



MINNESOTA STATE UNIVERSITY MOORHEAD

# RN-BSN Program

## Student Handbook 2024-2025

*(Effective August 26, 2024)*



MINNESOTA STATE UNIVERSITY  
**MOORHEAD**<sup>®</sup>

A member of the Minnesota State system

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## SECTION I: INTRODUCTION

### *Welcome to the RN-BSN Program*

Welcome to the Minnesota State University Moorhead (MSUM) RN-BSN program! We congratulate you – for we understand that the program’s application and acceptance process is rigorous. We are confident that those of you selected for this program have demonstrated the ability to be successful baccalaureate students in advancing nursing careers. Our goal is to support your growth to become a highly contemporary nurse leader and strong change agent, no matter where your practice goals lie. We are here to offer guidance and assistance as you strive to accomplish your educational goals.

You are now part of a historical and highly respected program for RNs who wish to advance their education. Established in 1976, the RN-BSN program is part of the School of Nursing & Healthcare Leadership (SNHL) at MSUM. The School offers not only the RN-BSN program, but also the BSN pre-licensure program, a Master’s in Nursing program, a Health Services Administration program, and a Master’s in Healthcare Administration program. The SNHL is part of the College of Science, Health, and the Environment at MSUM.

The online RN-BSN program is a flagship option in the SNHL and a major offering within MSUM as well. The program’s reputation is strong, and its service is expansive. This online program continues to educate RNs from the MSUM area of Fargo-Moorhead, a large majority of RNs from the Minneapolis/St. Paul metro, RNs from across MN, RNs from across North Dakota, and many states where Board of Nursing approval has been met.

The program has a long history of incorporating the best of professional standards and guidelines (Appendix A), of being responsive to the key stakeholders informing the program, and of seeking and applying best practices and innovations in nursing education. The program is affordable. Over the past decades, the program has served numerous RNs who aspired for their baccalaureate degree and higher.

While enrolled in the RN-BSN program, students are a part of the total university community with rights and responsibilities inherent in that capacity. Members of the MSUM community are expected to be familiar with the policies and information in the MSUM Bulletin and MSUM Student Handbook. [MSUM’s Undergraduate Bulletin \(https://www.mnstate.edu/registrar/catalogs/\)](https://www.mnstate.edu/registrar/catalogs/) provides extensive information on MSUM student resources, tuition/fees, academic policies, etc. MSUM’s overall [Student Handbook \(https://www.mnstate.edu/student-handbook/\)](https://www.mnstate.edu/student-handbook/) extends student rights and responsibilities, as well as information on policies/procedures (e.g., grievances, complaints, grade appeals), and student conduct.

This [RN-BSN Student Handbook \(https://www.mnstate.edu/globalassets/academics/school-of-nursing-healthcare-leadership/rn-bsn-student-handbook.pdf\)](https://www.mnstate.edu/globalassets/academics/school-of-nursing-healthcare-leadership/rn-bsn-student-handbook.pdf) will serve as your guide during your enrollment in the RN-BSN program. It contains vital information, including program-specific policies and procedures. Please read it carefully and become familiar with its contents. Then, if ever questions, know that your academic advisor is your second great resource to supplement the information in this Handbook.

We wish you the best in your endeavors and look forward to helping you reach your goals.

Sincerely,

MSUM’s RN-BSN Program Faculty and Staff

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### *Accreditation Statements*

The RN-BSN program at Minnesota State University Moorhead is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

Minnesota State University Moorhead is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools.



### *Bachelor's Degree in Nursing Program*

The Minnesota State University Moorhead Bachelor's Degree in Nursing Program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. 202-909-2487. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.



### *Disclaimers*

**This 2024 version of the Handbook supersedes all previous versions. Students are accountable for familiarizing themselves with its contents and for compliance with the policies and procedures contained herein.**

MSUM is legally authorized to provide this program in many of the United States. If you are admitted, your ability to study with MSUM in your state has been verified. **However, if current students consider a move to another state, please contact the [School of Nursing & Healthcare Leadership](https://www.mnstate.edu/snhl/) (<https://www.mnstate.edu/snhl/>) as soon as possible to determine if we are legally authorized to provide the program in your state of destination.** We will provide you with any necessary information regarding continuing progression in your program of study.

This RN-BSN Student Handbook is neither a contract nor an offer to make a contract. While every effort has been made to ensure the accuracy of the information enclosed, the Handbook is updated just once each year. **MSUM and the School of Nursing & Healthcare Leadership reserves the right to make program changes at any time with respect to course offerings, degree requirements, services, policies, or any other subject addressed in this document.** Any changes in information are widely communicated to students in the program. The information enclosed is provided solely for the convenience of the reader, and MSUM expressly disclaims any liabilities that may otherwise be incurred.

Minnesota State University Moorhead is committed to a policy of equal opportunity and nondiscrimination in employment and education and is a member of the Minnesota State Colleges and Universities (MinnState) system. **No person shall be discriminated against** in the terms and conditions of employment; personnel practices; or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression; or membership or activity in a local commission as defined by law. Inquiries regarding compliance should be referred to the [Title IX Coordinator](https://www.mnstate.edu/about/policies-procedures/titleix/contact/) (<https://www.mnstate.edu/about/policies-procedures/titleix/contact/>), Room: Flora Frick 153, Phone: 218.477.4222.

See: [MSUM's Title IX policies](https://www.mnstate.edu/about/policies-procedures/titleix/compliance/) (<https://www.mnstate.edu/about/policies-procedures/titleix/compliance/>)

## First Things First!

Before you begin classes in the RN-BSN program, the short list below is your critical to-do list. You may have already taken care of this – good for you! Please confirm all necessary post-admission items are completed, submitted, and processed so you can focus on your educational journey from here forward.

- ❑ **Email.** Are you already in habit of using [DragonMail](http://www.mnstate.edu/helpdesk/email/) for all school correspondence? You had to use DragonMail to be admitted to the program and it is the required email communication for MSUM. Also, your [StarID](http://www.mnstate.edu/starid/) is your username – please remember it!
- ❑ **Orientation.** Have you completed the RN-BSN program orientation? There is a mandatory online orientation to the RN-BSN program at the start of the new term. The orientation is set up in D2L Brightspace®. You will be given access to this online orientation one month prior to the start of the semester in which you start the RN-BSN program. There will also be a one-hour optional open house with RN-BSN faculty. This open house is your opportunity to ask any questions that were not answered through the online orientation.
- ❑ **Textbooks.** Have you searched for required/recommended texts for your courses next term? Search the [MSUM bookstore](https://www.bkstr.com/mnstatestore/home) for info on course textbooks.
- ❑ **Verifications.** Will you have proof of all required immunizations, CPR, etc. before nursing classes begin? You received info on admission; the information is also under Nursing (RN-BSN) [Admitted Student Requirements](https://www.mnstate.edu/academics/majors/nursing/rn-bsn/admitted/) on the SNHL webpage, and Section V of this Handbook. Be SURE all are submitted before the first day of NURS 348. Failure to do so may result in removal from the program.
- ❑ **Computer & Software Requirements.** Is your home computer set and ready? You will need technology that will support your progress as an online student. Related info/suggestions are on the [RN-BSN webpage](https://www.mnstate.edu/academics/majors/nursing/rn-bsn/admitted/#computer). Also, note Section II of this Handbook for details.
- ❑ **Financial Aid.** Have you completed your FAFSA and talked with Financial Aid, if needed? Check out the nursing homepage again – there is information on [nursing scholarships](https://www.mnstate.edu/academics/majors/nursing/scholarships/) there. If you are planning to apply for nursing scholarships but not financial aid, you will still want to submit a FAFSA, as many nursing scholarships require proof of financial need through a FAFSA.
- ❑ **Registration.** Did you have a successful meeting with your advisor to set up your academic plan? Are you registered for classes? Know that like all schools, MSUM basically operates on a “first come, first serve” philosophy.
- ❑ **Functional Abilities.** Do you need accommodations to meet program requirements? Please see the RN-BSN program’s info on functional abilities under Section III.

## SECTION II: GETTING STARTED

### **Time and Commitment**

The RN-BSN program is offered 100% online and hybrid with some on-site experiences in your geographical region (e.g., public health immersion). In this, the program has great advantages for the busy adult student. However, note that as can be appreciated and expected, this nursing program requires a significant commitment of time to devote to study and online engagement. As a general guideline, students might spend three hours preparing for each hour of credit for a course (e.g., a 3-credit course = 9 hours of study and involvement/week). Students often describe the time commitment as rigorous, demanding, and incredibly rewarding.

