



**MINNESOTA STATE
MOORHEAD®**

RN-BSN Program

Student Handbook 2026-2027

(Effective May 20, 2026)

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SECTION I: INTRODUCTION

RN-BSN Student Handbook

This RN-BSN Student Handbook has been prepared for students enrolled in the Minnesota State Moorhead (MSUM) RN-BSN program. It provides program-specific policies, procedures, standards, and expectations applicable to this program. The most up-to-date program information is available on the RN-BSN Program website:

<https://www.mnstate.edu/academics/majors/nursing/rn-bsn>

The [MSUM Student Handbook](https://www.mnstate.edu/student-handbook/) (<https://www.mnstate.edu/student-handbook/>) addresses the policies for all students at the University, including nursing students. Nursing students must refer to the MSUM Student Handbook for all information that is not specific to the nursing program.

Accreditation Statements

The MSUM Nursing Program maintains accreditation to ensure educational quality, professional standards, and continuous improvement in nursing education. Accreditation status affirms that the program meets nationally recognized criteria and prepares graduates for safe, ethical, and effective nursing practice. Accreditation information is available online at: <https://www.mnstate.edu/academics/majors/nursing/accreditation>

Disclaimers

The MSUM RN-BSN Program has made every effort to ensure that the information contained in this handbook is accurate and current. However, MSUM and the RN-BSN Program reserve the right to modify rules, regulations, procedures, curricula, courses, programs, course content, prerequisites, calendars, and fees at any time. Students will be notified of substantive changes when possible.

Students are responsible for reviewing and adhering to the most current version of this handbook. The information enclosed is provided solely for the convenience of the reader, and MSUM expressly disclaims any liabilities that may otherwise be incurred.

Minnesota State Moorhead is committed to a policy of equal opportunity and nondiscrimination in employment and education and is a member of the Minnesota State Colleges and Universities (MinnState) system. No person shall be discriminated against in the terms and conditions of employment; personnel practices; or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression; or membership or activity in a local commission as defined by law. Inquiries regarding compliance should be referred to the [Title IX Coordinator](https://www.mnstate.edu/about/policies-procedures/titleix/contact) (<https://www.mnstate.edu/about/policies-procedures/titleix/contact>). See [MSUM's Title IX policies](https://www.mnstate.edu/about/policies-procedures/titleix/compliance/) (<https://www.mnstate.edu/about/policies-procedures/titleix/compliance/>).

First Things First!

Before you begin classes in the RN-BSN program, the short list below is your critical to-do list. You may have already taken care of this – good for you! Please confirm all necessary post-admission items are completed, submitted, and processed so you can focus on your educational journey from here forward.

- Email.** Are you already in the habit of using [DragonMail](http://www.mnstate.edu/helpdesk/email/) (http://www.mnstate.edu/helpdesk/email/) for all school correspondence? You had to use DragonMail to be admitted to the program, and it is the required email communication for MSUM. Also, your [StarID](http://www.mnstate.edu/starid/) (http://www.mnstate.edu/starid/) is your username – please remember it!
- Orientation.** Have you completed the MSUM orientation? You can find this in the [DragonDen](http://www.mnstate.edu/thedragonden) at: www.mnstate.edu/thedragonden. Have you completed the RN-BSN program orientation? There is a mandatory online orientation to the RN-BSN program at the start of the new term. The orientation is set up in D2L Brightspace®. You will be given access to this online orientation one month prior to the start of the semester in which you start the RN-BSN program. There will also be a one-hour optional open house with RN-BSN faculty. This open house is your opportunity to ask any questions that were not answered through the online orientation.
- Textbooks.** Have you searched for required/recommended texts for your courses next term? Search the [MSUM bookstore](https://www.bkstr.com/mnstatestore/home) (https://www.bkstr.com/mnstatestore/home) for info on course textbooks.
- Nursing License Verification.** You received info on admission; the information is also under Nursing (RN-BSN) [Admitted Student Requirements](https://www.mnstate.edu/academics/majors/nursing/rn-bsn/admitted/) (https://www.mnstate.edu/academics/majors/nursing/rn-bsn/admitted/). Failure to obtain/maintain licensure will result in removal from the program.
- Computer & Software Requirements.** Is your home computer set and ready? You will need technology that will support your progress as an online student. Related info/suggestions are on the [RN-BSN webpage](https://www.mnstate.edu/academics/majors/nursing/rn-bsn/admitted/#computer) (https://www.mnstate.edu/academics/majors/nursing/rn-bsn/admitted/#computer).
- Financial Aid.** Have you completed your FAFSA and talked with Financial Aid, if needed? Check out the nursing homepage again – there is information on [nursing scholarships](https://www.mnstate.edu/academics/majors/nursing/scholarships/) (https://www.mnstate.edu/academics/majors/nursing/scholarships/) there. If you are planning to apply for nursing scholarships but not financial aid, you will still want to submit a FAFSA, as many nursing scholarships require proof of financial need through a FAFSA.
- Registration.** Did you have a successful meeting with your advisor to set up your academic plan? Are you registered for classes? Know that, like all schools, MSUM basically operates on a “first come, first serve” philosophy.
- Functional Abilities.** Do you need accommodations to meet program requirements? Please see the RN-BSN program’s info on functional abilities under Section III.

SECTION II: GETTING STARTED

Time and Commitment

The RN-BSN program is offered 100% online and hybrid, with some on-site experiences in your geographical region. In this, the program has great advantages for the busy adult student. However, as can be appreciated and expected, this nursing program requires a significant commitment of time to devote to study and online engagement. As a general guideline, students might spend three hours preparing for each hour of credit for a course (e.g., a 3-credit course = 9 hours of study and involvement/week). Please note that this will differ greatly from student to student.

Computer Literacy

Technology Requirements and Competencies

The RN-BSN Program makes extensive use of the online learning environment to deliver course content, facilitate communication, and enhance student learning. Whether enrolled in a fully online or hybrid delivery format, students will regularly engage with a variety of instructional technologies. As such, students are required to have reliable access to appropriate technology and internet services for the duration of the program.

Computer and Internet Requirements

Nursing students are responsible for maintaining:

- A reliable personal computer (desktop or laptop) capable of supporting required academic software and learning platforms
- Consistent, high-speed internet access
- Functioning web camera
 - Intermittent or unreliable internet access is not an acceptable justification for missed deadlines or failure to participate in required learning activities.
 - Students are encouraged to consult the MSUM IT Helpdesk for guidance on recommended hardware and software prior to beginning coursework. MSUM also provides access to discounted or free academic software for currently enrolled students.

Minimum Technology Competencies

Students are expected to enter the program with the ability to independently perform these tasks:

- Create, save, retrieve, and edit documents using Microsoft Word (not Microsoft Works)
- Send and receive email, including attaching and downloading files
- Upload documents to course learning management systems and other platforms
- Create Microsoft PowerPoint presentations
- Create and edit Microsoft Excel spreadsheets
- Browse the internet and conduct academic searches
- Utilize spell check and grammar check functions
- Save and back up files using external storage devices (e.g., flash drives, external hard drives, or cloud-based storage)

Students who do not possess these foundational skills are expected to seek appropriate training or support early in the program. Technical proficiency is considered an essential component of academic and professional success.

