Mayville State University

Mayville, North Dakota

RN to BSN Program

Student Handbook
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Handbook Disclaimer

This Student Handbook is neither a contract nor an offer to make a contract. While every effort has been made to ensure accuracy of the information enclosed, the handbook is updated as necessary. The Mayville State University Nursing Program reserves the right to make changes at any time with respect to course offerings, degree requirements, services, policies, and/or any other subject addressed in this document. Amendments may be added as deemed necessary. The information enclosed is provided solely for the convenience of students and readers.

This Student Handbook supersedes all previous versions of the handbook. Students are accountable for familiarizing themselves with its contents and for compliance with the policies and procedures contained within. When a change is adopted into the handbook, students will be emailed the change. Faculty may also include the change in the course syllabi and/or highlight the change within nursing program Moodle courses.
Welcome and Introduction

Welcome to the RN to BSN program at Mayville State University. Your decision to continue your nursing education is an investment in your future. It is also an investment in the profession of nursing and evolving health care environment.

The need for more nurses prepared at the baccalaureate level has been identified by the Institute of Medicine (IOM). In their 2010 report, The Future of Nursing: Leading Change, Advancing Health, they established the goal of a nursing workforce comprised of 80 percent baccalaureate-prepared nurses by 2020, with the ultimate goal of 100 percent. Their rationales for this recommendation are that nurses possess the unique ability to act as partners with other health professionals and to lead in the improvement and redesign of the health care system and its many practice environments, including hospitals, schools, homes, retail health clinics, long-term care facilities, battlefields, and community and public health centers. Nurses thus are poised to help bridge the gap between coverage and access, to coordinate increasingly complex care for a wide range of patients, to fulfill their potential as primary care providers to the full extent of their education and training, and to enable the full economic value of their contributions across practice settings to be realized.

You are the future of nursing. The MSU RN to BSN program is designed to provide you with the knowledge and skills to lead the profession as the health care environment continues to evolve. Learning in an online venue will allow you earn your baccalaureate degree and apply your learning to your practice environment.

Congratulations on accepting the challenge to become a professional nurse contributing to designing and implementing the future of health care. While this journey may be difficult and challenging at times, the rewards will be well worth the effort.

There are two tracks for the RN to BSN program. Following the full time plan of study, the nursing courses can be completed in one calendar year (12 months). The part time plan of study is designed for the student who chooses a slower pace. Choose the program designed just for you!
Welcome to the RN to BSN program!

Mission of Mayville State University

The mission of Mayville State University is to educate and guide students, as individuals, so that they may realize their full career potential and enhance their lives. We do this in an environment that reflects our tradition of personal service, commitment to innovative technology-enriched education and dynamic learning relationships with community, employers and society.

Mission of the Nursing Program

The mission of the RN to BSN Nursing Program is to educate nurses to serve clients, health care systems, and the profession of nursing by leading and managing care and contributing to advancement of the profession. The learning environment educates the baccalaureate nurse generalist to build on previous learning and is characterized by personalization, collaboration, and integration of technology that promotes lifelong student learning, pursuit of graduate studies, and development as a professional nurse. Students will engage in scholarship that supports the development of critical thinking, creative problem solving, and innovative leadership in care delivery. Students will embrace professionalism and professional values in the care of individuals and populations across diverse cultures, ages, and environments.


Mission Congruence

<table>
<thead>
<tr>
<th>Mayville State University</th>
<th>Nursing Program</th>
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<tbody>
<tr>
<td>The mission of Mayville State University is to educate and guide students, as individuals, so that they may realize their full career potential and enhance their lives.</td>
<td>The mission of the RN to BSN Nursing Program is to educate nurses to serve clients, health care systems, and the profession of nursing; leading and managing care contributing to its advancement.</td>
</tr>
<tr>
<td>We do this in an environment that reflects our tradition of personal service.... .... dynamic learning relationships with community, employers and society.</td>
<td>The learning environment educates the baccalaureate nurse generalist to build on previous learning and is characterized by personalization, collaboration, and…</td>
</tr>
<tr>
<td>… commitment to innovative technology-enriched education.....</td>
<td>… integration of technology that promotes lifelong student learning, pursuit of graduate studies, and development as a professional nurse.</td>
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Mission Alignment with Baccalaureate Essentials

<table>
<thead>
<tr>
<th>Mission Statement</th>
<th>Baccalaureate Essentials</th>
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<tbody>
<tr>
<td>The mission of the RN to BSN Nursing Program is to educate nurses to serve clients, health care systems, and the profession of nursing by leading and managing care and contributing to advancement of the profession.</td>
<td>Essentials II, V, VIII</td>
</tr>
<tr>
<td>The learning environment educates the baccalaureate nurse generalist to build on previous learning and is characterized by personalization, collaboration, and integration of technology that promotes lifelong student learning, pursuit of graduate studies, and development as a professional nurse.</td>
<td>Essentials I, IV, VI, IX</td>
</tr>
<tr>
<td>Students will engage in scholarship that supports the development of critical thinking, creative problem solving, and innovative leadership in care delivery.</td>
<td>Essentials I, II, III</td>
</tr>
<tr>
<td>Students will embrace professionalism and professional values in the care of individuals and populations across diverse cultures, ages, and environments.</td>
<td>Essentials VII, VIII &amp; IX</td>
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Mayville State University Vision

To be known for continuing academic excellence in a cooperative, enjoyable learning environment that anticipates and responds to individual needs.

Vision of the Nursing Program

Through professional preparation, interprofessional collaboration, and advanced nursing education, the vision of the nursing program is to be known for continuing academic excellence, positively impacting the health of individuals and populations across diverse cultures, ages, and environments advancing nursing knowledge and responsiveness.
Mayville State University Purposes

- Collaborative relationships with schools, employers and communities that contribute to the economic growth and social vitality of North Dakota
- Effective support for appropriate applications of information technologies to instruction and administration
- Academic programs and services that address real-world career and North Dakota workforce opportunities. Innovative, flexible delivery of instruction that meets the needs of the individual
- Enrollment and revenue development through retention, recruiting and new opportunities
- Assessment and improvement of student learning outcomes and institutional effectiveness

Nursing Program Goals

1. Provide nurses prepared to fulfill baccalaureate nursing leadership roles.
2. Prepare graduates for ongoing and advanced nursing degrees.
3. Promote a commitment to addressing the health care needs of the citizens of North Dakota.
4. Recruit and retain qualified and diverse students committed to academic excellence and professional development.
5. Recruit and retain qualified faculty who contribute to the university, the profession, and other arenas through activities associated with education, service and scholarly endeavors.
6. Implement educational strategies and practices conducive to the personal and professional development of students.
Nursing Program Student Learning Outcomes

1. Provide leadership within the complex health care system that integrates an understanding of organizational systems and the internal and external forces that impact them.

2. Engage in evidence-based practice as a means of enhancing the quality of patient care.

3. Use information technologies to improve patient care outcomes and the environments in which patient care occurs.

4. Engage in culturally-appropriate approaches that promote health and prevent disease and injury in diverse populations.

5. Develop collaborative relationships both inter- and intra-professionally that enable the nurse to effectively advocate for patients, the nursing profession, and the health care system.

6. Model professionalism based on a foundation of personal values, ethical principles, and the nursing profession's values and standards.
MSU RN to BSN Program Outcome Alignment

Building on a foundation of the liberal arts, the graduate will:

<table>
<thead>
<tr>
<th>Mayville State University RN to BSN Program Student Learning Outcome</th>
<th>Corresponding Essentials of Baccalaureate Education*</th>
<th>Corresponding Quality and Safety Competencies for Nursing (QSEN) **</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide leadership within the complex health care system that integrates an understanding of organizational systems and the internal and external forces that impact them.</td>
<td>II. Organizational and Systems Leadership V. Health Care Policy, Finance and Regulatory Environments.</td>
<td>Teamwork and Collaboration Quality Improvement</td>
</tr>
<tr>
<td>2. Engage in evidence-based practice as a means of enhancing the quality of patient care.</td>
<td>III. Evidence Based Practice IX. Baccalaureate Generalist Practice</td>
<td>Evidence Based Practice</td>
</tr>
<tr>
<td>3. Use information technologies to improve patient care outcomes and the environments in which patient care occurs.</td>
<td>II. Organizational and Systems Leadership IV. Information Management</td>
<td>Informatics Teamwork and collaboration</td>
</tr>
<tr>
<td>4. Engage in culturally-appropriate approaches that promote health and prevent disease and injury in diverse populations.</td>
<td>VII. Clinical Prevention and Population Health</td>
<td>Patient-Centered Care Teamwork and Collaboration Evidence Based Practice Safety</td>
</tr>
<tr>
<td>5. Develop collaborative relationships both inter- and intra-professionally that enable the nurse to effectively advocate for patients, the nursing profession, and the health care system.</td>
<td>VI. Interprofessional Communication and Collaboration</td>
<td>Teamwork and Collaboration Quality Improvement Safety</td>
</tr>
<tr>
<td>6. Model professionalism based on a foundation of personal values, ethical principles, and the nursing profession's values and standards.</td>
<td>VIII. Professionalism and Professional Values</td>
<td>Teamwork and Collaboration</td>
</tr>
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Admission Criteria

Step 1 of admission process:

- Admission to Mayville State University
  - Applicants must meet university admission requirements for transfer students
    - http://www.mayvillestate.edu/prospective-students/admissions/transfer/
  - Be in good academic standing (not on dismissed or suspended status) at the most recent college or university you have attended.
  - Have a minimum GPA of 2.0 at the conclusion of any semester in which the number of institutional and transfer hours attempted reaches or exceeds 64 semester hours.
    - Note: minimum cumulative GPA of 2.5 required for nursing program admission
  - Complete the Mayville State University Application for Admission – [Online Application](#)
  - Submit a non-refundable, one-time $35 application fee. No admissions decisions will be made until the application fee is received.
  - Submit official transcripts from all previously attended institutions. These must be sent directly from the institution and must show all courses attempted and grades earned. Transcripts must be signed by a school official and contain the official school seal.

Step 2 of admission process:

- Following admission to the University: Admission to the RN to BSN Program
  - Completion of the RN to BSN Program application
    - [Nursing Program Application](#)
    - Admission Deadlines
      - Fall Semester March 1st (for first review, open until cohort is filled)
      - Spring Semester: October 1st (for first review, open until cohort is filled)
    - Submit $25.00 program application fee paid by check or money order, or by calling the MSU Business Office at 701-788-4757
  - Earned RN program Associate Degree (AAS-RN or AS-RN) from a regionally accredited institution (nursing program accreditation not required).
    - Conditional program acceptance will be granted if applying in final semester of 2 year RN program until the final AAS/AS-RN degree has been posted.
  - Active unencumbered RN license or be a graduate in current semester with license pending
    - Must be licensed by July 15th for Fall semester start/November 15th for Spring start
    - Submit license information including license number and state of issuance
    - Conditional program acceptance will be granted to applicants who do not hold RN licensure but are scheduled for or awaiting results of the NCLEX-RN Exam.
    - Should a final transcript or licensure status indicate the applicant has not met the above admission requirements, conditional acceptance will be withdrawn
and the student will be required to reapply to the program in a future semester. The applicant will not be considered as admitted to the program to continue with enrollment in nursing courses without valid RN licensure. Enrollment in courses outside of the nursing major (essential studies courses, 300/400 level courses, and a statistics course), however, may proceed.

- Minimum cumulative GPA of 2.5 or better on a 4.0 scale
- Minimum grade of “C” required for all previous nursing courses
- Two professional letters of reference addressing nursing role performance (use RN-to-BSN Program Reference form).
  - References must be submitted in sealed envelope, with signature of reference source across the seal or may be emailed, by reference source, to shannon.skovlund@mayvillestate.edu, Administrative Coordinator for the Nursing Program.
- Identification of public health clinical site/s available local to student residence for required clinical course, NURS 442.
  - Applicant must indicate potential public health agency locations on program application
- Submit the following prior to enrollment in NURS 442 (must be submitted in order to enroll in this course)
  - Approval for practice verified through criminal history record check
  - Proof of current American Heart Association Healthcare Provider (BLS) CPR
  - Proof of immunizations –completion of Nursing Program Immunization Form
- Access to a computer with high-speed Internet and virus protection
  - Personal computer requirements will be provided upon request

Nursing program application, proof of RN licensure, and letters of reference should be either mailed or emailed to:

Shannon Skovlund, Administrative Coordinator
Mayville State University RN to BSN Program
330 Third Street NE, Mayville, ND 58257
Shannon.skovlund@mayvillestate.edu

Admission is competitive and is based on a point system. Points are given based on cumulative GPA, earned nursing credit GPA, reference information, previous application to the program, RN nursing graduation from a North Dakota institution, residency in North Dakota or employment as and RN in North Dakota, and existence of an articulation/affiliation agreement. The number of students admitted each semester is limited. The Nursing Program reserves the right to deny admission. Failure to disclose previous or pending convictions or falsification of information may lead to denial of admissions or may be considered grounds for dismissal from the program.

**Admission Notification:**
- The Office of Admissions will notify applications of their admission to MSU.
- The Nursing Director will notify applicants of their admission status to the nursing program.
Program Curriculum

Required credits to graduate with this degree: Minimum of 120 SH Credits

- 60 SH credits (minimum) awarded for completion of RN Associate Degree in Nursing from a regionally accredited college/university.
  - Transfer credit given for completion of Essential Studies (general education) courses, must meet 36 SH credits Essential Studies university requirement.
  - Credit hours can be transferred from earned RN Associate Degree in Nursing.
  - Other credits may transfer from prior degrees or additional approved course work.
  - Total number of transfer credits will be applied to minimum 120 SH credit degree requirement.
  - Note MSU residency requirement including 30 SH credits and a minimum of two enrolled semesters.
- 36 SH credits of 300-400 level courses.
  - 28 credits nursing RN to BSN core courses.
  - 8 additional SH credits 300/400 level courses (includes required statistics course).
    - Transfer credit substitution of equivalent statistics course upon approval, however, must still meet 36 SH 300/400 level credit requirement.
  - Additional credits may be necessary to meet minimum 120 SH credit degree requirement.