### **Computer Literacy**

It is obviously essential that each RN-BSN student have computer literacy for this online program. Computer literacy is defined as the essential knowledge needed to function independently with a computer, holding comfortable knowledge about computer operations and software. This includes your ability to:

- a) word process,
- b) use Email (DragonMail is required as the only official email communication),
- c) create presentations (e.g., PowerPoint),
- d) manage documents and files, and
- e) search the Internet.

### **Computer Access and Recommendations**

This program uses the online environment in this educational experience. Therefore, it is important for students to utilize appropriate hardware and software to be successful. MSUM's Information Technology department will help ensure that your equipment will serve your needs. Please contact Information Technology for any questions: [support@mnstate.edu](mailto:support@mnstate.edu).

Refer to the [Guidelines for University Technology Equipment Purchases \(https://www.mnstate.edu/information-technology/policies-standards/equipment-purchasing/\)](https://www.mnstate.edu/information-technology/policies-standards/equipment-purchasing/) page for the suggested minimum technology requirements for the RN-BSN Program.

#### **NOTES:**

- MSUM offers free and discounted software for current students on the [Information Technology Services, Software, & Support \(https://support.mnstate.edu/TDClient/297/Portal/Home/\)](https://support.mnstate.edu/TDClient/297/Portal/Home/) page. Refer to the course syllabus for any specific software that you may be required to use during your class. Note: MSUM students have free access to Office 365, which contains versions of Microsoft Word, PowerPoint, etc.
- Use the [System Check \(https://mnstate.learn.minnstate.edu/d2l/systemCheck\)](https://mnstate.learn.minnstate.edu/d2l/systemCheck) link to check whether your computer is configured to use D2L Brightspace®.
- See the [Guidelines for University Technology Equipment Purchases \(https://support.mnstate.edu/TDClient/297/Portal/Requests/ServiceDet?ID=3715/\)](https://support.mnstate.edu/TDClient/297/Portal/Requests/ServiceDet?ID=3715/) page for recommendations when purchasing a new computer for school.
- Purchases of a computer for educational purposes can be applied to your financial aid and might be tax deductible.
- Students are responsible for the maintenance of their personal computers.
- It is highly recommended that you have a personal computer with a web camera and microphone.

### **D2L Brightspace® – the MSUM Online Learning Platform**

D2L Brightspace® is the integrated learning platform used in this RN-BSN program. While there is an element about D2L in the program's orientation session, please be familiar with the information below.

MSUM's [Office of Online Learning \(https://www.mnstate.edu/academics/support/asc/student-learning-resources/online-learning/\)](https://www.mnstate.edu/academics/support/asc/student-learning-resources/online-learning/) provides strong supports for students new to D2L Brightspace®. As examples, here are some links from the Office of Online Learning site:

- a) [Strategies for Successful Online Learning \(https://mnscu-my.sharepoint.com/:w/g/personal/qz4522up\\_minnstate\\_edu/EfHFau9yiRFCgVpnNjnOUmgBOOy0rhgGE0usRrdZ7xfC4A?rttime=KB--Aak42Eg\)](https://mnscu-my.sharepoint.com/:w/g/personal/qz4522up_minnstate_edu/EfHFau9yiRFCgVpnNjnOUmgBOOy0rhgGE0usRrdZ7xfC4A?rttime=KB--Aak42Eg)

- b) [D2L Login Help](#)  
(<https://mnscu.sharepoint.com/:w:/s/MHD-Online-Learning/EXRLi3k8uSNEkVfOFkAT9KcB9Jf9SV-VPYoCCTAKIrl8dw>)

There is strong support for your technology and D2L questions through the [IT Helpdesk](#)  
(<https://www2.mnstate.edu/helpdesk/>) (See also Section on *Important Contact Information*):

- Support via e-mail: [support@mnstate.edu](mailto:support@mnstate.edu)
- Support via telephone: 218.477.2603
- Note that there are Chats and Remote Access services as well.

### ***Your D2L Courses***

The RN-BSN faculty intentionally support your experience by having many similarities in how each course is set up for students; however, please appreciate that faculty do have varying philosophical approaches and cannot be clones.

Examples of consistent material options you will likely see in your online courses include:

- A home page for each course
- Regular news items posted on the course announcements page
- Materials tab --> the Content area holds the course start information as well as each module (or learning unit) in the Table of Contents
- Quizzes and surveys
- Discussions
- Assignment folders for written assignments
- Group/team activities
- Gradebook



## SECTION III: THE RN-BSN PROGRAM

### *Overview*

RNs are increasingly expected to expand their educational preparation for practice in today's dynamic, challenging, and exciting healthcare environments. The MSUM RN-BSN program is designed to enrich and expand your professional nursing career. For some, the baccalaureate degree may mean job security in your current position. Often, the added degree supports opportunities for roles in leadership at any level in hospital and long-term care practice. As well, the baccalaureate degree is most often required for many employment opportunities, such as in public health, armed services and/or Veteran's hospitals, home health, research centers, correctional facilities, K-12 educational institutions, law firms, and much more.

MSUM's evidence-based RN-BSN program will give you an important, broader perspective and the ability to make an even greater impact as a professional RN. The program also builds a strong foundation for graduate study.

### *RN-BSN Program Student Outcomes*

Graduates of the RN-BSN program are prepared to:

1. Integrate interdisciplinary knowledge founded in the liberal arts and natural and social sciences as the basis for clinical judgment and innovation in professional nursing practice.
2. Support holistic person-centered care focusing on the individual within multiple contexts, including families, communities, societal groups, and populations regardless of specialty or functional area.
3. Examine population health in relation to wellness/disease prevention, chronic disease management, regenerative/restorative care, and hospice/palliative care for the improvement of equitable population health outcomes.
4. Integrate evidence-based nursing knowledge to improve nursing practice and transform healthcare.
5. Analyze principles of quality and safety to improve health outcomes through system effectiveness and individual performance.
6. Collaborate with other healthcare professionals and key stakeholders for the improvement of equitable health outcomes.
7. Identify resources within complex healthcare systems that contribute to safe, quality, and equitable care of diverse populations.
8. Utilize information/communication technologies and informatics processes to manage and improve the delivery of healthcare services.
9. Formulate a sustainable professional nursing identity that encompasses nursing's characteristics and values.
10. Participate in activities and self-reflection that foster personal health, resilience, well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.

### *RN-BSN Curricular Plans*

From the admissions process and with your first term advising time, we trust you appreciate that the curricular plans for the RN-BSN program can be uniquely yours. We coach you to completion; the path is yours to create. You have an advising plan established; your advisor and you will review your plans each semester (and more if needed/desired).

Here are some facts about the program's curriculum:

- a) In total, the MSUM RN-BSN degree requires **120 total credits**. Most RN-BSN students enter the program with at least 64 credits from the Associate's RN degree. Some have many more credits; perhaps even some have previous baccalaureate degrees.
- b) All RN-BSN students complete the nine (9) required RN-BSN courses (31 credits, upper division).
- c) The nine required RN-BSN courses are offered every spring and fall term; many required nursing courses are also offered in the summer session.
- d) All MSUM baccalaureate students must complete a total of **40 upper division** (300-400 level) credits to graduate. You will earn 31 upper division credits in the required nursing courses. You will also earn six (6) upper division credits for passing the NCLEX – three credits will be added to your DARS after successful completion of NURS 301 and three credits will be added to your DARS after NURS 348.
- e) Should you need additional upper division credits, the SNHL does offer electives that can enhance your profession, as do all departments at MSUM. Nursing electives are offered in a variety of semesters and the university has a number of online courses each semester that meet elective course needs.

- f) In addition, MSUM requires a total of **40 general education** (gen ed.) credits for a baccalaureate degree. You brought in many gen ed. credits on transfer (MnTC). The remaining credits can be from MSUM's [Liberal Arts and Sciences Curriculum \(LASC\)](https://www.mnstate.edu/registrar/lasc/) (<https://www.mnstate.edu/registrar/lasc/>) credits, combined with upper division credits at MSUM, and can sometimes be totally met with an Associate of Arts transfer agreement, etc.
- g) As transfer students, MSUM policy states that you must complete the last 30 credits in a major at MSUM. Again, this is logically met by studying the 31 credits required for the nursing major.
- h) Students must earn a minimum of "C-" in each required nursing course to progress in this major (see related policy in Section V).

