

**ST. CLOUD STATE UNIVERSITY**

# **Department of Nursing Science**



## **Nursing Student Handbook 2021**



St. Cloud, Minnesota

A member of the Minnesota State Colleges and Universities system.

# ST. CLOUD STATE UNIVERSITY

## Department of Nursing Science

### Nursing Student Handbook 2021

Department of Nursing Science  
St. Cloud State University, Brown Hall 213  
(320) 308-1749  
(320) 308-1750 (fax)  
Nursing Science Lab (320) 308-5781  
<http://www.stcloudstate.edu/nursing>

**St. Cloud State University Department of Nursing Science**

**Nursing Student Handbook**

This policy handbook provides information specific to the Department of Nursing Science that is important for you to know and understand as you enter, progress through, and complete the program.

These policies are binding on the student as part of the relationship between the student, the Department of Nursing Science, and St. Cloud State University. Ignorance of departmental policies does not grant immunity from adherence to the policies.

**Nursing Faculty reserve the right to update the policies in this handbook as the need arises.** Policy changes will be placed on the Department of Nursing Science website. This edition of the Student Handbook supersedes all previous handbooks.

It is the responsibility of the students to seek the counsel of course faculty or advisors if they have any questions about the policies presented in this publication. Students should use the department's website as the repository of the most current and accurate information at [www.stcloudstate.edu/nursing](http://www.stcloudstate.edu/nursing)

**Document Origination: 2002**

**Revised: 12/2018, 12/2019, 12/2020**

**St. Cloud State University will provide equal education and employment opportunities to all persons regardless of race, color, creed, sex, age, religion, marital status, sexual orientation, national origin, mental or physical disability, or any other group or class against which discrimination is prohibited by state or federal law. The university will not tolerate any activity that constitutes illegal discrimination against any person or group. Consistent with its academic mission, the university also seeks to provide an environment that acknowledges and values diversity of all kinds, including but not limited to race, religion and ethnicity, amongst faculty, and staff and students.**

**Inquiries or complaint concerning the application of affirmative action, equal opportunity or Title IX (sexual harassment) at St. Cloud State University should be referred to the affirmative action officer, 320-308-5123. Inquiries about services offered to students under Section 504 of the Rehabilitation Act of 1973 or the American's with Disabilities Act of 1990 should be referred to Student Life and Development at 320-308-3111, and for faculty and staff to Human Resources at 320-308-3203.**

## TABLE OF CONTENTS

<b>GENERAL PROGRAM INFORMATION</b> .....	<b>5</b>
DEGREE INFORMATION.....	5
ACCREDITATION OF THE NURSING PROGRAM.....	5
DEGREE AND LICENSURE INFORMATION .....	5
DEPARTMENT ORGANIZATION AND STUDENT INVOLVEMENT .....	5
<b>WELCOME LETTER</b> .....	<b>6</b>
<b>ACADEMIC ADVISING</b> .....	<b>7</b>
STUDENT RESPONSIBILITIES FOR ADVISING .....	7
<b>FACULTY AND STAFF DIRECTORY</b> .....	<b>8</b>
<b>DEPARTMENT OF NURSING SCIENCE ORGANIZATIONAL CHART</b> .....	<b>10</b>
<b>PROFESSIONAL NURSING AND CURRICULUM</b> .....	<b>11</b>
INTRODUCTION TO PROFESSIONAL NURSING.....	11
Nursing as a professional practice .....	11
Rights of patients, residents and clients .....	11
Professional behaviors and appearance .....	11
Confidentiality and the Health Insurance Portability and Accountability Act (HIPAA).....	11
NURSING CURRICULUM.....	11
Vision .....	11
Mission .....	11
Philosophy.....	11
<b>DEFINITION OF TERMS</b> .....	<b>12</b>
<b>TRADITIONAL BACCALAUREATE COURSE DESCRIPTIONS</b> .....	<b>14</b>
<b>STUDENT LEARNING OUTCOMES</b> .....	<b>14</b>
<b>ADMISSION REQUIREMENTS</b> .....	<b>15</b>
<b>PROGRAM EVALUATION</b> .....	<b>15</b>
<b>TRANSFER IN/OUT OF NURSING COURSES/PROGRAM</b> .....	<b>15</b>
<b>STUDENT TRANSFERS FROM OTHER NURSING PROGRAMS</b> .....	<b>15</b>
<b>UNDERGRADUATE TRANSFERS FROM OTHER NURSING PROGRAMS</b> .....	<b>16</b>
<b>UNDERGRADUATE ACADEMIC FORGIVENESS POLICY</b> .....	<b>16</b>
<b>EXPECTATIONS FOR NURSING STUDENTS</b> .....	<b>16</b>
NURSING STUDENT CODE OF CONDUCT .....	16
PROFESSIONAL NURSING STUDENT STANDARDS .....	17
SOCIAL MEDIA POLICY .....	18
ATTENDANCE AND TARDINESS POLICY .....	19
Excused Absences.....	19
Recurrent Excused Absences.....	19
Attendance and Clinical Experiences .....	19
Absence of Clinical Experiences.....	19
ACADEMIC DISHONESTY AND PLAGIARISM POLICY .....	20
TEST TAKING POLICY.....	20
GRADING POLICY.....	21
EXTRA CREDIT POINTS .....	21
APPEAL OF COURSE GRADES.....	21
INCOMPLETE GRADES .....	21
<b>CHEMICAL USE AND/OR ABUSE POLICY</b> .....	<b>21</b>
<b>DRESS CODE POLICY</b> .....	<b>22</b>
DRESS CODE WHICH APPLIES TO ALL CNICAL/LABORATORY/CLASSROOM SETTINGS .....	23
DRESS CODE FOR THE CLASSROOM.....	23
DRESS CODE AND ADDITIONAL EXPECTATIONS FOR THE NURSING SCIENCE LAB .....	23
DRESS CODE FOR CLINICAL PREP .....	24
DRESS CODE FOR HOSPITAL AND NURSING HOME CLINICAL.....	24
DRESS CODE FOR COMMUNITY-BASED CLINICAL.....	25
<b>NURSING CLINICAL AND LABORATORY REQUIREMENTS</b> .....	<b>25</b>
FUNCTIONAL ABILITIES .....	25
<b>NURSING CLASSROOM AND SKILLS LAB</b> .....	<b>26</b>

<b>CLINICAL PLACEMENT</b> .....	<b>26</b>
<b>STUDENT SUPPLIES AND COURSE MATERIALS</b> .....	<b>27</b>
<b>CARE COSTS ASSOCIATED WITH STUDENT EXPERIENCES</b> .....	<b>27</b>
<b>CLINICAL AND LABORATORY PARTICIPATION POLICY</b> .....	<b>27</b>
<b>COMMUNICATION POLICY</b> .....	<b>28</b>
<b>TRANSPORTATION POLICY</b> .....	<b>28</b>
<b>WEATHER POLICY</b> .....	<b>28</b>
<b>PROGRESSION POLICY</b> .....	<b>28</b>
<b>SUCCESSFUL PROGRESSION IN CLINICAL/LAB COURSES</b> .....	<b>29</b>
<b>COURSE SEQUENCE PROTOCOL OR COURSE FAILURE</b> .....	<b>29</b>
<b>CONTINUATION OF PROGRESSION IN THE MAJOR</b> .....	<b>30</b>
<b>DISCIPLINE PROCEDURE</b> .....	<b>32</b>
VERBAL NOTIFICATION .....	32
RECORD OF CONCERN WITHOUT PROBATION .....	32
RECORD OF CONCERN (ROC) WITH PROBATION .....	32
DISMISSAL FROM THE NURSING MAJOR .....	33
<b>APPEAL PROCEDURE</b> .....	<b>34</b>
<b>STUDENT SUPPORT</b> .....	<b>35</b>
ADVISING .....	35
ACCESSIBILITY ACCOMODATION .....	35
COUNSELING AND PSYCHOLOGICAL SERVICES .....	35
ACADEMIC LEARNING .....	35
JAMES W. MILLER LEARNING RESOURCES CENTER/UNIVERSITY LIBRARY .....	35
DESIRE 2 LEARN .....	35
CENTER FOR HEALTH AND WELLNESS INNOVATION .....	35
IT RESOURCES FOR STUDENTS LEARNING ONLINE .....	35
NURSING STUDENT PEER MENTORING PROGRAM .....	35
OTHER STUDENT RESOUCES AVAILABLE AT SCSU .....	36
<b>STUDENT CONCERNS/COMPLAINTS</b> .....	<b>36</b>
<b>OPPORTUNITIES FOR STUDENT PARTICIPATION</b> .....	<b>36</b>
NURSING CLUB .....	36
SIGMA THETA TAU .....	36
NATIONAL STUDENT NURSES ASSOCIATION (NSNA) .....	36
UNIVERSITY AND SCHOOL .....	36
<b>APPENDICES</b> .....	<b>37</b>
APPENDIX A – RECORD OF CONCERN .....	37
APPENDIX B – PERSONALIZED PLAN OF SUCCESS .....	39
APPENDIX C – LEAVE OF ABSENCE/RETURN FORM .....	41
APPENDIX D – UNIVERSAL BLOOD AND BODY SUBSTANCE PRECAUTIONS .....	43
APPENDIX E – PLAN FOR IMPROVING ON KAPLAN EXAMS AND FOR PASSING THE NCLEX-RN .....	45
APPENDIX F – PROGRAM COURSE MAP .....	46
APPENDIX G – NURSING COURSE DESCRIPTIONS .....	49
APPENDIX H – DECISION TREE FOR BENCHMARK SIMULATION TEST OUT .....	50
APPENDIX I – DECISION TREE FOR ALL SKILL BASED COMPETENCIES TEST OUT .....	51
APPENDIX J – DISCIPLINE PROCEDURE FLOW CHART .....	53
APPENDIX K – CODE OF CONDUCT .....	54

## GENERAL PROGRAM INFORMATION

### DEGREE INFORMATION

The nursing major requires 120 credits for graduation. Traditional program students complete at least 51 credits of prerequisite and liberal education program (LEP) courses. In the traditional program, 68 of the credits are nursing courses taken over five semesters and organized into three levels. The baccalaureate program builds on the liberal education program that emphasizes the development of skills in communication, ethics, research methods, critical thinking, analyzing, and synthesizing information.

### ACCREDITATION OF THE NURSING PROGRAM

The program is approved by the Minnesota Board of Nursing and accredited by the Commission on Collegiate Nursing Education (CCNE). Nursing students may obtain information about the Minnesota Board of Nursing requirements related to nursing programs by contacting:

Minnesota Board of Nursing  
2829 University Ave SE #200  
Minneapolis, MN 55414-3253  
(612) 617-2270 or (888) 234-2690  
[www.nursingboard.state.mn.us](http://www.nursingboard.state.mn.us)

### DEGREE AND LICENSURE INFORMATION

Graduates obtain a baccalaureate degree with a major in nursing and are eligible to take the National Council Licensure Examination (NCLEX) as a registered nurse (RN). A graduate is also eligible to apply for public health nursing certificate through the Minnesota Board of Nursing.

### DEPARTMENT ORGANIZATION AND STUDENT INVOLVEMENT

The nursing faculty organization (NFO) values student participation within the departmental organization. The department is organized into five standing committees including Executive, Curriculum, Assessment, Resource, RN to BS and Admissions, Progressions and Advising (APA). Student representatives serve on several department committees including Curriculum, Resource and APA. Students are selected during the first semester of the nursing major by peer election. Students remain on the committees for the remainder of their enrollment in the nursing major. Students will be removed from committee membership if they breach department policies as outlined in the Student Handbook (<http://www.stcloudstate.edu/nursing/programs.aspx>).

**NURSING SCIENCE**  
720 Fourth Avenue South  
St. Cloud, MN 56301-4498  
tel 320.308.1749  
fax 320.308.1750  
[www.stcloudstate.edu/nursing](http://www.stcloudstate.edu/nursing)

Dear Student,

St. Cloud State University has produced nursing leaders since the start of the program in 2002. Nurses graduating from the program have gone on to become staff nurses, clinical nurse specialists, health policy makers, nurse practitioners and anesthetists, educators, board members, executives, and many more influential positions within nursing.

The health care system has nurses as coordinators and advocates for patient centered care. The role as a professional nurse requires an individual to have patience, understanding, and advocating for patience. At St. Cloud State University, we are committed to your growth to become a future nurse leader.

The following information in the Nursing Student Handbook is a resource for you to read and be informed of the department of nursing's advising structure, program requirements, policies, and resources to facilitate a positive academic plan. The Nursing Student Handbook will assist in communication, understanding, and overall academic success as a pre-licensure nursing student.

*Welcome to nursing at St. Cloud State University!*  
St. Cloud Faculty and Staff

## **Academic Advising**

Academic advising is an ongoing process where the student and advisor(s) work together to clarify goals, establish meaningful educational plans, effectively use resources, and seek opportunities. The end goal is for you to be an involved, independent, self-directed life-long learner.

