

NURSING

STUDENT HANDBOOK



**DEPARTMENT OF
NURSING SCIENCE**



**ST. CLOUD STATE
UNIVERSITY**

Contained in the Nursing Student Handbook, you will find a lot of procedural information, resources, helpful hints, and also student expectations. Part of the role of the Department of Nursing Science is to not only teach the fundamentals of nursing so that students are able to sit for the National Council Licensure Examination (NCLEX) but to work with each student individually to shape and expand the role of the professional nurse.

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>

PROGRAM INFORMATION

- 5 DEGREE AND LICENSURE
ACCREDITATION OF THE NURSING PROGRAM
STUDENT INVOLVEMENT
- 6 DEAN, FACULTY, AND STAFF
- 7 ACADEMIC ADVISING
COURSE DESCRIPTIONS AND DEGREE MAP
- 8 STUDENT LEARNING OUTCOMES
ADMISSION REQUIREMENTS
PROGRAM EVALUATION
- 9 TRANSFER IN/OUT OF NURSING COURSES PROGRAM
STUDENT TRANSFERS FROM OTHER NURSING PROGRAMS

NURSING STUDENT EXPECTATIONS

- 10 NURSING STUDENT CODE OF CONDUCT
- 11-12 PROFESSIONAL NURSING STUDENT STANDARDS
- 12 SOCIAL MEDIA POLICY
OTHER SCSU POLICIES
- 13 ATTENDANCE AND TARDINESS POLICY
Excused Absences, Recurrent Excused Absences, Attendance and Clinical Experiences, Absence of Clinical Experiences
- 14 ACADEMIC DISHONESTY AND PLAGIARISM POLICY
Definitions
- 15 TEST TAKING POLICY
Exam Disputes
FORMAT FOR WRITTEN WORK
- 16 GRADING POLICY
Extra Credit Points, Appeal of Course Grades, Incomplete Grades
- 17-18 CHEMICAL USE AND/OR ABUSE POLICY
Procedure
- 19 COMMUNICATION POLICY
TRANSPORTATION POLICY
WEATHER POLICY

DRESS CODE/CLINICAL

- 20 DRESS CODE POLICY
Dress Code for the Classroom, Dress Code for Clinical Prep
- 21 *Dress Code for all Clinical Settings*
- 22 *Dress Code for Community-based Clinical Public Health, Dress Code for the Nursing Science Laboratories*
- 23-24 NURSING CLINICAL AND LABORATORY REQUIREMENTS
Functional Abilities
- 25 TECHNOLOGY USE IN NURSING CLASSROOM, CLINICAL, AND LABORATORY
CLINICAL PLACEMENT
STUDENT SUPPLIES AND COURSE MATERIALS
CARE COSTS ASSOCIATED WITH STUDENT EXPERIENCES
- 26 CLINICAL AND LABORATORY PARTICIPATION POLICY
ADMISSION REQUIREMENTS
PROGRAM EVALUATION



PROGRESSION

- 27 PROGRESSION POLICY
- 28 SUCCESSFUL PROGRESSION IN CLINICAL LAB COURSES
- 29 COURSE SEQUENCE PROTOCOL OR COURSE FAILURE
- 30 CONTINUATION OF PROGRESSION IN THE MAJOR
Eligibility Criteria for Continuing/Re-entry in the Major
- 31 LEAVE OF ABSENCE AND RETURN PROCEDURE

OTHER POLICIES

- 32 HUSKY EXCELLENCE AWARD
- 33 DISCIPLINE PROCEDURE MINOR
DISCIPLINE PROCEDURE MAJOR
DISCIPLINE PROCEDURE SEVERE
- 34 DISMISSAL FROM THE NURSING MAJOR
APPEAL PROCEDURE
Appeal of Course Grades

SUPPORT AND RESOURCES

- 35 ADVISING
ACCESSIBILITY ACCOMMODATION
COUNSELING AND PSYCHOLOGICAL SERVICES
ACADEMIC LEARNING CENTER
JAMES W. MILLER LEARNING RESOURCES CENTER/UNIVERSITY LIBRARY
DESIRE2LEARN (D2L) BRIGHTSPACE
- 36 CENTER FOR HEALTH AND WELLNESS INNOVATION
IT RESOURCES FOR STUDENTS LEARNING ONLINE
OTHER STUDENT RESOURCES AVAILABLE AT SCSU
STUDENT CONCERNS/COMPLAINTS
- 37 OPPORTUNITIES FOR STUDENT PARTICIPATION
Nursing Club, S3, Nursing Student Peer Mentoring Program, Sigma Theta Tau, University and College of Health and Wellness Professions



DEGREE AND LICENSURE

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 which emphasizes the development of skills in communication, ethics, research methods, critical thinking, analyzing, and synthesizing information.

