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WELCOME

The faculty of Minnesota State University, Mankato, School of Nursing welcomes you to the baccalaureate nursing program. The student handbook contains essential information that you must read. The handbook will aid in your communication, understanding, and success here at the School of Nursing.

We, in the School of Nursing, highly value learning fostered through faculty-student relationships. Faculty are expert learners. Students bring many perspectives to the learning process. Through the sharing of knowledge and perspectives, the best outcomes for clients can be achieved.

Each student who is enrolled in the School of Nursing (SON) is assigned an advisor who is a member of the faculty. The student is expected to utilize his/her advisor as a resource person by maintaining contact throughout progression in the nursing curriculum. The student is free to select a different advisor in the event that (for any reason) he/she does not wish to meet with the assigned advisor. The student must file a request with the undergraduate program secretary to be reassigned to a new advisor. In addition to faculty as your learning resources, the Coordinator of the Basic Nursing Program and the School of Nursing Chair are also available to assist you.

Group advising sessions are held during spring semester each year to inform students about registration in the nursing curriculum for the following semester. Students are required to attend advising sessions when they are scheduled. Calendars for the upcoming academic year are distributed at the group advising sessions. In addition to class and experiential learning and clinical offerings, the calendars contain information related to other important dates and functions. Students are responsible for adhering to the dates listed.

A file is maintained on each student in the School of Nursing. The file contains health records, evidence of liability insurance, background studies, clinical evaluation tools, advising report, transcripts, and other pertinent data. Seven years after graduation, only essential information is kept.

The student handbook is regularly evaluated and is expected to provide guidance for the duration of your progression through the nursing curriculum. Students will be notified in course syllabi and bulletin board of any changes in the student policies. Please address any concerns or questions to the Coordinators, School of Nursing, 360 Wissink Hall, Minnesota State University, Mankato, Mankato, MN 56001. The telephone number is (507) 389-6022. Fax (507) 389-6516.
Vision and Mission for the School of Nursing

Vision

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.

Statements of Values

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

Family and Society

- Facilitate health and healing of individuals, families, and society by integrating evidence, clinical reasoning, interprofessional perspectives, and client value preferences in providing nursing care.
- Provide 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 societal 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.
- Support the work of the Glen Taylor Nursing Institute for Family and Society and the International Family Nursing Association (IFNA). (recommend moving this bullet to the bottom of the section)
- 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.
Empowerment and Social Justice (recommend re-ordering bullets)

- 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.

USCC 4/10/2010 (2/2/12)
STANDARDS FOR PROFESSIONAL NURSING

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 or 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

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 and skills in 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, 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.

Code for Nurses with Interpretive Statements (2010)

Provision 1
The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

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

Provision 3
The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

Provision 4
The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.
Provision 5  
The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

Provision 6  
The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

Provision 7  
The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

Provision 8  
The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.

Provision 9  
The profession of nursing value, for maintaining the integrity of the profession and its practice, and for shaping social policy.

### BASIC NURSING PROGRAM
#### FOUR YEAR CURRICULAR PLAN

[Shaded areas = prerequisite to entering the major – Bold core prerequisite course]

<table>
<thead>
<tr>
<th>Freshman Year: Semester 1</th>
<th>Freshman Year: Semester 2</th>
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<tbody>
<tr>
<td><em>Bio 220 Human Anatomy (4)</em></td>
<td><em>Chem 111 Chemistry of Life Processes Part II (5)</em></td>
</tr>
<tr>
<td><em>Eng 101/104 Composition (4)</em></td>
<td><em>Nurs 101W Courage, Caring, and Team Building (3)</em></td>
</tr>
<tr>
<td><em>Geog 103p Intro to Cultural Geography (3)</em></td>
<td>~Psych 101 Psychology (4)</td>
</tr>
<tr>
<td>Gen Ed – 1B (3)</td>
<td>Gen Ed –10 (3)</td>
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<tr>
<td>Total Credits – 14</td>
<td>Total Credits – 15</td>
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<tr>
<th>Sophomore Year: Semester 1</th>
<th>Sophomore Year: Semester 2</th>
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</thead>
<tbody>
<tr>
<td><em>Bio 330 Principals of Human Physiology (4)</em></td>
<td>~Bio 270 Microbiology (4)</td>
</tr>
<tr>
<td><em>Stat 154 Elementary Statistics (3)</em></td>
<td>~N282 Pathophysiology for Healthcare Professionals (3)</td>
</tr>
<tr>
<td><em>Ksp 235 Human Development (3)</em></td>
<td>~N284 Pharmacology for Healthcare Professionals (3)</td>
</tr>
<tr>
<td>~FCS 242 Nutrition for Healthcare Professionals (3)</td>
<td>~N286 Relationship-based Care in Nursing Practice (3)</td>
</tr>
<tr>
<td>Gen Ed - WI, 6 and 9 (3)</td>
<td>Gen Ed – 6 and 7 and Diverse Cultures F or G (3)</td>
</tr>
<tr>
<td>Total Credits – 16</td>
<td>Total Credits – 16</td>
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<tr>
<th>Junior Year: Semester 1</th>
<th>Junior Year: Semester 2</th>
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</thead>
<tbody>
<tr>
<td>N333 Professional Nursing (3)</td>
<td>N363 Critical Inquiry in Nursing (2)</td>
</tr>
<tr>
<td>N334 Physiologic Integrity I (4)</td>
<td>N364 Physiologic Integrity II (4)</td>
</tr>
<tr>
<td>N335 Family &amp; Societal Nursing Inquiry (3)</td>
<td>N365 Nursing Care of Families in Transition I (7)</td>
</tr>
<tr>
<td>N336 Assessment and Nursing Procedures (5)</td>
<td>N366 Quality, Safety &amp; Informatics in Nursing Practice(3)</td>
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<tr>
<td>Total Credits – 15</td>
<td>Total Credits – 16</td>
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<tr>
<th>Senior Year: Semester 1</th>
<th>Senior Year: Semester 2</th>
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</thead>
<tbody>
<tr>
<td>N433 Community Oriented Nursing Inquiry (4)</td>
<td>N463 Nursing Leadership and Management (3)</td>
</tr>
<tr>
<td>N434 Physiologic Integrity III (4)</td>
<td>N464 Physiologic Integrity IV (3)</td>
</tr>
<tr>
<td>N435 Nursing Care of Families in Transition II (3)</td>
<td>N465 Nursing Care of Families in Crisis (2)</td>
</tr>
<tr>
<td>N436 Psychosocial Integrity (5)</td>
<td>N466 Professional Role Integration (4)</td>
</tr>
<tr>
<td>Total Credits – 16</td>
<td>Total Credits – 12</td>
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*Core Pre-requisites – must complete prior to application

~Support Pre-requisites – must be completed prior to beginning nursing program courses
Pass for Experiential Learning/Clinical

The school or Nursing will be keeping track of required health, immunization and policies that require a student signature. All forms are to be turned into the Administrative Assistant for the Undergraduate Program in Wissink Hall 360. You are required to submit copies of the following forms:

- Student Health Record
- Hepatitis B Vaccine Completion or Declination
- Medical/Hospitalization Insurance Coverage
- Plagiarism Detection
- Photo, Video and Audio Release Form
- Permission Form
- Nursing Student Confidentiality Agreement
- Code of Conduct Pledge
- Background Check Verification
- CPR Certification
- Annual Bloodborne Pathogens Training
- Annual Influenza Vaccination

All of these are located on the School of Nursing website “current students” link at [http://ahn.mnsu.edu/nursing/undergraduate/students/forms.html](http://ahn.mnsu.edu/nursing/undergraduate/students/forms.html). A copy of a current unrestricted RN license (in case of RN Baccalaureate Completion students) must be submitted at time of application to the program.