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<thead>
<tr>
<th>MSU Essential Studies</th>
<th>RN to BSN Requirements</th>
<th>Potential Transfer from ADN Program</th>
<th>Other potential transfer options</th>
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<tbody>
<tr>
<td>Requirements</td>
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<tr>
<td>English (6 credits)</td>
<td>English (6 credits)</td>
<td>Composition 1 (3 credits)</td>
<td>Expository Writing courses</td>
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<td>Composition 2 (3 credits)</td>
<td>Literature courses</td>
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<tr>
<td>Speech (3 credits)</td>
<td>Speech (3 credits)</td>
<td>Speech/Oral Communication (2-3 credits)</td>
<td>APA Writing courses</td>
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<td>Computer Information Systems (1 credits)</td>
<td>Program Waiver for this requirement</td>
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<tr>
<td>Humanities (6 credits)</td>
<td>Humanities (6 credits)</td>
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<tr>
<td>Social Sciences (6 credits)</td>
<td>Social Sciences (6 credits)</td>
<td>Intro to Psych (3 credits)</td>
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<td>Intro to Sociology (3 credits)</td>
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<td>Developmental Psych (3 credits)</td>
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<td>Science (4 credits)</td>
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<td>Microbiology (3-4 credits)</td>
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<td>Anatomy &amp; Physiology I (3-4 credits)</td>
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<td>Anatomy &amp; Physiology II (3-4 credits)</td>
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<td>Advanced Physiology (2 credits)</td>
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<td>Intro to Chemistry (3-4 credits)</td>
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<td>Total: 36 credits</td>
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Program Curriculum (Continued)

28 nursing core credits and remaining 8SH credits of upper division courses can be completed in 12 months assuming a full time course load or 24 months assuming a consistent part time course load described below. The courses required for the nursing major meet Mayville State University’s graduation requirements for upper division and residence credits.

- Two plans of study are offered: Full-time and Part-time. Students will select one plan of study prior to beginning the RN to BSN nursing core courses.
- Requests to change a plan of study from full-time to part-time or part-time to full-time requires written request by the student as well as Program Advisor and Director approval.
- The curriculum is designed to offer regular rotation of all nursing courses to allow the student flexibility when creating, in collaboration with the assigned nursing program advisor, a formal plan of study.
- Nursing core courses are offered in 5 week blocks to allow the student to focus on one course at a time (Full-time students have up to 2 blocks requiring 2 concurrent courses).
- Upper division (Non-nursing 300/400 level courses, including required statistics course) are scheduled across the entire semester. Additional Essential Studies (general education) courses may need to be taken each semester to meet baccalaureate degree requirements.
- Maximum allowed credits for enrollment each semester for nursing students is limited to 19 SH credits.
- Students are encouraged to work with the financial aid department to ensure that they are registered for the appropriate number of credits per semester for their individual financial aid and/or scholarship award.

Course Substitution/Course Validation

Requests for course substitution and course validation will be processed through the student’s advisor. Requests for course validation must be submitted and processed a minimum of one semester prior to the course offering. It is the student’s responsibility to discuss any anticipated requests with his/her advisor. The validation process will be available during the academic year only. CLEP exams are also possible as course substitutions in non-nursing courses, as available and approved by respective departments.
### Mayville State University RN-to-BSN Program

**Full-Time Course Rotation Plan of Study**

**Fall Start**

<table>
<thead>
<tr>
<th>Block 1</th>
<th>Block 2</th>
<th>Block 3</th>
<th>Block 1</th>
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<th>Block 1</th>
<th>Block 2</th>
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<tbody>
<tr>
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<td><strong>Additional Course (2-3)</strong></td>
<td><strong>Additional Course (2-3)</strong> if needed</td>
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<tr>
<td>N350 (3)</td>
<td>N310 (2) N460 (3)</td>
<td>N360 (4)</td>
<td>N441 (4)</td>
<td>N370 (3)</td>
<td>N442 (2)</td>
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**Spring Start**

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<td>N470 (4)</td>
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<td>N442 (2) N460 (3)</td>
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**Part Time Course Rotation Plan of Study**

**Fall Start**

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<tr>
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<td><strong>Stats (3)</strong> if needed</td>
<td><strong>Additional Course (3)</strong></td>
<td><strong>Additional Course (2-3)</strong></td>
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<td>N350 (3)</td>
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<td>N310 (2) Off</td>
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<td>N470 (4)</td>
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**Spring Start**

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<td><strong>Additional Course (3)</strong></td>
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<td>N360 (4)</td>
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<td>N370 (3)</td>
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</table>
**Statistics Requirement (3 SH Credits):**
Math 323: Probability and Statistics (available online each fall semester)
BUSN 336: Applied Statistics (available online each spring and summer semester)
PSYC 310: Statistics for the Social Sciences (available on campus only)

**Additional 300/400 Level course Requirement (5 SH credits)**

Degree Requirements: Minimum 120 SH credits*
  • 60 SH credits (minimum) RN Associate Degree in Nursing
    • 36 SH credits Essential Studies (General Education)
  • 36 SH credits of 300-400 level courses
    • 28 SH credits RN to BSN core courses
    • 3 SH Statistics course (300 level)
    • 5 SH non-nursing credits
  • Note residency requirement: 30 SH credits (minimum) from MSU over a (minimum)
    two semesters

**Nursing & Statistics Course Descriptions**

The required curriculum for the nursing major is comprised of nine nursing courses total 28
semester hour (SH) credits. Three additional credits are allocated for a course in statistics: three
options are provided below to meet this statistics requirement. Upon approval, alternative
transfer courses many be accepted to meet this statistics course requirement. All of the courses
in the nursing curriculum are sequentially arranged. Students are required to recognize and
follow the prerequisite and co-requisite requirements for each of the required courses and to
register accordingly. Students much earn a minimum grade of “C” in each required course listed
below to reflect satisfactory course completion (all NURS prefix courses and Statistics course).
Repeating the course may only occur once during program enrollment, only one course can be
repeated during enrollment. Failure to earn a “C” grade for any prerequisite course will require
the student to repeat the course and demonstrate satisfactory completion prior to being permitted
to enroll in subsequent courses.

**NURS 350 Baccalaureate Role Development: Provider of Care, Manager of Care, and
Member of a Profession (3 SH credits)** Consideration of the nursing metaparadigm
(client/patient, nurse/nursing, health illness, environment/system) from different nursing
theoretical perspectives in order to develop as care provider and manager of care. Special
emphasis on the nature of a profession and professional values. (Prerequisites: None, Co-
requisite: NURS 310)

**NURS 360 Holistic Health Promotion Across the Lifespan (4 SH credits)** Further development
of skills to assess the health status of individuals across the lifespan with a focus on the aging
adult. Consideration of interpretation of findings from physical, physiological (including
pathophysiological), and socio-cultural perspectives. (Pre/co-requisites: NURS 310 and NURS
350)
**NURS 370 Evidence-based Practice (3 SH credits)** Overview of the research process as a foundation for utilizing research in nursing practice. Consideration of clinical questions and the evidence available to answer them. (Prerequisites: NURS 310 and NURS 350. Pre/co-requisite: MATH 323, BUSN 336, OR PSYC 310, or other approved statistics course)

**NURS 310 Nursing Informatics and Health Care Technologies (2 SH credits)** Introduction to nursing informatics as a means to improve information management in health care. Consideration of health care technologies and ethical and financial criteria in relation to the quality of their outcomes. (Prerequisites: None, Pre/co-requisite: NURS 350)

**NURS 441 Population-focused and Community-based Nursing Care: I (4 SH credits)** Exploration of population-focused nursing care in community settings. Emphasis on health promotion and illness prevention. Consideration of cultural competence in nursing care. (Prerequisite: NURS 310 and NURS 350, Co-requisites: None)

**NURS 442 Population-focused and Community-based Nursing Care: II (2 SH credits)** Application of the theories and principles of population-focused in a community setting. Assigned clinical projects will be completed under the direction of the faculty. (Prerequisites: NURS 310, NURS 350 and NURS 441, Co-requisites: None)

**NURS 450 Issues in the Health Care System: Focus on Rural Health (3 SH credits)** Consideration of the current and emerging forces that will affect the quality of health care delivered to the population, particularly those residing in rural settings. Issues related to health-care relevant policy, finance, and regulation will be included. (Pre/co-requisites: NURS 310 and NURS 350, Co-requisites: None)

**NURS 460 Ethical Dilemmas in Health Care: A Focus on Vulnerable Populations and End-of-Life (3 SH credits)** Overview of the ethical dilemmas encountered in health care. Application of ethical principles to the complicated situations encountered by nurses, with a special consideration of those related to vulnerable populations and end-of-life care. (Pre/co-requisites: NURS 310 and NURS 350, Co-requisites: None)

**NURS 470 Nursing Leadership (4 SH credits)** An exploration of the role of the nurse leader, integrating prior learning with an understanding of the nature of leadership and leadership and management theories. An introduction to the principles of project management with application to a clinical leadership project. Consideration of individual student growth, particularly related to the student outcomes of the program and personal goals for future growth. (Prerequisites: NURS 310 and NURS 350, Co-requisites: None)
Statistics Requirement includes one of the following courses:

**BUSN 336 Applied Statistics (3 SH credits)** This course examines the basic concepts of probability and statistics and incorporates them in business settings. Included are inferential statistics topics such as estimation, hypothesis testing, analysis of variance and simple and multiple regression. A limited number of non-parametric techniques will be explored. (Prerequisite: MATH 103, or equivalent)

**PSYC 310 Statistics for the Social Sciences (3 SH credits)** This course will introduce the students to the concepts of measurement and probability, descriptive and inferential statistics, and hypothesis testing as applied to measurement and experimentation in the social sciences. Various measurements of central tendency and variability will be presented and both non-parametric and parametric tests and their uses will be explored. (Prerequisite: PSYC 111, MATH 103, PSYC 460; junior or senior standing)

**MATH 323 Probability and Statistics (3 SH credits)** A course beginning with the study of probability and continuing with the mathematical theory of statistics from the set theoretic point of view. (Prerequisite: MATH 103, or equivalent)

Note: Each of the above statistics courses has a pre-requisite requirement of Math 103: College Algebra, or equivalent. All transfer students who have not yet completed College Algebra, or equivalent, will be required to provide proof of completion of a math readiness test (Compass or Accuplacer) to determine math course placement and possible need for completion of a developmental math course prior to being able to enroll in College Algebra.

**University Policies and Procedures**

Refer to the following Mayville State University resources for student policies and procedures. All campus and academic policies for the RN to BSN program are consistent with the University.

- [MSU Reports and Policies](#)
- [Distance Student Handbook](#)
- [University Student Handbook](#)
- [2014-2015 Academic Catalog](#)
MAYVILLE STATE UNIVERSITY ORGANIZATIONAL CHART

State Board of Higher Education

Chancellor of Higher Education

University President

MSU Foundation
Strategic Planning
Grants Office

VP Business Affairs
- Business Office
  - Mailroom/Service Dept
- Facilities Services
- Physical Plant
- Dining Services
- Bookstore
- Human Resources

VP Academic Affairs
- Academic Divisions
- Byrnes-Quanbeck Library
- Information Technology Services
  - Web Services
- Extended Learning
- Child Development Programs
- Academic Records
- Instructional Design & Technology
- Academic Assessment
- Interactive Video Network (IVN)
- Area Health Education Centers (AHEC)
  - Eastern NDAHEC - Mayville
  - Western NDAHEC - Hettinger

VP Student Affairs & Institutional Research
- Student Life
  - Campus Programming
- Student Health Services
- Career Services / Internships
- Student Success
  - Writing Center
  - Disability Support Services
- Counseling / Retention
- Financial Aid
- Student Services
  - Enrollment
  - Admissions

Director of Marketing & Public Relations
- University Relations
- Alumni Relations
- Marketing

Director of Development
- Foundation/Donor Relations
- Annual Giving
- Planned Giving
- Capital Campaigns

Athletic Director
- Intercollegiate Athletics
- Assistant Athletic Director
- Eligibility Coordinator
- Faculty Athletic Representative
- Wellness Center
- Intramurals
- Athletic Fundraising
- Sports Information

Approved: August 15, 2013
RN to BSN Program Advisory Board

**Purpose:** Consistent with the program’s mission, the board will be a resource in creating and maintaining a program that as its primary goal the education of nurses to serve those in their care and to contribute to the profession of nursing. One of the unique contributions of the board is to assist the program in maintaining relevancy in the lives of students, the health care system, and the academic community.

**Functions**
1. Consider issues in health care and nursing education that have an impact on the preparation of students for the practice of professional nursing.
2. Provide additional perspectives on the nursing curriculum.
3. Promote meaningful learning and practice experiences for students.

