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The Graduate Nursing Program adheres to the Minnesota State University Moorhead policies related to academic conduct. Students are expected to know policies on academic conduct and responsibility as well as the institutional academic requirements and procedures (See current MSUM academic standards policy found in the MSUM Student Handbook).
The nature of the Nursing profession requires ethical behavior on the part of students both in the clinical and classroom settings. All work in this program and all related courses must be completed in a manner consistent with MSUM’s Code for Academic Conduct (MSUM Student Handbook) and the Graduate Nursing Student Policy Manual.

The way in which a student conducts him/herself today is a mirror into the way that individual will conduct him/herself professionally. Nurses are expected to conduct themselves with integrity and honesty. Therefore, MSUM Graduate Nursing students will follow this policy of academic integrity:

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

1. Hold a BS or BA in nursing from an ACEN (formerly NLNAC), NLN CNEA, or CCNE accredited nursing program.
2. Document current unencumbered registered nurse (RN) license in the US (does not need to be MN) (Photocopy acceptable).
3. Have a total cumulative local GPA of at least 3.0 on a 4.0 scale in undergraduate courses at the institution where the baccalaureate nursing degree was awarded
4. Additional Admission Notes:

**Non-Minnesota Applicants**
Non-Minnesota applicants are not fully admitted until the Department of Higher Education in the applicant's state of residence has approved distance education/online programs from the state of Minnesota. Other state approvals, including, but not limited to, the state’s Board of Nursing, must also be in place. Student must check with Graduate Program Coordinator prior to accepting admission. Should the student move after s/he applies to the program, it is his/her responsibility to check with the Graduate Program Coordinator whether continuation in the program is possible in the student’s new location.

**International Students**
1. Student must first meet all the other admission criteria.
2. Student must also hold a current Work Visa (not Student Visa) that will be valid throughout the course of study in the graduate program. Only certain types of Work Visas will allow students to take an online program that does not have on-campus requirements. Please refer to the International Student Admission Policies (below*).
3. If student meets criteria 1 and 2, s/he must contact the International Student Office at 218-477-2956 to assure eligibility to apply.
4. If student is eligible to apply, s/he must complete the International Student Application packet wherein the student indicates US citizenship
https://www.mnstate.edu/graduate/international-admission.aspx?terms=international%20student%20application%20packet

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

Additional Admission Notes (cont.)

Nursing Licensure
Nursing licensure requirements are outlined by the Board of Nursing (BON). Please refer to the following information relevant to the MN BON. Note, if the student plans to complete clinicals outside of MN or ND, the BON in that state will need to be consulted and grant approval.

Refer to BON 6305.0300 AUTHORIZATION TO PRACTICE NURSING. Subpart 1 items A-C for further details. https://www.revisor.leg.state.mn.us/rules/?id=6305.0300
Advisement

Each graduate nursing student is assigned an academic advisor from the School of Nursing and Healthcare Leadership (SNHL). Students may request a change of advisors at any time by contacting the Graduate Program Coordinator (nursing@mnstate.edu). When the student is ready to select a committee for the final portfolio/project/thesis, the student must select a nursing faculty member to serve as committee chair. (Refer to the policy on committee membership for additional information).

Once a student determines who his/her portfolio chair will be the committee chair also becomes the student’s advisor, for continuity purposes. Each student is responsible for conferring with his/her advisor on a regular basis, usually each semester, to assist with curriculum planning.

Students should complete Graduate Form 1 by the end of the first or second semester. This should be done in conjunction with the student advisor. [http://www.mnstate.edu/graduate/facultyadvisorresources/](http://www.mnstate.edu/graduate/facultyadvisorresources/)
Minnesota State University Moorhead
School of Nursing and Health Care Leadership
Graduate Nursing Program

Title of Policy: Alcohol and Illegal Substances
Original Date: 2001.08
Last Review: 2015.11, 2017.01
Last Revision: 2015.11, 2017.01

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

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

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

Refer to the MSUM Student Policies on Alcohol and Other Drugs (AOD) for additional specific information. [http://www.mnstate.edu/student-handbook/policies-procedures.aspx](http://www.mnstate.edu/student-handbook/policies-procedures.aspx)
Attendance at online synchronous classes is required. Attendance at practica and classroom laboratory is required. Students must come to practica well-prepared to meet the educational learning expectations, to care for their assigned clients, and to provide safe nursing practice. Students are expected to notify the course faculty prior to being absent. Time lost during a practicum must be made-up.

Students are expected to demonstrate professional demeanor and are responsible for exhibiting professional attributes such as integrity, honesty, accountability, respect, and confidentiality. Students are expected to follow university policies including those related to use of alcohol and drugs during university sponsored activities such as practicum experiences (http://www.mnstate.edu/student-handbook/policies-procedures.aspx). Students must also comply with all Graduate Nursing Student Policies and the Graduate Nursing Student Handbook.
Members of the SNHL community, including faculty, staff, and students, are expected to deal with each other, other members of the University community, and our educational, institutional and community partners in a civil and respectful manner.