### **Student Responsibilities for Advising**

- Be an active participant in the advising experience.
- Accept responsibilities for your decisions.
- Follow through with recommended actions and referrals from advisor.
- Provide advisor with accurate information about interests, abilities, and goals.
- Come prepared to each advising session with questions and materials for discussion.
- Read and understand the contents of the Nursing Student Handbook.
- Check D2L daily and be aware of important dates, deadlines, and opportunities.
- Know how to access and interpret information on E-services including registration, billing, grades,

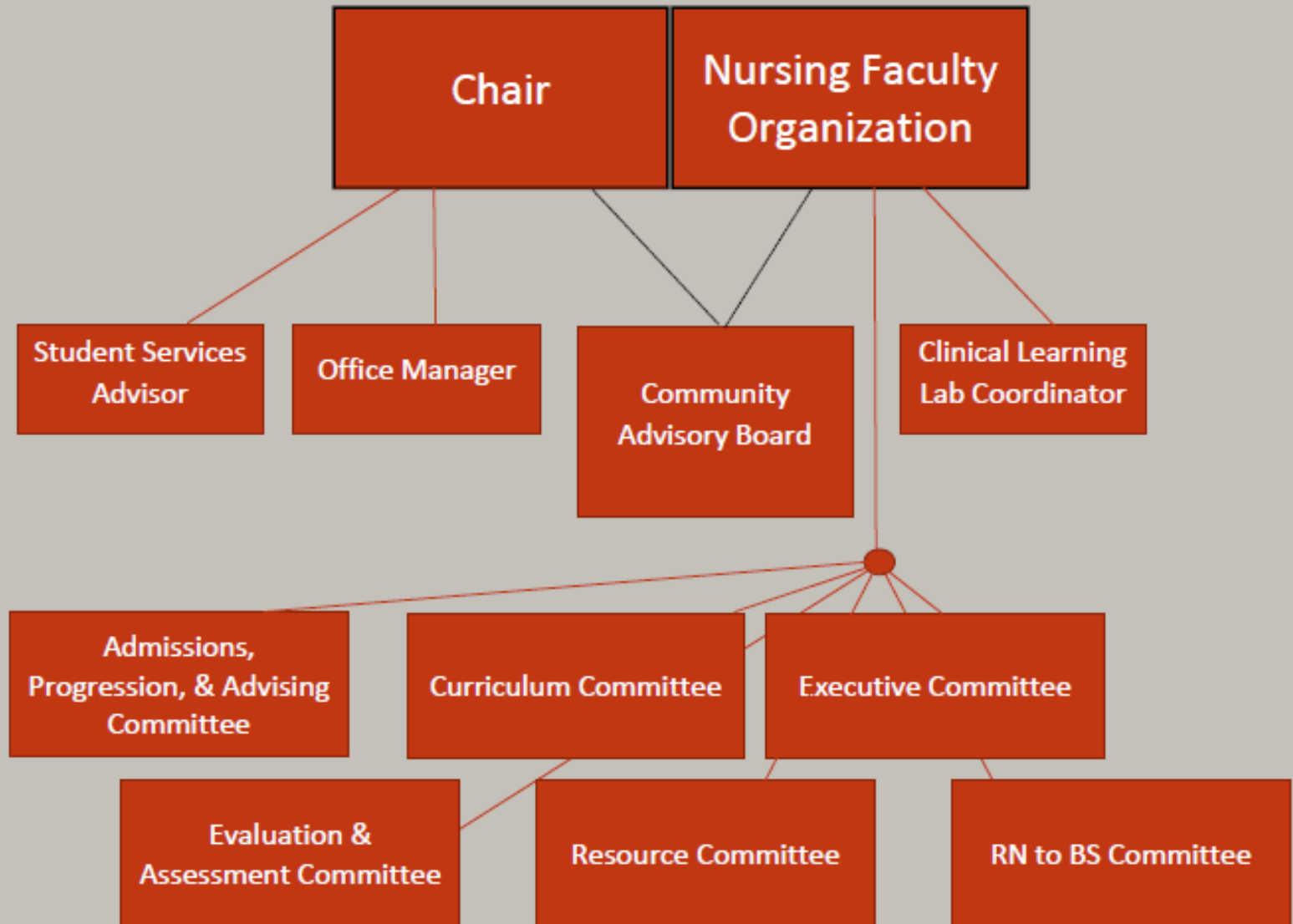


### FACULTY AND STAFF DIRECTORY

FACULTY/STAFF	CREDENTIALS	OFFICE	PHONE	E-MAIL
<b>DEPARTMENT CHAIR</b>				
Bagley, Jane	PhD, RN	Brown Hall 213H	(320) 308-5780	jsbagley@stcloudstate.edu
<b>FACULTY</b>				
Atteberry, Jennifer	PhD, RN	Brown Hall 202G	(320)308-5778	jaatteberry@stcloudstate.edu
Belay, Hanna	PhD, RN	Brown Hall 202K	(320)308-5220	hbelay@stcloudstate.edu
Chapp, Veronica	MSN, BSN, RN	Brown Hall 202B	(320)308-5256	vjchapp@stcloudstate.edu
Crane, Laurie	MSN, RN, LSN	Brown Hall 202H	(320)308-1745	ljcrane@stcloudstate.edu
Fossen, Peggy	DNP, RN	Brown Hall 213K	(320)308-5231	pjfossen@stcloudstate.edu
Hedman-Dennis, Sigrid	MSN, RN, CNS	Brown Hall 202P	(320)308-4135	shedmandennis@stcloudstate.edu
Hilleren-Listerud, Amy	DNP, APRN, ACNS-BC, PHN	Brown Hall 202M	(320)308-5773	aehillerenlisterud@stcloudstate.edu
Huard, Randy	DNP, RN, PHN	Brown Hall 202J	(320)308-5219	rjhuard@stcloudstate.edu
Knaack, Jennifer	MSN, RN	Brown Hall 202R	(320)308-5267	Jennifer.knaack@stcloudstate.edu
Pesch, Mary	DNP, MPH, RN, FNP-BC	Brown Hall 202	(320)308-1758	mary.pesch@stcloudstate.edu
Ugochukwu, Ijeoma	DNP, APRN, FNP-C, MS, RN	Brown Hall 202R	(320)308-4116	ijeomajane.ugochukwu@stcloudstate.edu
Scott, Kim	DNP, MSN, APRN, FNP-C, RN	Brown Hall 306D	(320)308-4136	kascott@stcloudstate.edu
Wilson, Roxanne	PhD, RN, PHN, CNE	Brown Hall 213G	(320)308-5775	rwwilson@stcloudstate.edu
<b>STAFF</b>				
Ament, Rochelle Student Services Coordinator	MA	Brown Hall 213D	(320) 308-4064	rlament@stcloudstate.edu

Richardson, Jan Clinical Lab Coordinator and Simulation specialist	MS, RN	Brown Hall 306B	(320) 308-5781	jan.richardson@stcloudstate.e du
Brown, Annette Administrative Office Manager		Brown Hall 213	(320) 308-5268	annette.brown@stcloudstate.e du

# Department of Nursing Science Organizational Chart



## Professional Nursing and Curriculum

### INTRODUCTION TO PROFESSIONAL NURSING

#### ***Nursing as a professional practice:***

Ethics are an integral part of the foundation of nursing. The Code of Ethics for Nurses provides a framework for nurses and establishes the ethical standard for the profession. As a professional, the nurse practices with compassion and a genuine regard for all individuals without discrimination based on social or economic status, personal attributes, or the nature of health problems. This standard extends to all relationships including colleagues, employees, assistants, faculty, preceptors, staff, and students.

#### ***Rights of patients, residents, and clients:***

The client has a right to safe and quality nursing care, and this must be protected. Nursing is responsible and accountable for assuring that the client's rights are protected. Behavior by a student that threatens the health or safety of the client is a break of this ethical responsibility. Students are expected to uphold the Patient Bill of Rights and patient safety standards.

#### ***Professional behaviors and appearance:***

Professional behavior and appearance provide the foundation for the therapeutic relationship and are essential to achievement of high standards of nursing practice and throughout the professions of health care. The standards of behavior and appearance convey a message of respect for all ages, cultures and beliefs. As such, they often do not reflect current style or practice but rather values of the organization or generation that is served and clinical safety.

#### ***Confidentiality and the Health Insurance Portability and Accountability Act (HIPAA):***

Nurses and nursing students are legally and ethically obligated to maintain confidentiality of all client information. Only information pertinent to a client's treatment and welfare is disclosed to only those directly involved in the client's care or in the presence of faculty for teaching purposes.

### NURSING CURRICULUM

#### **VISION**

Educate nurse leaders for the 21<sup>st</sup> Century

#### **MISSION**

To educate caring nurse professionals committed to excellence, who will serve the health needs of diverse communities throughout Minnesota and the region.

#### **PHILOSOPHY**

St. Cloud State University Department of Nursing Science believes nursing is a professional discipline grounded in the knowledge of the sciences, arts, and humanities, with professional values and ethics at its core. The need for nursing is universal, and the practice of nursing continues to evolve reflecting the ever-changing needs of a diverse and global society. Nursing has a fundamental responsibility and commitment to promote and restore health and harmony, prevent imbalance, care for those at risk, alleviate disharmony and give compassionate care at the end of life.

Nurses work collaboratively with others to meet the complex needs of individuals, families, aggregates, communities and populations in a variety of diverse environments and care settings. The goals of nursing are achieved through an interpersonal process that respects the rights, dignity, autonomy, values, diversity and culture of all people.

Professional values and ethics are integral to the foundation of nursing and the profession's commitment to society and include:

- Integrity through caring, clinical excellence, sound critical thinking and judgments
- Autonomy through advocacy for client-centered care in environments which promote health
- A commitment to social justice through professional practice, relationships and the promotion of public policy

Caring is central to nursing practice and requires the integration of knowledge, skill and values to provide quality care. A professional caring relationship is based on respect for the harmony of client and environment. Person is a unique, dynamic, unity of mind-body-spirit seeking to achieve and maintain harmony. Harmony is actualization of human potential through goal-directed behavior, competent self-care, and satisfying relationships while striving for unity within the mind, body and soul within the socio-cultural beliefs and values of family and community.

A person's internal and external environment is ever changing and includes the totality of energy fields that influence the human health experience.

Nursing education is a dynamic process in which students and faculty collaborate in community to achieve a foundation for excellence in nursing practice. The teaching-learning process is student-centered and involves active participation in a broad range of activities, which promote critical thinking, development of professional values and a commitment to life-long learning.

This statement of philosophy evolved into a conceptual framework which also incorporated the Essentials of Baccalaureate Education for Professional Nursing Practice and Gordon's Functional Health Patterns<sup>1</sup>. The framework has proved the themes around which the curriculum and the courses are organized.

## DEFINITION OF TERMS

### Health and Harmony

**Disharmony:** A disruption in human functioning or an incongruence within the mind, body and soul. Disharmony is associated with illness, but not necessarily disease. Disease can result from disharmony and illness, and disease can in turn create more disharmony. (Craven, R., & Hernle, C. (2000). *Fundamentals of Nursing: Human Health and Function*. J. B. Lippincott.)

**Imbalance:** Lack of equilibrium. (Jose, S. *Nursing Practice – Framework: Scope and Trends*. *Australian Nursing Journal* 5, pp. 19-22)

**Risk:** A statistical concept based on probability. Nursing is concerned with human risk of disease, disability, and premature death. (Maurer & Smith (2005). *Community Public Health Nursing Practice: Health for Families and Populations*. (3rd ed.) Elsevier

---

<sup>1</sup> Gordon, M. (2002) Manual of nursing diagnosis (10<sup>th</sup> ed.). Mosby: St. Louis

**Harmony:** Congruence between the self as perceived and the self as actually experienced or external reality. Harmony is associated with health. (Maslow, A. (1968). *Toward a Psychology of Being*. (2nd ed.). D. Van Nostrand)

## Clients

**Patient:** The term “patient” is used to refer to any person for whom students provide nursing care and includes residents of nursing homes and clients in the community.

**Client:** Person who engages the professional services of another. (*The Merriam Webster Dictionary new edition.*)

**Family:** Two or more persons who are joined together by bonds of sharing and emotional closeness who identify themselves as being part of the family. (Friedman M.M., Bowden V. R., & Jones E.G. (2003). *Introduction to the family. In Family nursing research, theory, and practice (5th ed.) Prentice Hall.*)

**Aggregate:** Aggregate is a synonym for the second definition of a population. Aggregates are people who do not have the relatedness necessary to constitute an interpersonal group (system) but who have one or more characteristics in common, such as pregnant teenagers. Williams (1977) focused attention on the aggregate as an additional type of client with whom community health nurses apply the problem-solving process. For example, aggregates can be identified by virtue of setting (those enrolled in a well-baby clinic), demographic characteristic (women), or health status (smokers or those with hypertension). An aggregate is any number of individuals with at least one common characteristic. (*Williams, 1977. (Maurer & Smith (2005). Community Public Health Nursing Practice: Health for Families and Populations. 3rd ed.) Elsevier*)

**Community:** Open social system that is characterized by people in a place over time who have common goals. (*Maurer & Smith (2005). Community Public Health Nursing Practice: Health for Families and Populations. (3rd ed. pp. 341 Elsevier*)

**Population:** Collection of individuals who share one or more personal and environmental characteristics, the most common of which is geographic location. (*Maurer & Smith (2005). Community public health nursing practice: Health for families and populations. (3rd ed.) pp 341. Elsevier*)

## Environment

**Internal Environment:** The internal environment pertains to that which is inside you. All that you encounter in your daily living is experience within you and influences your thinking, feelings, and behavior. (Eliopoulos, C. (2004). *Invitation to holistic health*, Jones and Bartlett.)

**External Environment:** The external environment implies anything that is outside your body, such as the weather, elements in the air, food, sounds, and interactions with people. (Eliopoulos, C. (2004). *Invitation to holistic health*, Jones and Bartlett.)

**Geopolitical:** The study of the interdependence of politics, geography, and economics; especially as it relates to foreign policy of a nation or the study of political problems that are affected by the geographical environment. (*Reference derived from 1.http://www.thefreedictionary.com/geopolitical The American Heritage® Dictionary of the English Language, Fourth Edition copyright ©2000 by Houghton Mifflin Company. Updated in 2003. Published by Houghton Mifflin Company. All rights*

reserved 2. <http://www.allwords.com/word-geopolitical.html> ©2005 Crystal Reference, a division of Crystal Reference Systems Limited.)

**Global Environment:** Worldwide atmosphere composed of communication, space, time, social organization, environment, biological variation. (Giger & Davidhizar *Transcultural nursing: Assessment and intervention*. (2nd ed).)

## Nursing

**Caring:** Caring is the moral idea of nursing in which the utmost concern for human dignity and preservation of humanity is present. (Watson, J. *Human science and health care*. Appleton- Century-Crofts)

**Integrity:** Acting in accordance with the Code of Ethics and accepted standards of nursing practice. (Giger & Davidhizar *Transcultural nursing: Assessment and intervention*. (2nd ed).