Graduates obtain a baccalaureate degree (BS) 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 a public health nursing certificate (PHN) through the Minnesota Board of Nursing.

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

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. In this role, students are offered opportunity in the decision making process. 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.



**ST. CLOUD STATE UNIVERSITY
COLLEGE OF HEALTH AND WELLNESS PROFESSIONS
DEPARTMENT OF NURSING SCIENCE**

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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 faculty 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>.

START HERE

SEMESTER 1

- BIOL202 - Human A&P I (4cr)
- CMST192 - Intro to Comm Studies (3cr - G1)
- MATH/STAT103 - Math/Stat Thnkng (3cr - G4)
- CPSY262/PSY240 - Dev Psych (3cr - G5)
- Choice Goal 7 (3cr)

SEMESTER 2

- BIOL204 - Human A&P II (4cr)
- CHEM151 - Intro to Bio & Org Chem (5cr - G3)
- ENGL190/191 - Intro to R&A Wrtnng (4cr - G1)
- Choice Goal 2 (3cr)

SEMESTER 3

- BIOL206 - Intro Microbiology (4cr)
- Choice Goal 3/10 (3cr)
- Choice Goal 5/diversity (3cr)
- Choice Goal 6 (3cr)
- Choice Goal 9 (3cr)

NURSING MAJOR - 68 CREDITS

- 4**
 - NURS301 - Hlth, Hlng, Hrmny: Prf Nrsng Prc (3cr)
 - NURS302 - Clncl the Prof Nurse (3cr)
 - NURS303 - Holistic Hlth Assessment (3cr)
 - NURS304 - Prof Nrsng Skills (2cr)
 - NURS316 - Pathophysiology for Nrsng (3cr)
 - Diversity Course Choice Goal 6 and 8 (3cr)
- 5**
 - NURS306 - Nrsng Care of Older Adults (2cr)
 - NURS307 - Clncl Nrsng Care of Older Adults (2cr)
 - NURS309 - Hlstc Adult Care: Physio Wlns (3cr)
 - NURS310 - Clncl Physio Wellness (3cr)
 - NURS317 - Pharm in Nrsng (3cr)
- 6**
 - NURS305 - Nrsng Ethics & Law (2cr)
 - NURS308 - Nrsng Informatics (2cr)
 - NURS311 - Mental Hlth Nrsng (2cr)
 - NURS312 - Clncl Mental Hlth Nrsng (3cr)
 - NURS314 - Child & Family Nrsng (3cr)
 - NURS315 - Clncl Child & Family Nrsng (3cr)
- 7**
 - NURS401 - Hlstc Adult Care Adv Cncpt (3cr)
 - NURS402 - Clncl Hlstc Adult Care Adv Cncpt (3cr)
 - NURS403 - Research in Nrsng Practice (3cr)
 - NURS404 - Hlth Care & Populations (2cr)
 - NURS405 - Clncl Hlth Care & Populations (3cr)
- 8**
 - NURS406 - Nrsng Leadership & Mgmt (3cr)
 - NURS408 - Nrsng Capstone Seminar (1cr)
 - NURS411 - Nrsng Leadership Capstone Prac (6cr)
 - NURS413 - Cross-Cnlrl Nrsng & Global Hlth (2cr)



STUDENT LEARNING OUTCOMES

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

ADMISSION REQUIREMENTS

- Completion of all prerequisite courses before the major’s start date
- 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
- Obtain American Heart Association BLS (CPR) certification at the health care provider level for infants through adults within required dates
- Complete all health care requirements (within required dates)
- Successfully complete a drug and alcohol screen for admittance to the program (within required dates)

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 approval by the Admissions, Progression, and Advising (APA) Committee prior to taking the course—allow one full semester for the review process.

STUDENT TRANSFERS FROM OTHER NURSING PROGRAMS

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

- Letter of Intent sent to Department of Nursing Science Chair (may be sent via e-mail).
- Must submit a letter of recommendation from their nursing program Dean or Department of Nursing Science Chair.
- Must submit official transcripts.
- Must submit current nursing program of study and current standing in the program.
- Entry into the program is dependent on space availability.
- All requests will be evaluated by the APA committee and approved by the Nursing Faculty Organization (NFO).



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 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 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 syllabi will result in a ROC, ROC with probation, or recommended dismissal dependent on severity.

