MINNESOTA STATE MOORHEAD®

GRADUATE NURSING STUDENT HANDBOOK & POLICY MANUAL

2025-2026
(Approved May 2025)

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Disclaimer

The MSUM graduate nursing program has made every effort to provide accurate and timely information in this handbook and policy manual. However, MSUM and the program reserve the right to change rules, regulations, procedures, curricula, courses, programs, course content, prerequisites, calendars, and fees at any time. The most current information can be found on the program website: https://www.mnstate.edu/graduate/nursing/

Students must also consult the *MSUM Graduate Bulletin* and the *MSUM Student Handbook* for specific guidance.

Graduate Nursing Leadership

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Mission Statements

Minnesota State: Minnesota State Colleges and Universities provide accessible high quality, future-oriented education, and community service through technical, pre-baccalaureate, baccalaureate, master's, occupational and continuing education programs.

Minnesota State University Moorhead: Minnesota State University Moorhead is a caring community promising all students the opportunity to discover their passions, the rigor to develop intellectually and the versatility to shape a changing world.

College of Science, Health & the Environment: The College of Science, Health, and the Environment prepares students to engage in scientific inquiry, make informed decisions, pursue career opportunities, and benefit the community.

School of Nursing & Healthcare Leadership: The School of Nursing and Healthcare Leadership (SNHL) prepares undergraduate and graduate students in nursing and/or healthcare administration for life-long learning, caring service, leadership, and global citizenship.

MSUM Nursing Guiding Statements

MSUM Nursing Mission
The Minnesota State University Moorhead (MSUM) nursing programs are committed to preparing professional nurses for lifelong learning, holistic interdisciplinary care delivery, and leadership to advance the well-being of the global community.

MSUM Nursing Vision
MSUM's nursing programs prepare professional nurses to engage in holistic health promotion and well-being while leading complex and innovative care in an ever-changing healthcare environment.

MSUM Nursing Core Values Statement:
MSUM's nursing programs are dedicated to achieving our mission and vision in a manner consistent with our values of:
- Pursuit of Excellence
  - Innovation, Leadership, Scholarship
- Collaboration
  - Partnership, Communication
- Authenticity
  - Accountability, Integrity
- Civility
  - Mutual Respect, Collegiality, Compassion
- Diversity
  - Equity, Inclusiveness, Person-Centered
- Holistic Well-being
  - Balance, Self-care, Resilience

Philosophy of the MSUM Nursing Programs

The Minnesota State University Moorhead (MSUM) nursing programs utilize evidence-based, holistic care concepts to help persons set goals for optimal wellbeing of body-mind-spirit, with high regard for diversity. We believe that this whole health approach serves as a catalyst for relationship-based, person-centered nursing and education. We believe:

- Nurses holistically care for the person, which includes individuals, families, societal groups, communities, and populations. Each person is unique and multidimensional, interacting with self and the environment in dynamic relationships. Nursing supports each person in pursuit of their desired state of health and overall wellbeing.
- Health is an ever-evolving state encompassing physical, mental, social, and/or spiritual wellbeing and functioning across the continuum of life. As nurses, we strive to assist clients to achieve a higher level of health that is consistent with their belief & value system. In addition, the pursuit of wellbeing is the right and responsibility of each person and is to be respected and supported.
- The environment encompasses the internal and external circumstances and surroundings of the person. These include real and perceived physiological, psychological, cultural, spiritual, economic, social, and technological influences. We believe that the person is in constant interaction with the environment and that nurses are a vital part of this environment.
- The profession of nursing is both an art and a science, which serves to protect, promote, and optimize health and ability, prevent illness and injury, facilitate healing, and alleviate suffering (American Nurses Association, 2017).

MSUM nursing faculty and students synergistically provide an innovative curriculum ensuring "real world" experiences to challenge adult learners. Students expand their knowledge through individual and interprofessional collaborative experiences through progressive use of advanced teaching methodologies. Our embraced teaching/learning process fosters intellectual and personal growth; stimulates inquiry, critical thinking, and synthesis of knowledge; and helps the individual value and pursue life-long learning. We advocate for professional career and degree advancement tailored to the unique needs of each person. We connect with students as colleagues and assume the role of facilitator of learning. We foster relationships that are caring, nurturing, guiding, and supportive while maintaining high expectations, applying evidence-based concepts, ensuring quality education, and upholding integrity. We believe that students excel when they feel cared about and accepted in an environment that fosters respect, trust, autonomy, and embraces diverse ways of being, knowing, and learning.

Graduate Nursing Program Overview

The graduate nursing program offers a **31-credit Master of Science in Nursing (MSN)** with optional **9-credit add-on emphases in Nursing Education and Nursing Leadership**. In addition, **9-credit graduate certificates** are available in **Nursing Education** and **Nursing Leadership**.

Students may also pursue the MSN degree through the **RN-MSN Bridge track** or as part of the **Accelerated RN-BSN-MSN pathway (MSN portion)**.

The MSN curricula includes graduate nursing core courses, emphasis-specific courses, and clinical practica. A culminating professional portfolio is required for those pursuing the MS degree. Students collaborate with their advisors to select practica that align with their areas of interest or target populations. Clinical practica may be completed in the student's home area, when appropriate.

Accreditation

The master's degree in nursing at Minnesota State University Moorhead is accredited by the Commission on Collegiate Nursing Education (CCNE) (http://www.ccneaccreditation.org). MSUM is accredited by the Higher Learning commission of the North Central Association of Colleges and Schools at the Master's degree level.

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

Graduate Nursing Guiding Frameworks

The Master's core curriculum and emphasis-specific content are derived from the program's mission and philosophy and are guided by the professional standards and guidelines delineated in these documents:

- The MSN core curriculum is guided and aligned with the NLN Outcomes and Competencies for Graduates of Master's in Nursing and the Advanced Holistic Nursing Programs Essential Requirements
- In addition, for the Emphasis-Specific tracks:
    - Nurse Educator track and Nurse Educator graduate certificate are guided by the NLN Core Competencies of Novice Nurse Educators
    - Nurse Leader track and Nurse Leader graduate certificate are guided by the American Organization for Nursing Leadership (AONL) Nurse Leader Competencies Model

MSU-Moorhead Master of Science in Nursing Program Outcomes
Effective Fall 2025

The MSN outcomes are the graduate outcomes for all the MSN tracks.

Program Student Learning Outcomes
PSLO 1. Human Flourishing Demonstrate leadership and facilitate change by effectively integrating current and emerging evidence from nursing and related disciplines to enhance human flourishing and continuously improve healthcare outcomes across diverse populations. *(NLN Human Flourishing, Holistic Essential: Background for Practice from Sciences and Humanities)*
PSLO 2. Professional Identity Cultivate a professional identity by leading ethically and employing a systems approach to strategically allocate resources, guide ethical decision-making, and promote evidence-based practices that ensure high-quality, safe nursing care. *(NLN Professional Identity, Holistic Essential: Organizational and Systems Leadership)*
PSLO 3. Spirit of Inquiry Demonstrate a spirit of inquiry by formulating research questions, evaluating the impact of evidence-based interventions, and applying quality improvement tools and methods to enhance quality and safety within healthcare organizations. *(NLN Spirit of Inquiry, Holistic Essential: Quality Improvement and Safety)*
PSLO 4. Nursing Judgment: Exercise nursing judgment by integrating research, clinical reasoning, and patient values to make evidence-based decisions, resolve practice problems, and disseminate results to optimize health outcomes. *(NLN Nursing Judgment, Holistic Essential: Translating and Integrating Scholarship into Practice)*
PSLO 5. Informatics and Technology Integration Evaluate current and emerging patient care, informatics, and communication technologies to enhance healthcare delivery and coordinate across diverse settings, ensuring alignment with best practices and improving healthcare outcomes. *(NLN Spirit of Inquiry, Holistic Essential: Informatics and Healthcare Technologies)*
PSLO 6. Health Policy, Ethics, Advocacy, Healthcare Equity, and Social Determinants of Health Facilitate system-level initiatives to enhance healthcare outcomes through policy development, advocacy, and ethical decision-making, emphasizing healthcare equity and addressing social determinants of health to reduce disparities and improve access to care. *(NLN Professional Identity, Holistic Essential: Health Policy and Advocacy)*
PSLO 7. Interprofessional Collaboration Collaborate effectively as a leader and member of interprofessional teams to optimize care management and coordination, employing strong communication skills to build therapeutic relationships. *(NLN Professional Identity, Holistic Essential: Interprofessional Collaboration)*
PSLO 8. Holistic Care including Prevention and Population Health Design, implement, and evaluate evidence-based strategies for clinical prevention and health promotion, addressing the diverse needs of individuals, families, communities, and populations. *(NLN Human Flourishing, Holistic Essential: Clinical Prevention and Population Health)*
PSLO 9. Lifelong Learning and Professional Integrity Integrate advanced nursing knowledge and competencies to influence health outcomes at individual, family, population, and systems levels, while demonstrating a commitment to lifelong professional growth and integrity. *(NLN Professional Identity, Holistic Essential: Lifelong Learning and Reflective Practice)*

Nurse Leader Emphasis – Program Description and Student Learning Goals

The Nurse Leader program prepares early career and current nurse leaders for graduate-level nursing and healthcare leadership. Advanced education in nurse leadership addresses the growing need for system-wide leadership within the healthcare industry. The program emphasizes an increased depth of understanding of the complex systems and issues involved in contemporary healthcare environments.

In addition to the Master of Science in Nursing Program core Program Student Outcomes (PSOs), upon completion of the Nurse Leader Emphasis, graduates are expected to achieve the Nurse Leader Student Learning Goals listed below.

- Goal 1: Apply advanced leadership, communication, and relationship management strategies to foster interprofessional collaboration and guide ethical decision-making, enhancing patient care quality and healthcare outcomes.
  (AONL Domain I; MSN PSLOs 1, 2, 7, 9; MHA 618, 619)

- Goal 2: Analyze the impact of healthcare economics, reimbursement, policy, legal frameworks, and population health trends to lead system-level initiatives promoting quality, safety, and equity in healthcare delivery.
  (AONL Domain II; MSN PSLOs 1, 4, 6, 8; MHA 618, 619)

- Goal 3: Integrate systems thinking and transformational leadership principles to initiate and manage organizational change, foster a culture of safety, and optimize healthcare outcomes across diverse settings.
  (AONL Domain III; MSN PSLOs 1, 3, 4, 9; MHA 618, 619)

- Goal 4: Exemplify professional integrity, accountability, and ethical leadership by fostering continuous personal and professional development and cultivating environments that support legal compliance, ethical practice, and reflective lifelong learning.
  (AONL Domain IV; MSN PSLOs 2, 6, 9; MHA 618, 619)

- Goal 5: Employ business acumen and data-informed decision-making to strategically manage human, fiscal, and technological resources, leveraging informatics and analytics for operational excellence and strategic planning in healthcare organizations.
  (AONL Domain V; MSN PSLOs 5, 6, 9; MHA 618, 619)

Nurse Educator Emphasis – Program Description and Student Learning Goals

The Nurse Educator (NED) emphasis prepares registered nurses holding a Baccalaureate Degree in Nursing at the Master of Science level in nursing education within academic and clinical arenas. The emphasis is built upon the art and science of nursing education within the changing contexts of health care, nursing, higher education, and evidence-based practice. Within the broader Graduate Nursing program outcomes, the NED emphasis adapts to provide students with understanding and evidence-based application of the nurse educator role; teaching-learning processes; curriculum development, management and evaluation; program and student evaluation; and modalities to accomplish education within the various settings.

In addition to the Master of Science in Nursing Program core Program Student Outcomes (PSOs), upon completion of the Nurse Educator Emphasis, graduates are expected to achieve the Nurse Educator Student Learning Goals listed below.

