



**METRO STATE
UNIVERSITY**

**COLLEGE OF NURSING
AND HEALTH SCIENCES**

**Registered Nurse to
Bachelor of Science in Nursing
(RN-BSN) Program**

STUDENT HANDBOOK

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2022

**Metropolitan State University Department of Nursing
Registered Nurse to Bachelor of Science in Nursing**

Program Handbook

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Department of Nursing

Student Handbook

Introduction

Registered Nurse to Bachelor of Science in Nursing Program

Welcome to the Nursing Program at Metropolitan State University. This handbook is being provided to you with information pertinent to the Registered Nurse to Bachelor of Science in Nursing (RN-BSN) Program. The handbook should be used as a supplement to course syllabi and other program materials.

We value you as an important part of the nursing program. As you proceed through the program, our goal is to uphold our commitment to you.

As a student, you are accountable for current information in the Metropolitan State University Student Handbook and Nursing Student Handbook. Nursing program changes that affect students will be communicated throughout the program. Students are responsible to know, understand, and follow the current policies and procedures for the Department of Nursing. The policies listed in this handbook are updated annually. Students will be notified when updates are available.

Your suggestions and ideas aid us in strengthening the program. Therefore, your input is greatly appreciated and is carefully evaluated. Input may be directed through student government, student representation on committees, directly to faculty, the program coordinator, nursing programs, or the dean, and through course and program evaluations. Thank you and we look forward to our time together at Metropolitan State University.

Note: Information in this Handbook is subject to change without prior notification.

Metropolitan State University Mission Statement

Metropolitan State University is a comprehensive urban university committed to meeting the higher education needs of the Twin Cities and greater metropolitan population.

The university will provide accessible, high-quality liberal arts, professional, and graduate education to the citizens and communities of the metropolitan area, with continued emphasis on underserved groups, including adults and communities of color.

Within the context of lifelong learning, the university will build on its national reputation for innovative student-centered programs that enable students from diverse backgrounds achieve their educational goals.

The university is committed to academic excellence and community partnerships through curriculum, teaching, scholarship and services designed to support an urban mission.

University vision statement

Metropolitan State University, a member of the Minnesota State College and University System, will be the premier urban, public, comprehensive system university in the Twin Cities metropolitan area and will provide high-quality, affordable educational programs and services in a student-centered environment.

The faculty, staff and students of Metropolitan State will reflect the area's rich diversity, build a culturally competent and anti-racist learning community and demonstrate an unwavering commitment to civic engagement.

University values

Excellence

Your education has to be the best. Because you're not just investing money, you're investing time and passion. So, we make it a priority to provide innovative, high-quality educational experiences from instructors who are experts in their fields. We don't just help you earn a degree. We'll help you prepare for your future.

Engagement

We're plugged into our community and take an active role in its success. We partner with area businesses and organizations to give our students real-world learning experiences. And we offer ourselves as a resource to local groups who work at improving our local community.

Diversity and inclusion

We celebrate and include all voices in our quest for quality higher education. We value all forms of diversity, no matter one's ethnicity, religious or sexual preferences, income level, learning style or area of academic focus. All are welcomed. All are valued.

Open, respectful climate

Students learn better in a safe, open and respectful environment. You'll find one here. We encourage students and faculty to engage in meaningful conversations that embrace differing viewpoints and perspectives. These provide rich experiences and a healthy communication model students can take into their careers.

Integrity

Integrity isn't a one-way street. So as much as we expect our students to conduct themselves in an honest, ethical manner, we also demand the same from ourselves. We're transparent in how we operate. We make sure that all voices are heard. And we're accountable for our actions. You deserve nothing less.

Department of Nursing Philosophy

The mission of nursing education at Metro State University is to engage and educate students to provide holistic and value-based healthcare for all.

We are committed to nurturing an educational environment that fosters anti-racism and liberation.

Our nursing department acknowledges the structures and intersectional inequities within societal systems including healthcare that continue to cause harm to historically marginalized communities.

We strive for students to emerge from our programs with skills to advance health equity.

These guiding principles prepare our students to adapt to changing healthcare needs and collaborate with society through civic engagement and lifelong learning. Inherent within the practice and discipline of nursing are the values noted in the diagram.

