



**The Pre-Licensure Program
Nursing Student Handbook**
SCHOOL OF NURSING



2019-2020

Disclaimer

Every effort has been made to ensure the accuracy of the material contained within this handbook. However, all policies, procedures, and program information are subject to change. The provisions of this handbook do not constitute a contract between the student, the college, or the School of Nursing. Students will be responsible for and held to changes in the Nursing Student Handbook. Nursing students will be notified of handbook changes.

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Welcome

The School of Nursing staff and faculty of Minnesota State University, Mankato welcomes you as you begin your academic and professional journey as a nursing student. The Nursing Student Handbook is an essential resource for you and informs you of the School of Nursing's Pre-Licensure Program requirements, policies, and resources. The Handbook will assist in your communication, understanding and overall academic success as a nursing student.

School of Nursing Organization and Leadership: The Pre-Licensure Program

The School of Nursing is part of the College of Allied Health and Nursing. The Dean is the academic administrator with overall responsibility and oversight of academic programs within the college, including the School of Nursing.

The School of Nursing has a Department Chairperson who is elected from the faculty. The Department Chairperson meets established standards and qualifications to be the Director of Nursing programs at Minnesota State University, Mankato.

The Pre-Licensure Program has clinical coordinator(s) who are responsible for the day-to-day operations and communication with faculty and students in the program.

The University and The Pre-Licensure Program Academic Leaders for 2019-2020:

University President: Dr. Richard Davenport

Provost & Vice-President of Academic Affairs: Dr. Marilyn Wells

Dean, College of Allied Health and Nursing: Dr. Kristine Retherford

School of Nursing Chairperson: Dr. Patricia Young

Pre-Licensure Program Coordinator: Dr. Marilyn Swan

Pre-Licensure Program Clinical Coordinator: Dr. Marilyn Swan

Learning Resource Lab & Simulation Director: Dr. Colleen Royle

Program Approvals

Minnesota State University, Mankato, is approved for accreditation by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
Phone: 800-621-7440

The Bachelor of Science, Nursing (Pre-Licensure) is approved by the Minnesota Board of Nursing.

2829 University Ave SE Suite 200
Minneapolis, MN 55414
Phone: 612-317-3000
Email: nursing.board@state.mn.us

The School of Nursing is accredited by the Commission on Collegiate Nursing Education.
Commission on Collegiate Nursing Education

One DuPont Circle, NW Suite 530
Washington, DC 20036
Phone: 202-887-6791

Community Advisory Council

The Minnesota State Mankato School of Nursing Community Advisory Council serves as a vital link between the School of Nursing and the practice world. Ongoing and rapid changes in health care, nursing, government, and technology create the need for communication and collaboration between nursing education programs and the communities they serve. The School of Nursing Community Advisory Council provides insight into trends affecting nursing practice, nursing job development, and job placement.

The advisory council role is purely advisory, and has no administrative, management, personnel, or budgetary authority or responsibility; it is not a policy making body. The sole function is to provide support and advice for the faculty teaching the nursing education programs offered by the School of Nursing.

School of Nursing Committees

The School of Nursing has a Pre-Licensure Program Committee that address issues related to curriculum, admissions, and progression, and student life. Membership for many of these committees includes student representation. Students may volunteer, or be asked by faculty, to participate as student representatives on School of Nursing committees.

Affirmative Action Plan

Minnesota State University, Mankato and the School of Nursing is committed to Minnesota's statewide affirmative action efforts and providing equal opportunity. Link to Affirmative Action Plan: https://www.mnsu.edu/eotitleix/plans/msum_aap_2018-2020_printing.pdf

Equity, Access, and Inclusion

Minnesota State University, Mankato and the School of Nursing are committed to providing meaningful inclusion, access, and equity in education opportunities. To learn more about MSU's Office of Equal Opportunity & Title IX, visit <https://www.mnsu.edu/eotitleix/>

Access for Individuals with Disabilities

The University will provide access to programs, services and activities to qualified individuals with known disabilities as required by law. The university shall make reasonable accommodations to ensure access to programs, services and activities as required by law. Please contact Accessibility Resources, phone 507-389-2825, with concerns or questions.

Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please see the faculty of your course as early in the semester as possible to discuss the necessary accommodations, and/or contact Accessibility Resources: <http://www.mnsu.edu/access/contact.html>

Academic Advising

A nursing faculty member will be assigned as the academic advisor to nursing students. Academic advising is an ongoing process where the student and advisor(s) work together to clarify goals, establish meaningful educational plans, effectively use resources and seek opportunities. The end goal is for you to be an involved, independent, self-directed life-long learner. Students may request a change in their faculty advisor; see Appendix A for the *Advisor Request Form*.

Student Responsibilities for Advising

- Take time to meet and get to know your faculty advisor.
- Be an active participant in the advising experience.
- Accept responsibilities for your decisions.
- Follow through with recommended actions and referrals from the faculty advisor.
- Provide advisor with accurate information about interests, abilities and goals.
- Come prepared to each advising session with questions and materials for discussion.
- Learn and understand the nursing program's progression and graduation requirements.
- Read and assume responsibility for understanding the contents of the Nursing Student Handbook.
- Check MavMAIL daily and be aware of important dates, deadlines and opportunities.
- Know how to access and interpret information on E-services including registration, billing, grades, and Interactive Degree Audit (DARS).
- Monitor DARS report to ensure that all goal areas are fulfilled for graduation.

Counseling

The School of Nursing recognizes the value of physical and mental health in a nursing student. Minnesota State University, Mankato Counseling Center offers confidential help to assist students in resolving personal, social, and educational concerns that may be interfering with their ability to succeed at the university. Services include short-term counseling, educational programming, crisis intervention, consultation, testing, and referral to outside resources. The Center is located in Centennial Student Union, Room 285. For more information on Counseling Center services and hours, visit: <http://www.mnsu.edu/counseling/>

Student Health Services

Student Health Services provides a limited amount of health care for all university students. For more information, visit <http://www.mnsu.edu/shs/>

Communication

Communication with students is essential at Minnesota State University, Mankato and within the School of Nursing. Students are expected to practice professional communication with peers and faculty.

Student Information

To facilitate effective communication, students must provide current name, local and permanent addresses, phone numbers, and email addresses. When there are changes, it is the

responsibility of each student to inform the School of Nursing office of name, address, and/or telephone number changes. Please see Appendix B for the *Student Information Change Form*.

Email Communication

The School of Nursing uses a variety of ways to facilitate communication between faculty and students. **The Minnesota State University, Mankato assigned email address will be used as the primary method of communication.** Therefore, it is essential that nursing students access their MSU email. Failure to do so may result in missing important information. Forwarding your University email to another account may also lead to losing important information. Therefore, students should not forward mail from the MSU account. If the student chooses to forward email sent to the University email account, they are still responsible for all information, including attachments. Students can access and use the MSU email account from off-campus sites throughout the year through MavMail at <http://mavmail.mnsu.edu/>. This access requires knowledge of the starID and password.

Email Etiquette

Email Communication should be professionally written, using punctuation. Emails should be respectful and courteous. Please avoid using all capital letters (yelling via email) and limit using popular text message abbreviations. If you are upset, it is often best to not use email. We encourage students to go to the person you are upset with and have a conversation. Direct communication often de-escalates and diffuses issues.

Awards and Scholarships

Over the years, several individuals have contributed to and nurtured the growth and development of the School of Nursing. These contributions have resulted in significant endowed funds used for scholarships and awards that have been established to support nursing education. In addition, nursing alumni and School of Nursing faculty have contributed to these funds. Current scholarships/awards are listed on the Scholarship Finder website where applications are accepted. See Appendix C for detailed information.

Mu Lambda Sigma Theta Tau International Honor Society of Nursing

The Minnesota State University, Mankato Honor Society of Nursing was chartered as Mu Lambda Chapter #297 of Sigma Theta Tau International on May 4, 1990. In 1922, six nursing students from Indiana University Training School of Nurses (which is now Indiana University School of Nursing) formed the first nursing honor society. The Greek letters they chose were *storgé*, *tharsos* and *timé*: love, courage and honor. Today, the Honor Society of Nursing, Sigma Theta Tau International (STTI), or Sigma, serves 135,000 active members in more than 90 countries and the nursing profession at large. It is the second largest nursing organization in the United States and among the five largest and most prestigious in the world.

The society exists to:

- Recognize superior achievements in nursing
- Encourage leadership development
- Foster high nursing standards
- Stimulate creative work
- Strengthen the commitment to the ideals of the profession

Sigma Theta Tau International is committed to improving the health of people worldwide through the development, dissemination and deployment of nursing knowledge. In support of this mission, the Society advances nursing leadership and scholarship, and supports the use of research in clinical practice and public policy.

Senior students in the School of Nursing who meet established criteria may be invited to membership in the spring of each year. Invitations are extended to students who have achieved at GPA of at least 3.0 and who are in the top 35% of their senior class. In addition, community nurse leaders who have a minimum of a baccalaureate degree and have demonstrated achievement in nursing education, practice, research or publication are invited to membership. Nominations are initiated by members of the Mu Lambda Chapter and processed by members of the Governance Committee.

Student Nurses Association (SNA)

The SNA is a Registered Student Organization at Minnesota State University, Mankato. For information on University Registered Student Organizations, visit:

<http://www.mnsu.edu/activities/rso/>

SNA is a student led organization consisting of nursing and pre-nursing students. The local chapter is part of the National Student Nurses' Association; SNA contributes to nursing education, influences health care through legislative activities, encourages community activities that improve health care and foster relationships.

SNA leaders are selected by the members; get involved! SNA is an excellent way to promote support for our fellow students, to give and receive advice, and to have fun!

Vision and Mission

The School of Nursing is an intellectual community that strives for innovation and excellence within education, scholarship, and practice in family and societal nursing.

Mission

The mission of the School of Nursing is to influence health care for the individual, family, and society through the advancement of nursing science, the promotion of clinical scholarship, and innovative education of practitioners and clinical leaders.

Statement of Values

As a School of Nursing we value the individual, family, and society, innovation and excellence, empowerment, social justice, and the discipline of nursing.

Family and Society

- Facilitate health and healing of individuals, families, and society by integrating evidence, clinical reasoning, inter-professional perspectives, and client value preferences in providing nursing care.
- Providing quality and compassionate health care to individuals, families, and society within a dynamic environment.
- Focus on development, validation, and dissemination of nursing practice models that attend to the unique nature of individuals, families, and society.
- Support the scholarship of nursing practice with emphasis on advancing family and society health and healing.
- Provide leadership in the development of educational models and policies to improve family and societal nursing within a global health context.
- Support individual, family, and societal health as the central purpose for the nursing discipline.

Innovation and Excellence

- Recognize and embrace the importance of change, creativity, courage, flexibility, inquisitiveness, and perseverance in our journey toward excellence.
- Value the use of simulation, technologies, information, and communication systems in supporting safe quality nursing practice.
- Create a culture of safety and promote quality initiatives by anticipating and responding to changing issues and trends influencing policies and practices in health care.
- Promote experiential learning through a variety of pedagogical approaches.
- Support the work of the Glen Taylor Nursing Institute for Family and Society and the International Family Nursing Association (IFNA).

Empowerment and Social Justice

- Exemplify personal and professional accountability by modeling nursing values and standards.
- Respect variations and complexity of care across the continuum of health care environments and allocation of resources in caring for all.
- Demonstrate tolerance for uncertainty within the world and its effect on health care.

- Enhance the quality of health for all people.
- Integrate knowledge of health care, policy, finance, and regulatory environments to enhance political awareness, fiscal responsibility, and advocacy for social justice.
- Strive for ethical decision-making in the application of social justice.

The Discipline of Nursing

- Provide a scientific basis for nursing actions that guides practice to support family and societal health.
- Advance the discipline by developing and disseminating knowledge that enhances nursing scholarship and the quality of health for all people.
- Use philosophical foundations to reflect values and beliefs that support family and societal health.
- Incorporate the pattern of knowing to promote individual, family, and societal health.
- Utilize evidence based practice to promote individual, family, and societal health.
- Disseminate paradigms and products of inquiry that promote family and societal health.

Program Outcomes

1. Synthesize knowledge to provide competent evidenced based care and facilitate the health of individuals, families, and society.
2. Utilize knowledge of complex systems as the basis for leadership that creates a culture of safety and promotes quality initiatives within the context of interprofessional care.
3. Integrate evidence, clinical reasoning, interprofessional perspectives, and health care preferences in planning, implementing, and evaluating outcomes.
4. Demonstrate skills in using health care technologies, information systems, and communication strategies that result in safe quality care outcomes.
5. Demonstrate knowledge of health care, political awareness, fiscal responsibility, professional regulations, and advocacy for social justice.
6. Display effective intra and interprofessional communication and collaboration techniques to produce positive professional working relationships.
7. Validate the nurse's responsibility in population health and community oriented nursing.
8. Exemplify personal and professional accountability by modeling nursing values and standards.
9. Engage in baccalaureate-generalist nursing practice while respecting the uniqueness and complexity of care.
10. Promote, maintain, sustain, and regain the health of individuals, families and society.

Standards for Professional Nursing

The School of Nursing adheres to the highest professional nursing standards, including the American Nurses Association (ANA) Standards of Professional Nursing Practice (2010), The Essentials of Baccalaureate Education for Professional Nursing Practice (2008), and American Nurses Association (ANA) Code for Nurses with Interpretive Statements (2015). These professional practice statements are foundational to professional nursing and guide our program (see Appendix D, E, & F).

Students are expected to integrate and demonstrate these professional standards while in the School of Nursing.

Policies for Students

In addition to the student policies outlined in the Minnesota State University, Mankato Catalog, and the Pre-Nursing Student Handbook, the following policies are in effect for nursing students.

[Read the Pre-Licensure Program Student Handbook](#)

Admitted students to the School of Nursing are expected to have knowledge of the policies and procedures contained in this Nursing Student Handbook. On admission to the program, students will be expected to submit the *Confirmation of Reading Student Handbook* form, indicating that the student handbook has been read (See Appendix G for form).

