



College of Nursing & Health Sciences

Admitted Student Policies

MANE BSN

Approval Date: July 8, 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 the Minnesota Alliance for Nursing Education (**MANE**) **Bachelor of Science in Nursing 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 College.

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

Students are expected to adhere to the progression, academic, and graduation standards and current policies for the University and this program.

- 1.1. 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.

- 1.2. 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.
- 1.3. 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 MANE program. Students shall notify the Program Coordinator or designee if any Board of Nursing acts against their license to practice.

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. 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, TTY (651) 772-7723, and email is accessibility.resources@metrostate.edu.

4. **Grading**

4.1 Students are required to obtain letter grades in all MANE BSN courses.

4.1.1 Students must achieve a grade of "C" or above in all MANE BSN courses.

4.2 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.

4.3 Monitoring of Academic Standards

The College will monitor the academic standing of all MANE BSN 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 as needed.

4.3.1 Academic Warning

Placement of students on Academic Warning will follow the policy and procedures of University Academic Policy 2050. Students who do not meet these standards are placed on Academic Warning. 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. Academic Suspension for this or any other reason will be recorded on the student's university transcripts.

4.3.2 Program Dismissal

A student will be dismissed for failure to progress due to poor academic or clinical performance. Additionally, students on academic warning who fail to meet the criteria to return to good academic standing will be dismissed from the MANE BSN program.

4.4 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
≤ 71.9	F

4.6 Grades are not rounded.

4.7 Written Paper Remediation

Remediation, although rare, may be granted at the discretion of the faculty if a student earns a grade on an assignment of less than 78%. The highest score that can be earned on the remediated assignment is 86%.

4.8 Medication Dosage Calculation Test

Students will complete a comprehensive medication dosage calculation test in select courses. The test must be passed at 90%. If a student does not attain 90% on the first attempt, the first attempt score will be used to calculate the course grade and the subsequent attempts will be graded for competency only. The student will have no more than three attempts to pass the test at 90%. Failure to pass the test in three attempts will result in failure of the course.

4.9 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.

5. Progression

5.1 Students must enroll in and successfully complete courses in the sequence identified on the full-time and part-time MANE Curriculum Plans. The minimum acceptable passing grade for all courses is a C. A student who receives a letter grade of less than C in a nursing course on the first attempt may repeat the course one time only. The student must submit a written request, using the Request for Reinstatement form. Failed courses must be repeated with a subsequent cohort on a space available basis within one year. Until a course is successfully repeated, the student will not progress to subsequent courses. A student may repeat no more than two nursing courses. Failure of the second attempt of a course, or three nursing course failures will result in dismissal from the program. Approval of requests for reinstatement may include conditions that must be met by the student, including, but not limited to medication dosage calculation exam, health assessment skill demonstration.

5.2 Metropolitan State University cohort MANE BSN students and all MANE BSN students enrolled in semester 6 and beyond, who do not enroll in courses, according to the published program plans (fulltime or flexible), will be required to follow appropriate procedure to request reinstatement. The student will be held accountable for any interim curriculum changes, including any changes in course prerequisites.

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.

Currently enrolled students whose program must be amended due to curricular changes will not be required to fulfill more credits than those in their original plan. Students in this situation will not be required to duplicate course content already completed in the program.

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 sanctions commensurate with the 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/Executive Vice President of Academic and Student 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.

9.4 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.

9.4.1 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.

- 9.4.2 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 Prior to the beginning of the MANE program, pre-practicum requirements must be submitted to the Department of Nursing by the established deadline in the first semester of the program. Failure to submit this information prior to the deadline will result in students' inability to enroll and attend courses and to progress in the MANE program. All requirements must remain valid for the duration of the program. 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 at:
<http://www.metrostate.edu/student/university-info/university-info/college-of-nursing-and-health-sciences/pre-practicum-requirements>
- 10.3 The MANE BSN 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 MANE BSN 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 MANE BSN 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 program requirements with a grade of C or better and earn an overall cumulative GPA of 2.75 or better.
- 12.2 The student must complete all standardized tests required by their Department.
- 12.3 Students must apply for graduation and register for and complete the Grad Workshop 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.