



**College of Nursing & Health Sciences
Admitted Student Policies
Prelicensure Bachelor of Science in Nursing Program
Approval Date: April 27, 2023**

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 Prelicensure 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. 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.

P & P Committee Approval: April 17, 2023

CNHS Approval Date: April 27, 2023

Location: S:\CHCPS\School of Nursing\Nursing Dept\Policies & Procedures\Current Policies\CNHS Admitted Student Policies\FY23

- 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. 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 who are licensed as LPNs must provide evidence of an unencumbered license . This will be verified by Department of Nursing personnel prior to enrollment at Metropolitan State University and throughout the Prelicensure BSN program. Students shall notify the Department of Nursing chairperson if any state Board of Nursing acts against their license to practice.

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, advocacy, and referrals to available university services to support students 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

P & P Committee Approval: April 17, 2023

CNHS Approval Date: April 27, 2023

Location: S:\CHCPS\School of Nursing\Nursing Dept\Policies & Procedures\Current Policies\CNHS Admitted Student Policies\FY23

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 the website: <https://www.metrostate.edu/accessibility>

4. Grading

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

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

4.2 Incompletes

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 advisor and course instructor about requesting an incomplete as it may impact program progression.

4.3 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 Minimum passing grade
75-77.9	C-
72-74.9	D
≤ 71.9	F

P & P Committee Approval: April 17, 2023

CNHS Approval Date: April 27, 2023

Location: S:\CHCPS\School of Nursing\Nursing Dept\Policies & Procedures\Current Policies\CNHS Admitted Student Policies\FY23

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 Skills Validations

Skills Validations are identified in the course syllabi for courses that include Skills Validations and are graded P/F. Skills Validations may be performed face to face or be a video submission. Students must pass all Skills Validations to earn a passing grade in the course.

Students will have two attempts to pass a particular Skills Validations at the stipulated level. Students will be allowed to repeat up to two Skills Validations.

If a student does not pass the Skills Validation, the faculty will complete the lab referral form with expectations for remediation. The lab referral form must be completed and uploaded to D2L before the next attempt. A failure of the course occurs if the student does not pass a Skills Validation in two attempts or if a student fails three separate Skills Validations within the course.

4.9 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.

Students are required to take specified standardized tests and participate in review activities for NCLEX following procedures established by the Department of Nursing and as identified in course syllabi. Failure to complete all tests and activities will result in failure of the course.

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 courses after a gap in enrollment must adhere to current program pre-requisites, requirements, and policies.

P & P Committee Approval: April 17, 2023

CNHS Approval Date: April 27, 2023

Location: S:\CHCPS\School of Nursing\Nursing Dept\Policies & Procedures\Current Policies\CNHS Admitted Student Policies\FY23

P & P Committee Approval: April 17, 2023

CNHS Approval Date: April 27, 2023

Location: S:\CHCPS\School of Nursing\Nursing Dept\Policies & Procedures\Current Policies\CNHS
Admitted Student Policies\FY23

6. Progression

Students must enroll in and successfully complete courses in the sequence identified on the Prelicensure BSN Curriculum Plan. The minimum acceptable passing grade for all Nursing courses in the Prelicensure BSN program plan is a C. A student who does not successfully complete a Nursing course on the first attempt, including withdrawals, may repeat the course one time only. Nursing courses not successfully completed must be repeated with a subsequent cohort 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 nursing courses. Failure or withdrawal from the second attempt of a course, or three nursing course failures will result in dismissal from the program. Students who fall out of progression may request reinstatement, using the Request for Reinstatement form following the reinstatement procedure. Approval of requests for reinstatement may include conditions that must be met by the student, including, but not limited to development of a learning plan, medication dosage calculation exam, and health assessment skill demonstration and skills validations.

Prelicensure BSN students who do not enroll in courses according to the appropriate published program plan will be required to follow appropriate procedures to request reinstatement. The student will be held accountable for any interim curriculum changes, including any changes in course prerequisites.

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, #2190 and Procedure #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.

P & P Committee Approval: April 17, 2023

CNHS Approval Date: April 27, 2023

Location: S:\CHCPS\School of Nursing\Nursing Dept\Policies & Procedures\Current Policies\CNHS Admitted Student Policies\FY23

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 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 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. Use of electronic devices should be limited to class or lab activities and/or assignments.
- Students are expected to be at the clinical/lab no later than the start time designated in the course schedule. Consequences may include reduction in grade or inability to complete the learning experience.

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

P & P Committee Approval: April 17, 2023

CNHS Approval Date: April 27, 2023

Location: S:\CHCPS\School of Nursing\Nursing Dept\Policies & Procedures\Current Policies\CNHS Admitted Student Policies\FY23

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 (LPN) 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

11.1.1 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 Nursing courses. 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.

11.1.2 The Prelicensure 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 Department of Nursing as soon as possible. The Prelicensure BSN program does not guarantee an alternative facility placement. Students with these circumstances may be unable to continue in the program

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

12 Complaints and Conflicts

P & P Committee Approval: April 17, 2023

CNHS Approval Date: April 27, 2023

Location: S:\CHCPS\School of Nursing\Nursing Dept\Policies & Procedures\Current Policies\CNHS Admitted Student Policies\FY23

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 The student must complete all nursing courses with a grade of C 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.

P & P Committee Approval: April 17, 2023

CNHS Approval Date: April 27, 2023

Location: S:\CHCPS\School of Nursing\Nursing Dept\Policies & Procedures\Current Policies\CNHS Admitted Student Policies\FY23