D2L Brightspace® – the MSUM Online Learning Platform

D2L Brightspace® is the integrated learning platform used in this RN-BSN program. While there is an element about D2L in the program's orientation session, please be familiar with the information below.

MSUM's [Office of Online Learning](#)

(<https://www.mnstate.edu/academics/support/asc/student-learning-resources/online-learning/>) provides strong support for students new to D2L Brightspace®. As examples, here are some links from the Office of Online Learning site:

- a) [Strategies for Successful Online Learning](#) (https://mnsu-my.sharepoint.com/:w:/g/personal/qz4522up_minstate_edu/EfHFau9yiRFCgVpnNjnOUmgB_OOy0rhgGE0usRrdZ7xfC4A?rttime=KB--Aak42Eg)
- b) [D2L Login Help](#) (<https://mnsu.sharepoint.com/:w:/s/MHD-Online-Learning/EXRLi3k8uSNEkVfOFkAT9KcB9lf9SV-VPYoCCTAKIrl8dw>)

SECTION III: THE RN-BSN PROGRAM

RN-BSN Program Student Outcomes

Graduates of the RN-BSN program are prepared to:

1. Integrate interdisciplinary knowledge founded in the liberal arts and natural and social sciences as the basis for clinical judgment and innovation in professional nursing practice.
2. Support holistic person-centered care focusing on the individual within multiple contexts, including families, communities, societal groups, and populations, regardless of specialty or functional area.
3. Examine population health in relation to wellness/disease prevention, chronic disease management, regenerative/restorative care, and hospice/palliative care for the improvement of equitable population health outcomes.
4. Integrate evidence-based nursing knowledge to improve nursing practice and transform healthcare.
5. Analyze principles of quality and safety to improve health outcomes through system effectiveness and individual performance.
6. Collaborate with other healthcare professionals and key stakeholders for the improvement of equitable health outcomes.
7. Identify resources within complex healthcare systems that contribute to safe, quality, and equitable care of diverse populations.
8. Utilize information/communication technologies and informatics processes to manage and improve the delivery of healthcare services.
9. Formulate a sustainable professional nursing identity that encompasses nursing's characteristics and values.
10. Participate in activities and self-reflection that foster personal health, resilience, well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.

RN-BSN Curricular Plans

From the admissions process and with your first-term advising time, we trust you appreciate that the curricular plans for the RN-BSN program can be uniquely yours. We coach you to completion. You have an advising plan established; you and your advisor will review your plans each semester (and more if needed/desired).

Here are some facts about the program's curriculum:

- a) In total, the MSUM RN-BSN degree requires 120 total credits. Most RN-BSN students enter the program with at least 64 credits from the Associate's RN degree. Some have many more credits; perhaps even some have previous baccalaureate degrees.
- b) All RN-BSN students complete the nine (9) required RN-BSN courses (31 credits, upper division). The nine required RN-BSN courses are offered every spring and fall term; many required nursing courses are also offered in the summer session.
- c) All MSUM baccalaureate students must complete a total of 40 upper division (300-400 level) credits to graduate. You will earn 31 upper-division credits in the required nursing courses. You will also earn six (6) upper-division credits for passing the NCLEX – three credits will be added to your DARS after successful completion of NURS 301, and three credits will be added to your DARS after successful completion of NURS 348.
- d) Should you need additional upper-division credits, the SNHL does offer electives that can enhance your profession, as do all departments at MSUM. Nursing electives are offered in a variety of semesters, and the university has a number of online courses each semester that meet elective course needs.

- e) In addition, MSUM requires a total of 40 general education (gen ed.) credits for a baccalaureate degree. You brought in many gen ed. credits on transfer (MnTC). The remaining credits can be from MSUM's [Liberal Arts and Sciences Curriculum \(LASC\)](https://www.mnstate.edu/registrar/lasc/) (<https://www.mnstate.edu/registrar/lasc/>) credits, combined with upper division credits at MSUM, and can sometimes be totally met with an Associate of Arts transfer agreement, etc.
- f) As transfer students, MSUM policy states that you must complete the last 30 credits in a major at MSUM. Again, this is logically met by studying the 31 credits required for the nursing major.
- g) Students must earn a minimum of "C-" in each required nursing course to progress in this major (see related policy in Section V).

RN-BSN Program Required Nursing Courses

All RN-BSN students complete the nine (9) required RN-BSN courses (31 credits, upper division). The nine required RN-BSN courses are offered every spring and fall term; many required nursing courses are also offered in the summer session. To see a description of each course, please visit the RN-BSN Program Bulletin:

<https://navigator.mnstate.edu/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=48&chapterid=702&topicgroupid=6853&loadusercredits=False&>

RN-BSN CURRICULUM
1. NURS 301 Transitions (4 cr)
2. NURS 303 Holistic Family Nursing (4 cr)
3. NURS 342 Interdisciplinary Care of Diverse Populations (3 cr)
4. NURS 370 Nursing Research and Evidence-Based Practice (4 cr)
5. NURS 348 Public Health Nursing (4 cr)
6. NURS 420 Gerontological Nursing to Promote Successful Aging (3 cr)
7. Choose one course: <ul style="list-style-type: none"> • NURS 452 End of Life Care (3 cr) • NURS 454 Foundations of Integrative & Holistic Care (3 cr) • NURS 462 Pathophys, Pharm, Physical Assessment for Health Professionals (3 cr) • SUST 485 Global Health Perspectives (3 cr)
8. NURS 472 Leadership and Professional Development (3 cr)
9. NURS 473 Professional Pathways (3 cr)

RN-BSN Program Curriculum Plans

RN-BSN Online Degree Plan:

<https://www.mnstate.edu/academics/majors/nursing/rn-bsn/courses/degree-plan>

RN-BSN Hybrid Degree Plan:

<https://www.mnstate.edu/academics/majors/nursing/rn-bsn/courses/hybrid-pathway>

Sample RN-BSN Advising Record: <https://www.mnstate.edu/globalassets/academics/school-of-nursing-healthcare-leadership/rn-to-bsn-advising-record-sample-appendixb.pdf>

Accelerated RN-BSN-MSN Online Degree Pathway

The Accelerated RN-BSN-MSN Pathway at Minnesota State Moorhead offers a streamlined and flexible way for associate degree registered nurses to earn both a Bachelor of Science in Nursing (BSN) and a Master of Science in Nursing (MSN). This innovative program is designed to help you achieve your academic and career goals efficiently while maintaining the flexibility to meet your individual needs.

More information can be found at: <https://www.mnstate.edu/academics/majors/nursing/rn-bsn/rn-msn>. Please reach out to your advisor if you are interested in this degree pathway.