Our model demonstrates the relationships among, the discipline of nursing, nursing practice, and nursing education.

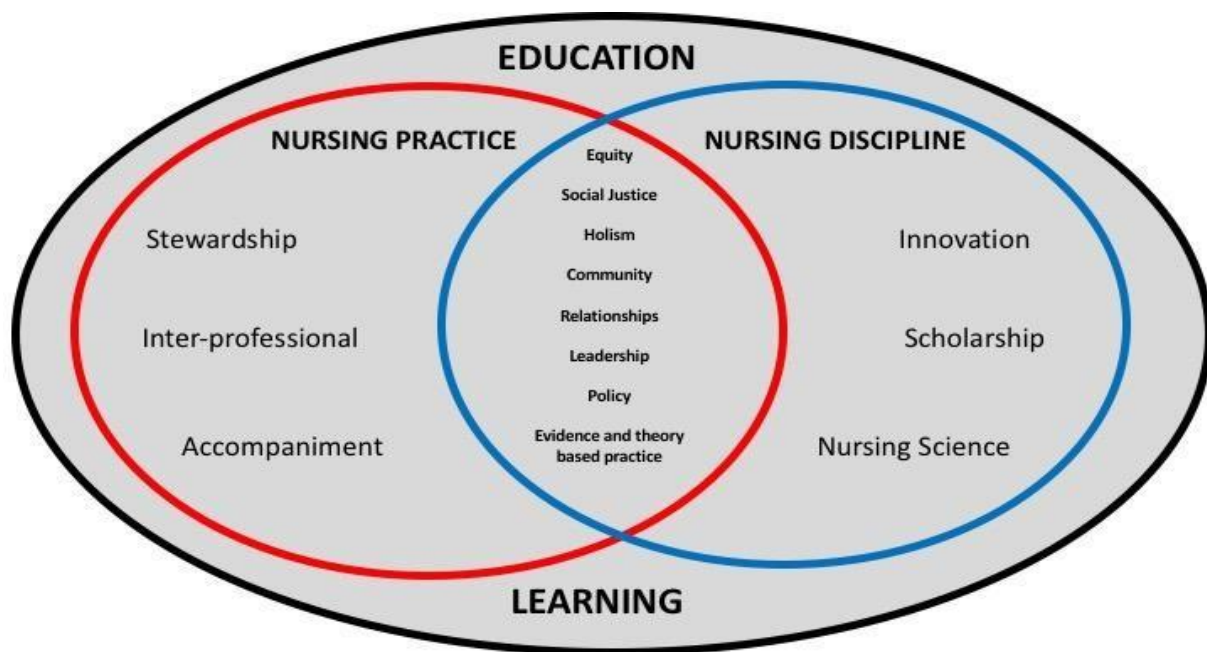
Department of Nursing Goals

- Provide nursing education that is accessible and flexible;
- Create learning environments in which students from underrepresented and diverse groups have equitable opportunities to participate and succeed;
- Prepare nurses to respond holistically to the increasingly complex health care needs of individuals, families and communities, and populations;
- Contribute to the advancement of nursing practice and the discipline of nursing; and
- Foster expanded practice and research opportunities through collaboration with educational and service partners that align well with the mission of the university.

BSN Outcomes

1. Utilize theories from the arts, sciences and nursing as a basis for professional nursing practice.
2. Utilize critical reasoning in health care decision making with individuals, families, populations, and systems.
3. Practice holistic nursing care directed toward healing in the human health experience for diverse and vulnerable populations.
4. Utilize principles of basic organizational and systems leadership to promote safety and quality in health care.
5. Demonstrate collaborative strategies and inter- and intra-professional communication skills to optimize health outcomes.

6. Practice professional nursing that is grounded in current evidence from multiple professional sources.
7. Engage in holistic self-care practices.
8. Articulate a plan for continuing professional development.



Program Accreditation and Endorsement

The nursing programs at Metropolitan State University are accredited by the Commission on Collegiate Nursing Education.

(<https://www.aacnnursing.org/CCNE>).

Graduates of the RN to BSN program are eligible to apply for public health nurse registration with the Minnesota State Board of Nursing.