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

Students and faculty are referred to Minnesota State Colleges and Universities (Minnesota State) Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education and to the MSUM Student Conduct Code and Minnesota State Procedure 3.6.1 Student Conduct for specific details regarding process and sanctions.
Each graduate student must have a committee that oversees the student's capstone work. There are general university requirements for the committee membership. Additionally, there are more specific graduate nursing requirements for committee membership. Please review all relevant policies regarding committee make-up including: (a) Committee Membership-University Requirements Policy; (b) Committee Membership-Nursing Requirements, Plan A-Thesis; and, (c) Committee Membership-Nursing Requirements, Plan B-Portfolio/Project.

**University Capstone Committee Membership Requirement**

**MSUM Bulletin Language and Faculty Guide to Policies and Procedures Language**
Capstone requirements, including the Dissertation, Thesis, and Project, require a committee for the Oral Discourse. The student and/or advisor select faculty to sit on the student's committee. The dissertation/thesis/project committee must include a minimum of 2 or 3 faculty (as described by each specific program handbooks) who have Graduate Faculty status.

A current list of Graduate Faculty can be accessed at [http://www.mnstate.edu/graduate/meetthefacultystaff.aspx](http://www.mnstate.edu/graduate/meetthefacultystaff.aspx).
Each graduate student must have a committee that oversees the student’s capstone work. There are general university requirements for the committee membership. Additionally, there are more specific graduate nursing requirements for the committee membership. Please review all relevant polices regarding committee make-up including: (a) Committee Membership-University Requirements Policy; (b) Committee Membership-Nursing Requirements, Plan A Thesis; and, (c) Committee Membership-Nursing Requirements, Plan B Portfolio/Project

**Dissertation and Thesis Committee Appointment and Approval**

The student, in consultation with his or her advisor/chair, selects individuals to serve on the dissertation/thesis committee. The role of committee members is to supervise the development and completion of the dissertation/thesis and to conduct the Oral Exam at the completion of the student’s program. The chair must have background expertise or interest in the topic and/or methodology that the student wishes to pursue. A committee member should be selected according to his/her ability to contribute to a successful dissertation/thesis.

The thesis committee must include three individuals (including the chair). The academic/assignment requirements of committee members follows.

1. **Committee Chair**
   - Preparation:
     - A MSUM nursing faculty member with a terminal degree (doctorate) in their field from the student’s area of study.
   - Graduate Status:
     - Hold Full MSUM Graduate Faculty Status
     - [http://www.mnstate.edu/graduate/meetthefacultystaff.aspx](http://www.mnstate.edu/graduate/meetthefacultystaff.aspx)

2. **Committee Member #1**
   - Preparation:
     - A nursing faculty member with a terminal degree (doctorate) OR master’s degree in nursing.
   - Graduate Status:
     - Hold Full or Temporary* MSUM Graduate Faculty Status.
3. Committee Member #2
   o If Committee Member #1 has a master’s degree, then Committee Member 2 must have:
     ▪ Preparation:
       o Faculty or outside community member with a terminal degree (doctorate) in their field from the student’s area of study.
     ▪ Graduate Status
       o Hold Full or Temporary* Graduate Faculty Status.
   o If Committee Member #1 has a doctorate degree, then Committee Member 2 must have:
     ▪ Preparation:
       o Faculty or outside community member with a master’s OR terminal degree (doctorate) in their field from the student’s area of study.
       OR
     ▪ Graduate Status:
       o Hold Full or Temporary* Graduate Faculty Status.

*Temporary Graduate Faculty Status may be granted to a qualified master’s or doctorally-prepared individual for the purpose of serving on one specific thesis committee and is limited to the duration of the specific student’s enrollment. The Committee Chair must submit the request for Temporary Graduate Status to the Graduate Dean. Included in this request should be a brief summary of the unique expertise this individual will bring to the committee and the individual’s CV. The Graduate School Dean/Director will review and decide upon appropriateness of the request.
Each graduate student must have a committee that oversees the student’s capstone work. There are general university requirements for the committee membership. Additionally, there are more specific nursing department requirements for the committee membership. Please review all relevant polices regarding committee make-up including: (a) Committee Membership-University Requirements Policy; (b) Committee Membership-Nursing Requirements, Plan A Thesis; and, (c) Committee Membership-Nursing Requirements, Plan B Portfolio/Project

**Portfolio/Project Committee Appointment and Approval**

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

**Portfolio/Project Committee Selection by Students:**
The student, in consultation with his or her advisor, selects individuals to serve on the portfolio/project committee. The role of portfolio/project committee members is to supervise the development and completion of the portfolio/project and to conduct the Oral Exam at the completion of the student’s program. The chair must have background, expertise or interest in the topic and/or methodology that the student wishes to pursue. A committee member should be selected according to his/her ability to contribute to a successful portfolio/project.