Public Health Registration in Minnesota

Public Health Nurse Registration

Upon successful completion of this RN-BSN program, graduates may elect to apply for Public Health Nursing (PHN) registration through the Minnesota Board of Nursing (BON). The process requires that PHNs be licensed RNs in MN, hold a baccalaureate degree or higher in nursing, and have studied PHN in both theory and clinical coursework. The MSUM RN-BSN program will complete the official confirmation of PHN education affidavit to support your successful electronic (online) application. Details on the PHN registration are provided at this site:

<https://mn.gov/boards/nursing/licensure/licensure/public-health-nurse-registration.jsp>

Functional Abilities

Technical standards have been developed that describe the required abilities for effective performance in Minnesota State nursing education programs. The standards are compatible with the scope of practice as defined by the Minnesota Board of Nursing. The examples show how a standard may be applied in entry-level nursing education programs. The examples listed are for illustrative purposes only and not intended to be a complete list of all tasks in an entry-level nursing program.

It is important to recognize that students with disabilities may need reasonable accommodations to meet these standards, in alignment with the Americans with Disabilities Act (ADA). The ADA ensures that individuals with disabilities have equal access to educational opportunities and that they are provided with reasonable accommodations to help them succeed in a rigorous academic program like nursing.

While reasonable accommodations support students with disabilities in meeting technical standards, these accommodations must never compromise the safety of patients or the core competencies required for nursing practice. The purpose of accommodations is to level the playing field so that all students, regardless of disability, can achieve the same level of proficiency.

Accessibility Resources

Minnesota State Moorhead (MSUM) is committed to providing equitable access to learning opportunities for all students and strives to make courses inclusive and accessible in accordance with sections 504 and 508 of the 1973 Rehabilitation Act, the Americans with Disabilities Act (ADA), and the Minnesota RISE Act, Statute 135A.163. The University will make reasonable accommodations for students with documented disabilities.

Accessibility Resources (AR) is available to facilitate a range of academic support services and accommodations for students with disabilities. If you have a disability, you can request assistance by contacting AR at 218-477-2167 (voice), 218-477-2420 (fax), or accessibility@mnstate.edu (email). Once eligibility has been determined, students register with AR every semester to activate their approved accommodations. Although a student may request an accommodation at any time, it is

best to initiate the application process at least four weeks before a student wishes to receive an accommodation. Students may begin the accommodation process by submitting a Request for Accommodations form online at <https://www.mnstate.edu/student-life/student-services/accessibility/request-accommodations/form/> or by contacting Accessibility Resources.

The Director of Accessibility Resources, Chuck Eade, serves as MSUM's ADA Coordinator for students. He can be reached at charles.eade@mnstate.edu. Additional information is available on the AR website: <http://www.mnstate.edu/accessibility>.

Graduation and Commencement

MSUM's graduation requirements are presented at this site: <https://www.mnstate.edu/about/policies-procedures/list/graduation-requirements>. Students must complete the online Application for Graduation in the semester before the anticipated graduation term; the online application must be requested by the student through their faculty advisor.

RN-BSN students are highly encouraged to participate in the festive commencement ceremony at program completion. The ceremony brings graduates together with family, faculty, and staff – and is an important time to celebrate your achievement! In the term you graduate, you will receive related information approximately one month before the semester ends.

Graduation Memorabilia

The MSUM Bookstore holds academic attire and graduation announcements for purchase. Should you wish to make purchases, please visit the [MSUM Bookstore](https://www.bkstr.com/mnstatestore/home) (<https://www.bkstr.com/mnstatestore/home>). If you wish to purchase a nursing pin, please contact the Nursing Office and Administrative Support at nursing@mnstate.edu.

SECTION IV: RN-BSN STUDENT SUPPORTS

Information Technology Helpdesk

This program uses the online environment in this educational experience. Therefore, it is important for students to utilize appropriate hardware and software to be successful. MSUM's Information Technology department will help ensure that your equipment serves your needs.

The IT [Helpdesk](https://support.mnstate.edu/TDClient/297/Portal/Home/) (https://support.mnstate.edu/TDClient/297/Portal/Home/) is available to provide support to students and faculty. The IT Helpdesk link is in each D2L Brightspace® RN-BSN nursing course. The Helpdesk has a reputation for rapid responses, which can include providing remote computer support, chat sessions, and much more. Helpdesk hours are into evenings and on Sundays; their schedule is on their website.

Contact info for IT is on the web:

- Email: support@mnstate.edu
- Support via telephone: 218.477.2603

Refer to the [Guidelines for University Technology Equipment Purchases](https://www.mnstate.edu/information-technology/policies-standards/equipment-purchasing/) (https://www.mnstate.edu/information-technology/policies-standards/equipment-purchasing/) page for the suggested minimum technology requirements for the RN-BSN Program.

Writing Supports in the RN-BSN Program

MSUM's nursing programs use APA Style for all papers in the programs, as reiterated in syllabi and assignments. We highly recommend that students have all papers reviewed by online tutors for basic grammar and APA writing style issues before submission.

Online Tutoring

MSUM has a "Tutor.com" service that allows you to connect with an expert tutor almost the moment you need help, to submit a paper draft for review, to submit questions, and more. Students access Tutor.com directly through their D2L home page (look under Academic Support in the top navigation bar).

University Writing Support Center (UWSC)

Should students prefer or be able to be on campus, the UWSC offers 50-minute appointments with trained writing tutors.

See MSUM's main [Tutoring page](https://www.mnstate.edu/academics/support/asc/tutoring/) (https://www.mnstate.edu/academics/support/asc/tutoring/)

Writing: The APA Style and Grammar Guidelines Online

The [APA Style and Grammar Guidelines](https://apastyle.apa.org/style-grammar-guidelines/) (https://apastyle.apa.org/style-grammar-guidelines/) is an excellent resource that is free to the public. This is an incredibly friendly site where you will find helpful explanations and sample papers to help you with writing and APA formatting.

Livingston Lord Library

You will get a separate orientation to the MSUM library services, but know that library services and materials are available both online and on campus through the [Livingston Lord Library](https://www.mnstate.edu/library/) (https://www.mnstate.edu/library/).

- A virtual library orientation for the RN-BSN Program is available here: [Nursing Orientation](http://libguides.mnstate.edu/nursing_orientation) (http://libguides.mnstate.edu/nursing_orientation)
- As an online student, you can access MSUM's databases and interlibrary loan using your [StarID](#) and [password](#). See more information here: [Accessing Databases from Off-Campus](#)

(<http://libguides.mnstate.edu/c.php?g=183297&p=1207940>)

- [Jean Kramer](mailto:kramer@mnstate.edu) (kramer@mnstate.edu) is our dedicated distance librarian who offers assistance and expertise virtually, as well as in person. She's great – get to know her!
- Within D2L's library link, there is a chat feature for the library to assist faculty and students in real time. When chat hours are not available, questions may be submitted directly to the library electronically.
- The library supports are extended to the online learners through a specific link on the home page of each D2L Brightspace® course.

Registrar's Office

The MSUM [Registrar's Office](https://www.mnstate.edu/registrar) (https://www.mnstate.edu/registrar) manages your student transcripts, Degree Audit Report (DARs), and other official documents from admission through graduation. The Registrar's Office is exceptionally knowledgeable about MinnState, MSUM, and the RN-BSN program policies for transfer credit and program completion. This office also supports students with academic appeals, grade and tuition refund requests, and more.