**Advocacy:** Individuals are assisted by nursing to authentically exercise their freedom of self-determination. Authentic is meant as a way of reaching decisions which are truly one's own; decisions that one believes important about oneself and the world; the entire complexity of one's values. (Gadow, S. (1980). *Existential Advocacy*. In S.F. Spicker & S. Gadow (Eds.), *Nursing, images and ideals: opening dialogue with the humanities* (pp 81-86). Springer.)

**Interdisciplinary:** Several professions collaborating to achieve goals. (Jose, S. Nursing Practice – Framework: Scope and trends. *Australian Nursing Journal* 5, pp. 19-22.)

**Social Contribution:** A commitment to social justice through professional practice, relationships, and the promotion of public policy. (Reference derived from the American Nurses Association *Nursing's Social Policy Statement*. (2003). (2nd ed.). *The Publishing Program of ANA*.)

## TRADITIONAL BACCALAUREATE COURSE DESCRIPTIONS

See **Appendix F** for course descriptions. For further information, refer to the St. Cloud State University Undergraduate Course Catalog

(<https://catalog.stcloudstate.edu/~Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=7&topicgroupid=1780>) or the Department of Nursing Science website (<http://www.stcloudstate.edu/nursing>).

## STUDENT LEARNING OUTCOMES

The roles for the baccalaureate generalist nurse are derived from the discipline of nursing and include (a) provider of care; (b) designer, manager, coordinator of care; and (c) member of the profession. The baccalaureate generalist graduate is prepared to:

1. Integrate theory and research-based knowledge and skill from the arts, sciences, humanities, informatics and genetics into professional nursing practice.
2. Practice nurse leadership skills in a culturally diverse, rapidly changing, global society; engaging in professional development to provide high quality and safe patient care through quality improvement.
3. Utilize critical thinking in the provision of holistic, evidenced-based practice including integrative health that is culturally and ethnically sensitive and addresses the needs of individuals, families, groups, communities and populations in all stages of life.
4. Integrate knowledge and skills in information management and patient care technology into

- nursing practice.
5. Examine healthcare policy, including financial and regulatory environments to influence the delivery of high quality and safe patient-centered care.
  6. Communicate and collaborate with inter-professional teams in the design, management, and provision of safe, evidence-based, patient-centered care.
  7. Contribute to improvements in individual and population health through health promotion and disease prevention including the rural and underserved communities.
  8. Integrate professional values of altruism, autonomy, human dignity, integrity, and social justice into a personal philosophy of nursing practice with caring at the core.

#### ADMISSION REQUIREMENTS INCLUDE:

1. Completion of all prerequisite courses before the major's start date
2. Successfully pass a Minnesota Criminal Background Check, as required by Minnesota state law for professionals working with vulnerable populations, and successfully pass drug/alcohol screen upon admission
3. Obtain American Heart Association BLS (CPR) certification at the health care provider level for infants through adults within required dates
4. Complete all health care requirements (within required dates)
5. Successfully complete a drug and alcohol screen for admittance to the program (within required dates)
  - a. -Failure of the initial seven-panel urine drug and alcohol screen will result in a student obtaining a hair follicle drug and alcohol screen at the student's expense.

Students are required to earn at least a "C" (2.0) in all prerequisite courses and all major courses. Students must maintain at least a 2.5 cumulative GPA in the major (all NURS courses). Any nursing course may be repeated once. A second failure in a nursing course will result in dismissal from the nursing program. Students who do not complete Background Checks, BLS and Health work within stated deadline will have their admission offer rescinded.

#### PROGRAM EVALUATION

The program has a comprehensive assessment program plan, which provides information on the effectiveness of the nursing curriculum and enhances student preparation for national exams. Part of the nursing student differential is used to provide standardized, computerized evaluation and feedback to both students and the program.

#### TRANSFER IN/OUT OF NURSING COURSES/PROGRAM

Students admitted to the nursing program will not be allowed to transfer in required nursing core courses (NURS courses) designated in the Nursing Student Handbook. *Introductory Pharmacology and Pathophysiology* from another institution may be transferred in with prior approval by the Admissions, Progression, and Advising (APA) Committee. This course must be approved prior to taking the course one full semester or less prior to the actual semester listed on the nursing course schedule.

The St. Cloud State University (SCSU) Department of Nursing Science will not entertain student requests from outside nursing schools to take one or more nursing courses with the intention of transferring those credits/courses back to the nursing school they were formally admitted to in replacement of their primary nursing school's course.



## STUDENT TRANSFERS FROM OTHER NURSING PROGRAMS

Students requesting to enter the nursing program from another nursing program must comply with the following criteria:

1. Letter of Intent sent to Department Chair (may be sent via e-mail).
2. Must submit letter of recommendation from their Nursing Program Dean or Nursing Department Chair.
3. Must submit official transcripts.
4. Must submit current nursing program of study, and current standing in the program.
5. Entry into the program is dependent on space availability.
6. All requests will be evaluated by the APA committee and approved by the Nursing Faculty Organization (NFO).
7. Final approval into the nursing program is given by the School of Health and Human Service's Dean.

## UNDERGRADUATE ACADEMIC FORGIVENESS POLICY (per SCSU policy)

Refer to the SCSU "Undergraduate Academic Forgiveness Policy.

<https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=18>

Students who have been dismissed from the nursing program based on academic performance and intend to follow the SCSU "Undergraduate Academic Forgiveness Policy" must complete the following steps:

1. Must take 12 credits relevant to nursing content, completed with a 2.75 GPA or better.
2. Applicant must re-apply to the nursing program.
3. Applicant must meet eligibility criteria to achieve standing in the new cohort of students.
4. If accepted, applicant will repeat all nursing courses previously taken, beginning with first semester.
5. Complete health work and background checks required for new students.

**The SCSU Liberal Education Program (LEP) must be completed prior to graduation.**

## EXPECTATIONS FOR NURSING STUDENTS

### NURSING STUDENT CODE OF CONDUCT

To ensure students develop professional behaviors and duties, the Department of Nursing Science maintains policies on student behavior. These policies were developed using the ANA Code of Ethics for Nurses as a guide. Policies are reviewed yearly.

Students are expected to comply with law and policy related to their nursing student roles which include the

SCSU Student Code of Conduct

<https://www.stcloudstate.edu/studenthandbook/code/general-procedures.aspx>

Department of Nursing Science Student Code of Conduct

and policies of any site or clinical setting where they engage in learning activities related to this program.

In addition to SCSU student policies, faculty believe that nurses are held to a higher standard for professionalism. Honesty is a hallmark of professionalism and breaches in academic and behavioral standards are viewed as unprofessional conduct. Honesty and integrity are expected of all students and foundational to trust in the learning environment. Dishonesty undermines nursing education and professional development, leading to demoralization of the spirit of learning among students and faculty. Developing the ability to make moral and ethical judgments is a lifelong process. Violations of this code will result in sanctions that include a

Record of Concern (ROC) without Probation, a Record of Concern (ROC) with Probation, and recommendation for dismissal from the Nursing Science Program.

Behaviors inconsistent with professional nursing standards, as set out in the St Cloud State Department of Nursing Science Student Code of Conduct, American Nurses' Association Code of Ethics (2015), American Nurses' Association Standards of Practice, Minnesota Board of Nursing standards and additional standards as specified in course syllabus will result in a ROC, ROC with probation, or recommended dismissal dependent on severity.

## PROFESSIONAL NURSING STUDENT STANDARDS

### **Nursing students will:**

1. Demonstrate integrity and honesty in all actions.
2. Demonstrate professional communication in verbal, electronic, written, and physical interactions with peers, staff, faculty, site employees, and others.  
Actions that may lead to concern include:
  - a. Argumentative or raised voice
  - b. Profanity or disrespectful language
  - c. Invading personal space
  - d. Physical actions that are perceived as threatening
3. Assume personal responsibility for their nursing education
  - a. Attend all classes and labs as assigned on time
  - b. Complete all required paperwork and other clinical requirements by required timeline
  - c. Be prepared for all classroom, lab and clinical experiences
  - d. Engage actively in class/ laboratory/ and clinical settings
  - e. Consult with faculty regarding own clinical/academic progress
  - f. Participate in remediation activities if directed by faculty
4. Demonstrate accountability in the classroom, lab and clinical setting by meeting obligations for classroom and clinical as outlined in each course syllabus
5. Base actions in the laboratory/clinical area on a sound knowledge base
6. Maintain a professional appearance in classroom, lab and clinical settings.
  - a. Maintain appropriate personal hygiene
  - b. Follow the dress code of the agency
  - c. Use respectful non-offensive language and tone
  - d. Communicate using appropriate spoken/written language and nonverbal communication as required by the profession
  - e. For further details please refer to the dress codes for clinical and laboratory settings
7. Seek appropriate assistance from faculty or staff when caring for patients.
  - a. When in doubt, consult with faculty or staff nurse before intervening
  - b. Consult with patients' families, and other health care professionals
8. Engage in the evaluation of own educational process
  - a. Complete end of semester evaluations
  - b. Provide faculty with constructive feedback as appropriate when requested
  - c. Examine own progress in attaining the knowledge, attitudes, and skills necessary to the role of nursing.
  - d. Schedule at least an annual meeting with faculty advisor
9. Be responsible for establishing and maintaining appropriate professional boundaries
10. Respect the patient's right to confidentiality
11. Accurately and respectfully represent self as a student of nursing, including wearing appropriate school/ facility name badge

12. Demonstrate respect toward patients, peers, staff, faculty, and others.
  - a. Work cooperatively and collaboratively with others regardless of race, color, national origin, gender, religious preference, age, disability, sexual orientation, marital status, public assistance status, veteran status, clinical diagnosis, political beliefs, or educational level
13. Refrain from intake of any chemical substance that would impair judgment or result in disruptive/ disorderly behavior within the University community or at a clinical site.
14. Engage in appropriate self-care behaviors that would not place clients at risk
  - a. Inform course faculty and remain home when ill
  - b. Seek health care (physical and mental) when needed
  - c. Serve as a model of healthy behaviors

### SOCIAL MEDIA POLICY

Social Media – primarily Internet and/or mobile-based methods of networking using web/mobile based tools to communicate widely, quickly and easily for the purpose of sharing information and communicating with others, such as but not limited to Facebook, Twitter, TikTok, texting, Skype, Instagram, Course Hero, Quizlet, and Snapchat.

SCSU respects the right of students/staff to participate in social media; however, the business needs of the SCSU entities must be served while also maintaining their corporate identity, integrity, and reputation in manner consistent with SCSU's mission, core values, policies, and applicable laws. SCSU entities will investigate alleged violations of the policy and impose corrective action on the student who fail to comply with state or federal laws or with organizational policies, standards, guidelines or procedures related to the use of social media.

1. In accordance with federal and state laws, regulations and SCSU entity related policies, SCSU reserves the right to monitor student social media activities and maintain detailed reports of social media usage.
2. Students found violating this policy may be subjected to corrective disciplinary action including but not limited to, expulsion from SCSU. Criminal prosecution or additional liability associated with other legal actions.
3. All violation will be investigated collaboratively with appropriate staff and legal official to determine corrective and disciplinary action, up to and including expulsion.
4. Site, faculty, and patient information including background information will never be posted on social media including private class pages.
5. SCSU Students are expected to adhere to The National Council of State Boards of Nursing guidelines to avoid problems on social media (tips listed below).
  - a. Remember that standards of professionalism are the same online as in any other circumstance.
  - b. Do not share, or post information or photos gained through the nurse-patient relationship.
  - c. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.

- d. Do not make disparaging remarks about patients, employers, faculty or co-workers, even if they are not identified (this includes clinical sites).
- e. Do not take photos or videos of patients on personal devices, including cell phones.
- f. Promptly report a breach of confidentiality or privacy.

Sexual Harassment/Violence:

<https://www.stcloudstate.edu/sexualviolence/policy/accused.aspx>

## RESOURCES:

### ATTENDANCE AND TARDINESS POLICY

Attendance is required in all courses, clinical, simulation, and laboratory experiences. Any unexcused absences will result in loss of points and potential course failure.

#### ***Excused Absences***

It is responsibility of the student to arrange anticipated absences with the course faculty **prior** to the day of absence and provide appropriate documentation in a timely fashion. Examples of excused absences may include documented illness and injury, court ordered appearances, religious occurrences, and death in immediate family.

#### ***Recurrent Excused Absences:***

Recurrent absences (defined as 10% or greater of the course) whether excused or unexcused will result in loss of points and potential for course failure as course objectives need to be met.

#### ***Attendance and Clinical Experiences***

Students are required to arrive on time. Tardiness will result in loss of points and potential course failure. If the student is going to be tardy for the clinical experience, the student must be in contact with the faculty of record prior to the experience.

Students are not to leave the clinical site until dismissed by the faculty. If the student is in a facility in which clinical faculty is not present, the student may not leave unless they have been approved or in contact with the clinical faculty of record.

#### ***Absence of Clinical Experiences:***

Clinical make-ups may be scheduled at the discretion of the course coordinator, clinical faculty, and agency schedule. In the event of illness or emergency, the student must personally notify that faculty/clinical site prior to the assigned clinical time.

If considerable time (defined as 10% or greater of the course) is lost in the clinical course, the course coordinator and clinical faculty will determine if the student has had essential learning experiences, if course outcomes have been met, and if a plan can be devised to make up deficiencies. **Points deducted for absences or tardiness will be deducted from total points earned for the course.**

### ACADEMIC DISHONESTY AND PLAGIARISM POLICY

Academic dishonesty [cheating, plagiarism, and collusion (working together)] as defined in the SCSU Student policies, violates the Code of Student Conduct and may result in an "F" on the work involved or in the course. Cheating not only violates the Code of Student Conduct, but also

may be grounds for probation, suspension, and/or expulsion. (St. Cloud State University academic integrity policy). <https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=6>

**Definitions:**

•**Cheating** - Cheating may include but is not limited to the following: Making an effort to remove testing materials or notes from the room, not following testing procedures, failing to stop work when time is called, disturbing or attempting to get answers from another examinee, using unauthorized aids during testing, and disregarding test administrator's instructions. <https://www.stcloudstate.edu/testingcenter/information/default.aspx>

•**Plagiarism** - Plagiarism is the appropriation of another person's ideas, processes, results or words without giving appropriate credit.  
[https://www.stcloudstate.edu/rsp/\\_files/documents/rcr-policy.pdf](https://www.stcloudstate.edu/rsp/_files/documents/rcr-policy.pdf)

**TEST TAKING POLICY**

(Includes: all quizzes, exams, tests, case studies, etc.)