**Membership**
1. RN to BSN Program Director (Committee Chair).
2. All full-time faculty members from the nursing program.
3. One faculty member within the university from a related academic division.
4. Maximum of three representatives from partner nursing programs.
5. Maximum of three members from the health care community.
6. Maximum of two members from rural communities.
7. Maximum of two members from local public health clinical agencies.
8. One faculty member outside the university from a graduate school.
9. One member from the Office of Extended Learning.
10. Maximum of two current students representing different admissions (after the first semester of the program).
11. Maximum of two alumni of the program (after the first graduating class).
12. Ex-officio members: MSU Vice President for Academic Affairs and the Division of Science and Mathematics Chair

**Meetings**
1. Held annually each spring semester, additional meetings may be held as appropriate. Program updates will be provided each fall semester in newsletter format.
2. Are scheduled a minimum of two weeks in advance of the meeting with invitation to all members.
3. Convened by the Program Director who with input from the nursing program faculty and relevant board members creates an agenda and distributes it prior to the meeting.
Nursing Program Committees

Faculty Forum
Composition: Composed of all full and part time nursing and designated Division of Mathematics and Sciences faculty members.
Duties:
A. Establish the academic policies of the Nursing Program consistent with University policies.
B. Promote and maintain standards for the program and educational practices which are consistent with the University and the discipline.
C. Determine criteria for student admission, progression, promotion, and graduation consistent with University policies.
D. Make recommendations concerning courses, curricula, and degree requirements to appropriate bodies within the University.
E. Make recommendations or requests to the Program Director or other appropriate units within the University.

Faculty Forum Sub-Committees
Student Admissions and Progression Committee
Composition: Composed of designated full and part time nursing and Division of Mathematics and Sciences faculty members.
Duties:
A. Determine admission requirements for the major.
B. Select and accept for admission to the major the students who meet the requirements for admission as determined by University and Nursing Program policies.
C. Review and determine action for petitions from students for exception to Nursing Program policy.
D. Respond to student grievances.
E. Recommend students for honors and awards.
F. Review and revise the student admission and progression sections of the RN to BSN Student Handbook on an annual basis.
G. Review and determine action regarding students’ progression in the major.
H. Provide an orientation for new students.

Curriculum and Assessment Committee
Composition: Composed of designated full and part time nursing and Division of Mathematics and Sciences faculty members.
Duties:
A. Determine the major components of the curriculum and recommend curriculum changes.
B. Evaluate the implementation of the curriculum and conduct appropriate action.
C. Determine pre-requisite course requirements.
D. Determine course requirements for the major.
E. Receive requests and make determinations regarding changes in the curriculum (i.e., content, course numbers, new courses, discontinuation).
F. Determine and propose other curricular matters.
G. Develop and process proposals to the Curriculum Committee and reports for catalog entries.
H. Review and revise the curriculum sections of the RN to BSN Student Handbook on an annual basis.
**Academic Resources Committee**
Composition: Composed of designated full and part-time nursing and Division of Mathematics and Sciences faculty members.
Duties:
A. Review student, faculty, and support staff resource needs and make recommendations.
B. Collaborate with information technology (IT) staff to facilitate support of faculty and students in use of IT resource materials to support the objectives of the curriculum.
C. Periodically review library and educational materials and make recommendations for changes, priorities, and improvements.
D. Review resources policies and procedures and make recommendations.
E. Review space and make recommendations.
F. Review clinical agency needs and resources and make recommendations.
G. Review and revise the resource references with the RN to BSN Student Handbook on an annual basis.

**Student Representation at Faculty Meetings**
Two student representatives will be selected by the enrolled student group to represent their class at faculty meetings, especially where curriculum and student activities are discussed. Meetings will be scheduled for the Faculty Forum and all sub-committees outlined above across the semester. Student representatives will be encouraged to attend all or a portion of each of these meetings, depending upon the exact nature of the agenda items. Student representatives will not be permitted to sit in during closed sessions where confidential information is discussed. All enrolled students will be notified of the semester schedule for each of these faculty meetings within the Nursing Student Forum. Students are encouraged to notify the student representatives of any items desired for discussion within these meetings. The student representatives serve in an ex-officio role without voting rights. The representatives may initiate ideas and recommendations on policies, procedures, or concerns related to the nursing program. Representatives may also respond to recommendations made by faculty or students.
Nursing Program Advisement

- The Advisee-Advisor list is developed by the Nursing Program Director after admission to major.

- Advisee-Advisor assignments are posted within ConnectND where students register.

- Advisees may request an Advisor change at any time by submitting written request to the Nursing Program Director.

- The faculty advising role focuses on academic advising. Other university support services are available through referral and provide information concerning resources to students.

- Advisors are available to each student by appointment during scheduled office hours. Students are encouraged to meet with Advisors each semester for assistance with academic planning and registration.

- Students are required to meet the MSU Essential Studies requirements (see the MSU Academic Catalog, or you may transfer in credits earned for your Associate’s Degree or those that meet transfer curriculum requirements from your previous educational institution. The Essential Studies requirements for Mayville State University are very specific. Therefore, be sure to only select classes that are listed as options for that area.

- Graduation requirements for the nursing major are in accordance with the requirements for a Bachelor of Science in Nursing degree outlined in the Mayville State University Academic Catalog.

- While enrolled in the RN to BSN Program, students must always maintain a valid unencumbered RN license.

- Progression in the major is determined by successful completion of nursing courses. All nursing courses have designated pre/co requisite courses that determine the exact sequencing of courses. All pre/co requisites must be followed, see Full Time and Part Time Course Rotation Plan of Study for recommended program course sequencing. Students must earn a minimum grade of “C” in each nursing program course for successful completion.

- It is the student’s responsibility to initiate meetings with his/her advisor.

- It is the advisor’s responsibility to lend support and guidance as requested.

- A written plan of study will be created upon program enrollment by the student using the RN to BSN Program Plan of Study form. This form will then be submitted to the assigned program advisor for review and approval by the second week of the semester, final review and approval by the program director will follow. This will be used as a formal plan to guide the student’s progression in the program. The advisor and student will review the Plan of Study each semester.
• Any Modifications to the established Plan of Study must be formally requested in writing to the assigned program advisor within the first 6 weeks of the semester. Written requests will be submitted using the RN to BSN Program Plan of Study Change form. The request will include:
  A. Description of the request
  B. Justification for the request
  C. Any documentation necessary to support the justification (catalog description, course content, etc.)

Submitted requests will be reviewed by the Faculty Forum and the student will be notified of the faculty’s approval or denial of the request no later than 2 weeks prior to the semester end.

• Students have three days including the first day of classes to add in respective 5 week sessions. Classes dropped within the first three days will not appear as “W.” Students have 24 days to drop a five week session class. All drops for the BSN Nursing 5-week block classes will be handled by the program administrator. Send email to: Shannon.skovlund@mayvillestate.edu.

• The grading system for students adding this course after the first day of instruction will not be modified. The student will be expected to complete all assignments, reading, and projects missed with the due date as prescribed by instructor. Late arrivals will only be granted by the Nursing Program Director on a case by case basis.

Student Support Services

Library Services

The following online resources are provided by the Mayville State University Library:

Books and More
Catalogs and databases for books and eBooks
Articles and More
Articles from newspapers, journals, and other periodicals
Multimedia Resources
Find videos, pictures, and other multimedia resources
Online Reference Sources
Online encyclopedias and tutoring services
Resources for Specific Classes
Librarian-designed pathfinders for specific courses
Video How-Tos
Videos that will show you how to use the library and its resources

For additional information relate to library services:
http://www.mayvillestate.edu/current-students/student-resources/library/

Use the following link to access the RN to BSN program Library Resource Guide
RN to BSN Program Library Resource Guide
Writing Professional Papers

- American Psychological Association (APA) 6th Edition formatting is the established writing format used for all papers written in the nursing program. Using this format, papers will be written in a professional manner with title page, introduction, body, conclusion, and reference page with citations cited correctly throughout entire document. Formatting will also consist of Times New Roman, 12 point font, and double spacing of entire document. Papers are expected to be free of spelling or grammar errors. For questions regarding how to write a paper and/or use of APA format, please refer to your APA text, The Owl of Purdue web site, The Writing Center, or SmartThinking tutorial in your Moodle course shell. Please submit draft papers to the SmarThinking Nursing Essays Tutor in your Moodle course shell. The tutor will provide a detailed report of suggested modifications in your paper. See the Nursing Student Forum for additional information about SmarThinking Nursing Essays Tutor. If there are further questions please contact the instructor.

- Plagiarism takes the words and/or ideas from a source and uses those words as their own without giving proper credit to the original source. Students who intentionally or unintentionally plagiarize will receive a zero for the assignment within which plagiarism was identified. Future incidents involving plagiarism will result in initiation of the program disciplinary action policy. The course instructor may allow the student to rewrite the assignment for credit. Please refer to the following web site for information on plagiarism: http://www.academicplagiarism.com/?page_id=109. Other sites to refer to for plagiarism within papers: http://www.plagtracker.com/ or http://www.dustball.com/cs/plagiarism.checker

Nursing Program Statement on Writing

Baccalaureate nursing education is based on a framework of nine essential outcomes that demonstrate preparedness of the graduate for professional nursing practice in the twenty-first century. The nine Essentials include: (I) Liberal Education for Baccalaureate Generalist Nursing Practice; (II) Basic Organizational and Systems Leadership for Quality Care and Patient Safety; (III) Scholarship for Evidence Based Practice; (IV) Information Management and Application of Patient Care Technology; (V) Health Care Policy, Finance, and Regulatory Environments; (VI) Interprofessional Communication and Collaboration for Improving Patient Health Outcomes; (VII) Clinical Prevention and Population Health; (VIII) Professionalism and Professional Values; and (IX) Baccalaureate Generalist Nursing Practice. Each of these expected outcomes requires proficiency in the ability to communicate effectively with clients/patients, families, health team members, and the general public. Written communication is integral to the nurse’s professional role as care provider, health advocate, and educator. Texas Tech University Health Sciences Center has articulated a Vision Statement on Professional Writing in Nursing. This statement has been adapted by the Department of Nursing at Mayville State University to reflect the significance and expectations of writing across the discipline.
1. Range of Writing Used in the Nursing Discipline

Courses within the major are designed to integrate the continual development of communication skills throughout the curricula. High standards for communication (oral and written) lie at the heart of professional nursing practice and are reflected in all curricular activities, including online classroom and community-based clinical settings. These include a broad range of writing assignments to provide opportunity for growth in aptitude of this essential skill for the discipline. Writing assignments in the major include but are not limited to: annotated bibliographies, case studies, clinical documentation, concept maps; patient teaching/resource materials; portfolios; poster presentations; reflection assignments, and scholarly papers.

2. Writing Expectations for Undergraduates in the Nursing Discipline

Writing is an essential component of the communication skills that help define professional nursing practice. A clear, precise, logical and appropriate expression of ideas, opinions, and values in nursing are required for the provision of quality, evidence-based care to clients/patients, families, and communities. To become proficient in written communication, students need to continually develop their technical, analytical, and persuasive skills. Scholarly papers assigned in the major require the use of American Psychological Association (APA) formatting, the standard used for professional communication by the discipline. Documentation in the clinical setting requires the use of approved medical terminology, standardized abbreviations, and guidelines established by the practice setting (e.g., DARP or SOAP notes for acute care planning and OMAHA charting for population-focused prioritized plans of care). Clinical documentation in a patient chart is a legal document, therefore the ability to demonstrate competency in written communication by being accurate, clear, concise, and comprehensive is an essential skill for the discipline. These skills are practiced and evaluated across the curriculum through a variety of assignments that strengthen written communication of self-reflection; client/patient, family, general public, health provider, and peer education; and analysis and synthesis of information and acquisition of knowledge.

Online Program Computer/Technology Requirements

**Background Knowledge**

To take online courses through Mayville State, you should be familiar with the following:

- Basic operation of a computer.
- An Internet browser such as Internet Explorer or Mozilla Firefox.
- Sending and receiving e-mails.
- Microsoft Word.
- Access to Computers and the Internet

To complete online courses, you will need regular access to a computer and internet access. High speed internet access is highly recommended for all courses and is required for some courses.
Computer Requirements
Mayville State University is a Tablet PC campus. Online students are expected to have PC access to complete online courses. While Mac users may be able to use some services, Mayville State is not equipped to support Mac only users.

- Computer Monitor or Display: Online courses will display best at a screen resolution of 800 x 600 pixels and a color depth of Hi Color (16 bit) or greater. The minimum display resolution and color depth are 640 x 480 and a color depth of 256 colors. The recommended display is 1024 x 768.
- Processor and Memory: A Intel Core 1.06H2 speed PC. Memory should be at least 4 GB.
- Audio: A sound card, with speakers or headphones may be required for some courses.
- DVD Rom Drive

Software Requirements
- PC with Windows Vista (32 bit), or 7 (64 bit); Mac users must have at least Microsoft Office Suite 2008.
- Web browsers such as Internet Explorer (Download Here) and Firefox (Download Here).
- At least Microsoft Office Suite 2007, including Microsoft Word, Excel, and PowerPoint. Microsoft Access may also be required for some CIS and Business classes. Note: some CIS classes may require Microsoft Office Suite 2013.

Software Downloads:
Internet Explorer
Firefox
Java
Flash Player Download
http://get.adobe.com/flashplayer/
Adobe Reader Download
http://get.adobe.com/reader/

Internet Access
Distance learners must secure their own Internet Service. Consult local listings for Internet Service Providers. Free access to the Internet may be available at some businesses.

Minimum Requirement: 56Kbs (sustained data transfer rate)
Recommended Service: 256Kbs or higher (achieved via DSL, Cable service, or wireless services)
Help Desk Support

Online students are encouraged to contact the Computer Help Desk for any technology related needs. Use the following link to access the Computer Help Desk: http://www.mayvillestate.edu/current-students/student-services/computer-help-desk/

Disability Support Services

Guiding Principles
Mayville State University instructors allow modifications to coursework and testing procedures that give students with disabilities an equal opportunity to demonstrate their knowledge. They do not, however, excuse poor attendance, lack of preparation or sub-standard performance. Instructors also do not allow modifications that would fundamentally alter the nature of an academic program or constitute an undue financial or administrative burden on the university.