Office of Financial Aid & Scholarship

MSUM's [Office of Financial Aid & Scholarships](https://www.mnstate.edu/financial-aid/) (https://www.mnstate.edu/financial-aid/) has expert counselors who assist students in completing the FAFSA and other requirements to access available financial aid of all varieties (grants, federal and state aid, etc.). Online students can readily access the MSUM Financial Aid counselors to seek avenues for funding support.

There are limited MSUM-general scholarships available to RN-BSN students. However, there are several [nursing-specific scholarships](https://www.mnstate.edu/academics/majors/nursing/scholarships/) (https://www.mnstate.edu/academics/majors/nursing/scholarships/) available to RN-BSN students through the nursing department; the application deadlines for nursing-specific scholarships are in February each year.

In addition, for Sigma Theta Tau International members, please see additional scholarship opportunities at the Xi Kappa at Large Chapter [Xi Kappa Website](https://thecircle.sigmanursing.org/groups/mygroup) (https://thecircle.sigmanursing.org/groups/mygroup).

Center for Global Engagement/Office of Diversity, Inclusion, and Global Engagement

The Center for Global Engagement advances global citizenship and intercultural competence for MSUM's students, faculty, and staff, and engages local and regional communities in our global efforts. To accomplish this, the Center for Global Engagement strives to create access to and appreciation for international and cross-cultural experiences, perspectives, initiatives, and advocacy with a view to preparing individuals to interact in the global community. For more information, please visit their website: <https://www.mnstate.edu/student-life/center-for-global-engagement>

SECTION V: RN-BSN PROGRAM POLICIES

To comply with Minnesota, federal, and agency requirements for MSUM's RN-BSN program, students must verify program requirements before program start and during enrollment in the program. Thereafter, some requirements will need re-verification, depending on how long your program of study lasts. Students in the RN-BSN program do not provide direct patient care, have access to patient data, and are not on-site at a clinical facility for any coursework during the program. Therefore, students are not required to provide proof of immunizations or complete background checks.

RN-BSN students are required to hold an encumbered licensure by the end of the 1st semester of nursing courses and must remain current during the entire program. The nursing department will verify each student's RN license at the start of the program and each semester after that for the student's entire program. If students do not hold a valid, unencumbered license, they will be removed from the program.

Liability Insurance

The University (through MinnState) provides liability insurance for nursing students (and faculty members) only for when students/faculty function as students/faculty. Students are not covered by this liability insurance while practicing for pay, during personal volunteer work, or during any engagements other than the student role. Nursing students are encouraged to carry their own personal professional liability policies as practicing clinicians. Reasonable insurance rates may be obtained from insurance companies (e.g., Nursing Service Organization [NSO], Mercer [through the ANA], and others).

Attendance Policy: Online and Experiential Learning Activities

Students are expected to participate in online courses several times weekly. At minimum, you can anticipate that your online course engagements for each module will happen multiple times each week. Hybrid pathway students may have attendance points in their on-campus classes. Attendance for scheduled on-campus classes is mandatory to meet F-1 Visa requirements.

Further, students are reminded that at MSUM, all financial aid recipients are subject to a federal and state "last day of attendance" policy, and aid eligibility is based on the last day that class attendance or online course activity can be documented (reference: Financial Aid Director, #218-477-2251).

Regardless of the attendance policy, students are always responsible for all learning activities for each module (learning unit) in the D2L Brightspace® class. Refer to individual course syllabi for specifics.

For all experiential learning activities arranged, attendance is required. Attendance is further addressed in the respective course syllabi. It is the responsibility of the student to contact the faculty member to discuss any conflicts. Failure to complete experience hours puts any student at risk for failure of that course.

Experiential Mentorship

There is one course (NURS 473) that involves a mentor relationship for international students studying with an F-1 Visa to support course outcomes and meet in-person requirements. A mentor is a professional registered nurse or other healthcare professional partner with a high level of expertise in a specific area who enhances learning experiences for students. The mentor will assist you in the planning of your quality improvement project.

Curricular Practical Training Policy

CPT must be an integral part of the nursing degree the international student is seeking. Students must take NURS 469 (undergraduate) or NURS 669 (graduate) for credit to participate in CPT.

CPT Requirements:

1. The student must be admitted to one of the nursing programs at Minnesota State Moorhead to participate in CPT through a nursing internship course.
2. The student must be enrolled full-time, as defined by the federal guidelines for international students, each semester that the student applies for CPT unless it is in the student's final semester. CPT may be included in the total credits to achieve full-time status.
3. CPT is limited to up to a total of up to 6 credits over the course of the individual program (6 credits for undergraduate [NURS 469] and 6 credits graduate [NURS 669]).
4. CPT is limited to just one healthcare organization. You may not apply for CPT to multiple healthcare organizations during the length of the semester.
5. The paid internship opportunity must be directly related to the nursing curriculum that the student is admitted to – keeping in mind the level of program.
6. The student must enroll in NURS 469 or NURS 669 for the entire semester that CPT is obtained.
7. CPT forms must be signed by the student and their advisor, once enrolled in the NURS 469/NURS 669, two weeks prior to the end of the semester preceding the semester the student is applying for. Students must complete the CPT form and email their advisor requesting them to complete the advisor CPT form.
8. All NURS 469 or NURS 669 course requirements must be met by the end of the semester in which CPT has been applied for. Failure to meet these requirements by the end of the semester will result in a failing grade in NURS 469/NURS 669, and the student will not be allowed to apply for CPT again while in their current MSUM nursing program. No incomplete grades will be offered for NURS 469/NURS 669. The student must apply for CPT each semester and enroll in NURS 469 or NURS 669 to participate in CPT. The student must have a confirmed offer before completing the CPT application.
9. The student may not work beyond the end of the semester for which the CPT is approved. See academic calendar - <https://www.mnstate.edu/academics/calendars>

Nursing students obtain the proper forms through Dragon Den - [mnstate.edu/international/dragon-den](https://www.mnstate.edu/international/dragon-den) or <https://www.mnstate.edu/student-life/student-services/international-student-scholar-services/employment/cpt>

Appearance in Any Experience Setting

Students in an agency setting not only represent themselves as solid professionals, but they are also a reflection of the high reputation that the MSUM RN-BSN program holds. While some experiences may have specific requirements, as informed by your course faculty, the following information details general expectations for MSUM students in experience settings:

1. Students are to present as the highest professional in that setting; course faculty will advise.
 - a) At minimum, students will wear appropriate semi-professional dress.
 - b) Jeans and casual tops are never appropriate as an MSUM student in community experiences (unless instructed otherwise by your faculty or clinical mentor).