### **RN-BSN Program Required Nursing Courses**

To view a suggested order of course sequencing and course descriptions, the picture of your required RN-BSN courses is provided in the table below:

REQUIRED COURSE	CR	Course Descriptions
N. 301* Transitions	4	As the first course for RNs who are pursuing a baccalaureate degree, this course provides an overview of the evolution of nursing as a profession. Students are oriented to the role of being scholar-clinicians. The course supports an evolving professional identity and examines major issues and trends in contemporary nursing. Students will explore critical abilities in professional practice, such as effective communication, working in groups, teaching-learning, and more. The prevailing focus of analysis is quality and safety for the care of individuals, groups, and families. <i>*This course must be taken in the first semester of the RN-BSN program.</i>
N. 303 Holistic Family Nursing	4	This course emphasizes nursing care of the diverse family unit across lifestyles and care settings. Family-focused care that is theory-driven and evidence-informed guides students in developing holistic, health-promoting, culturally sensitive approaches to care. In addition, the promotion of critical thinking; effective, therapeutic communication; and collaborative practices are emphasized in the care of families.
N. 342 Interdisciplinary Care of Diverse Populations (Goal Area 7 Course)	3	This course supports all future members of the healthcare team in learning how to have an impact on the profound disparities in health status and healthcare of diverse populations through a multidisciplinary approach. Students will examine the definitions of culture and diversity while exploring the ways that these two concepts intersect with health issues. The focus is that healthcare professionals are committed to advocating for safe quality care to all, congruent with the tenets of social justice, human rights, and bound to ethical care for all.
N. 370 Nursing Research and Evidence-Based Practice	4	This course is grounded in the translation of current evidence into best practice. The research process links nursing theory with clinical nursing practice for application within the larger healthcare system. Emphasis is placed on preparing students to retrieve, read, and comprehend published research reports. A systematic approach to appraisal of research evidence is emphasized as a means of informing nurses' clinical decision-making and is incorporated into a research critique. Students develop an evidence-based practice project, as well as explore evidence-based practice models to facilitate implementation and dissemination.
N. 348L Public Health Nursing	4	This course combines the theory base with (independent) clinical experiences in complex systems and with aggregates in the community. Emphasis is placed on the promotion, maintenance, and restoration of health and wellness and the prevention of disease. <i>(L= involves clinical PHN experiences planned in the student's geographic area)</i>

N. 420 Gerontological Nursing to Promote Successful Aging	3	This course explores the experiences and challenges of aging from the perspective of the patient, the support system, the community, and the healthcare system. Factors and processes that are both contributors and barriers to successful aging and quality of life for older adults are identified. Various assessment tools and strategies for delivering evidence-based care are examined. This will provide the basis for evidence-based nursing care designed to enhance quality of life for the older adult in both health and disease states. The student will perform a complete gerontological assessment on an older adult of their choice and develop interventions to promote successful aging and quality of life. <i>*NURS 370 is a prerequisite for this course.</i>
N. 472 Leadership & Professional Development	3	This course provides students with the opportunity to explore leadership theories and behaviors that will serve as a foundation for career-long professional development. The course focuses on: (a) leadership, (b) professionalism, (c) communication and relationship building, (d) knowledge of the healthcare environment, and (e) developing business skills. It integrates concepts of management, decision-making, and more to prepare students for current professional nursing practice as leaders and change agents. Emphasis is placed on the critical role of the nurse leader in promoting a collaborative, interdisciplinary approach to the delivery of high quality, safe, and accessible healthcare to diverse populations across healthcare settings.
N. 473 Professional Pathways	3	In this capstone course, the student addresses a quality improvement issue using evidence-based practice recommendations in a student-led project. The student investigates a problem or issue in practice, reviews best evidence, and translates that best evidence into a sustained change to enhance quality and safety in care. Emphasis is placed on the nurse as a healthcare leader and the development of leadership skills, including project management, decision-making, problem-solving, critical thinking, and evaluation. Baccalaureate nursing graduate outcomes are synthesized as students complete their undergraduate nursing coursework. <i>*Pre-requisite: Must be completed in the last semester of the nursing program.</i>
NURS Choice Course- Choose one course:	3	For more information, please see the following links: <a href="#">NURS 352: End of Life Nursing Care</a> <a href="#">NURS 354: Integrative Nursing</a> <a href="#">NURS 462: 3 P's for the BSN – Pathophysiology, Pharmacology, &amp; Physical Assessment</a> <a href="#">SUST 485: Global Health Perspectives</a>

### **Plan of Study**

Please meet with your faculty advisor to develop a plan of study. Please remember that each student in our program has opportunity to pace their program as they want. Nursing 301 is the absolute first course in the major and N. 473 is the capstone (culminating) course after all other study is completed. Most required courses are typically also offered in summer sessions, though never guaranteed in summers. Students needing additional upper division or LASC courses will be advised to incorporate those degree requirements as they fit the individual student's needs.

### **RN-BSN Program: Tuition & Fees**

The total cost will be determined by the number of credits you will need to study for the baccalaureate degree from MSUM. At minimum, all students will study the required 31 core nursing credits. Thereafter, there may be upper division electives and/or liberal arts courses yet to complete.

RN-BSN students incur the online course tuition fee as provided here: [Undergraduate Online/Distance Courses](https://www.mnstate.edu/cost-aid/tuition-fees/) (<https://www.mnstate.edu/cost-aid/tuition-fees/>). An additional small fee is charged when students enroll in N. 301 (Transitions) and N. 348L (Public Health). These fees cover the unique costs of materials in nursing study, as well as the annual background checks required by the MN Department of Human Services. Please note nursing-specific information on this site: [Differential Tuition by program](https://www.mnstate.edu/cost-aid/tuition-fees/undergraduate/undergraduate-differential/) (<https://www.mnstate.edu/cost-aid/tuition-fees/undergraduate/undergraduate-differential/>).

Students are responsible for arranging payment of their tuition and fees by deadlines established by the Business Services department to avoid registration issues.

## **Public Health and Licensed School Nurse Registration in Minnesota**

### **Public Health Nurse Registration**

Upon successful completion of this RN-BSN program, graduates may elect to apply for Public Health Nursing (PHN) certification through the Minnesota Board of Nursing (BON). The certification process requires that PHNs be licensed RNs in MN, hold a baccalaureate degree or higher in nursing, and have studied PHN in both theory and clinical coursework. The MSUM RN-BSN program will complete the official confirmation of PHN education affidavit to support your successful application. Details on the PHN registration are provided at this site: [Minnesota Board of Nursing – Public Health Nurse Registration](https://mn.gov/boards/nursing/licensure/licensure/public-health-nurse-registration.jsp) (<https://mn.gov/boards/nursing/licensure/licensure/public-health-nurse-registration.jsp>).

### **School Nurse Licensure in Minnesota**

To become a licensed school nurse (LSN) in Minnesota, nurses must obtain a school nurse license issued by the Minnesota Board of Teaching. The process first requires that LSN applicants be registered as a Public Health Nurse through the MN BON. Then, an application for a school nurse license may be made to the MN Board of Teaching. Details on the LSN are provided at this site: [School Nurse Organization of MN – Licensure Requirements](https://www.minnesotaschoolnurses.org/for-your-practice/licensure-requirements) (<https://www.minnesotaschoolnurses.org/for-your-practice/licensure-requirements>)

RN-BSN graduates residing in other states are advised to consult their state Board of Nursing for related information.

## **Functional Abilities and Accessibility Resources**

MSUM's nursing programs hold high responsibility and accountability for nursing practice in a variety of settings. For this program, there may be some instances where key functional abilities (physical and mental) are essential for success in a course. NURS 348L is an example of such a course. Based on your clinical requirements for that course, you may have lifting and/or standing requirements.

Every RN-BSN course syllabus indicates that if a student does have a disability and requires consideration for special accommodation to meet course outcomes, the student must apply for services through MSUM's Accessibility Resources office for considerations to occur. MSUM and the RN-BSN Program will endeavor to make reasonable modifications and accommodations for students with disabilities, without compromising the performance standards essential for course and nursing program outcomes. Decisions on accommodations are made on an individual basis and they are *not retroactive*; if you have been approved for accommodations, communicate this early to your course faculty.

