College of Nursing & Health Sciences

Admitted Student Policies

Doctor of Nursing Practice/Nurse Anesthesia

Approval Date: March 24th, 2022

Effective Date

These DNP/NA polices become effective immediately upon approval and shall remain in effect until revoked or revised.

Responsibility

Student in the DNP/NA program are dually enrolled at Metropolitan State University and Minneapolis School of Anesthesia (MSA). Each student is admitted to Metro State as a graduate student. Each student is responsible for knowing, adhering and acknowledging access to the current admitted student policies for the MSA, Metro State and this program These policies are made available to students upon admission and are published on the College of Nursing and Health Sciences (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. Students are also required to follow MSA Policies outlined in the MSA DNP Student Handbook.

Petition for Exceptions to Polices

A student seeking an exception from a policy or requirement should contact their MSA advisor and their CNHS advisor. The student may need to follow 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.

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 MSA, Metro State and this program.

   1.2. Students must establish and maintain a Metro State University email account. This account is free of charge and is active as long as a student remains enrolled at the university. The university assigned student email account is the official means of communication with all students enrolled at Metropolitan State. No other email account may be used as means of communication with faculty or staff. This policy is enforced to protect faculty, staff, and student privacy.

   1.3. Students are expected to read their email on a regular basis to ensure that they are aware of information circulated by the CNHS. Changes in policy and procedures, reminders of important dates, and announcements about financial aid are all transmitted via Metropolitan State email. It is the students' responsibility to create accounts to use university services such as the library databases and online course management systems.

   1.4. Students must possess an unencumbered license as a registered professional nurse in Minnesota, Wisconsin and Iowa. Students are accountable to their RN license even if they are in the student role. The Minnesota State Nurse Practice Act includes an obligation to report violations that are likely to result in disciplinary action. Such violations will be reported to the appropriate board of nursing.

2. **Advising**

Students will have an assigned Metro State advisor and MSA faculty advisor 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. Metro State advisor is 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. The University is committed to providing educational opportunities to students who may need educational accommodations 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 (CAR), 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 can be found on the website: https://www.metrostate.edu/accessibility

3.3 DNP/NA Specific technical standards are listed in the MSA DNP/NA Student Handbook and published on the MSA website.

4. **Grading**

4.1 Students are required to obtain letter grades in all DNP courses with the exception of specified lab, practicum and scholarship courses.

4.2 Students are expected to earn a B- or higher in all NURS, ANES, and HSCI courses.

4.3 Students must maintain a term and cumulative program GPA of 3.0 or above.

4.4 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 to request a grade of incomplete. A grade of 'incomplete' may affect progression in the program.

5. **Progression**

5.1 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.

5.2 Students must enroll in and successfully complete courses in the sequence identified on the Program Progression Table. The program must be completed in 10 semesters per the progression.

5.3 Reference MSA's Leave of Absence (LOA) Policy in the MSA DNP Student Handbook.

5.4 DNP students who do not enroll in courses according to the published program plan will be required to submit a Request for Reinstatement per the reinstatement process.

5.5 If a student does not successfully complete a scholarship course (NURS 750, 760, or 770) on the first attempt, if the student has made substantial progress the student may petition to take an FDIS to complete work the subsequent semester. Students should be mindful that it may delay their progression.

6. **Active Military Duty:**

Reference MSA's DNP Handbook for the Military Leave Policy.

7. **Student Representation**

The experiences, perceptions, ideas, and viewpoints of students are important to MSA and 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. Metro State's position regarding academic honesty is found in the Metropolitan State 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/Vice President of Academic Affairs according to university procedure #219. The university subscribes to plagiarism detection software, and student papers may be checked for plagiarism.

8.1.3   Providing false information to faculty, staff, or clinical preceptors is considered a form of academic dishonesty. This can include but is not limited to providing false statements about absences, clinical hours, or submitting false information to meet clinical documentation requirements.

9. **Student Behaviors**

9.1 All students are held responsible for meeting course and clinical requirements. Students must consistently demonstrate behavior reflective of professional practice at the University and in public environments. Failure to demonstrate professional behavior may result in dismissal from the program.

9.2 Professional behavior includes:
- Taking actions that are consistent with the American Association of Nurse Anesthesiologists (AANA) 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. Unless otherwise directed, this includes turning cell phones off and arranging for emergency contacts in a manner that does not disrupt class or client care.

9.3   Students or organizations may be subject to university discipline for any of the misconduct noted in university procedure #112 that occurs at any time on university-controlled premises or at university approved or sponsored functions, including clinical sites. Behaviors that endanger the physical or psychological safety of patients, family members, staff, peers, or instructors are unacceptable.

9.3.1 Students exhibiting unprofessional behavior will be notified by faculty that such behavior is unacceptable. Faculty members or others in the position of authority may take any immediate and temporary actions necessary to protect the classroom or program atmosphere, to uphold established policies, regulations, and laws. Any behaviors that violate the Student Code of Conduct may also be subject to investigation. Depending upon the nature of the incident or the number of incidents, the faculty may consult with the Office of the Dean of Students or the Student Conduct Office to authorize a conduct investigation under University Student Code of Conduct Policy #1020 and Procedure #112. Students are held to MSA's Drug Abuse Prevention Policy.

9.3.2   During clinical experiences, students who possess a Registered Nurse license) 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. <u>Practicum and Contract Requirements of Clinical Facilities and Practicum Sites</u>

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 MSA and CNHS website.

10.2   The DNP/NA program requires students to complete a minimum of 2,000 clinical hours per the COA requirement as described in the DNP/NA Handbook. This total includes clinical hours in preparation for the Nurse Anesthetist Role (2,000 hours minimum) and hours in completion of the DNP Scholarship Project (300 hours minimum).

10. 3   Nurse anesthesia clinical hours and sites are scheduled by the MSA Clinical Coordinators.

10.4   Students partner with program faculty and staff to identify site mentors for the scholarship courses. The DNP Program Coordinator or designee approves agency placements for DNP scholarship projects. Before starting the DNP Scholarship Project, students must have approval from the DNP Program Coordinator or designee for the scholarship project site.

10.5   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 Department of Nursing.

10.5.1. Students are required to complete all clinical hours associated with a clinical practicum course.

10.5.2. An unexcused absence is defined as failure to prepare for or appear at any clinical learning environment including lab and simulation without prior notification and approval by the faculty or site preceptor.

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 believes 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**

12.2   The student must complete all standardized tests required by the nurse anesthesia program.

12.3   Students must apply for graduation in accordance with university procedures.

12.4   Advisors nominate students for graduation after all degree requirements have been met or are in progress. The Graduation Office clears students for graduation after confirming that all outstanding degree requirements have been completed.