- Goal 1: Facilitate meaningful learning by integrating educational theory, evidence-based strategies, innovative technology, and reflective practice to meet diverse learner needs.
  (NLN NE Competency 1; NURS 639 CLO 1, 4; NURS 649 CLO 1, 5; PSLO 4, 5, 9)

- Goal 2: Create learner-centered, inclusive educational experiences that foster professional growth, self-awareness, and socialization into the nursing profession.
  (NLN NE Competency 2; NURS 639 CLO 2, 5; NURS 649 CLO 2; PSLO 1, 7, 9)

- Goal 3: Develop and implement evidence-based, valid, and reliable assessment and evaluation strategies to measure learner performance and guide educational improvement.
  (NLN NE Competency 3; NURS 639 CLO 1, 4; NURS 649 CLO 3, 4; PSLO 4, 5, 9)

- Goal 4: Participate collaboratively in curriculum design, implementation, and evaluation to advance innovative educational programs responsive to healthcare trends.
  (NLN NE Competency 4; NURS 639 CLO 1, 5, 6; PSLO 2, 5, 6, 7, 9)

- Goal 5: Demonstrate leadership and change-agent skills through active engagement in academic and healthcare settings to improve education and patient outcomes.
  (NLN NE Competency 5; NURS 639 CLO 3; NURS 649 CLO 5; PSLO 2, 3, 6, 7, 9)

- Goal 6: Commit to continuous quality improvement and lifelong learning to advance nursing education, scholarship, and the professional development of self and others.
  (NLN NE Competency 6; NURS 639 CLO 4, 6; NURS 649 CLO 6; PSLO 3, 9)

- Goal 7: Engage in scholarship that advances the science of nursing education and informs practice, including research, quality improvement, and evidence dissemination.
  (NLN NE Competency 7; NURS 639 CLO 4, 6; NURS 649 CLO 4, 5; PSLO 3, 4, 9)

- Goal 8: Demonstrate professionalism, ethical conduct, and leadership while navigating the complexities of academic environments and fostering an inclusive, supportive educational climate.
  (NLN NE Competency 8; NURS 639 CLO 2, 5; NURS 649 CLO 6; PSLO 2, 6, 7, 9)

Nurse Leader Post-Baccalaureate Graduate Certificate

The Nurse Leader Post-Baccalaureate Graduate Certificate prepares early career and current nurse leaders for roles in nursing and healthcare leadership. The certificate program emphasizes the key areas of leadership essential to successfully navigating and leading within complex healthcare systems. Credits earned in the certificate program can be applied toward the Master of Science in Nursing, Nurse Leader Emphasis, for students who wish to pursue a graduate degree.

Upon completion of the Nurse Leader Post-Baccalaureate Certificate, graduates are expected to achieve the same Nurse Leader Student Learning Goals/Outcomes outlined for the Nurse Leader Emphasis. These goals and outcomes define the essential leadership knowledge and skills for practice within dynamic healthcare environments.

Nurse Educator Post-Baccalaureate Graduate Certificate

The Nurse Educator (NED) Post-Baccalaureate Graduate Certificate prepares registered nurses holding a Baccalaureate Degree in Nursing at the certificate level in nursing education within the academic and clinical arenas. The certificate is built upon the art and science of nursing education within the changing contexts of health care, nursing, higher education, and evidence-based practice. The certificate provides students with a basic understanding and evidence-based application of the nurse educator role. Credits earned can be applied toward the Master of Science with Major in Nursing, NED Emphasis for students who would like to earn a graduate degree.

IEPMS Post-Baccalaureate Graduate Certificate

The Informatics, Evidence-Based Practice, and Project Management/Strategy (IEPMS) Post-Baccalaureate Graduate Certificate prepares students to implement and lead healthcare practice projects in a strategic manner using quality indicators, dashboards, informatics-based data, national guidelines, and other forms of evidence. Credits earned can be applied toward the Master of Science in Nursing or Master of Healthcare Administration for students who would like to earn a master's degree.

Integrative and Holistic Health (IHH) Post-Baccalaureate Graduate Certificate

The Integrative and Holistic Health (IHH) Post-Baccalaureate Graduate Certificate is designed for nurses and healthcare professionals seeking to expand their expertise in whole-person, patient-centered care. Grounded in evidence-informed practices, the program explores the integration of conventional and complementary approaches to support health, healing, and well-being. Some of the credits earned can be applied toward the Master of Science in Nursing for students who would like to earn a master's degree.

Certification Information

Students are encouraged to seek certification in their specialty area. Certification establishes credibility, provides access to relevant scholarly resources, gains access to continuing education opportunities, builds networks of mentors/peers, and demonstrates professionalism. For more information on certifications requirements (licensure, education, experience) please visit the following websites. Graduating from the MSUM program alone will not ensure qualification to take the exam. The student must also meet experiential and licensure requirements.

- Certified Nurse Educator (CNE)
    - Agency: National League for Nursing
    - Eligibility (licensure, Master's Degree education, experience): https://www.nln.org/awards-recognition/cne/Certification-for-Nurse-Educatorscne/cne-eligibility
    - Exam Prep/Review Course (strongly encouraged)
- Certified in Executive Nursing Practice (CENP)
    - Agency: American Organization for Nursing Leadership (AONL) Credentialing Center
    - Information including Eligibility (licensure, education, experience): https://www.aonl.org/initiatives/cenp-faq
    - Exam Prep/Review Course (strongly encouraged)
- Certified Nurse Manager and Leader (CNML)
    - Agency: American Organization for Nursing Leadership (AONL) Credentialing Center
    - Information including Eligibility (licensure, education, experience): https://www.aonl.org/initiatives/cnml-faq
    - Exam Prep/Review Course (strongly encouraged)

Course Registration/Descriptions

Please check with the Graduate Nursing Coordinator or an advisor for guidance in program planning. A composite list of course offerings for each semester is found on eServices: https://eservices.minnstate.edu/registration/search/basic.html?campusid=072

Electronic registration is used for courses offered at MSUM. Graduate students do not need an advisor access code to register for classes. Students are encouraged to register in a timely manner. Registration windows can be found at https://www.mnstate.edu/registrar/registration/window/

Course descriptions, credits, and pre-requisites can be found at: https://www.mnstate.edu/academics/requirements/course-descriptions/

Graduate Forms and Degree Completion

All graduate forms need to be completed by the student on the Graduate Dashboard at https://my.mnstate.edu/gradstudies/students. Log-in to the site at the beginning of the program and check regularly to update forms, especially the last two semesters prior to your anticipated graduation.

Interprofessional Courses

Students will be enrolled in courses with other disciplines/professions to promote interdisciplinary collaboration (see course progression plans).

Oral Examination Process

The oral examination process gives the MS degree candidate the opportunity to present the findings of their self-reflection in the Professional Portfolio, demonstrate mastery of the Program Student Outcomes of their plan of study and readiness for specialty role in nursing, and demonstrate alignment of academic accomplishments with emphasis-specific goals.

- To schedule the oral examination, a student must be enrolled in or have completed at least 75% of the total credits required for the degree.
- The oral examination follows the completion of and precedes the acceptance/approval of the culminating scholarly work (portfolio).
- The examination is conducted by the student's Examining Committee.
- The examination is approximately 60 minutes in length.
- The committee then decides if the student's written work is accepted with or without revision and if the student passes or fails the examination. Please refer to the Graduate Nursing Program Oral Examination Evaluation Rubric.
    - Failure on the examination signifies a failure to proceed in the degree candidacy process. A student may repeat the examination only by appealing to the School of Nursing and Healthcare Leadership.
- The committee completes the paperwork necessary for the student to proceed in the degree candidacy process or notifies the appropriate office of the student's failure.

MSUM Graduate Nursing Program Oral Examination Evaluation Rubric

Student Name: _____   Type of Capstone: Portfolio

Committee Chair: _____

Committee Member(s): _____   Date:_____

Directions: Rate each of the Program Learning Outcomes using the rating descriptors provided below.

Rating	Narrative Descriptions	Synthesis of Evidence	Integration of Evidence	Multiple Sources of Evidence	Clarity	Organization	Scholarly Writing/ Presentation	Critical Thinking/ Analysis
5	Expert – Demonstrates advanced knowledge and skills expected of a graduate MSN student. Intuitively analyzes and recognizes problems with ideas and expertise. Relies on progressive experience and wisdom to provide guidance, troubleshoot, and answer questions. *Students are not expected to advance to an expert level in the program, which will come with time and professional experience beyond the scope of the program.*	X	X	X	X	X	X	X
4	Proficient – Can perceive and understand situations as whole parts. Learns from experiences and knowledge, anticipates what to expect, and reacts by modifying plans. May consult with an expert but will have a plan developed.		X	X	X	X	X	X
3	Competent – Gains more experience and knowledge, competence develops with solving problems and forming outcomes. Help from experts might still be required, but usually skills can be performed independently.			X	X	X	X	X
2	Advanced Beginner – Demonstrates acceptable performance, starting to equate situational and non-situational aspects of learning, along with rules. Can start to apply some concepts but are still analytic by following examples.					X		X
1	Novice – A beginner, with no experience. Understanding and gaining information to comprehend skills by using rules obtained in the classroom setting; expected to need help from an expert to understand and apply concepts.							

Master of Nursing Science Program Student Outcomes (PSO)	Expert (5)	Proficient (4)	Competent (3)	Advanced Beginner (2)	Novice (1)
1. Demonstrate leadership and facilitate change by effectively integrating current and emerging evidence from nursing and related disciplines to enhance human flourishing and continuously improve healthcare outcomes across diverse populations.					
2. Cultivate a professional identity by leading ethically and employing a systems approach to strategically allocate resources, guide ethical decision-making, and promote evidence-based practices that ensure high-quality, safe nursing care.					
3. Demonstrate a spirit of inquiry by formulating research questions, evaluating the impact of evidence-based interventions, and applying quality improvement tools and methods to enhance quality and safety within healthcare organizations.					
4. Exercise nursing judgment by integrating research, clinical reasoning, and patient values to make evidence-based decisions, resolve practice problems, and disseminate results to optimize health outcomes.					
5. Evaluate current and emerging patient care, informatics, and communication technologies to enhance healthcare delivery and coordinate across diverse settings, ensuring alignment with best practices and improving healthcare outcomes.					
6. Facilitate system-level initiatives to enhance healthcare outcomes through policy development, advocacy, and ethical decision-making, emphasizing healthcare equity and addressing social determinants of health to reduce disparities and improve access to care.					
7. Collaborate effectively as a leader and member of interprofessional teams to optimize care management and coordination, employing strong communication skills to build therapeutic relationships.					
8. Design, implement, and evaluate evidence-based strategies for clinical prevention and health promotion, addressing the diverse needs of individuals, families, communities, and populations.					
9. Integrate advanced nursing knowledge and competencies to influence health outcomes at individual, family, population, and systems levels, while demonstrating a commitment to lifelong professional growth and integrity.					
Total Score					

Examination Results:
_____ Passed (No more than two "Advanced Beginner" and/or "Novice" areas)
_____ Failed (Greater than two "Advanced Beginner" and/or "Novice" areas)

Comments (if applicable):

MSUM Graduate Nursing Program Options

Program	Focus	Credits	Modality
Degree: Master of Science in Nursing No Emphasis - Generalist	Populations/ Aggregates/ Systems/ Organizations	31 cr Core Nursing	Online
Degree: Master of Science in Nursing Emphasis: Nurse Educator (NED)	Populations/ Aggregates/ Systems/ Organizations	31 cr Core Nursing 9 cr NED Specific 40 cr	Online
Degree: Master of Science with Major in Nursing Emphasis: Nurse Leader (NL)	Populations/ Aggregates/ Systems/ Organizations	31 cr Core Nursing 9 cr NED Specific 40 cr	Online
Degree: Accelerated RN-BSN-MSN Pathway *Earn both BSN and MSN degrees*	Populations/ Aggregates/ Systems/ Organizations	21 cr RN-BSN Courses 10 cr Dual Courses 22-27cr MSN Courses 53 – 59 cr	Online
Degree: RN-MSN Bridge Track	Populations/ Aggregates/ Systems/ Organizations	12 cr Bridge Courses 31-40 cr MSN Courses 43 – 52 cr	Online
Graduate Certificate: Nurse Educator (NED)	Populations/ Aggregates	9 cr	Online
Graduate Certificate: Nurse Leader (NL)	Aggregates/ Systems/ Organizations	9 cr	Online
Graduate Certificate: Informatics, Evidence-based Practice, and Project Management/Strategy (IEPMS)	Aggregates/ Systems/ Organizations	18 cr	Online
Graduate Certificate: Integrative and Holistic Health	Aggregates/ Systems/ Organizations	12 cr	Online

