



MINNESOTA STATE UNIVERSITY MOORHEAD

RN-BSN Program

Student Handbook 2023-2024

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MINNESOTA STATE UNIVERSITY
MOORHEAD[®]

A member of the Minnesota State system

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SECTION I: INTRODUCTION

Welcome to the RN-BSN Program

Welcome to the Minnesota State University Moorhead (MSUM) RN-BSN program! We congratulate you – for we understand that the program’s application and acceptance process is rigorous. We are confident that those of you selected for this program have demonstrated the ability to be successful baccalaureate students in advancing nursing careers. Our goal is to support your growth to become a highly contemporary nurse leader and strong change agent, no matter where your practice goals lie. We are here to offer guidance and assistance as you strive to accomplish your educational goals.

You are now part of a historical and highly respected program for RNs who wish to advance their education. Established in 1976, the RN-BSN program is part of the School of Nursing & Healthcare Leadership (SNHL) at MSUM. The School offers not only the RN-BSN program, but also the BSN pre-licensure program, a Master’s in Nursing program, a Health Services Administration program, and a Master’s in Healthcare Administration program. The SNHL is part of the College of Science, Health, and the Environment at MSUM.

The online RN-BSN program is a flagship option in the SNHL and a major offering within MSUM as well. The program’s reputation is strong, and its service is expansive. This online program continues to educate RNs from the MSUM area of Fargo-Moorhead, a large majority of RNs from the Minneapolis/St. Paul metro, RNs from across MN, RNs from across North Dakota, and many states where Board of Nursing approval has been met.

The program has a long history of incorporating the best of professional standards and guidelines (Appendix A), of being responsive to the key stakeholders informing the program, and of seeking and applying best practices and innovations in nursing education. The program is affordable. Over the past decades, the program has served numerous RNs who aspired for their baccalaureate degree and higher.

While enrolled in the RN-BSN program, students are a part of the total university community with rights and responsibilities inherent in that capacity. Members of the MSUM community are expected to be familiar with the policies and information in the MSUM Bulletin and MSUM Student Handbook. [MSUM’s Undergraduate Bulletin \(https://www.mnstate.edu/registrar/catalogs/\)](https://www.mnstate.edu/registrar/catalogs/) provides extensive information on MSUM student resources, tuition/fees, academic policies, etc. MSUM’s overall [Student Handbook \(https://www.mnstate.edu/student-handbook/\)](https://www.mnstate.edu/student-handbook/) extends student rights and responsibilities, as well as information on policies/procedures (e.g., grievances, complaints, grade appeals), and student conduct.

This [RN-BSN Student Handbook \(https://www.mnstate.edu/globalassets/academics/school-of-nursing-healthcare-leadership/rn-bsn-student-handbook.pdf\)](https://www.mnstate.edu/globalassets/academics/school-of-nursing-healthcare-leadership/rn-bsn-student-handbook.pdf) will serve as your guide during your enrollment in the RN-BSN program. It contains vital information, including program-specific policies and procedures. Please read it carefully and become familiar with its contents. Then, if ever questions, know that your academic advisor is your second great resource to supplement the information in this Handbook.

We wish you the best in your endeavors and look forward to helping you reach your goals.

Sincerely,

MSUM’s RN-BSN Program Faculty and Staff

Accreditation Statements

The RN-BSN program at Minnesota State University Moorhead is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

Minnesota State University Moorhead is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools.



Disclaimers

This 2023 version of the Handbook supersedes all previous versions. Students are accountable for familiarizing themselves with its contents and for compliance with the policies and procedures contained herein.

MSUM is legally authorized to provide this program in many of the United States. If you are admitted, your ability to study with MSUM in your state has been verified. **However, if current students consider a move to another state, please contact the [School of Nursing & Healthcare Leadership \(https://www.mnstate.edu/snh/\)](https://www.mnstate.edu/snh/) as soon as possible to determine if we are legally authorized to provide the program in your state of destination.** We will provide you with any necessary information regarding continuing progression in your program of study.

This RN-BSN Student Handbook is neither a contract nor an offer to make a contract. While every effort has been made to ensure the accuracy of the information enclosed, the Handbook is updated just once each year. **MSUM and the School of Nursing & Healthcare Leadership reserves the right to make program changes at any time with respect to course offerings, degree requirements, services, policies, or any other subject addressed in this document.** Any changes in information are widely communicated to students in the program. 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 University 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 & Case Manager, \(https://www.mnstate.edu/about/policies-procedures/titleix/contact/\)](https://www.mnstate.edu/about/policies-procedures/titleix/contact/) Room: Flora Frick 153, Phone: 218.477.4222.