The portfolio/project committee must include two individuals (including the chair).

**Chair**
- Preparation:
  - A MSUM nursing faculty member with a terminal degree (doctorate) in their field from the student’s area of study.
- Graduate Status:
  - Hold Full MSUM Graduate Faculty Status [http://www.mnstate.edu/graduate/meetthefacultystaff.aspx](http://www.mnstate.edu/graduate/meetthefacultystaff.aspx)

**Committee Member #1**
- Preparation:
  - A nursing faculty member with a terminal degree (doctorate) OR master’s degree in nursing.
- Graduate Status:
  - Hold Full or Temporary* MSUM Graduate Faculty Status.
*Temporary Graduate Faculty Status may be granted to a qualified master’s or doctorally-prepared individual for the purpose of serving on one specific thesis committee and is limited to the duration of the specific student’s enrollment. The Committee Chair must submit the request for Temporary Graduate Status to the Graduate School Dean/Director. Included in this request should be a brief summary of the unique expertise this individual will bring to the committee and the individual’s CV. The Graduate Dean will review and decide upon appropriateness of the request.
The following are the degree requirements for a Master’s of Science in Nursing:

1. All students must complete the program within seven (7) years.

2. Students progress at rate they are comfortable with. Most students are also working in nursing practice; therefore, the program is intentionally flexible to adapt to part-time progression.

3. A maximum of nine (9) graduate semester credits from nursing, all of which must be related to the program, may be transferred from other appropriately accredited colleges or universities with the consent of the Graduate Nursing Program Coordinator. The transfer credits must be no older than seven (7) years by the time of MSUM graduate nursing program/certificate completion and carry a grade of B or better.

4. A cumulative GPA of 3.0 is required to continue and graduate from the program. If the GPA falls below 3.0, the student is placed on probation for the next semester in which courses are taken. If the GPA remains below 3.0 at the end of the next semester, the student will be suspended from the graduate school.

5. No more than two courses with a grade of C (including C+ and C-) may be applied to the program of study.

6. A successful oral examination of the student, as evaluated by the student’s committee following completion of the portfolio/project/thesis and the majority of coursework, is required.

Further information on degree requirements may be found in “General Degree Requirements” at the front of the MSUM Graduate Bulletin.
The School of Nursing and Healthcare Leadership (SNHL) at Minnesota State University Moorhead (MSUM) is committed to providing students with quality internship, practicum and/or capstone projects as defined by their major/program. This policy defines minimum guidelines set forth by MSUM, as well as, SNHL-specific requirements to prepare, guide, and evaluate those experiences.

Each program within SNHL has requirements for additional experiences that occur outside the classroom. This policy covers students enrolled within HSAD, Graduate Nursing, and/or MHA programs. A separate policy pertaining to clinical experiences for RN-BSN students is located within the RN-BSN policy manual. The HSAD program requires an administrative internship. The graduate nursing program requires practicum experiences. The MHA program requires a final capstone project. Each program will define the steps and requirements in securing these experiences. Students will work in partnership with faculty, graduate assistants, office assistant, and program coordinators when securing these experiences.

**MSUM General Guidelines Pertaining to Internship Experiences**


A. Students will **not** be required to return to campus after completing an internship/capstone/practicum. Students are encouraged to return to campus to share their experiences with student peers.

B. Before the start date of the experience, the student, site preceptor/mentor, and course faculty/program coordinator shall sign an internship agreement which outlines mutual responsibilities and expectations of the project (otherwise known as Attachment A). An interagency contract will be verified and executed between the site and MSUM that clearly articulates liability assumption on the part of MSUM, the site, and the student.

C. Minimum Standards

1. For an internship, a minimum of one (1) semester credit and a maximum of twelve (12) semester credits will be granted.
2. For an internship, a maximum of twelve (12) semester credits may be counted toward a degree.
3. An internship/capstone/practicum experience may be graded (by the faculty) on a pass-fail basis.
4. An internship/capstone/practicum may be taken only by a student majoring in a program with an approved internship/capstone/practicum experience.
5. The student must have at least junior standing for undergraduate programs.
6. Students enrolled in graduate programs will coordinate the capstone/practicum experience with the Graduate Program Coordinator of the course faculty.
7. Undergraduate internship credits will be awarded on the basis of a minimum of forty (40) hours of fieldwork per semester per credit received.
8. Graduate MHA and nursing credits will be awarded per the Practicum formula in which fifty (50) hours of fieldwork equates to one semester credit.
9. Each internship/capstone/practicum must have a written agreement outlining the mutual expectations and responsibilities of MSUM, the site, the department, and the student.
10. The internship/capstone/practicum agreement will be kept on file in the SNHL department office for six years.
11. Every internship/capstone/practicum will be evaluated by the Program Coordinator or the course faculty.

