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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 and 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 and Healthcare Leadership (SNHL) at MSUM. The School offers not only the RN-BSN program, but a Master’s in Nursing program, study for Health Services Administration, and a Master’s for 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 relatively very affordable. Over the past decades, the program has served numerous RNs who aspired for their baccalaureate degree and higher.

When 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 provides extensive information on MSUM student resources, tuition/fees, academic policies, and etc. MSUM’s overall 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 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 2nd great resource to supplement the information in the 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 [2018] 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 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 and 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 & education and is a member of the Minnesota State Colleges and Universities 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 Designated Officer: Title IX Coordinator/Director of Student Conduct & Resolution, Owens 206, 218.477.2174 (Voice).

See: MSUM’s Title IX policies.
**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 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 for all school correspondence? You had to use DragonMail to be admitted to the program. As well, your StarID is your username - please remember it!
- **Orientation.** Are you scheduled for orientation? There is a mandatory on-site orientation to the RN-BSN program around the start of the new term. The orientation sessions are held at MSUM’s campus and at a designated address in the Minneapolis-St. Paul area. You receive information on this orientation on admission. Have you responded to the orientation invite? In the event of extenuating circumstances that forbid you from attending orientation onsite, please contact your academic advisor to make arrangements.
- **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 Student Supports on the SNHL web, and Section V for details. Be SURE all are submitted before first day of class. Please see page 14 of the handbook for more details or Verification for Program Compliance.
- **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 SNHL webpage (see Student Resources > RN-BSN Program). Also, note Section II for details.
- **Financial Aid.** Have you completed your FAFSA and talked with Financial Aid, if needed? Check out the SNHL Student Resources tabs again; there is information on scholarships at that site.
- **Registration.** Did you have a successful meeting with your advisor to set up your academic plan? Are you registered for classes?
- **Functional Abilities.** Do you need accommodations to meet program requirements? Please see the RN-BSN program’s info on functional abilities under Section III.
Mission Statements - Why We Are Here!

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

School of Nursing and Healthcare Leadership Mission
The School of Nursing and Healthcare Leadership prepares undergraduate and graduate students in nursing, health administration, and community health services for life-long learning, caring service, leadership, and global citizenship.

RN-BSN Program Mission
The RN-BSN nursing program provides baccalaureate nursing education that prepares professional nurses for lifelong learning, caring service, and global citizenship.

Philosophy of the Nursing Program
The discipline of nursing is framed by a metaparadigm consisting of four major concepts: person, environment, health, and nursing. As a discipline, nursing encompasses the components of nursing science, the art of nursing, personal knowledge, and ethics. The discipline continues to evolve from the interrelationships among nursing theory, research, and practice.

The person within the metaparadigm is defined as a client or patient. A client may be an individual, family, group, community, or population. We believe in the uniqueness and worth of our clients. This belief underlies our philosophies of nursing and education, and values both the commonalities and the diversities of people. Environment encompasses the client’s internal and external circumstances and surroundings. These include physiological, psychological, cultural, spiritual, economic, and social influences, and the client’s perception of these influences. We believe that the client is in constant interaction with the environment. Health is maximized potential and well-being. The goal of nursing is to promote optimal health of clients along the continuum of life and death.

Nursing is a dynamic, deliberative, and interpersonal practice used to provide holistic care to clients. It includes health promotion, risk reduction, disease prevention, and illness and disease management.

Critical thinking is used within a deliberative decision-making framework. Congruent with ANA’s Scope and Standards of Practice (2015), we believe nursing is a dynamic profession, blending evidence-based practice with intuition, caring, and compassion to provide quality care.

Caring, integral to professional nursing practice, encompasses the nurse’s empathy for and connection with the client. Caring is demonstrated in compassionate, sensitive, and appropriate nursing care that preserves human dignity and nurtures the human spirit. Nursing occurs in diverse setting and is responsive to the changing health care needs of a global society.

Professional nursing education is critical to the development of learning as a lifelong process.
**SECTION II: GETTING STARTED**

**Time and Commitment**
The RN-BSN program is a totally online offering with clinical experiences in your community. In this, the program has great advantages to the busy adult student. Note, however, that as can be appreciated and expected, nursing program requires a significant commitment of time devoted 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 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 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 processing,
- 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) to 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

Basically, you will be served best in the MnSCU system if your computer is a PC, if you use current Microsoft Office products, and use a preferred browser (which may change from time to time). Please contact IT Support with any questions or concerns at support@mnstate.edu.

Below are the suggested minimum technology requirements for the RN-BSN Program.