To contact [Accessibility Resources](https://www.mnstate.edu/student-life/student-services/accessibility/) (<https://www.mnstate.edu/student-life/student-services/accessibility/>):

Phone: 218-477-2167 (Voice) or 1-800-627-3529 (MRS/TTY)

Located on the MSUM campus in the Hendrix building

## **Graduation and Commencement**

MSUM's graduation requirements are presented at this site: [Undergraduate Graduation Requirements Policy](https://www.mnstate.edu/about/policies-procedures/list/graduation-requirements/) (<https://www.mnstate.edu/about/policies-procedures/list/graduation-requirements/>). Students must complete the online Application for Graduation in the first weeks of the anticipated graduation term; the online application must be requested by the student through their faculty advisor.

RN-BSN students are highly encouraged to participate in the festive commencement ceremony at program completion. The ceremony brings graduates together with family, faculty, and staff – and is an important time to celebrate your achievement! In the term you graduate, you will receive related information approximately one month before the semester ends.

### **Graduation Memorabilia**

The MSUM Bookstore holds academic attire, graduation announcements, and nursing pins for purchase. Should you wish to make purchases, please enter the related links at the [MSUM Bookstore](https://www.bkstr.com/mnstatestore/home) (<https://www.bkstr.com/mnstatestore/home>).



## SECTION IV: RN-BSN STUDENT SUPPORTS

### **Faculty Advisors**

When you were admitted to the RN-BSN program, you were assigned to a nursing faculty advisor. The role of the advisor is to enhance your experience and success through proactive, informed, and compassionate advising. Your advisor will support you with course planning and strive to identify supports you may need for academic progression and more.

Each term (fall and spring), you will meet virtually during designated advising times noted on the [MSUM Academic Calendar](https://www.mnstate.edu/academics/calendars/) (<https://www.mnstate.edu/academics/calendars/>) to plan for course registration for the next term. Know that you will not be able to register until you have had the “clearance” with your advisor after advising time has been completed. At that point, you will get an access code for online course registration when MSUM’s registration opens for the next term. Students who hold a previous degree will not need a registration code but are recommended to discuss their plans with their advisor for a seamless pathway through the program.

MSUM has information available on the [Advising Resources](https://www.mnstate.edu/academics/support/asc/advisor/) (<https://www.mnstate.edu/academics/support/asc/advisor/>) site. In the end, always plan early so you can register early!

### **Information Technology Helpdesk**

Again, as referenced in Section II, D2L Brightspace® is the online learning management system used to deliver the RN-BSN courses at MSUM. The MSUM Information Technology (IT) team has created very important and user-friendly guides to support easy navigation through the online scene.

Again, the starting page for your understanding and using D2L Brightspace® is under [Online Learning Resources](https://www.mnstate.edu/academics/support/asc/student-learning-resources/online-learning/) (<https://www.mnstate.edu/academics/support/asc/student-learning-resources/online-learning/>) on the MSUM web. Use these resources appropriately as the first option for answers to questions.

Then, the IT [Helpdesk](https://support.mnstate.edu/TDClient/297/Portal/Home/) (<https://support.mnstate.edu/TDClient/297/Portal/Home/>) is available to provide support to students and faculty. The IT Helpdesk link is in each D2L Brightspace® RN-BSN nursing course. The Helpdesk has a reputation for rapid responses, which can include providing remote computer support, chat sessions, and much more. Helpdesk hours are into evenings and on Sundays; their schedule is on their website.

Contact info for IT is on the web:

- Email: [support@mnstate.edu](mailto:support@mnstate.edu)
- Support via telephone: 218.477.2603

### **Writing Supports in the RN-BSN Program**

MSUM’s nursing programs use APA Style for all papers in the programs, as reiterated in syllabi and assignments. We highly recommend that students have all papers reviewed by online tutors for basic grammar and APA writing style issues before submission.

#### **Online Tutoring**

MSUM has a “Tutor.com” service that allows you to connect with an expert tutor almost the moment you need help, to submit a paper draft for review, to submit questions, and more. Students access Tutor.com directly through their D2L home page (look under Academic Support in the top navigation bar).

#### **University Writing Support Center (UWSC)**

Should students prefer or be able to be on campus, the UWSC offers 50-minute appointments with trained writing tutors.

See MSUM’s main [Tutoring page](https://www.mnstate.edu/academics/support/asc/tutoring/) (<https://www.mnstate.edu/academics/support/asc/tutoring/>)

#### **Writing: The APA Style and Grammar Guidelines Online**

The [APA Style and Grammar Guidelines](https://apastyle.apa.org/style-grammar-guidelines/) (<https://apastyle.apa.org/style-grammar-guidelines/>) is an excellent resource that is free to the public. This is an incredibly friendly site where you will find helpful explanations and sample papers to help you with writing and APA formatting.

## **Livingston Lord Library**

You will get a separate orientation to the MSUM library services but know that library services and materials are available both online and on-campus through the [Livingston Lord Library](https://www.mnstate.edu/library/) (<https://www.mnstate.edu/library/>).

- A virtual library orientation for the **RN-BSN Program** is available here: [Nursing Orientation](http://libguides.mnstate.edu/nursing_orientation) ([http://libguides.mnstate.edu/nursing\\_orientation](http://libguides.mnstate.edu/nursing_orientation))
- As an online student, you can access MSUM's databases and interlibrary loan using your StarID and password. See more information here: [Accessing Databases from Off-Campus](http://libguides.mnstate.edu/c.php?g=183297&p=1207940) (<http://libguides.mnstate.edu/c.php?g=183297&p=1207940>)
- [Jean Kramer](mailto:kramer@mnstate.edu) ([kramer@mnstate.edu](mailto:kramer@mnstate.edu)) is our dedicated distance librarian who offers assistance and expertise virtually, as well as in person. She's great – get to know her!
- Within D2L's library link, there is a chat feature for the library to assist faculty and students in real time. When chat hours are not available, questions may be submitted directly to the library electronically.
- The library supports are extended to the online learners through a specific link on the home page of each D2L Brightspace® course.

## **Information for Technology Services, Software, & Support**

MSUM offers many technology tools that you can use while a student. Whether it is utilizing the educational discounts on hardware or taking advantage of the free software, make sure to check out your opportunities at this IT site: [Information for Technology Services, Software, & Support](https://support.mnstate.edu/TDClient/297/Portal/Home/) (<https://support.mnstate.edu/TDClient/297/Portal/Home/>) – and don't be afraid to ask questions!

## **Registrar's Office**

The MSUM [Registrar's Office](https://www.mnstate.edu/registrar/) (<https://www.mnstate.edu/registrar/>) manages your student transcripts, Degree Audit Report (DARs), and other official documents from admission through graduation. The Registrar's Office is exceptionally knowledgeable about MinnState, MSUM, and RN-BSN program policies for transfer credit and program completion. This office also supports students with academic appeals, grade and tuition refund requests, and more.

## **Office of Financial Aid & Scholarship**

MSUM's [Office of Financial Aid & Scholarships](https://www.mnstate.edu/financial-aid/) (<https://www.mnstate.edu/financial-aid/>) has expert counselors who assist students in completing the FAFSA and other requirements to access available financial aid of all varieties (grants, federal and state aid, etc.). Online students can readily access the MSUM Financial Aid counselors to seek avenues for funding support.

There are limited MSUM-general scholarships available to RN-BSN students. However, there are several [nursing-specific scholarships](https://www.mnstate.edu/academics/majors/nursing/scholarships/) (<https://www.mnstate.edu/academics/majors/nursing/scholarships/>) available to RN-BSN students through the nursing department; the application deadlines for nursing-specific scholarships are February each year.

In addition, for Sigma Theta Tau International members, please see additional scholarship opportunities at the Xi Kappa at Large Chapter [Xi Kappa Website](https://thecircle.sigmanursing.org/groups/mygroup) (<https://thecircle.sigmanursing.org/groups/mygroup>).

## SECTION V: RN-BSN PROGRAM POLICIES

To comply with Minnesota, federal, and agency requirements for MSUM's RN-BSN program, students must verify all program requirements before program start and during enrollment in the program. Thereafter, some requirements will need re-verification, depending on how long your program of study lasts. Also, some agencies may add requirements beyond what are currently required; in such case, students would need to comply with the added clinical site requirement(s).