[Professional Conduct and Behavioral Expectations](#)

Students are responsible and accountable for professional behaviors in the classroom, throughout experiential learning, and their scholarship. Failure to demonstrate professional behaviors may result in a failing grade for the activity and/or course, and/or dismissal from the experiential learning site, and/or the nursing program.

The expectations outlined below demonstrate professional behaviors by students. Students are to abide by the expectations outlined below and know it is not inclusive of all professional behavior expectations.

- The student is responsible for knowing and following the policies of the agency in which experiential learning experience is obtained. This includes agency policies outside of the building, such as parking and smoking.
- Students will be responsible for personal hygiene and to follow the School of Nursing dress code.
- Students will refrain from chewing gum, candy and using profanity or disrespectful language, or behavior, when working with the public and representing the School of Nursing.
- Cell phone use is not permitted during class or experiential learning experiences, unless approved by the instructor.
- Students will complete a thorough pre-clinical, or pre-simulation, preparation and be fully prepared to provide care.
- Students will be timely and be ready to provide care at the assigned activity start time.
- Students will be engaged and actively participate in experiential learning activities. As such, students will not be allowed to complete homework during experiential learning activities, unless the work is pertinent to the experiential learning outcomes and approved by faculty.

[MSU Statement of Academic Honesty](#)

In order for an academic community to teach and support appropriate educational values, an environment of trust, cooperation and personal responsibility must be maintained. As members of the University community, students assume the responsibility to fulfill their academic obligations in a fair and honest manner. This responsibility includes avoiding such inappropriate activities such as plagiarism, cheating or collusion. Students found responsible for one or more of these activities may face both academic sanctions (such as lowering a grade, failing of a course, etc.) and disciplinary sanctions (such as suspension, expulsion).

It is the intent of Minnesota State University, Mankato, to encourage a sense of integrity on the part of students in fulfilling their academic requirements. To give students a better understanding of behaviors that may constitute academic dishonesty, the following definitions are provided.

Plagiarism – Submission of an academic assignment as one’s own work, which includes critical ideas or written narrative that are taken from another author without the proper citation. This does not apply only to direct quotes, but also to critical ideas that are paraphrased by the student. Plagiarism includes but is not limited to:

- Submitting the work of others as your own
- Submitting others’ work as your own with only minor changes
- Submitting others’ work as your own without adequate footnotes, quotations, and other reference forms
- Multiple submission of the same work, written or oral, for more than one course without both instructor’s permission, or making minor revisions on work which has received credit and submitting it again as new work.

Cheating – Use of unauthorized material or assistance to help fulfill academic assignments. This material could include unauthorized copies of test materials, calculators, crib sheets, help from another student, etc. [In the School of Nursing cheating also includes falsification of research data and/or fabrication of clinical data.]

Collusion – Assistance to another student or among students in committing the act of cheating or plagiarism. [Note: Some of the assignments for certain courses in the School of Nursing involve collaborative work. This is not collusion. The student bears the responsibility to adhere to the guidelines of the assignment(s) as described in the course materials.]

Source: Academic Honesty Policy of Minnesota State University, Mankato.

Other examples of academic misconduct are outlined in the Statement of Student Responsibilities located on the website of the Office of Student Conduct: <http://www.mnsu.edu/conduct/> To formally report an incident of academic dishonesty, complete and submit an online *Silent Witness Report* form: <http://www.mnsu.edu/security/silentwitnessreport.html>

In the School of Nursing, consequences of academic dishonesty may include one or more of the following:

- Reduced points for a test, assignment, or presentation in question
- Receiving a zero for the test, assignment, or presentation in question
- Being asked to leave a classroom
- Receiving a failing grade for the course
- Documentation of the incident in the student’s permanent file
- Disciplinary action as determined by the University Judicial Board
- Dismissal from the School of Nursing

On entry into the Pre-Licensure Program, students will read and sign a *Code of Conduct Pledge* that will be kept in their permanent School of Nursing file (See Appendix H).

Nursing Student Pledge

Integrity and trust that a client or family have for a nurse is a cornerstone of professional practice. Each individual nursing student must learn to apply professional ethics in everyday academic and practice situations. To heighten the importance of integrity of the nursing profession, the nursing faculty have developed a student pledge that will be recited by students

at the beginning of each semester. The pledge is designed to keep student responsibility and accountability for their academic work in the forefront of their thoughts and guide their practice.

“I pledge to maintain professionalism, integrity and respect as a student in the School of Nursing at Minnesota State University, Mankato. I understand and will uphold the School of Nursing student Code of Conduct in my words, actions, and attitude.

I will not lie, cheat, plagiarize, fabricate, deceive, or be involved with those that do. I will do my own work. I will neither give nor receive help on a test or participate in collusion on assignments. This includes not sharing work and information with current and future students. I will cite and give credit to outside sources.

I have a moral obligation to act as a mandated reporter and report peers who violate the Code of Conduct. I will inform the faculty and/or School of Nursing Department Chairperson of my own and others’ infractions. I will be accountable and responsible in upholding the School of Nursing Code of Conduct. I commit to the highest nursing professionalism and will uphold the trust placed in nurses by the public.”

Progression, Retention, and Grade Requirements

The student has rights which must be protected. These rights include, but are not limited to, fair evaluations, advisement and counseling, and assistance in identifying and meeting learning goals.

Student Goal-Directed Behaviors

With reference to learning and professional activities, the student is expected to demonstrate and maintain goal-directed behavior by:

- Identifying verbally, or in writing, personal learning objectives and needs which are within the framework of course outcomes.
- Taking personal responsibility for his/her own actions relative to behaviors which facilitate, impede, or interfere with the achievement of learning objectives.
- Demonstrating effort to understanding one’s own behavior as this relates to the achievement of learning objectives.
- Demonstrating collaborative behavior regarding teaching-learning activities that have been designed to achieve course outcomes by taking the responsibility for:
 - Utilizing faculty as resource persons.
 - Communicating with an appropriate faculty person when it is necessary to be absent from a planned learning activity (clinical practice, seminar, simulation, etc.)
 - Communicating with appropriate persons when difficulties with faculty-student relationships are such that progress toward learning is impaired.
 - Taking the personal responsibility for managing information about course requirements, announcements and assignments (dates these are due, etc.)

- Periodically evaluating, verbally or in writing, his/her own behavior relative to progress toward learning objectives.
- Completing assigned written work on or before the specified date.
- Offering constructive criticism or alternatives to faculty when certain learning activities are perceived as in need of change.

Pre-Nursing Grade & Course Requirements

The grade, course repeat, and other progression policies outlined in the Pre-Nursing Student Handbook remain applicable upon entry into the Pre-Licensure Program.

Transfer Students from Other Nursing Programs

Students who wish to transfer to the School of Nursing from other nursing programs must meet the same criteria as all other students, including the cumulative GPA requirement.

A transfer student who has received three grades of “C-”, “D +/-”, “F”, “No Pass”, “No Credits”, or withdraws from a nursing course or required related course(s) may not be considered for admission to the School of Nursing. If these courses have been retaken and successfully completed at another institution, the student will have to appeal to the Pre-Licensure Program Committee for admission. The student must include in their petition how they have changed at-risk academic behaviors and provide evidence of academic success to be considered for provisional admission.

A student who has been unsuccessful in another nursing program may not be considered unless she/he has had a least one quarter/semester absence from that program and has appealed to the Pre-Licensure Program Committee for admission. To be considered for admission, the appeal must be received at least by the second week of the semester PRIOR to the semester for which admission is requested.

Students who wish to transfer nursing credits from other nursing programs must provide course syllabi for the courses for which they are requesting transfer credits. These must document the number of credits and the number of contact hours spent in the classroom and in experiential learning. These documents must be submitted at the time of application and will be reviewed by the Pre-Licensure Coordinator and by the Pre-Licensure Committee, who will determine if the courses for which the student is requesting credit are comparable. If these courses are not comparable, the student will need to retake the courses at Minnesota State University, Mankato.

Standard Grading Scale

The standard grading scale uses straight A, B, C, D and F letter grades, in addition, faculty members have the option of using +/- for further differentiation of achievement. Every grade carry with it a certain number of ‘quality points’ used for GPA calculation.

Grade	Quality Points	Grade	Quality Points	Grade	Quality Points
A+	4.00	A	4.00	A-	3.67
B+	3.33	B	3.00	B-	2.67
C+	2.33	C	2.00	C-	1.67
D+	1.33	D	1.00	D-	.67
F	0.00				

Dropping or Adding a Course

The School of Nursing adheres to the University policy of drop/add dates for complete session courses. Students are expected to follow the dates as printed in the class schedule.

Progression

Courses in the nursing curriculum are sequentially arranged and progression is based on successful completion of the pre-requisite course(s). Nursing courses in each semester of the program are pre-requisite courses for the following semester (see Four-year Academic Plan of Study). Students must successfully pass, or receive a minimum grade of a "C", all the courses listed in a semester before progressing into the next semesters' courses.

Students who have been exited or dismissed from the Pre-Licensure Program may not reapply for admission to the program.

The one exception to this policy is in the final semester of the fourth year of the program. Students must successfully complete NURS 463, 464, and 465 before taking N466.

Grade Requirements for Progression

Once provisionally or fully admitted to the School of Nursing, the student must:

- Achieve at least a "C" or "Pass" in each required nursing course
- Achieve at least a "C" in required related courses
- Maintain a minimum of a "C" average in all courses for the semester

A grade of "C-", "D +/-", "F", "No Pass", "No Credits", and/or withdraws from a nursing course or required related course(s) while enrolled in the nursing major, will receive "no credit" and is considered an unsuccessful attempt at the course. A student who is unsuccessful in two (2) courses (any combination of these in nursing, or the required related courses) will not be allowed to continue in the nursing program.

Students who have earned two "No Credit" grades cannot reapply to the nursing major.

Repeating Nursing Courses

A student can repeat the same nursing course only once. If a nursing course is not successfully completed after the second attempt, the student will not be allowed to continue in the nursing program.

A student who must repeat a clinical experience may not do so with the instructor who assigned an unsuccessful grade except with the written permission of the instructor and approval by the Pre-Licensure Program Committee.

Procedure After an Unsuccessful Attempt at a Course

When a student has been unsuccessful in a course (see *Grades Requirements for Progression*), follow this procedure:

1. Make an appointment to talk with your advisor to discuss options.
2. Complete the *Change in Progression* form (see Appendix I); be sure to obtain the advisor's signature.
3. Notify, and submit the signed *Change in Progression* form, to the Pre-Licensure Program Committee Chairperson.
4. The Pre-Licensure Program Committee makes recommendations regarding requests. While an alternative plan may be approved, taking a course is dependent on available space (see Appendix J for *Guidelines for Reviewing Student Requests for Returning to the School of Nursing*).
5. The Pre-Licensure Program Committee will notify the Pre-Licensure Program Coordinator.
6. The Pre-Licensure Program Coordinator will notify the School of Nursing Chairperson of the Pre-Licensure Committee's recommendation.
7. The student can expect a written response from the Pre-Licensure Program Committee within one week following the date of the committee review.
8. If the student is dissatisfied with the Pre-Licensure Program Committee's recommendation, the student may appeal to the School of Nursing Chairperson.
9. When the repeated course has been successfully completed, written notification by the student must be made to the faculty advisor and Pre-Licensure Program Coordinator, who notifies the School of Nursing Chairperson and the Pre-Licensure Program Committee.

Extenuating Circumstances Affecting Progression

In the event of extenuating circumstances that affect progression, the student may petition the Pre-Licensure Program Committee requesting permission to continue in the nursing program. The procedure to follow is outlined below:

1. Make an appointment with your faculty advisor to discuss options.
2. Complete the *Change in Progression* form (see Appendix I); be sure to obtain the advisor's signature.
3. Notify, and submit the signed *Change in Progression* form, to the Pre-Licensure Program Committee Chairperson. Documents must be submitted one week prior to the next regularly scheduled Pre-Licensure Program Committee meeting. This allows Pre-

Licensure Program Committee members time to carefully review all materials prior to the meeting.

4. The Pre-Licensure Program Committee Chairperson will notify the Pre-Licensure Program Coordinator and the School of Nursing Chairperson of the upcoming appeal.
5. The student has the right to present information at the meeting where recommendations are made regarding his/her progression in the School of Nursing. The student will be given 15 minutes of committee time to present this information. The student may be accompanied by another individual. If the student chooses to be accompanied by another individual, the student must inform the Pre-Licensure Program Committee Chairperson by 4:30 p.m. the day before the meeting as to who will be attending. It is recommended that no more than one additional person be present at the meeting.
6. The Pre-Licensure Program Committee will make a recommendation for progression based on a review of the:
 - Change in Progression request
 - Academic record of the student
 - Factors contributing to the student's failure(s)
 - Supporting documentation, if provided by the student
 - Student advisor and faculty member statements
7. The Pre-Licensure Program Committee Chairperson will notify the Pre-Licensure Program Coordinator and the School of Nursing Chairperson of the Committee's recommendation.
8. The student can expect a written response from the Pre-Licensure Program Committee within one week following the date of the committee review.
9. If the student is dissatisfied with the Pre-Licensure Program Committee's recommendation, the student may appeal to the School of Nursing Chairperson.
10. When the repeated course(s) has been successfully completed, written notification by the student must be made to the faculty advisor and the Pre-Licensure Program Coordinator, who notifies the School of Nursing Chairperson and the Pre-Licensure Program Committee.

Grade Appeal Process

The student has the right to appeal decisions on academic matters. Grade appeals are reviewed in instances where the student perceives that a final course grade is unfair, arbitrary, or capricious. Students have the right to ask an instructor to explain any grade received.

Students are strongly encouraged to talk to the instructor before beginning the formal appeal process to attempt informal resolution of the matter. If there is no satisfaction, the student should follow the University grade appeal process:

https://www.mnsu.edu/atoz/policies/gradeappeals2019_posting.pdf

However, note that **the appeal must be filed within one week (excluding breaks) of written notification by the nursing faculty of the course grade earned by the student.** This differs from the University policy which states appeals must be filed within two weeks of University

notification of a final grade. The reason for the earlier filing deadline is to facilitate student scheduling in our sequential nursing curriculum and experiential learning experiences.