Basic Undergraduate Program students are expected to bring all documentation into the School of Nursing Office when on campus. RN Baccalaureate Completion students should mail their documentation to Administrative Assistant for the Undergraduate Program, Minnesota State University, Mankato, WH360, Mankato, MN 56001.
MINNESOTA STATE UNIVERSITY, MANKATO

SCHOOL OF NURSING

POLICIES FOR STUDENTS

In addition to the student policies which are outlined in the Minnesota State University, Mankato Bulletin, the following policies are in effect for nursing students. These policies are in reference to:

A. Academic Integrity
B. Affirmative Action
C. Nondiscrimination
D. Access for Individuals with Disabilities
E. Grades, Progression, and Retention
F. Class Attendance
G. Experiential Learning Experiences
H. Uniforms
I. Health
J. Guidelines for Off-campus Use of Equipment
K. Communication
L. Counseling
M. Standardized Exams
N. Employment
O. Policy for Use of Computers in Wissink Hall

A. Statement on Academic Integrity

In order for an academic community to teach and support appropriate education values, an environment of trust, cooperation and personal responsibility must be maintained. As members of this University community, students assume the responsibility to fulfill their academic obligations in a fair and honest manner. This responsibility includes avoiding such inappropriate activities 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 probation, 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 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.

Collusion – Assistance to another student or among students in committing the act of cheating or plagiarism.

Source: Office of Academic Affairs, Minnesota State University, Mankato For further information regarding Student Responsibilities of academic integrity as well as Jurisdiction of Violations, see the Student Conduct System at www.mnsu.edu/conduct/studentresources.html

Any incident of plagiarism, cheating or collusion in the School of Nursing will be grounds for failure of the assignment or the course and may result in further disciplinary action.

B. **Affirmative Action**

Minnesota State Colleges and Universities is committed to and supports aggressive affirmative action. Please contact the Affirmative Action Office, phone 389-2986, with concerns or questions.

C. **Nondiscrimination**

Minnesota State Colleges and Universities is committed to a policy of nondiscrimination in educational opportunity. No person shall be discriminated against in the terms of educational opportunity with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Please contact the Affirmative Action Office, phone 389-2986, with concerns or questions.

D. **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 the Disabilities Services Office, phone 389-2985, with concerns or questions.

The School of Nursing has included the following statement in every syllabus: Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please see the instructors as early in the semester as possible to discuss the necessary accommodations, and/or contact the Disability Services Office at (507) 389-1819 (V) or 1-800-627-3529 (MRS/TTY).
E. **Grades, Progression, and Retention**

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.

1. **Goal-Directed Behaviors**
   With reference to learning and professional activities, the student is expected to demonstrate and maintain goal directed behavior by:
   
   a. Identifying verbally, or in writing, personal learning objectives and needs which are within the framework of course outcomes.
   
   b. Taking personal responsibility for his/her own actions relative to behaviors which facilitate, impede, or interfere with the achievement of learning objectives.
   
   c. Demonstrate efforts to understanding one’s own behavior as this relates to the achievement of learning objectives.
   
   d. Demonstrating collaborative behavior regarding teaching-learning activities that have been designed to achieve course outcomes by taking the responsibility for:
      
      i. Utilizing faculty as resource persons.
      
      ii. Communicating with an appropriate faculty person when it is necessary to be absent from planned learning activities (clinical practice, seminar, etc.).
      
      iii. Communicating with appropriate persons when difficulties with faculty-student relationships are such that progress toward learning is impaired.
      
      iv. Taking the personal responsibility for managing information about course requirements, announcements and assignments (dates these are due, etc.).
      
      v. Periodically evaluating, verbally or in writing, his/her own behavior relative to progress toward learning objectives.
      
      vi. Completing assigned written work on or before the specified date.
      
      vii. Offering constructive criticism or alternatives to faculty when certain learning activities are perceived as in need of change.

2. **Drop/Add**
   The SON 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. For a clinical nursing course, the deadline for dropping is the Friday of the 3rd week of the course.

3. **Grade Requirements**
   a. Once provisionally or fully admitted to the SON, the student must achieve at least a “C” or a “Pass” in each required nursing course, at least a “C” in required related courses, and maintain a minimum of a “C” average in all courses. Courses in the nursing curriculum are sequentially arranged and progression is based on successful completion of the prerequisite course(s).
   
   b. When a nursing student receives no credit, D, F, NO PASS, or withdraws from a nursing course or required related courses while enrolled in the nursing major, the
procedure to follow is:

i. Make an appointment to talk with your advisor to discuss options.

ii. Complete the “Change in Progression” form. See Appendix A. Be sure to obtain your advisor’s signature.

iii. Submit the signed “Change in Progression” form to the Undergraduate Basic Nursing Program Committee Chairperson by 4:30 PM on the Thursday before the Friday afternoon Basic Nursing Program Committee meeting. Deadline dates are posted on bulletin boards for each admitting group.

iv. The Basic Nursing Program Committee makes recommendations regarding requests. While an alternative plan may be approved, taking a course is dependent on available space. (See Appendix G “Guidelines for Reviewing Students Requests for Returning to the School of Nursing”.)

v. The Undergraduate Basic Nursing Program Committee will notify the appropriate Basic Nursing Program Coordinator

vi. The Basic Nursing Program Coordinator will notify the School of Nursing Chairperson of the Undergraduate Basic Nursing Program Committee’s recommendation.

vii. The student can expect a written response from the Basic Nursing Program Committee within one week following the date of the Committee review.

viii. If the student is dissatisfied with the Basic Nursing Program Committee’s recommendation, the student may appeal to the School of Nursing Chairperson.

ix. When the repeated course has been successfully completed, written notification by the student must be made to the Nursing Advisor and appropriate Basic Nursing Program Coordinator, who notifies the School of Nursing Chairperson and the Basic Nursing Program Committee.

c. A student is allowed to repeat the same nursing course only once. If a nursing course is not successfully completed after taking a second time, the student will not be allowed to continue in the nursing program. A student who must repeat a clinical may not do so with the same instructor except with the written permission of the instructor and approval by the Basic Nursing Program Committee.

d. After being admitted to the School of Nursing, if a student receives two No Credits, D’s, F’s, NO PASSES or withdraws from two (2) courses or any combination of these in nursing or required related courses, the student will not be allowed to continue in the nursing program. Students who have earned two “no credit” grades cannot reapply to the nursing major.

e. In the event of extenuating circumstances, the student may petition the Basic Nursing Program Committee requesting permission to continue in the Nursing Program. The procedure to follow is outlined below:

i. Make an appointment with your advisor to discuss options.
ii. Complete the “Change in Progression” form. See Appendix A. Be sure to obtain your advisor’s signature.

iii. Submit the signed “Change in Progression” form and supporting documents to the Basic Nursing Program Committee Chairperson by 4:30 PM on the Thursday one week prior to the Friday afternoon Basic Nursing Program Committee meeting. Submission of documents one week prior to the Committee meeting is important so that the Basic Nursing Program Committee members have time to carefully review all materials prior to the meeting. Deadline dates are posted on bulletin boards for each admitting group.

iv. The Basic Nursing Program Committee Chairperson will notify the appropriate Basic Nursing Program Coordinator (Basic or RN Baccalaureate Completion) and the School of Nursing Chairperson of the upcoming appeal.

v. The student has the right to present information at meetings where recommendations are made regarding his/her progress in the School of Nursing. The student time will be limited to 15 minutes. The student may be accompanied by another individual; in this case, the student must inform the Basic Nursing Program Committee Chairperson by 4:30 PM 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.

vi. The Basic Nursing 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, and
   - Student advisor and faculty member statements.

vii. The Basic Nursing Program Committee Chairperson will notify the appropriate Basic Nursing Program Coordinator and the School of Nursing Chairperson of the Committee’s recommendation.

viii. The student can expect a written response from the Basic Nursing Program Committee within one week following the date of the Committee review.

ix. If the student is dissatisfied with the Basic Nursing Program Committee’s recommendation, the student may appeal to the Chair of the School of Nursing.

x. When the repeated course(s) has been successfully completed, written notification by the student must be made to the Nursing Advisor and the appropriate Basic Nursing Program Coordinator, who notifies the School of Nursing Chairperson and the Basic Nursing Program Committee.

4. Grade Appeal Process
   The student has the right to appeal decisions on academic matters. Grade appeals are reviewed in instances where students perceive that a final grade is unfair, arbitrary, or capricious. Students have the right to ask an instructor for an explanation of any grade received. Students are strongly encouraged to talk to their instructor before beginning the formal appeal process to attempt to resolve the matter informally.
If there is no satisfaction, the student should follow the University policy as outlined in MSU’s “The Basic Stuff Student Handbook” under “Grade Appeal Process”. However, please note that appeals 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 in clinical rotations which end both mid-semester and at the end of a semester.

