

RN-BS

COMPLETION PROGRAM



ACCELERATED • ONLINE

**DEPARTMENT OF
NURSING SCIENCE**



**ST. CLOUD STATE
UNIVERSITY**

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

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Visit the Office of Institutional Equity and Access for more information <https://www.stcloudstate.edu/oea/default.aspx>



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COLLEGE OF HEALTH AND WELLNESS PROFESSIONS
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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. Each student is assigned a program advisor. Information about the advisor can be found on the student's Degree Audit Report (DAR).

COURSE DESCRIPTIONS AND DEGREE MAP

For further information, refer to the St. Cloud State University Undergraduate Course Catalog <https://catalog.stcloudstate.edu/programs/cu9Nwk8x2MfGO8Vg4rpW> or the Department of Nursing Science website <http://www.stcloudstate.edu/nursing>.

NURS414 - Role Transition to Baccalaureate Completion (3cr)
 NURS415 - Cross Cultural Nursing and Global Health (3cr)
 NURS417 - Scholarship for Evidence Based Practice in Nursing (3cr)
 NURS419 - Application of Evidence Based Practice in Nursing (3cr) *has a prerequisite: NURS 417*
 NURS420 - Introduction to Population Health (3cr)
 NURS421 - Population Health (3cr) *has a prerequisite: NURS 420*
 NURS427 - Nursing Ethics and Genetics (3cr)
 NURS428 - Pharmacology Review (3cr)
 NURS429 - Nursing Management and Leadership (3cr)
 NURS431 - Capstone for RN-BS Completion (3cr)

- Courses are offered in a predetermined rotation each semester (Fall A, Fall B, Spring A, Spring B, Summer A, and Summer B) to allow for flexibility in your schedule
- Complete or transfer in courses for a minimum of 120 credits to graduate
- Earn at least 40 credits of 300/400 level courses to graduate (the courses listed above will count towards this)
- Complete a minimum of 40 credits of Liberal Education courses AND meet the requirements of all 10 goal areas, including RIGR and Diversity (most students already have this completed)
- Apply for graduation one (traditional/standard) semester before you plan to graduate

STUDENT LEARNING OUTCOMES

Nursing student learning outcomes can be found at: <http://catalog.stcloudstate.edu/programs/q5ewgffo3n76lwilf39n>

ADMISSION REQUIREMENTS

- Once the applicant has been accepted to the University, they will submit an application to the RN-BS Completion Program
- Applicants must have graduated from an accredited institution awarding their RN pre-licensure
- Applicants must have passed their NCLEX-RN examination and possess an unencumbered RN license from a regulated Board of Nursing before they can be accepted into the RN-BS Completion Program
- Complete the online RN-BS Completion Program application along with two references (one professional and one academic) a photo copy of their driver's license, and a copy of their most recent transcript/DAR (Degree Audit Report)
- Applicants that have submitted their completed RN-BS Completion Program application, along with all of the required documentation, will be reviewed by the Department of Nursing Science, and an admission decision will be rendered within 1-2 weeks

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 program.

TRANSFER IN/OUT OF NURSING COURSES/PROGRAM

Students admitted to the RN-BS Completion Program will not be allowed to transfer in required nursing core courses (NURS courses) designated in the RN-BS Completion Program Student Handbook.



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 and our clinical partners' policies as a guide. Policies are reviewed yearly.

All students are expected to comply with law and policy related to their nursing student roles which include the SCSU Student Code of Conduct, 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.

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

In addition to SCSU student policies, faculty believe that nurses are held to a higher standard of professionalism. Honesty is a hallmark of professionalism and infractions against academic and behavioral standards are considered 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 may result in disciplinary action including but not limited to recommendation for dismissal from the RN-BS Completion 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 syllabi may result in recommended dismissal dependent on severity.

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
- Receive, read, and act in a timely manner upon communication distributed through HuskyNet Email and D2L
- Communicate in a professional tone utilizing an appropriate greeting and signature for all written communication
- Understand that faculty have up to 48 hours to respond to emails during business hours
- Acknowledge that 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

PROFESSIONAL STUDENT STANDARDS

All students will adhere to the policies and recommendations set forth by the St. Cloud State Department of Nursing Science, St. Cloud State University, clinical sites, and professional nursing organizations. In the event of duplicate policies and procedures, the higher standard will always take precedent.