Students needing assistance at any step in appealing or filing a complaint may contact the Academic Affairs Coordinator of the Student Senate (CSU 280, 507-389-2611).

Dismissal

A student who fails to meet the stated requirements of the School of Nursing regarding grades, progression, and retention may be advised to change career goals or be required to leave the program.

A student may be dismissed from the nursing major for behavior or actions which threaten the health or safety of clients/patients. This includes behaviors indicative of drug or alcohol abuse. Students in this situation are encouraged to seek counsel from the faculty advisor.

Evidence of academic dishonesty, which can include plagiarism, false documentation or cheating, constitutes grounds for dismissal.

Leave of Absence (LOA)

A student may request a personal or academic Leave of Absence (LOA) after the successful completion of **the first semester courses**. The LOA can be for a minimum of one academic semester and a maximum of one academic year. While registered in the School of Nursing, students will be allowed to take a maximum of two LOA's.

The procedure for initiating a LOA request is as follows:

1. Make an appointment to talk with your faculty advisor to discuss implications for progression and ramifications of the LOA.
2. If the LOA request still is the preferred action, complete the *Change in Progression* form (see Appendix I). Be sure to obtain your faculty advisor's signature on the form.
3. Notify, and submit the signed *Change in Progression* form, to the Pre-Licensure Program Committee Chairperson.
4. The Pre-Licensure Program Committee makes recommendations regarding LOA requests.
5. The Pre-Licensure Program Committee will notify the Pre-Licensure Program Coordinator and the School of Nursing Chairperson of the committee's recommendation.
6. The student can expect a written response from the Pre-Licensure Program Committee within one week following the date of the committee review.
7. If the student is dissatisfied with the Pre-Licensure Program Committee's recommendation, the student may appeal to the School of Nursing Chairperson.

Returning from a LOA

The following procedure will be used for students planning to return from a LOA (see Appendix J):

1. Notify the Pre-Licensure Program Committee Chairperson of intentions to return by completing the *Change in Progression* form with the assigned faculty advisor (see Appendix I). Change in progression deadlines are the:
 - First Friday of the prior spring semester, if planning to re-enter the nursing program fall semester.
 - First Friday of the prior fall semester, if planning to re-enter the nursing program spring semester.
2. The Pre-Licensure Program Committee Chairperson will notify the Pre-Licensure Program Coordinator of the *Change in Progression* request. It is especially important that the appropriate Pre-Licensure Program Coordinator know of intentions to return so that clinical placement possibilities can be determined.
3. Students will be admitted into the nursing course(s) **IF THERE IS SPACE AVAILABLE**.
4. In the event that a student left the nursing program without requesting an LOA, or an LOA was denied, and at a later date the student desire re-admission to the SON, the student must petition the Pre-Licensure Program Committee using the *Change of Progression* form (see Appendix I).
5. A student who is planning to re-enter the School of Nursing is required to meet with their advisor or the Pre-Licensure Program Coordinator prior to registering for nursing courses. The purpose of this meeting is to develop a plan for successful completion of the nursing major. Students may be required to demonstrate competent clinical skills/practice and/or register for independent study credits to ensure safe nursing practice.

Student Performance Contract

Faculty may initiate a Student Performance Contract for students who are not meeting expected professional behavior and/or conduct. Faculty will provide written information on the student behavior concerns to clearly identify and communicate the at-risk behaviors (see Appendix K). The corrective actions taken and an action plan that establishes student expectations for improvement will be identified.

Faculty will notify a student when a Student Performance Contract is being initiated and set up a time to meet. Students will have an opportunity to provide written comments. The Student Performance Contract has been developed to promote clear communication between faculty and a student.

Student Performance Contracts that involve concerns with experiential learning will be communicated and shared with the following semesters' lead course faculty and experiential learning faculty.

The School of Nursing promotes and enforce student responsibilities in accordance with state, federal and local laws as well as policies within Minnesota State University, Mankato, and the Minnesota State System. For more information, visit <https://www.mnsu.edu/conduct/>

Student Lottery

The School of Nursing uses a lottery system to ensure that students have a fair and equitable way for determining placement in courses with a clinical component for experiential learning.

On admission to the program, each student will have four randomly assigned lottery numbers during their time at the School of Nursing. Each student will have one number from each of the following ranges:

- 1-14
- 15-28
- 29-42
- 43-56

Students will learn their lottery numbers at the student lottery sessions held every semester; students in their last semester of the program will be emailed their final two lottery numbers in advance of the student lottery. Students are not allowed to trade lottery numbers.

In instances where there are extenuating and compelling circumstances that would necessitate that students trade clinical sections, students will have a limited window of opportunity to request a change of clinical section by contacting the Pre-Licensure Coordinator following the semester lottery session. The Pre-Licensure Coordinator will work with students on addressing the unique circumstance that necessitates a trade.

Clinical Onboarding

Prior to each clinical experience, students will be expected to complete the clinical site requirements for each clinical experience in which they participate. Completing these requirements often occurs over the summer months or the semester breaks. Students who do not complete the clinical onboarding by the assigned date may be denied access to the clinical rotation at the site. Students who do not complete the clinical experience, regardless of the reason, may not be able to complete the course. As a result, the student may need to withdraw from the course; thus, forfeiting their spot in the cohort. See the progression policies for more information.

Additionally, student rosters are submitted according to the schedule established by the clinical agency weeks prior to the planned student clinical experience. Student personal information is included on the roster, varying by clinical agency, and may include, but is not limited to, name (first, middle, last), home address, date of birth, Social Security Number (SSN), gender, and cell phone number. The SON takes precautions to protect student information sent electronically. An *Authorization for the Release of Education Records to Clinical Facility* form gives permission for the SON to release student data (See Appendix L).

Maverick Family Nursing Simulation Center

Students will participate in experiential learning activities in the Simulation Center. The Simulation Center has policies and procedures that students need to follow to ensure proper handling of mannequins and equipment. Students will be required to read and be knowledgeable about how to function in the simulation center; for more information, visit with the Simulation Director, and/or visit: <http://ahn.mnsu.edu/nursing/simulation/>

Confidentiality and Patient Privacy

Students are required to protect private and confidential patient information. Students who violate patient privacy and confidentiality, with or without a HIPAA violation, may be dismissed from the program, and/or fail a course.

Students will be held to the professional standards, and expectations, for protecting patient information. Students are only allowed to access the medical records of their assigned patient.

Students will protect sensitive, private, and confidential information obtained during all learning experiences; this includes using patient initials on documents, holding knowledge of a simulation experience in confidence; and following all rules and regulations on confidentiality.

Students will report breaches in confidentiality, or unprofessional behavior, to the instructor, program coordinator, or department chair.

In addition to professional standards, each health care facility has policies that must be followed to protect patient privacy and confidentiality. The Health Insurance Portability and Accountability Act (HIPAA) rule protects identifiable health information in any form. The HIPAA privacy rule is not intended to impede work, and the rule does permit certain incidental uses and disclosures of protected health information to occur when reasonable safeguards and the minimum necessary policies and procedures are in place. Students are considered “workforce members” and must be trained on HIPAA rules, which includes maintain patient privacy and confidentiality. Additionally, the Minnesota Nurse Practice Act (148.261) states, “Revealing a privileged communication from or relating to a patient except when otherwise required or permitted by law” as grounds for disciplinary action.

Students will read and sign a *Nursing Student Confidentiality Agreement* as part of the admission to the Pre-Licensure Program (see Appendix M). In addition, students will complete HIPAA training as part of their admission paperwork to the SON. See Student Documentation Required for Experiential Learning.

Social Media

Students are responsible for the content placed on social media platforms or networks. Social media platforms are defined as technology tools and online spaces for sharing and/or integrating user-generated content to engage in conversations and allow students to participate in content and community creation. Examples include, but are not limited to, Facebook[®], Twitter[®], Instagram[®], LinkedIn[®], and YouTube[®].

The use of social media platforms has created emerging issues for nursing. While these are popular and have many benefits for nursing, there are potential issues related to patient confidentiality, cheating/collusion on course assignments, and professional boundaries. The misuse of a social media platform could jeopardize a student’s future career in nursing, including employment opportunities, if not used with thoughtful care.

Below are suggestions to help guide the use of social media platforms:

- Be aware of patient confidentiality and HIPAA rules when posting comments.

- Respect your audience, your fellow students or work colleagues. The School of Nursing, and Minnesota State University, Mankato, has students and faculty representing diverse backgrounds, experiences, customs, values, cultures, and views. Be yourself but be respectful of others and their views. Avoid topics that are private, or which may be objectionable or inflammatory.
- Be thoughtful about how you present yourself. Students are preparing for a career which serves the public good. Future employers will hold students to a high standard of behavior. Be sure that the content posted, and connected to your name, is consistent with your professional goals.

Unsafe Student Conduct

Maintaining patient safety is an essential foundation to nursing practice. The rights of patients and the public to safety surpass and supersede student learning and skill attainment. A failure to maintain safety may result in failure of the course or dismissal from the nursing program. Demonstrating a pattern of failures in safety, although not life-threatening, may also result in failure of the course or dismissal from the nursing program.

A student may be required to withdraw from a clinical or experiential learning course at any time during the semester when their clinical performance is such that the student jeopardizes patient safety, or requires an excessive amount of supervision, which interferes with the instructor's ability to adequately supervise other students in the experiential learning/clinical group. The student must then seek counsel from their advisor. The student may petition the Pre-Licensure Program Committee following the Grade Appeal Process.

Students apply nursing knowledge and principles in simulated environments. Simulation provides an environment where a student can apply patient care principles, and make mistakes, however, unsatisfactory clinical performance is not necessarily dangerous. Unsafe conduct and behavior are unacceptable, even in a simulated environment. Unsafe student conduct is always unsatisfactory; patient safety and protecting the public requirements extend into the simulated environment. Student conduct in an authentic clinical environment should not differ from a simulated environment.

Safety concerns may include, but are not limited to: patient neglect or abuse, being under the influence of alcohol, recreational drugs or medications that impair judgment in the classroom or experiential learning setting, violent or disruptive behavior, dishonesty with patient data or own actions, in adequate preparation for experiential learning activities, denying responsibility for one's actions, placing a patient at risk through inappropriate behavior, including but not limited to, not practicing safe medication administration, leaving an at risk patient alone in an unsafe situation, or failure to seek appropriate help, or other unsafe practice as deemed by faculty.

Substance Use and Alcohol

The School of Nursing follows the university policy, Alcohol and Other Drugs. Access the policy at: <https://www.mnsu.edu/atoz/policies/alcoholandotherdrugs.pdf>

Expectations for Theory and Experiential Learning Courses

Experiential learning experiences include, but are not limited to: clinical hours, service learning, simulation experiences, shadowing/observation experiences, field trips, laboratory experiences.

Attendance

Students are expected to attend all scheduled classes, experiential learning activities, and mandatory School of Nursing events.

If a student is absent from a classroom (theory class), the student is responsible for the content of the class, as well as material and announcements which were part of that class. Students are responsible for announcements posted as electronic news items.

Attendance is mandatory for all scheduled experiential learning experiences, including but not limited to conferences, seminars, and training sessions. Students are expected to be prepared and to arrive at designated times for all scheduled experiential learning experiences, including simulation.

Students should report absences or tardiness to the respective instructor at least one hour prior to the designated time, or as soon as the occurrence is known. Faculty may require supporting documentation from the student for missed experiential learning experiences. There is no accepted experiential learning experience make-up for the student absence. Students unable to achieve the learning outcomes of the course due to an absence may receive a failing grade for the course.

Mandatory School of Nursing Events and Exams

Students may be required to attend mandatory School of Nursing events that are scheduled outside of normal class or experiential learning times. Mandatory student events typically contain knowledge or information that will contribute to student success at the School of Nursing. Missing these events increases the burden placed on classmates and faculty.

Similarly, students may be required to take periodic, standardized exams. Examinations (or testing) are used for student self-evaluation as well as faculty evaluation of teaching and learning.

Students are expected to attend pre-scheduled mandatory events and exams. Failure to attend a mandatory School of Nursing event may result in the initiation of a Student Performance Contract, up to program dismissal, by the Pre-Licensure Program Coordinator, or School of Nursing Department Chair.

Communicable Disease

Students with a communicable disease may not be in an experiential learning setting. The instructor may require a student to provide written verification from the health care provider for clearance to return to the setting.

Student Documentation Required for Experiential Learning

Students are required to submit personal documentation, required by clinical agencies, prior to attending experiential learning activities. Similar to a licensed professional, students are expected to monitor their documentation for expiration dates, and must maintain current

clinical documentation requirements in order to participate in experiential learning experiences. Students with incomplete documentation at the School of Nursing office will not be allowed to attend experiential learning activities. Missing one day of clinical related to incomplete or expired data may mean that the outcomes of a course may not be met and may result in course failure.

Students are expected to retain hardcopy and digital records of their program documentation. Once submitted, the SON does not release documents back to students/graduates or any other entity.

To comply with Minnesota State law and clinical agency requirements, the School of Nursing requires the following information:

Background Study

Admission and/or progression is contingent upon completion of a successful background study. Minnesota State law requires background studies on all persons who provide services involving direct contact with patients and residents in facilities and programs approved by the Minnesota Department of Human Services (DHS) or the Minnesota Department of Health (MDH). Students must pass, or be qualified, by the Minnesota Department of Health to provide direct patient care. Students will be asked to complete an online background study form and be fingerprinted upon entering the program. The School of Nursing can monitor a students' "qualified" status using the Minnesota Department of Health website. If requested, the School of Nursing must provide a student(s) background study results to the clinical agency where the experiential learning activity occurs.

An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in an experiential learning experience, including clinical placement in a health care facility. Failure to participate in an experiential learning experience, including clinical placement required by the School of Nursing, could result in ineligibility to qualify for a degree in this program, and may affect the ability to obtain professional licensure post-graduation. Students who have a disqualification must meet with their assigned faculty advisor, or the School of Nursing Chair.