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Minimum Software</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>Operating System</td>
</tr>
<tr>
<td>Inter Core 2 Duo</td>
<td>Microsoft Window 7 professional or higher</td>
</tr>
<tr>
<td>Memory</td>
<td>Programs</td>
</tr>
<tr>
<td>4 GB RAM or higher (8 is better)</td>
<td>Microsoft Office 2010 or newer/higher version</td>
</tr>
<tr>
<td>Hard Drive</td>
<td>• Microsoft Word (not Microsoft Works)</td>
</tr>
<tr>
<td>250 GB minimum</td>
<td>• Microsoft PowerPoint</td>
</tr>
<tr>
<td>Internet Access</td>
<td>• Microsoft Excel Virus Protection required to access campus networks</td>
</tr>
<tr>
<td>Cable, DSL, FIOS</td>
<td>NOTES:</td>
</tr>
<tr>
<td>Video</td>
<td>• The program does not recommend or support the Microsoft Vista Operating system.</td>
</tr>
<tr>
<td>On board video, 512 MB memory, minimum</td>
<td>• The program recommends Windows/Intel based computers to ensure full compatibility with internal systems and applications.</td>
</tr>
<tr>
<td>Wireless</td>
<td>• A Macintosh brand computer may work for some operations; however, there are typically instances where a Macintosh is not compatible.</td>
</tr>
<tr>
<td>Campus does have 802.11g or 802.11b access points, fyi</td>
<td></td>
</tr>
<tr>
<td>Soundcard</td>
<td></td>
</tr>
<tr>
<td>Any compatible type - there will be internet meetings in some courses</td>
<td></td>
</tr>
<tr>
<td>Speakers</td>
<td></td>
</tr>
<tr>
<td>Any compatible type - see above</td>
<td></td>
</tr>
<tr>
<td>Webcam</td>
<td></td>
</tr>
<tr>
<td>Optional - though desirable for internet meetings</td>
<td></td>
</tr>
<tr>
<td>USB Flash</td>
<td></td>
</tr>
<tr>
<td>2 GB (recommended only)</td>
<td></td>
</tr>
<tr>
<td>Browser</td>
<td></td>
</tr>
<tr>
<td>Preferred browsers change from time to time. If you encounter issues please contact IT support.</td>
<td></td>
</tr>
<tr>
<td>Surge Protector</td>
<td></td>
</tr>
<tr>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td>Anti-Virus</td>
<td></td>
</tr>
<tr>
<td>Yes [examples: Symantec, McAfee, Bitdefender (paid products) OR Avast and MS Security Essentials (freeware)]</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**
- The program does not recommend or support the Microsoft Vista Operating system.
- The program recommends Windows/Intel based computers to ensure full compatibility with internal systems and applications.
- A Macintosh brand computer may work for some operations; however, there are typically instances where a Macintosh is not compatible.
MSUM offers discounted software purchased for current students @ http://www.mnstate.edu/it/personalpurchases.aspx
MSUM also has a link to a computer check @ http://www.mnstate.edu/instructional-technology/computer-check.aspx
A computer for educational purposes can be applied to your financial aid and might be a tax deduction.
Maintenance of a personal computer is the student’s responsibility.
See IT Purchasing Recommendations for computers.

D2L Brightspace® - the MSUM Online Learning Platform
D2L Brightspace® is the integrated learning platform used in this totally online RN-BSN program. There is an element about D2L in the program’s orientation session.

MSUM’s Instructional Technology (IT) Services provides strong supports for students new to D2L Brightspace®. Here are links from the IT site as examples:

a) First Time User  
b) Login Help  
c) Profile Photo  
d) View My Courses

At the IT site, there are numerous tutorials within the Student tab that provide important details and supports. Please note, especially, the info under these links:

a) Getting Started  
b) Announcements  
c) Assessment Tools  
d) Assignments  
e) Calendar  
f) Checklists  
g) Classlist  
h) Content  
i) Discussions  
j) Email  
k) Grades  
l) Groups  
m) HTML Editor  
n) Notifications  
o) Quizzes  
p) Surveys

There is strong support for your technology and D2L questions through the IT Helpdesk (See also Section VII, 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 endeavor to support your experience with some level of familiarity in each course display; however, please appreciate that faculty do have varying philosophical approaches and cannot be clones. Examples of 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  
• Under 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 today are increasingly expected to enhance 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; the advising plan is also presented in Appendix B of this handbook.

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 with previous baccalaureate degrees.

b) All RN-BSN students complete the nine required RN-BSN courses (31 credits, upper division).

c) In addition, MSUM requires a total of 42 general education credits for a baccalaureate degree. These 42 credits can be a combination of transfer credits, from MSUM’s Liberal Arts and Sciences Curriculum (LASC) credits, or can sometimes be totally met with an Associate of Arts transfer agreement.

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) 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.
f) Should you need additional upper division credits, the School of Nursing and Healthcare Leadership does offer some important electives that can enhance your profession. Nursing focused topic courses are predominately offered in the summer, however, the university has a number of online courses each semester that meet this requirement.

g) The nine required RN-BSN courses are offered every spring and fall term; a few required nursing courses may be offered in summer session.

h) Students must earn a minimum of “C” in each required nursing course in order to progress in this major (see related policy in Section V).