Petitions should contain the nature of the problem, relevant information which supports the appeal, the remedy sought, and a statement that an attempt was made to resolve the issue at the appropriate lower levels of appeal. The student should always retain a copy of all paperwork for his/her own records.

A student who is appealing an academic decision is permitted to continue with the next sequential course in order not to place him/her in jeopardy for continuing appeal. However, the student must have written verification of clinical safety by a nursing faculty member in order to enroll in a course which includes clinical practice.

<table>
<thead>
<tr>
<th>Written Petition to Instructor.</th>
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<tbody>
<tr>
<td>↓ If not satisfied with response</td>
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<table>
<thead>
<tr>
<th>Written Petition to the School of Nursing Chairperson with a copy to the instructor.</th>
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<td>↓ If not satisfied with response</td>
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<tr>
<th>Written Petition to the College of Allied Health &amp; Nursing Dean with copies to the School of Nursing Chairperson and the instructor.</th>
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<tbody>
<tr>
<td>↓ If not satisfied with response</td>
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<table>
<thead>
<tr>
<th>Written Petition to the Vice President for Academic Affairs with copies to the Dean, School of Nursing Chairperson and Instructor of the class.</th>
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| The decision of the Vice President for Academic Affairs is final. |

Students needing assistance at any step in appealing or filing a complaint may contact the Academic Affairs Coordinator of the Student Senate (CSU 218A, 389-2611).

5. **Dismissal**
a. The student who fails to meet the stated requirements of the SON regarding grades, progression, and retention may be advised to change career goals or required to leave the program.

b. 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.** As stated in the Patient’s Bill of Rights, the client’s right to safe and quality nursing care must be protected. Students are encouraged to seek counsel from his/her advisor.

c. A student may be required to withdraw from a clinical or experiential learning course at any time during the semester when her/his 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 clinical group. The student must then seek counsel from his/her advisor. The student may petition the Basic Nursing Program Committee following the procedure outlined in 3.c above.

d. Evidence of plagiarism, false documentation or cheating constitutes grounds for dismissal.

6. **Leave of Absence (LOA)**

A student may request a personal or academic leave of absence (LOA) after the successful completion of **at least 14 credits of nursing.** 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 to follow for **initiating an LOA** is as follows:

a. Make an appointment to talk with your advisor to discuss implications for progression and ramifications of the LOA.

b. If the LOA request still is the preferred action, complete the “Change in Progression” form. See Appendix A. Be sure to obtain your advisor’s signature.

c. Submit the signed “Change in Progression” form to the Basic Nursing Program Committee Chairperson by 4:30 PM on the Thursday before the Friday afternoon Committee meeting. Deadline dates are posted on bulletin boards for each admitting group.

d. The Basic Nursing Program Committee makes recommendations regarding requests.

e. The Basic Nursing Program Committee will notify appropriate Basic Nursing Program Coordinator (Basic or RN Baccalaureate Completion) and the School of Nursing Chairperson of the Committee’s recommendation.
f. The student can expect a written response from the Basic Nursing Program Committee within one week following the date of the Committee review.

g. If the student is dissatisfied with the Basic Nursing Program Committee’s recommendation, the student may appeal to the School of Nursing Chairperson.

7. Returning from an LOA:

a. Notify the Undergraduate Admission and Progression Chairperson of intentions to return by completing the “Change in Progression” form. See Appendix A. The Basic Nursing Program Committee will notify the appropriate Basic Nursing Program Coordinator (Basic or RN Baccalaureate Completion). It is especially important that the appropriate Basic Nursing Program Coordinator know of intentions to return so that clinical placement possibilities can be determined. Deadlines for notification are the:

1) First Friday of the prior spring semester, if planning to re-enter the nursing program fall semester rotation one or two.

2) First Friday of the prior fall semester, if planning to re-enter the nursing program spring semester rotation three or four.

b. Students will be admitted into the nursing course(s) IF THERE IS SPACE AVAILABLE.

c. 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 desires readmission to the School of Nursing, s/he must petition the Basic Nursing Program Committee using the “Change in Progression” form. See Appendix A. Deadlines for student requests are the same as those in policy 7a.

d. A student who is planning to re-enter the School of Nursing is required to meet with his/her advisor or the appropriate Basic Nursing Program Coordinator prior to registering for nursing courses. The purpose of this meeting is to plan for successful completion of the nursing major.

8. Part-time Status

A student may request part-time status. The procedure to follow for initiating part-time status is as follows:

a. Make an appointment to talk with your advisor to discuss implications for progression and ramifications of part-time status.

b. If part-time status still is the preferred action, complete the “Change in Progression” form. See appendix A. Be sure to obtain your advisor’s signature.

c. Submit the signed “Change in Progression” form to the Basic Nursing Program Committee Chairperson by 4:30 PM on the Thursday before the Friday afternoon
Committee meeting. Deadline dates are posted on bulletin boards for each admitting group.

d. The Basic Nursing Program Committee makes recommendations regarding requests.

e. The Basic Nursing Program Committee will notify the appropriate Program Coordinator and the School of Nursing Chairperson of the Committee’s recommendation.

f. The student can expect a written response from the Basic Nursing Program Committee within one week following the date of the Committee review.

F. Class Attendance

If a student is absent from a classroom course (theory class) he/she is responsible for the content of the class, as well as materials and announcements which were part of that class. Students are also expected to be responsible for announcements which are posted on the bulletin boards.

Faculty use clinical hours, service learning, simulation experiences, shadowing experiences, field trips, and laboratory experiences for experiential learning hours. Attendance is mandatory for all scheduled experiential learning experiences. 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 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 will receive a failing grade for the course.

G. Experiential Learning Experiences

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

1. Minnesota State Mankato SON will track student health, immunization, and other required forms.

2. State law requires that any person who provides services that involve direct contact with patients and residents at a health care facility have a background study conducted by the State. 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 academic program could result in ineligibility to qualify for a degree in this program.

Students will be asked to complete the background study form at the end of spring semester
each year, to ensure clearance is received prior to the beginning of the fall courses. The SON must provide background study results to each agency in which you have an experiential learning experience.

3. Professional Liability Insurance is required of all nursing students and is available through the Minnesota State Colleges and University System at low premium rates. This coverage meets requirements of clinical agencies. Protection is limited to those nursing activities which are performed during experiential learning experiences and supervised by School of Nursing faculty or precepted by faculty arrangement. The student needs to be aware that insurance does not provide protection for nursing actions which are performed as an employee in a health care agency.

Students must provide written verification to CertifiedBackground.com that liability insurance is current prior to each course which requires experiential learning experiences. The policy number and expiration date must be provided. Students will not be allowed into the clinical agency until current liability insurance is verified. **If course outcomes are not met, missing one clinical day may result in failing the course.**

4. Students must be certified in professional two-rescuer cardiopulmonary resuscitation (CPR) of adults and children before scheduled experiential learning experiences. Written evidence that CPR certification is current must be provided prior to each clinical course. Students will not be allowed into the clinical agency until current CPR certification is verified. **If course outcomes are not met, missing one clinical day may result in failing the course.**

5. Item #’s 3, 4, 5 and 6 under the section on Health must also be met before students will be allowed into the clinical agency. Failure to provide written evidence of met health requirements will result in dismissal from the clinical. **If course outcomes are not met, missing one clinical day may result in failing the course.**

6. All nursing students must be covered by some type of health insurance: an individual policy, a family policy, or through Medical Assistance, which assists in paying for bills for medical services and/or hospitalization. Nursing students can also purchase a student health insurance plan. Information on the Student Health Insurance Plan can be found online at [http://www.mnsu.edu/shs/clinic/insurance.html](http://www.mnsu.edu/shs/clinic/insurance.html)

7. Students are **required** to participate in Pass for Clinical/Experiential Learning each semester as scheduled on calendars distributed during Group Advising Sessions each spring semester (fall semester for spring admits). Students must provide Xerox copies for their file of the following information: current professional liability insurance, current certification in professional two-rescuer CPR of adults and children, completed medical history and physical examination, current immunizations including annual influenza vaccination, tuberculosis screening, Hepatitis B vaccination or declination, annual bloodborne pathogens training, and signed Medical/Hospitalization Insurance Coverage form (Appendix H). More specifically the TB screening and immunization requirements are as follows:

The first TB screening must be a 2 step Mantoux or a blood test. The 2 skin tests must be done 1-2 weeks apart. The 2 step is required by long term care facilities. Then the student will need to have the 1 step Mantoux done yearly after that. If the TB screening is positive,
follow-up with appropriate healthcare provider and documentation of a chest x-ray are required.