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 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. As well, your [StarID](http://www.mnstate.edu/starid/) (<http://www.mnstate.edu/starid/>) is your username – please remember it!
- ❑ **Orientation.** 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 or see this direct site for info on course [textbooks](https://mnstate.verbacompare.com/): (<https://mnstate.verbacompare.com/>)
- ❑ **Verifications.** Will you have proof of all required immunization, CPR, etc. before nursing classes begin? 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/>) on the SNHL webpage, and Section V of this Handbook. Be SURE all are submitted before the first day of class. Failure to do so may 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 a totally 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>). Also, note Section II of this Handbook for details.
- ❑ **Financial Aid.** Have you completed your FAFSA and talked with Financial Aid, if needed? Checkout 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 with some on-site experiences in your geographical region (e.g., Public Health immersion). In this, the program has great advantages for the busy adult student. However, note that 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). Students often describe the time commitment as rigorous, demanding, and incredibly rewarding.

Computer Literacy

It is obviously essential that each RN-BSN student have computer literacy for this online program. Computer literacy is defined as the essential knowledge needed to function independently with a computer, holding comfortable knowledge about computer operations and software. This includes your ability to:

- a) word process,
- b) use Email (DragonMail is required as the only official email communication),
- c) create presentations (e.g., PowerPoint),
- d) manage documents and files, and
- e) search the Internet.

Computer Access and Recommendations

This program exclusively 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 will serve your needs. Please contact Information Technology for any questions: support@mnstate.edu.

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.

NOTES:

- MSUM offers free and discounted software for current students on the [Information Technology Services, Software, & Support \(https://www.mnstate.edu/information-technology/services/\)](https://www.mnstate.edu/information-technology/services/) page. Refer to the course syllabus for any specific software that you may be required to use during your class. Note: MSUM students have free access to Office 365, which contains versions of Microsoft Word, PowerPoint, etc.
- Use the [System Check \(https://mnstate.learn.minnstate.edu/d2l/systemCheck\)](https://mnstate.learn.minnstate.edu/d2l/systemCheck) link to check whether your computer is configured to use D2L Brightspace®.
- See 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 recommendations when purchasing a new computer for school.
- Purchases of a computer for educational purposes can be applied to your financial aid and might be tax deductible.
- Students are responsible for the maintenance of their personal computer.
- It is highly recommended that you have a personal computer with a web camera and microphone.

D2L Brightspace® – the MSUM Online Learning Platform

D2L Brightspace® is the integrated learning platform used in this totally online 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 \(https://www.mnstate.edu/academics/support/asc/student-learning-resources/online-learning/\)](https://www.mnstate.edu/academics/support/asc/student-learning-resources/online-learning/) provides strong supports 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 \(https://mnscu-my.sharepoint.com/:w/g/personal/qz4522up_minnstate_edu/EfHFau9yiRFCgVpnNjnOUmgBOOy0rhgGE0usRrdZ7xfC4A?rttime=KB--Aak42Eg\)](https://mnscu-my.sharepoint.com/:w/g/personal/qz4522up_minnstate_edu/EfHFau9yiRFCgVpnNjnOUmgBOOy0rhgGE0usRrdZ7xfC4A?rttime=KB--Aak42Eg)

- b) [D2L Login Help](https://mnsu.sharepoint.com/:w:/s/MHD-Online-Learning/EXRLi3k8uSNEkVfOFkAT9KcB9Jf9SV-VPYoCCTAKIrl8dw)
(<https://mnsu.sharepoint.com/:w:/s/MHD-Online-Learning/EXRLi3k8uSNEkVfOFkAT9KcB9Jf9SV-VPYoCCTAKIrl8dw>)
- c) [D2L Profile Photo](https://mnsite.learn.minnstate.edu/shared/studenthelp/learners/learner_change_personal_settings.htm)
(https://mnsite.learn.minnstate.edu/shared/studenthelp/learners/learner_change_personal_settings.htm)
- d) [View My Courses](https://mnsite.learn.minnstate.edu/shared/studenthelp/learners/learner_navigating_brightspace.htm)
(https://mnsite.learn.minnstate.edu/shared/studenthelp/learners/learner_navigating_brightspace.htm)

There are numerous tutorials within the [Students tab](https://mnsite.learn.minnstate.edu/shared/studenthelp/learners/learners.htm) (<https://mnsite.learn.minnstate.edu/shared/studenthelp/learners/learners.htm>) that provide important details and supports. Please note, especially, the info under these links:

- a) Getting Started
- b) Courses
- c) Discussions
- d) Assignments
- e) Quizzes
- f) Grades

There is strong support for your technology and D2L questions through the [IT Helpdesk](https://www2.mnstate.edu/helpdesk/) (<https://www2.mnstate.edu/helpdesk/>) (See also Section on *Important Contact Information*):

- Support via e-mail: support@mnstate.edu
- Support via telephone: 218.477.2603
- Note that there are Chats and Remote Access services as well.

Your D2L Courses

The RN-BSN faculty intentionally support your experience by having many similarities in how each course is set up for students; however, please appreciate that faculty do have varying philosophical approaches and cannot be clones.