**RN-BSN Program Required Nursing Courses**

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

<table>
<thead>
<tr>
<th>REQUIRED COURSE</th>
<th>CR</th>
<th>Course Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>N. 301 Transitions</td>
<td>4</td>
<td>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. This course is a prerequisite for all other courses in the nursing major for RN-BSN students. Optional co-requisites are N. 303L (Family Health Nursing), N. 342 (Care of Diverse Populations), and/or N. 370 (Research &amp; Evidence-Based Practice).</td>
</tr>
<tr>
<td>N. 303L Family Health Nursing</td>
<td>4</td>
<td>This course emphasizes nursing care of the diverse family unit across life stages 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 and effective, therapeutic communication and collaborative practices are emphasized in the care of families. <em>(L= involves clinical, independently managed)</em></td>
</tr>
<tr>
<td>N. 342 Care of Diverse Populations</td>
<td>2</td>
<td>This course supports the advancement of patient-centered care with the imperative that nurses impact the profound disparities in health status and health care, both nationally and globally. Students will examine what is meant by culture and the ways that culture intersects with health issues. The prevailing focus that professional nurses are committed to advocating for safe quality care to all, congruent with the tenets of social justice, human rights, and bound to nursing’s <em>Code of Ethics</em>.</td>
</tr>
<tr>
<td>N. 370 Nursing Research and Evidence-Based Practice</td>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>N. 348L Public Health Nursing</td>
<td>4</td>
<td>This online course combines the theory base with clinical experiences in to complex systems and aggregates in the community. Emphasis is placed on the promotion, maintenance and restoration of health and wellness and the prevention of disease. <em>(L= involves clinical PHN experiences planned in the student’s home county)</em></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Units</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>N. 420L</td>
<td>Gerontological Nursing to Promote</td>
<td>3</td>
</tr>
<tr>
<td>N. 450</td>
<td>Applied Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>N. 472</td>
<td>Leadership &amp; Professional</td>
<td>3</td>
</tr>
</tbody>
</table>
| N. 473L     | Professional Pathways               | 3     | In this senior 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. \(L=\text{involves clinical time - a “capstone” project to complete the major}.\)  

Pre-requisite: All core nursing curriculum courses are pre-requisites except Nursing 472 may be studied concurrently
A Sample Plan of Study

A sample plan of study is presented in table below, listing only the required RN-BSN program major courses. Nursing 301 is the absolute first course in the major and N. 473 is the capstone (culminating) course after all other study is completed (but for N. 472). Also, know that some required courses are typically 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 students’ needs.

<table>
<thead>
<tr>
<th>Term #1 (Fall or Spring)</th>
<th>Pre-Req</th>
<th>Optional Co-Req(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. N. 301 - Transitions</td>
<td>0</td>
<td>N. 303L, 342, 370</td>
</tr>
<tr>
<td>2. N. 303L - Family Health Nursing</td>
<td>0</td>
<td>N. 301</td>
</tr>
<tr>
<td>3. N. 342 - Care of Diverse Populations (or in a summer)</td>
<td>0</td>
<td>N. 301</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term #2 (Fall or Spring)</th>
<th>Pre-Req</th>
<th>Optional Co-Req(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. N. 370 - Nursing Research and Evidence-Based Practice</td>
<td>0</td>
<td>N. 301</td>
</tr>
<tr>
<td>2. N. 348L - Public Health Nursing</td>
<td>N. 301, 303L</td>
<td>any others but N. 473</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term #3 (Fall or Spring)</th>
<th>Pre-Req</th>
<th>Optional Co-Req(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. N. 420L - Gerontological Nursing to Promote Successful Aging (or in a summer)</td>
<td>N. 301, 370 (advise later in program, if possible)</td>
<td></td>
</tr>
<tr>
<td>2. N. 450 - Applied Pathophysiology</td>
<td>N. 301 (advise later in program, if possible)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term #4 (Fall or Spring)</th>
<th>Pre-Req</th>
<th>Optional Co-Req(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. N. 472 - Leadership and Professional Development (or in a summer)</td>
<td>N. 301, 303L, 370</td>
<td>any others including N. 473</td>
</tr>
<tr>
<td>2. N. 473L - Professional Pathways (or in a summer)</td>
<td>All nursing courses but N. 472</td>
<td>N. 472</td>
</tr>
</tbody>
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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: Business Services: Undergraduate Online/Distance Courses. An additional small fee is charged when students enroll in N. 301 (Transitions) and N. 473 (Professional Pathways). 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.

Students are responsible for arranging payment of their tuition and fees by deadlines established by the Business Services department to avoid being removed from classes.

Public Health Nurse and Licensed School Nurse Requirements 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 application. Details on the PHN licensure are provided at this site: Minnesota Board of Nursing – Public Health Nurse Registration.
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.

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. For example, for the N. 473L Pathways course, if a student chose a critical in-patient setting for the course project, he/she may need to have the functional ability of distinct fine and gross motor skills to manipulate equipment or be able to lift 35 pounds.

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 Resource Center 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 program outcomes. Decisions on accommodations are made on an individual basis.

To contact the Accessibility Resource Center
Phone: 218-477-4318 (Voice) or 1-800-627-3529 (MRS/TTY)
Located on the MSUM campus in the Flora Frick building (office #154)

Graduation and Commencement
MSUM’s graduation requirements are presented at this site: Graduation Requirements Policy. Students must submit, to Registrar, an Application for Graduation in first weeks of the anticipated graduation term. See form here: Application for Graduation

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 MSUM Bookstore.
SECTION IV: RN-BSN STUDENT SUPPORTS

Faculty Advisors
When you are admitted to the RN-BSN program, you are assigned to a 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) 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’ll 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 receive a registration code from their advisor but are recommended to discuss their plans for a seamless pathway through the program.