For the immunizations, the student needs to provide the dates of 2 MMR’s. If the student doesn’t have the 2 dates, then the student will need to provide evidence of titers that show positive immunity.

The student also needs to document one of the following:
- two doses of the varicella vaccine,
- laboratory evidence of immunity or laboratory confirmation of disease (titers),
- diagnosis or verification of a history of varicella disease by a licensed health-care provider, or
- diagnosis or verification of a history of herpes zoster by a licensed health-care provider. Self-reports of chickenpox immunity are no longer accepted. If acceptable documentation of immunity cannot be provided and a titer does not indicate immunity, the vaccine will need to be administered again.

All students must have had an adult dose of Tdap (Tetanus, diphtheria and pertussis)

Influenza vaccinations are required by October 1st every year. A written declination signed by a medical doctor accepted only in cases of medical contraindications.

The student must provide the dates of the three Hepatitis B doses or submit a signed declination form. Immunity can also be shown by documentation of a positive titer.

Students will be issued a Pass for Clinical Ticket when information is complete. The ticket will indicate requirements to participate in experiential learning experiences have been met.

8. The School of Nursing utilizes a variety of clinical or experiential learning agencies in the rural and in the Twin Cities Metropolitan areas. Students will be required to travel to these clinical agencies and this travel will be 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.

9. Students are not allowed to complete an experiential learning rotation at a site where they are currently employed except at the discretion of the instructor.

10. The student is responsible for following the policies of the agency in which experiential learning experience is obtained.

11. All experiential learning experiences, including conferences and seminars, require attendance. If the student finds that it is necessary to be absent from an experiential learning experience due to illness or an emergency, he/she must report the expected absence to the clinical area of assignment at least one hour prior to the scheduled clinical experience. This is necessary in order to provide for continuity of patient care. In addition, some individual faculty members may require that students notify them directly when an absence from a clinical experience becomes necessary. If the student anticipates an expected absence because of other University course requirements, such as a field trip, arrangements must be
made with the clinical instructor several days in advance. The student’s first priority is to the current registered nursing courses and course requirements.

12. The student is expected to take the responsibility for contacting the clinical instructor to make the necessary arrangements for making up those experiential learning experiences which were missed because of absences due to an emergency, illness, weather, etc. The instructor reserves the right to make the decision as to whether the student needs to make up the experiential learning experience(s) in order to meet the outcomes of a course.

In the event that clinical experiences cannot be satisfactorily re-scheduled and progress toward course outcomes and requirements is impeded, the situation needs to be reviewed by the Basic Nursing Program Committee.

13. When the University cancels because of bad weather and it is a clinical day, the clinical day is not made up. If a clinical faculty member cancels class because of weather when the University remains open, the clinical must be made up and this could be in the form of an alternative learning assignment. Insurance coverage is not determined based on whether a class is canceled; therefore, faculty may hold clinical in a site where weather does not warrant cancellation even if the University closes because of weather, according to Legal Services at Minnesota State University, Mankato. If the University is officially closed because of a holiday or break, the University is not obliged to enact the liability insurance policy; therefore, faculty may not hold clinical.

14. Failure during an experiential learning experience within a course may occur for a student at any time with or without prior notification. Unsafe practice at any point in the experiential learning experience rotation constitutes grounds for failing the course.

Maintaining patient safety is an essential foundation to nursing practice. A failure to maintain safety (i.e. life-threatening or likely to cause permanent disability) 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. Safety concerns may include but are not limited to: patient neglect or abuse, 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, inadequate preparation for experiential learning experience activities, denying responsibility for one’s actions, placing a patient at risk through inappropriate behavior such as not practicing safe medication administration, leaving an at risk client alone in an unsafe situation, or failure to seek appropriate help, and other unsafe practice as deemed by faculty.

**H. Dress Code and Professional Conduct**

1. A specific date for ordering uniforms as a group is announced each semester. The cost of the following items are covered by nursing program fee:
   - Two purple scrub tops
   - 1 Polo Shirt with University insignia
   - 2 black scrub pants
• Photo name badge

The complete uniform consists of:

**Scrub Uniform Attire** (i.e. hospital, laboratory & simulation courses)
Black uniform pants.
Purple MSU scrub top.
Shoes: Black or white nurses shoes or athletic shoes. Students may use white athletic shoes if they are worn only for clinical use. Shoes must be in good condition and must wear 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-toes 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 mush be closed-toed and in good condition.
Low-cut shirts are not permitted.
Minnesota State University, Mankato School of Nursing name badge.

**The following items are NOT permitted 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).
Pants: pant length must not drag on floor; shirts must cover waist line so skin is not visible between shirt and pants.

Pertinent to all clinical and experiential learning settings:
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. White or black turtle-necks or long-sleeved shirts under the purple scrub tops or polo shirts are appropriate for additional warmth when needed. Hose is required with all skirts. Hair must be neatly arranged and long hair must be pulled back. Beards and mustaches are permitted but must be trimmed; otherwise male students must be clean shaven. **Jewelry should be 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 the ear lobes.** Dermal piercings and tattoos should be tastefully covered and not visible. **Tongue rings and 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.

**If the clinical agency’s uniform policy is stricter than MSU’s uniform policy, then the clinical agency’s policy should be honored.**

**It is the discretion of the clinical instructor as to whether the student should dress in scrub uniforms, polo shirts or professional attire.**

Students inappropriately dressed may be asked to leave and need to address consequences as identified by course faculty.

**General Student Conduct:**
Students are responsible and accountable for professional behaviors in the classroom and experiential learning experiences. Experiential learning experiences include but are not limited to: clinical hours, service learning, simulation experiences, shadowing experiences, field trips, and laboratory experiences. Failure to demonstrate professional behaviors may result in a failing grade for the activity or course, or dismissal from the experiential learning setting or nursing program.

1. Students will accept responsibility for their own behavior, practice and scholarship.
2. In view of patient safety and comfort, students will be expected to assume responsibility for appropriate hygiene and dress code.
3. Pre-clinical preparation and timeliness to experiential learning sites are expected.
4. 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.
5. Students will refrain from completing homework during experiential learning time unless pertinent to experiential learning outcomes and approved by faculty.
6. Cell phone use is not permitted except during scheduled break times and if approved by faculty for experiential learning use.
7. A student who is preparing for clinical assignment, completing a patient assessment, or returning to the hospital after clinical experience hours to look at patient records must wear the full uniform. The MSU name badge must be worn. Students are not permitted to wear sweatshirts/pants, jeans, shorts, or boots.
8. Students will accept responsibility for knowing and following agency policies.

**Valuables within Experiential Learning including Clinical Setting:**
Within the clinical setting, hospitals provide limited space for placement of coats, books, and belongings during clinical hours. Avoid bringing valuables to the clinical site because safety of those items cannot be guaranteed.

**I. Health**

1. The student who is enrolled in the nursing major must be in good physical and mental health. 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 issues cannot be resolved at
this level, the Basic Nursing Program Committee or School of Nursing Chair may be consulted for definitive action.

Please also note policies A. Affirmative Action, B. Nondiscrimination, and C. Access for Individuals with Disabilities.

2. The School of Nursing follows the University policy relating to alcohol and drugs as noted in “The Basic Stuff Student Handbook”. Students must adhere to the policies of each agency in which they have experiential learning experiences.

3. Prior to beginning the first experiential learning experience, all nursing students are to complete/update a medical history form and have a physical examination, utilizing the School of Nursing physical examination form. See Appendix B. Evidence of current immunizations and Mantoux tests as listed on the physical examination form is required. Students are required to provide evidence of current rubella, rubeola, and varicella immunity. Students will not be allowed into the clinical agency until current information on immunizations is provided. There is no accepted clinical make-up for the student absence. Students unable to achieve the learning outcomes of the course due to an absence will receive a failing grade for the course.