By law, the State of Minnesota requires a criminal background check prior to issuing a registered nurse license. This legislation is done to meet the public expectation that health care providers are safe, ethical, and competent. The criminal background check will involve a review of the licensure applicant's criminal history by using fingerprint-based state and federal systems. For more information, visit <https://mn.gov/boards/nursing/public/background-studies/>

Professional Liability Insurance

All nursing students must carry professional liability insurance; insurance policies are purchased by the School of Nursing for students using funds from the program fee. Minnesota State professional liability insurance policy is good for one year from the date of purchase and meets clinical agency requirements. The policy protection is limited to those nursing activities that are performed during experiential learning experiences and supervised by School of Nursing faculty

or mentored by faculty arrangement. The student needs to be aware that this insurance does not provide protection for nursing actions that are performed as an employee in a health care agency.

Health Insurance Portability and Accountability Act

Students admitted to the School of nursing are required to demonstrate an in-depth understanding of patient confidentiality and privacy. Prior to beginning core nursing classes, admitted students are required to complete online HIPAA training offered by the Minnesota Department of Health. Students are required to complete the following modules:

- Data Security & Privacy (15 minutes) and the corresponding assessment link.
- How to Protect Information (35 minutes) and the corresponding assessment link

After each learning module, students must take the course assessment and obtain a “passing” score on the assessment. When the course is passed, print the page with the passing score (press control-P simultaneously to print the screen). The printed assessment documents, indicating the passing score, must be turned in with School of Nursing admission documentation. See detailed instructions in Appendix N.

CPR

Students must be certified in professional two-rescuer cardiopulmonary resuscitation (CPR) of adults and children before scheduled experiential learning experiences (only American Heart Association Basic Life Support for Healthcare Providers or American Red Cross CPR/AED for Professional Rescuers and Health Care Providers are accepted). Written evidence that CPR certification is current must be submitted to the School of Nursing office. Students will not be allowed into the clinical agency until current CPR certification is verified.

Personal Health Insurance

Students are required to provide evidence of current health insurance coverage by submitting a photocopy of their insurance card; students are required to update the School of Nursing with any changes in their health insurance information. If a student has an insurance company that does not issue cards, the student may complete and submit the School of Nursing’s *Medical/hospitalization Insurance Coverage* form (see Appendix O). For more information on student health insurance options, visit <http://www.mnsu.edu/shs/studenthealthinsurance.html>. Any health care costs incurred during experiential learning and other course activities is the responsibility of the student.

Health

Students enrolled in the nursing major must be in good physical and mental health to provide safe and effective care. In the presence of evidence to the contrary, the individual faculty reserves the right to ask the student to seek professional assistance, to withdraw from the program, or to take a leave of absence from the nursing curriculum. If there is disagreement between the student and a faculty member that cannot be resolved, then the Pre-Licensure Program Committee, or School of Nursing Chair, may be consulted for definitive action.

Essential Functional Abilities

Provisionally and fully admitted students in the Pre-Licensure Program must be able to perform essential functional abilities. The essential functional abilities reflect work completed by the National Council of State Boards of Nursing (1996; https://www.ncsbn.org/1996_Part4.pdf). Students must be able to meet all of the essential functional abilities; if a student cannot meet one or more of the abilities, with or without reasonable accommodations, the student will need to forfeit their admission to the Pre-Licensure Program. The Pre-Licensure Program in conjunction with Minnesota State University, Mankato's Accessibility Resources will determine, on an individual basis, whether a reasonable accommodation can be made.

Students will complete the *Essential Functional Abilities* checklist and form, providing a self-evaluation for each essential functional ability (See Appendix P). The student, indicating if accommodations are requested or not, must complete an *Essential Functional Ability Statement by Student*. Last, the student is responsible to take completed aforementioned forms to a health care provider for review. A *Statement of Physical and Emotional Health by Provider* must be completed. All forms must be submitted to the School of Nursing.

Provisional and fully admitted students in the Pre-Licensure Program will be required to verify that they understand and meet these essential functional abilities, or that they believe that the essential functional abilities can be met with specific accommodations. Minnesota State University, Mankato's Accessibility Resources will evaluate a student who indicates that they could meet the program's essential functional abilities with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states they can meet the essential functional abilities with accommodations, then Minnesota State University, Mankato and the School of Nursing will determine whether it agrees that the student can meet the essential functional abilities with reasonable accommodation. A review will include whether the accommodations requested are reasonable, taking into account the effect of the requested accommodation on student and patient safety, clinical site requirements/limitations, and/or the impact on the student/faculty experience in didactic and experiential learning activities.

Health requirements may be obtained at the University Health Service by appointment, or, if the student wishes to pay the fee, from a private health care provider. Students are responsible for obtaining health provider signatures and any expenses related to required program immunizations, and functional abilities assessment.

Immunizations

Evidence of current immunizations and Mantoux tests is required and must meet the standards outlined below.

Tuberculosis Screening

Completion of a 2-step Mantoux (with the two skin tests being done 1-2 weeks apart) or a negative blood test (E.g., IGRAs: QuantiFERON-TB Gold or T-SPOT) will be done on admission. The student will then submit a 1-step Mantoux each following year they are in the program. If the Mantoux test is positive, a negative blood test documentation completed within the past year is required. Submitted document(s) must include the medical source name and dates.

MMR Immunity

2 MMR vaccinations, or a positive titer results for all three diseases—measles (rubeola), mumps, and rubella. Submitted document(s) must include the medical source name and dates.

Tdap/Td Vaccination

Must have received one adult dose of Tdap (tetanus, diphtheria, and pertussis), or Tdap over 10 years ago with Td (tetanus) in the past 10 years. Submitted document(s) must include the medical source name and dates.

Influenza Vaccination

Vaccination for current flu season by October 1st annually, or a written medical exemption signed by a healthcare professional. Submitted document(s) must include the medical source name.

Hepatitis B Immunity

Three Hepatitis B doses, or positive titer blood test results, or submit a signed declination form (see Appendix P). Students who decline the vaccine may be denied clinical experiences if the clinical site requires Hepatitis B immunity; this may result in course failure.

Varicella Immunity

Two vaccinations or positive titer blood test results. Submitted document(s) must include the medical source name and dates. Self-reports of chickenpox immunity are not accepted. Should a titer not indicate immunity, the vaccine will need to be administered again. Submitted document(s) must include the medical source name and dates.

Student Passport System (SPS)

SPS is a HIPAA and FERPA compliant database to track student compliance with clinical agency requirements for experiential learning. The site part of The Clinical Coordination Partnership, a statewide consortium of educational and clinical partners used to manage clinical experiences for students. The SON students are managed by program faculty and staff. Student accounts will be created and each student is required to upload and maintain required program documents, such as immunization data, onboarding, and other documents.

Uniform and Dress Code

The dress code promotes professional appearance as students represent the School of Nursing at clinical sites, and at experiential learning activities. A well-groomed image requires clothes to be neat, clean, wrinkle-free, and in good condition. Faded and/or frayed clothing is not considered professional in appearance regardless of fashion trends. In addition, students are expected to dress professionally at School of Nursing and university sponsored events.

Students who are dressed inappropriately may be asked by faculty to leave a course activity and will be held responsible for consequences of missing an activity as identified by the course faculty.

If the clinical agency has a uniform policy, or dress code, that is stricter than the School of Nursing's uniform and dress code, then the clinical agency's policy will be followed.

Unless otherwise directed by faculty, students are expected to wear scrub uniform attire during on-site clinical preparation, completing a patient assessment, or returning to the hospital after clinical experience hours to look at patient records.

Uniforms are purchased as a group and the date for ordering will be announced each semester. Nursing program fees pay for:

- 2 Purple scrub tops
- 1 Polo shirt with University insignia
- 2 Black scrub pants
- 1 Photo name badge

The uniform attire consists of:

Scrub Uniform Attire (i.e. hospital, laboratory & simulation activities)

- Black uniform pants
- Purple MSU scrub top
- Shoes: Black or white nurse's shoes or athletic shoes. Students may use athletic shoes if they are worn only for clinical use. Shoes must be in good condition and must be worn with black, white, or neutral socks.
- Minnesota State University, Mankato, School of Nursing name badge

Polo Uniform Attire

- MSU polo shirt
- Black dress pants (no scrub pants)
- Black dress socks
- Black closed-toed dress shoes
- Minnesota State University, Mankato, School of Nursing name badge

Professional Attire

- Dress pants
- Dress shirt
- Dress/skirt must be to the knee length or lower
- Dress shoes must be closed-toed and in good condition
- Minnesota State University, Mankato, School of Nursing name badge

Additional Items that May Be Added to Uniform

- White or black turtlenecks or long-sleeved shirts under the purple scrub top or polo shirt are appropriate for additional warmth when needed.
- Purple MSU long sleeve scrub jacket (purchased through SNA; for use at clinical sites).
- Hosiery is required to be worn with all skirts.

Items Not Allowed to Be Worn as the Student Uniform

- Prohibited fabrics: denim, spandex, leather, or any light weight, see-through fabrics
- Prohibited styles: capri pants, leggings, yoga pants, colored shoestrings, anklets/knee-high socks with skirts, tight-fitting dress pants, t-shirts (or any shirts with insignias/color)
- Coverage: low-cut shirts are not permitted; clothes should not be tight or revealing in nature
- No head cover unless agreed upon by faculty (e.g. baseball caps, knit hats, etc.)
- Other: pants must not be so long as they drag on the floor; shirts must cover waistline so skin is not visible between shirt and pants

Personal Appearance and Jewelry

- Beards and mustaches are permitted but must be trimmed; otherwise, male students must be clean shaven.

- Jewelry is limited to one set of stud earrings (one stud earring per ear lobe), wedding ring, and watch. Clinical agencies may have additional policies regarding jewelry.
- No visible body piercings are allowed except for ear lobes.
- Dermal piercings and tattoos should be tastefully covered and not visible.
- Tongue rings/piercings and ear gauges should be removed.
- Make-up should be subtle. Extreme hair colors such as purple, blue, etc. are not permitted.
- Fingernails should be reasonably short and groomed. Nail polish and/or artificial fingernails are not allowed (for infection control purposes).
- Colognes and perfumes must not be worn.
- Odors, such as smoke or body odor, must be absent.

Valuables at Experiential Learning

Clinical sites have limited space for student belongings (i.e. coats, books, etc.). Students should avoid bringing valuables to a clinical site as the safety and protection of these items cannot be guaranteed.

Expectation for Student Supplies in Learning Resource Lab

Students will be provided with a supply bag required for lab and simulation sessions during the lab course(s). Students are expected to properly store and maintain their supply bag; and, are expected to know what supplies are needed during lab or simulation. The supply bag should be brought to lab and simulation sessions. If a supply bag is lost, the student may be responsible for paying for an additional bag containing supplies. If a student does not have the appropriate supplies for class, the student will be asked to leave class and return when the appropriate supplies have been obtained. This will be counted as being absent for the class.

Students are expected to wear their nursing scrubs (pant and top) to the lab and during simulations.

Student Travel to Clinical/Experiential Sites

The School of Nursing utilizes a variety of clinical or experiential learning agencies in the rural and urban (Twin Cities Metropolitan) areas. Students will be required to travel to these clinical agencies at their own expense. In addition, students who stay overnight at a distance from their home must make their own accommodations at their own expense.

Turnitin.com

Minnesota State University, Mankato School of Nursing subscribes to the Turnitin.com plagiarism prevention service, and you may be asked to submit written assignments to Turnitin.com. Your work will be used by Turnitin.com for plagiarism detection and for no other purpose. You may indicate in writing to the instructor that you refuse to participate in the Turnitin.com process, in which case your instructor can use other electronic means to verify the originality of your work. Students will be asked to read and sign the Plagiarism Detection form on entry into the Pre-Licensure Program (see Appendix R).

Photograph, Video, and Audio Release Form

The School of Nursing uses a variety of media for promotional activities, publicity and during high-fidelity simulation experiences. Students will be asked to read and sign a consent that allows the School of Nursing at Minnesota State University, Mankato, to use video, audio tape, film, photograph, or any other medium for the purposes outlined on the release form pursuant to the consent provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. 1232. See Appendix S for the release form.

Permission Form

Students will be asked to give permission for the School of Nursing to share copies of scholarly work/accomplishments with members of nursing/university community as deemed necessary and appropriate. The permission includes allowing the School of Nursing to provide requested student clinical documentation to clinical agencies at sites where the student has clinical educational experiences. The permission will be in effect for the duration of a student's time in the School of Nursing. See Appendix T for the *Permission Form*.

Employment

Students are responsible to meet School of Nursing expectations and course requirements outlined in the Student Handbook. This means that students may need to coordinate their employment/work hours around School of Nursing requirements.

Employed students are not allowed to wear any identifiable part of the nursing student uniform while at work.

According to the Minnesota Board of Nursing, students enrolled in a course may function in a nurse role. However, this rule does not extend to students who are employed in health care. Students employed in healthcare must be mindful that they may not assume professional nurse responsibilities and he/she must function within the job responsibilities as outlined by the employer.

Handshake (formerly MavJobs)

Students are encouraged to register with and utilize mavjobs.com, the Career Development Center's on-line recruiting system. This system provides access to job postings and information on recruiter visits to campus and other special events. Students can also upload their resume to a database that is searchable by employers. For more information, visit <http://www.mnsu.edu/cdc/mavjobs/>

Using School of Nursing Equipment Off-Campus

Students participate in experiential learning experiences in a variety of clinical agencies and community settings. As a result, there may be a need to borrow equipment from the Learning Resource Lab to a clinical agency. Guidelines for borrowing equipment include:

1. The activity for which specialized equipment is needed must be faculty directed.
2. Student must sign the *Equipment Loan* form that specifically describes the equipment, the time frame of its use and the consequences if damaged, lost, or stolen. Students may be responsible for repair or replacement costs. A copy of the *Equipment Loan* form will be kept in the nursing lab.
3. No course grade(s) will be given to a student who has not returned equipment, and/or the repair/replacement costs have been paid.

Student Expenses

For information on tuition and fees, please visit http://www.mnsu.edu/campus/tuition_fees/

In addition to tuition and fees, students may incur expense related to tuberculosis testing, CPR certification, and special fees.