1. All electronic devices and cell phones will be turned off during all tests, unless specified by course faculty.
2. Talking, texting, taking photos, or chat features are not permitted during any tests.
3. Students will not be allowed to leave the classroom until the test and answer sheet is submitted or the student has submitted the exam to D2L, including for a bathroom break.
4. Once the test is submitted, it will not be returned until graded.
5. No hats may be worn.
6. No drinks on the table.
7. No wearing of heavy coats.
8. All backpacks, purses, electronic devices other than laptop needed for exam must be placed as directed by faculty within classroom.
9. Students may not leave the D2L exam site during exams.
10. Students must fully log off D2L after exam is complete, to break connection to the test.
11. No screen shots are permitted.
12. Smart watches must be removed.
13. If scratch paper is allowed, student names must be written on scratch paper and all scratch paper must be handed in to the faculty after the exam.
14. No writing of any test questions on scratch paper during or after the exam.
15. Students may not use any personal notes during exams.

**Exam Disputes**

Students disagreeing with answers to exam questions must do so in writing and must include rationale for their answer along with page number in the textbook. No disputes will be given "airtime" during or after class.

**Format for Written Work**

Papers must be typed, following the latest edition of the American Psychological Association (APA) 7<sup>th</sup> edition format. Be certain to cite all references appropriately, according to APA, to avoid potential plagiarism. All papers must be submitted using APA 7<sup>th</sup> edition and Arial 11 font.

## GRADING POLICY

Grades are assigned according to the following grading scale:

A+ = 98 - 100%	A = 94 - 97%	A- = 91 - 93%
B+ = 88 - 90%	B = 84 - 87%	B- = 81 - 83%
C+ = 78 - 80%	C = 77 %	C- = 73 - 76%
D+ = 70 - 72%	D = 67 - 69%	D- = 64 - 66 %
F = 63% or below		

***There is no rounding up of the percentage to the next grade.***

This includes all nursing course and course assignments (quizzes, exams, all assignments and final course grades).

**Example:** 76.5% will remain 76.5% and will not be rounded to 77%

### ***Extra Credit Points***

There are NO extra credit points given in any of the nursing courses. This is a programmatic decision.

### ***Appeal of Course Grades***

Students may appeal grades pursuant to the SCSU Grading appeals policy found in: <https://www.stcloudstate.edu/soe/accreditation/files/documents/standard6/Grade%20Appeal%20Process%20-%20Exhibit%206.4.e.6.pdf>. However, appeals must be initiated upon notice of the grade to assure regular progression in the nursing course sequence.

***While a grade is in appeal, a student cannot progress in the program.***

A student who has a failing or less than requisite level grade is not entitled to start in subsequent courses in the sequence (program) until the student has the requisite grades. In general, a successful appeal may result in delayed progression. (See also – progression policy)

### ***Incomplete Grades***

An Incomplete in any course must be completed prior to beginning the next semester. If not completed, the student will not progress to the following semester course(s). Refer to the SCSU <https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=35>

## CHEMICAL USE AND/OR ABUSE POLICY

In compliance with the American Nurses Association Code of Ethics for Nurses and Standards of Nursing Practice, the personnel policies of contracted affiliating clinical agencies, and with a commitment to protect the public welfare, the nursing faculty require that nursing students provide safe, effective, and supportive client care. To fulfill this responsibility, nursing students must be free of chemical impairment. The use, possession, or distribution of any controlled substance or drugs and/or drug paraphernalia on university premises (including off-campus and clinical sites) is prohibited.

Once accepted into the nursing major, students are required to submit documentation of a negative 7-panel Urine Drug and Alcohol screen (see requirements of the major). Additional testing may be required at student expense by specific agencies or for capstone experiences.

To protect student and public welfare, the illegal use, possession, or distribution alcohol, controlled substances, drugs and/or drug paraphernalia on campus premises and off-campus in settings related to nursing department coursework is prohibited. No student shall come to class,

laboratory, field experiences, or clinical settings under the influence of alcohol, marijuana, controlled substances, or other drugs that can impair cognition and function. Evidence of usage or reasonable suspicion will result in immediate dismissal of the student from the setting, and additional follow-up.

Reasonable suspicion of use may be based on, but not limited to, one or more of the following:

- Smell of alcohol or drugs
- Impaired alertness, perception, coordination, reactions, responses, or effort
- Suspected impairment that has the potential to affect the safety of others
- Notification of drug/alcohol use by site or other credible source
- Arrest for possession, DUI or other similar experience

Procedure:

1. If the clinical agency, faculty, or fellow students form a reasonable suspicion that a student has used, is using, possessing, transferring, or selling alcohol or illegal drugs, the faculty will notify the chair of the nursing department.
2. The student may be tested according to the clinical or supervising agency's drug and alcohol testing policy. The fees associated with testing will be the responsibility of the student.
3. Faculty reserve the right to request drug and alcohol testing if there is reasonable suspicion in a class, laboratory, field experience, or clinical setting. The student will be responsible for the fees associated with the testing.
4. The student will be immediately dismissed from the site after the student has arranged for safe transportation. This transportation must be deemed appropriate by the faculty and paid for by the student.
5. The clinical faculty will complete an initial Record of Concern and submit it to the Admission's, Progression, and Recruitment Committee of the nursing department within 24 hours.
6. If a student has a pattern of behavior that suggests alcohol or drug misuse, the department can request a urine test and hair test be done immediately. Failure to comply will be treated as a positive drug/alcohol test. Additional testing may be required on an ongoing basis if student remains in the program.
7. The nursing department's disciplinary policy will be followed upon receipt of the record of concern.
8. The chair of the nursing department will notify the appropriate SCSU Dean of Students. Further disciplinary action may be taken.
9. The student will not be allowed to continue in the class, lab or clinical setting until the student submits a documented negative 7-panel Urine Drug and Alcohol screen within required timeframe.
10. A positive test will require assessment of the APA committee for dismissal or a ROC with probation with a return to class/clinical program developed with chemical dependency and medical professionals
11. If the student is a licensed RN, the Board of Nursing will be notified or HPSP.

### **DRESS CODE POLICY**

Students must follow policies and the appropriate dress code, including identification badges, for each clinical and laboratory experience. Non-adherence to dress code will result in disciplinary action. Students arriving at clinical inappropriately dressed may be asked to leave

the clinical setting by their faculty. The dress code is required by clinical agencies and St. Cloud State University to assure patient safety and infection control. This appearance communicates professionalism, thoughtfulness, and responsibility to clients, co-workers, and prospective employers. (See individual course syllabi)

***Dress code which applies to all clinical/laboratory/classroom setting***

- No visible body piercing (eyebrow, tongue, etc.).
- All visible tattoos must be covered.
- No visible Henna (body art).
- No ear gauges or nose retainers nor visible openings in earlobes/nose/face allowed
- No false eyelashes (site specific restrictions).
- Nails must be short and clean. Clear nail polish is permitted. No false or gel nails.
- No visible undergarments.
- The student is expected to be well groomed and free of offensive odors, including tobacco smoke.
- Long hair must be pulled back away from the face, so it does not fall forward. Braids must be pulled back from face and off collar. Buns/ponytails must be neatly contained at the nape of the neck.
- Hair looks of a natural color (no pinks, blues, greens, etc.). Hair must not contain any feathers, beads, ribbons, or other adornments.
- No fragrances, (e.g. cologne, perfume, body lotion, hair spray, heavy scented deodorant or after-shave lotion etc.) as they may cause unpleasant physiological responses for patients and allergic reactions from persons who are fragrance sensitive.
- No gum chewing is allowed.
- Male students must shave or have neatly groomed facial hair.
- No hats or caps allowed.
- No open-toed shoes
- No evidence of alcohol, tobacco products, or drugs will be tolerated.

***Dress code for the Classroom***

1. Due to concern about the transfer of organisms, students will not wear any clothes that have been in direct contact with clients.
2. When giving presentations in class, professional dress is required, see Dress Code for Clinical Prep
3. When wearing the SCSU Nursing Uniform outside of the clinical setting, the student will follow all of the uniform guidelines, or should change out of the SCSU uniform.

***Dress code and additional expectations for the Nursing Science Lab: (addition to the aforementioned dress code listed above.***

The Nursing Science Lab Dress Code Policy is also posted in the lab

1. No food or beverages are allowed in the lab.
2. No chewing gum is allowed in the lab.
3. Personal attire in the Lab: (students lose points on test-outs for dress code violations)
  - a. Lab coats must be worn when in the lab. They must be clean and wrinkle-free.
  - b. SCSU Name badge must be worn.
4. English is the official language of the lab.
5. Leave the lab space as you would leave a patient's room.
  - a. If a patient is in the bed, the bed should be in the lowest position and the patient must be covered with bedding to ensure patient dignity.
  - b. If a patient is not in the bed, the bed should be in the highest position.
  - c. Beds should be made and stations neat and tidy.
  - d. The patient space should be clean and neat, with all used items tossed in the trash and dirty linens removed to the laundry carts.



6. Do not place items on the computer keyboards.
7. Open all curtains when leaving the lab.
8. No sitting or lying on the patient beds unless you are directed to do so, for learning and practicing skills.
9. IV Pumps are to remain plugged in.
10. Log out of computers when done being used.
11. Save supplies to be reused as directed in the various skills units
12. \*\*\* Lab coats and professional dress OR clinical uniforms must be worn for skill test-outs. It is the student's responsibility to verify with the course faculty what attire is to be worn for the various skill test-outs.

### ***Dress code for Clinical Prep***

Examples including, but not limited to:

- No jeans of any color, shorts, capris pants, or open-toe shoes are to be worn to any clinical experience. No leggings, yoga pants or winter boots (including UGG boots) in patient care areas. This includes orientation to clinical and prep days.
- Footwear must be clean, black professional shoes or black tennis shoes with minimal color.
- Appropriately fitting blouses, shirts, and sweaters should cover the midriff and upper chest/breast area.
- SCSU Nursing Polo must be worn (Pertains to admission of Spring 2020 and thereafter)
- Shirts will be business/ professional attire and will not have logos other than the SCSU nursing logo or sayings on them (Pertains to admission prior to Spring 2020)
- Shirts will be business/ professional attire and will not have logos or sayings on them.
- Red, black, or white headbands only without adornments, logos, or patterns.
- As required surgical mask and goggles.
- Students at some clinical agencies will wear a photo ID instead of the SCSU name pin. ID must be visible and worn above the waist. Replacement cost of any ID is the responsibility of the student.

### ***Dress code for Hospital and Nursing Home Clinical***

- Wear a red uniform top with SCSU logo, and black straight-legged uniform pants and black socks. All uniform tops must have a minimum of one pocket, preferably two. Wear a black scrub jacket with SCSU logo. Uniform must be wrinkle free and lint free.
- A plain white round neck tee shirt with long or short sleeves may be worn under the uniform top.
- Cloth SCSU or black/red cloth face mask from car to site; surgical mask and goggles at site. Any additional requirements of the site will be adhered to.
- Footwear must be clean, black professional shoes or black tennis shoes with minimal color. Closed toed, black clogs without ventilation ports are permissible. Clinical shoes should only be worn in clinical setting.
- Students must wear their black scrub jacket with embroidered logo. Uniform wear is to be clean and wrinkle free. Pants must be hemmed and not longer than footwear.
- Stethoscope covers are not allowed.
- No more than one ring may be worn. Some agencies do not allow any jewelry.
- Only one tiny post (stud) earring may be worn in each earlobe. No hoops or dangled earrings. No earrings in the tragus.
- All worn medical devices must be concealed under all clothing (i.e., insulin pumps, TEDS etc.).

- When students have two clinical courses in the same week, they must wash their uniform or wear a clean one for their second clinical experience. Uniforms that have been worn in one clinical site MAY NOT be worn in a second site unless laundered.

***Dress code for Community-based Clinical***

A variety of learning experiences are used within Nursing Science clinical courses such as public health departments or client homes. As required, cloth mask and goggles must be worn. Any variation in dress will be explained during clinical orientation for the course.