4. Health requirements may be secured through the University Health Service by appointment or, if the student wishes to pay the fee, from a private physician. Responsibility for securing and paying for these immunizations, tests, and examination rests with the student.

5. Prior to beginning experience in all experiential learning settings, must submit evidence of a negative Mantoux every year; if Mantoux is positive, follow-up with appropriate health care provider is required. Students must provide a copy of the Mantoux results and any follow up testing needed. Tine tests are not acceptable. Students will not be allowed into the clinical agency until current information on immunizations is provided. If course outcomes are not met, missing one clinical day may result in failing the course.

6. Hepatitis B is a blood-borne disease with serious implications for health care workers. In light of this information the School of Nursing strongly encourages nursing students to complete the series of HBV immunizations before clinical experiences are begun. This is voluntary. As health regulations change this may become mandatory. Please complete the “Hepatitis B Vaccine Completion” form in Appendix C. If students decline, they are requested to sign the “Hepatitis B Vaccine Declination” form in Appendix C. In either case, the form must be submitted to CertifiedBackground.com Students will be expected to comply with the requirements of each agency in which they have clinical experiences. Students will not be allowed into the clinical agency until current information on immunizations is provided. If course outcomes are not met, missing one clinical day may result in failing the course.

7. Item #’s 1, 2, and 3 under the section on Experiential Learning Experiences must also be met before students will be allowed into the experiential learning agency. Failure to provide written evidence of met health requirements will result in dismissal from the clinical. If course outcomes are not met, missing one clinical day may result in failing
the course.

8. See Item #5 under **Experiential Learning Experiences** regarding the procedure to obtain information needed from students before being allowed into experiential learning agencies.

9. University Health Service provides a limited amount of health care for all university students. Hospitalization and medical care is the student’s financial responsibility. Students are financially responsible for expenses associated with injuries or accidents incurred in the lab or an experiential learning setting. See University Undergraduate Bulletin and the University Student Handbook, “The Basic Stuff” for further health care information.

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

**J. Guidelines for Off-Campus Use of Equipment**

As students have increasing experiences in a variety of clinical agencies and community settings, there is a need to take equipment from the Nursing Learning Resource Center to the clinical sites. The following guidelines have been developed to facilitate the availability of needed equipment at a time most beneficial to the individual learning experiences.

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 of damaged, stolen or lost equipment. One copy will be kept on file in the Nursing Learning Resource Center.
3. No grade(s) will be given until equipment has been returned and/or damages, losses, etc. have been paid.

**K. Communication**

Communication with students is essential for success at Minnesota State University, Mankato. To facilitate effective communication, students must provide current name, local and permanent addresses, phone numbers, and email addresses. When there are changes, please provide a completed “Student Information Change Form” to the Undergraduate Program Administrative Assistant at the time the change occurs. (See Appendix F.)

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 e-mail to another account may also lead to losing important information. Therefore, students should not forward mail from their MSU account. If the student chooses to forward e-mail sent to their University e-mail accounts, 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 user name and password. Students are also encouraged to frequently check the School of Nursing bulletin boards located in the Wissink Hall third floor hallway for information.

Due to data privacy issues, information for specific students is not posted according to social security number or name. Students are assigned a five digit random number referred to as the School of Nursing (SON) ID#. The student keeps the same ID# throughout the tenure in the nursing curriculum.

L. **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 245. Hours are Monday through Friday, 7:30 a.m. to 4:30 p.m. during the academic year. Phone: (507) 389-1455.

M. **Standardized Exams**

All students who are enrolled in the School of Nursing will be required to take standardized exams at periodic intervals. These examinations are to be used for student self-evaluation as well as faculty evaluation of teaching and learning.

N. **Mavjobs.com**

Junior and senior students are encouraged to register with and utilize mavjobs.com, the Career Development and Counseling 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 on the system for employers to access through a database search, apply for jobs, and sign up for on-campus interviews on-line. Information about registration can be found by clicking the mavjobs.com link at the website, www.mnsu.edu/cdc. Students can also contact the Career Development Center, 209 WA, 507-389-6061 for more information.

O. **Employment**

1. It is the student’s responsibility to meet course requirements and he/she must coordinate employment around these requirements.
2. A student employed in a hospital has the same employee relationship to the hospital as to any other employer, such as in a restaurant or market.
3. A student employed by a hospital has the status and responsibilities of non-professional staff. The student must wear the same uniform as is worn by the other employees performing similar duties. The student may not wear any identifiable part of the nursing student uniform while working as a hospital employee.
4. By Minnesota law, the student may not assume professional nurse responsibilities when working for pay. He/she may only accept employment as a nurse’s aide or in a non-
nursing capacity. This does not apply to RN’s an LPN’s who practice according to the Minnesota Nursing Practice Laws.

P. **Policy For Use of Computers**

The primary purpose of the computers is to provide students with access to computers to aid in fulfilling course requirements. The use of the computers includes:

- Online research related to course material
- Online evaluations of nursing courses
- Accessing online courses through D2L

Use of the computer for Internet browsing and accessing personal email for purposes unrelated to one’s academic study should be avoided. Time spent using the computers should ordinarily be limited to 30 minutes.

Storage of Information: NO files are to be saved on the hard drives. Software should not be installed on the computers without permission from School of Nursing personnel. Software programs or other files also are not to be downloaded from the Internet. Students may save files to personal jump drives. School of Nursing personnel will assume no responsibility for personal jump drives.

Maintaining the work environment: Upon completing tests, assignments/tasks, students should close all software programs and leave the computer screen displaying the Windows desktop. Students should be extremely cautious not to leave their connection to the Internet or email accounts active. Users are expected to clean/straighten up their work area and printer area when they are through. Chairs should be placed under the desktop. Recycle paper as appropriate.

Contaminants: There is to be NO eating or drinking while using the computers.

When problems occur: Anyone experiencing any problems with hardware or software is to inform an administrative assistant in the School of Nursing. No attempts should be made by the user to correct the problem without supervision.

R. **Laboratory and Simulation Experiences**

Students will be required to purchase a student supply tote prior to beginning N336 Assessment and Nursing Procedures. The fee for the tote is included in the semester student fees. These supplies are required for lab and simulation sessions during N336. It is expected that the bag will be properly stored and maintained by the student. Students are responsible for knowing what supplies are needed during which lab or simulation. The supply tote should be brought to lab and simulation sessions. If the student loses their supply tote, the student may be responsible for paying for an additional bag with supplies. If you do not have the appropriate supplies with you for class, you will be sent home to bring back the equipment. This will be counted as an absence for the class.

Nurses have many great qualities such as professionalism, timeliness, and preparedness. Students are expected to wear their nursing scrubs (pants and top) to the lab and during
simulations. Name badges must be worn at all times in the lab and simulation. Hair should be pulled back and secured out of the eyes. Uniform pants must not hang or drag on the floor.

The lab and simulation is a collaborative learning experience. It is essential that you arrive on time and stay the entire time assigned to your class. This includes the lecture portion of the course.

It is recommended that you purchase the 6th Edition Manual as you will use it often, not just for citations, but for paper layout as well.

There are a number of useful websites that offer tips of important APA 6th edition rules:


To assist you in finding and resolving DOI’s use the free DOI lookup at

 [http://www.crossref.org/guestquery/](http://www.crossref.org/guestquery/)

Introduction to APA Style – Purdue University at
 [https://owl.english.purdue.edu/owl/resource/560/01/](https://owl.english.purdue.edu/owl/resource/560/01/)
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Effective June 15, 2007, APA style guidelines for electronic resources (section 4.16 of the APA Manual, pp. 268-281) changed. Referencing on-line journal articles and some other materials has changed to emphasize using an assigned DOI (digital object identifier). This alpha-numeric code usually appears on the article or in the database record. DOI may be verified by searching the cross reference guide at http://www.crossref.org/guestquery/

Date of retrieval is no longer included for materials that are unlikely to be changed or updated (PDF/page images). Use retrieval date for changeable content retrieved from the open Web, as well as in-preparation, in-press, or pre-print journal articles.

URL’s (web addresses) are not underlined, even though some software will automatically underline. However they should remain as active links.