PROFESSIONAL NURSING 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.

Nursing students will:

- Demonstrate integrity and honesty in all actions.
- Demonstrate professional communication in verbal, electronic, written, and 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 or raised voice
 - Profanity or disrespectful language
 - Invading personal space
 - Actions that are perceived as threatening
- Assume personal responsibility for their nursing education
 - Attend all classes and labs as assigned on time
 - Complete all required paperwork and other clinical requirements by required timeline
 - Be prepared for all classroom, lab, and clinical experiences
 - Engage actively in class, laboratory, and clinical settings
 - Consult with faculty regarding own clinical/academic progress
 - Participate in remediation activities if directed by faculty
- Accept feedback from faculty or clinical partners with positive intent
- Demonstrate accountability in the classroom, lab, and clinical setting by meeting obligations for classroom and clinical as outlined in each course syllabus
- Maintain a professional appearance in classroom, lab, and clinical settings
 - Maintain high standards of personal hygiene and cleanliness, including fragrance- and smoke-free
 - Use respectful non-offensive language and tone
 - Follow the dress code
 - Communicate using appropriate spoken/written language and nonverbal communication
- Be responsible for establishing and maintaining appropriate professional boundaries
- Maintain HIPAA compliance throughout classroom discussion, clinical experiences, and laboratory activities

PROFESSIONAL NURSING STUDENT STANDARDS (CONTINUED)

Nursing students will:

- Refrain from excessive or illegal intake of any substance that would impair judgment or result in disruptive/disorderly behavior within the University, community, or at a clinical site
- Engage in appropriate self-care behaviors that would not place clients at risk
 - Inform course faculty and remain home when ill
 - Seek health care (physical and mental) when needed
 - 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.

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 a 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.

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.

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.

All violations will be investigated collaboratively with appropriate staff and legal officials to determine corrective and disciplinary action, up to and including expulsion.

Site, faculty, and patient information including background information will never be posted on social media including private class pages.

SCSU Students are expected to adhere to [The National Council of State Boards of Nursing](#) guidelines to avoid problems on social media.

OTHER SCSU POLICIES

Sexual Harassment/Violence:

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

ATTENDANCE AND TARDINESS POLICY

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

Excused Absences

It is the 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 the immediate family. Course make-up may be scheduled at the discretion of the course faculty.

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 course failure.

Attendance and Clinical Experiences

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

Absence of Clinical Experiences

Clinical make-up may be scheduled at the discretion of the course faculty and agency schedule. In the event of illness or emergency, the student must personally notify that faculty 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 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://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>

TEST TAKING POLICY (Includes: all quizzes, exams, integrated tests, simulation test outs, etc.)

- All electronic devices and cell phones will be turned off during all tests, unless specified by course faculty
- Talking, texting, taking photos, or chat features are not permitted during any tests
- Only questions regarding the functionality of the test/testing software may be asked (faculty/proctor will not address specific test questions during the exam)
- 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
- Exam scores may or may not be immediately available per faculty discretion
- No hats may be worn
- No drinks on the table
- No wearing heavy coats
- All backpacks, purses, or electronic devices (other than laptops) needed for exam must be secured within the classroom as directed by faculty/proctor
- No screen shots are permitted
- Smart watches must be removed
- If scratch paper/white boards are allowed, student names must be written on scratch paper/white board and all scratch paper/white board must be handed in to the faculty/proctor after the exam
- The scratch paper/white board is not allowed to be written on until after all desks/tabletops have been cleared and the test has begun
- No writing of any test questions on scratch paper/white board during or after the exam
- Students may not use any personal notes during exams

Dosage Calculation Exams

1st Semester: Students should reference NURS304 syllabus for specific requirements.

2nd, 3rd, 4th Semester: Students must achieve a minimum of 90% on the required proctored dosage calculation exam in NURS310, NURS315, and NURS402 within three (3) attempts before they will be allowed to administer medications in the clinical setting. Re-tests will be scheduled as necessary. Points received on the first attempt will be the recorded grade. Failure to pass the dosage calculation exam within three attempts will result in a failure of the course with a grade of C- (see handbook regarding companion courses).

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. The student can schedule a meeting with faculty teaching the course within three business days after the exam.

SAS Accommodations

Students who utilize accommodations through Student Accommodation Services should see the accompanying information on page 35.

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, simulation test outs, 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.

A student who has a failing (C-) 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.