**Please refer to course syllabi, clinical agency policy, or course faculty for more specific direction.**

**NURSING CLINICAL AND LABORATORY REQUIREMENTS**

**Functional Abilities**

Nursing is a discipline that requires psychomotor, cognitive, and sensory skills to meet the demands of the patient. The technical standards are to provide students with determining whether accommodations or modifications are necessary to meet the objectives of the course. A student who feels accessibility services may be needed for assistance in meeting the technical skills for the nursing program should contact the Student Accessibility Services located in Centennial Hall 202; [sas@stcloudstate.edu](mailto:sas@stcloudstate.edu); phone: 320-308-4080

<b>Issues</b>	<b>Description</b>	<b>Standard</b>	<b>Example of Necessary Action (not all inclusive)</b>
<b>Interpersonal/ Communication</b>	Speech, Reading, Writing	Effective use of English language; Communication abilities sufficient for effective, therapeutic interaction to included verbal & written form; Able to establish a rapport with client; Comprehension & accuracy of recall of verbal & written communication	Engage in clear and effective therapeutic interaction with client/client system. Concisely & accurately explain treatments & procedures, along with health education. Documents clearly & concisely, within legal guidelines & with minimal spelling errors.
<b>Hearing</b>	Use of auditory senses	Ability to sufficiently assess and monitor health needs of a client	Able to hear monitors/alarms and clients when being spoken to. Able to assess for heart/lung/bowel sounds to be able to provide therapeutic interventions.
<b>Visual</b>	Use of visual senses	Ability to distinguish color shades; has normal or corrected vision	Able to observe and assess client appearance, recognize changes of the client, see equipment calibration such as syringes, blood pressure & thermometer readings

<b>Tactile</b>	Use of touch	Ability to assess and/or evaluate client's responses to interventions	Perform palpation, physical exams & interventions for a client as needed; perceive temperature
<b>Mobility &amp; Motor Skills</b>	Physical strength, abilities, and stamina.  Coordination & dexterity	Physical strength and abilities to sufficiently move from client to client; Gross and fine motor skills for sufficient safe & effective care; able to maneuver in small spaces	Move in a client's room, workspaces, & treatment rooms. Able to provide routine such as lifting, transfer & repositioning of clients. Maintaining sterile technique. Donning of personal protective equipment (PPE)
<b>Behavioral</b>	Emotional & mental stability	Functions under stressful situations in an effective manner	Flexible; demonstrates a concern for others; ability to provide a safe nursing care in a stressful situation
<b>Critical Thinking</b>	Ability to problem solve	Ability to sufficiently make a sound clinical judgement.	Identify cause and effect of relationships; able to plan, develop, execute, and evaluate nursing care. Applies logic or scientific thinking to define a problem.
<b>Reliable/Punctual</b>	Ability to attend to timelines	Self-management to consistently do work within a defined timeframe	Manages deadlines; arrives on time prepared to engage in activity; proactively notifies faculty of absence/lateness

#### NURSING CLASSROOM AND SKILLS LAB

1. Personal pager, cell phones, etc. will be turned off during class and clinical (setting on vibrate mode is NOT acceptable) and can only be used during breaks. Departmental policy states that no cell phones will be turned on or used during clinical time.
2. Computers are to be used only for classroom assignments and testing. Individual faculty will determine computer use in classrooms. Checking email or being on the Internet is not allowed during class or clinical time.
3. Misuse of computers during class time may result in computer privileges being revoked for the day. Subsequent issues may result in disciplinary actions
4. Breaks are provided during class time. Leaving during class time should be kept to a minimum out of respect to classmates, faculty, and guest speakers.

#### CLINICAL PLACEMENT

All clinical sites and placements are orchestrated through nursing faculty. Changes in clinical placement may occur depending on the site or staffing at any time. Clinical placements are determined by objectives. This may include measures such as assessment testing, professor recommendation, grades, clinical availability, etc. Students are not allowed to contact any agency on their own behalf.

## STUDENT SUPPLIES AND COURSE MATERIALS

Supplies and equipment are required for use in the Nursing Science Laboratory as well as clinical sites. Each student is responsible for the personal purchase of:

- A stethoscope with bell and diaphragm capability.
- Appropriate scissors for use in the clinical arena.
- Uniforms, appropriate black shoes and black socks, a black scrub jacket, goggles, cloth masks and surgical mask if required
- Pen light.
- Watch with a second hand or digital seconds.
- SCSU nursing student photo ID
- Black ink pen

### **CARE COSTS ASSOCIATED WITH STUDENT EXPERIENCES:**

Any health care costs incurred during any SCSU Department of Nursing activity, including but not limited to, clinical and laboratory experiences and field trips, are the student's responsibility.

## CLINICAL AND LABORATORY PARTICIPATION POLICY

In order to participate in clinical and laboratory courses it is the responsibility of the students to obtain certification and other health requirements. Under no circumstances will a student be allowed to attend any clinical or laboratory experience unless documentation of these requirements is on file in the nursing department. Student information related to clinical requirements is disseminated only to contracted clinical agencies students utilize during the SCSU nursing program.

### **Those requirements are:**

1. American Heart Association Basic Life Support for HealthCare Providers Certification Professional Level (CPR and AED). This must be completed upon admission into the program and renewed every two years. CPR recertification classes are not provided for students enrolled in the nursing major.
2. A two-step Mantoux screening is required upon admission. Students must be re-screened yearly. It is the responsibility of the student(s) who has a positive result to complete further tuberculosis testing and treatment as deemed necessary by a licensed health care provider, at the student's expense, before attending the clinical or laboratory experience. This documentation must be provided to the SCSU Medical Clinic and Nursing Department Office Manager. If your employer provides this service, you must provide the documentation to the Medical Clinic and Office Manager.
3. Pre-clinical participation health screening and BLS must be completed upon admission. This documentation must be provided to the Department of Nursing Science two weeks prior to orientation. Requirements not met on time will result in rescinding of admission offer.
4. Changes in a student's health status that limit the student's ability to safely complete clinical and laboratory requirements need to be evaluated by a licensed health care provider. This documentation must be submitted to SCSU Medical Clinic.
5. Minnesota Criminal background checks must be completed with successful approval upon admission. The background check includes mandatory fingerprinting. Additional background checks may be required by the site and will occur at student expense.
6. Students must sign a confidentiality (HIPAA) contract upon admission and yearly throughout the program.
7. Documentation of influenza immunization is required annually by the site each year.
8. Students must have health insurance, in effect while the student is participating in the clinical experience programs. Students may be required to provide documentation of

health insurance coverage to the facility or school before beginning the clinical experience. For help in obtaining free or low-cost health care coverage, call Legal Aid Health Care Outreach Program at 1.888.360.2889 or 320.253.0121 if you do not have insurance. You can also go to their office at 830 W. St. Germain St. #300, St. Cloud, MN 56301.

### **COMMUNICATION POLICY**

HuskyNet Email and D2L are recognized as the official communication channels for all students at St Cloud State University. It is the responsibility of the students to:

- Activate their HuskyNet Email accounts once they are available to them.
- Receive, read, and act in timely manner upon communication distributed through HuskyNet Email and D2L.
- Communication must be conducted with a professional tone. A greeting and signature are required for all written communication.
- Faculty have up to 48 hours to respond to emails during business hours.
- ***Failure to read HuskyNet Email and D2L communication in a timely manner (except in SCSU system downtime) does not release the student from obligation of knowing and complying with its content.***
- **Students must respond when faculty are requesting a student meeting. Failure to respond in a timely manner may result in disciplinary actions.**

### **TRANSPORTATION POLICY**

Students will be traveling to a variety of clinical agencies and are responsible for transportation to and from all assigned learning opportunities. Students will not be permitted to transport clients.

### **WEATHER POLICY**

Decisions to close the University due to weather and other emergencies are made by Minnesota State Colleges and Universities (MN State). When the University is closed, all offices are to close, and activities are to cease as soon as reasonable after the announcement. In the event of bad weather, closing/cancellations are announced via the major radio and television channels, and HuskyNet. It is the student's responsibility to check for these weather and emergency closings.

Faculty reserve the right to use professional judgement in cancelling clinical experiences due to weather in various clinical locations.

### **PROGRESSION POLICY**

Students are required to earn at least a "C" (2.0) in all nursing major courses including all pre and co-requisite courses. Students must maintain at least a 2.5 cumulative GPA in the major.

At the end of each semester, the Department Chair reviews all students' grades and progression in the major. Students who have not earned the required minimum grades or who have not taken the required pre or co-requisite courses will be notified of their ineligibility for progression in the nursing major. If eligible, the student may repeat the course that was not passed successfully. Once completed successfully, the student may continue in the major. If the student failed to take the necessary pre or co-requisite course on time, the student must complete the course successfully before proceeding in the major. The student must follow the continuation of Progression in the Major Policies as outlined in the student handbook in order to resume the progression in the major.

**Students can repeat a single course. A second course failure while in the program will result in dismissal from the nursing program.**

In order to complete each nursing course, and progress in the major, students must fulfill both academic and professional requirements.

Students will be informed of academic and behavioral performance inconsistent with program expectations as well as professional nursing standards. This policy outlines the procedure to be followed in the event that student outcomes and/or behaviors do not meet the expectations of the program or profession. Student expectations and relevant professional standards are communicated at orientation to the major and via the Student Handbook.

The Department of Nursing Science reserves the right to require a student to undergo professional evaluation regarding personal health issues as a condition of continued enrollment in the major. The student will be responsible for any diagnostic or treatment costs. Optimal management of the health issue is encouraged. In the event of diagnosed or undiagnosed health issues, the student will remain accountable to the expectations of the program and profession.

The Department of Nursing Science reserves the right to take whatever actions deemed appropriate, including immediate dismissal from the program, if the performance/behavior is deemed particularly egregious.

A Personalized Plan of Success (PPOS) is utilized when a student is having general performance concerns as deemed by their faculty. These areas of concern can be knowledge-based, psychomotor, behavioral, or another area of concern. The faculty will meet with the student to develop a plan which may include referrals to assist the student. The student must also meet with their advisor concerning the PPOS. The PPOS can be utilized alone or with a Record of Concern (ROC). (APPENDIX A).

#### SUCCESSFUL PROGRESSION IN CLINICAL/LAB COURSES:

Successful completion of all clinical/lab courses in the nursing major include three components.

- a. Satisfactory academic performance.
- b. Demonstration of appropriate professional behaviors.
- c. Successful completion of all course competencies and assignments as listed in the course syllabus.

Satisfactory academic performance in all clinical assignments will not guarantee progression or a passing grade in the course. Unsatisfactory evaluation in one or more areas of professional behaviors on the clinical evaluation tool may result in immediate failure of the course. These professional behaviors are described in detail here and in the SCSU Student Handbook. Students will be held responsible for these policies and procedures. Failure in clinical performance (see daily evaluation tool) will result in a grade of C- or below, regardless of points awarded through assignments (academic performance).

**Failure during a clinical course may occur for a student at any time with or without prior notification. Unsafe practice at any point in the clinical rotation may constitute grounds for failing the course.**

#### COURSE SEQUENCE PROTOCOL OR COURSE FAILURE

For the student to progress into the next semester of nursing courses, all prerequisites, co-requisites, and NURS courses from the previous semester must be successfully completed as per the current "Undergraduate Catalogue." The prerequisites and co-requisites can be found in the St. Cloud State University Undergraduate Catalog nursing course progression (semesters)

can be found in Appendix E or

[https://catalog.stcloudstate.edu/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=8&topicgroupid=381&loadusere\\_dits=False](https://catalog.stcloudstate.edu/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=8&topicgroupid=381&loadusere_dits=False)

At the end of each semester, the Department Chair reviews all course grades and transcripts. It is recommended that the student meet with their faculty advisor at their earliest convenience if they are not successful in passing a course. If the student has questions or concerns about the progression within the nursing program, they should meet with their faculty advisor.

The nursing faculty and the APA Committee will not make exceptions in progression for students who are unsuccessful in a course(s) or who do not follow the sequence as outlined in the Department of Nursing Science Student Handbook.

**If a student fails a course:**

1. An e-mail from the Department Chair notifying the student and the student's faculty advisor of the ineligibility for progression in the nursing program will occur.
2. The student will then send an e-mail in response to the Department Chair, giving their intention for continuing their nursing education at St. Cloud State University within one week of receipt of the letter.
3. The student must notify the Department of Nursing Science Chair in writing when they plan on repeating the course prior to the semester of enrollment.
4. The student will receive a ROC or ROC with probation (dependent on previous discipline) including a Personalized Plan of Success (APPENDIX B).
5. The course must be repeated within one semester.
6. If the student fails to repeat the course with a C or better, the student will be dismissed from the program, is ineligible to register for nursing courses, and will be removed from the nursing major.
7. Remediation for Continuation of the Major for course failures:
  - It is the student's responsibility to complete remediation work, as laid out by the faculty, for semester in which they are enrolled. If the student fails to complete the remediation plan successfully by the pre-arranged deadline, the student will not be allowed to continue.

**CONTINUATION OF PROGRESSION IN THE MAJOR**

Students may be eligible to repeat or complete course work. This is dependent on meeting the eligibility criteria as well as following the procedure as outlined below.

***Eligibility Criteria for Continuing/Re-entry in the Major***

1. Students can repeat a single course with a passing grade without jeopardy to program success but will be in a new cohort.
2. Students who fail a second course will be dismissed from the nursing program.
3. Companion theory and clinical courses require a minimum grade of C (77%) in both courses concurrently in order to progress in the nursing major. If one course, either the theory or the clinical course is not passed with a minimum grade of C (77%), both courses will be required to be retaken together and a passing grade achieved in both. Students who withdraw or fail one of the companion courses will not be allowed to continue in its companion associated course.

***Companion courses included in this policy:***

- a. NURS 306 and 307: Nursing Care of the Older Adults
- b. NURS 309 and 310: Holistic Adult Care: Physiological Wellness
- c. NURS 311 and 312: Mental Health Nursing
- d. NURS 314 and 315: Child and Family Nursing

## NURS 401 and 402: Holistic Adult Care: Advanced Concept

4. For those who are requesting a Leave of Absence (APPENDIX C) for a personal or academic leave must first meet with their faculty advisor. A “leave of absence” is defined as a nursing student that does not register for nursing courses for one full semester. Students may have a leave of absence only once in the major and be out for a period no longer than one semester. Students may **not** have a leave of absence for a failing grade. The faculty advisor will work with the student to fill out the *Leave of Absence/Return* form. It is the student’s responsibility to turn the paperwork into the department chair for consideration by the APA committee.
  - a. The following procedure will be used for students planning to return from a Leave of Absence (see Appendix):
    - i. Notify the Department Chair by October 15 or March 15 of intentions to return by completing the *Leave of Absence/Return* form with the assigned faculty advisor (see Appendix).
    - ii. The Department Chair will provide the APA committee with the *Leave of Absence/Return* form received from the student to be reviewed at the next scheduled APA committee meeting
    - iii. Students will be admitted into the nursing course(s) **IF THERE IS SPACE AVAILABLE**. Faculty will notify students of placement:
      1. Fall Term: student is notified the Friday of finals week in December for entrance in January
      2. Spring Term: student is notified the Friday of finals week in May for entrance in August.
    - iv. A student who has a leave of absence for a minimum of one semester is required to meet all health and clinical requirements before readmission. This includes:
      1. Criminal Background Study
      2. Urine Drug and Alcohol Screen. Failure/dilution of the initial seven panel urine drug and alcohol screen will result in a student obtaining a hair follicle drug and alcohol screen at the student’s expense.
      3. Mantoux/TB testing and all health work must extend the entire semester of entry
      4. CPR (dates verified to go through the entire semester which the student is entering).
    - v. Students who had a leave of absence may be required to attend classes and/or complete laboratory unit prior to continuation. The course faculty will determine what remediation is necessary.
    - vi. A student who is planning to re-enter the nursing program is required to meet with their advisor prior to registering for nursing courses. The purpose of this meeting is to develop a plan for successful completion of the nursing major.
    - vii. In the event that a student left the nursing program without requesting a Leave of Absence, or a Leave of Absence was denied, and at a later date the student desire re-admission to the Department of nursing, the student must petition APA committee using the *Leave of Absence/Return* form (see APPENDIX C).



