. The responsibility for the implementation of these policies is assigned to the Dean and faculty of the 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.

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 university email account. This account is free of charge and is active as long as a student remains enrolled at the university. The university assigned student email account is the official means of communication with all students enrolled at Metropolitan 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 the CNHS. Changes in policy and procedures, reminders of important dates, and announcements about financial aid are all transmitted via Metropolitan State email. It is the students' responsibility to create accounts to use university services such as the library databases and online course management systems.

2. Advising

Students will have an assigned advisor(s) throughout their time in the program. Academic advisors are available to help students with questions or issues while they progress through their degree program. Academic advisors can assist with issues such as course registration, petitions, graduation planning, or other concerns. Advisors are either full-time Professional Academic Advisors or Resident Faculty Advisors in the CNHS. They provide information, advocacy, information about program requirements, and referrals to available university services to support student 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. Our goal is to create learning environments that are usable, equitable, inclusive and welcoming. Metropolitan 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.

- 3.2 The Center for Accessibility Resources is located in New Main, Suite L223. Phone number is 651-793-1549 and email is accessibility.resources@metrostate.edu.

4. Grading

Course grades are derived according to the scales displayed below.

Undergraduate courses grading scale:

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

Graduate courses grading scale:

Percent	Grade
95 -100	A
90 -94.9	A-
87-89.9	B+
83-86.9	B
80-82.9	B-
77-79.9	C+
75-76.9	C
< 75	F/No Credit

4.1 Grades are not rounded to a higher number

4.2 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.

4.3 Written Paper Remediation

Students may request to resubmit an assignment for which they have earned less than 78% for an undergraduate course or less than 75% for a graduate course. Remediation may be granted at the discretion of the instructor on a case by case basis. The highest score that can be earned on the remediated assignment is 86%. This policy is applied in rare cases in the graduate program.

4.4 Students are required to take specified standardized tests following procedures established by the Department of Nursing. Course grades will be withheld until completion of all standardized tests associated with the course.

4.5 Students are required to obtain letter grades in all ELMSN Program courses.

4.6 Students must achieve a grade of “C” or above in all ELMSN Program courses.

4.7 Monitoring of Academic Standards

The college will monitor the academic standing of all ELMSN students each semester and forward relevant information to the Dean of the College of Nursing and Health Sciences. The Dean will take the following actions after reviewing students' grades.

4.7.1 Academic Warning

Academic Warning letters will be sent at the end of each semester to students who receive an incomplete in any two courses, or who have a term or cumulative grade point average of less than 3.00.

4.7.2 Academic Probation

Students who have been sent an academic warning letter will be placed on probation at the end of the next semester if they have a semester or cumulative GPA of less than 3.00. Students will continue on probation if their cumulative GPA remains less than 3.00, but their most recent semester GPA is above 3.00.

Students on probation whose semester and cumulative GPA are above 3.00 are returned to good academic standing.

Students on probation must meet with their advisor to discuss their academic status prior to registering for courses for any subsequent semester.

Students who have not returned to good academic standing after two semesters on probation will have their record evaluated by their advisor to determine their potential eligibility for graduation.

The student's advisor will communicate with the Dean regarding the student's likelihood for graduation. Students who are unlikely to graduate may be dismissed from the ELMSN Program for academic reasons.

4.7.3 Academic Dismissal

A student will be dismissed for failure to progress due to poor academic performance.

Additionally, students on probation who earn a semester GPA of less than 3.0 will be dismissed from the ELMSN Program.

- 4.8 An incomplete grade may be granted at the discretion of faculty if significant progress has been made in the course. A student wishing to have additional time to complete a course must make their request in writing prior to the end of the course. The request must include a proposed plan for completing the course. University policy requires students to complete course work by the end of the following semester, or a grade of "F" is assigned. However, an incomplete must be resolved prior to the beginning of the following academic semester in order to progress.

5. **Progression**

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.

- 5.1 Students must enroll in and successfully complete courses in the sequence identified on the Program Progression Table. The minimum acceptable passing grade for all courses is a C. A grade of less than a C is considered a failing grade.
- 5.1.1 A student who receives a failing grade in a nursing course on the first attempt may repeat the course one time only. The course must be repeated within one year on a space available basis.
- 5.1.2 A withdrawal constitutes a failed attempt to complete a course.
- 5.1.3 A student who withdraws from one or more courses in a single semester may repeat the course(s) within one year on a space available basis.
- 5.1.4 The student shall not progress to subsequent courses until the course is repeated with at least a C grade. Failure of the second attempt of a course, or failure of a second nursing course, will result in dismissal from the program.
- 5.1.5 The student must submit a written request, using the Request for Reinstatement form. This form needs to be submitted by the indicated deadline prior to the start of the semester in which the student wishes to return.