Program Fee

Students in the nursing major are assessed a program fee of \$340 per semester while they are in the program. Students should be aware of these fees and plan accordingly. This fee will be used for the following:

- School of Nursing Uniforms (2 scrub tops, 2 scrub pants, and 1 polo shirt)
- Nursing practice tools
- Stethoscope
- Sphygmomanometer
- Nursing skills supply pack
- Name Badge
- National Council of State Board of Nursing Review Course
- Kaplan NCLEX review course and tests
- Background checks
- Malpractice insurance
- Nursing pin
- SNA Membership (local and national)

Additional Expenses

In addition to the Student Travel to Clinical/Experiential Site expenses (outlined earlier), there may be other unforeseen expenses not mentioned that a student has financial responsibility. Nursing students may be eligible to receive an adjustment in their financial aid awards because of the additional costs of the program. There are also many scholarships available to nursing students, see Appendix C for a listing of the School of Nursing awards and scholarships.

Special Fees

Students are responsible for the expenses and fees associated with graduation and the licensure examination.

Graduation expenses: For university information related to graduation, visit

<http://www.mnsu.edu/graduation/>

NCLEX-RN Licensure Examination: Registration to take the NCLEX-RN examination is approximately \$320, depending on the state in which the graduate takes the examination. For more information on the State of Minnesota nursing licensing fees, visit

<https://mn.gov/boards/nursing/licensure/licensure/fees.jsp>

ATI

The SON has selected the ATI review program to enhance student success on the NCLEX. The comprehensive ATI review program offers the following to students:

- An assessment-driven comprehensive review program designed to enhance student NCLEX success.

- Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources, such as the ATI Plan that can be accessed from “My ATI” tab. It is highly recommended that you spend time navigating through these orientation materials.

Review Modules/EBooks

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

Tutorials

ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning system offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as the hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

Assessments

There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

Focused Reviews/Active Learning/Remediation

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX. The student’s individual assessment report will contain a listing of the Topics to Review. It’s highly recommended to remediate using the Focused Review after completion of any practice/proctored tests, which contains links to the ATI eBooks, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work has completed using the “My Transcript” feature under “My Results” of the ATI Student Home Page or by submitting written Remediation Templates as required.

Student Responsibilities

Students will need to create and manage their ATI account. All assignments, graded and non-graded, contribute to a student’s nursing knowledge and understanding of nursing practice. Thus, students are expected to do their best work when using the ATI products to ensure that an accurate picture of their NCLEX readiness. Students will complete the *ATI Student Acknowledgement* form at ATI orientation (see Appendix U).

Pinning

Each School of Nursing has a distinctive pin, and often, a pinning ceremony at the time of graduation from a nursing program. The Minnesota State University, Mankato School of

Nursing pin has been the same since the program graduated its first class in 1956. It symbolizes your identity, having accomplished your goal to be a professional nurse through a school. The pin, therefore, identifies you as a graduate of Minnesota State University, Mankato School of Nursing.

A pinning ceremony is planned by the Student Development Committee for each class in collaboration with students. The ceremony occurs the evening before graduation. This celebration includes students, their guests and faculty. At this time students receive their purchased Minnesota State University, Mankato School of Nursing pin.

The Student Development Committee works with a Josten's representative for completing an order form for each student.

Undergraduate Research

The School of Nursing encourages research projects between students and faculty mentors. Students who are being mentored by a nursing faculty member on a research project must notify the School of Nursing office and submit an *Undergraduate Research Project Form* (see Appendix V). The student is responsible to provide updates on the research project, including but not limited to, IRB submission/approval, and presentations. The School of Nursing tracks this information as part of our assessment and evaluation of our program.

Licensure Information

More information on the NCLEX examination will be presented to seniors during the last semester in the program.

Public Health Nurse Registration

Graduates from the Pre-Licensure Program will meet the requirements to be registered with the Minnesota Board of Nursing as a public health nurse (PHN) and may use the abbreviation of "PHN" once registered. It should be noted that a registered nurse may practice in Minnesota as a public health nurse without being registered with the Board of Nursing.

The registered nurse applicant must:

- Be licensed and currently registered in Minnesota
- Have a baccalaureate or higher degree with a major in nursing
- Have completed course work which included theory and clinical practice in public health nursing (details are available in Minnesota rule part 6316.0100 subpart 4)
- Submit an application, affidavit of graduation and public health nurse education and a \$30 fee.

For more information, visit: <https://mn.gov/boards/nursing/licensure/licensure/public-health-nurse-registration.jsp>

School Nurse Licensure

To be a licensed school nurse (LSN) in Minnesota, a nurse must obtain a school nurse license issued by the Minnesota Board of Teaching. The Board of Teaching requires submission of the nurse's Public Health Nurse registration as part of the application process for a school nurse license. Information about School Health Services and application for a school nurse license

may be found on the MN Department of Education website at:

<http://education.state.mn.us/MDE/dse/health/svcs/index.htm>

Minnesota Rules part 8710.6100 describes the Board of Teaching's requirements for licensure as a school nurse. The license is required according to Minnesota Statutes sections 122A.15 and 122A.18. To view the statute and requirements, visit:

<https://www.revisor.mn.gov/rules/?id=8710.6100>



The Pre-Licensure Program

Four-Year Academic Plan of Study

<p>Pre-Nursing : First Year</p> <p>*BIOL 220 Human Anatomy (4cr) *ENG 101 Composition (4cr) *GEOG 103 Intro to Cultural Geography (3cr) General Education-Goal 1B (3cr)</p> <p>Total Credits: 14</p>	<p>Pre-Nursing: First Year</p> <p>*CHEM 111 Chemistry of Life Processes Part II (5cr) *NURS 101W Courage, Caring, and Team Building (3cr) ~PSYC 101 Psychological Science (4cr) General Education-Goal 10 (3cr)</p> <p>Total Credits: 15</p>
<p>Pre-Nursing: Second Year</p> <p>*BIOL 330 Principles of Human Physiology (4cr) *KSP 235 Human Development (3cr) *STAT 154 Elementary Statistics (4cr) ~FCS 242 Nutrition for Healthcare Professionals (3cr) General Education-Goal 6, 9, WI (3cr)</p> <p>Total Credits: 17</p>	<p>Pre-Nursing: Second Year</p> <p>~BIOL 270 Microbiology (4cr) ~NURS 282 Pathophysiology for Healthcare Professionals (3cr) ~NURS 284 Pharmacology for Healthcare Professionals (3cr) ~NURS 286 Relationship-based Care in Nursing Practice (3cr) General Education-Goal 6, 7, Diverse Cultures (3cr)</p> <p>Total Credits: 16</p>
<p>Pre-Licensure Program: Third Year</p> <p>NURS 333 Professional Nursing (3cr) NURS 334 Physiologic Integrity I (4cr) NURS 335 Family & Societal Nursing Inquiry (3cr) NURS 336 Assessment and Nursing Procedures (5cr)</p> <p>Total Credits: 15</p>	<p>Pre-Licensure Program: Third Year</p> <p>NURS 363 Critical Inquiry in Nursing (2cr) NURS 364 Physiologic Integrity II (5cr) NURS 365 Nursing Care of Families in Transition I (7cr) NURS 366 Quality, Safety & Informatics in Healthcare (2cr)</p> <p>Total Credits: 16</p>
<p>Pre-Licensure Program Fourth Year</p> <p>NURS 433 Community Oriented Nursing Inquiry (4cr) NURS 434 Physiologic Integrity III (4cr) NURS 435 Nursing Care of Families in Transition II (3cr) NURS 436 Psychosocial Integrity (4cr)</p> <p>Total Credits: 15</p>	<p>Pre-Licensure Program: Fourth Year</p> <p>NURS 463 Nursing Leadership and Management (3cr) NURS 464 Physiologic Integrity IV (4cr) NURS 465 Nursing Care of Families in Crisis (2cr) NURS 466 Professional Role Integration (4cr)</p> <p>Total Credits: 13</p>

Pre-requisite coursework must be completed with a minimum C letter grade

***Core Pre-requisites** - Must be complete prior to application to the Pre-Licensure Program.

~Support Pre-requisites- Must be complete prior to beginning the Pre-Licensure Program.

Nursing Student Resources

Resource	Description	Location	Phone
School of Nursing Office	Provides academic advising services to all students pursuing an undergraduate major in nursing.	360 Wissink Hall	507-389-6022
Student Nurses Association (SNA)	An organization providing knowledge of nursing through volunteer activities, monthly meetings, conventions, fundraising and presentations by health care professionals. Open to pre-nursing and nursing students.	Meetings take place once a month in T-242	507-389-6022
Anatomy and Elements of Nursing Learning Communities	Provides pre-nursing students opportunities to join a community that supports their academic success and transition to college life. Participants gain access to faculty, peer mentoring and advising within their program of study.	C131 Crawford Residence	507-389-1450
GPA Calculator	This tool enables pre-nursing students to track their Core Pre-requisite GPA as they prepare for application and admission to the Pre-Licensure Program.		

Additional Academic & Student Support Resources

Office	Description	Location	Phone
Accessibility Resources	Seeks to create an accessible university community providing equal opportunity in all aspects of the educational environment. Provides support to all students with disabilities	132 Memorial Library	507-389-2825
Career Development Center	Provides services and resources to assist students and graduate with career planning, and employment searches.	209 Wigley Administration	507-389-6061
Center for Academic Success	Free trained tutors are available on a walk-in basis to assist students with writing, languages, math, science and more.	125 Memorial Library	507-389-1791
Counseling Center	Free, confidential counseling services for social, personal, or academic concerns.	285 CSU	507-389-1455

IT Solutions Center	Provides technology support to students, staff and faculty.	121 Wissink Hall	507-389-6654
Institutional Diversity	Provides direct services to students and hosts educational programs, cultural activities and conferences for area youth, faculty and staff.	269 CSU	507-389-6300
Kearney International Center	Offers two service areas-International Student and Scholar Services, and the International Programs Office (Study Abroad)	250 CSU	507-389-1281
LGBT Center	Provides support, advocacy, referral and sense of community to LGBTQQA students.	194 CSU	507-389-5131
Mathematics and Statistics Learning Center	Free tutoring on a walk-in basis for undergraduate math and statistics courses.	285 Wissink Hall	507-389-5891
New Student and Family Programs	Assists new students with adjusting to the rigors of college; assist undecided students	103 Preska Residence	507-389-5498
Student Financial Services	(Campus Hub) Assists with financial aid programs and personal financial managements.	First floor CSU	507-389-1866 800-722-0544
Student Health Services	Provides an on campus clinical with a full-service pharmacy, lab services and health education; low-cost and convenient health services.	21 Carkoski Commons	507-389-6276
Student Support Services	The TRIO program provides one-on-on support and tutoring to first generation, students with disabilities, and low-incomes students.	355 Wiecking Center	507-389-2797
Veterans Resource Center	Provides assistance, peer support, and educational events for all students impacted by military services.	192 CSU	507-389-5726
Veterans Benefits and Assistance	Located in the Office of the Registrar; assists veterans, their dependents, National Guardsmen and Reservists with educational benefits.	132 Wigley Administration	507-389-5251

Women's Center	Provides programs, connections, advocacy, services and leadership opportunities for all MSU students	218 CSU	507-389-5127
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Appendices

Appendix A

Minnesota State University, Mankato

School of Nursing

The Pre-Licensure Program

Change of Advisor Request Form

Faculty advisors are typically assigned to a student cohort. However, there may be instances when a change in faculty advisor is advisable. Requests for a change of faculty advisor must be substantiated with clear, logical rationale on why a change in faculty advisor is needed. The Pre-Licensure Program Coordinator is responsible to review and approve/deny a written request for a change in a faculty advisor. Students will be sent an email detailing the outcome of the request.

Please complete and submit this form to the SON Office (WH 360), attention: Pre-Licensure Program Coordinator's mailbox.

Today's Date: _____

Student Name (first, last): _____

Name of Current Faculty Advisor: _____

Please provide rationale for the requested change: _____

For Office Use:

Date Received by Pre-Licensure Program Coordinator: _____

Request:

- Approved
- Denied

Rationale: _____

Date student was notified: _____

Coordinator Initials: _____

Appendix B

Minnesota State University, Mankato
School of Nursing
The Pre-Licensure Program
Change of Name/Address Request Form

It is the responsibility of each student to inform the School of Nursing office of name, address, and/or telephone number changes.

Please complete and submit this form to the SON Office (WH 360).

Today's Date: _____

Student Name (first, last): _____

Tech ID#: _____

Change Requested:

Name

Name Change

Requested: _____

Address

New Mailing

Address: _____

Telephone Number

New Permanent Telephone

Number: _____

Other: _____

For Office Use:

Date Received: _____

Date Changes Entered: _____ Initials: _____

Appendix C

Minnesota State University, Mankato
School of Nursing
The Pre-Licensure Program
Nursing Awards and Scholarships

Awards:

Awards Given to students (there is no application for awards; awards are only offered when funding is available):

- The Patricia Earle Art of Caring Award
Patricia Earle was a faculty member for 24 years, retiring in 2006, and is described by those who knew her as a “quintessential” nurse leader. Pat was known for her student-friendly approach to teaching, her compassion for students, and having a genuine and lively interest in the lives of her students. She was witty with a sense of humor that positively influenced anyone that met her. As a dedicated nurse educator, Pat routinely practiced collaboration and promoted teamwork, and was known as someone who listened and sought to understand others. She believed that nursing and caring practices should include families, and to that end, was one of the original members of the 1st family nursing research team at the School of Nursing.

But Pat’s care extended beyond the walls of the School of Nursing and Minnesota State University, Mankato. She was a social activist and served on community boards, such as Open Door and The Committee Against Domestic Violence, and personally provided care to migrant agricultural workers in Willmar, Minnesota. Pat Earle cared; and as one of her five children remembers, she believed that if you changed one person’s world, you’ve changed the world.