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Adapted from Yale University School of Nursing APA Guidelines
Suggestions provided by David Chapman, CESR, MINNESOTA STATE MANKATO
STUDENT EXPENSES FOR SCHOOL OF NURSING

For information on tuition and fees, please refer to the Minnesota State University, Mankato Undergraduate Bulletin.

Beginning fall 2013, in addition to the tuition set by the university, students in the nursing major are assessed a program fee of $375 per semester while they are in the program. This fee will be used for the following:

- Official Uniforms (2 tops, polio, and 2 scrub pants)
- Nursing practice tools
- Stethoscope
- Sphygmomanometer
- Nursing skills supply pack
- Flash drive
- Name Badge
- HESI Testing and Remediation Package
- Kaplan NCLEX Review
- Background checks
- Malpractice insurance
- Nursing pin
- SNA Membership - local and National
- MNA/Capitol Hill Day

Pinning
Each School of Nursing has its distinctive pin, and a pinning ceremony at the time of graduation has been a tradition for many School of Nursing across the United States. 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 particular school. The pin, therefore, identifies you as a graduate of Minnesota State University, Mankato School of Nursing.

A pinning ceremony is planned 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 Develop Committee works with a Josten’s representative for the purpose of completing the students’ ordering forms. The pins are ordered and paid for through the program fee.

Expenses in Addition to University Tuition and Fees
There are additional expenses involved in the School of Nursing for which the student is responsible. It is important that the student be aware of these fees and plan accordingly. For students eligible to receive financial aid, an “Individual Student Budget” form is available from the Financial Aids Office. 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 the nursing students. See the section on Nursing Awards and Scholarships in this Handbook. The following is an estimation of additional expenses within the School of Nursing. Expenses are approximate and subject to change.

Books - $600-1500/year
Miscellaneous:
  --physical exam $30-100
    (dependent upon the facility chosen by the student)
  --mantoux yearly - $12.50
  --CPR certification $70-90
  --special fees (see below)

There are also travel expenses when students commute to clinical and experiential learning experiences. This may include overnight lodging since health care agencies in the Twin Cities metropolitan area are utilized as well as the more rural Mankato area. Students must provide their own transportation to the Twin Cities and rural settings.

Special Fees/Costs Upon Graduation

NCLEX
Registration to take the NCLEX-RN Examination is approximately $320, depending upon the state in which the student writes the exam. Information will be presented to seniors during their last semester.

TRANSFER STUDENTS FROM OTHER NURSING PROGRAMS

Students who wish to transfer to Minnesota State University, Mankato School of Nursing from other nursing programs must meet the same criteria as all other students, including a cumulative grade point average of at least 2.5.

The student who has received three grades of F, D, or no pass in the required pre-nursing courses may not be considered for admission to the School of Nursing. If these courses have been re-taken and successfully completed, these students will have to petition the Basic Nursing Program Committee for admission. They must demonstrate changes in risk behavior and show 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 at least one quarter/semester of absence from that program, and has petitioned the Basic Nursing Program Committee for admission. To be considered for admission, the application 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 the clinical area. These documents must be submitted at the time of application and will be reviewed by the Program Coordinator and by the Basic Nursing Program Committee who will determine if the
courses for which the student is requesting credit are comparable. If these courses are not comparable they will have to be successfully completed at Minnesota State University, Mankato.

STUDENTS WITH A PREVIOUS B.S./B.A. DEGREE

Candidates for admission who have previously graduated with a B.S. or B.A. degree may be exempt from meeting the English 101 requirement. Through consultation with an advisor in the School of Nursing, course substitutions may be made based on previous college coursework in meeting the English 101 composition requirement. This course substitution must be submitted with the application for admission.

REQUIREMENTS FOR PUBLIC HEALTH NURSE REGISTRATION
(verified on 9/21/2015)

A registered nurse may practice as a public health nurse without being registered by the Board. However, no person may use any abbreviation such as PHN or other designation such as the title public health nurse unless the person is registered by the Board.

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 MN Rule part 6316.0100 subpart 4), and
- submit an application, affidavit of graduation and public health nurse education and $30.00 fee.

The application forms are available from:
State of Minnesota Board of Nursing
2829 University Avenue SW
Minneapolis, MN 55414
612-617-2270


REQUIREMENTS FOR SCHOOL NURSE LICENSURE
(verified on 9/21/15)

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 PHN registration as part of the application process for a school nurse license. Application for a school nurse license may be made to the Board of Teaching at:
http://education.state.mn.us/MDE/EdExc/Licen/Forms/index.htm.
The license is required according to Minnesota Statutes sections 122A.15 and 122A.18: 
https://www.revisor.mn.gov/statutes/?id=122A.

the Board of Teaching’s requirements for licensure as a school nurse. The requirements are:
A. Hold a baccalaureate degree in nursing from a regionally accredited college or
   university; 
B. Be currently registered in Minnesota to practice as a licensed registered nurse under 
   the Board of Nursing; and 
C. Be currently registered in Minnesota as a public health nurse under the Board of 
   Nursing. Instructions on how to apply for the school license can be found on the 
   Minnesota Board of Nursing Website at

You will be required to submit official transcripts from all college/university institutions you’ve 
attended in a sealed envelope. You will also be asked to submit a copy of the wallet size 
Minnesota RN and Public Health Nurse License. The first time application fee is $93.45.

NURSING AWARDS AND SCHOLARSHIPS

Over the years, several people have contributed to and nurtured the growth and development of 
the School of Nursing (SON). 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 SON website to facilitate the student’s application process. 
Updated scholarship information can be found on the School of Nursing web site 
http://ahn.mnsu.edu/nursing/scholarships/

Please note that this information is subject to change. 
Information regarding scholarships awarded by other organizations will be posted on the bulletin 
board outside the Learning Resources Center WH 379.

Basic Nursing Program
Scholarships Available For Students:

- C. 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
- 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

Awards Given to Students for Which There Is No Application (offered only when funding is available):

The Art of Caring Award
Given annually to any student in the nursing program who best exemplifies 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.

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.

SCHOLARSHIP CRITERIA (Also see SON website)

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 a 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 above 3.5 will be alerted to this scholarship by the 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. Satisfactory 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-
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 announce each new recipient in the form of a media press release. Said media press release will be sent to the Mankato Free Press and the student's hometown newspaper as reported in their scholarship application. Other newspapers may be notified as directed by the student and Chair. 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 Endowment

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 other 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 and essay that addresses high academic achievement, financial need, professional goals, and discuss 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 SON 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 Scholarship

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 nursing graduates. Submit an essay that addresses high academic achievement leadership in the SON or co-curricular activities and financial need.

Lillian Crawford Endowment

The Lillian Crawford Scholarship was established in memory of Lillian Crawford, wife of former 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

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:

- Basic student
- Leadership in the School of Nursing
- Financial need
- Scholastic ability

Nancy Schaffler Henry Endowment

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

To be considered for the scholarship the student must:

- Recipient must be a full time student, and in his/her junior year or the first semester of his/her senior year in the Basic Nursing program (no other nursing programs qualify for this scholarship) to qualify for this scholarship.
- Student must have lost a parent prior to the student reaching the age of 25, or his/her parent is terminally ill.
- A statement of need describing the impact the scholarship will have on his/her 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 Endowment Scholarship

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.
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 founded Sigma Theta Tau at the Indiana University Training School for Nurses. The Greek letters they chose stood for “storgé,” “tharsos” and “timé”: love, courage and honor. Today the Honor Society of Nursing, Sigma Theta Tau International (STTI) serves 130,000 active members in more than 85 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 in 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 a GPA of at least 3.0 and are within 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.

**ACADEMIC AND STUDENT ORGANIZATIONS**

**Section 1**

Students shall have the right to organize within academic departments as Departmental Student Associations. The membership of such association shall include all students who have declared a major or minor in the department. The School of Nursing and the College of Graduate Studies shall be considered as departments and shall follow the procedures of this Article.

**Subsection A:** A Departmental Student Association shall be certified as the principal agency for student participation in the respective department by filing with the Speaker of the Senate a petition signed by 50 percent of the Departmental Student Association membership. Upon certification, the appropriate dean and department chairperson shall be informed. Certification shall not extend beyond the day of spring quarter commencement. Percentages shall be based upon the most recent non-summer session enrollment figures.