Examples of consistent material options you will likely see in your online courses include:

- A home page for each course
- Regular news items posted on the course announcements page
- Materials tab --> the Content area holds the course start information as well as each module (or learning unit) in the Table of Contents
- Quizzes and surveys
- Discussions
- Assignment folders for written assignments
- Group/team activities
- Gradebook

SECTION III: THE RN-BSN PROGRAM

Overview

RNs are increasingly expected to expand their educational preparation for practice in today's dynamic, challenging, and exciting healthcare environments. The MSUM RN-BSN program is designed to enrich and expand your professional nursing career. For some, the baccalaureate degree may mean job security in your current position. Very often, the added degree supports opportunity for roles in leadership at any level in hospital and long-term care practice. As well, the baccalaureate degree is most often required for many employment opportunities, such as in public health, armed services and/or Veteran's hospitals, home health, research centers, correctional facilities, K-12 educational institutions, law firms, and much more.

MSUM's evidence-based online RN-BSN program will give you an important, broader perspective and the ability to make an even greater impact as a professional RN. The program also builds a strong foundation for graduate study.

RN-BSN Program Student Outcomes

Graduates of the RN-BSN program are prepared to:

1. Integrate concepts from the arts, humanities, and sciences as the basis for critical thinking and decision making in the art and science of nursing.
2. Recognize the role of nursing leadership to promote safe, high quality care with a focus on continual evaluation and improvement within a variety of organizations and systems.
3. Identify, evaluate, and synthesize evidence to improve healthcare safety, quality, and outcomes.
4. Utilize technology and information systems to communicate, manage information, and support decision making to improve patient outcomes within healthcare delivery systems.
5. Understand the impact of healthcare policy, finance, reimbursement, and regulatory environments on the structure and function of the healthcare system.
6. Communicate clearly and collaborate effectively to promote high quality and safe patient care.
7. Utilize prevention at all levels to promote wellness and disease prevention for individuals, families, communities, and diverse populations.
8. Demonstrate professional values through commitment to ethical practice, ongoing learning, and professional development.
9. Practice caring, competent, holistic, patient-centered nursing with diverse groups in a variety of settings across the lifespan.

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; the path is yours to create. You have an advising plan established; your advisor and you will review your plans each fall and spring semesters (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).
- c) The nine required RN-BSN courses are offered every spring and fall term; many required nursing courses are also offered in the summer session.
- d) 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; some students will need more upper division credits to meet these university requirements.
- e) Should you need additional upper division credits, the School of Nursing & Healthcare Leadership does offer some important 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.

- f) 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.
- g) 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.
- h) 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

To view a suggested order of course sequencing and course descriptions, the picture of your required RN-BSN courses is provided in table below:

REQUIRED COURSE	CR	Course Descriptions
N. 301* Transitions	4	As the first course for RNs who are pursuing a baccalaureate degree, this course provides an overview of the evolution of nursing as a profession. Students are oriented to the role of being scholar-clinicians. The course supports an evolving professional identity and examines major issues and trends in contemporary nursing. Students will explore critical abilities in professional practice, such as effective communication, working in groups, teaching-learning, and more. The prevailing focus of analysis is quality and safety for the care of individuals, groups, and families. <i>*This course must be taken in the first semester of the RN-BSN program.</i>
N. 303 Holistic Family Nursing	4	This course emphasizes nursing care of the diverse family unit across lifestyles and care settings. Family-focused care that is theory driven and evidence informed guides students in developing holistic, health promoting, culturally sensitive approaches to care. In addition, promotion of critical thinking; effective, therapeutic communication; and collaborative practices are emphasized in the care of families.
N. 342 Interdisciplinary Care of Diverse Populations (Goal Area 7 Course)	3	This course supports all future members of the healthcare team in learning how to have an impact on the profound disparities in health status and healthcare of diverse populations through a multidisciplinary approach. Students will examine the definitions of culture and diversity while exploring the ways that these two concepts intersect with health issues. The focus is that healthcare professionals are committed to advocating for safe quality care to all, congruent with the tenets of social justice, human rights, and bound to ethical care for all.
N. 370 Nursing Research and Evidence-Based Practice	4	This course is grounded in the translation of current evidence into best practice. The research process links nursing theory with clinical nursing practice for application within the larger healthcare system. Emphasis is placed on preparing students to retrieve, read, and comprehend published research reports. A systematic approach to appraisal of research evidence is emphasized as a means of informing nurses' clinical decision-making and is incorporated into a research critique. Students develop an evidence-based practice project, as well as explore evidence-based practice models to facilitate implementation and dissemination.
N. 348L Public HealthNursing	4	This online course combines the theory base with (independent) clinical experiences in complex systems and with aggregates in the community. Emphasis is placed on the promotion, maintenance, and restoration of health and wellness and the prevention of disease. (<i>L= involves clinical PHN experiences planned in the student's geographic area</i>)