Background Checks

Minnesota law requires any person who provides direct contact services to people receiving services from facilities and agencies licensed by the Minnesota Department of Human Services (DHS) and/or the Minnesota Department of Health (MDH) to have a background study conducted by the state annually. Direct contact is defined as providing face-to-face care, training, supervision, counseling, consultation, or medication assistance to people receiving services from the agency or facility. Any individual who is disqualified from having direct patient contact as a result of the background study will not be permitted to participate in a clinical placement in a DHS or MDH licensed facility or agency. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in this program.

Students will complete the Castle Branch national background study on admission and within 12 months of practicum/internship/capstone course beginning. See policy entitled Required Documentation/Immunization Policy-HSAD, MHA, Graduate Nursing.

Student Liability
Please refer to the Required Documentation/Immunization Policy later in this policy manual.

Departmental Expectations for Internships/Capstone/Practica
All departments offering internships must have a current internship document on file in the Office of the Provost and Senior Vice President for Academic Affairs, and in the office of the appropriate dean. The document shall include statements of the following. Please note, most of these components are in the respective HSAD, MHA, or graduate nursing course syllabus and D2L course platform.

1. Objectives of the internship/capstone/practica program.
2. Responsibilities of the student, the faculty supervisor, and the site preceptor/mentor.
3. Departmental procedures for approving internships.
4. Means of reporting results or accomplishments.
5. Method(s) of assessment.
6. Expectations and procedures of monitoring internship achievements.
7. Departmental practice on faculty workload, if any.
8. Departmental policy on internship compensation.
9. Name of a designated departmental internship/capstone/practica faculty or program coordinator.

**SNHL Departmental Guidelines per Program:**

**HSAD**

- Objectives of the internship program are defined in the syllabus of the internship course – HSAD 469.
- Prior to engaging in any internship experiences, the faculty will ensure that an organizational contract exists. If no contract exists, faculty will follow the steps as defined below.
- Responsibilities of the student, faculty, and the site mentor (evaluator) are defined by the HSAD Program. Student and mentor guides available on HSAD internship website. Additional documentation is provided when students are enrolled in HSAD internship website.
- Approval of internships occurs during the Internship Seminar course – HSAD 468. The faculty and HSAD coordinator will approve all internships.
- Students will track internship milestones via a weekly journal, internship summary document, as well as Domains of Practice. Faculty will review weekly journals, summary of internship and domains of practice mid-point during the internship and at the conclusion of the internship. Faculty will meet onsite and/or virtually with student and mentor.
- The internship is pass/fail.
- Expectations and procedures of monitoring internship achievements are explained in the HSAD student workbook. Students are given this information in the Internship Seminar – HSAD 468 and Internship – HSAD 469 courses.
- Oversight of the practicum experience is the responsibility of the faculty assigned to the course and compensation is per the IFO contract for one credit of coursework for the internship/HSAD coordination.
- The HSAD coordinator oversees the internship experiences.

**Steps for securing the HSAD Internship:**

1. Student and faculty work together to identify an internship site.
2. Student completes Attachment A of SNHL. Returns to SNHL.
3. Student completes contract-info-observation spreadsheet. Returns to SNHL.
4. SNHL Office Assistant (OA) or designee sends organizational contract to site (if no contract exists). If organizational contract exists, OA notifies faculty that a contract exists.
5. Once contract is completed and executed, OA notifies faculty.
6. Student completes required documents in CastleBranch software as outlined in Table 1.
7. In most cases the student/organization will utilize the MSUM contract, but in some cases an organizational contract outside of the recommended contract may be used. In these cases,
the student must follow those specific contract guidelines. This may include (but not limited
to) purchasing professional liability, verifying additional immunizations, submitting tests
(chest x-rays, etc.), and/or having a physical exam by a medical provider. These additional
steps will be the responsibility of the student, including payment.
Graduate Nursing Program

- Objectives for practicum are defined in the syllabus of the practicum courses (NURS 642P, NURS 643P, NUR 644P, NURS 645P).
- Prior to engaging in any clinical experience, the faculty will ensure that a current organizational contract exists with the clinical site. If no contract exists, faculty will follow the steps as defined below.
- Methods of Documentation and Assessment
  - Practicum learning contract
  - Preceptor agreement
  - Mid-semester preceptor feedback on student
  - Student, preceptor, and faculty beginning-of-semester conference to determine plan and answer questions.
  - Student, preceptor, and faculty mid-semester conference to assess progress and answer questions.
  - End-of-semester preceptor feedback on student
  - Tally of hours
  - Student feedback on practicum preceptor and site
  - There may be additional assessment methods per the faculty’s discretion (e.g., papers, presentations, online discussion, synchronous meeting participation).
- The practicum is graded by the course faculty using the Graduate Nursing grading scale.
- Oversight of the practicum experience is the responsibility of the faculty assigned to the course and compensation is per the IFO contract per credit of graduate coursework.