MSUM has an Welcome to Advising 101 site that is an excellent resource for academic support services. In 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 Instructional Technology team has created very important and very user-friendly guides to support an easy navigation through the online scene.

The starting page for your understanding and using D2L Brightspace® is under Instructional Technology Services on the MSUM web. Use these resources appropriately as first option for answers to questions.

Then, IT’s Helpdesk 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 weekends; see their schedule here: Helpdesk hours.

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.

Writing: SMARTTHINKING® Online Tutoring Service
MSUM has a complimentary online tutoring service called SMARTTHINKING. The company offers online tutoring in a variety of topics; you can obtain tutor support 24 hours a day, each day of the week. The Smarthinking site is available for online tutoring needs for virtually any content, but for you - it is good to be aware that SmarThinking tutors are there to support and critique writing and APA formatting.

The information on accessing Smarthinking is in every D2L course site home page. And, you can simply search “smarthinking” at the MSUM sites and it will show under online tutoring. Consider Smarthinking now; it does take a bit of time to register and then you’ll be set.

Finally, know that Smarthinking advises submitting papers for review at least 3-4 days before they are due to the faculty. Their turn-around is fast, but you need good time to also tweak your work based on the tutor’s advice.
Writing: The Online Writing Lab (OWL) at Purdue APA Guide

Purdue University has an excellent online writing lab known as OWL 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.

See these OWL links:
- The Online Writing Lab (OWL) at Purdue APA Guide
- The OWL’s APA PowerPoint Slide Presentation (a refresher on the essentials of APA !)

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.

- A virtual library orientation for the nursing program is available here: Nursing Orientation.
- As an online student, you can access MSUM's databases and interlibrary loan using your StarID and password. See more information on this page: http://libguides.mnstate.edu/c.php?g=183297&p=1207940
- Travis Dolence 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 homepage of each D2L Brightspace® course.

Tools4School

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: MSUM IT Tools4School - and don’t be afraid to ask questions!

Registrar’s Office

The MSUM Registrar’s Office manages your student transcripts, Degree Audit Report (DARs), and other official documents from admission through graduation. The Registrar’s Office is exceptionally knowledgeable about MnSCU, 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 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 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 Xi Kappa at Large Chapter http://xikappa.nursingsociety.org/home
SECTION V: RN-BSN PROGRAM POLICIES

VERIFICATIONS for PROGRAM COMPLIANCE
To comply with Minnesota, federal, and agency requirements for MSUM’s RN-BSN students, all students must verify all program requirements (listed below) 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 current below; in such case students would need to comply with the added clinical site requirement(s).

The list of requirements follows, and is on the Nursing RN-BSN Admitted Student Requirements webpage. To remain program compliant, it is absolutely the student’s responsibility to remain current with verifications listed below. Students who are non-compliant face risk of program dismissal.

WHERE to Upload Required Verifications
Students in the RN-BSN program are required to submit (or complete) all verifications to an electronic repository, CastleBranch®. Within CastleBranch®, students are required to establish an account which provides a secure location to upload, track, monitor, and house all program verifications.

Upon acceptance to the program, RN-BSN students will receive an email outlining the (below) process to get started in CastleBranch® (CB). To get started:

a) The cost for you to complete the verification on your CB account will be a one-time fee of $97.
b) Place your order and create your account visit https://www.castlebranch.com/
c) Begin by clicking “Place Order” then under “Please Select,” choose Nursing > Undergraduate.
d) Then, in Nursing Undergraduate, place an order for the MQ12 package (top option, “I am a new student...,” etc.).
e) If you have any issues with this phase, first call the CastleBranch service personnel for assistance @ 888.723.4263 or see https://mycb.castlebranch.com/help
f) If you need additional support, contact the nursing office or assistants at nursing@mnstate.edu or (218) 477-2693.
g) Once you have created your account and purchased your package, you can complete the requirements listed below.