N. 420 Gerontological Nursing to Promote Successful Aging	3	This course explores the experiences and challenges of aging from the perspective of the patient, the support system, the community, and the healthcare system. Factors and processes that are both contributors and barriers to successful aging and quality of life for older adults are identified. Various assessment tools and strategies for delivering evidence-based care are examined. This will provide the basis for evidence-based nursing care designed to enhance quality of life for the older adult in both health and disease states. The student will perform a complete gerontological assessment on an older adult of their choice and develop interventions to promote successful aging and quality of life. <i>*NURS 370 is a prerequisite for this course.</i>
N. 472 Leadership & Professional Development	3	This course provides students with the opportunity to explore leadership theories and behaviors that will serve as a foundation for career-long professional development. The course focuses on: (a) leadership, (b) professionalism, (c) communication and relationship building, (d) knowledge of the healthcare environment, and (e) developing business skills. It integrates concepts of management, decision-making, and more to prepare students for current professional nursing practice as leaders and change agents. Emphasis is placed on the critical role of the nurse leader in promoting a collaborative, interdisciplinary approach to the delivery of high quality, safe, and accessible healthcare to diverse populations across healthcare settings.
N. 473 Professional Pathways	3	In this capstone course, the student addresses a quality improvement issue using evidence-based practice recommendations in a student-led project. The student investigates a problem or issue in practice, reviews best evidence, and translates that best evidence into a sustained change to enhance quality and safety in care. Emphasis is placed on the nurse as a healthcare leader and the development of leadership skills, including project management, decision-making, problem solving, critical thinking, and evaluation. Baccalaureate nursing graduate outcomes are synthesized as students complete their undergraduate nursing coursework. <i>*Pre-requisite: This course must be completed in the last semester of the nursing program.</i>
NURS Choice Course- Choose one course:	3	For more information, please see the following links: NURS 352: End of Life Nursing Care NURS 354: Integrative Nursing NURS 462: 3 P's for the BSN – Pathophysiology, Pharmacology, & Physical Assessment SUST 485: Global Health Perspectives

Plan of Study

Please meet with your faculty advisor to develop a plan of study. Please remember that each student in our program has opportunity to pace their program as they want. Nursing 301 is the absolute first course in the major and N. 473 is the capstone (culminating) course after all other study is completed. Most required courses are typically also offered in summer sessions, though never guaranteed in summers. Students needing additional upper division or LASC courses will be advised to incorporate those degree requirements as fits the individual student's needs.

RN-BSN Program: Tuition & Fees

The cost of completing the online RN-BSN degree from MSUM is one of the most affordable options in the country. The total cost will be determined by the number of credits you will need to study for the baccalaureate degree from MSUM. At minimum, all students will study the required 31 core nursing credits. Thereafter, there may be upper division electives and/or liberal arts courses yet to complete.

RN-BSN students incur the online course tuition fee as provided here: [Undergraduate Online/Distance Courses](https://www.mnstate.edu/cost-aid/tuition-fees/) (<https://www.mnstate.edu/cost-aid/tuition-fees/>). An additional small fee is charged when students enroll in N. 301 (Transitions) and N. 348L (Public Health). These fees cover the unique costs of materials in nursing study, as well as the annual background checks required by the MN Department of Human Services. Please note nursing-specific information on this site: [Differential Tuition by program](https://www.mnstate.edu/cost-aid/tuition-fees/undergraduate/undergraduate-differential/) (<https://www.mnstate.edu/cost-aid/tuition-fees/undergraduate/undergraduate-differential/>).

Students are responsible for arranging payment of their tuition and fees by deadlines established by the Business Services department to avoid registration issues.

Public Health and Licensed School Nurse 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) certification through the Minnesota Board of Nursing (BON). The certification 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 application. Details on the PHN registration are provided at this site: [Minnesota Board of Nursing – Public Health Nurse Registration](https://mn.gov/boards/nursing/licensure/licensure/public-health-nurse-registration.jsp) (<https://mn.gov/boards/nursing/licensure/licensure/public-health-nurse-registration.jsp>).

School Nurse Licensure in Minnesota

To become a licensed school nurse (LSN) in Minnesota, nurses must obtain a school nurse license issued by the Minnesota Board of Teaching. The process first requires that LSN applicants be registered as a Public Health Nurse through the MN BON. Then, application for school nurse license may be made to the MN Board of Teaching. Details on the LSN are provided at this site: [School Nurse Organization of MN - School Nurse Licensure](https://www.minnesotaschoolnurses.org/your-profession/school-nurse-licensure) (<https://www.minnesotaschoolnurses.org/your-profession/school-nurse-licensure>)

RN-BSN graduates residing in other states are advised to consult their state Board of Nursing for related information.

Functional Abilities and Accessibility Resources

MSUM's nursing programs hold high responsibility and accountability for nursing practice in a variety of settings. For this program, there may be some instances where key functional abilities (physical and mental) are essential for success in a course. NURS 348L is an example of such a course. Based on your clinical requirements for that course, you may have lifting and/or standing requirements.

Every RN-BSN course syllabus indicates that if a student does have a disability and requires consideration for special accommodation to meet course outcomes, the student must apply for services through MSUM's Accessibility Resources office for considerations to occur. MSUM and the RN-BSN Program will endeavor to make reasonable modifications and accommodations for students with disabilities, without compromising the performance standards essential for course and nursing program outcomes. Decisions on accommodations are made on an individual basis and they are *not retroactive*; if you have been approved for accommodations, communicate this early to your course faculty.