The Patricia Earle Art of Caring Award is given to a 4th semester student in the Pre-Licensure Program who best exemplifies a commitment to caring. To be considered for the award, the student must demonstrate behaviors which are characteristic of caring and perform interventions in a caring manner to promote client and family adaptation. Students are nominated for the award by faculty, followed by a faculty vote. Beginning spring 2018, a scholarship award is included.

- Student Nurses’ Association Scholarship
The recipient of this scholarship is chosen by the Student Nurses’ Association (SNA) based on the level of involvement in SNA.

Scholarships:

To apply for these scholarships through Scholarship Finder, visit:

<https://msnu.academicworks.com>

Scholarship information is subject to change without notification.

Scholarships available for students:

- Francis & Maryllis Oehlke Nursing Scholarship
- Clarice Joan Amundson Nursing Endowment
- David K. Schober Memorial Nursing Scholarship
- Dr. Donald & Marjorie Meredith Nursing Scholarship Endowment
- Dr. Walter & Lorna E. Zettler Memorial Endowment
- Elsa Johansen Natvig Endowment
- Gertrude Jane Timmerman O'Neill School of Nursing Endowment
- Golden Jubilee Endowment
- Helen C. & Helmer J. Nilson Scholarship
- Kenneth W. Case Nursing Scholarship
- Lillian Crawford Endowment
- Lisa Buerhaus Schumacher Scholarship
- LuVern L. & Bess Penn Endowment
- Melba Leichsenring Nursing Endowment
- Nancy Schaffler Henry Endowment
- Patrick Willette Memorial Nursing Scholarship Endowment
- Robert, Jean, Linus & Michael Schramski Nursing Endowment Scholarship
- Jean Marie Berquist Scholarship
- Le Royce Hagen Memorial School of Nursing Scholarship
- William & Lou Schroeder Scholarship Endowment
- Wanda Mae Wyndle Nursing Scholarship
- Elizabeth Dixon School of Nursing Scholarship
- Nicholas Allen Memorial School of Nursing Scholarship

Scholarship Information and Criteria:

Francis & Maryllis Oehlke Nursing Scholarship

The criteria for awarding this scholarship are:

- Be a US citizen
- Have a GPA of 3.0 for all college work
- Essay must address financial need and professional goals

Clarice Joan Amundson Nursing Endowment

All students are eligible for this scholarship. Preference may be given to a student who provides evidence of being or having been a first-generation baccalaureate level college student. To be considered for this scholarship from this endowment, the student must:

- Work part-time in a clinical setting
- Intend to work in a rural setting as opposed to a tertiary/urban setting upon graduation
- Demonstrate commitment to the profession of nursing
- Have a GPA of 3.0 or above for all college-level work.

David K. Schober Memorial Nursing Scholarship

David Schober was a 1st semester junior in the School of Nursing when he died in February of 1998. His family gave memorial money for the first scholarship awarded in 1998. His classmates collected money for a scholarship awarded in 2000. Since then, his family has been providing funds for continuation of this scholarship.

- Awarded annually to a male undergraduate student

Dr. Donald & Marjorie Meredith Nursing Scholarship Endowment

Dr. Donald Meredith and his wife established an endowment fund to support undergraduate merit (academic) scholarship to students admitted to the undergraduate nursing program. This generous endowment provides a scholarship award of approximately \$3,000 per semester for 3 semesters. Individuals in the second semester of the nursing program who have a cumulative GPA of 3.5 will be alerted to this scholarship by the School of Nursing Chairperson and given further instructions about the application process at that time. One student will be selected by the School of Nursing Awards and Scholarship committee to receive this scholarship.

To be considered for the scholarship, a student must meet all of the following selection criteria:

- Be admitted to the nursing major at Minnesota State University, Mankato
- Hold a 3.5 grade point average or higher in all undergraduate courses at the time of the application.
- Apply for the scholarship during their first semester in the nursing program.
- Be a U.S. citizen with residence in Minnesota. Residents of North Dakota, South Dakota, Wisconsin, and Iowa may be considered.
- Be selected by the School of Nursing scholarship selection committee, with input from the applicant's first semester nursing faculty, based on their ability to demonstrate a well-balanced lifestyle, leadership abilities, and commitment to the nursing industry.

Each applicant will attach a 1-2 page essay to this application which should include but not be limited to:

- Reasons for pursuing a career in nursing
- Related volunteer experiences
- Extra-curricular activities
- Related job experiences
- Professional goals and aspirations
- Academic successes

Renewal of this scholarship is subject to certification by the Chair of the School of Nursing that the recipient has:

1. Maintained 10-14 credits each semester of the academic year.
2. Demonstrated satisfactory progress toward a degree in nursing as determined by the Chair.
3. Not engaged in any paid employment during academic sessions without the express prior approval of the Chair.
4. Satisfactorily participated in student/faculty research, peer mentoring or tutoring, or other activities directly related to nursing as determined by the Chair.
5. Maintained a cumulative academic grade point average of 3.5 or above as measured at the end of each academic semester. Exceptions may be granted by the Chair on a case-by-case basis and for reasons that warrant such consideration. Said reasons are at the discretion of the Chair.
6. Notified the Chair of any changes in the status which might affect eligibility for this scholarship.
7. Recipient has corresponded direction with the donor each semester.

A recipient of the Meredith Nursing Scholarship will remain eligible until the earlier of one of the following conditions exist:

1. Satisfaction of all graduation requirements for the degree in Nursing. Transfer, Post-Secondary Education Options, and Advanced Placement credits, which apply to the bachelor's degree, will be counted to satisfy graduation requirements. If a delay is expected in the progress toward graduation, recipient must inform the chair as soon as possible and present a graduation plan for approval. Exceptions due to extenuating circumstances will be considered for a one semester absence. Recipient is responsible for seeking approval for such exceptions from the Chair.
2. Completion of a maximum of five semesters in Nursing.
3. Change major from nursing to another area of study.
4. Discontinue college career.

Note: *Scholarship funds will be disbursed twice annually: one payment to be made in the fall semester and one payment to be made in the spring semester. No scholarship disbursements will be allowed for any summer session enrollments.*

Communication

The School of Nursing will be responsible for providing the Donor or designated family member with the name and relevant background information about the scholarship recipients each semester.

Dr. Walter & Lorna E. Zettler Memorial Endowed Scholarship

This scholarship is for a graduate or undergraduate student. If an undergraduate, they must be a 300 or 400 level student accepted to the Nursing Program. Student should demonstrate the following:

- Quality of goal setting
- Achievement of goals

- Perseverance and dedication toward achievement of goals
- Motivation
- Potential for graduation
- Potential for contribution to the profession

Elsa Johansen Natvig Endowment

The scholarship was planned by Elsa who over the period of her illness valued and relied on excellent nursing care given by skilled and compassionate nurses. It is the recognition of these nurses' potential for professional growth and her value of excellence which shaped this scholarship for nurses seeking a baccalaureate degree in nursing.

Family and friends wish to extend this scholarship to the applicant who is goal-directed and a compassionate nurse. Selection will be based on academic achievement and assessment of clinical performance by faculty and clinical employer. To be considered for the scholarship, the student must:

- Have a grade point average of 3.3 for all college work
- Demonstrate outstanding clinical competence

Gertrude Jane Timmerman O'Neill School of Nursing Endowment

Gertrude was born in 1901. Her interest in nursing was encouraged by a "horse and buggy driving" family doctor. She graduated from a small nursing school in Mankato, and continued her passion for caring for others throughout her life. This endowment was established by her family through the James C. O'Neill estate and the Margaret H. and James E. Kelley Foundation.

The criteria for awarding this scholarship are:

- Minnesota resident (preference will be given to individuals who grew up in Mankato)
- Submit an essay that addresses high academic achievement, financial need, professional goals, and discusses nursing for family and society

Golden Jubilee Endowment

The Golden Jubilee Endowment Scholarship was established in 2003 by School of Nursing alumni, nursing faculty, and significant education partners to honor 50 years of nursing education at Minnesota State University. This scholarship celebrates the legacy of the nursing program at the university and the generations of alumni who have earned nursing degrees. The history of the School of Nursing is recorded in the 2003 book "Celebrating the First Fifty Years of the School of Nursing 1953-2003". Revenues from the book sales support this scholarship.

The criteria for awarding this scholarship are:

- Submit an essay that addresses celebration of nursing/nursing education. The essay should also include a view of nursing practice for the future.

- Preference will be given to a student who has a family member/relative who graduated from the School of Nursing program.
- Must be officially accepted and enrolled in the basic undergraduate nursing program and be in good standing with course progression.

Helen C. & Helmer J. Nilson Memorial Endowment

This award established by friends and family in memory of Dr. and Mrs. Nilson. Dr. Nilson was a Mankato area physician who shared in the vision of establishing a nursing program at Minnesota State University, Mankato. One week before his death he participated in the pinning ceremony for the first class of university graduates. Submit an essay that addresses high academic achievement, leadership in the School of Nursing or co-curricular activities, and financial need.

Kenneth W. Case Nursing Scholarship

Kenneth W. Case was unexpectedly diagnosed with Stage IV liver cancer, Kenneth and his family turned to hospice caregivers to find comfort and support on Kenneth's final journey. To extend Kenneth's legacy of kindness to others, the Case family established the Kenneth W. Case Nursing Scholarship to support pre-licensure nursing students with a practice interest in end-of-life care through a hospice or long-term care.

Lillian Crawford Endowment

The Lillian Crawford Scholarship was established in memory of Lillian Crawford, wife of former university president, C. L. Crawford. The scholarship will be awarded annually to a student who will be entering the 400 level of the nursing program. Essay must address high academic achievement and financial need.

Lisa Buerhaus Schumacher Scholarship

To be considered for the scholarship the student must:

- Have a grade point average above 3.0
- Have financial need as described in an essay written by the student

LuVern L. & Bess Penn Endowment

Dr. George Penn established this scholarship in 1966 in memory of his wife, LuVern. Following the death of his second wife, Bess, Dr. Penn added her name to this memorial endowment for nursing students.

To be considered for this scholarship the student must have a GPA of 3.0 or higher for all college work. Given annually to the outstanding 400 level student who shows potential for graduate study.

Melba Leichsenring Nursing Endowment

Dr. Melba Leichsenring was the Dean of the School of Nursing from 1976-1986. The criteria for awarding this scholarship are:

- Pre-Licensure student (undergraduate)
- Leadership in the School of Nursing
- Financial need
- Scholastic ability

Nancy Schaffler Henry Endowed Scholarship

Dr. and Mrs. T.R. Schaffler have established a scholarship in memory of their daughter Nancy Schaffler Henry. Selection will be based on academic achievement and faculty assessment of clinical performance. To be considered for the scholarship, the student must:

- Have a grade point average of 3.5 for all college level work
- Be above average in clinical performance

Patrick Willette Memorial Nursing Scholarship Endowment

Patrick Willette was the husband of Dr. Karen Willette-Murphy, Emerita Professor of Nursing at the university. After his death from colon cancer, Karen established this endowment in his memory. Because of the family experiences with early death of a parent, Karen believes the death of a parent often renders these students to more financial difficulty in funding their education. Karen realized that she could honor Patrick with this endowment while helping a young person walking in a similar journal as she did in achieving her nursing degree.

Guidelines to be considered for the scholarship:

- Recipient must be a full-time student, and in the junior year, or the first semester of the senior year in the Pre-Licensure Program to qualify for this scholarship (Note: no other nursing programs qualify for this scholarship).
- Students must have lost a parent prior to the student reaching the age of 25, or their parent is terminally ill.
- A statement of need describing the impact the scholarship will have on their career as a professional nurse.
- A letter of recommendation from a faculty member in the School of Nursing regarding the student's professional nursing commitment must be submitted.
- One student shall be awarded a \$1,000 scholarship annually from this endowment.

Robert, Jean, Linus & Michael Schramski Nursing Endowment

This award was established by Robert and Jeanne Schramski in memory of Robert's brother Linus and nephew Michael. Linus was a Mankato State Teachers College graduate who served in World War II, passing in 1943 while a POW in Japan. Michael graduated from Mankato State University in 1978 and completed graduate work at UCLA before working as a Nurse Anesthetist. Michael was proud to be a Mankato State University alumnus, and he was grateful for his nursing education.

To be considered for the scholarship, the student must:

- Have a grade point average of at least 3.0

- Submit an essay demonstrating commitment to a career in nursing

Preference will be given to male or minority students.

Jean Marie Berquist Scholarship

Jean Marie Grams Berquist was a 1974 graduate of the School of Nursing. She was committed to helping patients become healthier and happier, as well as mentoring dozens of young nurses and doctors at Abbott Northwestern Hospital for 40 years until she passed away in 2014. Jean said that her education at Mankato State College provided an excellent foundation for her challenging and highly rewarding career. To apply for the scholarship, students must be admitted to the School of Nursing.

Ida Le Royce Hagen Memorial School of Nursing Scholarship

LeRoyce, as she preferred to be known, grew up in Glenwood, Minnesota and earned her bachelors of nursing degree in 1974. LeRoyce spent many years as a nurse in several locations in Minnesota, North Dakota, and Wisconsin. This memorial scholarship is offered in the hope that it will inspire a current student to fulfill their dream of helping others through compassionate care in nursing.

Bill & Lou Schroeder Scholarship Endowment

Bill and Lou Schroeder lived in Mankato for most of their careers. Bill was a longtime faculty member in the College of Education at Minnesota State University, Mankato. Thelma (Lou) graduated from Mankato State University in 1976 with a degree in Continuing Studies. Lou worked for many years at Immanual St. Joseph's—Mayo Health System in Mankato as the V.P. of Nursing.

To be considered for the scholarship, the student must:

- Have met all the admission requirements of the Pre-Licensure Program
- Be in their junior or senior year of study
- Demonstrate high academic success and leadership

Preference will be given to minority students.

Wanda-Mae Wyndle Nursing Endowment

This award was established by Wanda-Mae Wyndle, a faculty member in the School of Nursing from 1965 to 1991. Her career in nursing included active involvement in professional organizations. She was the recipient of the President's Award from the Minnesota Nurses' Association in 1989. The criteria for awarding the scholarship are:

- Preference will be given to a student who has English as a second language.
- Preference will be given to a full-time student with a 200 or 300 level standing at the time of application.

