

**ST. CLOUD STATE UNIVERSITY™**

# Department of Nursing Science



## Nursing Student Handbook 2019



St. Cloud, Minnesota

A member of the Minnesota State Colleges and Universities system.

# ST. CLOUD STATE UNIVERSITY

## Department of Nursing Science

### Nursing Student Handbook 2019

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## **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 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**

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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, status with regard to public assistance 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, staff and students.

Inquiries or complaints 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.

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## **GENERAL PROGRAM INFORMATION**

### **DEGREE INFORMATION**

The nursing major requires 120 credits for graduation. Students complete at least 51 credits of prerequisite and liberal education program (LEP) courses. Sixty-eight 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 certification through the Minnesota Board of Nursing. A school nurse licensure may be obtained by completing additional teaching courses required by the State Department of Education.

### **DEPARTMENT ORGANIZATION AND STUDENT INVOLVEMENT**

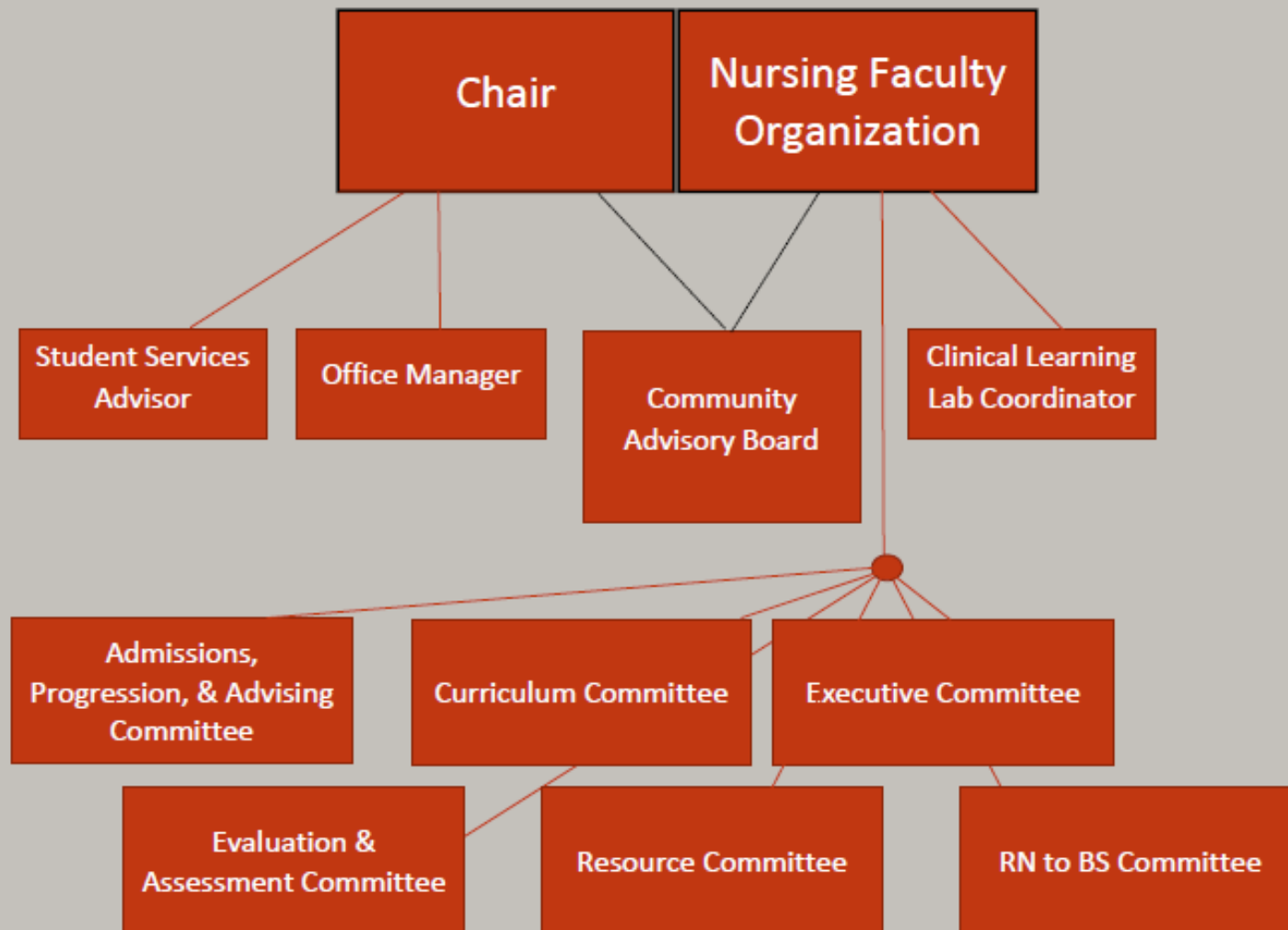
The nursing faculty values student participation within the departmental organization. The department is organized into five standing committees including Executive, Curriculum, Assessment, Resource, RN to BS and Admissions, Progressions and Advising (APA). Student representatives serve on several department 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 (<https://www.stcloudstate.edu/nursing/programs.aspx>).