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<thead>
<tr>
<th>Clinical Requirements</th>
<th>Acceptable verification</th>
<th>When Due</th>
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<tbody>
<tr>
<td>1. MQ 12 eLearning: HIPAA Training</td>
<td>Within CB under the MQ12 e-learning tracker, students complete HIPAA Training (Overview 2013) and upload their completion certificate to their CB profile.</td>
<td>on admission</td>
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<tr>
<td>2. Minnesota DHS NETStudy (background check)</td>
<td>By MN law, through the Minnesota Department of Human Services (DHS), all nursing students must submit a specific Minnesota DHS NETStudy 2.0 (background) on admission and annually. You get instructions for completing your DHS study in email after admission to the program (if questions, please email <a href="mailto:nursing@mnstate.edu">nursing@mnstate.edu</a> for further information). Please note that fingerprints and a photograph are now required for this background. The Minnesota DHS NETStudy 2.0 notice of study results will come to your email address provided on the application. Students are to then submit a copy of clearance report/letter within CastleBranch®.</td>
<td>on admission and annually</td>
</tr>
<tr>
<td>3. Demographic Document Data Manager</td>
<td>Complete Demographic Document Data Manager in CastleBranch® and update if/when any relocations (moves) occur while a RN-BSN student.</td>
<td>on admission and when needed</td>
</tr>
<tr>
<td>4. Background check - national</td>
<td>Within CastleBranch® (CB), complete the background study (national) on admission and within 12 months of the final student semester, before capstone courses begin.</td>
<td>on admission &amp; prior to final semester</td>
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| 5. Measles, Mumps, & Rubella (MMR) | Either a or b below  
a) Documentation of two vaccine series OR  
b) Lab report documenting immunity (a titer documenting immunity of all three diseases).  
Submit official documentation of a or b within CastleBranch®. | on admission |
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| **6. Varicella** *(Chickenpox)* | *Either a or b below*
| a) Documentation of immunization (2 doses) OR | on admission |
| b) Lab report documenting immunity (a varicella-zoster virus [VZV] titer). | |
| *Note: a history of varicella disease does not guarantee immune status and is not considered an acceptable clearance.* | |
| Submit official documentation of a or b within CB. | |
| **7. Hepatitis B** | *Either a or b below*
| a) Documentation of 3-dose series OR | on admission |
| b) Lab report documenting Hep B immunity (e.g., HepBsAb or anti HepB). | |
| Submit official documentation of a or b within CB. | |
| **8. TB screening** | *Either a, b, or c below*
| a) One two-step Tuberculin Skin Test (TST). Submit report of two TSTs on admission. One-step annually thereafter. OR | on admission 2-step TST and annual one-step TST or b, c |
| b) Lab Test. A negative TB blood test on admission (e.g., QuantiFeron®-TB or T-Spot® TB). | |
| c) Chest X-Ray report by provider. A healthcare provider report of one negative chest x-ray (within past 12 months) and absence of symptoms. OR | |
| Submit official documentation of a, b, or c within CB. | |
| **9. Tetanus/ Diphtheria/ Pertussis** | *Either a or b below*
| a) One dose of Tdap vaccine within the last 10 years. OR | on admission |
| b) One dose of Tdap vaccine administered as an adult and one booster dose of Td within the last 10 years (must provide both records as a single upload). | |
| Submit official documentation of a or b within CB. | |
| **10. Current CPR certification** | Documentation of current Healthcare Provider/Professional Level CPR certification (expires every 2 years). |
| Submit official documentation to CB. | on admission keep current while actively enrolled |
| **11. Influenza Vaccine** | Annual record of vaccine during flu season (Oct 1 - March 31); deadline: Nov 1 or request dept. over-ride if after Nov 1 when admitted. |
| Submit official documentation to CB. | up to date for current season upon admission annually in fall by Nov 1 |
| **12. Health Insurance Coverage** | Submit verification of health care insurance coverage where indicated within CB. | on admission |
| **13. Professional License (RN License[s])** | Submit a copy (a screenshot of online verification is acceptable) of current, official verification of Professional License (RN License[s]) in CB. | on admission keep current while actively enrolled |
| **14. Handbook Acknowledgement** | Students verify that they have read the current RN to BSN Handbook. | on admission re-submit, as directed, as handbook is updated |
| **15. Consent Form** | Complete Student Consent Form - link found within CB site. Upload to CB where indicated. | on admission |
| **16. Release of Records** | To assure clinical contract compliance, at times some agencies may require proof of specific verifications on this list. Students affirm that it is acceptable to release records if requested. | on admission |
**PLEASE NOTE:**
- Do not send verifications/compliance documents to the School of Nursing and Healthcare Leadership, nursing faculty or staff. They will not be accepted.
- All records must be OFFICIAL and must be uploaded in the CastleBranch® or faxed/emailed to their agency.
- If you need assistance, please FIRST contact CastleBranch® directly, 8am - 8pm, M-F (888-723-4263 or see [https://www.castlebranch.com/contact-us](https://www.castlebranch.com/contact-us))
- For questions to the nursing program, please contact nursing@mnstate.edu OR call 218.477.2693

**Program Compliance**
Clinical experiences are a vital element in the nursing curriculum. Minnesota State University Moorhead values the clinical partnerships and respects the student requirements in the interagency contract for these clinical experiences. Students may not be allowed to participate in clinical experiences and cannot be guaranteed clinical placement if they 1) decline required verifications, 2) are not compliant with all verifications in CastleBranch prior to clinical start, 3) do not consent to the clinical document release 4) or have concerning offenses on their clinical background check. In the end, the student’s inability to participate fully in clinical will jeopardize their success in the program and he/she may be asked to withdraw if the requirements are not met.

**Attendance Policy: Online and Clinical**
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.

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 clinical experiences arranged, attendance is **required**. Clinical attendance is further specified in the respective course syllabi. It is the responsibility of the student to contact the faculty member to discuss any conflicts. Failure to complete clinical hours puts any student at risk for failure of that course. In an emergency, students shall contact the faculty and agency (or clinically-related individual, e.g., gerontological client) as soon as possible.

**Clinical Mentorship**
Some course(s) involve a mentor-relationship to support course outcomes. A mentor is a professional registered nurse or other healthcare professional partner with a high level of expertise in a specific area who enhances clinical learning experiences for students. The mentor may delegate to individual coaches in order to facilitate the experience for the student.