Elizabeth and Howard Dixon Scholarship

Dr. Elizabeth (Bette) Dixon was a member of the nursing faculty at Minnesota State University, Mankato for 28 years. She had received a scholarship that paid her tuition for the three-year hospital nursing program, and some years later, she completed her master's degree in nursing through a federal program that paid her tuition, books and provided a stipend. When she finished her graduate program, she began teaching at Minnesota State Mankato. Because of her experiences, Bette has provided financial assistance in the form of scholarships for other nursing students.

Nicholas Allen Memorial School of Nursing Scholarship

Nick Allen was the only person in the world known to have been diagnosed with both Coffin Siris Syndrome and Schwannomatosis. He was a true miracle and he taught others about his will to live through the many challenges he endured in his 32 years of life. Nick and his family visited nursing classrooms to share their experiences. By sharing their family's medical struggles, the Allen's helped nursing students become strong family advocates.

This scholarship is open to students in the undergraduate program (Pre-Licensure Program, RN Baccalaureate Completion) and graduate nursing students.

- Preference is given to State of Minnesota residents.
- Preference is given to students with a passion to help with special needs.

Appendix D

American Nurses Association (ANA) Standards of Professional Nursing Practice (2010)

Standards of Practice

Standard 1. Assessment

The registered nurse collects comprehensive data pertinent to the healthcare consumer's health or the situation.

Standard 2. Diagnosis

The registered nurse analyzes the assessment data to determine the diagnoses or issues.

Standard 3. Outcome Identification

The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.

Standard 4. Planning

The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.

Standard 5. Implementation

The registered nurse implements the identified plan.

Standard 5A. Coordination of Care

The registered nurse coordinates care delivery.

Standard 5B. Health Teaching and Health Promotion

The registered nurse employs strategies to promote health and a safe practice environment.

Standard 5C. Consultation

The graduate-level prepared specialty nurse and advanced practice registered nurse provides consultation to influence the identified plan, enhance the abilities of others, and effect change.

Standard 5D. Prescriptive Authority and Treatment

The advanced practice registered nurse uses prescriptive authority, procedures, referrals, treatments, and therapies in accordance with state and federal laws and regulations.

Standard 6. Evaluation

The registered nurse evaluates progress toward attainment of outcomes.

Standards of Professional Performance

Standard 7. Ethics

The registered nurse practices ethically.

Standard 8. Education

The registered nurse attains knowledge and competence that reflects current nursing practice.

Standard 9. Evidence-Based Practice and Research

The registered nurse integrates evidence and research findings into practice.

Standard 10. Quality of Practice

The registered nurse contributes to quality nursing practice.

Standard 11. Communication

The registered nurse communicates effectively in a variety of formats in all areas of practice.

Standard 12. Leadership

The registered nurse demonstrates leadership in the professional practice setting and the profession.

Standard 13. Collaboration

The registered nurse collaborates with the healthcare consumer, family and others in the conduct of nursing practice.

Standard 14. Professional Practice Evaluation

The registered nurse evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules and regulations.

Standard 15. Resource Utilization

The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective and financially responsible.

Standard 16. Environmental Health

The registered nurse practices in an environmentally safe and healthy manner

Source: American Nurses Association (ANA) Scope and Standards of Nursing Practice, 2010

Appendix E

The Essentials of Baccalaureate Education for Professional Nursing Practice (2008)

Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice

A solid base in liberal education provides the cornerstone for the practice and education of nurses.

Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety

Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.

Essential III: Scholarship for Evidence Based Practice

Professional nursing practice is grounded in the translation of current evidence into one's practice.

Essential IV: Information Management and Application of Patient Care Technology

Knowledge of skills and information management and patient care technology are critical in the delivery of quality patient care.

Essential V: Health Care Policy, Finance, and Regulatory Environments

Healthcare policies, including financial and regulatory, directly and indirectly, influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.

Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes

Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

Essential VII: Clinical Prevention and Population Health

Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

Essential VIII: Professionalism and Professional Values

Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

Essential IX: Baccalaureate Generalist Nursing Practice

The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, and communities, and populations across the lifespan and across the continuum of healthcare environments.

The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

Appendix F

American Nurses Association (ANA) Code for Nurses with Interpretive Statements (2015)

Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2: The nurse's primary commitment is to the patient, whether an individual, family, group, or population.

Provision 3: The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4: The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5: The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6: The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7: The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8: The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9: The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Source: American Nurses Association (ANA). Code of Ethics for Nurses with Interpretive Statements (2015).

Appendix G

Minnesota State University, Mankato
School of Nursing
The Pre-Licensure Program
Confirmation of Reading Student Handbook

I affirm that I have read the Minnesota State University, Mankato School of Nursing Pre-Licensure Program Student Handbook and am aware of the policies and procedures contained in the document.

I understand that The Pre-Licensure Program Student Handbook may change at the discretion of the faculty and academic leaders.

Further, I understand that I am responsible and accountable to adhere to the policies, procedures, and expectations of The Pre-Licensure Program.

Signed: _____

Date: _____

Print Name: _____

Appendix H

Minnesota State University, Mankato
School of Nursing
The Pre-Licensure Program
Code of Conduct Pledge

I affirm that I will adhere to the School of Nursing and Minnesota State University, Mankato's expectations for academic integrity in the completion of all written assignments, examinations, and clinical work as outlined in the School of Nursing Student Handbook, the MSU Policy on Academic Honesty, and the MSU Statement of Student Responsibilities. I will neither give nor receive unauthorized assistance with academic work.

Signed: _____

Date: _____

Print Name: _____

Approved by Undergraduate Curriculum Subcommittee on 12/16/2005

Approved by School of Nursing Faculty on January 13, 2006

Appendix I

Minnesota State University, Mankato
School of Nursing
The Pre-Licensure Program
Change in Progression Form (p. 1 of 2)

Student Name: _____

Tech ID#: _____

Address where response to this request should be sent:

Phone: _____

Student Instructions

Please place your signed documents in an envelope addressed to:

The Pre-Licensure Program Committee Chairperson
Minnesota State University, Mankato
School of Nursing, Wissink Hall 360
Mankato, MN 56001

The Pre-Licensure Program Committee will review your request. You may expect to receive a written response from the Pre-Licensure Program Committee Chairperson within one week following the next Pre-Licensure Program meeting.

Please meet with your advisor to complete the form located on the next page.

School of Nursing
Change in Progression Form (p. 2 of 2)

Request for:

_____ Leave of Absence, beginning _____(date) to _____(date)

_____ Return from Leave of Absence, please indicate the date you wish to return to the School of Nursing and which courses you wish to take).
 Desired return date: _____

Courses: _____

_____ Need to Repeat a Course

_____ Other (Please specify): _____

Rationale (Please indicate the reason for your request)

Supportive Documentation

Please attach a copy of your DARS report and attach additional material as appropriate.

Date: _____

 Signature of Advisor (obtain prior to submission)

 Student Signature

For The Pre-Licensure Program Committee Use Only:

Date: _____ _____ Request Granted _____ Request Denied

 Signature of The Pre-Licensure Program Committee Chairperson

Minnesota State University, Mankato**School of Nursing****Pre-Licensure Program****Guidelines for Reviewing Student Request for Returning to the SON**

The following guidelines will be utilized to process requests from students to re-enter and complete the nursing curriculum. The guidelines describe actions the student will need to take to re-enter and progress into the program based on the length of the students' absence.

- Students who did not complete the first semester of the curriculum must reapply and will be placed in the general pool along with new applicants.
- Students who completed at least one semester of the nursing curriculum may return at a point of exit on a "space available" basis.
- Students who receive two "no credit" grades (i.e. two unsuccessful attempts) will not be allowed to progress in the nursing curriculum. Students who have earned two "no credit" grades cannot reapply to the nursing major.
- A student absent from the School of Nursing more than two (2) semesters may be required to complete an independent study course to demonstrate competence in previously learned nursing skills and retention of content from courses completed in nursing theory.
- Prior to registration the student must meet with the faculty advisor or the appropriate Pre-Licensure Program Coordinator to create a plan for successful completion of the nursing program.
- In the event of extenuating circumstances, the student may petition the Pre-Licensure Program Committee requesting permission to reapply to the nursing program.

Approved by UPC: 2/15/02, 11/22/2002 (Revised 11/2002)

Revised by the Basic Nursing Committee: 11/2014

Appendix K

Minnesota State University, Mankato**School of Nursing****Pre-Licensure Program****List of At-Risk Behaviors**

AT RISK BEHAVIORS include but, are not limited to, those listed below:

Professionalism

- 1 Arrived late
- 2 Arrived unprepared to give care
- 3 Was absent without explanation
- 4 Excessive absenteeism
- 5 Not following student dress code and professional conduct
- 6 Displayed a negative attitude
- 7 Inappropriate and/or incautious use of social media
- 8 Shared client and/or simulation scenario information in a public forum, including social media
- 9 Lacked self-direction, initiative, and/or engagement
- 10 Behaved immaturely or inappropriately
- 11 Failed to seek guidance from faculty when needed
- 12 Devalues feedback. Reacts to constructive criticism defensively
- 13 Other

Communication

- 14 Failed to build rapport with client / family
- 15 Failed to build rapport with co-workers (i.e peers, health care team, faculty, etc.)
- 16 Failed to communicate needed information about a client's condition
- 17 Failed to reports changes in status or errors promptly
- 18 Failed to listen and accommodate for the changing needs of a client and family
- 19 Needed to be prompted to function as a communicator
- 20 Other

Safety

- 21 Failed to assess before acting
- 22 Failed to discern severity of client condition
- 23 Failed to consider labs and medications before acting
- 24 Failed to apply prior learning to current situation
- 25 Jeopardized client safety or created unnecessary costs to client
- 26 Performed a skill unsafely
- 27 Educated without sufficient knowledge or preparation
- 28 Made a medication error/ miscalculated a medication
- 29 Overlooked client as person in giving cares
- 30 Failed to adapt care to accommodate client limitations / needs
- 31 Disregarded policy, protocol or instruction
- 32 Fail to implement a plan that could and should have been implemented
- 33 Fail to recognize own limitations as a caregiver
- 34 Fail to prioritize client care needs
- 35 Other

Documentation

- 36 Hand in work late: experiential learning and/or classroom
- 37 Hand in incomplete work: experiential learning and/or classroom
- 38 Failed to collect and document needed data
- 39 Falsified data
- 40 Failed to include perspective of client and family when setting goals / planning care
- 41 Failed to consider needs for emotional, mental, and/or spiritual support in planning care
- 42 Failed to use evidence-based approaches to support care
- 43 Other

Ethics

- 44 Failed to adhere to the American Nurses Association Code of Ethics
- 45 Failed to prevent personal bias or feelings when interacting with clients and families
- 46 Failed to protect and respect clients' and families autonomy, confidentiality, and dignity
- 47 Failed to maintain appropriate professional boundaries
- 48 Failed to be trustworthy
- 49 Failed to be honest
- 50 Other

Academic Integrity

- 51 Plagiarism
- 52 Cheating
- 53 Collusion
- 54 Other

Appendix L

Minnesota State University, Mankato**School of Nursing****Pre-Licensure Program****Authorization for the Release of Education Records to Clinical Facility**

TO WHOM IT MAY CONCERN:

I, _____, hereby authorize Minnesota State University, Mankato to release and/or orally discuss the education and health records described below about me to any hospital or health care facility where I will be participating in a clinical experience. I understand that clinical agencies may be able to view my personal documentation via the Student Passport System (SPS).

The specific records covered by this release that I give my permission to be released include, but are not limited to:

- First name, Middle initial, Last name
- MNSU Email Address
- Cell Phone Number
- Home Address
- Birth Date
- Background Study Results
- Immunization/Health Information

If requested by facility to establish access to electronic medical records system:

- Social Security Number (SSN) or last 4-digits of my SSN

The persons to whom the information may be released, and their representatives, may use this information for the following purposes: to establish my eligibility for the clinical experience and my access to the facility's electronic medical record system.

I understand that the records information listed above includes information that is classified as private about me under Minn. Stat. § 13.32 and the Federal Family Education Rights and Privacy Act. I understand that by signing this authorization, I am authorizing the university to release to the entities or persons named above and to their representatives information that would otherwise be private and not accessible to them. I understand that without my informed consent, the university could not release the information described above because it is classified as private.

I understand that, at my request, the university must provide me with a copy of any education records it releases to the persons named above pursuant to this authorization. I understand that I am not legally obligated to provide this information and that I may revoke this consent at any time. This consent expires upon completion of the prelicensure nursing program. A photocopy of this authorization may be used in the same manner and with the same effect as the original documents.

I am giving this consent freely and voluntarily and I understand the consequences of my giving this consent.

I understand that if I do not give consent, that I may not be permitted to participate in clinical training at the hospital or health care facility.

Date: _____

Print full name: _____

Signature: _____

Appendix M

Minnesota State University, Mankato
School of Nursing
Pre-Licensure Program
Nursing Student Confidentiality Agreement

I understand that I may have access to confidential patient information and confidential information about the business and financial interests of the clinical facilities where I care for patients. I understand that Confidential and Private Information is protected in every form, such as written and/or electronic records and correspondence, oral communications, and computer programs and applications.

I agree to comply with all existing and future policies and procedures of the clinical agencies to protect the confidentiality of Confidential and Private Information. I agree not to share confidential information through electronic means, such as texting, Facebook ©, Twitter ©, Instagram ©, Snapchat ©, and other such sites. I agree not to use, copy, make notes regarding, remove, release, or disclose Confidential and Private Information with another individual. This includes patient/family information provided to me during simulations.

I agree not to share or release any authentication code or device, password, key card, or identification badge to any other person, and I agree not to use or release anyone else's authentication code or device, password, key card, or identification badge. I agree not to allow any other person, except those authorized by the clinical agency, to have access to the clinical agency information systems under my authentication code or device, password, key card, or identification badge. I agree to notify the appropriate administrator immediately if I become aware that another person has access to my authentication code or device, password, key card, or identification badge, or otherwise has unauthorized access to the clinical agency's information system or records.