Final Grading

Assignments in this program are designed to meet course outcomes. Therefore, all assignments must be completed to earn the final grade in each course, regardless if late, to the extent that no points are available. If an assignment is not completed, the student will not pass the class and will earn a D+. Also, the grades earned will not include fractions or rounding up. In this program, plus/minus grading categories are used. Final grades are a simple calculation of the percentage of earned points against possible points. Faculty are responsible for grading all course components and assigning a final grade in the course. The following scale gives the breakdown of final grades:

A	94-100%	B+	89-91%	C+	81-83%	D+	72-74%
A-	92-93%	B	86-88%	C	77-80%	D	69-71%
		B-	84-85%	C-	75-76%	D-	67-68%

Academic Integrity Policy

MSUM has taken a strong and clear stand regarding academic dishonesty. The consequences of academic dishonesty range from disciplinary probation to expulsion. The nursing programs hold the following policy on academic integrity:

1. There is NO tolerance for cheating and/or plagiarism on any assignments in this program.
2. As established in the university-wide MSUM Student Handbook, “cheating” includes, but is not limited to, the use of assistance in quizzes, tests, exams; using sources beyond those authorized by faculty to complete assignments; engaging in any behavior prohibited by a faculty on syllabus or class directives.
3. Plagiarism is the act of drawing ideas or language from another without crediting that source. There are many forms of plagiarism; the most obvious is verbatim plagiarism (copying word-for-word). To that end, while RN-BSN faculty provide individual perspectives and directives on plagiarism, some researchers consider verbatim-type plagiarism as copying 10 words without proper referencing.
4. Be cautious to indicate the source of your information (APA Style!) whenever you paraphrase or summarize another’s work.
5. All required assignments may be subject to screening through plagiarism detection software.
6. All written work must be done individually (unless assigned to a group project), properly cited, and referenced, using APA style.
7. If a student has questions about the policy, it is their responsibility to discuss it with their faculty or academic advisor.
8. In summary, all work must be completed in a manner consistent with the MSUM codes for academic conduct. For a copy of the codes for academic conduct, please refer to the [MSUM Student Handbook, Policies & Procedures, and Student Conduct Code](http://www.mnstate.edu/student-handbook/) (<http://www.mnstate.edu/student-handbook/>)

Successful Academic Progression

Students must successfully complete all nursing (NURS) courses in the RN-BSN Curriculum Plan. Students must also complete all university-wide graduation requirements.

1. Progression in the nursing program requires a grade of 75% in all required NURS courses.
 - a. Earned points will be carried out two decimal points. There will be no rounding up of points to determine letter grades.
 - b. NURS 469 is optional and must be completed with a passing grade.
2. Students must successfully complete NURS 301 in their first semester of the RN-BSN program.

3. Proof of current, unencumbered United States (U.S.) RN licensure must be provided prior to starting the program and maintained throughout the program.
 - a. New associate degree nursing graduates have until the end of the first semester of nursing courses to provide proof of licensure.
4. Complete the RN-BSN core nursing courses within five calendar years. If not completed in five years, the student has the option to submit a formal appeal to the Undergraduate Nursing Progressions & Just Culture Committee to request an extension.
 - a. Students studying on an F-1 Visa must complete the program within 3 consecutive semesters to meet in-person requirements of the Visa.
 - b. Students are provided with the option of completing the program in 2 semesters ONLY if all Liberal Arts & Sciences Curriculum (LASC) courses are completed at the time of admission.

Unsuccessful Academic Progression

1. An unsuccessful attempt is considered failure to obtain a grade of 75% or higher.
 - a. A failure in NURS 469 will follow policy (See Nursing Curricular Practical Training Policy and Procedure).
 - b. An unsuccessful attempt in NURS 301 will require the student to reapply to the RN-BSN program. Prior to re-applying to the program, students must submit an appeal to the Nursing Progressions & Just Culture Committee for permission to reapply the program. Failure to do so will result in inability to get reaccepted into the program due to not meeting admission requirements.
2. If a NURS course is unsuccessfully attempted, the student may appeal to repeat the unsuccessful NURS course(s) one time, on a space-available basis (See Student Grievance, Complaint, and Appeal Policy).
3. Unsuccessful attempts (below 75%) of any two or more NURS courses within the RN-BSN program will result in immediate dismissal from the program.
 - a. If the student is allowed to resume the program, only the unsuccessful course(s) must be repeated.
 - b. The previous unsuccessful attempt will count towards the two unsuccessful attempts before program dismissal.
4. Students may initiate a request for voluntary withdrawal or stop-out from nursing courses due to reasons not related to academic performance.
 - a. Students who voluntarily withdraw or stop-out need to work with their nursing faculty advisor for program re-entry. We recommend discussing this with the Financial Aid Office.
 - b. Students withdrawing for military purposes do not need to complete the appeal process and will be given priority eligibility in an upcoming semester based on seat availability.

Program Re-entry Process

1. If students have not taken classes in more than one year, they must reapply to the University.
2. Students are not automatically allowed to retake nursing coursework. Students must work with their nursing faculty advisor for program progression.
3. An unsuccessful attempt in NURS 301 requires the student to reapply to the RN-BSN program.
4. If the student desires to continue in the program after an unsuccessful course attempt, they will be required to submit the MSU Moorhead Undergraduate Nursing Appeal Form (See Student Grievance, Complaint, and Appeal Policy).
 - a. Nursing appeals and space availability will be reviewed and determined at the end of each semester by the Undergraduate Nursing Progressions Committee.

- b. If demand exceeds available space, each student's file will be reviewed to determine which student(s) is readmitted based on holistic criteria (including GPA, history of failed courses, and quality of appeal).
- 5. If the appeal is granted, the student will be allowed one opportunity to repeat the course(s) on a space available basis the next time the course is offered.
 - a. Upon granting the appeal, students may be required to complete remediation tasks by a set due date determined by the UG Progressions Committee. Failure to complete these tasks by the set due date may result in program dismissal.
 - b. A second unsuccessful course attempt of the same course or an unsuccessful attempt of a second course in a subsequent semester will result in exit from the nursing program (See RN-BSN Dismissal Policy and Procedure).

Program Dismissal

A student may be dismissed from the program for academic and/or professional concerns. In both academic and professional behavior incidences, the Nursing Progressions & Just Culture Committee reserves the right to dismiss a student for unsafe performance and/or unethical behavior.

1. Academic Concerns:
 - a. Unsuccessful attempts at two or more NURS courses (See Academic Progression Policy).
 - b. An unsuccessful attempt at a NURS course after previously repeating a nursing course.
 - c. Unsuccessful completion of remediation tasks set by the Nursing Progressions & Just Culture Committee in response to UG nursing appeal by the assigned due date (See Academic Progression Policy).
2. Professional Behavioral Concerns:
 - a. Based on the professional behavior's severity, the Undergraduate Nursing Progressions Committee will determine an appropriate response to the professional behavior, including dismissal from the program. Please note that the committee incorporates just-culture when determining repercussions to an action by utilizing the MSUM Nursing Program Critical Incident Evaluation Form.
 - b. Issues considered 'Reckless Behavior' warrant dismissal.
 - c. The Nursing Progressions & Just Culture Committee reserves the right to reflect on the student's file and any other Behavioral Alert System documentation when determining the repercussions for the misconduct.
 - d. Dismissed students will not be eligible to return to the nursing program. All decisions by the Undergraduate Nursing Progressions & Just Culture Committee are final; however, the decision may be appealed (See Student Grievance, Complaint, and Appeal Policy).