The program is endorsed by the American Holistic Nurses Credentialing Corporation (AHNCC).

Graduates are prepared to provide holistic nursing care as defined by the American Holistic Nurses Association's scope and standards of practice. Graduates who successfully earn RN licensure can waive the 1 year of holistic nursing practice and the holistic continuing education contact hours in order to sit for holistic nurse certification if the exam is taken within 2 years of graduation.

Metropolitan State University is accredited by the Higher Learning Commission and is a member of the North Central Association (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, phone: 1800-621-7440).

RN-BSN Course Progression

Course Number	Title of Course	Credits
Semester 1		
NURS 301	Theoretical Foundations for Nursing Practice	3 credits
NURS 302	Introduction to Baccalaureate Nursing	1 credit
NURS 446	Nursing Informatics (<i>may be taken anytime in the program before Semester 5</i>)	2 credits
Total Semester 1 Credits: 6 credits		
Semester 2		
NURS 335	Introduction to Evidence Based Practice	4 credits
NURS 407	Family Health Nursing	4 credits
Total Semester 2 Credits: 8 credits		
Semester 3		
NURS 420	Lifespan Transitions: Aging and Health	4 credits
NURS 307	Introduction to Integrative Care	2 credits
Total Semester 3 Credits: 6 credits		
Semester 4		
NURS 456	Community Health Nursing	4 credits
NURS 456P	Community Health Nursing Practicum	2 credits
Total Semester 4 Credits: 6. Credits		
Semester 5		
NURS 465	Leadership and Management in Nursing	4 credits
HSCI 309	Global Health Issues (<i>can be taken anytime during the program</i>)	3 credits
Total Semester 5 Credits: 7 credits		

University Resources for Nursing Students

Academic Advising

Your academic advisors, whether a faculty advisor or professional staff advisor, can help you analyze factors affecting your academic success, suggest resources to help you succeed, and plan courses that will prepare you for success.

The College of Nursing and Health Sciences faculty advisor for your cohort is Dr. Robin Johnson, DNP, RN, You can find contact information for your advisor in the Directory at the back of this handbook.

Ask a Question

Self-service information is available on a variety of topics via the “Ask a Question” feature of the university’s web page. The Ask a Question link can be found at the top of the home page: <http://metro-gateway.custhelp.com/app/ask>

Bookstore

The bookstore is located on the first floor of the Library and Learning Center on the Saint Paul campus. The bookstore accepts Visa, MasterCard, Discover, and American Express. Personal checks are accepted for the amount of purchase with proper photo identification matching the name and address on the check. Books may be ordered online by going to <https://metrostate.bncollege.com/>. Orders are shipped UPS and should be received within seven days if you are placing your order within the Metropolitan area. Note the bookstore is closed when university offices are closed. Check the bookstore website for specific days and hours of operation.

Career Services

Concerns about career plans can affect academic success. Career Services offers career counseling services through individual appointments, programs, and workshops to both students and alumni. For information about hours and services, please call the Career Center at 651-793-1528 or <https://www.metrostate.edu/career> .

Center for Online Learning (COL) and Desire2Learn (D2L) Help

Online learning enables you to take courses over the Internet. At Metropolitan State University, we understand that most of our students are adult learners with jobs and busy lives. Therefore, we are committed to making the learning process convenient and readily accessible to our students. For more information, call 651-793-1650 or <https://www.metrostate.edu/faculty-staff/online-learning>

Center for Accessibility Resources Services

Metropolitan State University is committed to ensuring equal education opportunities and will not discriminate based on disability. The University provides access to its programs and services by making reasonable accommodations for qualified students. Accommodations are based in individual needs. Some common

accommodations include extended testing time, distraction reduced testing spaces, alternative formats for course materials such as audio books, and assistive technology.

For more information, please call 651-793-1549. <https://www.metrostate.edu/accessibility>

Financial Aid/Scholarships

Metropolitan State University and the College of Nursing and Health Sciences offer scholarships for which nursing students may be eligible. Additional scholarships may be available through organizations such as the American Association of Colleges of Nursing (AACN), Minnesota Nurses Association, American Cancer Society, the Veteran's Administration, or the student's employer. For more information and application forms, contact the Financial Aid Office at 651.793.1414 or via their web site <https://www.metrostate.edu/finances/aid>.