MSN Stackable Degree and Certificates Table

MSN – Generalist	MSN Add NL Emphasis	MSN Add NED Emphasis	MSN Add NL Cert	MSN Add NED Cert	Add MHA to MSN Generalist	Add MHA to MSN NL Emphasis	Add MHA to MSN NED Emphasis
NURS 600 (3) NURS 605 (3) NURS 610 (3) NURS 615 (3) NURS 628 (3) NURS 638 (3) NURS 650 (3) NURS 629 (3) NURS 662 (3) Choose ONE practicum course (3) NURS 642P, NURS 643P, NURS 644P, or NURS 645P NURS 695 (1)	MHA 618 (3) MHA 619 (3) Choose 2nd practicum course (3) NURS 644P, or NURS 645P (course not taken previously)	NURS 639 (3) NURS 649 (3) Choose 2nd practicum course (3) NURS 642P, or NURS 643P (course not taken previously)	MHA 618 (3) MHA 619 (3)	NURS 639 (3) NURS 649 (3)	ECON 610 (3) MHA 514 (3) MHA 540 (3) MHA 618 (3) MHA 619 (3) MHA 625 (3) MHA 651 (3) MHA 692A (1) MHA 692B (3) MHAElective (3)	ECON 610 (3) MHA 514 (3) MHA 540 (3) MHA 625 (3) MHA 651 (3) MHA 692A (1) MHA 692B (3) MHAElective (3)	ECON 610 (3) MHA 514 (3) MHA 540 (3) MHA 618 (3) MHA 619 (3) MHA 625 (3) MHA 651 (3) MHA 692A (1) MHA 692B (3) NURS 639 (3) NURS 649 (3) MHAElective (3)
31 credits	Add 9 credits	Add 9 credits	Add 6 credits	Add 6 credits	Add 28 credits	Add 22 credits	Add 34 credits

Master of Science in Nursing – 31 credit Generalist Track
Progression Plan Template (Starting Fall 2025)

Dept.	No.	Title	Cr.	Date Taken/ Anticipated (Semester/Year) *The semester noted below is the semester that the course is offered unless notified otherwise.*
NURS	600	Nursing Science, Ethical, and Transcultural Theories *(This course must be taken with the first year of enrollment)*	3	Summer 20XX
NURS	610	Holistic Health Promotion & Disease Prevention	3	Summer 20XX
NURS	650	Organizational Strategy & Systems Leadership	3	Summer 20XX
NURS	605	Healthcare Quality, Safety, and Regulatory Management	3	Fall 20XX
NURS	628	Health Care Delivery Systems, Policy and Reimbursement	3	Fall 20XX
NURS	629	Educational Foundations and Teaching Strategies in Healthcare Note: *Take NURS 639 and NURS 649 + 2nd practicum to add the Nurse Educator Emphasis to your MSN – only three additional courses.*	3	Fall 20XX
NURS	615	Research and Evidence-Based Practice*	3	Spring 20XX *(pre-req stats*)*
NURS	638	Health Information Systems	3	Spring 20XX
NURS	662	Pathophysiology, Pharmacology, and Physical Assessment for Health Professions	3	Spring 20XX
NURS	695	Portfolio (Plan B) * **Portfolio course taken toward the end of the program of study**	1	Fall, Spring, Summer Semesters 20XX
*Choose ONE Practicum Course = 100 hours of practicum *Practicum course taken toward the end of the program of study*				
NURS	637	Practicum Early Start **Optional** *Early Start on Clinical Hours for any practicum course.*	2	Summer 20XX
*NURS	642P	Advanced Nurse Educator Practicum Capstone I	3	Fall 20XX
*NURS	644P	Nurse Leader Practicum Capstone I	3	Fall 20XX
*NURS	643P	Advanced Nurse Educator Practicum Capstone II	3	Spring 20XX
*NURS	645P	Nurse Leader Practicum Capstone II	3	Spring 20XX
		Total (should add up to 31 credits):		

NOTES:

- See the following website for course descriptions: https://www.mnstate.edu/academics/requirements/course-descriptions/
- * A statistics course at the undergraduate or graduate level is required before registering for NURS/MHA 615. The course cannot be older than 10 years from the time of entry into the MSUM graduate program. Students who do not meet this requirement must take the NURS/MHA 502 Healthcare Statistics Foundations course (1 credit, pass/fail, online course) before NURS/MHA 615.
- * For graduation, you only need 1 credit of NURS 695. However, some students like to begin work on their portfolio prior to their expected graduation semester. Some students take NURS 695 more than once to finish the required work. Taking this course in the fall will allow you a head start and will then reduce your chance of delayed graduation should you take it in the spring and not be able to finish the requirements.

Master of Science in Nursing – Nurse Leader Track
Progression Plan Template (Starting Fall 2025)

Dept.	No.	Title	Cr.	Date Taken/ Anticipated (Semester/Year) *The semester noted below is the semester that the course is offered unless notified otherwise.*
NURS	600	Nursing Science, Ethical, and Transcultural Theories *(This course must be taken with the first year of enrollment)*	3	Summer 20XX
NURS	610	Holistic Health Promotion & Disease Prevention	3	Summer 20XX
NURS	650	Organizational Strategy & Systems Leadership	3	Summer 20XX
NURS	605	Healthcare Quality, Safety, and Regulatory Management	3	Fall 20XX
NURS	628	Health Care Delivery Systems, Policy and Reimbursement	3	Fall 20XX
NURS	629	Educational Foundations and Teaching Strategies in Healthcare *Note: complete NURS 639 (3 cr.) and NURS 649 (3 cr.) for add on Nurse Educator Certificate*	3	Fall 20XX
MHA	618	Healthcare Law and Ethical Decision-Making	3	Fall 20XX
NURS	615	Research and Evidence-Based Practice*	3	Spring 20XX *(pre-req stats*)*
NURS	638	Health Information Systems	3	Spring 20XX
MHA	619	Applied Health Care Financial Management	3	Spring 20XX
NURS	662	Pathophysiology, Pharmacology, and Physical Assessment for Health Professions	3	Spring 20XX
NURS	637	Practicum Early Start **Optional** *Early Start on Clinical Hours for N644P or 645P*	2	Summer 20XX
NURS	644P	Nurse Leader Practicum Capstone I *(100 healthcare practice nurse leader hours)*	3	Fall 20XX
NURS	645P	Nurse Leader Practicum Capstone II *(100 nurse leader focused hours)*	3	Spring 20XX
NURS	695	Portfolio (Plan B) *	1	Fall, Spring, or Summer Semesters
		Total (should add up to 40 credits):		

NOTES:

- See the following website for course descriptions: https://www.mnstate.edu/academics/requirements/course-descriptions/
- * A statistics course at the undergraduate or graduate level is required before registering for NURS/MHA 615. The course cannot be older than 10 years from the time of entry into the MSUM graduate program. Students who do not meet this requirement must take the NURS/MHA 502 Healthcare Statistics Foundations course (1 credit, pass/fail, online course) before NURS/MHA 615.
- * For graduation, you only need 1 credit of NURS 695. However, some students like to begin work on their portfolio prior to their expected graduation semester. Some students take NURS 695 more than once to finish the required work. Taking this course in the fall will allow you a head start and will then reduce your chance of delayed graduation should you take it in the spring and not be able to finish the requirements.

Master of Science in Nursing – Nurse Educator Track
Progression Plan Template (Starting Fall 2025)

Dept.	No.	Title	Cr.	Date Taken/ Anticipated (Semester/Year) *The semester noted below is the semester that the course is offered unless notified otherwise.*
NURS	600	Nursing Science, Ethical, and Transcultural Theories *(This course must be taken with the first year of enrollment)*	3	Summer 20XX
NURS	610	Holistic Health Promotion & Disease Prevention	3	Summer 20XX
NURS	649	Assessment, Testing, and Evaluation Strategies in Healthcare Education Note: TLC equivalency	3	Summer 20XX
NURS	650	Organizational Strategy & Systems Leadership	3	Summer 20XX
NURS	605	Healthcare Quality, Safety, and Regulatory Management	3	Fall 20XX
NURS	628	Health Care Delivery Systems, Policy and Reimbursement	3	Fall 20XX
NURS	629	Educational Foundations and Teaching Strategies in Healthcare Note: TLC equivalency	3	Fall 20XX
NURS	615	Research and Evidence-Based Practice*	3	Spring 20XX *(pre-req stats*)*
NURS	639	Curriculum/Course Design and Evaluation in Healthcare Education (pre-req 629 unless preapproved by faculty) Note: TLC equivalency	3	Spring 20XX
NURS	638	Health Information Systems	3	Spring 20XX
NURS	662	Pathophysiology, Pharmacology, and Physical Assessment for Health Professions	3	Spring 20XX
NURS	637	Practicum Early Start **Optional** *Early Start on Clinical Hours for N642P or 643P*	2	Summer 20XX
NURS	642P	Advanced Nurse Educator Practicum Capstone I *(100 academic nurse educator hrs)*	3	Fall 20XX
NURS	643P	Advanced Nurse Educator Practicum Capstone II *(100 clinical nurse educator hours)*	3	Spring 20XX
NURS	695	Portfolio (Plan B) *	1	Fall, Spring, Summer 20XX
		Total (should add up to 40 credits):		

NOTES:

- See the following website for course descriptions: https://www.mnstate.edu/academics/requirements/course-descriptions/

- * A statistics course at the undergraduate or graduate level is required before registering for NURS/MHA 615. The course cannot be older than 10 years from the time of entry into the MSUM graduate program. Students who do not meet this requirement must take the NURS/MHA 502 Healthcare Statistics Foundations course (1 credit, pass/fail, online course) before NURS/MHA 615.

- * For graduation, you only need 1 credit of NURS 695. However, some students like to begin work on their portfolio prior to their expected graduation semester. Some students take NURS 695 more than once to finish the required work. Taking this course in the fall will allow you a head start and will then reduce your chance of delayed graduation should you take it in the spring and not be able to finish the requirements.

MINNESOTA STATE MOORHEAD

Accelerated RN-BSN-MSN Pathway
Nursing Degree
Advising Record

1) **STUDENT/Term:** Click here to enter text.
2) **Student Initials/Date:** Click here to enter text.
3) **Student Contact Number:** Click here to enter text.
4) **Advisor/Date reviewed:** Click here to enter text.
5) **Access Code from Advisor:** Click here to enter text.

LIBERAL ARTS & SCIENCES CURRICULUM (LASC) REQUIRED: 40 TOTAL CREDITS AND 10 AREAS COVERED		
NOTE : ○A course from Goal Areas 3, 5, or 6 may also satisfy Goal Areas 7, 8, 9 or 10 and upper division (if 300-400 level). Completion of the approved course fulfills both goal areas, but the credit may not be double counted.		