You are in charge of your learning at Mayville State University. To assist you in meeting the academic requirements of a degree program, we tailor services to address your specific needs. These accommodations are intended to provide you the same opportunity for success and achievement as your peers – a chance to be judged on the basis of your abilities and accomplishments, rather than on your disabilities.

Types of Accommodations
- Extended testing time
- Testing in a quiet room
- Test Reader
- Note taker
- Scribe
- LiveScribe pen

Eligibility for Disability Support Services
Written professional documentation, not an IEP, substantiating your disability is required to access specialized services. This information is used to determine appropriate and reasonable accommodations for students with disabilities in the North Dakota University System.

For more information related to available disability support services refer to: http://www.mayvillestate.edu/current-students/student-services/student-success-center/disability-support-services/

Any student who, because of a disability, may require special arrangements in order to complete course requirements should contact the instructor as soon as possible in order to make the necessary accommodations.
Community Health Clinical Requirements

The RN to BSN program includes one 40 hour clinical requirement across a 5 week block, in an approved community health setting for NURS 442: Population-focused and Community-based Nursing Care II.

1. Students must maintain an unencumbered RN licensure throughout program enrollment.

2. All students must have current approval for practice verified by state and federal criminal history record check. Criminal history record checks will be verified annually and results must be made available to MSU and associated clinical agencies. Clinical placements will be contingent upon verification of these requirements and lack of verification will prevent the student from beginning, remaining involved, and/or completing the clinical course.

3. Dress code of students for clinical is to be in accordance with the respective agency policies.

4. Name tags, provided by the nursing program, are to be worn by the student during all clinical experiences.

5. Students are responsible for their own transportation and auto insurance affiliated with clinical experiences.

6. Due to liability issues, students are not allowed to transport clients or families in vehicles.

7. Clinical experiences associated with the program will not be conducted during a student’s scheduled time of employment.

8. Formal contracts are required between Mayville State University Nursing Program and the student’s identified clinical agency, a student may not participate in any activities associated with the clinical experience prior to the nursing program’s receipt of the signed contract.

9. Faculty reserve the right to make final decisions regarding clinical placement for clinical experiences.
Required Clinical Documentation

Mayville State University values student experiences outside the classroom setting that provide practical experience in the professional world. In order to provide these learning experiences contractual agreements are created with each clinical agency. In keeping with requirements outlined in these agreements, MSU faculty must share necessary information with the affiliating agencies and businesses. Although clinical agencies vary slightly, they all require that we provide them with certain student-related information. Information required to be shared may include but not be limited to:

- Criminal history record checks
- Immunization records
- Annual Tuberculosis Screening
- Documentation of Health Insurance
- Drug Screening
- Health status
- Academic standing and achievement in the program
- Clinical evaluation information
- Office of Inspector General (OIG) report

The student must submit the following documentation, by the established deadline, in order for clinical placement to be secured:

- Completed Nursing Program Health Screening/Immunization Form
  Prior to beginning the clinical experience for NURS 442, the student must undergo health screening including verification/receipt of all required immunizations. Students will not be allowed to participate in any clinical activities until documentation of this health screening/immunization is received and verified as complete. The Nursing Program Health Screening/Immunization Form must be verified and signed by your health care provider.

The following immunizations must be verified within the health screening/immunization form:

- Record of a current negative Tuberculin/TB Test (Completion date within 1 year of clinical start, must be repeated annually). **NOTE: Positive tuberculin results will require the student to provide proof of follow-up with health care provider and results of subsequent testing. Although the CDC requires a chest x-ray for a positive TB Test, the student should follow her/his health care provider’s advice.**
- Record of 2 MMRs (rubeola or rubella vaccination), OR Positive Titer, unless born before 1957.
- Record of 2 Chicken Pox (Herpes Varicella/Zoster) Vaccinations, OR a Positive Titer.
- Record of Tdap within past 10 years.
- Record of annual influenza vaccine (as appropriate given seasonal nature of vaccination)
- Record of 3 Hepatitis B Vaccinations OR a signed Exposure Release Form.

- Proof of Health Insurance/Health Insurance Waiver Form
- Signed Confidentiality Agreement
- MSU Criminal History Record Check Request Form
- Acknowledgement of Important Notices Form
- Authorization for Release of Education and Health Records to Clinical Facility Form/Authorization for Release of Student Criminal History Record Check Information
- Proof of valid unencumbered RN Licensure in state of clinical placement and current CPR (BLS-Healthcare Provider) certification
### Nursing Program Health Screening/Immunization Form

**Mayville State University**  
**RN to BSN Program**

**Notice: Private Data – State and Federal Laws Limit Access.**  
(Must be completed upon program acceptance)

<table>
<thead>
<tr>
<th>VACCINE</th>
<th>VACCINATION</th>
<th>Had Disease? Age/Date</th>
<th>Antibody Titer required if no immunizations. (Results &amp; Date)</th>
</tr>
</thead>
</table>
| Hepatitis B  
(signed waiver required if series is not complete) | #1 | #2 | #3 |
| MMR (measles, mumps, rubella)  
**Two** doses required, or blood test showing immunity to all three components | #1 | #2 |
| Tdap (tetanus, diphtheria, pertussis)  
or TD (tetanus, diphtheria) – **must be within 10yrs** | |
| Varicella (chicken pox)  
2 doses, blood titer, or date/age of disease required | #1 | #2 |
| *Tuberculin Skin Test  
(ppd – Mantoux)  
**Required annually** (unless previous history of positive TB) | / / Result: (circle one)  
Negative **Positive | |
| *2-step Mantoux required if no TB testing within the current one year period. | / / Result: (circle one)  
Negative **Positive | / / Result: (circle one)  
Negative **Positive |
| **If Mantoux result is positive** (or if previous history of positive mantoux)  
Date of last clear chest x-ray and/or physician clearance: | Date (mo/day/yr):  
or  
If positive due to BCG vaccination, QuantiFERON TB-Gold Test (QFT-G) is recommended – submit results |
| Influenza (flu)  
**Required annually unless medical exemption applies** | |

I signify that the above information is accurate and complete to the best of my knowledge.

**Student Name (please print)** ____________________________________________

**Student Signature:** ____________________________________________ **Date:** ______________

**Health Care Provider Signature:** ____________________________________________ **Date:** ______________
Mayville State University RN to BSN Program

HEPATITIS B EXPOSURE RELEASE FORM

I understand that due to my exposure to blood or other potentially infectious materials during my care of individuals while a nursing student at Mayville State University, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I understand that a vaccine is available and is usually well tolerated. I have received information about Hepatitis B and the vaccine. I understand that three injections are required over a period of six months to complete the vaccination.

I understand that if I have not already been vaccinated (or am in the process of being vaccinated) against HBV that it is my responsibility to arrange to be vaccinated and to pay all expenses incurred. However, if I do not become vaccinated during the time I am a student at Mayville State University I understand I continue to be at risk of acquiring Hepatitis B and I hereby relieve Mayville State University and any affiliating agency of any legal or monetary responsibility if I acquire Hepatitis B infection while a student at Mayville State University.

________________________________________  __________________________________
Signature of Student                        Date

________________________________________  __________________________________
Witness                                     Date
Mayville State University RN to BSN Program

PROOF OF HEALTH INSURANCE/HEALTH INSURANCE WAIVER

Student Name: _________________________________________
(Please Print)

Instructions: Check the area that applies, provide the necessary information, then sign and date.

☐ I have health insurance coverage.

Name of Primary Insured________________________________________________________

Health Insurance Company_______________________________________________________

Signature__________________________________ Date __________________

-OR-

☐ I do not have health insurance coverage.

I understand that if I incur an injury, illness or incident during my clinical experiences while I am a student at Mayville State University that I am responsible for charges that may be incurred for medical care or testing that is necessary. I also understand that The Mayville State University or the nursing program will not be held responsible for payment of any charges.

Signature_________________________________________ Date ________________________
Criminal History Record Check

RN-to-BSN Program Criminal History Record Policy

**Applicability:**

a. This Policy applies to all Mayville State University RN to BSN program applicants, students and clinical instructors. This Policy is based upon state laws and upon the policies and procedures of professional licensing organizations, Mayville State University and the North Dakota State Board of Higher Education.

**Policy:**

a. Applicants must submit to and receive clearance for clinical practice from a criminal history record check as a condition of clinical placement and enrollment following program acceptance. Procedures which a student must follow in completing this criminal history record check are identified within the Criminal History Record Check Request form. An ongoing program enrollment is contingent upon the successful completion and clearance of the background check. Acceptance may be denied or rescinded, based on the results of the background check.

b. Criminal history record checks will be repeated annually as a condition of continuing enrollment in the nursing program. Students may need to complete additional background checks or submit to drug testing if required by a clinical agency prior to participation in a clinical experience. Students who refuse to submit to the criminal history record check or whose criminal history record check renders a student ineligible to participate or complete a clinical experience will be subjected to dismissal from the nursing program.

C. Rationale:

a. Healthcare providers are entrusted with the health, safety and welfare of clients; have access to controlled substances and confidential information; and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student or applicant’s suitability to function in such a setting is imperative to promote the highest level of integrity and responsibility in health care services. Clinical agencies are increasingly required to conduct criminal history record checks for security purposes on individuals who provide services with the agency. Clinical experiences are a required element in professional programs. Students who cannot participate in clinical experiences due to criminal or other adverse activities in their backgrounds are unable to fulfill the requirements of the professional program. Additionally, many healthcare licensing boards and agencies require individuals to pass a criminal history record check as a condition precedent to licensure or employment. Therefore, it is in everyone’s best interest to review the criminal history of applicants and students, and to resolve issues which result from negative information within the criminal history record reports before the commitment of resources by the nursing program, student or applicant.

**Procedures:**

1. Admission and Continuing Student Status:

a. Applicants who receive a letter offering admission will be notified that admission is contingent upon the successful completion of a state and federal criminal background check. Mayville State University Nursing Program will designate an approved vendor to conduct the criminal history
record check; a criminal history record check from any other vendor will not be accepted. The applicant or the current student, must pay the fees for each criminal history record check, including those additional checks required by a clinical agency, and including drug testing. Students will be required to repeat this criminal history record check annually and all associated costs will be the responsibility of the student.

2. Review:
   a. If the criminal history record check report contains negative information, the Nursing Program may request that the applicant or student submit additional information relating to the negative information, such as a written explanation, court documents and police reports. The applicant or student will have 10 working days in which to provide this information. The Nursing Program will review all information provided to it, and consider these factors, as well as others:
      - The nature and seriousness of the offense or event;
      - The circumstances surrounding the offense or event;
      - The age of the person when the offense or event occurred;
      - Whether the offense or event was an isolated or repeated incident;
      - The length of time that has passed since the offense or event;
      - The relationship between the duties to be performed as part of the educational program and the offense committed;
      - Past employment and nature of job performance;
      - History of academic conduct or misconduct;
      - Evidence of successful rehabilitation; and
      - Accuracy of the information provided by the applicant or student in the application materials or disclosure materials.
   b. The Nursing Program will decide whether to withdraw the offer of admission or to dismiss the student from the program. The Nursing Program may consult with other Mayville State University administrators, faculty, affiliated clinical agencies, former teachers, employers, correctional officers, consulting professionals or other applicable resources in its decision making process. The Nursing Program may or may not request that the applicant or student personally meet with the faculty, in order for applicant or student to provide information to and answer faculty questions. The Nursing Program decision, if adverse to the applicant or student, may be appealed to the Nursing Program Director within 5 working days of the date of the Nursing Program’s decision. The Director’s decision is final, and non-appealable.

3. Confidentiality and Record Keeping:
   a. Criminal history record check reports and other submitted information related to criminal history are confidential, and may be reviewed only by Mayville State University administrators and faculty and affiliated clinical agencies in accordance with federal law, FBI regulations and the Family Educational Records and Privacy Act. These reports and other information submitted by students will be maintained in a secure place by the Nursing Program Director. Only a letter rescinding or denying admission or a letter dismissing a student will be maintained in the student’s academic file; other documents related to the matter will be maintained in a separate file by the Nursing Program Director.
b. If a clinical agency requires a copy of the student’s criminal history record check, the student will follow the Nursing Program Director’s directions on how to provide the clinical agency with a copy of the criminal history record check.

Other Provisions:

a. Clinical placement is a prerequisite for graduation from the nursing program. The Nursing Program makes no guarantee that the student who has negative information in his or her criminal history record check report will be permitted to enroll in the clinical course or continue in the program. Clinical agencies will have the ability to deny a student placement within their agency based upon the criminal history record check results. Inability to complete clinical requirements will result in dismissal from the program.

b. Falsification of information, including omission of relevant information, will result in denial of admission or dismissal from the program, or other disciplinary action.

c. An arrest for, or a charge or conviction of a criminal offense while a student is participating in the program may result in disciplinary action, including dismissal.

d. An action by the Board of Nursing against the student’s license such as a reprimand, encumbrance or suspension must be reported to the program by the student and may result in disciplinary action, including dismissal.

e. Applicants and students have the right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor verify that the criminal history information provided is correct. Prior to making a final determination that will adversely affect the applicant or student, the Nursing Program will inform them of the right to review and challenge the content of the criminal history information, and provide vendor’s contact information to applicant or student so that applicant or student may contact vendor in order to challenge the accuracy of the report. The Nursing Program will refrain from making an adverse decision with respect to the applicant or student based on information in the background check until applicant or student has been afforded a reasonable time to challenge and correct the record, or has declined to do so.

f. The Nursing Program reserves the right to request additional information such as but not limited to references from former teachers, employers and correctional officers, consulting professionals or other applicable resources for applicants arrested for, charged with, or convicted of a crime. Applicants to the Nursing Program who have been convicted of a felony and have spent time in a correctional institution will not be admitted to the Nursing Program during the time the sentence is being served or while on parole or probation. As with all students, applicants will be considered on an individual basis. The student is responsible for any costs associated with the criminal history record check and the costs are non-refundable.
Criminal History Record Check Request Form

INSTRUCTIONS:

• Please type or print legibly and ensure that all information is complete. **Incomplete or illegible requests will be returned.**

• Students accepted into the RN to BSN Nursing Program at Mayville State University requesting a state and federal criminal history record check related to NDCC 12-60-24 must complete this form, attach 2 completed fingerprint cards containing the fingerprints of the subject of the record check, and remit appropriate fees. Checks should be made payable to the **North Dakota Attorney General** for the amount of $42.75.