Gateway Student Services Center

Students who need assistance with registration and financial aid should contact the Gateway Student Services Center on first floor of Founders Hall, 651-793-1300 or <https://www.metrostate.edu/students/support/gateway>.

Information Technology (Library Information Commons)

Phone: 651-793-1240

Email: IT.Desk@metrostate.edu

Web: <https://www.metrostate.edu/students/support/tech-help>

Computer centers are available at St. Paul, Midway, and Minneapolis. They are equipped with PC compatible computers, printers, and internet access, and are staffed days, evenings, and weekends.

International Student Services

The International Student Services (ISS) provides quality advising and counseling assistance in academic, immigration, cultural, financial, and personal issues for international students at Metropolitan State University. For more information call 651-793-1315 or <https://www.metrostate.edu/students/support/international>

Library and Information Services

The Library and Learning Center on the Saint Paul campus offers a full array of library resources, services, computers, and study spaces for the Metropolitan State University community. Librarians are available to assist you in finding information on virtually any topic. They can also guide you in evaluating scholarly and other resources for your coursework and research. Assistance is available by phone (651-793-1614), email library.services@metrostate.edu or chat and Zoom from the library's homepage. Through this homepage you can access more than 100 research databases and thousands of ejournals, streaming videos, and ebooks.

For more information, call 651-793-1616, St. Paul Campus <https://www.metrostate.edu/library>

The Reference Center desk at the library also offers the opportunity for student to drop in without an appointment for brief (15 minute) help with writing and/or formatting of written assignments.

The PALS and MnLINK databases provide access to additional resources from other libraries and institutions throughout Minnesota, North and South Dakota. These sites form a consortium consisting of Community Colleges, State Universities, Technical Colleges, University of Minnesota, Private Colleges and Universities, Public Libraries, and State Agencies. Through PALS and MnLINK, books and journal articles are requested electronically and sent via courier service to the campus indicated by the student requesting the materials. Current students in MnSCU who have a student ID/library card are not charged for delivery service.

Math Center

The Math Center, part of the Center for Academic Excellence, provides free support for mathematics, statistics, and Java programming courses at Metropolitan State. Students, faculty, and staff can come to the Math Center for group work, individual practice, and tutoring assistance. Many students visit the center on a regular basis to work on homework and other practice problems including preparing for dosage calculation exams. Groups are welcome; most students work with other students and tutors during drop-in hours. Individual appointments are available for students who want to work with a specific tutor on a specific topic. During the week before each semester begins, the center offers graphing calculator and review workshops.

For current schedules and detailed information, please contact the Math Center at <https://www.metrostate.edu/academics/success/tutoring>

Writing Center

The Writing Center, part of the Center for Academic Excellence, *provides free writing support for any subject to all members of the university community. The Writing Center's services include help getting started on writing assignments, revising drafts, formatting and working with writers who may be returning to school after a number of years. Clients may drop in during open hours, but appointments are encouraged. Additional help in writing is available at the Reference Desk in the library as described above in the Library and Information Services section. Additional Center information is available at:* <https://www.metrostate.edu/academics/success/tutoring>

Tutors

A range of tutorial services are offered, including workshops and individual and small-group tutoring. **There are also math tutors available to help nursing students prepare for dosage calculation exams.** Please specify your request for tutoring in dosage calculation when you set up an appointment.

If you are having difficulty locating tutorial services for the course you are taking, ask your instructor or the department chair for resources and suggestions for getting tutorial assistance. For information on tutors please visit <https://www.metrostate.edu/academics/success/tutoring>

Multicultural, American Indian, and Retention Services

Multicultural Success Coordinators provide educational and cultural support to empower students and promote successful college transitions and graduation.

Success Coordinators advocate for increased intercultural awareness, help familiarize students with resources, and foster academic success for Asian, Asian American and Native Pacific Islander, American Indian, African, African American, LatinX, Undocumented, Women, and LGBTQA communities.