		MinCr	Plan
1A	**Oral Communication** (i.e., COMM 100)	3	
1B	**Written Communication**	3	
2	**CRITICAL THINKING**	3	
3	**NATURAL SCIENCES** 2 Courses from 2 different disciplines/rubrics – one with lab	6	
4	**MATHEMATICAL/LOGICAL REASONING** i.e., MATH 105; 234 Statistics (if planning on grad school) - Need to take placement exam	3	
5	**HISTORY AND SOCIAL SCIENCES** 2 courses from 2 disciplines/ rubrics (areas)	6	
6	**ARTS AND HUMANITIES** 2 courses from 2 disciplines/ rubrics (areas)	6	
7	**HUMAN DIVERSITY**	3	
8	**GLOBAL PERSPECTIVES**	3	
9	**ETHICAL AND CIVIC RESPONSIBILITY**	3	
10	**PEOPLE AND THE ENVIRONMENT**	3	
	TOTAL	40 min	

RN-BSN CORE Curriculum 31 CREDITS IN SUGGESTED ORDER		CR	PLAN	TAKEN
N301 (fa/sp/su*)	1) **TRANSITIONS** (WI) • 1st semester only	4		
N303 (fa/sp/su*)	2) **HOLISTIC FAMILY NURSING**	4		
N610 (fa/sp/su*)	3) **HEALTH PROMOTION AND DISEASE PREVENTION**	3		
N502 (winter)	4) **HEALTHCARE STATISTICS FOUNDATIONS**	1		
N615 (fa/sp/su*)	5) **RESEARCH AND EBP** • advise early in major	3		
N348L (fa/sp/su*)	6) **PUBLIC HEALTH**	4		
N420 (fa/sp/su*)	7) **GERONTOLOGICAL NURSING** • prereq: N370 • advise later in major	3		
N662 (fa/sp)	8) **PATHO, PHARM, PHYSICAL ASSESSMENT FOR HEALTH PROFESSIONALS**	3		
N472 (fa/sp/su*)	9) **LEADERSHIP and PROFESSIONAL DEVELOPMENT**	3		
N473 (fa/sp/su*)	9) **PROFESSIONAL PATHWAYS** (WI) • Has a capstone project • Permission ONLY course: placement forms must be submitted by due date. PLEASE SEE: NURS 473 Pre-Project Repository	3		
TOTAL REQUIRED NURSING CREDITS NEEDED		**31**		
UPPER DIVISION CREDIT RULE at MSUM: you will need a total of **40 credits** at 300-400 level *(9 credits beyond required nursing either transferred or studied in program; can be combined with LASC course credit if LASC is upper division; receive 6 credits for passing NCLEX)*				
ADDITIONAL UPPER DIVISION CREDITS NEEDED = __				
ADDITIONAL OVERALL CREDITS NEEDED (120 needed)= __				

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

Nursing Office PH: (218)-477-2693
Email: nursing@mnstate.edu

Graduation Requirements:
-*WI* = Writing Intensive (2 required by MSUM for transfer students): this requirement is covered in required nursing courses
-*NEED* **120 credits** for MSUM baccalaureate degree
-*NEED* **30 credits** from MSUM for a MSUM degree (nursing has 31)
-*NEED* 40 credits of upper division courses 300-400 level, nursing provides 31 of the 40
-8 of your last 12 credits must be completed at MSUM to meet the residency credit graduation policy

Accelerated RN-BSN-MSN Pathway SAMPLE Course

Fast Track (3 semesters) - Fall start
- Semester 1:
  - NURS 301
  - NURS 610
  - NURS 615
  - WINTER: NURS 502
- Semester 2:
  - NURS 303
  - NURS 348
  - NURS 472
- Semester 3:
  - NURS 662
  - NURS 420
  - NURS 473

Fast Track (3 semesters) - Spring start
- Semester 1:
  - NURS 301
  - NURS 303
  - NURS 472
- Semester 2:
  - NURS 348
  - NURS 615
  - NURS 420
- Semester 3:
  - NURS 610
  - NURS 662
  - NURS 473
  - WINTER: NURS 502

Fast Track (3 semesters) - Summer start
- Semester 1:
  - NURS 301
  - NURS 615
  - NURS 472
- Semester 2:
  - NURS 610
  - NURS 348
  - NURS 662
  - WINTER: NURS 502
- Semester 3:
  - NURS 303
  - NURS 420
  - NURS 473

IMPORTANT – For each sample plan above, please note that students also need to complete remaining MSN courses see MSN track progression plan for
In the **Graduate Nursing Handbook and Policy Manual**.

4 semester Track - Fall start
- Semester 1:
  - NURS 301
  - NURS 615
  - WINTER: NURS 502
- Semester 2:
  - NURS 303
  - NURS 610
- Semester 3:
  - NURS 348
  - NURS 420
- Semester 4:
  - NURS 662
  - NURS 472
  - NURS 473

4 semester track - Spring start
- Semester 1:
  - NURS 301
  - NURS 303
- Semester 2:
  - NURS 610
  - NURS 615
- Semester 3:
  - NURS 348
  - NURS 472
  - WINTER: NURS 502
- Semester 4:
  - NURS 662
  - NURS 420
  - NURS 473

4 semester track - Summer start
- Semester 1:
  - NURS 301
  - NURS 610
- Semester 2:
  - NURS 348
  - NURS 615
  - WINTER: NURS 502
- Semester 3:
  - NURS 303
  - NURS 420
  - NURS 472
- Semester 4:
  - NURS 662
  - NURS 473

RN-MSN Bridge Generalist Track
Progression Plan Template (Starting Fall 2025)

Dept.	No.	Title	Cr.	Date Taken/ Anticipated (Semester/Year) *The semester noted below is the semester that the course is offered unless notified otherwise.*
NURS	301	Transitions	4	Fall, Spring, Summer Semesters 20XX
NURS	303	Holistic Family Nursing	4	Fall, Spring, Summer Semesters 20XX
NURS	348	Public Health	4	Fall, Spring, Summer Semesters 20XX
NURS	600	Nursing Science, Ethical, and Transcultural Theories *(This course must be taken with the first year of enrollment)*	3	Summer 20XX
NURS	610	Holistic Health Promotion & Disease Prevention	3	Summer 20XX
NURS	650	Organizational Strategy & Systems Leadership	3	Summer 20XX
NURS	605	Healthcare Quality, Safety, and Regulatory Management	3	Fall 20XX
NURS	628	Health Care Delivery Systems, Policy and Reimbursement	3	Fall 20XX
NURS	629	Educational Foundations and Teaching Strategies in Healthcare *Note: Take NURS 639 and NURS 649 + 2nd practicum to add the Nurse Educator Emphasis to your MSN – only three additional courses.*	3	Fall 20XX
NURS	615	Research and Evidence-Based Practice*	3	Spring 20XX *(pre-req stats*)*
NURS	638	Health Information Systems	3	Spring 20XX
NURS	662	Pathophysiology, Pharmacology, and Physical Assessment for Health Professions	3	Spring 20XX
NURS	695	Portfolio (Plan B) * *Portfolio course taken toward the end of the program of study*	1	Fall, Spring, Summer Semesters 20XX
*Choose ONE Practicum Course = 100 hours of practicum *Practicum course taken toward the end of the program of study*				
NURS	637	Practicum Early Start **Optional** *Early Start on Clinical Hours for any practicum course.*	2	Summer 20XX
*NURS	642P	Advanced Nurse Educator Practicum Capstone I	3	Fall 20XX
*NURS	644P	Nurse Leader Practicum Capstone I	3	Fall 20XX
*NURS	643P	Advanced Nurse Educator Practicum Capstone II	3	Spring 20XX
*NURS	645P	Nurse Leader Practicum Capstone II	3	Spring 20XX
		Total (should add up to 43 credits):		

NOTES:

- See the following website for course descriptions: https://www.mnstate.edu/academics/requirements/course-descriptions/
- * A statistics course at the undergraduate or graduate level is required before registering for NURS/MHA 615. The course cannot be older than 10 years from the time of entry into the MSUM graduate program. Students who do not meet this requirement must take the NURS/MHA 502 Healthcare Statistics Foundations course (1 credit, pass/fail, online course) before NURS/MHA 615.
- * For graduation, you only need 1 credit of NURS 695. However, some students like to begin work on their portfolio prior to their expected graduation semester. Some students take NURS 695 more than once to finish the required work. Taking this course in the fall will allow you a head start and will then reduce your chance of delayed graduation should you take it in the spring and not be able to finish the requirements.

RN-MSN Bridge Nurse Leader Track
Progression Plan Template (Starting Fall 2025)

Dept.	No.	Title	Cr.	Date Taken/ Anticipated (Semester/Year) *The semester noted below is the semester that the course is offered unless notified otherwise.*
NURS	301	Transitions	4	Fall, Spring, Summer Semesters 20XX
NURS	303	Holistic Family Nursing	4	Fall, Spring, Summer Semesters 20XX
NURS	348	Public Health	4	Fall, Spring, Summer Semesters 20XX
NURS	600	Nursing Science, Ethical, and Transcultural Theories *(This course must be taken with the first year of enrollment)*	3	Summer 20XX
NURS	610	Holistic Health Promotion & Disease Prevention	3	Summer 20XX
NURS	650	Organizational Strategy & Systems Leadership	3	Summer 20XX
NURS	605	Healthcare Quality, Safety, and Regulatory Management	3	Fall 20XX
NURS	628	Health Care Delivery Systems, Policy and Reimbursement	3	Fall 20XX
NURS	629	Educational Foundations and Teaching Strategies in Healthcare *Note: complete NURS 639 (3 cr.) and NURS 649 (3 cr.) for add on Nurse Educator Certificate*	3	Fall 20XX
MHA	618	Healthcare Law and Ethical Decision-Making	3	Fall 20XX
NURS	615	Research and Evidence-Based Practice*	3	Spring 20XX *(pre-req stats*)*
NURS	638	Health Information Systems	3	Spring 20XX
MHA	619	Applied Health Care Financial Management	3	Spring 20XX
NURS	662	Pathophysiology, Pharmacology, and Physical Assessment for Health Professions	3	Spring 20XX
NURS	637	Practicum Early Start **Optional** *Early Start on Clinical Hours for N644P or 645P*	2	Summer 20XX
NURS	644P	Nurse Leader Practicum Capstone I *(100 healthcare practice nurse leader hours)*	3	Fall 20XX
NURS	645P	Nurse Leader Practicum Capstone II *(100 nurse leader focused hours)*	3	Spring 20XX
NURS	695	Portfolio (Plan B) *	1	Fall, Spring, or Summer Semesters
		Total (should add up to 52 credits):		

NOTES:
- See the following website for course descriptions: https://www.mnstate.edu/academics/requirements/course-descriptions/
- * A statistics course at the undergraduate or graduate level is required before registering for NURS/MHA 615. The course cannot be older than 10 years from the time of entry into the MSUM graduate program. Students who do not meet this requirement must take the NURS/MHA 502 Healthcare Statistics Foundations course (1 credit, pass/fail, online course) before NURS/MHA 615.
- * For graduation, you only need 1 credit of NURS 695. However, some students like to begin work on their portfolio prior to their expected graduation semester. Some students take NURS 695 more than once to finish the required work. Taking this course in the fall will allow you a head start and will then reduce your chance of delayed graduation should you take it in the spring and not be able to finish the requirements.