To contact [Accessibility Resources](https://www.mnstate.edu/student-life/student-services/accessibility/) (<https://www.mnstate.edu/student-life/student-services/accessibility/>):

Phone: 218-477-2167 (Voice) or 1-800-627-3529 (MRS/TTY)

Located on the MSUM campus in the Hendrix building

Graduation and Commencement

MSUM's graduation requirements are presented at this site: [Undergraduate Graduation Requirements Policy](https://www.mnstate.edu/about/policies-procedures/list/graduation-requirements/) (<https://www.mnstate.edu/about/policies-procedures/list/graduation-requirements/>). Students must complete the online Application for Graduation in the first weeks of 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, graduation announcements, and nursing pins for purchase. Should you wish to make purchases, please enter the related links at the [MSUM Bookstore](https://bookstore.mnstate.edu/shop_main.asp?catalog_group_id=MTM&catalog_group_name=R3JhZHVhdGlvbg) (https://bookstore.mnstate.edu/shop_main.asp?catalog_group_id=MTM&catalog_group_name=R3JhZHVhdGlvbg).



SECTION IV: RN-BSN STUDENT SUPPORTS

Faculty Advisors

When you were admitted to the RN-BSN program, you were assigned to a nursing faculty advisor. The role of the advisor is to enhance your experience and success through proactive, informed, and compassionate advising. Your advisor will support you with course planning and strive to identify supports you may need for academic progression and more.

Each term (fall and spring), you will meet virtually during designated advising times noted on the [MSUM Academic Calendar](https://www.mnstate.edu/academics/calendar.aspx) (<https://www.mnstate.edu/academics/calendar.aspx>) to plan for course registration for the next term. Know that you will not be able to register until you have had the “clearance” with your advisor after advising time has been completed. At that point, you will get an access code for online course registration when MSUM’s registration opens for the next term. Students who hold a previous degree will not need a registration code but are recommended to discuss their plans with their advisor for a seamless pathway through the program.

MSUM has information available on the [Advising Resources](https://www.mnstate.edu/academics/support/asc/advisor/) (<https://www.mnstate.edu/academics/support/asc/advisor/>) site. In the end, always plan early so you can register early!

Information Technology Helpdesk

Again, as referenced in Section II, D2L Brightspace® is the online learning management system used to deliver the RN-BSN courses at MSUM. The MSUM Information Technology (IT) team has created very important and user-friendly guides to support an easy navigation through the online scene.

Again, the starting page for your understanding and using D2L Brightspace® is under [Online Learning Resources](https://www.mnstate.edu/academics/support/asc/student-learning-resources/online-learning/) (<https://www.mnstate.edu/academics/support/asc/student-learning-resources/online-learning/>) on the MSUM web. Use these resources appropriately as the first option for answers to questions.

Then, the IT [Helpdesk](https://www.mnstate.edu/helpdesk/contactus.aspx) (<https://www.mnstate.edu/helpdesk/contactus.aspx>) 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

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, 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 with 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 on-line 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) (<http://libguides.mnstate.edu/c.php?g=183297&p=1207940>)
- [Travis Dolence](http://libguides.mnstate.edu/c.php?g=183297) (<http://libguides.mnstate.edu/c.php?g=183297>) is our dedicated distance librarian who offers assistance and expertise virtually, as well as in-person. He's great – get to know him!
- 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.

Information for Technology Services, Software, & Support

MSUM offers a number of technology tools that you can use while a student. Whether it is utilizing the educational discounts on hardware or taking advantage of the free software, make sure to check out your opportunities at this IT site: [Information for Technology Services, Software, & Support](https://www.mnstate.edu/information-technology/services/) (<https://www.mnstate.edu/information-technology/services/>) – and don't be afraid to ask questions!

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 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 & Scholarship](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 mid-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>).

SECTION V: RN-BSN PROGRAM POLICIES

To comply with Minnesota, federal, and agency requirements for MSUM's RN-BSN program, students must verify all 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. Also, some agencies may add requirements beyond what are currently required; in such case, students would need to comply with the added clinical site requirement(s).

Where to Upload Required Verifications

Students in the RN-BSN program are required to submit (or complete) all verifications to an electronic repository, Passport. Students are required to establish an account, which provides a secure location to upload, track, monitor, and house all program verifications. Once admitted to the nursing program, students will be sent an email with login information to set up their Passport account. Details and information regarding each verification are included within the Passport system. To remain program compliant, it is absolutely the student's responsibility to remain current with verifications. Students who are non-compliant face risk of program dismissal.

***If you started the program prior to Fall 2020, you will continue to use the CastleBranch online repository to upload, track, monitor, and house all program verifications through graduation from the RN-BSN program. The required verifications are also listed in the CastleBranch system.

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).

Criminal Background Checks

National and State criminal background checks are required by the program (see Passport). A student who is disqualified from having patient contact based on results of a background check will be delayed in academic progression until qualified to provide direct care, or the student will be ineligible for a degree in this program. Please upload these background forms immediately to Passport to ensure compliance.