• Please **send this form, 2 fingerprint cards, and check payable to North Dakota Attorney General to:**

  Mayville State University
  RN to BSN Nursing Program
  Attn: Shannon Skovlund
  330 3rd St. NE
  Mayville, ND 58257

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<tr>
<th>REQUESTER INFORMATION – RESULTS WILL BE MAILED TO AGENCY INDICATED IN THIS BLOCK</th>
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**RECORD CHECK WILL BE CONDUCTED ON INDIVIDUAL LISTED BELOW**

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<td>(AKA/Maiden/Former) Last Name (s)</td>
<td>First Name</td>
<td>Middle Name</td>
</tr>
<tr>
<td>Date of Birth (MM/DD/YYYY)</td>
<td>Social Security Number</td>
<td>BCI State ID Number (if known)</td>
</tr>
<tr>
<td>Current Address</td>
<td>City, State</td>
<td>Zip Code</td>
</tr>
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**Specific reportable criminal event identified by date, offense, and agency or court (if known)**

**Have you ever been arrested for or convicted of a crime?**

- ☐ No
- ☐ Yes If yes, what offense (s) and what was the outcome of the case (s): (dismissed, deferred sentence, acquittal, conviction, etc.)

- Your fingerprints will be used to check the criminal history records of the FBI. You have the right to review or challenge the accuracy of the information contained in the FBI identification record. The procedures for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28 CFR 16.34.

- I hereby authorize the North Dakota Bureau of Criminal Investigation to release my state and FBI criminal history records to the requester listed above.

- A photocopy of this signed release shall have the same force and effect as the original release.

Signature Date

- Your social security number is requested to permit the North Dakota Bureau of Criminal Investigation to conduct a criminal history record check under N.D.C.C. 12-60-16.6. Disclosure of your social security number is voluntary. However, not providing this information will result in the requirement that other information be provided, including a reportable criminal event or the submission of fingerprints.
Healthcare Provider CPR

Prior to clinical experience, students must submit documentation of current certification for basic life support for the healthcare provider. Courses approved by the American Heart Association meet this requirement. Each student is responsible for submitting verification of continuous certification throughout program enrollment.

Essential Functional Abilities

As required by Section 504 of the Rehabilitation Act, appropriate and reasonable accommodations will be made for all students with documented disabilities. If you need accommodations while enrolled in the program because of a disability please inform the Program Director upon admission. You must also contact the Disability Support Services Director.

Nurses must possess the knowledge, skills and abilities to provide safe and effective nursing care. The essential functional abilities necessary have been identified by the National Council of State Boards of Nursing and the Mayville State University nursing program adheres to these standards. Students are required to be able to perform the functional abilities and activities with or without reasonable accommodations as required by law. The nursing program is committed to providing reasonable accommodations and creative access in assisting nursing students who have disabilities to fulfill clinical and professional requirements. Recognizing that technical skills are but one component of holistic care the nursing program is willing to address certain special needs of the students. Some limitations in ability can be accommodated with special devices or special circumstances; others cannot. The ultimate determination regarding the reasonableness of accommodations will be based upon the preservation of client safety and the resources of Mayville State University nursing program.

Essential Functions:

1. Must have verbal and writing skills sufficient to respond promptly in communications with clients and health care workers.
2. Must have sufficient close and distant visual acuity and color perception to observe the condition of the client.
3. Must have sufficient hearing to respond to auditory instructions and requests when not able to see lips, to monitor equipment and to perform auditory auscultation.
4. Must be able to maintain balance, stand and walk for 80% of the clinical time.
5. Must be able to push or pull 25 pounds.
6. Must have the ability to stoop and squat.
7. Must have physical strength and mobility to safely lift and maneuver clients without injury to the client, self, or other health care workers and respond to medical emergencies such as performing CPR.
8. Must have fine motor skills and dexterity to manipulate equipment such as that used to prepare and administer medications and carry out sterile technique.
9. Must have reading ability sufficient to comprehend 10th grade level writing and arithmetic competence at an 8th grade level.
10. Must have the emotional stability to perceive and deal appropriately with environmental threats/stressors and continue to function satisfactorily during high stress periods.
11. Must be able to protect oneself and others from hazards in the health care environment, including needles and other sharp instruments.
The intent of this list of essential functions is not necessarily to restrict but to help individuals get a better idea of potential barriers to successful completion of the nursing program.

Procedure for Requesting Accommodation
Reasonable accommodations may include adjustments in course materials, instructional methods or physical environments that do not change the essential nature or academic and technical standards of the course or clinical experience.

1. Students will be informed of the Functional Ability Policy upon admission.
2. The student will identify his/her capacity to meet the functional abilities.
4. If limitations in functional abilities are identified, the student is responsible for consulting with a qualified practitioner for further evaluation.
5. If a limitation is verified by the practitioner, the student must present suggested accommodations in writing to the Program Director for consideration.
6. The faculty, in consultation with the Disability Support Services Director will determine which accommodations are reasonable, available, and preserve patient safety.

Professional Liability Insurance Policy/Procedure
Student professional liability insurance coverage, required for students enrolled in the clinical course (NURS 442), will be automatically provided by the University and paid for with program course fees. Insurance verification will be kept on file in the nursing program office.

The insurance will cover all student related activities undertaken during the educational experience, however, it will not cover any other nursing activities or stopping at the scene of an accident, etc. If the student desires additional insurance to cover the non-student roles and activities, he/she will need to purchase an individual policy for that purpose.

Clinical Affiliation Agreements
Educational Agreements between Mayville State University Nursing Program and clinical agencies are kept current and on file in the nursing program. Cooperating agencies may require additional forms/statements (e.g., immunizations, car insurance, etc.) specific to their facility. Agencies may request a copy of statements and health related information on file or as carried by the student (e.g., immunization card). Students may also be subject to additional criminal history record checks or screenings (e.g., drug screening) as required by affiliated agencies.
Social Media/Confidentiality Policies

I. Social Media Policy

Mayville State University Nursing Program and affiliates manage social media as an extension of marketing and communications on behalf of MSU entities. MSU respects the right of students/staff to participate in social media; however, the business needs of the MSU entities must be served while also maintaining their corporate identity, integrity, and reputation in a manner consistent with MSU’s mission, core values, policies, and applicable laws. MSU entities will investigate alleged violations of the policy and impose corrective action on the student/staff who fail to comply with state or federal laws or with organizational policies, standards, guidelines or procedures related to the use of social media.

II. Scope

This policy applies to MSU nursing students and staff when using social media while at work, home, campus, or anywhere when the student/staff’s affiliation with MSU, clinical site is identified, known or presumed.

III. Purpose

The purpose of this social media policy is to assist students/staff in understanding how social media applies to their MSU affiliation and their responsibilities when communicating through these methods.

IV. Definitions

1. Social Media: primarily internet and/or mobile based methods of networking using web/mobile based tools to communicate widely, quickly and easily for the purpose of sharing information and communicating with others. Such as but not limited to:
   a. Facebook
   b. Twitter
   c. Myspace
   d. Texting
   e. Skype

2. Protected Health Information (PHI): is any identifiable health information, including demographic information that contains:
   a. Past, present or future physical/mental health or condition of an individual
   b. Past, present or future payment for an individual’s healthcare
   c. Identifies the individual, OR there is reasonable basis to believe the information can be used to identify the individual

3. When Using Social Media
   a. Student’s/Staff using social media shall not:
      - Disclose MSU entities’, clients’, or affiliates’ confidential information, or PHI
   b. Disclose location, facility type, or any demographic identifier of clinical experience
c. When using social media the student/staff will not express or represent that his/her views are the views of MSU unless he/she has been authorized to do so.
d. The student/staff may be asked to remove any reference to MSU enrollment or affiliation.
e. Student’s/Staff photographing any individuals (patients, family, staff as examples but not limited to), or physical structures must obtain written authorization from MSU or affiliates.

4. Compliance
a. Students/Staff shall receive notice of this policy at the beginning of each semester and may receive periodic education on its application and use
b. In accordance with federal and state laws, regulations and MSU entity related policies, MSU reserves the right to monitor Student/Staff social media activities and maintain detailed reports of social media usage
c. Students/Staff found violating this policy may be subjected to corrective disciplinary action including but not limited to, expulsion from MSU, criminal prosecution or additional liability associated with other legal actions.
d. Alleged violations require immediate reporting to the direct supervisor, MSU nursing program director, and or the affiliates human resources, and risk management.
e. All violations will be investigated collaboratively with appropriate staff and legal officials to determine appropriate corrective and disciplinary action, up to and including expulsion.

Handheld Electronic Device Policy

I. Use of Portable Electronic Devices

Use of portable electronic devices in clinical is regulated by the clinical agencies, local, state, and federal regulations and laws. Students are fully responsible to ensure that they adhere to all Nursing Program Handbook regulations at all times whether at school, at clinical, on break, or anywhere else. This includes proper management of confidential client information. All students are fully responsible for following all regulations of the HIPAA guidelines. They can be found at: http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html.

If there are any questions/concerns about whether or not certain data can be shared, students should not share any information until clarified. It is important to err on the side of caution.

a. Any electronic device used for the purposes of transmitting educational material that is related to clinical or client interactions must be secured with a password when not in use. This includes computers, phones, and any other such handheld electronic device. The campus IT departments are available to help with this process if needed. Any communication about a clinical or client related concept or event must be de-identified (personal health identifiers (PHI) must be removed) before transmission per HIPAA guidelines.
b. Students must adhere to professional standards for all communication including maintaining confidentiality, proper conduct for communication and communicating appropriate material.
c. Telephone, texting, and camera functions must be turned off during clinical experiences. Electronic devices must be in airplane mode with no transmission in our out of the device per wireless communication during clinical experiences.

d. With the exception of specified course required activities, sending or receiving text or other messages on the electronic device during clinical is not permitted.

e. Using the internet for personal, non-school related functions is strictly prohibited. Inappropriate use of electronic devices or violation of HIPAA guidelines is cause for termination from the RN to BSN program.

f. If you need to give a contact number to a family member, give them the facility name and number where you are scheduled for clinical that day. They are not to call unless there is an emergency situation.

II. Safeguarding of Data

The student will implement protective measures, such as encryption, for restricted data to safeguard the confidentiality or integrity of the data in the event of theft or loss. The student will ensure that the device will never be left unattended during use in the clinical setting. The student will use strong password protections and encryption technology as commercially available. The student will ensure proper destruction of all PHI from the device immediately after its intended use. If the device is lost or stolen, it will be immediately reported to appropriate personnel and/or security.

III. Handheld Device Hygiene

Infection control precautions must be maintained when using handheld electronic devices in client care areas.

a. Wash hands before using handheld device.

b. Avoid using device with contaminated gloves, plan ahead for procedures.

c. Wipe down handheld device using solutions ONLY recommended by manufacturer.

d. Avoid areas that can possibly contaminate device, e.g., laying device on surfaces within the direct client care areas.

e. Avoid, if possible, taking device into isolation areas. Help minimize transmission of organisms by placing device in sealed Ziploc lab specimen bag or leaving device outside of isolation areas.

f. Think before using in clinical setting. Remember that handheld devices can be a source of organism transfer if brought home and used with family and friends.

Confidentiality Policy

Confidentiality as used here means the right of an individual to have personal, identifiable medical information kept private. Such information should be available only to the physician of record and other health care and insurance personnel as necessary. As of 2003, patient confidentiality is protected by federal statute referred to as HIPAA and discussed in greater detail below.
**Purpose**
The passage of federal regulations (the Health Insurance Portability and Accountability Act of 1996) was prompted by the need to ensure privacy and protection of personal records and data in an environment of electronic medical records and third-party insurance payers.

**Description**
Patient confidentiality means that personal and medical information given to a health care provider will not be disclosed to others unless the individual has given specific permission for such release.

Because the disclosure of personal information could cause professional or personal problems, patients rely on physicians to keep their medical information private. It is rare for medical records to remain completely sealed, however. The most benign breach of confidentiality takes place when clinicians share medical information as case studies. When this data is published in professional journals the identity of the patient is never divulged, and all identifying data is either eliminated or changed. If this confidentiality is breached in any way, patients may have the right to sue.

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 requires all professionals and organizations to guard the privacy of their patients and customers. Individuals must provide written consent for any and all releases of medical or health-related information. Employees at all levels are required to maintain confidentiality. Similar policies have been in place for some time. This was a requirement of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) to maintain accreditation. All confidentiality releases must identify the types of information that can be released, the people or groups that have been permitted access to the information, and limit the length of time for which the release is valid.