## FACULTY AND STAFF DIRECTORY

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## 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 breach 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 health 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 provided the themes around which the curriculum and the courses are organized.

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

## 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*. Philadelphia: 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

**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.). New York: D. Van Norstrand)

### 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 Miriam Webster Dictionary new edition*) **Family:** Two or more persons who are joined together by bonds of sharing and emotional closeness and 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. pp.10). New Jersey: 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 and 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*, Sudbury, Massachusetts: 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*, Sudbury, Massachusetts: 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 which 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 ideal of nursing in which the utmost concern for human dignity and preservation of humanity is present. (Watson, J. *Human science and health care*. Norwalk, CT: 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). New York: 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.). Washington: 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>). Please see the Traditional Baccalaureate Program Plan in Appendix E ( plan effective Fall 2018)

## 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. Complete 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.
3. Obtain American Heart Association CPR certification at the health care provider level for infants through adults, and to meet other health requirements.

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

## 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".

([http://www.stcloudstate.edu/policies/categories/documents/Undergraduate\\_Academic\\_Forgiveness\\_Procedure\\_Final-Revised\\_11-14-13.pdf](http://www.stcloudstate.edu/policies/categories/documents/Undergraduate_Academic_Forgiveness_Procedure_Final-Revised_11-14-13.pdf))

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.

**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, 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 verbal notification, a Record of Concern (ROC) without Probation, a Record of Concern (ROC) with Probation, and 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 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, 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 which 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, Myspace, texting, Skype, Instagram, 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. Patient information including background information will never be posted on social media including private class pages.

## **ATTENDANCE and TARDINESS POLICY**

Attendance is required in all courses, clinical, 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 in advance 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.

### **Attendance at 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 the 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>

## **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 is 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 along the walls of the 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 “air time” during or after class.

**Format for written work**

Papers must be typed, following the latest edition of the American Psychological Association (APA) format. Be certain to cite all references appropriately, according to APA, to avoid potential plagiarism.

**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 courses and course assignments (quizzes, exams, all assignments and final course grades). **Examples** - 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](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 Undergraduate Bulletin for course pre-requisites and co-requisites.

**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.

No student shall come to class, laboratory, field experiences, or clinical settings under the influence of alcohol, marijuana, controlled substances, tobacco, or other drugs. Evidence of usage will result in immediate dismissal from the setting, and additional follow-up.

**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 student may be tested pursuant to the clinical agency's employee and volunteer drug and alcohol testing policy. In some agencies, the fees associated with testing will be the responsibility of the student.
2. If the tests are confirmed positive, clinical faculty will complete a Clinical Variance Report and a ROC with probation (Appendix A).
3. The student will be immediately dismissed from the clinical site after safe transportation has been arranged by the faculty or clinical site. The student is accountable for payment of transportation.
4. Course faculty will submit Clinical Variance Report to the Department Chair within 24 hours and the Faculty Clinical Variance Procedure will be followed.
5. Student will be subject to disciplinary action according to department policy and recommendations.

**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. 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 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**

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.
  - c. No open-toed shoes may be worn in the lab during lab activities.
  - d. Long hair must be pulled back away from the face so it does not fall forward.
  - e. Artificial nails are not allowed. Clear nail polish is permitted.
  - f. Jewelry – No dangling jewelry is allowed. One stud earring may be worn per ear lobe. No more than one ring may be worn.
  - g. No visible tattoos or body piercings are allowed.
  - h. All nursing students should be well-groomed.
  - i. Students must be free of fragrance including: smoke, perfume/cologne, or oils during the clinical experience.
  - j. Male students must shave or have neatly groomed facial hair.
  - k. No hats or caps allowed.
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, capri 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.
- 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.
- 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.
- Students must be free of fragrance including: smoke, perfume/cologne, or oils during the clinical experience.
- 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 visible undergarments.
- The student is expected to be well groomed and free of offensive odors, including tobacco smoke.
- No fragrances, (e.g. cologne, perfume, body lotion, hair spray, heavy scented deodorant or after-shave lotion) should be worn as they may cause unpleasant physiological responses for patients.
- No gum chewing is allowed.
- No evidence of alcohol, tobacco products, or drugs will be tolerated.