## Students w DISCIPLINE PROCEDURE

### **A. Verbal Notification (APPENDIX A)**

1. Students exhibiting minor, correctable, isolated unprofessional behavior are provided with verbal notification and constructive advice for modifying behavior(s) to meet professional standards. This verbal notification will be documented and placed in the student's file. The faculty initiating a verbal notification will inform the course coordinator and other faculty teaching in the level. The faculty will send a brief email/memo to the chair of the APA Committee. This does not require a student signature. The student is expected to modify the behavior accordingly. If the behavior is not modified or if new unprofessional behaviors arise, the faculty initiates a Record of Concern (ROC).
2. Names of students receiving a verbal notification are entered into the disciplinary procedure-tracking document accessible only to members of the APA Committee. The student's name will be deleted from the tracking document upon graduation.

### **B. Record of Concern (ROC) without Probation (APPENDIX A)**

1. Students exhibiting repeated or multiple minor, correctable, unsatisfactory professional and/or personal behaviors in classroom/lab/clinical, and/or academic performance issues, require written notification.
2. The behaviors/performance(s) cited will be recorded on a ROC without probation. The faculty, course coordinator, or course team will designate on the form that this is formal written notification and establish outcomes to be achieved by the student within the designated timeframe.
3. The student and faculty initiating the ROC without probation will review and sign the form. The student signature is an acknowledgment of receipt of written notification.
4. Names of students receiving Records of Concern are entered into the disciplinary procedure-tracking document accessible only to members of the APA Committee. The student's name will be deleted from the tracking document upon graduation.
5. The faculty initiating the ROC without probation will inform the course coordinator, other level faculty, the student's advisor, and the chair of the APA Committee of the reason for and terms of the ROC without probation. The coordination and monitoring of the ROC without probation remains with the faculty member who initiated it during that semester.
6. If the student has fulfilled the outcomes of the ROC without probation, the faculty will notify the student and other level faculty. A copy of the ROC without probation will be retained in the student's file and be considered if additional ROCs occur.
7. At the end of each semester, ROCs will be reviewed by the APA co-chairs and includes relevant course faculty.
8. The relevant faculty may have a follow-up discussion with the student on progression toward outcomes.

### **C. Record of Concern (ROC) with Probation (APPENDIX A)**

1. The following will result in a ROC with probation:
  - a. Receipt of a previous ROC for any reason
  - b. A significant persistent pattern or multiple unprofessional behaviors in classroom/lab, or clinical performance problems (i.e. compromised patient safety, inadequate clinical preparation, negative feedback from faculty)
  - c. Any egregious single event in the clinical setting that compromises patient safety
  - d. Academic misconduct
  - e. Use of drugs/alcohol

2. The behaviors/performances cited will be recorded on a ROC with probation. The faculty, course coordinator, or course team will designate on the form that this is formal written notification and establish outcomes to be achieved by the student within the designated timeframe.
3. Prior to meeting with the student, the faculty initiating the ROC with probation should consult with the department chair, course coordinator, student's advisor and APA chair with the completed ROC with probation. The Chair of APA will notify the members of the APA for review of the situation/form to ensure consistency across cases and for adherence to department policy and procedures.
4. The student will be notified by the faculty member initiating the ROC with probation through a verbal and written notification of the unsatisfactory behaviors. Fulfillment of the terms of the probationary contract is essential for progression in the nursing major. The coordination and monitoring of the ROC with probation falls under the auspices of the chair of the APA committee in consultation with other members of the committee, course coordinator, and the faculty member who initiated it.
5. Names of students receiving a ROC with probation are entered into the disciplinary procedure-tracking document accessible only to members of the APA Committee. The student's name will be deleted from the tracking document upon graduation.
6. The following individuals must be present at the time of review of the ROC with probation: the faculty initiating the contract and chair of the APA committee and the student.
7. The probationary contract is signed by the faculty initiating the contract, the student, and the course coordinator (signs again if initiated the contract). The signature is an acknowledgement of receipt of the probationary contract by the student. This probationary contract sets out the expectations for the student to successfully complete probation. The student's agreement and signature are required. Failure to sign the probationary contract means the student is declining continuation in the program and relinquishing any right to reapply at a later date.
8. The original probationary contract is stored securely in the student file in the Department of Nursing and retained in the student's file until graduation. A second copy is given to the APA committee chair. Copies of the probationary contract are provided to the student (in person or via certified mail, if needed). The chair of APA committee will update the Nursing Faculty Organization about students placed on probationary contracts. The probationary contract information will be entered into the disciplinary procedure-tracking document accessible only to members of the APA Committee. The student's name will be deleted from the tracking document upon graduation.
9. At the end of each semester, probationary contracts will be reviewed by the course coordinator, relevant course faculty, and APA chair. Due to the serious nature of probationary contracts, each contract will be in effect through graduation. A copy of the contract will be retained in the student's file until graduation.

**A student on probation cannot receive an "Incomplete" grade in a course if they are not meeting satisfactory performance or are receiving a grade of C- or below.**

#### DISMISSAL FROM THE NURSING MAJOR

1. The Department of Nursing Science reserves the right to dismiss students for severe infractions of regulations regardless of previous ROCs, probationary contract(s)/or lack thereof; failure to meet the terms of a probationary contract; unsatisfactory academic standing; failure to comply with contractual requirements of clinical facilities; positive for drugs/alcohol in class or clinical, dismissal from clinical site by the organization; suspension from St. Cloud State University; or other reasons that significantly affect the

health, safety, property, or welfare of the individual student, patients, healthcare agency, and/or healthcare agency staff.

2. Procedure

- a. When the chair of the Department of Nursing Science and involved course faculty deem that sufficient documented evidence exists to consider dismissal, the case will be referred to the APA committee for review. The student will be informed by the course coordinator or course faculty that their dismissal from the program is being considered and that the case has been referred to the APA committee. Depending on the circumstances of the situation, the student will be suspended from clinical activities while the case is under review. If a member of the APA committee is the advisor to the student, they will be recused from deliberations.
- b. The chair of the Department of Nursing Science will notify the Dean of the School of Health & Human Services or the Dean's designee about the case.
- c. The chair of the Department of Nursing Science will meet with the student to formally notify the student of his or her rights, including the right to have an advocate present during the disciplinary process.
- d. The chair of the APA committee will then notify the student in writing that the committee has received a request for consideration of dismissal. To assure that the notification has been received, the letter will be sent via email with return receipt requested. The APA chair will inform the student that s/he may submit written comments (**within two business days**) relevant to the allegations to the APA committee prior to deliberations.
- e. The student will be notified by the APA Committee Chair that they have a right to a hearing where their dismissal from the program will be considered. The student can request a hearing, which will occur as soon as possible. The APA Committee will not consider any information, by either the faculty or student, after the hearing. The entire hearing process will be completed within 2 weeks.
- f. The APA committee will bring forward their recommendation to the faculty in the Department of Nursing Science. The faculty will make a recommendation regarding student dismissal from the nursing program; however, may stay enrolled as a student of the university.
- g. Once the Department of Nursing Science vote on the recommendation for dismissal occurs the materials will be forwarded to the Dean for the School of Health and Human Services to review to make a final decision.
- h. If the student is retained, they will receive a ROC with probation.
- i. If the student is dismissed from the program, fails to graduate, or withdraws from the major, the student's file shall be retained for five years and then confidentially disposed.

#### APPEAL PROCEDURE

Students have the right to appeal disciplinary actions in writing as directed by the St. Cloud State University Student Code of Conduct.

#### **Appeal of course grades**

Students may appeal grades pursuant to the SCSU Grading appeals policy found in: Policy and Procedures for Grade Appeals

However, appeals must be initiated upon notice of the grade to assure regular progression in the nursing course sequence.

**While a grade is in appeal, a student cannot progress in the program.** A student who has a failing or less than requisite level grade is not entitled to start in subsequent courses in the

sequence (program) until the student has the requisite grades. In general, a successful appeal may result in delayed progression.

## **STUDENT SUPPORT**

### **ADVISING**

Advising is part of professional growth in the nursing program. A student is encouraged to seek advising, academic counseling, and assistance in identifying and meeting learning goals. Each student is assigned a faculty advisor. The role of the advisor is to provide support and academic advising to help the student progress successfully through the nursing program. Faculty office hours are posted on each faculty office in Brown Hall. Faculty are also available via email and phone. Numerous SCSU resources, identified in the SCSU Student handbook are available to support students.

### **ACCESSIBILITY ACCOMMODATION**

There are conditions for which accommodations may be appropriate under the Americans with Disabilities Act and other laws. The nursing program will make all reasonable accommodations required by law for otherwise qualified individuals. To receive accommodations, you must contact Accessibility Services with appropriate documentation of your disability. Student Accessibility Services is located in Centennial Hall 202. Website: <http://www.stcloudstate.edu/sds> Email: [sas@stcloudstate.edu](mailto:sas@stcloudstate.edu) Phone: (320) 308-4080.

### **COUNSELING AND PSYCHOLOGICAL SERVICES**

Eastman Hall 306: For further information call (320) 308-3171.

### **ACADEMIC LEARNING CENTER**

The Academic Learning Center provides study and reading assistance to students at SCSU to help them become more efficient and effective learners. It is located in 236 Centennial Hall. For more information see <http://www.stcloudstate.edu/alc>. Email: [alc@stcloudstate.edu](mailto:alc@stcloudstate.edu). Phone: (320) 308-4993.

### **JAMES W. MILLER LEARNING RESOURCES CENTER/UNIVERSITY LIBRARY**

Visit <https://www.stcloudstate.edu/library/> for more information related to the learning resources and technology services available at the Miller Center at SCSU. Call (320) 308-3083 for more information.

### **DESIRE 2 LEARN**

Desire2Learn (D2L) is SCSU's course management software system and is used by the nursing department to supplement classroom courses. For additional information and/or assistance related to D2L, visit <https://www.stcloudstate.edu/its/services/academic/> Email: [d2l@stcloudstate.edu](mailto:d2l@stcloudstate.edu)

### **CENTER FOR HEALTH AND WELLNESS INNOVATION**

<https://www.stcloudstate.edu/healthwellness/default.aspx>

Holistic support for the student that promotes academic success and mental and physical wellbeing.

### **IT RESOURCES FOR STUDENTS LEARNING ONLINE**

[https://stcloudstate.custhelp.com/app/answers/detail/a\\_id/1234](https://stcloudstate.custhelp.com/app/answers/detail/a_id/1234)

This page lists multiple resources to help navigate online learning.

### **NURSING STUDENT PEER MENTORING PROGRAM**

<https://www.stcloudstate.edu/nursing/student/mentor-program.aspx>

Mentoring is your chance to connect with an academically strong student who can guide you as you enter the nursing program because they have been there and know what it takes to succeed. Your mentor will support you, answer your questions and help you conquer any hurdles you encounter as you work toward your dream of a nursing degree.

### **OTHER STUDENT RESOURCES AVAILABLE AT SCSU**

<https://www.stcloudstate.edu/campuslife/student-services.aspx>

### **STUDENT CONCERNS/COMPLAINTS**

**Students are encouraged to discuss concerns or problems with their faculty first, as these are often based upon misunderstanding between students and faculty. Thus, whenever possible, it is best to resolve them informally.** Additional support can be provided to help resolve concerns or problems. If a student is unable to achieve closure regarding a concern with the involved faculty, he/she is encouraged to review the SCSU policy for student complaints.

SCSU policies will be followed in resolving student concerns. These policies are published in the SCSU Bulletin and at [www.stcloudstate.edu/student](http://www.stcloudstate.edu/student) handbook.

### **OPPORTUNITIES FOR STUDENT PARTICIPATION**

#### **NURSING CLUB**

This club provides participants with knowledge of nursing through participation in an assortment of activities such as volunteering, attending health care conventions, fundraising and listening to professional speakers. Sharing experiences and thoughts assists bonding with future colleagues and supports the surrounding community. See <https://www.stcloudstate.edu/nursing/student/default.aspx> for more information.

#### **SIGMA THETA TAU**

The mission of the Honor Society of Nursing, Sigma Theta Tau International, is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. Sigma Theta Tau International's vision is to be the global organization of choice for nursing. Junior or senior students enrolled in baccalaureate programs at accredited institutions of higher education who have completed at least 1/2 of the nursing curriculum, rank in the upper 35 percent of their graduating class and have achieved academic excellence may be invited to join Sigma Theta Tau. See <https://www.sigmanursing.org/> for more information.

#### **NATIONAL STUDENT NURSES ASSOCIATION (NSNA)**

All admitted nursing students have the opportunity to enroll in the NSNA organization. See <http://www.nсна.org> for more information about this organization.

#### **UNIVERSITY AND SCHOOL**

Students are encouraged to participate in governance at the university, school, and department levels. All students have the opportunity to individually participate in the Student Organizations. <https://www.stcloudstate.edu/campusinvolvement/student-orgs/default.aspx>. Students may run

for Student Association offices, serve on committees or serve as a representative to the School of Health

**APPENDICES**  
**APPENDIX A**  
**St. Cloud State University**  
**Department of Nursing Science**  
**Record of Concern** (Check appropriate box)  
Without Probation    With Probation

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

Date: \_\_\_\_\_

Faculty: \_\_\_\_\_

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

Behavior(s) of Concern:

---

---

---

---

---

---

---

---

---

---

Factual Description of Behavior(s) of Concern: (Use back if necessary)

Actions for improvement to be implemented by student:

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

\_\_\_\_\_

Student Response:

I have read and understand this record. I understand and have discussed with the Faculty of Record the actions for improvement that I must implement. I have also received a copy of this document.