The Verifications are listed on the program website at [Verifications for RN to BSN Program Compliance](https://www.mnstate.edu/academics/majors/nursing/rn-bsn/admitted/#verifications) (<https://www.mnstate.edu/academics/majors/nursing/rn-bsn/admitted/#verifications>)

Program Compliance

Experiential learning is a vital element in many courses in the nursing curriculum (e.g., Public Health). Minnesota State University Moorhead values our agency partnerships and respects the student requirements in the interagency contracts for these experiential activities. Students may not be allowed to participate in agency experiences and cannot be guaranteed placement if they (a) decline required verifications, (b) are not compliant with all verifications in Passport prior to course start, or (c) have concerning offenses on their background check(s). In the end, the student's inability to participate fully in experiential learning activities will jeopardize their success in the program and they may be asked to withdraw if the requirements are not met.

Attendance Policy: Online and In 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 at multiple times each week; for example:

- Encounter #1: to appreciate module objectives, prepare to read materials, study, and digest the information
- Encounter #2: to participate in course assignments (discussions, etc.)
- Encounter #3: to complete requirements and reflect on faculty feedback via grades, etc.

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 (e.g., in Public Health) puts any student at risk for failure of that course. In an emergency, students shall contact the faculty and agency (or related individual, such as the gerontological client with whom the student relates) as soon as possible.

Experiential Mentorship

There is one course that involves a mentor relationship to support course outcomes, NURS 348L. 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 may delegate to other individual partners/coaches in order to facilitate the experience for the student. Course faculty will outline the mentor relationship policy (and requirements) through advisors and in the course.

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 agencies 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 and the identifying MSUM photo ID badge.
 - b) Jeans and casual tops are never appropriate as a MSUM student in community experiences (unless instructed otherwise by your faculty or clinical mentor).
2. MSUM Nursing Student photo ID badges are provided, on a one-time basis, on admission to the RN-BSN major.
 - a) If the name badge is lost or damaged, the student is responsible for replacement and should contact the nursing department.

NOTE: MSUM's bookstore does sell MSUM polo shirts and more. However, students are to consult with faculty as to appropriateness of MSUM polo shirts in experiential settings.

Tobacco Use Policy

MSUM is committed to creating a clean, safe, and healthy living, learning, and working environment - for all students, employees, and constituents of the University (and for those in clinical sites and/or agencies). While in any agency experience, online students are subject to the MSUM [Smoking and Tobacco Use/Sale Policy](https://www.mnstate.edu/about/policies-procedures/list/smoking-tobacco/) (<https://www.mnstate.edu/about/policies-procedures/list/smoking-tobacco/>). Tobacco use of any kind is not permitted while functioning in the role of the MSUM RN-BSN student. Any reports of tobacco use, or evidence, will result in failure for the clinical experience from where the report was given.

Chemical Use and/or Abuse Policy

The experiential learning opportunities in this RN-BSN program build on the integrity and character demonstrated in students completing the Associate's RN program and in practice thereafter. However, if there is a reasonable suspicion that a student has used or is using, possessing, transferring, or selling alcohol or illegal drugs, the RN-BSN student may be tested pursuant to the agency's employee drug and alcohol policy. At some sites, the fees associated with testing will be the responsibility of the student.

If the tests are confirmed positive:

1. The faculty will complete documentation reporting the incident.
2. The student will be immediately dismissed from the clinical site after safe transportation has been arranged by the student and approved by the faculty member present.
3. Course faculty will submit the documentation to the SNHL Chair within 24 hours and a disciplinary review will follow.
4. The student will be subject to disciplinary action according to MSUM policy.

Academic Integrity Policy

Minnesota State University Moorhead 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 perspective and directives on plagiarism, some researchers consider verbatim-type of 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 works.
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/>)

Academic Progression

In order to progress in the RN-BSN major, students will:

1. Provide proof of licensure by the end of the first semester in the program.
2. Maintain an overall 2.0 GPA in the nursing program courses.
3. Earn a grade of C- or higher in each nursing course.
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 Progression Committee to request an extension.

Unsuccessful Academic Progress

Should standards for academic progression not be met, the following policy applies:

1. An unsuccessful attempt (grade D or F) of any nursing course may be repeated only ONE time on a space available basis. A second unsuccessful attempt will result in dismissal from the program.
2. Unsuccessful attempts (grade D or F) of any TWO nursing courses within the RN-BSN program will result in dismissal from the program.
3. Course faculty members will communicate any unsuccessful course attempts to the student’s advisor at the end of the semester.
4. The faculty advisor will communicate any progression violations to the Chair of the Undergraduate Progressions Committee and Chair of the Nursing Department.

Critical Incident Policy

It is an expectation that students in the nursing program conduct themselves in a professional and ethical manner at all times during their educational experiences. In the event of a breach of associated policies of the nursing course, program, college, or industry standards, a critical incident or formal disciplinary action would be deemed necessary.

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.

Critical Incident Reporting and Process:

1. The course faculty promptly communicates the concern to the student, removes the student from situation (as necessary), and notifies the Undergrad Progressions Committee Chair (and any clinical site leaders, as appropriate).