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

### ***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.
- 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 foot wear.
- 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.
- Hair needs to be short or contained to prevent it from falling forward into one's face. Dreads 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.
- Nails must be short and clean. Clear nail polish is permitted. No false or gel nails.
- Students must be free of fragrance including: smoke, perfume/cologne, or oils during the clinical experience.
- Male students must shave or have neatly trimmed and groomed beards and sideburns each clinical and prep day.
- 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.
- **Students arriving at clinical inappropriately dressed may be asked to leave the clinical setting by their faculty.**

### ***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. Any variation in dress will be explained during clinical orientation for the course.

## **Nursing Clinical and Laboratory Requirements**

### **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. **St Cloud Hospital 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 taking notes of the class the student is in at the time. Checking email or being on the Internet is not allowed during class or clinical time.
3. Students observed using their computers for checking emails/texts/social media or being on the internet during class time may have the privilege of using the computer during class revoked for the day. Subsequent issues may result in the student receiving a Record of Concern (ROC) and revocation of computer use for the remainder of the semester.
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**

Faculty determine placement in clinical sites. Changes in clinical placement may occur depending on the site or staffing at anytime.

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. All placements are done by and through faculty.

### **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 white lab coat or a black scrub jacket.
- 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. Students are mandated to attend on the scheduled date as arranged by the department. No alternative dates are allowed.
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 Student Health Services. If your employer provides this service, you must provide the documentation to Student Health Services.
3. Pre-clinical participation health screening must be completed upon admission. This documentation must be provided to the Department of Nursing Science prior to clinical. Requirements not met on time may change admission, progression, or continuation in the program.
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 Student Health Services.
5. Minnesota Criminal background checks must be completed with successful approval upon admission. The background check includes mandatory fingerprinting.-
6. Students must sign a confidentiality (HIPAA) contract upon admission and yearly throughout the program.
7. Documentation of influenza immunization is required annually by date defined by the CDC each year.
8. Some facilities require each student to have health insurance, satisfactory to the facility, in effect while the student is participating in the clinical experience program at the facility. Students may be required to provide documentation of health insurance coverage to the facility 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 a timely manner upon communication distributed through HuskyNet Email and D2L.

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.

**When a nursing faculty requests a student meeting, the student will be expected to respond to the request.**

## **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 which 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 in regards to the PPOS. The PPOS can be utilized alone or with a Record of Concern (ROC). **(See Appendix B).**

### **Successful Progression in a Clinical/Lab Courses:**

Successful completion of all clinical/lab courses in the nursing major include 3 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&loaduseredits=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 including a Personalized Plan of Success.
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 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 Continuation/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:*

- NURS 306 and 307: Nursing Care of the Older Adults
- NURS 309 and 310: Holistic Adult Care: Physiological Wellness
- NURS 314 and 315: Child and Family Nursing
- NURS 401 and 402: Holistic Adult Care: Advanced Concepts



4. Students who have stopped-out of the program of their own volition with pre-approval of the Department of Nursing Science may enter into a new cohort dependent upon course availability. A stop-out is defined as a nursing student that does not register for nursing courses for one full semester. Students may stop out only once in the major and be out for a period no longer than one semester

**Process for Stop-out:**

- Submit a written letter of intent to the Department of Nursing Science Chair. The letter of intent must be submitted by October 15<sup>th</sup> for spring semester re-admission or by March 15<sup>th</sup> for fall semester re-admission. If the letter is not submitted to the department chair on time, it is presumed that the student does not wish to continue in the program.
  - The Department Chair brings this request to the APA for consideration, followed by the Department for approval.
  - The Department Chair informs the student of the decision in writing regarding eligibility to continue in the major.
  - Students who have stopped-out may be required to attend classes and/or complete laboratory units prior to continuation. The course faculty will determine what remediation is necessary.
5. Students who have been dismissed by the Department of Nursing Science are not eligible for re-entry, nor are they eligible for re-admission. See dismissal policy.