**Subsection B:** Departmental Student Associations have the authority to represent students only on issues that affect the respective department, such as major and minor requirements,
course content, procedures for faculty selection and removal, new courses, and course scheduling.

Subsection C: The Departmental Student Association chairperson and not more than four designees may meet with the department chairperson and selected designees and shall within ten days of such meeting report in writing to the Speaker of the Senate.

Section 2

Organizations seeking University recognition shall submit to the Senate a statement containing such information as is required by the Senate. Affiliation with a non-University organization shall not disqualify an organization from recognition. Recognized organizations shall have access to University facilities in accordance with University policy.

Organizations shall clearly state, whenever engaged in public activity that is not specifically authorized by the Senate or the University, that their programs and activities do not necessarily reflect the views of the University or the student body.

NATIONAL STUDENT NURSES’ ASSOCIATION
NSNA is an organization run by nursing students for nursing students. As future nurses it is important to be aware of what is happening in the field of nursing. NSNA is a great way to do this. It can help us stay in touch with the latest trends, become informed on issues that affect us as nursing students and future nurses and guide us in choosing our first job. There are many other benefits including the annual convention and access to scholarships. The convention is an excellent way to learn more about nursing, meet other nursing students from across the U.S., and make contacts with potential employers. GET THE PROFESSIONAL EDGE. Become a member of NSNA.

MINNESOTA NURSING STUDENTS’ ASSOCIATION
MNSA is the state level of NSNA. MNSA offers many of the same benefits as NSNA, but the focus is on what is happening in Minnesota. Each year there is an annual convention for MNSA also. At this convention you get to hear specialists from this area of the country and learn more about what Minnesota has to offer you as a nurse. Get involved.

STUDENT NURSES’ ASSOCIATION
SNA is a local constituent of Minnesota Nurses Association and National Student Nurses Association. We are currently not involved at the State or National level. This option is addressed and voted on at the first meeting of officers and members each year.

We are involved in many activities on campus and in the community. Some of the projects we participate in are BP clinics, health fair and Nurses Week activities. In addition, we provide opportunities twice a year for students to purchase stethoscopes and scissors for personal use. We have organized and sold sweatshirts and jackets in the past to promote visibility of Minnesota State Mankato’s School of Nursing. Our biggest event of the year is a “Spring Picnic” that we sponsor for all nursing students, but place an emphasis on welcoming newly admitted students.

SNA is an excellent way to promote support for our fellow students, give and receive advice and have fun!!
STANDING COMMITTEES: MEMBERSHIP AND FUNCTIONS

The School of Nursing has various standing committees that address issues related to curriculum, admissions and progression, student life, and faculty life. The membership of many of these committees includes student representation. Students are encouraged to volunteer for these committees. Further information will be provided during the semester.
APPENDIX A

MINNESOTA STATE UNIVERSITY, MANKATO
School of Nursing
CHANGE IN PROGRESSION FORM

Name:

Tech ID#:

Address where response to this request should be sent:

____________________________________
____________________________________
____________________________________

Phone: ______________________

To the student:
Please address envelope as noted and deliver to the nursing office.

Basic Nursing Program Committee Chairperson
Minnesota State University, Mankato
School of Nursing WH 360
Mankato, MN 56001

The Basic Nursing Program Committee will review your request.
You may expect to receive a written response from the Basic Nursing Program Committee Chairperson within one week following the date of your request review.
MINNESOTA STATE UNIVERSITY, MANKATO
School of Nursing
CHANGE IN PROGRESSION FORM

I. Request for:

_______ Leave of Absence (Please indicate from when (date) to when (date)

_______ Return from Leave of Absence (Please indicate when you wish to return to School of Nursing and which course(s) you wish to take)

_______ Change in sequence of courses

_______ Need to repeat course (Please note which course, semester taken, and grade earned)

_______ Request part-time option

_______ Other (Please specify)

II. Rationale
Please indicate the reason for your request.

III. Supportive Documentation
Please list all nursing courses you have successfully completed. Attach additional material as appropriate.

Date
Signature of Advisor (prior to submission to Basic Nursing Program Committee)

___________________________________________________
Student Signature

For BNP Committee Use Only:
Request Granted: __________ Request Denied: __________

Date
Signature (Basic Nursing Program Committee Chair)
APPENDIX B

Minnesota State University, Mankato – School of Nursing
Student Health Record

Side 1 – To be completed by student candidate prior to submitting to Primary Health Care Provider

Please print

Name: _____________________________________________ Phone: __________________________

(Last) (First) (Middle) City/State/Zip: _______________

Address: ____________________________________________ Contact Person/Relative:____________________________

City/State/Zip: _______________ Phone: ___________________

Address: ____________________________________________

Medical History

I have/have had the following:

<table>
<thead>
<tr>
<th>Medical Condition</th>
<th>No</th>
<th>Yes</th>
<th>Family History of:</th>
<th>No</th>
<th>Yes</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bone Disease</td>
<td></td>
<td></td>
<td>Cancer</td>
<td></td>
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<tr>
<td>Chicken Pox</td>
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<td>Diabetes</td>
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<tr>
<td>Hay Fever</td>
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<td></td>
<td>Heart Disease</td>
<td></td>
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<tr>
<td>Ear Infection</td>
<td></td>
<td></td>
<td>Kidney Disease</td>
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<tr>
<td>Heart Disease</td>
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<td>Liver Disease</td>
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<td>Joint Disease</td>
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<td>Mental Disease</td>
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<td>Gastrointestinal Disease</td>
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<td>Nervous System Disease</td>
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<td>Kidney Disease</td>
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<td>Tuberculosis</td>
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<td>Liver Disease</td>
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<tr>
<td>Measles</td>
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<tr>
<td>Mumps</td>
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<tr>
<td>Nervousness, Anxiety, Depression</td>
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<tr>
<td>Pneumonia</td>
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<tr>
<td>Polio</td>
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<tr>
<td>Rheumatic Fever</td>
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<tr>
<td>Scarlet Fever</td>
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<tr>
<td>Skin Disease</td>
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<tr>
<td>Tuberculosis</td>
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<tr>
<td>Whooping Cough</td>
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</tbody>
</table>

Do you have, or have you had the following:

Allergies (medications, food, environmental)

Injuries

Major illness or disorder

Are you on any current medication?

Significant Data

Has your physical activity been restricted during the past five years? (Give reasons and durations)

Have you received treatment or counseling for a psychological or emotional disorder? (i.e.: chemical dependency, eating disorder, depression)

Have you had any serious illness or injury or been hospitalized other than already noted?

Family History

<table>
<thead>
<tr>
<th>Family Member</th>
<th>Age</th>
<th>State of Health</th>
<th>If Deceased, Age at Death</th>
<th>Cause of Death</th>
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</thead>
<tbody>
<tr>
<td>Father</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mother</td>
<td></td>
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<tr>
<td>Brothers</td>
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<tr>
<td>Sisters</td>
<td></td>
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</tr>
</tbody>
</table>
Report of Physical Examination

Name: __________________________________________ (Last) (First) (Middle)

<table>
<thead>
<tr>
<th>Age</th>
<th>Sex</th>
<th>Weight</th>
<th>Height</th>
<th>Temp</th>
<th>BP</th>
<th>Pulse</th>
<th>Resp</th>
</tr>
</thead>
</table>

General Appearance:

<table>
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<tr>
<th>Skin</th>
<th>Breasts</th>
<th>Abdomen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyes/Vision</td>
<td>Genitalia</td>
<td></td>
</tr>
<tr>
<td>Ears/Hearing Acuity</td>
<td>Rectal</td>
<td></td>
</tr>
<tr>
<td>Nose</td>
<td>General Nodes</td>
<td></td>
</tr>
<tr>
<td>Mouth</td>
<td>Spine</td>
<td></td>
</tr>
<tr>
<td>Throat</td>
<td>Extremities</td>
<td></td>
</tr>
<tr>
<td>Neck</td>
<td>Neurological</td>
<td></td>
</tr>
<tr>
<td>Heart</td>
<td>Mental Status</td>
<td></td>
</tr>
<tr>
<td>Lungs</td>
<td>Hernias</td>
<td></td>
</tr>
<tr>
<td>Chest</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dates of Immunization:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Year</th>
<th>Disease</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMR</td>
<td>1)</td>
<td>2)</td>
<td></td>
</tr>
<tr>
<td>Polio</td>
<td>1)</td>
<td>2)</td>
<td>3)</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>1)</td>
<td>2)</td>
<td>3)</td>
</tr>
<tr>
<td>DPT</td>
<td>1)</td>
<td>2)</td>
<td>3)</td>
</tr>
<tr>
<td>TDAP</td>
<td>Date of immunization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella</td>
<td>1)</td>
<td>2)</td>
<td></td>
</tr>
</tbody>
</table>

If you have had any of these diseases (i.e. mumps, pertussis, chicken pox) please indicate:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Year</th>
<th>Disease</th>
<th>Year</th>
</tr>
</thead>
</table>

Tuberculin (every 6 months)

Date Given _________ Forearm L R _________ mm Signature __________________________

Date Read _________ Result mm Signature __________________________

Date Given _________ Forearm L R _________ mm Signature __________________________

Date Read _________ Result mm Signature __________________________

OR

Chest x-ray Date: ______________ Results: __________________________

Note: These immunization dates are required for student activities in patient care/clinical sites.

