



College of Nursing & Health Sciences

Admitted Student Policies

Prelicensure BSN Program

Approval Date: April 8, 2024

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 their specific program. These policies are made available to students upon admission and are published on the CNHS website. Students are notified by Metro 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 CNHS.

Students will review the admitted student policies with the Prelicensure BSN (PBSN) Coordinator during PBSN orientation each fall. Students will be directed to confirm and sign confirmation of the review of policies and understanding of their responsibilities to the admitted student policies during their orientation session.

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 Minnesota State email account. This account is free of charge and is active as long as a student remains enrolled at any Minnesota State institution. The university-assigned student email account is the official means of communication with all students enrolled at Metro 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 CNHS. Changes in policy and procedures, reminders of important dates, and announcements about financial aid are all transmitted via Metro 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 Metro 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. Advisors can assist with issues such as course registration, petitions, graduation planning, or other concerns. Advisors provide information, advocacy, information about program requirements, and referrals to available university services to support students and their success.

3. Accessibility/Learning Needs

3.1 Our institution values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive and welcoming. Metro State University is committed to providing educational opportunities to students with disabilities. In accordance with the Americans with Disabilities Act of 1990 as amended and Section 504 of the Rehabilitation Act other applicable state and federal laws, the school provides reasonable accommodations to otherwise qualified students with disabilities. The decision regarding appropriate accommodations will be based on the specifics of each case. Students who seek reasonable accommodations for disabilities must contact the Center for Accessibility Resources. The Center for Accessibility Resources, in collaboration with the student, will determine a student's eligibility and recommend eligibility and appropriate accommodations and services. Please note that accommodations may not be applied retroactively. Additionally, accommodations cannot fundamentally alter a course or program. Students seeking accommodations are encouraged to connect with the Center for Accessibility Resources as soon as reasonably possible to begin the accommodation process.

3.2 Information about the Center for Accessibility Resources can be found on the Metro State website: <https://www.metrostate.edu/accessibility>. The Center for Accessibility Resources is located in New Main, Suite L223. Their phone number is 651-793-1549, TTY (651) 772-7723, and their email is accessibility.resources@metrostate.edu.

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

An incomplete grade may be granted at the discretion of faculty if significant progress has been made in the course. Students should consult with their faculty if they desire an incomplete. Students should be aware of the university grading policy for incomplete grades and how an incomplete grade might affect their progression in the program.

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

Grades are not rounded.

4.4 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 78%.

4.5 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 must complete 2 hours of open lab time for each skills validation.

Students will have two attempts to pass a particular skills validations at the stipulated level. The second skills validation attempt will be recorded. Students will be allowed to repeat up to two skills validations.

If a student does not pass the skills validation, the Unsuccessful Skills Validation Procedure/Referral Form will be followed. 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 on the first attempt within the course.

4.6 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.

4.7 ATI Accounts: Student Establishment and Maintenance

Students are responsible for establishing an ATI account and maintaining it throughout the program. This account provides access to ATI course requirements, including skills modules, practice tutorials, review of ATI content, and completion of practice exams prior to proctored CME exams. It is the responsibility of the student to maintain security of their ATI user ID and password. Students should keep their log in information easily accessible as the same log in information is used throughout the program.

ATI Assessments: General Information

ATI Content Mastery Examinations (CMEs) are standardized examinations that have been integrated into many nursing courses. The purpose of the CMEs is to assist students to prepare for first-time success on the RN licensure examination (NCLEX-RN). The CMEs are based on the NCLEX-RN Test Blueprint and provide practice opportunities for students to take NCLEX-type questions throughout the nursing program. The ATI assessment may or may not test content areas covered in this course. To summarize, the ATI testing program is designed to be used as a tool for formative and summative assessment of each student's achievement of learning related to the NCLEX-RN test plan.

ATI Assessments: Practice and CME Exams

Students will complete scheduled ATI assessments in this course, including two practice exams and a proctored CME.

Practice exams:

- Each practice exam has points associated with taking it.
- A focused review is required by all students afterwards regardless of achievement on the practice exams.
- The focused review is to be concentrated on topics missed in the practice exams.