Before the enactment of HIPAA, despite having voluntary safeguards, patient confidentiality had eroded with the almost-complete dominance of health-maintenance organizations and other types of third-party payers. Confidentiality is essential for a good relationship between patient and practitioner, whose duty to keep information private stems from the Hippocratic Oath. If personal information is disseminated without the patient's permission, it can erode confidence in the medical profession and expose health care professionals to legal action.

Both the ethical and the legal principles of confidentiality are rooted in a set of values regarding the relationship between caregiver and patient. It is essential that a patient trust a caregiver so that a warm and accepting relationship may develop.

The Health Insurance Portability and Accountability Act of 1996 was enacted to address the issue of patient confidentiality. Full implementation of HIPAA regulations began in April 2003. Patient confidentiality is enhanced by compliance with the requirements of HIPAA.

HIPAA provides a uniform set of guidelines that apply to all providers and organizations. HIPAA requirements are not affected by state boundaries.

**The Privacy Rule**
The Privacy Rule, a federal law, gives individual’s rights over their health information and sets rules and limits on who can look at and receive health information. The Privacy Rule applies
to all forms of individuals' protected health information, whether electronic, written, or oral. The Security Rule, a federal law that protects health information in electronic form, requires entities covered by HIPAA to ensure that electronic protected health information is secure.

The Privacy Rule sets rules and limits on who can look at and receive your health information.

To make sure that health information is protected in a way that does not interfere with health care, information can be used and shared:

- For your treatment and care coordination
- To pay doctors and hospitals for your health care and to help run their businesses
- With your family, relatives, friends, or others you identify who are involved with your health care or your health care bills, unless you object
- To make sure doctors give good care and nursing homes are clean and safe
- To protect the public's health, such as by reporting when the flu is in your area
- To make required reports to the police, such as reporting gunshot wounds

The Confidentiality Agreement is signed by all students upon entry into the nursing major and is a commitment of the student to comply with all confidentiality policies.
CONFIDENTIALITY AGREEMENT

I understand that it is my ethical and legal responsibility as a Mayville State University student nurse in all clinical agencies in which I am involved to hold confidential, any verbal and written information received through my affiliation with those agencies.

1. I acknowledge that all medical, financial, and personal information is confidential and protected against unauthorized viewing, discussion, and disclosure.

2. I understand that this information is privileged and confidential regardless of format: electronic, written, verbal, or observed.

3. I understand that I may view, use, disclose, or copy information only as it relates to the performance of my role as a student nurse. Any unauthorized viewing, discussion, or disclosure of this information is a violation of Mayville State University policies and of affiliating agencies and may be a violation of federal and/or state law.

4. I understand that looking at my own record or the record of others when not specifically indicated in the performance of my duties is expressly prohibited.

5. I agree to use the affiliating agency’s computer based information for the sole purpose of my legitimate duties as a student nurse.

6. I agree to follow all established policies in relation to changing, deleting, or destroying protected information in any form.

7. I understand that the passwords assigned to me to access affiliating agency computer based information systems are confidential, and not to be shared with anyone under any circumstances.

8. I understand that any violations of the above points will be considered a Critical Incident resulting in disciplinary action as well as possible legal ramifications.

9. I acknowledge that my signature on this Confidentiality Agreement signifies that I acknowledge, understand, and am committed to its principles.

____________________________________
Printed Name

___________________________________
Signature of Student

______________________________  Date
Confidentiality of Student Information

The nursing program complies fully with the Family Educational Rights and Privacy Act (FERPA). In keeping with FERPA, the privacy of students’ educational records is protected and the rights of the students to inspect and review their educational records are guaranteed. Guidelines for the correction of inaccurate and misleading data can be obtained in the Registrar’s Office at Mayville State University. Educational information is released only upon the written request or authorization of the student, or in compliance with FERPA. (Exceptions may include: university officials, faculty, advisors, accrediting agencies, student emergencies, and for financial aid purposes.) Mayville State University may also provide public information, referred to as “directory information,” in accordance with the provisions of FERPA. Students may withhold certain directory information by notifying the Registrar in writing at the beginning of each semester. A complete statement of a student’s rights under FERPA is available in the office of the Registrar. The educational records of nursing students are kept in locked filing cabinets in the nursing program office.

Departmental Student Folder

Student folders are maintained in the office of the Nursing Program Director and within the secure SharePoint online server. Student folders are initiated with receipt of admissions materials to the nursing program. Student folders for persons who are accepted to the nursing program and subsequently begin enrollment in nursing courses will be maintained for five years following program completion, as per the NDUS Records Retention policy 1912.7. While the student is actively enrolled in the nursing major, the student folder will include, but not be limited to:

1. Admission Application Materials for the Major
2. Transfer evaluation documents including copies of official transcripts and cumulative GPA calculation worksheet
3. Decision documentation and letters regarding program admission status
4. Evidence of current RN licensure and CPR certification
5. Approved Plan of Study and associated advising documents
6. Miscellaneous correspondence such as public service, academic status, scholarships/awards, recommendations, and testing.

Note: Documentation received from the Bureau of Criminal Investigation (BCI) relating to the Criminal History Record Check will be confidentially maintained in a folder separate from the student folder and accessed only by the program director and individuals designated by Mayville State University and BCI to review such information.

Upon receipt of written request, the student may review his/her student folder. Appeals may be submitted to the Faculty Forum Committee for removal of items considered to be inaccurate, misleading, or otherwise in violation of privacy or other rights. If the appeal fails, the student has the right to add a written rebuttal to the record and/or proceed through the student concerns process as described in the MSU Student Handbook.

After program completion, some information from student folders will be transferred into cumulative confidential departmental files for purposes of program evaluation. Students, upon
graduation, will be asked to sign the “Permission to Use Student Work” form. Any student identifiers will be removed from these documents prior to sharing any of his/her work with any individuals outside of the program faculty or staff. Student’s who are unwilling to provide this consent will not be required to share his/her work. A record of graduates’ addresses will be maintained to facilitate contact with alumni, program evaluation and other such activities. Graduates desiring references related to their school career will be required submit written request for reference completion, using the Consent to Serve as a Reference form, to the associated course faculty. Failure of completion of this consent will result in faculty refusal to complete requested reference. Reference requests received directly from outside institutions/parties will not be honored without submission of a completed consent form. Faculty reserve the right to decline completion of reference request and will provide rationale for declination as indicated. A permanent transcript is maintained in the Records Office. Requests for copies of the MSU transcript should be made to the MSU Records Office.

Student Folder Procedures
1. Student folders will be maintained in a supervised area and secured in a locked file cabinet accessed only by faculty and staff of the Nursing Department.
2. Student folders are to be used by departmental faculty and staff only.
3. If a student wishes to review his/her departmental folder, it will be secured from and reviewed in the presence of the department faculty or staff and returned for secure filing.
4. Items as described in the student folder policy may be placed in the student folder by the departmental staff. Students may submit records of honors, awards, published articles, and other such items to their faculty advisor for inclusion in the student file.

Student folders begun for persons who do not enroll in courses for the nursing major within three years of applying for admission, will be destroyed, as per the NDUS Records Retention policy 1912.7. Folders to be destroyed will first be reviewed by the Faculty Forum Committee and Program Director to determine if for some reason the folder should be retained. If an inactive student wishes to reactivate application for admission within that three year period, s/he will be asked to submit updated application materials. Should a past applicant desire to enter or reenter the nursing program after the three years, it will be necessary to generate a new student folder with current application materials.
Mayville State University RN to BSN Program

PERMISSION TO USE STUDENT WORK

I, the undersigned, am a current student at Mayville State University, and hereby give permission to Mayville State University to use my papers, course assignments, or other student created materials for accreditation or teaching purposes.

I understand my name will be removed from the student work. I understand that my student work will not be given out for other students to keep and will be kept on file either on paper within the nursing program or electronically but not in a public file.

Name: _______________________ Signature: _______________________ Date: ___________

(Please Print)
Mayville State University  
RN to BSN Program  
Consent to Serve as a Reference

I have requested ______________________________ to write (or verbally provide) a recommendation for the position of __________________________ to the following institutions and/or individuals:

_____ I waive my right to examine this recommendation.

_____ I do not waive my right to examine this recommendation.

__________________________________________________
(Applicant’s Signature)  
(Date)

Date of Faculty Receipt _________________

Outcome of Reference Request:

☐ Reference request completed

☐ Reference request denied

☐ Student notified
Program Evaluation

Assessment of student learning is an important part of the nursing program. Assessment helps the program plan for continuous quality improvement and assists individual students to partner with faculty in the process of diagnosing and remedying academic deficiencies. Essential assignments have been designated as key assessments that, upon successful completion, reflect achievement of student learning outcomes. Essential Assignments for the program will be identified in nursing course syllabi. Student achievement of the program outcomes will be measured through use of these assignments. Students will be required to provide proof of outcome achievement by submitting each of these Essential Assignments within TaskStream. Students are also requested to participate in individual course and program evaluations at various intervals. Evaluation surveys and procedures are provided by nursing program.

Personal Safety and Injury Prevention

Introduction and Purpose
One of the required competencies for Quality & Safety Education for Nurses (QSEN) addresses the minimization of risk of harm to patient and providers through both system effectiveness and individual performance. The following policies are designed to promote compliance with the QSEN safety competency.

Emergency and Crisis Management Procedures
The Department of Nursing will follow the Mayville State University Emergency and Crisis Management Procedures. Use the following link to access these procedures: http://www.mayvillestate.edu/about-msu/contact-us1/emergencies/

Personal Injury
Nursing students are STRONGLY ADVISED to have personal health insurance to cover the expenses of their health care/treatments in case of illness, injury or exposure within or outside of their nursing clinical settings. Students are responsible and obligated to defray that part of any injury expenses not covered by their health insurance.

The College does not provide health insurance for students, at any time while enrolled. Students are not covered by worker's compensation through MSU or clinical agencies. We hope you find the following links helpful in procuring health insurance: http://www.hthstudents.com or http://www.acsa.com/plans/healthapp/index.asp. Additionally, a clinical experience provider may require that students maintain health insurance during the clinical experience, and the student must do so, at the student’s expense, in order to engage in that particular clinical experience. Selection of an alternative clinical experience provider, in this situation, may or may not be possible.

During the clinical experiences, the student may be exposed to blood and body fluids of clients. Along with this exposure is the risk of Hepatitis B infection. Documentation of the completed Hepatitis B vaccination series or a signed waiver is required prior to participation in the clinical course (NURS 442). The full vaccination against Hepatitis B requires a six-month series of three
shots. You can obtain the Hepatitis B vaccine from your healthcare provider, or local public health agency.

**Blood Borne Pathogen/ Infectious Substance Incident Policy**

In case of needle-stick injury, blood-borne pathogen, or other infectious substance exposure, within the clinical practice setting access to emergency first aid, risk assessment, laboratory testing, and medications for prophylaxis will be facilitated. Policies of the clinical affiliation site will be followed should the student receive an exposure to a blood, secretion-borne pathogens or other infectious substances. The university will not cover the expenses incurred for incidences such as exposure and the student should submit any costs to his/her individual health insurance. As with other injuries, the student will be responsible and obligated to pay that part of any expense not covered by insurance. As a Registered Nursing understanding and use of universal and safety precautions are essential behaviors. Additional OSHA training related to exposure precautions and actions will be reviewed prior to initiation of clinical experiences in order to meet clinical agency orientation requirements.

Should an infectious substance exposure occur, Students must report the exposure immediately to clinical faculty and onsite agency preceptor. Students will complete an incident report as required at the agency as well as a Mayville State University Nursing Program Incident Report. Following these policies is essential for protection of both the student nurse and the client and minimizes any risk to either party.

**Biohazard Waste Management**

Potential infectious wastes are collected, stored, and disposed of per OSHA recommendations. Biohazardous waste is placed in appropriately marked containers and disposed through the clinical agency. This includes sharps and other biohazard waste.

**Medication Administration Safety**

During clinical experiences, medication administration and safety principles will be applied within the role of the Registered Nurse abiding by all state licensure and clinical agency policies. Students must utilize appropriate safety precautions when using needles. Students are reminded to use the scoop method to recap needles prior to injection, if needed. Following injection, must avoid recapping needles and sharps must be disposed of properly in a sharps container.

**Student Pregnancy**

During the clinical experience students may be exposed to client situations that have potential to be dangerous for a pregnant person or developing fetus. Students who are known to be pregnant may need modifications within the clinical setting. For the wellbeing and safety of a pregnant student, the following policy must be followed.

1. A student who is pregnant must:
   a. Disclose pregnancy to the clinical course faculty and provide the estimated date of delivery calculated by her health care provider upon clinical course enrollment or as soon as the student is aware of the pregnancy.
   b. Observe any pregnancy precautions/policies while in the clinical area according to that agency’s policy.
   c. Disclose any change in the student’s health status by immediately notifying the clinical course faculty.
2. Absence resulting from complications of pregnancy must not exceed the number of absences allowed in the clinical attendance policy. Absences greater than allowed may result in course failure.