Steps for Securing Graduate Nursing Practica:

1. Student attends the practicum orientation which is held in the spring of each year. At that meeting, course objectives, ideas for practicum projects, requirements for clinical sites/preceptors, expectations, and general processes are discussed. All paperwork is provided to the students.
2. Student identifies a potential preceptor and clinical site. Student submits Intra-agency and Preceptor Grid to the course faculty. The faculty submits the preceptor site request to the OA. The OA notifies the faculty if a contract exists. If not, the OA will initiate a contract with the site and keep the faculty abreast of the contract progress. Once contract is completed and executed, OA notifies faculty.

   Note: In most cases the student/organization will utilize the MSUM contract, but in some cases an organizational contract outside of the recommended contract may be used. In these cases, the student must follow those specific contract guidelines. This may include (but not limited to): verifying additional immunizations, submitting tests (chest x-rays, etc.), and/or having a physical exam by a medical provider. These additional steps will be the responsibility of the student, including payment.
a. Student completes and submits to the course faculty **Pre-clinical Documentation Form.** This will include verification of documents and immunizations per policy (e.g., background check, RN license, immunizations, and professional liability insurance). Of note, student completes required documents in CastleBranch software.

3. Student secures a signed Preceptor Agreement and submits to the course faculty.
4. Student composes a Practicum Learning Contract with input from the course faculty and preceptor. Final document is submitted to the course faculty.

**MHA Program**

- Objectives of the Capstone experience are defined in the syllabus of the Capstone II course (MHA 692B).
- Prior to engaging in any Capstone experiences the faculty will ensure that an organizational contract exists. If no contract exists, faculty will follow the steps as defined below.
- Responsibilities of the student, faculty, and the site mentor (evaluator) are defined in the Capstone responsibility document.
- Approval of a Capstone project occurs during Capstone I (MHA 692A) initially by the faculty and MHA coordinator and forwarded to the College dean for final approval.
- Students will track Capstone milestones via a weekly progress report, weekly journal and project timeline, as well as a final presentation and executive portfolio. Faculty will maintain contact with the student during the Capstone experience to work through barriers and concerns that the student may experience. Site mentors can contact the faculty.
- Students will present a final presentation to at least two graduate faculty that highlights the project and major milestones. Students will submit an executive portfolio for evaluation.
- The Capstone is pass/fail.
- Expectations and procedures of monitoring capstone achievements are explained in the MHA executive portfolio. Students are given this information in Capstone I and Capstone II.
- Oversight of the practicum experience is the responsibility of the faculty assigned to the course and compensation is per the IFO contract for one credit of coursework for the graduate Capstone/MHA coordination.
- The MHA coordinator oversees the Capstone experiences.

**Steps for securing a Capstone Experience:**

1. Student and faculty work together to identify a potential capstone project and site.
2. Student completes Attachment A of SNHL. Returns to SNHL.
3. Student completes contract-info-observation spreadsheet. Returns to SNHL.
4. SNHL Office Assistant (OA) or designee sends organizational contract to site (if no contract exists). If organizational contract exists, OA notifies faculty that a contract exists.
5. Once contract is completed and executed, OA notifies faculty.
6. Student completes required documents in CastleBranch software.
7. In most cases the student/organization will utilize the MSUM contract, but in some cases an organizational contract outside of the recommended contract may be used. In these cases,
the student must follow those specific contract guidelines. This may include (but not limited to) purchasing professional liability, verifying additional immunizations, submitting tests (chest x-rays, etc.), and/or having a physical exam by a medical provider. These additional steps will be the responsibility of the student, including payment.
Title of Policy: Email Accounts and Electronic Mailing Lists

Original Date: 2001.08
Last Review: 2015.11, 2017.01
Last Revision: 2015.11, 2017.01

The University and Graduate Nursing Program send all official correspondence to students through Dragonmail (mnstate.edu email).

- All students are required to obtain their Dragonmail account upon enrollment in courses. Students will receive a MSUM mnstate username/star ID and self-select a password.
- Email accounts are accessed through: http://dragonmail.mnstate.edu. Students must check their mnstate email account regularly.