CME:

- The CME exam will be a proctored exam with course points associated to it.
- The CMEs will usually be scheduled near the end of the course.
- All students are expected to achieve Competency Level 2. If Level 2 is not achieved on the first try of the CME, a proctored retake CME exam will be required.
- Focused review of the CME results is required of all students, regardless of the level of proficiency achieved at the first try of this exam.
- Early alerts will be initiated by course faculty for all students who do not attain a Level 2 on the first proctored CME or the retake CME.

Points for the ATI Practice Exams and the Proctored CMEs:

- Practice exam A: 4 points (Complete the exam and do a minimum of 1 hour of required focused review after the exam).
- Practice exam B: 4 points (Complete the exam and do a minimum of 1, 1.5, 2, or 3 hours of required focused review after the exam, depending on score/percentage scored on the practice exam B).
- **First Proctored CME:**
 - Level 3 achievement: 8 points for achieving Level 3 plus an additional 4 points for a minimum of 1 hour of required focused review remediation after the exam.
 - Level 2 achievement: 6 points for achieving Level 2 plus an additional 4 points for a minimum of 1.5 hours of required focused review remediation after the exam.
 - Level 1 achievement: 2 points for achieving Level 1 plus an additional 4 points for a minimum of 2 hours of required focused review remediation after the exam **and the proctored retake CME will be required.**

- Below level 1: 0 points for achieving Below Level 1 plus an additional 4 points for a minimum of 3 hours of required focused review remediation after the exam **and the proctored retake CME will be required.**
- **Retake of the Proctored CME (for students not attaining Level 1 on first CME):**
 - If a student earns a level 2 or level 3 on the required retake proctored CME, an additional one point is earned.
 - If a student earns a level 1 or less than level one on the retake proctored CME, the student must meet with their faculty advisor and/or course faculty.
 - Focused Review Requirement
 - Minimum of 1 hours for Level 3 attainment
 - Minimum of 1.5 hours for Level 2 attainment
 - Minimum of 2 hours for Level 1 attainment
 - Minimum of 3 hours for Below Level 1 attainment

4.8 Attendance

Clinical and Lab: Students are required to attend and be on time for all clinical and lab sessions. If a student is unable to attend, they must contact the instructor responsible for the session prior to the beginning of the session to request permission to be excused from the lab or clinical session. The instructor may request written verification of need for the missed session (e.g., verification of illness from the health care provider) prior to returning to lab and/or clinical. Students with an excused absence from lab or clinical may be required to complete an alternative assignment or session at the discretion of the faculty. This session may require the student to participate on a previously non-scheduled lab or clinical day.

Absences not excused by the instructor prior to the clinical or lab session are considered unexcused absences. Absences due to incomplete pre-practicum or site-specific requirements or due to not being prepared for clinical are also unexcused absences.

The consequences of unexcused absences from lab and/or clinical:

- One unexcused absence will result in a half letter grade reduction (e.g., A to A-) in the course grade.

- The student is required to make up the clinical or lab time as determined by the clinical faculty.
- Two unexcused absences from either lab or clinical or a combination of lab and clinical will result in failure of the course.

Late Arrival to Clinical or Lab

Students are expected to be at the clinical/lab no later than the start time designated by the clinical instructor.

- One late arrival, (within 15 minutes of start time) without instructor approval is considered an unexcused tardy and will result in a written warning (early alert).
- More than one late arrival (within 15 minutes of start time) is considered an unexcused absence and will result in the consequences stated above for unexcused absences.
- Arriving more than 15 minutes after the scheduled start time without instructor approval is considered an unexcused absence and will result in the consequences stated above for unexcused absences.

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.

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:

CNHS is committed to ensuring learning opportunities for members of any branch of the US military in accordance with Board policy (5.12.1) of the Minnesota State System.

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

Academic honesty is highly valued. Metro 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, clinical, or practicum 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 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. 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.

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 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.

10.3.2 During clinical experiences, students who possess a professional role license (e.g. RN, Dental Hygienists) are providing care as students. However, licensed students are accountable for their professional behavior 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. <https://www.metrostate.edu/academics/nursing-and-health-sciences/practicum/requirements>

11.2 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

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

12. Complaints and Conflicts

12.1 Academic Appeal

Students who believe they have been unfairly evaluated concerning grades, academic integrity, 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.