**DISCIPLINE PROCEDURE:**

**A. VERBAL NOTIFICATION**

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 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 relevant course faculty. 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 facility)
  - c. Any egregious single event in the clinical setting that compromises patient safety
  - d. Academic misconduct
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, the course coordinator, chair of the APA committee, chair of the Department of Nursing Science, 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; 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.
- g. The student will receive a formal letter with the final determination regarding dismissal from the Department Chair
- 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**

It is the student's responsibility to seek advising, academic counseling, and assistance in identifying and meeting learning goals. Each student is assigned a faculty advisor. The advisor will be notified regarding student progression concerns by course coordinators. Faculty office hours are posted on each faculty office in Brown Hall. 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. Accessibility Services is located in 202 Centennial Hall. Website:

<http://www.stcloudstate.edu/sds> Email: [sas@stcloudstate.edu](mailto:sas@stcloudstate.edu) Phone: (320) 308-4080.

### **COUNSELING AND PSYCHOLOGICAL SERVICES:**

Stewart Hall 103: 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/alcenter>. 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) 308-2084 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)

### **STUDENT CONCERNS/COMPLAINTS**

**Students are encouraged to discuss concerns or problems with their faculty first as complaints often are based upon misunderstanding between students and faculty. Thus, whenever possible, it is best to resolve them informally.** The student's advisor or a departmental faculty mediator may also be contacted for help in processing concerns. 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/studenthandbook](http://www.stcloudstate.edu/studenthandbook).

## **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 may 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 & Human Services.

## 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:

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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**

<input type="checkbox"/> <u>Knowledge</u>	<input type="checkbox"/> <u>Behavior</u>
<input type="checkbox"/> <u>Psycho/Motor</u>	<input type="checkbox"/> <u>Other</u>

**Referrals**

<input type="checkbox"/> <u>Nursing Science Lab Coordinator – BH 306B: 320-308-5781</u>	<input type="checkbox"/> <u>Student Disability Services – 202 Centennial Hall Room: 320-308-4080</u>
<input type="checkbox"/> <u>The Write Place, 51B Room 117: 320-308- 2031</u>	<input type="checkbox"/> <u>The Advising Center, 366 Centennial Hall: 320-308-6075</u>
<input type="checkbox"/> <u>The Math Lab, ECE 101</u>	<input type="checkbox"/> <u>Health Services: 320-308-3191</u>
<input type="checkbox"/> <u>Academic Learning Center, 236 Centennial Hall: 320-308-4993</u>	<input type="checkbox"/> <u>Tutoring Services – SCSU Multi-cultural Student Services Tutoring Program: 320- 308-5392</u>
<input type="checkbox"/> <u>The Counseling Center, Stewart Hall 103: 320-308-3171</u>	

(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 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 D**  
**St. Cloud State University Department of Nursing Science**  
**Plan for Improving on HESI Exams and for Passing the NCLEX-RN**

Date \_\_\_\_\_

Name \_\_\_\_\_ ID \_\_\_\_\_

**<http://evolve.elsevier.com> and log in with your username and password**

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 HESI 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 HESI exam or on the exit HESI exam.

**Write a brief reflection on the HESI 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 HESI exams and the NCLEX while in the program or finishing your final semester's course-work**

**Advisor comments:**

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

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

**Student Expectations for HESI Remediation**

*Students are expected to plan for and seek remediation for **all** HESI 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 E

### Program Course Map ~ effective Fall 2018

Nursing Major Semester One	Nursing Major Semester Two
<p><b>Nursing 301:</b> Health Healing Harmony: Professional Nursing Practices (3 cr)</p> <p><b>Nursing 302:</b> Professional Nurse (Clinical) (3 cr)</p> <p><b>Nursing 303:</b> Holistic Health Assessment (3 cr)</p> <p><b>Nursing 304:</b> Professional Nursing Skills (2 cr)</p> <p><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)</p> <p><b>Nursing 307:</b> Nursing Care of Older Adults (Clinical) (2 cr)</p> <p><b>Nursing 309:</b> Holistic Adult Care: Physiological Wellness (3 cr)</p> <p><b>Nursing 310:</b> Physiological Wellness (Clinical) (3 cr)</p> <p><b>Nursing 317:</b> Pharmacology in Nursing (3 cr)</p> <p><b>Total Classes = 5</b>  <b>Total semester credits = 13</b></p>
Nursing Major Semester Three	Nursing Major Semester Four
<p><b>Nursing 305:</b> Nursing Law and Ethics (2 cr)</p> <p><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)</p> <p><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)</p> <p><b>Nursing 402:</b> Holistic Adult Care: Advanced Concepts (Clinical) (3 cr)</p> <p><b>Nursing 403:</b> Research in Nursing Practice (3 cr)</p> <p><b>Nursing 404:</b> Health Care of Populations (2 cr)</p> <p><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>
Nursing Major Semester Five	
<p><b>Nursing 406:</b> Nursing Leadership and Management (3 cr)</p> <p><b>Nursing 408:</b> Nursing Capstone Seminar (1 cr)</p> <p><b>Nursing 411:</b> Nursing Leadership Capstone Practicum (6 cr)</p> <p><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 F