- 5.1.6 The Dean reviews all requests for reinstatement with consultation as needed.
- 5.1.7 Approval of requests for reinstatement may include conditions that must be met by the student, including, but not limited to, a medication dosage calculation exam and a health assessment skill demonstration.
- 5.2 Medication dosage calculation exams are included in the ELMSN program to help prepare students for safe medication administration. These exams must be passed at a minimum score of 90% within a maximum of 3 attempts in any given course. Failure to achieve 90% after 3 attempts at the medication dosage exam within a course will result in failure of the course.
- 5.3 Students are required to take standardized tests established by the Department of Nursing. Course grades will be withheld until completion of all standardized tests.
- 5.4 ELMSN students must complete the nursing major within five years of enrollment in the first nursing course. Students who do not complete the nursing major within five years must submit a petition for an extension of the time limit. The petition must include a detailed plan and time table for completion of the major.
- 5.5 ELMSN students who fail to enroll in courses according to the published program plan will be required to submit a Request for Reinstatement. If granted, the student will be held accountable for any interim curriculum changes, including any changes in course pre-requisites. Reinstatement will be based on space availability.

6 Active Military Duty:

The 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.

7 Student Representation

The experiences, perceptions, ideas, and viewpoints of students are important to the 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.

8 Academic Integrity

- 8.1 Academic honesty is highly valued. Metropolitan 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.

- 8.1.1 Cheating includes revealing or sharing information about an exam, a simulation exercise, or a skill validation. Cheating includes turning in another person's work, paper, or examination as one's own. It also includes submitting identical work for separate courses or for two assignments within the same course unless approved by faculty in advance. A student may submit work on the same topic or area of knowledge as long as the assignment guidelines and end product are different.
- 8.1.2 At Metropolitan State University, plagiarism is defined as using another person's words or ideas and presenting them as one's own, without acknowledging the original source. Plagiarism may take many forms. Copying information from one source and presenting it in a paper or report without the use of citation or direct mention of the source is one common form of plagiarism. Using another author's ideas, including ideas from fellow students, without proper acknowledgement or failing to use the appropriate citation format, may also be considered plagiarism. This is a serious academic offense and will result in faculty member sanctions commensurate with course syllabi. These may include but are not limited to: (a) assigning a zero for the assignment; (b) requiring a make-up assignment; (c) requiring an additional assignment about the ethical implications of breaches of academic integrity; and/or (d) assigning additional practice in proper citation methods. Other sanctions may be assessed by the Provost/Vice President of Academic Affairs according to university procedure #219. The university subscribes to plagiarism detection software, and student papers may be checked for plagiarism.
- 8.1.3 Providing false information to faculty, staff, or clinical preceptors is considered a form of academic dishonesty. This can include, but is not limited to providing false statements about absences, clinical hours, or submitting false information to meet clinical documentation requirements.

9 **Student Behaviors**

- 9.1 All students are held responsible for meeting course and clinical 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.

9.2 Professional behavior includes:

- Taking actions that are consistent with the Nursing Code of Ethics and the Minnesota Nurse Practice Act.
- 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.

9.3 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.

9.3.1 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.

9.3.2 During clinical experiences, students who possess a professional role license (RN, Dental Hygienists) 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.

10 Practicum and Contract Requirements of Clinical Facilities and Practicum Sites

10.1 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 CNHS website.

10.2 Students who are licensed as LPNs or RNs must provide evidence of an unencumbered license and current registration to practice nursing in Minnesota. This will be verified by Department of Nursing personnel prior to enrollment at Metropolitan State University and throughout the ELMSN program. Students shall notify the Program Coordinator or designee if any Board of Nursing takes action against their license to practice.

10.3 The ELMSN program endeavors to provide students with appropriate clinical training placements, but cannot guarantee placements in all circumstances. Students with personal circumstances that may limit their eligibility for participation in clinical experiences are encouraged to contact the Coordinator of Undergraduate Programs as soon as possible. The ELMSN program does not guarantee an alternative facility placement. Students with these circumstances may be unable to continue in the program

10.4 Students are expected to follow the dress code outlined in the Metropolitan State University College of Nursing and Health Sciences ELMSN Program Handbook.

11 Complaints and Conflicts

11.1 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).

11.2 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.

12 **Graduation Requirements and Process**

- 12.1 The student must complete all nursing course requirements within five years of the start of the program with a grade of C or better and earn an overall minimum cumulative GPA of 3.0.
- 12.2 The student must complete all standardized tests required by their Department.
- 12.3 Students must apply for graduation in accordance with university procedures.
- 12.4 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.