Course faculty will outline the mentor relationship policy. The policy is highlighted in brief below.

1. **Mentor Qualifications:** A registered nurse mentor must possess at least a baccalaureate degree in nursing and have competencies appropriate to support the student experience. A non-RN mentor is a member of the interdisciplinary healthcare team with at least a baccalaureate degree and credentials to appropriately support the student experience. The mentor must be perceived as a role model for professional nursing practice. The mentor must exhibit enthusiasm and be able to work with students and faculty in a constructive manner.
2. **Responsibilities of the Student in Mentor Relationship.** The student is responsible to:
   a) Negotiate the clinical experience with the mentor including the establishment of learning outcomes, specific learning experiences and methods of evaluation.
   b) Demonstrate self-direction, planning and implementation of the experience seek appropriate feedback from the mentor or professional partner and faculty.
   c) Know agency policies and regulations before beginning the mentorship.
   d) Communicate regularly with faculty and the mentor or professional partner.
   e) Complete the student-learning contract or project proposal and adapt as needed within the specific timeframes.
   f) Students are encouraged to provide feedback regarding the experience through both summative and formative evaluation.

3. **Responsibilities of the Mentor.** A mentor provides opportunities for clinical practice exposure and/or experience. The mentor will:
   a) Assist in planning experiences for the student based on the student’s learning needs and clinical contract/objectives.
   b) Provide guidance, education and opportunities for the student to understand the role of the professional nurse in the clinical setting.
   c) Guide the student in relating clinical experiences to theoretical concepts and course objectives.
   d) Emphasize evidence-based practice.
   e) Support and foster the promotion of a positive self-esteem in the student.
   f) Exhibit positive role model behaviors in the clinical setting.
   g) Provide objective and constructive feedback regarding the student’s clinical experience to the student and faculty member.

4. **Responsibilities of the Faculty Member in Mentoring Agreements.** Your clinical course faculty will:
   a) Retain responsibility for the overall planning and evaluation of learning experiences and student performance in the achievement of course objectives.
   b) Plan with the student and mentor learning experiences that are consistent with learning objectives.
   c) Communicate as needed with the student and mentor on an ongoing basis for feedback concerning the experience.
   d) Acknowledge the valuable contribution that the mentor brings to the educational process.

5. **Evaluating the Mentored Experience.** Responsibility for overall evaluation of the student’s mentored clinical experience rests with the faculty. The mentor or professional partner will be asked to provide feedback that will be incorporated into the total assessment of the student’s performance. The student is expected to evaluate his/her experiences by discussing and clarifying their individual progress through regular conferences with the faculty and mentor or professional partner.

**Clinical Appearance**

Students in a clinical 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 clinical experiences:

1. In clinical settings, 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 clinicals (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 nursing department

**NOTE:** The SNHL does provide opportunity for MSUM polo shirts and more. However, students are to consult with faculty as to appropriateness of MSUM polo shirts in clinicals.
**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 (as are those in clinical sites and/or agencies). While in clinical experiences, online students are subject to the MSUM Smoking and Tobacco Use/Sale Policy. 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 clinical experiences for 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 clinical site’s employee drug and alcohol testing 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 consequence of academic dishonesty ranges 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 being screened through plagiarism detection software.
6. All written work must be done individually (unless assigned to a group project) and properly cited and referenced, using APA style.
7. If a student has questions about the policy, it is her/his responsibility to discuss it with their faculty or academic advisor.
8. 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](https://www.msumontana.edu/student-handbook/policies-procedures/student-conduct-code).

**Critical Incident Policy**

A critical incident is described as a breach of any associated policy of a nursing course, of the program, college, or of professional nursing standards as outlined in the ANA’s Code of Ethics and/or Scope and Standards of Practice, nurse practice acts, and more. Examples of critical incidents, in part, would be unprofessional or unethical behavior, unsafe practice, breaches in confidentiality (HIPAA), incivility, lack of integrity, cheating, intentional plagiarism, etc. An occurrence of a critical incident is a significant concern and documentation enables faculty to support re-direction of at-risk behaviors. A critical incident would be documented by faculty on a Critical Incident Report form. The documentation of the critical incident, including a plan of action, would be reviewed and signed by the student. The Critical Incident Report would be filed with the Chair of the School of Nursing and Healthcare Leadership. Note below that any combination of two critical incidents results in program dismissal.
**Academic Progression**

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

1. Maintain an overall 2.75 GPA in the nursing program courses.
2. Earn a grade of C- or higher in each nursing course.
3. Achieve satisfactory/passing performance for the clinical components of each clinical course.
4. Complete the RN-BSN core nursing courses within five calendar years.

**Nonfulfillment of Progression Requirements (grade D, F)**

*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 baccalaureate program will result in immediate dismissal from the program. If there have been unsuccessful attempts in any TWO nursing courses, the second failed course cannot be re-attempted.
3. Any nursing course that was unsuccessful (grade D or F) must be repeated successfully before progressing in the major. Following an unsuccessful attempt, in the next semester the student is limited to studying just two courses.
4. The faculty member will communicate any unsuccessful attempts to the Chair at the end of the semester.