### 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 HESI 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**

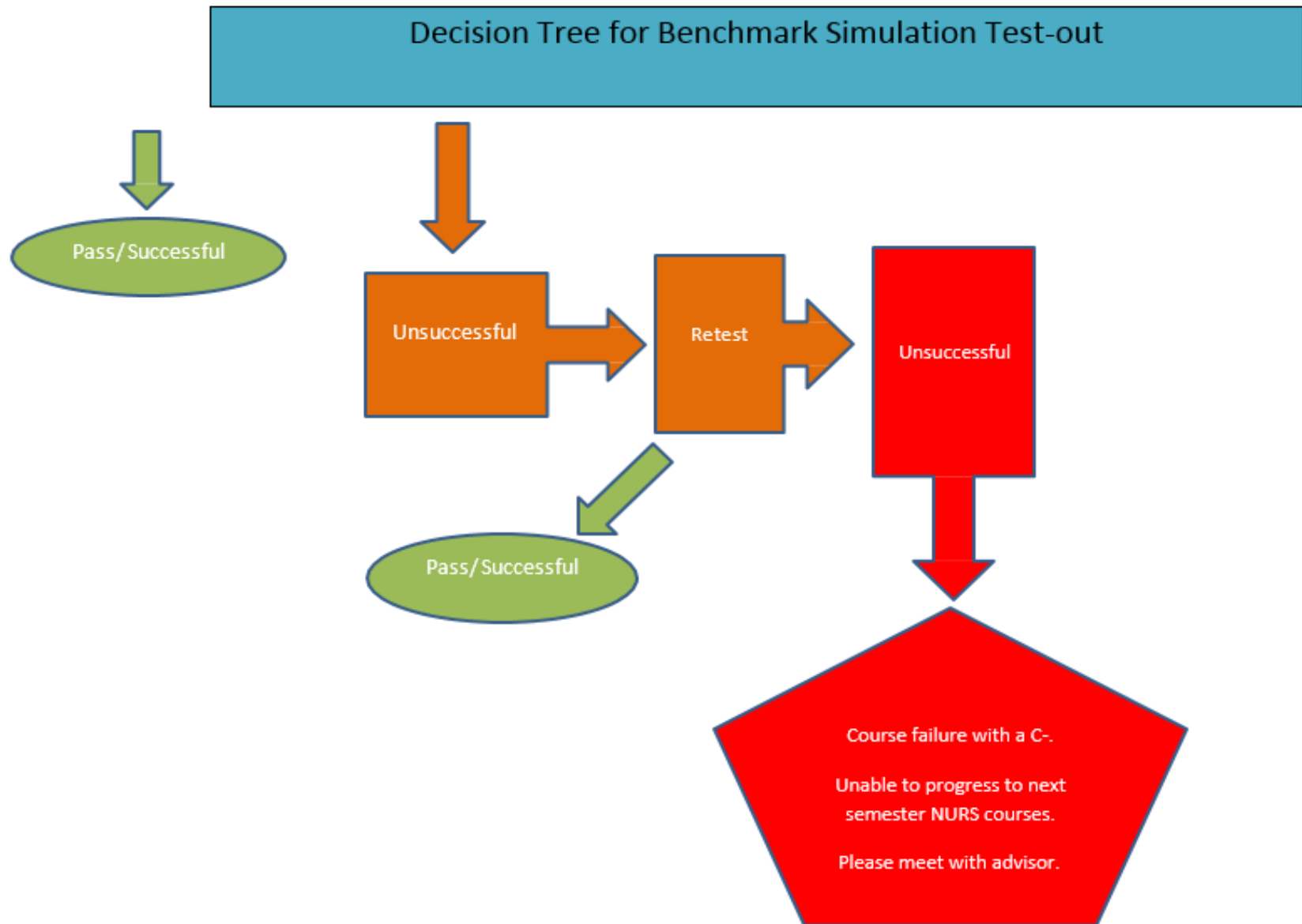
Knowledge, values and skills for competent care across cultures. Pre-req.: 401, 402 or 420, 403, 404, 405. 2 Cr. F, S.