RN-MSN Bridge Nurse Educator Track
Progression Plan Template (Starting Fall 2025)

Dept.	No.	Title	Cr.	Date Taken/ Anticipated (Semester/Year) *The semester noted below is the semester that the course is offered unless notified otherwise.*
NURS	301	Transitions	4	Fall, Spring, Summer Semesters 20XX
NURS	303	Holistic Family Nursing	4	Fall, Spring, Summer Semesters 20XX
NURS	348	Public Health	4	Fall, Spring, Summer Semesters 20XX
NURS	600	Nursing Science, Ethical, and Transcultural Theories *(This course must be taken with the first year of enrollment)*	3	Summer 20XX
NURS	610	Holistic Health Promotion & Disease Prevention	3	Summer 20XX
NURS	649	Assessment, Testing, and Evaluation Strategies in Healthcare Education Note: TLC equivalency	3	Summer 20XX
NURS	650	Organizational Strategy & Systems Leadership	3	Summer 20XX
NURS	605	Healthcare Quality, Safety, and Regulatory Management	3	Fall 20XX
NURS	628	Health Care Delivery Systems, Policy and Reimbursement	3	Fall 20XX
NURS	629	Educational Foundations and Teaching Strategies in Healthcare Note: TLC equivalency	3	Fall 20XX
NURS	615	Research and Evidence-Based Practice*	3	Spring 20XX *(pre-req stats*)*
NURS	639	Curriculum/Course Design and Evaluation in Healthcare Education (pre-req 629 unless preapproved by faculty) Note: TLC equivalency	3	Spring 20XX
NURS	638	Health Information Systems	3	Spring 20XX
NURS	662	Pathophysiology, Pharmacology, and Physical Assessment for Health Professions	3	Spring 20XX
NURS	637	Practicum Early Start *Optional Early Start on Clinical Hours for N642P or 643P*	2	Summer 20XX
NURS	642P	Advanced Nurse Educator Practicum Capstone I *(100 academic nurse educator hrs)*	3	Fall 20XX
NURS	643P	Advanced Nurse Educator Practicum Capstone II *(100 clinical nurse educator hours)*	3	Spring 20XX
NURS	695	Portfolio (Plan B) *	1	Fall, Spring, Summer 20XX
		Total (should add up to 52 credits):		

NOTES:

- See the following website for course descriptions: https://www.mnstate.edu/academics/requirements/course-descriptions/
- * A statistics course at the undergraduate or graduate level is required before registering for NURS/MHA 615. The course cannot be older than 10 years from the time of entry into the MSUM graduate program. Students who do not meet this requirement must take the NURS/MHA 502 Healthcare Statistics Foundations course (1 credit, pass/fail, online course) before NURS/MHA 615.
- * For graduation, you only need 1 credit of NURS 695. However, some students like to begin work on their portfolio prior to their expected graduation semester. Some students take NURS 695 more than once to finish the required work. Taking this course in the fall will allow you a head start and will then reduce your chance of delayed graduation should you take it in the spring and not be able to finish the requirements.

Nurse Leader Certificate
Progression Plan Template (Starting Fall 2025)

Dept.	No.	Title	Cr.	Date Taken/ Anticipated (Semester/Year) *The semester noted below is the semester that the course is offered unless notified otherwise.*
REQUIRED COURSES (6 Credits)				
MHA	618	Healthcare Law and Ethical Decision-Making	3	Fall 20XX
MHA	619	Applied Health Care Financial Management	3	Spring 20XX
*Choose ONE OF THE FOLLOWING ELECTIVES (3 credits)				
NURS	650	Organizational Strategy and Systems Leadership	3	Summer 20XX
NURS	605	Healthcare Quality, Safety, and Regulatory Management	3	Fall 20XX
NURS	628	Healthcare Delivery Systems, Policy, & Reimbursement	3	Fall 20XX
		Total Credits = 9 Credits		

Nurse Educator Certificate
Progression Plan Template (Starting Fall 2025)

Dept.	No.	Title	Cr.	Date Taken/ Anticipated (Semester/Year) *The semester noted below is the semester that the course is offered unless notified otherwise.*
NURS	629	Educational Foundations and Teaching Strategies in Healthcare Note: TLC equivalency	3	Fall 20XX
NURS	639	Curriculum/Course Design and Evaluation in Healthcare Education (pre-req 629 unless preapproved by faculty) Note: TLC equivalency	3	Spring 20XX
NURS	649	Assessment, Testing, and Evaluation Strategies in Healthcare Education Note: TLC equivalency	3	Summer 20XX
		Total Credits = 9 credits		

IEPMS Certificate
Progression Plan Template (Starting Fall 2025)

Dept.	No.	Title	Cr.	Date Taken/ Anticipated (Semester/Year) *The semester noted below is the semester that the course is offered unless notified otherwise.*
REQUIRED COURSES (15 Credits)				
NURS	605	Healthcare Quality, Safety, and Regulatory Management	3	Fall 20XX
NURS	615	Research and Evidence-Based Practice*	3	Spring 20XX *(pre-req stats*)*
NURS	638	Health Information Systems	3	Spring 20XX
NURS	650	Organizational Strategy & Systems Leadership	3	Summer 20XX
MBA	685	Project Management	3	Summer 20XX
Choose ONE OF THE FOLLOWING ELECTIVES (3 credits)				
NURS	600	Nursing Science, Ethical, and Transcultural Theories	3	Summer 20XX
MHA	651	Healthcare Operations Management	3	Summer 20XX
NURS	628	Health Care Delivery Systems, Policy and Reimbursement	3	Fall 20XX
MHA	618	Healthcare Law and Ethical Decision-Making	3	Fall 20XX
		Total Credits = 18 Credits		

Integrative and Holistic Health Certificate
Progression Plan Template (Starting Fall 2025)

Dept.	No.	Title	Cr.	Date Taken/ Anticipated (Semester/Year) *The semester noted below is the semester that the course is offered unless notified otherwise.*
REQUIRED COURSES (9 Credits)				
NURS	610	Healthcare Law and Ethical Decision-Making	3	Summer 20XX
NURS	654	Applied Health Care Financial Management	3	Summer 20XX
SOC	661	Historical Trauma and Resilience	3	Spring 20XX
Choose ONE OF THE FOLLOWING ELECTIVES (3 credits)				
HLTH	580	Mindfulness	3	Spring 20XX
NURS	552	End of Life Care	3	Fall 20XX
		Total Credits = 12 Credits		

Computer Requirements

The Graduate Nursing Program makes extensive use of the on-line environment to most efficiently and effectively cover material and enhance student education. Please consult with the MSUM IT Helpdesk for guidance on the appropriate hardware and software to be successful. MSUM has a link to a computer check. MSUM offers discounted software for current students.

This is an online program. Students should enter the program with at least the following minimal skills:
- Create a Microsoft Word document (not Microsoft Works)
- Save and retrieve documents
- Email and send attachments to others
- Upload documents
- Create PowerPoint presentation
- Create an Excel spreadsheet
- Browse the Internet and perform searches
- Utilize spell check and grammar check functions
- Save items to an external device (e.g., thumb drive/flash drive, external hard drive)

Significant Infectious Diseases

Student contact with clients in the health care setting is accompanied by risk of exposure to communicable diseases as well as responsibility to avoid spreading communicable diseases.

If exposed to body fluids:
- Wash the exposed area (not eyes) immediately and thoroughly with soap and water. Cover with a dry sterile dressing if an open wound is present.
- Notify the nursing faculty immediately.
- Seek medical advice immediately from your choice of provider. Students are not covered under workers' compensation; costs of care are the responsibility of the student.
- Complete an incident report (available from the clinical agency); submit one copy to the agency supervisor and one to your clinical faculty.

If you are feeling ill, stay home. Refer to the clinical facility's infectious disease policies.

Lanyards

Clear identification as a MSUM graduate nursing student is important when representing MSUM in the clinical setting. Students should contact the nursing office (nursing@mnstate.edu) to request a lanyard for display of their Dragon photo ID (see https://www.mnstate.edu/dragoncard/ for more information). Lanyards should be requested at least one month prior to the beginning of clinical. Lanyards will be ordered and sent to the student's US mailing address. Students will be responsible for the cost to replace their Dragon ID Please contact nursing@mnstate.edu and allow at least 4 weeks for the replacement nametag.

Library Use

Graduate nursing students can check out items from the Livingston Lord Library with their student ID. See the Library website or librarians (http://libguides.mnstate.edu/c.php?g=183187) at the reference desk for assistance. Students have access to multiple distance services including databases, Inter-Library Loans, and mailed books from the library's holdings. Consult the Library Distance site for more details and contact information. http://www.mnstate.edu/library/

Writing Style Expectations

Scholarly writing ability will be enhanced during graduate study. The MSUM graduate nursing program utilizes the most current version of The Publication Manual of the American Psychological Association. Faculty members may waive or modify these guidelines for specific assignments. Syllabi and assignments will clearly describe these expectations.

Student Conduct Policy

Original Date: 2013.05
Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13

The Graduate Nursing Program adheres to the Minnesota State University Moorhead policies related to student conduct. Students are expected to follow policies on conduct and responsibility as well as the institutional academic requirements and procedures (See current MSUM Student Handbook).

Academic Scholarship, Rigor, Integrity, and Honesty Policy

Original Date: 2001.08
Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2024.04.2024, 2025.04

The nature of the nursing profession requires ethical behavior on the part of students both in the clinical and classroom settings. All work in this program and all related courses must be completed in a manner consistent with MSUM's Academic Honesty Policy (MSUM Student Handbook) and the Graduate Nursing Student Handbook and Policy Manual.

Students are expected to conduct themselves in a professional manner. Nurses are held to an expectation of high integrity and honesty. Therefore, MSUM Graduate Nursing students will be held to the following academic policy:

Academic Honesty Expectations

- Plagiarism and cheating will not be tolerated.
- If a student has questions about the academic policies, it is the student's responsibility to discuss them with the instructor prior to submitting an assignment.
- All required assignments may be subject to instructor submission of the assignment to plagiarism detection software.
- Any student who commits plagiarism as defined by the instructor may fail the paper or the entire course, as determined by the faculty. If the instructor does not define plagiarism, students should use the following definition of plagiarism as a guideline:
    - More than 6 words in a row of exact content from another source without appropriate quotation marks and parenthetical citations.
    - 10% or more exact cited content throughout the whole paper. This is the core of the paper– not including title page, table of contents, reference pages, or appendixes.
    - 15% or more of very similar content throughout the whole paper. This is the core of the paper – not including title page, table of contents, reference pages, or appendixes.
    - Failure to use quotes and parenthetical citations (including author, year, AND page number) when quoting material.
        - Direct quotes should be limited. Please refer to the instructor preferences on this. If not identified by the instructor, it is recommended that students have less than 10% of the entire paper in direct quotes. At the graduate level, students are expected to be able to read scholarly journals and synthesize information in their own words rather than using an excessive number of direct quotes.
- An instructor has the freedom to decide whether to allow the student to resubmit the test, quiz, or assignment for points if the first submission has been found to be plagiarized. The student is expected to learn from the mistakes on subsequent assignments. Subsequent instances of plagiarism in any course puts the student at risk for dismissal from the nursing program and possibly the university.
    - Any student caught copying or cheating on a test, quiz, or assignment, or having same or similar content in a paper to another student (current or former from any course) may fail the test/quiz/assignment or the entire course, as determined by the faculty.
- Instances of cheating or plagiarism may be referred by the faculty to the appropriate authorities as per the Academic Honesty Policy as outlined in the MSUM Student Handbook
https://www.mnstate.edu/student-handbook/

Appropriate Use of Artificial Intelligence (AI) Tools

- The use of AI tools (such as ChatGPT or other generative AI platforms) for writing, researching, or generating content is permitted only when explicitly allowed by the instructor. If allowed, any use of AI assistance must be clearly disclosed in the assignment, including which tool was used and how it contributed to the final submission.
- Unpermitted or undisclosed use of AI-generated content, including submitting AI-generated work as one's own, will be considered a violation of academic honesty and treated as plagiarism. Students are expected to use AI tools, when permitted, as a support for learning and idea generation, not as a substitute for critical thinking, analysis, and scholarly writing in their own words.
- Students with questions about the appropriate use of AI in coursework must consult the instructor prior to submission.

MSN Admission Requirements Policy

Original Date: 2001.08
Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2024.04.30, 2025.04

MSN Program and Accelerated RN-BSN-MSN Pathway
To be admitted to the MSN Program (including Accelerated RN-BSN-MSN Pathway students), the applicant must meet the following minimal requirements:
- Bachelor's degree in nursing from an accredited nursing program
  - MSUM RN-BSN students can be admitted pending BSN degree completion (in their final BSN semester)
- Documentation of current unencumbered RN license in the U.S.
- Undergraduate total cumulative local GPA of 3.0 on a 4.0 scale in undergraduate courses at the institution where the baccalaureate nursing degree was awarded.
  - Provisional admissions are provided on a case-by-case basis for those students who do not meet the minimum GPA; however, additional application materials may be required.