**Probation**

*A student is placed on program probation if any of the following occur:*

1. An unsuccessful attempt (grade D or F) of one nursing course.
   - Student has one term to repeat that course and achieve a C- or higher.
2. Cumulative MSUM nursing GPA drops below the required 2.75 average.
   - The student then has TWO semesters to attain/surpass the 2.75 GPA for progression.
3. There is any critical incident, documenting at-risk behaviors.

**Program Dismissal**

*A student will be dismissed from the nursing program for:*

1. Failure to maintain current records of program and clinical requirements (see Verifications for Program Compliance policy)
2. Revocation of his/her RN licensure
3. Failure to achieve a minimum of “C-“ in all nursing courses after one re-attempt of unsuccessful course.
4. Failure to meet progression standards of MSUM nursing GPA 2.75 or higher for two consecutive semesters.
5. Any combination of TWO critical incidents documented, which reflect poorly on the professional, ethical conduct expected of MSUM’s RN-BSN students.
6. A federal or MnDHS background study that disqualifies the student from any position allowing direct contact with those receiving healthcare related services.

**Request for Program Reinstatement**

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

1. The written request for reinstatement should be addressed to the Chair.
2. If the dismissal is for academic performance, a plan of improvement must be included with the request. Reinstatement will be based on the decision by the RN-BSN Admissions and Progressions Committee and Chair.
3. Should reinstatement be granted, the date of return is determined by the Chair based on space availability.
4. Reinstated students must adhere to the readmission recommendations/expectations of the RN-BSN committee and Chair.
**Voluntary Withdrawal from Program & Readmission Considerations**

Any student considering program withdrawal is strongly encouraged to meet with the faculty advisor or SNHL Chair. 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 re-admission.

2. Students who withdraw after completing one or more semesters in the RN-BSN program may 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 one semester, he/she will need to re-apply for admission to MSUM when desiring to return to the program.

3. Requests for leaves of absence must be submitted in writing to the Chair of the SNHL.

4. Readmission following a leave of absence will be granted only if course spaces are available.

5. Again, all students must complete the RN-BSN core nursing courses within five calendar years.

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**Formal Complaint Policy**

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

The SNHL acts vigilantly to resolve any issues on an informal basis. If issues are not resolved informally, the process for resolution becomes formalized and follows the MSUM policy.

The nursing programs define a formal complaint 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, and which is then set out in writing, and forwarded as outlined in grievance/complaint sections of MSUM student handbooks (undergraduate, graduate).

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 and 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 still remains unresolved despite advancing the matter through the informal process ranks, the student will file a written complaint utilizing the form as attached below.
   b) In filing a formal concern, students are referred to the MSUM Student Grievance and Complaint Process in the MSUM Student Handbook.
   c) Undergraduate grade appeals are addressed in the MSUM Student Handbook.

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 MnSCU and the Interfaculty Organization.
**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 (**MSUM Policy**).

The course with “I” designation must be completed by 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 MnSCU Board policy, university email accounts are required for official communication with MSUM students. RN to BSN 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 uses 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 outcomes are framed from standards presented by the American Association of Colleges of Nursing (AACN) in their publications, *The Essentials of Baccalaureate Education for Professional Nursing Practice* (Essentials) (AACN, 2008).

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:


- Public Health Foundation (2014). *Core competencies for public health professionals.*


- Quality and Safety Education for Nurses (QSEN) Institute (2014 - link)
# APPENDIX B

## RN to BSN Nursing Degree

### Advising Record

<table>
<thead>
<tr>
<th>LIBERAL ARTS &amp; SCIENCES CURRICULUM (LASC) REQUIRED: 42 TOTAL CREDITS AND 10 AREAS COVERED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOTE:</strong> A course from Goal Areas 3, 5, or 6 may also satisfy Goal Areas 7, 8, 9 or 10. Completion of the approved course fulfills both goal areas, but the credit may not be double counted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CR</th>
<th>CR earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1A</strong></td>
<td>Oral Communication (i.e., CMST 100)</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>1B</strong></td>
<td>Written Communication</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>CRITICAL THINKING</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>NATURAL SCIENCES</td>
</tr>
<tr>
<td>6</td>
<td>2 Courses from 2 different disciplines/rubrics – one with lab</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>MATHEMATICAL/LOGICAL REASONING</td>
</tr>
<tr>
<td>3</td>
<td>i.e., MATH 105; 234 Statistics (if planning on grad school) Need to take placement exam</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>HISTORY AND SOCIAL SCIENCES</td>
</tr>
<tr>
<td>6</td>
<td>2 courses from 2 disciplines/ rubrics (areas)</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>ARTS AND HUMANITIES</td>
</tr>
<tr>
<td>6</td>
<td>2 courses from 2 disciplines/ rubrics (areas)</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>HUMAN DIVERSITY</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>GLOBAL PERSPECTIVES</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>9</strong></td>
<td>ETHICAL AND CIVIC RESPONSIBILITY</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>10</strong></td>
<td>PEOPLE AND THE ENVIRONMENT</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>42</td>
</tr>
</tbody>
</table>