**NURS 444/544. Internship**

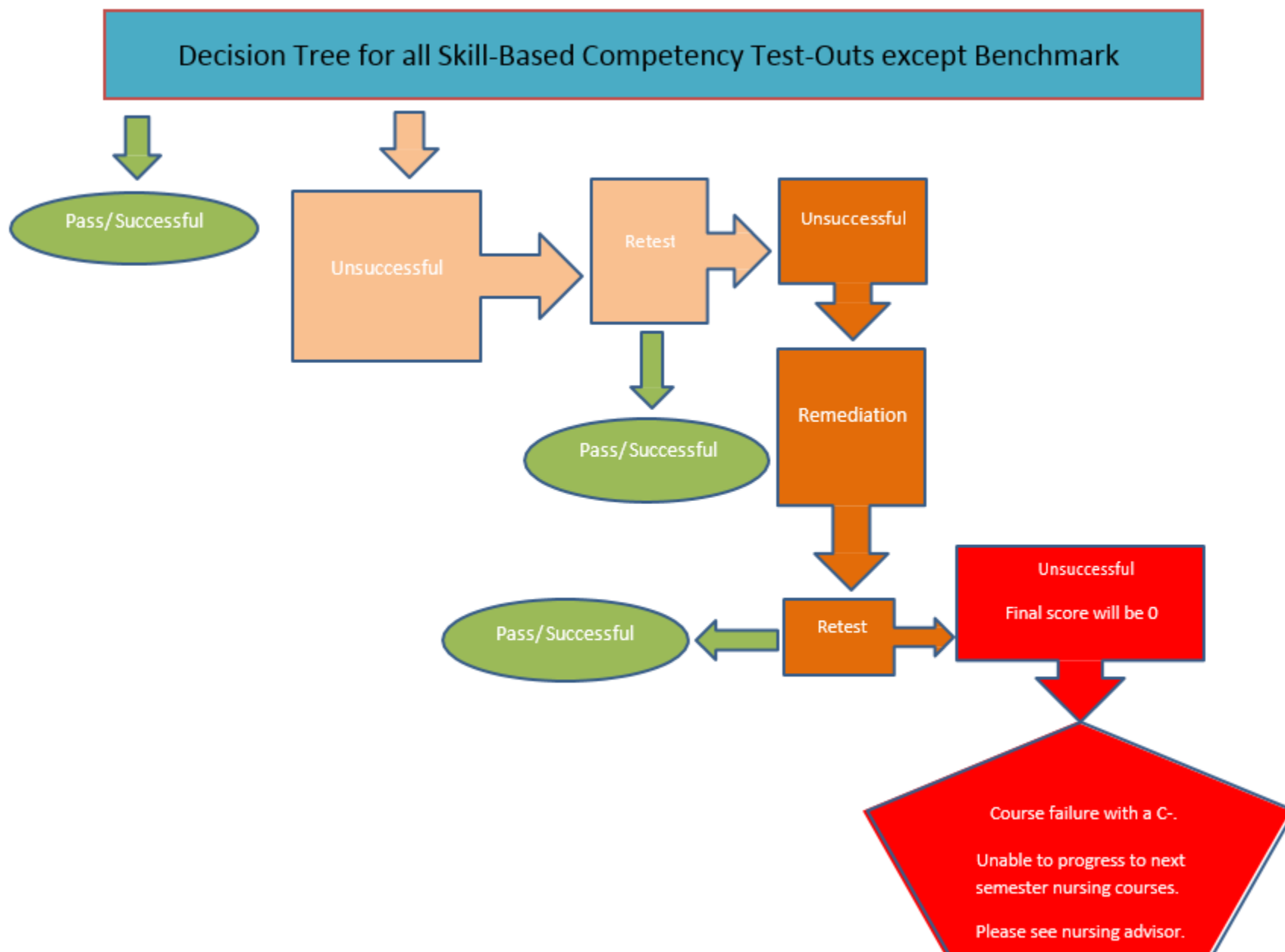
Observe and participate in nurse leader/manager activities on personnel providing health care to clients. 3 Cr. SUM. Pre-req.: 301

\*\*\*Pre-requisite and Co-requisite courses are currently going through the curriculum process and may

## APPENDIX G



## APPENDIX H





**Appendix I**  
**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 \_\_\_\_\_



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EDUCATION FOR LIFE.

**St. Cloud State University**  
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(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**