An electronic mailing list is used to send and receive information to all graduate nursing students and faculty. This is the primary mode of communication for the graduate nursing program. Students and faculty will be subscribed to the gradnursing electronic mailing list by the graduate nursing program. Again, it is very important that students have a current email subscribed to the electronic mailing list to receive important messages, such as schedule changes or scholarship announcements.
The Graduate Nursing Program uses a specific grading scale as noted below. The number of earned points determine a student’s overall grade. Total points earned divided by total points possible x 100 is the calculation used to determine percentage earned in the course. Plus/minus categories are used. No rounding up will be applied to individual or final grades. Letter grades are determined based on the percentage earned (also noted in the table below).

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<td>75-76%</td>
<td>72-74%</td>
<td>69-71%</td>
<td>67-68%</td>
<td>&lt;67%</td>
</tr>
</tbody>
</table>
Students not completing the required 100 clinical hours in NURS 642P, 643P, 644P, or 645P may earn an In-Progress Grade in the course per the guidelines below. In some situations, the student may be encouraged to fully withdraw from the course if the withdrawal deadline has not passed.

Guidelines for an In-Progress grade:

- Assure all required clinical documents and intra-agency agreements are up-to-date.
- If there are <10 hours remaining, the student may finish those hours the semester immediately following NURS 642P, 643P, 644P, or 645P (fall, spring, or summer) and must complete them within 4 weeks into that semester.
- If there are 11-50 hours remaining, the student must enroll in 1 credit of NURS 690 the semester immediately following NURS 642P, 643P, 644P, or 645P (fall, spring, or summer) and finish the hours by the end of that semester.
- If there are 51-100 hours remaining, the student must enroll in 2 credits of NURS 690 the semester immediately following NURS 642P, 643P, 644P, or 645P (fall, spring, or summer) and finish the hours by the end of that semester.

Failure to finish the hours by the timeframe outlined above will result in a failure of the 642P/643P/644P/645P course and the NURS 690 course.
Policy Author: Graduate Nursing Council
Review due: Biennially (odd years and as needed)

Minnesota State University Moorhead
School of Nursing and Health Care Leadership

Graduate Nursing Program

Title of Policy: Post-Admission Requirements
Original Date: 2001.08
Last Review: 2016.03, 2017.01
Last Revision: 2016.03, 2017.01

In order to maintain enrollment in the program, students must:

• Hold an active and unencumbered RN license from a state within the US. If clinical practica will occur in a state other than Minnesota or North Dakota, the student must have an unencumbered RN license in the state where practica will be completed.

• The Department of Higher Education, the Board of Nursing, and possibly other agencies must State agencies where the student will have their practica (Department of High Education, Board of Nursing, others) must first agree with MSUM offering distance nursing education in the state. It is the student’s responsibility to check with the Graduate Program Coordinator whether clinicals in a state other than MN are possible.

• Stay in compliance with the Required Documentation/Immunization Policy-HSAD, MHA, Graduate Nursing.

• Complete the statistics requirement (see Statistics Requirement Policy).
In order to progress in and graduate from the graduate Nursing Program, students must:

1. Maintain a cumulative graduate nursing GPA of 3.0. If the GPA falls below 3.0, the student is placed on probation for the next semester in which courses are taken. If the GPA remains below 3.0 at the end of the next semester, the student is withdrawn from the program.

2. Have no more than two courses with a grade of C (including C+ and C-) applied to the program of study.
   A course with a grade of C (including C+ and C-) may be repeated once or a comparable course from another institution may be transferred in if this transfer does not exceed the allowed number of transfer credits.

3. Complete all requirements within 7 years of admission.

Note: Teacher education sequence (TES) courses will not be counted as transfer credits to fulfill requirements of the Graduate Nursing program.

The graduate school, graduate program coordinator, and administrative assistant monitor the graduate students’ GPAs each semester.
The SNHL programs give the health of the student and the consumer highest priority. This Required Documentation/Immunization Policy is based on 2014 CDC Recommended Vaccines for Healthcare Workers, 2015 CDC Adult Immunization Schedule, MN Department of Health Guidelines for Healthcare Workers, MN Department of Health TB Guidelines, American Nurses Association Position Statement on Immunizations, and clinical agency requirements.

To comply with Minnesota, federal, and/or clinical agency requirements, all MSUM SNHL students must verify all program requirements (listed below) before program start. Thereafter, some requirements will need re-verification, depending on how long the student’s program of study lasts. Also, some agencies may add requirements beyond what are current below; in such cases students would need to comply with the additional clinical site requirement(s).

To remain program compliant, it is absolutely the student’s responsibility to remain current with verifications listed in CastleBranch (MSUM’s tracking system). Listed below is an example of potential requirements (Subject to change. See CastleBranch for latest requirements). Students who are non-compliant face risk of program dismissal.