### RN-BSN CORE Curriculum 31 CREDITS IN SUGGESTED ORDER

<table>
<thead>
<tr>
<th>CR</th>
<th>PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>N301</strong></td>
<td>1) TRANSITIONS 1st semester</td>
</tr>
<tr>
<td>(fall/sp )</td>
<td>co-req option: N. 303L, N 342, N370</td>
</tr>
<tr>
<td><strong>N303L</strong></td>
<td>1) FAMILY NURSING (WI)</td>
</tr>
<tr>
<td>(fall/sp )</td>
<td>L - has independent “lab” – a family project</td>
</tr>
<tr>
<td></td>
<td>coreq option: N. 301</td>
</tr>
<tr>
<td><strong>N342</strong></td>
<td>2) CARE OF DIVERSE POPULATIONS</td>
</tr>
<tr>
<td>(fall/sp/<strong>u</strong>)</td>
<td>coreq option: N. 301</td>
</tr>
<tr>
<td><strong>N370</strong></td>
<td>3) NURSING RESEARCH AND EBP</td>
</tr>
<tr>
<td>(fall/<strong>u</strong>)</td>
<td>coreq option: N. 301</td>
</tr>
<tr>
<td><strong>N348L</strong></td>
<td>4) PUBLIC HEALTH</td>
</tr>
<tr>
<td>(fall/sp )</td>
<td>L = has independent clinical portion (hrs in local PHN site)</td>
</tr>
<tr>
<td></td>
<td>prereq-N 301, N. 303L</td>
</tr>
<tr>
<td><strong>N420L</strong></td>
<td>5) GERONTOLOGICAL NURSING</td>
</tr>
<tr>
<td>(fall/sp/<strong>u</strong>)</td>
<td>L = has independent lab/clinical portion (gero-assessment)</td>
</tr>
<tr>
<td></td>
<td>prereq: N. 301, 370</td>
</tr>
<tr>
<td></td>
<td>advise later in major</td>
</tr>
<tr>
<td><strong>N450</strong></td>
<td>6) APPLIED PATHOPHYSIOLOGY</td>
</tr>
<tr>
<td>(fall/sp)</td>
<td>prereq : N. 301</td>
</tr>
<tr>
<td><strong>N472</strong></td>
<td>7) LEADERSHIP and PROFESSIONAL DEVELOPMENT</td>
</tr>
<tr>
<td>(fall/sp/<strong>u</strong>)</td>
<td>prereqs: N. 301, 303L, 370</td>
</tr>
<tr>
<td></td>
<td>coreq option: 473L</td>
</tr>
<tr>
<td></td>
<td>advise all but N.473L first</td>
</tr>
<tr>
<td><strong>N473L</strong></td>
<td>9) PROFESSIONAL PATHWAYS (WI)</td>
</tr>
<tr>
<td>(fall/sp/<strong>u</strong>)</td>
<td>L = has clinical practica/project</td>
</tr>
<tr>
<td></td>
<td>ALL but N. 472 are absolute pre-reqs</td>
</tr>
<tr>
<td></td>
<td>ONLY optional coreq: N472</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED NURSING CREDITS NEEDED**

| **31** |

**UPPER DIVISION CREDIT RULE:**

you will need a total of 40 credits at 300-400 level (31 in nursing and 9 credits beyond required nursing courses, transferred or studied in program; can be combined with 300-400 level LASC course)

**ADDITIONAL UPPER DIVISION CREDITS NEEDED:**


**NOTE:**

WI = Writing Intensive (2 required by MSUM): are in nursing plan

Assistant Registrar:
Shawn Soderberg 218.477.2566

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

*Summer course availability is not guaranteed as presented, this is a past pattern only. Administrative directives/faculty availability dictates course offerings each term.

- NEED 120 credits for MSUM baccalaureate degree
- NEED 30 credits from MSUM for a MSUM degree (nursing has 31)
IMPORTANT CONTACT INFORMATION

1. College DEAN
   Dr. Jeffrey Bodwin
   College of Science, Health & the Environment
   bodwin@mnstate.edu
   218.477.5892

2. School of Nursing and Healthcare Leadership CHAIR
   Barbara Matthees, PhD, RN, CNE
   Professor
   matthees@mnstate.edu
   218.477.2695

3. RN-BSN Program COORDINATOR
   Alicia Swanson, MSN, RN, PHN
   Assistant Professor
   swansoal@mnstate.edu
   701.477.2418

4. Nursing Administrative Assistant
   Anne Hagensen
   Nursing Administrative Assistant
   nursing@mnstate.edu
   218. 477.2693

5. HELPDESK - Information Technology (IT)
   https://www.mnstate.edu/helpdesk/
   support@mnstate.edu
   218.477.2603

6. Bookstore
   http://bookstore.mnstate.edu/
   218.477.2111

7. Business Services Office
   https://www.mnstate.edu/business-services/
   218.477.2221

8. Accessibility Resource Center
   https://www.mnstate.edu/accessibility/
   218.477.4318

9. Library - Livingston Lord Library
   https://www.mnstate.edu/library
   218.477.2922

10. Registrar’s Office
    https://www.mnstate.edu/registrar
    218.477.2565

MAILING ADDRESS
   Nursing Department
   Lommen Hall 213
   1104 7th Ave S
   Moorhead, MN 56563