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

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 chemicals. 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). Failure/dilution of the initial 7-panel Urine Drug and Alcohol Screen will result in a student obtaining a hair follicle drug and alcohol screen at the student's expense. 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 of alcohol, controlled substances, drugs and/or drug paraphernalia on campus premises and off-campus in settings related to the Department of Nursing Science 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 clinical or classroom setting, and additional follow-up and time sensitive testing.

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

- Smell of alcohol or drugs
- Trends of unprofessional behavior
- 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 (Student is required to notify chair of department within one business day)

CHEMICAL USE AND/OR ABUSE POLICY (CONTINUED)*Procedure*

If the clinical agency, faculty, or fellow students form a reasonable suspicion that a student has used, is using, possessing, transferring, or illegally selling alcohol or drugs, the faculty will be notified. Faculty reserve the right to request time sensitive drug and alcohol testing if there is reasonable suspicion in a class, laboratory, field experience, or clinical setting. The student may be tested according to the clinical or supervising agency's drug and alcohol testing policy. If the clinical site is unable to complete the testing, faculty will arrange for testing at an alternative facility. The student will be responsible for the fees and transportation associated with the testing. The faculty requesting the drug and alcohol test will notify the chair in a timely manner of the incident, testing, or subsequent results.

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.

The clinical faculty will complete an initial Record of Concern and submit it to the APA Committee of the Department of Nursing Science within 24 hours.

If a student has a pattern of behavior that suggests alcohol or drug misuse, the department can request a Urine Drug and Alcohol Screen be done immediately. Failure to comply will be treated as a positive drug/alcohol test. This includes inability to produce a urine sample. Additional routine random testing may be required on an ongoing basis if a student remains in the program.

The Department of Nursing Science's disciplinary policy will be followed upon receipt of the Record of Concern and may result in program dismissal.

The student will not be allowed to continue in the classroom, lab, or clinical setting until the student submits a documented negative 7-panel Urine Drug and Alcohol Screen within the required timeframe.

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.

If the student is a licensed healthcare provider, the Board of Nursing will be notified or HPSP.

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
- Respond when faculty are requesting a student meeting; failure to respond within one business day may result in disciplinary action

TRANSPORTATION POLICY

Students will be traveling to a variety of clinical agencies and are responsible for on-time transportation to and from all assigned learning opportunities. Clinical schedules are provided in advance, therefore, failure to secure adequate transportation will result in disciplinary action. Students will not be permitted to transport clients. Faculty are not permitted to transport students, per University policy.

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.

******Clinical requirements are not subject to weather-related closing. Faculty will use discretion to cancel clinical participation with regard to weather conditions.***

Faculty reserve the right to use professional judgement in cancelling clinical experiences due to weather in various clinical locations when the University has not otherwise closed due to inclement weather.

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.

Dress Code for the Classroom

Due to concern about the transfer of organisms, students will not wear any clothes that have been or will be in direct contact with clients. This includes students that are going to be attending work before or after class.

When giving presentations in class, see Dress Code for Clinical Prep.

Dress Code for Clinical Prep

- Must wear clean, free of stains, and wrinkle-free red SCSU polo with black scrub pants/skirt and black footwear
- May wear SCSU nursing lab coat
- SCSU name badge, must be visible and worn above the waist; other sites may require additional identification to be worn (Replacement cost of any ID/badge is the responsibility of the student)
- Winter jacket/winter hat may be worn to the site, but must be promptly removed after entering the facility
- All other dress code policies for clinical/laboratory setting are to be followed except for *Scrubs* (unless otherwise specified by faculty)



Example: Dress Code for Clinical Prep

Dress Code for all Clinical Settings

- **Scrubs:** all clothing must be clean, free of stains, and wrinkle-free; pants must be scrub pants and not yoga, jogging, or sweat pants; skirts must be all black and not touch the ground
- Footwear must be solid black, clean, and without a heel; can be black tennis shoes, minimal color
- No open-toed shoes
- Solid black or white socks are to be worn with all footwear
- May wear solid black or white undershirt
- Hair longer than shoulder length 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
- Hair looks of a natural color (no pinks, blues, greens, etc.) and must not contain any feathers, beads, ribbons, or other adornments
- Male students must shave or have neatly groomed facial hair relatively close to the face
- Black headbands are allowed without adornments/logos/patterns
- Jewelry: only one ring may be worn and one stud earring per ear are allowed; no bracelets; religious necklaces must be worn under the shirt; no visible body piercing (eyebrow, tongue, nose, etc.)
- No ear gauges or nose retainers; however, non-decorative clear plugs are allowed
- No smart watches are allowed in any clinical/lab area
- Make-up, including augmented eyelashes, may be worn but must be simplistic
- All visible tattoos must be covered, except where otherwise noted
- No visible Henna (body art)
- Nails must be short and clean with only clear nail polish permitted, and false or gel nails are not allowed
- No visible undergarments
- The student is expected to maintain a high level of personal hygiene and be free of offensive odors, including tobacco smoke
- No fragrances, (e.g., cologne, perfume, essential oils, 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
- No hats/caps allowed
- No evidence of alcohol, tobacco products, or drugs will be tolerated