Students will:

- Demonstrate integrity and honesty in all actions.
- Demonstrate professional communication in verbal, electronic, written, and any physical interactions with peers, staff, faculty, site employees, and others
- 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

Actions that may lead to concern include:

- Argumentative voice
- Profanity or disrespectful language
- Actions that are perceived as threatening
- Assume personal responsibility for their nursing education
 - Engage actively in online class activities including discussion posts and adhering to all deadlines
 - Consult with faculty regarding own academic progress
 - Communicate with faculty if there is a disruption outside of the class environment that is a deterrent to your participation in the course
- Accept feedback from faculty with positive intent
- Demonstrate accountability in the online classroom setting by meeting obligations as outlined in each course syllabus
- Maintain a professional demeanor with your faculty and peers
- Be responsible for establishing and maintaining appropriate professional boundaries
- Maintain HIPAA compliance throughout online classroom discussion or other associated activities

OTHER SCSU POLICIES

Sexual Harassment/Violence:

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

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://www.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=6> The use of Automated Writing Tools, including chatGPT and similar artificial intelligence (AI) tools, is strictly prohibited in the nursing program, even when properly attributed. The use of automated writing tools is considered plagiarism and will be handled in accordance with existing policies.

Definitions

Cheating - Cheating may include but is not limited to the following: Making an effort to remove testing materials or notes from the room or computer, not following testing procedures, failing to stop work when time is called, disturbing or attempting to get answers from another examinee, using additional screens when taking online tests, referencing course materials when taking an online exam, using unauthorized aids during testing, and disregarding test administrator’s instructions. <https://www5.stcloudstate.edu/testingcenter/information/default.aspx>

Plagiarism - Plagiarism is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit. This includes copying online sources and self-plagiarism (using past coursework to submit in another course). <https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=6> Additional information can be found at <https://plagiarism.org>

FORMAT FOR WRITTEN WORK

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

GRADING POLICY

Grades are assigned according to the nursing grading scale. There is no rounding up of the percentage to the next grade.

This is applicable to all nursing courses and includes all course assignments (quizzes, exams, assignments, activities, and final course grades).

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

Faculty reserve the right to weight grades.

Extra Credit Points

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

Appeal of Course Grades

Students may appeal grades pursuant to the SCSU Grading Appeals Policy found in: <https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=47>,

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

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

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 policy on incomplete grades <https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=35>

NURSING 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

DISMISSAL FROM THE MAJOR

The Department of Nursing Science reserves the right to recommend student dismissal for severe infractions of regulations regardless of previous disciplinary action/or lack thereof; unsatisfactory academic standing; suspension from St. Cloud State University; or other reasons that significantly affect the health, safety, property, or welfare of the individual student.

APPEAL PROCEDURE

Students have the right to appeal disciplinary actions in writing as directed by the St. Cloud State University Student Code of Conduct: <https://www.stcloudstate.edu/studenthandbook/code/default.aspx>

Appeal of Course Grades

Students may appeal grades pursuant to the SCSU Grading Appeals Policy found in: <https://www.stcloudstate.edu/provost/students/policies.aspx>

However, appeals must be initiated upon posting of the final 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 subsequent courses in the sequence (program) until the student has the requisite grades. In general, a successful appeal may result in delayed progression.

ADVISING

Advising is part of professional growth in the nursing program. A student is encouraged to initiate seek advising, academic counseling, and assistance in identifying and meeting learning goals. Each student is assigned a program advisor. The role of the advisor is to provide support and academic advising to help the student progress successfully through the RN-BS Completion Program.

Numerous SCSU resources, identified in the 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 RN-BS Completion 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 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. 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.

DESIRE2LEARN (D2L) BRIGHTSPACE

Desire2Learn (D2L) Brightspace is SCSU's course management software system and is used by the Department of Nursing Science 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

CENTER FOR HEALTH AND WELLNESS INNOVATION

Holistic support for the student promotes academic success and mental and physical wellbeing. <https://www.stcloudstate.edu/healthwellness/default.aspx>

IT RESOURCES FOR STUDENTS LEARNING ONLINE

This page lists multiple resources to help navigate online learning. https://stcloudstate.custhelp.com/app/answers/detail/a_id/1234

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 issues them informally through clarifying communication. Additional support can be provided to help resolve concerns or problems. If a student is unable to achieve closure regarding a concern with the faculty involved, he/she/they is(are) encouraged to review the SCSU policy for student complaints.

SCSU policies will be followed in resolving student concerns.

OPPORTUNITIES FOR STUDENT PARTICIPATION

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.

University and College of Health and Wellness Professions

Students are encouraged to participate in governance at the university, school, and department levels. All students can 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 College of Health and Wellness Professions.



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A member of Minnesota State

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