**Organization Error Reporting – Incident Report:**
If any unexpected error or near miss incident happens while students are participating in any clinical experience, a Nursing Program Incident Report will be completed and submitted into the designated Clinical Faculty. Incidents will be monitored for trends and commonalities. Teaching content and departmental policies will be added or modified based on this data with the ultimate goal of maintaining a culture of safety.
Mayville State University
Nursing Program Incident Report

(Must be filled out within 24 hours of incident and provided to Clinical Faculty)
(Medical facility and state forms will also be completed as appropriate)

Student Name: ___________________________________ Date: _______________

Home Address: ______________________________________________________________

Date of Incident: ___________________ Time: ____________________________

Location of Incident (give exact location): ______________________________________

Property involved [] Equipment involved [] Describe: ____________________________

Description of events leading up to incident: _________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Describe what happened—Why it happened. If property or equipment was damaged, describe:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Name of witnesses: __________________________________________________________

Saw a physician: Yes No Date: _________ Name of Physician: ___________________

Reported to Course Faculty: Yes No

Reported to Clinical Preceptor: Yes No

Course Faculty signature: ________________________________ Date: ______________

Student signature: ________________________________ Date: ______________

Sexual Harassment and Sexual Violence
Refer to the Mayville State University Institutional Policies regarding these issues.
Use the following link to access these policies:
http://www.mayvillestate.edu/about-msu/more-info/reports-policies/
Code of Ethics

In addition to the Code of Ethics in the MSU Student Handbook, nursing students are expected to comply with the Nursing Code of Ethics retrieved from http://www.nursingworld.org/Mobile/Code-of-Ethics

Preface | Code of Ethics for Nurses

Ethics is an integral part of the foundation of nursing. Nursing has a distinguished history of concern for the welfare of the sick, injured, and vulnerable and for social justice. This concern is embodied in the provision of nursing care to individuals and the community. Nursing encompasses the prevention of illness, the alleviation of suffering, and the protection, promotion, and restoration of health in the care of individuals, families, groups, and communities. Nurses act to change those aspects of social structures that detract from health and well-being. Individuals who become nurses are expected not only to adhere to the ideals and moral norms of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics makes explicit the primary goals, values, and obligations of the profession.

The Code of Ethics for Nurses serves the following purposes:

- It is a succinct statement of the ethical obligations and duties of every individual who enters the nursing profession.
- It is the profession’s nonnegotiable ethical standard.
- It is an expression of nursing’s own understanding of its commitment to society.

There are numerous approaches for addressing ethics; these include adopting or subscribing to ethical theories, including humanist, feminist, and social ethics, adhering to ethical principles, and cultivating virtues. The Code of Ethics for Nurses reflects all of these approaches. The words “ethical” and “moral” are used throughout the Code of Ethics. “Ethical” is used to refer to reasons for decisions about how one ought to act, using the above mentioned approaches. In general, the word “moral” overlaps with “ethical” but is more aligned with personal belief and cultural values. Statements that describe activities and attributes of nurses in this Code of Ethics are to be understood as normative or prescriptive statements expressing expectations of ethical behavior.

The Code of Ethics for Nurses uses the term patient to refer to recipients of nursing care. The derivation of this word refers to “one who suffers,” reflecting a universal aspect of human existence. Nonetheless, it is recognized that nurses also provide services to those seeking health as well as those responding to illness, to students and to staff, in healthcare facilities as well as in communities. Similarly, the term practice refers to the actions of the nurse in whatever role the nurse fulfills, including direct patient care provider, educator, administrator, researcher, policy developer, or other. Thus, the values and obligations expressed in this Code of Ethics apply to nurses in all roles and settings.
The Code of Ethics for Nurses is a dynamic document. As nursing and its social context change, changes to the Code of Ethics are also necessary. The Code of Ethics consists of two components: the provisions and the accompanying interpretive statements. There are nine provisions. The first three describe the most fundamental values and commitments of the nurse; the next three address boundaries of duty and loyalty, and the last three address aspects of duties beyond individual patient encounters. For each provision, there are interpretive statements that provide greater specificity for practice and are responsive to the contemporary context of nursing. Consequently, the interpretive statements are subject to more frequent revision than are the provisions. Additional ethical guidance and detail can be found in ANA or constituent member association position statements that address clinical, research, administrative, educational, or public policy issues.

*Code of Ethics for Nurses with Interpretive Statements* provides a framework for nurses to use in ethical analysis and decision-making. The Code of Ethics establishes the ethical standard for the profession. It is not negotiable in any setting nor is it subject to revision or amendment except by formal process of the House of Delegates of the ANA. The Code of Ethics for Nurses is a reflection of the proud ethical heritage of nursing, a guide for nurses now and in the future.

**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.
Nursing Program Critical Standards

The following are considered to be Critical Standards, in addition to satisfactory academic achievement, within the program:

1. The Nursing Program and affiliated agency policies, procedures, and communication protocols are followed.
2. Critical incidents are recognized and reported to appropriate agency personnel and program faculty.
3. The student confidentiality of client records and situations is appropriately maintained.
4. Students are expected to practice the highest standards of ethics, honesty and integrity in all of their academic work. Any form of academic dishonesty (e.g., plagiarism, cheating, and misrepresentation) may result in disciplinary action. Possible disciplinary actions may include failure for part or all of a course, as well as suspension from the nursing program and/or University. All students and faculty are expected to treat everyone with respect and can expect to be treated courteously by others.
5. The student’s physical and emotional health, conduct, values, and attitudes must not threaten the safety or welfare of self, clients, students, and others within the department and affiliated agencies.
6. Nursing practice is conducted safely within the scope of practice as established by the state Board of Nursing by which the student is licensed as a Registered Nurse.
7. All students will follow Code of Ethics for Nurses (See Code of Ethics for Nurses policy included above).
8. Students will remain actively involved in enrolled online courses completing all required course activities as outlined within each course.
9. Students will identify when assistance or further preparation is needed prior to engaging in clinical experiences, refrain from participating in activities for which one is not adequately prepared, and seek consultation from faculty and/or agency personnel.
10. APA Writing Format: The most current Publication Manual of the American Psychological Association (APA) serves as the format for all papers, citations and references pages written in the MSU Nursing Program.
11. Current RN licensure is maintained in the state of residence and associated clinical site.
12. Clearance for nursing practice within State and Federal background studies is required upon program admission and verified annually.
13. Documentation of current immunizations are kept on record with the nursing program.
14. Students are required to have a current Health Care Provider CPR certification through the American Heart Association to comply with clinical site requirements.
15. It is the responsibility of the student to conform to conduct conducive to learning by being prepared, prompt, attentive, and courteous in the online classroom and conforming to policies set by the faculty to maintain an academic decorum. Students are expected to uphold behaviors outlined with the Net Etiquette policy.

Failure to meet any of the above Critical Standards will be considered a critical incident and will result in implementation of disciplinary action. Refer to Disciplinary Action Policy included below.
Disciplinary Action Policy

Upon identification of a critical incident, the following process will be implemented:

1. Nursing Faculty promptly notifies the student of evidence of misconduct or critical incident:
   - Misconduct includes those violations listed in MSU Student Handbook
   - Critical incident includes, but is not limited to, violation of any of the above Critical Standards, unsafe practice, breach of confidentiality, lack of professionalism, lack of integrity, failure to follow parameters set forth by the nursing faculty.
2. Nursing Faculty will determine whether or not the student will be permitted to continue with current course activity at time of incident identification.
3. Nursing Faculty will implement the Notice of Program Probationary Status & Terms form with consultation with Program Director.
4. Nursing Faculty will implement the consequences as outlined below.
5. Nursing Faculty will review the completed Notice of Program Probationary Status & Terms with the student and place a copy in the student file.
   - Student description of the event will be obtained and reviewed with probationary documentation
6. Program Director will communicate to appropriate administrative personnel according to college policy as appropriate.

Consequences based upon the nature of the event:

______First situation of documented misconduct or critical incident will result in:
   - Failure of exam or assignment, or failure of clinical evaluation (midterm/final) as appropriate
   - Implementation of probationary status for the duration of program enrollment

______Second situation of documented misconduct or critical incident:
   - Failure of the course
   - Continued probation for duration of the program

______Third situation of documented misconduct or critical incident:
   - Withdrawal of student from the program
TERMS OF PROBATIONARY STATUS FORM

Student Name: ____________________ Date of Probationary Notice: ________________

Assessment:
Date of incident: ________________

Course: __________________________ Course Faculty: ______________________

Critical Incident Occurrence:
_____ First situation of documented misconduct or critical incident
_____ Second situation of documented misconduct or critical incident
_____ Third situation of documented misconduct or critical incident

Nursing Faculty Description of Situation:

Student’s Description of the Situation:

Plan:

Implementation:

Evaluation:

Signatures:

I ____________________ (student) hereby acknowledge understanding of situation and consent to the probationary terms.

Student Signature & Date: ________________________________

Nursing Faculty Signature & Date: __________________________

Nursing Advisor Signature & Date: _________________________

Program Director Signature & Date: _________________________

Appeal of Probation: If a student feels he/she has valid reasons to appeal above probation, he/she may follow the grievance process.
In assuring a positive environment for learning, the RN to BSN program has detailed the appropriate steps to be taken to identify problems and give faculty and students an opportunity to solve them. When something becomes a problem for you while enrolled in the MSU RN to BSN program, bring it to the attention of the people who are in a position to resolve it. Therefore problems should be addressed by following the steps detailed below:

Step 1: The first step is to discuss the problem with your immediate course faculty in the area in which the problem occurred.
Step 2: If you and the course faculty are unable to come to a satisfactory solution, you should contact the nursing program director.
Step 3: If you and the nursing program director are unable to come to a satisfactory solution, you should initiate the Student Grievance/Appeals process, as outlined below, for additional review and consideration.
Step 4: If you are still dissatisfied at Step 3, you should activate the student complaint process as detailed in the MSU Student Handbook.

It is considered unprofessional behavior to discuss problems with other faculty/staff not directly involved in this process. Unprofessional behavior is addressed in the following areas of this handbook:
A. Code of Student Conduct in the MSU Student Handbook
B. Code of Ethics for Nurses
C. Critical Standards

The concept of following the **chain of command** is a vital component to the nursing profession. It is a nurse's responsibility to be familiar with the chain of command throughout his/her nursing career.

For additional information related to the student complaint process at Mayville State University: [http://www.mayvilleestate.edu/current-students/academic-information/extended-learning/student-complaint-process/](http://www.mayvilleestate.edu/current-students/academic-information/extended-learning/student-complaint-process/)
Student Grievance/Appeal Process

Discuss the grievance with appropriate course faculty.
A Student will be allowed to appeal based only on: 1) the evidence presented did not support the decision; 2) there is new information that wasn’t considered in the case; or 3) the sanctions were not justified by the nature of the offense(s).

A formal written letter from the student is required to be addressed to the Faculty Committee and Program Director. The request will include:
A. Description of the request in 500 words or less
B. Justification for the request
C. Any documentation necessary to support the justification (catalog description, course content, resource manual/handbook, School of nursing website, etc.)

The Student Grievance/Appeal Form must be submitted within 10 business days after receiving notification of the incident, allowing up to 4 weeks for a Faculty Committee response. Appeals filed during summer session will be reviewed by the Faculty Committee as determined necessary by the Program Director.

A review of the appeals will occur at next scheduled Faculty Committee meeting after the appeal has been formally filed. Students will be emailed the date and time of the meeting. Students will have 48 hours to either state they will accept or decline attendance at the meeting. In the event a student chooses to attend the meeting, they will have five minutes during the meeting to present their appeal.

The student will receive a formal letter describing the decision of the Faculty Committee. The course faculty and student advisor, involved with the appeal, will receive a copy of the Faculty Committee decision.

After the Faculty Committee has made their appeal decision and the student still has concerns regarding their appeal, it is then the student’s responsibility to present their appeal/concern to the Program Director and the Math/Sciences Division Chair within 10 business days of the Faculty Committee’s appeal reply. Program Director and Division Chair may uphold or deny the appeal and will respond to the student in writing within 72 hours of the usual work week. Further review by the Vice President of Academic Affairs as appropriate.
RN to BSN Program Student Grievance/Appeal Form

A Student will be allowed to appeal based only on:
1) The evidence presented did not support the decision;
2) There is new information that wasn't considered in the case; or
3) The sanctions were not justified by the nature of the offense(s).

NAME: ________________________________________ STUDENT ID # ________________

Date: ____________________

Street Address: ____________________City/State ____________________ Zip ____________

Phone: ____________________________

Please respond to the following. Attach additional sheets if necessary. Describe your concern.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

What steps have you taken to resolve the concern?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

What action are you seeking to resolve this concern?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Office Use Only

Concern Received By: ______________________ Date: ______________________

What steps were taken to resolve this concern? (Attach notes from other staff if applicable.)

How was the concern resolved? Include dates of actions taken.

Date of follow-up contact with Student: _________________________________

RETURN THIS FORM TO THE PROGRAM DIRECTOR
Enrollment Options

Students may enroll in the nursing major on a part-time or full-time basis. Full-time students and students enrolled in the major courses the previous semester are given preference respectively for enrollment space in courses. Students must self-register for courses and appear on the official class roster in ConnectND in order to complete courses associated with the nursing major. All required clinical documentation must be submitted and verified by program faculty and staff in order for the student to enroll in the clinical course (NURS 442).

Students enrolled in the major and who do not complete all nursing program course requirements within a five year period after initial enrollment in nursing courses may be required to repeat or take selected courses. These circumstances usually develop as a result of curriculum changes.

Scholarships

A variety of scholarship opportunities are available for Mayville State University students. Use the following link to identify currently available scholarships:
Mayville State University Scholarships

Discontinuing Enrollment

Students not continuing enrollment in nursing courses, other than by dismissal, are requested to communicate with their advisor about their decision to discontinue enrollment.

Retention in the Program

The Nursing Program reserves the right of retaining in the major only those students who, in the judgment of the nursing faculty, satisfy requirements of scholarship, behavior, and health characteristics suitable for the profession. Students who achieve less than a “C” in a required course (or course withdrawals) for the major are required to repeat the course to progress in the program while continuing to meet all pre/co-requisite course requirements. A course may only be repeated once, but any subsequent course failures will necessitate program withdrawal.