RN-MSN Bridge Track
To be admitted to the RN-MSN Bridge track, the applicant must meet the following minimal requirements:
- Bachelor's degree or higher in a non-nursing discipline
- Associate Degree in Nursing from an accredited nursing program
- Documentation of current unencumbered RN license in the U.S.
- Undergraduate total cumulative local GPA of 3.0 on a 4.0 scale in undergraduate courses at the institution where the associate nursing degree was awarded.
  - Provisional admissions are provided on a case-by-case basis for those students who do not meet the minimum GPA; however, additional application materials may be required.

Non-Minnesota Applicants:
A student applicant who is not currently a Minnesota resident is not fully admitted until the Department of Higher Education in the applicant's state of residence has approved distance education/online programs from the state of Minnesota. Other state approvals, including, but not limited to, the state's Board of Nursing, must also be in place. Students must check with the Graduate Program Coordinator prior to accepting admission. If the student moves after application to the program, it is the student's responsibility to check with the Graduate Program Coordinator whether continuation in the program is possible in the student's new location

Post-Admission Requirements
To maintain enrollment in the graduate nursing program, students must:
- Hold an active and unencumbered RN license from a state within the US. If clinical practica will occur in a state other than Minnesota or North Dakota, the student must have an unencumbered RN license in the state where practica will be completed.
- The Department of Higher Education, the Board of Nursing, and possibly other agencies where the student will have their practica (Department of Higher Education, Board of Nursing, others) must first agree with MSUM offering distance nursing education in the state. It is the student's responsibility to check with the Graduate Program Coordinator whether clinicals in a state other than MN are possible.
- Stay in compliance with the graduate nursing Verifications Policy.
- A statistics course at the undergraduate or graduate level is required before registering for NURS

615/MHA 615. The course cannot be older than 10 years from the time of entry into the MSUM graduate program. Students who do not meet this requirement must take the NURS 502/MHA 502 Healthcare Statistics Foundations course (1 credit, pass/fail, online course) before NURS 615/MHA 615.

International Students:
- Student must first meet all the other admission criteria.
- Student must also hold a current Work Visa (not Student Visa) that will be valid throughout the course of study in the graduate program. Only certain types of Work Visas will allow students to take an online program that does not have on-campus requirements. Please refer to the International Student Admission Policies (below*).
- If student meets criteria 1 and 2, the student must contact the International Student Office at 218-477-2956 to assure eligibility to apply.
- If student is eligible to apply, the student must complete the International Student Application packet wherein the student indicates US citizenship as applicable.

*International Student Admission Policy
The Homeland Security Act of 2002 fundamentally changed the requirements for the international students who wish to study in the United States. The major change that affects an online program is that no more than the equivalent of one on-line/distance education class or 3 credits per session may count towards the 'full course of study' requirement. A full copy of the NAFSA (Association of International Educators) Advisory Manual is available in the International Student Affairs office [Chapter 3: F-1 Students; Section 3.20.7; Authority cite 8 C.F.R. SS 214.2(f) (6) (i) (G)]. Students can be admitted to this program if they have an active Work Visa. Students are unable to be admitted to this program if they have a Student Visa.

Nursing Licensure:
Nursing licensure requirements are outlined by the Board of Nursing (BON). Please refer to the following information relevant to the MN BON. If the student plans to complete clinical/practica outside of MN or ND, the BON in that state will need to be consulted and grant approval. Refer to BON 6305.0300 AUTHORIZATION TO PRACTICE NURSING. Subpart 1 items A-C for further details.
https://www.revisor.mn.gov/rules/6305.0300/

MSN Admission Requirements Procedure

Original Date: 2001.08, 2018.02.21
Recent Reviews/Revisions: 2018.01.24, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2024.04.30, 2025.04

MSN Admission Requirements Procedure for traditional MSN and Accelerated RN-BSN-MSN Pathway Applicants

Admission Requirement	Instructions
Complete Application in GradCAS	You may begin your application before all documents are ready. GradCAS saves your progress, and you may return any time to continue updating your application. 1. Create your account in **GradCAS** 2. Select your program from the list and click "+" to add to your cart. 3. Complete the three general application sections. 4. Complete the fourth, MSUM section (See **Application Requirements** below). 5. **Make sure to request all documents before submitting your application. Once you submit, you can no longer amend or upload additional documents.** 6. Pay the $50 application fee.
Transcripts from degree conferring colleges and universities	Unofficial transcripts are required from all institutions you list on your application. • If you attended MSUM or other **Minnesota State system institutions**, you can retrieve your unofficial transcripts from **eServices**, contact **graduate@mnstate.edu** and we can assist. • Upon admission, you must request official transcripts from your degree-conferring institutions and any other transcripts listing possible graduate transfer coursework. Official transcripts can be requested through **Parchment** or the **National Student Clearinghouse** and sent directly to **processing@mnstate.edu**. • MSUM or MN system institution students **do not** need to request official transcripts. The admission team will do this on your behalf. Have transcripts sent via US mail or electronically to: **Graduate Studies Office, MSU Moorhead, 1104 7th Ave. S., Moorhead, MN 56563.** Transcripts from MSUM or other MinnState institutions are not required. See the Transcript Policy for more details.
Bachelor's degree in nursing from an accredited nursing program.	This requirement will be verified by the MSUM Admission Office and the Graduate Nursing program.
Undergraduate total cumulative local GPA of 3.0 on a 4.0 scale in undergraduate courses at the institution where the baccalaureate nursing degree was awarded	This requirement will be verified by the MSUM Admission Office and the Graduate Nursing program. *Provisional admissions are provided on a case-by-case basis for those students that do not meet the minimum GPA; however, additional application materials may be required.*

Documentation of current unencumbered RN license in the U.S.	Documentation of your current unencumbered U.S. registered nurse (RN) license (does not need to be Minnesota) submitted to GradCAS.
Professional Resume	Submit a current resume (include education, employment history, professional organizations, and volunteer experience) to GradCAS.

MSN Admission Requirements Procedure for RN-MSN Bridge Applicants

Admission Requirement	Instructions
Complete Application in GradCAS	You may begin your application before all documents are ready. GradCAS saves your progress, and you may return any time to continue updating your application. 7. Create your account in **GradCAS** 8. Select your program from the list and click "+" to add to your cart. 9. Complete the three general application sections. 10. Complete the fourth, MSUM section (See **Application Requirements** below). 11. **Make sure to request all documents before submitting your application. Once you submit, you can no longer amend or upload additional documents.** 12. Pay the $50 application fee.
Transcripts from degree conferring colleges and universities	Unofficial transcripts are required from all institutions you list on your application. • If you attended MSUM or other **Minnesota State system institutions**, you can retrieve your unofficial transcripts from **eServices**, contact **graduate@mnstate.edu** and we can assist. • Upon admission, you must request official transcripts from your degree-conferring institutions and any other transcripts listing possible graduate transfer coursework. Official transcripts can be requested through **Parchment** or the **National Student Clearinghouse** and sent directly to **processing@mnstate.edu**. • MSUM or MN system institution students **do not** need to request official transcripts. The admission team will do this on your behalf. Have transcripts sent via US mail or electronically to: **Graduate Studies Office, MSU Moorhead, 1104 7th Ave. S., Moorhead, MN 56563.** Transcripts from MSUM or other MinnState institutions are not required. See the **Transcript Policy** for more details.
Associate degree in nursing from an accredited nursing program.	This requirement will be verified by the MSUM Admission Office and the Graduate Nursing program.
A bachelor's degree or higher in a non-nursing discipline.	This requirement will be verified by the MSUM Admission Office and the Graduate Nursing program.
Undergraduate total cumulative local GPA of 3.0 on a 4.0 scale in undergraduate courses at the institution where the baccalaureate nursing degree was awarded	This requirement will be verified by the MSUM Admission Office and the Graduate Nursing program. *Provisional admissions are provided on a case-by-case basis for those students that do not meet the minimum GPA; however, additional application materials may be required.*

Documentation of current unencumbered RN license in the U.S.	Documentation of your current unencumbered U.S. registered nurse (RN) license (does not need to be Minnesota) submitted to GradCAS.
Professional Resume	Submit a current resume (include education, employment history, professional organizations, and volunteer experience) to GradCAS.

Advisement Policy

Original Date: 2001.08
Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

Upon enrollment, each graduate nursing student is assigned an academic advisor from the School of Nursing and Healthcare Leadership. Each student is responsible for conferring with their advisor on a regular basis, usually each semester, to assist with curriculum planning. Students may request a change of advisors at any time by contacting nursing@mnstate.edu.

Near the end of the curriculum, when the student is ready to enroll in NURS 695, the instructor for the NURS 695 course is generally designated as the Chair of the committee and the academic advisor for the remainder of their enrollment. Refer to the policy on committee membership for additional information.

Alcohol & Illegal Substances Policy

Original Date: 2001.08
Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

Minnesota State University Moorhead (MSUM) recognizes that the misuse of alcohol and other drugs is a serious problem in our society and our community. MSUM seeks to create an environment that promotes healthy and responsible living that is conducive to the intellectual and personal development of students. MSUM is committed to establishing and enforcing clear policies regarding the use of alcohol and other drugs.

In accordance with state laws, the unlawful or unauthorized use, possession, storage, manufacture, distribution, or sale of alcoholic beverages and any illicit drugs or drug paraphernalia is prohibited in university buildings, any public campus area, housing units, university vehicles, or any university sponsored events either on or off campus.

Students who fail to comply with this policy will be subject to disciplinary and/or legal action. Additionally, students who attend class or clinical/practicum activities under the influence of, or suspected of being under the influence of, alcohol or illegal drugs will be asked to leave the classroom or clinical/practicum setting immediately. Readmission to the classroom or the clinical/practicum setting will be at the consent of the instructor.

Refer to the MSUM Student Policies on Alcohol and Other Drugs (AOD) for additional specific information. https://www.mnstate.edu/student-handbook/

Attendance Policy

Original Date: 2013.05
Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

Attendance at online synchronous classes may be required by the faculty (see course syllabus). Attendance at practica is required. Students must come to practica well-prepared to meet the educational learning expectations. Students are expected to notify their preceptor and course faculty prior to being absent. All required practica hours must be completed to be successful in the course.

Students are expected to demonstrate professional demeanor and are responsible for exhibiting professional attributes such as integrity, honesty, accountability, respect, and confidentiality. Students are expected to follow university policies including those related to use of alcohol and drugs during university sponsored activities such as practicum experiences (https://www.mnstate.edu/student-handbook/). Students must also comply with the Graduate Nursing Student Handbook and Policy Manual and Practicum Student and Preceptor Handbook.

Civility Statement Policy

Original Date: 2013.05
Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

Members of the SNHL community, including faculty, staff, and students, are expected to treat each other, other members of the University community, and our educational, institutional, and community partners in a civil and respectful manner.

While both MSUM faculty and students enjoy freedom from institutional censorship in their scholarly pursuits and teaching and learning activities, such freedom carries with it a responsibility to be honest and accurate in speech and writing and to maintain civility, even in cases of personal or academic disagreement. Respectful communication, without intimidation, exploitation, or coercion, is an expectation of all SNHL community members, regardless of how or where that communication takes place.

Students and faculty are referred to Minnesota State Colleges and Universities (Minnesota State) Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education and to the MSUM Student Conduct Code and Minnesota State Procedure 3.6.1 Student Conduct for specific details regarding process and sanctions.

Committee Membership-University Requirements Policy

Original Date: 2012.11
Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2025.04

Each graduate student must have a committee that oversees the student's capstone work. There are general university requirements for the committee membership. Additionally, there are more specific graduate nursing requirements for committee membership. Please review all relevant polices regarding committee make-up including: (a) Committee Membership-University Requirements Policy; (b) Committee Membership-Nursing Requirements, Plan A-Thesis; and, (c) Committee Membership-Nursing Requirements, Plan B-Portfolio/Project.