Behavioral Alert System Policy

Definitions

Technical Behavior: Acquire information, interpret information, motor skills, intellectual skills.

Professional Behavior: Communication skills, behavioral skills, character.

Nursing students are responsible for their own actions, as they have a widespread effect on others in the education and care environments - ultimately impacting those they serve.

Students are responsible for conducting themselves with integrity, aligned with the ANA Code of Ethics for Nurses – it is a moral and legal responsibility of the student regarding their own actions and the actions of other members of the group. As an MSUM student, you are also expected to adhere to all MSUM and practice partner policies, procedures, and standards.

Students failing to conform to reasonable standards of performance and behavior in the classroom, online, in the laboratory setting, in the clinical setting, as well as on campus and within the community, will result in the student receiving a critical incident and/or meeting with the Nursing Progressions Committee, depending on the severity of the incident.

In the event of a breach of associated policies of the nursing course syllabus, program handbook, and college or practice partner standards and policies, the behavioral alert system will be initiated. Based on the severity of the behavior, faculty reserves the right to determine if the behavior warrants minor or major status (See Appendix B).

Minor Incident Reporting and Procedure:

1. The nursing faculty determines if the minor behavior is a negative professional or technical behavior.
 - a. If the action is considered a negative technical behavior violation, immediate feedback and remediation by the observing faculty should be provided and the Clinical Evaluation Form should be updated to reflect the incident and remediation provided.
 - i. If not already involved, the course lead faculty should be updated on the event.
 - b. If the action is considered a negative professional behavior violation, immediate feedback and remediation by the observing faculty should be provided and the coaching opportunity form will be filled out by the involved faculty and given to the student's academic advisor.
 - i. The student's academic advisor will then follow through with the student to complete the coaching opportunity form (See Appendix C).
 - ii. Once completed, the coaching opportunity form will be added to the student's file by the course lead.
 - iii. The course lead faculty should be updated if not already involved.
2. Three negative minor behaviors (technical or professional) will result in a Critical Incident (See Appendix E).

Critical Incident Reporting and Procedure:

1. The course faculty or program coordinator documents their account of or what was reported regarding the incident using the Critical Incident Report Form and meets and shares with the student (See Appendix D).
 - a. If the incident is associated with a specific course, the course faculty or staff promptly communicates the concern to the student, removes the student from the situation as necessary, and notifies the Undergraduate Nursing Progressions & Just Culture Committee Chair and any practice partner site leaders as appropriate.
 - b. If the incident is not course specific, but at the program level, the process bypasses the course faculty and elevates to the program coordinator who will notify the Undergraduate Nursing Progressions & Just Culture Committee Chair and any practice partner site leaders as appropriate.
2. The student then has an opportunity to document their account of the incident on the Critical Incident Report Form, or authors a letter as an appendix to the form and submits it to the faculty member. The faculty member will submit the form to the Undergraduate Nursing Progressions & Just Culture Committee Chair.
3. The Undergraduate Nursing Progressions & Just Culture Committee reviews the Critical Incident Form and any additional exhibits and outlines associated expectations and the plan of action or consequences to the student and the person who initiated the report. If a

committee member is involved in the incident, they must recuse themselves from the committee meetings.

- a. An Ad Hoc Progressions committee may be formed to remove bias in the critical incident process.
4. The outcome of the critical incident will be determined by the Undergraduate Nursing Progressions & Just Culture Committee, which may range from no action taken to dismissal from the program (See RN-BSN Progressions, Re-Entry, and Dismissal Policy).
5. The final Critical Incident Report is filed by the nursing department.
6. The Critical Incident Report remains active throughout the student's enrollment in the nursing program.
7. Students have the right to appeal the Undergraduate Nursing Progressions Committee's decision (See Student Grievance, Complaints, and Appeal Policy).

Examples of critical incidents may include, but are not limited to: unprofessional or unethical behavior not in accordance with the guiding statements (ANA's Code of Ethics, ANA's Social Policy Statement, Nurse Practice Acts, and ANA's Scope and Standards of Practice), unsafe practice, breaches of confidentiality or HIPAA guidelines, incivility, lack of integrity, plagiarism, and non-compliance with program requirements.

Student Grievance, Complaints, and Appeal Policy

MSUM undergraduate nursing programs are committed to the promotion of quality education in an environment of civility, fairness, and integrity. To honor that commitment, students are encouraged to seek resolution of any concerns, problems, or grievances they may encounter during their educational journey.

Program Level (Informal) Process for Student Grievance and Complaints

In all instances, it is important for the student to provide as much detail about the concern as possible in a professional, civil manner through the process. The student should indicate a potential resolution or solution strategy. Communications regarding the concern must be documented.

1. The student will first discuss the issue(s) with the person(s) directly involved to seek resolution of the problem (i.e., another student, staff, a preceptor).
2. If the matter remains unresolved, the student discusses the problem with the associated course faculty member(s).
3. If the issue remains unresolved, or the issue is at the program level, the student discusses the issue with the Program Coordinator.
4. If the issue remains unresolved, the student discusses the issue with the Nursing Department Chair.
5. If the program level informal process does not result in resolution, the student can discuss the situation with the College of Science, Health, and Environment Dean (becomes a formal grievance/complaint).

University Level (Formal) Process for Student Grievance and Complaints

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 and program policies and/or have concerns about nursing students, faculty, staff, or the department. A formal complaint is initiated if the situation cannot be resolved informally (please see the informal process above), at which time it is sent out in writing and forwarded as outlined in the Grievance/Complaint Process section of the **MSUM Student Handbook** (<https://www.mnstate.edu/student-handbook/>).

Program Level Appeal Process

The Undergraduate Nursing Appeal Form will need to be submitted to the Undergraduate Nursing Progressions Committee regarding progression-related issues (See Appendix C). Examples of progression-related issues may include requesting a nursing or related requirement course substitution/exception or petitioning for re-entry into the nursing program due to altered progression or dismissal. If an individual wishes to appeal a decision made by the Undergraduate Nursing Progressions Committee the following steps should be taken:

1. An additional appeal form (Appendix C) should be completed and submitted to the Nursing Department Chair
2. If this process does not result in resolution, the student can discuss the situation with the College of Science, Health, and Environment Dean.
3. If this process does not result in resolution, the student can discuss the situation with the MSUM Provost.

University Level Process for Student Appeals

Special procedures have been established for certain academic (e.g., graduation, grades), student conduct, discrimination/harassment, and employment-related matters. Students desiring to appeal actions or procedures of University Administrative offices must meet with university officials, continuing up the hierarchy as necessary to resolve the issues. Reference the [MSUM Student Handbook](https://www.mnstate.edu/student-handbook/) (https://www.mnstate.edu/student-handbook/) for specifics of this process and allowable reasons to appeal.

Incomplete Grades

The mark of "I" (Incomplete) can be granted when the student is unable to complete course requirements for reasons beyond their control and when arrangements have been made with the instructor before the end of the semester. See the [MSUM Grading Policy](https://www.mnstate.edu/about/policies-procedures/list/grading/) for more information (https://www.mnstate.edu/about/policies-procedures/list/grading/).