### ***Where to Upload Required Verifications***

Students in the RN-BSN program are required to submit (or complete) all verifications to an electronic repository in D2L Brightspace®. Once admitted to the nursing program, students will be sent an email with course information to submit their documents. To remain program compliant, it is absolutely the student's responsibility to remain current with verifications. Students who are non-compliant face risk of program dismissal.

### ***Liability Insurance***

The University (through MinnState) provides liability insurance for nursing students (and faculty members) only for when students/faculty function as students/faculty. Students are not covered by this liability insurance while practicing for pay, during personal volunteer work, or during any engagements other than the student role. Nursing students are encouraged to carry their own personal professional liability policies as practicing clinicians. Reasonable insurance rates may be obtained from insurance companies (e.g., Nursing Service Organization [NSO], Mercer [through the ANA], and others).

### ***Criminal Background Checks***

National and State criminal background checks are required by the program. A student who is disqualified from having patient contact based on results of a background check will be delayed in academic progression until qualified to provide direct care, or the student will be ineligible for a degree in this program. Please upload these background forms immediately to the D2L Verifications course to ensure compliance.

The Verifications are listed on the program website at [Verifications for RN to BSN Program Compliance](https://www.mnstate.edu/academics/majors/nursing/rn-bsn/admitted/#verifications) (<https://www.mnstate.edu/academics/majors/nursing/rn-bsn/admitted/#verifications>)

### ***Program Compliance***

Experiential learning is a vital element in many courses in the nursing curriculum (e.g., public health). MSUM values our agency partnerships and respects the student requirements in the interagency contracts for these experiential activities. Students may not be allowed to participate in agency experiences and cannot be guaranteed placement if they (a) decline required verifications, (b) are not compliant with all verifications in D2L Brightspace® prior to course start, or (c) have concerning offenses on their background check(s). In the end, the student's inability to participate fully in experiential learning activities will jeopardize their success in the program and they may be asked to withdraw if the requirements are not met.

### ***Attendance Policy: Online and In Experiential Learning Activities***

Students are expected to participate in online courses several times weekly. At minimum, you can anticipate that your online course engagements for each module will happen at multiple times each week; for example:

- Encounter #1: to appreciate module objectives, prepare to read materials, study, and digest the information
- Encounter #2: to participate in course assignments (discussions, etc.)
- Encounter #3: to complete requirements and reflect on faculty feedback via grades, etc.

Further, students are reminded that at MSUM, all financial aid recipients are subject to a federal and state "last day of attendance" policy, and aid eligibility is based on the last day that class attendance or online course activity can be documented (reference: Financial Aid Director, #218-477-2251).

Regardless of the attendance policy, students are always responsible for all learning activities for each module (learning unit) in the D2L Brightspace® class. Refer to individual course syllabi for specifics.

For all experiential learning activities arranged, attendance is **required**. Attendance is further addressed in the respective course syllabi. It is the responsibility of the student to contact the faculty member to discuss any conflicts. Failure to complete experience hours (e.g., public health) puts any student at risk for failure of that course. In an emergency, students shall contact the faculty and agency (or related individual) as soon as possible.

### **Experiential Mentorship**

There is one course that involves a mentor relationship to support course outcomes, NURS 348L. A mentor is a professional registered nurse or other healthcare professional partner with a high level of expertise in a specific area who enhances learning experiences for students. The mentor may delegate to other individual partners/coaches to facilitate the experience for the student. Course faculty will outline the mentor relationship policy (and requirements) through advisors and in the course.

### **Curricular Practical Training Policy**

CPT must be an integral part of the nursing degree the student is seeking. Students must take NURS 469 for credit to participate in CPT.

CPT Requirements:

1. The student must be admitted to one of the nursing programs at Minnesota State University Moorhead.
2. The student must be enrolled full-time (12 credits) each semester that the student applies for CPT.
3. The student must enroll in NURS 469 for the entire semester that CPT is obtained.
4. All NURS 469 course requirements must be met by the end of the semester in which CPT has been applied for.

Failure to meet these requirements by the end of the semester will result in a failing grade in NURS 469 and the student will not be allowed to apply for CPT again while in the MSUM nursing program. No incomplete grades will be offered for NURS 469.

5. The student must apply for CPT each semester. The student must have a confirmed offer before completing the application.
6. The employment opportunity must be directly related to the nursing curriculum that the student is admitted to.
7. Students must bring their completed form to the nursing program chair for signature.
8. Students are limited to participating in CPT to four semesters.
9. The student may not work beyond the end of the semester for which the CPT is approved.

### **Appearance in Any Experience Setting**

Students in an agency setting not only represent themselves as solid professionals, but they are also a reflection of the high reputation that the MSUM RN-BSN program holds. While some agencies may have specific requirements, as informed by your course faculty, the following information details general expectations for MSUM students in experience settings:

1. Students are to present as the highest professional in that setting; course faculty will advise.
  - a) At minimum, students will wear appropriate semi-professional dress and the identifying MSUM photo ID badge.
  - b) Jeans and casual tops are never appropriate as a MSUM student in community experiences (unless instructed otherwise by your faculty or clinical mentor).
2. MSUM Nursing Student photo ID badges are provided, on a one-time basis, on admission to the RN-BSN major.
  - a) If the name badge is lost or damaged, the student is responsible for replacement and should contact the nursing department.

NOTE: MSUM's bookstore does sell MSUM polo shirts and more. However, students are to consult with faculty as to the appropriateness of MSUM polo shirts in experiential settings.

### **Tobacco Use Policy**

MSUM is committed to creating a clean, safe, and healthy living, learning, and working environment - for all students, employees, and constituents of the University (and for those in clinical sites and/or agencies). While in any agency experience, online students are subject to the MSUM [Smoking and Tobacco Use/Sale Policy](https://www.mnstate.edu/about/policies-procedures/list/smoking-tobacco/) (<https://www.mnstate.edu/about/policies-procedures/list/smoking-tobacco/>). Tobacco use of any kind is not permitted while functioning in the role of the MSUM RN-BSN student. Any reports of tobacco use, or evidence, will result in failure of the clinical experience from where the report was given.

### **Chemical Use and/or Abuse Policy**

The experiential learning opportunities in this RN-BSN program build on the integrity and character demonstrated by students completing the Associate's RN program and in practice thereafter. However, if there is a reasonable suspicion that a student has used or is using, possessing, transferring, or selling alcohol or illegal drugs, the RN-BSN student may be tested according to the agency's employee drug and alcohol policy. At some sites, the fees



associated with testing will be the responsibility of the student.

If the tests are confirmed positive:

1. The faculty will complete documentation reporting the incident.
2. The student will be immediately dismissed from the clinical site after safe transportation has been arranged by the student and approved by the faculty member present.
3. Course faculty will submit the documentation to the SNHL Chair within 24 hours and a disciplinary review will follow.
4. The student will be subject to disciplinary action according to MSUM policy.

### **Academic Integrity Policy**

MSUM has taken a strong and clear stand regarding academic dishonesty. The consequences of academic dishonesty range from disciplinary probation to expulsion. The nursing programs hold the following policy on academic integrity:

1. There is NO tolerance for cheating and/or plagiarism on any assignments in this program.
2. As established in the university-wide MSUM Student Handbook, "cheating" includes, but is not limited to, the use of assistance in quizzes, tests, exams; using sources beyond those authorized by faculty to complete assignments; engaging in any behavior prohibited by a faculty on syllabus or class directives.
3. Plagiarism is the act of drawing ideas or language from another without crediting that source. There are many forms of plagiarism; the most obvious is verbatim plagiarism (copying word-for-word). To that end, while RN-BSN faculty provide individual perspectives and directives on plagiarism, some researchers consider verbatim-type plagiarism as copying 10 words without proper referencing.
4. Be cautious to indicate the source of your information (APA Style!) whenever you paraphrase or summarize another's work.
5. All required assignments may be subject to screening through plagiarism detection software.
6. All written work must be done individually (unless assigned to a group project), properly cited, and referenced, using APA style.
7. If a student has questions about the policy, it is their responsibility to discuss it with their faculty or academic advisor.
8. In summary, all work must be completed in a manner consistent with the MSUM codes for academic conduct. For a copy of the codes for academic conduct, please refer to the [MSUM Student Handbook, Policies & Procedures, and Student Conduct Code](http://www.mnstate.edu/student-handbook/) (<http://www.mnstate.edu/student-handbook/>)

### **Academic Progression**

*In order to progress in the RN-BSN major, students will:*

1. Provide proof of licensure by the end of the first semester in the program.
2. Maintain an overall 2.0 GPA in the nursing program courses.
3. Earn a grade of C- or higher in each nursing course.
4. Complete the RN-BSN core nursing courses within five calendar years. If not completed in five years, the student has the option to submit a formal appeal to the Progressions Committee to request an extension.