For more information, call 651-793-1572. <https://www.metrostate.edu/students/support>

Counseling Services

College students may experience issues that interfere with academic success, such as academic stress, sleep problems, balancing multiple responsibilities, life events, relationship difficulties, discrimination / oppression, or feelings of anxiety, hopelessness, or depression. If you or a friend is struggling, we encourage you to seek support. Helpful, effective, and culturally-responsive services are available on campus free of charge.

For immediate help during or after hours, on weekends and holidays, contact Counseling Services at 651-793-1568 and choose option zero to access the Metro CARES support line. To schedule an appointment with our staff counselors, call 651-793-1568 during business hours.

<https://www.metrostate.edu/students/support/counseling-health-wellness>

Testing Center

Instructors work with the Academic Testing Center to provide proctored testing for students in independent studies and online courses as well as make-up exams for traditional classes. If your instructor has given permission for you to make up a missed examination, you may contact the Academic Testing Center at 651-793-1576 or by e-mail at testing.center@metrostate.edu. More information, including hours and locations, is available at

<https://www.metrostate.edu/academics/success/test-center>

TRiO Student Support Services

TRiO helps "low-income, first generation" students (neither parent has a four-year college degree), and students with disabilities enter college, graduate, and move on to participate more fully in America's economic and social life. TRiO provides services through advising, study skills workshops and other learning support. For more information, call 651-793-1525. <https://www.metrostate.edu/about/departments/trio>

Student Parent Center

The Student Parent Center is in St. John's Hall L14 and provides a child-friendly study space. The center seeks to provide support and connect currently enrolled students and their families with campus and community resources to ease obstacles that may be interfering with their education.

For more information, call 651-793-1564. <https://www.metrostate.edu/students/support/student-parent-center>

Food for Thought Food Pantry

The Food for Thought Food Pantry is a collaborative initiative between Metropolitan State University and our community partner Good in the Hood. Students seeking additional support with subsidizing their food budget can stop at the pantry and select up to 25 pounds of food per month. The pantry's Grab and Go food program also provides on-the-go snacks for students. Location: St. John's Hall, L 10, St. Paul Campus. Call 651-793-1571 or go to: <https://www.metrostate.edu/students/support/food-for-thought>

Veterans & Military Student Services

U.S. veterans should contact the Veterans & Military Student Services regarding their VA educational benefits and other assistance, at 651-793-1561 or veterans.services@metrostate.edu.
<https://www.metrostate.edu/students/support/veterans>

Zoom

As part of being a student within the Minnesota State Colleges and Universities System, access to a premium license of the web conferencing tool Zoom is available for free. Due to recent events your instructors will likely be using this more frequently to host class sessions online.

Students access MinnState Zoom accounts from: <https://minnstate.zoom.us/>. Click the "Sign on" button and login with StarID and password.

To ask questions or receive extra help, contact Information Technology Services or the Center for Online Learning.

Also, the [Zoom Help Center](#) has many great resources, live trainings, and technical support representatives to help as needed

GENERAL INFORMATION

Technology Requirements and Expectations

Nursing programs at Metropolitan State University utilize a combination of traditional face-to-face classroom courses, online courses, and hybrid courses. Options for accessing computers include the student's own device, laptop check-out from the university library, or accessing computer workstations in the university library, student center, or public libraries. A built-in webcam/microphone or external USB webcam/microphone is required for all courses with an online component where zoom is used in the course. A headset is recommended for course activities.

Other online resources are available to students by accessing an introduction to the D2L learning management system: <https://services.metrostate.edu/TDClient/1839/Portal/KB/ArticleDet?ID=99905>

For all courses in the RN to BSN program, students must have reliable internet access to log into the D2L system, recommended to be done at least four days per week to check for course updates and complete required work. Students can access the Wi-Fi on campus using a personal device or via the computers at the University or public library. The ability to navigate the internet for research, course assignments, and university resources is required. Competence in using Microsoft Office products such as Word and PowerPoint is also required.

Other skills students must possess include the ability to add browser plug-ins for viewing files and content presented within the course or be able to get such assistance from non-campus sources. Additional skills include intermediate or higher-level skills at file management (ability to create folders, move and rename folders and files, identify type of file by its file-extension, attach files to emails, etc.).