Hendrix Health on the MSUM campus offers most of the immunizations. Otherwise, seek immunizations from the student’s primary care provider.
**Subject to change. See CastleBranch for latest requirements**

<table>
<thead>
<tr>
<th>Item</th>
<th>Type of Documentation/ Details</th>
<th>Time of Documentation Submission/Renewal</th>
<th>Programs that Require Item</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Immunizations</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Influenza (Flu)</td>
<td>Annual record of vaccine during flu season (Oct 1-March 31). Deadline: Nov 1.</td>
<td>Admission (on file by Nov 1)</td>
<td>Graduate Nursing HSAD/MHA</td>
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<tr>
<td></td>
<td></td>
<td>Annually (by Nov 1)</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Documentation of 3-dose series OR lab report documenting Hep B immunity (e.g., HepBsAb or anti HepB).</td>
<td>Admission</td>
<td>Graduate Nursing HSAD/MHA</td>
</tr>
<tr>
<td>Varicella (Chicken Pox)</td>
<td>Documentation of immunization (2 doses) OR lab report documenting immunity [a varicella-zoster virus (VZV) titer]. Note: A history of varicella disease does not guarantee immune status.</td>
<td>Admission</td>
<td>Graduate Nursing HSAD/MHA</td>
</tr>
<tr>
<td>Tuberculosis (TB) Screening</td>
<td>Either a, b, or c below &lt;br&gt;a. <strong>Tuberculin Skin Test:</strong> One two-step Tuberculin Skin Test (TST). Submit report of two TSTs on admission. One-step TST annually thereafter. OR &lt;br&gt;b. <strong>Chest X-Ray/Provider Report:</strong> Students who are positive reactors for TB must submit a healthcare provider report of one negative chest x-ray (within past 12 months) and absence of symptoms. OR &lt;br&gt;c. <strong>Lab Test,</strong> A negative TB blood test (within past 12 months) on admission (e.g., QuantiFeron ®-TB or T-Spot ® TB).</td>
<td>Admission (Two step Tb or b, c,) Annual (one-step TB)</td>
<td>Graduate Nursing HSAD/MHA</td>
</tr>
<tr>
<td>Measles, Mumps, Rubella (MMR) Immunization</td>
<td>Documentation of two vaccines OR lab report documenting immunity (a titer documenting immunity of all three diseases).</td>
<td>Admission!</td>
<td>Graduate Nursing HSAD/MHA</td>
</tr>
<tr>
<td>Tetanus, Diphtheria, Pertussis (Td) Immunization</td>
<td>Either a or b below &lt;br&gt;a. One adult T-dap within past 10 years OR &lt;br&gt;b. One does of T-dap vaccine administered as an adult and one booster does of Td within the last 10 years (must provide both records as a single upload).</td>
<td>Admission!</td>
<td>Graduate Nursing HSAD/MHA</td>
</tr>
<tr>
<td>Item</td>
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<tr>
<td>Background Clearances #</td>
<td>Complete a Minnesota Department of Human Services (MNDHS) background study on admission and annually. Must show ability to provide direct patient care.</td>
<td>Admission, Annually</td>
<td>Graduate Nursing HSAD/MHA</td>
</tr>
<tr>
<td>Background Check-Minnesota</td>
<td>Complete the Certified Background/Castle Branch national background study on admission and within 12 months of practicum/internship/capstone courses beginning.</td>
<td>Admission, Within 12 months of practicum/internships/capstone courses beginning</td>
<td>Graduate Nursing HSAD/MHA</td>
</tr>
<tr>
<td>Registrations/ Certifications</td>
<td></td>
<td></td>
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<tr>
<td>Current CPR Certification</td>
<td>Documentation of current Healthcare Provider/Professional Level CPR certification (expires q 2 years)</td>
<td>Admission and With each recertification (every 2 years)</td>
<td>Graduate Nursing</td>
</tr>
<tr>
<td>Current RN License Verification</td>
<td>Proof of unencumbered licensure by program start and must remain current (re-submit as needed).</td>
<td>Admission and With each renewal (usually every 2 years)</td>
<td>Graduate Nursing</td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Professional Liability Insurance ^</td>
<td>Certificate of insurance with limits not less than $2,000,000 each claim and $3,000,000 aggregate.</td>
<td>Prior to clinicals beginning.</td>
<td>Graduate Nursing</td>
</tr>
<tr>
<td>Health insurance</td>
<td>Proof of health insurance</td>
<td>Admission and Annually</td>
<td>Graduate Nursing</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Consent Form</td>
<td>In Certified Background/Castle Branch</td>
<td>Admission</td>
<td>Graduate Nursing HSAD/MHA</td>
</tr>
<tr>
<td>Demographic Questionnaire Form</td>
<td>In Certified Background/Castle Branch</td>
<td>Admission</td>
<td>Graduate Nursing HSAD/MHA</td>
</tr>
<tr>
<td>HIPAA and OSHA Acknowledgement /Signature</td>
<td>In Certified Background/Castle Branch</td>
<td>Admission, And as additionally required by clinical site.</td>
<td>Graduate Nursing HSAD/MHA</td>
</tr>
<tr>
<td>Student Handbook Acknowledgement</td>
<td>Students verify understanding of the current program-specific student handbook (presented at orientation, Certified Background/Castle Branch, and updated regularly on the MSUM program website).</td>
<td>Admission, Re-submit as handbook is updated</td>
<td>Graduate Nursing HSAD/MHA</td>
</tr>
</tbody>
</table>