University Capstone Committee Membership Requirement:
MSUM Bulletin Language and Faculty Guide to Policies and Procedures Language Capstone requirements, including the Dissertation, Thesis, and Project, require a committee for the Oral Discourse. The student and/or advisor select faculty to sit on the student's committee. The dissertation/thesis/project committee must include a minimum of 2 or 3 faculty (as described by each specific program handbooks) who have Graduate Faculty status. A current list of Graduate Faculty can be accessed at
https://www.mnstate.edu/admissions/graduate/faculty-staff/

Committee Membership-Graduate Nursing Plan B Portfolio/Project Policy

Original Date: 2001.08
Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

Each graduate student must have a committee that oversees the student's capstone work. There are general university requirements for the committee membership. Additionally, there are more specific nursing department requirements for the committee membership. Please review all relevant polices regarding committee make-up including: (a) Committee Membership-University Requirements Policy; (b) Committee Membership-Nursing Requirements, Plan A Thesis; and, (c) Committee Membership-Nursing Requirements, Plan B Portfolio/Project.

Portfolio/Project committee members can be selected by students or by department approval.

Portfolio/Project Committee Selection by Students: The student, in consultation with their advisor, selects individuals to serve on the portfolio/project committee. The role of portfolio/project committee members is to supervise the development and completion of the portfolio/project and to conduct the Oral Exam at the completion of the student's program. A committee member should be selected according to the individual's ability to contribute to a successful portfolio/project.

The portfolio/project committee must include two individuals (including the chair).
- Chair
  - Preparation: A MSUM nursing faculty member with a terminal degree (doctorate) in their field from the student's area of study.
  - Graduate Status: Hold Full MSUM Graduate Faculty Status
    https://www.mnstate.edu/admissions/graduate/faculty-staff/
- Committee Member #1
  - Preparation: A nursing faculty member with a terminal degree (doctorate) OR master's degree in nursing.
  - Graduate Status: Hold Full or Temporary* MSUM Graduate Faculty Status.
    - *Temporary Graduate Faculty Status may be granted to a qualified master's or doctorally-prepared individual for the purpose of serving on one specific thesis committee and is limited to the duration of the specific student's enrollment. The Committee Chair must submit the request for Temporary Graduate Status to the Graduate School Dean/Director. Included in this request should be a brief summary of the unique expertise this individual will bring to the committee and the individual's CV. The Graduate Dean will review and decide upon appropriateness of the request.

Practicum Policy & Procedure

Original Date: 2015.02
Recent Reviews/Revisions: 2016.09, 2017.01, 2018.02 (SNHL), 2019.03.21(SNHL), 2021.05.06 (GNC), 2022.05.05 (GNC), 2023.04.13 (GNC), 2025.04

The School of Nursing and Healthcare Leadership (SNHL) at Minnesota State University Moorhead (MSUM) is committed to providing students with quality internship, practicum and/or capstone projects as defined by their major/program. This policy defines minimum guidelines set forth by MSUM as well as SNHL-specific requirements to prepare, guide, and evaluate those experiences. The Graduate Nursing program requires practicum experiences.

Students work in partnership with faculty, graduate assistants, office assistants, and program coordinators when securing practicum experiences.

General Guidelines
- MSUM Internship Policy: https://www.mnstate.edu/policies/
    - Some of the criteria from the university internship policy may not be applicable to practica required in the Graduate Nursing program.
    - Students will not be required to return to campus after completing an internship/capstone/practicum. Students are expected to complete the remaining courses in their degree program in order to graduate. Students are encouraged to share their experiences with student peers and to complete their program.
- Program Standing:
    - A practicum may be taken only by a student majoring in a program with an approved internship/capstone/practicum component of the curriculum.
    - Graduate students need to have at least a 3.0 GPA and approval to enter into the practicum.
- Credits/Hours
    - A minimum of one (1) semester credit and a maximum of twelve (12) semester credits will be counted toward a degree, dependent upon the specific program curriculum plan.
    - Graduate internship/capstone/practicum credits may be awarded on the basis of fifty (50) hours of fieldwork equates to one semester credit.
- Grading
    - A practicum experience may be graded (by the faculty) on a pass-fail or a grade-basis. Refer to course syllabus for course specific grading standards.
- Program Verifications Policy – Please see the Program Verifications Policy for more information about required verificaitons (i.e. Background Checks, Vaccinations).
- Interagency Agreement:
    - Before the starting date of the experience, an interagency contract may need to be verified and executed between the site and MSUM that clearly articulates liability assumption, expectations, and responsibilities of Minnesota State University Moorhead, the site, and the student.
    - The current interagency agreement will be kept on file in the SNHL department.
    - Each practicum site will be evaluated for appropriateness by the respective program coordinator or the course faculty.
      Please see the Program Verifications Policy for more information.

Practicum Procedure:

- Objectives for practicum are defined in the syllabus of the practicum course (NURS 637P, NURS 642P, NURS 643P, NURS 644P, NURS 645P).
- Interagency Contract: Prior to engaging in any clinical experience, the program will ensure that a current interagency contract exists with the clinical site. If no contract exists and is needed for the practicum placement, the program experience and assessment coordinator will contact the SNHL office to have an interagency contract initiated.
- Student will refer to the Practicum Student and Preceptor Handbook, found in the practicum course D2L, for more information.
- Methods of Documentation and Assessment:
  - Practicum learning contract
  - Preceptor agreement
  - Mid-semester preceptor feedback on student
  - Student, preceptor, and faculty beginning-of-semester conference to determine plan and answer questions.
  - Student, preceptor, and faculty mid-semester conference to assess progress and answer questions.
  - End-of-semester preceptor feedback on student
  - Tally of hours
  - Student feedback on practicum preceptor and site
  - There may be additional assessment methods per the faculty's discretion (e.g., papers, presentations, online discussion, and synchronous meeting participation).
- Grading:
  - The practicum is graded by the course faculty using the Graduate Nursing grading scale.
- Monitoring of Practicum:
  - Oversight of the practicum experience is the responsibility of the faculty assigned to the course.
  - Responsibilities of the student, faculty, and the preceptor are outlined in the Practicum Student and Preceptor Handbook.

Graduate Nursing Program Verifications Policy

Original Date:	2001.08 Grad; 2002.10 RNB
Recent Reviews:	2015.11, 2016.09, 2017.01, 2017.03, 2018.02.21, 2019.02.14, 2019.03.19
Major Revisions:	2015.11, 2017.01, 2017.03, 2018.02.21, 2019.02.14 (GNC), 2019.03.21 (SNHL), 2022.04.08 (SNHL), 2023.04.14 (SNHL), 2024.04.11 (GNC), 2025.04 (GNC)

Minnesota State University Moorhead graduate nursing students engage in diverse practicum experiences during their program of study. Involvement in these practicum experiences may require the student to confirm (and re-confirm) verifications, through the submission of documentation, before their practicum hours start and ensure compliance during their entire practicum experience(s) duration. Program verification requirements are determined by the student's practicum site/agency – please see the general guidelines below.

Students completing practicum at a site/agency that requires:

- *An Interagency Affiliation Agreement* (full contract) - graduate nursing students <u>do</u> need to submit verification related documentation to the program designated online secure repository and be in compliance with all required site/agency required verifications the semester prior to the practicum semester start. See *Program Verifications* list below.

  To remain program compliant, it is the student's responsibility to remain current with verifications listed in the program-designated online repository. Requirements are subject to change, see the online repository for latest requirements). Students who are non-compliant risk practicum course dismissal and this may impact the student's ability to progress in the program.

- *A Nursing Practicum Information Agreement* (short form) <u>or</u> no formal interagency affiliation agreement in place (i.e. MSUM or study abroad) – graduate nursing students <u>may</u> <u>NOT</u> need to submit verification-related documentation to the program designated online secure repository. Please note if the agency requires specific documentation, it will be handled on a case-by-case basis.

Program Verifications *if required for the practicum placement*	
Influenza (Flu) Record of vaccine during flu season (Oct 1-March 31). Deadline: Nov 1.	Required semester prior to the practicum semester start & annually thereafter (if enrolled in a practicum)
Hepatitis B Documentation of 3-dose series OR lab report documenting Hep B immunity (e.g., HepBsAb or anti HepB).	Required semester prior to the practicum semester start
Varicella (Chicken Pox) Documentation of immunization (2 doses) OR lab report documenting immunity [a varicella-zoster virus (VZV) titer]. *Note: A history of varicella disease does not guarantee immune status.*	Required semester prior to the practicum semester start
Tuberculosis (TB) Screening documentation of either a, b, or c below:	Required semester prior to the practicum semester start

A. Tuberculin Skin Test: Pre-Practicum: Initial two-step Tuberculin Skin Test (TST). Submit report of two TSTs on admission. **B. Lab Test**. Pre-Practicum: A negative TB blood test (within past 12 months) on admission (e.g., QuantiFeron ®-TB or T-Spot ® TB). **C. Chest X-Ray/Provider Report:** Pre-Practicum: Students who are positive reactors for TB must submit an initial healthcare provider report of one negative chest x-ray (within the past 12 months of program start) and absence of symptoms.	
Measles, Mumps, Rubella (MMR) Immunization Documentation of two vaccines OR lab report documenting immunity (a titer documenting immunity of all three diseases).	Required semester prior to the practicum semester start
Tetanus, Diphtheria, Pertussis (Tdap) Immunization Either a or b below • One adult T-dap within past 10 years OR • One does of T-dap vaccine administered as an adult and one booster does of Td within the last 10 years (provide both records as single upload).	Required semester prior to the practicum semester start
COVID Vaccine Only required if the practicum site requires	Required semester prior to the practicum semester start - if required by the clinical agency
Background Check-Minnesota (MN DHS NetStudy 2.0) The background study must show the ability to provide direct patient care. Fingerprints may be required. Students will pay the cost of fingerprints at the time of fingerprinting.	Required semester prior to the practicum semester start
Background Check- National Complete the Certified Background/Castle Branch national background study	Required semester prior to the practicum semester start
Current CPR Certification Documentation of current Healthcare Provider/ Professional Level CPR certification	Required semester prior to the practicum semester start
HIPAA Course Upload Certificate of Completion for HIPAA Course BF18096 OR BFC18096	Required semester prior to the practicum semester start
Program Student Acknowledgement/consent form	Required semester prior to the practicum semester start

PLEASE NOTE: Some practicum sites might impose additional requirements not listed here; in such instances, students must fulfill these additional practicum site requirements to take part in the experience.

* Students are required to complete all university related verifications at
https://my.mnstate.edu/admissions/immunizations

**If an exemption or declination is requested, please reach out to nursing@mnstate.edu

Email Accounts and Electronic Mailing Lists Policy

Original Date: 2001.08
Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

The University and Graduate Nursing Program send all official correspondence to students through "mnstate.edu" email. The student's email account is created upon registration for courses. For additional assistance with University email, visit https://www2.mnstate.edu/helpdesk/email/

Students must check their mnstate.edu email account regularly. An electronic mailing list is used to send and receive information to all graduate nursing students and faculty. This is the primary mode of communication for the graduate nursing program. Students and faculty will be subscribed to the graduate nursing electronic mailing list by the graduate nursing program. It is important that students have a current email subscribed to the electronic mailing list to receive important messages, such as schedule changes or scholarship announcements.

Graduate Nursing Grading Scale Policy

Original Date: 2016.11
Recent Reviews/Revisions: 2016.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.03.03, 2023.04.13, 2025.04

The Graduate Nursing Program uses a specific graduating scale as noted below. The number of earned points determine a student's overall grade. Total points earned divided by total points possible x 100 is the calculation used to determine the percentage earned in the course. Plus/minus (shaded grading) categories are used. Letter grades are determined based on the percentage earned (also noted in the table below).