Updated virus scanning software for files sent and received (such as McAfee Antivirus, Norton Internet Security, etc.) is required.

Course Delivery Methods

The Department of Nursing program utilizes multiple course delivery methods including face-to-face, hybrid, and online courses.

- Face-to-face courses are offered in the traditional classroom setting on campus. A face-to-face course may be web-supported. For example, the syllabus, course handouts, and announcements might be accessed online.
- Blended-hybrid courses utilize a mix of face-to-face classroom sessions with online work. Each semester, hybrid nursing courses are found in the class schedule under Nursing Courses with a note indicating the course is a blended-hybrid course.
- Online courses are delivered entirely via the Internet (see additional information below for online courses in the RN-BSN program). (Note: Online courses in the Department of Nursing are NOT independent study courses and may involve face-to-face immersion sessions.)

University Policies

As a Metropolitan State University student, you are responsible for knowing and adhering to University policies. These include policies related to academic standing, conduct, appeals, and more. You can find all university-wide policies that relate to students here:

<http://www.metrostate.edu/student/course-info/course-info/university-policies-and-procedures>

If you ever have a question about policy information or how it relates to your specific circumstances, contact your academic advisor.

CLINICAL PROGRAM REQUIREMENTS

(required during the semester before NURS 456/456P)

Legal contracts are arranged with clinical and practicum sites. These contracts specify information that the college must collect from students. **Communication regarding all pre-practicum documentation and how to submit it will come via email from the Department of Nursing.** Students must submit the required pre-practicum 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 and may have to be updated throughout the program. It is the student's responsibility to maintain records of meeting these requirements.

To continue in the nursing program, students **must document AND remain current** with the pre-practicum requirements, such as immunizations, including COVID-19, HIPAA Training, CPR Certification, etc. Students should review these requirements and ensure plenty of time for completion. Current information regarding the pre-practicum requirements can be found here:

<https://www.metrostate.edu/academics/nursing-and-health-sciences/practicum/requirements>

Courses that have internships, fieldwork, clinical or practicum components require students to complete a background study through the Department of Human Services (DHS). The current background study requires a government photo ID and a mandatory finger printing process. Students will be required to pay the \$20 fee required by DHS for the background study, and an additional \$10 fee to the fingerprinting vendor. **Students will be prompted to complete a background study prior to their practicum/clinical via email from CNHS, through D2L or by their instructor; do not obtain a background study without receiving a prompt from CNHS.** Students will then complete an online application for the background study and go to one of the many locations for fingerprinting within 14 days of submitting the background study online application. This background study can be transferred to an employer after graduation. Fingerprinting will improve the turnaround time of the background study and will provide more accurate records when searching for criminal history. The new background study is expected to begin in Fall 2015 for students that will be in practicum/clinical courses. There is nothing you need to do at this time other than be aware of this background study requirement.

If you have a current background study with your employer through this new background study process, there will be a separate process for transferring that study to the university and you would not have to be fingerprinted again.

You can read more about DHS background study program here:

http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_175391

Students with personal circumstances that may limit their eligibility for participation in clinical experiences are encouraged to contact the RN-BSN Curriculum Coordinator as soon as possible.

Health Care Services and Health Insurance

Enrolled Metropolitan State University students will have access to healthcare services in two ways:

1. Utilizing the telemedicine (online) platform called, Oncare (formerly called, Zipnosis).
2. Participating in other health and wellness initiative throughout the year

These services are limited, however, so nursing students are strongly encouraged to carry a personal health insurance policy. Go to <http://www.metrostate.edu/student/student-services-support/student-services/health->

and-wellness-services or contact 651-793-1552 or Healthcare.Services@metrostate.edu for more information.

The following is related to the on-site clinical experiences for NURS 456/456P:

Hair and Nails

Hair length past the collar may be caught with an appropriate clip or band at the back of the neck as long as the hair is not long enough to hang forward over the shoulder. Otherwise, long hair must be worn up on the head. Hair must have a neat professional appearance and color. Moustaches, beards, and sideburns must be kept neatly trimmed. Fingernails should be short (no longer than 1/8 inch), clean, and free of any polish. No artificial nails are allowed.