Summary of History, Previous Diagnoses and Findings:

_____________________________________________________________________________________________

Comments: ___________________________________________________________________________________

_____________________________________________________________________________________________

Provider Information:

Name: __________________________________________ (Last) (First) (Middle)

Phone: __________________________

Agency/Clinic: __________________________________________________________ City/State/Zip: ______________

Address: ______________________________________________________________

Signature of Provider: __________________________________________________ Date: __________________________

--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Student Verification:

I certify that all of the above information is correct to the best of my knowledge. I understand that medical information is private data and will only be used by School of Nursing faculty and clinical agencies in determining my physical health for nursing. While I am not legally required to provide this information, failure to complete this health record will prevent my being allowed to participate in clinical activities. Permission is hereby granted to Mankato State University School of Nursing to request and receive my medical information with appropriate hospital/agencies providing clinical experiences/practicums for nursing students.

Signature of Student: __________________________ Date: __________________________
APPENDIX C

HEPATITIS B VACCINE COMPLETION

I completed the Hepatitis B Vaccine B series in ____________________________

Signature __________________________
Date ______________________________

I am currently receiving the Hepatitis B Vaccine B series.

Date of 1\textsuperscript{st} dose _________________
Date of 2\textsuperscript{nd} dose _________________
Date of 3\textsuperscript{rd} dose _________________

Signature __________________________
Date ______________________________
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 virus (HBV) infection. I have been encouraged by 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.

Signature ________________________
Date ____________________________
APPENDIX D

MINNESOTA STATE UNIVERSITY, MANKATO
SCHOOL OF NURSING

MEDICAL/HOSPITALIZATION INSURANCE COVERAGE

All nursing students must be covered by some kind of health insurance: your own policy, that of your parents, or through Medical Assistance, which assists in paying for bills for medical services and/or hospitalization. Nursing students can also purchase a student health insurance plan. Information on the Student Health Insurance Plan can be found online at http://www.mnsu.edu/shs/clinic/insurance.html.

A photocopy of your health insurance card or policy would be helpful, but is not required.

Please indicate:

Name of Company: __________________________________________________

Policy Number: ______________________________________________________

Effective Date: ______________________________________________________

Expiration Date: _____________________________________________________

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

Signature: _______________________________ Date: ________________

Print Name: ________________________________
APPENDIX E

Minnesota State University Mankato
School of Nursing

Plagiarism Detection

Minnesota State University, Mankato School of Nursing subscribes to the Turnitin.com plagiarism prevention service, and you will 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.

Instructions to Student: Carefully read the information below. After completing the form, submit to Cindy Larson, Wissink Hall 360

TURNITIN.COM STUDENT AUTHORIZATION FORM

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 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 a use agreement posted on the Turnitin.com site as well as a 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’s Signature ____________________________________________

Student’s Name (print please) ________________________________

Student Tech ID Number ________________________________________

Date ____________________

Minnesota State University, Mankato is required to keep the original signed consent. Students are advised to keep a copy of this consent form with their records.
APPENDIX F
Minnesota State University, Mankato
School of Nursing

Photo Video and Audio Release Form

I authorize the School of Nursing, Minnesota State University and those acting pursuant to its authority to:

1. Use my photograph in promotional materials and/or publicity related to the School of Nursing. I understand that my photograph may be used in a publication, print ad, direct mail piece, electronic media (e.g. video, CD-ROM, Internet/WWW), or other form of promotion.

2. Record my participation in high fidelity simulations or other School of Nursing activities/events on DVD, audio, or any other medium.

3. Exhibit the recording using secure private digital video network, or to select student audiences, in whole or in part without restrictions or limitation for any educational purpose which the School of Nursing deems appropriate. I hereby consent to the use of these recordings for scholarly presentations and research.

4. I hereby release and discharge School of Nursing, Minnesota State University, Mankato, its officers, employees and agents, from any and all claims and demands arising out of or in connection with the use of such photographs, film or audio, including but not limited to any claims for defamation or invasion of privacy.

5. I hereby consent to the release of video, audio tape, film, photograph or any other medium for the above-stated purposes and in accordance with the terms stated above, pursuant to the consent provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. 1232.

Name ____________________________________________________
Address ____________________________________________________________________
Phone (_______) _________________________________
Signature _____________________________________
Witness ______________________________________
Date __________________________

Photo, Video and Audio Release Form

Approved: 3/09 P & R; 04/03 NFO, Rev. 9/15
MINNESOTA STATE UNIVERSITY, MANKATO
SCHOOL OF NURSING
PERMISSION FORM

I give my permission for Minnesota State University, Mankato, faculty in the School of Nursing to share copies of my scholarly accomplishments, i.e., papers, thesis, clinical projects, or presentation materials with members of 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 to agencies that are sites for my clinical education.

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

________________________________________
Signature

________________________________________
Print Name

____________________
Date
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 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 Information. I agree not to share confidential information through electronic means such as texting, Facebook.com or Twitter.com. I agree not to use, copy, make notes regarding, remove, release, or disclose Confidential Information with another individual.

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.

Print Name: ________________________________ Signature: ________________________________

Date: ________________________________
APPENDIX I

Minnesota State University Mankato
School of Nursing

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 December 16, 2005
Approved by School of Nursing Faculty on January 13, 2006
Minnesota State University, Mankato  
School of Nursing  
STUDENT INFORMATION CHANGE FORM  
ADVISOR REQUEST FORM  

Student Name: ___________________________________________  ___ Change  
Change from: _____________________________________________  

Social Security Number: ________________________________  
Address: _____________________________________________  ___ Change  
______________________________________________________  
( _____Local, _____Dorm, _____Perm, _____Spec, _____Other)  

Local Phone: ________________________________  ___Change  
Perm. Phone: ________________________________  ___Change  

*******************************************************************************  
______ Assign Advisor  _______ Code 1st Major = P-NR or NURS  
______ Specific / assign  To: _________________________________  
______ Change Advisor  From: ________________________________  
To: ________________________________  

______ Please create a file. Major and Advisor (have) (have not) been changed in computer        
__________________ (Date/initials)  

*** Go to the Nursing Office WH 360 to complete a Change in Advisor Request Form.  

GUIDELINES FOR REVIEWING STUDENT REQUEST FOR RETURNING TO THE SCHOOL OF NURSING

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 in the program in the program based on the length of the students’ absence.

1. 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.

2. Students who completed at least one semester of the nursing curriculum may return at a point of exit on a “space available” basis.

3. Students who receive two “no credit” grades in nursing courses will not be allowed to progress in the nursing curriculum. Students who have earned two “no credit” grades cannot reapply to the nursing major.

4. A student absent from the School of Nursing more than 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.

5. Prior to registration the student must meet with the faculty advisor or the appropriate Basic Nursing Program Coordinator to create a plan for successful completion of the Nursing Program.

6. In the event of extenuating circumstances, the student may petition the Basic Nursing Program Committee requesting permission to reapply to the nursing program.

Approved by UPC 2/15/02
Revised November, 2002
Approved by UPC 11/22/02
Revised November 2014 by BNP Committee