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

\_\_\_\_\_

*\*A ROC with Probation must include the APA Chair and the Nursing Science Department Chair*

Copies:        \_\_\_\_\_ Student  
                  \_\_\_\_\_ Student File  
                  \_\_\_\_\_ APA Committee



**APPENDIX B**

**St. Cloud State University Department of Nursing Science  
Personalized Plan of Success**

**Date:** \_\_\_\_\_

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

**Area of Concern**

Knowledge

Behavior

Psycho/Motor

Other: \_\_\_\_\_

**Referrals**

Nursing Science Lab Coordinator  
Brown Hall 306B, Nursing Science  
320-308-5781

Student Accessibility Services –  
Centennial Hall 202, 320-308-4080

The Write Place, Ruby Cora Webster  
Hall, Room 117, 320-208-2031

Advising and Student Transitions  
Centennial Hall, Room 366  
320-308-6075

Math Skills Center, Centennial Hall,  
Room 224, 320-308-3191

SCSU Medical Clinic, Eastman Hall,  
Room 206, 320-308-3191

Academic Learning Center, Centennial  
Hall, Room 236, 320-308-4993

Tutoring Services-Multicultural  
Student Services, Atwood Memorial  
Center, Room 141, 308-3003

Counseling and Psychological Services  
Eastman Hall, Room 305, 308-3171

(This space is for additional written material.)

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies: \_\_\_\_\_ Student  
\_\_\_\_\_ Student File  
\_\_\_\_\_ APA Committee

**APPENDIX C**

St. Cloud State University Department of Nursing

Leave of Absence/Return Form

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

Student ID#: \_\_\_\_\_

Physical address for correspondence:

Email address for Correspondence:  
\_\_\_\_\_

Phone:  
\_\_\_\_\_

Request for:

\_\_\_\_ Leave of Absence beginning \_\_\_\_\_ (date) to \_\_\_\_\_ (date)

\_\_\_\_ Return from Leave of Absence Desired semester date \_\_\_\_\_ (date)

Intended course(s) to return to:

Rationale for Leave of Absence and/or return (this section is to be filled out with the academic advisor):

Supportive Documentation: Please include a copy of your DARS report and any documentation you feel is pertinent.

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

Academic Advisor Signature (obtain prior to submission) \_\_\_\_\_ Date: \_\_\_\_\_

For APA Committee Use only:

Date: \_\_\_\_\_ Request Granted \_\_\_\_\_ Request Denied \_\_\_\_\_

---

Signature of the APA Committee Chair

**APPENDIX D**  
**St. Cloud State University**  
**Department of Nursing Science**

**UNIVERSAL BLOOD AND BODY SUBSTANCE PRECAUTIONS**

**AN EXPOSURE INCIDENT IS DESCRIBED AS:**

Contact with blood, body fluids or other potentially infectious material by a splattering onto your eyes, mouth, mucous membranes, or non-intact skin. All sticks from a used needle or used sharp object also qualify as an exposure.

**GENERALLY ACCEPTED STANDARDS TO ASSURE PROTECTION OF HEALTH CARE WORKERS INCLUDE:**

- Routine use of appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids
- Wearing gloves when:
  - Touching blood and body fluids, mucous membranes, or non-intact skin, handling items or surfaces soiled with blood or body fluids, performing venipuncture and other vascular procedures
- Changing gloves after contact with each patient
- Applying mask and eye protection for procedures likely to result in splashing or spraying of blood and body fluids about the face; the use of a gown/apron during procedures likely to soil clothing, the use of disposable resuscitation equipment
- Thorough and immediate hand washing after removing gloves, contamination with blood, contamination with body fluids
- Implementation of precautions to prevent injuries caused by needles, scalpels or other sharp objects such as: not recapping needles, not bending or breaking a needle by hand, disposing needles, scalpels and sharps in appropriate containers, use of needle-less systems whenever possible.
- Avoiding direct patient care or handling of patient care equipment if a fresh, open or weeping lesion is present on the health care worker.

**GENERAL GUIDELINES:**

***Nursing Science Laboratory***

- The incident should be reported immediately to the Nursing Science Laboratory coordinator. If this person or their designee is not available, proceed to the SCSU Student Health Services and inform a nursing faculty member and/or the department chair.
- Post exposure treatment should be initiated within 1-2 hours after exposure. Therefore, it is important to immediately report to the SCSU Student Health Services or nearest provider of care.
- All exposures must be documented and reported to the SCSU Student Health Services and the Department of Nursing Science.

***Clinical Affiliates***

**Students are responsible to acquaint themselves with each clinical affiliate's exposure follow-up policy.**

- Policies of the clinical affiliate must be followed.
- All exposures must be reported immediately to the responsible clinical faculty.
- All exposures must be reported to the department and the appropriate office at the clinical affiliate.

Neither the clinical agency nor SCSU will be responsible for costs. The student is responsible for all medical costs. This includes costs of evaluation and treatment for the student and tests for documentation of the source. Students should check with their own insurance provider regarding coverage.

**Appendix E**  
**St. Cloud State University Department of Nursing Science**  
**Plan for Improving on KAPLAN Exams and for Passing the NCLEX-RN**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**ID:** \_\_\_\_\_

**Log in with your username and password to Kaplan.**

The nursing faculty are committed to your success not only in the nursing major but, in passing the NCLEX that demonstrates competency as an entry level baccalaureate prepared nurse. As such, a plan for your success on future KAPLAN exams and on the NCLEX is crucial. Please complete the following plan and submit to your advisor if you have received less than 850 on your most recent KAPLAN exam or on the exit KAPLAN exam.

**Write a brief reflection on the KAPLAN score you received:**

**Identify an overall goal:**

1.

**Outcomes or SMART objectives to reach the above goal:**

1.

2.

**Actions I will take to accomplish the outcomes/objectives and goal (you may want to include test taking strategies and resources available to you):**

1.

2.

3.

4.

**Below, provide a study schedule/timeline that includes time to enhance knowledge, experience with test-taking, and prepare for future KAPLAN exams and the NCLEX while in the program or finishing your final semester's coursework.**

**Advisor comments:**

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Student Expectations for KAPLAN Remediation**

*Students are expected to plan for and seek remediation for **all** KAPLAN testing results with a score of less than 850. Students should plan to meet with their academic advisor after reviewing Appendix E and F at the end of this handbook. Appendix E should be completed prior to meeting with their academic advisor. Students are responsible to utilize learning opportunities offered by Elsevier. Faculty are committed to student success during and when taking the NCLEX-RN*

**APPENDIX F**

**Program Course Map**

<b>Nursing Major Semester One</b>	<b>Nursing Major Semester Two</b>
<p><b>Nursing 301:</b> Health Healing Harmony: Professional Nursing Practices (3 cr)  <b>Nursing 302:</b> Professional Nurse (Clinical) (3 cr)  <b>Nursing 303:</b> Holistic Health Assessment (3 cr)  <b>Nursing 304:</b> Professional Nursing Skills (2 cr)  <b>Nursing 316:</b> Pathophysiology for Nursing (3cr)</p> <p><b>Total Classes = 5</b>  <b>Total semester credits = 14</b></p>	<p><b>Nursing 306:</b> Nursing Care of Older Adults (2 cr)  <b>Nursing 307:</b> Nursing Care of Older Adults (Clinical) (2 cr)  <b>Nursing 309:</b> Holistic Adult Care: Physiological Wellness (3 cr)  <b>Nursing 310:</b> Physiological Wellness (Clinical) (3 cr)  <b>Nursing 317:</b> Pharmacology in Nursing (3 cr )</p> <p><b>Total Classes = 5</b>  <b>Total semester credits = 13</b></p>
<b>Nursing Major Semester Three</b>	<b>Nursing Major Semester Four</b>
<p><b>Nursing 305:</b> Nursing Law and Ethics (2 cr)  <b>Nursing 308:</b> Nursing Informatics (2 cr )  <b>Nursing 311:</b> Mental Health Nursing (2 cr)  <b>Nursing 312:</b> Mental Health (Clinical) (3 cr)  <b>Nursing 314:</b> Child and Family Nursing (3 cr)  <b>Nursing 315:</b> Child and Family Nursing (Clinical) (3 cr)</p> <p><b>Total Classes = 5</b>  <b>Total semester credits = 15</b></p>	<p><b>Nursing 401:</b> Holistic Adult Care Advanced Concepts (3 cr)  <b>Nursing 402:</b> Holistic Adult Care: Advanced Concepts (Clinical) (3 cr)  <b>Nursing 403:</b> Research in Nursing Practice (3 cr)  <b>Nursing 404:</b> Health Care of Populations (2 cr)  <b>Nursing 405:</b> Health Care of Populations (Clinical) (3 cr)</p> <p><b>Total Classes = 5</b>  <b>Total semester credits = 14</b></p>
<b>Nursing Major Semester Five</b>	
<p><b>Nursing 406:</b> Nursing Leadership and Management (3 cr)  <b>Nursing 408:</b> Nursing Capstone Seminar (1 cr)  <b>Nursing 411:</b> Nursing Leadership Capstone Practicum (6 cr)  <b>Nursing 413:</b> Cross Cultural Nursing and Global Health (2 cr)</p> <p><b>Total Classes = 4</b>  <b>Total semester credits = 12</b></p>	



## **APPENDIX G**

### **Nursing Course Descriptions**

#### **NURS 301. Health, Healing, Harmony: Professional Nursing Practice**

Foundation of nursing knowledge, theory and research, professional values, core competencies and knowledge. Co-req.: 302, permission of department 3 Cr. F, S

#### **NURS 302. The Professional Nurse (Clinical)**

Principles of intermediate nursing care for clients in laboratory and community settings. Co-req.: 301, permission of department. Additional Information: Additional hrs. Required for EPIC training arranged. Additional lab and skills practice required as arranged by nursing faculty. 3 Cr. F, S.

#### **NURS 303. Holistic Health Assessment**

Assessment of the whole individual across the lifespan considering physical, emotional, spiritual, and cultural factors utilizing therapeutic communication, physical examination and health promotion techniques. Permission of department. Co-req.: 301, 302, 304, 308, 316. Lab. 3 Cr. F, S.

#### **NURS 304. Professional Nursing Skills**

Application of technical skills in a simulated health care delivery setting. Permission of department. Lab. Additional information: Additional mandatory lab and skills practice as arranged by faculty. 2 Cr. F, S.

#### **NURS 305. Nursing Law and Ethics**

Legal and ethical issues of professional nursing practice. Pre-req.: 303, 306, 307, 309, 310, 317. 2 Cr. F, S.

#### **NURS 306. Nursing Care of Older Adults**

Care of older adults across multiple environments. Psychosocial, spiritual, and biophysical changes of aging, quality of life, human dignity, and autonomy issues. Pre-req.: 301, 302, 304, 308, 316. Co-req.: 307. 2 Cr. F, S.

#### **NURS 307. Nursing Care of Older Adults (Clinical)**

Applies theoretical principles of 306. Nursing care of older adults across multiple environments. Pre-req.: 301, 302, 304, 308, 316. Co-req.: 306. Additional hrs. Required as arranged by nursing faculty. 2 Cr. F, S.

#### **NURS 308. Nursing Informatics**

Health care technologies for discovering, retrieving, and using information in nursing practice. Permission of department. Additional hrs. Required for EPIC training arranged by nursing faculty. 2 Cr. F, S.

#### **NURS 309. Holistic Adult Care: Physiological Wellness**

Illness and disease management of individuals in acute disharmony. Social, physical, psychological, and spiritual responses of the individual and appropriate nursing interventions. Pre-req.: 301, 302, 304, 308, 316. Co-req.: 310. 3 Cr. F, S.

#### **NURS 310. Physiological Wellness (Clinical)**

Applies theoretical principles of 309. Development of concept maps and application of advanced technical skills in caring for adults experiencing acute disharmony in various health care settings. Pre-req.: 301, 302, 304, 308, 316. Co-req.: 309. Additional hrs. Required for EPIC training arranged by nursing faculty. 3 Cr. F, S.

**NURS 311. Mental Health Nursing**

Etiology of mental illness and substance abuse/dependence. Mental health promotion, illness management, disease prevention and psychosocial rehabilitation. Pre-req.: 303, 306, 307, 309, 310, 317.

Co-req.: 312. Additional 1 hr. required KAPLAN exam. 2 Cr. F, S.

**NURS 312. Mental Health (Clinical)**

Clinical experiences with individuals, families and groups in hospital and community-based settings. Pre-req.: 303, 306, 307, 309, 310, 317. Co-req.: 311. Additional hrs. Required for orientation. Major Students Only; students rotate among settings with variation in clinical hours, including evenings and Saturdays, as arranged by nursing faculty. 3 Cr. F, S.

**NURS 314. Child and Family Nursing**

Core knowledge, skill and professional values to provide and design holistic, culturally sensitive, evidence-based nursing care for families and children. Pre-req.: 303, 306, 307, 309, 310, 317.

Co-req.: 315. 3 Cr. F, S.

**NURS 315. Child and Family Nursing (Clinical)**

Builds on the theoretical base of NURS 314. Planning and implementation of nursing care during labor and delivery and for children from infancy to adolescence including physiologic and psychological development with clinical experience. Pre-req.: 303, 306, 307, 309, 310, 317. Co-req.: 314. 4 labs (7 hrs.) outside scheduled hrs. Students rotate among settings with some variation in clinical hours, including evenings and Saturdays, as arranged by nursing faculty. 3 Cr. F, S.

**NURS 316. Pathophysiology for Nursing Majors**

Disruptions in normal physiologic function in individuals, primarily adults. Objective and subjective manifestations of common illnesses. Majors only. 3 Cr. F, S.