Perfume, Scent or After Shave Products

No scented products shall be worn in the clinical settings.

Jewelry/Body Art

The only jewelry allowed during the clinical experience is a wedding ring and conservative post or loop earrings, one per ear and of ½" diameter or less. No other visible body piercing or body art is permitted in the clinical area.

While on duty, students must observe these dress code regulations at all times. Individual faculty will give students required modifications for specialty areas.

Other Required Materials for Clinical Experience

All students are required to have the following items with them for every clinical experience, plus any materials specified by faculty:

1. Watch with a second hand
2. Stethoscope

STANDARDS FOR PROFESSIONAL BEHAVIOR

Expectations include, but are not limited to, adherence to the Metropolitan State University Student Code of Conduct, the Nursing Program Student Handbook, and the ANA Code of Ethics for Nurses.

Personal/Academic Integrity

Nursing is a helping profession where those giving care reflect directly upon the well being of the client and his/her family. Therefore, it is the responsibility of each member of the profession to ensure the rights of the client to receive safe and adequate care. (A nursing class is a functional unit responsible for its own actions as they affect all class members and ultimately those whom they serve.) It follows that all responsibility for honesty in learning, which is basic to competence and thus client safety (as expressed in the ANA Code for Nurses), is a moral and legal responsibility of the student regarding his/her own actions and the actions of other members of the group.

Student Honesty

You are expected to be honest in completing all class assignments. Cheating and plagiarism are not acceptable. Examples of violations of this policy include, but are not limited to:

- Cheating on exams in the classroom or testing center;
- Copying in part or whole other student's written material;
- Falsifying information and attendance relating to independent assignments;
- Failure to report known clinical errors;
- Falsifying information in the clinical setting;
- Discussing test contents with student(s) that have not yet taken the exam.

Students who commit any of these behaviors may be counseled to withdraw before the date on the college calendar indicating the last day to withdraw. If it is past this date or a student chooses not to withdraw, the student may receive a grade of "F" for the course. Any student dismissed for violation of this policy will not be eligible for readmission consideration

Professional Communication

- Students are expected to exhibit professional, effective, and respectful interpersonal relationships at all times. This includes interactions on and off campus with clients, other health professionals, fellow students, faculty, and administrators.

Classroom Etiquette

- Class attendance is expected during lecture/theory periods. Please do not disrupt the class by coming late. Students are held responsible for all class content and announcements.
- Class attendance is required during testing periods.
- beepers, cell phones, or pagers need to be turned off or to vibrate mode in the classroom or laboratory.
- Behavior in classroom, lab or clinical that is disruptive to other students, the instructor, staff or patients is not acceptable. Disruptive behavior will be discussed in private with the student by the instructor when first identified. Repeat offenses may result in loss of points, inability to participate in classroom, laboratory, or clinical experiences or documented as a Student Conduct Concern Form.

CAMPUS/CLINICAL LAB AND SEMINAR PERFORMANCE EXPECTATIONS

Expectations

Metropolitan State University uses several hospitals, long-term care facilities, clinics, public health agencies, school health services, and other community-based organizations for providing optimum clinical experiences. The university establishes clinical-use contracts with each facility that stipulates mutual expectations for both services and regulations. It is the intent of the university that students represent Metropolitan State favorably, both in professional attire and performance, while in an affiliating clinical facility.

A variety of experiences may be utilized by faculty to meet course objectives. Such experiences may include, but not be limited to, independent learning projects and alternative time schedules. Students will be expected to provide nursing care for clients of all genders and with a variety of medical and psychosocial conditions. Students should be prepared to accommodate alternative learning assignments and possible evening experiences if deemed necessary by the faculty. Appropriate notification will be given.

Students are permitted in the health care setting only during clinical hours and specified preparation hours. Friends or family members, including children, are not allowed at the pre-clinical preparation. Arrangements for travel to clinical facilities are the sole responsibility of the student.

Notes:



College of Nursing & Health Sciences

Admitted Student Policies

Registered Nurse to Bachelor of Science in Nursing (RN-BSN)

Approval Date: Jan 27th, 2022

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, adhering, and acknowledging access 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. 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.