Example: Dress Code for Clinical Settings

Dress Code for Community-based Clinical/Public Health

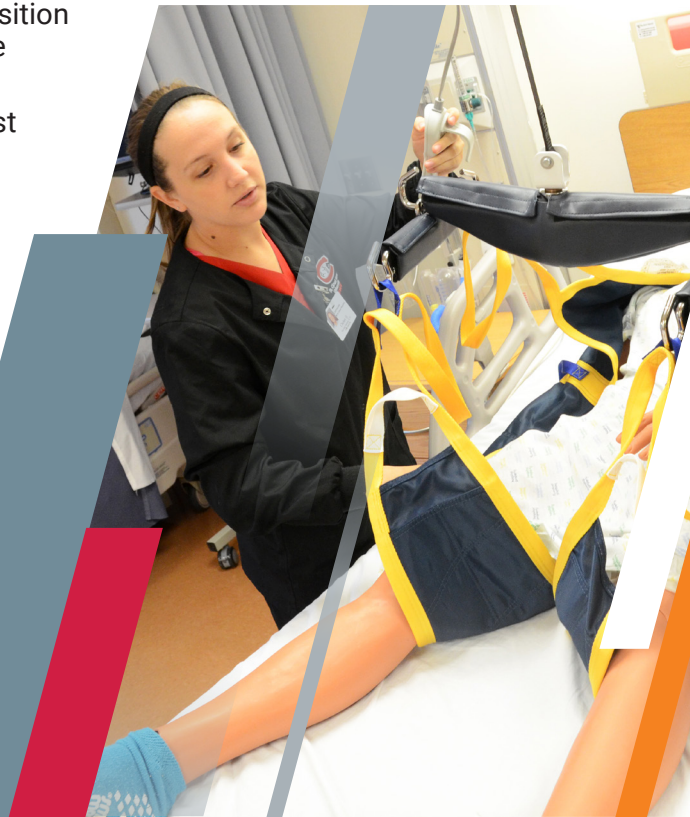
Follow the Dress Code for Clinical Prep unless otherwise directed.

Dress Code for the Nursing Science Laboratories

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

- All Dress Code for Clinical Settings (previously reviewed) rules apply with the exception of *Scrubs* (unless indicated by faculty for a simulation test out or clinical lab day)
- Lab coats must be worn when in the labs and they must be clean, free of stains, and wrinkle-free
- SCSU name badge must be worn
- English is the official language of the lab
- No food or beverages are allowed in the labs
- No chewing gum is allowed in the labs
- No pens or markers allowed near the mannikins
- Leave the lab space as you would leave a patient care area
- If a patient is in bed, the bed should be in the lowest position and the patient must be covered with bedding to ensure patient dignity with call light in reach
- If a patient is not in bed, the bed should be in the highest position with side rails down
- Beds should be made and stations neat and tidy
- The patient space should be clean and neat with all used items tossed in the trash and dirty linens placed in the dirty linen receptacle
- Do not place items on the computer keyboards
- Open all curtains when leaving the lab
- No sitting or lying on the patient beds unless you are directed to do so for learning and practicing skills
- If lying in a patient bed, shoes must be removed
- IV pumps are to remain plugged in
- Log out of computers when done
- Save supplies to be reused as directed in the various skills units

***It is the student's responsibility to verify with the course faculty what attire is to be worn for simulation test-outs or clinical lab days.



Example: Dress Code for the Nursing Science Laboratories

NURSING CLINICAL AND LABORATORY REQUIREMENTS

Functional Abilities

Yocom, C. J. (1996). Validation study: Functional abilities essential for nursing practice. Chicago, IL: National Council of State Boards of Nursing, Inc.

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. Students that experience injury whether inside or outside of the program that may jeopardize their ability to fulfill the functional abilities listed below may be required to complete a health assessment and receive clearance by the SCSU Medical Clinic to return to clinical.