	ACCEPTABLE						FURTHER DEVELOPMENT NEEDED (NOT COMMENSURATE WITH GRADUATE LEVEL EXPECATIONS)						
Competency Level	PROFICIENT— COMPETENT						ADVANCED BEGINNER — NOVICE						
Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
*Percentage	98-100%	93-97.9%	90-92.9%	88-89.9%	83-87.9%	80-82.9%	78-79.9%	73-77.9%	70-72.9%	68-69.9%	63-67.9%	60-62.9%	<60%

*Unless otherwise noted in the course syllabus, there will be no rounding up of percentages.

Based on: (a) Benner's Novice-to Expert Model, (b) Dreyfus Adult Skill Acquisition Model, (c) ACHE Healthcare Executive Competencies Assessment Tool, (d) Johns Hopkins University, (e) MSUM Graduate Bulletin, and (f) D2L Brightspace Grading Schemes (use D2l Grading Scale 03- Plus-Minus_with A+_ 98-93-90-88-83-80-78-73 ect)

Definitions [adapted from Dreyfus (2004) and ACHE (2021)]
- 1 = Novice – a beginner, with no experience. Individuals are understanding and gaining information to comprehend skills by using rules obtained in the classroom setting; expected to need help from an expert to understand and apply concepts.
- 2= Advanced Beginner – demonstrates acceptable performance, individuals are starting to equate situational and non-situational aspects of learning, along with rules; individuals can start to apply some concepts but are still analytic by following examples.
- 3 = Competent – as the individual gains more experience and knowledge, competence develops with solving problems and are involved in forming an outcome. Help from experts might still be required, but usually skills can be performed independently.
- 4 = Proficient- the individual can perceive and understand situations as whole parts. Individuals learn from experiences and knowledge and anticipate what to expect and will react by modifying plans. The individual may consult with an expert but will have a plan developed.

- *5 = Expert – intuitively, analyzing, recognizing problems with ideas and expertise. The individual relies on progressive experience and wisdom to provide guidance, troubleshoot, and answers questions. They are an expert in that area/field. *Students are not expected to advance to an expert level in the program, which will come with time and professional experience beyond the scope of the program.

Program Expectations: The SNHL Graduate Programs aim to prepare students as competent or proficient by the end of the program.

Resources

- American College of Healthcare Executives. (2025). *ACHE healthcare executive competencies assessment tool*. https://www.ache.org/-/media/ache/career-resource-center/cat-competencies-assessment-tool.pdf
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- Davis, A., & Maisano, P. (2016). Patricia Benner: Novice to expert – A concept whose time has come (again). *Oklahoma Nurse, 61*(3), 13-15. https://www.nursingald.com/articles/16408-patricia-benner-novice-to-expert-a-concept-whose-time-has-come-again
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- Johns Hopkins University. (2019). *School of nursing grading policy*. https://e-catalogue.jhu.edu/nursing/policies/grading/
- MSUM Graduate Bulletin. (2024). *Policies and regulations*. https://navigator.mnstate.edu/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=37&chapterid=551&topicgroupid=4980&loaduseredits=True

Practicum Hour Completion Policy

Original Date: 2016.09
Recent Reviews/Revisions: 2016.09, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

Students completing at least 50 of the required 100 clinical hours in NURS 642P, 643P, 644P, or 645P may earn an In-Progress Grade in the course per the guidelines below. In some situations, the student may be encouraged to fully withdraw from the course if the withdrawal deadline has not passed. Note, this is an In-Progress grade (not an incomplete grade). Therefore, an incomplete grade form is not needed (per the registrar 2021). The faculty will enter and In-Progress on the end-of-semester grade entry.

Guidelines for an In-Progress grade:
- If there are <10 hours remaining, the student must finish those hours the semester immediately following NURS 642P, 643P, 644P, or 645P (fall, spring, or summer). Completion of those remaining hours should occur within the first four weeks of the following semester. Failure to finish the hours by the timeframe outlined will result in a failure of the 642P/643P/644P/645P course and the NURS 690 course.
- If there are 11-30 hours remaining, the student must enroll in 1 credit of NURS 690 the semester immediately following NURS 642P, 643P, 644P, or 645P (fall, spring, or summer) and finish the hours by the end of that semester. Failure to finish the hours by the timeframe outlined will result in a failure of the 642P/643P/644P/645P course and the NURS 690 course.
- If there are 31-50 hours remaining, the student must enroll in 2 credits of NURS 690 the semester immediately following NURS 642P, 643P, 644P, or 645P (fall, spring, or summer) and finish the hours by the end of that semester. Failure to finish the hours by the timeframe outlined will result in a failure of the 642P/643P/644P/645P course and the NURS 690 course.
- If there are more than 50 hours remaining, the student is not eligible for an in-progress grade. Rather, a failure of the course will be recorded.

Post-Admission Requirements Policy

Original Date: 2001.08
Recent Reviews/Revisions: 2016.03, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

In order to maintain enrollment in the program, students must:
- Hold an active and unencumbered RN license from a state within the US. If the clinical practica will occur in a state other than Minnesota or North Dakota, the student must have an unencumbered RN license in the state where practica will be completed.
- The Department of Higher Education, the Board of Nursing, and possibly other agencies where the student will have their practica must first agree with MSUM offering distance nursing education in the state. It is the student's responsibility to check with the Graduate Program Coordinator whether practica in a state other than MN are possible.
- Remain in compliance with the Graduate Nursing Verifications Policy
- Complete the statistics requirement (see Statistics Requirement Policy prior to taking NURS/MHA 615).

Progression and Degree/Graduation Requirements Policy

Original Date: 2001.08 (Formerly Degree Requirement Policy and Progression/Graduation Requirement Policy)
Recent Reviews/Revisions: 2015.11, 2017.01, 2017.04.18, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

The following are progression and degree/graduation requirements for a Master of Science in Nursing degree:
- Students must adhere to the MSUM Academic Policies
- If a student steps out of the program for more than one year, when the student re-enters the University, the student will be under the curriculum that is currently in place upon return (not at the time of initial enrollment in the program). Students should work closely with their advisor on the transition.
- Students must complete all program requirements within ten (10) years of admission.
- Student progression is flexible. A maximum of nine graduate semester credits from nursing, all of which must be related to the program, may be transferred from other appropriately accredited colleges or universities with the graduate nursing program coordinator's consent. The transfer credits must be no older than ten years by the time of the MSUM graduate nursing program/certificate completion and carry a B or higher grade. Teacher education sequence (TES) courses will not be counted as transfer credits to fulfill the graduate nursing program's requirements.
- A cumulative GPA of 3.0 is required and must be maintained to continue in and graduate from the program. If the GPA falls below 3.0, the student is placed on probation for the next semester in which courses are taken. If the GPA remains below 3.0 at the end of the next semester, the student will be suspended from the graduate nursing program.
- The graduate school monitors graduate students' GPAs each semester.
- No more than two courses with a grade of C (including C+ and C-) may be applied to the program of study.
    - A course with a grade of C (including C+ and C-) may be repeated once, or a comparable course from another institution may be transferred in if this transfer does not exceed the allowed number of transfer credits.
- A successful oral examination (discourse) by the student, as evaluated by the student's committee, following completion of the portfolio and the majority of coursework, is required.
- Further information on degree requirements may be found in "General Degree Requirements" in the MSUM Graduate Bulletin.

Statistics Requirement Policy

Original Date: 2009.12
Recent Reviews/Revisions: 2016.03, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

A statistics course at the undergraduate or graduate level is required before registering for NURS/MHA 615. The course cannot be older than 10 years from the time of entry into the MSUM graduate program. Students who do not meet this requirement need to take NURS/MHA 502 Healthcare Statistics Foundations course (1 credit, pass/fail, online course) before NURS/MHA 615.

Student Advisory Policy

Original Date: 2001.08
Recent Reviews/Revisions: 2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

The Department of Nursing highly values student input/perspectives to inform curricular and programmatic integrity. To that end, graduate students provide feedback to the program through attendance at the Graduate Nursing Student Advisory Group meetings (online). Advisory meetings are hosted regularly to request student feedback.

Students may be requested to provide course and instructor evaluations at the end of each course. Students may also be asked to take an anonymous online survey regarding the program to provide student input.

Student Appeals Policy

Original Date: 2015.11
Recent Reviews/Revisions: 2016.03.10 (SNHL), 2017.01 (GNC), 2018.02.21 (GNC), 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

Students are encouraged to seek resolution of any academic issues (e.g., grades, withdrawal) that they may encounter during the course of their education.

The Graduate Nursing program acts vigilantly to resolve any issues on an informal basis. When issues arise, individuals are to first seek resolution at the lowest appropriate level. If resolution is not satisfactory, the individual informally escalates the concern, as appropriate, to the next level. Should issues not be resolved on an informal basis, the process for resolution becomes formalized.

The appeals process should occur in the following order:

Informal Process
1. The student will first discuss the academic issue with the faculty member of the relevant course.
2. If the matter remains unresolved, the student contacts the School of Nursing and Healthcare Leadership (SNHL) Nursing Chair in writing. The student provides as much detail about the academic issue as possible. The student and SNHL Nursing Chair will seek a potential resolution. If no resolution can be reached, the chair will direct the student in completing a written, formal appeal per University policy.

Formal Process
1. If the matter remains unresolved despite advancing the matter through the informal process ranks, the student will file a written appeal.
2. Graduate appeals are addressed in University Graduate School Policies/Regulations
https://www.mnstate.edu/about/policies-procedures/list/graduate-appeals/

Student Complaints Policy

Original Date: RN-to-BSN Program 1976, Graduate Nursing Program 2007, HSAD and MHA Programs 2015, Program polices merged and revised March 2015
Recent Reviews/Revisions: 2016.03.10 (SNHL), 2017.01 (GNC), 2018.02.21 (GNC), 2018.04.10 (SNHL), 2019.02.14 (GNC), 2021.05.06 (GNC), 2022.05.05 (GNC), 2023.04.13 (GNC), 2025.04

The School of Nursing and Healthcare Leadership (SNHL) at Minnesota State University Moorhead (MSUM) is committed to the promotion of quality education in an environment of civility, fairness, and integrity that is free from discrimination. To honor that commitment, students are encouraged to seek resolution of any concerns, problems, or grievances that they may encounter during the course of their education.

The SNHL acts vigilantly to resolve any issues on an informal basis. When issues arise, individuals are to first seek resolution at the lowest appropriate level. If resolution is not satisfactory, the individual informally escalates the concern, as appropriate, to the next level. Should issues not be resolved on an informal basis, the process for resolution becomes formalized.

A formal complaint is defined as a concern, grievance and/or complaint in which an individual feels they have not received treatment consistent with university policy and/or has concerns about SNHL students, faculty, staff, or the department as a whole. A complaint becomes formal after it cannot be resolved informally, at which time it is sent out in writing, and forwarded as outlined in the grievance/complaint sections of the MSUM Student Handbook.

The complaint process should occur in the following order:

Informal Process
1. The student will first discuss the problem with the person(s) directly involved to seek resolution of the problem (for instance, another student, a preceptor).
2. If the matter remains unresolved, the student discusses the problem with the course faculty member.
3. If the matter remains unresolved, the student contacts the SNHL Nursing Chair in writing. The student provides as much detail about the concern as possible. The student and SNHL Nursing Chair indicate a potential resolution. If no resolution can be reached, the chair helps direct the student to complete a written, formal complaint and directs that formal complaint to the appropriate individual per university policy.

Formal Process
1. If the matter remains unresolved despite advancing the matter through the informal process ranks, the student will file a written complaint. The student should refer to the University Grievance and Complaint process in the MSUM Student Handbook when completing the formal complaint https://www.mnstate.edu/student-handbook/

All written formal complaints will be kept by the Dean of the college's discipline. Documentation of action/resolution in response to a formal complaint will be according to MSUM's Student Data Privacy procedures and the Master Agreement between Minnesota State and the IFO.