### **Unsuccessful Academic Progress**

*Should standards for academic progression not be met, the following policy applies:*

1. An unsuccessful attempt (grade D or F) of any nursing course may be repeated only ONE time on a space-available basis. A second unsuccessful attempt will result in dismissal from the program.
2. Unsuccessful attempts (grade D or F) of any TWO nursing courses within the RN-BSN program will result in dismissal from the program.
3. Course faculty members will communicate any unsuccessful course attempts to the student's advisor at the end of the semester.
4. The faculty advisor will communicate any progression violations to the Chair of the Undergraduate Progressions Committee and Chair of the Nursing Department.

### **Behavioral Alert System Policy**

#### **Definitions**

**Technical Behavior:** Acquire information, interpret information, motor skills, intellectual skills.

**Professional Behavior:** Communication skills, behavioral skills, character.

Nursing students are responsible for their own actions, as they have a widespread effect on others in the education and care environments - ultimately impacting those they serve. Students are responsible for conducting themselves with integrity, aligned with the ANA Code of Ethics for Nurses – it is a moral and legal responsibility of the student regarding their own actions and the actions of other members of the group. As an MSUM student, you are also expected to adhere to all MSUM and practice partner policies, procedures, and standards.

Students failing to conform to reasonable standards of performance and behavior in the classroom, online, in the laboratory setting, in the clinical setting, as well as on campus and within the community will result in the student receiving a critical incident and/or meeting with the Nursing Progressions Committee, depending on the severity of the incident.

In the event of a breach of associated policies of the nursing course syllabus, program handbook, and college or practice partner standards and policies, the behavioral alert system will be initiated. Based on the severity of the behavior, faculty reserves the right to determine if the behavior warrants minor or major status (See Appendix D).

#### **Minor Incident Reporting and Procedure:**

1. The nursing faculty determines if the minor behavior is a negative professional or technical behavior.
  - a. If the action is considered a negative **technical behavior** violation, immediate feedback and remediation by the observing faculty should be provided and the Clinical Evaluation Form should be updated to reflect the incident and remediation provided.
    - i. If not already involved, the course lead faculty should be updated on the event.
  - b. If the action is considered a negative **professional behavior** violation, immediate feedback and remediation by the observing faculty should be provided and the coaching opportunity form will be filled out by the involved faculty and given to the student's academic advisor.
    - i. The student's academic advisor will then follow through with the student to complete the coaching opportunity form (See Appendix E).
    - ii. Once completed, the coaching opportunity form will be added to the student's file by the course lead.
    - iii. The course lead faculty should be updated if not already involved.
2. Three negative minor behaviors (technical or professional) will result in a Critical Incident (See Appendix D).

#### **Critical Incident Reporting and Procedure:**

1. The course faculty or program coordinator documents their account of or what was reported regarding the incident using the Critical Incident Report Form and meets and shares with the student (See Appendix F).
  - a. If the incident is associated with a specific course, the course faculty or staff promptly communicates the concern to the student, removes the student from the situation as necessary, and notifies the Undergraduate Nursing Progressions Committee Chair and any practice partner site leaders as appropriate.
  - b. If the incident is not course specific, but at the program level, the process bypasses the course faculty and elevates to the program coordinator who will notify the Undergraduate Nursing Progressions Committee Chair and any practice partner site leaders as appropriate.
2. The student then has an opportunity to document their account of the incident on the Critical Incident Report Form, or authors a letter as an appendix to the form and submits it to the faculty member. The faculty member will submit the form to the Undergraduate Nursing Progressions Committee Chair.
3. The Undergraduate Nursing Progressions Committee reviews the Critical Incident Form and any additional exhibits and outlines associated expectations and the plan of action or consequences to the student and the person who initiated the report. If a committee member is involved in the incident, they must recuse themselves from the committee meetings.
  - a. An Ad Hoc Progressions committee may be formed to remove bias in the critical incident process.
4. The outcome of the critical incident will be determined by the Undergraduate Nursing Progressions Committee, which may range from no action taken to dismissal from the program (See BSN Program Dismissal Policy OR RN-BSN Progressions, Retention, Dismissal, Readmission Policy).
5. The final Critical Incident Report is filed by the nursing department.
6. The Critical Incident Report remains active throughout the student's enrollment in the nursing program.
7. Students have the right to appeal the Undergraduate Nursing Progressions Committee's decision (See Student Grievance, Complaints, and Appeal Policy).

Examples of critical incidents may include, but are not limited to: unprofessional or unethical behavior not in accordance with the guiding statements (ANA's Code of Ethics, ANA's Social Policy Statement, Nurse Practice Acts, and ANA's Scope and Standards of Practice), unsafe practice, breaches of confidentiality or HIPAA guidelines, incivility, lack of integrity, plagiarism, and non-compliance with program requirements.

### **Program Dismissal**

*A student will be dismissed from the nursing program for:*

1. Inactive RN licensure.
2. Failure to achieve a minimum of C- in all nursing courses after one re-attempt of an unsuccessful course.
3. Failure to raise MSUM Nursing GPA at or above 2.0 after two semesters.
4. A federal or Minnesota Department of Human Services (Mn DHS) background study that disqualifies the student from any position allowing direct contact with those receiving healthcare-related services.

### **Voluntary Withdrawal from Program**

*Any student considering program withdrawal is strongly encouraged to meet with the faculty advisor or Program Coordinator. The processes for withdrawal and readmission follow:*

1. A student who withdraws before starting or within the first semester of the program must re-apply to the program for readmission.
2. Students who withdraw after completing one or more semesters in the RN-BSN program in good standing may request a leave of absence from the RN-BSN program. However, if a student has not taken a course at MSUM for over two consecutive semesters (not including summer), he/she will need to reapply for admission to MSUM when desiring to return to the program, but not the RN-BSN program.
3. All students must complete the RN-BSN core nursing courses within five calendar years.

### **Program Reinstatement and Readmission**

*A student who has been dismissed from the nursing program for academic failure, or any other reason, may request a review for reinstatement:*

1. Students must submit an undergraduate nursing appeal form (See Appendix C) to request program reinstatement.
2. Should reinstatement be granted, the date of return is determined by the Program Coordinator based on space availability.

### **Student Grievance, Complaints, and Appeal Policy**

MSUM undergraduate nursing programs are committed to the promotion of quality education in an environment of civility, fairness, and integrity. To honor that commitment, students are encouraged to seek resolution of any concerns, problems, or grievances they may encounter during their educational journey.

#### **Program Level (Informal) Process for Student Grievance and Complaints**

In all instances, it is important for the student to provide as much detail about the concern as possible in a professional, civil manner through the process. The student should indicate a potential resolution or solution strategy. Communications regarding the concern must be documented.

1. The student will first discuss the issue(s) with the person(s) directly involved to seek resolution of the problem (i.e., another student, staff, a preceptor).
2. If the matter remains unresolved, the student discusses the problem with the associated course faculty member(s).
3. If the issue remains unresolved, or the issue is at the program level, the student discusses the issue with the Program Coordinator.
4. If the issue remains unresolved, the student discusses the issue with the Nursing Department Chair.
5. If the program level informal process does not result in resolution, the student can discuss the situation with the College of Science, Health, and Environment Dean (becomes a formal grievance/complaint).

#### **University Level (Formal) Process for Student Grievance and Complaints**

A formal complaint is defined as a concern, grievance, and/or complaint in which an individual feels they have not received treatment consistent with university and program policies and/or have concerns about nursing students, faculty, staff, or the department. A formal complaint is initiated if the situation cannot be resolved informally (please see the informal process above), at which time it is sent out in writing and forwarded as outlined in the

Grievance/Complaint Process section of the [MSUM Student Handbook](https://www.mnstate.edu/student-handbook/) (<https://www.mnstate.edu/student-handbook/>).