Gross Motor Skills

- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders
- Reach below waist

Fine Motor Skills

- Pick up objects with hands
- Coordinate eyes and hands/fingers with accuracy
- Grasp and use small objects with hands
- Write with pen or pencil
- Key/type

Physical Endurance

- Stand
- Sustain repetitive movements
- Maintain physical tolerance for entire work shift

Physical Strength

- Push and pull 50 pounds
- Support 50 pounds of weight
- Lift 50 pounds
- Move light objects weighing up to 10 pounds
- Use upper body strength
- Squeeze with hands

Mobility

- Twist
- Bend
- Stoop/squat
- Move quickly
- Climb
- Walk

Communication Skills

- Teach
- Explain procedures
- Give oral and written reports
- Interact with others
- Speak on the telephone
- Influence people
- Direct activities of others

Judgement Skills

- Interpersonal abilities essential to interact with individuals, families, and groups from diverse social, emotional, cultural, and intellectual backgrounds
- Make judgments based on scientific knowledge and thorough assessment of individual patient situations
- Practice in a manner that is non-judgmental and non-discriminatory
- Function as a contributing member of an interdisciplinary team
- Recognize that decision-making occurs in an environment of uncertainty and ambiguities
- Demonstrate capacity to make sound decisions when under stress

Functional Abilities (CONTINUED)

Yocom, C. J. (1996). Validation study: Functional abilities essential for nursing practice. Chicago, IL: National Council of State Boards of Nursing, Inc.

Reading

- Read and understand written documents in English

Arithmetic Competence

- Read and understand columns of writing
- Read digital displays
- Read graphic printouts
- Calibrate equipment
- Convert numbers to and/or from Metric System
- Read graphs
- Tell time
- Measure time
- Count rates
- Use measuring tools
- Read measurement marks
- Add, subtract, multiply, and/or divide whole numbers
- Compute fractions
- Use a calculator
- Document findings in records

Analytical Thinking

- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem-solve
- Prioritize tasks
- Use short- and long-term memory

Critical Thinking

- Identify cause-effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information

Interpersonal Skills

- Negotiate interpersonal conflict
- Respect differences in clients
- Establish rapport with clients
- Establish rapport with co-workers

Emotional Stability

- Establish therapeutic boundaries
- Provide client with emotion support
- Adapt to changing environments/stress
- Deal with the unexpected
- Focus attention on tasks
- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions

Tactile

- Feel vibrations
- Feel differences in sizes, shapes, surface characteristics
- Detect temperature and temperature differences

Visual

- Visualize objects at a close distance
- Visualize objects at a far distance
- Possess adequate depth perception and peripheral vision
- Distinguish color
- Distinguish color intensity

Hearing

- Hear normal speaking level sounds
- Hear faint body sounds
- Hear in situations when not able to see lips
- Hear auditory alarms

Smell

- Detect odors from client
- Detect smoke
- Detect gases or noxious smells

TECHNOLOGY USE IN NURSING CLASSROOM, CLINICAL, AND LABORATORY

Cell phones will be turned off during class and lab (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.

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—this includes social media, texting via laptop, shopping, etc.

Misuse of computers during class time may result in computer privileges being revoked for the day/semester. This will result in disciplinary action.

Breaks are provided during class time. Leaving during class should be kept to a minimum out of respect to classmates, faculty, and guest speakers. Return to class in time allotted by faculty.

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. Students are required to have adequate transportation to sites up to 90 miles from campus.

STUDENT SUPPLIES AND COURSE MATERIALS

Supplies and equipment are required for use in the Nursing Science Laboratories 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
- Pen light
- Watch with a second hand or digital seconds, see **Dress Code** regarding smart watches
- 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 Science activity, including but not limited to clinical and laboratory experiences/field trips, are the student's responsibility. Additional criminal background checks, fit testing, or drug/alcohol testing are the student's responsibility.

All students are required to carry personal health insurance coverage throughout the remainder of the program as required by our clinical partners.

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 with the Department of Nursing Science. Student information related to clinical requirements is disseminated only to contracted clinical agencies students utilize during the SCSU nursing program. The student is accountable to have requirements up to date and provided to the SCSU Medical Clinic (health work) and Department of Nursing Science (BLS and Fit testing) prior to three weeks of expiration or within required due date for capstone, VA or Annandale, or other clinicals. Failure to comply with these requirements will result in disciplinary action and may result in program dismissal.