Program Orientation

All students will complete a program orientation process prior to beginning nursing coursework in the first semester of enrollment. This process will include:
1). Review of materials posted within the MSU Distance Student Orientation (DSO) Moodle course shell.
   • MANDATORY: viewing of Nursing Program Orientation Tegrity video recording (this recording is located in the “Tegrity block” on the right side of the DSO Moodle course page. Note: All students must view this entire recording - verification of review will take place using associated completion logs within Tegrity. Failure to view this recording by the established due date/time will delay the student’s progression in the major as he/she...
will not be permitted to participate in course activities within the first nursing course, NURS 350.

2). Review of materials posted within the Nursing Program’s Nursing Student Forum Moodle course shell.

This Moodle course will continue to be an avenue for ongoing communication between students and the program director and will be the official location for posting of all program related information and announcements. Students are encouraged to monitor the activity within this course shell at least weekly throughout program enrollment.

- **MANDATORY**: The RN-to-BSN Program Student Handbook is located and maintained within this Nursing Student Forum Moodle course. All students will be required to complete an associated Student Handbook Quiz located in this course. This quiz will serve to verify evidence of student review of the handbook and understanding of his/her responsibility for following the included information, policies, and guidelines. Electronic consent and signature will be obtained and tracked by completion of this quiz with a final quiz question included to specifically address acknowledgement and consent.

Each student will be required to complete this quiz prior to the start of the first semester of program enrollment. Failure to complete this quiz by the established due date/time will delay the student’s progression in the major as he/she will not be permitted to participate in course activities within the first nursing course, NURS 350.

In order to access the above Moodle courses, the student will need to first “Claim his/her NDUS Account” and then using the login information created within this process he/she will log in to Moodle. Refer to the MSU Distance Student Handbook for instructions on how to “Claim your NDUS Account” and how to access Moodle courses.

**Distance Student Handbook**

3). Attend OPTIONAL on-campus program orientation.

With each new fall or spring cohort start, an optional face-to-face program orientation will take place at MSU. Students will be invited to come to campus to meet program and university faculty and staff as well as other students enrolled in the program. Faculty and staff will discuss various components of the program orientation information presented earlier in an online format and will be available to answer any existing student questions. Students are encouraged to bring a laptop computer, if available, to campus on this day so that he/she may follow along/log in to the various online course/program electronic resources that will be discussed. Students may also plan to meet with any desired student support services and may also purchase eBook bundles and any other needed course books/supplies when on campus (books can also be purchased away from campus—see eBook section below). Because of the online nature of the program, this orientation is OPTIONAL. Students who are unable to attend can be assured that the online orientation provided within the DSO and Nursing Student Forum Moodle courses, described previously, includes all essential program orientation information.
Course Policies

Note: All course related policies/information included within this section are used to guide development of nursing course syllabi. However, the course syllabus, during actual course enrollment, will supersede any variations in the information included below.

Grading Policies

1. The student must achieve a grade of “C” or better to pass each course required for the nursing major. This applies to all NURS prefix courses (28 SH credits) and all required math courses (any developmental math courses, College Algebra or equivalent course, and Statistics).

2. The established Nursing Program grading standard for use in all NURS courses is as follows:
   - 92-100 = A
   - 84-91.99 = B
   - 76-83.99 = C
   - 68-75.99 = D
   - <68 = F

3. The grading standard will be included in every NURS course syllabus.

4. The instructors reserve the right to lower grades when assignments are submitted late. Refer to Late Assignment/Quiz submission policy.

5. Students who are issued a faculty grade for an assignment will not be allowed to repeat the assignment for a better grade. It is the instructor’s expectation that the student’s initial submission will be reflective of the student’s best work.

6. There is no rounding of points awarded for grade. Extra credit activities or assignments will not be created in attempt to raise final grades.

7. Feedback on assignments will be provided within 5 business days after the submission deadline.

8. Incompletes: An incomplete will be given only when the student has made a request to the course faculty in addition to meeting the university requirements for request of an incomplete found in the University Student Handbook.

9. Students who achieve less than a C in a course required for the major (All NURS prefix course and all math courses) are required to repeat the course. Repeating of one course may occur only once during program enrollment (2 course repeats will not be permitted during program enrollment).

10. Students may appeal a course grade by initiating the Student Grievance/Appeal process.

11. Courses that have team projects will include a team peer evaluation, and this evaluation will influence each student’s team project grade. Instructors reserve the right to determine final team project grades based upon all feedback received and will provide rationale to team members for final grade determination as necessary.
Academic Integrity

Mayville State University Nursing Program promotes the highest standards of academic integrity and the highest regard for truth and honesty. Violations of academic integrity include the following:

- The attempt by students to present as their own any work not actually performed by them (plagiarism)
- Collusion, fabrication, and cheating on examinations, papers, and other course-related work
- Stealing, duplicating, or selling course materials or examinations
- Substituting for others in class discussions or examinations
- Producing other students’ papers or projects
- Knowingly furnishing false or misleading academic information to college officials on official college records
- Altering information on official college records

Violations of this policy are covered under the Code of Student Conduct found in the University Student Handbook. In accordance with this Code, learners who, after due process, are found to have violated the Academic Integrity Policy, shall be subject to nursing program probationary processes and university sanctions that may include discretionary sanctions, including failure on assignments and/or examinations, suspension, or expulsion.

Attendance/Enrollment Verification

Enrollment Verification

The U.S. Department of Education requires instructors of online courses to provide an activity which will validate student enrollment all online courses. The only way to verify that a student has been in a course is if he or she takes an action in the enrolled Moodle course, such as completing an assignment or a taking a quiz. Logging into Moodle is NOT considered attendance. In each of your courses you will be required to complete an assigned activity to verify course enrollment (see online course participation section below). If it is not complete your enrollment in the course will be at risk.

Late Arrivals

Late Arrivals will only be permitted within the first week of the semester and will not be permitted beyond the MSU semester’s established drop/add date. The grading system for students adding this course after the first day of instruction will not be modified. The student will be expected to complete all assignments, reading, and projects missed with due dates as prescribed by instructor. Late arrivals will only be granted by the Nursing Program Director on a case by case basis.
Online Course Participation/Communication

Across the semester, students will be required to remain actively involved in enrolled online courses. Active involvement will include daily review of emails sent to the Mayville State University student email account, progression through weekly course content and daily participation in discussion board conversations as appropriate, submission of all assignments and activities in the courses as assigned within the weekly schedule of the course syllabus.

All students are required to maintain and regularly monitor his/her Mayville State University e-mail address. This provides faculty and students a means of timely and consistent communication. When courses are in session students are expected to check email and Moodle announcements at least once per day. Students are responsible for any communication that takes place in an electronic format. Students are encouraged to “cc” (carbon copy) themselves when sending program or course related emails to others. This will help to assure you that the message has actually been sent as well as will provide for your personal documentation of the communication.

- Instructors will respond to student email within 48 business hours.
- Instructors will grade student assignments within 5 business days.

- The “Nursing Student Lounge” in the Moodle course shell is a communication tool that students can communicate with each other regarding appropriate course information.
- The “Nursing Student Forum” in the Moodle course is a programmatic communication tool for students, Program Director, and Administrative Coordinator.
- The “Muddy Points” discussion thread in the Moodle course is used for general questions directed to the instructor regarding the course. Specific, personal concerns should be communicated directly to the instructor, via email or within established instructor office hours.

The Course syllabus will be reviewed in week one for each enrolled course and a syllabus quiz taken to verify enrollment. Faculty recommends students to complete the syllabus quiz prior to beginning any course activities. The syllabus quiz is due by the established due date/time within the first week of the course, and may be repeated until 100% is obtained. Bonus points will be awarded for a 100% quiz score earned prior to the due date/time.

Late Assignment/Quiz Submission

All assignments and exams must be submitted by the established due date/time. A 20% deduction will be applied to late submissions up to 48 hours after the original due date/time. To receive partial credit, late submissions need prior approval, unless unforeseen conditions occur and are approved by the instructor. After 48 hours a zero will be given for that assignment/quiz.

All individual assignments must be submitted in order to receive a passing grade in the course (excluding discussion forums, quizzes, and team assignments not associated with a Baccalaureate Essential Mastery Assignment). Any mastery assignment associated with a Baccalaureate Essential must be submitted.
Due dates for assignments and quizzes will be identified within the weekly schedule of the course syllabus. Submission of all written assignments will take place in the Moodle course shell drop box.

**Team Assignments**

When team activities are assigned, all members of the team are expected to contribute equally to the end product. When a student fails to participate as an equal member, the other members of the team may choose to dismiss the non-participating member but only after providing substantive evidence of the individuals’ limited or lack of team participation. Before dismissing the student, the members of the team must inform the course instructor responsible for the assignment. The team members are responsible for dismissing the non-participating member. The dismissed member is responsible for contacting the course instructor. Alternative avenues for assignment completion may or may not be allowed and will be left up to the discretion of the course instructor depending upon the individual situation. Courses that have team projects will include a peer evaluation, and this evaluation will influence each student’s team project grade as noted in the team assignment rubric. Each student will be graded on the team project collaboratively and peer evaluation individually. All peer evaluations will be added and an average score will be used for the rubric score. Instructors reserve the right to determine final team project grades based upon all feedback received and will provide rationale to team members for final grade determination as necessary. Individuals of teams will take roles that will rotate with each team assignment from course to course. The assignments will consist of leader (the one whom oversees the project from start to finish, as well as edits and submits the project), the researcher(s) (may consists of more than one member, whom does the research for information in the project), and the writer (the one whom writes the project and revisions). Assignments and team members will be provided by the instructor.

**Online Etiquette**

All discussion and interaction within your online courses must follow the following etiquette:

- Be professional
- Be a leader, not a follower
- Do not be afraid to voice your opinions
- Use appropriate personal/professional experiences
- Using ALL CAPS gives the impression that you are SHOUTING!
- Make sure everyone realizes when you are trying to be funny. It is easy for messages to be misinterpreted since there are no physical gestures or voice inflections that accompany the text.
- Post your discussion within the designated timeframe. Other students are anxiously awaiting your posting so that they can respond as assigned.
- Always support your own opinions with textbook or course content, in addition to outside resources.
- Don’t make mechanical/grammatical suggestions in your responses to others’ postings.
- Do not make personal attacks during heated debates
- Provide evaluations of others’ ideas
- Provide additional suggestions for ideas
- Provide constructive criticism
- Provide positive feedback as well as critical feedback
- Be polite
- Be aware that we are all students and not expert writers
- Read all comments to each question before responding
- Avoid postings that simply say, “Good point” or “I like that idea” – provide rationale for your comments
- Explore any/all outside resources posted by other students. Follow-up postings should include reference to your thoughts when unfolding these suggested resources.

**Discussion Board Requirements**

- Read all assignments in preparation for the online discussion each week, including chapters as noted, research articles, etc.
- Participate in the discussion forums responding to assigned discussion questions and providing substantive feedback to peers. Discussion posts must contain substantial information at a minimum of 300 words to a maximum of 1000 words and be supported by a minimum of two resources, not including your text. Duplication of your own resources and journal articles used within your initial post is not permitted, students must identify new resources and journal articles for each of your own initial discussion posts. You may however, utilize resources posted by your peers for responses, as long as the posted information adds to the depth of the discussion. Remember to reference all resources and journal articles used in discussion posts and responses. Resources will be written in APA format, written after your post. Each student will respond to three posts for each discussion question. Response posts will consist of at least 100 but no more than 300 words and promote discussion of the topic as well as add to the depth of the subject being reviewed. Response posts will be supported by a minimum of one resource, not including your text, and be written in APA format. Please see the discussion rubric for evaluation of posts/ responses. **See course weekly schedule for established due date/times for initial and response posts.**

**EBooks**

The RN to BSN program utilizes electronic textbooks for all required NURS course textbooks. A custom package has been created with Elsevier for you to obtain access to your textbooks as a reduced rate, bundled purchase. All students will purchase two eBook bundles, one during his/her first semester of enrollment, and the second during his/her second semester of enrollment. You can purchase access to your eBook bundle through the Mayville State University bookstore or directly through Elsevier. Students who plan to use financial aid to purchase textbooks will need to purchase the eBook bundle through the bookstore on campus. Students who do not purchase the established eBook bundle will not have access to particular electronic resources included within and available only in the eBook bundles. Such students will be at risk for unsuccessful course completion related to limitation of resources if eBook bundles are not used.
EBooks are accessed within Elsevier’s Evolve website, formally referred to as Pageburst. The following links have been provided by Elsevier to get you started with using your eBooks:

Discover all the benefits of Pageburst, as well as how to download to your computer and GO MOBILE at:

A Detailed training link for Pageburst is available at:
For additional information about the nursing program contact:

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This RN to BSN Program Student Handbook contains valuable information for your journey through the Nursing Program. It is vital that you read this handbook and follow the policies outlined within.

- Please note the separate confidentiality policy and confidentiality agreement form that requires an additional signature. A copy of this form with your signature is shared with clinical agencies when you start clinical.
- Additional clinical documentation will be necessary during program enrollment and will require student completion and signature/s. Copies of these documents will be shared with clinical agencies when you start clinical.

I have received a copy of the RN to BSN Program Student Handbook and I understand that I am responsible for following the information, policies, and guidelines written within.

________________________________________
Student Name

________________________________________
Student Signature

Date

Electronic consent and signature will be obtained and tracked by completion of the Student Handbook Quiz taken in the Nursing Student Forum Moodle course. Each enrolled student will be required to complete this quiz by the start of the first semester of program enrollment. A final quiz question will specifically address the statement above and will serve as receipt of student acknowledgement and consent.