1 Hendrix Health and the Registrar need verification also.
^Professional Liability Insurance
Students are liable for their actions and may be sued (along with others) for damages due to negligence. Minnesota State University Moorhead has a Student Intern Professional Liability Policy which covers students engaged in internships/capstones/practica. The coverage is for $2,000,000 per occurrence and $5,000,000 in annual aggregate. In addition, some internships and academic programs may require students to purchase separate additional liability insurance. See policy entitled Required Documentation/Immunization Policy-HSAD, MHA, Graduate Nursing.

If the student or his/her academic department or clinical practicum site does not have a formal agreement, and therefore does not have a formally acknowledged internship/capstone/practica (i.e., no credit hours, etc.), the student is NOT covered by the University Student Intern Professional Liability Policy. Students are not covered by this liability insurance while practicing for pay, during personal volunteer work, or during any engagements other than in student role.

Graduate Nursing students are required to carry their own personal professional liability insurance. RN-BSN students may choose to carry their own personal professional liability insurance. Reasonable insurance rates may be obtained from insurance companies (e.g., Nursing Service Organization, Mercer)

Students completing their practicum work in area schools can receive liability insurance through the Education Minnesota Student Program provided they are members. For more information, check out their website at http://web.mnstate.edu/emsp/. There are also many other private companies that provide liability insurance.

#Criminal Background Checks
National and State criminal background checks are required by the program (see table above). 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.

Annual MN Department of Human Services background checks must be completed while in the program. Please follow the directions below. In 4-6 weeks from completing the online study request, the student will receive a blue or yellow clearance form in the mail. Please load this form immediately to Certified Background/Castle Branch to ensure compliance. If the student loses or accidently throws away the study form, the student will need to call MNDHS to request a new copy be sent. If the student completes more than one study annually, the student will be charged the $20 processing fee.
An **education, business, or healthcare** statistics course at the undergraduate (300/400 course, 3000/4000 course) or graduate level is required **prior to registering for NURS 615**. Any other alternative must be approved by the Graduate Nursing Coordinator. A course within the last 5 years is highly recommended.
The Department of Nursing highly values student input/perspectives to inform curricular and programmatic integrity. To that end, graduate students provide feedback to the program through attendance at the Graduate Student Advisory Group meetings (online). Advisory meetings are hosted regularly to request student feedback.

Students may be requested to provide course and instructor evaluations with each course taken at the end of the course. Students may also be asked to take an anonymous online survey regarding the program so as to provide student input.
Minnesota State University Moorhead  
School of Nursing and Health Care Leadership

Title of Policy: Student Appeals Policy  
Original Date: 2015.11  
Last Review: 2016.03.10 (by SNHL), 2017.01 (by GNC)  
Last Revision: 2016.03.10 (by SNHL)

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

The 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.

The appeals process should occur in the following order:

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

**Formal Process**
1. If the matter remains unresolved despite advancing the matter through the informal process ranks, the student will file a written appeal.
   a. Undergraduate Appeals:
   b. Graduate Appeals:
      i. Addressed in the University Graduate School Policies/Regulations ([http://www.mnstate.edu/graduate/studentresources/policiesandregulations.aspx](http://www.mnstate.edu/graduate/studentresources/policiesandregulations.aspx)) and reinforced in the Graduate Nursing Student Handbook.
The School of Nursing and Healthcare Leadership (SNHL) at Minnesota State University Moorhead (MSUM) is committed to the promotion of quality education in an environment of civility, fairness, and integrity that is free from discrimination. To honor that commitment, students are encouraged to seek resolution of any concerns, problems, or grievances that they may encounter during the course of their education. 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 he/she has 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 University Student Handbook.

The complaint process should occur in the following order:

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

1. If the matter remains unresolved despite advancing the matter through the informal process ranks, the student will file a written complaint. The student should refer to the University Grievance and Complaint process in the MSUM Student Handbook when completing the formal complaint. [http://www.mnstate.edu/uploadedFiles/Level_2/Content/Student_Handbook/Student-Handbook.pdf](http://www.mnstate.edu/uploadedFiles/Level_2/Content/Student_Handbook/Student-Handbook.pdf)

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