2. The course faculty documents their account of the incident using the Critical Incident Report form and shares with the student.
3. The student documents their account of the incident on the Critical Incident Report form and submits to the Undergrad Progressions Committee Chair.
4. The Undergrad Progressions Committee reviews the incident and outlines associated expectations and a plan of action to the student (and course faculty that initiated the report). If a committee member is involved in the incident, they must recuse themselves from the committee meetings.
5. The course faculty and student sign the Critical Incident Report, indicating that the incident was discussed, and the plan of action was outlined.
Please note: the student's signature on the Critical Incident Report Form does not necessarily indicate that they agree with the information within. The student's signature indicates they have been informed of the incident and plan of action and given the opportunity to discuss the incident. The signed Critical Incident Report can be faxed, emailed, or mailed to the department nursing Chair.
6. The final Critical Incident Report is forwarded to the department nursing Chair for review and signature. If the department nursing Chair has additional questions about the incident, they may contact the student, Undergrad Progressions Committee, and/or course faculty involved.
7. The final Critical Incident Report is filed electronically by the department OAS in a secure S-Drive where the OAS and department nursing Chair have access.
8. The Critical Incident Report remains active throughout the student's enrollment in the nursing program.

Consequences of Critical Incidents

1. First Critical Incident

- The critical incident process and the Critical Incident Report are completed.
- If associated with an assignment, there would be failure on the assignment.
- If associated with a critical course expectation (e.g., clinical), may result in failure of the associated course.
- In the event of a grave, critical incident, the student fails the associated course and is dismissed from the nursing program. The student will receive a formal notification from the Undergrad Progressions Committee.

2. Second Critical Incident

- The critical incident process and the Critical Incident Report are completed.
- The plan of action communicates that the student fails the associated course and is dismissed from the nursing program. The student will receive a formal notification from the Undergrad Progressions Committee.

Program Dismissal

A student will be dismissed from the nursing program for:

1. Inactive RN licensure.
2. Failure to achieve a minimum of C- in all nursing courses after one re-attempt of an unsuccessful course.
3. Failure to raise MSUM Nursing GPA at or above 2.0 after two semesters.
4. A federal or Minnesota Department of Human Services (Mn DHS) background study that disqualifies the student from any position allowing direct contact with those receiving healthcare related services.

Voluntary Withdrawal from Program

Any student considering program withdrawal is strongly encouraged to meet with the faculty advisor or Program Coordinator. The processes for withdrawal and readmission follow:

1. A student who withdraws before starting or within the first semester of the program must re-apply to the program for readmission.
2. Students who withdraw after completing one or more semesters in the RN-BSN program in good standing may request a leave of absence from the RN-BSN program. However, if a student has not taken a course at MSUM for over two consecutive semesters (not including summer), he/she will need to reapply for admission to MSUM when desiring to return to the program, but not the RN-BSN program.
3. All students must complete the RN-BSN core nursing courses within five calendar years.

Program Reinstatement and Readmission

A student who has been dismissed from the nursing program for academic failure, or any other reason, may request a review for reinstatement:

1. Students must submit an undergraduate nursing appeal form (See Appendix C) to request program reinstatement.
2. Should reinstatement be granted, the date of return is determined by the Program Coordinator based on space availability.

Formal Complaint Policy

The School of Nursing & 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 their education. All students are informed of the process at the time of orientation to the programs.

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 that 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](https://www.mnstate.edu/student-handbook/) (<https://www.mnstate.edu/student-handbook/>).

In summary, the complaint process should occur in the following order:

1. Informal Process
 - a) 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).
 - b) If the matter remains unresolved, the student discusses the problem with the faculty member.
 - c) If the matter remains unresolved, the student contacts the Chair of the School of Nursing & Healthcare Leadership. The student provides as much detail about the concern as possible. The student indicates a potential resolution. This communication may occur verbally and/or via written concerns to the Chair. The written complaint closes with the student's signature and date. (Note: The Chair will keep a record of all complaints for documentation and program quality improvement purposes.)
2. Formal Process
 - a) If the matter remains unresolved despite advancing through the informal process ranks, the student will file a written complaint.
 - b) In filing a formal concern, students are referred to the MSUM Student Grievance and Complaint Process in the [MSUM Student Handbook](https://www.mnstate.edu/student-handbook/) (<https://www.mnstate.edu/student-handbook/>).
 - c) Undergraduate grade appeals are addressed in the [MSUM Student Handbook](https://www.mnstate.edu/student-handbook/) (<https://www.mnstate.edu/student-handbook/>).

Appeals

Anytime that a student wishes to appeal something (grade, progression, readmission, etc.), an undergraduate nursing appeal form must be completed and submitted as directed on the form. This form can be found in this handbook in Appendix C.

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 pre-requisite 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

RN-BSN Program: Grounding Professional Standards and Guidelines

RN-BSN faculty are focused on the dynamic professional standards and guidelines that support the needs of an ever-changing and increasingly global healthcare world. The RN-BSN program student learning outcomes are framed from standards presented by the American Association of Colleges of Nursing (AACN) in their publication, *Essentials* (<https://www.aacnnursing.org/Essentials>) (AACN, 2021).