The course with "I" designation must be completed by the end of the subsequent term, or the grade changes to "F." Should a student receive an incomplete in a nursing course that is a prerequisite for a subsequent course, the pre-req course must have a grade before continuing to the subsequent course.

MSUM's Student Email Policy

As provided in MSUM and MinnState Board policy, university email accounts are required for official communication with MSUM students. RN-BSN program students are enrolled in the RN-BSN electronic mailing address (Listserv), which is used for official purposes, including announcements related to advising, scholarships, emergencies, etc.

RN-BSN program students must monitor mnstate.edu email regularly, as the program and university use this exclusively to receive, read, and respond to program-related correspondence.

APPENDIX A

Undergraduate Nursing Appeal Form

Student Name _____

Date _____

For all Nursing Appeals, please address the following questions:

1. Reason for submitting your appeal.
2. Describe the situation that led to the appeal.
3. What is the desired outcome of the appeal?

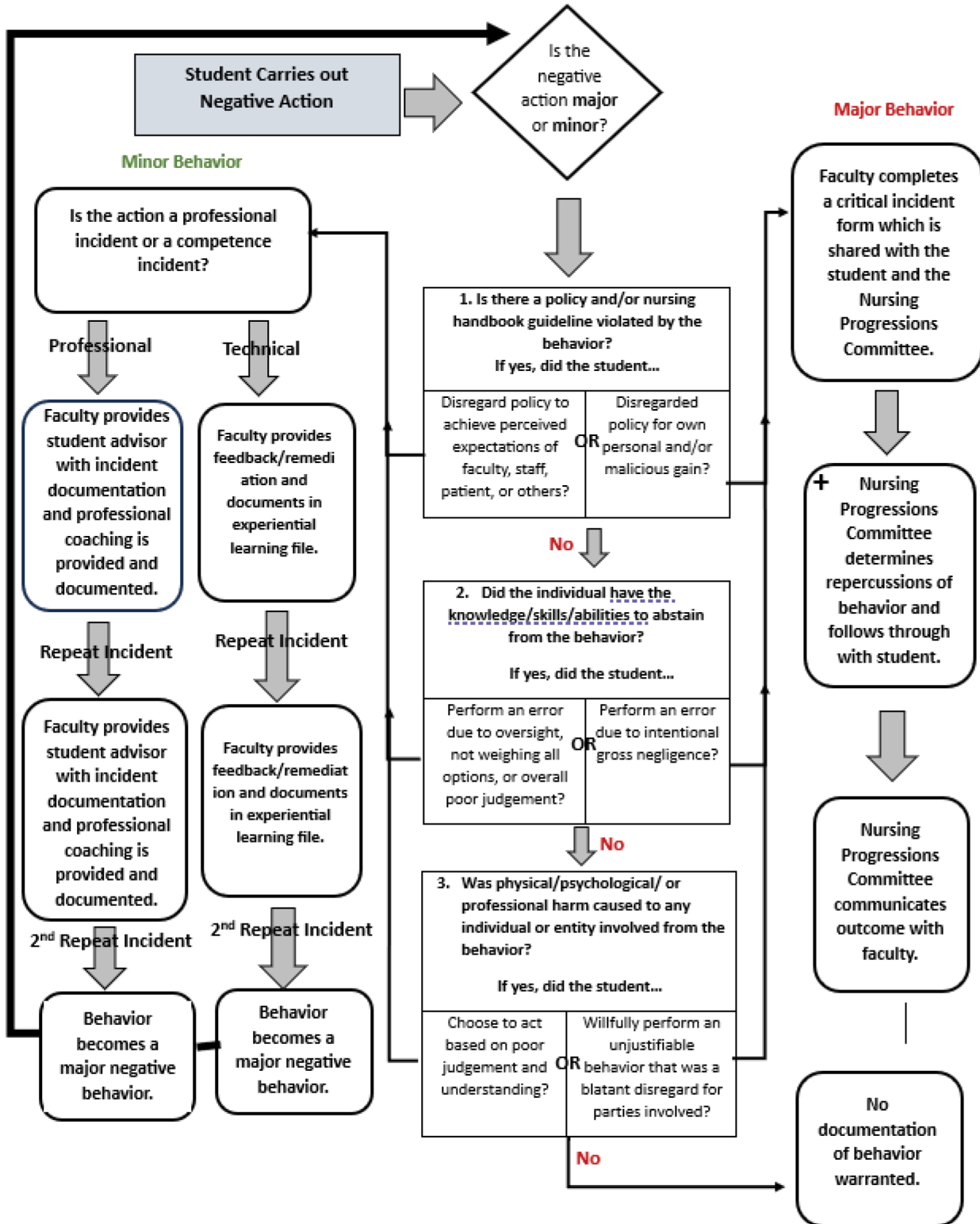
For Nursing Program Progression Appeals, please also address the following questions:

1. Please address the barrier(s) that affected your ability to progress successfully or as previously planned and led to this appeal.
2. If granted the appeal, please include a plan to address solutions to overcome or decrease these barriers to be successful in the program of study.

When appealing make a clear case for your appeal and submit supporting documentation. Please also reference the program handbook and course syllabus as appropriate in the development of your appeal.

Please email your completed appeal to the Chair of the Undergraduate Nursing Progressions Committee.

Appendix B Behavioral Alert Algorithm



Behavioral Alert Algorithm Text-Based Alternative Format

This section provides an accessible, text-based explanation of the flowchart depicting how student negative behavior is evaluated and addressed. The process begins when a student carries out a negative action.

Faculty determine whether the behavior is classified as minor or major.

Minor Negative Behavior: Faculty assess whether the action constitutes a professional incident or a technical (competence) incident.

Professional Incident

- Faculty provide student advising.
- Incident documentation and professional coaching are provided and documented.
- If the behavior is repeated, faculty again provide advising, documentation, and coaching.
- Upon a second repeat incident, the behavior is reclassified as major negative behavior.

Technical (Competence) Incident

- Faculty provide feedback or remediation.
- The incident is documented in the experiential learning file.
- If the incident is repeated, faculty again provide feedback or remediation and document the action.
- Upon a second repeat incident, the behavior is reclassified as major negative behavior.

Major Negative Behavior: Behavior may be classified as major based on the following evaluative questions:

- Question 1: Is there a policy or nursing handbook guideline violated by the behavior?
- Examples include: Disregard for expected behavior or professional expectations toward faculty, staff, patients, or others
- If yes, the behavior continues through the evaluation.
- If no, proceed to Question 2.
- Question 2: Did the individual have the knowledge, skills, or abilities to abstain from the behavior?
- Examples include: Errors made due to oversight, failure to weigh options, or poor judgment; errors resulting from intentional gross negligence
- If yes, the behavior continues through the evaluation.
- If no, proceed to Question 3.
- Question 3: Did the behavior cause physical, psychological, or professional harm to any individual or entity involved?
- Examples include: Behavior based on poor judgment or lack of understanding; willfully performing unjustifiable behavior showing disregard for those involved
- If yes, the behavior is classified as major negative behavior
- If no, no documentation of behavior is warranted.