**NURS 317. Pharmacology in Nursing**

Principles of pharmacology and their relationship to patient centered care. Included are classification of drugs, basic mechanisms of drug interaction, safety and calculations for drug administration and nursing interventions. Pre-req.: 301, 302, 304, 308, 316

**NURS 401. Holistic Adult Care Advanced Concepts**

Collaborative role of the nurse in holistic nursing care for individuals and families experiencing critical, chronic, and/or terminal illness. Physical and psychological support to clients and families coping with loss, death, and chronic pain. Quality of life issues and the meaning of chronicity. Pre-req.: 305, 311, 312, 314, 315. Co-req.: 402. 3 Cr. F, S.

**NURS 402. Holistic Adult Care: Advanced Concepts (Clinical)**

Clinical component including care of clients experiencing a critical illness, chronic medical illness, and/or terminal illness in a variety of clinical settings. Pre-req.: 305, 311, 312, 314, 315. Co-req.: 401. 3 Cr. F, S.

**NURS 403. Research in Nursing Practice**

Basic concepts, processes, and applications of nursing research. Research role of the nurse in decision making and clinical practice, fulfills the upper division writing requirement. Pre-req.: 305, 311, 312, 314, 315. 3 Cr. F, S.

**NURS 404. Health Care of Populations**

Synthesize nursing and public health theory to promote and protect the health of populations through systematic assessment, planning, intervention and evaluation. Public health values,

research, and collaborative activities. Pre-req.: 305, 311, 312, 314, 315. Co-req.: 405. 2 Cr. F, S.

**NURS 405. Health Care of Populations (Clinical)**

Builds on the theoretical base of NURS 404. Planning and implementing nursing care for individuals, families, and aggregates in public health agencies, schools, and other community settings. Pre-req.: 305, 311, 312, 314, 315. Co-req.: 404. 3 Cr. F, S.

**NURS 406. Nursing Leadership and Management**

Synthesis of previous learning and its application. Transition to leadership/manager of health care. Application of management and leadership theories and principles in professional nursing practice. Pre-req.: 401, 402, 403, 404, 405. Co-req.: 411.3 Cr. F, S.

**NURS 408. Nursing Capstone Seminar**

Integration and synthesis of core knowledge, professional standards and values with core competencies in professional nursing. Pre-req.: 401, 402, 403, 404, 405. 1 Cr. F, S.

**NURS 411. Nursing Leadership Capstone Practicum**

Final clinical immersion of core knowledge, professional standards and values to aid in transition into the professional nursing role. Observe and participate in nurse leader/manager activities and provide direct health care to clients. Pre-req.: 401, 402, 403, 404, 405. Co-req.: 406. 6 Cr. F, S.

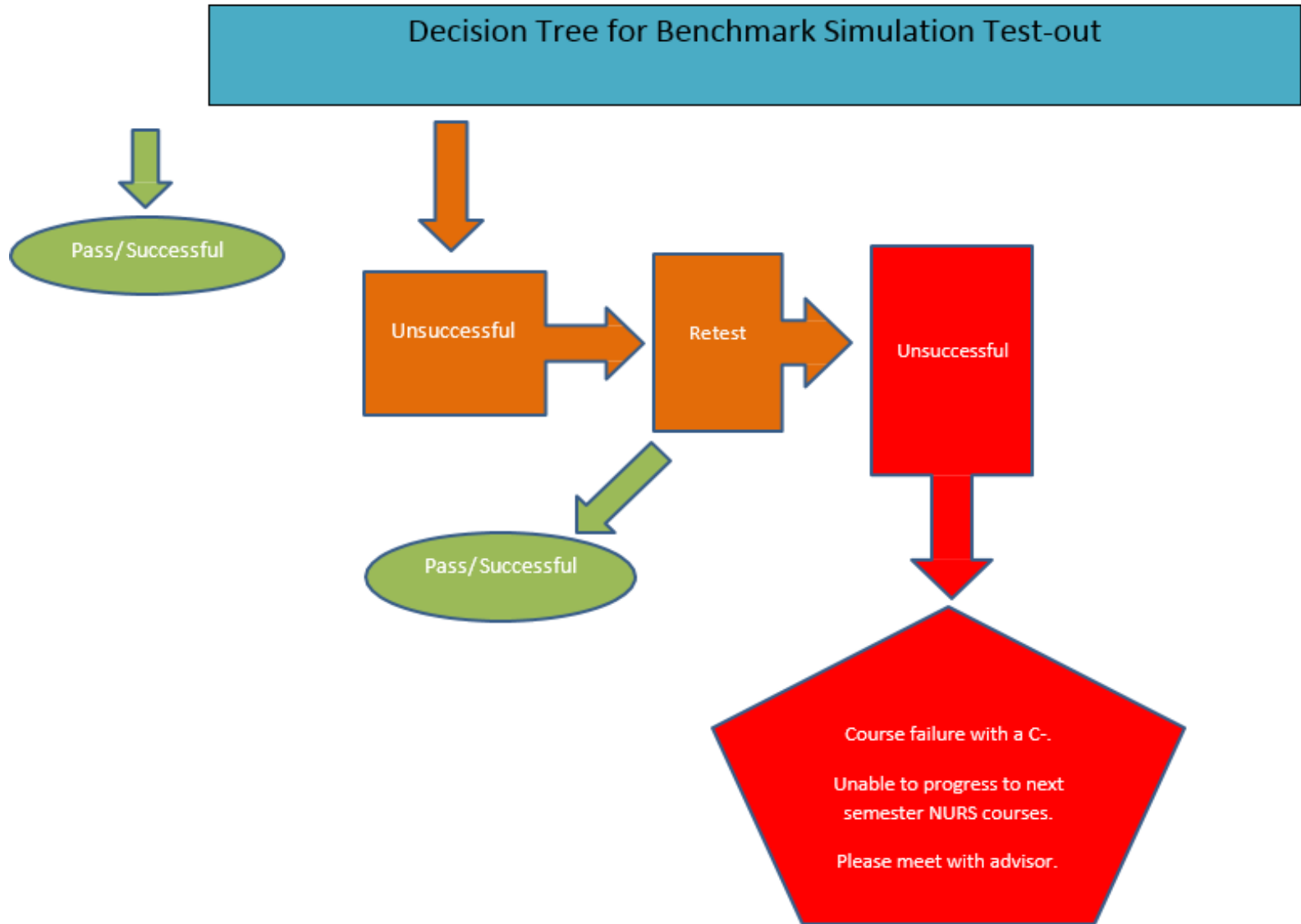
**NURS 413. Cross-Cultural Nursing and Global Health**

Knowledge, values and skills for competent care across cultures. Pre-req.: 401, 402 or 420, 403, 404, 405. 2 Cr. F, S.

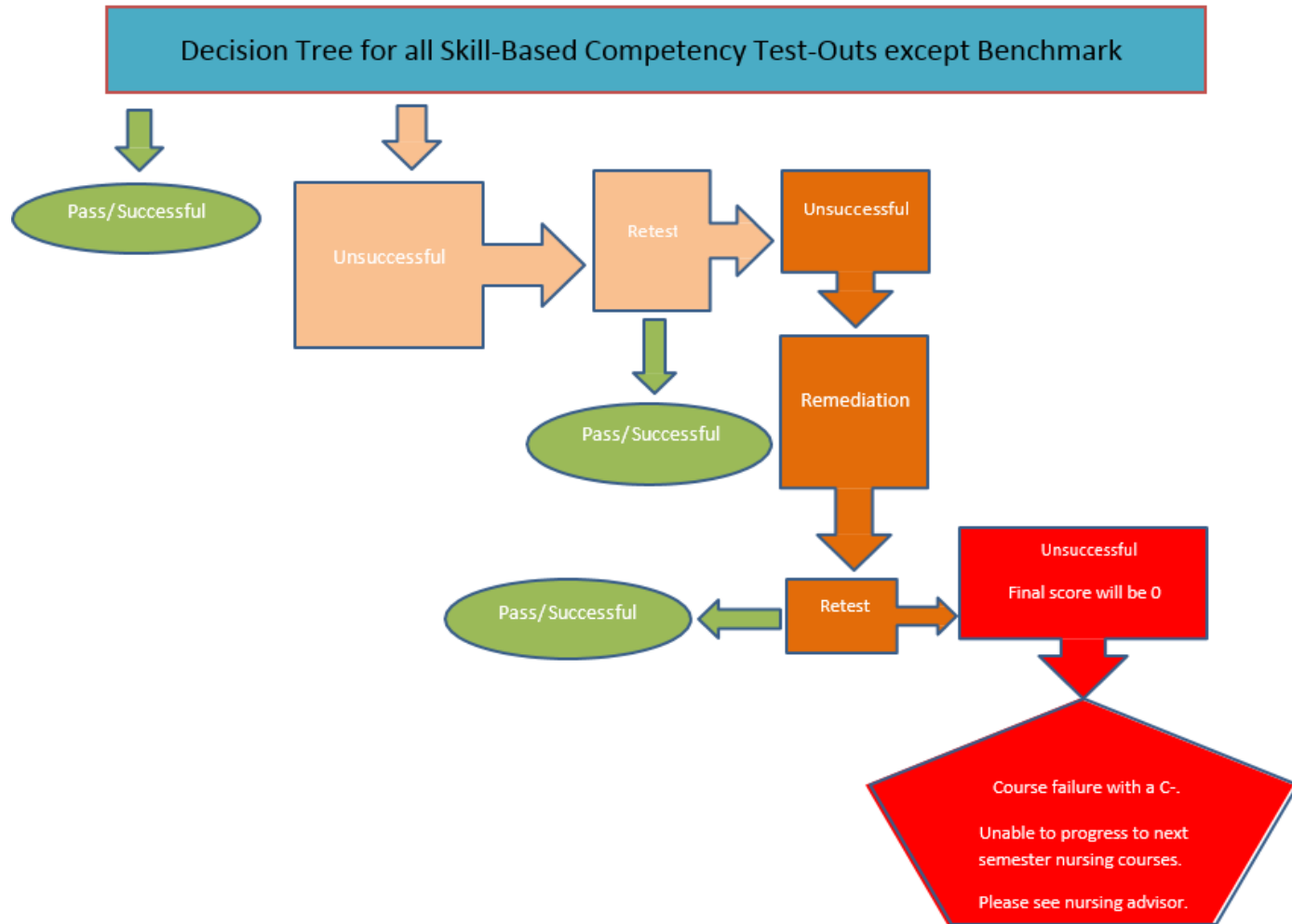
**NURS 444/544. Internship**

Observe and participate in nurse leader/manager activities on personnel providing health care to clients. 3 Cr. SUM. Pre-req.: 301

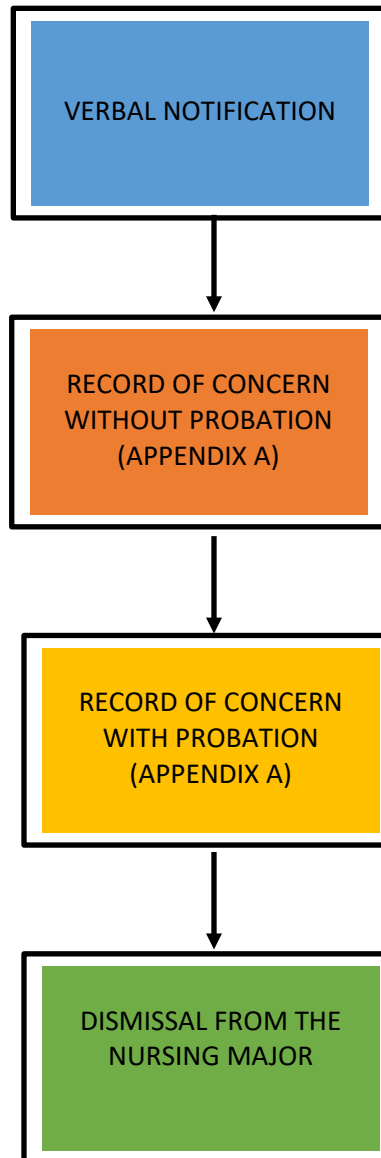
## APPENDIX H



## APPENDIX I



**APPENDIX J**  
**St. Cloud State University Department of Nursing Science**  
**Discipline Procedure**



**APPENDIX J**  
**St. Cloud State University Department of Nursing Science**

**Code of Conduct Pledge**

I have read the St. Cloud State University Department of Nursing Science's Nursing Student Handbook.

I affirm that I will adhere to the expectations for academic and professional integrity in the completion of all written assignments, examinations, and clinical work as outlined in the handbook. I agree to comply with all existing and future policies and procedures of the clinical agencies to protect the confidentiality of Confidential Information. I agree not to share confidential information through electronic means such as texting, Facebook .com or Twitter.com. I agree not to use, copy, make notes regarding, remove, release, or disclose Confidential Information with another individual.

**Permission to Share**

I give my permission for St. Cloud State University Department of Nursing Science faculty in the School of Health and Human Services to share copies of my scholarly accomplishments, i.e., papers, clinical projects, or presentation materials with members of nursing/university community as deemed necessary and appropriate.

I give permission to share information that I have submitted to the St. Cloud State University Department of Nursing Science regarding my health status and background studies to agencies that are sites for my clinical education. This permission will be in effect for the duration of my nursing education.

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

Printed Student Name: \_\_\_\_\_



ST. CLOUD STATE  
UNIVERSITY

EDUCATION FOR LIFE.

**St. Cloud State University**

Department of Nursing Brown Hall 213  
720 4<sup>th</sup> Avenue South, St. Cloud, MN 56301-4498  
(320) 308-1749 (main office)  
(320) 308-4064 (advising) (320) 308-1750 (fax)  
[www.stcloudstate.edu/nursing](http://www.stcloudstate.edu/nursing)

St. Cloud State University is committed to legal affirmative action, equal opportunity, access and diversity of its campus community. (<http://scsu.mn/ONiKKT>)

**A member of the Minnesota State Colleges and Universities System**