The RN-BSN program also incorporates additional professional standards and guidelines into curricular decisions, as appropriate. Examples of additional guidelines further informing the RN-BSN program follow:

- American Association of Colleges of Nursing (AACN). (2021). *Essentials toolkit*. (<https://www.aacnnursing.org/essentials/tool-kit>)
- American Nurses Association. (2015). *Nursing: Scope and standards of practice*.
- American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements*. (<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>)
- Association of Community Health Nursing Educators (ACHNE). (2010). *Essentials of baccalaureate nursing education for entry level community/public health nursing*. (<https://onlinelibrary.wiley.com/doi/abs/10.1111/j.1525-1446.2010.00867.x>)
- Institute for Healthcare Improvement. (2023). *Open school*. (<http://www.ihl.org/education/ihlopenschool/Pages/default.aspx>)
- Public Health Foundation. (2021). *Core competencies for public health professionals*. (http://www.phf.org/resourcestools/Documents/Core_Competencies_for_Public_Health_Professionals_2021October.pdf)
- Quad Council of Public Health Nursing Organizations. (2018). *Community/public health nursing competencies*. (https://www.cphno.org/wp-content/uploads/2020/08/QCC-C-PHN-COMPETENCIES-Approved_2018.05.04_Final-002.pdf)
- Quality and Safety Education for Nurses (QSEN) Institute. (2022). *QSEN competencies*. (<http://qsen.org/>)



RN to BSN
Nursing Degree
Advising Record

APPENDIX B

- 1) STUDENT/Term: [Click here to enter text.](#)
- 2) COUNTY of Residence (for future PHN course planning): [Click here to enter text.](#)
- 3) Student Initials/Date: [Click here to enter text.](#)
- 4) Student Contact Number: [Click here to enter text.](#)
- 5) **Advisor**/Date Reviewed: [Click here to enter text.](#)
- 6) Access Code from **Advisor**: [Click here to enter text.](#)

LIBERAL ARTS & SCIENCES CURRICULUM (LASC) (HTTPS://WWW.MNSTATE.EDU/REGISTRAR/LASC/?TERMS=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 <u>credit</u> may not be double counted.			
		Min Cr	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	NURS 342
8	GLOBAL PERSPECTIVES	3	SUST 485
9	ETHICAL AND CIVIC RESPONSIBILITY	3	
10	PEOPLE AND THE ENVIRONMENT	3	
TOTAL		40 min	

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

RN-BSN CORE Curriculum 31 CREDITS IN SUGGESTED ORDER		CR	PLAN	TAKEN
N301 (fall/sp/su*)	1) TRANSITIONS (WI) • 1st semester only	4		
N303 (fall/sp/su*)	2) HOLISTIC FAMILY NURSING	4		
N342 (fall/sp/su*)	3) INTERDISCIPLINARY CARE OF DIVERSE POPULATIONS (LASC Goal 7)	3		
N370 (fall/sp/su*)	4) NURSING RESEARCH AND EBP • advise first or second semester	4		
N348L (fall/sp)	5) PUBLIC HEALTH • L = has independent clinical portion (hrs in local PHN site)	4		
N420 (fall/sp/su*)	6) GERONTOLOGICAL NURSING • prereq: N370 • advise later in major	3		
N462 (fall/su*) N354 (sp/su*) N352 (sp/su*) SUST485 (fa/su)	7) CHOOSE ONE COURSE • NURS 462: 3Ps for BSN • NURS 354: Integrative Nursing • NURS 352: End of Life Nursing Care • SUST 485: Global Health Perspectives (LASC 8 & WI)	3		
N472 (fall/sp/su*)	8) LEADERSHIP and PROFESSIONAL DEVELOPMENT	3		
N473 (fall/sp/su*)	9) PROFESSIONAL PATHWAYS (WI) • Has a capstone project • Permission ONLY course: placement forms must be submitted as outlined in: NURS 473 Pre-Project Repository • prereq: N301, 370	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)				
ADDITIONAL UPPER DIVISION CREDITS 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

APPENDIX C

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.

IMPORTANT CONTACT INFORMATION

1. College DEAN

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2. School of Nursing and Healthcare Leadership CO-CHAIRS

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3. RN-BSN Program COORDINATOR

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6. HELPDESK – Information Technology (IT)

[https://www.mnstate.edu/helpdesk/
support@mnstate.edu](https://www.mnstate.edu/helpdesk/support@mnstate.edu)
218.477.2603

7. Bookstore

<http://bookstore.mnstate.edu/>
218.477.2111

8. Business Services Office

<https://www.mnstate.edu/business-services/>
218.477.2221

9. Accessibility Resource Center

<https://www.mnstate.edu/accessibility/>
218.477.4318

10. Library – Livingston Lord Library

<https://www.mnstate.edu/library>
218.477.2922

11. Registrar's Office

<https://www.mnstate.edu/registrar>
218.477.2565

MAILING ADDRESS

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