Outcomes for Major Negative Behavior:

- Faculty complete a critical incident form with input from the student.
- The incident form is shared with the Nursing Progressions Committee.
- The committee determines consequences and follows through with the student.
- The Nursing Progressions Committee communicates the outcome to faculty.

Appendix C
Coaching Opportunity Form



Coaching Opportunity Form

Used for Attendance Warnings/ Absent and Tardiness / Missing Work/ Minor Unprofessional and Miscellaneous Behaviors / Minor Technical and other Safety Concerns

Student Name	Date of Incident
Class	Date of Initial Advising:
Instructor Name:	Follow-up Faculty Name:

Reason for Advising:

<input type="checkbox"/> Attendance	<input type="checkbox"/> Absence/Tardiness	<input type="checkbox"/> Missing Work	<input type="checkbox"/> Unprofessional/Misc. Behavior	<input type="checkbox"/> Technical and other Safety Concerns
Description:				

Issues Discussed (Between Student and Faculty)

Action Plan (Between Student and Faculty)

Follow-up Discussion and Comments

Date of Advising Follow-Up:	
Student Signature	Date:
Follow-up Faculty Signature:	Date:

Appendix D
Critical Incident Form



Undergraduate Nursing Critical Incident Report

Student: _____

Course: _____

Date of Incident: _____

A. Faculty's account of incident (provide a detailed description):

B. Student Handbook violations:

C. Student's account of incident or comments:

D. Action Plan:

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Progression Committee
Chair Signature _____ Date: _____

Appendix E Critical Incident Evaluation Form

Minnesota State University Moorhead
Nursing Program Progressions Committee
Critical Incident Evaluation Form

Event(s): _____ Event Number: _____

Criteria	Human Error	At Risk Behavior			Reckless Behavior		Score
	0	1	2	3	4	5	
G General Nursing Practice	No prior counseling for practice related issues	Prior counseling for single non-related practice issue	Prior counseling for single "related" issue	Prior counseling for "same" issue	Prior counseling for multiple related or non-related practice issues	Prior counseling for same or related issue with no or little evidence of improvement	
II Understanding expected based on program level, course objectives/outcomes	Has knowledge, skill and ability - incident was accidental, inadvertent, or an oversight	Task driven/rote learning or wrong action for this circumstance	Failed to demonstrate appropriate understanding of options/resources or Aware of safety issues but in this instance cut corners	Understands rationale but failed to recognize situations in terms of overall picture or to prioritize actions or in this instance, failed to obtain sufficient info or consult before acting	Able to recognize potential problems. In this instance "negligent" or failed to act according to standards. Risk to client outweighed benefits.	Knows or should have known correct action, role and limitations. In this instance action was "gross negligence/unsafe act" and demonstrated no regard for patient safety.	
I Internal Program or Agency Policies/standards/inter-disciplinary orders	Unintentional breach or no policy/standard/order available	Policy not enforced or common deviation of staff or policy/order misinterpreted	Student cut corners or deviated in this instance from policy/standard/order as time saver. No evidence or suggestion of a pattern of behavior.	Aware of policy/standard/order but ignored or disregarded to achieve perceived expectations of faculty, staff, patient or others. May indicate pattern or single event.	Disregarded policy/standard/order for own personal gain	Maliciously disregarded policy/standard/order	
D Decision/choice	Accidental/mistake/inadvertent error	Advantages to patient outweighed risk	Emergent situation - quick response required	Non-emergent situation. Chose to act/not to act without weighing options or utilizing resources. Used poor judgment.	Clearly a prudent student would not have done. Unacceptable risk to patient/agency/public/peers. Disregard for patient safety.	Conscious choice. Put own interest above that of patient/agency/public. Egregious choice. Neglected red flags	
E Ethics/credibility/accountability/professionalism	Identified own error and self-reported. Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.	Admitted to error and accepts responsibility. Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.	Acknowledged role in error but attributes to circumstances and/or blames others to justify action/inaction. Cooperative during investigation. Demonstrates desire to improve practice.	Denies responsibility until confronted with evidence. Reluctantly accepts responsibility. Made excuses or made light of occurrence. Marginally cooperative during investigation.	Denied responsibility despite evidence. Indifferent to situation. Uncooperative and/or dishonest during investigation.	Took active steps to conceal error or failed to disclose known error.	

Criteria Score: _____

Minnesota State University Moorhead Nursing Program Progressions Committee Critical Incident Evaluation Form

Mitigating Factors – check all identified	Aggravating Factors – check all identified
Unavailable resources (inadequate supplies/equipment)	Especially heinous, cruel, and/or violent act
Interruptions/chaotic environment/emergencies – frequent interruptions/distractions	Knowingly created risk for more than one client
Inadequate supervision by faculty or preceptor	Threatening/bullying behaviors
Inappropriate assignment by faculty or preceptor	Prior formal student disciplinary record for practice issue(s)
Non-supportive environment – interdepartmental/staff/student conflicts	Other (identify)
Lack of response by other departments/providers	
Other (identify)	
Total # mitigating factors identified	Total # aggravating factors identified

Criteria Score (from page 1)	Human Error	At-Risk Behavior	Reckless Behavior
Mitigating factors (subtract 1 point for 1 – 3 factors; 2 points for 4 – 6 factors; and 3 points for 7 or more factors)	# criteria in green = ____	# criteria in yellow = ____	# criteria in red = ____
Aggravating factors (add 1 point for each identified factor)	IF 3 or more criteria in Green OR Address event by consoling student and/or improvement plan with student	IF 3 or more criteria in yellow OR Address event by coaching student, and/or developing remedial improvement plan with student	IF 3 or more criteria in red OR Consider disciplinary action and/or remedial event with student
Total Overall Score			

Progressions Committee Members: _____

Date of Event Review: _____

Human Error = Inadvertently doing other than what should have been done; a slip lapse, mistake.
At-Risk Behavior = Behavioral choice that increases risk where risk is not recognized or is mistakenly believed to be justified.
Reckless Behavior = Behavioral choice to consciously disregard a substantial and unjustifiable risk.
Consoling = Comforting, calming; supporting student while examining event.
Coaching = Supportive discussion with the student on the need to engage in safe behavioral choices.
Remedial Action = Actions taken to aid student including education, training assignment to program level-appropriate tasks.
Counseling = A first step disciplinary action; putting the student on notice that performance is unacceptable.
Disciplinary Action = Punitive deterrent to cause student to refrain from undesired behavioral choices.

*Form Adopted from the NCBN SPEET

Action Taken: _____

IMPORTANT CONTACT INFORMATION

1. College DEAN

Dr. Elizabeth Nawrot (until June 30, 2026)
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nawrot@mnstate.edu

Dr. Adam Goyt (Interim - starting July 1, 2026)
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2. School of Nursing CHAIR

Dr. Jill Holmstrom, EdD, MSN, RN, COS, CNE-cl (until June 30, 2026)
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Dr. Alicia Swanson, EdD, MSN, RN, PHN, HNB-BC (July 1 to August 17, 2026)
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Hailey Wyum, MSN, RN, CNE (starting August 18, 2026)
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3. RN-BSN Program COORDINATOR

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