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 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 communicated by the CNHS. Official notification and announcements 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.
- 1.4. Students must provide evidence of an unencumbered license to practice professional nursing (RN) prior to admission to the program, and maintain unencumbered RN licensure throughout the program. Minnesota licenses are verified by CNHS personnel. Students shall notify the Department of Nursing chairperson of any Board of Nursing action against their license to practice nursing as a registered nurse.

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. They 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 and referrals to available university services to support student and their success.

3. Accessibility/Learning Needs

- 3.1. Metropolitan State University 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 and 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. Information about the Center for Accessibility Resources can be found on their website:
<https://www.metrostate.edu/accessibility>

4. Grading

4.1 Students are required to obtain letter grades in all RN-BSN program courses.

4.2 The minimum acceptable passing grade for all RN-BSN program courses is a C (see section 5, Progression).

4.3 Course grades are derived according to the scale displayed below.

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

4.4 Grades are not rounded.

4.5 Incompletes

4.5.1 Per University policy, a grade of 'incomplete' may be granted at the discretion of faculty if significant progress has been made in the course. Students should consult with their faculty to request a grade of an incomplete. A grade of 'incomplete' may affect 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 course(s) after a gap in enrollment must adhere to current program prerequisites, requirements, and policies.

6. Progression

6.1 Students must enroll in and successfully complete sequential courses in the sequence identified in the program progression. Students who stop out or pause in their progression must work with their advisor to restart courses in the sequence based on course and space availability.

6.2 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 or health science course on the first attempt may repeat the course one time only. Students must submit a written Request for Reinstatement form to the College of Nursing and Health Sciences prior to repeating a failed nursing or health science course. Failed courses will be repeated with another cohort on a space available basis. Until a course is successfully repeated, the student will not progress to subsequent courses. A student may repeat no more than two nursing or health science courses in which an unsuccessful grade was earned. Failure of the second attempt of a course, will result in dismissal from the program.

6.3 Students must complete the nursing major within five years of enrollment of the first nursing course. Students who do not complete the nursing major within five years must submit a petition to the DON Chair requesting an extension of the time limit. The petition must include a detailed plan and time table for completion of the major.

6.4 Monitoring of Academic Standards

The college will monitor the academic standing of all RN-BSN students each semester and forward information regarding academic status to the CNHS Dean.

6.5 Academic Standing

Students must meet the criteria outlined in Metropolitan State's Academic Standing Policy #2050 in order to remain in good academic standing. Students who do not meet these standards are placed on Academic Warning and must follow steps outlined in Academic Standing Procedure #205. 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, and must meet the probation criteria by the end of their next term of registration.

7. **Active Military Duty:**

The 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 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.

9. **Academic Integrity**

9.1 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. 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. Student Behaviors

10.1 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.

10.2 Professional behavior includes:

- Taking actions that are consistent with professional nursing practice at the University and in public environments. (e.g., 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.
- 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. Use of electronic devices should be limited to class or lab activities and/or assignments.

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.

10.4 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.

10.5 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.

11 Practicum and Contract Requirements of Clinical Facilities and Practicum Sites

11.1 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.

11.2 The dress code requirements and consequences for nonadherence are outlined in the RN-BSN Handbook. The DON provides 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 RN-BSN Program Coordinator as soon as possible. The DON does not guarantee an alternative facility placement. Students with these circumstances may be unable to continue in the program.

11.3 Other Clinical Requirements

11.3.1 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 DON.

11.3.2 Students are required to complete all clinical hours associated with clinical practicum courses.

11.3.3 A student with an excused absence will either complete a make-up assignment or be required to make up the clinical hours based on the individual's learning needs and faculty prerogative.

11.3.4 Unexcused absence is defined as failure to prepare for or appear at any clinical learning environment including lab and simulation experiences without prior notification and approval by the faculty.

12 Complaints and Conflicts

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. 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.

13. Graduation Requirements and Process

13.1 Students must complete all program requirements with a grade of C or better and earn an overall cumulative GPA of 2.0 or better.

13.2 Students must complete all standardized tests required by their Department.

13.2.1 Students must apply for graduation and register for and complete the Graduation Workshop in accordance with university procedures.

13.2.2 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.

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