### **Program Level Appeal Process**

The Undergraduate Nursing Appeal Form will need to be submitted to the Undergraduate Nursing Progressions Committee regarding progression-related issues (See Appendix C). Examples of progression-related issues may include requesting a nursing or related requirement course substitution/exception or petitioning for re-entry into the nursing program due to altered progression or dismissal. If an individual wishes to appeal a decision made by the Undergraduate Nursing Progressions Committee the following steps should be taken:

1. An additional appeal form (Appendix C) should be completed and submitted to the Nursing Department Chair
2. If this process does not result in resolution, the student can discuss the situation with the College of Science, Health, and Environment Dean.
3. If this process does not result in resolution, the student can discuss the situation with the MSUM Provost.

### **University Level Process for Student Appeals**

Special procedures have been established for certain academic (e.g., graduation, grades), student conduct, discrimination/harassment, and employment-related matters. Students desiring to appeal actions or procedures of University Administrative offices must meet with university officials, continuing up the hierarchy as necessary to resolve the issues. Reference the [MSUM Student Handbook](https://www.mnstate.edu/student-handbook/) (<https://www.mnstate.edu/student-handbook/>) for specifics of this process and allowable reasons to appeal.

### **Incomplete Grades**

The mark of "I" (Incomplete) can be granted when the student is unable to complete course requirements for reasons beyond their control and when arrangements have been made with the instructor before the end of the semester. See the [MSUM Grading Policy](https://www.mnstate.edu/about/policies-procedures/list/grading/) for more information (<https://www.mnstate.edu/about/policies-procedures/list/grading/>).

The course with "I" designation must be completed by the end of the subsequent term, or the grade changes to "F." Should a student receive an incomplete in a nursing course that is a pre-requisite for a subsequent course, the pre-req course must have a grade before continuing to the subsequent course.

### **MSUM's Student Email Policy**

As provided in MSUM and MinnState Board policy, university email accounts are required for official communication with MSUM students. RN-BSN program students are enrolled in the RN-BSN electronic mailing address (Listserv), which is used for official purposes, including announcements related to advising, scholarships, emergencies, etc.

**RN-BSN program students must monitor mnstate.edu email regularly, as the program and university use this exclusively to receive, read, and respond to program-related correspondence.**

## APPENDIX A

### RN-BSN Program: Grounding Professional Standards and Guidelines

RN-BSN faculty are focused on the dynamic professional standards and guidelines that support the needs of an ever-changing and increasingly global healthcare world. The RN-BSN program student learning outcomes are framed from standards presented by the American Association of Colleges of Nursing (AACN) in their publication, *Essentials* (<https://www.aacnnursing.org/Essentials>) (AACN, 2021).

The RN-BSN program also incorporates additional professional standards and guidelines into curricular decisions, as appropriate. Examples of additional guidelines further informing the RN-BSN program follow:

- American Association of Colleges of Nursing (AACN). (2021). *Essentials toolkit*. (<https://www.aacnnursing.org/essentials/tool-kit>)
- American Nurses Association. (2015). *Nursing: Scope and standards of practice*.
- American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements*. (<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>)
- Association of Community Health Nursing Educators (ACHNE). (2010). *Essentials of baccalaureate nursing education for entry level community/public health nursing*. (<https://onlinelibrary.wiley.com/doi/abs/10.1111/j.1525-1446.2010.00867.x>)
- Institute for Healthcare Improvement. (2023). *Open school*. (<http://www.ihl.org/education/ihlopenschool/Pages/default.aspx>)
- Public Health Foundation. (2021). *Core competencies for public health professionals*. ([http://www.phf.org/resourcestools/Documents/Core\\_Competencies\\_for\\_Public\\_Health\\_Professionals\\_2021October.pdf](http://www.phf.org/resourcestools/Documents/Core_Competencies_for_Public_Health_Professionals_2021October.pdf))
- Quad Council of Public Health Nursing Organizations. (2018). *Community/public health nursing competencies*. ([https://www.cphno.org/wp-content/uploads/2020/08/QCC-C-PHN-COMPETENCIES-Approved\\_2018.05.04\\_Final-002.pdf](https://www.cphno.org/wp-content/uploads/2020/08/QCC-C-PHN-COMPETENCIES-Approved_2018.05.04_Final-002.pdf))
- Quality and Safety Education for Nurses (QSEN) Institute. (2022). *QSEN competencies*. (<http://qsen.org/>)

## APPENDIX B



- 1) **STUDENT/Term:** Click here to enter text.
- 2) **COUNTY of Residence** (for future PHN course planning):  
Click here to enter text.
- 3) **Student Initials/Date:** Click here to enter text.
- 4) **Student Contact Number:** Click here to enter text.
- 5) **Advisor/Date reviewed:** Click here to enter text.
- 6) **Access Code from Advisor:** Click here to enter text.
- 7) **Interested in RN-MSN** (check box if yes):

LIBERAL ARTS & SCIENCES CURRICULUM (LASC)			
REQUIRED: 40 TOTAL CREDITS AND 10 AREAS COVERED			
NOTE : *A course from Goal Areas 3, 5, or 6 may also satisfy Goal Areas 7, 8, 9 or 10 and upper division (if 300-400 level). Completion of the approved course fulfills both goal areas, but the credit may not be double counted.			
	MinCr	Plan	
1A	Oral Communication (i.e., COMM 100)	3	
1B	Written Communication	3	
2	CRITICAL THINKING	3	
3	NATURAL SCIENCES 2 Courses from 2 different disciplines/rubrics – one with lab	6	
4	MATHEMATICAL/LOGICAL REASONING i.e., MATH 105; 234 Statistics (if planning on grad school) - Need to take placement exam	3	
5	HISTORY AND SOCIAL SCIENCES 2 courses from 2 disciplines/ rubrics (areas)	6	
6	ARTS AND HUMANITIES 2 courses from 2 disciplines/ rubrics (areas)	6	
7	HUMAN DIVERSITY	3	NURS 342
8	GLOBAL PERSPECTIVES	3	SUST 485
9	ETHICAL AND CIVIC RESPONSIBILITY	3	
10	PEOPLE AND THE ENVIRONMENT	3	
<b>TOTAL</b>		<b>40</b> <b>min</b>	

**Graduation Requirements:**

-WI = Writing Intensive (2 required by MSUM for transfer students): this requirement is covered in required nursing courses

-NEED 120 credits for MSUM baccalaureate degree

-NEED 30 credits from MSUM for a MSUM degree (nursing has 31)

-NEED 40 credits of upper division courses 300-400 level, nursing provides 31 of the 40

-8 of your last 12 credits must be completed at MSUM to meet the residency credit graduation policy

RN-BSN CORE Curriculum		CR	PLAN	TAKEN
31 CREDITS IN SUGGESTED ORDER				
N301 (fa/sp/su*)	1) TRANSITIONS (WI) • 1st semester only	4		
N303 (fa/sp)	2) HOLISTIC FAMILY NURSING	4		
N342 (fa/sp/su*)	3) INTERDISCIPLINARY CARE OF DIVERSE POPULATIONS (LASC Goal 7)	3		
N370 (fa/su*)	4) NURSING RESEARCH AND EBP • advise first or second semester	4		
N348L (fa/sp)	5) PUBLIC HEALTH • L = has independent clinical portion (hrs in local PHN site) • Permission ONLY course: email Dr. Reed semester prior	4		
N420 (sp/su*)	6) GERONTOLOGICAL NURSING • prereq: N370 • advise later in major	3		
N462 (fa) N354 (su*) N352 (sp) SUST485 (fa/sp/su*)	7) CHOOSE ONE COURSE • NURS 462 : 3Ps for BSN • NURS 354 : Integrative Nursing • NURS 352 : End of Life Nursing Care • SUST 485 : Global Health Perspectives (LASC Goal 8 & WI)	3		
N472 (fa/sp)	8) LEADERSHIP and PROFESSIONAL DEVELOPMENT	3		
N473 (fa/sp/su*)	9) PROFESSIONAL PATHWAYS (WI) • Has a capstone project • Permission ONLY course: placement forms must be submitted by due date. PLEASE SEE: <a href="#">NURS 473 Pre-Project Repository</a>	3		
<b>TOTAL REQUIRED NURSING CREDITS NEEDED</b>		<b>31</b>		
UPPER DIVISION CREDIT RULE at MSUM: you will need a total of 40 credits at 300-400 level (9 credits beyond required nursing either transferred or studied in program; can be combined with LASC course credit if LASC is upper division; receive 6 credits for passing NCLEX)				
<b>ADDITIONAL UPPER DIVISION CREDITS NEEDED =</b>				

\* Summer course availability is not guaranteed. Administrative directives, faculty availability, and number of students registered dictates course offerings each term.