Those requirements are:

- **American Heart Association** Basic Life Support for HealthCare Providers Certification Professional Level (BLS and AED). Other certification is not accepted. This must be completed upon admission into the program and renewed every two years. BLS recertification classes are not provided for students enrolled in the nursing major.
- 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 Department of Nursing Science Office Manager. If your employer provides this service, you must provide the documentation to the SCSU Medical Clinic and Department of Nursing Science Office Manager.
- Pre-clinical participation health screening and BLS must be completed upon admission deadlines. 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.
- Changes in a student's health status that limits the student's ability to safely complete clinical and laboratory requirements needs to be evaluated by an appropriate licensed health care provider within an applicable specialty. This documentation must be submitted to SCSU Medical Clinic.
- 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.
- Students must sign an attestation each semester during Welcome Day/Week acknowledging compliance with confidentiality (HIPAA), proper documentation of required immunizations and health work, and other program requirements.
- Students must have health insurance in effect while enrolled in the program. Students may be required to provide documentation of health insurance coverage to the facility or school. 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.

Students will abide by clinical facility policies and regulations which relate to the clinical experience at the facility. The facility may change policies and regulations at any time without notice. This includes, but is not limited to, immunization requirements, health requirements, background study requirements, and BLS certification requirements. The nursing program does not guarantee an alternative clinical facility placement. If no alternative facility placement is available, students will not be unable to progress in the program.

PROGRESSION POLICY

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

At the end of each semester, the Department of Nursing Science 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 corequisite 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 fails to take the necessary pre- or corequisite 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 resum progression in the major.

Students can repeat one course, one time. A second course (any course) failure while in the program will result in dismissal from the nursing program. See policy regarding companion courses below.

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. Students will be informed of academic and behavioral performance inconsistent with program expectations and professional nursing standards. This policy outlines the procedure to be followed if 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 Nursing 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.

SUCCESSFUL PROGRESSION IN CLINICAL/LAB COURSES

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

- Satisfactory academic performance
- Demonstration of appropriate professional behaviors
- 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 may result in immediate failure of the course. These professional behaviors are described in the Nursing Student Handbook and in the SCSU Student Handbook. Students will be held responsible for these policies and procedures. Failure in clinical performance 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, corequisites, and NURS courses from the previous semester must be successfully completed as per the current Undergraduate Catalogue.

At the end of each semester, the Department of Nursing Science Chair reviews all course grades and transcripts. The student is accountable to meet with their faculty advisor within one week of the final grade posting 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 Nursing Student Handbook.

If a student fails a course:

- An e-mail from the Department of Nursing Science Chair notifying the student and the student's faculty advisor of the ineligibility for progression in the nursing program will occur.
- The student will then send an e-mail in response to the Department of Nursing Science Chair, giving their intention for continuing their nursing education at St. Cloud State University within two business days of receipt of the correspondence/final grades being posted.
- The student must notify the Department of Nursing Science Chair in writing if they plan on repeating the course prior to the semester of enrollment. The course must be repeated in the following semester.
- The student will receive a ROC with probation including an Action for Improvement.
- 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.

CONTINUATION OF PROGRESSION IN THE MAJOR

Students may be eligible to repeat or complete coursework.

Eligibility Criteria for Continuing/Re-entry in the Major

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:

- NURS 306 and 307: Nursing Care of the Older Adults
- NURS 309 and 310: Holistic Adult Care: Physiological Wellness
- NURS 311 and 312: Mental Health Nursing
- NURS 314 and 315: Child and Family Nursing
- NURS 401 and 402: Holistic Adult Care: Advanced Concept
- NURS 404 and 405: Healthcare of Populations

LEAVE OF ABSENCE AND RETURN PROCEDURE

For those who are requesting a leave of absence for a personal or academic reason 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 of Nursing Science Chair for consideration by the APA Committee.

The following procedure will be used for students planning to return from a leave of absence:

- Notify the Department of Nursing Science Chair by October 15 or March 15 of intentions to return by completing the Leave of Absence/Return form with the assigned faculty advisor.
- The Department of Nursing Science 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.
- Students will be admitted into the nursing course(s) IF THERE IS SPACE AVAILABLE. Faculty will notify students of placement:
 - Fall Term: student is notified the Friday of finals week in December for entrance in January
 - Spring Term: student is notified the Friday of finals week in May for entrance in August

A student with a leave of absence for at least one semester must meet all health and clinical requirements before readmission.

This includes:

- Criminal Background Study
- Urine Drug and Alcohol Screen (failure/dilution of the initial 7-panel Urine Drug and Alcohol Screen will result in a student obtaining a hair follicle drug and alcohol screen at the student's expense)
- Mantoux/TB testing and all health work must extend through the entire semester of entry
- BLS (dates verified to go through the entire semester which the student is entering)

Students who have 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.