I agree that my obligations under this Agreement continue after my role as a student ends.

Student Signature: _____

Date: _____

Print Name: _____

Appendix N

Minnesota State University, Mankato**School of Nursing****Pre-Licensure Program****HIPAA Instructions**

Students admitted to the School of Nursing are required to demonstrate an in-depth understanding of patient confidentiality and privacy.

Prior to beginning core nursing classes, admitted students are required to complete online HIPAA training offered by the Minnesota Department of Health. Students are required to complete the following modules:

- Data Security & Privacy (15 min) and the corresponding Assessment link
- How to Protect Information (35 min) and the corresponding Assessment link

Instructions:

1. Access the Minnesota Department of Health and Human Services link at: <https://data-securitytraining.dhs.mn.gov/Account/Login>
2. Do NOT enter your email address; underneath the login button, select "Login as a Guest".
3. Select the course "Data Security & Privacy" (15 minutes)
4. Following the completion of the course, complete the course Assessment. **Note:** students must obtain a "passing" score on the assessment. When the course is passed, print the page with the passing score (press control-P simultaneously to print the screen).
5. Return to the home screen and select the course "How to Protect Information" (35 minutes).
6. Following the completion of the course, complete the course Assessment. **Note:** students must obtain a "passing" score on the assessment. When the course is passed, print the page with the passing score (press control-P simultaneously to print the screen).
7. This completes the two modules required for the SON. The printed assessment documents, indicating a passing score, must be turned in with your SON documentation (as directed in your admission information).

Appendix O

Minnesota State University, Mankato**School of Nursing****Pre-Licensure Program****Medical/Hospitalization Insurance Coverage**

Students are required to provide evidence of current health insurance coverage by submitting a photocopy of their insurance card; students are required to update the School of Nursing with any changes in their health insurance information.

If a student has an insurance company that does not issue cards, the student should complete and submit this form to the School of Nursing office (WH 360).

Name of Insurance Company: _____

Policy Number: _____

Effective Date: _____

Expiration Date: _____

I declare that the above information is true and accurate to the best of my knowledge.

Student Signature: _____ Date: _____

Print Name: _____

Appendix P

Minnesota State University, Mankato

School of Nursing--Essential Functional Abilities

Student Name: _____ Tech ID#: _____
(First, Middle, Last)

Provisional and fully admitted students in the Pre-Licensure Program must be able to perform essential functional abilities in order to provide safe and effective care. The essential functional abilities reflect work completed by the National Council of State Boards of Nursing (1996; https://www.ncsbn.org/1996_Part4.pdf). Students must be able to meet all of the essential functional abilities; if a student cannot meet one or more of the abilities, with or without reasonable accommodations, the student will need to forfeit their admission to the Pre-Licensure Program. The Pre-Licensure Program in conjunction with MSU, Mankato Accessibility Resources will determine, on an individual basis, whether a reasonable accommodation can be made. By completing this document, I agree and understand that this disclosure is necessary to protect my health and well-being, and the health and well-being of patients and families for whom I may provide care. Identifiable health information should be kept confidential and only shared with faculty/staff who have the authority to receive and handle such information.

Student Instructions: Complete a self-evaluation for each essential functional ability by placing a checkmark in the box indicating *Yes*, if you can meet the ability; *Partial*, if you have limitations (please provide explanation on next page); and, *No*, if you are unable to meet the ability.

Category	Functional Ability Checklist with Examples	Yes	Partial	No
Gross Motor	Ability to move within confined space; maintain balance in multiple positions; reach out front; reach below waist (e.g. plug electrical appliance into wall outlet)			
Fine Motor Skills	Grasp, pinch, twist, squeeze, hand coordination (e.g. manipulate equipment)			
Mobility	Twist, bend, stoop, squat, move quickly (e.g. in response to emergency); climb stairs, walk (walk with patient).			
Physical Endurance	Maintain physical activity for length of clinical shift.			
Physical Strength	Push, pull and lift 25 pounds; move up to 50 pounds of weight; use upper/lower body strength.			
Visual	See objects up to 20 feet away (e.g. visualize information on computer screen, skin, patient in room).			
Hearing	Hear normal level speaking sounds; hear faint voices/whisper.			
Smell	Detect body and environmental odors.			
Tactile	Feel vibrations (e.g. pulse); detect temperature (e.g. skin, liquids, environment, and equipment); feel differences in surface characteristics (e.g. rashes, swelling).			
Environment	Tolerate exposure to allergens (e.g. chemical substances); tolerate heat and humidity (e.g. giving showers).			
Emotional Stability	Ability to provide patient and family with emotional support; adapt to changing environments and stress; focus attention on task; cope with strong emotions in others (e.g. anger, grief); respond to the unexpected (e.g. death emergencies); maintain emotional control.			
Interpersonal Skills	Establish appropriate relationships with patients, families, and coworkers; respect cultural differences in others; handle interpersonal conflict.			
Communication	Interact with others; speak English; write English; listen and understand spoken and written word.			
Reading	Read and understand written documents (e.g. flow sheets, charts, graphs); read digital displays.			
Math	Add, subtract, multiply, divide; measure; tell time and count.			
Problem-Solving	Know the difference between serious and minor problems; apply knowledge and skill; organize and use information.			

Please explain partial answers on the checklist on the previous page:

Provisional and fully admitted students in the Pre-Licensure Program will be required to verify that they understand and meet these essential functional abilities, or that they believe that the essential functional abilities can be met with specific accommodations. MSU, Mankato Accessibility Resources will evaluate a student who indicates that they could meet the program's essential functional abilities with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states they can meet the essential functional abilities with accommodations, then MSU, Mankato and the School of Nursing will determine whether it agrees that the student can meet the essential functional abilities with reasonable accommodation. A review will include whether the accommodations requested are reasonable, taking into account the effect of the requested accommodation on student and patient safety, clinical site requirements/limitations, and/or the impact on the student/faculty experience in didactic and experiential learning activities.

Essential Functional Abilities Statement by Student

Student Directions: Please select and sign the option below that is most appropriate for you.

Option 1: No Accommodations Requested

I certify that I have read and understand the essential functional abilities for selection to the Pre-Licensure Program listed above, and I believe to the best of my knowledge, that I met each of these standards without accommodation. I have no known medical condition that either directly impacts my ability to function safely in the clinical setting or if the medical condition is poorly controlled or managed, changes my ability to function safely in the clinical setting. I understand that if I am unable to meet these standards continually, I will not be allowed to progress in the program.

Printed Name: _____ Signature: _____
Date: _____

Option 2: Request for Accommodations

I certify that I have read and understand the essential functional abilities for selection to the Pre-Licensure Program listed above, and I believe to the best of my knowledge, that I met each of these standards with specific accommodation(s). I understand that if I have a medical condition that either directly impacts my ability to function safely in the clinical setting or if the medical condition is poorly controlled or managed, changes my ability to function safely in the clinical setting, I will make appropriate accommodation to maintain personal and patient safety. I will contact MSU, Mankato's Accessibility Resources (132 Memorial Hall or 507-389-2825; <http://www.mnsu.edu/access/>) to determine what accommodations may be available. I understand that if I am unable to meet these standards continually, with or without accommodations, I will not be allowed to progress in the program.

Printed Name: _____ Signature: _____
Date: _____

Minnesota State University, Mankato

School of Nursing

Student Health Assessment by Health Care Provider

Student Directions: Take both forms with you to your provider for a health assessment.

- Essential Functional Abilities Checklist and Student Statement form. This form must be completed and signed by the student. Take to provider for review.
- Student Health Assessment by Health Care Provider form. Provider will need to complete and sign the form.
- Submit both completed forms together to the School of Nursing.

Student Name: _____ Tech ID#: _____
 (First, Middle, Last)

Statement of Physical and Emotional Health by Provider

I have completed an exam with this student who has been accepted to the Pre-Licensure Program at Minnesota State University, Mankato. After reviewing the Essential Functional Abilities checklist and statement completed by the student, it is my judgment that this student (check one):

- Is able to physically and emotionally perform the essential requirements for safe and effective nursing practice as specified in the Essential Functional Abilities checklist.
- Is able to physically and emotionally perform the essential requirements for safe and effective nursing practice as specified in the Essential Functional Abilities checklist with the following restrictions or accommodations (list the accommodations):
- Is unable to physically and emotionally perform the essential requirements for safe and effective nursing practice as specified in the Essential Functional Abilities checklist.

Additional Comments or Concerns from Provider:

Provider Signature: _____
 Date: _____

Below, please print provider name, institution, address, and phone number (*provider stamp or business care is acceptable*):

Appendix Q

Minnesota State University, Mankato**School of Nursing****Pre-Licensure Program****Hepatitis B Vaccine Declination**

I understand that due to my possible exposure to blood or other potentially infectious materials I may be at risk for acquiring hepatitis B (HBV) infection. I have been encouraged by the School of Nursing faculty to be vaccinated with hepatitis B vaccine. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk for acquiring hepatitis B, a serious disease.

I am aware that clinical sites may require hepatitis B immunity, and that my declination may result in being denied clinical experiences; this may result in course failure.

Student Signature: _____

Date: _____

Print Name: _____

Appendix R

Minnesota State University, Mankato**School of Nursing****Pre-Licensure Program****Turnitin.com Student Authorization Form**

Minnesota State University, Mankato School of Nursing subscribes to the Turnitin.com plagiarism prevention service, and you may be asked to submit written assignments to Turnitin.com. Your work will be used by Turnitin.com for plagiarism detection and for no other purpose. You may indicate in writing to the instructor that you refuse to participate in the Turnitin.com process, in which case your instructor can use other electronic means to verify the originality of your work.

Student Instructions: Please read the information below. If you have questions about Turnitin.com, please visit with your faculty advisor. After completing the form, please submit to School of Nursing office, Wissink Hall 360.

I hereby consent to allow any paper required by the School of Nursing faculty to be submitted to Turnitin.com, an electronic database owned and operated by iParadigms, LLC, a California Limited Liability Company, for the purposes of comparing the paper for possible textual matches against internet-available resources and iParadigms' proprietary database in order to assist in the detection and prevention of plagiarism.

I further understand and agree that my paper will be included as a source document in the Turnitin.com database solely for the purpose of detecting plagiarism of such papers.

I acknowledge and agree that use of the Turnitin.com service is subject to the terms of use agreement posted on the Turnitin.com site as well as the Registration Agreement between iParadigms and Minnesota State University, Mankato.

I further agree to cooperate with efforts by my instructor and/or other instructors to detect and prevent plagiarism, including the release of my name to third parties as necessary to verify the originality of papers submitted by myself or other students.

I acknowledge that my consent is given freely and voluntarily and that I may revoke this consent in writing at any time, except to the extent action has been taken in reliance upon my prior consent. I understand that my written consent will remain in effect until I notify Minnesota State University, Mankato in writing, to cancel it.

Student Signature: _____ Date: _____

Print Name: _____ Tech ID: _____

Appendix S

**Maverick Family Nursing Simulation Center
Minnesota State University, Mankato
School of Nursing**

Photo, Video, Audio, and SAFE-HR Release Form
--

- A. Pursuant to the consent provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g, I hereby authorize the State of Minnesota, through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Minnesota State University - Mankato and those acting pursuant to its authority to:
1. Use my image, likeness, name, voice, and/or comments for educational and/or promotional purposes, worldwide, in perpetuity, and in any and all media now or hereafter known, without compensation; and,
 2. Use my Educational Data (as defined by Minnesota Statutes Section 13.32 Subd. 1(a)) stored within the Simulation, Analytics, Family-focused Electronic Health Record (SAFE-HR) software system for any educational purpose or purposes which the Minnesota State University – Mankato School of Nursing deems appropriate.
- B. I hereby release, forever discharge, and covenant not to sue the State of Minnesota, the Board of Trustees of the Minnesota State Colleges and Universities, Minnesota State University - Mankato, or any officers, employees, and/or agents of the aforementioned entities, from and against any and all claims and/or demands arising out of or in connection with the authorizations that I have granted above, including but not limited to any claims for defamation or invasion of privacy.

Name _____

Address _____

Phone (_____) _____

Signature _____

Witness _____ Date _____

Photo, Video and Audio Release Form; Approved by OGC 4/25/2018

Appendix T

Minnesota State University, Mankato
School of Nursing
Pre-Licensure Program
Permission Form

I give permission for Minnesota State University, Mankato, School of Nursing faculty, permission to share copies of my scholarly accomplishments (i.e. papers, thesis, clinical projects, nursing care plans, or presentation materials) with members of the nursing/university community as deemed necessary and appropriate.

I also give permission to share information that I have submitted to the School of Nursing regarding my health status, immunization/immunity, and other related documents to agencies that are sites for my clinical education.

This permission will be in effect for the duration of my nursing education.

Student Signature: _____ Date: _____

Print Name: _____

Appendix U

Minnesota State University, Mankato
School of Nursing
Pre-Licensure Program
ATI Student Acknowledgement

Initial all and sign below:

_____ I have received a copy of and have read and understand Minnesota State University, Mankato's ATI Assessment and Review Policy

_____ I understand that it is my responsibility to utilize all of the books, tutorials and online resources available from ATI, as designed by the Pre-Licensure Program, School of Nursing, Minnesota State University, Mankato.

Student Signature: _____

Date: _____

Print Name: _____

Appendix V

Minnesota State University, Mankato
School of Nursing
Pre-Licensure Program
Undergraduate Research Project Form

Please complete and submit this form to the SON Office (WH 360); resubmit the form

Project Start Date: _____

Student Name (first, last): _____ Tech ID#: _____

Faculty Mentor: _____

Project Name: _____

IRB Information:

IRB Submitted Date: _____

IRB Title: _____

IRB Approval Date: _____

Presentations:

Presentation 1

Type of Presentation (podium or poster): _____

Conference/Event: _____

Date of Presentation: _____

Presentation 2

Type of Presentation (podium or poster): _____

Conference/Event: _____

Date of Presentation: _____

For Office Use:

Date Received: _____

Date Changes Entered: _____ Initials: _____