Nursing Office PH: (218)-477-2693

Email: [nursing@mnstate.edu](mailto:nursing@mnstate.edu)

## APPENDIX C

### Undergraduate Nursing Appeal Form

Student Name \_\_\_\_\_

Date \_\_\_\_\_

**For all Nursing Appeals, please address the following questions:**

1. Reason for submitting your appeal.
2. Describe the situation that led to the appeal.
3. What is the desired outcome of the appeal?

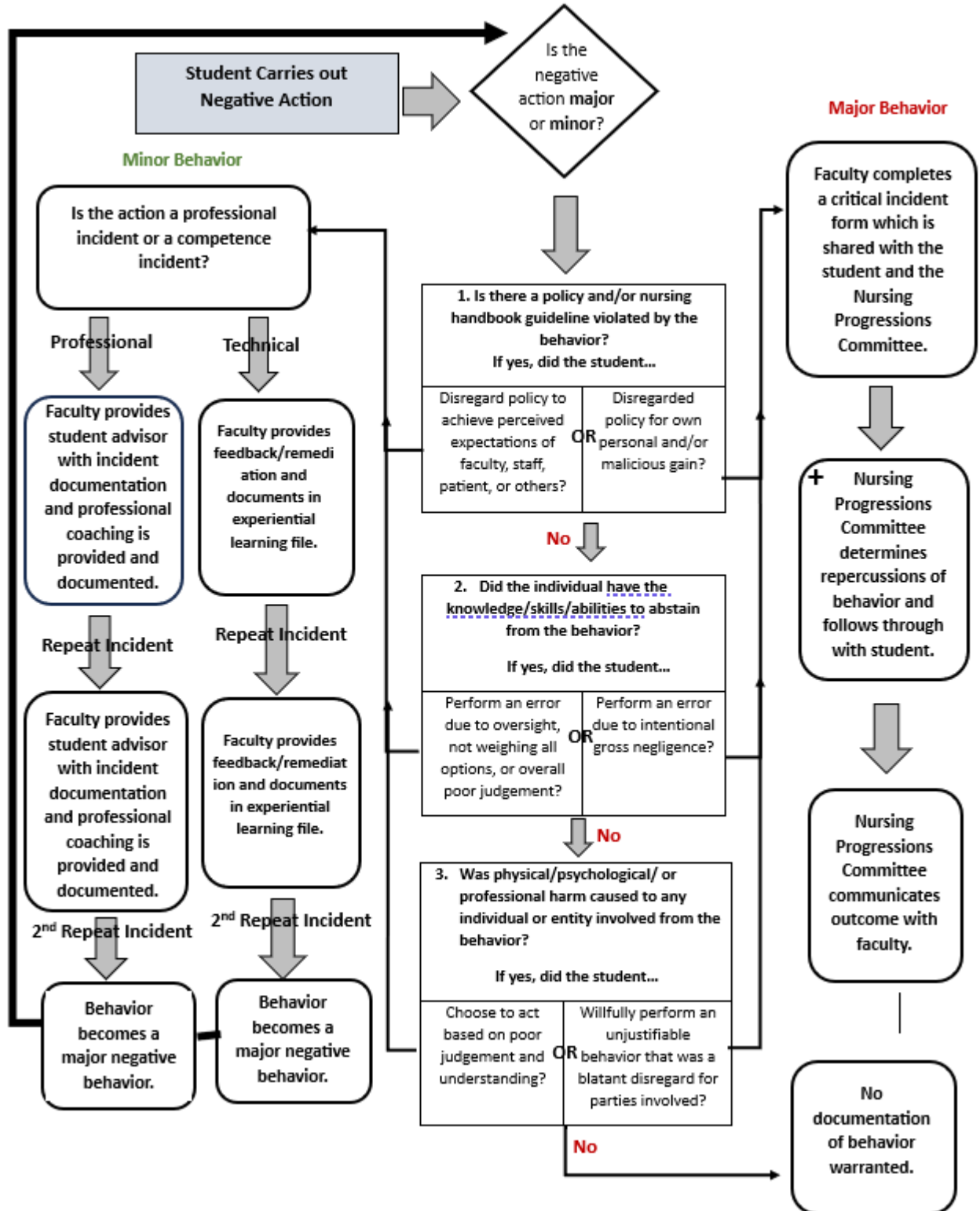
**For Nursing Program Progression Appeals, please also address the following questions:**

1. Please address the barrier(s) that affected your ability to progress successfully or as previously planned and led to this appeal.
2. If granted the appeal, please include a plan to address solutions to overcome or decrease these barriers to be successful in the program of study.

*When appealing make a clear case for your appeal and submit supporting documentation. Please also reference the program handbook and course syllabus as appropriate in the development of your appeal.*

Please email your completed appeal to the Chair of the Undergraduate Nursing Progressions Committee.

## Appendix D Behavioral Alert Algorithm





## Appendix E Coaching Opportunity Form



### Coaching Opportunity Form

*Used for Attendance Warnings/ Absent and Tardiness / Missing Work/ Minor Unprofessional and Miscellaneous Behaviors  
/ Minor Technical and other Safety Concerns*

Student Name	Date of Incident
Class	Date of Initial Advising:
Instructor Name:	Follow-up Faculty Name:

**Reason for Advising:**

<input type="checkbox"/> Attendance	<input type="checkbox"/> Absence/Tardiness	<input type="checkbox"/> Missing Work	<input type="checkbox"/> Unprofessional/Misc. Behavior	<input type="checkbox"/> Technical and other Safety Concerns
Description:				

***Issues Discussed (Between Student and Faculty)***

***Action Plan (Between Student and Faculty)***

***Follow-up Discussion and Comments***

Date of Advising Follow-Up:	
Student Signature	Date:
Follow-up Faculty Signature:	Date:

**Appendix F**  
**Critical Incident Form**



**Undergraduate Nursing Critical Incident Report**

Student: \_\_\_\_\_

Course: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

**A. Faculty's account of incident (provide a detailed description):**

**B. Student Handbook violations:**

**C. Student's account of incident or comments:**

**D. Action Plan:**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Progression Committee  
Chair Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **IMPORTANT CONTACT INFORMATION**

### **1. College DEAN**

**Dr. Elizabeth Nawrot**  
College of Science, Health & the Environment  
[nawrot@mnstate.edu](mailto:nawrot@mnstate.edu)  
218.477.5892

### **2. School of Nursing and Healthcare Leadership CO-CHAIRS**

**Dr. Jill Holmstrom, EdD, MSN, RN, COS, CNE-cl**  
Professor  
[jill.holmstrom@mnstate.edu](mailto:jill.holmstrom@mnstate.edu)  
701.799.9977

**Dr. Jitendra Singh, DHSC, MHA, BDS**  
Associate Professor – HSAD Program  
[Jitendra.singh@mnstate.edu](mailto:Jitendra.singh@mnstate.edu)  
218.477.2693

### **3. RN-BSN Program COORDINATOR**

**Dr. Amber Reed, DNP, MSN, RN**  
Associate Professor  
[amber.reed@mnstate.edu](mailto:amber.reed@mnstate.edu)  
218.477.2693

### **4. Program Experiences & Assessment Coordinator**

**Kevin Bray**  
[kevin.bray@mnstate.edu](mailto:kevin.bray@mnstate.edu)

### **5. Nursing Administrative Assistant**

**Laurie McKeever**  
[nursing@mnstate.edu](mailto:nursing@mnstate.edu)  
218.477.2693

### **6. HELPDESK – Information Technology (IT)**

[https://www.mnstate.edu/helpdesk/  
support@mnstate.edu](https://www.mnstate.edu/helpdesk/support@mnstate.edu)  
218.477.2603

### **7. Bookstore**

<http://bookstore.mnstate.edu/>  
218.477.2111

### **8. Business Services Office**

<https://www.mnstate.edu/business-services/>  
218.477.2221

### **9. Accessibility Resource Center**

<https://www.mnstate.edu/accessibility/>  
218.477.4318

### **10. Library – Livingston Lord Library**

<https://www.mnstate.edu/library>  
218.477.2922

### **11. Registrar's Office**

<https://www.mnstate.edu/registrar>  
218.477.2565

### **MAILING ADDRESS**

Nursing Department  
MSUM – PO Box 107  
1104 7th Ave S  
Moorhead, MN 56563



## MINNESOTA STATE

*Minnesota State University Moorhead,*  
A member of Minnesota State

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