



College of Nursing & Health Sciences
Admitted Student Policies
Registered Nurse to Bachelor of Science in Nursing (RN-BSN)
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, 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.

Policy and Procedure Approval Date: March 13, 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 communicated by the CNHS. Official notification and announcements are all transmitted via Metropolitan State email. It is the student's 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 active unencumbered license to practice professional nursing (RN) prior to admission to the program, and maintain active unencumbered RN licensure throughout the program. Minnesota licenses are verified by CNHS personnel. Students with a non-Minnesota license must provide evidence of license as part of the admission process. 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

Policy and Procedure Approval Date: March 13, 2023

CNHS Approval Date: April 27, 2023

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

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

Policy and Procedure Approval Date: March 13, 2023

CNHS Approval Date: April 27, 2023

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

4.5.1 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 pre-requisites, 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.

Policy and Procedure Approval Date: March 13, 2023

CNHS Approval Date: April 27, 2023

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

6.5 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.

Policy and Procedure Approval Date: March 13, 2023

CNHS Approval Date: April 27, 2023

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

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

Policy and Procedure Approval Date: March 13, 2023

CNHS Approval Date: April 27, 2023

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

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.

Policy and Procedure Approval Date: March 13, 2023

CNHS Approval Date: April 27, 2023

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

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.

Policy and Procedure Approval Date: March 13, 2023

CNHS Approval Date: April 27,2023

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