A student planning to re-enter the nursing program must meet with their advisor before registering for nursing courses. The purpose of this meeting is to develop a plan for successful completion of the nursing major.

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 desires re-admission to the Department of Nursing Science, the student must petition the APA Committee using the Leave of Absence/Return form.

HUSKY EXCELLENCE AWARD

The Husky Excellence Award is given to those students who demonstrate the utmost professionalism and personal accountability as they progress through the five-semester nursing program.

Each semester that a student successfully completes while fulfilling the following requirements will earn them the prestigious distinction:

- all coursework completed and submitted on time
- impeccable attendance and punctuality - 93% (only pre-excused absences, no tardiness permitted)
- active participant in class/clinical
- encourages others, assists peers, and demonstrates leadership
- no concerns for disciplinary action



Excellence Award

Nursing students have the opportunity to ladder towards earning the highest honor.

BRONZE ACHIEVEMENT

One Semester Meeting All of the Requirements



SILVER ACHIEVEMENT

Two Semesters Meeting All of the Requirements



GOLD ACHIEVEMENT

Three Semesters Meeting All of the Requirements



PLATINUM ACHIEVEMENT

Four Semesters Meeting All of the Requirements



RED & BLACK ACHIEVEMENT

Five Semesters Meeting All of the Requirements



DISCIPLINE PROCEDURE MINOR: VERBAL/WRITTEN NOTIFICATION

This level of discipline is only used for first and second semester nursing students. It is the expectation that any third, fourth, and fifth semester nursing student is fully conscious of the professional standards of the program and any violations from students in those semesters will bypass MINOR discipline and move to MAJOR discipline. Faculty reserve the right to advance discipline at their discretion, and the process does not need to follow a linear path.

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/written notification will be documented and placed in Navigate. 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).

DISCIPLINE PROCEDURE MAJOR: RECORD OF CONCERN (ROC) WITHOUT PROBATION

Students exhibiting repeated or multiple minor, correctable, unsatisfactory professional and/or personal behaviors in classroom/lab/clinical, and/or academic performance issues require formal written notification.

The student and faculty completing the ROC without probation will meet, review, and sign the form. The student signature is an acknowledgment of receipt of formal notification along with understanding of expectations and Actions of Improvement.

DISCIPLINE PROCEDURE SEVERE: RECORD OF CONCERN (ROC) WITH PROBATION

The following will result in a ROC with probation:

- Receipt of a previous ROC for any reason
- 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 facility on professional behavior)
- Any egregious single event in the clinical setting that compromises patient safety
- Academic misconduct
- Violation of **Chemical Use and/or Abuse Policy**

The student and faculty completing the ROC with probation will meet, review, and sign the form. The student signature is an acknowledgment of receipt of formal notification along with understanding of expectations and Actions of Improvement.

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

The Department of Nursing Science reserves the right to recommend student dismissal 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.

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 faculty advisor. The role of the advisor is to provide support and academic advising to help the student progress successfully through the nursing program. The advisor's role 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. For online programs or classes, the hours will be noted in the syllabus. 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 Phone: (320) 308-4080.

Student Accessibility Services has an online scheduling and approving system in place, if you are using testing accommodations for exams in your nursing courses you will need to adhere to the three-business day advance scheduling in order to be able to utilize your testing accommodations. If you fail to schedule the exam three business days prior to the exam date, faculty will not be able to approve your request meaning students will not be able to use their accommodations. Below are the scheduling deadlines:

Monday exam: scheduled by the previous Wednesday at 4:30pm

Tuesday exam: scheduled by the previous Thursday at 4:30pm

Wednesday exam: scheduled by the previous Friday at 4:30pm

Thursday exam: scheduled by Monday of that week at 4:30pm

Friday exam: scheduled by Tuesday of that week at 4:30pm

If you are having issues remembering to schedule on time, please note you are allowed to schedule all of your exams for the remainder of the semester.

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.

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

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.

S3: Study Skills, Support, and Success

When students are brand new to the nursing program, or if they just need a little more assistance with studying, time management, and preparation for clinical experiences, they can find camaraderie, food, and fun with this energetic group. Lead by dedicated faculty, this group has fostered a true sense of belonging by keeping things focused on collaboration and enhancing skills that students already possess.

Nursing Student Peer Mentoring Program

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. Of course, if you would like to give back and help mentor a fellow underclassmate, there is always a need for caring mentors who would like to help others be successful. <https://www.stcloudstate.edu/nursing/student/mentor-program.aspx>

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